



CENTRAL OREGON
community college

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, June 8, 2016 – 6:00 PM
Crook County Open Campus, Prineville, OR

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ford
	I.a Adjourn to Executive Session			
	I.b Executive Session: ORS 192.660 (1) (d) Labor Negotiations			
	I.c Re-Convene Regular Board of Directors' Meeting			
6:10 pm	II. Introduction of Guests			Ford
6:15 pm	III. <u>Formal Opening of Public Hearing & Testimony for 2016-17 Budget</u>			
	A. Budget Hearing Input			
6:20 pm	IV. <u>Adjournment</u> of Public Hearing & Testimony for 2016-17 Budget			
6:21 pm	V. <u>Reconvene Regular Public Board of Directors' Meeting</u>			
	VI. Hearing for 2016-17 Budget			
	A. Adoption of the 2016-17 Budget			
	Budget Resolution I	6.a	X	Dona ^P
	B. Appropriation Resolution			
	Budget Resolution II	6.b	X	Dona ^P
	C. Levy Property Taxes			
	Budget Resolution III	6.c	X	Dona ^P
6:25 pm	VII. Agenda Changes			
6:26 pm	VIII. Public Hearing and Testimony			
	A.			
6:35 pm	IX. Consent Agenda***			
	A. Minutes			
	1. Budget – May 11, 2016	9.a1	X	Smith
	2. Regular – May 11, 2016	9.a2	X	
	B. Personnel			
	1. New Hire Report (May 2016)	9.b1	X	Ross ^A
	C. Approval to Hire			
	1. Hickman	9.c1	X	Ross ^A
	2. Newcombe	9.c2	X	✓
	3. Asson-Batres	9.c3	X	✓
	4. Hughes	9.c4	X	✓
	5. Briggs, Farley, Hylton, Coe	9.c5	X	✓
	D. 2016-17			
	1. Inter-fund Borrowing	9.d1	X	Dona ^A
	2. Custodian of Funds/Depository Banks	9.d2	X	Dona ^A
	3. Clerk/Budget Officer/Deputy Clerks	9.d3	X	Dona ^A
	E. Budget Appropriation Review, 2015-16	9.e & 9.e1	X	Bloyer ^A
	F. Faculty Rehires	9.f *	X	Newby ^A

Date: June 8, 2016
Exhibit: **6.a**
Approved: ___Yes___No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #1

Prepared by: David Dona - Chief Financial Officer

Subject: Adopt the College Budget for 2016-17	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The Budget Committee discussions for the 2016-17 budget focused on the State's appropriation for the community college support fund (CCSF), property taxes, declines in student enrollment, PERS rulings, and health insurance costs. The approved budget was developed with conservative estimates in the primary revenue and expenditure categories and includes an \$800,000 general fund contingency the Board could authorize for use if actual revenue exceed budgeted revenue.

No adjustments are recommended to the budget approved by the Central Oregon Community College Budget Committee on May 11, 2016. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

B. Options/Analysis

1. Adopt the budget at this time
2. Do not adopt the budget at this time.

C. Timing

The budget must be adopted before July 1, 2016 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the total budget for all funds of \$98,830,064 approved by the Budget Committee on May 11, 2016.

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION #2

Prepared by: David Dona – Chief Financial Officer

Subject: Make Appropriations for the 2016-17 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Appropriations provide local government with legal spending authority throughout the fiscal year. Separate appropriations are required for each fund in which you have budgeted expenditures [ORS 294.456(3)]. The resolution making appropriations must identify the appropriations by object classifications, which correspond to the expenditures categories in the budget.

GENERAL FUND

Instruction and Instructional Support	\$ 25,300,039
Student Services	4,755,048
College Support Services	5,766,219
Campus Services	4,997,887
Information Technology Services	4,860,505
Financial Aid	270,079
Contingency	<u>800,000</u>
Total General Fund	\$ 46,749,777

DEBT SERVICE FUND

Principal	\$ 2,119,179
Interest	3,298,376
Materials and Services	<u>1,200</u>
Total Debt Service Fund	\$ 5,418,755

CAPITAL PROJECTS FUND

Materials and Services	\$ 1,803,000	
Capital Outlay	3,678,000	
Transfers Out	<u>380,000</u>	
Total Capital Projects Fund		\$ 5,861,000

ENTERPRISE FUND

Personnel Services	\$ 1,073,281	
Materials and Services	4,919,013	
Capital Outlay	150,000	
Transfers Out	<u>1,492,838</u>	
Total Enterprise Fund		\$ 7,635,132

INTERNAL SERVICE FUND

Personnel Services	\$ 110,158	
Materials and Services	208,500	
Capital Outlay	33,500	
Transfers Out	<u>8,050</u>	
Total Internal Service Fund		\$ 360,208

RESERVE FUND

Materials and Services	\$ 71,500	
Transfers Out	<u>300,000</u>	
Total Reserve Fund		\$ 371,500

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 558,229	
State Grant Programs	119,304	
Other Grant Programs	95,980	
Contracts	602,303	
New Programs	<u>500,000</u>	
Total Special Revenue Fund		\$ 1,875,816

AUXILIARY FUND

Self-Sustaining Activities	\$ 2,834,779	
Non-General Fund Instruction	6,168,260	
Revolving Activities	1,009,384	
Contractual & Administrative Provisions	<u>565,847</u>	
Total Auxiliary Fund		\$ 10,578,270

FINANCIAL AID FUND

Federal Programs	\$ 15,567,800	
State Programs	2,950,000	
Institutional Programs	1,430,000	
Other Programs	<u>28,806</u>	
Total Financial Aid Fund		\$ 19,976,606

TRUST & AGENCY FUND

Materials and Services	<u>\$ 3,000</u>	
Total Trust & Agency Fund		\$ 3,000

TOTAL BUDGET APPROPRIATION \$ 98,830,064

B. Options/Analysis

1. Make Appropriations at this time
2. Do not Make Appropriations at this time.

C. Timing

Making Appropriations must be completed before July 1, 2016 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories and funds as detailed above in section A totaling \$98,830,064.

Date: June 8, 2016
 Exhibit: 6.c
 Approved: Yes No
 Motion:

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION #3

Prepared by: David Dona - Chief Financial Officer

Subject: Impose and Categorize taxes for 2016-17 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of tax limitation category that is submitted to the assessor on the ED-50. The categorization of tax may be included in the resolution imposing the ad valorem tax.

	<u>Subject to the Education Limitation</u>	<u>Excluded from Education Limitation</u>
General Fund	\$0.6204 / \$1,000	
Debt Service Fund		\$3,188,773

B. Options/Analysis

1. Impose and categorize taxes at this time
2. Do not impose and categorize taxes at this time.

C. Timing

Taxes must be imposed and categorized before July 1, 2016 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2016-17 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations and in the amount of \$3,188,773 for general obligation bonds debt service for the tax year 2016-17. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, May 11, 2016 - 6:00 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Doug Ertner, Lester Friedman, Mark Copeland, Gayle McConnell, David Ford, Bruce Abernethy, Laura Craska Cooper, Vikki Ricks, Anthony Dorsch, Joe Krenowicz, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

PRESENT BY PHONE: Patricia Kearney

ABSENT: Steve Curran, Mark Copeland Patricia Kearney

CALL TO ORDER: Mr. Doug Ertner-Budget Board Chair, called the meeting to order of the 2016-17 Budget Committee.

INTRODUCTION OF GUESTS:

Jenni Newby, Matt McCoy, Ron Paradis, David Dona, Lisa Bloyer, Alicia Moore, Dan Cecchini, Diane Ross, Chad Harris, Jerry Schulz, Zak Boone, Rebecca Plassman, Carol Higginbotham-Faculty Forum Pres., Michael Fisher, Stacey Donohue, Joe Viola, Glenda Lantis, Lisa Bloyer.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Mr. Lester Friedman moved to approve the Budget Meeting Minutes of April 136 2015.
Mr. Bruce Abernethy seconded. MCU. Approved. M05/16:1

UPDATE ON PROPOSED 2016-17 BUDGET (Exhibit: 5.a):

Mr. David Dona-Chief Financial Officer gave a PowerPoint presentation reviewing the recommended budget changes and their impact on the proposed budget and financial projections –

- Current year budget update
- Revenue/Expenditure Forecast
- 2016-17 Proposed Budget Review
 - General Fund Budget vs. Projected
 - Changes to 2016-17 Proposed Budget
 - General Fund Resources Changes
 - General Fund Requirement Changes
 - Comparison of Proposed to Current Year Budget Expenditures
 - Budget History By Fund Type
 - Fiscal Safety Measures, Contingencies and Compliance.

RESOLUTION FOR APPROVAL – PROPOSED 2016-17 BUDGET (Exhibit: 6)

Mr. John Mundy moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2016-17 in the aggregate amount of \$98,830,064 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$3,188,773 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of voter approved general obligation bonds issued by the district. Mr. Lester Friedman seconded. MCU. Approved. M05/16:2

President Metcalf thanked Mr. David Dona-CFO, Ms. Lisa Bloyer-Director of Fiscal Services and their staff for the excellent work on the budget preparation. President Metcalf also thanked the Budget Committee Members for their commitment of time and contributions to the 2016-17 budget process.

Chair Ertner thanked the Budget Committee for their service and participation in the 2016-17 budget process. He also commended the staff for a job well done in their efforts putting together the 2016-17 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 6:50 PM

APPROVED;

ATTEST TO;

Mr. David Ford, Board Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 11, 2016- 7:00 p.m.
Christiansen Board Room
Boyle Education Center

PRESENT: David Ford, Anthony Dorsch, Vikki Ricks, Bruce Abernethy, Laura Craska Cooper, Joe Krenowicz, John Mundy, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS: Lester Friedman-Budget Committee member, Matt McCoy, Ron Paradis, Alicia Moore, Michael Fisher, David Dona, Dan Cecchini, Jennifer Newby, Carol Higginbotham-Faculty Forum Pres., Joe Viola, Lisa Bloyer, Rebecca Plassman, Zak Boone, Jerry Schulz, Chad Harris, Diane Ross, Stacey Donohue, Glenda Lantis, Abby Spegman-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda. Ms. Laura Craska Cooper seconded. M05/16:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Meeting Minutes of April 13, 2016 (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the April 2016 New Hire Report (Exhibit: 5.b1).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Student Success – Update (Exhibit: 6.b)

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

Ensuring student success through program improvement process for equity in nontraditional career preparation (PIPE) initiative.

Information Technology Services (ITS) – Report (Exhibit: 6.c)

The Board of Directors were apprised that the purpose of the report was to provide detailed information in order to give the Board and Budget Committee members a better understanding of what the Information Technology Services (ITS) organization does at COCC.

Scenario Planning – (Handout: 6.d)

Matt McCoy, Vice President for Administration gave a PowerPoint presentation reviewing the college's "scenario planning." He explained that scenario planning is part of strategic planning and is preparing for inevitable change and not being caught by surprise when change happens. He thanked Stacey Donohue, Jerry Schulz and Dan Cecchini for their good work as the Scenario Planning work team.

Housing Construction

Mr. McCoy gave a PowerPoint reviewing the budget costs and the construction account.

Housing Operations – Report (Exhibit: 6.f)

The Board of Directors were apprised of Housing Operations –

- Budget Update
- 2016-17 Application Tracking, and
- Marketing Updates.

NEW BUSINESS:

Credit Academic Program Changes (Exhibit: 7.a)

Jenni Newby, Interim Chief Academic Officer reviewed that all new programs are reorganizations of existing courses using current faculty and facilities (with the exception of three new Hospitality Management courses) and require no additional resources.

