

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Unger
	II. Native Lands Acknowledgement	2a.1*		Unger
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. President's Report			Chesley
	A. Faculty Recognition			Julian
	1. Tenure	4a.1*	X	
	2. Promotion	4b.1*	X	
	3. Sabbatical	4c.1*	X	
	4. Emeritus	4d.1*	X	
	B. Staff Emeritus	4e.1*	X	Boehme
	V. Agenda Changes			Unger
	VI. Public Comment			Unger
	1. Lynne McConnell – Housing Director, City of Bend			
	VII. Consent Agenda***			Unger
	1. Regular Meeting Minutes (2.9.22)	7a.1*	X	Chesley ^A
	VIII. Old Business			
	1. COCC District Zone Rebalancing			Chesley/Sharygin ^P
	2. BP6: Admin Responsibility – 2 st Reading	8a.1*	X	Tatom ^A
	IX. Information Items			
	1. Financial Statements	9a.1*		Knutson ^A
	2. New Hire Reports	9b.1*		Boehme ^A
	3. Marketing and Public Relations Update			Boone/Kovitz ^P
	4. New Strategic Plan Process			Moore/Hazlett ^P
	X. New Business			
	1. Building Naming for Jim Middleton	10a.1*	X	Boone
	XI. Board of Directors' Operations			Unger
	1. Board Member Activities			
	XII. President's Report – continued			Chesley

* Material to be distributed via e-mail & USPS (as necessary)

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P - indicates a Presentation will be provided.

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XIII. Dates

1. Friday, March 11 - Board Policy Committee @ 12:00
2. Tuesday, April 12 – Board Real Estate Committee @3:30
3. Wednesday, April 13 – Board of Directors’ Meeting @5:45

XIV. Adjourn to Executive Session

ORS 192.660 section 1, subsection i, Performance Evaluation of CEO

Unger

XIV. Adjourn to Open Session

Unger

XV. Open Session

Unger

XVI. Adjourn

Unger

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Purpose: To acknowledge someone is to say, "I see you. You are significant." The purpose of a land acknowledgement is to recognize and pay respect to the original inhabitants of a specific region. It is an opportunity to express gratitude and appreciation to those whose territory you exist in.

COCC Land Acknowledgement

(Condensed Version)

COCC would like to acknowledge that the beautiful land our campuses reside on, are the original homelands of the **Wasq'ú** (Wasco), and the **Wana Lama** (Warm Springs) people. They ceded this land to the US government in the Treaty of 1855. The **Numu** (Paiute) people were forcibly moved to the Warm Springs Indian Reservation starting in 1879. It is also important to note that the Klamath Trail ran north through this region to the great Celilo Falls trading grounds and the Klamath Tribes claim it as their own. Descendants of these original people are thriving members of our communities today. We acknowledge and thank the original stewards of this land.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Approve granting tenure to: Mike Artus, Angie Cole, Laura Hagen, Kirsten Hostetler, Sam LaDuca
Prepared By	<i>Sara Henson (Chair), Josh Evans, Michael Fisher, Dan Alberghetti, Amanda Layton, Eric Magidson.</i>

A. Background

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Three years of evaluation by a Peer Team and a Designated Evaluator. This process can include classroom observations, discussions of objectives with the instructor, examination of materials, and group meetings with students.
2. Five years of student evaluations (carried out in all courses from at least one quarter for each of the five years).
3. Class visits by the Vice President for Instruction or an Instructional Dean in the second year.
4. Annual Reports of Service by the faculty member including evaluation comments by the Designated Evaluator.
5. Professional Improvement Plan documentation (one completed 4-year PIP cycle, including PIP final report).
6. Recommendation for tenure by the Designated Evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee, deliberation by the Tenure Committee, and recommendations to the President.

Mike Artus is currently an Assistant Professor II of Speech. He earned a BS in Speech Communication and a MA in Interdisciplinary Studies, both from Oregon State University. Mike has taught at COCC since 2010 as a part-time, adjunct, full-time temp and soon-to-be tenured faculty member. Mike primarily serves and teaches in the northern campuses and earns praise from his students and colleagues for his engaging teaching style and deep connection with students. He serves as the faculty senate representative for the northern campuses, started a debate team at Deer Ridge correctional institution and serves as a faculty mentor and bobcat orientation facilitator.

