



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Thursday, March 15, 2018 – 5:45 & 7:15 PM
Wille Hall, Coats Campus Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Krenowicz
	II. Introduction of Guests			
	III. President's Report			Metcalf / FF/Julian [P] Metcalf
	A. Faculty Recognition			
1. Tenure	3.a1	X		
2. Promotion	3.a2	X		
	3. Sabbaticals	3.a3	X	✓
	4. Emeritus	3.a4	X	✓
	IV. <u>Adjourn</u> – Regular Board of Directors' Meeting			
6:00 pm	V. <u>Convene</u> – Budget Committee Meeting (See Budget Committee Meeting Agenda)			Friedman
	VI. <u>Adjourn</u> – Budget Committee Meeting			
7:15 pm	VII. <u>Re-Convene</u> – Regular Board of Directors' Meeting			
	VIII. Agenda Changes			
	IX. Public Comment A.			
7:20 pm	X. Consent Agenda***			
	A. Minutes			
	1. Regular – February 14, 2018	10.a1	X	Smith
	B. Personnel			
	1. New Hire Report (Feb. 2018)	10.b1	X	Fegley ^A
	2. Approval to Hire (Rutherford)	10.b2	X	✓
3. Approval to Hire (Ostrovsky)	10.b3	X	✓	
	C. Transcript Fee	10.c	X	Moore ^A
7:25 pm	XI. Information Items			
	A. Financial Statements	11.a		Bloyer ^A
	B. Financial Aid Overview	11.b		Moore ^A
	C. Strategic Plan	11.c*		McCoy/Julian [P]

- 7:55 pm XII. **Board of Directors' Operations**
 A. Board Member Activities
- 8:10 pm XIII. **President's Report - continued**
 A. Updates:
 1. Taste of the Town & Meal of the Year - 2018 Zak Boone P
- 8:25 pm XIV. **Dates**
 1. Wednesday, April 11, 2018 – Budget & Board of Directors' Meetings
 5:45pm / 7pm (Christiansen Board Room/Boyle Education Center Bldg.)
 2. Wednesday, June 20, 2018 – President's Scholarship Luncheon
 11:30am to 1:00pm (Dining Hall, Coats Campus Center)
- 8:30 pm XV. **Adjourn to Executive Session**
 ORS 192.660 (1)(e) Real Property Transactions
 ORS 192.660 (1)(h) Potential Litigation
 ORS 192.660 (2)(i) Performance Evaluation of Public Officers and Employees
- XVI. **Adjourn Executive Session to Open Session**
- XVII. **Open Session**
- XVIII. **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.

Exhibit: 3.a1
March 15, 2018
Approval: ___ Yes ___ No
Motion: ___

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Emma Chaput (Chair), Stephanie André, Brian Bubak, Donna Casey, Lew Cousineau, and Michael Fisher

A. Action Under Consideration

Approve granting tenure to: Dan Alberghetti, Karl Baldessari, Elizabeth Coleman, Jessica Giglio, Jessica Hammerman, Jason Lamb, John Liccardo, Mick McCann, Paul Pelly, Fleur Prade, and Malinda Williams

B. Discussion/History

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Three years of evaluation by a Peer Team and a Designated Evaluator. This process can include classroom observations, discussions of objectives with the instructor, examination of materials, and group meetings with students.
2. Five years of student evaluations (carried out in all courses from at least one quarter for each of the five years).
3. Class visits by the Vice President for Instruction or an Instructional Dean in the second year.
4. Annual Reports of Service by the faculty member including evaluation comments by the Designated Evaluator
5. Professional Improvement Plan documentation (one completed 4-year PIP cycle, including PIP final report).
6. Recommendation for tenure by the Designated Evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee, deliberation by the Tenure Committee, and recommendations to the President.

Dan Alberghetti, an Associate Professor of Computer and Information Systems, earned a Master of Fine Arts from California State University – Long Beach. Dan teaches a variety of courses related to the Networking sub-discipline of CIS including Linux, Ethical Hacking, Web Animation.

Karl Baldessari, an Assistant Professor II of Aviation earned a Bachelor of Science in Government from the US Coast Guard Academy as well as post-graduate degrees in aviation

flight and ground safety and international affairs from the Naval Post Graduate School and the Naval War College. Karl teaches a wide variety of fixed wing and helicopter Aviation courses and is the Aviation Program Director.

Elizabeth Coleman, an Assistant Professor II of Mathematics, earned a Master of Science in Environmental Systems with an Emphasis in Math Modeling from Humboldt State University. Liz teaches the main algebra sequence, the pre-calculus sequence, the calculus sequence, and will be teaching the technical math sequence.

Jessica Giglio, an Assistant Professor II of Mathematics, earned a Master of Science in Mathematics from Oregon State University. Jessica teaches the college algebra sequence, trigonometry, the first-year calculus series, and linear algebra.

Jessica Hammerman, an Assistant Professor II of History, earned a Ph.D. in History from CUNY, The Graduate and University Center. Jessica teaches history courses including, Ancient Societies, Expansion of World Religions, European History, Modern World History, History of Islamic Civilizations, and Sexuality in 20th Century Europe.

Jason Lamb, an Assistant Professor II of Art History, earned a Master of Arts in Art History from Northern Illinois University. Jason teaches art history courses including the Western Art History series, Non-Western Art History, and Modern Art History.

John Liccardo, an Associate Professor of Health and Human Performance, earned a Master of Science in Exercise Science from the University of Utah. John teaches exercise science and health courses, including Anatomical Kinesiology, Exercise Physiology, and Exercise Testing and Prescription.

Mick McCann, an Assistant Professor II of History, earned a Master of Arts degree in Geography from Georgia State University. Mick teaches a wide array of geography courses including Environmental Geography, Map Interpretation and Design, and Wilderness and Society.

Paul Pelly, an Assistant Professor II of Automotive Technology, earned an AAS Degree in Automotive Technology from Portland Community College, is an ASE Master and Level 1 Technician, and is certified in Advance Hybrid Technology. Paul teaches automotive courses including Engine Performance, Diesel Performance, Hybrid Electric Vehicles I, and Automotive Program Orientation.

Fleur Prade, an Assistant Professor II of French and Italian, earned a Master of Arts in French Studies from Middlebury College in Vermont. Fleur teaches the French and Italian series courses.

Malinda (Mindy) Williams, an Assistant Professor II of Humanities, earned a Ph.D. in English from the University of Denver. Mindy teaches many writing and humanities courses including Technical Writing, Women's and Gender Studies, Immigrant Experience in American Literature, and Literature and Culture of the Americas.

C. Options/Analysis

Grant tenure to Dan Alberghetti, Karl Baldessari, Elizabeth Coleman, Jessica Giglio, Jessica Hammerman, Jason Lamb, John Liccardo, Mick McCann, Paul Pelly, Fleur Prade, and Mindy Williams.

Decline granting tenure to Dan Alberghetti, Karl Baldessari, Elizabeth Coleman, Jessica Giglio, Jessica Hammerman, Jason Lamb, John Liccardo, Mick McCann, Paul Pelly, Fleur Prade, and Mindy Williams.

D. Timing

Tenure is effective with the 2018-19 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to Dan Alberghetti, Karl Baldessari, Elizabeth Coleman, Jessica Giglio, Jessica Hammerman, Jason Lamb, John Liccardo, Mick McCann, Paul Pelly, Fleur Prade, and Mindy Williams.

F. Budget Impact

None

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Julie Keener and Murray Godfrey, Co-Chairs of Promotions Committee

A. Action Under Consideration

Promotion of faculty.

B. Discussion/History

Promotion recommendations are made in accordance with College policies G-34-3. The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

C. Options/Analysis

Accept the promotion recommendations.
Decline to accept the recommendations and refer back to the committee.

D. Timing

It would be helpful to take action at this meeting so all work by the committee could be completed by the end of the term.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II

Christopher Baughman – Manufacturing Technology
Jane Denison-Furness – Writing and Literature
Wendy Earthsong – Health Information Technology
Thor Erickson – Cascade Culinary Institute
Rebecca Franklin – Forestry Technology
Chris Hazlett – Writing and Literature
Amanda Layton – Biology
Ken Ruetters – Sociology
Anne Zmyslinski-Seelig – Speech Communication

Assistant II to Associate Professor

Stephanie André – Writing and Literature
Emma Chaput – Biology
Karen Heckert – Health & Human Performance
Sara Henson – Human Development
Deborah Malone – Medical Assisting
Mick McCann - Geography
Owen Murphy – Health & Human Performance
Matthew Novak - Psychology

Associate Professor to Professor

Amy Howell – Early Child Education
Chuck Hutchings – Foreign Languages
Lynn Murray – Dental Assisting
Ralph Phillips – Computer Information Systems
Zelda Ziegler - Chemistry

F. Budget Impact

Promotions are provided for in the budget.

Promotion Recommendations

Assistant Professor I to Assistant Professor II

Christopher Baughman has been at COCC since 2015 as a full-time tenure track Assistant Professor I of Manufacturing Technology. In addition to a varied teaching load, both standard classroom, and supervision and facilitation of self-paced labs, Chris assumed MATC program director responsibilities shortly after beginning at COCC. Upon arriving at COCC he immediately began working to review and revamp the MATC program to improve instruction. Chris has earned high praise from his designated evaluator, faculty peer team members, and students alike. One such community outreach has been his establishment of a welding competition for local high school students.

Jane Denison-Furness came to COCC as an Assistant Professor of English in 2015, focusing on Developmental Literacy. She has made significant contributions to the College's mission including working on the Title III grant for Redesigning Developmental Literacy, the Humanities Academic Program Review, and running workshops & trainings on campus. Her students appreciate her dedication to teaching excellence, making numerous positive remarks about her feedback and dedication to their improvement as writers. Currently she is working on completing a D.Ed program.

Wendy Earthsong has been at COCC since 1998 and is currently an Assistant Professor I of Health Information Technology. She is responsible for eleven different courses that include medical terminology to document management. Students appreciate her humorous style and genuine interest in explaining topics such as how code sets are used in Electronic Medical Records. She also serves on the All Campus Kick-off, Bobcat Orientation, hiring committees, and HIT Advisory Board.

Thor Erickson has been at COCC since 2011. He is currently an Assistant Professor I and Department Chair for Culinary Arts. His specialties are butchery and charcuterie. Thor won the

International Association of Culinary Professionals Chef of the Year award in 2013. In 2015, he was invited to the White House to train staff and prepare a meal for President Obama. Thor recently started an international student exchange program with a Culinary School in Denmark. Each year, Thor and his students host and cater the Meal of the Year and the Faculty Convocation.

Rebecca Franklin joined the COCC faculty in 2013. In 2015 she became a full-time tenure track Assistant Professor of Forest Resources Technology. Rebecca's extensive experience working in the field, as well as her educational background work in tandem to make her an excellent instructor. Her students have greatly benefitted from her connections with local and national organizations; one example is a collaboration with the Nature Conservancy, during which COCC Forestry students surveyed and marked a donated piece of wildland.

Christopher Hazlett has served as a full-time tenure track Assistant Professor I of English since 2015. He receives high accolades for teaching students to think like writers. Christopher makes a significant contribution to the College through service as a Trainer for Safe Zone volunteers, reader for Foundation essays, volunteer for Bobcat Orientation, and a co-author of the Humanities Department Academic Program Review. His community service ventures include panel moderator at a regional humanities conference and judge in a local non-fiction writing contest.

Amanda Layton has served as a full-time tenure-track Assistant Professor I of Biology since 2014, teaching anatomy and physiology and microbiology. Amanda has earned high praise from her designated evaluator, faculty peer team members, and students alike. She has earned this recommendation through dedicated effort to continually improve the quality and range of her instruction within the Science Department and by fostering meaningful contributions to both the college and community, most significantly managing the annual acquisition and maintenance of the Science Department cadaver.

Ken Ruettgers has served as a full-time tenure-track Assistant Professor I of Sociology since 2014. Ken has earned high praise from his designated evaluator, faculty peer team members, and students alike, with comments that recognize him as effective and succinct, with a warm and inviting demeanor. He has earned this promotion through dedicated effort to continually improve the quality and range of his instruction within the Social Science Department and by fostering meaningful contributions to the college, such as teaching at Deer Ridge Correctional Facility and the Northern Campuses.

Anne Zmyslinski-Seelig came to COCC as an Assistant Professor of Speech in 2015. She has worked on developing new classes for the speech department, taught at the northern campuses and served on several committees such as CC/DC and All-College kick-off Committee. Her efforts in the classroom enable students to become more confident public speakers. She has begun training to become a mediator with hopes of serving with the Justice Court in Redmond and Community Solutions of Central Oregon.

Assistant Professor II to Associate Professor

Stephanie André came to COCC in 2011 and is currently an Assistant Professor II of English. She played an integral role in revising the writing sequence, while continuously assessing and improving her own expertise as both a writer and a teacher of writing. She has served the campus at large as the chair of Academic Affairs Committee, as well as through active participation on other committees such as All-Staff Retreat Planning, Tenure, Celebration of Academic Excellence, and Curriculum. In addition, Stephanie has written several successful grant applications for Volunteers in Action.

Emma Chaput came to COCC in 2011. She is an Assistant Professor II of Biology in the Science Department. Emma is a highly sought after instructor of both Anatomy and Physiology as well as Microbiology. Her students rave about her ability to use multiple modes of course delivery in a way that breaks down complicated concepts into easy to understand terms. She regularly teaches on the Redmond campus and has recently built an online Anatomy & Physiology course that includes online labs.

Karen Heckert had a long a varied professional career before coming to COCC in 2014 as Assistant Professor II of Public Health. Karen has worked on course curriculum and helped develop the Public Health focus area for the AAOT. She strives to improve her courses and her teaching by attending seminars and trying new techniques. Her work as Senior Technical Advisor to OHSU's Central Oregon Research Coalition is a major contribution to the community.

Sara Henson started at COCC in 2003 and joined the full time, tenure track faculty in 2011 and is currently Assistant Professor II, Program Director for Human Development, and Department Chair of Social Sciences. She has extensive college committee service including Curriculum, Academic Affairs, Teaching & Learning Commons, and Advising Program Review. Sara co-authored the Title III grant and serves on the steering committee for the First Year Experience. She standardized course structures, materials, and assessments so all Human Development courses work towards completion of common outcomes.

Deborah Malone came to COCC in 2009 and is currently Assistant Professor II and Program Director for Medical Assisting. She places, tracks, and evaluates student practicums, works tirelessly in the classroom, and received high marks for her management from the Commission on Accreditation of Allied Health Education Programs. Deb serves the College in numerous service capacities, including the Learning Outcomes Assessment Committee. In the community, she has volunteered 160 hours as a Nurse Practitioner working with under-insured and under-served women.

Mick McCann came to COCC 14 years ago, joined the full time, tenure track faculty in 2013 and is currently Assistant Professor II of Geography. He has completely revised and updated COCC's Geography offerings, and is the sole full-time Geographer. Over the past several years, Mick has travelled extensively as he seeks to deepen his knowledge of the cultural geography of Asia and Africa. Of special note is his community service work with local schools. He worked with student to create giant maps of the United States that were painted onto the playgrounds at Jewell and Juniper Elementary schools in Bend.

Owen Murphy came COCC in 2011 and is currently Assistant Professor II of Health and Human Performance. Owen is recognized for his leadership in providing Safe Zone workshops for COCC staff and faculty, his advocacy in making sexual health information more accessible to students, and his work as chair of the Sustainability Committee. He has also become a campus voice for sustainable practices, with his work on the Spring Farm and Food Faire in conjunction with the COCC Garden Club.

Matthew Novak began teaching at COCC in 2011 and is currently Assistant Professor II of Psychology. He was instrumental in the creation of new courses in the Psychology Department curriculum and has been instrumental in coordinating the Social Science Student Showcase. Matt established the Center for Indonesian Field Study, where students have the opportunity to gain scientific experience outside the classroom. Also noteworthy are Matt's efforts to bring the American Society for Primatologists National Conference to Bend.

Associate Professor to Professor

Amy Howell began at COCC in 2004 and is currently Associate Professor and Program Director of Early Childhood Education. In 2015, she was the recipient of the Faculty Achievement Award. Amy has grown the ECE/ED program through successful grant acquisitions and strong partnerships with many local schools and organizations. She strives to reach the entire COCC community by teaching at all campuses, developing special programs for Spanish speaking students, and collaborating with many schools throughout the district. Amy is recognized for her support of students, her positive and collaborative spirit, and the opportunities she provides for students.

