



**CENTRAL OREGON  
 COMMUNITY COLLEGE**  
 Board of Directors' Meeting – AGENDA  
 Wednesday, February 1, 2017 – 6:00PM  
 Christiansen Boardroom-Boyle Education Center  
 COCC Bend Campus

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Ricks
6:01 pm	II. <b>Introduction of Guests</b>			Ricks
6:02 pm	III. <b>Agenda Changes</b>			
6:03 pm	IV. <b>Public Hearing and Testimony</b>			
6:10 pm	V. <b>Reports</b>			
	A. 2016 Audit Report	5.a*	X	Auditors <sup>P</sup>
	B. Update – General Fund Revenue & Expenditures	5.b*	X	Dona <sup>P</sup>
6:35 pm	VI. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular Meeting (January 2017)	6.a1	X	Smith
	B. Personnel			
	1. New Hire Report (January 2017)	6.b1	X	Fegley <sup>A</sup>
6:40 pm	VII. <b>Information Items</b>			
	A. Financial Statements	7.a		Bloyer <sup>A</sup>
	B. Housing Operations Report	7.b		Moore/Davis <sup>A</sup>
6:50 pm	VIII. <b>New Business</b>			
	A. Residence Hall - Naming	8.a	X	Metcalf <sup>P</sup>
	B. Budget Committee	8.b		Paradis <sup>P</sup>
	C. Housing Room & Meal Plan Rates (2017-2018)	8.c	X	Dona <sup>A</sup>
7:00 pm	IX. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			Ricks
7:15 pm	X. <b>President's Report</b>			Metcalf
	A. Updates:			
	1. CIS Programs (Computer & Information Systems)			Fisher <sup>P</sup>
	2. Facility Rental and Event Space	10.a2		Viola <sup>P</sup>
	XI. <b>Dates</b>			
	A. Friday, February 24, 2017 5:30 p.m. COCC Foundation's TASTE OF THE TOWN			
	B. Saturday, February 25, 2017 – COCC Foundation's MEAL OF THE YEAR			
	Location: <b>Taste of the Town</b> and <b>Meal of the Year</b> will both be held in the Mazama Gymnasium on the COCC Bend Campus			
	C. Wednesday, March 8, 2017 @ 6:00 p.m. Budget Committee Meeting 7:00 p.m. Board of Directors' Meeting – Christiansen Boardroom			

7:30 pm XII. **Adjourn to Executive Session:**  
ORS 192.660 section 1, subsection h, Potential Litigation  
ORS 192.660 section 1, subsection d, Labor Negotiations

XIII. **Adjourn Executive Session**

XIV. **Re-Convene Open Session**

XV. **Old Business**

A. Classified Salary Study 15.a X Dona/  
Cecchini

XVI. **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.

= 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  
Tuesday, January 17, 2017 5:30 p.m.  
Christiansen Board Room  
Boyle Education Center Bldg.

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PRESENT BY PHONE: Vikki Ricks, Joe Krenowicz, Bruce Abernethy, Laura Craska Cooper, David Ford, Anthony Dorsch, Lonn Johnston-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

PRESENT IN PERSON: John Mundy, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

CALL TO ORDER: Vikki Ricks, Board Chair

INTRODUCTION OF GUESTS: Jerry Schulz, Betsy Julian, Matt McCoy, David Dona, Dan Cecchini, Alicia Moore, Lisa Bloyer, Michael Fisher, Zak Boone, Julie Downing, Aimee Metcalf, Danielle Fegley

CONSENT AGENDA:

*Mr. John Mundy moved to approve the Consent Agenda (Exhibits: 4.a1-4.c).*

*Mr. David Ford seconded the motion.*

*Call for the Vote:*

*Yes – Abernethy, Mundy, Ricks, Ford, Craska Cooper, Krenowicz, Dorsch*

*MCU. Approved.* M1/17:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of December 7, 2016 (Exhibit: 4.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the December 2016 New Hire Report (Exhibit: 4.b1);

BE IT RESOLVED that the Board of Directors approved the proposed per-diem rates as shown in section A of Exhibit: 4.c.

INFORMATION ITEMS:

Financial Statements - (Exhibit: 5.a)

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

Housing Operations Report - (Exhibit: 5.b)

The Board of Directors were apprised of –

- Winter Term Occupancy
- Staffing Update
- 2017-18 Room and Board Rates.

Student Success: Developmental Education Statistics re: Title III (Handouts: 5.c)

The Board of Directors were apprised of how COCC is ensuring student success through accelerated pathways for developmental math and writing with support from the Title III grant.

