



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, April 13, 2016 – 7:15 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:15 pm	I. Call to Order			Ford
7:16 pm	II. Introduction of Guests			Ford
7:17 pm	III. Agenda Changes			
7:18 pm	IV. Public Hearing and Testimony			
	A.			
7:23 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting-March 9, 2016	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (March 2016)	5.b1	X	Ross ^A
	C. Approval to Hire			
	1. Approval to Hire (Julian)	5.c1	X	Metcalf ^A
	2. Approval to Hire (Solar)	5.c2	X	Ross ^A
7:25 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Student Success: Teaching and Learning	6.b		Newby ^A
	C. Housing Operations Report	6.c		Moore/ Paradis/Dona ^A
	D. Campus Climate Survey	6.d		Moore ^A
	E. Culinary Outdoor BBQ	6.e		McCoy ^A
7:45 pm	VII. Old Business			
	A. Tuition & Fees	7.a	X	Dona ^A
7:50 pm	VIII. Board of Directors' Operations			
	A. Board Member Activities			
8:00 pm	IX. President's Report			Metcalf ^A
	A. Updates:			
	X. Dates			
	A. 6:00pm – Wednesday, May 11- Budget Committee Meeting			
	7:00pm – Wednesday, May 11-Regular Board of Directors Meeting			
8:05 pm	XI. Adjourn to Executive Session			
8:06pm	XII. Executive Session:			
	ORS 192. 660 (1) (e) Real Property Transactions			
	ORS 192.660 (1) (h) Potential Litigation			

- XIII. Adjourn Executive Session
- XIV. Re-Convene Regular Board of Directors Meeting-Open Session

8:30pm XV. **ADJOURN**

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

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

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

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



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, March 9, 2016- 7:00pm
Christiansen Board Room
Boyle Education Center

PRESENT: David Ford, Vikki Ricks, Bruce Abernethy, Anthony Dorsch, Joe Krenowicz, John Mundy, Lonn Johnston-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Laura Craska Cooper

INTRODUCTION OF GUESTS:

Lynn Murray, Tom Barry, Ron Paradis, Tim Peterson, Lisa Bloyer, Cady-Mae Koon, Joe Viola, Chad Harris, David Dona, Owen Murphy, Michael Fisher, Zak Boone, Lester Friedman, Julie Downing, Matt McCoy, Alicia Moore, Ralph Phillips, Sally Sorenson, Cat Finney, Dawn Lane, Carol Higginbotham-Faculty Forum President, Kathy Smith, Stacey Donohue, Chris Rubio, Jenni Newby, Mindy Williams, Emma Chaput, Justin Borowsky, Amy Howell, Ken Grove, Chris Goodman, Jim Bennett, Jason Lamb, Jessica Russell, Mara Kerr, Jerry Schulz, Dan Cecchini, Abby Spegman-The Bulletin, and others.

PRESIDENT'S REPORT:

Faculty Recognition of Tenure (Exhibit: 3.b) and Promotions (Exhibit: 3.c)

- Julie Downing-professor of health and human performance/chair of the tenure committee and, Chad Harris-instructional dean – introduced and gave a brief bio of faculty members receiving tenure. The tenure process is the culmination of five years of probationary teaching at COCC.
- Ralph Phillips-associate professor of outdoor leadership/health and human performance and, Cat Finney- professor, associate college librarian, collections/acquisitions - co-chairs of the promotions committee - introduced faculty members receiving promotions. The promotion recommendations are made in accordance with college policies.

Jenni Newby-interim executive dean for instruction/chief academic officer, and Carol Higginbotham—professor of chemistry, and faculty forum president – presented gifts to the faculty members receiving tenure and promotion.

Mr. Bruce Abernethy moved to approve faculty tenure (Exhibit: 3.b) and promotions (Exhibit: 3.c) Ms. Vikki Ricks seconded. MCU. Approved. M03/16:1

Tenure (Exhibit: 3.b)

BE IT RESOLVED that the Board of Directors grants tenure to Stephanie Andre, Emma Chaput, Sara Henson, Mara Kerr, Dawn Lane, Deborah Malone, Owen Murphy, Dr. Matthew Novak, Chris Rubio and, Jessica Russell.

Promotions (Exhibit: 3.c)

BE IT RESOLVED that the Board of Directors approve the promotion of the faculty as recommended by the Promotion Committee (Exhibit: 3.c).

Assistant Professor I to Assistant Professor II

Karl Baldessari – Aviation
Elizabeth “Liz” Coleman – Mathematics
Jessica Giglio – Mathematics
Jessica Hammerman – History
Jason Lamb – Art History
Paul Pelly – Automotive
Fleur Prade – French
Malinda “Mindy” Williams – English

Assistant II to Associate Professor

Eric Magidson – Computer Information Systems

Associate to Professor

Jane Morrow – Nursing.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda. Mr. Joe Krenowicz seconded. MCU. Approved. M03/16:2

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of February 10, 2016 (Exhibit: 6.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the February 2016 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors approved the contracts for Tamara Marnell-ILS and Discovery Librarian (Exhibit: 6.b2), Linda Spaccarotelli-purchasing coordinator (Exhibit: 6.b3) and, Andrew Davis-director for student and campus life (Exhibit: 6.b4);

BE IT RESOLVED that the Board of Directors approved the employment contract for David Dona as chief financial officer (Exhibit: 6.d);

BE IT RESOLVED that the Board of Directors approved David Dona as custodian of funds and deputy clerk (Exhibits: 6.e & 6.f);

BE IT RESOLVED that the Board of Directors approved emeritus status for retiring faculty: Beverlee Jackson and Julie Hood Gonsalves (Exhibit: 6.g);

BE IT RESOLVED that the Board of Directors approved sabbatical for faculty Amy Harper and Jon Bouknight (Exhibit: 6.h).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

The Board of Directors were apprised of the January 2016 Financial Statements.