Chuck Hutchings began teaching at COCC in 1992. He is currently Associate Professor of Spanish. He is a dedicated teacher who continuously tries new techniques to help his students learn a new language. He uses a wide range of technical tools and a personal approach in the classroom. For the past two years, Chuck has been collaborating with the Continuing Education Department on the design and implementation of the Central Oregon Summer Spanish Immersion program, which served 85 students in its inaugural year.

Lynn Murray has been at COCC since 1997. She is currently an Associate Professor of Dental Assisting as well as the Dental Assisting Program Director and Dental Clinic Coordinator. She holds a Registered Dental Assistant License with certifications in Radiology, Dental Assisting, and Expanded Functions. Lynn's students comment on how well-orchestrated and professional her classes are. Lynn works with her students, local dentists, and the Deschutes County Health Department to provide Friday Dental Clinic services for those who otherwise could not afford it.

Ralph Phillips joined the COCC faculty in 2005 and is currently Associate Professor of Computer and Information Systems, specializing in web development and database management. In addition, he currently serves as Chair of CIS and is recognized as a technology resource for the College. In the community, Ralph provides technical assistance for organizations such as Tuff Butt Classic, VFW 4108, Airshow of the Cascades, a local start-up company, a wine club, *The Bulletin*, and local comics.

Zelda Ziegler has been a member of the COCC Science Department faculty since 2002 and is currently Associate Professor of Chemistry. She spearheaded the introduction of Process-Oriented Guided Inquiry Learning (POGIL) into the Chemistry sequence, becoming a COCC pioneer in the use of the 'flipped' classroom. Zelda has served on multiple committees, including Learning Outcomes and Assessment. Her work with the Bend Research Inventerprise Program serves as many as 1000 students and thirty-eight K-12 schools every year.

March 15, 2018
Exhibit: 3.a3
Approved: ___Yes___No
Motion: ___

Central Oregon Community College
Board of Directors

INFORMATION ITEM

*Prepared by: Jane Morrow, Dan Alberghetti-Chairs PIRT Committee
Betsy Julian – Vice President for Instruction*

A. Issue

Sabbatical for Thomas Barry, and Stacey Donohue

B. Discussion / History

Thomas Barry – Fall 2018 and Spring 2019

A two-term sabbatical with a goal to increase knowledge of United States history and culture, with a focus on social justice and social movements. During this sabbatical, Dr. Barry plans to study academic literature and personally visit a number of sites related to issues of social justice. Locations include the Museum of Tolerance (Los Angeles, CA), the National Civil Rights Museum (Memphis, TN) and the Stonewall Inn (Manhattan, NY).

Sara Henson, the chair of the social science department in her letter of support stated: “I believe this is a win-win for the entire college: students gain exciting, real life, timely examples and case studies that address the complexity and intersection of culture, history, institutions and social movements; the college gains a reinvigorated faculty member who has a demonstrated willingness to share his knowledge of issues related to diversity, equity, and social justice with the campus...”

Stacey Donohue – Fall 2018

A single term sabbatical to research community reads in general, with a Novel Idea being a case study. Dr. Donohue has spent many hours volunteering with the Deschutes County Library Novel Idea program. During her sabbatical, she plans to visit similar community read programs with the goal to research best practices for community reads selection committees and programs. She will also do focused research on the community member responses to the books their library committees select.

In addition to research, Dr. Donohue will also work with the Deschutes County Library A Novel Idea staff to create opportunities for COCC student to be involved in developing programming for the 2020 novel idea choice.

Exhibit: 3.a4
Date: March 15, 2018
Approved: ___Yes___No
Motion: _____

Central Oregon Community College

RESOLUTION

Prepared by: Betsy Julian, Vice President for Instruction

A. Action Under Consideration

Approve emeritus status for retiring faculty: Cora Agatucci, Art Benefiel

B. Discussion/History

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

C. Options/Analysis

Approve emeritus status for retiring faculty: Cora Agatucci, Art Benefiel

Decline approval of emeritus status for retiring faculty: Cora Agatucci, Art Benefiel

D. Timing

Effective with their retirement date in June, 2018.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty members: Cora Agatucci, Art Benefiel

F. Budget Impact

None.



CENTRAL OREGON
community college

BUDGET COMMITTEE MEETING

AGENDA

Thursday, March 15, 2018 6:00 PM
Wille Hall, Coats Campus Center

	<i><u>Presenter</u></i>
I. Call to Order	Friedman
II. Introduction of Guests	Friedman
III. Election of Chair	Friedman
IV. Budget Message – (Exhibit: 4*)	Metcalf
V. General Fund Budget PowerPoint - (Exhibit: 5)	Dona
VI. 2018-19 Proposed General Fund Budget	Dona
▪ Proposed General Fund Budget -(Exhibit: 6.a)	
▪ General Fund Expenditures by Object Classification (Exhibit: 6.b)	
▪ Summary of General Fund Transfers -(Exhibit: 6.c)	
VII. Budget Calendar - (Exhibit: 7)	
Next Meeting - <u>Wednesday, April 11, 2018 – 5:45 PM</u>	
Christiansen Board Room, Boyle Education Center	
VIII. Adjourn	

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



President's Budget Message

Introduction

The annual budget development period provides the College an opportunity to reflect on the past while looking to the future. The College looks to its strategic plan, accreditation standards, and Board priorities to guide the budget development process, while always striving to keep the cost of a college education affordable for its students. Key budget assumptions are identified and used to assemble the multi-year financial forecasting model to ensure the impacts of budget decisions are made within the context of the long-term view. This approach has allowed the College to be well positioned for both current year operations and long-term financial sustainability.

Current Year Budget

The 2017-18 budget year is projected to end with a positive general fund operating balance, spending within the legally adopted limits, and an ending fund balance above the Board's mandated 10% general fund reserve requirement. The current year's budget performance of the three main funding sources (tuition/fees, property tax revenue, and state aid) and operating expenditures are discussed below.

- **Tuition and Fees:** This year's 3.3% projected enrollment decline represents the sixth consecutive year of decreasing enrollment of credit students and represents a 34% drop from the 2012 peak enrollment. The enrollment drop of 3.3% is 1.3% higher than the budgeted decline of 2%. This lower than anticipated enrollment produced total tuition and fee revenue of \$17.3 million, \$298,000 below budget.
- **Property Tax Revenue:** Property tax revenue represents the second largest source of operating funds. Property tax revenue has steadily increased the past six years as Central Oregon real estate values continue to rise and the level of new construction grows. The current year property tax revenue of \$15.7 million is \$150,000 above budget as the imposed tax growth rate of 5.9% was 1.1% above the budgeted growth rate of 4.8%. The prior year property tax revenue of \$494,000 is \$41,000 lower than budget due to lower than anticipated collection rate.
- **State Aid:** The 2017-19 biennium State funding of \$570 million is \$20 million higher than the \$550 million COCC forecasted for the Community College Support Fund (CCSF) and represents the highest level of funding ever. COCC's State Aid amount totaled \$9.1 million for the current year, \$367,000 over the budgeted amount. The total State Aid received also includes a one-time payment of \$198,000 from the State's unspent strategic funds distributed to the community colleges.
- **Operating Expenditures:** The current financial forecast reflects a salary savings of \$742,000, payroll assessment savings of \$945,000, and materials and supplies savings of \$998,000, for a total operating savings of \$2.6 million. The salary savings reflect position vacancies, retirements, and reduced contracts. Payroll assessments represent payroll-associated costs (PERS, health insurance, payroll taxes, workers compensation insurance, life insurance, etc.) with health insurance being the largest. The current year's savings in health insurance is a combination of factors: lower health insurance growth rate of 2.3% (budgeted 5.0%), staff vacancies, employees opting-out of coverage (dual coverage), and employees choosing lower costly plan options. MODA, the health insurance provider for the State of Oregon and for COCC, redesigned its group health insurance plans, reducing both the premium costs and benefit levels for employees. The material and services savings include the unspent budgeted \$800,000 operating contingency.

- Notable 2017-18 Accomplishments:
 - Continued implementation of the \$2.25 million Title III grant, focused on student success;
 - For the second year in a row, Wickiup Hall reached full fall occupancy through focused marketing/promotional efforts and stronger student on-boarding;
 - COCC Foundation offered more than \$1.5 million in scholarship to students;
 - Remodel of Cascades Hall was completed, with move in scheduled for Spring and Summer;

2018-19 Budget

When planning for and developing the 2018-19 budget, President Metcalf and the President’s Advisory Team (PAT) members gathered extensive background information and explored a variety of options to support the institution’s mission and strategic plan. This section outlines the goals, factors and others considerations used as part of the budget development process.

Goals and Guiding Principles:

Goals

- Continue to achieve our mission of student success and community enrichment by remaining a responsive and sustainable comprehensive community college;
- Establish an ongoing plan for meeting the financial challenges resulting from six years of declining enrollment;
- Invest in initiatives tied to the College’s Strategic Plan; and
- Have a competitive compensation package to attract and retain employees.

Guiding Principles

- Maintain best practices with respect to teaching and learning and student access and success;
- Continue work toward strategic goals (in current and future Strategic Plan);
- Reduce selected programs and services;
- Increase revenue generating operations: Continuing Education, Small Business Development Center, Title III, grant funded initiatives (National Science Foundation, Meyer Memorial Trust, etc.), summer conferences linked to Wickiup Hall; and
- Limit the impact to employees where possible.

Considerations

1. Enrollment:
Following the recession and the resulting unprecedented enrollment growth (2006–07 through 2011–12), COCC’s enrollment declined each of the past six years as the economy thrived. All indicators predict a strong economy in Central Oregon for the next several years—meaning additional enrollment declines are likely. Community college enrollments tend to be countercyclical with the economy, as unemployment serves as a primary driver for enrollment at community colleges.
2. OSU-Cascades:
OSU-Cascades began offering 100- and 200-level courses in fall 2015 and opened its own campus the following year. From 2014-15 to 2016-17, COCC’s headcount decreased by 13.5%, but the number of dually admitted students decreased by 23%. During that same two-year period, the number of credits taken by dually admitted students declined by nearly 40%, resulting in a tuition loss in 2016-17 of just under \$500,000.
3. Oregon Promise (OP):
OP began in fall 2016. 566 COCC students received 2016-17 OP funding, representing 8.5% of OP students statewide (COCC typically garners 5.5% of the State’s community college enrollment). OP students are required to participate in a pilot first-year experience (FYE) program consisting of orientation, a college

success course and academic advising. Initial data indicates that OP students who completed FYE activities appear to have higher first-term and first-year retention, GPA, and course completion rates than a comparator group. In fall 2017, 659 new and returning students received OP support. While it appears that OP has a positive impact on student recruitment, it also has a positive impact on student retention – an often-overlooked aspect of enrollment and budgeting.

4. Legislative Allocation:

During the 2017 session, the Oregon Legislature allocated \$570.3 million to the Community College Support Fund, a 1.1% increase from Current Service Level. By comparison, the Legislature allocated an additional \$70 million to public universities to mitigate tuition increases while providing only \$6 million to community colleges for the same purpose. The Oregon community colleges sought an additional \$32 million in the 2018 Legislative short session to make up for shortfall last session. Unfortunately, the Legislature did not fund this request.

5. Unfunded State Mandates:

In recent years, the Oregon Legislature has directed community colleges to provide a tuition discount to out-of-state veterans, affecting tuition revenue at COCC by an average of \$485,000 annually. Other state mandated tuition waivers include veterans and their dependents, foster children, and students over the age of 65, reducing paid tuition by an average of \$79,000 annually.

6. Potential Capital Request:

In 2019, COCC is eligible to request funds from the Oregon Legislature for a capital project. Only two other colleges (Treasure Valley and Klamath community colleges) are eligible and thus far only COCC and Treasure Valley have indicated an interest. COCC's proposed project will come from the Facilities Master Plan. If successful in securing the Legislative authority, the College will have six years to secure the matching funds (anticipated to be approximately \$8 million to match an \$8 million allocation).

7. Successful Initiatives:

When COCC has identified initiatives, and resources were increased for personnel and other costs to accomplish those initiatives, goals have been met or exceeded.

Example - Increasing Student Diversity: Increased personnel and recruitment and retention strategies implemented. Recently, the number of students of color enrolled has increased 5% while overall enrollment decreased by 27% (2012-13 to 2016-17).

Example – Wickiup Hall: COCC opened Wickiup Hall in 2015 with a fall occupancy of 73%. Resources were increased for recruitment, marketing and operations, and the College reached 103% occupancy in fall 2016 and fall 2017.

8. Student Success:

Community colleges nationally are shifting from a philosophy that solely focuses on access to one that strongly emphasizes student success. To assist, COCC received a \$2.25 million federal Title III grant (\$450,000 a year for five years) to focus on strategies addressing student placement, success in developmental math and writing, a first-year experience program, and intentional academic planning – all with an intense focus on creating an integrated system to support students' short- and long-term retention. While the grant provides resources until 2021, the College will need to engage in thoughtful planning to ensure that the infrastructure is in place to support and sustain activities post-grant.

9. New Buildings:

The College has added nine buildings to its inventory since 2006 (Jungers Culinary, Science, Health Careers, Madras, Prineville, Redmond Technology Center, Coats Campus Center, Wickiup Hall and now Cascades Hall), and remodeled many other College facilities – all of which require ongoing and frequent operational support.

10. Technology Investments:
 - All new buildings have extensive technology added, at a cost of more than \$3 million;
 - In 2005, the College deployed and supported 800 computers; in 2018 that number has nearly tripled to more than 2,000 PCs and 300 laptops;
 - Since 2009, the College has gone from \$172,000 annually for outside and contracted services for technology to \$1.2 million for software, cloud and related services.

11. Competitive Compensation Market Positions:
 - Faculty: Adjustments made to strengthen entry-level faculty steps. COCC remains high at the top end of the pay scale;
 - Adult Basic Skills: Intentional increase adjustments to bring to market level, slowing down in 2017;
 - Classified: Initial study showed Classified below market, at 42%; adjustments brought us to 46%; high demand positions continue to lag;
 - Administrators: The cost to adjust Administrators' wages to market will be better understood once the Administrator Compensation Study is complete, scheduled later this year.

12. Cascades Hall: In Fall 2016, OSU-Cascades vacated Cascades Hall. OSU – Cascades had paid COCC \$800,000 per year which covered the building's bond payment, one technology and two custodial positions, utilities, snow removal, security, maintenance, and other COCC student support services utilized by OSU – Cascades. COCC now has the expenses of three positions, utility costs and other associated expenditures, at a cost of approximately \$250,000 per year. Though Cascades Hall will include leased office space to university partners including, Portland State University, Eastern Oregon University and Oregon State University – Cascades, the anticipated annual revenue from those leased spaces is approximately \$15,000.

13. Deferred Maintenance:

As mentioned above, since 2006 the College added nine new buildings. The College built the remaining facilities between 1963 and 2002. The combined square footage of facilities at all campuses is over 660,000 square feet. Although each year the College dedicates funds for maintenance in the general fund budget process, deferred maintenance exceeds \$12.0 million.

Process and Outcomes

1. Budget Reductions: PAT members presented options for reducing individual budget areas 2%, 3%, and 5%. President Metcalf agreed on a 3% reduction in most areas, resulting in savings of more than \$1.1 million.

2. Tuition: Proposed increase in tuition by 4 - 5% for in-district residency each of the next three years (a 5% tuition increase would add \$450,000 in additional income over a 2% increase). Note: From 1975 to 2017, the average annual tuition increase has been 5.2%. With the recommended tuition rate and technology fee increases, preliminary information shows COCC remaining the third or fourth least expensive Oregon community college and significantly less costly than the Oregon universities.

3. Fees: Proposed increase to the \$6 per credit technology fee by \$3 in 2018-19 and \$3 in 2019-20. The College will look to methods such as indexing future technology fee increases to better align technology costs with fees. In 2005, the College deployed and supported 800 computers; in 2018 that number has nearly tripled to more than 2,000 PCs and 300 laptops. Since 2009, the College has gone from \$172,000 annually for outside and contracted services for technology to \$1.2 million for software, cloud hosting and related services.

4. Real Estate as an Alternative Revenue Stream: Revenue could supplement the COCC general fund budget and/or mitigate significant tuition increases. The goal would be to ensure a stable, annual income stream by investing sale proceeds or income from development of land not currently used.
5. Construction Projects: Consider postponing or delaying major construction projects, including the Loop Road connection, Ochoco Phase two remodel, Pioneer remodel, and Metolius remodel.

Long-Term Outlook

The College's financial future will continue to be challenging with anticipated continued student enrollment declines, increases in PERS rates, and flat or reduced State funding. However, the College has a long history of strong financial management, conservative budgeting practices and adequate levels of reserves, so we will remain well positioned to manage through this environment of lean resources and rising costs.