Mr. Joe Krenowicz moved to approve the academic program changes. Mr. Bruce Abernethy seconded. MCU. Approved. 05/16:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Dorsch Two phone call conversations w/President Metcalf

Ms. Craska Cooper Attended the President's "All College Meeting" at the Prineville Campus

Mr. Mundy Attended the College Affairs committee meeting
OSU President Ed Ray's – State of the University address
Tour of the Science Bldg. w/Carol Higginbotham

Mr. Abernethy Attended Grant planning meeting w/President Metcalf
Keyes Memorial Trust – annual meeting

Ms. Ricks Attended Foundation Investment Committee meeting
COCC Open House in Wille Hall
Public Safety Graduation
OSU President Ed Ray's – State of the University address
Conversations with three constituents regarding COCC

Mr. Ford OSU President Ed Ray's – State of the University address
Bend – La Pine School District's Site Facilities Meetings
IGS Solar lunch meeting
Met former President Bill Clinton when he was on campus

PRESIDENT'S REPORT:

- President Metcalf reported that the college hosted former President Bill Clinton when he gave a speech at the college on May 5.
- Attended the All Oregon Academic Team luncheon at the state capitol in Salem
- Guest Speaker at the "Greater Bend Rotary" - the GBR awards five student scholarships annually.

ADJOURN: 8:35 PM

APPROVED;

ATTEST TO;

Mr. David Ford, Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 9.b1
June 8 2016
Approve: ___ Yes ___ No
Motion: _____

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

Name	Date Hired	Location	Job title
Temporary Hourly			
Herschbach, Adora	5/01/2016	Bend	EMT Test Proctor
Skalla, Lorraine	05/12/2016	Bend	Simulator Operator
Hardin, Jaycob	05/17/2016	Bend	Simulator Operator
Kennedy, Sean	05/05/2016	Bend	Simulator Operator
Echols, Charity	05/25/2016	Bend	Test Proctor

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

Prepared by Diane Ross, Interim HR Director

Subject:	Approve employment contract for BRADY HICKMAN as Financial Aid Technical Analyst .
Strategic Plan Themes and Objectives:	
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>
Workforce Development Objectives	<p>WD.1 - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.</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>

A. Background

This is a replacement position. The **Financial Aid Technical Analyst** position is a full time 12-month, professional staff position within the Financial Aid department at Central Oregon Community College. The position's primary purpose is to coordinate and oversee all financial aid technical processes. Responsible for internal management and coordination of financial aid data and related systems. Serve as the primary resource for generating the research and statistics necessary for Financial Aid assessment projects.

B. Options/Analysis

- Approve the employment contract for BRADY HICKMAN as Financial Aid Technical Analyst.
- Decline approval of the employment contract for BRADY HICKMAN as Financial Aid Technical Analyst.

C. Timing

The Financial Aid Technical Analyst 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 May 16, 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 **BRADY HICKMAN** as Financial Aid Technical Analyst.

F. Miscellaneous

Mr. Hickman currently works in COCC's ITS Department, where he has served as the Assistant Computer Lab Coordinator since 2013. Prior to COCC he worked for Schock Logistics, Inc. as their Sales and IT Manager. Mr. Hickman earned an AAS degree in Computer & Information Systems at COCC in 2012, and a Professional Certification in Microsoft Products. His certifications include MS7, MCTS, A+ and ACSP.

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

Prepared by Diane Ross, Interim HR Director

Subject:	Approve employment contract for STEPHEN NEWCOMBE as Continuing Education Operations Manager .
Strategic Plan Themes and Objectives:	
Institutional & Sustainability Objectives	IS.6 - Further develop and enhance facilities to ensure institutional quality and viability.

A. Background

This is a replacement position. The **Continuing Education Operations Manager** position is a full time 12-month, professional staff position within the Continuing Education department at Central Oregon Community College. The position's primary purpose is to providing operations oversight to the Continuing Education program, including Community Learning, Employee & Professional Development and Contracted Training. This position will be responsible for improving and maintaining general operational systems for the department to enhance efficiencies for program managers and front line staff. The Operations Manager will provide operational support for Employee & Professional Development and Contracted Training, specifically.

B. Options/Analysis

- Approve the employment contract for STEPHEN NEWCOMBE as Continuing Education Operations Manager.
- Decline approval of the employment contract for STEPHEN NEWCOMBE as Continuing Education Operations Manager.

C. Timing

The Continuing Education Operations Manager 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 June 1, 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 contract for STEPHEN NEWCOMBE as Continuing Education Operations Manager.

F. Miscellaneous

Mr. Newcombe earned his Bachelor of Science degree in Business Management from Oregon State University. His professional experience includes more than ten years of administrative support roles in higher education at Oregon State University in Corvallis and COCC. Mr. Newcombe has held positions as the Administrative Assistant for the Sociology department and the Deans Office at OSU, then came to COCC in 2009 where he served as an Administrative Support Specialist in the Deans office and as the Administrative Assistant to the Vice President of Instruction. Over the last year, Stephen has served as the Interim Operations Manager in Continuing Education.

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

Prepared by Diane Ross, Interim HR Director

Subject:	Approve employment contract for MARY ANN ASSON-BATRES as Grants Coordinator .
Strategic Plan Themes and Objectives:	
Institutional Sustainability Objectives	IS.4 - Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.

A. Background

This is a replacement position. The **Grants Coordinator** position is a full time 12-month, professional staff position within the COCC Foundation department at Central Oregon Community College. The position's primary purpose is to plan, organize and manage grant development activities in support of advancing the mission of the College. Research, prepare and, working in collaboration with faculty and staff, facilitate development and submission of compelling proposals. Monitor and support post-grant activities, including reporting requirements, compliance with the grant agreement, and grant implementation procedures. Work with College and Foundation leadership to set annual grant priorities.

B. Options/Analysis

- Approve the employment contract for MARY ANN ASSON-BATRES as Grants Coordinator.
- Decline approval of the employment contract for MARY ANN ASSON-BATRES as Grants Coordinator.

C. Timing

The Grants Coordinator 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 May 23, 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 MARY ANN ASSON-BATRES as Grants Coordinator.

F. Miscellaneous

Ms. Asson-Batres has a Bachelor's degree in Geology from the University of Portland, a Master's degree in Teaching Biology from the University of Chicago, a Master's degree in

Marine Ecology from the University of Oregon, and a Ph.D. in Biochemistry and Molecular Biology from Oregon Health & Science University. Ms. Asson-Batres is currently a Professor of Biological Sciences at Tennessee State University. She was previously the Program Director for the National Science Foundation in biological and neural system cluster programs, and a Professor at Randolph-Macon College. Her areas of professional expertise are in research, teaching, data analysis, grant writing, program management, statistics, and public speaking.

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

Prepared by Diane Ross, Interim HR Director

Subject:	Approve employment contract for KEVIN HUGHES as Night Shift Custodial Supervisor .
Strategic Plan Themes and Objectives:	
Institutional & Sustainability Objectives	IS.6 - Further develop and enhance facilities to ensure institutional quality and viability.

A. Background

This is a replacement position. The **Night Shift Custodial Supervisor** position is a full time 12-month, professional staff position within the Campus Services department at Central Oregon Community College. The position's primary purpose is to plan, direct and supervise custodial operations for the College. Responsibilities include cleaning of College buildings, hiring, training and supervision of custodial personnel, maintaining custodial equipment, maintaining supplies inventory, custodial budget, and recycling.

B. Options/Analysis

- Approve the employment contract for KEVIN HUGHES as Night Shift Custodial Supervisor.
- Decline approval of the employment contract for KEVIN HUGHES as Night Shift Custodial Supervisor.

C. Timing

The Night Shift Custodial Supervisor 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 May 31, 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 KEVIN HUGHES as Night Shift Custodial Supervisor.

F. Miscellaneous

Mr. Hughes currently works in COCC's Campus Services Department, where he has served as the Interim Custodial Supervisor since February and prior to that as a Lead Custodian since 2010. Mr. Hughes has worked for Monaco Coach and Spectrum Building and Restoration being responsible for safety, training, and quality control. He is IICRC Certified (Inspection, Cleaning and Restoration).

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

Prepared by: Diane Ross, Interim HR Director

Subject	Approve the contract for Vaughan Briggs as Assistant Professor 1 of Business Administration; Sherry Farley as Assistant Professor I of Human Biology; Elizabeth Hylton as Assistant Professor II of Mathematics; and Jacqueline Coe as Assistant Professor I of Mathematics.
Strategic Plan Themes and Objectives	
Institutional Sustainability Objectives	<p>IS.1 – Expand and refine data, research and assessment systems, and infrastructure to support student success.</p> <p>IS.2 – Increase meaningful partnerships to improve COCC’s effectiveness and positive impact in the region.</p> <p>IS.3 – Develop a scalable approach to assessing student learning at the degree, program, and course levels.</p>
Transfer and Articulation Objectives	<p>TA.2—Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p> <p>TA.3 – Provide students a high-quality general education.</p>
Workforce Development Objectives	WD.3 – Maintain and Strengthen student opportunities in Business, Science, and Mathematics programs for students to achieve program completion and employment in their area of study.

A. Background

The **Assistant Professor 1 of Business Administration, Assistant Professor I of Human Biology, Assistant Professor II of Mathematics, and Assistant Professor I of Mathematics** are replacement positions.

B. Options/Analysis

- Approve the employment contracts for Vaughan Briggs, Sherry Farley, Elizabeth Hylton, and Jacqueline Coe
- Decline approval of the employment contracts for Vaughan Briggs, Sherry Farley, Elizabeth Hylton, and Jacqueline Coe

C. Timing

For the 2016-17 academic year

The Assistant Professor 1 of Business Administration, Assistant Professor I of Human Biology, Assistant Professor II of Mathematics, and Assistant Professor I of Mathematics positions are appointed for a 9-month employment contract each fiscal year. For the 2016-17 fiscal year, the initial employment contract period will be from September 12, 2016 to June 17, 2017. As with all other full-time faculty employees, a new contract will be prepared for the next academic year.

D. Budget Impact

The salary conforms to the salary schedule approved by the Board and the Faculty Forum.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the contracts of Vaughan Briggs, Sherry Farley, Elizabeth Hylton, and Jacqueline Coe for the 2016-17 academic year.

F. Miscellaneous

Mr. Briggs received his Master's in Business Administration from The Anderson Graduate School of Management at U.C.L.A. and his Masters of Arts in Teaching from Eastern Oregon University. He obtained his Bachelor of Arts in Business Administration degree from the University of Washington, Seattle. His professional experience includes holding various finance positions in Fortune 100 companies and medium sized businesses as well as starting his own businesses. Mr. Briggs has taught at the community college and university level for over six years. He is currently working as a business instructor at Central Oregon Community College teaching accounting and finance courses.

Dr. Farley has a Ph.D. in Nutrition from OSU and a B.S. in Ecology from the University of Georgia. Sherry is currently a faculty instructor at the University of Colorado at Colorado Springs and the director of dining services at the Namaste Alzheimer's Center. For a dissertation, Dr. Farley studied Vitamin E and K interactions. She is also a Registered Dietician.

Ms. Hylton received an Associate's degree from Mt Hood Community College, Bachelor's and Master's degrees in Mathematics from Portland State University, and a Master of Education (MEd) and Master of Science in Teaching (MST), Mathematics also from PSU. She is ABD for an EdD in Curriculum-Instruction from University of Phoenix. Ms. Hylton has been teaching full time in the Mathematics Department at Clatsop Community College since 2001.

Ms. Coe received a Bachelor's degree in Mathematics from Trinity Western University in Canada and a Master of Science in Teaching, Mathematics Education degree from Portland State University. In addition, she has a Master of Divinity from Multnomah University. Prior to her current position at COCC, she has held various positions at OSU Cascades, including Coordinator of Student Life, Coordinator of Enrollment Services and Faculty Support, and Finance and Administration Specialist. Ms. Coe has been teaching as both a part time and adjunct instructor in the Mathematics Department at COCC since 2004.

CENTRAL OREGON COMMUNITY COLLEGE BOARD OF DIRECTORS

RESOLUTION

Prepared by: Lisa Bloyer - Director of Fiscal Services

Subject: Approve inter-fund borrowing between various projects and funds of the College.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The College is the grantee on a number of grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College applies for and is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College's various funds "loan" money to the grant account.

This resolution, if approved by the Board, authorizes short-term interfund borrowing for the purposes described above. All such interfund borrowings shall be repaid by the end of the fiscal year. No interest shall be charged on such loans.

B. Options/Analysis

1. Approve interfund borrowing.
2. Do not approve inter-fund borrowing.

C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2016-17, this resolution will need to be approved before July 1, 2016.

