



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Tuesday, November 13, 2018 – 5:45PM  
Boardroom – Boyle Education Center Bldg.  
COCC Bend Campus

| TIME**  | ITEM   | ENC.*         | ACTION | PRESENTER                     |
|---------|--|---------------|--------|-------------------------------|
| 5:45 pm | I. <b>Call to Order</b>  |               |        | Mundy                         |
| 5:45 pm | II. <b>Introduction of Guests</b>  |               |        | Mundy                         |
| 5:47 pm | III. <b>Agenda Changes</b>   |               |        |                               |
| 5:48 pm | IV. <b>Public Comments</b>   |               |        |                               |
|         | A.   |               |        |                               |
| 5:55 pm | V. <b>Consent Agenda***</b>  |               |        |                               |
|         | A. Minutes   |               |        |                               |
|         | 1. Regular Meeting (October 10, 2018)  | 5.a1          | X      | Smith                         |
|         | B. Personnel   |               |        |                               |
|         | 1. New Hire Report (October 2018)  | 5.b1          | X      | Glenn <sup>A</sup>            |
|         | C. Approval of Contracts   |               |        |                               |
|         | 1. Rawal   | 5.c1          | X      | Glenn <sup>A</sup>            |
| 6:00 pm | VI. <b>Information Items</b>   |               |        |                               |
|         | A. Financial Statements  | 6.a           |        | Bloyer <sup>A</sup>           |
|         | B. Oregon Promise Update   | 6.b           |        | Moore                         |
|         | C. Strategic Plan Update   |               |        | McCoy <sup>P</sup>            |
|         | D. COCC Mobile App   | 6.d           |        | Cecchini <sup>P</sup>         |
| 6:50 pm | VII. <b>New Business</b>   |               |        |                               |
|         | A. Medal of Honor College  | 7.a           | X      | Schulz <sup>A</sup>           |
|         | B. Appropriation Review for ITS  | 7.b           | X      | Bloyer                        |
|         | 1. Budget Change Form  | 7.b1          |        |                               |
| 6:55 pm | VIII. <b>Board of Directors' Operations</b>  |               |        |                               |
|         | A. Board Member Activities   |               |        | Mundy                         |
| 7:15 pm | IX. <b>President's Report</b>  |               |        | Metcalf                       |
|         | A. Updates   |               |        |                               |
|         | 1. Campus Public Safety<br>and Criminal Justice Program Partnership  | 11.a1 & 11.a2 |        | Ostrovsky/McCabe <sup>P</sup> |
|         | 2. COCC Foundation   |               |        | Boone <sup>P</sup>            |
|         | X. <b>Dates</b>  |               |        |                               |
|         | A. Wednesday, December 12, 2018 – 4-5:30 p.m. Cascades Hall Open House   |               |        |                               |
|         | B. Wednesday, December 12, 2018 @ 5:45 p.m. Board of Directors' Meeting<br>Cascades Hall – Room 118                            |               |        |                               |
|         | C. Wednesday, January 9, 2019 @ 5:45 p.m. Board of Directors' Meeting<br>Christiansen Boardroom – Boyle Education Center Bldg. |               |        |                               |

- 7:35 pm XI. Adjourn to Executive Session
- XII. Executive Session:  
ORS 192.660 (1)(e) Real Property Transactions  
ORS 192. 660 (1) (d) Labor Negotiations
- XIII. Adjourn Executive Session
- XIV. Re-Convene Regular Board of Directors' Meeting – Open Session
- XV. 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, October 10, 2018- 5:45pm  
Redmond Technology Education Center  
COCC Redmond Campus

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

**CALL TO ORDER:** John Mundy, Board Chair for 2018-19

**INTRODUCTION OF GUESTS:**

Tina Redd, Chris Baughman, Tammy Baney, Betsy Julian, Matt McCoy, Ron Paradis, Glenda Lantis, Stephanie Goetsch, Jerry Schulz, Thor Erickson, Cathy Carroll, Diane Ross, Danielle Fegley, Tony Russell, Dan Cecchini, Amy Harper, Zak Boone, Peter Ostrovsky, Michael Fisher, Julie Downing, Michael Murphy, Andrew Davis, Joe Viola, Steve Buettner-SunWest Builders, Mark Reinecke-Bryant Lovlien & Jarvis, Peter McCaffrey-William Smith Properties, Inc., ASCOCC student council members - Oz Smith, Pidgeon McKinnis, Rowan Mathews, Duran Fraser.

**PUBLIC COMMENTS:**

**Redmond Campus Update:**

Tina Redd-Redmond campus director, welcomed and thanked everyone for attending the Board of Directors' meeting at the Redmond campus. Tina spoke about the summer move of the Vet Tech program into Building 1 and talked about the Redmond Economic Development group's internship coordinator who has been coming to the Redmond campus on a regular basis. She also announced that the Skilled Trades Fair (in collaboration with High Desert ESD) will be held on campus November 16.

Tina introduced Chris Baughman-assistant professor II of manufacturing technology, who provided a PowerPoint presentation that reviewed the changing curriculum which will be more up-to-date with industry in welding and manufacturing. Chris reported that COCC is adding a certificate and associate degree in welding, and will be adding more College Now courses in the local high schools. Future plans are to add a degree program in machine tool and along with additional certificates. He reported that in the past two years, the program has grown from 70 to 95 students, and seats taken has gone from 276 to 317 per quarter.

Steve Buettner from SunWest Builders, provided an update on a new training program for the construction industry. Steve came to COCC because of the growth in the construction industry and the need for trained personnel. Students are taught math skills, measuring, quality control and other basics. Steve reviewed that future skill classes would include drywall, roofing, tile work, etc. He said the program is a great partnership between COCC and the construction industry.