The College has embarked on a focused planning effort to integrate its strategic planning with resource allocation. By identifying strategic themes, goals, and initiatives, supported by quantifiable metrics, the college will be able to better align its planning-people-resources to achieve its strategic objectives.

Finally, I want to thank the Board for its continued leadership and support to the College. I want also extend my thanks and gratitude to the Budget Committee members and to the College staff for the considerable time and effort required to develop this comprehensive budget.

Sincerely,

Dr. Shirley I. Metcalf

President



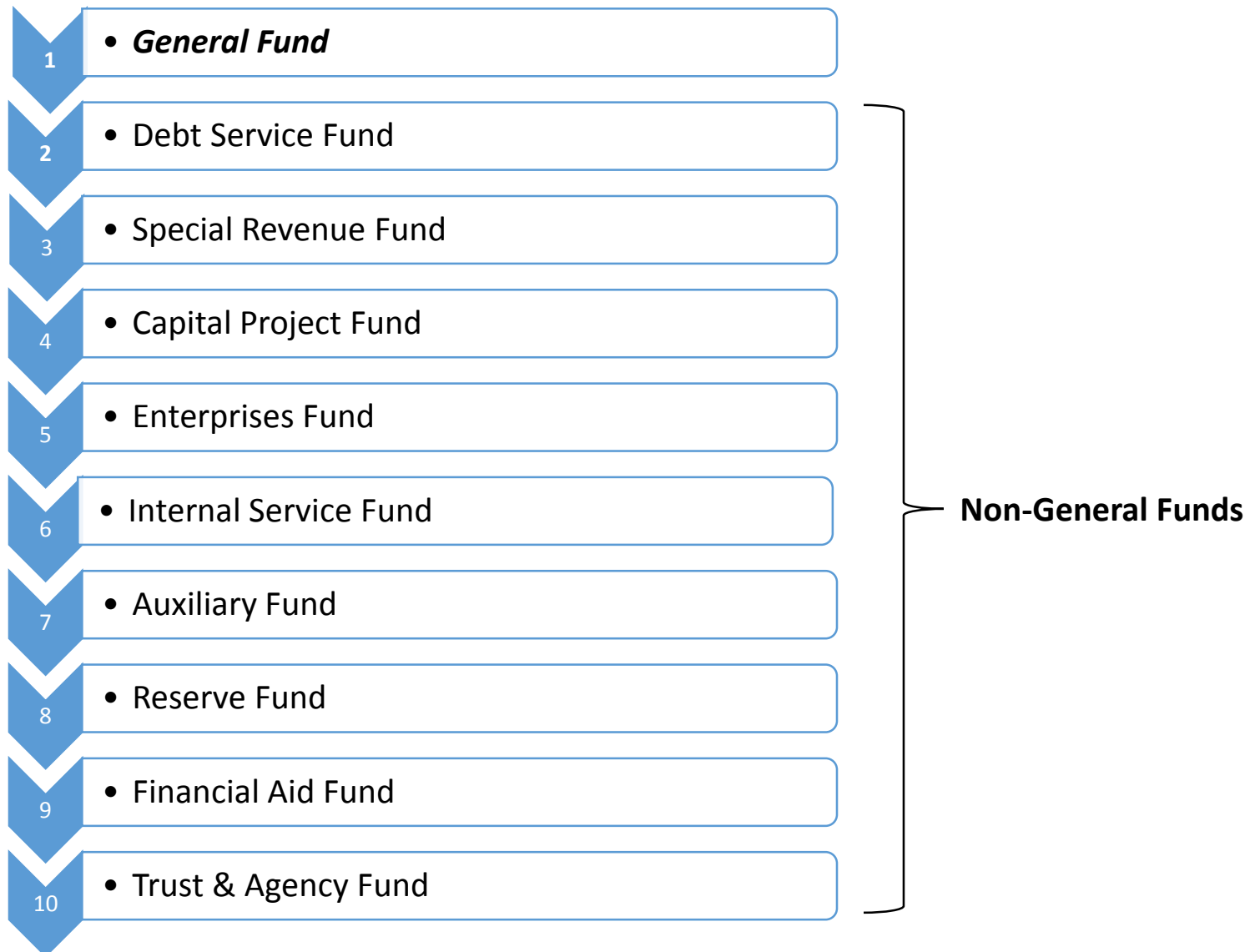
March 2018 Budget Committee Meeting

- Fund Types & Attributes
- Current Year General Fund Update
- Revenue/Expenditure Forecast [REF: F.1]
- General Fund Revenue History
- Enrollment History and Trends
- Tuition and Fees Comparison
- Proposed 2018-19 General Fund Budget

Fund Types & Attributes

- The College has ten main fund types
- Each fund has a specific purpose & activity as defined by local budget law and governmental accounting standards
- General Fund: Primary objective is the precision of revenue and expense forecasting as a means of developing the operating budget within the context of a balanced operating position
- Non-General Funds: Primary budget objective is to ensure adequate appropriation authority and compliance to the funds specific restrictions and operating parameters

Main Fund Types



General Fund Definition

- The *General Fund* is the College's primary operating fund. It accounts for the financial operations of the College except those activities required to be accounted for in a specific fund type or programs accounted for in their own discrete fund.

General Fund: 2017/18 Budget vs. Projected

General Fund Budget vs. Projected		Fiscal Year 2017/18					
		%	Budget	%	Projected	Change \$	Change %
Revenue and Support:							
1.	State Aid	20%	\$ 8,792,000	20%	\$ 9,159,387	\$ 367,387 a	4.2%
	Property Taxes						
2.	Current Year Taxes	35%	15,573,000	35%	15,723,779	150,779 b	1.0%
3.	Prior Year Taxes	1%	536,000	1%	494,629	(41,371) c	-7.7%
	Total Public Resources (1,2,3)	56%	24,901,000	57%	25,377,795	476,795	1.9%
4.	Tuition	34%	15,227,000	33%	14,993,819	(233,181) d	-1.5%
5.	Fees	5%	2,089,000	5%	2,028,290	(60,710) d	-2.9%
	Other Revenue & Transfers-in						
6.	Interest /Program/ Miscellaneous	0.5%	202,000	0.4%	194,000	(8,000)	-4.0%
7.	Transfers-in	5%	2,280,000	5%	2,280,000	- e	0.0%
8.	Subtotal	100%	\$ 44,699,000	100%	\$ 44,873,904	\$ 174,904	0.4%
Expenditures:							
9.	Salaries	49%	\$ 23,316,947	51%	\$ 22,573,948	\$ (742,999) f	-3.2%
10.	Payroll Assessments	30%	14,100,088	29%	13,154,598	(945,490) g	-6.7%
11.	Material & Services	16%	7,601,525	15%	6,602,810	(998,715) h	-13.1%
12.	Capital Outlay	0.4%	202,840	0.5%	202,840	-	0.0%
13.	Transfers-out	5%	2,144,660	5%	2,144,660	-	0.0%
14.	Subtotal	100%	\$ 47,366,060	100%	\$ 44,678,856	\$ (2,687,204)	-5.7%
15.	Underutilization				0		
16.	Operating Surplus (Deficit)		\$ (2,667,060)		\$ 195,048	\$ 2,862,108	107.3%
17.	Transfers-out: Supplemental				0		
18.	Surplus (Deficit)		\$ (2,667,060)		\$ 195,048	\$ 2,862,108	107.3%
19.	Ending Balance 06/30				\$ 6,140,315	14%	
20.	Required 10% Reserve Requirement				\$ 4,467,886	10%	
Notes:							
a	CCSF projected at \$570M (budgeted at \$550M) plus one time State payment \$198K.						
b	Current year imposed property tax growth rate +5.9% (budgeted at +4.85%).						
c	Prior Year taxes projected -7.7% (budgeted at +3%).						
d	Current year projected annualized weighted credits purchased -3.3% (budgeted -2%).						
e	Transfers-in from 18 other non-general fund accounts.						
f	Position vacancies savings net of .5% salary increases over budget [3% vs. 2.5% and one time 1.25% to Classified for impacts of WTE.						
g	Total PERS rate of 25%. Health insurance cap rate +2.3% (budgeted at +5%), net of plan savings and staff vacancies.						
h	Assumes operating contingency of \$800K remains uncommitted.						

Revenue/Expenditure Forecast

- Identify financial trends early when there is time to plan and make changes
- Understand the long-term effects of budget decisions
- Required by Board policy and accreditation standards
- Recommended by bond rating companies [*COCC's current underlying S&P rating of AA*]

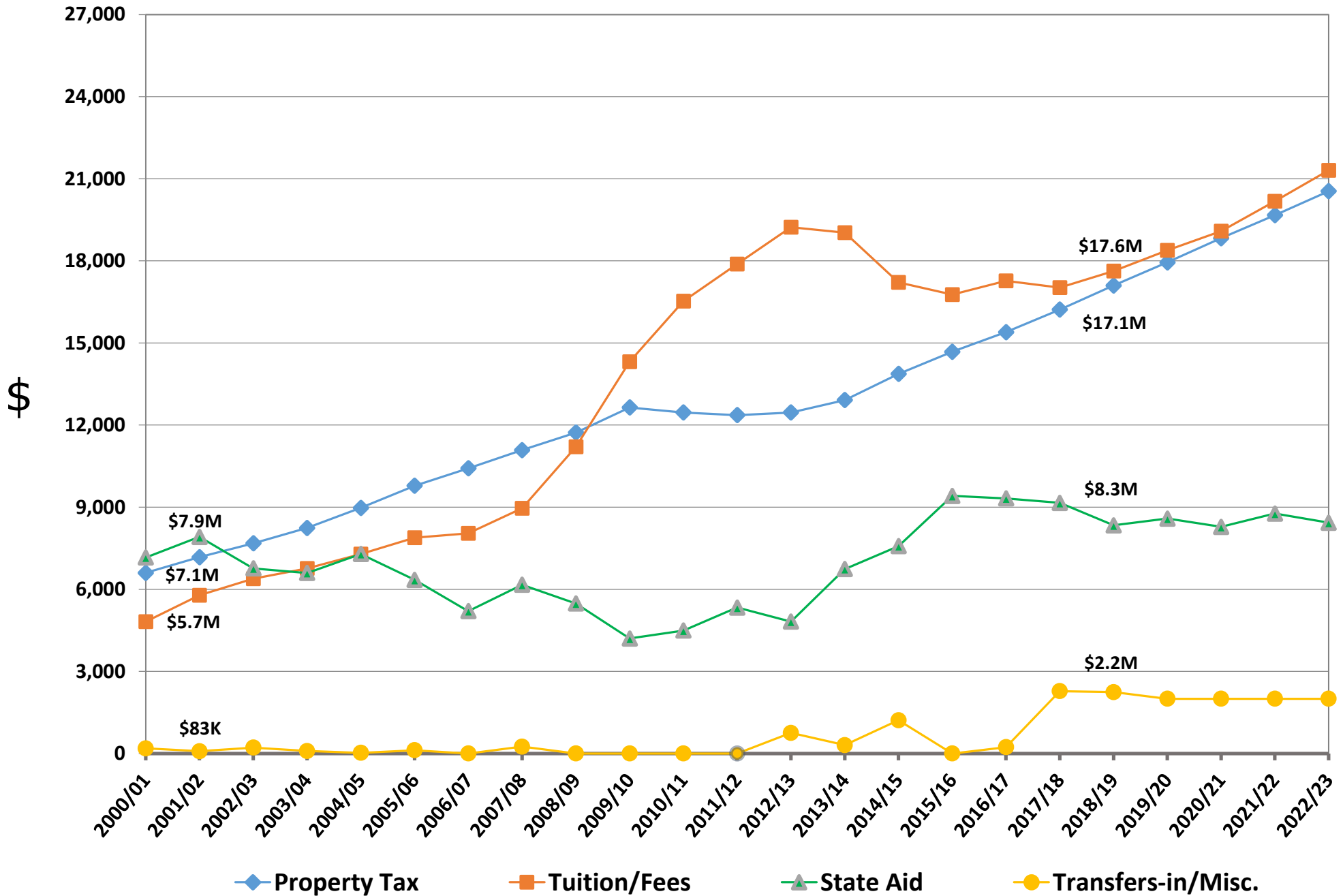
Key Revenue and Expenditure Assumptions

Key Revenue Assumptions:	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
▪ State Aid- CCSF \$570M (+3.5%) 2017/19 Biennium, and \$598M (+5%) 2019/21 Biennium and \$628M (+5%) 2021/23 Biennium.	\$9.15M	\$8.33M	\$8.58M	\$8.28M	\$8.76M	\$8.43M
▪ Current Year Property Tax Revenue growth rates	5.9%	5.5%	5.0%	5.0%	4.5%	4.5%
▪ Tuition Rate Increases per credit- <ul style="list-style-type: none"> ○ In-District ○ Non-Resident Veteran ○ Out-of-District/Border State ○ Out-of-State/International 	\$2.00 \$3.50 \$5.00 \$10.00	\$4.00 \$6.25 \$8.50 \$17.00	\$4.00 \$6.25 \$8.50 \$17.00	\$4.00 \$6.25 \$8.50 \$17.00	\$4.00 \$6.25 \$8.50 \$17.00	\$4.00 \$6.25 \$8.50 \$17.00
▪ Technology Fee Increases per credit-	\$0.00	\$3.00	\$3.00	\$0.00	\$0.00	\$0.00
▪ Enrollment- Changes in annualized paid credits	-3.3%	-3%	-2%	0%	2%	2%
▪ Transfers-in (transfers to the GF from other funds)	\$2.28M	\$2.24M	\$2.00M	\$2.00M	\$2.00M	\$2.00M
Key Expenditure Assumptions:						
▪ Salary Increases- <ul style="list-style-type: none"> ○ Faculty ○ Classified ○ Administrators/PNM 	3.0% 3.0% 3.0%	3.0% 3.0% 3.0%	3.0% 3.0% 3.0%	3.0% 3.0% 3.0%	3.0% 3.0% 3.0%	3.0% 3.0% 3.0%
▪ Health Insurance rate increases	2.3%	5%	5%	5%	5%	5%
▪ PERS rate increases [+3 basis points to state rate each biennium]	28%	0%	21%	0%	18%	0%
▪ Operating costs (e.g., utilities, services, insurance) inflation adjustment	0%	0%	3%	3%	3%	3%
▪ Transfers-out (transfers to other funds from the GF)	\$2.14M	\$2.64M	\$2.82M	\$2.93M	\$3.05M	\$3.17M

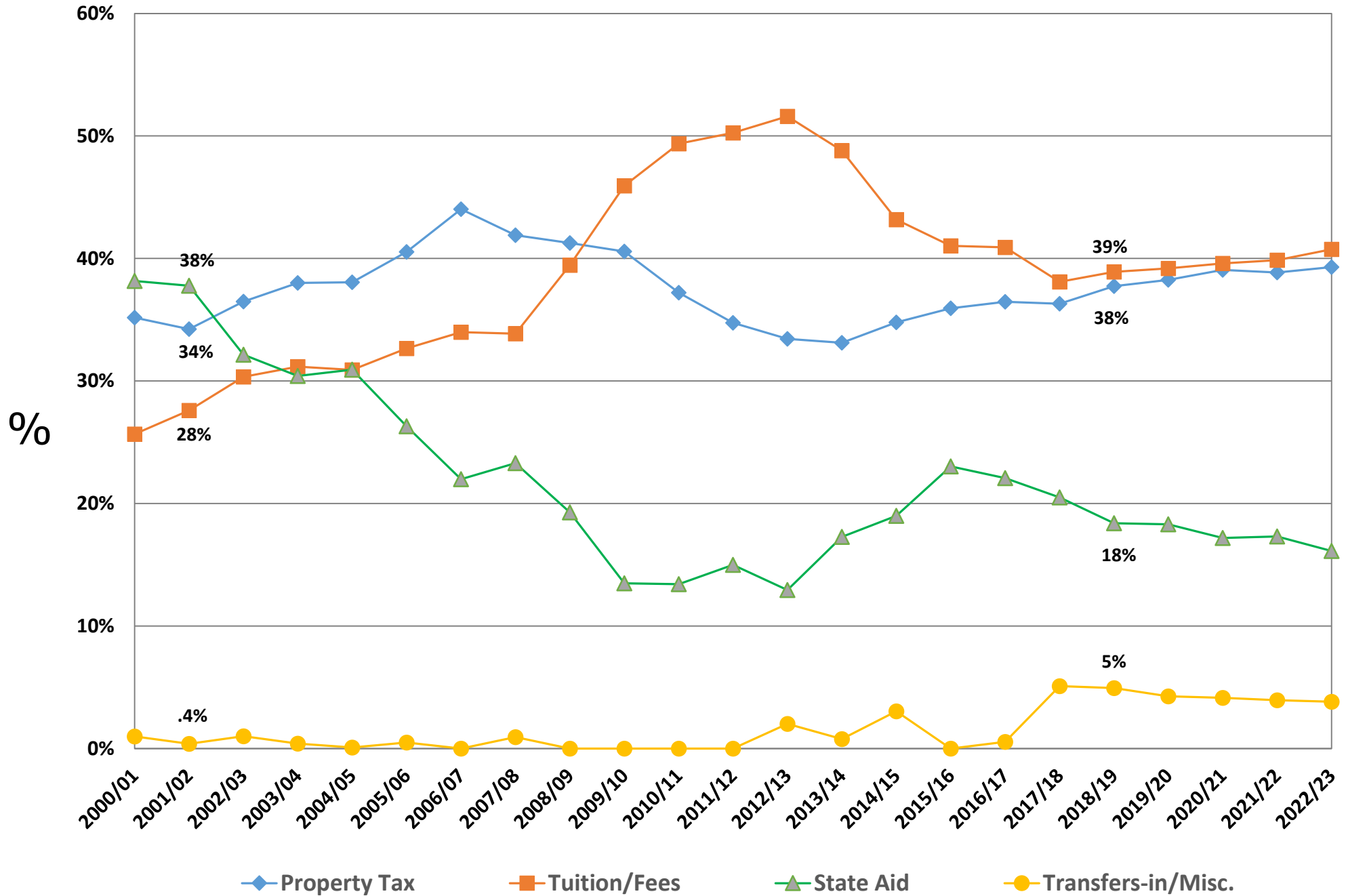
General Fund Revenue/Expenditure Forecast (F.1)

