



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, May 10, 2017 – 6:50 P.M.  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:50 pm	I. <b>Call to Order</b>			Ricks
6:51 pm	II. <b>Introduction of Guests</b>			Ricks
6:55 pm	III. <b>Agenda Changes</b>			
6:56 pm	IV. <b>Public Hearing and Testimony</b> A.			
7:05 pm	V. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular Meeting (April 12, 2017)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (April 2017)	5.b1	X	Fegley <sup>A</sup>
	C. Budget Appropriation Review, 2016-17	5.c & 5.c1	X	Bloyer <sup>A</sup>
	D. Approval to Hire (Harmon)	5.d	X	Fegley <sup>A</sup>
7:10 pm	VI. <b>Information Items</b>			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Housing Operations - Report	6.b		Moore <sup>A</sup>
7:15 pm	VII. <b>Old Business</b>			
	A. MOU Update	7.a*	X	Reinecke <sup>P</sup>
	B. 2nd Reading BEP: 5 – Compensation and Benefits	7.b & 7.b1	X	Paradis <sup>A</sup>
7:35 pm	VIII. <b>New Business</b>			
	A. Emeritus (Eberle)	8.a	X	Julian <sup>P</sup>
7:40 pm	IX. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			
7:50 pm	X. <b>President's Report</b>			
	A. Annual Math Contest			Metcalfe <sup>P</sup> KSmith/Boone <sup>P</sup>
	XI. <b>Dates</b>			
	A. Friday, May 12 @ 5:00 p.m. – Faculty Convocation–Wille Hall and Elevation Restaurant			
	B. Wednesday, June 14 @ 6:00 p.m. - Board of Directors Meeting – Prineville (COCC Crook County Open Campus)			
	C. Saturday, June 17 @ 10:00 a.m. - COCC Commencement – Mazama Field			
	D. Wednesday, June 21 Noon-1:00 p.m. President's Scholarship Luncheon – Coats Campus Center-Dining Hall			

- 8:00 pm XII. **Adjourn to Executive Session**
- XIII. **Executive Session:** ORS 192.660 (1)(i) Performance Evaluation CEO
- XIV. **Adjourn Executive Session**
- XV. **Re-Convene Regular Board of Directors' Meeting – Open Session**
- XVI. **ADJOURN**

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

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

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

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



Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, April 12, 2017- 7:00pm  
Christiansen Board Room  
Boyle Education Center

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

**INTRODUCTION OF GUESTS:**

Betsy Julian, Matt McCoy, Ron Paradis, David Dona, Lisa Bloyer, Joe Viola, Dan Cecchini, Zak Boone, Jerry Schulz, Glenda Lantis, Don Doughty, Alicia Moore, Danielle Fegley, Eddie Johnson-Faculty Forum President, Julie Downing, Erica Skatvold-candidate for Zone 4, Shay Mikalson-Bend-La Pine School District, Peggy Kinkade-Bend-La Pine School District board member, Kathy Smith, Mary Ann Asson-Batres, Marilyn Burwell-patron of the district, Kailey Fisicaro-The Bulletin, and others.

**PUBLIC HEARING AND TESTIMONY:**

**Patron of the District**

Marilyn Burwell distributed information regarding the "Achieving the Dream" program.

**Bend-La Pine School District – State of the Schools Address**

Superintendent Shay Mikalson gave a PowerPoint presentation and reported that the Bend-La Pine Schools has more than 18,000 students making it the fifth largest school district in Oregon.

**CONSENT AGENDA:**

**Ms. Laura Craska Cooper moved to approve the Consent Agenda. Mr. David Ford seconded. MCU. Approved. M04/17:1**

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of March 8, 2017 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the March 2017 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approved the contract for Kirsten Hostetler as Instruction and Outreach Librarian (Exhibit: 5.c1);

BE IT RESOLVED that the Board of Directors approved the contract for Julie Downing as Instructional Dean (Exhibit: 5.c2).

## INFORMATION ITEMS:

### Financial Statements – (Exhibit: 6.a)

The Board of Directors were apprised of the February 2017 Financial Statements.

### Technology Services (Exhibit: 6.b and 6.b1)

The Board of Directors were apprised of the April 2017 - Information Technology Services Report.

- Overview and Summary
- Core Initiatives
- Services Initiatives
- MIS Support
- Security
- Software Systems and Support costs
- Infrastructure Support
- 2012 Technology Whitepaper.

