



CENTRAL OREGON
community college

**CENTRAL OREGON
COMMUNITY COLLEGE**
Board of Directors' Meeting – AGENDA
Wednesday, December 6, 2017 – 5:45PM
Christiansen Boardroom Boyle Education Center
COCC Bend Campus

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Krenowicz
5:45 pm	II. Introduction of Guests			Krenowicz
5:47 pm	III. Agenda Changes			
5:48 pm	IV. Public Hearing and Testimony			
	A.			
5:55 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (November 8, 2017)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (November 2017)	5.b1	X	Fegley ^A
6:00 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. 2016-17 Residence Hall Annual Report	6.b		Davis ^A
6:10 pm	VII. Old Business			
	A. Cascades Hall Renovations	7.a	X	Steve Pitman ^P
6:20 pm	VIII. New Business			
	A. Housing – Room & Meal Plan Rates	8.a	X	Dona ^P
6:30 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			Krenowicz
6:40 pm	X. President's Report			Metcalf
	A. Updates			
	1. COCC Foundation			Zak Boone/Betsy Weedman ^P
	2. Analysis of the Return on Investment and Economic Impact of Education			McCoy/Paradis ^P
XI.	Dates			
	A. Wednesday, January 10, 2018 @ 5:45 p.m. Board of Directors' Meeting Christiansen Boardroom – Boyle Education Center Bldg.			
	B. Wednesday, February 7, 2018 (11:30 a.m.) Board of Directors' Retreat Christiansen Boardroom – Boyle Education Center Bldg.			
	C. Wednesday, February 14, 2018 @ 5:45 p.m. Board of Directors' Meeting			
	XII. Adjourn to Executive Session			

XIII. Executive Session:

ORS 192.660 (1)(i) Performance Evaluation Public Officers
and employees

XIV. Adjourn Executive Session

XV. Reconvene 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, November 8, 2017 - 5:45 p.m.
Elevation – Cascade Culinary Institute
Bend Campus

PRESENT: Joe Krenowicz, John Mundy, Bruce Abernethy, Laura Craska Cooper, Vikki Ricks, Erica Skatvold, Alan Unger, Lon Johnson-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

CALL TO ORDER: Joe Krenowicz, Board Chair for 2017-18

INTRODUCTION OF GUESTS: Thor Erickson, Caren Graham, Tony Russell, Betsy Julian, David Dona, Jerry Schulz, Dan Cecchini, Jenni Newby, Michael Fisher, Lisa Bloyer, Eddie Johnson-Faculty Forum President, Joe Viola, Zak Boone, Julie Downing, Sharla Andresen, Glenda Lantis, Mary Ann Asson Batres, Karen Roth, Kari McDaniel, Michelle Cary, Aimee Metcalf, Evelia Sandoval, Christy Walker, and others.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 5.a1-5.b1).
Mr. John Mundy seconded the motion. MCU. Approved. M11/17:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of October 11, 2017 (Exhibit: 5.a1);

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

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Oregon Promise (Exhibit: 6.b)

Alicia Moore-dean of student and enrollment services reported that the Oregon Legislature renewed its support of the “Oregon Promise” (OP) program for the 2017-19 biennium. Given the limited resources, it made two important changes.

- Under the first cohort, any recent high school graduate or GED recipient who met eligibility requirements qualified for OP support regardless of family income levels. Starting with the second cohort, students whose “expected family contribution” is \$18,000 or greater are no longer eligible for OP funds.
- It did not provide funding for first-year experience or other student success activities required for first-year OP students.

The Board of Directors were apprised of the fall 2017 Oregon Promise data, including participation and first-year retention rates.

Multicultural Activities (Exhibit: 6.d)

Alicia Moore, dean of student and enrollment services introduced Karen Roth-multicultural activities director, Evelia Sandoval-Latin @ student program director, Michelle Cary-native American student program coordinator and Christy Walker- ¡Avanza! program coordinator. They gave an overview of multicultural activities.

NEW BUSINESS:

Budget Committee (Exhibit: 7.a)

Mr. John Mundy moved to reappoint to the Budget Committee through June 30, 2020: Doug Ertner-Zone 1 and Patricia Kearney -Zone 6. Ms. Laura Craska Cooper seconded. MCU. Approved. M11/17:2

BOARD OF DIRECTORS' OPERATIONS:

- | | |
|-------------------|--|
| Mr. Abernethy | Phone calls with board members and staff
Coordinated letter to the State Legislature re: funding for OSU-Cascades |
| Mr. Mundy | Facilities Master Plan committee meeting
Oregon School Boards Association (OSBA) fall regional meeting
City Club
Oregon Community College Association (OCCA) Conference at Salishan |
| Ms. Skatvold | Chandler Scholarship program speaker series
Oregon School Boards Association (OSBA) fall regional meeting
Oregon Community College Association (OCCA) Conference at Salishan |
| Mr. Unger | Oregon Community College Association (OCCA) Conference at Salishan
Better Together – Reach Higher work group meeting
OSU-Cascades Advisory meeting |
| Ms. Ricks | Oregon Community College Association (OCCA) Conference at Salishan
Guest on local radio talk show re: Education in La Pine |
| Ms. Craska Cooper | Facilities Master Plan committee meeting
Phone call from constituent |
| Mr. Krenowicz | Youth Career Connect meeting
Meetings with President Metcalf re: Agenda Planning and Economic Forecast |

PRESIDENT'S REPORT

PowerPoint presentations that included program updates and activities:

- Central Oregon Spanish Summer Immersion (COSSI) – Chuck Hutchings
- Certified Nursing Assistant – Tony Russell and Kari McDaniel
- Cascade Culinary Institute –Thor Erickson

Adjourn to Executive Session: ORS 192.660 (1)(d) Labor Negotiations

Adjourn Executive Session:

Reconvene Board of Directors' Meeting – Open Session

OLD BUSINESS:

ABS/OSEA Contract (Exhibit: 15.a)

Mr. John Mundy moved to approve the 2017-2020 collective bargaining agreement between COCC and the Oregon School Employees Union, Chapter 700 as negotiated. Mr. Bruce Abernethy seconded. MCU. Approved. M11/17:3

ADJOURN: 8:10 p.m.