Angie Cole is an Associate Professor of Education and Early Childhood Education. She earned a BA in Humanities from Western Oregon State University and a Master's of Teaching Pre-Service Elementary Education from Lewis and Clark College. She has been part of the COCC faculty since 2014 as an adjunct, full-time temp and tenure-track faculty. Angie teaches a range of education and early childhood education courses and serves as the program lead for education transfer students. She has also served as the college's liaison for education major transfer map work and has been a leader in creating partnerships and pathways for students pursuing education credentials. Angie is lauded for her passion for serving and advocating for students along with her ability to create and foster accessible and engaging online and hybrid courses. Angie is also deeply engaged in service to the college and community, including leading the development of the Clothing Connection boutique for students and serving as the allocations chair for the Bend LaPine Education Foundation Board.

Laura Hagen is an Assistant Professor II and Program Director of Culinary Arts specializing in baking and pastry arts. She earned a BA in English from Western Washington University and has taught at COCC since 2013 as a part-time, full-time temp and tenure-track faculty. Laura brings her students a true depth of knowledge from her years of experience in commercial kitchens, production bakeries, high-end restaurants and work in patisseries and boulangeries in France. Her students and colleagues appreciate her high quality, thoughtful feedback and her efforts to provide students with a wide range of real-world baking and pastry experiences. Laura planned and created the Baking and Pastry program and degree at COCC which earned an exemplary accreditation from the American Culinary Federation. Despite a global pandemic, the Baking and Pastry Arts program had its largest graduating class in 2021 and retained 94% of its continuing students. Chef Hagen volunteers her time for a variety of organizations across the region and serves as the advisor of the Bakery Kiosk in the Culinary Center in addition to participating in new student outreach and orientation efforts and providing pastries for all kinds of COCC events.

Kirsten Hostetler is an Assistant Professor II of Instruction and Outreach Librarian. She earned a BA in Literature from the University of Evansville, and MLIS in Library and Information Science from the University of Washington and most recently, a PhD in Education, with a focus on online pedagogy, from Old Dominion University. Kirsten has taught at COCC since 2014. During that time, Kirsten has been responsible for numerous library course redesigns, wrote an OER textbook, created over eighty subject-specific guides for the library and published six peer-reviewed articles. Her students and peers note her skillful online pedagogy, which supports student engagement and high-quality teaching and learning. Kirsten is also actively engaged in service on and off-campus and is highly sought after for her supportive role and analytic mind.

Sam LaDuca is an Assistant Professor II of Hospitality Management and has been at COCC since 2013. Sam has served as a part-time, full-time temp and tenure-track faculty. Sam earned his AS in Hospitality Management at Valencia College, a BS in Business Management at Western Governor's University. Sam brings his decades of work and professional credentials in almost every aspect of restaurant and hospitality management to his work in the Culinary Institute. He teaches a variety of hospitality management courses, serves as the advisor for the Culinary Club and coordinates professional internships for culinary students. Peer team members and students appreciate Sam's depth of knowledge about the hospitality and beverage industry and his exemplary efforts to keep his courses engaging through the transition to online and remote learning through the COVID pandemic. Sam volunteers his time to help at a variety of COCC functions as well as local and regional hunger-awareness fundraisers.

B. Options/Analysis

Grant tenure to Mike Artus, Angie Cole, Laura Hagen, Kirsten Hostetler, Sam LaDuca.

Decline granting tenure to Mike Artus, Angie Cole, Laura Hagen, Kirsten Hostetler, Sam LaDuca.

C. Timing

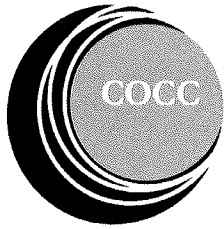
Tenure is effective with the 2022-23 academic year.

D. Budget Impact

None

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to Mike Artus, Angie Cole, Laura Hagen, Kirsten Hostetler, Sam LaDuca.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Promotion of faculty
Prepared By	Betsy Julian, Vice President for Instruction Liz Coleman, Chair of Promotions Committee

A. Background

Promotion recommendations are made in accordance with College policies G-34-3. The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

B. Options/Analysis

- Accept the promotion recommendations.
- Decline to accept the recommendations and refer back to the committee.

C. Timing

Promotions are effective with the 2022-23 academic year.

D. Budget Impact

Promotions are provided for in the budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II

Sarah Baron joined COCC in 2019 teaching Public Health. She has collaborated with community partners to provide student learning opportunities and created a visual roadmap to show progress to a career path directly from COCC or in transferring to a university. Sarah has secured grants to enable COCC to be a state approved training site for Community Health Workers and to assist students financially with internships, meeting a critical need in Central Oregon. Together with Emma Chaput, she co-created and co-taught a pandemic course.