In Thousands (000's)	2013/15 BIENNIUM		2015/17 BIENNIUM		2017/19 BIENNIUM		2019/21 BIENNIUM		2021/23 BIENNIUM	
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Revenue and Support:										
1. State Aid:	\$ 6,740	\$ 7,577	\$ 9,411	\$ 9,321	\$ 9,159	\$ 8,337	\$ 8,585	\$ 8,280	\$ 8,766	\$ 8,433
Property Taxes										
2. Current Year Taxes	12,398	13,381	14,221	15,010	15,724	16,589	17,418	18,289	19,112	19,972
3. Prior Year Taxes	517	487	458	386	495	509	525	540	557	573
4. Total Public Resources (1,2,3)	19,655	21,445	24,090	24,717	25,378	25,435	26,528	27,110	28,435	28,979
5. Tuition	16,958	15,477	14,986	15,228	14,994	15,259	15,654	16,354	17,396	18,473
6. Fees	2,075	1,736	1,778	2,045	2,028	2,373	2,728	2,728	2,783	2,838
Other Revenue & Transfers-in										
7. Interest / Program / Miscellaneous	83	11	10	213	194	205	207	209	211	214
8. Transfers-in	305	1,214	0	232	2,280	2,241	2,000	2,000	2,000	2,000
9. Subtotal	\$ 39,076	\$ 39,883	\$ 40,864	\$ 42,435	\$ 44,873	\$ 45,513	\$ 47,117	\$ 48,402	\$ 50,825	\$ 52,504
Expenditures:										
10. Salaries	\$ 20,201	\$ 20,738	\$ 21,091	\$ 21,790	\$ 22,574	\$ 23,309	\$ 24,008	\$ 24,728	\$ 25,470	\$ 26,234
11. Payroll Assessments	10,642	11,106	11,540	12,040	13,155	13,070	14,267	14,835	16,097	16,733
12. Materials & Services	5,259	5,364	5,152	5,662	6,603	6,833	6,999	7,170	7,346	7,528
13. Capital Outlay	224	242	186	212	203	185	185	185	185	185
14. Transfers-out: Operating	2,685	2,355	2,602	2,659	2,145	2,644	2,825	2,939	3,055	3,174
15. Subtotal	\$ 39,011	\$ 39,805	\$ 40,571	\$ 42,363	\$ 44,679	\$ 46,041	\$ 48,284	\$ 49,857	\$ 52,153	\$ 53,854
16. Underutilization						(651)	(682)	(704)	(736)	(760)
17. Operating Surplus (Deficit)	\$ 65	\$ 78	\$ 293	\$ 72	\$ 195	\$ 123	\$ (485)	\$ (751)	\$ (592)	\$ (590)
18. Transfers-out: Supplemental										
19. Surplus (Deficit)	\$ 65	\$ 78	\$ 293	\$ 72	\$ 195	\$ 123	\$ (485)	\$ (751)	\$ (592)	\$ (590)
20. Ending Balance 06/30					\$ 6,140	\$ 6,263	\$ 5,778	\$ 5,026	\$ 4,435	\$ 3,845
21. Reserve Requirement (10%)					\$ 4,468	\$ 4,604	\$ 4,828	\$ 4,986	\$ 5,215	\$ 5,385

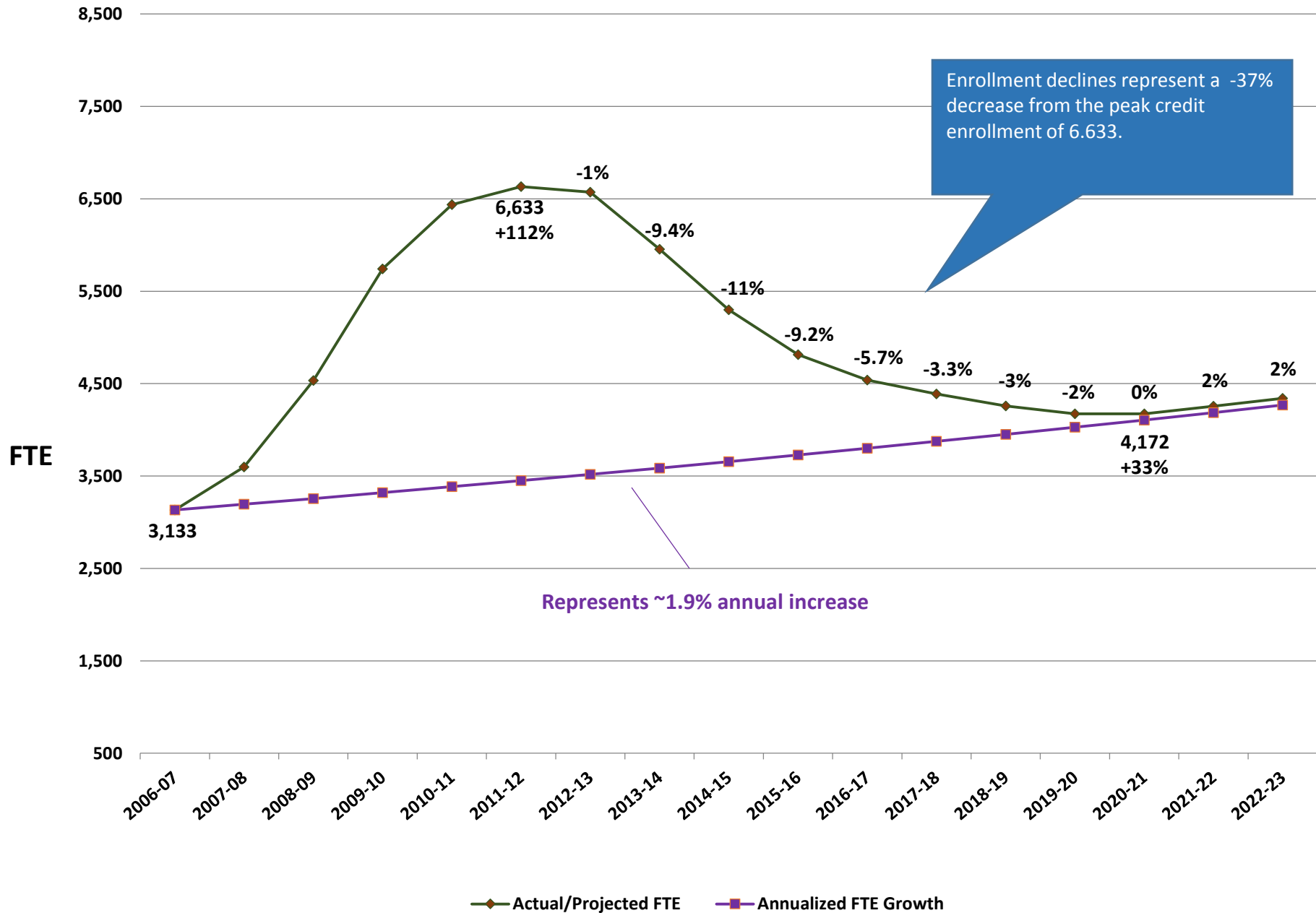
Revenue History (000's)



Revenue History (% of General Fund Budget)



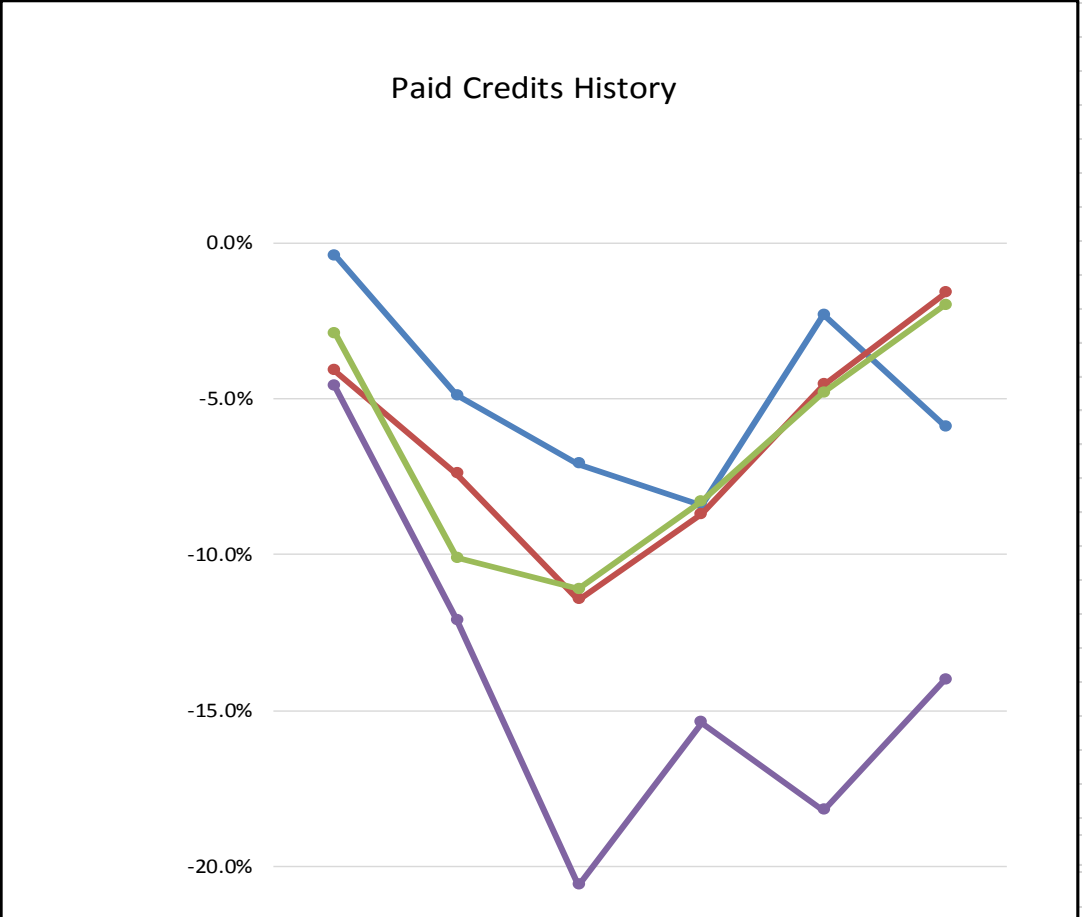
Enrollment Graph (credit students)



History of General Fund Paid Credits

Reference: History of Credits Purchased (General Fund)

General Fund	Term	Annual	
Fall Term 2012	-0.4%		
Winter Term 2013	-4.1%		
Spring Term 2013	-2.9%	-2.5%	(budget +1%)
Fall Term 2013	-4.9%		
Winter Term 2014	-7.4%		
Spring Term 2014	-10.1%	-7.5%	(budget -2.5%)
Fall Term 2014	-7.1%		
Winter Term 2015	-11.5%		
Spring Term 2015	-11.1%	-9.9%	(budget -10%)
Fall Term 2015	-8.4%		
Winter Term 2016	-8.7%		
Spring Term 2016	-8.3%	-8.5%	(budget -7%)
Fall Term 2016	-2.3%		
Winter Term 2017	-4.6%		
Spring Term 2017	-4.8%	-3.9%	(budget -7%)
Fall Term 2017	-5.9%		
Winter Term 2018	-1.6%		
Spring Term 2018*	-2.0%	-3.3%	(budget -2%)
*Projected			
Cumulative % change from 2011/12		-30.0%	

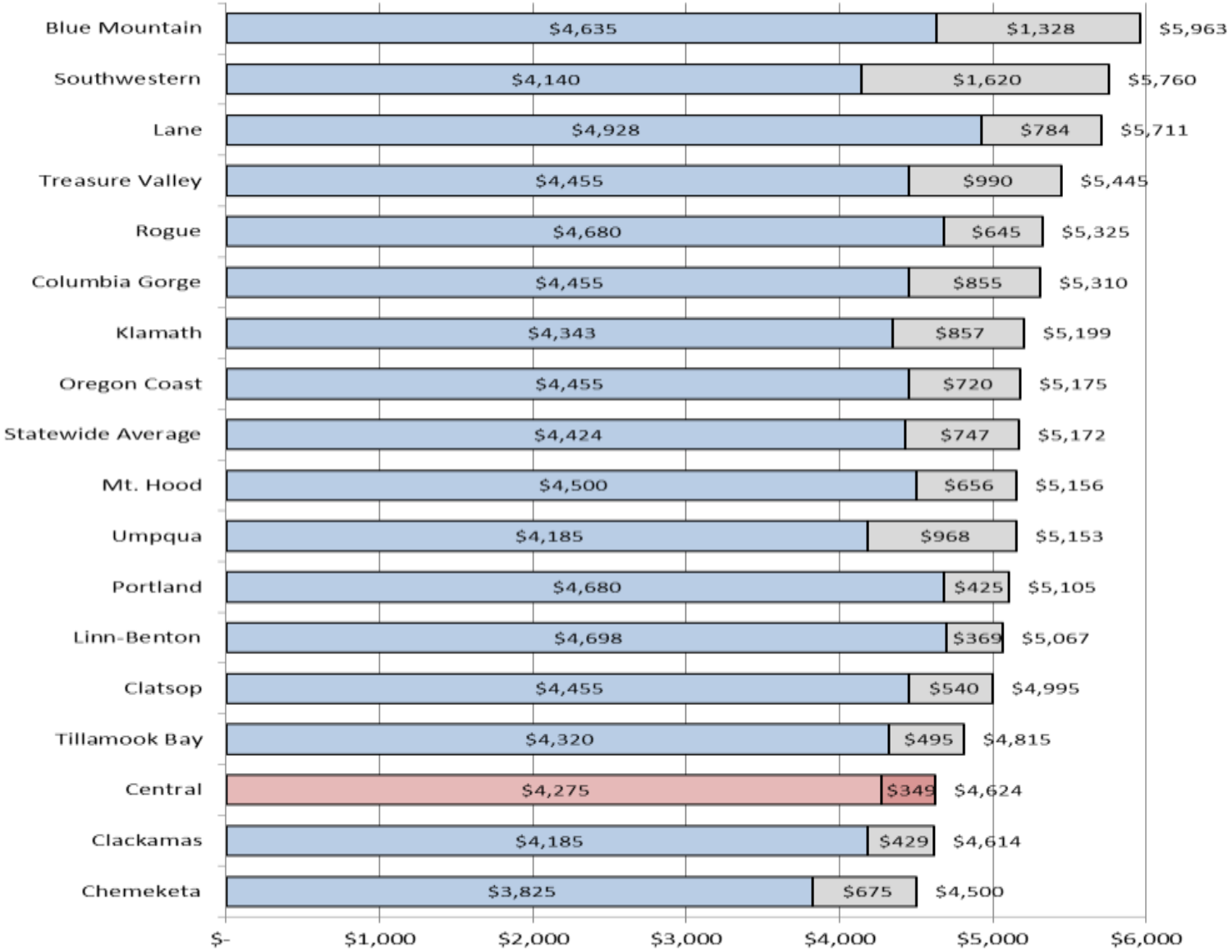


Reference: History of Credits Purchased (Summer Term - Auxiliary Fund)

