



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 8, 2019 – 7:15 P.M.
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:15 pm	I. Call to Order			Craska Cooper
	II. Introduction of Guests			Craska Cooper
	III. Agenda Changes			
7:20 pm	IV. Public Comment			
	A.			
7:25 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (April 10, 2019)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (April 2019)	5.b1	X	Boehme ^A
	C. Contract Approvals			
	1. Christin Sands	5.c1	X	✓
	2. Todd Detwiler	5.c2	X	✓
	3. Darren McCrea	5.c3	X	✓
	4. Jeannie Bloome	5.c4	X	✓
	5. Melissa Merryman	5.c5	X	✓
	D. Budget Appropriation Review 2018-19	5.d	X	Bloyer ^A
	E. End-of-Year General Fund Transfer	5.e	X	Dona ^A
7:30 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Campus Services Activities			Viola ^P
7:55 pm	VII. Old Business			
	A. Campus Village Update	7.a*	X	Smith/McCaffery ^P McCoy
	B. North Lake County Update			McCoy ^P
	C. College Resource Officer	7.c	X	Andresen ^P
	D. Legislative Update			McCoy ^P
8:00 pm	VIII. NEW BUSINESS			
	A. College Food Service Provider	8.a	X	Andresen ^P
	B. Culinary Food Truck Purchase	8.b	X	Andresen ^P
8:15 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
8:25 pm	X. President's Report			Metcalf
	A. COCC Magazine			
	B. Accelerated Learning: Dual Credit			Newby/Hagan ^P

XI. **Dates**

- A. Friday, May 10 - 5:00-8:00 pm Faculty Convocation
Location: Wille Hall-Coats Campus Center & Elevation Restaurant
- B. Tuesday, June 4 - 4:30-6:00 pm President Metcalf's Retirement Celebration
Location: Wille Hall-Coats Campus center
- C. Wednesday, June 12 @ 6:00 p.m. - Board of Directors' Meeting - Prineville
Location: COCC Crook County Open Campus, Prineville
- D. Saturday, June 15 @ 10:00 a.m. - COCC Commencement
Location: Mazama Field, Bend Campus
- E. Wednesday, June 19 Noon-1:00 p.m. President's Scholarship Luncheon -
Location: Dining Hall-Coats Campus Center
Please RSVP to zboone@cocc.edu

8:50 pm XII. **Adjourn to Executive Session**

ORS 192.660 (1)(d) Labor Negotiations - Paradis

Adjourn to Open Session

ADJOURN

* Material to be distributed at the meeting (as necessary).

** **Times** listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, April 10, 2019 – 5:45 PM & 7:15 PM
Elevation Restaurant
Cascades Culinary Institute

PRESENT: Laura Craska Cooper, Erica Skatvold, Vikki Ricks, Bruce Abernethy, Alan Unger, Jim Clinton, Joe Krenowicz, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS:

Thor Erickson, Betsy Julian, Matt McCoy, Peter Ostrovsky, Dan Cecchini, Diana Glenn, Alicia Moore, Ron Paradis, David Dona, Lisa Bloyer, Joe Viola, Tony Russell, Michael Fisher, Jenni Newby, Zak Boone, Glenda Lantis, Debbie Hagan, Amy Harper, Lynn Murray, Donna Witmeyer, Jon Bouknight, Linnea Lane, Janet Gesme, Josiah Cruikshank, Sharla Andresen, Nick Parker, Rachel Williams, and others.

PRESIDENT'S REPORT:

All-Oregon Academic Team (AOAT) Scholars

Dr. Alicia Moore-dean of student and enrollment services, introduced faculty members Professor Lynn Murray (dental program), Professor Jon Bouknight (writing/speech) and Instructor Janet Gesme (world languages), who then introduced the students they had nominated, who were then chosen to be COCC's All-Oregon Academic Team Scholars. Linnea Lane-plans to graduate with an Associate of Arts Oregon Transfer degree; Donna Witmeyer-will receive her dental assisting certificate at commencement; Josiah Cruikshank-earning an associate degree while still in high school and plans for continued undergraduate work with career aspirations in the field of mechanical engineering and Rachel Williams-will graduate with a degree in Health Information Technology.

