



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, April 8, 2020 – 5:45 & 7:15 PM  
ZOOM Conferencing

TIME	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. <b>Call to Order</b>			Craska Cooper
	II. <b>Introduction of Guests</b>			
	III. <b>Appointment</b>			
	A. New Budget Committee Member, Zone 6	3.a	X	Paradis <input type="checkbox"/>
	IV. <b>Adjourn</b> – Regular Board of Directors' Meeting			
	V. <b>Convene</b> – Budget Committee Meeting			
	VI. <b>Adjourn</b> – Budget Committee Meeting			
7:15 pm	VII. <b>Re-Convene</b> – Regular Board of Directors' Meeting			
	VIII. <b>Agenda Changes</b>			
	IX. <b>Public Comment</b>			
	A.			
	X. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular – March 11, 2020	10.a1	X	Smith <sup>A</sup>
	2. Special Meeting - March 20, 2020	10.a2	X	Boone
	B. Personnel			
	1. New Hire Report (March 2020)	10.b1	X	Boehme <sup>A</sup>
	2. Approval of Contract			
	a. (Pritchard)	10.b2a	X	Boehme <sup>A</sup>
	b. (Knutson)	10.b2b	X	✓
	XI. <b>Information Items</b>			
	A. Financial Statements	11.a		Bloyer <sup>A</sup>
	XII. <b>New Business</b>			
	A. Tuition & Fees	12.a	X	Dona <input type="checkbox"/>
	XIII. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			Craska Cooper
	XIV. <b>President's Report</b>			
	A. Updates:			
	1. COVID-19 – Update on College Response			Chesley <input type="checkbox"/>
	XV. <b>Dates</b>			
	1. Wednesday, May 13 – Budget & Board of Directors' Meetings 5:45pm / 7:15pm (Location: TBD)			

2. Thursday, May 21 – Dinner w/Retreat Facilitator-Bruce Leslie at 6:00pm  
Location: Anthony’s Restaurant/Old Mill District
3. Friday, May 22 – Board Retreat, 8am-4pm Location: Christiansen Boardroom
4. Wednesday, June 10 – Board of Directors’ Meeting  
5:45pm (Location: TBD)
5. Saturday, June 13 - COCC Commencement (Location: Mazama Field)

XVI. **Adjourn to Executive Session:**  
       **ORS 192.660 section 2, subsection d, Labor Negotiations**  
       **ORS 192.660 section 2, subsection h, Legal Counsel**

XVII. **Adjourn Executive Session:**

XVIII. **Re-Convene Regular Open Session:**

XIX. **New Business – Continued**

A. MOU with ABS Association	19.a	X	Boehme <sup>A</sup>
B. MOU with Classified Association	19.b	X	✓

XX. **ADJOURN**

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

## BUDGET COMMITTEE VACANCY

Prepared by: Ron Paradis for Bruce Abernethy, Alan Unger and David Dona

**A. Action Under Consideration**

The Board of Directors has the responsibility to appoint members of the COCC Budget Committee. The Zone 6 position is vacant.

**B. Discussion/History**

Over the past several weeks, we advertised the open position by sending out a press release, placing ads in newspapers and announcing on social media. Board Members Bruce Abernethy and Alan Unger, and Chief Financial Officer David Dona, interviewed this candidate.

**C. Recommended Candidate**

The Committee recommends appointing Roger Detweiler to the vacant Zone 6 position. Mr. Detweiler, who lives in Sisters, has served on budget committees for the Sisters Park and Recreation District, the Sisters School District and the Bend-La Pine School District, and as a member of the City of Sisters Fiscal Advisory Committee and the Sisters Planning Commission. In his professional career, he served as the executive director of the State Bar of Nevada, the American Association of Neuroscience Nurses and the Central Oregon Strategic Training & Education Partnership.

Bruce Abernethy: "Roger is incredibly well qualified and has extensive budget committee experience in other settings. He brings a great understanding of the role of the budget committee. I think he will be a valuable addition to the mix."

Alan Unger: "I am pleased to recommend Roger Detweiler to the budget committee. Roger has lifelong experience with budgets from different organizations and he is connected with Sisters Country which is a plus."

**D. Timing**

Appointment at this time would allow the new budget committee member Mr. Roger Detweiler to participate in the April Budget Committee meeting.

**E. Recommendation**

The COCC Board of Directors does hereby appoint Roger Detweiler to the Zone 6 position on the COCC Budget Committee, through June 30, 2020.



**CENTRAL OREGON**  
community college

Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, March 11, 2020 - 5:45pm  
Christiansen Boardroom, Boyle Education Center  
Bend Campus

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**PRESENT:** Laura Craska Cooper, Erica Skatvold, Bruce Abernethy, Joe Krenowicz, Jim Clinton, Oliver Tatom, Alan Unger, Mark Reinecke (Board Attorney), Laurie Chesley (President), Julie Smith (Executive Assistant)

**CALL TO ORDER:** Laura Craska Cooper, Board Chair

**INTRODUCTION OF GUESTS:**

Guests: Cam Preus (executive director of OCCA/Oregon Community College Association)

COCC faculty & staff: Matt McCoy, Betsy Julian, Ron Paradis, Alicia Moore, Dan Cecchini, Laura Boehme, Zak Boone, Jenni Newby, Michael Fisher, Julie Downing, Annemarie Hamlin, Lisa Bloyer, Amy Harper, Glenda Lantis, Joe Viola, Justin Koon, Paula Simone, Thor Erickson, Ken Harmon, Chris Rubio, Amanda Layton, Anne Zmyslinski-Seelig, Jane Denison-Furness, Mike Artus, Jessica Giglio, Rebecca Franklin, Jessica Julio, Kristen Hostetler, Michael Gesme, Suzie Kristiansen, Stephanie Andre, Raquel Meyers, Paul Pelly, Mindy Williams, Steve Broadbent, and others.

