



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Kovitz
	IV. President's Report			Chesley
	1. Introduction of All-Oregon Academic Team			Wright
	2. Faculty Recognition			Hamlin/Boehme
	a. Tenure	4a.1-3*	X	
	b. Promotion	4b.1-4*	X	
	c. Sabbatical	4c.1*	X	
	d. Emeritus	4d.1-2*	X	
	V. Agenda Changes			Krenowicz
	VI. Public Comment			Krenowicz
	VII. Adjourn to Budget Committee Meeting			Krenowicz
	1. Budget Committee Meeting	7a,b,c*		Detweiler
	VIII. Adjourn to Open Session			Krenowicz
	IX. Consent Agenda***		X	Krenowicz
	1. Regular Meeting Minutes (3.13.24)	9a.1-14*		Matthews ^A
	X. Information Items			
	1. Monthly Budget Status	10a.1-4*		LaLonde ^A
	2. New Hire Reports	10b.1-2*		Boehme ^A
	XI. New Business			
	1. New Programs	11a.1-6*	X	Recktenwald
	2. Tuition and Fees	11b.1-2*	X	Moore/LaLonde ^A
	XII. Board of Directors' Operations			
	1. New Board Member Orientation			Krenowicz
	2. Endorsement of Bonds/Levies			Craska Cooper
	3. Board Member Activities			Board Members
	XIII. Dates			Krenowicz
	1. Friday, April 12 – Poetry Slam – Wille Hall at 5:00 – 7:00 p.m.			

* Material to be distributed via e-mail & USPS (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.

2. Saturday, April 13 – COCC Foundation’s Meal of the Year – Mazama Gymnasium at 5:30 – 9:00 p.m.
3. Friday, April 19 – COCC Preview Day – Bend Campus at 9:45 a.m. – 1:00 p.m.
4. Friday, April 19 – Earth Day Fashion Shows – Wille Hall at 4:30 and 7:30 p.m.
5. Thursday, April 25 – COCC Math Contest – Bend Campus at 9:30 a.m. – 2:15 p.m. (Various Times, Volunteers Welcome)
6. Thursday, April 25 – Poetry Month Roundtable – Barber Library’s West Wing and Live-streamed from Branch Campuses at 5:00 – 7:00 p.m.
7. Saturday, April 27 – Arbor Day Ponderosa Tree Planting Party – Barber Library at 10:30 a.m. – 12:00 p.m.
8. Wednesday, May 8 – Board of Directors’ Meeting – BEC Boardroom at 5:45 p.m.

XIV. Adjourn to Executive Session

Krenowicz

ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions
 ORS 192.660 section 1, subsection i, Performance Evaluation of CEO

XV. Adjourn to Open Session

Krenowicz

XVI. Open Session

Krenowicz

XVII. Adjourn

Krenowicz

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

COCC Land Acknowledgement

(Condensed Version)

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



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

Subject	Approve granting tenure to: Melinda Gesuale, Patrick Kennelly, Rodney VanOrsdol, Sarah Baron, Teresa DeShow
Prepared By	<i>Christopher Hazlett (Chair), Josh Evans, Michael Fisher, Eric Magidson, Sarah Fuller, Shannon Waller, Wayne Yeatman.</i>

A. Background

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

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

B. Options/Analysis

Grant tenure to : Melinda Gesuale, Patrick Kennelly, Rodney VanOrsdol, Sarah Baron, Teresa DeShow

Decline granting tenure to : Melinda Gesuale, Patrick Kennelly, Rodney VanOrsdol, Sarah Baron, Teresa DeShow

C. Timing

Tenure is effective with the 2024-25 academic year.

D. Budget Impact

None

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to:

Sarah Baron – Dr. Sarah Baron is an Assistant Professor II and Program Director of Public Health. She holds a Bachelor’s degree in Latin American Studies with a minor in Spanish, a Master’s in Public Health Promotion and Education from Tulane School of Public Health and Tropical Medicine, and a Doctorate in Educational Leadership from California State University. Sarah joined the COCC faculty in 2019 and teaches many courses in her field of expertise including Health and Social Justice, Community Health, Alternative Medicine, and the Health Care System. A few of Sarah’s accomplishments at COCC include the Community Health Worker and Peer Support Specialist certificates and co-organizing the Traditional Health Worker Summit. She is involved in health worker policy at the state and county level through her work on the Central Oregon Health Council. Sarah is a passionate and empathetic instructor who strongly values accessibility and engaging students in real world experiences.

Teresa DeShow (DeSitter): Teresa is an Assistant Professor II of Human Biology at COCC. Teresa holds a Bachelor of Arts degree in Spanish and a Bachelor of Science degree in Cellular & Molecular Biology as well as a Master of Science degree in Biology, all from Western Washington University. Professor DeShow teaches all levels of courses in Anatomy and Function as well as Human Anatomy and Physiology. She has served on the Diversity and Inclusion committee, volunteered with the LatinX Mentorship program and volunteered her knowledge and insight into biology and STEM careers at numerous regional high school science and career fairs. She is a passionate, caring, and inspiring instructor who demonstrates her dedication to making learning about biology relevant and accessible everyday.

Melinda Gesuale - Melinda is an Assistant Professor II in Nursing at COCC, having joined the institution in 2019 as a lead faculty member for the 2nd-year nursing team. She holds a Master of Nursing degree in Community/Public Health from the University of Texas - Austin and a Bachelor of Science in Organismal Biology from the University of Kansas - Lawrence. Melinda's expertise spans mental health and community-based learning, where she specializes in ADA accommodations for nursing students. She is known for her kind and supportive nature, always willing to try new approaches to enhance the educational experience. Melinda is a dedicated and engaged instructor, valued for her knowledge and caring for her students' success.

Patrick Kennelly is an Associate Professor and Program Director for the Geographic Information Systems (GIS) program. He joined the COCC community as a full-time temp in 2019. He brought over three decades of professional and instruction experience that produces a unique teaching approach, emphasizing less guidance over time to enhance critical thinking and self-reliance that students appreciate. Patrick's impact extends into the local community and the academic field, notably through training instructional staff and contributing to the AP curriculum in local high schools and through regular presentations and publications within his discipline. Patrick's leadership has driven program enrollment to double in just four years.

Rodney VanOrsdol: Rodney is an Assistant Professor II of Paramedicine in the Emergency Medical Services (EMS) Department at COCC. Rodney holds a bachelor's degree in mathematics from Michigan State University, an associate degree in Fire Science Technology from St. Petersburg College, and a certificate in Emergency Medical Technology – Paramedic, from Manatee Technical College. Rodney teaches a variety of courses in the EMS department at COCC, including the paramedic certification sequence, crisis intervention for EMS and advanced, and pre-hospital trauma life support. Rodney is also involved with the American Heart Association and local and state EMS.



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

Subject	Promotion of faculty
Prepared By	Annemarie Hamlin, Vice President of Academic Affairs Liz Coleman, Chair of Promotions Committee

A. Background

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

B. Options/Analysis

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

C. Timing

Promotions are effective with the 2024-25 academic year.

D. Budget Impact

Promotions are provided for in the budget.

E. Proposed Resolution

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

Assistant Professor I - Assistant Professor II

Christina Grijalva became an Assistant Professor I and program director of Health Information Management (HIM) with COCC in 2021. She has overseen the HIM program's Academic Program Review while securing professional practice sites in the community for students. Christina is currently working towards her Master's of Education and has served the college on faculty negotiations and with the Public Health Worker program.

Rebecca Ramos joined COCC in 2021 as an Assistant Professor I of Mathematics. She teaches a wide variety of courses, ranging from Intermediate Algebra to Differential Equations. Her service to the College includes hiring committees and membership on the Curriculum Committee. She has participated in Project ACCCESS, a highly selective mentoring and professional development opportunity for early-career community college math faculty.

Roxie Supplee became a full-time faculty member at COCC in 2021 after serving for many years as an adjunct faculty and is the current program director for Criminal Justice (CJ). She continually strives to better understand Criminal Justice from an academic and executive leadership perspective. Roxie recruits students to help grow the CJ program through networking in high schools and participating in the Strive and Avanza summer programs. She serves the college through involvement in the CJ club, CTE Council, College 101, and Bobcat Orientation.

Marilyn Waller-Niewold, Doctor of Podiatric Medicine, Emeritus Status, became an Assistant Professor I of Medical Assisting (MA) in May 2021 after serving as adjunct faculty since 2019. Since joining the faculty, she has made significant improvements to the MA curriculum, including updating the online and hybrid classes. Marilyn's strong connection with the medical community enables her to provide students with learning opportunities which in turn help meet the needs of clinical partners.

Assistant Professor II – Associate Professor

Mike Artus became a full-time faculty member at COCC in 2017 after serving as an adjunct faculty for many years. Tragically Mike passed away in December and will be sorely missed by his COCC colleagues. He was a dedicated and passionate communication professor serving the branch campuses for the past fourteen years. Mike served the college as the Faculty Senate representative for the branch campuses, by mentoring new faculty at the branch campuses, and instructing at Deer Ridge Correctional Institution. Mike was engaged with the community in many ways, including partnering with NeighborImpact to help raise donations and distribute needed food as part of a student service-learning project.

Kirsten Hostetler became a full-time faculty member at COCC in 2017. She is a faculty librarian focusing on information literacy (IL), where she has developed both a formalized instructional program and incorporated assessment in IL. Kirsten has served the college in various capacities, including chair of both Academic Affairs and College Affairs; member of various other college committees; and participation on the Faculty Senate, the Student Experience Strategic Plan work group, and various peer teams.

Laura Unverzagt became a full-time faculty member at COCC's Cascade Culinary Institute (CCI) in 2017 as an Assistant Professor I of Baking and Pastry Arts. CCI is one of the College's most visible forms of outreach to the local community with the bakery kiosk, Elevation restaurant, and Meal of the Year. She is an integral part of that everyday local outreach through her founding of CCI's Baking and Pastry Arts program, baking for local fundraisers, service as a pastry consultant for local restaurants, and representation of CCI in local media appearances.

Associate Professor - Professor

Justin Borowsky joined COCC in 2010 as an instructor of Speech Communication courses in the Fine Arts Department. Justin teaches a variety of communication courses. Students consistently comment on and are appreciative of his support, engagement, and course organization. By incorporating service-learning opportunities into his small group communication course, students are provided the opportunity to apply course content to and connect to the real world. Justin serves as a team lead and instructor for the Deschutes County Sheriff's Search and Rescue Team and is actively involved in training to enhance the communication practices of high reliability teams.

Jenny Cruickshank joined COCC as a classified staff member in 2003, achieving full-time status in 2012 within the Health and Human Performance (HHP) department. She has been active in course development and overhauls for HHP. Jenny's service to the college and community is vast, including acting as a guest speaker for many classes and events, mentoring local high school teachers through College Now, writing her department's Academic Program Review, and helping to develop the Community Health Worker program. Her dedication to her students comes through in her excellent student evaluations, and she received the Faculty Achievement Award in the 2018-19 academic year.

Sarah Fuller became a tenure-track faculty member in Biology in 2012 after working as a lab technician, part-time faculty, and adjunct faculty since 2006. Sarah teaches several courses in the discipline, including Botany and Marine Biology. Her extensive service to the community includes work around DEI, engaging youth in science, and environmental justice. Sarah has held many leadership positions at the College, including her current role as chair of the Science department.