Melinda Gesuale joined COCC in 2014 as a part-time instructor in the Nursing Program and has ascended to become a critical member of the second-year nursing team. Melinda teaches Mental Health Nursing, Community Based Nursing, and Maternal Child Nursing. Melinda was instrumental in innovating and finding ways to navigate unique pandemic-related challenges. She served the community by volunteering at vaccination clinics.

Teresa De Sitter joined COCC in 2018 teaching Anatomy/Physiology and Microbiology. Teresa played a leading role on the science diversity committee including organizing field trips for Madras middle school students to experience STEM activities on COCC's campuses. She served on the vaccine subcommittee and volunteers to help the Latinx community.

Rodney Van Orsdol joined COCC in 2019 teaching EMT and Paramedicine courses. Rodney is the Lead Instructor for the American Heart Association Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS) courses. He recently completed the training to become a State of Oregon EMS Licensing Officer allowing him to administer and certify the National Registry of EMT Psychomotor Skills Evaluation Exam for our COCC EMS students.

Assistant Professor II to Associate Professor

Jane Denison-Furness started at COCC in 2015 and teaches Academic Composition, Writing Seminar, and Technical Writing in the Humanities Department. Jane redesigned the developmental writing curriculum for COCC to better ensure student success. In addition to chairing the Modern Language Association for community colleges, she volunteers as relief staff at a US Forest Service fire tower.

Thor Erickson joined COCC in 2009 as a part-time culinary instructor. Thor has been instrumental in leading COCC's prestigious Cascade Culinary Institute serving as Department Chair and leading the program through the ongoing pandemic. He teaches a wide range of classes such as charcuterie, butchery, and kitchen operations. Thor has helped to create a 503b non-profit, Rogue Food Unites, and led many efforts to feed wildfire refugees, firefighters and our local homeless population.

Rebecca Franklin joined COCC in 2015 as an instructor of Forest Resources Technology courses and became Program Director in 2018. She is active in the community building connections between local land use agencies, private industry professionals, and her students. Rebecca serves the college as the Forestry Club Advisor and advises the student chapter of the Society of American Foresters in Central Oregon.

Christopher Hazlett started at COCC in 2015 and teaches in the Humanities Department. He teaches Academic Composition, Argumentation/Research/Multimodal Composition, and Creative Nonfiction. Christopher advances student achievement by employing research and student-centered pedagogies in supporting college students' writing development.

Amanda Layton joined COCC in 2011 as the Physiology Lab Coordinator. Since becoming a full-time Science faculty member in 2015, Amanda developed course materials for Anatomy/Physiology and Microbiology to meet student demand in a variety of teaching modalities. She has brought her academic expertise in biology to the community through her volunteer work as a judge for the regional science expo and an advisor for the Sage School of Massage and Esthetics.

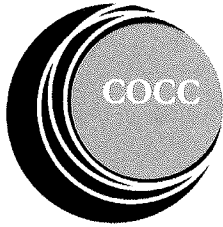
Ken Ruettgens joined the Social Science department in 2010 focusing on the northern COCC campuses. He has served as Department Chair since 2021 and has been instrumental in improving access for remote classes. Ken uses recorded interviews of professionals from a variety of areas to bring real world applications of sociological concepts to the classroom. Ken is active in the community coaching football at both Caldera and Sisters High Schools.

David Schappe started in 2018 as the EMS Program Director with the goal of meeting accreditation standards. Dave has spent a significant amount of time rebuilding relationships with St. Charles and other sites to provide valuable real-world clinical experiences for EMS students. Beyond his administrative duties, Dave teaches EMT, pre-internship classes, and oversees the student clinical experiences.

Anne Zmyslinski-Seelig joined COCC in 2015 as an instructor of Speech in the Communications Department. Anne reintroduced the Communicating Love course and took on a leadership role within the department in 2020. Her students consistently praise the enthusiastic and engaging approach she brings to the classroom. Anne is actively involved with Community Solutions of Central Oregon as a trained mediator.

Associate Professor to Professor

Eric Magidson joined COCC in 2007 as a full-time temporary instructor for the Computer and Information Systems department. According to his Department Chair he teaches “whatever needs to be taught”, often choosing to exceed contractual obligations. His commitment to student success and their potential careers in the CIS field is reflected in his continuous research of current industry standards and pursuit of the latest technical certifications.



**Central Oregon Community College
Board of Directors: Information Item**

Subject	Sabbatical for Lew Cousineau, Sarah Fuller, Andria Woodell
Prepared By	<i>Shannon Waller - Chair PIRT Committee Betsy Julian – Vice President for Instruction</i>

A. Background

Sarah Fuller, Associate Professor of Biology
Sabbatical term: Fall 2022 and Winter 2023

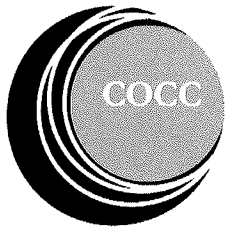
A two-term proposal to immerse herself in marine biology in Palau, a nation of 240 islands in the western Pacific Ocean, to learn more about coral reefs and tropical marine biology. Sarah wants to contribute research and educational outreach in Palau, and to share those experiences with COCC students and the Central Oregon Community.