APPROVED;

ATTEST TO;

Mr. Joe Krenowicz-Board Chair

Dr. Shirley I. Metcalf, President

Central Oregon Community College
Board of Directors
NEW HIRE REPORT FOR November
Date of Hire: November 1 - 27, 2017

Name	Date Hired	Location	Job title
Classified Full-Time			
Lisa Jaschek	11/06/2017	Bend	Enrollment Cashiering
George Ullrich Berry	11/01/2017	Bend	Custodial Services
Krista Leaders	11/13/2017	Bend	Instructional Deans
Classified Part-Time			
Linnea Berg	11/02/2017	Bend	Biological Science
Temporary Hourly			
Diane Kirpach	11/01/2017	Bend	Test and VUE Proctor
Joslyn Stout	11/06/2017	Bend	Information Office Asst
Daniel Howell	11/13/2017	Bend	EMT Lab Assistant
Lehui Liao	11/17/2017	Bend	CAP Center Proctor
Amy Bachman	11/01/2017	Bend	Tool Room Assistant
Courtney Comilla	11/06/2017	Bend	Information Office Assistant

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

Cash and Investments

The Colleges' operating cash balances currently total \$26.2 million. The October average yield for the Local Government Investment Pool remains at 1.45%.

General Fund Revenues

The College received the second state aid payment of \$1.8 million in October. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through October 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 October 31, 2017

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 25,173,064	
3624 - Robert Clark Trust		\$ 378,216
3707 - Residence Hall bond funds		
October Average Yield 1.45%		
Cash in USNB	\$ 1,038,786	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 26,216,450</u>	<u>\$ 378,216</u>

Central Oregon Community College
Monthly Budget Status
October 2017

Exhibit 6a
06-Dec-17

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 15,573,000	\$ -	\$ (15,573,000)	0.0%	0.0%
Prior Taxes	536,000	205,782	(330,218)	38.4%	36.9%
Tuition and fees	17,316,000	6,135,628	(11,180,372)	35.4%	38.1%
State Aid	8,792,000	4,792,271	(3,999,729)	54.5%	49.0%
Program and Fee Income	87,000	23,744	(63,256)	27.3%	N/A
Interest & Misc. Income	115,000	25,461	(89,539)	22.1%	10.9%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 13,462,886	\$ (31,236,114)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 4,697,693	\$ 16,692,663	22.0%	21.8%
Academic Support	3,396,982	999,450	2,397,532	29.4%	29.6%
Student Services	4,783,501	1,340,623	3,442,878	28.0%	29.1%
College Support	5,522,005	1,677,054	3,844,951	30.4%	32.2%
Plant Operations and Maintenance	4,641,805	1,222,448	3,419,357	26.3%	26.8%
Information Technology	4,573,854	1,495,838	3,078,016	32.7%	35.0%
Financial Aid	112,897	46,865	66,032	41.5%	54.5%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,126,641	18,019	99.2%	99.3%
Total Expenses	\$ 47,366,060	\$ 13,606,612	\$ 33,759,448		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ (143,726)	\$ 2,523,334		

Central Oregon Community College
Monthly Budget Status
October 2017

Exhibit 6a
06-Dec-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>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,525,063	\$ 1,561,389	\$ (3,963,674)	28.3%	30.0%
Expenses	5,498,184	741,697	4,756,487	13.5%	13.6%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 819,692	\$ 792,813		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 376,419	\$ (2,623,261)	12.5%	22.8%
Expenses	3,062,375	470,341	2,592,034	15.4%	22.6%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (93,922)	\$ (31,227)		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,777	\$ (26,814)	98.1%	99.4%
Expenses	6,124,920	1,403,368	4,721,552	22.9%	18.2%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ (52,591)	\$ 4,694,738		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 2,603,706	\$ (5,078,134)	33.9%	38.5%
Expenses	7,184,486	3,007,775	4,176,711	41.9%	40.4%
Revenues Over/(Under) Expenses	\$ 497,354	\$ (404,069)	\$ (901,423)		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 4,027,944	\$ (3,557,653)	53.1%	51.3%
Expenses	10,817,917	4,877,350	5,940,567	45.1%	41.7%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (849,406)	\$ 2,382,914		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	310,462	49,538	86.2%	84.4%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (310,462)	\$ 33,096		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 4,620,445	\$ (13,185,186)	25.9%	26.6%
Expenses	17,880,190	4,926,921	12,953,269	27.6%	26.9%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ (306,476)	\$ (231,917)		
Internal Service Fund					
Revenues	\$ 274,647	\$ 49,232	\$ (225,415)	17.9%	20.9%
Expenses	350,196	95,385	254,811	27.2%	33.2%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (46,153)	\$ 29,396		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 1,842	\$ (1,894)	49.3%	42.8%
Expenses	7,000	2,000	5,000	28.6%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ (158)	\$ 3,106		



**Central Oregon Community College
Wickiup Hall: Student Housing
2016 - 17 Year-End Report**



Central Oregon Community College New Student Housing Year End Report

**Presented to the COCC Board of Directors
December 2017**

Prepared by: Alicia Moore, Dean of Student and Enrollment Services

With contributions from:
Shirley Metcalf, President
Stephanie Bilbrey, Housing Marketing and Summer Conferences Coordinator
Drew Cecchini, Assistant Director - Recruitment and Outreach
Andrew Davis, Director of Student and Campus Life
David Dona, Chief Financial Officer
Chris Egertson, Institutional Effectiveness
Tyler Hayes, Assistant Director of Housing and Residence Life
Aimee Metcalf, Assistant Director - College Relations
Melissa Merryman, Residence Life Coordinator
Matt McCoy, Vice President for Administration
Ron Paradis, Executive Director of College Relations

“I love how convenient it is. I don’t have an excuse not to go to class, and it was a great way to make friends.”

*- Comment from 2016-17
Exit Survey*

STRATEGIC PLAN CONNECTION

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

Quality housing programs continue to play an integral role in the recruitment and academic success of students, as well as create opportunities for students to build strong connections to the institution (Banning & Kuk, 2011). As such, Wickiup Hall is poised to be a strong contributor to COCC’s strategic plan objectives focused on transfer and workforce students. Additionally, providing high quality facilities serves as a strong recruitment tool for prospective students, with student housing being high on the list for traditional students participating in campus tours (IS.6). Finally, COCC’s new student housing program was built to be self-sustaining and contribute to College fiscal operations over time (see pages 9 - 10). As such, it is tightly connected to the institution’s objective regarding alternative funding options (IS.4).

HISTORY

COCC first built on-campus new student housing in 1967. Juniper Hall’s original purpose was to provide convenient housing options for students from the far corners of

the College’s service district, although over time, this developed into providing housing for any student interested in living on campus. Juniper Hall was designed as a traditional dorm to accommodate 100 students in two-person bedrooms and four common bathrooms.