CONSENT AGENDA:

*Mr. Alan Unger moved to approve the Consent Agenda (Exhibits: 5.a1, 5.b1, 5.c1).*

*Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M10/18:1*

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of September 12, 2018 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the September 2018 New Hire Report (Exhibits: 5.b1);

BE IT RESOLVED that the Board of Directors approves the employment contract for John Failla-full time temporary instructor of Structure Fire and EMS (Exhibits: 5.c1).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors were apprised of the August 2018 Financial Statements.

Housing Annual Report (Exhibit: 6.b)

The Board of Directors were apprised of the Annual Housing “Wickiup Hall” Report. The fall 2018 occupancy is 299 students, or 93.4% occupancy.

12 Acre Development (Exhibit: 6.c)

Matt McCoy-vice president for administration and Peter McCaffrey from William Smith Properties, Inc. (WSPI) reviewed the proposal on the 12 acres of college property. WSPI will be submitting preliminary plans for construction on the southwest end of the college property near the Mt. Washington-Shevlin Park Road roundabout. The preliminary plans are for 18 single-family houses; the home buyers will own the homes but lease the land from COCC, which will provide an on-going revenue stream for the College.

OLD BUSINESS:

The Broadside – Student Newspaper (Exhibit: 7.a)

The College has received several suggestions as to possible ways to improve the student newspaper's quality and student experience.

Dr. Betsy Julian-vice president for instruction reviewed that work was being done in instruction to make sure the journalism classes are included on one of the discipline studies lists so that they will be applicable for most transfer degrees. The goal is to have a report and decision by early Winter Quarter.

NEW BUSINESS:

Presidential Profile (Exhibits: 8.a, 8.a1, 8.a2)

*Mr. Bruce Abernethy moved to approve the Presidential Profile with edits (Exhibits: 8.a, 8.a1).*

*Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M10/18:2*

BE IT RESOLVED that the COCC Board of Directors does hereby approve the Presidential Profile with edits (Exhibits: 8.a and 8.a1) to be used in the advertising and recruitment for a new president of Central Oregon Community College.

Presidential Search Advisory Committee Membership (Exhibits: 8.b & 8.b1)

**Mr. Joe Krenowicz moved to approve the Presidential Search Advisory Committee Membership (Exhibits: 8.b & 8.b1). Ms. Vikki Ricks seconded the motion. MCU. Approved. M10/18:3**

BE IT RESOLVED that the COCC Board of Directors does hereby approve the Presidential Search Advisory Committee, as listed on Exhibit: 8.b1.

Charge to the Presidential Search Advisory Committee (Exhibit:8.b2)

**Ms. Laura Craska Cooper moved to approve the Charge to the Presidential Search Advisory Committee (Exhibit: 8.b2). Mr. Bruce Abernethy seconded the motion. MCU. Approved. M10/18:4**

BE IT RESOLVED that the Board of Directors does hereby approve the Charge to the Presidential Search Advisory Committee (Exhibit: 8.b2).

**BOARD OF DIRECTORS' OPERATIONS:**

- |              |   |
|--------------|---|
| Mr. Unger    | OSU-Cascades Advisory Committee meeting<br>Presidential Search meeting at the Redmond Campus<br>Geist Beerworks Brewery / COCC Partnership in Redmond<br>St. Charles Health Care Systems Community meeting in Redmond<br>Real Estate Committee meeting  |
| Ms. Skatvold | Meeting with Whitney of Better Together to learn about COCC partnership<br>COCC Foundation Board Retreat<br>Taking COCC Anatomy and Physiology Class<br>Healthy Beginnings "Breakfast of Champions" – COCC sponsored<br>St. Charles Foundation gave a "Grant" to Bend-La Pine student group<br>re: Challenge Day  |
| Ms. Ricks    | Attended Legislative Committee meeting held in Redmond - with President Metcalf<br>Redmond Airport to view the helicopter and airplane simulators   |
| Mr. Mundy    | Meetings with Ron Paradis and Gold Hill & Associates<br>re: Presidential Search process<br>Volunteered to work at the "Information" table on first day of COCC classes<br>Several phone calls with Ron Paradis and Preston Pulliams re: Presidential Search<br>Worked with President Metcalf and Vice President Julian re: survey for recruitment<br>Attended Bend Outreach meeting re: Presidential Search<br>Agenda Review meeting for October 10 - with President Metcalf<br>Real Estate Committee meeting<br>Met with President Metcalf re: Misc. Items |

Ms. Craska Cooper Several phone calls with John Mundy re: Presidential Search  
Attended Prineville Campus meeting re: Presidential Search  
Presidential Search Committee meetings  
Moved niece into the COCC residence hall - Wickiup Hall

Mr. Krenowicz COCC Madras Campus meeting re: Presidential Search

Mr. Abernethy Bend Public Library - meeting re: Presidential Search  
Real Estate Committee meeting

## PRESIDENT'S REPORT

### eLearning (Exhibit: 10.a1)

Michael Murphy-eLearning director, reported on the increased enrollment in online courses as well as the increase in success rates.

Over a decade ago eLearning at COCC was in its infancy and had only a handful of online courses and resources, and a single dedicated employee. Today, eLearning has three full-time employees who support approximately 2000 sections, including 171 online courses, and 301 hybrid courses (an increase of 60% over 5 years).

The ultimate goal for eLearning is to leverage technology to improve student success and increase access to courses and services that students need for completion of their educational goals.