Rachel, Donna, Linnea and Josiah each shared a little bit about themselves and the successes of their educational journey at COCC. They are invited to the state capitol in Salem to be honored by the Governor along with all of the other Oregon community colleges at the AOAT Scholars Luncheon on April 26.

Cascade Culinary Program

Thor Erickson-assistant professor II of culinary, gave a PowerPoint presentation reviewing the activities of the following -

- Student Culinary Club
- International Exchange
- Student operated restaurant (Elevation Restaurant)
- Community Engagement
- Beverage Area construction in Elevation Restaurant
- Food Truck program.

6:10 p.m. Adjourn – Regular Board of Directors' Meeting

6:11 p.m. Convene – Budget Committee Meeting

7:30 p.m. Adjourn - Budget Committee Meeting

7:40 p.m. Re-Convene – Regular Board of Directors' Meeting

7:41 p.m. Adjourn to Executive Session – ORS 192.660 (2)(h) Legal Counsel

8:00 p.m. Adjourn Executive Session

8:01 p.m. Re-Convene – Regular Board of Directors' Meeting

CONSENT AGENDA:

Mr. Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 13.a1, 13.b1, 13.b2, 13.b3, 13.b4). Ms. Erica Skatvold seconded. MCU. Approved. M04/19:1

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of March 12, 2019 (Exhibit: 13.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the March 2019 New Hire Report (Exhibit: 13.b1);

BE IT RESOLVED that the Board of Directors approved the contracts for Stephanie Spalding-Bilbrey as First Year Experience Director (Exhibit: 13.b2), Laura Boehme as Director of Human Resources (Exhibit: 13.b3) and Melisse Boyd as Grants Coordinator (Exhibit: 13.b4).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 14.a)

The Board of Directors was apprised of the February 2019 Financial Statements.

Financial Certifications (Exhibits: 14.b & 14.b1)

The Board of Directors was apprised of the Financial Certifications from the Chief Financial Officer, Director of Fiscal Services and the President.

College Resource Officer (Handout: 14.c)

In October of 2018 a “Campus Public Safety Work Group” (made up of faculty, administrators and classified personnel) was formed to develop recommendations to be submitted to President Metcalf by early winter quarter, with the goal of how Campus Public Safety can better serve its students and its district.

Peter Ostrovsky-Campus Public Safety Director, Sharla Andresen-Risk Management / Contracts Director and Nick Parker-Bend Police Captain reviewed the proposal for a jointly funded (by COCC and the Bend Police Department) “Campus Resource Officer”. A first reading of the proposal will be submitted at the May board meeting.

North Lake County Update

Matt McCoy-Vice President for Administration reported that he has and continues to be in the process of contacting key residents and stakeholders from North Lake County with the goal of finding a solution for meeting their educational needs and requests. He will give another update at next month's board meeting.

Legislative Update

Matt McCoy gave an update on the Oregon Legislature's activities relating to community college funding. Matt reviewed that getting agreement from the Legislature for the funding needed for each of the community colleges has been difficult, but COCC and the other colleges continue to share information with legislators to help them understand the severe need for additional resources.

NEW BUSINESS:

Tuition and Fees (Exhibit: 16.a)

The proposed 2019-20 general fund budget was developed using the recommended tuition, college support fee and technology fee rates outlined in section A of Exhibit: 16.a.

The Board of Directors had an in-depth discussion regarding the critical need to increase tuition and fees.

Mr. Alan Unger moved to approve the proposed 2019-20 tuition, college support fee and technology fee rates as presented in Section A of Exhibit: 16.a. Mr. Bruce Abernethy seconded. MCU. Approved. M04/19:2

New and Suspended Programs (Exhibit: 16.b)

Betsy Julian-Vice President for Instruction, reviewed that all of the proposed new, inactivated and reorganized degree and certificate proposals (as listed in Exhibit: 16.b) meet COCC, state and regional accreditation standards. Reorganized programs are being amended to bring COCC into alignment with state approval.