D. Budget Impact

Funds borrowed by another College program do not earn interest. Therefore, there is the opportunity cost of foregone interest. For this reason, the College attempts to minimize the amount of inter-fund borrowing.

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various funds and programs of the College for the period of July 1, 2016 through June 30, 2017.

Date: June 8, 2016
 Exhibit: 9.d2
 Approve: Yes No
 Motion:

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer - Director of Fiscal Services

Subject: Designate custodians of funds and financial institutions.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Shirley Metcalf, Matthew McCoy, and David Dona be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2016-17 fiscal year:

Bank of America*	Bend and Redmond branches
Bank of the Cascades*	Bend, Redmond, Sisters, Prineville and Sunriver branches
Bank of the West*	Madras branch
Columbia Bank*	Bend, Redmond and Madras branches
High Desert Bank*	Bend and Redmond branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond and Prineville branches
Northwest Community Credit Union**	Bend and Redmond branches
OnPoint Community Credit Union**	Bend branches
Oregonians Credit Union**	Prineville branch
Premierwest Bank*	Bend and Redmond branches
SELCO Credit Union**	Bend and Redmond branches

South Valley Bank and Trust*	Bend, Sisters and LaPine branches
Umpqua Bank*	Bend branches
US Bank*	Bend, Redmond, Sisters, Prineville, LaPine, Madras and Portland (Main Office) branches
Washington Federal Savings*	Bend and Redmond branches
Chase Bank*	Bend, Redmond, Prineville, Sisters, and Sunriver branches
Wells Fargo Bank*	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
West Coast Bank*	Bend branch

* Member of FDIC
**Member of NCUA

B. Options/Analysis

1. Approve custodians of funds and depositories of District funds.
2. Approve other custodians of funds and depositories of District funds.

C. Timing

Approval before July 1, 2016 is required.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve Shirley Metcalf, Matthew McCoy, and David Dona as custodians of funds and the aforementioned financial institutions as depositories of District funds.

Date: June 8, 2016
Exhibit: 9.d3
Approve: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer – Director of Fiscal Services

Subject: Approve Clerk, Budget Officer and Deputy Clerks for 2016-17	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Each year it is necessary for the Board of Directors to designate the Clerk, the Budget Officer, and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to several contracts in the area of clinical affiliations and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

- ✓ It is recommended that Shirley Metcalf be the designated Budget Officer and Clerk of the District for the period of July 1, 2016 through June 30, 2017.
- ✓ It is recommended that David Dona and Matthew McCoy be designated Deputy Clerks for the period July 1, 2016 through June 30, 2017. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

B. Options/Analysis

- 1) Approve the Clerk, Budget Officer and Deputy Clerks.
- 2) Approve other persons as the Clerk, Budget Officer and Deputy Clerk.

C. Timing

The Clerk, Budget Officer, and Deputy Clerks must be designated by July 1, 2016.

D. Budget Impact

NA

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby designate Shirley Metcalf as Budget Officer and Clerk, David Dona and Matthew McCoy the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2016 through June 30, 2017.

Board Meeting Date: June 8, 2016
Exhibit: 9.e
Approval: ____ Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS: RESOLUTION**

Prepared by: Lisa Bloyer – Director of Fiscal Services

Subject:	Appropriation Review
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Every year at this time, the College performs a budget review of its appropriation units. Due to the difficulty in precise estimation of appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect actual and anticipated transaction activity. ***These changes reflect budget adjustments, not increases to the total budget.***

The required appropriation adjustments are the result of:

- General Fund - increased usage of Veteran’s Dependent and Over 65 tuition waivers
- Auxiliary Fund – purchase of airplane simulator for Aviation Program
- Capital Projects Fund – funding of two building remodels
- Enterprise Fund – initial funding of Technology Reserve for Residence Hall
- Internal Service Fund – purchase of new mail van
- Financial Aid Fund - increases in State Need grants and Foundation Scholarship awards

These requested changes to the above appropriation units are necessary to meet the needs of the College and remain in compliance with local budget law. Therefore, an adjustment to the appropriation authority is requested to the accounts identified on the attached budget change form.

B. Options/Analysis

1. Approve budget and appropriation transfer.
2. Do not approve budget and appropriation transfer.

C. Timing

This action is required at this time in order to allow the College to remain in full compliance with local budget law.

D. Budget Impact

There is no impact on the total budget. Changes reflect adjustments to budget categories as identified in the attached budget change form.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby authorize the transfer of budget and an equal amount of appropriation authority as specified in the attached budget change form.

Central Oregon Community College
Budget Change Form

Budget Year 2015-16

(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp X Perm

Appropriation Unit	Banner Index	Account Number	Amount Increase	Amount Decrease
General Fund - Financial Aid		69000	15,000.00	
General Fund - Instruction and Instructional Support		62000		15,000.00
Auxiliary Fund - Non-General Fund Instruction		71000	200,000.00	
Auxiliary Fund - Self Sustaining Activities		62000		200,000.00
Capital Projects - Transfers Out		82000	450,000.00	
Capital Projects - Capital Outlay		71000		450,000.00
Enterprise Fund - Transfers Out		82000	30,000.00	
Enterprise Fund - Materials & Services		62000		30,000.00
Internal Service Fund - Capital Outlay		71000	15,000.00	
Internal Service Fund - Materials & Services		62000		15,000.00
Financial Aid - State Programs		69000	150,000.00	
Financial Aid - Institutional Programs		69000	100,000.00	
Financial Aid - Federal Programs		69000		250,000.00
Total			\$ 960,000.00	\$ 960,000.00

Total of Debits + Credits **\$ 1,920,000.00**

Reason for Budget Change: Year end appropriation review

31-May-16 Lisa Bloyer, Director of Fiscal Services
Date Change Requested By

Date Vice President's/Dean's Approval

31-May-16 David Dona
Date Reviewed by CFO

Date President's Approval

Date Board's Approval

Approval to Rehire Administrative and Confidential Staff for 2016-2017

NAME	POSITION TITLE
------	----------------

Temporary

Bauman, Tucker	ABS, DRCI Welding Program Coordinator
Narum, Janet	Director of Corrections Education, DRCI

Probationary (Note: **Bold** Indicates new to the college or new to position in this FYE 06-30-2016)

Allison, Brian	End User Support Administrator
Asson-Batres, Ann Mary	Grants Coordinator
Bilbrey, Stephanie	Student Housing Marketing & Summer Conference Coordinator
Bloyer, Lisa	Director of Fiscal Services
Boone, Zachary	Executive Director for COCC Foundation
Buccafurni, Lindsey	Admissions Coordinator
Curley, Steven	SBDC Director
Davis, Andrew	Director of Student & Campus Life
Dona, David	Chief Financial Officer
Dymond, Wesley	Information Security Administrator
Forbess, Jennifer	Tutoring Coordinator, Writing Center
Forell, Jared	Assist Director of A&R – Curriculum and Technology
Goetsch, Stephanie	Program Manager, Community Learning
Green, Jeremy	COCC Campus Administrator, Madras
Harris, Chad	Instructional Dean
Harris, Krissa	Academic Advisor, CAP Center
Hayes, Tyler	Coordinator of Student Engagement
Hice, Malissa	Financial Aid Advisor
Hickman, Brady	Financial Aid Technical Analyst
Hovekamp, Tina	Director of Library Services
Huckins, Shelley	Payroll Supervisor
Jones, Drew	Assistant Director, Recruitment & Outreach
Julian, Betsy	Vice President for Instruction
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Korn, Ginger	Business Systems Programmer
Lantis, Glenda	Director of Continuing Education
Marnell, Tamara	ILS & Discovery Librarian
McCrea, Darren	Technology Project Manager
Metcalf, Shirley	President
Newcombe, Stephen	Operations Manager, Community Learning
Olmeda-Chavez, Juan	Senior systems Administrator Account & Team Support Specialist
Parisi, Leslie	Academic Advisor CAP Center, Pre-Nursing
Payne, Frank	Assistant Director of the Bookstore
Roshau, Kristine	Instructional Technical Systems Specialist/Trainer

Schulz, Gerald	Extended Learning Dean
Shew, JJ	HRIS/Business Module Manager
Solar, Layla	Assistant Director for Admission & Registration
Spaccarotelli, Linda	Purchasing Coordinator
Stock, Ryan	Facilities Maintenance Manager
Winans, Jessica	Director of E-Learning

Regular (Note: **Bold** indicates satisfactory completion of 3-yr probation/transfer to regular status in this position)

Andresen, Sharla	Director of Contracts & Risk Management
Barry, Seana	Director of CAP Center
Beaulieu, Mike	Campus Services Operations Supervisor
Bellusci, Sharon	Student Services Technology Coordinator
Bennett, Jim	Interim Director of Campus Public Safety
Boehme, Laura	Director ITS Infrastructure
Boone, Aaron	Senior Systems Administrator Account & Team Support Spec
Bowling, Michael	Senior MIS Analyst Programmer
Cecchini, Daniel	Chief Information Officer
Darwin, Julian	Culinary Program Manager
DeBaal, Wade	Assistant Network Administrator
Donnell, Scott	Web Designer
Douglass, William	Director Club Sport, Intramural Recreation
Dula, Tracy	Coordinator of Career Services
Egertson, Chris	Research Analyst
Elsberry, Shawna	Director of Student Retention
Fisher, Michael	Instructional Dean
Floyd, Jeff	Senior Network Administrator
Graham, Caren	Marketing Manager, Community Learning
Gunnell, Christa	Human Resources Employment and Benefits Supervisor
Hagan, Deborah	Director of Secondary Programs
Hagenbach, David	Sign Language Interpreter
Jeffreys, Cynthia	Systems Integrator
Jenkins, Annie	Disability Services Coordinator
Jordan, Bonnie	Academic Advisor, CAP Center
Jumper, Nancy	Community Learning Program Manager
Kalanquin, Diana	Academic Advisor/Allied Health
Knox, Rachel	Community Learning Program Manager
Kristiansen, Suzie	COCC Campus Administrator, Prineville
Matsumura, Jessie	Senior MIS Analyst Programmer
Metcalf, Aimee	Assistant Director of College Relations
Mills, Chris	Student Module Manager / Analyst
Newby, Jennifer	Instructional Dean
Nichols, Brittany	Development Officer - Foundation
Niswonger, Paul	Linux Systems / Oracle Database Administrator
Pantenburg, Leon	Student Newspaper Advisor
Pierce, Brynn	Director of Institutional Effectiveness
Podell, Keri	Academic Advisor, CAP Center
Richards, Jeff	Engineering Systems Coordinator
Ricketts, Gina	Native American Program Coordinator
Rogers, Barry	Senior Web Developer

Roth, Karen	Director of Multicultural Activities
Roy, Lynn	Lead Business Systems Programmer
Sandoval, Evelia	Latino Student Program Coordinator
Sea, Edward	Director of Application & Web System Development
Smith, Kellie	Director of Tutoring and Testing Center
Stennett, Paul	Program Manager, Community Learning
Sylwester, Breana	Assistant Director, Financial Aid
Towne, Silas	Supervisor, Science Lab Techs & Tutors
Viola, Joe	Director of Campus Services
Wheeler, Paul	Assistant Director of Housing & Residence Life
Whetstine, Courtney	Director of Admissions and Registrar
Wilcox, Jim	Business Counselor, SBDC
Wright, Beth	Placement Test Coordinator

Currently on 3-Year Contracts

Benefiel, Lori	Director of the Bookstore and Auxiliary Services
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Dean of Student and Enrollment Services
Multop, Kevin	Director of Student Financial Aid
Paradis, Ron	Executive Director of College Relations
Viles, Vickery	Director of Curriculum and Assessment

Confidential

<i>OPEN/APPROVED</i>	<i>Administrative Assistant - VPI</i>
Smith, Julie	Executive Secretary – President and Board of Directors
Peters, Jennifer	Administrative Assistant II – VP for Administration

Exhibit: 9.h
Date: June 8, 2016
Approved: ___Yes___No
Motion: _____

Central Oregon Community College

RESOLUTION

Prepared by: Jenni Newby, Interim Vice President for Instruction

A. Action Under Consideration

Approve emeritus status for retiring faculty: **Charlie Naffziger**

B. Discussion/History

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

C. Options/Analysis

Approve emeritus status for retiring faculty: Charlie Naffziger

Decline approval of emeritus status for retiring faculty: Charlie Naffziger

D. Timing

Effective with their retirement as of June 11, 2016.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty: Charlie Naffziger

F. Budget Impact

None.