NEW BUSINESS:

Acquisition of Airplane Flight Simulator (Exhibit: 6.a)

Replacement is requested of the current (two) aging airplane (fixed wing) simulators, with a state-of-the-art new simulator to better serve our fixed-wing students. A new simulator will reduce downtime caused by the old equipment/software and lessen increasing costs of routine maintenance. A new airplane simulator is necessary to sustain the Aviation Program Operations, which continues to grow.

Mr. Joe Krenowicz moved to approve the acquisition of the new airplane simulator.

Mr. John Mundy seconded.

Call for the Vote:

Yes – Abernethy, Mundy, Ricks, Ford, Craska Cooper, Krenowicz, Dorsch

MCU. Approved. M1/17:2

ADJOURN: 5:46 p.m.

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Vikki Ricks-Board Chair

\_\_\_\_\_  
Dr. Shirley I. Metcalf, President

Exhibit: 6.b1  
February 1, 2017  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – January 1 – 23, 2017**

<b>Name</b>	<b>Date Hired</b>	<b>Location</b>	<b>Job title</b>
<b>Classified Full-Time</b>			
Campbell Jr. William	01/02/2017	Bend	Landscape Specialist
Romero, Virgil Joe	01/04/2017	Bend	Custodial Services
Hoxie, Shawn	01/04/2017	Bend	Custodial Services
Mullins, Ryan	01/23/2017	Bend	Custodial Services
<b>Classified Part-Time</b>			
Donahue, Catherine	01/17/2017	Bend	Office Specialist, Res Hall
Johnson, Mark	01/23/2017	Bend	Public Relations Assistant
Tippets, Christopher	01/23/2017	Bend	Custodial Services
<b>Temporary Hourly</b>			
Pence, Andrew	1/9/2017	Bend	EMT Lab Assistant
Menshova, Natalia	1/6/2017	Bend	Science Tutor
Shanley, Kelsea	1/4/2017	Bend	Science Tutor
Shoun, Matthew	1/9/2017	Bend	Physiology Lab Assistant
Taylor, James	1/5/2017	Bend	Science Tutor
Payne, Bradley	1/2/2017	Bend	Certified Flight Instructor
Suppah, Jaylyn	1/1/2017	Bend	Project Assistant

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

**Cash and Investments**

The Colleges' operating cash balances currently total \$36.0 million. The December average yield for the Local Government Investment Pool remains unchanged at 1.03%.

The bond proceeds held in cash totals \$238 thousand as of the end of November,

**General Fund Revenues**

Winter term registration continues, resulting in an increase in tuition and fee revenues of \$1.4 million over the prior month. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through December 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 December 31, 2016

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 35,348,987		
3624 - Robert Clark Trust			\$ 374,134
3707 - Residence Hall bond funds		\$ 238,713	
December Average Yield 1.03%			
<b>Cash in USNB</b>	\$ 1,132,634		
<b>Cash on Hand</b>	\$ 4,600		
Total Cash	<u>\$ 36,486,221</u>	<u>\$ 238,713</u>	<u>\$ 374,134</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
December 2016

Exhibit 7.a  
01-Feb-17

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 15,052,000	\$ 13,711,705	\$ (1,340,295)	91.1%	90.7%
Prior Taxes	577,000	279,014	(297,986)	48.4%	56.9%
Tuition and fees	16,603,000	11,785,716	(4,817,284)	71.0%	69.4%
State Aid	9,439,000	4,627,460	(4,811,540)	49.0%	51.2%
Program and Fee Income	137,000	33,372	(103,628)	24.4%	N/A
Interest & Misc. Income	115,000	19,576	(95,424)	17.0%	0.9%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 44,222,300</b>	<b>\$ 32,756,143</b>	<b>\$ (11,466,157)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 20,968,892	\$ 8,528,990	\$ 12,439,902	40.7%	40.5%
Academic Support	3,280,082	1,524,109	1,755,973	46.5%	46.4%
Student Services	4,753,798	2,083,905	2,669,893	43.8%	40.8%
College Support	5,400,034	2,526,323	2,873,711	46.8%	48.4%
Plant Operations and Maintenance	4,419,967	1,741,274	2,678,693	39.4%	42.3%
Information Technology	4,379,374	2,017,532	2,361,842	46.1%	51.3%
Financial Aid	87,897	49,958	37,939	56.8%	48.0%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,659,733	2,642,067	17,666	99.3%	99.3%
<b>Total Expenses</b>	<b>\$ 46,749,777</b>	<b>\$ 21,114,158</b>	<b>\$ 25,635,619</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,527,477)</b>	<b>\$ 11,641,985</b>	<b>\$ 14,169,462</b>		