Tuition & Fees 2016-2017 (Exhibit: 7.b)

The Board of Directors were apprised of the recommendation to increase tuition rates as the 2016-17 summer term registration starts at the end of April. In addition, the 2016-17 college catalog identifies the tuition and fee rates with a publishing deadline in April.

Campus Public Safety – 2015 Annual Report (Exhibit: 7.c)

The Board of Directors were apprised of the activities and operational enhancements in the 2015 Annual Report.

Chair David Ford congratulated Campus Public Safety on their annual report and, as “Department of the Year.”

Student Success (Exhibit: 7.d)

The Board of Directors were apprised of the Student Success: Placement Report and Newsletter.

Student Housing Operations (Exhibit: 7.e)

The Board of Directors were apprised that during the past several months, COCC’s leadership has met on a regular basis to review key decisions regarding COCC’s new student housing.

Faculty Forum Report – Winter 2016 (Exhibit: 7.f)

The faculty forum winter 2016 report – highlights:

- teaching and learning center
- spotlight on the World Languages and Cultures Department
- study abroad in Barcelona.

NEW BUSINESS:

Housing Room & Meal Plan Rates 2016-2017 (Exhibit: 9.a)

Each year, COCC staff brings student housing room and meal plan rates to the COCC Board of Directors for review and approval.

Mr. Joe Krenowicz moved to approve the 2016-17 meal plan rates as presented in section B of Exhibit: 9.a. Mr. Bruce Abernethy seconded. MCU. Approved. 03/16:3

Naming of Classroom 330 in the Health Careers Center (Exhibit: 9.b)

James T. (Jim) Lussier has been a long-time advocate in the areas of public higher education and health care in Oregon. He served on the COCC Board of Directors for 19 years, from 1978 to 1997, and was chair three times. Since their first gift in 1984, Jim and his wife Marjorie have been supporting COCC through their many charitable contributions to the Foundation. In 1997, Jim was appointed to the Oregon State Board of Higher Education and served as president of that board.

As part of his 36-year career in health care administration, Mr. Lussier was president and chief operating officer for the St. Charles Health Systems for 15 years, from 1989 to 2004. Under his leadership, St. Charles ranked as one of the nation’s “Top 100” hospitals and is noted for its excellence, patient-focus and healing health care.

In addition, Mr. Lussier has a passion for strong leadership for high performance organizations and has worked with entities throughout the country and the world on a variety of leadership topics. He is the founder and principle consultant with The Lussier Center, which is focused on the quest for personal and organizational performance excellence through the development of optimum governance, and leadership that created a preferred future for their organization.

Mr. John Mundy moved to approve the naming of Health Careers Classroom 330 – the Jim Lussier Classroom (Exhibit: 9.b). Mr. Bruce Abernethy seconded. MCU. Approved.
M03/16:4

BOARD OF DIRECTORS' OPERATIONS:

Mr. Krenowicz	Lunch meeting in Madras w/President Metcalf and PAT members and former board member Don Reeder All College Meeting at the Madras Campus
Ms. Ricks	Online Foundation meeting Two receptions for the VPI candidates
Mr. Abernethy	Meeting w/Ken Mays and Michael Fisher re: Automotive Grants Meal of the Year Met w/President Metcalf re: Oregon Talent Council grant
Mr. Ford	Agenda Review w/President Metcalf VPI Candidate receptions
Mr. Dorsch	Frog Irrigation District project
Mr. Mundy	Two receptions for the VPI candidates College Affairs Committee meeting Pflag meeting w/Karen Roth Review scholarships for the Pride Foundation.

PRESIDENT'S REPORT:

COCC Foundation's 2016 "Taste of the Town" and Meal of the Year"

Mr. Zak Boone-Executive Director for the COCC Foundation gave a PowerPoint presentation reporting that the "sold out" events on February 26 "Taste of the Town" and February 27 "Meal of the Year" were each a huge success. The two night events raised a net of \$327,000 for student scholarships.

ADJOURN Regular Meeting: 8:10 PM

APPROVED;

ATTEST TO;

Mr. David Ford, Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 5.b1
April 13 2016
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – March 1 - 31, 2016

Name	Date Hired	Location	Job title
Classified Full-Time			
Weaver, Heidi	3/7/2016	Bend	HR Specialist 1
Classified Part-Time			
Kruse, Melinda	3/3/2016	Bend	Accounting Assist 2
Temporary Hourly			
Farra, Michelle	3/8/2016	Bend	LMT Teaching Assistant
Haglund, Devon	3/1/2016	Bend	Math Grader

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

Prepared by Diane Ross, Assistant Director of Human Resources and Title IX/EEO/AA Officer