By the early 1990’s, COCC began discussing expanding or replacing on-campus housing to better meet the needs of current and future students, as well as address issues associated with an aging building. To that end, the College conducted six studies:

- Student Housing Recommendations (1990), internal analysis
- Student Housing Analysis (2000), conducted by College Housing Northwest
- Student Housing: Project Feasibility Analysis (2002), conducted by College Housing Northwest
- Student Housing Cost Analysis (2003), conducted by W. E. Group
- Housing Feasibility Study (2006), conducted by Brailsford & Dunlavy
- Student Housing Market & Financial Analysis (2011), conducted by Brailsford & Dunlavy

In short, all studies indicated that there was demand for on-campus housing and that, under certain conditions, it could be self-sustaining over time.

WHY HOUSING?

Modernization and fiscal considerations aside, other factors weighed heavily in the COCC Board of Director's approval to build new student housing. Among these:

- **Student Success:** Research indicates that living on-campus contributes to student success, with outcomes being higher GPA, retention and graduation rates for on-campus students compared to those who live off campus.
- **Board Priorities:** Addressed Board Priorities of strengthening opportunities for student retention, creating a stronger sense of campus community through facility development, and pursuing alternative revenue streams.
- **COCC Master Plan:** The COCC 2002 - 2012 Master Plan, as well as the 2007 update, called for expansion of student housing. This process and its conclusions relied on feedback from students, faculty staff, and community members.
- **Student Expectations, Summer Conference, Accessibility and Aging Facility:** The traditional dorm style approach was no longer the design desired by traditional-aged students and is not being built on many college

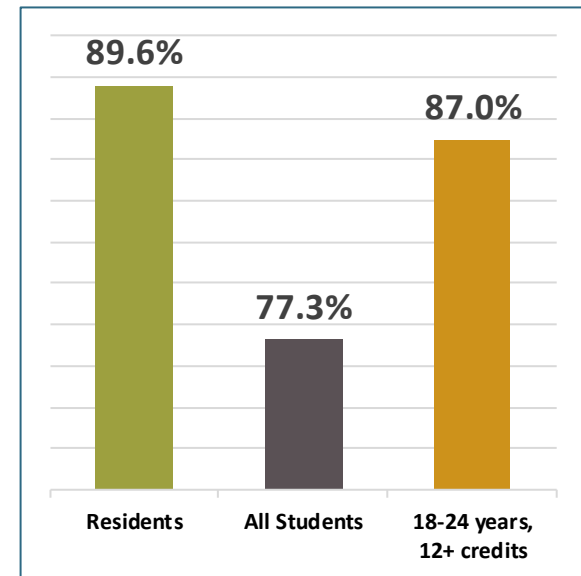
campuses today. Moreover, the age of the building posed continued maintenance and ADA challenges. Finally, the design, age, and size of the building was not attractive for summer conference groups. Therefore, COCC's ability to meet the needs of today's college student, provide a building that is attractive to both prospective students and summer conference groups, meet accessibility goals, and address maintenance concerns were all strong factors in the decision to build new student housing.

- **Higher Education Assessment Team Priority:** At the time of the most recent feasibility study, Central Oregon had a "Higher Education Assessment Team" which established priorities for higher education in Central Oregon. Among these was to provide on-campus student housing as a means of expanding student engagement and cultural opportunities as these are also factors in increasing student retention.

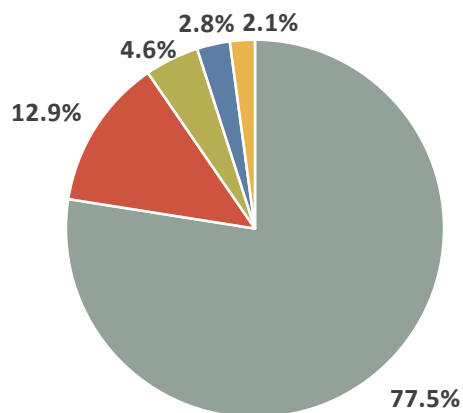
STUDENT SUCCESS DATA

Research indicates that students who live on-campus are more successful than those who do not and as such, the College tracks student success data annually. The College examined academic retention rates, student

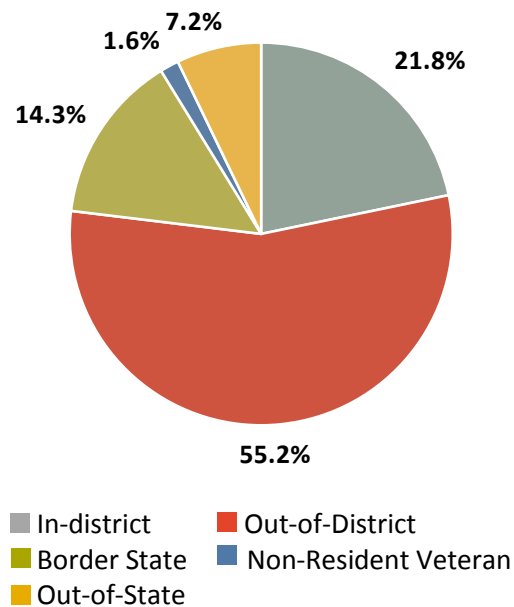
Fall-to-Winter Retention



Residency: College Wide



Residency: Residence Hall



In-district
 Out-of-District
 Border State
 Non-Resident Veteran
 Out-of-State

progression, and successful course completion rates for 2016-17 residence hall students. See the “Future Directions” section for reactions to these findings. Data highlights include:

First-Term Retention

“First-term retention” is defined as the number of students registered at the end of the second week of fall term and continuing in winter, even if the student did not continue to live in the hall. Data indicates that residence hall student retention was 89%, while its peer campus population was 80.1%.

Student Progression

For purposes of this report, progression is defined as the number and percent of fall 2015 students who earned 15 or 30 credits during the 2016-17 academic year. These markers were chosen as studies indicates that students who meet these thresholds are often more likely to continue. In reviewing the fall 2016 cohort, 69% of residence hall students completed 15 or more credits during the academic year, while 73% of their peer group did so. Data for those who completed 30 or more credits, however, is much more closely aligned: 40.1% of fall 2016 residence hall students compared to 41.8% of their counterparts. Given this information, residence life staff is working with the CAP Center and other student

support services to review the academic support services provided to residence hall students.

Successful Course Completions

Defined as the number of registered courses after week two compared to the number completed successfully, this data point is an early indicator of student progression. Like the 15- and 30-credit threshold, residence hall students completed courses at a lower rate than their peers. Residence life staff are working with students to determine if the minimum credit threshold required for living in housing influences whether a student decides to drop a course, thereby avoiding a failing grade, or remain in the course solely to meet on-campus living requirements.

DEMOGRAPHIC DATA

Age

Similar to other institution’s student housing programs geared towards traditional-aged students, COCC residence hall median age is 19. During 2016-17, 251 students were 19 and younger, while 123 were between the ages of 20 and 29.