Summer Term	Term	
Summer Term 2012	-4.6%	
Summer Term 2013	-12.1%	
Summer Term 2014	-20.6%	
Summer Term 2015	-15.4%	
Summer Term 2016	-18.2%	
Summer Term 2017	-14.0%	
Cumulative % change from 2011/12		-60.4%

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Fall Term	-0.4%	-4.9%	-7.1%	-8.4%	-2.3%	-5.9%
Winter Term	-4.1%	-7.4%	-11.5%	-8.7%	-4.6%	-1.6%
Spring Term	-2.9%	-10.1%	-11.1%	-8.3%	-4.8%	-2.0%
Summer Term	-4.6%	-12.1%	-20.6%	-15.4%	-18.2%	-14.0%

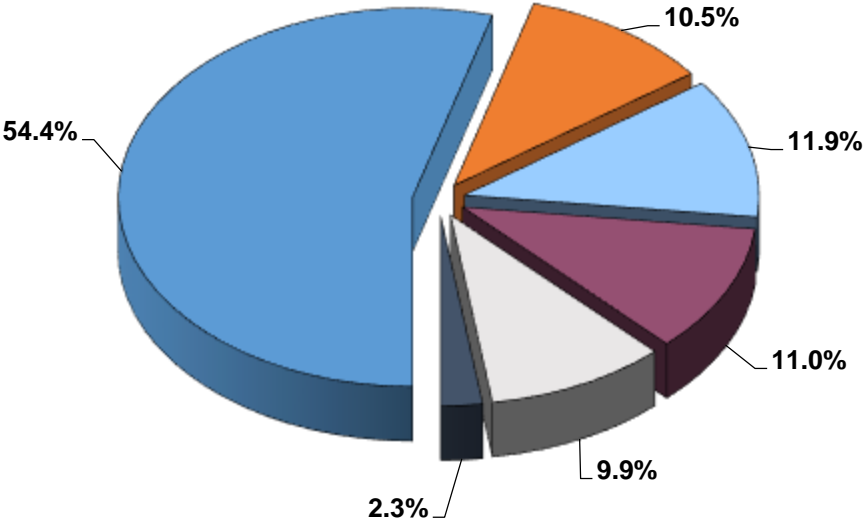
Oregon Community Colleges In-district Tuition and Fees 2017-18



Note: Based on 45 credit hours

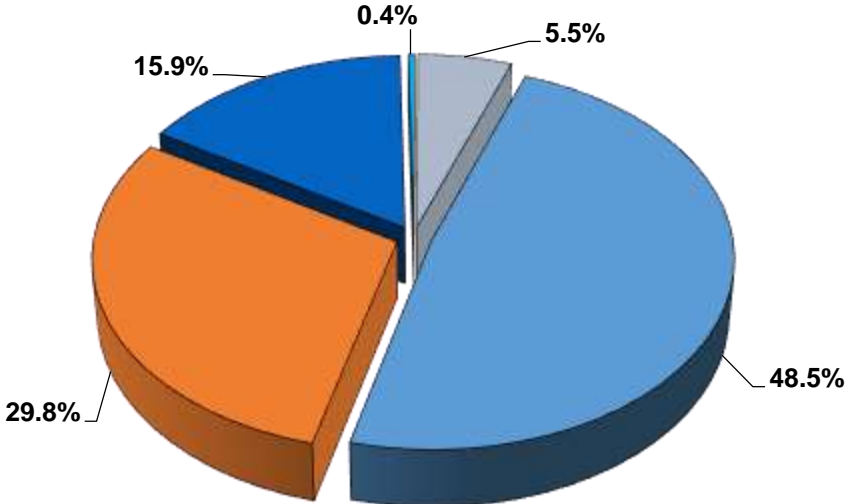
General Fund Expenditures - 2018/19

Expenditures by Function



- Instruction/Instructional Support
- College Support Services
- Information Technology
- Student Services
- Campus Services
- Misc.

Expenditures by Category



- Salaries
- Materials & Services
- Transfers-out
- Payroll Assessments
- Capital Outlay

General Fund Budget Expenditure Summary

	CURRENT BUDGET	PROPOSED BUDGET		
	FY 2017/18	FY 2018/19	\$ Change	Change %
Expenditures by Function				
Instruction	\$ 22,256,302	\$ 22,257,821	\$ 1,519	0.0%
Instructional Support	3,598,982	3,886,554	287,572	8.0%
Student Services	4,784,751	5,068,746	283,995	5.9%
College Support Services	5,675,326	5,737,254	61,928	1.1%
Campus Services	4,847,635	5,276,292	428,657	8.8%
Information Technology Services	5,107,985	4,762,220	(345,765)	-6.8%
Contingency and Financial Aid	1,095,079	1,095,079	-	0.0%
Total General Fund Expenditures	<u>\$ 47,366,060</u>	<u>\$ 48,083,966</u>	<u>\$ 717,906</u>	<u>1.5%</u>
	CURRENT BUDGET	PROPOSED BUDGET		
	FY 2017/18	FY 2018/19	\$ Change	Change %
Expenditures by Category				
Salaries	\$ 23,316,947	\$ 23,308,759	\$ (8,188)	0.0%
Payroll Assessments	14,100,088	14,312,766	212,678	1.5%
Materials & Services	7,601,525	7,633,239	31,714	0.4%
Capital	202,840	185,000	(17,840)	-8.8%
Transfers-Out	2,144,660	2,644,202	499,542	23.3%
Total General Fund Expenditures	<u>\$ 47,366,060</u>	<u>\$ 48,083,966</u>	<u>\$ 717,906</u>	<u>1.5%</u>

General Fund Budget Changes ($\geq 10\%$)

		2017 - 18	2018 - 19			
		Current	Proposed			
#	Department	Budget	Budget	\$ Change	% Change	Key Changes
1	Art	\$ 594,624	\$ 666,928	\$ 72,304	12.2%	Add additional adjunct faculty position
2	Culinary Program	\$ 1,097,842	\$ 867,777	\$ (230,065)	-21.0%	Eliminate faculty and administrative position, move classified position to new org (see # 4)
3	Journalism	\$ 7,299	\$ 6,219	\$ (1,080)	-14.8%	Reduce part time faculty budget
4	Culinary Administration Office	\$ -	\$ 63,168	\$ 63,168	100.0%	Establish new department of Culinary Administration Office (see # 2)
5	Science Office	\$ 84,063	\$ 74,475	\$ (9,588)	-11.4%	Salary savings due to classified retirement
6	Geology	\$ 143,694	\$ 99,397	\$ (44,297)	-30.8%	Salary savings due to faculty retirement
7	Allied Health	\$ 25,289	\$ 6,685	\$ (18,604)	-73.6%	Eliminate adjunct faculty position
8	Dental Assisting	\$ 281,842	\$ 250,187	\$ (31,655)	-11.2%	Salary savings due to faculty retirement
9	HHP: Health Classes	\$ 28,410	\$ 14,369	\$ (14,041)	-49.4%	Reduce part time faculty budget
10	Manufacturing Processes	\$ 393,641	\$ 335,227	\$ (58,414)	-14.8%	Eliminate administrative position
11	Wildland Fire Management	\$ 75,818	\$ 84,707	\$ 8,889	11.7%	Increase irregular wages
12	Geographical Information Systems	\$ 202,343	\$ 168,780	\$ (33,563)	-16.6%	Reduce part time faculty budget
13	Military Science	\$ 2,000	\$ 1,250	\$ (750)	-37.5%	Reduction of operating expense budget
14	Non-Destructive Testing	\$ 8,390	\$ 960	\$ (7,430)	-88.6%	Reduction of operating expense budget
15	Library Skills	\$ 52,336	\$ 36,184	\$ (16,152)	-30.9%	Eliminate adjunct faculty position
16	Catalog and Class Schedule	\$ 31,477	\$ 25,077	\$ (6,400)	-20.3%	Reduction of operating expense budget

General Fund Budget Changes ($\geq 10\%$), continued

		2017 - 18	2018 - 19			
		Current	Proposed			
#	Department	Budget	Budget	\$ Change	% Change	Key Changes
17	Commencement & Convocation	\$ 37,752	\$ 25,752	\$ (12,000)	-31.8%	Reduction of operating expense budget
18	Plan/Eval/Accreditation	\$ 5,000	\$ 7,875	\$ 2,875	57.5%	Increase transfers out to accreditation
19	ITS - Instructional Software		\$ 218,242	\$ 218,242	100.0%	Establish new org for software costs (see #31)
20	Counseling Center	\$ 76,458	\$ 86,458	\$ 10,000	13.1%	Increase outside services counseling budget
21	ITS - Student Services Software		\$ 249,985	\$ 249,985	100.0%	Establish new org for software costs (see #31)
22	Mail Services	\$ 268,316	\$ 196,917	\$ (71,399)	-26.6%	Reduction of operating expense budget
23	General Institutional Support	\$ 510,543	\$ 592,071	\$ 81,528	16.0%	Increase transfers-out to capital equipment fund
24	Maintenance of Grounds	\$ 507,542	\$ 571,911	\$ 64,369	12.7%	Consolidate budgets into general campus services accounts
25	Maintenance of Buildings	\$ 814,400	\$ 950,458	\$ 136,058	16.7%	Add two new classified positions
26	Plant Additions	\$ 205,830	\$ 643,709	\$ 437,879	212.7%	Increase transfers-out to Repair/Replacement fund
27	Redmond Campus Infrastructure	\$ 121,908		\$ (121,908)	-100.0%	Consolidate budgets into general campus services accounts
28	Campus Shuttle	\$ 123,989	\$ 93,728	\$ (30,261)	-24.4%	Reduction of operating expense budget
29	Madras Campus Infrastructure	\$ 48,410		\$ (48,410)	-100.0%	Consolidate budgets into general campus services accounts
30	Prineville Campus Infrastructure	\$ 39,648		\$ (39,648)	-100.0%	Consolidate budgets into general campus services accounts
31	Management Information Systems	\$ 800,493	\$ 696,834	\$ (103,659)	-12.9%	Increase costs for software net of software expense reallocation
32	User Services	\$ 980,079	\$ 853,732	\$ (126,347)	-12.9%	Eliminate administrative position

General Fund - Resources

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-19 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
RESOURCES						
Property Taxes						
Current Year	\$ 14,221,397	\$ 15,009,756	\$ 15,573,000	\$ 16,589,000	\$ -	\$ -
Prior Year	458,355	386,207	536,000	509,000		
Tuition and Fees	16,767,287	17,277,250	17,316,000	17,632,000		
State and Federal Sources						
State Aid for Operations	9,410,805	9,321,101	8,792,000	8,337,000		
Other State Grants						
Other Sources						
Interest Income	4,785	12,467	5,000	15,000		
Miscellaneous Income	1,758	66,313	110,000	120,000		
Program Income		129,033	87,000	70,000		
Transfers from Other Funds						
Interfund Transfers- In		232,000	2,280,000	2,241,000		
Total	\$ 40,864,387	\$ 42,434,127	\$ 44,699,000	\$ 45,513,000	\$ -	\$ -
Beginning Fund Balance	\$ 5,589,019	\$ 5,882,562	\$ 5,896,000	\$ 5,950,000		
Total Resources	<u>\$ 46,453,406</u>	<u>\$ 48,316,689</u>	<u>\$ 50,595,000</u>	<u>\$ 51,463,000</u>	<u>\$ -</u>	<u>\$ -</u>

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
Instruction						
Humanities Office	\$ 71,713	\$ 71,498	\$ 71,303	\$ 73,394	\$ -	\$ -
Writing/Literature	1,614,221	1,661,164	1,813,235	1,834,014		
Foreign Languages	444,100	463,649	475,282	494,556		
Speech	499,355	453,145	535,136	527,237		
Social Science Office	64,760	68,272	68,982	69,305		
Music	377,944	374,732	382,288	380,584		
Art	580,961	628,031	594,624	666,928		
Theatre Arts	54,100	54,114	55,464	56,587		
Fine Arts and Communication Office	60,426	56,883	73,191	75,276		
Business Administration	748,998	710,251	712,108	727,754		
Culinary Program		985,722	1,097,842	867,777		
Business Administration Office	60,759	65,807	65,184	67,189		
Journalism	7,992	7,377	7,299	6,219		
Culinary Administration Office				63,168		
World Languages and Cultures Office	36,082	32,625	45,787	46,574		
Philosophy	28,188	20,348	18,894	18,894		
Addiction Studies	123,690	123,973	130,717	136,014		
Anthropology	216,066	161,875	251,685	251,881		
Criminal Justice	221,863	209,611	282,055	261,146		
Economics	90,716	107,902	106,149	114,850		
Education	246,443	261,849	276,205	295,293		
Geography	116,690	119,144	127,234	126,539		
History	185,606	200,491	221,135	226,081		
Human Development	140,009	130,123	185,528	195,035		
Political Science	21,686	25,158	23,958	21,798		
Psychology	314,475	414,441	441,221	457,607		
Sociology	239,213	248,145	252,047	265,811		
Oregon Leadership Institute	51,249	65,237	73,519	74,333		
Adult Basic Education	546,684	557,518	568,568	585,475		
Regional Svcs. & R.C. Operations	605,215	775,731	778,795	814,105		
Regional Svcs. & M.C. Operations	167,061	162,471	215,163	226,517		

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
Regional Svcs. & P.C. Operations	\$ 149,230	\$ 198,861	\$ 210,409	\$ 220,993	\$ -	\$ -
Engineering & Engr. Tech.	144,603	164,810	179,407	192,300		
Science Office	83,551	85,771	84,063	74,475		
Mathematics	1,738,450	1,706,468	1,775,818	1,790,890		
Biological Science	1,188,951	1,179,343	1,274,710	1,219,933		
Chemistry	414,380	469,456	506,984	523,567		
Physics	229,730	212,907	214,954	219,508		
Geology	90,579	138,349	143,694	99,397		
Nursing	1,025,726	1,050,670	1,135,387	1,180,688		
Health & Human Performance Office	178,548	203,686	194,382	179,964		
Health & Human Performance	977,678	884,014	1,038,392	1,044,417		
Math Office	67,392	78,157	71,299	73,507		
Allied Health	10,835	7,885	25,289	6,685		
Computer and Information Systems	995,465	1,052,310	1,122,691	1,170,488		
Licensed Massage Therapy	234,897	215,288	237,788	233,270		
Emergency Medical Services	301,252	309,124	330,494	337,583		
Dental Assisting	283,416	284,850	281,842	250,187		
Medical Assisting	115,929	110,724	211,119	221,725		
Dietary Management	328					
Allied Health Office	60,401	64,949	67,177	69,157		
Pharmacy Technician	111,264	103,089	120,010	123,873		
Veterinary Technician Program	205,459	214,320	240,658	241,862		
CIS Office	57,687	62,418	59,207	61,050		
Nursing Office	65,367	62,511	68,535	72,869		
HHP: Health Classes	17,784		28,410	14,369		
HHP: Recreation (O.R.L.T.)	181,101	181,623	210,692	213,958		
Ponderosa Office	62,468	69,034	104,783	103,479		
Forestry Technology	440,749	440,562	469,555	468,202		
Automotive	364,542	383,017	409,775	421,937		
Health Information Technology	280,210	247,010	254,378	257,282		
Manufacturing Processes	287,706	271,548	393,641	335,227		