**PRESIDENT'S REPORT:**

Faculty Recognition

Betsy Julian (vice president for instruction) began by saying this is her favorite board meeting of the year as it is the time when we recognize excellence and achievement for all of the hard work of the faculty, resulting in the recommendations for faculty emeritus, sabbatical, promotion, and tenure. She introduced faculty members receiving tenure, promotion, sabbatical and emeritus.

Tenure (Exhibit: 3.a1)

**Ms. Erica Skatvold moved to grant tenure to those nominated (Exhibit: 3.a1) Mr. Jim Clinton seconded the motion. Motion Carries Unanimously. Approved.** M03/20:1

Be It Resolved that the Board of Directors of Central Oregon Community College grants tenure to Jane Denison-Furness, Wendy Earthsong, Thor Erickson, Rebecca Franklin, Christopher Hazlett, Lin Hong, Amanda Layton, Ken Ruettgers, and Anne Zmyslinski-Seelig.

Promotion (Exhibit: 3.a2)

**Mr. Oliver Tatom moved to approve the promotion of the faculty nominated (Exhibit: 3.a2) Mr. Joe Krenowicz seconded the motion. MCU. Approved.** M03/20:2

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the promotion of the faculty as recommended by the Promotion Committee in Exhibit: 3.a2.

Sabbaticals (Exhibit: 3.a3)

The Board of Directors was apprised of the faculty sabbaticals for Bill Cravis, Amy Howell, Kevin Grove, and Cat Finney.

Emeritus Faculty (Exhibits: 3.a4.a)

**Ms. Erica Skatvold moved to approve emeritus status for retiring faculty members William Hoppe, Ken Mays, and Doug Nelson (Exhibit: 3.a4a.); Mr. Bruce Abernethy seconded the motion. Motion Carries Unanimously. Approved.** M03/20:3

Be It Resolved that the Board of Directors of the Central Oregon Community College district approves the emeritus status for retiring faculty members William Hoppe, Doug Nelson, and Ken Mays.

Emeritus Administrative (Exhibit: 3.a4.b)

**Mr. Jim Clinton moved to approve emeritus status for retiring administrative employees Lisa Bloyer, Ken Harmon, Ron Paradis (Exhibit: 3.a4.b); Mr. Bruce Abernethy seconded the motion. Motion Carries Unanimously. Approved.** M03/20:4

Emeritus Classified (Exhibit: 3.a4.c)

**Mr. Oliver Tatom moved to approve emeritus status for retiring classified employees Lani Sykes and Susan Wood (Exhibit: 3.a4.c); Mr. Bruce Abernethy seconded the motion. Motion Carries Unanimously. Approved.** M03/20:5

Be It Resolved that the Board of Directors of the Central Oregon Community College district approves emeritus status for retiring classified employees Lani Sykes and Susan Wood.

**PUBLIC COMMENT:**

OCCA (Oregon Community College Association) Updates

Chair Craska Cooper welcomed and introduced Cam Preus, executive director of the Oregon Community Colleges Association (OCCA). Cam reviewed that the OCCA was founded in 1962, its purpose is to support and provide leadership to Oregon's colleges before state policymakers and partners whose actions affect the well-being of the 17 community colleges across the state.

Cam reported that the bill for the North Lake County area that would have transferred two voting precincts from COCC to the Klamath Falls community college district, went all the way through the legislative session but failed for a lack of a quorum in the Senate. The bill will be picked back up at the next legislative session.

OCCA has recently adopted a seven-year strategic plan with three goals –

1. Secure adequate funding;
2. Engage college board members;
3. Increase equitable student success.

Current and upcoming activities include:

- Convening groups to look at services across the state for Career Technical Education (CTE);
- Assisted in the development and publication of a hunger and housing insecurity study for community college students;
- Working on the Transfer Policy for community college students to university;
- Cyber Security – connecting smaller colleges with the larger colleges.

Cam thanked board member Alan Unger for his service in representing COCC as a board member for OCCA.

Board member Alan Unger complimented OCCA for their good work in the Oregon Legislature by representing Oregon's community colleges as "one-voice".

#### CONSENT AGENDA:

**Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 7.a1, 7.b1 & 7.b2).**  
**Mr. Joe Krenowicz seconded the motion. Motion Carries Unanimously. Approved.** M03/20:6

Be It Resolved that the Board of Directors reviewed and approved the Regular Meeting Minutes of February 12, 2020 (Exhibits: 7.a1);

Be It Resolved that the Board of Directors reviewed and approved the February 2020 New Hire Report (Exhibit: 7.b1);

Be It Resolved that the Board of Directors does hereby approve the employment contract for Kayleen Schweitzer as Assistant Director of Recruitment and Outreach (Exhibit: 7.b2).