Subject:	Approve employment contract for FRANCES E. JULIAN as Vice President for Instruction .
Strategic Plan Themes and Objectives:	
Institutional Sustainability Objectives	<p>IS.3- Develop a scalable approach to assessing student learning at the degree, program and course levels.</p> <p>IS.4 – Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.</p> <p>IS.5 - Further develop and enhance employees and operational systems to ensure institutional quality and viability.</p> <p>IS.7 - Evaluate options for student housing and establish and implement a construction plan if Board endorses project.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p>
Transfer and Articulation Objectives	<p>TA.1 - Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.</p> <p>TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p> <p>TA.3 - Provide students a high-quality general education.</p>
Workforce Development Objectives	<p>WD.1 - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.</p> <p>WD.2 - Deliver CTE curricula that meets current industry standards.</p> <p>WD.3 - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.</p>
Basic Skills Objectives	<p>BS.4 - Students who successfully complete developmental writing and/or math courses will succeed in higher-level credit writing and math courses appropriate to their certificate or degree programs.</p>

A. Background

This is a replacement position. The **Vice President for Instruction** position is a 12-month, professional position which serves as the chief academic officer for the College at Central Oregon Community College. The position's primary purpose is to be responsible for the overall vision and direction of the academic programs and the recruitment and development of the faculty. The VPI will advocate for faculty and instruction, contribute to the development and execution of the annual budget, and take a leadership role in the development and implementation of the College Strategic and Academic Master Plans.

A. Options/Analysis

- Approve the employment contract for FRANCES E. JULIAN as Vice President for Instruction.
- Decline approval of the employment contract for FRANCES E. JULIAN as Vice President for Instruction.

B. Timing

The Vice President for Instruction position is appointed for a 12-month employment contract each fiscal year. For the 2016-17 fiscal year, the initial employment contract period will be from July 1, 2016 to June 30, 2017. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

C. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

D. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for FRANCES E. JULIAN as Vice President for Instruction.

E. Miscellaneous

Dr. Frances (Betsy) Julian has a PhD in Geology from Rice University. She completed a Master's in Geology at the University of Michigan and a Bachelor's Degree in Geology and History (double major) at Rice University. Prior to coming to COCC, Dr. Julian served as the Division Dean of Science and Technology at Portland Community College, Rock Creek Campus in Portland. She was also the Dean of Math and Sciences at Solano Community College in California. She was a Professor of Earth Science at Yuba College for 4 years; an Earth Science Instructor at Lake Tahoe Community College for 7 years; and an Assistant Professor, Instructor, and Undergraduate lab Coordinator in the Department of Geological Sciences at the University of Texas at El Paso for 11 years. Dr. Julian received the Woman of Distinction Award from Portland Community College, Rock Creek Campus in 2015, the Presidential Recognition award at Solano College in 2011, and the LTCC Teacher of the Year award four times during her tenure at Lake Tahoe Community College.

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

Prepared by Diane Ross, Assistant Director of Human Resources and Title IX/EEO/AA Officer

Subject:	Approve employment contract for LAYLA SOLAR as Assistant Director for Admissions & Records .
Strategic Plan Themes and Objectives:	
Institutional Sustainability Objectives	<p>IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.5 - Further develop and enhance employees and operational systems to ensure institutional quality and viability.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p>
Transfer and Articulation Objectives	TA.1 - Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.
Workforce Development Objectives	WD.1 - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.

A. Background

This is a replacement position. The **Assistant Director for Admissions & Records** position is a full time 12-month, professional staff position within the Admissions & Records department at Central Oregon Community College. The position's primary purpose is responsible to serve as the Admissions & Records Department lead staff person for day-to-day oversight of admissions processing and enrollment services "one-stop" responsibilities and staffing. Activities include but not limited to supervision of eight professional staff, work assignment and facilities scheduling, data and related systems management, student petitions, staff training, coordination of selective admission programs and departmental management in the absence of the Director.

B. Options/Analysis

- Approve the employment contract for LAYLA SOLAR as Assistant Director for Admissions & Records.
- Decline approval of the employment contract for LAYLA SOLAR as Assistant Director for Admissions & Records.

C. Timing

The Assistant Director for Admissions & Records position is appointed for a 12-month employment contract each fiscal year. For the 2015-16 fiscal year the initial employment contract period will be from April 11, 2016 to June 30, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for LAYLA SOLAR as Assistant Director for Admissions & Records.

F. Miscellaneous

Ms. Solar currently works in COCC's Financial Aid office, where she has served since 2013. Prior that she worked for COCC's Admissions & Records office for two years as an Enrollment Specialist and Office Specialist. Ms. Solar also currently serves as a Central Oregon Volleyball Officials Association Commissioner and has five years' experience in management as a former Wendy's General Manager. Ms. Solar earned her Bachelor of Science in Human Development and Family Sciences from Oregon State University-Cascades Campus.

Central Oregon Community College
Monthly Budget Status
Highlights of February 2016 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$36 million. The Local Government Investment Pool increased the earnings rate to .75% on February 24th resulting in an average yield of .69% for the month.

The bond proceeds held in cash totals \$535 thousand as of the end of January.