**Central Oregon Community College**  
**Monthly Budget Status**  
December 2016

**Exhibit 7.a**  
1-Feb-17

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Non General Funds</b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,408,931	\$ 4,680,023	\$ (728,908)	86.5%	82.6%
Expenses	5,418,755	2,014,916	3,403,839	37.2%	38.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,824)</b>	<b>\$ 2,665,107</b>	<b>\$ 2,674,931</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,799,444	\$ 684,670	\$ (1,114,774)	38.0%	16.9%
Expenses	1,875,816	681,120	1,194,696	36.3%	30.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (76,372)</b>	<b>\$ 3,550</b>	<b>\$ 79,922</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 1,259,755	\$ 1,254,807	\$ (4,948)	99.6%	102.9%
Expenses	5,861,000	1,183,975	4,677,025	20.2%	33.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,601,245)</b>	<b>\$ 70,832</b>	<b>\$ 4,672,077</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,400,217	\$ 4,118,211	\$ (3,282,006)	55.6%	38.3%
Expenses	7,635,132	3,893,597	3,741,535	51.0%	46.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (234,915)</b>	<b>\$ 224,614</b>	<b>\$ 459,529</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,158,368	\$ 4,800,970	\$ (3,357,398)	58.8%	62.6%
Expenses	10,578,270	5,267,786	5,310,484	49.8%	52.8%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,419,902)</b>	<b>\$ (466,816)</b>	<b>\$ 1,953,086</b>		
<b>Reserve Fund</b>					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	315,323	56,177	84.9%	86.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (367,332)</b>	<b>\$ (315,323)</b>	<b>\$ 52,009</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,900,868	\$ 5,594,651	\$ (14,306,217)	28.1%	27.8%
Expenses	19,976,606	5,592,724	14,383,882	28.0%	29.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,738)</b>	<b>\$ 1,927</b>	<b>\$ 77,665</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 290,404	\$ 111,845	\$ (178,559)	38.5%	30.1%
Expenses	360,208	162,800	197,408	45.2%	48.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (69,804)</b>	<b>\$ (50,955)</b>	<b>\$ 18,849</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 2,665	\$ 1,763	\$ (902)	66.2%	53.4%
Expenses	3,000	-	3,000	0.0%	25.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (335)</b>	<b>\$ 1,763</b>	<b>\$ 2,098</b>		



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

<b>Subject</b>	<b>Housing Operations Report</b>
<b>Strategic Plan Theme(s) and Objectives</b>	Institutional Sustainability: Objective IS.4, IS.6, IS.7 Transfer and Articulation: Objective TA.1 Workforce Development: Objective WD.1
<b>Prepared By</b>	Alicia Moore, Dean of Student and Enrollment Services

**Occupancy**

Fall term ended with 325 residents. Seven students moved out during the term with an additional 45 moving out during the break (16% of total fall term occupancy). Of these, 53% moved out for financial reasons; 33% moved out for personal reasons, including moving off-campus; 14% for medical, military, academic or conduct reasons. Of those students who moved out at the end of fall term, 60% are not enrolled at COCC for winter quarter.

Winter term occupancy is as follows:

	Occupancy (#)	Occupancy (%)	Notes
End of fall term	325	102%	% based on building design of 320 beds
Move outs	52	16%	% determined based on initial occupancy of 332
New winter term residents	30	100%	% based on completed winter term applicants of 30
First and second week move outs	4	---	
Winter term occupancy	306	96%	% based on building design of 320 beds

Staff opened the spring term application for new students the week of January 16. Completed spring term application updates will be provided in future Board reports.

**Demographics**

Fall 2016 demographics closely mirror those of previous terms:

- Gender: 53% indicate male, 47 female, 0.7% transgender, and 0.3% declined to state.
- Age: The average age is 19. 38% of all students are 18 and 43.3% are 19.

- Residency: 21.3% are in-district, 55.4% are out-of-district, 14.4% are border state, 7.5% are out-of-state, and 1.3% are non-resident veteran.
- Majors: 20% of students are exploratory; 9.1% are business; 5.5% are nursing, psychology, criminal justice, or structural fire.

In addition to the above demographic information, it is worth noting that 55% of students are enrolled in the basic meal plan (nine meals/week + 400 flex cash/term), 33% in the standard (14 meals/week + \$200 flex cash/term), and 10% in the preferred (19 meals per week + 100 flex cash/term).

### Staffing Update

The residence hall staffing plan includes a .5 FTE administrative assistant position (Office Specialist II). Staff chose not to fill this position due to occupancy concerns last year and responsibilities were shared amongst professional, student, and occasional irregular wage staff. However, given fall occupancy, the Housing Leadership Team approved hiring this position. The position was posted during the week of October 24. The hiring committee conducted interviews in early December and identified a candidate later that month. Kate Donahue joined the Housing department staff January 17, bringing 20 years of higher education experience. She previously worked as an administrative assistant in the Office of Academic Affairs at Ringling College of Art and Design in Sarasota, Florida before relocating to Bend. This position serves as the first point of contact for residents as well as prospective parents and students. In addition to student services, Kate will also provide office management support.