#### INFORMATION ITEMS:

Financial Statements – (Exhibit: 8.a)

The Board of Directors was provided the January 2020 Financial Statements.

#### 2018-23 Strategic Plan: Community Enrichment Goal

Glenda Lantis (director of continuing education) and Julie Downing (instructional dean), co-chairs of the Community Enrichment Goal Workgroup; gave a PowerPoint presentation progress update.

Glenda shared that the goal statement for the Community Enrichment Goal Workgroup is to: "engage as a collaborative and contributing partner with the community" "The community tells us and shares with us what their needs are."

Glenda shared that ‘community enrichment’ at a community college spans many different categories, just to name a few –

- Workforce development - offers basic skills and lifelong learning
- Central Oregon Symphony - whether you enjoy music as a performer or listener, the music program at COCC offers something for everyone
- Nancy R. Chandler Visiting Scholar program, brings renowned scholars, lecturers and experts to our region to provide broad-based programming on a diverse range of subjects
- Community Continuing Education courses offer a wide variety of courses to meet the wants and needs of our community.

Glenda introduced the three initiatives for this year –

1. Partnerships - cultivate new and strengthen existing connections with partnerships
2. Regional economic development - which includes education and training in business and workforce
3. Offering colleges services and expertise in response to community needs.

Julie reported that last year under the partnership initiative one of the first things the workgroup did was to define partnership. A survey was conducted with 62 key leaders at COCC regarding partnerships and identified 375 separate entities that we partner with.

President Chesley commented that student success and community enrichment are the two overarching themes of our mission statement, so we want to make sure we’re doing them well and make sure our accreditors know we are doing them well.

#### Consideration of Community Enrichment Recommendations

Ron Paradis (executive director of college relations), gave a PowerPoint presentation showing how community enrichment can be defined in a number of areas the highlights include four areas -

- Workforce - training and economic development
- Educational Partnerships with K-12 and post-secondary in the region and beyond
- Lifelong Learning – what can we do in the community to assist in lifelong learning needs
- Contribute the expertise of services to community initiatives - business after hours, coffee cuppers, EDCO, chamber of commerce, emergency information network

Some of the potential measures of these initiatives could be through the employment data of our graduates, employer satisfaction surveys, and economic impact studies.

#### **OLD BUSINESS:**

##### Budget Committee Appointments (Exhibit: 9.a)

**Mr. Joe Krenowicz moved to approve the appointment of budget committee members Jasmine Barnett to zone 5 and Harry Hamilton to zone 7. Ms. Erica Skatvold seconded. Motion Carries Unanimously. Approved. M03/20:7**

The COCC Board of Directors does hereby appoint Jasmine Barnett to the Zone 5 position and Harry Hamilton to the Zone 7 position on the COCC Budget Committee, through June 30, 2022.

Chair Craska Cooper reported that budget committee member Patricia Kearney representing Zone 6, has recently resigned. Bruce Abernethy, Alan Unger and David Dona will be on the committee to interview a

replacement candidate and bring the approval resolution for the appointee to the April board meeting.

Legislative Update (Handout: 9.b)

The Board of Directors was provided the OCCA's 2020 End-Of-Session Legislative Report.

**NEW BUSINESS:**

Deleted Academic Program (Exhibit: 10.a)

Betsy Julian (vice president for instruction), reviewed that the deletion of academic programs is an ongoing process in making sure that COCC is offering the right courses.

**Mr. Alan Unger moved to approve the deletion of academic program: Business Administration: Retail Management one-year certificate of completion (Exhibit: 10.a). Mr. Jim Clinton seconded. Motion Carries Unanimously. Approved. M03/20:8**

**BOARD OF DIRECTORS' OPERATIONS:**

- |                   |  |
|-------------------|--|
| Mr. Tatom         | COCC Foundation's Meal of the Year<br>Lunch meeting in Sunriver with President Chesley, Kathy DeBone, Tom O'Shea (managing director of Sunriver Resort) and Chad Carpenter (La Pine Parks & Rec)   |
| Mr. Unger         | COCC Foundation's Meal of the Year<br>Legislative phone calls with OCCA<br>Said goodbye to Tina Redd at the Redmond Campus (Tina has moved from the area)  |
| Mr. Clinton       | COCC Foundation's Meal of the Year<br>Budget Committee selection committee   |
| Ms. Skatvold      | Meetings with Chair Craska Cooper and President Chesley<br>Outcrop Groundbreaking ceremony<br>COCC Foundation's Meal of the Year   |
| Mr. Abernethy     | EDCO Luncheon<br>COCC Foundation's Meal of the Year<br>Lunch meeting with Chair Craska Cooper and President Chesley  |
| Mr. Krenowicz     | Scholars program in Madras<br>COCC Foundation's Taste of the Town  |
| Ms. Craska Cooper | Several phone call meetings with Vice Chair Skatvold and President Chesley<br>Lunch meeting with Bruce Abernethy and President Chesley<br>COCC Foundation's Meal of the Year<br>Outcrop Groundbreaking ceremony<br>Chamber After-Hours in Prineville |



## **PRESIDENT'S REPORT:**

### COVID-19 Preparation

President Chesley reported that Ron Paradis (executive director of college relations) and Peter Ostrovsky (director of campus public safety) lead our internal team.