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
Apprenticeship	\$ 17,919	\$ 17,727	\$ 18,240	\$ 17,431	\$ -	\$ -
Wildland Fire Management	77,297	74,459	75,818	84,707		
Structural Fire Science	103,187	90,338	96,067	97,420		
Geographical Information Systems	164,634	163,382	202,343	168,780		
Aviation Program	290,688	269,865	340,796	356,136		
Military Science	1,944	210	2,000	1,250		
Non-Destructive Testing	3,246	5,970	8,390	960		
Regional Credit Instruction-Madras	6,376	1,126	11,436	11,436		
Regional Credit Instruction-Prineville	920	3,264	10,774	10,773		
Regional Credit Instruction-Redmond	6,160	7,635	21,961	21,961		
Library Skills	34,551	34,904	52,336	36,184		
Total Instruction	\$ 19,008,865	\$ 20,338,921	\$ 22,256,302	\$ 22,257,821	\$ -	\$ -
Instructional Support						
Office of VP of Instruction	\$ 603,441	\$ 510,014	\$ 559,816	\$ 575,895	\$ -	\$ -
Library	1,082,485	1,163,034	1,236,495	1,238,872		
Catalog and Class Schedule	32,517	31,298	31,477	25,077		
Commencement & Convocation	34,265	26,931	37,752	25,752		
Tutoring and Testing	522,611	525,900	542,038	553,651		
Plan/Eval/Accreditation	5,000	5,000	5,000	7,875		
Academic Computing Support	290,129	273,875	342,628	357,988		
Instructional Deans	749,997	803,687	627,376	658,327		
Curriculum & Assessment			216,400	224,875		
ITS - Instructional Software				218,242		
Total Instructional Support	\$ 3,320,445	\$ 3,339,739	\$ 3,598,982	\$ 3,886,554	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
Student Services						
Admissions	\$ 858,213	\$ 829,162	\$ 975,474	\$ 996,392	\$ -	\$ -
Counseling Center	65,855	67,333	76,458	86,458		
Student Life	243,409	287,394	334,415	331,303		
Financial Aid	572,340	639,090	701,913	712,947		
Career Services and Job Placement	111,423	119,565	131,177	131,722		
Student Outreach & Contact	169,099	260,057	304,439	285,492		
Multicultural Activities	194,489	198,614	258,242	257,543		
Club Sports	262,790	261,243	265,544	265,340		
Enrollment Cashiering	75,645	78,722	83,202	83,068		
Disability Services	291,620	282,866	268,135	275,353		
Office Dean of Student & Enrollment Svcs	424,452	449,642	487,506	488,845		
Advising	502,035	536,132	657,129	653,498		
Placement Testing	87,316	80,761	104,194	105,358		
Student Retention	213,579	138,599	136,923	145,442		
ITS - Student Services Software				249,985		
Total Student Services	\$ 4,072,265	\$ 4,229,180	\$ 4,784,751	\$ 5,068,746	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
College Support Services						
Governing Board	\$ 89,848	\$ 91,456	\$ 95,495	\$ 95,991	\$ -	\$ -
President's Office	338,500	361,580	394,130	396,384		
Fiscal Services	603,809	595,187	628,072	656,934		
Campus Safety and Security	689,366	748,934	837,629	848,359		
Human Resources	547,166	582,912	588,959	592,901		
Mail Services	181,448	138,945	268,316	196,917		
College Relations	699,623	697,166	736,460	787,047		
Chief Financial Officer	532,844	469,827	543,241	509,277		
Legal, Audit and Professional Svcs	76,677	68,160	83,183	83,183		
Elections		27,840	29,355	29,355		
General Institutional Support	376,623	672,838	510,543	592,071		
Liability and Other Insurance	152,435	161,092	167,726	158,207		
Institutional Effectiveness	288,195	319,810	350,302	349,013		
Vice President for Administration	383,036	419,607	435,325	435,025		
Organizational Development	12,628	6,442	6,590	6,590		
Total College Support Services	\$ 4,972,198	\$ 5,361,796	\$ 5,675,326	\$ 5,737,254	\$ -	\$ -
Campus Services						
Custodial Services	\$ 985,517	\$ 1,117,546	\$ 1,333,922	\$ 1,310,982	\$ -	\$ -
Utilities	1,042,566	1,034,009	1,175,629	1,214,935		
Fire & Boiler Insurance	119,266	129,578	129,485	134,660		
Maintenance of Grounds	404,398	458,756	507,542	571,911		
Maintenance of Buildings	747,362	693,468	814,400	950,458		
Plant Additions	565,920	517,920	205,830	643,709		
Plant Administration	304,038	310,415	346,872	355,909		
Redmond Campus Infrastructure	195,529	45,962	121,908			
Campus Shuttle	132,677	132,764	123,989	93,728		
Madras Campus Infrastructure	38,133	44,375	48,410			
Prineville Campus Infrastructure	24,465	28,660	39,648			
Total Campus Services	\$ 4,559,871	\$ 4,513,453	\$ 4,847,635	\$ 5,276,292	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2015-16 ACTUAL Amounts	Fiscal Year 2016-17 ACTUAL Amounts	Fiscal Year 2017-18 CURRENT Budget	Fiscal Year 2018-17 PROPOSED Budget	Fiscal Year 2018-19 APPROVED Budget	Fiscal Year 2018-19 ADOPTED Budget
Information Technology						
Information Technology Services	\$ 1,748,774	\$ 1,858,606	\$ 1,750,598	\$ 1,647,124	\$ -	\$ -
Management Information Systems	725,163	673,194	800,493	696,834		
User Services	724,759	663,673	980,079	853,732		
Enterprise Computing Services	476,048	487,761	510,506	526,793		
Network/Telecom & Media Services	495,631	493,161	624,243	583,858		
Web Development	100,977	101,717	111,150	114,720		
Regional IT Services - Prineville	70,668	13,104	77,058	77,058		
Project Management			130,105	134,338		
Information Security			123,753	127,763		
Total Information Technology	\$ 4,342,020	\$ 4,291,216	\$ 5,107,985	\$ 4,762,220	\$ -	\$ -
Financial Aid						
Financial Aid Transactions	\$ 295,180	\$ 288,244	\$ 295,079	\$ 295,079	\$ -	\$ -
Total Financial Aid	\$ 295,180	\$ 288,244	\$ 295,079	\$ 295,079	\$ -	\$ -
Contingency						
Contingency	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -
Total Contingency	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -
Requirements	\$ 40,570,844	\$ 42,362,549	\$ 47,366,060	\$ 48,083,966	\$ -	\$ -
Ending Fund Balance	\$ 5,882,562	\$ 5,954,140	\$ 3,228,940	\$ 3,379,034	\$ -	\$ -
Total Requirements	\$ 46,453,406	\$ 48,316,689	\$ 50,595,000	\$ 51,463,000	\$ -	\$ -

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2018-19 PROPOSED Budget
Instruction							
Humanities Office	1.0	\$ 68,060	\$ 5,334	\$	\$	\$	\$ 73,394
Writing/Literature	19.3	1,810,668	23,346				1,834,014
Foreign Languages	4.7	487,945	6,611				494,556
Speech	5.0	520,827	6,410				527,237
Social Science Office	1.0	62,467	6,838				69,305
Music	3.9	358,169	22,415				380,584
Art	8.2	636,649	30,279				666,928
Theatre Arts	0.4	56,022	565				56,587
Fine Arts and Communication Office	1.1	71,058	4,218				75,276
Business Administration	7.7	717,892	9,862				727,754
Culinary Program	8.4	619,829	247,948				867,777
Business Administration Office	1.0	65,737	1,452				67,189
Journalism	0.1	6,219					6,219
Culinary Administration Office	1.0	63,168					63,168
World Languages and Cultures Office	0.8	44,219	2,355				46,574
Philosophy	0.3	18,366	528				18,894
Addiction Studies	1.4	131,988	4,026				136,014
Anthropology	2.5	248,312	3,569				251,881
Criminal Justice	2.8	258,234	2,912				261,146
Economics	1.3	112,668	2,182				114,850
Education	3.2	287,757	7,536				295,293
Geography	1.5	125,047	1,492				126,539
History	2.5	223,467	2,614				226,081
Human Development	2.1	186,227	8,808				195,035
Political Science	0.4	21,098	700				21,798
Psychology	4.4	449,068	8,539				457,607
Sociology	2.7	263,913	1,898				265,811
Oregon Leadership Institute	0.8	58,246	16,087				74,333
Adult Basic Education					585,475		585,475
Regional Svcs. & R.C. Operations	4.9	493,139	15,027		305,939		814,105
Regional Svcs. & M.C. Operations	3.0	213,167	13,350				226,517

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2018-19 PROPOSED Budget
Regional Svcs. & P.C. Operations	2.9	\$ 211,923	\$ 9,070	\$	\$	\$	\$ 220,993
Engineering & Engr. Tech.	1.9	189,460	2,840				192,300
Science Office	1.0	65,309	9,166				74,475
Mathematics	18.4	1,769,521	21,369				1,790,890
Biological Science	12.9	1,159,954	59,979				1,219,933
Chemistry	5.1	508,071	15,496				523,567
Physics	2.0	209,792	9,716				219,508
Geology	1.1	93,665	5,732				99,397
Nursing	11.7	1,133,957	46,731				1,180,688
Health & Human Performance Office	3.7	171,987	7,977				179,964
Health & Human Performance	10.4	979,621	64,796				1,044,417
Math Office	1.0	71,580	1,927				73,507
Allied Health	0.1	5,885	800				6,685
Computer and Information Systems	10.7	1,147,917	22,571				1,170,488
Licensed Massage Therapy	3.5	219,694	13,576				233,270
Emergency Medical Services	4.5	298,884	38,699				337,583
Dental Assisting	2.9	231,531	18,656				250,187
Medical Assisting	2.7	207,696	14,029				221,725
Allied Health Office	1.0	65,342	3,815				69,157
Pharmacy Technician	1.4	112,863	11,010				123,873
Veterinary Technician Program	2.7	212,919	28,943				241,862
CIS Office	1.0	60,550	500				61,050
Nursing Office	1.0	70,469	2,400				72,869
HHP: Health Classes	0.3	14,369					14,369
HHP: Recreation (O.R.L.T.)	2.1	211,849	2,109				213,958
Ponderosa Office	1.9	99,228	4,251				103,479
Forestry Technology	4.4	427,912	40,290				468,202
Automotive	4.7	393,451	28,486				421,937
Health Information Technology	3.1	240,474	16,808				257,282
Manufacturing Processes	4.2	282,919	52,308				335,227
Apprenticeship	0.3	16,866	565				17,431
Wildland Fire Management	1.1	71,246	13,461				84,707

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2018-19 PROPOSED Budget
Structural Fire Science	1.2	\$ 86,348	\$ 11,072	\$	\$	\$	\$ 97,420
Geographical Information Systems	1.4	162,565	6,215				168,780
Aviation Program	4.4	346,272	9,864				356,136
Military Science			1,250				1,250
Non-Destructive Testing			960				960
Regional Credit Instruction-Madras	0.1	8,736	2,700				11,436
Regional Credit Instruction-Prineville	0.1	9,036	1,737				10,773
Regional Credit Instruction-Redmond	0.1	13,792	8,169				21,961
Library Skills	0.3	35,684	500				36,184
Total Instruction	230.7	\$ 20,298,963	\$ 1,067,444	\$ -	\$ 891,414	\$ -	\$ 22,257,821
Instructional Support							
Office of VP of Instruction	2.9	\$ 338,492	\$ 40,403	\$	\$ 197,000	\$	\$ 575,895
Library	12.8	969,245	164,627	105,000			1,238,872
Catalog and Class Schedule			25,077				25,077
Commencement & Convocation	0.1	3,192	22,560				25,752
Tutoring and Testing	11.7	547,190	6,461				553,651
Plan/Eval/Accreditation					7,875		7,875
Academic Computing Support	3.0	287,411	70,577				357,988
Instructional Deans	5.4	637,525	20,802				658,327
Curriculum & Assessment	2.0	211,475	13,400				224,875
ITS - Instructional Software			218,242				218,242
Total Instructional Support	37.9	\$ 2,994,530	\$ 582,149	\$ 105,000	\$ 204,875	\$ -	\$ 3,886,554

General Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2018-19 PROPOSED Budget
Student Services							
Admissions	12.7	\$ 941,436	\$ 54,956	\$	\$	\$	\$ 996,392
Counseling Center			86,458				86,458
Student Life	4.0	281,546	48,507		1,250		331,303
Financial Aid	8.2	685,221	27,726				712,947
Career Services and Job Placement	1.5	122,534	9,188				131,722
Student Outreach & Contact	2.2	182,480	103,012				285,492
Multicultural Activities	2.5	222,968	34,575				257,543
Club Sports	2.5	177,666	87,674				265,340
Enrollment Cashiering	1.0	81,150	1,918				83,068
Disability Services	4.7	261,217	14,136				275,353
Office Dean of Student & Enroll Svc	4.3	464,295	24,550				488,845
Advising	7.7	619,016	34,482				653,498
Placement Testing	1.2	72,262	33,096				105,358
Student Retention	1.2	120,229	25,213				145,442
ITS - Student Services Software			249,985				249,985
Total Student Services	<u>53.7</u>	<u>\$ 4,232,020</u>	<u>\$ 835,476</u>	<u>\$ -</u>	<u>\$ 1,250</u>	<u>\$ -</u>	<u>\$ 5,068,746</u>

General Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2018-19 PROPOSED Budget
College Support Services							
Governing Board	0.5	\$ 48,688	\$ 47,303	\$	\$	\$	\$ 95,991
President's Office	1.6	373,555	22,829				396,384
Fiscal Services	6.8	641,584	15,350				656,934
Campus Public Safety	11.2	753,525	94,834				848,359
Human Resources	5.1	491,806	101,095				592,901
Mail Services	1.3	85,870	111,047				196,917
College Relations	6.6	609,292	177,755				787,047
Chief Financial Officer	3.8	482,233	27,044				509,277
Legal, Audit and Professional Svcs			83,183				83,183
Elections			29,355				29,355
General Institutional Support	N/A	220,438	171,633	80,000	120,000		592,071
Liability and Other Insurance			118,207		40,000		158,207
Institutional Effectiveness	3.2	314,884	34,129				349,013
Vice President for Administration	2.0	329,366	30,138		75,521		435,025
Organizational Development			6,590				6,590
Total College Support Services	<u>42.1</u>	<u>\$ 4,351,241</u>	<u>\$ 1,070,492</u>	<u>\$ 80,000</u>	<u>\$ 235,521</u>	<u>\$ -</u>	<u>\$ 5,737,254</u>

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2018-19 PROPOSED Budget
Campus Services							
Custodial Services	19.0	\$ 1,188,859	\$ 122,123	\$	\$	\$	\$ 1,310,982
Utilities			1,214,935				1,214,935
Fire & Boiler Insurance			134,660				134,660
Maintenance of Grounds	6.4	405,828	166,083				571,911
Maintenance of Buildings	8.7	715,201	235,257				950,458
Plant Additions					643,709		643,709
Plant Administration	3.1	308,821	47,088				355,909
Campus Shuttle	1.5	79,450	14,278				93,728
Total Campus Services	38.7	\$ 2,698,159	\$ 1,934,424	\$ -	\$ 643,709	\$ -	\$ 5,276,292
Information Technology							
Information Technology Services	2.0	\$ 274,266	\$ 887,607	\$	\$ 485,251	\$	\$ 1,647,124
Management Information Systems	5.0	675,881	20,953				696,834
User Services	11.0	789,146	64,586				853,732
Enterprise Computing Services	4.0	506,590	20,203				526,793
Network/Telecom & Media Services	4.3	432,908	150,950				583,858
Web Development	1.0	111,720	3,000				114,720
Regional IT Services - Prineville			77,058				77,058
Project Management	1.0	131,338	3,000				134,338
Information Security	1.0	124,763	3,000				127,763
Total Information Technology	29.3	\$ 3,046,612	\$ 1,230,357	\$ -	\$ 485,251	\$ -	\$ 4,762,220

General Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2018-19 PROPOSED Budget
Financial Aid							
Financial Aid Transactions		\$	\$ 112,897	\$	\$ 182,182	\$	\$ 295,079
Total Financial Aid	<u>-</u>	<u>\$ -</u>	<u>\$ 112,897</u>	<u>\$ -</u>	<u>\$ 182,182</u>	<u>\$ -</u>	<u>\$ 295,079</u>
Contingency							
Contingency		\$	\$	\$	\$	\$ 800,000	\$ 800,000
Total Contingency	<u>-</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 800,000</u>	<u>\$ 800,000</u>
Total General Fund Expenses	<u>432.4</u>	<u>\$ 37,621,525</u>	<u>\$ 6,833,239</u>	<u>\$ 185,000</u>	<u>\$ 2,644,202</u>	<u>\$ 800,000</u>	<u>\$ 48,083,966</u>