Mr. Bruce Abernethy moved to approve the new and deleted academic program changes as listed in (Exhibit: 16.b) effective Fall 2019. Mr. Joe Krenowicz seconded. MCU. Approved. M04/19:3

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

- | | |
|----------------------|---|
| Mr. Unger | Real Estate Committee Meeting
College Affairs Committee Meeting
Audit & Finance Committee Meeting
Two Legislative Conference Calls w/OCCA |
| Mr. Abernethy | Real Estate Committee Meeting |
| Ms. Skatvold | Testified at the Ways and Means Committee re: College Funding
Passed final exam of COCC Class and has enrolled in a new class |
| Mr. Krenowicz | Audit & Finance Committee Meeting
Real Estate Committee Meeting |
| Ms. Ricks | Conversations with constituents regarding article on developmental math and grants
Met with candidate who is running for Vikki's Board Position - Zone 7 |

Mr. Clinton Lunch meeting with President Metcalf
Campaigning to win the election to the COCC Board of Directors

Ms. Craska Cooper Phone Call with new incoming President Dr. Laurie Chesley
Met w/President Metcalf, Mark Reinecke, Ron Paradis, Linda Quon
Phone Call with Eric King – City of Bend
Met w/Eric King, Police Chief Jim Porter, President Metcalf
and Captain Nick Parker
Agenda Review w/President Metcalf
Several Calls w/Chief Jim Porter

PRESIDENT'S REPORT - Continued:

Adult Basic Skills (ABS) (Handout: 18.a1)

Instructional Deans Jenni Newby and Debbie Hagan gave a PowerPoint presentation on the Adult Basic Skills Program. They reviewed the mission of the (ABS) program is to provide an accessible educational experience that supports student success and enhances the lives and well-being of its students, assists and transitions students to post-secondary education and develops the academic skills and knowledge necessary to help students achieve their goals and participate and thrive in today's workforce and community.

ADJOURN to Executive Session: ORS 192.660 (2)(h) Legal Counsel
ORS 192.660 (2)(h) Labor Negotiations

ADJOURN Executive Session:

RE-CONVENE Regular Board of Directors' Meeting Open Session:

ADJOURN: 10:50 PM

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President



**Central Oregon Community College
Board of Directors
New Hires Report
April 2019**

**Exhibit: 5.b1
May 8, 2019**
Approved: ___Yes ___No
Motion: _____

Name	Hire Date	Job Description	Department
Temporary Hourly			
Armendariz, Mario	4/8/2019	Certified Flight Instructor	Aviation
Boquist, Daria	4/11/2019	Student Ambassador	Student Outreach & Contact
Catlett, Cassie	4/2/2019	Ceramics Lab Assistant	Art
Church, Tanner	4/15/2019	Certified Flight Instructor	Aviation
Christiano, Alex	4/15/2019	Certified Flight Instructor	Aviation
Dickinson, Jordan	4/8/2019	Ceramics Lab Assistant	Art
Frost, Brok	4/26/2019	EMT Lab Assistant	Emergency Medical Services
Jansen, Peter	4/1/2019	Aviation Tutor	Tutoring and Testing
Kuehn, Summit	4/26/2019	Art Model	Art
Pobanz, Terry	4/15/2019	Campus Center Building Assistant	Student Life
Powell, Cole	4/15/2019	Fitness Center Attendant	Health & Human Performance
Ramirez, Allison	4/1/2019	Elevation Restaurant Assistant	Culinary Program
Robles, Mara	4/22/2019	Student Intern ECE	Social Science
Savage, Josh	4/1/2019	Writing Tutor	Tutoring and Testing
Sheppard, Clinton	4/1/2019	Certified Flight Instructor	Aviation
Thompson, Holly	4/1/2019	Writing Tutor	Tutoring and Testing
Wagenknecht, Mathew	4/5/2019	IT Tech – Bend and Red	Tutoring and Testing



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Christin Sands, Project Manager Assistant
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-3: Define, document and practice clear operational decision-making.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Project Manager Assistant position is a new position.

B. Options/Analysis

- Approve the employment contract for **Christin Sands**
- Decline approval of the employment contract for **Christin Sands**

C. Timing

The **Project Manager Assistant** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

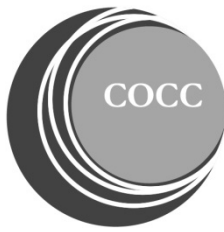
D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Christin Sands** as **Project Manager Assistant**.

