

CENTRAL OREGON
community college

BUDGET COMMITTEE MEETING

AGENDA

Wednesday, May 9, 2018 5:45 PM
Christiansen Board Room, Boyle Education Center

		<u>Exh.</u>	<u>Action</u>	<u>Presenter</u>
I.	Call to Order			Freidman
II.	Introduction of Guests			Freidman
III.	Public Comment			Freidman
IV.	Minutes Approval Budget Meeting – April 11, 2018	4	X	Smith
V.	Proposed 2018-19 Budget up-date	5		Dona
VI.	Resolution for Approval Proposed 2018-19 Budget	6	X	Dona
VII.	Adjourn			

Please NOTE: Exhibits 5 & 6 are not included as the CFO and Director of Fiscal Services are taking some additional time to ensure the budget reflects the most current information available. This information will be provided to you by both email and USPS mail on the morning of May 7. Courtesy printed copies of all the Budget Committee materials will also be provided for you at the meeting.



Central Oregon Community College
BUDGET COMMITTEE MEETING
MINUTES

Wednesday, April 11, 2018 – 5:45 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Doug Ertner, Gayle McConnell, Mark Copeland, Patricia Kearney, Richard Hurd, John Mundy, Vikki Ricks, Laura Craska Cooper, Bruce Abernethy, Erica Skatvold, Alan Unger, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Lester Friedman, Cory Misley and Joe Krenowicz

CALL TO ORDER: Board of Director's Vice-Chair John Mundy called the meeting to order of the 2018-19, Central Oregon Community College Budget Committee.

INTRODUCTION OF GUESTS:

Betsy Julian, Matt McCoy, Ron Paradis, David Dona, Alicia Moore, Jerry Schulz, Dan Cecchini, Zak Boone, Julie Downing, Lisa Bloyer, Jenni Newby, Michael Fisher, Jerry Schulz, Zak Boone, Eddie Johnson-Faculty Forum President, Kathy Smith, Erica Skatvold, Glenda Lantis, Joe Viola, Mary Ann Asson-Batres, Don Doughty, and others.

MINUTES APPROVAL:

Ms. Laura Craska Cooper moved to approve the Budget Meeting Minutes of March 14, 2018. Ms. Erica Skatvold seconded. MCU. Approved. M04/18:1

2018-19 PROPOSED GENERAL FUND BUDGET

Mr. David Dona-Chief Financial Officer provided an update on the latest spring term enrollment information affecting key revenue assumptions used in the development of the proposed 2018-19 General Fund Budget.

2018-19 PROPOSED NON-GENERAL FUND BUDGETS (Exhibits: 6, 6.a, 6.b)

Mr. David Dona-Chief Financial Officer described the resources and requirements of the nine non-general funds types and provided a PowerPoint presentation reviewing significant activities and changes for each of the nine non-general funds:

- Debt Service Fund
- Capital Project Fund
- Enterprise Fund
- Internal Service Fund
- Reserve Fund
- Special Revenue Fund
- Auxiliary Fund
- Financial Aid Fund
- Trust & Agency Fund.

Mr. Dona noted that each of the nine funds have a specific purpose as defined by local budget law and governmental accounting standards. The primary budget objective is to ensure adequate appropriation authority and compliance to the fund's specific operating parameters. Each program or activity within the non-general funds is required to be self-balancing and expenditures cannot exceed available resources.

The Summary of Interfund Transfers report summarizing the total transfers by fund type was provided.

BUDGET CALENDAR:

The next Budget Committee Meeting is scheduled for Wednesday, May 9, 2018 at 5:45 PM in the Christiansen Board Room, Boyle Education Center – Central Oregon Community College.

Vice-Chair Mundy adjourned the Budget Committee Meeting.