General Fund Revenues

Spring term registration commenced on February 29 increasing tuition and fee revenue by \$560 thousand over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through February 2016 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of February 29, 2016

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 35,304,883		
3624 - Robert Clark Trust			\$ 371,435
3707 - Residence Hall bond funds		\$ 398,045	
3948 - Residence Hall retention		\$ 137,546	
February Average Yield .69%			
Cash in USNB	\$ 900,036		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 36,209,519</u>	<u>\$ 535,591</u>	<u>\$ 371,435</u>

Central Oregon Community College
Monthly Budget Status
February 2016

Exhibit 6a
13-Apr-16

<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	\$ 14,180,000	\$ 13,123,352	\$ (1,056,648)	92.5%	94.6%
Prior Taxes	623,000	390,748	(232,252)	62.7%	48.1%
Tuition and fees	16,679,000	12,181,757	(4,497,243)	73.0%	70.8%
State Aid	9,110,000	7,010,089	(2,099,911)	76.9%	73.5%
Interest & Misc. Income	70,000	1,325	(68,675)	1.9%	1.0%
Transfer-In	1,874,500	1,874,500	-	100.0%	98.8%
Total Revenues	\$ 42,536,500	\$ 34,581,771	\$ (7,954,729)		
Expenses by Function					
Instruction	\$ 19,343,813	\$ 11,338,787	\$ 8,005,026	58.6%	60.4%
Academic Support	3,136,473	1,898,624	1,237,849	60.5%	59.4%
Student Services	4,835,160	2,622,441	2,212,719	54.2%	59.7%
College Support	5,264,718	3,276,202	1,988,516	62.2%	63.2%
Plant Operations and Maintenance	4,599,224	2,602,744	1,996,480	56.6%	56.9%
Information Technology	4,090,108	2,592,593	1,497,515	63.4%	60.8%
Financial Aid	52,897	44,218	8,679	83.6%	74.6%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,602,618	2,585,303	17,315	99.3%	100.4%
Total Expenses	\$ 44,725,011	\$ 26,960,912	\$ 17,764,099		
Revenues Over/(Under) Expenses	\$ (2,188,511)	\$ 7,620,859	\$ 9,809,370		

Central Oregon Community College
Monthly Budget Status
February 2016

Exhibit 6a
13-Apr-16

	<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	\$ 5,332,461	\$ 4,464,940	\$ (867,521)	83.7%	42.7%
Expenses	5,279,505	2,361,121	2,918,384	44.7%	27.2%
Revenues Over/(Under) Expenses	\$ 52,956	\$ 2,103,819	\$ 2,050,863		
Grants and Contracts Fund					
Revenues	\$ 1,850,369	\$ 406,197	\$ (1,444,172)	22.0%	29.4%
Expenses	1,904,487	766,921	1,137,566	40.3%	45.7%
Revenues Over/(Under) Expenses	\$ (54,118)	\$ (360,724)	\$ (306,606)		
Capital Projects Fund					
Revenues	\$ 2,037,398	\$ 2,294,124	\$ 256,726	112.6%	31.8%
Expenses	7,215,300	2,869,812	4,345,488	39.8%	33.7%
Revenues Over/(Under) Expenses	\$ (5,177,902)	\$ (575,688)	\$ 4,602,214		
Enterprise Fund					
Revenues	\$ 8,612,326	\$ 3,844,524	\$ (4,767,802)	44.6%	45.7%
Expenses	9,627,759	4,983,760	4,643,999	51.8%	44.2%
Revenues Over/(Under) Expenses	\$ (1,015,433)	\$ (1,139,236)	\$ (123,803)		
Auxiliary Fund					
Revenues	\$ 9,502,382	\$ 6,820,028	\$ (2,682,354)	71.8%	62.8%
Expenses	10,553,349	6,556,737	3,996,612	62.1%	65.0%
Revenues Over/(Under) Expenses	\$ (1,050,967)	\$ 263,291	\$ 1,314,258		
Reserve Fund					
Revenues	\$ 9,336	\$ -	\$ (9,336)	0.0%	0.0%
Expenses	510,000	452,789	57,211	88.8%	73.9%
Revenues Over/(Under) Expenses	\$ (500,664)	\$ (452,789)	\$ 47,875		
Financial Aid Fund					
Revenues	\$ 18,445,575	\$ 8,872,774	\$ (9,572,801)	48.1%	48.4%
Expenses	18,472,306	9,284,055	9,188,251	50.3%	50.4%
Revenues Over/(Under) Expenses	\$ (26,731)	\$ (411,281)	\$ (384,550)		
Internal Service Fund					
Revenues	\$ 390,767	\$ 172,690	\$ (218,077)	44.2%	40.7%
Expenses	516,989	300,440	216,549	58.1%	43.7%
Revenues Over/(Under) Expenses	\$ (126,222)	\$ (127,750)	\$ (1,528)		
Trust and Agency Fund					
Revenues	\$ 1,809	\$ 1,352	\$ (457)	74.7%	64.5%
Expenses	3,000	750	2,250	25.0%	57.1%
Revenues Over/(Under) Expenses	\$ (1,191)	\$ 602	\$ 1,793		



Board Meeting Date: April 13, 2016

Exhibit No. 6.b

Approval:

Motion:

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

Subject	Student Success: Placement, Report to the COCC Board of Directors
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	
Transfer and Articulation	TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer. TA.3 - Provide students a high-quality general education.
Workforce Development	WD.3 - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.
Basic Skills	
Lifelong Learning	
Prepared By	Dr. Jenni Newby, Interim Chief Academic Officer

ENSURING STUDENT SUCCESS: Faculty Professional Development initiatives and activities

Update to the COCC Board of Directors

At COCC faculty members engage in a variety of professional development activities and initiatives. This report describes the main categories of professional development for faculty.

Sabbaticals: Tenure-track faculty can take up to a year of sabbatical as recommended by PIRT and approved by the President. Taking a sabbatical allows faculty members to pursue research in areas related to their disciplines that will ultimately benefit students in the classroom. This year four faculty members took sabbaticals of varying lengths based on their research interests and are described below.