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

Cash and Investments

The Colleges' operating cash balances currently total \$38 million. The average yield for the Local Government Investment Pool is .75 percent.

The bond proceeds held in cash totals \$536 thousand as of the end of April.

General Fund Revenues

The college received the final State Aid payment of \$2.4 million bringing the total revenue to \$9.4 million, \$300 thousand over budget. The budgeted transfers-in have been posted for the year.

General Fund Expenses

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

Budget Compliance

General fund financial aid expense is over budget due to increased tuition waivers for students who are a Veteran's dependent, and waivers for students over age 65. A budget adjustment will occur with the appropriation review. All other appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of April 30, 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	\$ 36,827,397		
3624 - Robert Clark Trust			\$ 371,880
3707 - Residence Hall bond funds		\$ 137,698	
3948 - Residence Hall retention		\$ 398,523	
April Average Yield .75%			
Cash in USNB	\$ 1,201,229		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 38,033,226</u>	<u>\$ 536,221</u>	<u>\$ 371,880</u>

Central Oregon Community College
Monthly Budget Status
 April 2016

Exhibit 10.a
 08-Jun-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	\$ 13,703,660	\$ (476,340)	96.6%	98.8%
Prior Taxes	623,000	424,911	(198,089)	68.2%	55.6%
Tuition and fees	16,679,000	16,749,744	70,744	100.4%	101.4%
State Aid	9,110,000	9,409,675	299,675	103.3%	73.6%
Interest & Misc. Income	70,000	96,453	26,453	137.8%	2.0%
Transfers-In	1,874,500	1,874,500	-	100.0%	98.8%
Total Revenues	\$ 42,536,500	\$ 42,258,943	\$ (277,557)		
Expenses by Function					
Instruction	\$ 19,343,813	\$ 15,094,971	\$ 4,248,842	78.0%	79.9%
Academic Support	3,136,473	2,427,227	709,246	77.4%	76.3%
Student Services	4,835,160	3,333,909	1,501,251	69.0%	76.0%
College Support	5,264,718	4,063,724	1,200,994	77.2%	76.9%
Plant Operations and Maintenance	4,599,224	3,222,949	1,376,275	70.1%	70.5%
Information Technology	4,090,108	3,142,045	948,063	76.8%	75.1%
Financial Aid	52,897	66,178	(13,281)	125.1%	114.2%
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	\$ 33,936,306	\$ 10,788,705		
Revenues Over/(Under) Expenses	\$ (2,188,511)	\$ 8,322,637	\$ 10,511,148		

Central Oregon Community College
Monthly Budget Status
 April 2016

Exhibit 10.a
 8-Jun-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	\$ 4,864,470	\$ (467,991)	91.2%	46.3%
Expenses	5,279,505	2,377,327	2,902,178	45.0%	81.1%
Revenues Over/(Under) Expenses	\$ 52,956	\$ 2,487,143	\$ 2,434,187		
Grants and Contracts Fund					
Revenues	\$ 1,850,369	\$ 667,636	\$ (1,182,733)	36.1%	45.5%
Expenses	1,904,487	899,977	1,004,510	47.3%	60.8%
Revenues Over/(Under) Expenses	\$ (54,118)	\$ (232,341)	\$ (178,223)		
Capital Projects Fund					
Revenues	\$ 2,037,398	\$ 2,294,511	\$ 257,113	112.6%	32.8%
Expenses	7,215,300	3,262,651	3,952,649	45.2%	44.0%
Revenues Over/(Under) Expenses	\$ (5,177,902)	\$ (968,140)	\$ 4,209,762		
Enterprise Fund					
Revenues	\$ 8,612,326	\$ 5,096,911	\$ (3,515,415)	59.2%	59.9%
Expenses	9,627,759	5,751,577	3,876,182	59.7%	56.7%
Revenues Over/(Under) Expenses	\$ (1,015,433)	\$ (654,666)	\$ 360,767		
Auxiliary Fund					
Revenues	\$ 9,502,382	\$ 8,053,224	\$ (1,449,158)	84.7%	73.7%
Expenses	10,553,349	7,665,610	2,887,739	72.6%	74.7%
Revenues Over/(Under) Expenses	\$ (1,050,967)	\$ 387,614	\$ 1,438,581		
Reserve Fund					
Revenues	\$ 9,336	\$ -	\$ (9,336)	0.0%	0.0%
Expenses	510,000	466,706	43,294	91.5%	76.0%
Revenues Over/(Under) Expenses	\$ (500,664)	\$ (466,706)	\$ 33,958		
Financial Aid Fund					
Revenues	\$ 18,445,575	\$ 12,110,861	\$ (6,334,714)	65.7%	66.3%
Expenses	18,472,306	12,470,964	6,001,342	67.5%	67.5%
Revenues Over/(Under) Expenses	\$ (26,731)	\$ (360,103)	\$ (333,372)		
Internal Service Fund					
Revenues	\$ 390,767	\$ 226,047	\$ (164,720)	57.8%	55.8%
Expenses	516,989	356,721	160,268	69.0%	57.3%
Revenues Over/(Under) Expenses	\$ (126,222)	\$ (130,674)	\$ (4,452)		
Trust and Agency Fund					
Revenues	\$ 1,809	1796	\$ (14)	99.2%	79.9%
Expenses	3,000	750	2,250	25.0%	85.7%
Revenues Over/(Under) Expenses	\$ (1,191)	\$ 1,045	\$ 2,236		



HOUSING OPERATIONS REPORT Board of Directors' Meeting – June 2016

STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7
Transfer and Articulation: Objective TA.1
Workforce Development: Objective WD.1

2015-16 YEAR END SUMMARY

A 2015-16 Housing Operations “Year End” report will be provided as part of the July Board of Directors meeting packet.

2016-17 APPLICATION TRACKING

As of May 23, 231 (31 returners and 200 new) students have submitted an application and 175 paid the application fee. The next step in the application process is for students to complete a “budget worksheet” and background check. Anecdotally, many students indicate that they are unable to yet complete the budget worksheet as they were waiting for updates regarding the Oregon Promise (OP). OP award information was released to students and colleges last week and as such, staff anticipate an influx of budget worksheets in the coming weeks.

SUMMER 2017

Resident Students

Historically, COCC first started allowing students to live on campus during summer term approximately three years ago; relatively few students took advantage of this opportunity. Regardless, doing so for new student housing has been a consideration since the planning phase and as such, applications for students to live in housing during summer term went live on May 2. As of May 26, 17 students have applied to live on campus for summer term, with the majority of these being new students; 10 students have completed the majority of required application steps. The deadline to apply for summer term is June 3 and update will be provided in the July Board packet.

Summer Conferences/Groups

There are currently seven contracted summer conference groups booked in the residence hall for summer 2016, representing approximately 2,200 bed nights and \$50,000 in revenue. Groups include youth camps, sports camps/tournaments, and professional development trainings for working professionals.

Additionally, COCC has received interest from four individuals fulfilling higher education or professional internship requirements. While they represent a small portion of revenue (approximately \$3,500 for the summer), several local businesses have inquired about this option and Housing staff will be exploring this as a future summer housing opportunity.

Summer Staffing

In addition to professional staff, four student employees will help manage summer conferences and summer housing: A Conference and Community Assistant (provides traditional Community Assistant support as well as summer conference support) and three Conference and Marketing Assistants (will primarily serve as summer conference hosts, but also support housing marketing/outreach needs).

2016-17 HOUSING STUDENT STAFF

Housing and Residence Life staff completed the hiring process for the 2016-17 Community Assistants (CA's). There are six CA's returning from 2015-16; all ten represent majors from across the College, including both transfer and Career and Technical education majors; and eight are from Oregon, one from Washington, and one from Minnesota.



**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	IS.1 - Expand and refine data, research and assessment system and infrastructure to support student success.
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.
Transfer and Articulation	TA.3 – Provide students a high-quality general education.
Prepared By	Dr. Jenni Newby, Interim Chief Academic Officer

**ENSURING STUDENT SUCCESS THROUGH the COCC Institutional Review Board (IRB) and the COCC Institutional Animal Care and Use Committee (IACUC)
Update to the COCC Board of Directors**

What is an IRB?

An Institutional Review Board (IRB) is a group established by an institution to protect the rights and welfare of human subjects recruited to participate in research activities. Federal, state and college regulations require all human subjects research conducted by Central Oregon Community College faculty, staff and students to be approved by the IRB before the research can be conducted. At COCC, the group is composed of seven members, 6 faculty and staff and 1 community member. All members are required to go through online training from the National Institute of Health, Office of Extramural Research, to ensure a baseline knowledge of applicable rules for IRB activities.

When does an IRB need to review a project?

For the IRB purposes, research means a systematic investigation, designed to develop or contribute to generalizable knowledge. Investigations designed to develop or contribute to generalizable knowledge are those designed to draw general conclusions (i.e., knowledge gained from a study may be applied to populations outside of the specific study population), or inform policy.

For conclusions to be generalizable, they must be disseminated for research purposes (or be part of a program of investigation that will be disseminated). Therefore, the material will be shared beyond the local setting. Examples of dissemination are publications in a scholarly journal, presentations at a professional conferences, or placement of a reports in a library. Examples that are not dissemination include oral presentation to a departmental group in fulfillment of a college requirement, sharing of results with an agency that cooperated in information collection, or internal presentation for utilization and review purposes.

As teaching is the focus at COCC, the IRB does not see a large amount of projects for review. As such, we have not had protocols for review this year. However, faculty or members of the college community who may be interested in research that involves human subjects may be required to submit an IRB protocol. Activities that do not fall under a need for IRB review include things like classroom activities, internal data collection and pilot studies.

Institutional Animal Care and Use Committee (IACUC)

The Institutional Animal Care and Use Committee (IACUC) has been established to ensure the humane care and use of research and laboratory animals and to encourage scientific inquiry while assuring compliance with applicable laws and regulations to protect the interests of Central Oregon Community College when conducting research on, treating, or caring for animals. The use of animals for educational use must be reviewed and approved by the IACUC. The IACUC is composed of six members that are comprised of COCC faculty and community members. All members are required to go through online training that is offered by American Association for Laboratory Animal Science to ensure a baseline knowledge of applicable rules for IACUC activities.

When Does IACUC Review Apply?

An IACUC review is required for anyone using any live vertebrate animal in research, testing, and/or teaching. Different from the IRB, classroom activities that would involve live animals would fall under IACUC review. A sample of an approved IACUC protocol is included to provide a better understanding of the work involved in preparation of the documents. Therefore, the IACUC has more protocol review activity than is seen with the IRB. Additionally, the COCC Veterinary Technology facility must undergo a semi-annual inspection that is performed in November and May. The review, based on standards enforced by the USDA, requires the generation of a report documenting the adequacy and appropriateness of the facility.

FOR IACUC COMMITTEE USE ONLY Revision _____

IAF #: APPROVAL DATE Dec 8, 2015

[Signature]
APPROVAL SIGNATURE-IACUC Chair



CENTRAL OREGON
community college

**IACUC APPROVAL FORM (IAF)
REVIEW OF THE USE OF LABORATORY ANIMALS IN EDUCATION**

The Animal Welfare Act (Public Law 89-544, as amended), USPHS Policy, Guide, and other applicable laws, regulations, and policies are endorsed by the COCC Institutional Animal Care and Use Committee (IACUC). The use of animals for educational use must be reviewed and approved by the IACUC. The Committee will review this information for appropriate treatment, care and use of the animals. Animals will not be used until there is an approved IAF. The IAF is available for review by the IACUC, the U.S. Department of Agriculture, and other appropriate officials.