### Residence Hall Programming: Fall 2017

Residence hall staff attempt to provide a combination of academic and social programs or activities. To this end, Community Assistants identify key academic success topics and conduct “knock and talks” on these topics with residents. This past quarter, topics included connecting with an academic advisor, information on Tutoring, registration reminders, and related areas. CA’s also covered the front desk during the day. Once the administrative assistant is fully trained, CA’s will shift time away from front desk and mailroom coverage to more intentional, academic-focused programming.

In order to provide a more vibrant place to live, CA’s also coordinate a comprehensive set of programs and activities. Examples of fall 2017 social activities include:

- Movie nights
- Cooking lessons
- Hallway put-put golf
- Trip to the Central Oregon pumpkin patch
- Halloween Hall
- Door decorating contests
- Athletic events (volleyball, basketball)
- Game nights
- Ice cream socials

### Summer Conferences Update

The majority of summer conference operations (inventory management, room and key assignments, contract fulfillment) are currently managed manually by staff. Staff explored automated options to increase efficiency and maximize conference revenue. In January, the Technology Advisory Committee Review Team approved adding Symplicity’s (current software supporting housing operations) conference module. The module provides event management functionality to existing facility data, so

implementation time and effort is expected to be reasonable. Its functionality will allow staff to quickly and more accurately determine inventory availability, track contract status, and serve conference clients more effectively. Implementation will take place in February for use this summer.

### **Emerging Leaders Series**

Tyler Hayes, COCC's Student Engagement Coordinator, developed an "Emerging Leaders" student leader professional development training program that strives to develop and promote leadership and student voice within our community. This series, held once per term, brings together student leaders from student government, multicultural activities, student clubs, The Broadside student newspaper and residence life. Topics include communication, diversity and inclusion, community, and collaboration.



**Central Oregon Community College  
 Board of Directors: Information Item (or Resolution)**

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<b>Subject</b>	<b>Residence Hall Naming</b>
<b>Prepared By</b>	Zak Boone, Executive Director – COCC Foundation Terri Botts, Administrative Assistant Josh Evans, Assistant Professor II – Spanish Alicia Moore, Dean of Student and Enrollment Services

**A. Background**

The Board of Directors asked the College to convene its Naming Committee in fall 2016 for the purposes of suggesting options to name the College’s new residence hall; committee members are those listed above. The charge to the committee was to develop a list of five to eight recommendations as possible names for COCC’s new residence hall, focusing on those with a geographic connection to the College’s service district. Recognizing that some buildings on campus include Central Oregon environmental names (e.g., Ponderosa Hall), the committee expanded its list to those things connected to Central Oregon geography in the broadest sense – places, environmental features, animals, and flora/fauna.

The Committee reviewed a long list of options, eliminating any options that already existed as a Central Oregon town or county, had too strong of a connection to an existing location, had a negative history or connotation attached to its meaning, any name or initials that could be easily altered into a negative connotation, and any names outside of the College district. To this end, the Committee eliminated the following:

- Black Butte
- Cascadia
- Hoodoo
- Hosmer
- Klah Klahnee
- Oregon
- Painted Hills
- Santiam
- Smith Rock
- Takoda
- Tamarack
- Three Sisters
- Three Fingered Jack
- Tillicum
- Wapinitia
- Wasco
- Windigo
- Wy’East
- Yarrow

The Committee also eliminated the following due to lack of consensus:

- Basalt
- Cairn
- Canyon
- Cinder
- Cottonwood
- Cumulus
- Evergreen
- Forest
- Lodgepole
- Osprey
- Quail
- Rain Shadow
- Simnasho
- Spruce
- Swift
- Sugar Pine
- Wapiti

After much discussion, as well as researching the origins, the Naming Committee recommends the following for COCC's new residence hall. Note that the recommendations are not prioritized and are provided in alphabetical order.

Name	Definition/Considerations
Alpine	Of, or relating to, high mountains; a common first name for many Central Oregon businesses.
Conifer	A tree that bears cones and evergreen needles.
Horizon	The line at which the earth's surface and the sky appear to meet.
Kestrel	Names for several members of the falcon genus; common in Central Oregon and known for their unique hunting style.
Obsidian	A hard, glasslike volcanic rock formed by the rapid solidification of lava; prominent in Central Oregon; used by Native American peoples for tool making.
Olallie	Summit between Mt. Hood and Mt. Jefferson; Chinook jargon for huckleberries; much of Olallie Butte lies within the Warm Springs Reservation.
Steelhead	Rainbow trout that migrates to the sea before returning to fresh water to spawn; native Central Oregon species.
Wickiup	A hut used by nomadic Native Americans, with usually an oval base and rough frame covered by reed mats, grass or brush, to refer to temporary housing or shelter. Algonquian origins and used by multiple Native American tribes.