Gender

As with the prior year, Wickiup Hall gender data shows that more men live on campus than women (52.2% male, 47% female), while the College’s male to female ratio is opposite (46.6% male, 51.4% female).

Ethnicity

19.6% of Wickiup Hall students were students of color, 74.6% are white, with 4.5% student ethnicity unknown. Ethnicity in a parallel group of COCC students is somewhat similar in that 19.1% were students of color, 72.7% were white, and 8.2% were unknown.

Residency

24.5% of COCC's Bend campus certificate and degree seeking students are nonresidents. Comparatively, Wickiup Hall is 78.5% nonresident. During the past several years, the College has increased its recruitment efforts outside of the College's district, primarily targeting traditional age students, as a means of supporting residence hall occupancy. Feedback from residents indicate that most hear about COCC via a combination of methods, including college fairs, high school counselors, social media and targeted advertising.

STUDENT OCCUPANCY DATA

2016-17

Despite first-year occupancy being lower than anticipated, Wickiup Hall opened at 103% occupancy for fall, 95% winter and 77% spring. Anecdotal conversations with students suggest that some of the increased occupancy was due to a greater understanding in Oregon high schools about COCC's housing option, as well as increased

marketing and recruitment work.

Additionally, many students indicated that "word of mouth" and feedback from friends helped steer them towards COCC and its housing program.

Oregon Promise

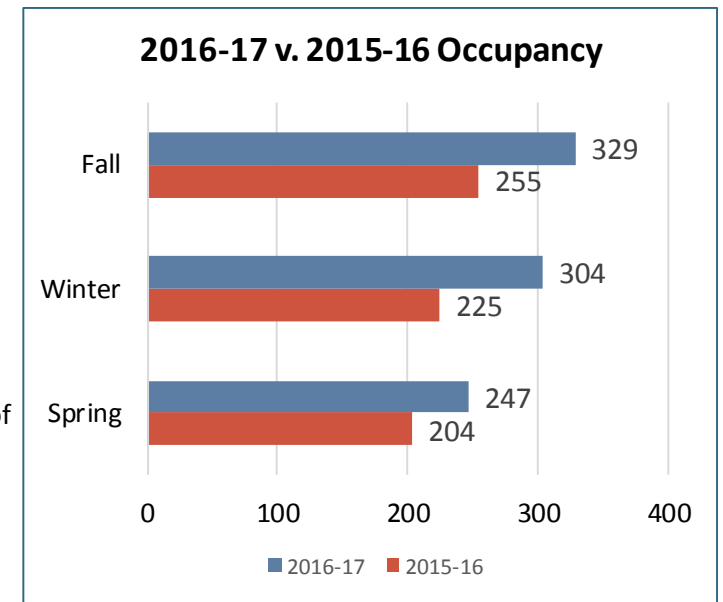
Fall 2016 represented the first year of the Oregon Promise grant, a tuition assistance grant available to direct-from-high school graduates or GED recipients. COCC had 566 students attend COCC in 2016-17, with 140 of those students living in Wickiup Hall. This represents 42% of all 2016-17 residence hall students.

RESIDENCE HALL POLICIES

Student Intake Process

During its first year of operation, staff learned that many students struggled to understand the financial obligations associated with tuition, fees, room and board. As such, COCC redesigned the new student intake process. As part of this students must complete a background check, complete a budget worksheet and make the first of two down payments prior to their application being accepted. Additionally, students must make a second deposit prior to a room and roommate being assigned.

Feedback from students indicated that this process was helpful to understanding the full





Residents enjoying the TV and game lounge (includes a shuffleboard table!) as well as the community kitchen.

cost of attending college, although they did express confusion over the need for two deposits. Staff feedback indicated that the upfront conversation helped students make the financial decision best suited to their situation. Additionally, the process resulted in far fewer students with a balance due.

Summer Housing

Summer 2016 represented the third year in which students were allowed to live on campus during the summer. Students had to meet several conditions to live in the hall:

- Good academic standing
- No past due balance
- Little to no conduct history
- Registered in six credits

21 students applied, met eligibility requirements, and moved into the hall for summer term. One Community Assistant supported, as well as summer conferences.

Overall, students indicated that this was very helpful in continuing their studies without having to move off campus during summer quarter and staff indicated that the pre-screening works well to identify students who truly need this service.

FOOD SERVICE

Based in part on feedback from 2015-16

residents, COCC considered a variety of changes to not only improve the experience for residence hall students, but for the campus as a whole. First, the College redesigned an existing space in the Coats Campus Center to serve as a campus mini-market, providing students with needed sundry items, expanded food and grocery options, and extended operating hours for food and snacks. The café was remodeled and offered expanded food and beverage choices and improved customer service. Finally, the dining hall's menu was updated to include greater variety in food choice and local sourcing.

2016-17 EXIT SURVEY

Just prior to the end of spring 2017, staff distributed an "exit survey" to all residents. Of the 97 students who responded, 30% indicated they planned to return to Wickiup Hall, 61% indicated they did not plan to return, and the remainder were still unsure.

Students Planning to Return

The majority of students who planned to return to Wickiup Hall for fall 2017 indicated they planned to return due to the convenience of living on campus, the quality of the facility, the sense of community and that living off campus did not appeal to them. When asked what they enjoyed most about living on campus, the majority of respondents

indicated convenience and the ability to meet new people and make connections. At the same time, this population indicated that what they liked least was the vandalism (12 responses) and would like to see an increase in programming and respect for one another (11 responses).

Students Not Planning to Return

Students who did not plan to return cited the concerns about food service, cost, and desire to live off campus as primary reasons for not returning. Even with this, a significant number of students indicated that what they most enjoyed about living on campus was meeting new people, convenience of being on campus, and building relationships. When asked what they like least about living on campus, top responses were conduct issues of other residents and quality of food. When asked about potential improvements for the future, nonreturners indicated that they would like to see more consistent enforcement of policies, improvement in food service, and more programming and events.

During summer and fall 2017, staff from housing and residence life, student life, campus public safety, food service, and campus services debriefed the survey and identified means for improving the student experience.

STAFFING

Wickiup Hall staff include the Assistant Director of Housing and Residence Life, Residence Life Coordinator (live-in position), Housing Marketing and Summer Conferences Coordinator, administrative assistant (.5 FTE), 10 community assistants, and two custodial staff.