ADJOURN: 7:00 PM

APPROVED;

ATTEST TO;

Mr. John Mundy, Vice Chair-Board of Directors

Dr. Shirley I. Metcalf, President



**CENTRAL OREGON
 COMMUNITY COLLEGE**
 Board of Directors' Meeting – AGENDA
 Wednesday, May 9, 2018 – 7:00 P.M.
 Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:00 pm	I. Call to Order			Krenowicz
	II. Introduction of Guests			Krenowicz
	III. Agenda Changes			
7:05 pm	IV. Public Comment			
	A.			
7:10 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (April 11, 2018)	5.a1	X	Smith
	2. Special Conference Call Mtg. (April 16, 2018)	5.a2	X	✓
	B. Personnel			
	1. New Hire Report (April 2018)	5.b1	X	Fegley ^A
7:15 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Community College District Boundary	6.b		Paradis ^A
7:25 pm	VII. Old Business			
	A. Strategic Plan – First Reading	7.a		Pierce/Julian ^P
7:40 pm	VIII. Board of Directors' Operations			
	A. Board Member Activities			
7:50 pm	IX. President's Report			Metcalf
	A. Sabbatical			Amy Harper ^P
	B. La Pine Educational Pathways Pilot Project			Courtney Snead ^P
	X. Dates			
	A. Friday, May 11 @ 5:00-8:00 pm Faculty Convocation Location: Wille Hall & Elevation Restaurant			
	B. Wednesday, June 13 @ 6:00 p.m. - Board of Directors' Meeting – Prineville Location: COCC Crook County Open Campus, Prineville			
	C. Saturday, June 16 @ 10:00 a.m. - COCC Commencement Location: Mazama Field, Bend Campus			
	D. Wednesday, June 20 Noon-1:00 p.m. President's Scholarship Luncheon – Location: Coats Campus Center-Dining Hall Please RSVP to zboone@cocc.edu			
8:00 pm	XI. 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 11, 2018 –5:45 PM & 7:00 PM
Christiansen Board Room
Boyle Education Center

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

ABSENT: Joe Krenowicz

INTRODUCTION OF GUESTS:

Betsy Julian, Matt McCoy, Peter Ostrovsky, Dan Cecchini, Danielle Fegley, Ken Mays, Alicia Moore, Ron Paradis, David Dona, Lisa Bloyer, Joe Viola, Monica Vines, Jacquie Coe, Melissa McAlexander-student, Sarah Wiggers-student, Renee Brazeau-Asher, Michael Fisher, Jenni Newby, Zak Boone, Jerry Schulz, Glenda Lantis, Amy Bachman-student, Alicia Moore, Eddie Johnson-Faculty Forum President, Kathy Smith, Julie Downing, Richard Hurd, Patricia Kearney, Susan Galecki, Doug Ertner, Gayle McConnell, and others.

PRESIDENT'S REPORT:

All-Oregon Academic Team (AOAT) Scholars

Dr. Alicia Moore-dean of student and enrollment services, introduced faculty members Monica Vines (addiction studies) and Jacquie Coe (math), who then introduced the students they had nominated, Melissa McAlexander and Sarah Wiggers, who were then chosen to be COCC's All-Oregon Academic Team Scholars. Melissa and Sarah are invited to the state capital in Salem to be honored by the Governor along with all of the other Oregon community colleges at the AOAT Scholars "Luncheon" on April 23.

Robert Maxwell

Ken Mays-professor of automotive technology/program director, reported that on March 8 the Automotive Technology department celebrated its 60th year anniversary with special guest Mr. Robert Maxwell. Automotive Technology at COCC started in downtown Bend in 1958. Bob Johnson and Robert Maxwell were assigned to the department. Even at age 97, Mr. Maxwell was able to attend the event. Mr. Maxwell taught at Bend High School from 1951 until he started the Automotive Program in 1958. He stayed at COCC for 8 years before accepting a position at Lane Community College in 1966, where he taught another 18 years.

Mr. Maxwell is currently the oldest living Medal of Honor recipient in our nation. He holds the highest honor of a grateful nation. COCC is proud to have had Mr. Maxwell as one of its former faculty members!

Professor Mays also introduced student Amy Bachman the recipient of the Robert Maxwell Scholarship that is sponsored by High Desert Automotive.