Lin Hong joined COCC in 2015 as an Assistant Professor II in the role of primary instructor for the Chinese Language and Culture program. She has been responsible for developing new curriculum and materials for the Chinese language and culture classes she teaches for the World Languages and Cultures department, which in turn has grown the Chinese program. Her additional teaching at local high schools and leadership of the My Summer in China youth camp has helped to broaden interest in Chinese language and culture in Central Oregon.

Murray Godfrey joined COCC in 2012 as an Assistant Professor I of History. Since then, Murray has revised every history class he has taught and developed new courses while maintaining a high quality of instruction. He has served as department chair for World Languages and Cultures, a member of the Review and Support Committee and faculty negotiations team, and routinely presents history lectures to a variety of community organizations.

Ken Swartwout joined COCC in 2011 as an Assistant Professor I in the Computer and Information Systems (CIS) department. He recently completed a term as CIS department chair and program director and participates in a wide variety of other college service activities. He works closely with the community of employers in his field to provide opportunities for students and is the co-principal investigator of a major grant to assist low-income students in entering STEM fields.

Forrest Towne joined COCC in 2012 as an Assistant Professor I of Chemistry. He is dedicated to giving students more options to learn chemistry by offering innovative approaches to course delivery and has pioneered a hybrid course model that several of his colleagues in the Science Department have emulated. His efforts as co-principal investigator on a National Science Foundation S-STEM grant have resulted in eighteen \$45,000 scholarships being awarded to low-income students so they can finish their schooling at COCC and transfer to the University of Oregon.

Wayne Yeatman joined COCC in 2012 as an Assistant Professor I in Culinary. He served as chair of the Cascade Culinary Institute and the Natural, Industrial, and Culinary Resources department. His passion for culinary education and curriculum development is evident through many glowing student reviews and professional improvement projects. Wayne has served the community by organizing and running the Empty Bowls Fundraiser for NeighborImpact and participating in the Meal of the Year event. This year, Wayne moved to the Business department and is excited about sharing that facet of his expertise with students.



Central Oregon Community College Board of Directors: Information Item

Subject	Sabbatical for Thor Erickson, Pat Kennelly, Sean Rule
Prepared By	<i>Matthew Higgins and Michel Waller – Co-Chairs PIRT Committee</i> <i>Annemarie Hamlin – Vice President of Academic Affairs</i>

A. Background

Thor Erickson, Associate Professor Culinary

Sabbatical term: Fall 2024 and Spring 2025

Professor Erickson intends to deepen, broaden, and expand his knowledge and expertise in American barbeque cuisine, including history, science, ingredients and techniques, culminating in certification as a barbeque pit master (fall 2024). His other goal is to broaden and expand knowledge and practice of health and wellness for chefs, including exploration of physical and mental fitness opportunities for culinary and hospitality workers and educators, to be shared with students and colleagues in his department.

Patrick Kennelly, Associate Professor of Geographical Information Systems (GIS)

Sabbatical term: Fall 2024

Associate Professor Kennelly will volunteer his GIS skills and knowledge with The Nature Conservancy on the mapping of rangelands in Arusha, Tanzania. By helping the conservancy refine their GIS capabilities in mobile data collection, geodatabase storage and analysis, and web mapping/dashboard interfaces to share data, he will support efforts to conserve rangelands as climate change and alternative land uses are altering traditional landscape and its use.

Sean Rule, Professor of Mathematics

Sabbatical term: Spring 2025

Professor Rule plans to create a MTH 098 OER (open educational resources) textbook to be available to COCC students free of charge, with open web access to all necessary digital media. He will also create a math “problem bank” of large and small problems for instructors to use for projects, exams and homework assignments. The intent is to provide an accessible, equitable resource for developmental class students and a centrally located resource for instructors teaching these students.



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

Subject	Emeritus status approval for retiring faculty: Lilli Ann Linford-Foreman, Becky Plassmann, Kiri Simning, Liz Coleman
Prepared By	Annemarie Hamlin, Vice President of Academic Affairs Liz Coleman, Chair of Promotions Committee

A. Background

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

B. Options/Analysis

- Approve emeritus status for retiring faculty: Lilli Ann Linford-Foreman, Becky Plassmann, Kiri Simning, Liz Coleman
- Decline approval of emeritus status for retiring faculty: Lilli Ann Linford-Foreman, Becky Plassmann, Kiri Simning, Liz Coleman

C. Timing

Effective with their retirement.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty members: Lilli Ann Linford-Foreman, Becky Plassmann, Kiri Simning, Liz Coleman



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring Classified Employee: Jan Fisher
Prepared By	Laura Boehme, Chief Information/Human Resources Officer
Approved By	Laurie Chesley, President

A. Background

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

B. Options/Analysis

- Approve Emeritus status for retiring Classified Employee: Jan Fisher
- Decline approval of Emeritus status for retiring Classified Employee: Jan Fisher

C. Timing

Effective with retirement date.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring classified employee: Jan Fisher

Jan Fisher, Accounting Technician, Fiscal Services

Jan began working at COCC in 1984 and remained in Fiscal Services until her retirement in October 2023. She navigated many organizational, personnel, and process changes throughout her tenure. During her time at COCC, she was presented with both the Classified Employee of the Year and Bart Queary awards for her outstanding work and contribution to the College. Not surprising, Jan ensured that her vast institutional knowledge was shared prior to her retirement so Fiscal Services was in a good position to continue without her steady and daily presence.



2600 NW College Way
 Bend, OR 97703
 cocc.edu

COCC Budget Committee Meeting Agenda

Wednesday, April 10, 2024
 5:45 pm

Boyle Education Center Boardroom/YouTube

	<u>EXHIBIT</u>	<u>ACTION</u>
I. Call to Order		Detweiler
II. Election of Chair and Vice Chair		Detweiler
III. President's Budget Remarks		Chesley
IV. 2024-25 Proposed General Fund Budget		LaLonde
• Proposed General Fund Budget	7b.1-13	
• Proposed General Fund Expenditures by Object Class.	7c.1-8	
• Summary of General Fund Transfers		
V. Next Meeting: May 8, 2024, 5:45 pm – Boyle Education Center Boardroom		Chair
VI. Adjourn		Chair

General Fund - Resources

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
RESOURCES						
Property Taxes						
Current Year	\$ 19,567,529	\$ 21,007,518	\$ 21,842,000	\$ 23,213,000		
Prior Year	428,868	424,565	460,000	433,000		
Tuition and Fees	14,925,023	15,205,438	17,374,000	20,443,000		
State and Federal Sources						
State Aid for Operations	9,576,616	9,917,389	9,793,000	12,255,000		
Other Sources						
Interest Income	1,451	308,106	10,000	2,000,000		
Miscellaneous Income	71,904	74,017	244,000	174,000		
Program Income	45,730	44,636	30,000	100,000		
Transfers from Other Funds						
Interfund Transfers-In	2,471,195	3,505,908	3,748,000	4,175,128		
Total	\$ 47,088,316	\$ 50,487,577	\$ 53,501,000	\$ 62,793,128	\$ -	\$ -
Beginning Fund Balance	\$ 7,229,798	\$ 9,160,901	\$ 9,805,000	\$ 16,050,857		
Total Resources	<u>\$ 54,318,114</u>	<u>\$ 59,648,478</u>	<u>\$ 63,306,000</u>	<u>\$ 78,843,985</u>	<u>\$ -</u>	<u>\$ -</u>

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
Instruction						
Humanities Office	\$ 69,137	\$ 74,914	\$ 78,533	\$ 79,046		
Writing/Literature	1,490,691	1,283,564	1,641,772	1,826,028		
Foreign Languages	525,180	565,961	612,596	637,500		
Speech	634,771	635,426	697,445	713,995		
Social Science Office	72,471	73,931	83,127	83,640		
Music	371,590	430,332	526,288	514,798		
Art	592,588	682,580	774,518	826,634		
Theatre Arts	61,970	63,493	67,897	68,513		
Fine Arts and Communication Office	73,862	77,988	83,612	84,148		
Business Administration	764,372	528,385	672,873	700,097		
Culinary Program	995,041	1,117,502	1,040,966	1,272,721		
Business Administration Office	54,716	71,870	77,241	77,755		
Journalism		130	6,680	6,680		
Culinary Administration Office	46,082	48,071	59,340	151,184		
World Languages and Cultures Office	48,950	42,709	68,965	59,197		
Philosophy	29,254	36,378	28,565	28,787		
Addiction Studies	171,860	177,482	183,436	190,030		
Anthropology	286,378	302,046	307,236	319,112		
Criminal Justice	138,385	163,228	265,960	276,158		
Economics	87,174	106,131	140,400	140,195		
Education	315,525	338,630	384,103	392,869		
Geography	20,414	18,751	24,462	25,102		
History	237,197	240,750	278,065	289,490		
Human Development	199,644	173,890	209,565	207,067		
Political Science	25,170	17,558	26,196	27,169		
Psychology	424,929	430,524	613,533	647,717		
Sociology	265,516	180,708	209,218	214,634		
AVANZA	73,268	72,718	89,684			
Adult Basic Education	524,841	535,437	450,000	618,680		
Regional Svcs. & R.C. Operations	558,083	782,902	716,410	743,076		
Regional Svcs. & M.C. Operations	252,985	274,459	329,752	293,111		

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
Regional Svcs. & P.C. Operations	\$ 258,080	\$ 274,188	\$ 305,841	\$ 329,482		
Engineering & Engr. Tech.	156,659	159,925	170,620	181,959		
Science Office	77,512	88,780	90,201	90,777		
Mathematics	1,545,336	1,416,839	1,860,534	1,986,344		
Biological Science	1,115,517	1,177,364	1,486,108	1,671,858		
Chemistry	643,417	473,851	586,597	821,963		
Physics	234,132	118,472	255,455	234,613		
Geology	113,228	134,422	134,442	141,295		
Nursing	1,211,346	1,278,497	1,561,851	1,664,538		
Health & Human Performance Office	165,460	165,919	144,057	155,460		
Health & Human Performance	836,384	829,250	1,041,391	1,069,217		
Math Office	79,629	75,192	78,772	79,285		
Allied Health	7,135	39,873	23,709	51,345		
Computer and Information Systems	997,904	1,087,956	1,205,641	1,199,240		
Licensed Massage Therapy	251,329	238,203	341,126	352,948		
Emergency Medical Services	379,813	436,401	496,033	515,937		
Dental Assisting	299,262	306,133	326,762	341,842		
Medical Assisting	271,095	235,007	317,856	331,133		
Allied Health Office	82,210	83,969	88,649	89,230		
Pharmacy Technician	122,481	117,666	138,780	145,332		
Veterinary Technician Program	267,431	281,403	311,286	324,172		
CIS Office	33,156	52,662	58,512	58,910		
Nursing Office	89,487	98,809	103,121	103,823		
Nursing Assistant	221,261	123,835	221,858	222,926		
HHP: Recreation (O.R.L.T.)	246,787	254,828	287,187	276,756		
Public Service Education Office	89,149	132,645	160,458	162,424		
Forestry Technology	454,036	495,999	551,929	562,909		
Automotive	329,945	392,500	372,571	396,767		
Health Information Technology	229,868	239,269	271,726	275,417		
Manufacturing Processes	347,690	355,372	430,139	492,098		
Apprenticeship	31,992	156,816	147,155	151,196		
Wildland Fire Management	1,330	5,154	4,361			
Fire Science	282,568	297,808	330,675	345,788		