**B. Options/Analysis**

Select a name from the list of recommendations; select a name from the those eliminated; ask the Committee to regroup and determine other recommendations; or select a different name.

**C. Timing**

Approval is requested at this time so that staff can update 2017-18 marketing materials and operational documents.

**D. Budget Impact**

Cost associated with marketing materials and signage budgeted within the residence hall budget.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approve \_\_\_\_\_ as the name for COCC's residence hall.



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

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<b>Subject</b>	<b>Budget Committee Members</b>
<b>Prepared By</b>	<b>Ron Paradis</b>

- A. Background** The Board of Directors appoints the seven members of the COCC Budget Committee. Zone 3 is currently open; the terms for the members from Zones 2 and 7 have expired.
- B. Options/Analysis** The incumbent in Zone 2 (Mark Copeland) has expressed an interest in being reappointed; the incumbent in Zone 7 (Steve Curran) has not replied to an email asking about his interest.

We have prepared advertisements for The Bulletin in Bend, The Redmond Spokesman and the Newberry Eagle in La Pine to advertise the Zone 3 and Zone 7 openings. We can add Zone 2 (and expand to include the Central Oregonian) if the Board would like.

College staff will work with the Board chair and the Board member(s) from the Zones identified in determining a selection process.

- C. Timing** This work should have begun much earlier. In order to have a full Budget Committee in place by the first Budget Committee meeting, this expedited process is recommended.
- D. Budget Impact** None

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

**Prepared by:** Shirley Metcalf, President  
David Dona, Chief Financial Officer  
Matt McCoy, Vice President for Administration  
Alicia Moore, Dean of Student and Enrollment Services  
Ron Paradis, Executive Director of College Relations

<b>Subject:</b>	Approval of 2017-18 Resident Hall Room and Meal Plan Rates.
<b>Strategic Plan Themes and Objectives:</b>	
Institutional Sustainability	<b>IS.10</b> - Maintain student affordability while ensuring efficient and cost effective operations.

**A. Discussion/History**

Each year, student residence hall room and meal plan rates are brought to the Board of Directors for review and approval. The meal plan rates are intended to provide good food options (dining hall, café and market), create sufficient revenue to cover the food service management fee and provide funds to maintain and replace food service equipment and small-wares. The residence hall room rates, are intended to maintain competitive pricing to sustain high occupancy levels while increasing revenue to make positive progress toward becoming self-sustaining. The College is recommending an increase of 3% to meal plans and 6% to room rates, which represent an annual combined room and meal plan increase of 5%. The proposed room and meal plan rate recommendations are presented below.

<b>Meal Plans (annual)</b>		Current			Proposed	
Plan	Description	2015-16	2016-17		2017-18	
Basic	9 Meals/Week + \$400 Flex Cash	\$ 4,250	\$ 3,855	-9.3%	\$ 3,971	3.0%
Standard	14 Meals/Week + \$200 Flex Cash	\$ 4,550	\$ 4,215	-7.4%	\$ 4,341	3.0%
Preferred	19 Meals/Week + \$100 Flex Cash	\$ 4,720	\$ 4,575	-3.1%	\$ 4,712	3.0%
<b>Rooms (annual)</b>		Current			Proposed	
Type	Description	2015-16	2016-17		2017-18	
Quad Double	Double Occupancy	\$ 6,300	\$ 6,000	-4.8%	\$ 6,360	6.0%
Quad Single	Single Occupancy	\$ 8,550	\$ 8,550	0.0%	\$ 9,063	6.0%
<b>Annual Combined Double Room and Meal Plan Rates - Double Occupancy</b>		Current			Proposed	
Plan	Description	2015-16	2016-17		2017-18	
Basic	Double Occupancy	\$ 10,550	\$ 9,855	-6.6%	\$ 10,332	4.84%
Standard	Double Occupancy	\$ 10,850	\$ 10,215	-5.9%	\$ 10,701	4.76%
Preferred	Double Occupancy	\$ 11,020	\$ 10,575	-4.0%	\$ 11,073	4.71%
<b>Annual Combined Double Room and Meal Plan Rates - Single Occupancy</b>		Current			Proposed	
Plan	Description	2015-16	2016-17		2017-18	
Basic	Single Occupancy	\$ 12,800	\$ 12,405	-3.1%	\$ 13,035	5.1%
Standard	Single Occupancy	\$ 13,100	\$ 12,765	-2.6%	\$ 13,404	5.0%
Preferred	Single Occupancy	\$ 13,270	\$ 13,125	-1.1%	\$ 13,776	5.0%



Proposed 2017-18 room and meal plan rates comparison with OSU-Cascades' current year rates are listed below. However, it is important to note that there is not a strong comparison between OSU-Cascades rates given the differences in room types and meal plans.