6:05 p.m. Adjourn – Regular Board of Directors' Meeting

6:10 p.m. Convene – Budget Committee Meeting

7:15 p.m. Adjourn - Budget Committee Meeting

7:20 p.m. Re-Convene – Regular Board of Directors' Meeting

PUBLIC COMMENT:

None.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 10.a1, 10.b1 10.c1).

Ms. Laura Craska Cooper seconded. MCU. Approved. M04/18:1

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of March 15, 2018 (Exhibit: 10.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the March 2018 New Hire Report (Exhibit: 10.b1);

BE IT RESOLVED that the Board of Directors approved the contract for Kelsey Freeman as Native American College Preparation Program Coordinator (Exhibit: 10.c1).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 11.a)

The Board of Directors were apprised of the February 2018 Financial Statements.

Course and Program Fees (Exhibit: 11.b)

The Board of Directors were apprised of the Course and Program fee changes for 2018-2019 for the following:

- Nursing
- Adult Basic Skills
- Culinary
- Human Development
- College Now.

Campus Services (Exhibit: 11.c)

The Board of Directors were apprised of the college's Campus Services department. Mr. Joe Viola-campus services director, gave a PowerPoint presentation reviewing that campus services has created a newsletter (to be published each term) that includes key performance indicators, data points and feature articles for each of the campus services departments.

OLD BUSINESS:

Tuition and Fees (Exhibit: 12.a)

The proposed 2018-19 general fund budget was developed using the recommended tuition and technology rates outlined in section A of Exhibit: 12.a, with tuition increases between 4.2 and 6.5%, and a \$3 increase in the technology fee to help keep pace with additional resources being added in technology.

Ms. Laura Craska Cooper moved to approve the proposed 2018-19 tuition and technology fee rates as presented in Section A of Exhibit: 12.a. Mr. Bruce Abernethy seconded. MCU. Approved.
M04/18:2

NEW BUSINESS

Credit Academic Program Changes-2018-2019 (Exhibit: 13.a)

Reorganized programs are being amended to bring COCC into alignment with state approval. The new programs will be available under the 2018-19 Catalog that begins Fall term, 2018.

Ms. Erica Skatvold moved to approve the academic program changes as described in (Exhibit: 13.a) effective Fall 2018. Ms. Laura Craska Cooper seconded. MCU. Approved.

M04/18:3

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Mr. Unger	Attended Real Estate Committee Meeting Attended OSU-Cascades Advisory Committee Meeting
Ms. Craska Cooper	Met w/President Metcalf, and the President's Evaluation Committee Phone Call w/President Metcalf Phone Call w/Dan Spencer Meeting w/President Metcalf and John Mundy RE: President's Contract Phone Call w/Senator Wyden's staff member Phone Call w/John Mundy RE: President's Evaluation and Contract Attended presentation - Prineville City Council Teaching class for COCC "Wine Tasting & Appreciation"
Mr. Mundy	Phone Calls w/Joe Krenowicz and Laura Craska Cooper RE: President's Evaluation and Contract Attended College Affairs Committee Meeting Attended Real Estate Committee Meeting Phone Call w/Erica Skatvold RE: Board Meeting Attended Lady Valor Movie sponsored by COCC Multicultural Dept.
Mr. Abernethy	Attended Real Estate Committee Meeting Attended event at the Redmond Technology Education Center Attended Meeting w/Joe Krenowicz and Laura Craska Cooper RE: President's Evaluation and Contract

Ms. Ricks Attended OCCA Forum and Executive Board Meeting
Two Phone Calls RE: OCCA Meetings
College Affairs Committee Meeting
Facilities Master Plan Meeting

Ms. Skatvold Phone Call w/John Mundy RE: Board Meeting

PRESIDENT'S REPORT - Continued:

Professional Development: Administrator:

Dr. Jenni Newby-instructional dean, gave a PowerPoint presentation on her recent sabbatical trip to Spain and Italy to conduct an administrative site visit of the COCC Barcelona SAE (Study Abroad Experience) while students and a faculty member were on site. And also, to explore potential study abroad sites in Italy. Jenni reviewed the "outcomes" of her sabbatical:

- Develop a Strategic Plan for Study Abroad at COCC
- Develop relationships with Barcelona SAE program staff
- Create an information packet for prospective faculty members interested in participating in the program
- Create a Study Abroad Handbook for faculty
- Develop new contacts with study abroad organizations at potential sites in Italy.