### Snow Loading (Exhibit: 6.c and 6.c1)

The Board of Directors were apprised of the college's structural observation report for "snow loading" for the winter of 2016-17. The College hired Ashley & Vance Engineering, Inc. to conduct emergency snow load inspections. COCC's maintenance staff removed snow from roofs of selected buildings, in an effort to discover if any areas revealed structural stress. No damage or indications of stress from the snow were discovered.

### Housing Operations (Exhibit: 6.d)

The Board of Directors were provided with the following updates:

- Occupancy and application
- Marketing
- Staffing
- Facilities considerations.

### OCCA Legislative Summit (Exhibit: 6.e)

Chair Vikki Ricks gave an update of the current list of COCC Grants as of March 2017 and also a summary of legislative activities from the recent OCCA (Oregon Community College Association) Legislative Summit that took place in Salem.

## OLD BUSINESS:

### Tuition and Fees (Exhibit: 7.a)

Preliminary information indicates that with the proposed \$2 per credit increase, COCC's combined 2017-18 annual in-district tuition and fees rate would remain one of the lowest in the state. There are no proposed increases in student fee rates.

Mr. John Mundy moved to approve the proposed 2017-18 tuition rates as presented in Section A of Exhibit: 7.a. There are no proposed increases in student fees. Mr. Bruce Abernethy seconded. MCU. Approved. M04/17:2

NEW BUSINESS

1<sup>ST</sup> Reading BEP: 5 and Proposed Revision (Exhibits: 8.a & 8.a1)

At the March 17 Board meeting, Board Members requested having in its board policies the option (at the board's discretion) to have a Board Member on the College's negotiating team(s). Revisions to BEP: 5 Compensation and Benefits were discussed.

Ms. Laura Craska Cooper moved to approve the 1<sup>st</sup> Reading of BEP:5 (Exhibits 8.a and 8.a1).

Mr. David Ford seconded. MC. Approved. M04/17:3

Call for the Vote:

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

No – Dorsch.

Board Policy Discussion: Campus Public Safety (Exhibit: 8.b)

At the March 2017 Board meeting, Board members requested a resolution giving guidance to the President and COCC Staff on Campus Public Safety Operational Procedures. Board discussion took place and it was decided that the issue would be tabled until the MOU was completed.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Ms. Craska Cooper	Two phone calls with President Metcalf Attended presentation - Prineville City Council Teaching class for COCC "Wine Tasting & Appreciation"
Mr. Krenowicz	Phone call w/President Metcalf
Mr. Abernethy	Real Estate Committee Meeting
Mr. Mundy	Real Estate Committee Meeting College Affairs Committee Meeting Facilities Master Plan Meeting
Mr. Ford	Lunch meeting with Laura Craska Cooper and John Mundy Facilities Master Plan Meeting Phone call with John Mundy re: CPS
Mr. Dorsch	Three phone calls with President Metcalf
Ms. Ricks	Facilities Master Plan Meeting Legislative Summit in Salem OCCA Board Meeting in Salem Agenda Review with President Metcalf

**PRESIDENT'S REPORT:**

Title III Update:

Drs. Betsy Julian-Vice President for Instruction and Alicia Moore-Dean of Student and Enrollment Services gave a PowerPoint presentation reviewing updates of the Title III Grant activities.

ADJOURN to Executive Session: 9:15 PM

ADJOURN Executive Session: 10:15 PM

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

ADJOURN: 10:20 PM

APPROVED;

ATTEST TO;

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

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



Central Oregon Community College  
 Board of Directors  
 New Hires Report, April 2017  
 by Classification

Exhibit: 5 . b1  
 Approved:      Yes      No  
 Motion:                                   
 Report Date Range:  
 April 1, 2017  
 April 30, 2017

Name	Hire Date	Job Description	Location	Department
<b>Classified Full-Time</b>				
Burge, Scott	4/21/2017	Audio Visual Engineer	Bend	User Services
<b>Temporary Hourly</b>				
Clifton, Joshua A	4/3/2017	Computer Lab Attendant		User Services
Dahlen, Christopher Gary	4/12/2017	Certified Flight Instructor		Aviation Program
Dahlen, Christopher Gary	4/12/2017	CFI Training		Aviation Program
Emery, Alicia Marie	4/24/2017	Art Model		Art
Fisher, Kristina Karin	4/12/2017	Testing Coordinator		Regional Credit Instruction-Madras
Hampton, Scott W	4/5/2017	Certified Flight Instructor		Aviation Program
Hampton, Scott W	4/5/2017	CFI Training		Aviation Program
Huebl, Allyson Nichole	4/3/2017	CIS Tutor		Tutoring and Testing
Kreb, Joseph	4/3/2017	Math Tutor		Tutoring and Testing
Lopez-Troppy, Vina	4/20/2017	Sign Language Interpreter		Disability Services
Spencer, Shaw na Kristine	4/17/2017	Art Model		Art
von Hurst, Lyllyanna	4/17/2017	Art Model		Art