### Health Care Industry Needs (Exhibit: 10.a2)

Julie Downing-instructional dean, reviewed (Exhibit: 10.a2) and provided a handout about a proposed surgical technology program which has been requested by St. Charles Health Care System. East Cascades Workforce Investment Board has listed their top four industry needs, one of which is Medical Assisting. COCC is working with them to incentivize students and add scholarships for the program.

### Strategic Plan

Matt McCoy-vice president for administration, talked about the "Goal Work Groups" that are coming together to prioritize initiatives in the four goal areas of the Strategic Plan. Matt estimated that in the next few weeks a prioritized concept list for each of the goals will be completed and show that the priorities and initiatives align with the budget process.

8:20 p.m. Adjourn

8:25 p.m. Executive Session: ORS 192.660 (2)(h) Legal Counsel

10:25 p.m. Adjourn Executive Session to Reconvene – Open Session

ADJOURN: 10:27 p.m.

APPROVED;

ATTEST TO;

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Mr. John Mundy-Board Chair

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Dr. Shirley I. Metcalf, President

**Central Oregon Community College  
 Board of Directors  
 NEW HIRE REPORT**

**Date of Hire: October 1-31, 2018**

| Name                          | Date Hired | Department                    | Position                         |
|-------------------------------|------------|-------------------------------|----------------------------------|
| <b>Classified (Full Time)</b> |            |                               |                                  |
| Nakato, Kelli                 | 10/15/18   | Campus Services               | Campus Custodian                 |
| Shulz, Matthew                | 10/22/18   | Campus Public Safety          | Public Safety Officer            |
| <b>Temporary Hourly</b>       |            |                               |                                  |
| Rintala, Nathan               | 10/1/2018  | Emergency Medical Services    | Paramedic Lab Assistant          |
| Abraham, Jesse                | 10/1/2018  | Licensed Massage Therapy      | LMT Teaching Assistant           |
| Snyder, Stanton               | 10/1/2018  | Culinary Program              | Elevation Restaurant Assistant   |
| Leavons, Gavyn                | 10/1/2018  | Fine Arts and Communication   | Art Model II                     |
| Willis, Noah                  | 10/1/2018  | Residence Hall Operations     | Housing Office Support Assistant |
| Linton, Zachariah             | 10/1/2018  | Fine Arts and Communication   | Art Model                        |
| Jakubowski, Joshua            | 10/3/2018  | Emergency Medical Services    | EMT Lab Assistant                |
| Van Balderen, Alexander       | 10/3/2018  | Tutoring and Testing          | Spanish Tutor                    |
| Jones, Anjolie                | 10/4/2018  | Bookstore                     | Bookstore Cashier I              |
| Cheney, Kelsie                | 10/5/2018  | Mathematics                   | Math Grader                      |
| Filson, Lars                  | 10/8/2018  | General Institutional Support | Student Ambassador               |
| Bernabe, Liliana              | 10/11/2018 | Student Outreach & Contact    | Student Ambassador               |
| Horn, Della                   | 10/17/2018 | Madras                        | Computer Lab Attendant I         |
| Branagh, Hayley               | 10/17/2018 | Admissions                    | Clerical Assistant               |
| Moore, David                  | 10/18/2018 | Tutoring and Testing          | Aviation Tutor                   |
| Ryan, Jacob                   | 10/23/2018 | Art                           | Art Model II                     |



## Central Oregon Community College Board of Directors: Resolution

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|                           |  |
|---------------------------|--|
| <b>Subject</b>            | Approve the contract for <b>Jyoti Rawal as Director of Diversity and Inclusion</b>                                     |
| <b>Student Experience</b> | SE-3: Promote diversity, inclusiveness and community on all campuses and online.                                       |
| <b>Student Success</b>    | SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. |
| <b>Prepared By</b>        | <b>Danielle Fegley, HR Director</b>  |

### A. Background

### B. Options/Analysis

- Approve the employment contract for **Jyoti Rawal**
- Decline approval of the employment contract for **Jyoti Rawal**

### C. Timing

For the 2018-19 academic year

The **Director of Diversity and Inclusion** position is appointed for a 11-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from October 8, 2018 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

### D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **Jyoti Rawal as Director of Diversity and Inclusion**.

Ms. Rawal currently served as an associate faculty member in adult education at the College of the Redwoods. Recent experience includes working at Humboldt State University as the Assistant to the Dean of Student Retention in which she served as an academic advisor and supervised the First-Year Experience Program; as the Associate to the Dean of Students in which responsibilities included oversight for the Learning Center, Multicultural Center, Career Center and Orientation; and as the Co-Director of Humboldt State University's Office of Diversity, among other positions. Ms. Rawal earned her bachelor's degree in English literature and master's in environment and community/social sciences from Humboldt State University.



Central Oregon Community College  
Monthly Budget Status  
**Highlights of September 2018 Financial Statements**

**Cash and Investments**

The College's operating cash balances currently total \$23.8 million. The September average yield for the Local Government Investment Pool remained the same as August at 2.25 percent.