ADJOURN to Executive Session:

ADJOURN Executive Session:

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

Board of Director's consensus was the scheduling of a special conference call meeting for Monday, April 16 regarding the President's contract.

ADJOURN: 10:00 PM

APPROVED;

ATTEST TO;

Mr. John Mundy, Board Vice-Chair

Dr. Shirley I. Metcalf, President



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

MINUTES

Monday, April 16, 2018 @ 12:00 PM
Christiansen Board Room,
Boyle Education Center

Call to Order

PRESENT – IN PERSON: John Mundy-Vice Chair-Board Member, Dr. Shirley I. Metcalf--President,
Julie Smith, Executive Assistant

PRESENT – BY PHONE: Bruce Abernethy, Laura Craska Cooper, Vikki Ricks, Erica Skatvold,
Alan Unger, Ron Bryant and Dan Spencer-Board Attorneys

ABSENT: Joe Krenowicz

INTRODUCTION OF GUESTS: In-person: Matt McCoy-VP for Administration,
Aimee Metcalf-College Relations

President Shirley I. Metcalf’s Contract – Consideration of Approval (Exhibit: 4.a)

Ms. Laura Craska Cooper moved to approve the contract for President Shirley I. Metcalf. Mr. Bruce Abernethy seconded.

Be it hereby resolved, that the Board of Directors of Central Oregon Community College do hereby approve and accept the proposed three-year contract with Shirley I. Metcalf as President of Central Oregon Community College, effective July 1, 2018, and authorize its execution by the Chairman or Vice-Chairman of the Board.

Roll Call for the Vote:

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

ABSENT: Krenowicz

MCU. Approved. M04/18:1

ADJOURN: 12:10 PM

APPROVED;

ATTEST TO;

Mr. John Mundy, Board Vice-Chair

Dr. Shirley I. Metcalf, President

Central Oregon Community College
Board of Directors
NEW HIRE REPORT FOR MARCH
Date of Hire: April 1, 2018 – April 30, 2018

Name	Date Hired	Location	Department
Classified			
Pierce, Kayla	4/9/2018	Bend	Maintenance of Grounds
Temporary Hourly			
Roth, Karen	4/2/2018	Bend	Multicultural Activities
Aistear, Michelle	4/2/2018	Bend	Health Information Technology
Whipple, Abigail	4/2/2018	Bend	Emergency Medical Services
Rembold, Gregory	4/2/2018	Bend	Aviation Program
Nowak, Michael	4/2/2018	Bend	Aviation Program
DuVall, Chelsea	4/5/2018	Bend	Testing and Tutoring
Pegeder, Kalen	4/10/2018	Bend	Testing and Tutoring
Edwards, Olivia	4/16/2018	Bend	Bookstore
Duarte, Megan	4/16/2018	Bend	Bookstore

Central Oregon Community College
Monthly Budget Status
Highlights of March 2018 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$36.5 million. The March average yield for the Local Government Investment Pool is up to 1.92 percent from last month's report of 1.85 percent.

General Fund Revenues

Spring term registration continues this month increasing tuition and fee revenues by \$3.9 million over the prior month. All budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through March 2018 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, 2018

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 35,407,935	
3624 - Robert Clark Trust		\$ 376,925
 March Average Yield 1.92%		
Cash in USNB	\$ 1,098,800	
Cash on Hand	\$ 4,600	
 Total Cash	<u>\$ 36,511,335</u>	<u>\$ 376,925</u>