- Lynn Murray – Fall Term 2015

Associate Professor of Dental Assisting Lynn Murray was approved for a one-term sabbatical in the Fall of 2015 to pursue an Expanded Function Dental Assistant with Restorative Functions Certificate. This certificate will allow Lynn to better assist Dentist at our COCC Dental Clinic allowing the volunteer dentist to treat more patients. The expanded practice would also allow Lynn to provide a higher level of expertise enabling her to teach students how to better assist in restorative placement.

Bob Reynolds – Fall Term 2015

Professor of Geology Bob Reynolds was approved for a one-term sabbatical in the Fall of 2015 to enhance his background in paleontology and the geologic history of the Rocky Mountains. He plans to compile ideas from park and museum staff regarding best practices for developing exhibits, interpretative sites and trail guides. Bob will collect materials such as fossils, rocks, and photographs to be incorporated into new and enhanced lab activities and self-guided field experiences that allow students to enrich their observational and reasoning skills.

Rebecca Walker-Sands – Fall Term 2015 and Winter Term 2016

Professor of Psychology Rebecca Walker-Sands was approved for a two-term sabbatical in the Fall of 2015 and Winter of 2016 to participate in a research opportunity involving local therapists, members of the community, and possibly branch partner Oregon State University. The research she is proposing would quantify changes in physiological analyzes as a result of equine therapy. This research will benefit practitioners and their clients, and provide an opportunity for COCC students to directly participate in research. Knowledge and therapies resulting from the research will be threaded through the courses that she teaches.

Zelda Ziegler – Fall Term 2015 and Winter Term 2016

Associate Professor of Chemistry Zelda Ziegler was approved for a two-term sabbatical, Fall 2015 and Winter 2016 to strengthen her background in materials science including 3-D printing, glass, and instrumentation used to monitor materials properties. Knowledge and skills gained will directly benefit students in her courses, specifically pre-engineering, pre-medical and science students. Zelda will be able to bring several available instruments online in the science building that are capable of measuring important chemical and physical characteristics of materials. These instruments will then be accessible by students in chemistry lab courses.

Professional Improvement Plans (PIPs): Full-time faculty tenure track submit detailed 4-year professional development plans that evolve as their roles as COCC mature. Thus, an assistant professor may focus on developing digital assignments and online teaching skills, whereas a professor may have goals that affect the curriculum at large (such as creating opportunities for students in Madras to be involved in Early Childhood Education peer mentoring). Full-time tenure track faculty have access to \$2400 for the four-year PIP cycle to complete activities outlined in their plans. The full-time temporary and adjunct faculty also have access to limited funding that is often used to attend academic conferences in their fields.

Collaborative professional improvement initiatives: Full-time, adjunct and part-time faculty have the opportunity to participate in various professional development initiatives across the college and across all campuses.

- **Teaching Commons:** This website is a central location on the web for instructional resources at COCC for all faculty. There are links to professional development events, eLearning trainings and COCC faculty in the news. <https://www.cocc.edu/cocc-teaching-commons/>
- **Teaching Academies:** These Friday midday events have been growing in popularity over the last few years. Teaching Academy sessions feature COCC colleagues sharing their classroom experiences and expertise. An optional “Almost free lunch” is served at each session and part-time and adjunct faculty can receive a stipend for attending. Sessions, which are held in Bend and Redmond campuses, have focused on topics as diverse as Innovative Use of Technology for Assessment in the Classroom to Open Educational Resources for Teaching and Learning. The Teaching Academy sessions are recorded and archived on the Teaching Commons webpage so that faculty who were not able to attend sessions can access the content virtually.
- **New Faculty Extended Orientations:** These monthly faculty-run sessions are for new full-time faculty at COCC. Each month includes an overview of and a chance for discussion about different challenges and opportunities facing new faculty at COCC, including peer and student evaluations; developing a Professional Improvement Plan; balancing advising, teaching and college service; information about tenure and promotion, as well as serve as an opportunity for new full-time faculty to ask questions of experienced COCC faculty.
- **Social Science Lecture Series:** The Social Science Department faculty have a long established tradition of inviting scholars to campus to discuss topics ranging from sustainability to the famous “marshmallow” experiment (testing the ability of children to practice self-control).
- **Developmental Literacy Workshops:** These quarterly workshops, funded by a state grant, allow faculty who teach developmental reading and writing to spend several hours focused on developing expertise in teaching reading or particular writing challenges in our developmental writing.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS - INFORMATION ITEM**

HOUSING OPERATIONS REPORT

Prepared by: Alicia Moore, Dean of Student and Enrollment Services
David Dona, Chief Financial Officer
Ron Paradis, Executive Director of College Relations

Subject	Housing Operations Report
Strategic Plan Themes and Objectives	
Institutional Sustainability	Objective IS.4, IS.6, IS.7
Transfer and Articulation	Objective TA.1
Workforce Development	Objective WD.1

OCCUPANCY and BUDGET UPDATE

2015-16

Winter quarter concluded with 205 students (64% occupancy). 22 students moved out at the end of winter quarter and 21 new students were scheduled to move in for spring term. Of the 21 new students, one was a no show and six others moved out during the first week for a variety of reasons. Spring term occupancy is currently 198 students (62%), noting that the most recent housing budget projections factored in a 62% spring term occupancy rate (shared during the March 2016 Board meeting). An updated 2015-16 housing budget projection, based on current occupancy, is included in Appendix A.