Community Assistants

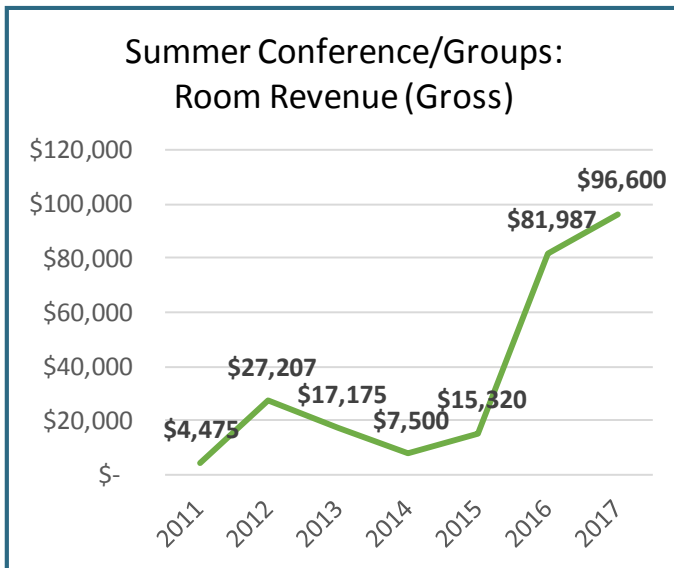
Wickiup Hall's 10 Community Assistants (CAs) are live-in, paraprofessional staff whose primary responsibilities include developing an on-campus housing experience built on academic success, community engagement, and safety. CAs serve as a peer resource and advisor and are responsible for creating a strong, supportive community amongst residents, developing programs and activities tied to student interests and needs, and upholding residence hall and college policies through regular "on duty" nights. All CAs are required to live in the residence hall and as such, must show a willingness to be available and accessible to residents by working front desk hours, duty nights, and spending time with residents. There is one CA for each of the ten Wickiup Hall communities.

Assistant Director of Housing and Residence Life

COCC hired Tyler Hayes as its assistant director of housing and residence life in July



2017-18 Housing and Residence Life Team



2017. Prior to this, Tyler worked in COCC's Admissions and Records, Financial Aid, and the Student Life departments, giving him a breadth of knowledge needed to build a comprehensive and supportive residence life program. In this position, Tyler has oversight for the daily operations of Wickiup Hall, including managing student applications, contracts, and deposits; student conduct; and collaborations with other areas of campus who support the residence all.

Tyler has a bachelor of science in math from San Diego Christian College and a masters of education in academic advising from Kansas State University. Tyler was born and raised in Bend and enjoys golfing, boating, skiing, biking and anything else outdoors with his wife and two kids.

Residence Life Coordinator

Melissa Merryman started as COCC's residence life coordinator in July 2017. As the full-time, live-in professional staff position, Melissa's primary responsibilities include supervision of the Community Assistants; development programs and events grounded in community, student engagement and academic success; and frequent interaction with residents. Prior to COCC, Melissa worked for Rogue Community College as the faculty advisor for its student government and project coordinator for state grants. Melissa graduated from Southern

Oregon University with a bachelor's degree in anthropology and is currently pursuing a master's in education at Portland State University. Melissa enjoys traveling and exploring, and is excited to take on many of Central Oregon's adventures.

SUMMER GROUPS

Overview

Student housing organizations actively engage in hosting a variety of summer conference groups as a means of generating long-term recruitment opportunities and increasing revenue in support of housing operations.

Permitted Groups

Under the terms of the residence hall bond agreement, summer groups must have an educational component to their reason for staying on campus (e.g., sports clinic, workshops, and trainings) and/or be a government agency. Additionally, a limited number of non-educational or non-governmental groups (e.g., athletic competitions) can stay in housing during the summer so long as total revenues from these groups does not represent a significant portion of total annual revenue for the building and the length of stay is less than 50 days.

Summer 2017

Lodging revenue from summer groups generated \$96,600 (gross), representing 3,483 bed nights, 265 guests, and eight groups. Example groups include the AP Institute of the Cascades, Cascade Cycling Classic, and emergency responder groups affiliated with the summer eclipse. These groups also generated \$6,410 in campus facilities rentals.

With this serving as the second summer of a formal summer conference program, some insights from staff include:

- Affordable seasonal housing for interns, emergency responders, and in support of Central Oregon events continues to be interest to the local community;
- Sharing staffing between summer housing and summer groups requires significant coordination to make sure all needs are met, but works well in creating efficient partnerships; and
- The most frequent concern from guests was the lack of air conditioning during high temperature days.

MARKETING and RECRUITMENT

In January 2015, President Metcalf convened a work team focused on developing a campus marketing effort targeted towards the residence hall; the work team included representatives from College Relations, Admissions and Records, and Housing, and

was chaired by Ron Paradis, executive director of College Relations. The following is a summary of some of their work.

High School Recruiting: 2016-17

Using current data to best plan its outreach to high schools, Admissions staff visited 39 out-of-area high schools (included targeted high schools in Alaska and Northern California) and attended 28 college fairs, 14 of which were in out-of-district locations. COCC also visited local high schools hosting application workshops, college information nights, and enrollment sessions for a total of 63 visits.

Additionally, Admissions staff hosted on campus recruitment events and coordinated individual and group campus tours, all of which highlighted Wickiup Hall and resulted in more than 1,500 student visits to campus.

Increased Advertising

This year, COCC once again executed a comprehensive campaign via Pandora. Geographic areas included most of Oregon, southwest Idaho, four California counties, and southeastern Washington, targeting people between the ages of 16 and 20. Traffic on the COCC recruiting web site saw an increase of several thousand visitors during the run.

During the spring, staff used a targeted Facebook campaign to encourage traditional-aged students and their parents to include

"I loved my first year here in the hall and would recommend it for anyone looking for a 4-year college experience on a community college budget!"

- Comment from 2016-17 Exit Survey



Each four-person suite is designed with two bedrooms, a shared living space, and shared bathroom.

COCC as a place to visit while touring colleges. This campaign continued throughout the summer and focused on general awareness of COCC and its residence hall.

COCC continued to advertise in the Oregonian's "Education Guide" supplement and conducted a campaign in partnership with Oregon Live that included a one-day online "take over" of their page during for the first week of the state high school basketball playoffs.

Staff again utilized a geo-targeting campaign with several out of district high school areas, communicating with students and parents from those schools.

Publications

Staff continued the housing publications created last academic year, including a postcard (2,500 recruits), targeted mailing (6,700 new applicants), poster (all Oregon and targeted border state high schools), and a promotional brochure for recruiting events.