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

Prepared by: Lisa Bloyer – Director of Fiscal Services

<b>Subject: Appropriation Review 2016-17</b>	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

**A. Background**

Every year 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
- Grants and Contracts fund – the College received several unanticipated new grants this fiscal year.
- Financial Aid Fund - increases in State Need and Oregon Promise 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.

**Budget Change Form**

Budget Year 2016-17

(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	20,000.00	
General Fund - Instruction and Instructional		62000		20,000.00
Grants and Contracts - Federal Programs		62000	225,000.00	
Grants and Contract - State Programs		62000	480,000.00	
Grants and Contract - Other Grant Programs		62000	20,000.00	
Grants and Contract - Contracts		62000	60,000.00	
Grants and Contract - New Programs		61000		500,000.00
Auxiliary Fund - Non General Fund Instruction		62000		285,000.00
Financial Aid - State Programs		69000	700,000.00	
Financial Aid - Institutional Programs		69000	100,000.00	
Financial Aid - Federal Programs		69000		800,000.00
Total			\$ 1,605,000.00	\$ 1,605,000.00

**Total of Debits + Credits**

**\$ 3,210,000.00**

Reason for Budget Change: Year end appropriation review

1-May-17

Lisa Bloyer, Director of Fiscal Services

Date

Change Requested By

Date

Vice President's/Dean's Approval

1-May-17

David Dona, Chief Financial Officer

Date

Reviewed by CFO

Date

President's Approval

Date

Board's Approval

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

Prepared by Danielle Fegley, Director of Human Resources

<b>Subject:</b>	Approve employment contract for <b>KENNETH HARMON</b> as <b>Engineering Systems Administrator.</b>
<b>Strategic Plan Themes and Objectives:</b>	
Transfer and Articulation Objectives	<b>TA.2</b> - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Lifelong Learning Objectives	<b>LL.3</b> - Increase accessibility, instructional delivery, and registration options in Continuing Education.

**A. Background**

This is a replacement position. The Engineering Systems Administrator is responsible for supervising, coordinating, advising and performing ITS Engineering team activities in support of COCC students, faculty and staff. This position is part of the ITS Infrastructure administrative leadership team and will collaborate on a regular basis with all ITS teams.

**Options/Analysis**

- Approve the employment contract for KENNETH HARMON as Engineering Systems Administrator.
- Decline approval of the employment contract for KENNETH HARMON as Engineering Systems Administrator.

**A. Timing**

The Engineering Systems Administrator position is appointed for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from March 7, 2017 to June 30, 2017. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

**B. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

**C. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **KENNETH HARMON** as Engineering Systems Administrator.

**D. Miscellaneous**

Mr. Harmon completed an Associate of Applied Science in Business Administration here at COCC. He has been employed at COCC in the ITS department since 1993, working in the positions of Computer Lab Manager, Hardware/Software Technician and hardware/Software Engineer. Mr. Harmon currently holds the following technical certifications: MCP, MCSA, A+, Network+, and Novell Systems Administrator.

Central Oregon Community College  
Monthly Budget Status  
Highlights of March 2017 Financial Statements

**Cash and Investments**

The Colleges' operating cash balances currently total \$36.3 million. The March average yield for the Local Government Investment Pool increased slightly from the month of February.

The bond proceeds held in cash totals \$238 thousand as of the end of March.

**General Fund Revenues**

Spring term registration continues this month increasing tuition and fee revenues by \$4.5 million over the prior month. All budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through March 2017 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of March 31, 2017

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 34,823,974		
3624 - Robert Clark Trust			\$ 375,185
3707 - Residence Hall bond funds		\$ 239,372	
March Average Yield 1.20%			
<b>Cash in USNB</b>	\$ 1,511,449		
<b>Cash on Hand</b>	\$ 4,600		
Total Cash	<u>\$ 36,340,023</u>	<u>\$ 239,372</u>	<u>\$ 375,185</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
**March 2017**