03/08/2018 11:35 AM

Central Oregon Community College
 2018-19

Fund: General Fund - 11001

General Fund Summary - GEN

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	2,594,712	2,673,291	2,795,797	2,872,751	0	0
51101 Other Taxable Compensation	109,560	58,602	39,660	39,660	0	0
51102 Taxable Mileage Allowance	111,541	114,366	117,014	125,293	0	0
51200 Administrative Salaries P/T	67,192	71,448	42,346	43,829	0	0
51300 Faculty Salaries F/T	7,386,626	7,935,821	8,260,625	8,488,549	0	0
51400 Faculty Salaries P/T	1,696,239	1,695,457	1,941,138	1,790,419	0	0
51410 Adjunct Faculty	1,294,788	1,169,319	1,219,807	1,149,839	0	0
51500 Classified Salaries F/T	3,499,727	3,647,350	4,160,759	4,271,748	0	0
51600 Classified Salaries P/T	305,867	300,246	362,514	342,473	0	0
51700 Irregular Wages	924,363	893,195	924,293	827,714	0	0
51900 Prof. Non-Managerial - F/T	2,815,781	2,938,073	3,119,559	3,170,583	0	0
51910 Prof. Non-Managerial - P/T	284,142	292,657	333,435	185,901	0	0
52000 Payroll Assessments	11,540,139	12,040,154	14,100,088	14,312,766	0	0
61000 Materials and Supplies	1,025,299	1,195,850	1,452,854	1,347,538	0	0
62000 Outside and Contract	2,343,696	2,617,975	3,618,160	3,897,807	0	0
63000 Utilities	1,073,827	1,072,187	1,398,834	1,348,437	0	0
64100 Administrative Travel	163,314	165,063	201,368	174,750	0	0
64200 Professional Travel/Develop.	163,793	165,800	273,965	239,678	0	0
64300 Student Field Experience	51,221	53,383	111,229	96,758	0	0
65000 Repair and Replacement	54,435	55,002	160,885	128,385	0	0
66000 Insurance Expense	208,009	230,381	271,333	286,989	0	0
67000 Items for Resale	0	0	0	0	0	0
68000 Debt Expense	0	0	0	0	0	0
69000 Financial Aid	67,998	106,062	112,897	112,897	0	0
71000 Purchased Capital	80,880	106,750	97,840	80,000	0	0
74000 Library Capital	105,067	104,997	105,000	105,000	0	0
82000 Transfers Out	2,602,628	2,659,122	2,144,660	2,644,202	0	0
	<u>40,570,844</u>	<u>42,362,549</u>	<u>47,366,060</u>	<u>48,083,966</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Instructional Summary - AAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	155,150	161,473	197,137	180,605	0	0
51101 Other Taxable Compensation	20,818	7,523	0	0	0	0
51102 Taxable Mileage Allowance	107,485	111,191	117,014	125,293	0	0
51300 Faculty Salaries F/T	7,276,502	7,821,245	8,143,912	8,366,960	0	0
51400 Faculty Salaries P/T	1,622,443	1,636,467	1,832,150	1,684,431	0	0
51410 Adjunct Faculty	1,294,788	1,169,319	1,207,969	1,149,839	0	0
51500 Classified Salaries F/T	582,424	767,277	783,432	779,003	0	0
51600 Classified Salaries P/T	137,433	149,340	163,644	162,710	0	0
51700 Irregular Wages	225,807	239,911	304,030	287,145	0	0
51900 Prof. Non-Managerial - F/T	150,952	189,552	194,290	177,438	0	0
51910 Prof. Non-Managerial - P/T	30,750	30,860	31,763	0	0	0
52000 Payroll Assessments	5,832,744	6,302,184	7,258,981	7,385,539	0	0
61000 Materials and Supplies	404,993	565,289	681,631	635,521	0	0
62000 Outside and Contract	178,699	164,343	247,078	222,176	0	0
63000 Utilities	27	0	1,791	0	0	0
64100 Administrative Travel	54,545	54,347	72,765	65,055	0	0
64200 Professional Travel/Develop.	41,639	53,862	77,135	77,529	0	0
64300 Student Field Experience	29,005	35,957	50,679	45,708	0	0
65000 Repair and Replacement	0	3,451	17,263	13,763	0	0
66000 Insurance Expense	5,622	6,496	7,692	7,692	0	0
67000 Items for Resale	0	0	0	0	0	0
71000 Purchased Capital	24,514	19,770	0	0	0	0
82000 Transfers Out	832,525	849,065	865,946	891,414	0	0
	<u>19,008,865</u>	<u>20,338,922</u>	<u>22,256,302</u>	<u>22,257,821</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Humanities Department - AAC

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,519	619	0	0	0	0
51102 Taxable Mileage Allowance	13,702	14,731	6,650	11,650	0	0
51300 Faculty Salaries F/T	715,049	774,601	826,248	830,400	0	0
51400 Faculty Salaries P/T	120,753	177,454	169,888	159,888	0	0
51410 Adjunct Faculty	224,629	143,796	148,618	148,618	0	0
51500 Classified Salaries F/T	33,591	34,728	35,378	36,617	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	548,650	563,817	669,076	691,555	0	0
61000 Materials and Supplies	16,879	15,339	16,382	16,382	0	0
62000 Outside and Contract	330	125	265	265	0	0
64100 Administrative Travel	5,421	3,332	5,467	5,467	0	0
64200 Professional Travel/Develop.	5,412	4,123	6,266	6,266	0	0
64300 Student Field Experience	0	0	300	300	0	0
	<u>1,685,934</u>	<u>1,732,662</u>	<u>1,884,538</u>	<u>1,907,408</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Social Science Department - AAE

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	56	0	0	0	0	0
51102 Taxable Mileage Allowance	17,514	16,786	17,550	20,050	0	0
51300 Faculty Salaries F/T	607,601	702,840	697,366	746,283	0	0
51400 Faculty Salaries P/T	184,136	178,551	208,286	208,286	0	0
51410 Adjunct Faculty	106,007	91,756	149,937	129,937	0	0
51500 Classified Salaries F/T	29,152	32,349	31,316	32,411	0	0
51700 Irregular Wages	1,928	0	3,416	955	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	465,893	513,118	592,026	614,400	0	0
61000 Materials and Supplies	17,930	19,259	24,800	22,250	0	0
62000 Outside and Contract	-684	-1,940	7,905	8,205	0	0
64100 Administrative Travel	4,402	6,584	4,476	5,976	0	0
64200 Professional Travel/Develop.	3,564	4,389	5,323	5,805	0	0
64300 Student Field Experience	182	623	503	503	0	0
71000 Purchased Capital	3,489	0	0	0	0	0
	<u>1,441,169</u>	<u>1,564,315</u>	<u>1,742,904</u>	<u>1,795,061</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

World Languages and Cultures - AAF

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	675	200	0	0	0	0
51102 Taxable Mileage Allowance	4,548	6,719	6,825	6,825	0	0
51300 Faculty Salaries F/T	519,558	486,857	549,361	581,077	0	0
51400 Faculty Salaries P/T	116,378	104,824	146,952	123,952	0	0
51410 Adjunct Faculty	29,332	43,188	19,732	19,732	0	0
51600 Classified Salaries P/T	19,814	21,925	21,183	21,930	0	0
51700 Irregular Wages	102	80	993	493	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	339,649	342,101	401,060	414,445	0	0
61000 Materials and Supplies	11,843	8,693	11,184	11,184	0	0
62000 Outside and Contract	40	255	0	0	0	0
64100 Administrative Travel	2,279	912	1,789	1,789	0	0
64200 Professional Travel/Develop.	4,198	7,294	4,336	4,336	0	0
64300 Student Field Experience	0	241	560	560	0	0
71000 Purchased Capital	0	0	0	0	0	0
	<u>1,048,417</u>	<u>1,023,290</u>	<u>1,163,975</u>	<u>1,186,323</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Fine Arts and Communication Depart. - AAG

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,519	506	0	0	0	0
51102 Taxable Mileage Allowance	13,134	21,621	13,150	13,150	0	0
51300 Faculty Salaries F/T	620,306	564,836	654,207	690,723	0	0
51400 Faculty Salaries P/T	219,277	241,520	226,450	219,950	0	0
51410 Adjunct Faculty	133,320	132,042	106,514	106,234	0	0
51500 Classified Salaries F/T	33,660	29,927	35,451	36,685	0	0
51700 Irregular Wages	19,903	22,621	24,293	23,293	0	0
51900 Prof. Non-Managerial - F/T	0	0	0	32,877	0	0
51910 Prof. Non-Managerial - P/T	30,750	30,989	31,763	0	0	0
52000 Payroll Assessments	506,718	519,514	554,425	584,278	0	0
61000 Materials and Supplies	33,110	37,654	42,571	45,811	0	0
62000 Outside and Contract	10,717	21,933	16,994	16,994	0	0
63000 Utilities	27	0	0	0	0	0
64100 Administrative Travel	2,851	5,378	2,754	4,254	0	0
64200 Professional Travel/Develop.	4,157	3,286	7,101	6,601	0	0
64300 Student Field Experience	2,578	5,118	5,848	6,314	0	0
71000 Purchased Capital	0	2,574	0	0	0	0
	<u>1,632,026</u>	<u>1,639,519</u>	<u>1,721,521</u>	<u>1,787,164</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Culinary Department - AAH

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	0	228	0	0	0	0
51102 Taxable Mileage Allowance	0	1,754	0	2,000	0	0
51300 Faculty Salaries F/T	0	300,117	307,620	279,130	0	0
51400 Faculty Salaries P/T	0	19,301	5,880	25,955	0	0
51410 Adjunct Faculty	0	24,763	20,075	0	0	0
51500 Classified Salaries F/T	0	68,913	71,258	74,993	0	0
51700 Irregular Wages	0	36,025	42,872	42,872	0	0
51900 Prof. Non-Managerial - F/T	0	53,289	54,621	0	0	0
52000 Payroll Assessments	0	262,145	312,277	258,047	0	0
61000 Materials and Supplies	0	181,656	216,095	196,095	0	0
62000 Outside and Contract	0	24,055	36,337	26,337	0	0
63000 Utilities	0	0	1,791	0	0	0
64100 Administrative Travel	0	1,185	2,411	2,411	0	0
64200 Professional Travel/Develop.	0	3,914	3,054	3,054	0	0
64300 Student Field Experience	0	2,424	5,196	5,196	0	0
65000 Repair and Replacement	0	3,223	17,263	13,763	0	0
66000 Insurance Expense	0	900	1,092	1,092	0	0
71000 Purchased Capital	0	1,828	0	0	0	0
	0	985,722	1,097,842	930,945	0	0

Fund: General Fund - 11001

Business Department - AAI

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,688	562	0	0	0	0
51102 Taxable Mileage Allowance	13,447	9,000	10,991	10,991	0	0
51300 Faculty Salaries F/T	428,500	404,393	430,115	448,103	0	0
51400 Faculty Salaries P/T	197,352	173,400	167,691	174,691	0	0
51410 Adjunct Faculty	63,108	66,421	70,037	70,037	0	0
51500 Classified Salaries F/T	31,994	34,418	33,696	34,870	0	0
51700 Irregular Wages	972	2,054	4,828	3,828	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	337,145	341,431	370,552	387,381	0	0
61000 Materials and Supplies	9,244	7,635	15,758	10,758	0	0
62000 Outside and Contract	11,150	2,479	5,171	3,171	0	0
64100 Administrative Travel	3,978	1,103	5,305	3,305	0	0
64200 Professional Travel/Develop.	1,832	2,936	3,944	3,944	0	0
64300 Student Field Experience	35	90	0	0	0	0
	<u>1,100,446</u>	<u>1,045,923</u>	<u>1,118,088</u>	<u>1,151,079</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Regional Services - AAK

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	125,285	161,473	160,756	180,605	0	0
51101 Other Taxable Compensation	3,508	1,894	0	0	0	0
51102 Taxable Mileage Allowance	2,014	776	20,226	20,226	0	0
51400 Faculty Salaries P/T	18,463	15,210	23,908	23,908	0	0
51500 Classified Salaries F/T	86,941	154,909	155,023	157,378	0	0
51600 Classified Salaries P/T	31,161	66,602	64,594	79,157	0	0
51700 Irregular Wages	20,055	12,420	11,341	8,507	0	0
51900 Prof. Non-Managerial - F/T	126,330	110,964	113,738	117,721	0	0
51910 Prof. Non-Managerial - P/T	0	-128	0	0	0	0
52000 Payroll Assessments	212,635	297,717	361,386	379,157	0	0
61000 Materials and Supplies	18,510	18,192	21,864	17,464	0	0
62000 Outside and Contract	5,880	7,874	6,687	6,187	0	0
64100 Administrative Travel	13,173	18,744	19,039	16,129	0	0
64200 Professional Travel/Develop.	3,086	5,774	10,838	10,838	0	0
64300 Student Field Experience	0	0	0	0	0	0
65000 Repair and Replacement	0	228	0	0	0	0
67000 Items for Resale	0	0	0	0	0	0
71000 Purchased Capital	0	2,620	0	0	0	0
82000 Transfers Out	285,841	291,547	297,378	305,939	0	0
	<u>952,881</u>	<u>1,166,816</u>	<u>1,266,778</u>	<u>1,323,216</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Secondary Programs - AAL

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
52000 Payroll Assessments	0	0	0	0	0	0
82000 Transfers Out	546,684	557,518	568,568	585,475	0	0
	<u>546,684</u>	<u>557,518</u>	<u>568,568</u>	<u>585,475</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Natural Resources Department - AAM

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	29,866	0	36,381	0	0	0
51101 Other Taxable Compensation	1,969	619	0	0	0	0
51102 Taxable Mileage Allowance	10,876	9,908	8,125	8,625	0	0
51300 Faculty Salaries F/T	537,158	598,560	611,864	644,475	0	0
51400 Faculty Salaries P/T	186,026	190,567	208,879	202,879	0	0
51410 Adjunct Faculty	40,222	42,603	45,305	45,305	0	0
51500 Classified Salaries F/T	91,725	89,795	98,313	95,409	0	0
51600 Classified Salaries P/T	0	0	19,164	16,542	0	0
51700 Irregular Wages	72,956	53,117	69,813	70,213	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	489,780	513,231	583,785	576,540	0	0
61000 Materials and Supplies	105,714	86,117	113,519	103,769	0	0
62000 Outside and Contract	30,482	19,917	43,893	43,393	0	0
64100 Administrative Travel	3,691	5,946	11,458	9,028	0	0
64200 Professional Travel/Develop.	3,102	3,866	5,856	5,856	0	0
64300 Student Field Experience	18,056	18,606	27,568	22,131	0	0
66000 Insurance Expense	5,622	5,596	6,600	6,600	0	0
71000 Purchased Capital	15,148	5,815	0	0	0	0
	<u>1,642,392</u>	<u>1,644,264</u>	<u>1,890,523</u>	<u>1,850,765</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Mathematics Department - AAQ

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,406	375	0	0	0	0
51102 Taxable Mileage Allowance	3,799	3,849	6,510	5,010	0	0
51300 Faculty Salaries F/T	837,198	879,651	816,627	853,565	0	0
51400 Faculty Salaries P/T	162,505	113,958	172,632	122,632	0	0
51410 Adjunct Faculty	138,124	117,075	128,578	128,578	0	0
51500 Classified Salaries F/T	36,021	40,059	37,937	39,263	0	0
51700 Irregular Wages	8,752	14,410	24,408	28,838	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	592,610	598,386	634,199	663,215	0	0
61000 Materials and Supplies	13,661	10,197	14,884	12,884	0	0
62000 Outside and Contract	1,370	1,403	1,236	3,236	0	0
64100 Administrative Travel	4,167	1,136	4,130	1,200	0	0
64200 Professional Travel/Develop.	6,228	4,128	5,976	5,976	0	0
	<u>1,805,841</u>	<u>1,784,626</u>	<u>1,847,117</u>	<u>1,864,397</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

CIS Department - AAR

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,350	450	0	0	0	0
51102 Taxable Mileage Allowance	5,207	5,159	5,200	5,200	0	0
51300 Faculty Salaries F/T	750,522	774,687	762,952	796,216	0	0
51400 Faculty Salaries P/T	86,949	92,826	113,370	100,370	0	0
51410 Adjunct Faculty	70,070	73,615	73,831	73,831	0	0
51500 Classified Salaries F/T	28,407	29,868	29,918	30,970	0	0
51600 Classified Salaries P/T	14,943	12,223	17,174	14,729	0	0
51700 Irregular Wages	1,758	1,348	4,207	2,500	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	499,882	496,371	577,873	587,690	0	0
61000 Materials and Supplies	19,092	16,955	23,045	21,045	0	0
62000 Outside and Contract	13,699	13,730	20,754	15,754	0	0
64100 Administrative Travel	2,006	541	3,452	2,452	0	0
64200 Professional Travel/Develop.	1,934	3,476	5,924	5,924	0	0
64300 Student Field Experience	658	0	919	919	0	0
66000 Insurance Expense	0	0	0	0	0	0
71000 Purchased Capital	1,519	3,871	0	0	0	0
	<u>1,497,997</u>	<u>1,525,120</u>	<u>1,638,619</u>	<u>1,657,600</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Science Department - AAT