Highlights:

- Safety of students and staff is paramount
- Closely monitoring and following the guidelines put out by the Oregon Health Authority and by local public health officials
- Internal COVID-19 Task Force that meets bi-weekly and represents a broad scope of our campus community that meets regularly and communicates often to keep track of questions, concerns, actions being taken and what we need to do to move forward
- Part of the Central Oregon Emergency Information Network
- Partners with the OCCA and the Higher Education Coordinating Commission, to make sure what we are doing is appropriate and keeping informed and as much as possible to be in alignment with our actions to keep students safe
- Communicating “best practice” around this virus, focused around hygiene and cleaning around our campus community and making sure people know how to keep themselves and their families safe
- Actively planning for all the possible contingencies that might come our way
- The situation changes hourly – we are actively at work reviewing if we need to take our instruction online or deliver it in an alternative way
- Working on how we make sure we plan for all of the contingencies.

Ron reported that the situations change quickly locally, regionally, nationally and globally.

News breaking just tonight -

- ⇒ President Trump restricts travel from Europe
- ⇒ NBA suspends season
- ⇒ Actor Tom Hanks and his wife announce they have the COVID-19 coronavirus
- ⇒ University of Oregon and Oregon State announce they are going online for student finals and for the first three weeks of the spring term.

Ron stated that the college is looking to going online for students and looking at the region to make sure we're up-to-date.

Betsy commented that meetings with faculty will take place on Monday to form strategies to provide support and training sessions for alternative education with technology as well as other possible options.

Matt McCoy (vice president for administration), reported that the same sanitization protocol is in effect throughout all of the college's buildings and campuses. The college has increased cleaning and disinfecting, as well as the installation of hand sanitizer stations throughout all campuses.

Dan Cecchini (director of information technology), reported that he will be holding a department meeting to discuss and work through the many challenges in terms of operations, online learning, and the technologies needed for work-at-home for personnel.

President Chesley thanked the faculty, staff and students for working together to get through this significant challenge.

Administration Compensation Study

President Chesley reviewed that the college has previously implemented the Oregon Pay Equity. Results of the "administration compensation study" have now been sent out to the campus community as well as to the Board of Directors. The study indicated that as a salary structure, the college was misaligned with market range minimum and maximum rates which potentially creates recruiting challenges. She reported that there were many individuals who were out of alignment, particularly those at the lower end of the scale. Employees have been moved to the appropriate progression range based on years of service. The cost of this adjustment was \$200,000, which had been budgeted. Thank you to Laura Boehme (director of human resources) for her hard work in implementing the study.

COCC Foundation's 2020 "Taste of the Town" and "Meal of the Year"

Zak Boone (chief advancement officer/executive director of the COCC Foundation), thanked all of the many staff and volunteers for their good work and help. There were 440 participants at "Taste of the Town" with 20 restaurants participating. For the 42nd Meal of the Year, there were 342 attendees, over 200 helpers and \$325,000 was received for 75 full scholarships.

**Adjourn to Executive Session: 8:00 p.m.**

**ORS 192.660 Labor Negotiations**

**ORS 192.660 Legal Counsel**

**Adjourn Executive Session to Open Session: 9:00 p.m.**

**ADJOURN: 9:01 p.m.**

APPROVED; ATTEST TO;

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Ms. Laura Craska Cooper, Board Chair

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Dr. Laurie Chesley, President

Central Oregon Community College, Board of Directors' Meeting  
MINUTES - Friday, March 20, 2020  
Via Teleconference

- I. Call to Order: The meeting was called to order at 12:05pm by Chair Cooper  
Members present: Skatvold, Craska Cooper, Krenowicz, Clinton, Abernethy, Tatom, Unger, Chesley and Board Counsel Taylor
- II. Introduction of Guests: McCoy, Paradis, Boone, Dona, Boehme, Moore, Julian, Layman & Hogan
- III. Agenda Changes – none
- IV. Public Comment – none
- V. Information Items:
  - a. *Update on COVID-19 Planning at COCC:* President Chesley provided an overview of recent planning and action taken in response to the COVID-19 pandemic. She briefly noted the work done related to instruction, student services, leave and pay, IT systems' readiness, branch campus operations, facilities, communications, teleworking, budget planning and other human resource-related activities.
    - Board member Tatom asked if any programs would be unable to move to an online format, specifically citing nursing as an example. VP Julian noted that we received allowances from the Oregon State Nursing Board allowing our Certified Nursing Assistant and Nursing programs to move forward with remote learning. She cited three programs which would likely have difficulty moving to a remote format -- Vet Tech, Automotive and Manufacturing – as all have unique in-person needs related to access to specialized equipment.
- VI. New Business:
  - a. *Consideration of Emergency COVID-19 Resolution:* Counsel to the Board Paul Taylor noted the updated resolution in front of the board allowed for maximum flexibility within the statute.
    - Chair Cooper noted that she was supportive of the Resolution and was very pleased with the judgment and decision-making made to date during this crisis by President Chesley and the Senior Leadership Team. She added that she felt the Resolution was needed to keep things moving in an ever-evolving situation.
    - President Chesley noted that she was in daily contact with the Higher Education Coordinating Commission (HECC), the Oregon President's Council (OPC) and the Oregon Community College Association (OCCA), and that the

Senior Leadership Team was meeting daily to review data from the health officials, community leaders, and other trusted sources.