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
Geographical Information Systems	130,590	135,703	153,085	167,381		
Aviation Program	380,442	385,302	523,573	491,555		
Military Science	1,171	1,020	1,250	1,250		
Non-Destructive Testing						
Regional Credit Instruction-Madras	296	348	4,457			
Regional Credit Instruction-Prineville	1,643	4,422	4,337			
Summer Session				887,140		
Regional Credit Instruction-Redmond	2,305	265	7,137			
Library Skills	37,693	39,182	42,582	42,967		
Total Instruction	\$ 21,438,813	\$ 21,739,697	\$ 25,390,262	\$ 27,932,410	\$ -	\$ -
Instructional Support						
Office of VP of Instruction	\$ 893,920	\$ 817,510	\$ 814,984	957,134		
Library	1,075,699	1,174,091	1,298,523	1,340,109		
Convocation	3,638	7,936	12,526	12,526		
Tutoring and Testing	615,649	642,221	698,050	706,311		
Plan/Eval/Accreditation	23,876	23,876	23,876	5,000		
eLearning and Academic Technology	447,806	541,219	889,529	832,307		
Instructional Deans	1,111,286	1,236,930	1,526,515	1,657,663		
Curriculum & Assessment	218,523	189,922	259,615	276,100		
ITS - Instructional Software	173,065	159,870	232,208			
Total Instructional Support	\$ 4,563,462	\$ 4,793,575	\$ 5,755,826	\$ 5,787,150	\$ -	\$ -

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
Student Services						
Admissions	\$ 1,070,220	\$ 1,204,255	\$ 1,517,888	1,551,930		
Counseling Center	68,104	54,093	76,458	76,458		
Student Life	262,948	329,637	381,858	428,942		
Commencement	10,778	23,033	27,771	27,771		
Financial Aid	730,162	779,371	829,360	1,109,203		
Career Services and Job Placement	147,924	35,127	171,392	184,370		
Student Outreach & Contact	328,559	361,904	431,848	459,850		
Diversity and Inclusion	268,708	235,204	386,354	1,008,312		
Club Sports	219,502	258,843	344,066	492,445		
Enrollment Cashiering	96,838	106,164				
Disability Services	324,752	311,448	397,310	586,095		
Office VP Student Affairs	574,528	607,779	663,213	600,924		
Advising	559,124	514,693	732,080	789,843		
Placement Testing	84,031	51,802	127,924	114,040		
First Year Experience	215,057	226,977	260,933	276,265		
ITS - Student Services Software	44,327	67,646	73,325			
Total Student Services	\$ 5,005,562	\$ 5,167,976	\$ 6,421,780	\$ 7,706,448	\$ -	\$ -

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
College Support Services						
Governing Board	\$ 39,391	\$ 47,143	\$ 100,654	102,227		
President's Office	373,278	397,132	451,037	497,208		
Fiscal Services	696,329	513,908	610,776	769,894		
Payroll				431,553		
Campus Safety and Security	621,976	677,754	846,014	1,088,225		
Human Resources	658,327	1,014,302	1,320,840	1,192,873		
Mail Services	90,628	143,186	169,991	168,073		
Marketing and Public Relations	716,769	684,456	813,409	1,012,171		
Vice President for Finance and Operations	289,408	279,316	370,726	408,161		
Legal, Audit and Professional Svcs	182,855	617,650	83,183	120,583		
Elections		29,843	29,355	29,355		
General Institutional Support	297,747	497,512	668,633	1,326,633		
Liability and Other Insurance	177,626	130,170	176,867	185,867		
Institutional Effectiveness	335,416	367,698	429,080	473,929		
Vice President for Administration	129,756	836				
Organizational Development	7,615	10,795	13,000	13,000		
College Advancement/Grants	212,085	282,809	486,163	581,819		
Total College Support Services	\$ 4,829,206	\$ 5,694,510	\$ 6,569,728	\$ 8,401,571	\$ -	\$ -
Campus Services						
Custodial Services	\$ 832,905	\$ 742,819	\$ 1,171,588	1,292,874		
Utilities	1,113,466	1,366,423	1,120,935	1,680,000		
Fire & Boiler Insurance	192,302	188,994	221,131	287,005		
Maintenance of Grounds	812,482	816,694	952,195	1,161,496		
Maintenance of Buildings	1,174,417	1,033,245	1,031,492	1,034,479		
Plant Additions		400,000	500,000	547,000		
Plant Administration	222,098	298,856	468,898	435,637		
Total Campus Services	\$ 4,347,670	\$ 4,847,031	\$ 5,466,239	\$ 6,438,491	\$ -	\$ -

General Fund - Requirements by Function

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget	Fiscal Year 2024-25 APPROVED Budget	Fiscal Year 2024-25 ADOPTED Budget
Information Technology						
Information Technology Services	\$ 1,406,527	\$ 1,858,494	\$ 2,013,394	3,242,125		
Management Information Systems	581,918	662,125	755,062	979,881		
End User Services	739,895	761,695	914,852	579,868		
Enterprise Computing Services	339,979	301,835	458,869	817,967		
Network/Telecom & Media Services	586,546	621,418	715,022	749,260		
Web Development	130,742	137,145	153,378	178,586		
Regional IT Services	76	-	75,558	25,000		
Project Management	85,255	129,129	143,331	427,019		
Information Security	17,268	121,754	275,869	400,447		
Student Tech Services	267,765	247,338	383,209	334,804		
Total Information Technology	<u>\$ 4,155,971</u>	<u>\$ 4,840,933</u>	<u>\$ 5,888,544</u>	<u>\$ 7,734,957</u>	<u>\$ -</u>	<u>\$ -</u>
Financial Aid						
Financial Aid Transactions	\$ 80,230	\$ 90,418	\$ 100,000	100,000		
Total Financial Aid	<u>\$ 80,230</u>	<u>\$ 90,418</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>
Contingency						
Contingency	\$ 800,000	\$ 800,000	\$ 1,000,000	1,000,000		
Total Contingency	<u>\$ 800,000</u>	<u>\$ 800,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements	<u>\$ 45,220,914</u>	<u>\$ 47,974,140</u>	<u>\$ 56,592,379</u>	<u>\$ 65,101,027</u>	<u>\$ -</u>	<u>\$ -</u>
Ending Fund Balance	\$ 9,097,200	\$ 11,674,338	\$ 8,582,959	\$ 13,768,426		
Total Requirements	<u>\$ 54,318,114</u>	<u>\$ 59,648,478</u>	<u>\$ 61,448,771</u>	<u>\$ 78,869,453</u>	<u>\$ -</u>	<u>\$ -</u>

General Fund - Requirements by Expenditure Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	<u>Fiscal Year 2024-25 Proposed Budget</u>
Instruction							
Humanities Office	1.0	\$ 76,802	\$ 2,244	\$	\$	\$	\$ 79,046
Writing/Literature	15.5	1,801,808	24,220				1,826,028
Foreign Languages	4.4	630,725	6,775				637,500
Speech	5.2	702,495	11,500				713,995
Social Science Office	1.0	76,802	6,838				83,640
Music	4.2	491,148	23,650				514,798
Art	9.0	782,561	44,073				826,634
Theatre Arts	0.4	67,948	565				68,513
Fine Arts and Communication Office	1.0	80,180	3,968				84,148
Business Administration	5.7	691,183	8,914				700,097
Culinary Program	9.0	922,621	350,100				1,272,721
Business Administration Office	1.0	76,803	952				77,755
Journalism	0.1	6,680					6,680
Culinary Administration Office	1.8	151,184					151,184
World Languages and Cultures Office	0.8	57,642	1,555				59,197
Philosophy	0.5	28,287	500				28,787
Addiction Studies	1.4	184,486	5,544				190,030
Anthropology	2.2	313,933	5,179				319,112
Criminal Justice	2.8	266,227	9,931				276,158
Economics	1.2	137,495	2,700				140,195
Education	3.3	384,799	8,070				392,869
Geography	0.4	23,842	1,260				25,102
History	2.1	284,938	4,552				289,490
Human Development	1.9	197,223	9,844				207,067
Political Science	0.5	26,469	700				27,169
Psychology	5.2	634,942	12,775				647,717
Sociology	1.4	212,720	1,914				214,634
AVANZA							-
Adult Basic Education	8.5	596,680	17,000		5,000		618,680
Regional Svcs. & R.C. Operations	3.5	363,200	22,527		357,349		743,076

General Fund - Requirements by Expenditure Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2024-25 Proposed Budget
Regional Svcs. & M.C. Operations	2.7	280,441	12,670				293,111
Regional Svcs. & P.C. Operations	3.2	315,612	13,870				329,482
Engineering & Engr. Tech.	1.5	179,119	2,840				181,959
Science Office	1.0	82,447	8,330				90,777
Mathematics	16.1	1,946,861	39,483				1,986,344
Biological Science	13.3	1,611,535	60,323				1,671,858
Chemistry	7.4	805,196	16,767				821,963
Physics	2.3	223,353	11,260				234,613
Geology	1.2	131,045	10,250				141,295
Nursing	14.1	1,613,783	50,755				1,664,538
Health & Human Performance Office	1.5	147,583	7,877				155,460
Health & Human Performance	8.6	1,023,778	45,439				1,069,217
Math Office	1.0	77,358	1,927				79,285
Allied Health	0.9	44,845	6,500				51,345
Computer and Information Systems	8.2	1,178,758	20,482				1,199,240
Licensed Massage Therapy	3.9	335,275	17,673				352,948
Emergency Medical Services	4.7	475,201	40,736				515,937
Dental Assisting	2.5	313,924	27,918				341,842
Medical Assisting	2.9	310,565	20,568				331,133
Allied Health Office	1.0	85,415	3,815				89,230
Pharmacy Technician	1.3	133,804	11,528				145,332
Veterinary Technician Program	2.4	293,343	30,829				324,172
CIS Office	0.8	58,410	500				58,910
Nursing Office	1.0	101,423	2,400				103,823
Nursing Assistant	2.3	206,626	16,300				222,926
HHP: Recreation (O.R.L.T.)	2.1	274,631	2,125				276,756
Public Service Education Office	2.0	158,173	4,251				162,424
Forestry Technology	3.9	539,001	23,908				562,909
Automotive	3.0	360,255	36,512				396,767
Health Information Technology	2.6	266,417	9,000				275,417
Manufacturing Processes	5.1	417,738	74,360				492,098
Apprenticeship	0.4	150,631	565				151,196
Wildland Fire Management							-

General Fund - Requirements by Expenditure Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	<u>Fiscal Year 2024-25 Proposed Budget</u>
Structural Fire Science	2.1	313,313	32,475				345,788
Geographical Information Systems	1.5	160,417	6,964				167,381
Aviation Program	5.1	481,675	9,880				491,555
Military Science			1,250				1,250
Regional Credit Instruction-Madras							-
Regional Credit Instruction-Prineville							-
Summer Session	13.2	887,140					887,140
Regional Credit Instruction-Redmond							-
Library Skills	0.3	42,467	500				42,967
Total Instruction	<u>241.8</u>	<u>\$ 26,299,381</u>	<u>\$ 1,270,680</u>	<u>\$ -</u>	<u>\$ 362,349</u>	<u>\$ -</u>	<u>\$ 27,932,410</u>
Instructional Support							
Office of VP of Instruction	3.4	453,820	57,016		\$ 446,298	\$	\$ 957,134
Library	9.2	1,052,946	125,163	162,000			1,340,109
Convocation			12,526				12,526
Tutoring and Testing	8.8	700,020	6,291				706,311
Plan/Eval/Accreditation					5,000		5,000
eLearning and Academic Technology	6.5	719,289	113,018				832,307
Instructional Deans	10.6	1,618,969	38,694				1,657,663
Curriculum & Assessment	2.0	270,377	5,723				276,100
ITS - Instructional Software							-
Total Instructional Support	<u>40.5</u>	<u>\$ 4,815,421</u>	<u>\$ 358,431</u>	<u>\$ 162,000</u>	<u>\$ 451,298</u>	<u>\$ -</u>	<u>\$ 5,787,150</u>