Ms. Sands has worked at Central Oregon Community College in the Campus Services Department since 2014. She is currently serving as the Interim Project Assistant. Ms. Sands has completed her Bachelor's in Social Science with Community Leadership emphasis, at Oregon State University. She is currently in process of completing her Masters of Science in College Student Services Administration.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Todd Detwiler, Business Systems Programmer
Institutional Efficiency	IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision making. IE-4: Improve information sharing practices and platforms.
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Business Systems Programmer position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Todd Detwiler**
- Decline approval of the employment contract for **Todd Detwiler**

C. Timing

The **Business Systems Programmer** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 7, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Todd Detwiler** as **Business Systems Programmer**.

Mr. Detwiler received his Bachelor of Science Degree and Master of Science degrees in Computer Science from University of Washington. From 2002 to present Mr. Detwiler has served as University of Washington's Structural Informatics Research Scientist. He has worked on Windows, Mac and Linux Platforms and frameworks such as MySQL, PostgreSQL, HSQLDB, and more. Review Mr. Detwiler's most recent publications at <http://purl.org/sig/people/detwiler/publications.html>



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Darren McCrea, Director of Application and Web Systems Development
Institutional Efficiency	IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision-making. IE-4: Improve information sharing practices and platforms.
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Director of Application and Web Systems Development position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Darren McCrea**
- Decline approval of the employment contract for **Darren McCrea**

C. Timing

The **Director of Application and Web Systems Development** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from May 1, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Darren McCrea** as **Director of Application and Web Systems Development**.

Mr. McCrea received his Bachelor's Degree in English from California State University and an Associate's Degree in Business from Orange Coast Community College. From 2004-2008, Mr. McCrea has been with COCC since 2011, serving as the Technology Project Manager. Prior to COCC he was the Business Operations Manager at RAMEtronics Technology in Anaheim, CA and as their Sales Manager from 1999-2003. Mr. McCrea has considerable experience managing technology projects and daily operations.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Jeannie Bloome, Buildings Maintenance Supervisor
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-3: Define, document and practice clear operational decision-making.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Buildings Maintenance Supervisor position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Jeannie Bloome**
- Decline approval of the employment contract for **Jeannie Bloome**

C. Timing

The **Buildings Maintenance Supervisor** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from April 18, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Jeannie Bloome** as **Buildings Maintenance Supervisor**.

Ms. Bloome has a Bachelor's Degree in Engineering from University of Illinois. Prior to COCC she a Engineering and Quality Systems Contractor overseeing equipment installation and developing safety programs for maintenance and quality teams. Additionally, she was the Facilities Manager for Deschutes Public Library.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Melissa Merryman, Assistant Director, Housing and Residence Life
Student Experience	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Assistant Director, Housing and Residence Life position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Melissa Merryman**
- Decline approval of the employment contract for **Melissa Merryman**

C. Timing

The **Assistant Director, Housing and Residence Life** position is a 12-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from April 11, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Melissa Merryman** as **Assistant Director, Housing and Residence Life**.

Ms. Merryman currently serves at a Residence Life Coordinator at COCC. Prior to that, she served as at Faculty Advisor at Rogue Community College. Ms. Merryman holds a Master's degree in Educational Leadership and Policy from Portland State University, and a Bachelor's degree in Anthropology from Southern Oregon University. She has been at COCC since 2017.



Central Oregon Community College Board of Directors: Resolution

Subject	Appropriation Review
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
Prepared By	Lisa Bloyer, Director of Fiscal Services

A. Background

Every year the College performs a budget review of its appropriation units. Due to the difficulty in precise estimation of appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect actual and anticipated transaction activity. ***These changes reflect budget adjustments, not increases to the total budget.***

The required appropriation adjustments are the result of:

- Grants and Contracts fund – the College received several unanticipated new grants this fiscal year.

These requested changes to the above appropriation units are necessary to meet the needs of the College and remain in compliance with local budget law. Therefore, an adjustment to the appropriation authority is requested to the accounts identified on the attached budget change form.

B. Options

- 1) Approve the budget and appropriation transfer.
- 2) Do not approve the budget and appropriation transfer.