Central Oregon Community College
Monthly Budget Status
March 2018

Exhibit 6a
09-May-18

<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	\$ 15,384,314	\$ (188,686)	98.8%	95.8%
Prior Taxes	536,000	338,705	(197,295)	63.2%	56.3%
Tuition and fees	17,316,000	16,824,851	(491,149)	97.2%	103.6%
State Aid	8,792,000	7,032,369	(1,759,631)	80.0%	73.7%
Program and Fee Income	87,000	73,825	(13,175)	84.9%	46.8%
Interest & Misc. Income	115,000	48,650	(66,350)	42.3%	44.2%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 41,982,714	\$ (2,716,286)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 14,700,975	\$ 6,689,381	68.7%	67.5%
Academic Support	3,396,982	2,413,593	983,389	71.1%	68.8%
Student Services	4,783,501	3,140,462	1,643,039	65.7%	65.2%
College Support	5,522,005	3,752,430	1,769,575	68.0%	68.6%
Plant Operations and Maintenance	4,641,805	2,949,438	1,692,367	63.5%	61.6%
Information Technology	4,573,854	2,900,700	1,673,154	63.4%	65.1%
Financial Aid	112,897	80,780	32,117	71.6%	86.2%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,150,955	(6,295)	100.3%	100.0%
Total Expenses	\$ 47,366,060	\$ 32,089,333	\$ 15,276,727		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ 9,893,381	\$ 12,560,441		

Central Oregon Community College
Monthly Budget Status
March 2018

Exhibit 6a
09-May-18

	<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	\$ 5,525,063	\$ 5,247,412	\$ (277,651)	95.0%	94.4%
Expenses	5,498,184	2,356,720	3,141,464	42.9%	44.0%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 2,890,692	\$ 2,863,813		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 988,651	\$ (2,011,029)	33.0%	71.1%
Expenses	3,062,375	1,112,189	1,950,186	36.3%	62.2%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (123,538)	\$ (60,843)		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,777	\$ (26,814)	98.1%	109.4%
Expenses	6,124,920	2,330,105	3,794,815	38.0%	22.0%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ (979,328)	\$ 3,768,001		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 5,488,461	\$ (2,193,379)	71.4%	77.3%
Expenses	7,184,486	4,542,618	2,641,868	63.2%	63.4%
Revenues Over/(Under) Expenses	\$ 497,354	\$ 945,843	\$ 448,489		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 5,987,922	\$ (1,597,675)	78.9%	73.1%
Expenses	10,817,917	7,256,614	3,561,303	67.1%	62.9%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (1,268,692)	\$ 1,963,628		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	323,954	36,046	90.0%	88.9%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (323,954)	\$ 19,604		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 10,040,544	\$ (7,765,087)	56.4%	50.7%
Expenses	17,880,190	9,119,936	8,760,254	51.0%	49.7%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ 920,608	\$ 995,167		
Internal Service Fund					
Revenues	\$ 274,647	\$ 146,134	\$ (128,513)	53.2%	56.3%
Expenses	350,196	207,840	142,356	59.3%	63.9%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (61,706)	\$ 13,843		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 4,552	\$ 816	121.8%	105.6%
Expenses	7,000	4,000	3,000	57.1%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ 552	\$ 3,816		

Docket Item:

The HECC as a Community College District Boundary Board

Summary:

This docket item provides information relative the authorities and responsibilities vested in the Commission by ORS 341.575 to ORS 341.579. This information is provided as background for the Commission in the event the Commission receives a petition requesting a community college district boundary alteration. Staff is aware of one petition currently gathering signatures.

Docket Material:

Through ORS 341.565 to ORS 341.579, the HECC serves as the board authorized by the State to review and recommend changes to the boundaries of a community college district. The Commission has not utilized the process outlined below since it was created.

Initial Introduction

There are two ways a boundary change question can come before the commission: a motion and a petition. There is no statutorily defined criteria for the commission to initiate a motion.

For a petition, the commission must receive certain statutorily required information from a petitioner or petitioners as specified in administrative rule. The rule requires the following information (this list is not exhaustive):

- A statement describing and a map of the boundary change requested
- A full and complete description of the area proposed to be included within or excluded from the college district
- A statement whether or not an area proposed to be included is within the boundaries of another community college district
- Names and mailing addresses of up to three petitioners

Generally, a petition must contain valid signatures for 500 electors of the territory looking to change status, or 10% of electors, whichever is less, and the Commission reserves the right to request that a county clerk verify the signatures.