**General Fund Revenues**

The College received \$1.3 million in fall tuition and fee revenues in September. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through September 2018 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 September 30, 2018**

| <b>College Portfolio</b>             | <b>Operating<br/>Funds</b> | <b>Trust/Other<br/>Funds</b> |
|--------------------------------------|----------------------------|------------------------------|
| <b>Cash in State Investment Pool</b> |                            |                              |
| 4089 - General operating fund        | \$ 22,109,362              |                              |
| 3624 - Robert Clark Trust            |                            | \$ 380,069                   |
| September Average Yield 2.25%        |                            |                              |
| <b>Cash in USNB</b>                  | \$ 1,708,416               |                              |
| <b>Cash on Hand</b>                  | \$ 4,600                   |                              |
| Total Cash                           | <u>\$ 23,822,378</u>       | <u>\$ 380,069</u>            |

**Central Oregon Community College**  
**Monthly Budget Status**  
**September 2018**

**Exhibit 6a**  
13-Nov-18

| <u><b>General Fund</b></u>            | <u><b>Adopted<br/>Budget</b></u> | <u><b>Year to Date<br/>Activity</b></u> | <u><b>Variance<br/>Favorable<br/>(Unfavorable)</b></u> | <u><b>Percent<br/>of Budget<br/>Current Year</b></u> | <u><b>Percent<br/>of Budget<br/>Prior Year</b></u> |
|---------------------------------------|----------------------------------|---|--|--|--|
| <b>Revenues</b>                       |                                  |   |  |  |  |
| District Property Taxes:              |                                  |   |  |  |  |
| Current Taxes                         | \$ 16,589,000                    | \$ -                                    | \$ (16,589,000)  | 0.0%   | 0.0%   |
| Prior Taxes                           | 509,000                          | 190,228                                 | (318,772)  | 37.4%  | 31.8%  |
| Tuition and fees                      | 17,028,000                       | 6,395,228                               | (10,632,772)   | 37.6%  | 35.4%  |
| State Aid                             | 8,337,000                        | 2,031,768                               | (6,305,232)  | 24.4%  | 29.0%  |
| Program and Fee Income                | 70,000                           | 9,353                                   | (60,647)   | 13.4%  | 17.8%  |
| Interest & Misc. Income               | 135,000                          | 16,209                                  | (118,791)  | 12.0%  | 12.6%  |
| Transfers-In                          | 2,191,000                        | 2,191,000                               | -  | 100.0%   | 100.0%   |
| <b>Total Revenues</b>                 | <b>\$ 44,859,000</b>             | <b>\$ 10,833,786</b>                    | <b>\$ (34,025,214)</b>                                 |  |  |
| <b>Expenses by Function</b>           |                                  |   |  |  |  |
| Instruction                           | \$ 21,115,127                    | \$ 2,479,734                            | \$ 18,635,393  | 11.7%  | 12.0%  |
| Academic Support                      | 3,680,299                        | 881,351                                 | 2,798,948  | 23.9%  | 21.7%  |
| Student Services                      | 5,040,755                        | 928,048                                 | 4,112,707  | 18.4%  | 19.6%  |
| College Support                       | 5,704,709                        | 1,338,869                               | 4,365,840  | 23.5%  | 21.5%  |
| Plant Operations and Maintenance      | 4,450,028                        | 853,173                                 | 3,596,855  | 19.2%  | 19.1%  |
| Information Technology                | 4,268,538                        | 1,081,053                               | 3,187,485  | 25.3%  | 26.2%  |
| Financial Aid                         | 112,897                          | 11,127                                  | 101,770  | 9.9%   | 17.5%  |
| Contingency                           | 800,000                          |   | 800,000  | 0.0%   | 0.0%   |
| Transfers-Out                         | 2,340,352                        | 2,321,972                               | 18,380   | 99.2%  | 99.2%  |
| <b>Total Expenses</b>                 | <b>\$ 47,512,705</b>             | <b>\$ 9,895,327</b>                     | <b>\$ 37,617,378</b>                                   |  |  |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (2,653,705)</b>            | <b>\$ 938,459</b>                       | <b>\$ 3,592,164</b>                                    |  |  |

**Central Oregon Community College**  
**Monthly Budget Status**  
September 2018

**Exhibit 6a**  
13-Nov-18

|                                       | <u>Adopted<br/>Budget</u> | <u>Year to Date<br/>Activity</u> | <u>Variance<br/>Favorable<br/>(Unfavorable)</u> | <u>Percent<br/>of Budget<br/>Current Year</u> | <u>Percent<br/>of Budget<br/>Prior Year</u> |
|---------------------------------------|---------------------------|----------------------------------|---|---|---|
| <b><u>Non General Funds</u></b>       |                           |                                  |   |   |   |
| <b>Debt Service Fund</b>              |                           |                                  |   |   |   |
| Revenues                              | \$ 5,502,078              | \$ 1,562,205                     | \$ (3,939,873)                                  | 28.4%   | 28.1%                                       |
| Expenses                              | 5,643,781                 | 394,033                          | 5,249,748                                       | 7.0%  | 6.8%  |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (141,703)</b>       | <b>\$ 1,168,172</b>              | <b>\$ 1,309,875</b>                             |   |   |
| <b>Grants and Contracts Fund</b>      |                           |                                  |   |   |   |
| Revenues                              | \$ 3,402,921              | \$ 264,939                       | \$ (3,137,982)                                  | 7.8%  | 5.8%  |
| Expenses                              | 3,416,813                 | 492,839                          | 2,923,974                                       | 14.4%   | 12.6%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (13,892)</b>        | <b>\$ (227,900)</b>              | <b>\$ (214,008)</b>                             |   |   |
| <b>Capital Projects Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 1,209,077              | \$ 1,184,068                     | \$ (25,009)                                     | 97.9%   | 98.1%                                       |
| Expenses                              | 5,166,029                 | 743,156                          | 4,422,873                                       | 14.4%   | 18.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (3,956,952)</b>     | <b>\$ 440,912</b>                | <b>\$ 4,397,864</b>                             |   |   |
| <b>Enterprise Fund</b>                |                           |                                  |   |   |   |
| Revenues                              | \$ 7,247,485              | \$ 2,335,886                     | \$ (4,911,599)                                  | 32.2%   | 32.4%                                       |
| Expenses                              | 7,237,143                 | 2,875,014                        | 4,362,129                                       | 39.7%   | 35.5%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ 10,342</b>          | <b>\$ (539,128)</b>              | <b>\$ (549,470)</b>                             |   |   |
| <b>Auxiliary Fund</b>                 |                           |                                  |   |   |   |
| Revenues                              | \$ 7,379,662              | \$ 3,558,541                     | \$ (3,821,121)                                  | 48.2%   | 48.4%                                       |
| Expenses                              | 9,796,641                 | 3,222,050                        | 6,574,591                                       | 32.9%   | 41.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (2,416,979)</b>     | <b>\$ 336,491</b>                | <b>\$ 2,753,470</b>                             |   |   |
| <b>Reserve Fund</b>                   |                           |                                  |   |   |   |
| Revenues                              | \$ 15,502                 | \$ -                             | \$ (15,502)                                     | 0.0%  | 0.0%  |
| Expenses                              | 540,000                   | 501,473                          | 38,527  | 92.9%   | 86.8%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (524,498)</b>       | <b>\$ (501,473)</b>              | <b>\$ 23,025</b>                                |   |   |
| <b>Financial Aid Fund</b>             |                           |                                  |   |   |   |
| Revenues                              | \$ 17,659,611             | \$ 2,016,168                     | \$ (15,643,443)                                 | 11.4%   | 12.1%                                       |
| Expenses                              | 17,735,190                | 732,316                          | 17,002,874                                      | 4.1%  | 3.8%  |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (75,579)</b>        | <b>\$ 1,283,852</b>              | <b>\$ 1,359,431</b>                             |   |   |
| <b>Internal Service Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 239,377                | \$ 15,357                        | \$ (224,020)                                    | 6.4%  | 5.1%  |
| Expenses                              | 352,771                   | 81,489                           | 271,282   | 23.1%   | 18.6%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (113,394)</b>       | <b>\$ (66,132)</b>               | <b>\$ 47,262</b>                                |   |   |
| <b>Trust and Agency Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 3,726                  | \$ 2,147                         | \$ (1,579)                                      | 57.6%   | 36.9%                                       |
| Expenses                              | 3,600                     | -                                | 3,600   | 0.0%  | 0.0%  |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ 126</b>             | <b>\$ 2,147</b>                  | <b>\$ 2,021</b>                                 |   |   |