<b>Meal Plans (annual)</b>		2017-18	2016-17		
Plan	Description	COCC	OSU	\$	%
Basic	9 Meals/Week + \$400 Flex Cash	\$ 3,971	\$ 3,345	\$ 626	18.7%
Standard	14 Meals/Week + \$200 Flex Cash	\$ 4,341	\$ 4,020	\$ 321	8.0%
Preferred	19 Meals/Week + \$100 Flex Cash	\$ 4,712	\$ 4,680	\$ 32	0.7%
<b>Rooms (annual)</b>		2017-18	2016-17		
Type	Description	COCC	OSU	\$	%
Quad Double	Double Occupancy	\$ 6,360	\$ 7,500	\$ (1,140)	-15.2%
Quad Single	Single Occupancy	\$ 9,063	\$ 10,500	\$ (1,437)	-13.7%
<b>Annual Combined Double Room and Meal Plan Rates - Double Occupancy</b>		2017-18	2016-17		
Plan	Description	COCC	OSU	\$	%
Basic	Double Occupancy	\$ 10,332	\$ 10,845	\$ (513)	-4.7%
Standard	Double Occupancy	\$ 10,701	\$ 11,520	\$ (819)	-7.1%
Preferred	Double Occupancy	\$ 11,073	\$ 12,180	\$ (1,107)	-9.1%
<b>Annual Combined Double Room and Meal Plan Rates - Single Occupancy</b>		2017-18	2016-17		
Plan	Description	COCC	OSU	\$	%
Basic	Single Occupancy	\$ 13,035	\$ 13,845	\$ (810)	-5.9%
Standard	Single Occupancy	\$ 13,404	\$ 14,520	\$ (1,116)	-7.7%
Preferred	Single Occupancy	\$ 13,776	\$ 15,180	\$ (1,404)	-9.2%

## B. Options

- 1) Approve proposed room and meal plan rates
- 2) Approve different room and meal plan rates

## C. Timing

Approval of this resolution will allow College staff to update residence hall marketing and promotional materials and respond to prospective students requesting 2017-18 housing information.

## D. Budget Impact

The increase to room rate of 6% will bring in an additional \$115 thousand for residence hall operations and the 3% increase to meal plan rates will allow the College to recover the increase in food costs as identified by the CPI (index "food away from home" increased 3%).

## E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2017-18 room and meal plan rates as shown in Section A.

**Central Oregon Community College**  
**Board of Directors: Information Item**  
**Prepared by: Joe Viola, Director of Campus Services**

<b>Subject</b>	<b>Event Space and Facility Rental--Web Pages</b>
<b>Strategic Plan Themes and Objectives</b>	
Institutional Sustainability	<p>In July 2016, the newly designed Event Space and Facility Rental web pages went live. These comprehensive pages provide information and support to staff, faculty and external organizations for all COCC campuses.</p> <p>IS.5 Further develop and enhance employees and operational systems to ensure institutional quality and viability.</p>
General Policies and Procedures	<p>The College prioritizes college-related space usage but does allow for non-college groups to rent space.</p> <p><b>G-31-9.2</b>  <b>Facilities Use by Community Groups</b>          It is the policy of Central Oregon Community College to permit the use of its facilities when such use is judged to be a service to Central Oregon or to the citizens of Central Oregon. It is further the policy of the College to make its facilities available on a charge-for-services basis to groups and organizations when such use is consistent with the goals and objectives of the institution.</p> <p><b>G-31-9.2.2 Facility Use Policy</b>  <b>Request for Use of Facilities</b>          Reservations to hold a meeting or event at the College are to be made through the Office of Campus Services, or the branch campus administrator, for college groups and events and the Office of the Chief Financial Officer for non-college groups and events. Requests for use of Central Oregon Community facilities generally fall into two categories: No Facility Fee or Subject to Facility Fee</p>

**A. Background:**

- Until 2015, all aspects of event management were handled through Campus Services including customer service, outside contracts, internal event planning, entering help desk tickets and scheduling
- Staffing and organization changes split the event managing duties between four people in three departments
- Entering Campus Services Help Desk tickets for event assistance became the responsibility of event organizers
- To facilitate successful events on campus, Campus Services needed a way to distribute accurate and helpful information to staff, faculty and external organizations

**B. Options/Analysis:** The College had only one central web page for event, venue and facility rental information. Campus Services researched the events web sites of other colleges and then designed a comprehensive series of facility rental web pages for each campus.