TITLE: VT 202 Surgical Nursing and Dentistry

PRINCIPAL INVESTIGATOR: Cindy Elston, DVM

Department: Veterinary Technician

Office No: HCC 246

Phone: 541-330-4352

ASSURANCE STATEMENT:

1. I agree to use animals as stated in this protocol.
2. I agree to abide by the Ethical Principles for the Humane Care and Use of Laboratory Animals.
3. I have considered alternatives to using animals and have not found acceptable non-animal methods.
4. I agree to use only the minimum number of animals required to achieve the educational objective.
5. Animals will not experience any unnecessary discomfort, pain or distress.
6. I assure that this study does not unnecessarily duplicate previous animal studies.

Signature
Principal Investigator

Date

Indicate the projected number of animal(s) to be used for this protocol:

Species	Sex	Age	#/Course	#/Year	Avg.Duration
Canine	M/F	2 mo - 2 yr	32	32	3-5 hours
Feline	M/F	2 mo - 2 yr	28	28	3-5 hours

A. GENERAL

1. Describe the educational rationale and purpose for this course:

In an AVMA accredited Veterinary Technician program, program personnel are required to teach Veterinary Technician students how to safely and competently administer, monitor and maintain anesthesia and analgesia; perform surgical nursing support; perform routine dental prophylaxis; perform cystocentesis to collect a urine sample; perform jugular venipuncture to collect a blood sample; collect a sterile vaginal swab sample for vaginal cytology evaluation, and perform passage of an orogastric tube to understand the technique for administering medications directly to the stomach or for decompression or lavage of the stomach.

The goal of this course is to achieve the educational outcomes required of entry-level certified veterinary technicians in the healthcare industry and by our accrediting body, the American Veterinary Medical Association's Committee for Veterinary Technician Education (AVMA CVTEA).

- a. Why is it necessary to use animals?

The AVMA-required essential skills are required to be accomplished via hands-on experiences with live animals. Experience working with live animals cannot be fully duplicated by working with models.

Students will practice placement of intravenous catheters and endotracheal tubes on models prior to working with live animals.

- b. Why was the specific species selected for this proposed course?

Dogs and cats are the two most often presented domestic species in veterinary medicine. The anatomy of dogs and cats closely resembles that of most other domestic animals and serve very well as models for those species. Additionally, the AVMA requires students to participate in canine ovariohysterectomy, canine castration, feline ovariohysterectomy, and feline castration surgeries, as well as perform routine dental prophylaxis of small animal patients (dog or cat).

2. Literature search information:

- a. Provide the names of the sources searched:

1. Guidelines for the Use of Animals in Veterinary Technology Programs.
www.avma.org/education/cvea/cvtea_appendix_b.asp
2. USDA Animal Welfare Act, Regulations and Policy Manual

- www.aphis.usda.gov/ac/publication.html
3. Veterinary Information Network
www.vin.com
 4. PubMed
www.pubmed.gov
 5. Veterinary Partner
www.veterinarypartner.com
 6. Cornell University College of Veterinary Medicine
www.vet.cornell.edu/library/publicsvcs/freeresources.cfm
<http://www.vet.cornell.edu/hospital/Services/Companion/Dentistry/>

b. Are alternatives available?

Alternatives are unavailable for this level of required education. Prior to graduation, the student is required to demonstrate technical proficiency on a live animal.

c. Date of literature search: 09/10/15

d. Dates included in the search: 1/14/12 – 09/10/15

Key words searched: teaching models, veterinary technology, alternative surgical model, veterinary technician education, anesthetic non-animal model, cat dog dentistry model.

e. Provide a narrative description of the literature search results:

The literature findings support the awareness that there is limited availability of educational non-animal models, which are appropriate or adequate to meet the requirements of the AVMA for educating veterinary technicians and technologists.

f. If the literature search has identified a non-animal alternative, justify why that alternative should not be used.

Alternative non-animal models are not available or suitable for training.

3. Give the rationale for selecting the number of animals used.

One male or female cat or dog will be spayed or neutered, and one male or female cat or dog will have a dental prophylaxis during each lab. There will be four lab sessions each week of the term.

A single animal will have no more than two anesthetic procedures during the term. If an animal requires both a neuter surgery and a dental prophylaxis, these procedures will be performed in separate lab sessions. These procedures will not be performed during the same lab session in order to keep the anesthetic time for the patient within reasonable limits. A minimum of two weeks will be observed between anesthetic procedures.

4. Have any of these animals been used in any other educational protocol?

No

If yes, describe:

B. EDUCATIONAL PROCEDURES

1. Where will the procedure be performed?

The procedures will be performed at the COCC Veterinary Technician Lab teaching facility.

2. In lay terms, succinctly describe how animals will be used:

Animals from Brightside Animal Center (BAC) will be moved to/from the Veterinary Technician Lab building by walking the animals across the parking lot from BAC to the Lab building using appropriate restraint tools (leash and collar for dogs; hard-sided crate for cats). Animals from local humane societies will be moved to/from the Veterinary Technician Lab building according to the USDA transporting guidelines by a representative of the animal shelter. Animals will be housed in the Lab bldg in the species-specific cages appropriate to the size of the animal. Animals from BAC will be brought over to the Lab building the day of their procedure and housed until the day after their procedure at which time they will return to the care of BAC. Animals from local humane societies will be brought over to the Lab building the day before their procedure and housed until the day after their procedure at which time they will return to the care of the responsible animal shelter. While housed at the Lab building, students will walk the dogs a minimum of three times a day, provide a litterbox for cats, provide food and water to all animals, and provide enrichment. Students will monitor food and water intake, urine and bowel movements, and general health.

Each animal will be either spayed or neutered by a DVM or will have a dental prophylaxis performed. For surgical procedures, veterinary technology students will be acting as anesthetist, surgical assistant, and surgical circulating technician. For dental procedures, veterinary technology students will be acting as anesthetist and dental technician. The animals will be recovered after the surgery and dental procedures and will return to BAC or the appropriate animal shelter the day following the procedure.

Anesthetist: The student anesthetist, working with an assistant, will perform a physical exam and collect blood for pre-anesthetic bloodwork on the animal the day prior to the procedure. The DVM will also perform a physical exam on the animal and will review the pre-anesthetic bloodwork. The student anesthetist will ensure that the patient is fasted for at least 12 hours prior to the procedure. The day of the procedure, the anesthetist and DVM, working with an assistant, will repeat the physical exam and provided no change in physical exam findings will prepare for the anesthetic procedure. When ready, the anesthetist and assistant will safely administer a pre-anesthetic drug protocol per DVM orders (see attached Standard Anesthetic Protocols). After allowing the sedative to be effective, the student will place an IV catheter, attach a fluid line and begin fluids at a rate prescribed by the DVM. The anesthetist will safely induce anesthesia using a DVM prescribed drug protocol. Once anesthesia has been induced, the animal will be intubated using an appropriately sized endotracheal tube. The tube will be secured in place and the

cuff safely inflated to the volume needed only to obstruct airflow from the trachea. The endotracheal tube will be attached to a gas anesthetic system (isoflurane or sevoflurane) and the anesthetist student will then stabilize and monitor planes of anesthesia and the physical parameters of the animal throughout the procedure. The animal's condition will be consistently monitored using state of the art monitoring equipment, in addition to the anesthetist focusing nearly constant attention listening to, watching and touching the animal. When surgery is complete, the anesthetist student will "recover" the animal by stopping the flow of anesthetic gas and allowing pure oxygen to support clearance of gas from the lungs. As the animal shows signs of "waking up", the student will discontinue oxygen, disconnect the anesthetic machine and untie the e-tube from the animal. When the animal has achieved a determined level of awareness (can swallow) the student anesthetist will deflate the e-tube cuff and gently remove the endotracheal tube. Once the animal is able to either maintain a sternal position (on its chest) or becomes mobile, the student will return the animal to the kennel and place him/her on heat support (warm water blanket) if necessary. The student will remain at the animal's side, constantly monitoring the level of consciousness and providing whatever support may be necessary for the animal. The student will maintain visual monitoring until the animal is fully awake and body temperature has reached 100°F. The evening of the procedure, the student will provide a walk (dog) or litterbox (cat), food, water, and any nursing care for the patient and will remove the IV catheter and apply a pressure wrap for 10 minutes. The morning following the procedure, the student will perform a physical exam, check incision, walk the animal (dog), clean the litterbox (cat), provide food and water, medicate with post-op pain meds as prescribed by DVM, and then return the animal to BAC or prepare the animal for transportation by a representative of the responsible animal shelter.

Procedures necessary for preparation and maintenance of general anesthesia:

Intravenous catheter placement (cephalic or saphenous vein): The student will clip an area of appropriate size over the vein, leaving no hair at the site. The student will prepare the site aseptically using Chlorhexidine 2% Scrub and Chlorhexidine 2% Solution, alternating 3 times. The student will repeat this pairing of antiseptics until the site is completely clean, with a minimum of 3 scrubs. A final skin wipe will take place using 70% isopropyl alcohol and allowed to dry. An assistant will place their finger across the blood vessel to act as a tourniquet. The student will insert the catheter into the skin and vein with the bevel up. Once blood is observed in the catheter, the student will advance the catheter a few more millimeters and then thread the catheter off the needle into the vein. The student will remove the needle and place an injection cap on the catheter. The student will secure the catheter to the patient's leg with tape without kinking the catheter. The student will flush the catheter with heparinized saline to ensure patency. There will be no more than two attempts allowed for a student to place the catheter; should two unsuccessful attempts be made by a student, the CVT or DVM will intervene to place the catheter.

Placement of endotracheal tube: The student will choose three appropriate sized endotracheal tubes for the size of the patient. The student will wait until the assisting student opens the mouth and the patient does not resist opening of the mouth. The student will use the endotracheal tube to push the tongue out to the

side of the mouth and will grasp the tongue with a gauze sponge and extend the tongue over the lower canine teeth to open the jaw. The student will visualize the opening of the trachea and place the endotracheal tube in the trachea. The student and assistant will gently place the patient into lateral recumbency (lie the patient on their side). The student will turn on the oxygen flow rate according to the patient's weight and requirement based on the breathing system and attach the breathing circuit to the endotracheal tube. The student will palpate the neck to verify that only one tubular structure is present. The student will secure the endotracheal tube. The student will inflate the cuff of the endotracheal tube until no leak is heard when inflating the lungs to a pressure of 20cm H₂O. There will be no more than two attempts allowed for a student to place the endotracheal tube; should two unsuccessful attempts be made by a student, the CVT or DVM will intervene to place the endotracheal tube.

Surgery Procedure: Once the patient has achieved a surgical anesthetic plane and is stabilized, the surgical technician student will prepare the animal for surgery. The animal will be gently positioned for optimal access to the surgical site. The surgery site will be clipped with a #40 clipper blade, being careful to avoid "clipper burn" on the animal's skin. The entire shaved site will be sterilized using Chlorhexidine 2% Scrub and Chlorhexidine solution, alternating 3 times. The student will apply Scrub on 3x3 gauze squares. Starting in the center of the surgical site the student will scrub the site using concentrically larger circles, moving outward from the center. The student will then wipe the site with Chlorhexidine solution repeating the same circular pattern from the center, out. The student will repeat the scrub and rinse until the site is completely clean, with a minimum of 3 scrubs. The student will perform a local anesthetic line block of the incision site. The animal will then be moved into surgery and gently positioned on the surgery table according to the procedure being performed. The animal will be secured into position using limb tie-downs. A final scrub will be performed on the surgical site. Using sterile technique the DVM will drape and prepare the animal for the surgical approach. The animal will be spayed or neutered by a DVM using standard sterile, surgical technique. The abdomen will be closed using 3-0 PDS/Monocryl absorbable suture in a simple continuous pattern. The subcutaneous tissues will be closed using 3-0 PDS/Monocryl in a simple continuous pattern. The skin will be closed intradermally with a buried knot, with 3-0 PDS/Monocryl suture in a simple continuous pattern. As soon as surgery is complete, the surgery technician student will undrape the animal, remove the tie-downs, assist with removing monitoring cables, and prepare to move the animal to the recovery area. All animals will receive post-operative pain medications.