Andria Woodell, Professor of Psychology
Sabbatical term: Winter 2023 and Spring 2023

A two-term proposal to research and develop a sustainable framework for an undergraduate research lab that implements current psychological research practices and provides continuity in projects as students graduate. Undergraduate research is necessary for students who plan to apply to graduate school in clinical or research psychology and acceptance is very competitive. Andria has an established framework but needs dedicated time to make it sustainable for students at COCC.

Lew Cousineau, Professor of Computer Information Systems
Sabbatical terms: Fall 2022

A one-term proposal to reimagine and overhaul CIS125E (Excel Course). He wants to create his own training materials and assignments to eliminate the need for an expensive textbook that is immediately out of date. Lew will organize the presentation material in smaller increments that will increase learner engagement and knowledge retention.



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring faculty: Jim Ellis, Bruce Emerson, Theresa Freihofer, Eleanor Sumpter-Latham, Zelda Ziegler
Prepared By	Betsy Julian, Vice President for Instruction Liz Coleman, Chair of Promotions Committee

A. Background

The Promotions Committee received nominations for faculty emeritus and have made recommendations for the above named faculty members for their deep commitment to the College, the students, and the community over multiple years of service.

B. Options/Analysis

-Approve emeritus status for retiring faculty: Jim Ellis, Bruce Emerson, Theresa Freihofer, Eleanor Sumpter-Latham, Zelda Ziegler.

-Decline approval of emeritus status for retiring faculty: Jim Ellis, Bruce Emerson, Theresa Freihofer, Eleanor Sumpter-Latham, Zelda Ziegler.

C. Timing

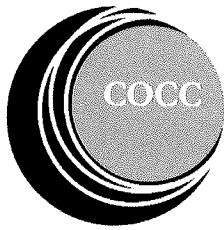
Effective with their retirement.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty members Jim Ellis, Bruce Emerson, Theresa Freihofer, Eleanor Sumpter-Latham, Zelda Ziegler.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Emeritus status approval for retiring Classified Employees: Renee Brazeau-Asher, Cristi Steiert
Prepared By	Laura Boehme, Chief Information/Human Resources Officer
Approved By	Laurie Chesley, President

A. Background

COCC's Classified Association is recommending with Presidential approval the above-named classified employees for Emeritus status for their deep commitment to the College and contributions to Student Success for multiple years.

B. Options/Analysis

- Approve Emeritus status for retiring Classified Employees: Renee Brazeau-Asher, Cristi Steiert
- Decline approval of Emeritus status for retiring Classified Employees: Renee Brazeau-Asher, Cristi Steiert

C. Timing

Effective with retirement date.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring classified employees: Renee Brazeau-Asher, Cristi Steiert

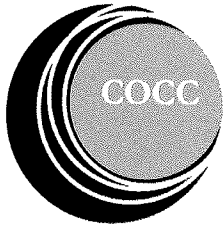
Renee Brazeau-Asher, Administrative Assistant, Mathematics Department

Renee began working at COCC in 1993 as an Office Assistant in the Bend Community Education Center (Continuing Education). In 1999, she was promoted to Office Specialist and then to Administrative Assistant in the Computer & Information Systems/Health Information Technology/Mathematics Department. In 2014, Renee became the Administrative Assistant in the Mathematics Department, assisting many faculty members and helping to plan numerous events. She also served on the executive committee of the Classified Association of COCC and assisted other departments including Admissions & Records in different roles such as a registration lab attendant. In retirement, Renee plans to enjoy the high lakes, skiing, hiking, biking, outdoor concerts and all that Central Oregon has to offer.

Cristi Steiert, Administrative Clerk Senior, Continuing Education

Cristi began working at COCC in 1998 as an Office Specialist in the Training Department. In 2003, she transferred to the Allied Health Department and then in 2007, she transferred the Continuing Education Department where she worked through multiple changes and restructures, including

the relocation of the department to the Chandler building. At the same time, she helped program managers, directors and students navigate the Continuing Education systems of offering classes, hiring instructors and enrolling students until her recent retirement. In retirement, Cristi plans to rest, spend time with family and enjoy Central Oregon.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Emeritus status approval for retiring Administrative Employee: David Dona
Prepared By	Laura Boehme, Chief Information/Human Resources Officer
Approved By	Laurie Chesley, President

A. Background

The President received a nomination for Administrative Emeritus and has made the recommendation for the above-named Administrator for their commitment to the College, the students, and the community over their multiple years of service.