C. Timing

This action is required at this time in order to allow the College to remain in full compliance with local budget law.

D. Budget Impact

There is no impact to the total budget. Changes reflect adjustments to budget categories as identified on the attached budget form.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors does hereby authorize the transfer of budget and an equal amount of appropriation authority as specified on the attached budget change form.

8-May-19

No. _____
(Fiscal Services Use only)

Central Oregon Community College
Budget Change Form

Budget Year 2018-19

Fiscal Services
(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp X Perm

Appropriation Unit	Banner Index	Account Number	Amount Increase	Amount Decrease
Special Revenue Fund - State Grants		62000	400,000.00	
Special Revenue Fund - Contracts		62000	50,000.00	
Special Revenue Fund - New Programs		61000		450,000.00
Total			\$ 450,000.00	\$ 450,000.00

Total of Debits + Credits **\$ 900,000.00**

Reason for Budget Change: Year end appropriation review

Date 30-Apr-19

Date 30-Apr-19

Date

Date

Date

Lisa Bloyer

Change Requested By

David Dona

CFO Approval

Reviewed by Director of Fiscal Services

President's Approval

Board's Approval



Central Oregon Community College Board of Directors: Resolution

Subject	Approval of the 2018-19 end-of-year General Fund transfer-out.
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
Prepared By	David Dona, Chief Financial Officer

A. Background

Part of the 2019-20 budget development strategy includes a \$500,000 end-of-year transfer from the General Fund to the Capital Projects Fund (IT Server/Infrastructure \$198,000 and Technology Life-Cycle \$302,000) for the current year. This transfer moves some of the surplus general fund reserve funding that is above the Board's mandated 10% reserve requirement to the Capital Projects Fund. After this transfer, the general fund reserve is projected to be \$5.6 million (12.9%), which is \$1.2 million over the required \$4.4 million reserve requirement. This current year transfer-out eliminates the scheduled general fund transfer-out for the next fiscal year to the Capital Projects Fund effectively reducing the 2019-20 budgeted expenditures by \$500,000.

B. Options

- 1) Approve 2018-19 end-of-year transfer-out from the general fund.
- 2) Do not approve 2018-19 end-of-year transfer-out from the general fund.

C. Timing

Approval of the proposed 2018-19 end-of-year transfer-out is requested at this time. Approval now will facilitate the remainder of the budget process, which involves adoption of the budget by the Board of Directors in June after an additional public hearing.

D. Budget Impact

This transfer reduces the current year's General Fund ending fund balance by \$500,000 and increases the Capital Projects ending fund balance by \$500,000. The transfer will reduce current year budgeted expenditure appropriations (including operating contingency) and increase transfers-out appropriations by an equal amount.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors does hereby approve the 2018-19 end-of-year transfer-out of \$500,000 from the General Fund to the Capital Projects Fund as presented in Section A.

Central Oregon Community College
Monthly Budget Status
Highlights of March 2019 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$35.1 million. The March average yield for the Local Government Investment Pool remains the same as the previous month at 2.75 percent.

General Fund Revenues

Spring term registration continues this month increasing tuition and fee revenues by \$4 million over the prior month. All budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through March 2019 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

Cash and Investments Report

As of March 31, 2019

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 34,084,507	
3624 - Robert Clark Trust		\$ 382,677
 March Average Yield 2.75%		
Cash in USNB	\$ 1,109,879	
Cash on Hand	\$ 4,600	
 Total Cash	<u>\$ 35,198,986</u>	<u>\$ 382,677</u>