- Member Abernethy asked if the 3 feet of distance between people should be updated to the recommended 6 feet by the Centers for Disease Control. President Chesley noted that we were striving for 6 feet in all possible instances.
- Chair Cooper asked for any questions or revisions to Resolution, and Member Krenowicz noted that it comported with other resolutions he had seen in recent days from other public entities. Member Skatvold noted her pleasure that the proposed Resolution gave the president maximum flexibility, and thanked all staff for their work to date during the crisis. Chair Cooper noted that with things changing hourly, she supported the Resolution to allow the president the ability to respond in real-time as needed. President Chesley noted that she planned to stay in frequent contact with Chair Cooper.
- Member Skatvold moved to approve the Resolution and it was seconded by Member Abernethy. There were no comments on the motion, and it passed unanimously via voice vote.

VII. Adjournment: Chair Craska Cooper adjourned the meeting at 12:38 pm



**Central Oregon Community College**  
**Board of Directors**  
**New Hires Report**  
Date of Hire: March 1-31, 2020

**Exhibit: 10.b1**  
**April 8, 2020**

Approved: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Allison, Elizabeth Anne	3/23/2020	Admin Assistant Tech Services	Information Technology Services
Cort, Jennifer	3/30/2020	Public Safety Services Coord	Campus Public Safety
Schmidt, Carolyn Lynn	3/16/2020	Human Resources Specialist	Human Resources
<b>Classified Part-Time</b>			
Case, Jill Marie	3/2/2020	Financial Aid Associate	Financial Aid
<b>Temporary Hourly</b>			
Dickson, Natalie J	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Kalar, Samson C	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Kim, Wayne	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Low ry, Sam	3/5/2020	French & Biology Tutor II	Tutoring and Testing
Low ry, Sam	3/5/2020	French & Biology Tutor II	Tutoring and Testing
Petersen, Rylee Mccall	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Pinkerton, Matthew	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Shucha, Jared	3/30/2020	Part Time Faculty Librarian	Library
Simmons, Joel A	3/11/2020	EMT Lab Assistant	Emergency Medical Services
West, Jesse Wyld	3/11/2020	EMT Lab Assistant	Emergency Medical Services
Wilson, Joshua Seth	3/11/2020	Basketball Certified Referee	Club Sports



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for Diane Pritchard as <b>Director of CAP (Career, Academic and Personal Counseling) Services</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
<b>Prepared By</b>	<b>Laura Boehme, Chief Human Resources Officer</b>

### A. Background

The Director of CAP Services position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Diane Pritchard**
- Decline approval of the employment contract for **Diane Pritchard**

### C. Timing

The **Director of CAP Services** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from April 13, 2020 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2020.

### D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Administrator salary schedule.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Diane Pritchard as Director of CAP Services.**

Ms. Pritchard most recently served as an Academic Advisor and Disability Support Coordinator for Oregon State University-Cascades Campus. Prior to this, Ms. Pritchard served as an academic advisor for the University of Oregon's programs in Central Oregon, and a special education teacher in California. Ms. Pritchard has a masters in school counseling from the University of LaVerne, a bachelors of physical education from California State University – Northridge and an associate of general studies from Antelope Valley College.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Approve the contract for Cathleen Knutson as <b>Director of Fiscal Services</b>
<b>Institutional Efficiency</b>	IE-1: Improve practices and systems related to providing a supportive and productive workplace. IE-3: Define, document and practice clear operational decision-making.
<b>Prepared By</b>	<b>Laura Boehme, Chief Human Resources Officer</b>

### A. Background

The Director of Fiscal Services position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Cathleen Knutson**
- Decline approval of the employment contract for **Cathleen Knutson**

### C. Timing

The **Director of Fiscal Services** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from April 27, 2020 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2020.

### D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Administrator salary schedule.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Cathleen Knutson as Director of Fiscal Services.**

Ms. Knutson is currently the Associate Controller at Seattle University where she is responsible for accounting services, accounts payable, accounts receivable, treasury services, and budget support, supervising 10 staff employees and 4 student employees. Ms. Knutson's work experience includes positions with KPMG (Senior Audit Associate), University of Washington Medical Center (Internal Control Analyst) and Group Health Cooperative (Senior Accountant). Ms. Knutson holds a B.S. in Accounting from Gonzaga University.

Central Oregon Community College  
Monthly Budget Status  
Highlights of February 2020 Financial Statements

**Cash and Investments**

The College's operating cash balances currently total \$38.6 million. The February average yield for the Local Government Investment Pool remains unchanged from the prior month at 2.25 percent.

**General Fund Revenues**

Spring term registration started on February 24th increasing tuition and fee revenue by \$2.6 million over the prior month. All budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through February 2020 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All general fund appropriation categories are within budget.



