



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, September 13, 2017 – 5:45 PM
COCC Madras Campus – Community Room

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Krenowicz
5:46 pm	II. Introduction of Guests			Krenowicz
5:48 pm	III. Agenda Changes			
5:50 pm	IV. Public Hearing and Testimony			
	A. Madras Campus and Deer Ridge - Updates			Schulz☐
6:10 pm	V. BREAK			
6:15 pm	VI. Consent Agenda****			
	A. Minutes			
	1. Regular Meeting (July 12, 2017)	6.a1	X	Smith
	2. Conference Call Meeting (July 24, 2017)	6.a2	X	✓
	B. Personnel			
	1. New Hire Report (July/August 2017)	6.b1	X	Fegley ^A
	C. Approval of Contracts			
	1. Price	6.c1	X	Fegley ^A
	2. Campbell, Cherry, Miller, Shipman	6.c2	X	Fegley ^A
	D.			
6:20 pm	VII. Information Items			
	A. Financial Statements	7.a		Bloyer ^A
	B.			
6:25 pm	VIII. New Business			
	A. COCC's Banner ERP/SIS	8.a	X	Cecchini☐
6:35 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			Krenowicz
6:45 pm	X. President's Report			Metcalf
	A. Housing Update			
	XI. Dates			
	A. Monday, September 25 – 1st Day of Fall Term			
	B. September 25-28 ACCT Leadership Congress – Las Vegas, NV			
	C. September 29-30 Fall Retreat – Board of Directors – COCC Madras Campus			
	D. Tuesday, October 10, 2017 – 5:30 to 8:00 p.m. <i>Anthony's Feast at the Old Mill</i> COCC Foundation's Annual Fundraiser at Anthony's Homeport Restaurant			
	E. Wednesday, October 11, 2017 @ 4:00 p.m. 20th Anniversary Event Celebrating the COCC Redmond Campus			

- Location: Redmond Technology Center Bldg.
- F. Wednesday, October 11, 2017 @ 5:45 p.m. Board of Directors' Meeting
 Location: COCC Redmond Campus – RTEC-209
- G. November 1-3: OCCA Annual Conference – Salishan Resort, Gleneden Beach, OR
- H. Wednesday, November 8, 2017 @ 5:45 p.m. Board of Directors' Meeting
 Location: Elevation Restaurant/Cascade Culinary Institute

- 7:00 pm XII. **Adjourn to Executive Session**
- XIII. **Executive Session:** ORS.192.660 (2)(h) Legal Counsel
- XIV. **Adjourn Executive Session**
- XV. **RE-Convvene Board of Directors' Meeting – Open Session**
-
- XVI. **Old Business**
- | | | | |
|--------------|-------|---|---------|
| A. Indemnity | 16.a* | X | Metcalf |
|--------------|-------|---|---------|
- XVII. **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

Central Oregon Community College
Board of Directors' Meeting

MINUTES

Wednesday, July 12, 2017- 5:45 p.m.
Christiansen Boardroom
Boyle Education Center
COCC Bend Campus

CALL TO ORDER: Vikki Ricks, Board Chair for 2016-17

OATH OF OFFICE: Erica Skatvold, Zone 4-Bend and Alan Unger, Zone 3-Redmond were sworn into office as board members for the Central Oregon Community College's Board of Directors.

PRESENT: Vikki Ricks, Joe Krenowicz, Laura Craska Cooper, John Mundy, Erica Skatvold, Alan Unger, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Bruce Abernethy

ELECTION OF OFFICERS:

Ms. Laura Craska Cooper moved to appoint Mr. Joe Krenowicz as the 2017-18 Board Chair. Mr. John Mundy seconded. MCU. Approved. M07/17:1

Ms. Laura Craska Cooper moved to appoint Mr. John Mundy as the 2017-18 Board Vice-Chair. Mr. Alan Unger seconded. MCU. Approved. M07/17:2

INTRODUCTION OF GUESTS: Betsy Julian, Matt McCoy, Dan Cecchini, Lisa Bloyer, Zak Boone, Matt McCoy, Michael Fisher, Jenni Newby, Alicia Moore, David Dona, Ron Paradis, Aimee Metcalf, Joe Viola, Danielle Fegley, Steve Pitman, Michael Gesme, Bill Dierdorff, Dave Coburn, Beth Hoover-patron of the district, Kailey Fisicaro-The Bulletin, and others.