2016-17

New Students

The 2016-17 housing application launched on April 1. During the first 24 hours, 34 students submitted a housing application and an additional 35 students did so over the weekend.

Based on experiences from the current academic year, staff redesigned the new student housing application process to include the following steps:

- Student submits a housing application (\$100 fee)
- Upon successful completion of a criminal background check and a worksheet to identify the student's actual cost of attendance (tuition and fees, special program fees, and room/board expenses) and source of payment, the student is sent a contract.
- Student submits a signed contract, housing deposit (\$500), and security deposit (\$200)
- Student is assigned a room and roommates (tentatively mid-August)
- Student submits final housing (\$500) at least two weeks prior to move in

The above process is designed to increase students' understanding of total actual cost of attending COCC and gain a stronger commitment from students as to their intent to move into housing. Students can use financial aid to cover the above costs if they can demonstrate the aid is enough to cover all tuition, fees, room, and meal costs.

Returning Students

Current year students in good standing (defined as good academic standing, little to no conduct issues, and no past balance due) are encouraged to apply for 2016-17 housing by April 22. Doing so allows them the opportunity to indicate a preferred room and roommates, ability to store belongings during summer quarter, early move in, and qualifies them to be eligible for various incentives. The returning student application process contains the same steps as the new student application process, noting that the order varies slightly and students have until two weeks prior to move in to pay the full \$1000 housing deposit.

2016-17 HOUSING MARKETING UPDATE

While an overview of marketing activities was shared during the March 2016 Board meeting, a detailed summary follows.

Significant Increase in Targeted High School Recruiting Activities

- Out-Of-District/Border State Visits: 45 individual out-of-district high school visits (January through April) resulting in an additional 275 recruits
- Portland, Boise, San Francisco, Sacramento, Salem college fairs scheduled in April
- Anecdotally, both students and counselors have shown excitement about what COCC has to offer, including housing, during out of area visits. Staff have seen increased numbers of students attending our specific high school visits since last year and Oregon Promise has been an incentive for seniors to apply to COCC (both in- and out-of-district). Families and students who tour campus often refer others and staff tend to see more visits from concentrated areas and word of mouth referrals.

Campus Tours

- 114 individual students visited COCC for campus tours (including the residence hall) in February and March 2016. Admissions & Records scheduled multiple tour guides, especially during spring break, to accommodate large visitor numbers (not needed previously). On average, students bring one to two family members and/or friends with them, resulting in 250 - 350 people participating in individual tours during the last two months; this excludes those who participate in group tours.
- There have been numerous ad hoc tours to campus including Glide High School, Grant Union High School, Heart of Oregon, and a high school counselor from Alaska.

Social Media Marketing

Major marketing effort on Pandora, Facebook and local radio began the weekend of April 2:

- Pandora ads will run for three weeks to groups in all of Oregon (except Portland), southwest Idaho and four counties in northern California. These locations were selected based on where COCC has seen a gain in yield rates during the past couple of years. Advertising is geared toward teenagers and women 40 to 54.
- Facebook ads in all of Oregon and the following areas: Richland, Walla Walla and Yakima (Washington), Boise (Idaho) and Sacramento, Redding and Chico (California), targeted towards the 17- to 20-year olds who have expressed interest in any of the following areas: skiing, snowboarding, rock climbing, camping, fishing, hiking, horseback riding, hunting, mountain biking, marathons, triathlons, rodeo, physical exercise, physical fitness or running.

Other Marketing

- Local radio advertising on four stations; stations selected based on those with highest ratings among young audiences and results from a COCC survey of current students
- COCC's "Welcome" web page (for potential students) is used as our landing page only for advertising pushes. Since making this change, reports indicate that page hits from increased from single digits (daily) to more than 2,000 hits during the first four days of these campaigns.
- To promote housing to current on-campus students, staff have developed and distributed fliers, banners and slides on TV monitors in dining hall and other campus locations.

2016 SUMMER CONFERENCES UPDATE

Permitted Groups

Groups must have an educational component to their reason for staying on campus (e.g., sports clinic, workshops, and trainings) and/or be a government agency. It is important to note that the structure of the bonds used to pay for residence hall construction does allow a limited number of non-educational or non-governmental groups (e.g., athletic competition) to stay in housing during the summer so long as total revenues from these groups does not represent a significant portion of total annual revenue for the building. Staff will review all such inquiries with bond counsel prior to issuance of a contract.

Contracts and Revenue

At best, College staff estimate that there are approximately 14,965 bed nights available during summer. This number assumes that rooms will be offline a certain number of nights for turnover between groups and for general maintenance between academic years, one community will be held aside for summer term students, not all group sizes will blend together to have every room booked every possible night, and that not all rooms will be sold at a double room rate.

As of this report, the College has three completed contracts representing 780 room nights and \$19,525 in room revenue. Four additional contracts are pending for a potential 1,380 additional room nights and \$34,500 in room revenue. Note that these figures are room revenue only and do not include anticipated meal and campus facility rental fees as clients have a larger window of time in which to make changes to anticipated meal and classroom/facility needs. Inquiries for summer 2016 housing are on-going.

As a point of reference, prior summer conference housing revenues were:

2011: \$4,475
2012: \$27,207
2013: \$17,175
2014: \$7,500
2015: \$15,320

Several other groups have expressed interest in summer conferences for summer 2017 and beyond.