Exhibit: 11.a  
08-Apr-20

Central Oregon Community College

**Cash and Investments Report**

As of February 29, 2020

<b>College Portfolio</b>	<b>Operating Funds</b>	<b>Trust/Other Funds</b>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 37,574,151	
3624 - Robert Clark Trust		\$ 385,382
 February Average Yield 2.25%		
<b>Cash in USNB</b>	\$ 999,470	
<b>Cash on Hand</b>	\$ 4,600	
 Total Cash	<u>\$ 38,578,221</u>	<u>\$ 385,382</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
February 2020

**Exhibit 11a**  
08-Apr-20

<u>General Fund</u>	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 17,814,000	\$ 16,679,081	\$ (1,134,919)	93.6%	94.8%
Prior Taxes	447,000	559,376	112,376	125.1%	60.0%
Tuition and fees	17,691,000	15,041,911	(2,649,089)	85.0%	74.9%
State Aid	7,510,000	6,620,499	(889,501)	88.2%	72.1%
Program and Fee Income	72,100	12,605	(59,495)	17.5%	33.1%
Interest & Misc. Income	150,000	43,766	(106,234)	29.2%	31.5%
Transfers-In	2,160,000	2,160,000	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 45,844,100</b>	<b>\$ 41,117,238</b>	<b>\$ (4,726,862)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 21,665,951	\$ 12,868,444	\$ 8,797,507	59.4%	58.7%
Academic Support	4,047,864	2,554,729	1,493,135	63.1%	61.7%
Student Services	5,036,105	2,724,104	2,312,001	54.1%	55.7%
College Support	5,674,552	3,569,062	2,105,490	62.9%	60.6%
Plant Operations and Maintenance	4,708,626	2,505,222	2,203,404	53.2%	55.6%
Information Technology	4,688,710	2,514,432	2,174,278	53.6%	57.5%
Financial Aid	112,897	75,374	37,523	66.8%	55.0%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,766,076	1,774,076	(8,000)	100.5%	100.1%
<b>Total Expenses</b>	<b>\$ 48,500,781</b>	<b>\$ 28,585,443</b>	<b>\$ 19,915,338</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,656,681)</b>	<b>\$ 12,531,795</b>	<b>\$ 15,188,476</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**February 2020**

**Exhibit:**  
**11.a**  
8-Apr-20

	<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>Debt Service Fund</b>					
Revenues	\$ 5,734,897	\$ 4,951,820	\$ (783,077)	86.3%	88.2%
Expenses	5,803,480	2,393,661	3,409,819	41.2%	42.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (68,583)</b>	<b>\$ 2,558,159</b>	<b>\$ 2,626,742</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 3,856,835	\$ 1,176,748	\$ (2,680,087)	30.5%	38.9%
Expenses	3,880,754	1,547,487	2,333,267	39.9%	43.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (23,919)</b>	<b>\$ (370,739)</b>	<b>\$ (346,820)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 397,942	\$ 511,528	\$ 113,586	128.5%	97.9%
Expenses	3,831,265	1,014,745	2,816,520	26.5%	20.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,433,323)</b>	<b>\$ (503,217)</b>	<b>\$ 2,930,106</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,207,853	\$ 3,344,475	\$ (2,863,378)	53.9%	55.4%
Expenses	6,801,603	3,988,874	2,812,729	58.6%	62.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (593,750)</b>	<b>\$ (644,399)</b>	<b>\$ (50,649)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,160,308	\$ 5,931,805	\$ (2,228,503)	72.7%	74.0%
Expenses	10,394,042	5,789,405	4,604,637	55.7%	55.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,233,734)</b>	<b>\$ 142,400</b>	<b>\$ 2,376,134</b>		
<b>Reserve Fund</b>					
Revenues	\$ 22,314	\$ -	\$ (22,314)	0.0%	0.0%
Expenses	475,000	445,803	29,197	93.9%	93.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (452,686)</b>	<b>\$ (445,803)</b>	<b>\$ 6,883</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 13,344,370	\$ 7,732,746	\$ (5,611,624)	57.9%	45.5%
Expenses	13,414,975	8,132,816	5,282,159	60.6%	46.8%

<b>Revenues Over/(Under) Expenses</b>	\$	(70,605)	\$	(400,070)	\$	(329,465)		
<b>Internal Service Fund</b>								
Revenues	\$	214,097	\$	119,760	\$	(94,337)	55.9%	51.7%
Expenses		<u>269,300</u>		<u>170,443</u>		<u>98,857</u>	63.3%	48.4%
<b>Revenues Over/(Under) Expenses</b>	\$	(55,203)	\$	(50,683)	\$	4,520		
<b>Trust and Agency Fund</b>								
Revenues	\$	10,499	\$	6,307	\$	(4,192)	60.1%	168.0%
Expenses		<u>12,000</u>		<u>5,584</u>		<u>6,416</u>	46.5%	66.7%
<b>Revenues Over/(Under) Expenses</b>	\$	(1,501)	\$	723	\$	2,224		



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

<b>Subject</b>	<b>2020-21 Tuition and Fee rates.</b>
<b>Strategic Plan Connection</b>	<ul style="list-style-type: none"> <li>• Student Success: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal.</li> <li>• Community Enrichment: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.</li> <li>• Institutional Efficiency: Improve practices and structure related to providing a healthy and productive workplace.</li> </ul>
<b>Prepared By</b>	<b>David Dona, Chief Financial Officer</b>

**A. Background**

For fiscal year 2019-20, COCC has the fifth lowest combined in-district tuition and fee rates of Oregon’s seventeen community colleges. Preliminary information indicates that with the proposed tuition and fee increases, COCC’s combined 2020-21 in-district tuition and fee rates will remain in the lowest one-third of all Oregon community colleges.