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

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|                                  |  |
|----------------------------------|--|
| <b>Subject</b>                   | <b>Oregon Promise</b>  |
| <b>Strategic Plan Connection</b> | Student Success – Initiative 2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. |
| <b>Prepared By</b>               | Alicia Moore, Dean of Student and Enrollment Services<br>Kevin Multop, Director of Financial Aid<br>Chris Egertson, Institutional Effectiveness  |

### BACKGROUND

The Oregon Legislature renewed its support of the “Oregon Promise” (OP) program for the 2017-19 biennium. A brief history on student eligibility:

- As part of the first cohort (fall 2016), any recent high school graduate or GED recipient who met eligibility requirements qualified for OP support regardless of family income levels.
- Starting with fall 2017, new OP students whose “expected family contribution” is \$18,000 or greater were no longer eligible for OP funds (expected family contribution is a dollar amount designated by the U. S. Department of Education as the amount of funds a family is expected to contribute to their dependent’s education and is based on family income and other financial factors). With this change, about 25% of our students who would have received OP funding under cohort one’s criteria did not receive funding in cohort two.
- For fall 2018, the criteria shifted back to the original design and all students, regardless of income level, are again eligible for the Oregon Promise. Students who were not eligible as part of cohort two will receive funding in 2018-19 if all other eligibility criteria are met.

This report provides an update on fall 2018 Oregon Promise data, including participation and first-year retention rates.

## OREGON PROMISE: BY THE NUMBERS

|  | 2016-17   | 2017-18   | Fall 2018   |
|--|---|---|---|
| <b>Number of Students Receiving OP Funding</b> | 585   | 732<br>Cohort 1 = 259<br>Cohort 2 = 455<br>Late Additions = 18                                      | 740<br>Cohort 1 = 61<br>Cohort 2 = 201<br>Cohort 3 = 460<br>Late Additions = 18                     |
| <b>Enrollment Status</b>                       | Full-time (36+ cr): 300<br>Part-time (6 – 35 cr): 285   | Full-time (36+ cr): 399<br>Part-time (6 – 35 cr): 333   | Full-time (12+ cr): 569<br>Part-time (6 - 11 cr): 171   |
| <b>Residency</b>                               | In-District: 71%  | In-District: 73%  | In-District: 71%  |
| <b>Ethnicity</b>                               | Students of Color: 22%<br>• Hispanic: 15.7%<br>• Native Amer: 3.8%<br>• White: 72%<br>• Unknown: 6% | Students of Color: 21%<br>• Hispanic: 15.7%<br>• Native Amer: 3.6%<br>• White: 72%<br>• Unknown: 7% | Students of Color: 20%<br>• Hispanic: 12.4%<br>• Native Amer: 3.7%<br>• White: 74%<br>• Unknown: 6% |
| <b>Total Awarded</b>                           | \$971,735   | \$1,064,324   | \$518,418   |
| <b>Mean Award</b>                              | \$1,661   | \$1,454   | \$700   |
| <b>Lived in Wickiup Hall</b>                   | 147   | 121   | 130   |

## COCC OREGON PROMISE STUDENT SUCCESS METRICS

Oregon Promise student success metrics indicate that Oregon Promise students are retained at a higher rate than their comparator groups, although causality cannot be determined until a more robust quantitative analysis is available.

|  | Comparator Group**<br>Fall 2015<br>(n=578) | Students who received OP support, fall 2016<br>(n=570) | Students who received OP support and completed first-year experience (FYE) requirements, fall 2016 (n=301) | Students who received OP support, fall 2017<br>(n=716) | Students who received OP support and completed FYE requirements, fall 2017<br>(n=431) |
|--|--|--|--|--|---|
| <b>First-Term Retention (fall-to-winter)</b> | 79.6%<br>(460)                             | 87.7%<br>(500)   | 94%<br>(283)   | 88.8%<br>(636)   | 92.6%<br>(399)  |
| <b>First-Year Retention (fall-to-fall)</b>   | 55.9%<br>(323)                             | 61.4%<br>(350)   | 69%<br>(208)   | 52%<br>(374)   | 57.3%<br>(245)  |
| <b>Fall Term Course Completion</b>           | 75.9%                                      | 80.8%  | 90%  | 83%  | 88.4%   |

\* Comparator group = Certificate and degree-seeking students registered in six or more credits and 17 – 19 years old.