**C. Timing:** The web pages went live in July 2016.

**D. Budget Impact:** **The revenue for outside rentals** from July 1 2015 to June 30 2016 was \$24,130. The revenue for 2016-2017 is projected to be about the same. The College offers a 50 percent rate reduction to nonprofit groups.



# Facility Rental and Event Space at COCC

Information and  
Resources





# Renting Space at COCC



- **General Policies and Procedures**  
prioritizes college-related facility usage
- **Rental Income per Year**  
July 1, 2015 to June 30, 2016:  
\$24,130
- **Conferences and Events**  
internal and externally sponsored

Student-  
Sponsored  
Activities

Conferences

Guest  
Speakers

Music

Professional  
Organizations

Nonprofits

Multicultural  
Events





# Staffing and Organization Changes

Need to provide  
information to:

- staff and faculty
- external organizations





### **Campus Services**

- Joe Viola
- Kirsteen Wolf

### **College Relations**

- Scott Donnell

### **Office of Vice President for Administration**

- Jennifer Peters

### **Information Technology Services**

- Eugen Helmbrecht

### **Office of Dean of Student and Enrollment Services**

- Chris Mills

### **Office of Chief Financial Officer**

- Erica Waldbillig

### **Student Life**

- Stephanie Bilbrey



# The events web pages at COCC

CENTRAL OREGON  
community college

Campus Directory
Student Login
Employee Login

About COCC
Campuses
Admissions
Academics
Services
Continuing Education
Library Services
COCC Foundation

Event Space at COCC

Bend Campus Venues >

Redmond Campus Venues >

Madras Campus Venues >

Prineville Campus Venues >

Summer Group Housing

Staff & Faculty Event Resources >

Floor Plans

Inventory and Pricing

Catering

Campus Maps

## Event Space at COCC

COCC offers a variety of rental spaces for special occasions, conferences, trainings, workshops and meetings. The college's main branch is located in Bend, Oregon, with other campuses in Redmond, Madras and Prineville.

Central Oregon encompasses three counties and is famous for its high desert climate, spectacular landscapes and peaceful atmosphere. The area is known for its recreational opportunities including mountain and road biking, hiking, skiing, snowboarding, rock climbing, birding, golf, water sports, and fishing.

Choose a campus below to find the venue that works best for your event

[BEND CAMPUS](#)  
This campus has spectacular views of the Cascade Mountain Range and offers classrooms, computer labs, conference rooms and auditoriums.

[REDMOND CAMPUS](#)  
There are four buildings that comprise this campus. It is across from the Redmond Airport and has multimedia classrooms and computer labs, conference and community rooms.

[MADRAS CAMPUS](#)  
There is a large community room, classrooms and computer labs on this campus which has a full view of the Cascade Mountain Range.

[PRINEVILLE CAMPUS](#)  
The COCC Crook County Open Campus offers many facility rental opportunities for the community including commercial kitchen space and a 28-seat computer lab.

**Information Requests**  
If you are interested in facility rental at COCC and you would like more information, please fill out this form and we will be in touch.

Event Space Inquiry Form


Each campus has its own page with venue offerings





# Here is the Bend Campus Venues page

## Wille Hall

Event Space at COCC	<h3>Bend Campus Venues</h3> <p>The Bend Campus has a variety of meeting and training spaces to meet your needs from small conference rooms, small-to-large classrooms and auditoriums. The 193-acre campus offers quiet, peaceful surroundings and a spectacular view of the Oregon Cascade mountain range from nearly every point on the grounds.</p> <p>The College's main campus is located on the western edge of the busy town of Bend, known for its spectacular landscapes and its many recreational opportunities.</p> <p><b>Bend Campus venues include:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Wille Hall</a></li> <li>• <a href="#">Hitchcock Auditorium</a></li> <li>• <a href="#">Classrooms and Computer Labs</a></li> <li>• <a href="#">Conference Rooms</a></li> <li>• <a href="#">Summer Group Housing in the Residence Hall</a></li> </ul> <p>There are reception spaces offered on campus including the beautiful Library Rotunda as well as South Sisters room in the Barber Library.</p> <p><b>Information Requests</b> If you are interested in facility rental at COCC and you would like more information, please fill out this form and we will be in touch.</p> <p><a href="#">Event Space Inquiry Form</a></p> <p>In advance of College events, persons needing accommodation or transportation because of a physical or mobility disability, contact Joe Viola at <a href="tel:541.383.7775">541.383.7775</a>. For accommodation because of other disability such as hearing impairment, contact Disability Services at <a href="tel:541.383.7583">541.383.7583</a>. <a href="#">COCC ADA Accessibility Map</a></p>	
Bend Campus Venues		
Wille Hall		
Hitchcock Auditorium		
Classrooms and Computer Labs		
Conference Rooms		
Summer Group Housing in the Residence Hall		
Redmond Campus Venues		
Madras Campus Venues		
Prineville Campus Venues		
Summer Group Housing		
Staff & Faculty Event Resources	<p>Floor Plans</p> <p>Inventory and Pricing</p> <p>Catering</p> <p>Campus Maps</p>	
Floor Plans		
Inventory and Pricing		
Catering		
Campus Maps		