BUDGET

One of the several principles guiding the design and operation of Wickiup Hall was that it was to be self-sustaining in terms of building construction and operations, yet remain affordable for students and inline with peer institutions. With these principles

in mind, the Wickiup Hall budget includes all operational expenses, debt service, a building reserve, and a technology reserve. At the time the Board of Directors approved construction of Wickiup Hall, long-term budget assumptions projected that it would reach self-sufficiency and repay any subsidies to the institution in approximately twelve to fourteen years. With 2016-17 occupancy, Wickiup Hall is on mark to achieve these objectives.

Also supporting Wickiup Hall are the summer conferences and food service accounts. Details for each of these are included in Appendix B, with a brief summary below.

Operational Budget

Wickiup Hall ended the 2016-17 year with operating income of \$1.0 million. The operating income is the result of both higher than budgeted revenue and lower than budgeted expenses. The higher room revenue and user charges resulted from higher occupancy rates, while the lower operating costs resulted from lower labor and materials and services expenses. The \$90 thousand deficit represents the net of operating income and transfers-in less the transfers-out for the building reserve, technology reserve, and debt service. The Wickiup Hall construction was financed through the issue of \$20.9 million in full faith and credit bonds in 2014.

Building Reserve

A significant component of the Wickiup Hall budget includes annual contributions to a building reserve fund, with the target of growing this fund to 3% of construction costs to anticipate larger future maintenance and/or remodel investments (3% - 5% represents an industry standard). Currently, the budget contributes \$112,500 to this fund annually, with the intent of growing the annual contribution over time.

Technology Reserve

Also included in the Wickiup Hall budget is a \$31,000 annual contribution to a technology reserve account. The intent of this account is to have sufficient funds to upgrade technology as needed throughout the building, including computers, televisions, infrastructure needs and the like. Current balance in this account is \$61,331.

Residence Hall Construction Fund

The residence hall construction fund has a current balance of \$129,000. The Housing Leadership Team is discussing options for use of this fund, including potential contribution to the debt service and small-scale building upgrade needs.

Summer Conferences

The summer conference account is set up to track housing revenue associated with any group staying in Wickiup Hall during summer

quarter. It does not include students who live in the hall, campus facility rental revenue or food service revenue. The majority of summer 2016 income was from the Oregon State Football team, although other groups included OCCA's "Reach Higher" Summit, and the Cascade Cycling Classic Participants.

Food Service

The food service operations increased \$268,000 in 2016-17 bringing the ending fund balance to \$456,000. The strong financial performance was due to food services provided to the OSU students housed in Juniper Hall fall term, the OSU football team housed in Wickiup Hall during the summer, and higher occupancy rates in Wickiup Hall during the academic year.

FUTURE DIRECTIONS

Student Success

While retention of residence hall students is strong, course completion rates are lower than desired. Housing staff are undertaking the following initiatives with the goal of building a stronger program focused on academic success:

- The assistant director of housing and residence life attended the Association of College and University Housing Officers conference on academic success as a means of garnering best practices of

When approving construction of a the new residence hall, the Board of Directors charged the project to be self-sustaining, yet remain affordable to students. The budget plan at that time projected a net positive operating revenue by year fourteen, and with 2016-17 occupancy, the program is on target to meet these objectives.



Staff getting ready for move-in day.

housing programs with strong academic success foundations;

- More frequent coordination of communications between the residence hall academic advisor and students;
- Increased communications to students about the benefits meeting with their advisors and registering early; and
- More intentional programs and events emphasizing student success strategies.

Summer Groups

Now that overall marketing for the residence hall is established, and a stable staffing model is in place, the housing marketing and summer conferences coordinator is increasing time spent to develop a more robust summer program. Activities include attending the Association of Collegiate Conference and Event Directors (ACCED-I), local Chamber events, and related activities as a means of building COCC's reputation as a viable and affordable summer conference/group venue.

2017 - 2018: A LOOK AHEAD

Fall 2017 Occupancy

While the primary purpose of this report is the 2016-17 academic year, it is important to highlight early 2017-18 occupancy numbers. First, Wickiup Hall reached full occupancy via at the beginning of August, well in advance of the prior year. With this, Wickiup opened

with 323 students (101% occupancy). To accommodate this situation, several students volunteered to "triple up" rooms and suites, meaning that one additional person moved into a bedroom and shared a suite. Since opening, only two students moved out of the hall, leaving occupancy at 101% or 321 students.

Winter 2018 Occupancy

Currently, seven fall term residents indicated they plan to move out of Wickiup Hall for winter quarter, while 16 students have completed all steps to be accepted for winter quarter, including submitting their required down payment. An additional 40 student applications are in progress for winter quarter.

Student Engagement

Departments from across campus who work closely with Wickiup Hall report that it has been a strong start to the academic year, especially in regards to interactions with residents. Residents are reporting a greater sense of community and respect, student conduct challenges and needed support from Campus Public Safety are down significantly, students appear to be maintaining a positive credit load, and are registering earlier for winter term compared to the previous year. Overall, it has been a positive start to the year.

APPENDIX: BUDGET DETAILS

Wickiup Hall - Operating Budget	Fiscal Year 2016-17			
	Budget	Actual	Variance \$	Variance %
Operating Revenue				
Room Revenue	\$ 1,625,166	\$ 1,792,425	\$ 167,259	10%
User Charges	70,000	107,293	37,293	53%
Other Income	1,033	5,858	4,825	467%
Total Operating Revenue	\$ 1,696,199	\$ 1,905,576	\$ 209,377	12%
Operating Expenses				
Salaries	\$ 225,402	\$ 227,957	\$ (2,555)	-1%
Payroll Assessments	179,342	153,146	26,196	15%
Material & Services	583,008	508,919	74,089	13%
Capital	-	-	-	-
Total Operating Expenses	\$ 987,752	\$ 890,022	\$ 97,730	10%
Operating Income (Loss)	\$ 708,447	\$ 1,015,554	\$ 307,107	43%
Transfers				
Transfer in - RH Construction	\$ (300,000)	\$ (300,000)	\$ -	0%
Transfer out - Debt Service	1,262,588	1,262,588	-	0%
Transfer out - Building Reserve	112,500	112,500	-	0%
Transfer out -Technology Reserve	31,000	31,000	-	0%
Net Transfers	\$ 1,106,088	\$ 1,106,088	\$ -	0%
Net Surplus (Deficit)	\$ (397,641)	\$ (90,534)	\$ 307,107	-77%
Beginning Balance	610,572	693,719	83,147	14%
Ending Balance	\$ 212,931	\$ 603,186	\$ 390,255	183%

APPENDIX: BUDGET DETAILS

Residence Hall Building Reserve	Fiscal Year 2016-17			
	Budget	Actual	Variance \$	Variance %
Transfer in - Residence Hall	\$ 112,500	\$ 112,500	\$ -	0%
Interest Income	-	909	909	na
Materials and Services	10,000	-	10,000	100%
Net Surplus (Deficit)	\$ 102,500	\$ 113,409	\$ 10,909	11%
Beginning Balance	80,000	80,071	71	0%
Ending Balance	\$ 182,500	\$ 193,480	\$ 10,980	6%