Chair Krenowicz requested that each board member, board attorney, president and executive assistant – introduce themselves and give a brief bio of how they arrived at their position at COCC.

PUBLIC HEARING AND TESTIMONY:

Beth Hoover, resident of Bend, and representative of the Restorative Justice & Equity Group, distributed and reviewed (Handout: 6.a). On behalf of the "RJE Group" Ms. Hoover asked that the College make efforts to track the success of both students of color and students from poverty backgrounds in the future, especially with the Oregon Promise program.

CONSENT AGENDA:

Mr. John Mundy moved to approve the Consent Agenda (Exhibits: 7.a1-7.c6).

Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M07/17:3

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of June 14, 2017 (Exhibit: 7.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the June 2017 New Hire Report (Exhibit: 7.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Pitman, Molan, Hayes, Merryman, Harris, Hagen and La Duca (Exhibit: 7.c1, 7.c2, 7c3, 7c4, 7c5, 7.c6).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 8.a)

The Board of Directors was apprised of the May 2017 Financial Statements.

Credit Student Recruitment & Marketing (Exhibit: 8.b and Handouts: 8.b1, 8.b2, 8.b3)

Alicia Moore-dean of student and enrollment services and Ron Paradis-executive director of college relations, provided an overview of COCC's work in marketing and recruiting for new credit students. They reviewed the general strategies used by the College:

- best practices in recruitment
- current printed materials
- work of admissions/recruiting staff in visiting local, statewide and regional high schools
- information about campus visits
- new strategies in marketing utilized over the last couple of years including Pandora, Facebook and other social media advertising.

Merit Scholarships (Exhibit: 8.c)

Alicia Moore reviewed –

- Description of the COCC Merit Scholarship
- Application criteria
- Scholarships available
- Scholarships affect with other grants/scholarships
- Funding.

College Planning and Assessment Team (CPAT) 2016-17 Year-End Report (Exhibit: 8.d)

The Board of Directors was apprised of the CPAT 2016-17 year-end report. The primary purpose of the group is to facilitate a comprehensive and cohesive approach to planning and assessment furthering the College's effort to develop, implement and evaluate the Strategic Plan and achieve mission fulfillment.

Employee of the Year (Exhibit: 8.c)

Ron Paradis reviewed that each year, COCC honors members of the faculty and staff for their exemplary work. The College recognized Faculty Achievement Award winners: Andria Woodell-full time faculty and David Engle-part time faculty and Lydia Hernandez-classified staff and Chris Mills-administrator of the year.

NEW BUSINESS:

Consideration of August 9, 2017 Board of Directors' Meeting (Exhibit: 10.a)

Ms. Laura Craska Cooper moved to suspend the rules in accordance with Policy GP9 and cancel the scheduled August 9, 2017 Board of Directors' meeting. Mr. John Mundy seconded the motion. MCU. Approved. M07/17:4

Cascades Hall Furniture Purchase (Exhibit: 10.b)

Ms. Vikki Ricks moved to approve the purchase of furniture for Cascades Hall in an amount not to exceed \$411,506. Ms. Laura Craska Cooper seconded. MCU. Approved. M07/17:5

BOARD OF DIRECTORS' OPERATIONS:

Ms. Ricks	President's Scholarship Luncheon COCC Commencement breakfast and ceremony South Deschutes County Adult Education meeting-La Pine Real Estate Committee meeting
Ms. Craska Cooper	COCC Commencement breakfast and ceremony Lunch meeting with President Metcalf Facilities Master Plan Committee meeting Recognition of Prineville Graduates - at the Crook County Open Campus
Mr. Unger	Attendance at two Board meetings prior to today's July 12 "Oath of Office" Redmond Innovation meeting Workforce meeting Communications with Erica Skatvold
Ms. Skatvold	Attendance at previous Board meetings prior to today's July 12 "Oath of Office" Recognition of Prineville Graduates - at the Crook County Open Campus Lunch meeting with President Metcalf President's Scholarship Luncheon Katy Brooks Bend Chamber of Commerce and Education to Employment seminar Lisa Dobe, St. Charles Health System Foundation Communications with Alan Unger
Mr. Mundy	COCC Commencement ceremony President's Scholarship Luncheon Facilities Master Plan Committee meeting

Real Estate Committee Meeting
Phone Call w/Joe Krenowicz re: Committee Assignments
Phone Call w/Alicia Moore re: Child Care policy

Mr. Krenowicz Recognition of Madras Graduates - at the Madras campus
COCC Commencement ceremony
Youth Career Connect initiative with other Chambers

Committee Appointments 2017-18 (Exhibit: 11.b)

Julie Smith-executive assistant will send out the updated committee appointments, listing the description of committees.