General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2024-25 Proposed Budget
Student Services							
Admissions	14.8	1,492,456	59,474			\$	\$ 1,551,930
Counseling Center			76,458				76,458
Student Life	2.6	370,935	58,007				428,942
Commencement			27,771				27,771
Financial Aid	8.0	899,477	27,726		182,000		1,109,203
Career Services and Job Placement	1.5	175,182	9,188				184,370
Student Outreach & Contact	3.1	356,838	103,012				459,850
Diversity and Inclusion	6.5	757,550	245,662	5,100			1,008,312
Club Sports	3.3	409,771	82,674				492,445
Enrollment Cashiering		-					-
Disability Services	6.2	567,626	13,369	5,100			586,095
Office VP Student Affairs	3.1	546,374	54,550				600,924
Advising	6.8	755,361	34,482				789,843
Placement Testing	0.8	80,944	33,096				114,040
First Year Experience	2.2	251,052	25,213				276,265
ITS - Student Services Software							-
Total Student Services	<u>58.9</u>	<u>\$ 6,663,566</u>	<u>\$ 850,682</u>	<u>\$ 10,200</u>	<u>\$ 182,000</u>	<u>\$ -</u>	<u>\$ 7,706,448</u>

General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2024-25 Proposed Budget
College Support Services							
Governing Board	0.5	54,924	47,303			\$	\$ 102,227
President's Office	1.5	474,379	22,829				497,208
Fiscal Services	6.0	756,361	13,533				769,894
Payroll	3.0	431,553					431,553
Campus Public Safety	7.6	917,511	170,714				1,088,225
Human Resources	6.8	1,016,261	161,612		15,000		1,192,873
Mail Services	1.0	79,969	88,104				168,073
Marketing and Public Relations	6.8	856,919	150,152	5,100			1,012,171
Vice President for Finance and Operations	1.0	286,117	22,044		100,000		408,161
Legal, Audit and Professional Svcs			120,583				120,583
Elections			29,355				29,355
General Institutional Support		322,000	171,633	35,000	798,000		1,326,633
Liability and Other Insurance			185,867				185,867
Institutional Effectiveness	3.0	453,800	20,129				473,929
Vice President for Administration							-
Organizational Development			13,000				13,000
College Advancement/Grants	2.0	181,955	100,000		299,864		581,819
Total College Support Services	39.2	\$ 5,831,749	\$ 1,316,858	\$ 40,100	\$ 1,212,864	\$ -	\$ 8,401,571
Campus Services							
Custodial Services	13.3	1,171,751	121,123				\$ 1,292,874
Utilities			1,680,000				1,680,000
Fire & Boiler Insurance			287,005				287,005
Maintenance of Grounds	9.6	951,913	209,583				1,161,496
Maintenance of Buildings	5.9	655,048	379,431				1,034,479
Plant Additions					547,000		547,000
Plant Administration	3.0	388,549	47,088				435,637
Total Campus Services	31.8	\$ 3,167,261	\$ 2,724,230	\$ -	\$ 547,000	\$ -	\$ 6,438,491

General Fund - Requirements by Expenditure Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	<u>Fiscal Year 2024-25 Proposed Budget</u>
Information Technology							
Information Technology Services	2.5	438,560	2,053,565		750,000		\$ 3,242,125
Management Information Systems	6.0	960,928	18,953				979,881
End User Services	6.2	524,782	55,086				579,868
Enterprise Computing Services	3.0	791,264	26,703				817,967
Network/Telecom & Media Services	5.0	516,810	182,450		50,000		749,260
Web Development	1.0	171,586	7,000				178,586
Regional IT Services - Prineville			25,000				25,000
Project Management	1.0	424,019	3,000				427,019
Information Security	2.0	290,247	110,200				400,447
Student Tech Services	3.8	326,304	8,500				334,804
Total Information Technology	<u>30.5</u>	<u>\$ 4,444,500</u>	<u>\$ 2,490,457</u>	<u>\$ -</u>	<u>\$ 800,000</u>	<u>\$ -</u>	<u>\$ 7,734,957</u>
Financial Aid							
Financial Aid Transactions		\$	\$ 100,000	\$	\$	\$	\$ 100,000
Total Financial Aid		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
Contingency							
Contingency		\$	\$	\$	\$	\$ 1,000,000	\$ 1,000,000
Total Contingency		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
Total Expenses	<u>442.5</u>	<u>\$ 51,221,878</u>	<u>\$ 9,111,338</u>	<u>\$ 212,300</u>	<u>\$ 3,555,511</u>	<u>\$ 1,000,000</u>	<u>\$ 65,101,027</u>

Fund: General Fund - 11001

General Fund Summary - GEN

	Actuals	Actuals	Budget	Proposed	Approved	Adopted
	2021-22	2022-23	2023-24	2024-25	2024-25	2024-25
42000 Tuition and Fees	0	-1,200	0	0	0	0
44000 Other Income	0	0	0	0	0	0
46000 Program and Fee Income	0	0	0	0	0	0
51100 Administrative Salaries F/T	3,811,701	4,198,238	4,916,749	6,198,294	0	0
51101 Other Taxable Compensation	98,043	19,507	15,300	15,300	0	0
51102 Taxable Mileage Allowance	45,084	75,847	104,970	122,875	0	0
51200 Administrative Salaries P/T	6,929	37,524	0	0	0	0
51300 Faculty Salaries F/T	8,717,886	8,222,123	9,663,730	10,788,719	0	0
51400 Faculty Salaries P/T	1,421,845	1,554,474	1,727,061	2,441,124	0	0
51410 Adjunct Faculty	907,535	977,221	1,338,519	1,296,516	0	0
51500 Classified Salaries F/T	3,429,052	3,852,457	4,527,267	4,874,874	0	0
51600 Classified Salaries P/T	336,494	321,594	470,763	475,375	0	0
51700 Irregular Wages	695,235	793,285	942,696	1,067,610	0	0
51800 Workstudy Salaries	0	876	0	0	0	0
51900 Prof. Non-Managerial - F/T	2,585,356	2,696,783	2,931,738	3,887,489	0	0
51910 Prof. Non-Managerial - P/T	231,457	200,600	347,588	438,643	0	0
52000 Payroll Assessments	13,643,206	14,020,194	18,342,477	19,615,059	0	0
61000 Materials and Supplies	1,235,769	1,347,387	1,350,306	1,574,101	0	0
62000 Outside and Contract	3,471,550	3,965,450	4,721,473	5,359,403	0	0
63000 Utilities	1,161,227	1,466,258	1,290,253	1,840,172	0	0
64100 Administrative Travel	66,298	89,946	180,749	194,689	0	0
64200 Professional Travel/Develop.	92,239	139,519	227,243	319,867	0	0
64300 Student Field Experience	48,532	41,534	96,394	89,894	0	0
65000 Repair and Replacement	45,618	39,806	126,180	118,685	0	0
66000 Insurance Expense	333,510	351,331	439,653	514,527	0	0
67000 Items for Resale	901	0	0	0	0	0
69000 Financial Aid	80,230	90,418	100,000	100,000	0	0
71000 Purchased Capital	70,196	59,942	39,299	50,300	0	0
72000 Construction	0	0	0	0	0	0
74000 Library Capital	103,153	104,003	105,000	162,000	0	0
81000 Transfers In	0	-35,099	0	0	0	0
82000 Transfers Out	2,581,870	3,307,988	2,410,938	3,555,511	0	0
	<u>45,220,916</u>	<u>47,938,009</u>	<u>56,416,346</u>	<u>65,101,027</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Instructional Summary - AAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
42000 Tuition and Fees	0	-1,200	0	0	0	0
46000 Program and Fee Income	0	0	0	0	0	0
51100 Administrative Salaries F/T	237,314	326,861	337,702	372,888	0	0
51101 Other Taxable Compensation	143	457	0	0	0	0
51102 Taxable Mileage Allowance	45,084	75,064	104,970	122,875	0	0
51300 Faculty Salaries F/T	8,586,179	8,089,218	9,518,165	10,634,026	0	0
51400 Faculty Salaries P/T	1,261,088	1,388,108	1,543,310	2,257,373	0	0
51410 Adjunct Faculty	907,535	977,171	1,338,519	1,296,516	0	0
51500 Classified Salaries F/T	683,990	792,358	825,999	906,739	0	0
51600 Classified Salaries P/T	174,834	210,828	225,635	294,311	0	0
51700 Irregular Wages	304,032	371,672	313,209	436,257	0	0
51900 Prof. Non-Managerial - F/T	61,435	130,950	136,191	220,635	0	0
51910 Prof. Non-Managerial - P/T	38,195	33,514	33,120	41,052	0	0
52000 Payroll Assessments	7,331,305	7,354,918	9,104,499	9,716,709	0	0
61000 Materials and Supplies	544,045	651,853	654,862	772,157	0	0
62000 Outside and Contract	156,325	171,584	210,577	226,392	0	0
63000 Utilities	0	220	0	0	0	0
64100 Administrative Travel	34,107	33,863	69,968	80,502	0	0
64200 Professional Travel/Develop.	33,579	42,560	66,632	132,220	0	0
64300 Student Field Experience	24,567	30,126	45,344	35,506	0	0
65000 Repair and Replacement	7,177	6,936	8,763	12,268	0	0
66000 Insurance Expense	11,783	14,704	11,635	11,635	0	0
67000 Items for Resale	0	0	0	0	0	0
71000 Purchased Capital	10,282	27,109	0	0	0	0
82000 Transfers Out	985,811	1,009,623	841,162	362,349	0	0
	<u>21,438,811</u>	<u>21,738,497</u>	<u>25,390,262</u>	<u>27,932,410</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Instructional Support Summary - CAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
46000 Program and Fee Income	0	0	0	0	0	0
51100 Administrative Salaries F/T	1,181,261	1,216,288	1,331,771	1,488,602	0	0
51101 Other Taxable Compensation	5,442	1,250	2,000	2,000	0	0
51300 Faculty Salaries F/T	131,707	132,906	145,565	154,693	0	0
51400 Faculty Salaries P/T	152,980	158,068	143,644	143,644	0	0
51410 Adjunct Faculty	0	50	0	0	0	0
51500 Classified Salaries F/T	344,850	402,692	569,901	577,394	0	0
51600 Classified Salaries P/T	46,192	29,043	39,885	33,874	0	0
51700 Irregular Wages	250,180	283,781	371,112	370,978	0	0
51900 Prof. Non-Managerial - F/T	140,089	154,038	226,352	269,372	0	0
51910 Prof. Non-Managerial - P/T	24,239	41,189	64,012	73,722	0	0
52000 Payroll Assessments	1,290,836	1,393,004	1,748,585	1,701,142	0	0
61000 Materials and Supplies	43,055	48,470	95,956	87,956	0	0
62000 Outside and Contract	377,008	474,743	486,440	213,232	0	0
64100 Administrative Travel	6,688	11,222	27,276	28,276	0	0
64200 Professional Travel/Develop.	7,445	4,963	25,931	28,967	0	0
64300 Student Field Experience	0	-411	0	0	0	0
67000 Items for Resale	0	0	0	0	0	0
74000 Library Capital	103,153	104,003	105,000	162,000	0	0
82000 Transfers Out	458,335	338,276	372,396	451,298	0	0
	<u>4,563,461</u>	<u>4,793,575</u>	<u>5,755,826</u>	<u>5,787,150</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Student Services Summary - EAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
51100 Administrative Salaries F/T	673,532	721,135	810,106	1,016,259	0	0
51101 Other Taxable Compensation	3,000	5,500	1,000	1,000	0	0
51400 Faculty Salaries P/T	5,688	3,248	40,107	40,107	0	0
51500 Classified Salaries F/T	704,062	841,761	874,359	1,014,284	0	0
51600 Classified Salaries P/T	48,075	8,726	57,523	34,374	0	0
51700 Irregular Wages	55,651	37,231	136,576	138,576	0	0
51900 Prof. Non-Managerial - F/T	1,058,440	1,054,285	1,140,531	1,433,091	0	0
51910 Prof. Non-Managerial - P/T	169,023	103,022	207,050	276,123	0	0
52000 Payroll Assessments	1,845,437	1,843,501	2,466,358	2,709,752	0	0
61000 Materials and Supplies	74,454	101,115	108,798	220,798	0	0
62000 Outside and Contract	293,163	318,536	420,021	464,539	0	0
64100 Administrative Travel	22,933	30,559	42,672	45,078	0	0
64200 Professional Travel/Develop.	12,017	39,025	49,648	51,148	0	0
64300 Student Field Experience	23,965	11,784	51,050	54,388	0	0
66000 Insurance Expense	11,699	21,072	14,731	14,731	0	0
69000 Financial Aid	0	0	0	0	0	0
71000 Purchased Capital	3,178	2,258	0	10,200	0	0
82000 Transfers Out	1,250	25,220	1,250	182,000	0	0
	<u>5,005,565</u>	<u>5,167,976</u>	<u>6,421,780</u>	<u>7,706,448</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