**Exhibit 6a**  
10-May-17

<u><b>General Fund</b></u>	<u><b>Adopted Budget</b></u>	<u><b>Year to Date Activity</b></u>	<u><b>Variance Favorable (Unfavorable)</b></u>	<u><b>Percent of Budget Current Year</b></u>	<u><b>Percent of Budget Prior Year</b></u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 15,052,000	\$ 14,424,482	\$ (627,518)	95.8%	96.2%
Prior Taxes	577,000	325,011	(251,989)	56.3%	65.5%
Tuition and fees	16,603,000	17,195,539	592,539	103.6%	100.4%
State Aid	9,439,000	6,957,735	(2,481,265)	73.7%	76.9%
Program and Fee Income	137,000	64,123	(72,877)	46.8%	N/A
Interest & Misc. Income	115,000	50,814	(64,186)	44.2%	134.2%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 44,222,300</b>	<b>\$ 41,317,004</b>	<b>\$ (2,905,296)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 20,968,892	\$ 14,158,562	\$ 6,810,330	67.5%	69.0%
Academic Support	3,280,082	2,257,607	1,022,475	68.8%	69.6%
Student Services	4,753,798	3,100,853	1,652,945	65.2%	61.7%
College Support	5,400,034	3,702,278	1,697,756	68.6%	69.8%
Plant Operations and Maintenance	4,419,967	2,722,426	1,697,541	61.6%	62.9%
Information Technology	4,379,374	2,848,930	1,530,444	65.1%	70.4%
Financial Aid	87,897	75,810	12,087	86.2%	93.4%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,659,733	2,659,733	-	100.0%	99.3%
<b>Total Expenses</b>	<b>\$ 46,749,777</b>	<b>\$ 31,526,199</b>	<b>\$ 15,223,578</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,527,477)</b>	<b>\$ 9,790,805</b>	<b>\$ 12,318,282</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**March 2017**

**Exhibit 6a**  
10-May-17

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,408,931	\$ 5,106,233	\$ (302,698)	94.4%	90.9%
Expenses	5,418,755	2,383,253	3,035,502	44.0%	44.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,824)</b>	<b>\$ 2,722,980</b>	<b>\$ 2,732,804</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,799,444	\$ 1,279,139	\$ (520,305)	71.1%	30.3%
Expenses	1,875,816	1,167,401	708,415	62.2%	41.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (76,372)</b>	<b>\$ 111,738</b>	<b>\$ 188,110</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 1,259,755	\$ 1,377,724	\$ 117,969	109.4%	112.6%
Expenses	5,861,000	1,291,801	4,569,199	22.0%	42.8%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,601,245)</b>	<b>\$ 85,923</b>	<b>\$ 4,687,168</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,400,217	\$ 5,719,689	\$ (1,680,528)	77.3%	57.8%
Expenses	7,635,132	4,837,021	2,798,111	63.4%	57.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (234,915)</b>	<b>\$ 882,668</b>	<b>\$ 1,117,583</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,158,368	\$ 5,964,549	\$ (2,193,819)	73.1%	78.8%
Expenses	10,578,270	6,656,561	3,921,709	62.9%	67.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,419,902)</b>	<b>\$ (692,012)</b>	<b>\$ 1,727,890</b>		
<b>Reserve Fund</b>					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	330,354	41,146	88.9%	90.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (367,332)</b>	<b>\$ (330,354)</b>	<b>\$ 36,978</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,900,868	\$ 10,097,937	\$ (9,802,931)	50.7%	53.6%
Expenses	19,976,606	9,935,927	10,040,679	49.7%	50.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,738)</b>	<b>\$ 162,010</b>	<b>\$ 237,748</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 290,404	\$ 163,516	\$ (126,888)	56.3%	53.2%
Expenses	360,208	230,153	130,055	63.9%	63.8%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (69,804)</b>	<b>\$ (66,637)</b>	<b>\$ 3,167</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 2,665	\$ 2,813	\$ 148	105.6%	87.2%
Expenses	3,000	-	3,000	0.0%	25.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (335)</b>	<b>\$ 2,813</b>	<b>\$ 3,148</b>		



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

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

### Occupancy and Application Update

#### Spring 2017

Staff anticipated 262 students (82%) for spring term, which included approximately 10 new students. However, several students have since moved out due to financial or academic reasons. With this, there are currently 247 students living in Wickiup Hall (77% occupancy), bringing the annualized occupancy to 91%. The 2016-17 budget assumptions for occupancy were 85% fall term, 79% winter term, and 74% spring term providing an annualized rate of 79%. This improved occupancy level will reduce Wickiup Hall's operating deficit and improve the financial performance of the food service operations.