Consideration

Regardless of the route of entry to the Commission, the Commission “must find that the proposed change will have no substantially adverse effect upon the ability of the affected districts to provide and continue their programs and is not made solely for tax advantages to property owners in the district or area affected by the proposed change.”

HIGHER EDUCATION COORDINATING COMMISSION

April 12, 2018

Docket Item#: 14.0

Additionally, the Commission may not order a change to a community college district boundary prior to holding a public hearing in the territory of the district to be included or excluded.

Decision

The Commission, in disposing of a motion or petition has three options: to affirm the motion or petition, to reject it, or refer the matter to an election of the territory to be changed. (In practice, the Commission has restricted its ability to refer the matter to an election only when a remonstrance petition has been received.)

If the commission approves the motion, the Commission issues a change order, which is not finalized unless approved by the legislative assembly. If the assembly does not approve the order, the Commission may, after 60 days, revise and resubmit the order.

The Commission can reject the motion or petition, in which case the process ends.

The Commission can order an election in limited circumstances. Though the Commission by statute can refer the matter to an election at any time, by current rule, the commission will refer the matter to an election only if it receives a remonstrance petition signed by 5% of the electors in the territory, or 500 electors, whichever is fewer. The election is operated with funds appropriated by the legislative assembly to HECC for this purpose.

Division of Assets and Liabilities

When a boundary change affects multiple community college districts, the boards of the districts must come to an equitable division of assets and liabilities between the districts. If the districts cannot agree to a division within 20 days, arbitrators shall be appointed according to procedures dictated by statute.

This statute only applies when two or more districts are affected. If a territory removes itself from one district and does not join another, there is no statutory guidance regarding the division of assets and liabilities.

Impact of Boundary Changes on Community College Support Fund Distribution

Due to the methodology used to distribute the Community College Support Fund, changes to tax revenues that fund community colleges in one district impact funding for all community colleges in the state. One of the principles that guides the Community College Support Fund Distribution Methodology (as described in Oregon Revised Statute [Chapter 589 Division 2](#)) is "Equalization". Equalization means, "equal public resources support per funded FTE, regardless of community college district, and exclusive of the base. Equalization is measured by dividing Total Public Resources, exclusive of the base, by funded FTE" (589-002-0110(3)). The Total Public Resources (TPR) used in calculating Support Fund distributions include 100% of the next year's imposed property tax revenue and the General Fund appropriation from the legislature.

HIGHER EDUCATION COORDINATING COMMISSION

April 12, 2018

Docket Item#: 14.0

These two elements of the methodology, Equalization and the use of TPR, mean that changes to a community college district, and consequent changes to the amount of property taxes collected, can have impacts on all community colleges in the state. In the case of a community college district decreasing in size, and decreasing the amount of tax revenue that is collected, it could mean the following:

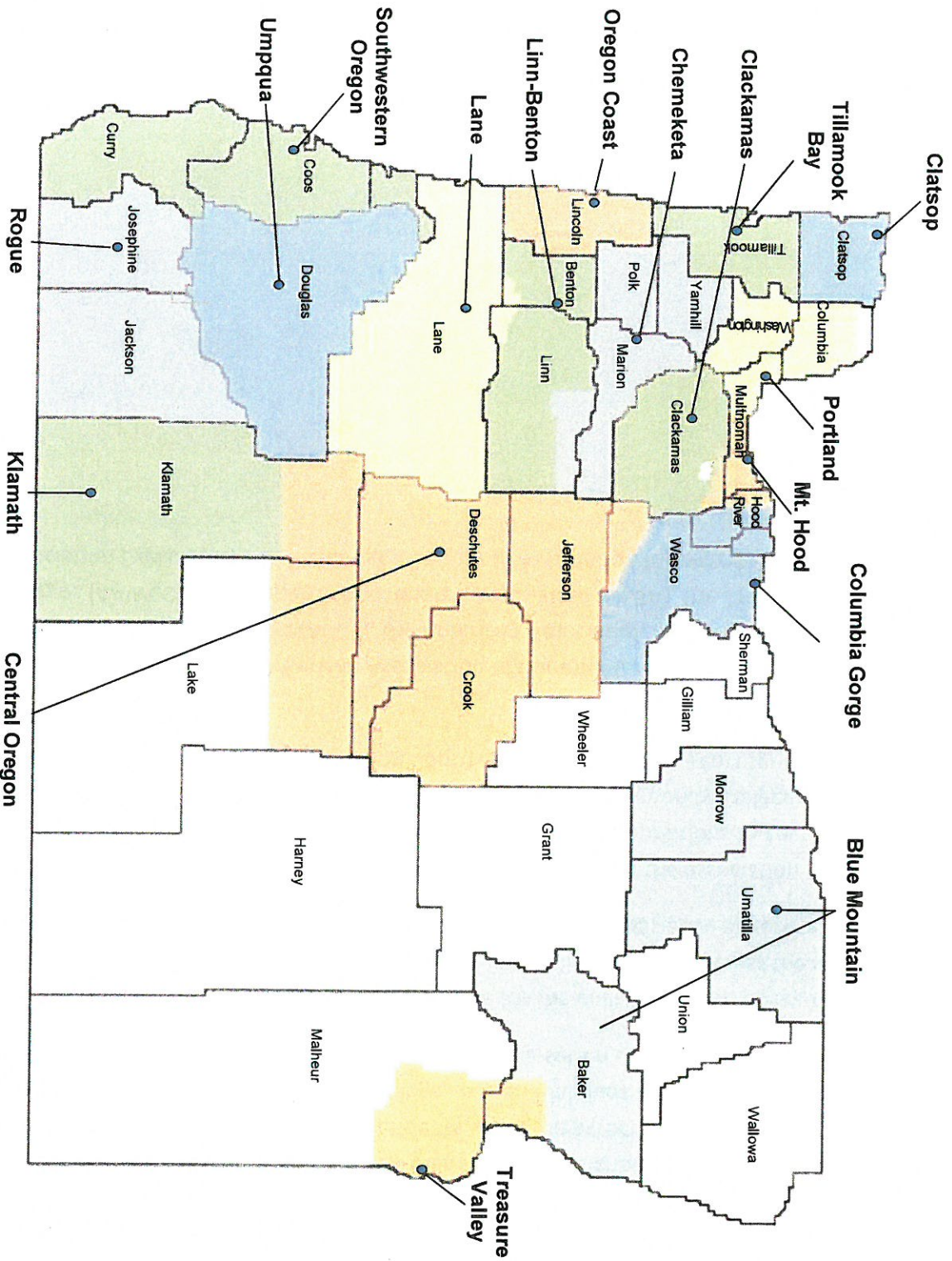
- 1) The value of an FTE could change (though that would also depend on the number of FTE overall in the state);
- 2) If property tax revenue went down for a district, the amount of General Fund revenue that the district received could increase (though that depends on how property tax revenue in general is changing over time); and
- 3) The General Fund distributions to the other community colleges would decrease slightly (depending on overall FTE as well as overall property tax collected).

If a community college district expanded, and its tax revenue increase, the opposite would be true. In terms of scale, the total amount of imposed county certified property taxes in Oregon for 2017-18 was \$176,616,881 while the amount of General Fund payments scheduled for 2017-18 totals \$282,038,091.

Staff Recommendation:

This is an informational item and no action is required at this time.

Oregon Community Colleges and Community College Districts



Areas in white are not represented by community college districts. These counties and municipalities do not pay taxes into the state's Community College Support Fund.

Currently, Grant County receives community college services through Contracts Out of District (CODs) with Blue Mt. Community College.

The city of Burns receives community college services through CODs with Treasure Valley Community College.

Lake County receives community college services through CODs with Klamath Community College.



Central Oregon Community College Board of Directors: Board Resolution

Subject	Approve First Reading of The 2018-23 COCC Strategic Plan
Strategic Plan Theme(s) and Objectives	This work directly addresses the development, implementation and assessment of the strategic plan, including all five themes.
Prepared By	Betsy Julian, VP for Instruction Brynn Pierce, Director of Institutional Effectiveness

A. Background

In fall 2011, the College initiated the development of a 5-year strategic plan led by the newly formed College Planning Team (CPT). The COCC Board of Directors adopted the 2013-18 Strategic Plan.