Marketing and Promotions Work

Stephanie Bilbrey, COCC's Housing Marketing and Summer Conferences Coordinator, has engaged in several activities to increase awareness of COCC summer conference opportunities. Examples of this work include, but are not limited to:

- Working with College Relations to develop the “Summer Groups” website (see cocc.edu/summer-groups) and development of promotional materials (shared at the March Board meeting).
- Outreach to area groups who may serve as referral sources, including EDCO, Visit Bend, COVA and area hotels whose pricing may be too challenging for certain organizations
- Membership and advertising with the Society of Government Meetings Professionals association
- Targeted Facebook campaigns
- Outreach to past groups who hosted conferences or groups on campus

Summer Conference Housing Room Rates

Groups who wish to host a conference, training, workshop or other activity on campus during summer term will be charged \$25 per night per bed for double occupancy or \$40 per night per bed for single occupancy. Facility rates vary based on the rooms, but staff designed a structure for groups who have a minimum of 60 bed nights for the duration of their stay their stay; this structure provides a discount from COCC’s current facility rental rates.

APPENDIX: 2015-16 BUDGET PROJECTION UPDATE

				RH REF: b.4
				4/5/2016
Residence Hall				
Budget vs. Projected				
	Fiscal Year 2015-16			
	Annual	Annual	Variance	Variance
	Budget	Projected	\$	%
Operating Revenue				
Room Revenue	2,162,000	1,434,601	(727,399)	-34%
User Charges	110,000	58,000	(52,000)	-47%
Other Income	2,067	2,000	(67)	-3%
Total Operating Revenue	2,274,067	1,494,601	(779,466)	-34%
Operating Expenses				
Salaries	212,671	204,497	(8,174)	-4%
Payroll Assessments	170,047	157,773	(12,274)	-7%
Materials Services	877,050	539,402	(337,648)	-38%
Capital	15,000	10,139	(4,861)	-32%
Total Operating Expenses	1,274,768	911,811	(362,957)	-28%
Operating Income (Loss)	999,299	582,790	(416,509)	-42%
Transfer out - Debt Service	1,263,188	1,263,188	-	0%
Transfer out - Building Reserve	80,000	80,000	-	0%
Transfer out-Technology Reserve	-	30,000	30,000	NA
Total Transfers	1,343,188	1,373,188	30,000	2%
Net Surplus (Deficit)	(343,889)	(790,398)	(446,509)	130%
Beginning Balance	1,000,000	1,400,970	400,970	40%
Ending Balance	656,111	610,572	(45,539)	-7%

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS - INFORMATION ITEM**

CAMPUS CLIMATE SURVEY

Prepared by: Alicia Moore, Dean of Student and Enrollment Services
Karen Roth, Director of Multicultural Activities

Subject	Campus Climate Survey
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.1: Expand and refine data, research and assessment systems and infrastructure to support student success. IS.7: Support enrollment and success of underrepresented students.

I. BACKGROUND

The COCC Diversity Committee developed a Campus Climate Survey to assess the level of comfort, respect, and safety that students experience on COCC campuses. Students were asked to assess how welcoming, inclusive, and respectful they believed COCC to be, as well as about any disrespectful, threatening, or excluding conduct that they observed or experienced. Students identified the source of the disrespectful conduct, where it occurred, and what happened as a result as well as how they felt about the follow-up of any reports. The Committee disseminated the survey to students through their campus email addresses in Spring 2014 and had 634 responses.

II. SURVEY HIGHLIGHTS

Areas of Satisfaction

Across all categories, most students reported feeling safe and comfortable on campus, despite reports of witnessing or experiencing incidents of discrimination. When asked how comfortable they felt with individuals who were different from themselves, student responses were favorable in that approximately 90% responded that they felt comfortable or very comfortable with those whose race/ethnicity, sexual orientation or religion was different from their own.

Areas of Concern

The survey prompted a number of students to share their experiences about conduct that was offensive, biased, and/or disrespectful. The survey asked students about these experiences from two different vantage points: incidents that they observed or were aware of, and behavior that they personally experienced.

In summary, 15.7% of respondents have observed or been made aware of conduct directed toward a person or group of people that created an offensive or hostile learning environment, while 9.7% of respondents indicated that they had personally experienced disrespect. The majority of incidents that respondents observed or were aware of were related to:

- Disabilities (28.6%)
- Race/ethnicity (28.6%)
- Gender or gender expression (22.6%)

- Religious/spiritual views (21.4%)
- Political views (20.2%)
- Sexual orientation (19%)

The source of these types of behaviors was overwhelmingly students (72.6%), with faculty members cited for 28.6% of the incidents. Most of the incidents occurred in classes (73.8%). These findings are not surprising given that the majority of COCC students are commuters and as such, spend the preponderance of time in the classroom.

The types of conduct mentioned related to the incidents that students observed or aware of were:

- Derogatory remarks (63.9%)
- Being deliberately ignored or excluded (51.8%)
- Isolated or feeling left out (49.4%)
- Intimidated or bullied (31.3%)
- Racial/ethnic profiling (24.1%)
- Received a poor grade because of hostile classroom (20.5%)

The survey provided students opportunities to share their experiences of disrespect or harassment. Below are a few specific student comments:

- “There is this student, [XX], in the [XX] program says N-word on a daily basis. Yesterday I confronted him about it and he acted like I was out of line. Teachers have heard him say it and as far as I know nothing has been done to him.”
- “Instructor talking about 2 Native American students in class. She was trying to encourage other students to be friends/be extra nice to them because they were Native American and were different. She meant well but came off as arrogant and insensitive.”
- “When teachers are aware of disabilities, and/or special accommodations provided through the school (disabilities services), that student is often treated differently. Sometimes good, but most often times, bad.”