Dental prophylaxis: Once the patient has achieved a surgical anesthetic plane and is stabilized, the animal will be gently positioned for optimal access to the teeth. The dog or cat will undergo an oral examination while under anesthesia. A routine dental prophylaxis will be performed using both mechanical methods (ultrasonic scaling) and hand scaling methods. Polish will be applied to the teeth after the teeth are cleaned. If any teeth are identified as in need of extraction, a local nerve block will be performed. Then, either a simple or surgical extraction will be performed. If the extraction is to be simple in nature, the technician will perform the extraction with veterinary supervision. Any surgical extractions will be performed by the veterinarian. The teeth will be charted to keep a visual record of the patient's oral health. As soon as the dental is complete, the dental technician student will assist with removing monitoring cables, and help the anesthetist

with recovery and move the animal to its heated kennel when it is time. All animals experiencing an extraction or with a dental score of 2/4 or higher will receive pre and post-operative antibiotics. All animals experiencing an extraction will receive post-operative pain medications.

Additionally, students will perform a cystocentesis and jugular venipuncture on cats under anesthesia for dental prophylaxis and passage of an orogastric tube on dogs under anesthesia for spay/neuter.

Jugular venipuncture: One student will position the patient in sternal recumbency (lying on its chest) and hold the patient's head in an elevated position. The student performing the blood draw will place their finger in the jugular groove to act as a tourniquet. The student will apply alcohol to wet down the hair and palpate the area to determine the location of the jugular vein. The student will place the needle with attached syringe through the skin and into the vein and draw back on the plunger to obtain two milliliters of blood. The student will release the digital tourniquet and verbally signal the assistant that the blood collection is complete. The student will wait until the assistant places a digit over the puncture site to remove the needle from the vein. The assistant will apply pressure to the puncture site for ten seconds and confirmed there is no bleeding from the site. No more than two attempts per jugular vein.

Cystocentesis: One student will position the patient in lateral recumbency (lying on its side) and gently pull the hind legs caudally (toward the tail). The student performing the cystocentesis will gently palpate and immobilize the bladder by holding the caudal end of the bladder. The student will wet the skin with alcohol. The student will advance the needle with attached syringe through the abdominal wall and into the bladder at an oblique angle directed caudally. Once the needle is in the lumen of the bladder, the student will pull back on the syringe plunger to withdraw urine from the bladder, ensuring minimal movement of the syringe and needle. The student will stop aspirating after the sample is obtained, release the bladder, and withdraw the needle from the abdomen. One attempt per patient.

Orogastric intubation: The student will measure the tube to the last rib of the patient and mark the tube at the point of the mouth prior to placement. The student will place a mouth speculum in the mouth, will lubricate the end of the stomach tube and will pass the tube into the dog's stomach through the oral cavity. The student will verify correct placement of the tube by palpating the tube within the neck or injecting 100 mL of air while an assistant auscultates the stomach for gurgling. The student will remove the tube by sealing the end of the tube and gently pulling the tube from the stomach of the patient.

Vaginal cytology sample collection: The student will aseptically prepare the vulva by cleaning the skin surface with dilute chlorhexidine solution. An assistant will part the vulvar lips and the student will introduce a sterile swab moistened with sterile saline into the vulva in a dorsal direction and advance the swab horizontally into the vagina. The swab will be gently rolled along the vaginal wall. The swab will then be removed and rolled onto a glass microscopic slide for staining and evaluation.

3. Is discomfort, pain, or distress associated with this procedure?

Yes

If yes, describes procedures used to minimize discomfort, pain, or distress. List analgesics, anesthetics or tranquilizing agents, dose and route of administration.

Excellent veterinary nursing care is provided for this Category D procedure. Appropriate pre-anesthetic, anesthetics and post-surgical analgesics are used. See attached Standard Anesthetic Protocols.

Definitions of USDA Pain and Distress Categories

Category C - Includes all painless and/or distress-free procedures, including but not limited to routine dosing procedures, blood withdrawal (0.7% of body weight/day), routine veterinary procedures, and catheterizations. In general, procedures conducted in the course of common veterinary practice without the aid of analgesic, or tranquilizing agents are considered to be Category C.

Category D Includes all procedures in which anesthetic, analgesic, or tranquilizing agents are administered, either as prophylaxis or as prompt treatment following observation of symptoms, to relieve pain or distress. This includes surgical procedures since the animals are anesthetized.

Category E - Includes all studies where pain and/or distress to the animal is an experimental endpoint, or is likely to occur, and no anesthetic, analgesic, or tranquilizing drugs are to be given

4. Identify the USDA classification for the animals in this educational procedure:

Category D

C. RESTRAINT:

Describe method, frequency and duration of animal restraint:

Brief (20 seconds-2 minute), gentle, human restraint will be used for blood collection, administration of pre-anesthetic medication, catheter placement and removal, and anesthetic induction. Minimal restraint that assures the safety of the animal and the student will be used for these procedures.

D. SURGICAL PROCEDURES : If no surgical procedures are performed, skip to Paragraph E

1. Will surgery be performed? YES

2. Where will the procedure be performed?

The procedures will be performed at the COCC Veterinary Technician Lab teaching facility.

3. Has the Attending Veterinarian reviewed the procedure? YES

4. Description of the surgical procedure:

Feline Ovariohysterectomy: Routine ovariohysterectomy to remove both ovaries and the uterus just proximal to the cervix. The ovarian and uterine vessels will be ligated or tied off with two suture knots to prevent abdominal bleeding. Then, the abdominal tissues will be closed in three different layers of suture as described above. The skin will be closed with buried stitches so that none will be visible externally. Lastly, the animal will receive a tattoo signifying that she has been spayed.

Canine Castration: Abdomen is clipped from the tip of the prepuce to behind the scrotum. The incision site is infiltrated with local anesthetic. The dog is placed in dorsal recumbency (lying on its back) and the area is sterilized and draped. Each testicle is pushed forward in front of the scrotum. A midline incision is made over the testicle. The common tunica layer covering of the testicle is incised and the testicle exteriorized. A closed technique will be performed with the spermatic blood vessels and vas deferens ligated twice with 2-0 or 3-0 PDS suture. The vessels will be clamped and incised. The testicle will be removed. The other testicle will then be exteriorized and removed in a similar fashion. The subcutaneous tissues will be closed with 3-0 (small dogs) or 2-0 (larger dogs) PDS in a simple continuous pattern. The incision will be closed with a subcuticular pattern with 3-0 (small dogs) or 2-0 (larger dogs) PDS suture.

Dental prophylaxis: The dog or cat will undergo an oral examination. Then an oral rinse will be performed with dilute chlorhexidine. The student will check the gingival indices and assign a dental score. Each tooth will be probed and examined. A routine dental prophylaxis will be performed using both mechanical methods (ultrasonic scaling) and hand scaling methods. If any teeth are identified as in need of extraction, a local nerve block will be performed with Bupivacaine solution. Then either a simple or surgical extraction will be performed. If the extraction is to be simple in nature, the technician will perform the extraction with veterinary supervision. Any surgical extractions will be performed by the veterinarian. All major extraction sites will be closed with 3-0 absorbable suture by the veterinarian. The remaining teeth will then be polished with a prophylaxis cup and commercial tooth polish. Lastly, a fluoride foam will be applied to the tooth surfaces.

5. Non-Survival Surgery: Describe pre-operative care and treatment.

6. Survival Surgery: Describe pre- and post-operative care and treatment.

Pre-operative:

The student anesthetist, working with an assistant, will perform a physical exam and

collect blood for pre-anesthetic bloodwork on the animal the day prior to the procedure. The DVM will also perform a physical exam on the animal and will review the pre-anesthetic bloodwork. The day of the procedure, the anesthetist and DVM, working with an assistant, will repeat the physical exam and provided no change in physical exam findings will prepare for the anesthetic procedure. When ready, the anesthetist and assistant will safely administer a pre-anesthetic drug protocol per DVM orders (see attached Standard Anesthetic Protocols). After allowing the sedative to be effective, the student will place an IV catheter, attach a fluid line and begin fluids at a rate prescribed by the DVM. The anesthetist will safely induce anesthesia using a DVM prescribed drug protocol. Once anesthesia has been induced, the animal will be intubated using an appropriately sized endotracheal tube. The tube will be secured in place and the cuff safely inflated to the volume needed only to obstruct airflow from the trachea. The endotracheal tube will be attached to a gas anesthetic system (isoflurane or sevoflurane) and the anesthetist student will then stabilize and monitor planes of anesthesia and the physical parameters of the animal throughout the procedure. The animal's condition will be consistently monitored using state of the art monitoring equipment, in addition to the anesthetist focusing nearly constant attention listening to, watching and touching the animal to determine vital signs and depth of anesthesia. The animal will be maintained on a surgical plane of anesthesia throughout the procedure.

Post-operative:

When surgery is complete, the anesthetist student will "recover" the animal by stopping the flow of anesthetic gas and allowing pure oxygen to support clearance of gas from the lungs. As the animal shows signs of "waking up", the student will discontinue oxygen, disconnect the anesthetic machine and untie the e-tube from the animal. When the animal has achieved a determined level of awareness (can swallow) the student anesthetist will deflate the e-tube cuff and gently remove the endotracheal tube. Once the animal is able to either maintain a sternal position (on its chest) or becomes mobile, the student will return the animal to the kennel and place him/her on heat support (warm water blanket) if necessary. The student will remain at the animal's side, constantly monitoring the level of consciousness and providing whatever support may be necessary for the animal. The student will maintain visual monitoring until the animal is fully awake and body temperature has reached 100°F. The evening of the procedure, the student will provide a walk (dog) or litterbox (cat), food, water, and any nursing care for the patient and will remove the IV catheter and apply a pressure wrap for 10 minutes. The morning following the procedure, the student will perform a physical exam, check incision, walk the animal (dog), clean the litterbox (cat), provide food and water, medicate with post-op pain meds as prescribed by DVM, and then return the animal to BAC or prepare the animal for transportation by a representative of the responsible animal shelter.

7. Describe long-term care of the surgically altered animal including use of analgesics, dosages and route of administration.

Surgery:

- Carprofen injectable for the dogs (> 12 wks of age), 2.2 mg/kg subcutaneously (SQ) two hours prior to procedure, then continued 2.2 mg/kg orally (PO) every twelve hours post-op for 5 days. Hydromorphone 0.1-0.2 mg/kg SQ during recovery

dependent on body temperature.

- Buprenorphine for the cats, 0.02-0.04 mg/kg IM post-op, then continued transmucosally every 8 hours post-op for 3-5 days. Meloxicam 0.3 mg/kg SQ immediately prior to conclusion of the surgery (for cats > 12 wks of age).

Dental prophylaxis/extraction:

- Patients experiencing an extraction or with a dental score of 2/4 or higher will receive pre- and post-operative antibiotics (Clindamycin).
- All animals experiencing an extraction will receive post-operative pain medications (analgesics):
 - Buprenorphine and Meloxicam for cats (same dosage and route as above).
 - Carprofen and Hydromorphone for dogs (same dosage and route as above).

Medication information will be provided to BAC or the responsible animal shelter for continued care.

Should unforeseen complications arise during or post-surgery that require overnight observation and care, the patient will be transported, according to USDA guidelines, to a 24-hour emergency care facility for continued care.

8. Has this animal undergone any previous surgical procedures? NO
If yes, describe

9. Will multiple surgical procedures be done as part of this current protocol? NO

If yes, will the animal survive the second surgical procedure?

If yes, please explain.

E. EUTHANASIA

NOTE: Although euthanasia is not planned for these educational protocols, in the event that euthanasia must be performed due to unexpected circumstances, the method needs to be described.

List the method, agent, dosage and route of administration:

Euthasol solution at a minimum of 1cc per 10# body weight will be injected intravenously in the event of necessary euthanasia.

F. STAFF

Please list all staff associated with this class.