Fall Board Retreat

Chair Krenowicz reminded board members of the upcoming September 29-30 Fall Board Retreat at the Madras campus and the Inn at Cross Keys Station.

PRESIDENT'S REPORT

Central Oregon Symphony 50th Anniversary

President Metcalf introduced Michael Gesme-professor of music and Central Oregon Symphony (COS) conductor, along with Bill Dierdorff-board member of the Central Oregon Symphony Association (COSA). Founded in 1992, COSA is a mission-driven, nonprofit organization that has been instrumental in providing support for everything that makes Central Oregon Symphony concerts possible. Maestro Gesme reviewed the recently published commemorative Central Oregon Symphony 50th Anniversary booklet.

COCC Foundation Update

Mr. Zak Boone, executive director for the COCC Foundation, gave a PowerPoint presentation and thanked everyone who was able to attend the June 21 President's Scholarship Luncheon. The honorees for the June luncheon were Vic and Vicki Russell of La Pine. The COCC Foundation started in 1956 with a total net worth of \$4,811; fast forward to end-of-year June 30, 2017 the reported assets totaled \$21,624,822. The Foundation's primary focus is on scholarship fundraising, supporting College departments interested in outreach and fundraising, grant planning and acquisition and the Nancy R. Chandler Visiting Scholars Program. Zak reported that the Foundation awarded \$1,502,000 in scholarships for 2016-17 year.

Oregon Promise (Exhibit: 12.c)

Dr. Betsy Julian-vice president for instruction and Alicia Moore-dean of student and enrollment services reviewed that the Oregon Legislature created the "Oregon Promise" (OP) program as a means of providing tuition support for recent high school graduates or GED recipients attending Oregon's community colleges.

They gave a Oregon Promise Overview PowerPoint presentation reviewing –

- Eligibility
- Award basics
- Numbers data and the impact on enrollment and classrooms

- Student success requirements
- Student success matrix
- Looking ahead.

COCC Organizational Structure

Mr. Dan Cecchini-chief information officer, presented a new way of showing COCC's Organizational Structure matrix. He highlighted this as a "live" depiction of the College's staffing/structure.

8:10 p.m. - Adjourn to Executive Session: ORS 192.660 (1)(d) Labor Negotiations

8:50 p.m. - Adjourn Executive Session

8:50 p.m. - Reconvene Board of Directors' Meeting – Open Session

Labor Negotiations:

Classified Association Labor Agreement (Exhibit: 19.a)

Ms. Vikki Ricks moved to approve the 2017-2020 collective bargaining agreement between COCC and the Classified Association of COCC as negotiated. Ms. Laura Craska Cooper seconded. MCU. Approved. M07/17:6

Administrative & Confidential Employees Wage Adjustment for 2017-18 (Exhibit: 19.b)

Mr. John Mundy move to approve the 3.0% increase to base wages for benefit eligible administrative and confidential employees. Ms. Laura Craska Cooper seconded. MCU. Approved.

M07/07:7

ADJOURN 9:55 p.m.

APPROVED;

ATTEST TO;

Mr. Joe Krenowicz-Board Chair

Dr. Shirley I. Metcalf, President



CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL Conference Call'
Board of Directors' Meeting
MINUTES

Monday, July 24, 2017 @ 10:30 AM
Christiansen Board Room,
Boyle Education Center

Call to Order Chair Joe Krenowicz

PRESENT – IN PERSON: Alan Unger, Dr. Shirley Metcalf-President,
Julie Smith, Executive Assistant

PRESENT – BY PHONE: Bruce Abernethy, Laura Craska Cooper, Joe Krenowicz, John Mundy,
Erica Skatvold, Ron Bryant-Board Attorney

ABSENT: Vikki Ricks

INTRODUCTION OF GUESTS: Matt McCoy, Steve Pitman, Joe Viola, Dan Cecchini, Alicia Moore,
Sharla Andresen, Derwyn Hanney

Adjourned from Open Session
Convene as Local Contract Review Board

Cascades Hall Renovation – (Exhibit: 6)

Discussion:
Board consensus to add the following language to the resolution
“that the findings are in accordance with CCR-304.”