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

|                                   |   |
|-----------------------------------|---|
| <b>Subject</b>                    | <b>COCC Mobile App – another tool for student success</b>   |
| <b>Strategic Plan Initiatives</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>Dan Cecchini, Chief Information Officer</b>  |

**A. Background**

With the move from FlexReg to Enrole last year, COCC had a long-term contract for an Ellucian non-credit registration product that we no longer used. Because we were unable to get out of the contract, ITS took this opportunity, as part of our overall move of Banner from on-premise to Ellucian hosted, to negotiate a “credit” for the three remaining years of FlexReg for the Ellucian mobile app. To further take advantage of the move to a hosted solution, we began preparations for the COCC mobile app in the Spring and Summer of 2018 and were able to launch a baseline version of the app for students in the Fall of 2018.

The use of mobile apps has skyrocketed in the past few years and the following references show just how timely the release of a mobile app for COCC students has been.

- Students are spending the bulk of their time on their smartphones. Many of today’s students don’t even own a desktop computer but come to school “prepared” with a smartphone as opposed to a laptop computer.
- A recent study found **39% of millennials say they interact more with their smartphones than they do with their friends, parents or co-workers.**
- **Websites**, even when they are well-built, don’t offer the kind of instantaneous, on-the-go capability of a mobile app. On a mobile device, websites can be slow to load, have too many pages, and often have glitches when used on mobile devices.
- In 2014, Nielsen found people spending **89%** of their media time on **mobile apps** & 11% on mobile web (we now have both a mobile app and a mobile web at COCC). This trend has continued, as **98% of millennials now own smartphones and use apps to do virtually everything.**
- Students expect colleges to be tech savvy, and a new survey indicates that it is influencing how they pick their schools. “In a survey of 1,000 college students, **87%** said the **technological prowess of colleges was important to them** when applying. With **nontraditional students**, that number **increased to 90%.**” – TechEd Magazine

- “Some **75% of high school seniors** say they visit a college campus **without** ever **contacting** the **admissions** department. Not all prospective students want or are able to take a guided tour of campus, but without an alternative, many students visit on their own, and are walking away with unanswered questions and no communication from the college or university.” – University Business.
  - Ellucian Mobile has the capability to use **inexpensive beacon technology**, which **allows** for the creation of **self-guided tours** of the various college campuses, which may be a future possibility at COCC.
- Half of all prospective students use mobile devices to research higher education institutions.
- A strong majority of students say access to important information in a mobile app would make their experience far better.
- The brief summary of common themes among students surveyed from hundreds of colleges are:
  - **“I want to do what I want, when I want.”**
  - **“I want to navigate campus quickly and easily.”**
  - **“I want a one-stop shop.”**
  - **“Your phone should become your desktop.”**

### **COCC Mobile App Specifics**

We have had almost 1,000 downloads of the COCC Mobile App since its’ launch in early November.

The COCC mobile app is very intuitive for anyone who uses mobile apps on smart phones.

The most popular hits since the beginning of the term have been: student schedules, campus map, course overview, student grades, e-mail, Bobcat Web and important contact numbers.,

The COCC Mobile app allows us to configure between 1 and 5 “quick” menu buttons, if we choose. We have an easy-to-use administrative console to manage those buttons and rotate the actual buttons at different times during a term to give students the highest value functions on the front screen. For example, we will have maps and schedules prominent on the front screen during the first two weeks of the term, when students are becoming familiar with the college campuses, but then switch them out for grades as mid-terms approach.

Single Sign-On (one password for all applications) was part of the Banner 9 upgrade and has now been leveraged to allow for most major applications used at COCC, including the COCC mobile app. This means that students can now sign-in once to the COCC mobile app and can then easily access other student systems and information from one mobile app, instead of having to use separate passwords and apps for each system.

For several years, our student population has been steadily moving towards Mobile devices as their primary device. On non-COCC networks, almost half of the internet sessions (46%) during the month of September were from mobile or tablet devices, versus 53.9% for laptops. (Sessions from on the COCC network are skewed because all COCC computers default to the COCC website when using a browser.)

### **Next steps at COCC for Mobile App**

Based on recommendations from Ellucian, we are doing a phased the rollout of the COCC Mobile App, and we started “small”, with the functionality which is currently available on the COCC Mobile App.