Residence Hall IT Reserve	Fiscal Year 2016-17			
	Budget	Actual	Variance \$	Variance %
Transfer in - Residence Hall	\$ 31,000	\$ 31,000	\$ -	0%
Interest Income	-	304	304	na
Net Surplus (Deficit)	\$ 31,000	\$ 31,304	\$ 304	1%
Beginning Balance	-	30,027	30,027	na
Ending Balance	\$ 31,000	\$ 61,331	\$ 30,331	98%

Residence Hall Summer Conferencing	Fiscal Year 2016-17			
	Budget	Actual	Variance \$	Variance %
Revenue	\$ 150,000	\$ 156,909	\$ 6,909	5%
Irregular Wages	-	2,833	(2,833)	na
Payroll Assessments	-	146	(146)	na
Materials and Services	50,000	100,548	(50,548)	-101%
Net Surplus (Deficit)	\$ 100,000	\$ 53,382	\$ (46,618)	-47%
Beginning Balance	-	14,721	14,721	na
Ending Balance	\$ 100,000	\$ 68,103	\$ (31,897)	-32%

APPENDIX: BUDGET DETAILS

Food Service Operations	Fiscal Year 2016-17			
	Budget	Actual	Variance \$	Variance %
Revenue	\$ 1,405,500	\$ 1,362,842	\$ (42,658)	-3%
Interest Income	-	3,213	3,213	na
Administrative Salaries	19,427	46,625	(27,198)	-140%
Payroll Assessments	10,918	27,428	(16,510)	-151%
Materials and Services	1,391,055	1,013,658	377,397	27%
Capital	50,000	10,070	39,930	80%
Net Surplus (Deficit)	\$ (65,900)	\$ 268,274	\$ 334,174	-507%
Beginning Balance	175,000	187,901	12,901	7%
Ending Balance	\$ 109,100	\$ 456,175	\$ 347,075	318%

**Central Oregon Community College
Board of Directors: Resolution # 7.a**

Prepared by: Steve Pitman, Capital Projects Manager, Campus Services

Subject	Approve Renovation Contract for Cascades Hall
Strategic Plan Themes and Objectives	
Institutional Sustainability	<p>IS.2 Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.6 Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability.</p>

A. Background

The College is ready to award a contract for the renovations in Cascades Hall. The Board has previously approved funding, and at the July 24, 2017 Local Contract Review Board phone-in meeting, the Board approved an overall contracting strategy for Cascades Hall with three separate contracts for renovations, painting and flooring.

Two contracts for Cascades Hall have already been completed for painting and flooring in classrooms, offices and common areas that are not being renovated. Classroom furniture has been purchased and delivered, and the College is currently finalizing the order for office and lounge furniture. Information technology work is ongoing with a combination of contract and in-house effort. Design and the land use approval process for the Loop Road Connection are also ongoing.

Bids for the Cascades Hall renovation contract were opened on November 21 and evaluated for responsiveness to the Invitation to Bid (ITB) requirements and responsibility of the bidders. We received two responsive bids, both from resident Oregon bidders. The ITB included four additive bid alternates for critical maintenance work, which can be awarded with the base bid or not, at the discretion of the College. R&H Construction Co. is the clear and unambiguous low bidder, with a base bid of \$269,000 and bid alternate prices that do not change the low bid result in any possible combination.

	Description of Scope	Low Bid Amount
Base Bid	Renovations to selected areas of building	\$269,000
Bid Alternate #1	Replace fan coil units in vestibules & stairwells	\$49,527
Bid Alternate #2	Replace two Variable Frequency Drives (HVAC)	\$17,217
Bid Alternate #3	Replace all ADA door openers	\$21,098
Bid Alternate #4	Replace all exterior door panic hardware	\$50,754

The bid evaluation committee (Matt McCoy, Joe Viola, Sean Ladd, and Steve Pitman) recommends award of the base bid and bid alternates 1-4 to the lowest responsive, responsible bidder, R&H Construction Co., for a total amount of \$407,596.

The College issued the attached Notice of Intent to Award on November 28, and the required 7-day protest period expired on December 5 without receipt of a protest. As such, all State of Oregon and COCC pre-award contracting requirements have been met, and the Board is in a position to approve the contract for immediate award.

B. Options/Analysis

1. Approve the contract for Cascades Hall Renovations.
2. Disapprove the contract for Cascades Hall Renovations.

C. Timing

With Board approval today, the College will execute the contract with the successful Cascades Hall renovations bidder in the next 3-10 days and work will begin as soon as the contractor can mobilize. The contract requires substantial completion by March 15, 2018 and final completion by April 30, 2018.

D. Budget Impact

The successful base bid is \$19,000 higher (8%) than our initial cost estimate. With all the bid alternates, the total amount is \$52,989 higher (15%). This difference is manageable within the project budget if we use some of the project contingency funds or cut scope in less critical elements of the project. The College could also pay for the maintenance bid alternates (\$138,596 total) using lease income that was set aside in a dedicated Cascades Hall maintenance account during the OSU-Cascades lease of the building.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve a contract with R&H Construction Co. for Cascades Hall Renovations, including bid alternates #1, #2 #3 and #4 for a total amount of \$407,596.

Attachments: (1) Notice of Intent to Award



**CENTRAL OREGON COMMUNITY COLLEGE
NOTICE OF INTENT TO AWARD**

**INVITATION TO BID (ITB)
#1515-17 CASCADES HALL RENOVATIONS**

On November 21, 2017, the College received two (2) bids in response to the above referenced solicitation. After careful review, a decision has been made to recommend award of the contract for Central Oregon Community College Cascades Hall Renovations, **including all four of the proposed bid alternates**, to the lowest, responsive, responsible bidder, **R & H Construction Co.**

This Notice of Intent to Award is subject to approval by the Central Oregon Community College Board of Directors and the execution of a written contract and, as a result, **this notice does not constitute the formation of a contract between Central Oregon Community College and R & H Construction Co. The Central Oregon Community College Board of Directors will meet on December 6, 2017 to consider the award of the contract and any protest submitted.**

If the apparent successful Bidder fails to negotiate and execute a contract with the College, the College may revoke the award and award the contract to the next lowest responsive bidder or withdraw the solicitation.