Mr. John Mundy moved to approve the College to move forward with the three contracts for renovation and non-renovation work as described in Exhibit 6. Mr. Alan Unger seconded.

Call for the Vote:

YES: Abernethy, Craska Cooper, Krenowicz, Mundy, Skatvold, Unger

MCU. Approved. M07/17:1

Be it resolved that the Central Oregon Community College Local Contracting Review Board has reviewed that the findings are in accordance with CCR-304 and approves the College to move forward with the three contracts for renovation and non-renovation work as described in Exhibit 6.

Adjourn as Local Contract Review Board
Re-Convene as Board of Directors' Meeting

Student Housing – Wickiup Hall Update:

Alicia Moore-dean of student and enrollment services, reported that as of today the college is at 94% occupancy for Wickiup Hall.

ADJOURN: 10:50 AM

APPROVED;

ATTEST TO;

Mr. Joe Krenowicz, Board Chair

Dr. Shirley I. Metcalf, President

Central Oregon Community College
Board of Directors
NEW HIRE REPORT FOR JULY AND AUGUST
Date of Hire: July 1, 2017 – August 31, 2017

Name	Date Hired	Location	Job title
Classified Full-Time			
Elizabeth Voigt	07/03/17	Bend	Enrollment Associate
Jason Reeves	07/10/17	Bend	Hardware Software Engineer
Charles Caison	07/24/17	Bend	Campus Custodian
William Orchard	07/24/17	Bend	Campus Custodian
Jeffery Fortenberry	08/07/17	Bend	Campus Custodian
Morgan Cyrus	08/28/17	Bend	Technical Support Specialist 3
Ryan Goold	08/28/17	Bend	Science Lab Technician
Temporary Hourly			
Monica Erwin	07/01/2017	Bend	CFI Training
Hannah Walasavage	07/01/2017	Bend	Physiology Lab Assistant
Terri Swendsen	07/01/2017	Bend	Camp Assistant
Douglas Larkins	07/10/2017	Bend	Certified Flight Instructor
Rischarde Belew	07/21/2017	Bend	Youth Program Assistant
Kevin Lanier	07/25/2017	Bend	Public Safety Officer Redmond
Zeta Gesme	08/01/2017	Bend	Clerical Assistant
Sandra Hayman	08/07/2017	Bend	Youth Camp Assistant

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

Prepared by Danielle Fegley, Director of Human Resources

Subject:	Approve employment contract for GORDON PRICE as Coordinator of Student Activities .
Strategic Plan Themes and Objectives:	
Institutional Sustainability	IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region. IS.5 - Further develop and enhance employees and operational systems to ensure institutional quality and viability. IS.8 - Support enrollment and success of underrepresented students.
Transfer and Articulation	TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Lifelong Learning	LL.1 - Broaden lifelong learning opportunities based on assessed campus, community, and industry needs. LL.2 - Increase overall, lifelong learning participation.

A. Background

This is a limited duration Administrative position. The Coordinator of Student Activities serves as the advisor to the Associated Students of Central Oregon Community College. The Coordinator plans and oversees student/campus activities and events, student leadership training program and community programs and events. Provides oversight and supervision of irregular wage and Federal Work-study employees for night and weekend building coverage.

Options/Analysis

- Approve the employment contract for GORDON PRICE as Coordinator of Student Activities.
- Decline approval of the employment contract for GORDON PRICE as Coordinator of Student Activities.