Central Oregon Community College
Monthly Budget Status
March 2019

Exhibit 6a
08-May-19

<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	\$ 16,589,000	\$ 16,216,271	\$ (372,729)	97.8%	98.8%
Prior Taxes	509,000	317,905	(191,095)	62.5%	63.2%
Tuition and fees	17,028,000	16,806,356	(221,644)	98.7%	97.2%
State Aid	8,337,000	6,011,677	(2,325,323)	72.1%	80.0%
Program and Fee Income	70,000	31,390	(38,610)	44.8%	84.9%
Interest & Misc. Income	135,000	47,846	(87,154)	35.4%	42.3%
Transfers-In	2,191,000	2,191,000	-	100.0%	100.0%
Total Revenues	\$ 44,859,000	\$ 41,622,445	\$ (3,236,555)		
Expenses by Function					
Instruction	\$ 21,115,127	\$ 14,442,560	\$ 6,672,567	68.4%	68.7%
Academic Support	3,680,299	2,549,755	1,130,544	69.3%	71.1%
Student Services	4,832,095	3,064,945	1,767,150	63.4%	65.7%
College Support	5,704,709	3,958,079	1,746,630	69.4%	68.0%
Plant Operations and Maintenance	4,450,028	2,815,207	1,634,821	63.3%	63.5%
Information Technology	4,477,198	2,853,706	1,623,492	63.7%	63.4%
Financial Aid	112,897	62,375	50,522	55.2%	71.6%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,340,352	2,343,592	(3,240)	100.1%	100.3%
Total Expenses	\$ 47,512,705	\$ 32,090,219	\$ 15,422,486		
Revenues Over/(Under) Expenses	\$ (2,653,705)	\$ 9,532,226	\$ 12,185,931		

Central Oregon Community College
Monthly Budget Status
March 2019

Exhibit 6a
8-May-19

	<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	\$ 5,502,078	\$ 5,241,176	\$ (260,902)	95.3%	95.0%
Expenses	5,643,781	2,374,858	3,268,923	42.1%	42.9%
Revenues Over/(Under) Expenses	\$ (141,703)	\$ 2,866,318	\$ 3,008,021		
Grants and Contracts Fund					
Revenues	\$ 3,402,921	\$ 1,532,129	\$ (1,870,792)	45.0%	33.0%
Expenses	3,416,813	1,713,082	1,703,731	50.1%	36.3%
Revenues Over/(Under) Expenses	\$ (13,892)	\$ (180,953)	\$ (167,061)		
Capital Projects Fund					
Revenues	\$ 1,209,077	\$ 1,184,068	\$ (25,009)	97.9%	98.1%
Expenses	5,166,029	1,159,559	4,006,470	22.4%	38.0%
Revenues Over/(Under) Expenses	\$ (3,956,952)	\$ 24,509	\$ 3,981,461		
Enterprise Fund					
Revenues	\$ 7,247,485	\$ 5,094,550	\$ (2,152,935)	70.3%	71.4%
Expenses	7,237,143	4,890,578	2,346,565	67.6%	63.2%
Revenues Over/(Under) Expenses	\$ 10,342	\$ 203,972	\$ 193,630		
Auxiliary Fund					
Revenues	\$ 7,379,662	\$ 5,955,885	\$ (1,423,777)	80.7%	78.9%
Expenses	9,796,641	5,975,342	3,821,299	61.0%	67.1%
Revenues Over/(Under) Expenses	\$ (2,416,979)	\$ (19,457)	\$ 2,397,522		
Reserve Fund					
Revenues	\$ 15,502	\$ -	\$ (15,502)	0.0%	0.0%
Expenses	540,000	505,068	34,932	93.5%	90.0%
Revenues Over/(Under) Expenses	\$ (524,498)	\$ (505,068)	\$ 19,430		
Financial Aid Fund					
Revenues	\$ 17,659,611	\$ 8,473,483	\$ (9,186,128)	48.0%	56.4%
Expenses	17,735,190	8,374,718	9,360,472	47.2%	51.0%
Revenues Over/(Under) Expenses	\$ (75,579)	\$ 98,765	\$ 174,344		
Internal Service Fund					
Revenues	\$ 239,377	\$ 138,419	\$ (100,958)	57.8%	53.2%
Expenses	352,771	190,587	162,184	54.0%	59.3%
Revenues Over/(Under) Expenses	\$ (113,394)	\$ (52,168)	\$ 61,226		
Trust and Agency Fund					
Revenues	\$ 3,726	\$ 7,154	\$ 3,428	192.0%	121.8%
Expenses	3,600	2,400	1,200	66.7%	57.1%
Revenues Over/(Under) Expenses	\$ 126	\$ 4,754	\$ 4,628		

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

Prepared by: Sharla Andresen - Director of Contracts and Risk Management

Subject	College Resource Officer
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.2 Increase meaningful partnerships to improve COCC's effectiveness and position impact in the region.