III. NEXT STEPS

The COCC Diversity Committee completed a summary of survey findings during the 2014-15 academic year. The findings were then shared with all employees during breakout sessions at the fall 2015 All-College Kickoff. Trained faculty, staff and administrators facilitated sessions. The Diversity Committee compiled campus feedback, using it to guide their work in the coming year. In collaboration with campus partners, the Committee has already begun work on many of these activities:

- a. Training:** Ideally, diversity training for faculty and staff should be required, much like training in awareness of sexual harassment and the handling of toxic materials. At the very least, participation in diversity training should be highly incentivized for faculty and staff. Additionally, students should be provided with a variety of meaningful opportunities to develop their cultural competence, including trainings and course offerings that focus on issues of diversity.

- b. Reporting:** COCC needs to improve overall awareness of how to report incidents of concern and/or discrimination. Additionally, access to reporting methods should be easy to find on our website and simple to use.
- c. Student Concerns:** Students who report incidents deserve to know they are being heard and that their concerns are taken seriously. It should be mandatory to follow up with all student reports of incidents of concern and/or discriminatory behavior.
- d. Campus Conversations:** COCC should encourage and incentivize campus-wide conversations about issues of diversity. Faculty especially should be encouraged to integrate issues of diversity into classes.
- e. Disability Services:** Considering students with disabilities registered the highest levels of dissatisfaction and discomfort with our campus climate, COCC should launch a campus-wide campaign to increase knowledge of the services available to students with disabilities on our campus and increase training for students, faculty and staff.



Central Oregon Community College Board of Directors: Information Item

Subject	Culinary Outdoor BBQ
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.6: Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental stability
Workforce Development	WD.3: Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.

Prepared by:

Brynn Pierce, Director of Institutional Effectiveness and Project Manager for Culinary Outdoor BBQ
Joe Viola, Director of Campus Services

A. Background

The purpose of the Culinary outside grill is to provide additional learning for COCC culinary students in the art of BBQ/Rotisserie cooking, smoking food, and a wood burning oven. It will provide the opportunity to offer courses that utilize these techniques such as Caribbean Cuisine and Global Street Food, as well as offering existing classes the opportunity to use these techniques in creating new recipes and cooking skills. The additional benefit of the kitchen space is the ability to generate revenue and community goodwill through securing outdoor events.

B. Timing

The project will start mid-April and be completed by the end of July 2016.

C. Budget Impact

The construction budget is \$67,500 with the BBQ, Pizza Oven and other equipment budgeted for \$27,500, totaling \$95,000. The funding source for the project is a dedicated COCC Foundation Culinary fund.

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

Prepared by: David Dona, Chief Financial Officer

Subject:	2016-17 Tuition and Fee Rates
Strategic Plan Themes and Objectives:	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

For 2015-16, COCC has the third lowest combined in-district tuition and fee rate of the seventeen Oregon community colleges. Preliminary information indicates that with the proposed \$2 per credit increase, COCC's combined 2016-17 annual in-district tuition and fees would remain the third lowest. There are no proposed increases in student fee rates.

During the past year, we were forecasting an increase of \$4 - \$5 per credit for in-district tuition in 2016-17. The State of Oregon increased the amount of the appropriation for the Community College Support Fund from \$465 million for the 2013-15 biennium to \$550 million in the 2015-17 biennium. This increase is expected to provide an increase to COCC of approximately \$300 thousand over the current year's budget. The increase in State funding represents an amount approximately of a \$2.50 per credit rate increase in tuition for in-districts students. This additional State funding reduced the forecasted \$4 - \$5 per credit in-district tuition rate to \$2.

As the College strives to develop and maintain sustainable systems, comprehensive quality programs, and support services to students, it is recommending that the 2016-17 tuition rate for in-district students be increased \$2 per credit, the out-of-district/border state rates be increased \$5 per credit, and out-of-state rate increased by \$10 per credit. House Bill 2571 established the non-resident veteran rates in 2009. The non-resident veteran rate is not to exceed 50% of the difference between resident and non-resident rates. The 2015-16 tuition rates and recommended 2016-17 tuition rates by resident category are provided below.

Tuition Resident Category	2015-16	2016-17	\$ Increase	% Increase
In-District	\$ 91.00	\$ 93.00	\$ 2.00	2%
Non-Resident Veteran	\$ 105.50	\$ 109.00	\$ 3.50	3%
Out-of-District	\$ 120.00	\$ 125.00	\$ 5.00	4%
Border state	\$ 120.00	\$ 125.00	\$ 5.00	4%
Out-of-State	\$ 246.00	\$ 256.00	\$ 10.00	4%

B. Options/Analysis

- 1) Approve proposed tuition rates
- 2) Do not approve proposed tuition rates

C. Timing

This action is required at this time as the 2016-17 summer term registration starts on April 18th. In addition, the 2016-17 College catalog identifies the tuition and fee rates with a targeted publishing deadline in April.

D. Budget Impact

The proposed 2016-17 budget was assembled using the recommended rates outline in section A. The increase in tuition revenue using the recommended 2016-17 rates is approximately \$375,000.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2016-17 tuition rates presented in Section A. There are no proposed increases in student fees.