A. Timing

The Coordinator of Student Activities position is appointed for an **11-month** employment contract each fiscal year. For the **2017-2018** fiscal year, the initial employment contract period will be from September 5, 2017 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

B. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

C. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **GORDON PRICE as Coordinator of Student Activities.**

D. Miscellaneous

Mr. Price earned his Bachelor's degree in Interdisciplinary Studies from Western Oregon University, and is currently working toward a Master's Degree in Higher Education and Student Affairs from Indiana State University. Mr. Price has over 10-years of experience in higher education administration. Most recently, he was the Coordinator for the Office of Student Services at the Universities at Shady Grove. In that role, he oversaw clubs and student organizations, facilitated cultural and diversity programming, and coordinated campus events and activities. Prior to his role at Shady Grove, he served in a variety of roles at COCC including, Director of Student Life, Diversity Coordinator, and Financial Aid Advisor

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

Prepared by: Danielle Fegley, Director of Human Resources

<p>Subject: Approve the said Full-Time Temporary Instructor contracts for -</p> <ul style="list-style-type: none"> • Lisa Campbell, Veterinary Technician Education • Anna Cherry, Instructor/Program Director of Health Information Technology • Joannie Miller, Nursing • Lisa Shipman, Aviation 	
<p>Strategic Plan Themes and Objectives</p>	
Institutional Sustainability Objectives	<p>IS.2 – Increase meaningful partnerships to improve COCC’s effectiveness and positive impact in the region.</p> <p>IS.3 – Develop a scalable approach to assessing student learning at the degree, program, and course levels.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p>
Transfer and Articulation Objectives	<p>TA.2 – Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p> <p>TA.3 – Provide students a high-quality general education.</p>
Workforce Development Objectives	<p>WD.2 - Deliver CTE curricula that meets current industry standards.</p> <p>WD.3 - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.</p>
Lifelong Learning Objectives	<p>LL.2 - Increase overall, lifelong learning participation.</p> <p>LL.4 - Support lifelong learning for College employees by designing and advancing educational opportunities.</p>

A. Background

These positions are temporary faculty positions for the 2017-18 academic year. To provide instruction for students in assigned discipline, provide office hours and advising to students in assigned discipline.

B. Options/Analysis

- Approve the contracts for Lisa Campbell, Anna Cherry, Joannie Miller, and Lisa Shipman
- Decline approval of the employment contract for Lisa Campbell, Anna Cherry, Joannie Miller, and Lisa Shipman

C. Timing

For the 2017-18 academic year. The positions are appointed as of September 13, 2017 for a 9-month employment contract. The employment contract period will be from September 13, 2017 to June 30, 2018.

D. Budget Impact

The salary conforms to the salary schedule contained in the Faculty Forum Collective Bargaining Agreement approved by the Board.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the contracts of Lisa Campbell, Anna Cherry, Joannie Miller and Lisa Shipman for the 2017-18 academic year.

F. Miscellaneous

Lisa Campbell

Full-Time Temporary Instructor for Veterinary Technician Program

Ms. Campbell completed her Veterinary Medicine Program at Oregon State University. Prior to COCC, Ms. Campbell has held a diverse veterinary career practicing veterinary medicine for 20 years with large animal medicine, emergency medicine, small animal medicine and shelter medicine. She is also a certified in veterinary acupuncture.

Anna Cherry

FT Temporary Instructor/Program Director for Health Information & Technology

Ms. Cherry has an Associate's Degree of Applied Science in Health Information and Technology from Central Oregon Community College. She obtained the Registered Health Information Technician (RHIT) and Certified Coding Associate (CCA) certificates. She has 7 years of purchasing experience at GTS Interior Supply.

Joannie Miller

Full-Time Temporary Instructor for Nursing

Ms. Miller received her Bachelors of Science in Nursing at Eastern Mennonite University, and MSN Family Nurse Practitioner Program at Clarkson College. Prior to COCC, Ms. Miller worked as a primary care provider for Paulina Peak Family Healthcare in La Pine. She currently holds an Oregon RN and NP License, an ARNP Certification, and professional memberships with AANP and Central Oregon IPA.

Lisa Shipman

Full-Time Temporary Instructor for Aviation

Ms. Shipman is a graduate from University of Nevada-Reno with a Bachelor's degree in Business/Accounting. She has 10 years of experience as owner/operator of a flight school and charter service along with over 10 years' experience teaching ground school and flight instruction. Her education and certificates include Multi-Engine ATP- Airplane, CFI, and CFII, Commercial Glider, Class II FAA Medical and Class I Transport Canada Medical. Her most recent experience is as Operations Manager for Sunwest Aviation.

Central Oregon Community College
Monthly Budget Status
Highlights of July 2017 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$27.4 million. The July average yield for the Local Government Investment Pool is up to 1.45 percent from last report of 1.30 percent.