B. Options/Analysis

- Approve Emeritus status for retiring administrator: David Dona
- Decline approval of Emeritus status for retiring administrator: David Dona

C. Timing

Effective with retirement date.

D. Budget Impact

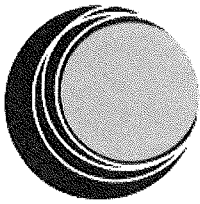
None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring administrative employee, David Dona.

David Dona, Vice President of Finance and Operations

David began working at COCC in 1982 as Full-Time Faculty of Business. He taught full-time until 1987 when he relocated out of the area to pursue career opportunities as a Senior Accountant with PricewaterhouseCoopers (PWC) and then as an Associate Controller with Reed College. David moved back to Central Oregon in 1997 and taught part-time for COCC while serving as Vice President of the High Desert Museum. In 2007, David was hired as Associate Chief Financial Officer with COCC and continued to teach part-time. In 2016, David was promoted to Chief Financial Officer and, as of September 2021, to Vice President of Finance and Operations. In retirement, David plans to travel and spend time with family.



CENTRAL OREGON
community college

7a.1

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, February 9, , 2022 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm				
I.	Call to Order			Unger
II.	Native Lands Acknowledgement Alan Unger read the COCC Native Lands Acknowledgement.	2a.1*		Unger
III.	Roll Call <u>Board Members & Guests</u> Alan Unger (Chair), Bruce Abernethy, Oliver Tatom, Jim Clinton, Erica Skatvold, Laura Craska Cooper, Joe Krenowicz, Laurie Chesley (COCC President), Alicia Moore, Zak Boone, Betsy Julian, Laura Boehme, Jenn Kovitz, Mark Reinecke, Cathleen Knutson, and Ethan Sharygin.			Kovitz
IV.	Agenda Changes The Neighborly Ventures lease (9b.1*) was removed from the agenda and will be presented at a future meeting.			Unger
V.	Public Comment A supplemental budget hearing was held to consider a resolution to address a proposed change to a fund's expenditures equaling more than 10%.			Unger
VI.	Consent Agenda***			Unger
	1. Supplemental Budget Resolution Motion to approve Budget Resolution	6a.1*		Knutson
	<ul style="list-style-type: none"> • 1st Joe Krenowicz • 2nd Bruce Abernethy • Motion approved. None opposed. 			
	2. Board Meeting Minutes (1.12.21) Motion to approve Minutes	6b.1*		Chesley

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- 1st Bruce Abernethy
- 2nd Joe Krenowicz
- Motion approved. None opposed.

VII. Information Items

1. **COCC District Rebalancing** Chesley/Sharygin
 ORS 341.175 provides that Oregon community colleges “shall adjust the boundaries of zones established within a district as necessary to make them as nearly equal in population as is feasible according to the latest federal census. COCC employed the Population Research Center (PRC) at Portland State University to do this analysis. Ethan Sharygin, the Executive Director of the PRC, proposed a potential rebalancing. Board members requested that he remove Lake County from his analysis (since they are leaving the COCC District in June 2023), consider voting precinct boundaries, and consider adjusting the boundary between Bend and Prineville zones.
2. **Financial Statements** 7a.1* Knutson
 No questions at this time.
3. **New Hire Report** 7b.1* Boehme
 No questions at this time.
4. **Campus Safety Update** Chesley
 President Chesley presented a high-level overview of the campus safety recommendations made by Jim Ferraris and the College’s plans to implement them.
5. **Legislative Update** Chesley
 President Chesley presented an overview of two legislative proposals that would be important for COCC: the Future Ready Oregon proposal from the Governor, and the cybersecurity funding ask by OCCA.

VIII. Old Business

1. **GP6: Board Committees** 8a.1 Tatom
 Motion to approve Policy Revision with two corrections (there are eight, not nine cmtes and no ad hocs)
 - 1st Oliver Tatom
 - 2nd Bruce Abernethy
 - Motion approved. None opposed.

IX. New Business

1. **BP6: Admin Responsibility** 9a.1* Tatom

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The Board held a first reading of this policy revision.

2. **Certificates in Graphic Design** 9b.1* **Julian**
Vice President Julian proposed two new certificates, one in Graphic Design and one in Illustration.

Motion to approve two new certificates

- 1st Erica Skatvold
- 2nd Oliver Tatom
- Motion approved. None opposed.