College Support Services Summary - GAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
51100 Administrative Salaries F/T	926,237	1,035,424	1,195,196	1,669,072	0	0
51101 Other Taxable Compensation	15,750	11,550	12,300	12,300	0	0
51102 Taxable Mileage Allowance	0	28	0	0	0	0
51200 Administrative Salaries P/T	0	37,524	0	0	0	0
51400 Faculty Salaries P/T	2,090	0	0	0	0	0
51500 Classified Salaries F/T	375,738	337,702	552,820	564,634	0	0
51600 Classified Salaries P/T	36,605	17,650	0	0	0	0
51700 Irregular Wages	23,895	33,139	44,068	44,068	0	0
51900 Prof. Non-Managerial - F/T	633,377	567,979	721,610	1,069,293	0	0
51910 Prof. Non-Managerial - P/T	0	22,875	43,406	47,746	0	0
52000 Payroll Assessments	1,258,925	1,333,230	2,078,707	2,424,636	0	0
61000 Materials and Supplies	102,881	138,917	164,964	167,464	0	0
62000 Outside and Contract	1,025,178	1,479,048	754,806	873,206	0	0
63000 Utilities	0	0	3,816	3,816	0	0
64100 Administrative Travel	152	7,227	31,658	31,658	0	0
64200 Professional Travel/Develop.	16,937	29,837	30,426	52,926	0	0
65000 Repair and Replacement	105	0	300	300	0	0
66000 Insurance Expense	104,583	112,261	178,488	187,488	0	0
67000 Items for Resale	901	0	0	0	0	0
71000 Purchased Capital	17,694	20,252	35,000	40,100	0	0
72000 Construction	0	0	0	0	0	0
81000 Transfers In	0	-36,034	0	0	0	0
82000 Transfers Out	288,161	509,869	546,130	1,212,864	0	0
	<u>4,829,208</u>	<u>5,658,478</u>	<u>6,393,695</u>	<u>8,401,571</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Plant Operations & Maint. Summary - JAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
51100 Administrative Salaries F/T	173,462	177,207	197,260	305,649	0	0
51102 Taxable Mileage Allowance	0	755	0	0	0	0
51500 Classified Salaries F/T	910,617	1,013,191	1,189,765	1,345,751	0	0
51600 Classified Salaries P/T	30,789	55,348	147,720	112,816	0	0
51700 Irregular Wages	28,704	28,378	26,029	26,029	0	0
51900 Prof. Non-Managerial - F/T	57,692	0	0	0	0	0
52000 Payroll Assessments	886,267	868,907	1,306,174	1,377,016	0	0
61000 Materials and Supplies	438,763	383,180	272,893	272,893	0	0
62000 Outside and Contract	438,071	324,441	421,582	421,582	0	0
63000 Utilities	1,083,518	1,374,231	1,120,935	1,680,000	0	0
64100 Administrative Travel	483	1,335	2,227	2,227	0	0
64200 Professional Travel/Develop.	8,025	9,051	11,606	11,606	0	0
65000 Repair and Replacement	0	257	36,900	36,900	0	0
66000 Insurance Expense	203,924	201,323	233,148	299,022	0	0
69000 Financial Aid	0	0	0	0	0	0
71000 Purchased Capital	39,043	9,427	0	0	0	0
81000 Transfers In	0	934	0	0	0	0
82000 Transfers Out	48,312	400,000	500,000	547,000	0	0
	<u>4,347,670</u>	<u>4,847,965</u>	<u>5,466,239</u>	<u>6,438,491</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Information Technology Svcs Summary - LAA

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
44000 Other Income	0	0	0	0	0	0
51100 Administrative Salaries F/T	619,894	721,324	1,044,714	1,345,824	0	0
51101 Other Taxable Compensation	73,708	750	0	0	0	0
51200 Administrative Salaries P/T	6,929	0	0	0	0	0
51400 Faculty Salaries P/T	0	5,050	0	0	0	0
51500 Classified Salaries F/T	409,796	464,753	514,423	466,072	0	0
51700 Irregular Wages	32,773	39,085	51,702	51,702	0	0
51800 Workstudy Salaries	0	876	0	0	0	0
51900 Prof. Non-Managerial - F/T	634,325	789,531	707,054	895,098	0	0
52000 Payroll Assessments	1,030,437	1,226,635	1,638,154	1,685,804	0	0
61000 Materials and Supplies	32,570	23,852	52,833	52,833	0	0
62000 Outside and Contract	1,181,806	1,197,098	1,428,047	2,160,452	0	0
63000 Utilities	77,709	91,807	165,502	156,356	0	0
64100 Administrative Travel	1,934	5,740	6,948	6,948	0	0
64200 Professional Travel/Develop.	14,235	14,083	43,000	43,000	0	0
64300 Student Field Experience	0	35	0	0	0	0
65000 Repair and Replacement	38,336	32,613	80,217	69,217	0	0
66000 Insurance Expense	1,521	1,971	1,651	1,651	0	0
71000 Purchased Capital	0	896	4,299	0	0	0
82000 Transfers Out	0	225,000	150,000	800,000	0	0
	<u>4,155,971</u>	<u>4,841,101</u>	<u>5,888,544</u>	<u>7,734,957</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Misc. General Fund Activity Summary - ZZZ

	Actuals 2021-22	Actuals 2022-23	Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
62000 Outside and Contract	0	0	1,000,000	1,000,000	0	0
69000 Financial Aid	80,230	90,418	100,000	100,000	0	0
82000 Transfers Out	800,000	800,000	0	0	0	0
	880,230	890,418	1,100,000	1,100,000	0	0



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, March 13, 2024 – 5:45 PM
BEC Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Craska Cooper
	II. Native Lands Acknowledgement	2a.1*		Craska Cooper
	III. Roll Call			Kovitz
	<u>Board Members and Staff</u>			
	Laura Craska Cooper (served as chair for this meeting), Erica Skatvold, Erin Merz, Erin Foote Morgan, Jim Porter, Laurie Chesley (COCC President), Alicia Moore, Laura Boehme, Michael LaLonde, Annemarie Hamlin, Zak Boone, Sean Tevlin, Kyle Matthews, Paul Taylor, Jenn Kovitz, Cindy Lenhart			
	IV. Agenda Changes			Craska Cooper
	1. Foote Morgan proposal on La Pine. Recommended for New Business, Item 3.			
	V. Public Comment			Craska Cooper
	None.			
	VI. Consent Agenda***		X	Craska Cooper
	1. Regular Meeting Minutes (2.14.24)	6a.1-17*		Matthews ^A
	a. Motion to approve consent agenda.			
	i. 1 st : Erin Foote Morgan			
	ii. 2 nd : Erica Skatvold			
	iii. Motion approved 4-0. Craska Cooper abstained as she did not attend the meeting on February 14.			
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		LaLonde ^A
	No questions.			
	2. New Hire Reports	7b.1*		Boehme ^A
	No questions.			
	3. Marketing and Public Relations (MPR) Update			Kovitz ^P
	a. Three goals from COCC's current strategic plan that apply to MPR's work are Access, Community Engagement, and Student-Ready College.			
	b. Access			
	i. Since July 2021, COCC has sustained consistent			

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digital messaging across the entire district, year-round with all zip codes equally reached, 24/7.

- ii. MPR has leveraged multiple modalities, including radio, newspaper articles, print advertisements, paid searches and social media advertisements, emails, billboards, direct mail, and public events, reaching a diverse audience.
 - 1. Craska Cooper informed newer members of the Board's decision years ago to deliver advertisements in Spanish as part of their DEI outreach efforts.
 - 2. Kovitz added that Spanish advertisements like billboards were strategically placed where Spanish speakers were known to live and work.
 - iii. College Advancement has invested in strategic sponsorships of events including EDCO Pub Talks, Winter PrideFest, REDI Annual Luncheon, SLED Annual Luncheon, and Bend YP Summit, as well as support for to all local chambers of commerce.
- c. Community Engagement
- i. Summer 2022, Community Education staff began a long-term evaluation and revitalization of COCC's community enrichment program.
 - ii. Fall 2022, MPR recommended COCC move away from quarterly mailings of printed Community Education catalogues in favor of a diversified marketing strategy. This included comprehensive digital marketing, twice-annual direct mail bi-folds, annual Youth Camps postcard, and district-wide community posters.
 - iii. For Fall 2023, Community Education courses saw an increase in enrollment by almost 175 participants and a 3% decrease in class cancellations. As a result, an additional 36 classes were offered.
 - 1. Lenhart clarified that "cancellation" referred to classes being cancelled due to low enrollment.
 - 2. Craska Cooper felt 2022 was not a fair comparison and asked if Kovitz could provide numbers from before the COVID-19 pandemic. Kovitz agreed to send numbers from 2019 to the Board at a later date.
 - 3. Chesley pointed out that Community Education was managed by two different departments in 2019, so the numbers would need to be disaggregated.
- d. Student-Ready College
- i. Since 2021, 25 academic webpages on COCC's

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website have been redesigned. Eight additional webpages are on track to be redesigned by June 2024. This would leave nine disciplines whose webpages would still need to be redesigned. All of them will be Guided Pathways-ready. 33% of student lead generation happens on discipline-specific webpages. Students who request more information for a specific discipline receive a customized email from that department's director.