#### Fall 2017

The housing application opened for new students on April 1, 2017. As of April 28, 258, individuals completed an application, a 45% increase over the same point in time last year. Fall 2016 data indicates a 64% conversion rate of applicants to residents. If this rate holds true for a second year, 258 completed applications represents 165 students, or a 56% occupancy rate -- at just one month into a five-month application process.

#### Returning Students

Housing staff set a goal of 50 current residents applying for a second year by the May 1 returner application deadline. (Note that the May 1 deadline is only for those students who wish to receive the above incentives and that students may apply after this date.) By comparison, 18 returning students applied by the fall 2016 deadline.

The College offered returning students several incentives to encourage them to return to Wickiup Hall for a second year including:

- 2016-2017 housing rates
- Laundry cards
- Priority room selection
- Priority loft kit assembly

As of April 28, 47, students had completed the application to return to Wickiup Hall. These students are *in addition to* the new student applications listed above.



### **Process Update**

Last year, students were required to make two \$500 down payments as part of their commitment to living in the residence hall; one was due at the time of signing the housing agreement and the second by an early September deadline. Students reported that having two equal payments at different points in time was confusing and as such, staff made adjustments to the process. *Early* indication is that this change has not prohibited students from committing to housing.

### **Staffing Update**

Both the Assistant Director of Housing and Residence Life and Housing Coordinator job announcements recently closed. Hiring committees are in the process of selecting finalists and anticipate phone and/or in person interviews in the coming weeks.

Exhibit: 7.b  
May 10, 2017  
Approved: Yes \_\_\_ No \_\_\_

Central Oregon Community College  
Board of Directors

**BOARD POLICY UPDATE – BEP 5: COMPENSATION AND BENEFITS  
2nd Reading**

Prepared by: Ron Paradis, executive director of college relations

**A. Action Under Consideration – 2nd Reading**

Update to Board Policy BEP 5: Compensation and Benefits.

**B. Discussion/History**

At the April 2017 Board meeting, Board members approved the “First Reading” to update the Board Policies to provide the option (at the Board’s discretion) to have a Board member on the negotiating team(s).

The attached (7.b1) updates would assure the President informs the Board of Directors prior to the beginning of negotiations with any of the College’s bargaining groups, allowing the Board to decide if it wants to exercise the option of having a Board member formally involved.

**C. Options/Analysis**

- 1) Approve and Adopt as second reading changes to BEP: 5 Compensation and Benefits
- 2) Do not approve and adopt second reading changes to BEP: 5 Compensation and Benefits

**D. Timing**

Action at this time will allow the Board of Directors participation (at the Board’s discretion) to have a Board member on future negotiating team(s).

**E. Proposed Resolution**

Be it resolved that the COCC Board of Directors does hereby approve and adopt the attached update to BEP: 5 Compensation and Benefits.

## **BEP 5: COMPENSATION AND BENEFITS**

Revised: May 10, 2017

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President must ensure the organization's fiscal integrity, public image and program quality.

Accordingly, the President must:

1. Not change unilaterally his or her own compensation and benefits.
2. Not promise or imply permanent or guaranteed employment.
3. Establish compensation and benefits offerings, which are competitive at the local or regional level. He/she shall not create obligations over a term longer than can be covered conservatively by projected revenue, in no event longer than one year or the terms of Board approved collective bargaining contract, and in all events subject to potential losses of revenue.
4. Establish deferred or long-term compensation and benefits, within the following constraints:
  - A. Must not cause unfunded liabilities that commit the organization to benefits which incur unpredictable future costs.
  - B. Must not provide less than some basic level of benefits to all eligible full time employees, through differential benefits to encourage retention of key employees are permitted.
5. Ensure timely negotiations with employee groups in accordance with state labor laws.
6. Inform the Board prior to the establishment of negotiating teams, allowing the Board to consider the option of including a Board member on a team.

Exhibit: 8.a  
May 10, 2017  
Approved: \_\_\_Yes\_\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Betsy Julian, Vice President for Instruction

**A. Action Under Consideration**

Approve emeritus status for retiring faculty: Mark Eberle

**B. Discussion/History**

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

**C. Options/Analysis**

Approve emeritus status for retiring faculty: Mark Eberle

Decline approval of emeritus status for retiring faculty: Mark Eberle

**D. Timing**

Effective with his retirement date in June, 2017.

**E. Recommendation**

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

**F. Budget Impact**

None.