X. Board of Directors' Operations **Unger**

1. Board Member Activities

Oliver Tatom	Two Policy Review Committee meetings; mtg with St. Charles re: Med Assisting.
Alan Unger	OCCA Budget Committee meeting, OCCA Executive Committee meeting, OCCA Board meeting, calls with Legislative Committee, calls with Bruce and President Chesley.
Jim Clinton	Real Estate Committee meeting.
Erica Skatvold	Two Policy Committee meeting.
Joc Krenowicz	Real Estate Committee meeting, meeting with Jeremy Green re: Madras.
Laura Craska Cooper	Real Estate Committee meeting, two Policy Committee meetings, meeting with Bruce Fratzke regarding Awbrey Butte valuation.
Bruce Abernethy	Phone calls with Alan Unger and President Chesley

XI. President's Report **Chesley**

Zak Boone shared that Meal of the Year has been canceled due to COVID concerns. He also presented information on an upcoming vaccination clinic at COCC and changes in contact tracing at Deschutes County and COCC. The President praised NeighborImpact for bringing its fresh food truck to the Bend Campus on the second and fourth Tuesdays of each month from noon to 1:00 at the Barber Library. The President also praised the Culinary students, faculty, and staff for their great work at the Midterm Banquet.

IX. Dates **Unger**

1. Friday, February 25 – Board Policy Committee @ 12:30
2. Wednesday, March 9 – Board of Directors' Meeting @ 5:45
3. Tuesday, April 12 – Board Real Estate Meeting @ 3:30

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Current

BPR 6: ORDER OF ADMINISTRATIVE RESPONSIBILITY

Approved: March 13, 1991

Revised February 8, 1995; October 14, 1998; March 10, 2010; December 9, 2015

In the absence of the College President and when an Acting President has not been named, administrative responsibility shall reside with:

1. Vice President for Instruction
2. Vice President for Administration

Proposed Revision

BPR 6: ORDER OF ADMINISTRATIVE RESPONSIBILITY

Approved: March 13, 1991

*Revised February 8, 1995; October 14, 1998; March 10, 2010; December 9, 2015;
____, 2022*

In the absence of the College President and when an Acting President has not been named, administrative responsibility shall reside with:

1. Vice President for Finance and Operations
2. Vice President for Student Affairs
3. Vice President for Instruction

March 09, 2022

Central Oregon Community College
Monthly Budget Status
Highlights of January 2022 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$47.9million. The January average yield for the Local Government Investment Pool remains unchanged from the prior month at .45 percent.

General Fund Revenues

The College received the third State Aid payment of \$2.3 million in January. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through January 2022 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
January 2022

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 19,605,000	\$ 18,652,144	\$ (952,856)	95.1%	95.1%
Prior Taxes	459,000	324,274	(134,726)	70.6%	78.4%
Tuition and fees	16,611,000	10,498,844	(6,112,156)	63.2%	64.3%
State Aid	8,497,000	7,157,276	(1,339,724)	84.2%	77.0%
Program and Fee Income	41,000	10,178	(30,822)	24.8%	0.0%
Interest & Misc. Income	200,000	80,714	(119,286)	40.4%	23.2%
Transfers-In	3,100,000	3,100,000	-	100.0%	100.0%
Total Revenues	\$ 48,513,000	\$ 39,823,430	\$ (8,689,570)		
Expenses by Function					
Instruction	\$ 22,678,176	\$ 10,713,808	\$ 11,964,368	47.2%	46.7%
Academic Support	4,453,971	2,232,750	2,221,221	50.1%	47.7%
Student Services	5,479,217	2,684,899	2,794,318	49.0%	48.5%
College Support	5,649,729	2,768,296	2,881,433	49.0%	48.8%
Plant Operations and Maintenance	4,773,815	2,380,026	2,393,789	49.9%	46.0%
Information Technology	4,776,262	2,325,266	2,450,996	48.7%	50.8%
Financial Aid	112,897	49,596	63,301	43.9%	30.8%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,587,213	1,587,213	-	100.0%	100.0%
Total Expenses	\$ 50,311,280	\$ 24,741,854	\$ 25,569,426		
Revenues Over/(Under) Expenses	\$ (1,798,280)	\$ 15,081,576	\$ 16,879,856		