- ii. Kovitz credited Web Designer John Moore on prioritizing webpage redesigns that met students' needs and helped them achieve their goals. Video integration was added to Financial Aid, Future Students, and On-Campus Housing webpages. The latter received a National Council for MPR Medallion award and is COCC's most visited webpage.
- e. Looking Ahead
 - i. Recruiting for a part-time Digital Content Creator and Editor position.
 - ii. Interdepartmental collaboration on ADA best practices and forthcoming Department of Justice requirements.
 - iii. Comprehensive website redesign: a two-year process.
 - iv. The decision to move COCC to an Advancement model is working.
 - f. Craska Cooper noted that when she joined the Board in Fall 2012, one problem COCC faced was "silos;" a lack of interdepartmental communication. Kovitz' presentation highlighted the importance of different departments working together to achieve common goals.
 - g. Merz commended MPR's focus on prospective students and asked for more information on their strategies to reach all members of the district in a more equitable manner.
 - i. Kovitz explained that MPR is unable to target specific Groups of people based on where they might be at a certain time of day. One of the challenges they face is that COCC's students often relocate, either as individuals or with their families. This is why it is important to reach every zip code in the region.

4. Grants Update

Tevlin^P

- a. Tevlin reported that, in the past year, COCC's entire district had been served by grants received by the college and the Foundation and highlighted how they have impacted a diverse population and a diverse set of college programs. He credited the Fiscal Services and Admissions departments for their support in making these grants possible.
- b. In the past year, a total of \$16 million in grant funds were managed by the college and the Foundation, including \$8.5 million in new grants awarded. A total of 60 grants

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were managed, including 40 new grants awarded. Grant funding had nearly doubled in the past three years for three reasons:

- i. Major niche initiatives, such as the Madras campus expansion, have opened the door to new funders.
 - ii. Several large federal grants had been awarded.
 - iii. Increased interest from COCC faculty and staff to pursue grants.
- c. Grants were awarded by 44 unique funders, ranging from small family foundations to large federal agencies.
- i. 20% of funds came from private sources.
 - ii. 37% of funds came from state sources.
 - iii. 42% of funds came from federal sources (far more than COCC normally receives).
 - iv. 1% of funds came from local governments.
- d. Madras
- i. This was the first full year of fundraising for the campus expansion.
 - ii. The campus was awarded \$70,000 by the Oregon Department of Energy to install solar panels to the existing building, which generate enough power for the entire campus. When the expansion opens, they will have the opportunity to extend their solar array accordingly.
 - iii. To address the lower diversity rates in COCC's science programs (as compared to its other academic programs) and to improve the success rates of under-represented science students, COCC's science department received \$60,000 from four private funders to support a pilot program. This program included the following features:
 1. Inviting rural middle school students (mostly from Jefferson County) to COCC three times per year to do hands-on activities and meet with faculty members. Many of these students experienced being on a college campus for the first time.
 2. A College Bridge program will allow incoming COCC students to do research projects, hands-on science activities and field trips in order to prepare them for success as college-level science students.
- e. Bend
- i. To expand services for student veterans, two grants totaling \$700,000, one from the State and one from the federal government, were given to COCC. The federal government designated COCC as a Center

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of Excellence for Veteran Student Success. Only one other Oregon college has received this honor in the last 20 years. These funds will be used to expand veterans' support and the Veterans' Resource Center, among other projects. COCC has one of the highest veteran enrollments of all of Oregon's colleges.

- ii. To support the growing the electric vehicle (EV) technician workforce, COCC received a grant for \$3 million from the National Science Foundation (NSF). This will help COCC lead 15 other community colleges across the nation to develop and implement EV technician training programs.
 - iii. The ASCOCC Food Bank received a five-year grant totaling at \$125,000 from the Central Oregon Health Council in order to meet students' increasing need for food.
- f. Prineville
- i. In an effort to expand youth programs in rural areas, COCC's Community Education program received \$60,000 from the Marie Lamfrom Charitable Foundation and the Roundhouse Foundation to implement free summer youth programming. This allowed 161 youth to attend camps last summer at no cost.
 - ii. To support small business advising in rural areas, COCC received \$15,000 from the U.S. Bank Foundation to be dedicated to free advising from COCC's Small Business Development Center (SBDC). U.S. Bank had granted \$10,000 per year in the two prior years. This increase in funding has allowed the SBDC to expand their outreach beyond Bend and Redmond.
- g. Redmond
- i. The Oregon Department of Education and the Central Oregon Health Council granted a total of \$80,000 in support of college preparation for Latinx and Native American students. These grants helped fund culturally specific college preparation programs and summer symposiums. College preparation courses were taught in high schools throughout Central Oregon, including several in Redmond. Students involved in these programs have seen higher high school graduation rates and college admission rates than their peers. The success of these programs have enabled grants to remain consistent.
- h. Culver
- i. The Oregon Department of Education granted \$560,000 through the Grow Your Own Grant Initiative to support COCC students who are pursuing education degrees and aspiring to become teachers for Central

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Oregon schools. This grant specifically aims to increase diversity in the educator workforce by removing any barriers that these students might face. This is the first time COCC has received funds from the Initiative and has been especially impactful for early childhood education students.

- i. La Pine
 - i. The Higher Education Coordinating Committee granted \$50,000 for free College Now courses for high school students. College Now allows high school students to take COCC equivalent classes on their high school campuses in order to get a head start on their higher education. This grant specifically allowed high school students in La Pine to take career and technical education (CTE) courses when they might not otherwise be able to afford them.
- j. Boone asked how members of the Board could share Tevlin’s presentation with their constituents. Tevlin showed the Board how to find his presentation on COCC’s website, as well as where they can find additional information.
- k. Boone asked Tevlin to share about the process to have the NSF grant approved as it had been in the process well before Tevlin was hired in 2022. Tevlin said he and Ken Mays from the automotive faculty spent about a year developing the grant application. Mays was already nationally known in the EV field and this was one of the largest EV grants that NSF had ever awarded. Mays is now helping other colleges across the country start their own EV programs.
- l. Boone referenced the new hire report and noted a new member added to COCC’s grants team. Tevlin said the Stephanie Rohdy was recently hired as a Grants Specialist. She has a lot of grant experience from the nonprofit sector and will be focusing on grant implementation for the college and the Foundation. The increase in grant funding that COCC has received created demand for an additional employee to support the faculty and staff after grants have been awarded. Rhody’s work will allow faculty to focus on teaching, rather than navigating unfamiliar grant territory.
- m. Merz was encouraged to see the diversity of grants and funders, especially for Madras.

VIII. Old Business

- 1. Reserve Policy – 2nd Reading 8a.1-3* X LaLonde^A
 - a. Motion to approve the policy.
 - i. 1st: Erin Foote Morgan
 - ii. 2nd: Jim Porter
 - iii. Motion approved by all members present.

IX. New Business

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- | | | | |
|------------------------------------|-------|---|----------------------|
| 1. Investment Committee and Charge | 9a.1* | X | LaLonde ^A |
|------------------------------------|-------|---|----------------------|
- a. LaLonde summarized that the responsibility of an investment committee is to bring additional perspectives to matters including investment allocation and internal controls related to investments. They would also help COCC monitor and evaluate their performance, not only for investments, but whether the college should hire someone to help manage those investments. They would also review and approve COCC's investment portfolio and asset allocation, and ensure compliance with legal and regulatory issues.
 - b. LaLonde's proposed structure would be for a three-member Committee: one Board member and two experienced financial professionals from the community. The Board member would be appointed for a two-year term as the committee chair. The committee would meet on a quarterly basis and could schedule additional meetings as needed. LaLonde would nominate financial experts from the community for the Board to approve. He was also open to increasing the number of members on the committee.
 - c. Foote Morgan asked if the Policy Review Committee would be involved with forming a policy around the Investment Committee. Craska Cooper did not think so, but suggested it should be discussed at the Policy Review Committee's upcoming meeting. In this meeting, the Board would vote to approve the formation of the Investment Committee and the Policy Review Committee could discuss whether additional investment policies would be needed.
 - d. Merz asked for clarification on whether this would be considered a Board committee or a committee that a Board member is a part of. Craska Cooper said it would be a Board committee because financial oversight is one of the Board's responsibilities and Board committees do not need to consist solely of Board members.
 - e. Motion to approve the Investment Committee charge.
 - i. 1st: Jim Porter
 - ii. 2nd: Erin Foote Morgan
 - iii. Motion approved by all members present.
- | | | | |
|------------------------|-------|---|----------------------|
| 2. Renewal of Auditors | 9b.1* | X | LaLonde ^A |
|------------------------|-------|---|----------------------|
- a. LaLonde reminded the Board that COCC sent out a bid for new external auditors in 2023 and only received one response from an out-of-state company that was outside of the college's price range. COCC declared it a failed search and asked Price Fronk & Co. if they would consider working with the college for another year, which they agreed to do. The failed request for proposal allows COCC to extend its contract with Price Fronk for another five years. LaLonde requested the Board's approval for this action.

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- b. Craska Cooper pointed out that COCC has been working with Price Fronk for the past six years, so another five years may not be a good idea as it is considered best practice to change auditors periodically.
 - i. LaLonde explained that it should not be an issue as Price Fronk's auditing staff regularly changes. The company partner who oversees the audit is required to rotate as well. It may be sensible to change auditing firms in the future, but it would be difficult to do so at this time.
 - ii. Skatvold asked why it would be difficult to find another firm to work with COCC.
 - iii. LaLonde explained that the industry is experiencing a shortage of accountants and Boone added that it is very costly for public organizations.
 - c. LaLonde explained that Price Fronk had been renamed as KDP Certified Public Accountants LLP after a recent company merger.
 - d. Motion to approve the renewal of auditors.
 - i. 1st: Erica Skatvold
 - ii. 2nd: Erin Merz
 - iii. Motion approved by all members present.
3. COCC Presence in La Pine Foote Morgan^P
- a. Craska Cooper reminded the Board of the full report that they had received on COCC's activities in La Pine a few months prior and noted the earlier correspondence between Foote Morgan and Chesley. Craska Cooper suggested there would be more to discuss at the Board's summer retreat.
 - b. Foote Morgan noted that she had discussed this topic with Board Chair Joe Krenowicz (absent from this meeting) the previous day about how Madras went through a similar experience several years ago.
 - c. Foote Morgan shared a presentation with the Board to discuss a space that La Pine's Parks and Recreation district was interested in renting or leasing to COCC. Hamlin and Lenhart have been involved in these conversations as well. Is this an opportunity the Board would be interested in pursuing?
 - d. Zone 7 of COCC's district covers a large portion of southern Deschutes County and northern Klamath County, including Sunriver, Three Rivers, La Pine, Hillcrest and Crescent. La Pine is Oregon's newest city, incorporated in 2006, and the second fastest growing city in the State with a 9.5% growth rate. La Pine's current population is about 2,600 and an estimated 25,000 people live in Zone 7 (similar to the population of Crook County). 500 homes have begun being built in the city in the last two years. It is also difficult to calculate the tax revenues of Zone 7 as it is

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- mapped differently than other zones in the district.
- e. Recent labor studies show that there are gaps between workforce development needs and available training, particularly for hospitality, healthcare and construction.
 - f. There are several major collaborations and expansions currently happening in Zone 7, including a city revisioning in La Pine, a new strategic plan in Sunriver, and the La Pine Community Health Center that was under construction. The Central Oregon Intergovernmental Council is in contact with 30–40 high school dropouts from their Youth Compass program in the La Pine area who are looking for internships in construction, education and other fields. The Newberry Regional Partnership recently coordinated a survey that found a need for more access to higher education in the area.
 - g. La Pine’s poverty rate is 3% higher than the countywide average and the high school graduation rate was 13% lower than the district average for the 2022–23 school year. An upcoming levy would focus heavily on CTE as high school students involved in CTE statistically see at least 10% improvement in graduation rates. Some of La Pine High School’s (LPHS’) current CTE programs are similar to COCC’s.
 - h. While online COCC courses have been helpful for Zone 7 residents, residents outside of La Pine have experienced difficulty accessing high speed broadband internet. Foote Morgan recently visited a six–unit computer lab, provided by COCC, in a La Pine Parks and Recreation facility that is currently unused. COCC tried a pilot program of in–person courses in La Pine in recent years, but low attendance led to the program being discontinued. COCC currently offers College Now courses in Zone 7.
 - i. Craska Cooper noted that COCC will be launching a new pilot program, consisting of two courses, at LPHS in the Fall 2025 term.
 - i. Foote Morgan summarized that COCC has an opportunity to rent classroom space in the La Pine Parks and Recreation facility and asked for the Board’s feedback. She emphasized that the timing was limited and the city needed a response within the next month.
 - j. Craska Cooper suggested this topic would be more suitable for discussion at the Board’s summer retreat. Porter and Skatvold concurred, noting that there was a lot of information to analyze further.
 - k. Skatvold found the community’s growth to be compelling and was excited about the new Healthcare Center being built. She had attended a Sunriver/La Pine Economic Development (SLED) luncheon in the past and was inspired by the presentations.