In September 2017, to help complement planning and assessment efforts as they relate to the Strategic Plan, the word “assessment” was added to the College Planning Team charge and name making it the College Planning and Assessment Team (CPAT). In addition, CPAT expanded membership to include more representation.

In 2017/18 CPAT worked to help guide the College towards completion of the 2013-18 Strategic Plan and build the 2018-23 Strategic Plan. In January 2018, four proposed Goal Areas for the strategic plan, along with Outcomes (What the College will look like) were presented to the Board for their review and endorsement. Since that endorsement, CPAT has worked with the College community to help establish Goal Intentions and Initiatives for each of the four goal areas and to finalize the 2018-23 Strategic Plan.

B. Options/Analysis

1. Approve the first reading of the proposed 2018-23 COCC Strategic Plan.
2. Disapprove the first reading of the proposed 2018-23 COCC Strategic Plan.

C. Timing

Approval of first reading now will enable a final endorsement by the Board of Directors at the June 2018 meeting, allowing CPAT to begin implementation of the COCC Strategic Plan for 2018-23.

D. Budget Impact

While the 2018-23 Strategic Plan does not have direct costs, any subsequent costs that may arise from activities associated with the plan will follow current COCC budgetary request processes.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors does hereby approve the first reading of the 2018-23 COCC Strategic Plan.

CENTRAL OREGON COMMUNITY COLLEGE
2018-23 Strategic Plan
FINAL DRAFT

Student Success:

Provide resources and support to facilitate increased student persistence and educational goal achievement.

Goal Intention:

Many students who come to COCC leave before reaching their declared educational goal. COCC will proactively guide students to define goals, and will provide resources and support to achieve them. This will result in a measurable improvement in overall persistence and completion.

What will COCC look like when this goal is achieved?

Students create realistic educational goals, academic plans and pathways, and take the courses they need in an efficient and progressive manner while accounting for their non-academic challenges. Resources are known and accessible. The institution tracks students and targets relevant and appropriate resources. Faculty and staff employ innovative practices to increase student engagement, access and success. Students who enter COCC attain or exceed their educational goals.

Student Experience:

Provide core academic offerings and student support at all campuses and online.

Goal Intention:

Access to core academic offerings and services is limited and inconsistent. COCC will provide core academic offerings and student support services in a coordinated, intentional and predictable way to increase equity in the academic experience online and at all campuses.

What will COCC look like when this goal is achieved?

Students complete core academic courses at any of COCC's campuses and online. Students utilize support resources on all campuses and online. Students identify as part of the College community.

CENTRAL OREGON COMMUNITY COLLEGE
2018-23 Strategic Plan
FINAL DRAFT

Community Enrichment:

Engage as a collaborative and contributing partner with the community.

Goal Intention:

As Central Oregon has grown, opportunities for leadership and collaboration in the community have increased. COCC will cultivate new relationships and strengthen existing connections with workforce, education and other community partners. We will proactively collaborate to meet current and future community needs.

What will COCC look like when this goal is achieved?

COCC is recognized throughout the region as a leader and partner in building a stronger and vibrant community. Organizations and communities in the region seek our participation and leadership on initiatives that improve our communities. COCC is a leading provider of workforce training and higher education in the region. Students are highly sought for internships and employment after completing their education and training at COCC.

Institutional Efficiency:

Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.

Goal Intention:

While the College has changed dramatically over the last decade, the institution's operational infrastructure has not kept pace. COCC will examine and improve policies, procedures and systems to make them more efficient, effective and operationally sustainable to provide a high quality work and learning environment.

What will COCC look like when this goal is achieved?

Faculty and staff at the College can clearly articulate the decision-making processes. College information is provided in an accurate and consistent way across all platforms. Internal and external audiences know how and where to access information in order to stay informed, accomplish tasks and actively participate. Employees identify as part of the College community and contribute to creating an effective, supportive and inclusive learning and working environment with recognized opportunities for professional growth and development.