Any respondent who contends it is eligible for the award of the contract and feels adversely affected or aggrieved by the College's decision, must submit to the Director of Contracts and Risk Management a written protest within seven (7) calendar days after date of issuance, or per calculations from the Oregon Rules for Civil Procedure ORCP 10(A), of this Notice of Intent to Award, or its protest is waived. Any protest must be in writing and delivered by mail, hand delivery or email. Faxed protests will not be considered.

Forward written protests to:

Sharla Andresen, Director of Contracts and Risk Management

sandresen@cocc.edu

Newberry Hall, Room 117

2600 NW College Way

Bend, OR 97703

The College appreciates the time and effort by bidders to submit for this solicitation. For more information about this notice, please contact the undersigned.

Sincerely,

Sharla Andresen

Director of Contracts and Risk Management



**CENTRAL OREGON COMMUNITY COLLEGE
NOTICE OF INTENT TO AWARD**

**INVITATION TO BID (ITB)
#1515-17 CASCADES HALL RENOVATIONS**

On November 21, 2017, the College received two (2) bids in response to the above referenced solicitation. After careful review, a decision has been made to recommend award of the contract for Central Oregon Community College Cascades Hall Renovations, **including all four of the proposed bid alternates**, to the lowest, responsive, responsible bidder, **R & H Construction Co.**

This Notice of Intent to Award is subject to approval by the Central Oregon Community College Board of Directors and the execution of a written contract and, as a result, **this notice does not constitute the formation of a contract between Central Oregon Community College and R & H Construction Co. The Central Oregon Community College Board of Directors will meet on December 6, 2017 to consider the award of the contract and any protest submitted.**

If the apparent successful Bidder fails to negotiate and execute a contract with the College, the College may revoke the award and award the contract to the next lowest responsive bidder or withdraw the solicitation.

Any respondent who contends it is eligible for the award of the contract and feels adversely affected or aggrieved by the College's decision, must submit to the Director of Contracts and Risk Management a written protest within seven (7) calendar days after date of issuance, or per calculations from the Oregon Rules for Civil Procedure ORCP 10(A), of this Notice of Intent to Award, or its protest is waived. Any protest must be in writing and delivered by mail, hand delivery or email. Faxed protests will not be considered.

Forward written protests to:

Sharla Andresen, Director of Contracts and Risk Management

sandresen@cocc.edu

Newberry Hall, Room 117

2600 NW College Way

Bend, OR 97703

The College appreciates the time and effort by bidders to submit for this solicitation. For more information about this notice, please contact the undersigned.

Sincerely,

Sharla Andresen

Director of Contracts and Risk Management

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

Prepared by: David Dona, Chief Financial Officer
 Lori Benefiel, Auxiliary Services Director
 Andrew Davis, Director of Student and Campus Life

Subject:	Approval of 2018-19 Resident Hall Room and Meal Plan Rates.
Strategic Plan Themes and Objectives:	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Discussion/History

Each year, student residence hall room and meal plan rates are brought to the Board of Directors for review and approval. The meal plan rates are intended to provide good food options (dining hall, café and market), create sufficient revenue to cover the food service management contract fees, and provide funds to maintain and replace food service equipment and small-wares. The residence hall room rates are intended to maintain competitive pricing to sustain high occupancy levels while increasing revenue to make positive progress toward self-sufficiency. The College is recommending an increase of 3% to meal plans and 5% to room rates, which represent an average annual combined room and meal plan increase of 4.25%. The proposed room and meal plan rate recommendations are presented below.

Meal Plans (annual)							
Plan	Description			2017-18	2018-19	\$ Change	% Change
Basic	9 Meals/Week + \$400 Flex Cash			\$ 3,972	\$ 4,091	\$ 119	3.0%
Standard	14 Meals/Week + \$200 Flex Cash			\$ 4,341	\$ 4,471	\$ 130	3.0%
Preferred	19 Meals/Week + \$100 Flex Cash			\$ 4,713	\$ 4,854	\$ 141	3.0%
Rooms (annual)							
Type	Description			2017-18	2018-19	\$ Change	% Change
Quad Double	Double Occupancy			\$ 6,360	\$ 6,678	\$ 318	5.0%
Quad Single	Single Occupancy			\$ 9,063	\$ 9,516	\$ 453	5.0%
Annual Combined Double Room and Meal Plan Rates - Double Occupancy							
Plan	Description			2017-18	2018-19	\$ Change	% Change
Basic	Double Occupancy			\$ 10,332	\$ 10,770	\$ 438	4.2%
Standard	Double Occupancy			\$ 10,701	\$ 11,151	\$ 450	4.2%
Preferred	Double Occupancy			\$ 11,073	\$ 11,532	\$ 459	4.1%
Annual Combined Double Room and Meal Plan Rates - Single Occupancy							
Plan	Description			2017-18	2018-19	\$ Change	% Change
Basic	Single Occupancy			\$ 13,035	\$ 13,608	\$ 573	4.4%
Standard	Single Occupancy			\$ 13,404	\$ 13,989	\$ 585	4.4%
Preferred	Single Occupancy			\$ 13,776	\$ 14,370	\$ 594	4.3%

Proposed 2018-19 room and meal plan rates comparison with OSU-Cascades' 2017-18 rates (2018-19 rates not currently available) are listed below. It is important to note that there is not a direct comparison between OSU-Cascades rates given the differences in room types and meal plans.

Annual Combined Double Room and Meal Plan Rates - Double Occupancy				2018-19	2017-18		
Plan	Description			COCC	OSU	\$	%
Basic	Double Occupancy			\$ 10,770	\$ 10,845	\$ (75)	-0.7%
Standard	Double Occupancy			\$ 11,151	\$ 11,520	\$ (369)	-3.2%
Preferred	Double Occupancy			\$ 11,532	\$ 12,180	\$ (648)	-5.3%
Annual Combined Double Room and Meal Plan Rates - Single Occupancy				2018-19	2017-18		
Plan	Description			COCC	OSU	\$	%
Basic	Single Occupancy			\$ 13,608	\$ 13,845	\$ (237)	-1.7%
Standard	Single Occupancy			\$ 13,989	\$ 14,520	\$ (531)	-3.7%
Preferred	Single Occupancy			\$ 14,370	\$ 15,180	\$ (810)	-5.3%

B. Options

- 1) Approve proposed room and meal plan rates
- 2) Decline the proposed room and meal plan rates

C. Timing

Approval of this resolution will allow College staff to update residence hall marketing and promotional materials and respond to prospective students requesting 2018-19 housing information.

D. Budget Impact

The increase to room rate of 5% will bring in an additional \$119 thousand for residence hall operations and the 3% increase to meal plan rates will allow the College to recover the increases in both food costs and food service management contract fees.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2018-19 room and meal plan rates as shown in Section A.