Name	Contact Information
Cindy Elston, DVM	541-330-4352
Beth Palmer, CVT	541-318-3724

Standard Anesthetic Protocols

Dog:

- Preanesthetic –
 - Healthy, young animals
 - Hydromorphone (0.1-0.2 mg/kg) and Acepromazine (0.01-0.06 mg/kg) IM
 - Healthy, older dogs > 8yrs
 - Midazolam (0.1-0.2 mg/kg) plus Hydromorphone (0.1-0.2 mg/kg) IM or
 - Midazolam (0.1-0.2 mg/kg) plus Butorphanol (0.1-0.4 mg/kg) IM – (0.1 mg/kg of Butorphanol is usually adequate for most patients)
 - Pediatric
 - Midazolam (0.1-0.2 mg/kg) plus Hydromorphone (0.1-0.2 mg/kg) IM or
 - Midazolam (0.1-0.2 mg/kg) plus Butorphanol (0.1-0.4 mg/kg) IM
 - Glycopyrrolate (0.01-0.015 mg/kg)
- Induction –
 - Healthy, young animals
 - Midazolam (0.25 mg/kg) IV followed by
 - Ketamine (5 mg/kg) IV titrated to effect

 - Or
 - Ketamine (2 mg/kg) IV followed by
 - Propofol (up to 4 mg/kg) IV – typically 2 mg/kg is adequate – slowly administer to effect over 90-120 seconds – monitor for apnea
 - Healthy, older dogs > 8yrs
 - Ketamine (2 mg/kg) IV followed by
 - Propofol (up to 4 mg/kg) IV – typically 2 mg/kg is adequate – slowly administer to effect over 90-120 seconds – monitor for apnea
 - Pediatric
 - Propofol (1-4 mg/kg) IV
- General anesthesia –
 - Sevoflurane or Isoflurane
 - Bupivacaine or Lidocaine (up to 2 mg/kg) for anes block of incision

Note: Alternative anesthetic protocols may be indicated if the health of the animal would preclude the use of the above standard protocols.

Cat:

- Preanesthetic –
 - Healthy, young animals
 - Butorphanol (0.2 mg/kg) plus Dexmedetomidine (0.005-0.02 mg/kg)
 - Healthy, older cats > 8yrs
 - Midazolam (0.1-0.2 mg/kg) plus Hydromorphone (0.1 mg/kg) or
 - Butorphanol (0.1-0.4 mg/kg); 0.1 mg/kg is adequate for most patients
 - Pediatric
 - Midazolam (0.1-0.2 mg/kg) plus Hydromorphone (0.1 mg/kg) or
 - Midazolam (0.1-0.2 mg/kg) plus Butorphanol (0.1 mg/kg) IM
 - Glycopyrrolate(0.01-0.015 mg/kg)
- Induction –
 - Healthy, young animals
 - Ketamine (2 mg/kg) IV followed by
 - Propofol (up to 4 mg/kg) IV – typically 2 mg/kg is adequate – slowly administer to effect over 90-120 seconds – monitor for apnea
 - Healthy, older cats > 8yrs
 - Ketamine (2 mg/kg) IV followed by
 - Propofol (up to 4 mg/kg) IV – typically 2 mg/kg is adequate – slowly administer to effect over 90-120 seconds – monitor for apnea
 - Pediatric
 - Propofol (1-4 mg/kg) IV
- Preanesthetic/induction
 - Healthy, young animals
 - Midazolam (0.2 mg/kg) plus Dexmedetomidine (0.01 mg/kg) plus Buprenorphine (0.04 mg/kg)
 - Healthy, older cats > 8yrs
 - Midazolam (0.2 mg/kg) plus Dexmedetomidine (0.004 mg/kg) plus Hydromorphone (0.1 mg/kg)
- General anesthesia –
 - Sevoflurane or Isoflurane
 - Bupivacaine or Lidocaine (up to 2 mg/kg) block of incision (intradermal)

Note: Alternative anesthetic protocols may be indicated if the health of the animal would preclude the use of the above standard protocols.

Oxygen flow rate (maintenance):

- 25-50 ml/kg/min for rebreathing system
- 200 ml/kg/min for non-rebreathing system

Rebreathing bag:

- 50 ml/kg

Breathing circuit:

- Adult rebreathing F circuit for patients > 7 kg
- Pediatric rebreathing F circuit for patients 3-7 kg
- Non-rebreathing circuit for patients < 3 kg

IV fluids:

- 10-20 ml/kg/hr (start at 10 ml/kg/hr) – healthy adult patients
- 5 ml/kg/hr – pediatric, geriatric patients
- If drop in BP, can bolus 5 ml/lb (10 ml/kg); this may be repeated once

Post-anesthetic pain management:

- Cats –
 - Buprenorphine (0.02-0.04 mg/kg) IM post-op, continued transmucosally BID-TID x 3-5 days
 - Meloxicam (0.3 mg/kg) SQ immediately prior to conclusion of Sx (> 12 wks of age)
- Dogs –
 - Hydromorphone (0.1-0.2 mg/kg) SQ
 - Carprofen (2.2 mg/kg) SQ 2 hrs before procedure, then PO BID (> 12 wks of age)

COCC Approved Academic Calendar (2016-2020)

	Approved 2016-17	Approved 2017-18	Approved 2018-19	Approved 2019-20
	11-week fall term (10 weeks plus finals week)	Start of 12-week fall term implementation		
	Summer 2016	Summer 2017	Summer 2018	Summer 2019
First day of class	Mon., June 20	Mon., June 26	Mon., June 25	Mon., June 24
July 4 th Holiday	Mon., July 4	Tues., July 4	Wed., July 4	Thurs., July 4
End of Term	Sun., August 28	Sun., September 3	Sun., September 2	Sun., September 1
	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Faculty report	Mon., September 12	Wed., September 13	Wed., September 12	Wed., September 11
First day of class	Mon., September 26 (OSU 9/21)	Mon., September 25 (OSU 9/20)	Mon., September 24 (OSU 9/20)	Mon., September 23 (OSU n/a)
Assessment Day	Mon., October 10 (no classes)	Mon., October 9 (no classes)	Mon., October 8 (no classes)	Mon., October 7 (no classes)
Veterans Day Holiday	Fri., November 11	Fri., November 10	Mon., November 12	Wed., November 11
Thanksgiving Holidays	Thurs./Fri., Nov. 24, 25	Thurs./Fri., Nov. 23, 24	Thurs./Fri., Nov. 22, 23	Thurs./Fri., Nov. 21, 22
Finals Week	12/05/16-12/09/16	12/11/17 to 12/15/17	12/10/18 to 12/14/18	12/9/19 to 12/13/19

Winter Break	12/15/16—01/08/17	12/18/17—1/7/18	12/17/18—1/6/19	12/16/19-1/5/20
Last day of term	Sun., December 11	Sun., December 17	Sun., December 16	Sun., December 15
	Winter 2017	Winter 2018	Winter 2019	Winter 2020
First day of class	Mon., January 9	Mon., January 8	Mon., January 7	Mon., January 6
Martin Luther King Day	Mon., January 16	Mon., January 15	Mon., January 21	Mon., January 20
Finals Week	03/20/17- 03/24/17	3/19/18 to 3/23/18	3/18/19 to 3/22/19	3/16/20 to 3/20/20
Spring Break	03/27/17 – 03/31/17	3/26/18 to 03/30/18	3/25/19 to 3/29/19	3/23/20 to 3/27/20
Last day of term	Sun., March 26	Sun., March 25	Sun., March 24	Sun., March 22
	Spring 2017	Spring 2018	Spring 2019	Spring 2020
First day of class	Mon., April 3	Mon., April 2	Mon., April 1	Mon., March 30
Memorial Day Holiday	Mon., May 29	Mon., May 28	Mon., May 27	Mon., May 25
Finals Week	06/12/17 – 06/16/17	6/11/18 to 6/15/18	6/10/19 to 6/14/19	6/8/20 to 6/12/20
Commencement	Sat., June 17	Sat., June 16	Sat., June 15	Sat., June 13
Last day of term	Sun., June 18	Sun., June 17	Sun., June 16	Sun., June 14



Subject: Annual Maintenance Projects List	
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	Extending the useful life of our energy efficient facilities that support student learning. The very essence of sustainability.
Transfer and Articulation	Encouraging student retention through well maintained, well lit, safe, and comfortably conditioned spaces.
Workforce Development	Maintain the conditions and spaces to the needs of the CTE programs.
Basic Skills	Keep grounds and buildings neat, well lit, and welcoming to draw and retain students.
Lifelong Learning	High quality facilities will attract Community members.
Prepared By: Joe Viola, Director of Campus Services	

- A. Background:** Per Board Policy, EL5: Asset Protection – Central Oregon Community College’s maintenance projects schedule must be reviewed at least annually. This policy ensures that the College’s assets remain properly and adequately maintained. Attached is the proposed Maintenance Projects List for 2016-17. This proposed maintenance project list contains projects identified by our Maintenance staff, by the EMG Facilities Audit from 2011, as well as input from administrators, faculty, and students. In the past, small renovation projects were included this list but have been left for future discussion and determination by the new Facilities Advisory Committee. This annual maintenance schedule was prioritized based on condition of the equipment, space or grounds, by the Director of Campus Services and presented to the Facilities Advisory Committee and Vice President for Administration for review, and to the President for approval.
- B. Options/Analysis:** The Central Oregon Community College Maintenance Projects are listed as Priority 1, 2, and 3, and separated for the Bend, Redmond, Madras and Prineville Campuses. Due to funding restrictions, and the large demand on the Bend Campus for maintenance, only Bend Campus items are listed in the Priority 2 and 3 lists.

- C. Timing:** The funding for these maintenance expenses are budgeted in the REPAIR account for the 2016-17 Fiscal Year.
- D. Budget Impact:** \$525,000 is budgeted for the Bend Campus with additional funding in the REDOPS account for Redmond, and the Madras 513 account for that campus. Prineville also has a separate dedicated maintenance account, but no Priority 1 maintenance needs. These budgeted amounts, with anticipated carry forward from the 2015-16 budget of about \$150,000, will cover the identified costs of Priority 1 Maintenance projects noted on the attached Maintenance Projects Schedule. The total for all Priority 1 Projects is \$607,750.

Central Oregon Community College - Maintenance Projects 2016-17			Exh. 10.e1
Facilities Advisory Committee Priorities			8-Jun-16
			ISC Priority
Project	(* = Annual project)	Estimated Cost	(1=High,3=Low)
Bend Campus			
Landscape/Landscape Repair - Campus Wide*		25,000	1
Concrete Work -Campus Wide*		65,000	1
Asphalt repair/replacement campus wide*		30,000	1
Snow Removal*		30,000	1
Security Measures (Upgrade locksets)*		5,000	1
ADA projects*including (4) restroom door operators		35,000	1
Energy Upgrades* including parking lot LED light upgrades		18,000	1
Interior Painting*		50,000	1
Exterior Painting - Bend campus*		45,000	1
Carpet/Flooring Replacement*		25,000	1
Fire Reduction - As Needed*		6,000	1
Physical Plant Safety /Storage Upgrades		20,000	1
Metolius Hall and Chandler JCI HVAC controls upgrades		45,000	1
Utility Submeters for Energy Monitoring		15,000	1
Campus Fire Suppression repairs		16,250	1
Tripping Hazards Stairs, Sidewalks		10,000	1
Coats Center interior wood stair refinishing		5,500	1
Repair/Replace Metal handrails		10,000	1
Mazama lower north entry doors		40,000	1
Science Building City Multi Unit repairs		25,000	1
Total Priority 1 Projects Bend Campus		\$ 520,750	
Redmond Campus			
Interior and Exterior Painting		\$ 15,000	1
Carpet and Flooring Replacement		\$ 10,000	1
Building 2 access controls and rekey building		9,000	1
HVAC upgrades and repairs		\$ 9,000	1
Asphalt Repair/Replacement Campus Wide		15,000	1
Trees in Parking Lot/Landscape Repair		\$ 20,000	1
Total Priority 1 Projects Redmond Campus		\$ 78,000	
Madras Campus			
General Carpentry and Painting Repairs		5,000	1
Landscaping in Parking Lot		4,000	1
		\$ 9,000	
Total Priority 1 Projects for all Campuses		\$ 607,750	
Bend Campus			
Health Careers Building "City Multi Unit" repairs		53,000	2
Pioneer Roof Replacement		160,000	2
Mazama Upgrades to Upper Level Common Area		35,000	2
Mazama Upgrades to flooring, ceiling tiles, ventilation, paint.		35,000	2
Repair Stairs outside Metolius		25,000	2
JCI Upgrade HVAC controls in Deschutes		65,000	2
JCI Upgrade HVAC controls in Jefferson		70,000	2
Physical Plant polymer coating for Shop floor		36,000	2
Mazama Air Conditioning to Addition		36,000	2
Replace Pinckney Center Wood Floor		36,500	2
Campus Services prefab metal structure for cinders and equipment		150,000	2
BEC exterior building repairs		180,000	2
BEC sidewalk to bus stop		36,000	2
Upgrade ventilation in lower level Grandview		45,000	2
Mazama door at west		60,000	2
Total Priority 2 Projects		\$ 739,500	
Bend Campus			
Campus Trail Design: chips, signs, connection to City Trail		50,000	3
Pioneer generator diesel Fuel Flow Monitoring System		5,000	3
BED generator diesel Fuel Flow Monitoring System		5,000	3
Library generator stack extension		18,000	3
BEC skylight replacement		120,000	3
Pinckney IT: projector, screen, PA system, upgraded lighting		100,000	3
Pinckney Renovation and Remodel		650,000	3
Ponderosa -A/C - Ponderosa 205 (CIS)		50,000	3
Enhance Shuttle Bus Stops (10)		20,000	3
Total Priority 3 Projects		\$ 968,000	
Grand Total Priority 1,2,3 Projects		\$ 2,315,250	