Ellucian also recommended that we have a plan for future phases (which we do):

- *Phase II Modules for Consideration:*
  - Student Events Page
  - Staff eMail



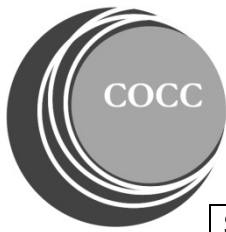
- Bookstore Page
- Foundation Scholarship Application

- *Phase III Modules for Consideration:*

- Sodexo Menu (Beacons)
- Other location-based menus (like just Redmond campus)?
- FAFSA Option?
- Community Learning Catalog

\* Sources

University Business; EdTech magazine; Civitas Learning/The Center for Generational Kinetics; Marketingdive; Marketwatch; HighPoint; Ellucian; Clearbridge mobile



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

|                                   |   |
|-----------------------------------|---|
| <b>Subject</b>                    | <b>Designating COCC as a Medal of Honor College</b>   |
| <b>Strategic Plan Initiatives</b> | CE-1: Cultivate new and strengthen existing connections/ partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry. |
| <b>Prepared By</b>                | <b>Michael Fisher, Ken Mays, Jerry Schulz, Andrew Davis</b>   |

- A. Background:** The **Medal of Honor** is the United States of America's highest and most prestigious personal military decoration that may be awarded to recognize U.S. military service members who distinguished themselves by acts of valor. Bend resident **Robert D. Maxwell** is the oldest living recipient of the Medal of Honor for his heroism in combat during World War II.

After World War II, Maxwell and his wife Beatrice moved to Bend, Oregon and he began teaching automotive classes at Bend High School and Central Oregon College. He was instrumental in starting the automotive program at Central Oregon College and taught at the college for several years before moving to Eugene and taking a teaching position at Lane Community College. Ken Mays and Michael Fisher have suggested that COCC recognize the contribution to our college by Mr. Maxwell by designating our college as a Medal of Honor college. This recognition is in addition to the recent naming of the COCC veterans center in his honor.

Designating an institution as a Medal of Honor entity is a simple process, which requires no outside authorization – it is simply reported to the Congressional Medal of Honor Society. Generally, a plaque is placed in an appropriate location in recognition of the recipient of the Medal of Honor. The City of Bend and Bend High School have each designated their respective institutions as Medal of Honor institutions to honor the contributions by Mr. Maxwell to our community.

- B. Options/Analysis:** The board may choose to pass or deny this resolution.
- C. Timing:** Robert Maxwell is 97 years old and in failing health. If the board were to approve this resolution, recognition and a show of appreciation of Robert could take place while he is still alive.
- D. Budget Impact:** Not to exceed \$2,000 for purchase and installation of plaque
- E. Proposed Resolution:** Be it resolved that the Central Oregon Community College Board of Director designate COCC as a Medal of Honor College and install a plaque recognizing the contribution by **Robert D. Maxwell** to the college and to our country. Purchase of the plaque including installation is not to exceed \$2,000.

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

**Prepared by: Lisa Bloyer – Director of Fiscal Services**

|                                      |   |
|--------------------------------------|---|
| <b>Subject:</b>                      | <b>Appropriation Review</b>   |
| Strategic Plan Themes and Objectives |   |
| Institutional Sustainability         | IS.9 - Maintain student affordability while ensuring efficient and cost effective operations. |
| Prepared by:                         | Lisa Bloyer – Director of Fiscal Services   |

**A. Background**

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

The required appropriation adjustment is the result of:

- General Fund – reallocation of software costs from Student Services to Information Technology to reflect anticipated spending

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

**B. Options/Analysis**

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

**C. Timing**

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

**D. Budget Impact**

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

**E. Proposed Resolution**

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



**COCC Campus Public Safety (CPS)  
2018 Accomplishments & On-Going Initiatives Highlights**

**Operations**

1. Published the 2017 Campus Security and Fire Safety Report pursuant to the Clery Act.
2. Provided Safety Briefings at all New Employee Orientation (NEO) sessions.
3. Provided Safety Briefing at New Fulltime Faculty Orientation.
4. Continue to increase CPS coverage at Redmond, Madras & Prineville through evening and office hours.
5. Streamlined the *Traffic/Parking Regulations and Abridged Policies 2018-2019* handbook.
6. Increased the professionalism of CPS documentation and Incident Reports with more timely review.

**Initiatives**

1. Initiated campus-wide *Be Bobcat Ready* pilot program to increase individual emergency preparedness.
2. Working with HR & Risk Mgmt to implement psychological evaluations for new CPS recruitments.
3. Working w/ CS and Contracts/Risk to renovate CPS office space to increase officer interactions and communications.

**Policy**

1. Continue to refrain from conducting Private Persons Arrests or carrying handcuffs by CPS Officers.
2. Initiated a temporary suspension on vehicle stops for CPS Officer safety reasons.
3. Requested legal review by COCC legal counsel of CPS temporary compliance order and trespass order forms/process.

**Training**

1. Three CPS Officers trained in Opiate Overdose Response and carry Naloxone.

2. All CPS Officers trained and certified in the use of CPR/AED/First Aid.
3. CPS Director trained and certified as a DPSST Private Security Executive Manager.
4. Attended Safe Schools Alliance 2018 Annual Training Day with College Relations.
5. Redmond Police invitation to participate in a large-scale Active Shooter training exercise in November 2018.
6. Three CPS Officers & one Staff trained as FEMA CERT members, with the three Officers becoming FEMA CERT Trainers.
7. Attendance of *When Generations Connect in Workplace* training by Director and Acting Supervisor.
8. Attended PACE sponsored Threat Assessment and Standard Response Protocols (SRP) training.
9. Attended Adult Threat Assessment training sponsored by HDESD.
10. Attended the 2018 Western Association of Campus Law Enforcement Administrators (WACLEA) Conference, Kennewick, WA.
11. Members of International Association of Campus Law Enforcement Administrators (IACLEA).
12. Members of OCUPSAA and hosting the Spring 2019 OCUPSAA membership meeting at COCC.
13. Attending Red Cross *Prepare Out Loud Bend* event in November 2018.
14. Attending the UO Disaster Resilient Universities roundtable & workshop in Dec 2018.