Central Oregon Community College
Monthly Budget Status
January 2022

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,986,266	\$ 5,390,751	\$ (595,515)	90.1%	86.2%
Expenses	6,120,592	2,475,111	3,645,481	40.4%	40.4%
Revenues Over/(Under) Expenses	\$ (134,326)	\$ 2,915,640	\$ 3,049,966		
Grants and Contracts Fund					
Revenues	\$ 11,535,259	\$ 3,702,209	\$ (7,833,050)	32.1%	34.1%
Expenses	11,801,609	4,013,522	7,788,087	34.0%	40.7%
Revenues Over/(Under) Expenses	\$ (266,350)	\$ (311,313)	\$ (44,963)		
Capital Projects Fund					
Revenues	\$ 3,176,238	\$ 166,746	\$ (3,009,492)	5.2%	86.2%
Expenses	7,509,052	1,116,031	6,393,021	14.9%	14.6%
Revenues Over/(Under) Expenses	\$ (4,332,814)	\$ (949,285)	\$ 3,383,529		
Enterprise Fund					
Revenues	\$ 4,729,166	\$ 2,929,487	\$ (1,799,679)	61.9%	12.7%
Expenses	4,771,726	2,585,325	2,186,401	54.2%	45.2%
Revenues Over/(Under) Expenses	\$ (42,560)	\$ 344,162	\$ 386,722		
Auxiliary Fund					
Revenues	\$ 8,442,713	\$ 5,618,839	\$ (2,823,874)	66.6%	63.2%
Expenses	10,179,804	4,367,743	5,812,061	42.9%	50.9%
Revenues Over/(Under) Expenses	\$ (1,737,091)	\$ 1,251,096	\$ 2,988,187		
Reserve Fund					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	430,501	24,499	94.6%	94.5%
Revenues Over/(Under) Expenses	\$ (443,326)	\$ (430,501)	\$ 12,825		
Financial Aid Fund					
Revenues	\$ 22,059,071	\$ 11,520,886	\$ (10,538,185)	52.2%	30.7%
Expenses	22,322,975	12,385,169	9,937,806	55.5%	46.9%
Revenues Over/(Under) Expenses	\$ (263,904)	\$ (864,283)	\$ (600,379)		
Internal Service Fund					
Revenues	\$ 140,540	\$ 35,601	\$ (104,939)	25.3%	14.7%
Expenses	112,458	43,049	69,409	38.3%	33.6%
Revenues Over/(Under) Expenses	\$ 28,082	\$ (7,448)	\$ (35,530)		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 1,229	\$ (8,103)	13.2%	21.1%
Expenses	18,050	5,625	12,425	31.2%	31.1%
Revenues Over/(Under) Expenses	\$ (8,718)	\$ (4,396)	\$ 4,322		

Central Oregon Community College

Cash and Investments Report

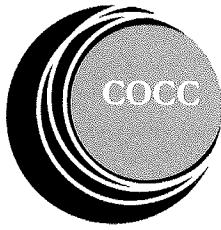
As of January 31, 2022

College Portfolio	Operating Funds	Trust/Other Funds
Cash in State Investment Pool		
4089 - General operating fund	\$ 45,708,864	
3624 - Robert Clark Trust		\$ 378,368
January Average Yield 0.45%		
Cash in USNB	\$ 2,244,212	
Cash on Hand	\$ 4,600	
Total Cash	\$ 47,957,676	\$ 378,368



Central Oregon Community College
Board of Directors
New Hires Report
 Date of Hire: February 1-28, 2022

Name	Hire Date	Job Description	Department
Classified Full-Time			
Hockin, James	2/15/2022	Test Proctor Senior	Tutoring and Testing
Showers, Tyler	2/21/2022	Campus Custodian	Custodial Services
Part-Time Instructors			
Redgrave, Christopher A	2/21/2022	Curriculum Assistant	Manufacturing Processes
Temporary Hourly			
Botts, Terri Lynn	2/1/2022	Temp Collect & Acquis Support	Library
Carrier, Daphne Rose	2/3/2022	IT Tech II	Tutoring and Testing
Carrier, Daphne Rose	2/3/2022	Test Proctor	Tutoring and Testing
Cheatum, Taylor M	2/4/2022	Student Ambassador	Student Outreach & Contact
Engles, Tyler J	2/28/2022	EMT Lab Assistant	Emergency Medical Services
Hoyt, H Ray	2/4/2022	Interim Apprenct. Prgm Coord.	Office of VP of Instruction
Knight, Maria M	2/1/2022	Office Assistant I PRNV	Regional Svcs. & Prnvl Campus Oper.
Magee, Nathan	2/7/2022	Basketball Student Referee	Club Sports
Magee, Nathan	2/7/2022	Basketball Scoreboard	Club Sports
Mcarthur, Kaylene Elizabeth	2/16/2022	EMT Lab Assistant	Emergency Medical Services
Ristow, Dillan Henry	2/4/2022	Fitness Attendant	Health & Human Performance Office
Steinke, Myrsideys A	2/8/2022	Paramed. Instruct. Assistant	Emergency Medical Services
Tallmon, Caden	2/3/2022	Fitness Attendant	Health & Human Performance Office
Yost, Paul Wesley	2/7/2022	Basketball Student Referee	Club Sports



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Jeffrey Hamilton as Senior Systems Administrator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Senior Systems Administrator** position is a replacement position.