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

Subject	Oregon Promise - Update
Prepared By	Alicia Moore, Dean of Student & Enrollment Services
Strategic Plan Themes and Objectives	<ul style="list-style-type: none"> • Institutional Sustainability Objective 7: Support enrollment and success of underrepresented students. • Transfer and Articulation Objective 1: Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer. • Workforce Development Objective 1: Maximize support services, from entrance to completion, to promote successful completion of CTE programs.

Background

Senate Bill 81, “The Oregon Promise” (OP), was passed by the Legislature and signed by Governor Kate Brown in July 2015. It provides \$10 million in grants for students who graduated from an Oregon high school or complete a GED within six months of attending a community college. Eligible full-time students receive a minimum of \$1,000 distributed over three quarters; the amount is prorated for three-quarter time (nine to 11 credits) and half-time (six to eight credits). To be eligible, students must:

- Have been an Oregon resident for at least 12 months prior to enrolling in a community college;
- Have received an Oregon high school diploma with a 2.5 cumulative GPA or GED certificate having passed all four tests and received a minimum score of 150;
- Enroll as a certificate- or degree-seeking student at an Oregon community college within six months of graduating or completing the GED; and
- Apply for the grant by March 1 and complete the FAFSA by March 31.

While the legislature indicated criteria by which students would be eligible for the grant in future years, it has not yet appropriated dollars beyond the 2016-17 academic year.

Current Status

Students and institutions were notified of award status the week of May 16. Approximately 1,300 students listed COCC, with 1,000 of those meeting eligibility criteria. COCC applicant data:

County	# high school graduates attending COCC in fall 2015	# OP applications received via OSAC
Deschutes	369	408
Crook	57	47
Jefferson	48	58
Other Oregon County	n/a	471

County Not Listed	n/a	26
Total	474	1010

Two important notes:

- Several Central Oregon high schools utilize the Advanced Diploma (AD) program as a resource to pay for tuition, fees, and books. As such, the potential number of Central Oregon applicants may not be fully realized this year.
- Predicting how many OP students will attend COCC is a challenge in that all applicants have the opportunity to use OP dollars at other Oregon community colleges, may attend a university and not take advantage of OP assistance, or may not attend a college or university. Updates will be provided during fall term.

Related Activity

The legislature also passed two one-time grants to support community college student success initiatives. A summary of the grants and COCC’s tentative strategies is below.

SB5507: “Advising Support”

Amount: \$115,384

Duration: April 1, 2106 – June 30, 2017

Purpose: Academic advising support

COCC Strategy:

- Hire a .5 FTE advisor to support residence hall students; this position will shift to permanent status upon retirement of a current half-time advisor at the end of the 2016-17 academic year.
- Hire a 1.0 FTE advisor to support Oregon Promise students. This position will be eliminated at the end of the 2016-17 academic year unless other dollars can be allocated.
- Both positions will adopt a more “intrusive” approach to advising in which advisors increase outreach and intervention strategies.

SB4076: “Oregon Promise - First Year Experience Student Support”

Amount: \$82,990

Duration: June 1, 2016 through June 30, 2017

Purpose: Initial language directed that these dollars were to be used to support OP students by addition or expansion of first year experience (FYE) activities, although final language broadened this focus to first0time students and student success initiatives. The grant requires student success support strategies, professional development for those providing the support, and development of a student success team.

COCC Strategy:

- COCC sponsored an FYE task force whose goal was to identify which best practice FYE elements were key to launching a COCC’s FYE program; their recommendation included developing an interconnected program to emphasize advising, orientation, and student success classes. Therefore, some of the grant dollars will be used to develop a promotional campaign to “highly encourage” OP students to participate in all three of these activities.
- Expand the number of HD 100CS: College Success (3 credits) classes. Total offerings will include seven courses in Bend, three in Redmond, one in Madras, one in Prineville, two online, and one

hybrid (eight additional courses), providing capacity for 400 students. The HD Program Director will closely monitor enrollment and expand classes as needed during the summer.

- Professional development activities:
 - Attend the "Growth Mindset" workshop at Lane Community College (Bobcat Orientation Training Leaders), using this information to strengthen existing orientation and student success course content and train peers facilitators and/or instructors.
 - Instructor training for those teaching the HD 100CS course.
 - Provide "On Course" training for all faculty and staff interested in learning teaching and facilitation strategies (On Course is a national curriculum that serves as the foundation for many college success courses).
- Establish a Student Success Team with responsibilities focused on:
 - OP Student Assessment: Develop assessment criteria to assess OP student success rates
 - FYE long-term planning: Similar to what was outlined in COCC's 2015 Title III grant application, hire a consultant to help the college navigate the many decisions needed to fully launch an FYE program in the future.

Exhibit: 12.a
Date: June 8, 2016
Approved: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jenni Newby, Interim Vice President for Instruction

A. Action Under Consideration

Approve emeritus status for retiring faculty: **Charlie Naffziger**

B. Discussion/History

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

C. Options/Analysis

Approve emeritus status for retiring faculty: Charlie Naffziger

Decline approval of emeritus status for retiring faculty: Charlie Naffziger

D. Timing

Effective with their retirement as of June 11, 2016.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty: Charlie Naffziger

F. Budget Impact

None.

**Central Oregon Community College
Board of Directors: ABS / OSEA Collective Bargaining Agreement**

Prepared by: Diane Ross, Interim Director of Human Resources

A. Background

The college, the ABS Instructors and the Oregon School Employees Association Chapter 700 have been engaged in collective bargaining negotiating the economic reopener for insurance and salaries for the third fiscal year of the contract effective July 1, 2014 through June 30, 2017. The Economic Reopener-Tentative Agreement dated March 31, 2016 has been tentatively approved by Amy Stinard for ABS/OSEA and Sally Sorenson for the College.

B. Options/Analysis

Approve the Economic Reopener-Tentative Agreement for the ABS/OSEA contract.

Decline approval of the Economic Reopener-Tentative Agreement for the ABS/OSEA contract.

C. Timing

Approval needed to implement the agreement effective July 1, 2016.

D. Budget Impact

In accordance with Article 19 – Salaries: For the 2016-21017 fiscal year, the adjustment to each step of the salary grades and in all four columns of the salary scale will be an increase of 3.0%. Current cost of 9 and 12-month salary schedule is \$454,238.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors does approve The Economic Reopener-Tentative Agreement for the ABS/OSEA contract, as presented above, effective July 1, 2016

ABS/OSEA Joint Negotiations – Economic Reopener

**Economic Reopener– Tentative Agreement
March 31, 2016**

ABS-OSEA Proposal:

Article 19 – Salaries:

For the 2016-17 fiscal year, the adjustment to each step of the salary grades and in all 4 columns of the salary scale will be an increase of 3.0%.

Each member who is eligible will also advance to the next step.

Article 21, Section 1 – Insurance:

There is current language in the CBA for 2016-17 for insurance rates and reopener language if faculty receives a richer benefit. If faculty were to receive a richer benefit, it was proposed that the richer benefit also be granted to the ABS-OSEA members.

Management Response:

Management tentatively approves the proposed salary and step increases as described, above.

It is duly noted that those members who are already at Step 18 (top step) will receive the increase as outlined in Article 19.2 and 19.3 (Longevity), as negotiated in the last bargaining session.

Article 25 – Duration and Effective Date

This economic proposal is for one year, through June 30, 2017. The negotiations for a successor contract will begin no later than February, 2017.

It is tentatively agreed that the economic reopener will be effective from July 1, 2016 through June 30, 2017.

Tentatively approved:

Amy Stinard
Amy Stinard, for ABS-OSEA

4-18-16
Date

Sally Sorenson, Director of HR
Sally Sorenson, for the College

03-31-2016
Date

2016-2017 9-month (179 days) salary schedule with a 3.0% base increase

If in the 2015 Legislative Session, the State of Oregon College Support Fund* funds the 2015-17 biennium at \$520 million to \$559.99 million, each step of the salary grades and in all four columns of the salary scale will be increased by 3.0% and Instructors with satisfactory evaluations will be eligible for a step increase effective that date.

* Excludes "special" state allocations specifically for items such as "tuition buy-down" or "deferred maintenance."

A		B		C		D	
BA/BS	# of Employees in this pay cell	BA/BS+24 graduate credits	# of Employees in this pay cell	MA/MS any area + 24 graduate credits	# of Employee in this pay cell	MA/MS	# of Employees in this pay cell
(current employees		in primary assignment		in primary assignment		in ABE, Education, Math, English, TESOL	
44063		44900		45736		46574	
44917		45754	1	46590		47427	1
45771		46609		47445		48281	
46625		47462		48300		49135	
47480		48316		49154		49990	
48335		49170		50008		50845	
49189		50026		50861		51699	
50043	1	50880		51715		52553	1
50896		51734		52571		53407	1
51751		52588		53425		54261	
52606		53442		54279		55116	
53460		54296		55133		55970	
54314	1	55151		55988		56824	
55169		56005		56842		57679	
56023		56859		57696		58533	
56877		57714		58550		59387	
57732		58568		59405		60241	
58585	1	59422		60259		61095	1
current cost of schedule:		\$329,997	9 mos.				
		\$124,241	12 mos.				
		\$454,238					

2016-2017 12-month (229) salary schedule with a 3.0% base increase

If in the 2015 Legislative Session, the State of Oregon College Support Fund* funds the 2015-17 biennium at \$520 million to \$559.99 million, each step of the salary grades and in all four columns of the salary scale will be increased by 3.0% and Instructors with satisfactory evaluations will be eligible for a step increase effective that date.

* Excludes "special" state allocations specifically for items such as "tuition buy-down" or "deferred maintenance."

A		B		C		D	
BA/BS	# of Employees in this pay cell	BA/BS+24 graduate credits	# of Employees in this pay cell	MA/MS any area + 24 graduate credits	# of Employee in this pay cell	MA/MS	# of Employees in this pay cell
(current employees)		in primary assignment		in primary assignment		in ABE, Education, Math, English, TESOL	
58751		59866		60981		62098	
60001		61005		62120		63237	
61028		62145		63260		64375	
62167		63283		64400		65513	
63307		64422		65538		66653	
64446		65560		66677		67793	
65585		66701		67815		68932	
66723		67840		68954		70070	
67862		68978		70095		71209	
69002		70117		71233		72349	
70142		71255		72372		73488	
71280		72395		73510		74627	
72419		73535		74650		75765	
73558		74674		75789		76905	
74697		75812		76929		78044	
75835		76952		78067		79182	
76975		78090		79207		80321	
78114		79229		80345		81461	