The bond proceeds held in cash totals \$240,415 as of the end of July.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of July. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses 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 July 31, 2017

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 26,135,097		
3624 - Robert Clark Trust			\$ 376,836
3707 - Residence Hall bond funds		\$ 240,415	
July Average Yield 1.45%			
Cash in USNB	\$ 1,286,556		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 27,426,253</u>	<u>\$ 240,415</u>	<u>\$ 376,836</u>

Central Oregon Community College
Monthly Budget Status
 July 2017

Exhibit 7a
 13-Sep-17

<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	\$ 15,573,000	\$ -	\$ (15,573,000)	0.0%	0.0%
Prior Taxes	536,000	89,549	(446,451)	16.7%	16.0%
Tuition and fees	17,316,000	3,572,105	(13,743,895)	20.6%	23.3%
State Aid	8,792,000		(8,792,000)	0.0%	0.0%
Program and Fee Income	87,000	4,018	(82,982)	4.6%	N/A
Interest & Misc. Income	115,000	6,933	(108,067)	6.0%	1.0%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 5,952,605	\$ (38,746,395)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 383,908	\$ 21,006,448	1.8%	2.1%
Academic Support	3,396,982	223,455	3,173,527	6.6%	7.7%
Student Services	4,783,501	215,313	4,568,188	4.5%	6.3%
College Support	5,522,005	323,291	5,198,714	5.9%	7.6%
Plant Operations and Maintenance	4,641,805	220,153	4,421,652	4.7%	7.3%
Information Technology	4,573,854	627,944	3,945,910	13.7%	14.6%
Financial Aid	112,897	13,585	99,312	12.0%	13.4%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,126,640	18,020	99.2%	99.3%
Total Expenses	\$ 47,366,060	\$ 4,134,289	\$ 43,231,771		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ 1,818,316	\$ 4,485,376		

Central Oregon Community College
Monthly Budget Status
 July 2017

Exhibit 7a
 13-Sep-17

	<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>
Non General Funds					
Debt Service Fund					
Revenues	\$ 5,525,063	\$ 1,280,730	\$ (4,244,333)	23.2%	24.8%
Expenses	5,498,184	2,008	5,496,176	0.0%	0.3%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 1,278,722	\$ 1,251,843		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 56,267	\$ (2,943,413)	1.9%	1.7%
Expenses	3,062,375	68,350	2,994,025	2.2%	4.4%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (12,083)	\$ 50,612		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,346	\$ (27,245)	98.0%	95.2%
Expenses	6,124,920	816,648	5,308,272	13.3%	0.4%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ 533,698	\$ 5,281,027		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 899,752	\$ (6,782,088)	11.7%	12.5%
Expenses	7,184,486	1,684,625	5,499,861	23.4%	21.3%
Revenues Over/(Under) Expenses	\$ 497,354	\$ (784,873)	\$ (1,282,227)		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 3,075,434	\$ (4,510,163)	40.5%	37.9%
Expenses	10,817,917	3,135,133	7,682,784	29.0%	25.7%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (59,699)	\$ 3,172,621		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	301,885	58,115	83.9%	80.6%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (301,885)	\$ 41,673		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 760,082	\$ (17,045,549)	4.3%	4.6%
Expenses	17,880,190	638,496	17,241,694	3.6%	4.0%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ 121,586	\$ 196,145		
Internal Service Fund					
Revenues	\$ 274,647	\$ 1,735	\$ (272,912)	0.6%	0.6%
Expenses	350,196	30,632	319,564	8.7%	5.0%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (28,897)	\$ 46,652		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 463	\$ (3,273)	12.4%	0.0%
Expenses	7,000	-	7,000	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ 463	\$ 3,727		

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

Prepared by: Dan Cecchini, Chief Information Officer

Subject	Approve contract to move COCC's Banner ERP/SIS to a Hosted/Cloud-based Service
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.1; IS.5; IS.6
Transfer and Articulation	TA.1
Workforce Development	WD.1
Lifelong Learning	LL.3

A. Background

Move the current Ellucian Banner Enterprise Resource Planning (ERP) / Student Information Systems (SIS) from the COCC datacenter to a Cloud-based Hosted service offered by Ellucian. There are multiple factors driving the decision to make the move to a Cloud-based service at this time:

- 1.) COCC's Data Base Administrator (DBA) resigned in October of 2016 and we have not been able to fill the position with our current salary and compensation structure. Additional factors contributing to the challenge of recruiting a DBA include a nationwide demand that outstrips the supply of individuals with the necessary experience and skill set, coupled with the high cost of housing in Bend.
- 2.) Our senior software developer/programmer has recently resigned to take a job at a much higher salary than we offer at the College. This senior programmer also provided a significant amount of the DBA support for COCC and we will not be able to replace her skill set at current salary levels. Again we believe that additional factors contributing to the challenge of recruiting a qualified senior Oracle software developer include a nationwide demand that outstrips the supply of individuals with the necessary experience and skill set, coupled with the high cost of housing in Bend.
- 3.) Outsourcing the DBA work to a competent contractor runs \$175-225/hour, which is an annual cost of ~\$400,000 for fulltime DBA services.
- 4.) Ellucian Hosted services includes experienced in-house DBAs performing all routine DBA tasks necessary to support Banner, significantly reducing future risk of COCC being without DBA services.
- 5.) Ellucian Hosted services will provide redundant systems for business continuity and disaster recovery.

We continue to be very cost conscious of the long-term Total Cost of Ownership (TCO) for any new technology system being implemented at COCC. Our projections show that the recommendation to move to a hosted solution with DBA support and maintenance as well as database back-up and disaster recovery services will be less costly over the seven years of the proposed contract than continuing to host the system internally on-premise. These projected calculations use the cost of the actual market rate for Oracle/Banner DBAs, as our current DBA salary rate has resulted in failed searches without any qualified candidates applying in multiple recruitments.

Additional information about a move to Ellucian Hosted Banner services:

- ITS will eliminate the DBA position from our staffing.
- The Ellucian Hosted services contract should provide a more robust state-of-the-art platform with DBA services to better serve the students and college's ERP needs.
- Provides the DBA and server support for the Banner Mobile Phone App. With the future addition of mobile app licenses, it will allow students to easily register for classes via their phones, and allow employees to do Banner functions via their mobile phones.
- COCC will get significant Information Security functionality by going to Ellucian Hosted services. This includes encryption of the Banner database; a dedicated Network Operations Center (NOC) for 24x7 Banner monitoring; ITIL incident and Change Management; SOC1 and SOC2 compliance; and Distributed Denial of Service (DDoS) protection. The hosted services will also install Oracle security updates for the database, and for the Linux Operating system on all 14 Linux servers in the Banner 9 environment.
- COCC offloads some security liability risk. This transfers much of the liability of a data breach to Ellucian for mitigation and remediation.
- Remove the cost of separate servers, managed storage, licensing, maintenance agreements, cooling, backup systems, etc. for on-premise systems at COCC.
- We have successfully moved our Learning Management System (LMS), Blackboard; student email, and emergency notification system (ENS), Blackboard Connect, to cloud-based hosted systems over the past decade and we continue to look for opportunities as they make sense for the college.
- We will no longer have one individual that will be a single point of failure for the college in the event of their being unable to fulfill their work duties or leaving the college, resulting in the loss of the institutional knowledge associated with the position.
- Reduction in opportunity costs for ITS data center staff who will no longer need to support the Banner system and will instead be able to focus on backlogged infrastructure technology initiatives

B. Options/Analysis

1. Approve COCC entering into a seven-year contract with Ellucian Hosted Services contract for the Banner ERP
2. Do not approve COCC entering into a seven-year contract with Ellucian Hosted Services contract for the Banner ERP

C. Timing

COCC is currently running on Ellucian Banner 8.xx. The new version of COCC's ERP/SIS is Ellucian's Banner 9.x. Support is ceasing for the legacy version 8 of the Ellucian ERP/SIS system, Banner, on December 31, 2018. Banner is the mission-critical IT system for the entire college's operations, including; payroll, employee records, student records, registration, courses, etc., and integration

with dozens of ancillary software systems. In discussions with Ellucian, the actual technical migration typically takes 6-8 months to accomplish, so there is a limited window of time to position the college for a successful migration to Banner 9.

D. Budget Impact

Estimated annual contract cost of \$402,000 will be funded from resources available within the General Fund's ITS Operations budget and the Auxiliary Fund's IT Server/Infrastructure budget.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve entering into a contract with Ellucian for Hosted Banner Services.