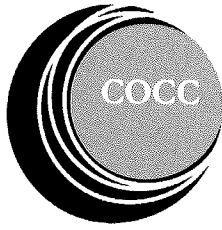
B. Timing

The **Senior Systems Administrator** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from March 16, 2022 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Jeff Hamilton holds an associate's degree in Computer Information Systems from Central Oregon Community College. Jeff most recently served as an IT Manager for Pronghorn Golf LLC. Prior to this role, Jeff was a LAN Manager for Dyncorp International and a Helpdesk Technician for Jacobs Technology.



**Central Oregon Community College
Board of Directors: Information Item**

Subject	Hiring of Benjamin Sapp as ITS Software Analyst-Programmer
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **ITS Software Analyst - Programmer** position is a replacement position.

B. Timing

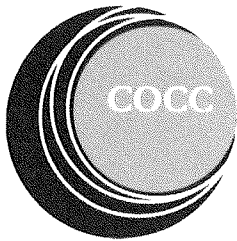
The **ITS Software Analyst - Programmer** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from February 7, 2022 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Benjamin Sapp most recently served as a Database Specialist II for the State of Alaska Office of Information Technology. Prior to this role, Benjamin served as in different levels of an Analyst/Programmer for the State of Alaska Department of Environmental Conservation. Benjamin is currently pursuing a Bachelor of Science in Computer Science from Oregon State University.

**Central Oregon Community College
Board of Directors: Resolution**



Subject	Dr. James Middleton Building Naming
Prepared By	Zak Boone, Chief Advancement Officer & Executive Director, COCC Foundation Jan Fisher, Accounting Technician Alicia Moore, Vice President of Student Affairs Zelda Ziegler, Professor of Chemistry

A. Background

Dr. James "Jim" Middleton served as the fourth President of COCC, from 2004-2014. Middleton was a community college administrator for over thirty years and also spent ten years teaching at the community college and high school level. Prior to leading COCC, Dr. Middleton was president of the College of Marin in California.

During his tenure at COCC, Dr. Middleton was instrumental in the passage of the general obligation bond measure which led to the construction and opening of the Health Careers Center and the Science Center. Additionally, Dr. Middleton was instrumental in the development and construction of the Redmond Technology Center, which opened just a few months after his retirement.

Dr. Middleton was known for his team approach, pragmatism, and a core belief in the power of the community college education for students of all disciplines.

B. Recommended for Consideration:

- *Health Careers Center, Bend Campus: "Middleton Health Careers Center"*

The Health Careers Center, a product of the successful 2008 bond measure, opened in 2012 and houses COCC's career and technical education health programs. One each of the Center's three floors, you'll find labs that mimic real-world work environments and innovative spaces designed specifically for student learning. The Center is home to the dental assisting, massage therapy, medical assistant, pharmacy technician and nursing programs.

- *Science Center, Bend Campus: "Middleton Science Center"*

The Science Center, also a product of the successful 2008 bond measure, opened in 2012 and was designed for collaborative learning with innovative lab classrooms, flexible breakout spaces, group study areas and hallway chalkboards to foster shared learning. The building is home to the anatomy and physiology, microbiology, physics, chemistry and geology programs as well as provides a large portion of the laboratory space on the Bend campus.

- *Redmond Technology Education Center, Redmond Campus: "Middleton Technology Center"*

The Redmond Technology Education Center (RTEC) opened in the fall of 2014 and houses a variety of career and technical education programs including Automotive Technology in Electronics and Diagnostics and the Veterinary Technician Program. The building serves as a student and community gathering place of sorts, where the spacious Room 209 hosts a variety of community groups throughout the year.

C. Options/Analysis

- Approve naming a building in Dr. Middleton's honor, using one of the three options from above.
- Decline to name a building in Dr. Middleton's honor.

D. Timing

A decision by the Board to name a building will initiate a process that includes attaining consent from the individual affected, planning a recognition ceremony if necessary, sending a press release and updating marketing materials, operational documents and wayfinding resources.

E. Budget Impact

TBD

F. Proposed Resolution

Be it resolved that the COCC Board of Directors approve the naming of XXX building on the XXX campus in Dr. James Middleton's honor.