As the College strives to develop new programs and delivery systems, maintain comprehensive quality programs and essential support services to students at all campuses, staff recommend that the 2020-21 tuition rate for all residency categories increase by approximately 3%. House Bill 2571 established the non-resident veteran rates in 2009. The non-resident veteran tuition rate is not to exceed 50% of the difference between resident and non-resident rates. The current year’s tuition and fee rates and the proposed 2020-21 tuition and fee rates by residency categories are provided below.

Tuition

<i>Proposed Tuition Rates for fiscal year 2020-21</i>				
Tuition Residency Categories	2019-20 Rates	\$ Assumption	% Assumption	2020-21 Rates
In-District	\$ 106.00	\$ 3.00	3%	\$ 109.00
Non-Resident Veterans	\$ 127.25	\$ 3.75	3%	\$ 131.00
Out-of-District/Border States	\$ 148.50	\$ 4.50	3%	\$ 153.00
Out-of-State/International	\$ 309.00	\$ 9.00	3%	\$ 318.00

Current Fees:

COCC assesses three fees on a per credit basis to all credit students: Technology, Student Activities, and Green Energy. The Student Activities and Green Energy fee have dedicated purposes, while the Technology fee supports one of the fastest growing and impactful areas in the College. As was discussed and recommended during the past two budget development years, the Technology fee is increased by \$3.00 per credit for 2020-21. There is no proposed increase in the other two current fee categories.

**Proposed General Fees for fiscal year 2020-21**

Fee Categories	2019-20 Rates	\$ Assumption	% Assumption	2020-21 Rates
Technology Fee	\$ 12.00	\$ 3.00	25%	\$ 15.00
Student Activities Fee	\$ 1.50	\$ -	0%	\$ 1.50
Green Energy Fee	\$ 0.25	\$ -	0%	\$ 0.25
	<u>\$ 13.75</u>			<u>\$ 16.75</u>

**Annual Tuition and Fees:**

Annual Cost Comparison [45 Credits] Tuition Residency Categories	2019-20	2020-21	Total Increase \$	Total Increase %
	Tuition/Fees	Tuition/Fees		
In-District	\$ 5,388.75	\$ 5,658.75	\$ 270.00	5.0%
Non-Resident Veterans	\$ 6,345.00	\$ 6,648.75	\$ 303.75	4.8%
Out-of-District/Border States	\$ 7,301.25	\$ 7,638.75	\$ 337.50	4.6%
Out-of-State/International	\$ 14,523.75	\$ 15,063.75	\$ 540.00	3.7%

For in-district students, COCC remains one of the most affordable community colleges in Oregon, even with the proposed tuition and fee increases. COCC's lower costs, strong Foundation scholarship support, OER textbook savings, and the State's Oregon Promise tuition support will help provide access to an affordable, quality college education.

**B. Options/Analysis**

- 1) Approve proposed 2020-21 tuition and technology fee rates
- 2) Do not approve proposed 2020-21 tuition and technology fee rates

**C. Timing**

This action is required at this time as the 2020-21 summer term registration starts prior to the May Board meeting.

**D. Budget Impact**

The increase in budgeted tuition and fee revenue using the proposed 2020-21 rates is approximately \$585,000.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2020-21 tuition and fee rates presented in Section A.

MEMORANDUM OF UNDERSTANDING

Between

ADULT BASIC SKILLS INSTRUCTORS / OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER 700

And

CENTRAL OREGON COMMUNITY COLLEGE

The parties, the Adult Basic Skills (ABS) Instructors/Oregon School Employees Association and Central Oregon Community College (COCC) agree to the following proposal:

The College and ABS Instructors agree to delay the June 30, 2020 Negotiations due to the COVID-19 pandemic, and propose the following schedule for upcoming negotiations:

- 1. Full reopener – to be done by June 30, 2021 (delayed by one year)

Based upon this recommendation, the College proposes and ABS Instructors agree to accept and continue the current language in the ABS Instructors Collective Bargaining Agreement dated July 1, 2017 – June 30, 2020.

*Specific Articles for Consideration:*

**ARTICLE 19: SALARIES**

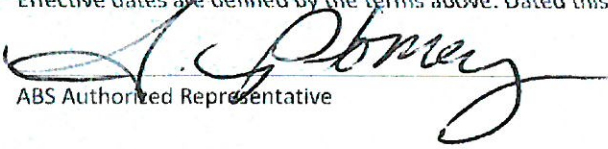
- 1. **Salary Schedule:** Effective July 1, 2020, each step in the current salary schedule will be adjusted as follows. Instructors with satisfactory evaluations will be eligible for a step increase effective as of this date.
  - a. 2020-2021: 2.25% increase to each step of the salary grades in all 4 columns of the salary scale. Refer to Appendix A for the 2020-2021 salary schedule.