A. Background

The Bend Police Department, in partnership with the Bend City Manager, and Central Oregon Community College (COCC) are in the process of creating a new College Resource Officer (CRO) position to serve at the College for a pilot period of September 1, 2019 through June 30, 2021. The Intergovernmental Agreement for the CRO will automatically renew for one or more years after the initial 2019-2021 term unless terminated in accordance with the Agreement. The City of Bend is hiring a person for this unique CRO position specifically and would not have hired an individual otherwise, thus the College will need to commit to a two year Agreement that cannot be terminated during the pilot period.

B. Options/Analysis

- Give the College the authority to enter into a two year Intergovernmental Agreement with the City of Bend for a College Resource Officer to serve at the College.
- Do not give the authority to enter into a two year Intergovernmental Agreement with the City of Bend for a College Resource Officer to serve at the College.

C. Timing

By giving the authority to enter into a two year Intergovernmental Agreement at this time it will allow the College the ability to finish the negotiations of the Agreement in time to bring it back to the COCC Board, at their June Board Meeting, for their approval in accordance with Board Policy 4: Asset Protection "Not make any purchase or commit the organization to any expenditure of greater than \$100,000 without full knowledge and approval of the Board." The approved authority will also allow the Agreement to be in place for the start date of September 1, 2019.

D. Budget Impact

The Central Oregon Community College has budgeted for the cost associated for the College Resource Officer two year pilot Intergovernmental Agreement. They are as follows;

- COCC's portion of the CRO for the 2019-2020 academic year, which includes a patrol car and does not include overtime work by the CRO, is \$60,750.00
- COCC's portion of the CRO for the 2020-2021 academic year, which includes a patrol car but will include half the overtime costs, are estimated to be \$60,750 plus any City of Bend salary increases and projected overtime costs.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors gives Central Oregon Community College the authority to enter into a two year pilot Intergovernmental Agreement with the City of Bend for a College Resource Officer to serve at the College for approximately \$125,000.

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

**Prepared by: Sharla Andresen - Director of Contracts and Risk Management
Lori Benefiel – Director of Auxiliary Services**

Subject	College Food Service Provider
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.6 – Further develop and enhance facilities to ensure quality and viability.

A. Background

In an effort to continually offer exemplary service and provide convenient, innovative, flexible, and affordable options to its students, staff, and visitors, the College sought vendors to submit proposals to provide food service management and operations, including retail, for all of its Coats Campus Center food service operations. A formal Request For Proposals was issued and two responsive bids were received ranging from \$60,000 to \$84,872 per academic year.

B. Options/Analysis

Award contract to Sodexo America, LLC for \$60,000 per academic year.
Do not award contract to Sodexo America, LLC, reject all bids and re-bid the solicitation.

C. Timing

Award of the contract at this time will allow for the continuation of food service operations after the current contract expiration of June 23, 2019.

D. Budget Impact

Funds have been budgeted for these services.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors awards the contract for the College Food Service Provider to Sodexo America, LLC for \$60,000 per academic year.

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

**Prepared by: Sharla Andresen - Director of Contracts and Risk Management
Thor Erickson – Culinary Assistant Professor II**

Subject	Purchase of Culinary Food Truck
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.6 – Further develop and enhance facilities to ensure quality and viability.

A. Background

The Cascade Culinary Institute, through the Central Oregon Community College Foundation, received a generous donation from long time culinary donor and champion Shirley Ray to go towards the College's Culinary Department Instruction. Through her generosity, the Culinary Department has been able to purchase a Food Truck providing another aid in its instruction in the College's Arts. A formal Request For Quotes was issued and three responsive bids were received ranging from \$152,980 to \$188,500.

B. Options/Analysis

Award contract to Vending Trucks for \$152,980.

Do not award contract to Vending Trucks, reject all bids and re-bid the solicitation.

C. Timing

Award of the contract at this time will allow for the Food Truck to arrive in time for the fall 2019 term.

D. Budget Impact

Through the generous donation of Shirley Ray, funds have been budgeted for this purchase.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors awards the contract for the purchase of a Culinary Food Truck to Vending Trucks, Inc. for \$152,980.