### **Life Safety Systems**

1. Increased access to monthly serviced First Aid cabinets in campus buildings, by adding eight additional cabinets.
2. Ensured that all AED batteries are current throughout all four campuses.

3. Worked with new three-year alarm monitoring contractor to implement campus-wide conversion of service.
4. Worked with new three-year Lenel contractor to implement campus-wide access control systems upgrades and conversion.
5. Worked with fire suppression & detection systems contractor to bring all COCC buildings into compliance.
6. Obtained access via Bend Fire Department to The Compliance Engine website to better monitor COCC building compliance with NFPA requirements.

### **Communication Capabilities**

1. Conducting CPS radio modernization to DC-911 digital system through OR OEM grant award.
2. Added Deschutes 911 text notifications to CPS Duty Officer mobile phones on fire/rescue calls to campus.

### **Diversity**

1. Initiated a project with College Relations to create a CPS office lobby display of CPS personnel's national diversity.
2. Meeting with Latinx Club Bend.
3. CPS attended the Asian Pacific Islander Festival.
4. CPS attended Latino Fiesta.
5. CPS attended the Salmon Bake.

### **Recruitment**

1. Initiated re-structure of vacant CPS Senior Officer position to an Emergency Management & Systems (EMS) Coordinator administrative position.
2. Initiated recruitment of Supervising Officer (1 internal candidate & 4 external/outside CO candidates).
3. Successfully recruited a new Public Safety Services Coordinator, who was former CJ Student & Cadet.
4. Currently recruiting for CPS Federal Work Study positions.



Exh.: 11.a1  
Nov. 13, 2018

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### **Equipment**

1. Continue wearing gray/black security-style uniforms.
2. Continue to have no detainee cages in CPS vehicles.
3. Continue using vehicles with new and improved COCC CPS-specific markings and with only red/white emergency lights.
4. All CPS Officers are now carrying bleeding control devices for serious bleeding injuries.
5. All CPS Officers are now equipped with small belt worn flashlights.

### **Outreach**

1. Attended the Deschutes County 2018 National Police Week event.
2. Director meetings with ASCOCC including a meeting on COCC-City of Bend MOU.
3. Over 32 internal initial meetings with principal staff and faculty identified by VP Admin.
4. Over 15 external initial meetings with public safety agency chiefs and principals.
5. Attended four COCC Board of Directors meetings.
6. Attended COCC Prineville 2018 Graduate Celebration.
7. Attended Awbrey Butte Neighborhood Association meeting concerning traffic.
8. CPS attended the local Farm Faire event.
9. CPS held a COCC Madras Outreach event.

### **Collaboration**

1. Worked with Campus Services to address campus parking lot and road signage needs.
2. Collaborated with Bend PD during 2018 COCC Commencement event.
3. Continue participation in Safe Schools Alliance with HDESD and others.

Exh.: 11.a)  
Nov. 13, 2018

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4. Initiated project to improve Crisis Communications in conjunction with College Relations.
5. Initiated adoption of Standard Response Protocols (SRP) utilized by Bend La Pine School District in conjunction with College Relations.
6. Working with CE, CJ and Fire Science to create a Campus Community Emergency Response Team.
7. Continue to participate in DCSO Emergency Management Planning Committee.
8. Continue to participate in Community Organizations Active in Disasters (COAD).
9. Continue to support HR's Title IX Coordinator.
10. Participating in the Campus Video Task Force for integration and modernization of three campus video security systems.

## **CAMPUS PUBLIC SAFETY WORK GROUP**

### **Goal:**

Develop two to three recommendations to President Metcalf and Campus Public Safety Director Peter Ostrovsky on how COCC Campus Public Safety can better serve its students and its district.

### **Tie to Strategic Plan:**

SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.

CE-1: Cultivate new and strengthen existing connections/partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry.

IE-1: Improve practices and structure related to providing a healthy and productive workplace.

**Charge:** The Campus Public Safety work group is charged with developing a series of recommendations for the following questions:

- What type of Campus Public Safety Department is most appropriate for COCC, its students, and the Central Oregon community? What could be the roles and responsibilities?
- What types of partnerships could be of potential benefit to COCC's CPS Department? For example, COCC's Criminal Justice Program? The Bend Police Department? OSU-Cascades? Others?
- What other CPS models exist at Oregon community Colleges?
- What organizational and operational supports are needed (within the existing budget) for CPS to be successful?
- Should an Advisory Committee for CPS be developed? If so, what best practices exist?
- Given recommendations, what is an appropriate implementation timeline and what are the important implementation milestones/steps?

The work group is also tasked with consulting interested stakeholders to solicit perspectives and ideas.

**Timeline:** The work group is asked to make its recommendation to President Metcalf by early winter quarter, 2019.

**Resources:**

COCC Campus Public Safety, August 2015

Campus Safety at Oregon Post-Secondary Education Institutions: A Report from the Oregon Campus Safety Work Group, October 2016

Campus Public Safety Overview & Information, March 2016, Board Information Item,

Work Group Membership: Work group membership will include representatives from across the College, including interested stakeholders and at-large representatives, as well as a representative from the Bend Police Department.

**Members:**

Kathleen McCabe, Professor, Criminal Justice (Chair)  
Sharla Andresen, Director of Contracts and Risk Management  
Amy Harper, Professor of Anthropology; teaches at branch campuses  
Tyler Hayes, Asst. Director of Housing and Residence Life  
Kelly Musgrove, CJ Part-time Faculty  
Peter Ostrovsky, Director, Campus Public Safety  
Jan Fisher, Fiscal Services  
Thomas Robinson, Aviation Student  
Joe Viola, Director, Campus Services  
Chief James Porter, Bend Police Department