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- l. Merz, while unsure about the timing, felt that the opportunity presented to COCC had elevated the conversation about increasing the college's presence in Zone 7. She expected that, if the Board could not make a decision at this time, more opportunities would become available in the future. She noted that there was a lot of synergy between the community growth, the college's past work in the area, and the potential benefits of the upcoming levy vote.
- m. Craska Cooper reminded the Board that, as they established goals for the 2023–24 academic year, both Prineville and La Pine were recognized as areas in need of attention. From a policy perspective, she suggested that the decision to lease a space is an operational matter, rather than a Board matter. The Board could still discuss what sorts of efforts they would like to see from the college in these areas. Craska Cooper suggested leaving the decision with Chesley and her staff.
- n. Foote Morgan asked if the Board could request COCC staff to conduct further analysis of what opportunities there might be to better serve the college's students.
 - i. Craska Cooper acknowledged that the Board could make such a decision with a majority vote, but expressed concern whether such work could be completed by the summer retreat without sacrificing any other essential work.
 - ii. Chesley did not think it would be unreasonable, depending on when the retreat was scheduled. She asked if there was any specific data the Board to consider what specific information they like to see and encouraged them to share their requests with her at a later date.
 - iii. Craska Cooper reminded the Board to not email the entire Board as it could be considered an un–authorized meeting.
- o. Porter asked if COCC does routine community assessments.
 - i. Chesley confirmed this, explaining that the college does this in various ways. One of COCC's action projects is to develop workforce infrastructure, which includes finding more methodical and consistent ways to do that across different zones in the district. From various sources, data on demographics, work–force needs, business trends, etc. are compiled.
- p. Porter asked if COCC as ever purposefully aligned itself with the needs of La Pine's residents.
 - i. Chesley said that she had not yet had such meetings with La Pine's leadership during her time as College President, though previous presidents have. Hamlin

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and Lenhart have also met with the principal of LPHS and will continue to do so as they explore opportunities for collaboration in the area.

X. Board of Directors' Operations

- | | | | |
|----|-------------------------|-----------|---------------|
| 1. | Board Policy Discussion | 10.a.1-9* | Craska Cooper |
|----|-------------------------|-----------|---------------|
- a. Craska Cooper informed the Board that the Policy Review Committee would be meeting in the coming weeks to discuss some of the Board's policies that had not been reviewed for a while. As a first step, the Committee wanted to give the rest of the Board an opportunity to review their self-governing policies and express what they thought should be revisited, especially in light of having three new members. The Board is bound to follow policies they disagree with unless said policies are properly amended. Key policies were included in this meeting's packet. Craska Cooper felt they were the most foundational to how the Board operates.
 - i. GP 2: Governing Style, combined with GP 3: Board Job Description, explains the roles of COCC's Board members as representatives of their respective communities. Craska Cooper specifically thought that GP 2.3 was a good illustration of how the Board should be operating. She also highlighted points 5, 6 and 7 in GP 2.
 - ii. She recommended carefully reading GP 3 and suggested that fiscal oversight should take precedence as it may be the Board's most important responsibility. It is currently reflected in points 3 and 7. She also emphasized point 4 and encouraged regular contact with the Board's sole employee, the College President. She acknowledged that some members of the Board had been engaged with Oregon's legislative process by writing letters and contacting legislators in accordance with point 6.
 - iii. For GP5: Board Committee Principles, point 3 calls for an annual review of the Board's committees in order to decide whether any committees need to be added or removed from the policy. She suggested this should be discussed at their summer retreat.
 - b. Craska Cooper also included GP 7: Planning Cycle because some new members had asked about how the Board sets its agendas for the coming year. While the policy states that the Board Chair generally sets the agendas, during Craska Cooper's time on the Board, the Chairs have always been open to adding agenda items that other Board members have concerns about.
 - c. GP 8: Board Members' Code of Conduct was included as Craska Cooper felt it was important for the Board to stay

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familiar with.

- d. GP 9: Board Operations was recently updated in order to allow for the Board to conduct meetings electronically during the COVID-19 pandemic.
- e. Merz asked if the Policy Review Committee reviewed every policy every year.
 - i. Craska Cooper said they generally do not as it would be beyond the scope of the Committee's capacity. The original proposal was to adopt a three-year cycle in order to try to review all of the Board's policies consistently.
- f. Merz asked how soon the Committee would like to see the rest of the Board's insights. Craska Cooper suggested the end of March so the Committee could meet in April.

2. Board Member Activities

Board Members

- a. Erin Merz
 - i. February 15: COCC Foundation meeting.
 - ii. February 20: *Black Joy* author event.
- b. Jim Porter
 - i. February 9: EDCO Luncheon in Prineville.
- c. Erin Foote Morgan
 - i. February 27: SLED-La Pine Chamber of Commerce Joint Breakfast.
 - ii. February 28: LPHS Council meeting.
 - iii. March 8: COCC College Affairs Committee meeting.
 - iv. March 15: La Pine Chamber of Commerce-LPHS Joint Breakfast.
- d. Erica Skatvold
 - i. March 7: OSU-Cascades Advisory Board meeting.
- e. Laura Craska Cooper
 - i. March 1: Phone call with Chesley.
 - ii. March 3: Wine and food pairing in with Chef Thor Erickson of the Cascade Culinary Institute as a prize from the previous Meal of the Year's auction.
 - iii. March 8: Zoom meeting with Chesley and Krenowicz.
 - iv. March 11: Phone call with Merz.
 - v. March 12: Phone calls with Skatvold and Chesley.
 - vi. March 13: Phone call with Porter.

XI. President's Report

Chesley

- 1. Point-in-time enrollment in FTE students, compared to last year, had increased 11.7% and headcount increased 9.8%. Chesley noted that those numbers could change over time, but were overall

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showing a positive trend.

2. The legislative short session for the State of Oregon recently ended with two primary initiatives that the Oregon Community Colleges Association (OCCA) supported, and both initiatives passed.
 - a. The Oregon Opportunity Grant is the largest need-based grant program in the state. OCCA and the state's community colleges desired for determinations of who would be eligible for that grant and any changes to eligibility to be decided not by one department charged with the grant, but to be considered by the Higher Education Coordination Commission. This would enable more funds to go directly to community college students who are in need of financial support in order to stay in school.
 - b. A study group was created for co-requisite education and mathematics. This group is composed of many people including faculty members and administrators. They will study how the State might best support and accelerate the transition of math curricula into a co-requisite model. This strategy has been shown to be very effective.
3. In Oregon's previous legislative session, one law that passed was a Requirement for all public board members to receive trainings on public meetings law. OCCA has since said that the Oregon Government Ethics Commission is developing this training and intends to have it ready in the coming Spring, along with a process to evaluate any other trainings that might meet the boards' needs in late 2024.
4. COCC received an AA credit rating. Chesley credited LaLonde for his leadership to ensure this result.
5. Foote Morgan asked if DEI training was still planned for the Board. Craska Cooper said it was being planned for their summer retreat.

XII. Dates

Craska Cooper

1. Thursday, April 4 – Madras Community Open House – Madras Campus at 4:00 p.m.
2. Tuesday, April 9 – Season of Non-Violence: An Evening with Author TJ Klune – Wille Hall at 6:00 – 7:30 p.m.
3. Sunday, March 24 – Winter Term Ends
4. Monday, April 1 – Spring Term Begins
5. Tuesday, April 2 – Real Estate Committee Meeting via Zoom at 3:30 p.m.
6. Friday, April 5 – Student Success Committee Meeting via Zoom at 2:00 p.m.

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7. Wednesday, April 10 – Board of Directors’ Meeting – BEC Boardroom at 5:45 p.m.
8. Saturday, April 13 – COCC Foundation’s Meal of the Year – Mazama Gymnasium at 5:30 – 9:00 p.m.

XIII. Adjourned at 7:43 p.m.

Craska Cooper

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Central Oregon Community College
Monthly Budget Status
Highlights of February 2024 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$53.2 million. The February average yield for the Local Government Investment Pool increased to 5.20 percent from last report of 5.00 percent.

General Fund Revenues

Registration for Spring term began in late February, increasing tuition and fee revenue.

General Fund Expenses

The expenses through February 2024 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
February 2024

10-Apr-24

<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	\$ 21,842,000	\$ 20,857,574	\$ (984,426)	95.5%	95.2%
Prior Taxes	460,000	209,439	(250,561)	45.5%	71.2%
Tuition and fees	17,374,000	14,741,190	(2,632,810)	84.8%	71.1%
State Aid	9,793,000	9,002,477	(790,523)	91.9%	78.2%
Program and Fee Income	40,000	15,958	(24,042)	39.9%	36.9%
Interest & Misc. Income	244,000	57,838	(186,162)	23.7%	23.9%
Transfers-In	4,860,000	2,024,262	(2,835,738)	41.7%	48.6%
Total Revenues	\$ 54,613,000	\$ 46,908,738	\$ (7,704,262)		
Expenses by Function					
Instruction	\$ 24,617,100	\$ 13,959,572	\$ 10,657,528	56.7%	55.2%
Instructional Support	5,270,297	3,056,857	2,213,440	58.0%	58.9%
Student Services	6,465,663	3,416,143	3,049,520	52.8%	52.3%
College Support	5,847,565	2,952,486	2,895,079	50.5%	53.1%
Plant Operations and Maintenance	4,966,239	3,189,555	1,776,684	64.2%	60.3%
Information Technology	5,738,544	3,246,321	2,492,223	56.6%	58.0%
Financial Aid	100,000	99,266	734	99.3%	50.6%
Contingency	1,000,000	-	1,000,000	0.0%	0.0%
Transfers-Out	2,410,938	2,389,138	21,800	99.1%	98.3%
Total Expenses	\$ 56,416,346	\$ 32,309,338	\$ 24,107,008		
Revenues Over/(Under) Expenses	\$ (1,803,346)	\$ 14,599,400	\$ 16,402,746		