- Photos
- Square Feet
- Capacity
- Features
- Furniture
- Equipment
- Rates
- Floor Plans

Event Space at COCC	<b>Wille Hall</b>
Bend Campus Venues ▾	
Wille Hall	
Hitchcock Auditorium	
Classrooms and Computer Labs	
Conference Rooms	
Summer Group Housing in the Residence Hall	
Redmond Campus Venues >	
Madras Campus Venues >	
Prineville Campus Venues >	
Summer Group Housing	
Staff & Faculty Event Resources >	
Floor Plans	
Inventory and Pricing	
Catering	
Campus Maps	

### Wille Hall

**Bend Campus**

With gorgeous views of the Cascades through floor-to-ceiling windows, Wille Hall is a versatile space used for college groups' vocal and instrumental rehearsals, performances, lectures and other events. Wille Hall's construction was funded by a gift from the estate of Paul and Fran Wille.

**Information Requests**  
If you are interested in facility rental at COCC and you would like more information, please fill out this form and we will be in touch.

[Event Space Inquiry Form](#)

**Features:**

- AV AUTOMATED SYSTEM
- ACCESS CONTROLLED
- AUDIO-FULL ROOM
- COMPUTER AND PROJECTION UNIT
- DOCUMENT CAMERA
- DVD AND VCR
- LAPTOP CONNECTIVITY/PROJECTOR
- MULTIMEDIA



# Online Inquiry Form

The screenshot shows the 'Event Space Inquiry Form' on the Central Oregon Community College website. The form includes a search bar, navigation menu, and various input fields for contact information, location, venue type, and event details.

**Event Space Inquiry Form**

If you are interested in rental space at COCC and you would like more information, please fill out this form and we will be in touch. Thank you.  
Also see the [Event Space at COCC](#) web page for information about the types of facilities that are available for rental.

Your Organization's Name:

Contact Name:

Email:

Phone:

Space Requested

Bend  Redmond  Madras  Prineville

Type of Venue

Classroom  Auditorium  Conference room  Other

Are you inquiring about summer group lodging and conferences in our Residence Hall?  
If YES, please see: [Summer Group Housing Form](#)

**Event Details**

Name of Event:

Meeting  Conference  Special event  Other

Name of Event:

Event Description:

Date/s of Event:

Start Time:

End Time:

- Saves time
- Increases accuracy
- Improves customer service



Aztec Dancer Photo by Eugen Helmbrecht

# Take a tour!

## Event Space at COCC





## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Classified Association Contract
<b>Strategic Plan Theme(s) and Objectives</b>	Institution Sustainability 10: Maintain student affordability while ensuring efficient and cost effective operations.
<b>Prepared By</b>	Alicia Moore, Dean of Student & Enrollment Services

### A. Background

As part of the 2013-14 classified negotiations process, the Classified Association (CACOCC) and COCC agreed to establish a "Salary Schedule Review" task force comprised of Association and College representatives. As part of their work, the task force was to develop a calendar by which Classified Salary Schedule would be reviewed annually. The task force proposed the following language, noting that this was supported by the College Administration and approved by the Classified Association membership:

The College shall annually review the Classified wage schedule (Appendix A) in February each year, making recommendations to the president as to possible changes. Reviews shall be based on changes to the cost of living, comparable job markets, and institutional resources. Recommendations will be reported to the Association Executive Team, at which time additional input from the Association will be considered. If there are approved changes, changes will be effective on July 1 of the next fiscal year.

The COCC Board of Directors approved this language during its November 2016 meeting.

Since then, the Association leadership has proposed adjusting the third sentence to read: "Recommendations will be reported to the Association Executive Team *by April 1*, at which time. . ." College staff support this change.

### B. Options/Analysis

Approve the recommended language.  
Do not approve the recommended language.

### C. Timing

College staff recommends approving this language at the February meeting as this allows to finalize a memorandum of understanding with the Association regarding salary study topics.

### D. Budget Impact

There is no budget impact with this change.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves adding "by April 1" to the above referenced language.