**ARTICLE 25: DURATION**

- 1. **Effective Dates:** This Agreement shall be effective as provided herein and remain in full force and effect until June 30, 2021, when it shall cease and expire on that date. However, if the College and the Union are engaged in collective bargaining on July 1, 2021, for a successor agreement, then the parties agree that the benefits in this Agreement in effect on June 30, 2021, shall be maintained by the College until a successor Agreement is executed or until the Union has exercised its rights and obligations under ORS 243726, inclusive.
- 2. Article 19, Salaries, and Section 1 of Article 21, Insurance will be effective through June 30, 2021. Negotiations for 2021 and beyond will begin no later than March 1, 2021. All other articles and sections of the ABS agreement will remain effective July 1, 2017 through June 30, 2021.

**No other economic or language articles will change, and will remain intact until the date of the next proposed negotiations period.**

Effective dates are defined by the terms above. Dated this \_\_\_ day of April 2019.



ABS Authorized Representative

COCC Authorized Representative

Appendix A: ABS Salary Schedule for Fiscal Year 20/21

2020-2021 179 day salary schedule  
Proposed with 2.25%  
added to each cell

	A	B	C	D
	BA/BS	BA/BS+24 graduate credits in primary assignment	MA/MS any area + 24 graduate credits in primary assignment	MA/MS in ABE, Education, Math, English, TESOL
1	48,165	49,079	49,993	50,909
2	49,098	50,013	50,927	51,842
3	50,032	50,947	51,861	52,775
4	50,965	51,880	52,796	53,709
5	51,899	52,814	53,729	54,643
6	52,834	53,747	54,662	55,578
7	53,767	54,683	55,596	56,511
8	54,701	55,616	56,529	57,444
9	55,634	56,549	57,465	58,378
10	56,569	57,483	58,398	59,312
11	57,503	58,416	59,331	60,247
12	58,436	59,351	60,265	61,180
13	59,370	60,285	61,199	62,113
14	60,304	61,218	62,133	63,048
15	61,238	62,152	63,067	63,981
16	62,171	63,086	64,000	64,915
17	63,105	64,020	64,935	65,848
18	64,039	64,953	65,868	66,782

2020-2021 12-month salary schedule  
Proposed with 2.25% added  
to each cell

	A	B	C	D
	BA/BS	BA/BS+24 graduate credits in primary assignment	MA/MS any area + 24 graduate credits in primary assignment	MA/MS in ABE, Education, Math, English, TESOL
1	64,220	65,439	66,658	67,878
2	65,464	66,683	67,902	69,123
3	66,709	67,929	69,148	70,367
4	67,953	69,174	70,394	71,612
5	69,199	70,418	71,639	72,858
6	70,445	71,663	72,883	74,104
7	71,690	72,910	74,128	75,348
8	72,934	74,155	75,372	76,593
9	74,179	75,399	76,620	77,837
10	75,425	76,644	77,864	79,083
11	76,671	77,888	79,109	80,329
12	77,915	79,134	80,353	81,573
13	79,160	80,380	81,599	82,818
14	80,406	81,624	82,843	84,064
15	81,650	82,869	84,089	85,308
16	82,894	84,115	85,334	86,553
17	84,140	85,359	86,580	87,797
18	85,385	86,604	87,824	89,043



**MEMORANDUM OF UNDERSTANDING**

**Between**

**CLASSIFIED ASSOCIATION OF CENTRAL OREGON COMMUNITY COLLEGE**

**And**

**CENTRAL OREGON COMMUNITY COLLEGE**

The parties, the Classified Association of Central Oregon Community College (CACOCC) and Central Oregon Community College (COCC) agree to the following proposal:

The College and CACOCC agree to delay the June 30, 2020 Economic Negotiations due to the COVID-19 pandemic, and propose the following schedule for upcoming negotiations:

1. Economics opener – to be completed by June 30, 2021 (instead of June 30, 2020)
2. Full reopener – to be completed by June 30, 2022 (as currently scheduled in the contract)

Based upon this recommendation, the College proposes and CACOCC agrees to accept and continue the current language in the CACOCC Collective Bargaining Agreement dated July 1, 2017 – June 30, 2022, except for the specific economic articles noted below.

***Specific Economic Articles:***

***11.1.c: Annual Increase***

*After the wage schedule has been adjusted, all Classified members on payroll as of July 1, 2020 will receive a 3.0% wage increase for each year of this contract. This increase will be extended for the July 1, 2020 through June 30, 2021 period only. The parties agree to negotiate the remaining contract years' annual wage increases as part of their economics opener to be completed by June 30, 2021.*

***12.1: College ad Employee Contribution***

*The parties agree to maintain the current Article 12 language whereby the College will contribute toward the cost of college-purchased health insurance (medical, prescription, dental, and vision only) for full-time employees at a maximum of 90% of the cost of such insurance; Classified employees will pay a minimum of 10% of the health insurance premium.*

***No other economic articles will change, and will remain intact until the date of the next proposed negotiations period.***

Effective dates are defined by the terms above.

Dated this 3rd day of April 2020.



CACOCC Authorized Representative

COCC Authorized Representative