Central Oregon Community College
Monthly Budget Status
February 2024

10-Apr-24

	<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	\$ 5,803,797	\$ 4,708,852	\$ (1,094,945)	81.1%	82.2%
Expenses	5,750,447	2,107,991	3,642,456	36.7%	37.8%
Revenues Over/(Under) Expenses	\$ 53,350	\$ 2,600,861	\$ 2,547,511		
Grants and Contracts Fund					
Revenues	\$ 4,643,524	\$ 1,678,075	\$ (2,965,449)	36.1%	24.4%
Expenses	4,711,428	2,466,707	2,244,721	52.4%	33.9%
Revenues Over/(Under) Expenses	\$ (67,904)	\$ (788,632)	\$ (720,728)		
Capital Projects Fund					
Revenues	\$ 13,832,724	\$ 3,941,806	\$ (9,890,918)	28.5%	40.4%
Expenses	17,714,240	2,814,196	14,900,044	15.9%	8.6%
Revenues Over/(Under) Expenses	\$ (3,881,516)	\$ 1,127,610	\$ 5,009,126		
Enterprise Fund					
Revenues	\$ 4,877,843	\$ 4,410,645	\$ (467,198)	90.4%	64.7%
Expenses	5,305,817	3,293,881	2,011,936	62.1%	63.2%
Revenues Over/(Under) Expenses	\$ (427,974)	\$ 1,116,764	\$ 1,544,738		
Auxiliary Fund					
Revenues	\$ 5,973,779	\$ 4,996,474	\$ (977,305)	83.6%	80.4%
Expenses	12,402,620	7,578,743	4,823,877	61.1%	51.9%
Revenues Over/(Under) Expenses	\$ (6,428,841)	\$ (2,582,269)	\$ 3,846,572		
Reserve Fund					
Revenues	\$ 5,316	\$ -	\$ (5,316)	0.0%	0.0%
Expenses	455,000	20,846	434,154	4.6%	95.4%
Revenues Over/(Under) Expenses	\$ (449,684)	\$ (20,846)	\$ 428,838		
Financial Aid Fund					
Revenues	\$ 15,259,071	\$ 8,795,444	\$ (6,463,627)	57.6%	43.8%
Expenses	15,523,065	9,388,633	6,134,432	60.5%	48.6%
Revenues Over/(Under) Expenses	\$ (263,994)	\$ (593,189)	\$ (329,195)		
Internal Service Fund					
Revenues	\$ 85,000	\$ 64,221	\$ (20,779)	75.6%	43.1%
Expenses	161,000	138,408	22,592	86.0%	53.8%
Revenues Over/(Under) Expenses	\$ (76,000)	\$ (74,187)	\$ 1,813		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 12,362	\$ 3,030	132.5%	65.3%
Expenses	23,500	6,890	16,610	29.3%	26.7%
Revenues Over/(Under) Expenses	\$ (14,168)	\$ 5,472	\$ 19,640		

10-Apr-24

Central Oregon Community College

Cash and Investments Report

As of February 29, 2024

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 51,437,168	
3624 - Robert Clark Trust		\$ 387,145
February Average Yield 5.20%		
Cash in USNB	\$ 1,841,939	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 53,283,707</u>	<u>\$ 387,145</u>



**Central Oregon Community College
Board of Directors
Faculty and Administrators New Hire Report**

Faculty Full-Time		
Gabriel Franco	Assistant Professor I Manufacturing	September 11, 2024
Jeremy Gentic	Assistant Professor I Nursing	September 11, 2024
Maribel Jimenez	Full-Time Temporary Faculty Education/Early Childhood Education	September 11, 2024
Alyssa Locke	Full-Time Temporary Faculty Licensed Massage Therapy	September 11, 2024

Administrator Full-Time		
Stephen Pilch	Senior Systems Administrator	April 1, 2024
Brenden Lowe	Engineering Systems Administrator	April 8, 2024
Sofia Stranieri	Education Pathways Navigator	April 1, 2024
Amy Johnson	Pre-Apprenticeship Career Coach	April 1, 2024

Administrator Part-Time		
Rosie Day	Digital Content Creator/Editor	April 1, 2024
Jacqueline Currie	Native American College Prep Coordinator	March 25, 2024



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: March 1-31, 2024

Name	Hire Date	Job Description	Department
Classified Full-Time			
Greathouse, Jack Travers	3/13/2024	Campus Custodian	Custodial Services
Landry, Kaylin R	3/7/2024	Administrative Assistant	Fine Arts and Communication Office
McClain, Billy Ray	3/13/2024	Campus Custodian	Custodial Services
Perez, Mindalay	3/1/2024	Bilingual Enrollment Specialist	Admissions
Temporary Hourly			
Adams, Arriana Hope	3/1/2024	Instructional Assistant-	Health & Human Performance
Hargett, Dalen	3/7/2024	Adult Basic Skills- Math Tutor	Adult Basic Education
McMaster, Robert K	3/4/2024	Basic Flight Instructor	Aviation Program
McMaster, Robert K	3/4/2024	Basic Flight Instructor- Training	Aviation Program
Mccarthy, Nathaniel Edward	3/26/2024	Basic Flight Instructor	Aviation Program
Mccarthy, Nathaniel Edward	3/26/2024	Basic Flight Instructor-Training	Aviation Program
Nguyen, Ngan	3/19/2024	Fitness Attendant IV	Club Sports
Rodriguez, Nicholas Andrew	3/4/2024	Aviation Tutor II	Tutoring and Testing
Voll, Kody Jaymes	3/4/2024	Basic Flight Instructor-Training	Aviation Program
Voll, Kody Jaymes	3/4/2024	Basic Flight Instructor	Aviation Program



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

Subject	New Certificate of Completion in Construction Trades and Apprenticeship Readiness
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Workforce Development
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed certificate in Construction Trades and Apprenticeship Readiness meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate contains one existing course and two new courses. The new courses will be taught by current apprenticeship faculty (i.e, no need to hire additional faculty), so the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Certificate of Completion in Construction Trades and Apprenticeship Readiness effective Fall 2024.



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

Subject	New Certificate of Completion in Automotive Maintenance and Light Repair
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Workforce Development
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed certificate in Automotive Maintenance and Light Repair meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate consists of existing courses, so the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Certificate of Completion in Automotive Maintenance and Light Repair effective Fall 2024.



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

Subject	New Associate of Science Transfer Degree in Biology
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Access
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed Associate of Science Transfer (AST) degree in Biology is the result of statewide efforts to create degrees that will be accepted by Oregon Public Universities (OPUs) and provide students with Junior standing once they matriculate at their chosen transfer university. This degree has been developed as part of the Major Transfer Map (MTM) process, which means they were developed by faculty in relevant disciplines from Oregon's community colleges and public universities under the guidance of Higher Education Coordinating Commission (HECC) staff. As a result, the proposed degrees meet COCC, state, and accreditation standards and have already been approved by HECC. Upon approval by the COCC Board, this program will be submitted to the Northwest Commission on Colleges and Universities.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate consists of existing courses and the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Associate of Science Transfer (AST) degree in Biology, effective Fall 2024.



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

Subject	New Certificate of Completion in Foundations of Licensure in Education
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Workforce Development
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed certificate in Foundations of Licensure in Education meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate consists of existing courses, so the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Certificate of Completion in Foundations of Licensure in Education effective Fall 2024.



Board Meeting Date: April 10, 2024
Exhibit No.: 11a.5

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

Subject	New Certificate of Completion in Medical Coding
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Workforce Development
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed certificate in Medical Coding meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate consists of existing courses, so the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Certificate of Completion in Medical Coding effective Fall 2024.



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

Subject	New Certificate of Completion in STEM in Early Learning
Strategic Plan Connections	<ul style="list-style-type: none">• Student-Ready College• Workforce Development
Prepared By	Dr. Annemarie Hamlin, Vice President of Academic Affairs

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

This proposed certificate in STEM in Early Learning meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new academic program.
Decline approval of the new academic program.

C. Timing

The new program will be available in the 2024-25 Catalog that begins with the Fall 2024 term.

D. Budget Impact

The proposed certificate consists of existing courses, so the budget impact is negligible.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the new Certificate of Completion in STEM in Early Learning effective Fall 2024.



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

Subject	2024-25 Tuition and Fee Rates
Strategic Plan Connection	<ul style="list-style-type: none"> • Student Ready College: COCC welcomes all students by addressing their individual needs and helping them achieve their goals. • Workforce Development: COCC develops and aligns educational opportunities with regional workforce needs and industry standards. • College Sustainability: COCC creates processes and systems to foster high- quality and operationally sustainable work, learning and natural environments.
Prepared By	Michael LaLonde, Vice President of Finance and Operations Alicia Moore, Vice President of Student Affairs Cathleen Knutson, Controller

A. Background

Tuition: For the 2023-24 academic year, COCC has the fifth lowest combined in-district tuition and fee rates of Oregon’s seventeen community colleges. Preliminary information from other Oregon community colleges indicates that with the proposed tuition increases, COCC’s combined 2024-25 in-district tuition and fee rates will remain in the lowest one-third of all Oregon community colleges.

As the College strives to maintain comprehensive quality programs and essential support services to students at all campuses, as well as address employee wage and maintenance issues, it recommends 2024-25 tuition rates as shared in the table below, noting that the new rates start with summer term.

Residency	2023-24 Tuition per Credit	\$ Change	% Change	2024-25 Tuition per Credit (Proposed)
In-District	\$118.00	\$3.00	2.54%	\$121.00
Non-Resident Veterans	\$142.00	\$4.00	2.82%	\$146.00
Out-of-District/Border State	\$167.00	\$5.00	2.99%	\$172.00
Out-of-State/ International	\$347.00	\$10.00	2.88%	\$357.00

Fees: COCC assesses three fees on a per credit basis to all credit students: Technology, Student Activities, and Green Energy. The Student Activities and Green Energy fee have dedicated purposes and were voted on by students, while the Technology fee supports technology costs within the College’s general fund. There is no proposed increase for student fees in fiscal year 2024-25.

	2023-24 Fees per Credit	No Change	2024-25 Fees per Credit
Technology Fee	\$17.50	-	\$17.50
Student Activity Fee	\$1.50	-	\$1.50
Green Energy Fee	\$0.25	-	\$0.25
	\$19.25		\$19.25

With the proposed changes, the total tuition and fees for a student taking 12 credits per term credits is shared in the table below.

Residency	2023-24 Tuition and Fees	\$ Change	% Change	2024-25 Tuition and Fees (Proposed)
In-District	\$4,941.00	\$108.00	2.19%	\$5,049.00
Non-Resident Veterans	\$5,805.00	\$144.00	2.48%	\$5,949.00
Out-of-District/Border State	\$6,705.00	\$180.00	2.68%	\$6,885.00
Out-of-State/ International	\$13,185.00	\$360.00	2.73%	\$13,545.00

For in-district students, COCC remains one of the most affordable community colleges in Oregon, even with the proposed tuition increases. COCC's lower costs, strong Foundation scholarship support, "Open Educational Resources" (OER) textbook savings, and student well-being and basic needs supports will help provide access to an affordable, quality college education.

This recommendation, along with other budget-related decisions and a potential increase in the State's contribution to the Community College Support Fund, contribute to the College's ability to present a balanced budget for the 2024-25 academic year.

B. Options/Analysis

- 1) Approve proposed 2024-25 tuition rates.
- 2) Do not approve proposed 2024-25 tuition rates.
- 3) Propose modifications to the recommended rates.

C. Timing

This action is required at this time as summer and fall 2024 registration begins prior to the May Board meeting.

D. Budget Impact

The increase in budgeted tuition and fee revenue using the proposed 2024-25 rates is approximately \$765,000.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2024-25 tuition and fee rates presented in Section A.