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	2,944	675	0	0	0	0
51102 Taxable Mileage Allowance	4,579	5,024	4,460	4,989	0	0
51300 Faculty Salaries F/T	912,430	986,760	1,011,430	983,323	0	0
51400 Faculty Salaries P/T	43,478	73,966	106,974	80,380	0	0
51410 Adjunct Faculty	192,874	157,211	128,835	132,485	0	0
51500 Classified Salaries F/T	107,176	111,519	107,054	99,667	0	0
51600 Classified Salaries P/T	40,142	40,891	41,529	30,352	0	0
51900 Prof. Non-Managerial - F/T	24,622	25,299	25,931	26,840	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	730,794	758,856	873,130	868,215	0	0
61000 Materials and Supplies	71,501	68,997	74,140	73,140	0	0
62000 Outside and Contract	12,529	13,421	14,818	14,818	0	0
64100 Administrative Travel	5,042	3,531	4,865	4,325	0	0
64200 Professional Travel/Develop.	1,810	1,884	7,722	7,722	0	0
64300 Student Field Experience	1,871	2,602	2,924	2,924	0	0
	<u>2,151,794</u>	<u>2,250,635</u>	<u>2,403,812</u>	<u>2,329,180</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Health & Human Performance - AAV

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	810	270	0	0	0	0
51102 Taxable Mileage Allowance	9,510	8,427	9,827	9,827	0	0
51300 Faculty Salaries F/T	484,636	405,629	509,299	532,201	0	0
51400 Faculty Salaries P/T	130,358	104,730	168,554	128,554	0	0
51410 Adjunct Faculty	141,100	158,019	106,322	106,322	0	0
51500 Classified Salaries F/T	39,495	75,599	80,408	68,980	0	0
51600 Classified Salaries P/T	31,374	7,698	0	0	0	0
51700 Irregular Wages	41,533	45,321	40,298	40,298	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	410,475	401,445	472,286	491,644	0	0
61000 Materials and Supplies	17,376	18,272	22,854	22,854	0	0
62000 Outside and Contract	39,281	35,090	53,177	42,177	0	0
64100 Administrative Travel	390	1,128	554	1,554	0	0
64200 Professional Travel/Develop.	2,488	1,571	3,936	3,936	0	0
64300 Student Field Experience	3,611	4,139	4,361	4,361	0	0
67000 Items for Resale	0	0	0	0	0	0
71000 Purchased Capital	2,676	1,985	0	0	0	0
	<u>1,355,112</u>	<u>1,269,323</u>	<u>1,471,876</u>	<u>1,452,708</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Allied Health - AAX

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,688	562	0	0	0	0
51102 Taxable Mileage Allowance	2,899	3,109	4,050	2,300	0	0
51300 Faculty Salaries F/T	365,199	402,989	459,159	452,176	0	0
51400 Faculty Salaries P/T	127,997	69,363	92,056	92,356	0	0
51410 Adjunct Faculty	43,624	44,087	49,991	37,691	0	0
51500 Classified Salaries F/T	31,368	32,257	33,037	34,192	0	0
51700 Irregular Wages	53,605	50,302	68,435	60,222	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	307,683	321,928	385,974	376,993	0	0
61000 Materials and Supplies	39,729	51,564	54,635	52,985	0	0
62000 Outside and Contract	38,983	17,982	26,966	28,764	0	0
64100 Administrative Travel	5,990	3,373	6,165	5,665	0	0
64200 Professional Travel/Develop.	2,048	2,510	3,415	3,415	0	0
64300 Student Field Experience	35	0	0	0	0	0
66000 Insurance Expense	0	0	0	0	0	0
71000 Purchased Capital	1,683	1,076	0	0	0	0
	<u>1,022,529</u>	<u>1,001,103</u>	<u>1,183,883</u>	<u>1,146,759</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Nursing - AAY

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51101 Other Taxable Compensation	1,688	562	0	0	0	0
51102 Taxable Mileage Allowance	6,255	4,327	3,450	4,450	0	0
51300 Faculty Salaries F/T	476,644	517,142	484,926	506,097	0	0
51400 Faculty Salaries P/T	28,771	80,797	20,630	20,630	0	0
51410 Adjunct Faculty	112,378	74,743	151,069	151,069	0	0
51500 Classified Salaries F/T	32,894	32,935	34,643	37,568	0	0
51700 Irregular Wages	4,244	2,213	9,126	5,126	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	378,400	359,844	450,959	479,486	0	0
61000 Materials and Supplies	29,985	24,319	29,400	28,400	0	0
62000 Outside and Contract	14,923	8,020	12,875	12,875	0	0
64100 Administrative Travel	1,155	1,454	900	1,500	0	0
64200 Professional Travel/Develop.	1,779	4,711	3,444	3,856	0	0
64300 Student Field Experience	1,979	2,114	2,500	2,500	0	0
66000 Insurance Expense	0	0	0	0	0	0
	<u>1,091,093</u>	<u>1,113,181</u>	<u>1,203,922</u>	<u>1,253,557</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Miscellaneous Instructional Summary - AAZ

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51300 Faculty Salaries F/T	21,700	22,183	22,738	23,191	0	0
51410 Adjunct Faculty	0	0	9,125	0	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	12,430	12,281	19,973	12,493	0	0
61000 Materials and Supplies	420	440	500	500	0	0
	<u>34,551</u>	<u>34,903</u>	<u>52,336</u>	<u>36,184</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Instructional Support Summary - CAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	693,245	709,685	748,056	782,600	0	0
51101 Other Taxable Compensation	9,358	4,350	2,000	2,000	0	0
51102 Taxable Mileage Allowance	20	20	0	0	0	0
51300 Faculty Salaries F/T	109,794	113,136	116,713	121,589	0	0
51400 Faculty Salaries P/T	68,483	48,947	71,852	68,852	0	0
51410 Adjunct Faculty	0	0	11,838	0	0	0
51500 Classified Salaries F/T	392,030	407,622	426,627	440,362	0	0
51600 Classified Salaries P/T	28,481	30,310	29,057	30,079	0	0
51700 Irregular Wages	280,554	283,709	298,611	298,184	0	0
51900 Prof. Non-Managerial - F/T	147,551	178,756	185,945	192,469	0	0
51910 Prof. Non-Managerial - P/T	18,367	18,872	19,344	20,021	0	0
52000 Payroll Assessments	955,374	911,649	1,015,326	1,038,374	0	0
61000 Materials and Supplies	75,084	70,129	58,581	86,631	0	0
62000 Outside and Contract	203,908	218,309	272,240	454,726	0	0
64100 Administrative Travel	15,887	19,982	14,823	20,823	0	0
64200 Professional Travel/Develop.	13,594	13,556	20,969	19,969	0	0
64300 Student Field Experience	0	0	0	0	0	0
71000 Purchased Capital	1,650	3,710	0	0	0	0
74000 Library Capital	105,067	104,997	105,000	105,000	0	0
82000 Transfers Out	202,000	202,000	202,000	204,875	0	0
	<u>3,320,445</u>	<u>3,339,739</u>	<u>3,598,982</u>	<u>3,886,554</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Student Services Summary - EAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	400,514	460,008	472,410	488,954	0	0
51101 Other Taxable Compensation	11,149	3,834	1,000	1,000	0	0
51102 Taxable Mileage Allowance	3,955	3,154	0	0	0	0
51200 Administrative Salaries P/T	67,192	71,448	42,346	43,829	0	0
51300 Faculty Salaries F/T	330	1,440	0	0	0	0
51400 Faculty Salaries P/T	5,313	10,042	37,136	37,136	0	0
51410 Adjunct Faculty	0	0	0	0	0	0
51500 Classified Salaries F/T	625,538	642,854	689,648	746,294	0	0
51600 Classified Salaries P/T	36,535	31,916	31,979	35,201	0	0
51700 Irregular Wages	121,591	99,820	102,274	102,048	0	0
51900 Prof. Non-Managerial - F/T	739,910	796,338	811,991	881,079	0	0
51910 Prof. Non-Managerial - P/T	226,848	223,929	258,632	165,880	0	0
52000 Payroll Assessments	1,314,600	1,392,132	1,690,218	1,730,599	0	0
61000 Materials and Supplies	81,369	86,534	114,620	99,198	0	0
62000 Outside and Contract	313,174	296,859	336,976	576,410	0	0
64100 Administrative Travel	33,028	31,576	64,261	44,439	0	0
64200 Professional Travel/Develop.	47,034	36,982	54,729	49,648	0	0
64300 Student Field Experience	22,216	17,426	60,550	51,050	0	0
66000 Insurance Expense	12,385	12,205	14,731	14,731	0	0
67000 Items for Resale	0	0	0	0	0	0
71000 Purchased Capital	0	9,431	0	0	0	0
74000 Library Capital	0	0	0	0	0	0
82000 Transfers Out	9,585	1,250	1,250	1,250	0	0
	<u>4,072,266</u>	<u>4,229,180</u>	<u>4,784,751</u>	<u>5,068,746</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

College Support Services Summary - GAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	951,389	931,530	956,880	984,522	0	0
51101 Other Taxable Compensation	50,424	39,970	36,660	36,660	0	0
51102 Taxable Mileage Allowance	22	0	0	0	0	0
51400 Faculty Salaries P/T	0	0	0	0	0	0
51500 Classified Salaries F/T	586,587	622,627	662,048	715,097	0	0
51600 Classified Salaries P/T	59,196	44,012	80,345	61,777	0	0
51700 Irregular Wages	180,821	144,001	71,460	48,063	0	0
51900 Prof. Non-Managerial - F/T	596,328	632,410	671,920	686,526	0	0
51910 Prof. Non-Managerial - P/T	8,178	18,996	23,696	0	0	0
52000 Payroll Assessments	1,524,434	1,647,193	1,789,497	1,818,596	0	0
61000 Materials and Supplies	149,739	109,171	260,825	194,762	0	0
62000 Outside and Contract	543,169	632,602	727,620	689,127	0	0
63000 Utilities	4,308	2,475	0	0	0	0
64100 Administrative Travel	46,296	41,660	38,144	35,258	0	0
64200 Professional Travel/Develop.	28,777	27,506	35,026	32,426	0	0
64300 Student Field Experience	0	0	0	0	0	0
65000 Repair and Replacement	1,351	730	8,300	300	0	0
66000 Insurance Expense	60,565	71,114	108,138	118,619	0	0
67000 Items for Resale	0	0	0	0	0	0
68000 Debt Expense	0	0	0	0	0	0
71000 Purchased Capital	14,327	29,614	51,446	80,000	0	0
82000 Transfers Out	166,285	366,185	153,321	235,521	0	0
	<u>4,972,197</u>	<u>5,361,796</u>	<u>5,675,326</u>	<u>5,737,254</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Plant Operations & Maint. Summary - JAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	85,993	88,358	90,567	93,739	0	0
51101 Other Taxable Compensation	7,528	638	0	0	0	0
51500 Classified Salaries F/T	927,702	834,569	1,099,528	1,147,094	0	0
51600 Classified Salaries P/T	44,223	44,667	57,489	52,706	0	0
51700 Irregular Wages	43,977	63,733	31,259	15,615	0	0
51900 Prof. Non-Managerial - F/T	160,097	131,636	163,908	169,329	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	962,942	861,789	1,172,915	1,219,676	0	0
61000 Materials and Supplies	282,367	318,872	279,864	277,593	0	0
62000 Outside and Contract	269,099	417,520	289,756	245,137	0	0
63000 Utilities	983,651	987,974	1,264,935	1,214,935	0	0
64100 Administrative Travel	2,690	2,249	2,227	2,227	0	0
64200 Professional Travel/Develop.	10,737	5,337	11,606	11,606	0	0
64300 Student Field Experience	0	0	0	0	0	0
65000 Repair and Replacement	13,797	1,463	38,605	38,605	0	0
66000 Insurance Expense	127,769	139,216	139,146	144,321	0	0
71000 Purchased Capital	6,379	38,124	0	0	0	0
82000 Transfers Out	630,920	577,309	205,830	643,709	0	0
	<u>4,559,870</u>	<u>4,513,453</u>	<u>4,847,635</u>	<u>5,276,292</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Information Technology Svcs Summary - LAA

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
51100 Administrative Salaries F/T	308,420	322,237	330,747	342,331	0	0
51101 Other Taxable Compensation	10,282	2,288	0	0	0	0
51102 Taxable Mileage Allowance	60	0	0	0	0	0
51500 Classified Salaries F/T	385,447	372,401	499,476	443,898	0	0
51600 Classified Salaries P/T	0	0	0	0	0	0
51700 Irregular Wages	71,614	62,021	116,659	76,659	0	0
51900 Prof. Non-Managerial - F/T	1,020,943	1,009,380	1,091,505	1,063,742	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	0	0	0
52000 Payroll Assessments	950,045	925,207	1,173,151	1,119,982	0	0
61000 Materials and Supplies	31,748	45,855	57,333	53,833	0	0
62000 Outside and Contract	835,647	888,341	944,490	910,231	0	0
63000 Utilities	85,842	81,738	132,108	133,502	0	0
64100 Administrative Travel	10,867	15,250	9,148	6,948	0	0
64200 Professional Travel/Develop.	22,011	28,557	74,500	48,500	0	0
65000 Repair and Replacement	39,286	49,359	96,717	75,717	0	0
66000 Insurance Expense	1,668	1,350	1,626	1,626	0	0
71000 Purchased Capital	34,009	6,101	46,394	0	0	0
82000 Transfers Out	534,131	481,131	534,131	485,251	0	0
	<u>4,342,020</u>	<u>4,291,215</u>	<u>5,107,985</u>	<u>4,762,220</u>	<u>0</u>	<u>0</u>

Fund: General Fund - 11001

Misc. General Fund Activity Summary - ZZZ

	Actuals 2015-16	Actuals 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
62000 Outside and Contract	0	0	800,000	800,000	0	0
69000 Financial Aid	67,998	106,062	112,897	112,897	0	0
82000 Transfers Out	227,182	182,182	182,182	182,182	0	0
	295,180	288,244	1,095,079	1,095,079	0	0

Summary of General Fund Interfund Transfers		
Interfund Transfers-in		
Programs / Funds	2018-19 Budget	Purpose of Transfer
Summer Term Program/Auxiliary Fund	\$500,000	Support for instruction
PERS Reserve/Reserve Fund	350,000	Support for staff costs
Outreach Centers/Auxiliary Fund	30,000	Support for Prineville & Madras Campuses.
College Activities/Auxiliary Fund	50,000	Support for student services
Aviation/Auxiliary Fund	100,000	Support for instruction
Partnership Collaborations/Auxiliary Fund	250,000	Support for facilities.
Facility Fees/Auxiliary Fund	5,000	Support for facilities.
Bookstore/Enterprise Fund	300,000	Support for facilities.
Centralized Services/Internal Service Fund	30,000	Support for facilities.
Contracted Credit Classes/Auxiliary Fund	30,000	Instructional support.
Redmond Operations/Auxiliary Fund	150,000	Support for facilities.
Chandler Operations/Auxiliary Fund	20,000	Support for facilities.
Prineville Operations/Auxiliary Fund	10,000	Support for facilities.
ITS Services Support/Auxiliary Fund	31,000	Support for information technology
Campus Services Support/Auxiliary Fund	35,000	Support for facilities.
Retiree Benefits/Reserve Fund	150,000	Support for staff costs
Tutoring-Testing/Auxiliary Fund	100,000	Support for instruction
KEYES/Auxiliary Fund	100,000	Support for instruction
Total General Fund Transfers-in	\$2,241,000	

Interfund Transfers-out		
Department/Function	2018-19 Budget	Purpose of Transfer
Instruction	\$891,414	Support for community learning, adult basic education programs, and SBDC.
Instructional Support	204,875	Faculty professional development, sabbatical, accreditation and ABE staff development.
Student Services	1,250	Student Honors.
College Support Services	235,521	Classified and administrative development and unemployment benefits.
Campus Services	643,709	Repairs & maintenance and campus renovations.
Information Technology Services/Capital Equipment	485,251	Computer Lifecycle, IT Server, and Infrastructure
Financial Aid	182,182	Honors scholarships.
Total General Fund Transfers-out	\$2,644,202	

**Central Oregon Community College
 2018-19 Budget Calendar**

NOV 8th	<u>Board Meeting.</u>
NOV 20th	Divisional prioritized 2018-19 General Fund budget requests due to the President
NOV 27th-30th	FIAT Mtg. - Review team purpose, roles and responsibilities. Discuss key budget assumptions.
DEC 1st-15th	FIAT Mtgs. - Review and prioritization of 2018-19 General Fund budget requests.
DEC 2nd	Technology projects considered a Capital request due to TAC
DEC 13th	<u>Board Meeting.</u>
DEC. 18th	General Fund - Current service level budget roll-up.
JAN 3rd	General Fund budgets available (Argos) for review and budget neutral corrections.
JAN 8-17th	FIAT Mtgs. - review and prioritize 2018-19 General Fund budget requests.
JAN 9th	Non-General Fund budgets available (Argos).
JAN 10th	<u>Board Meeting</u> - Financial Forecast presented to Board and Budget Committee. Discussion of 2018-19 key budget assumptions.
JAN 16th	Departmental prioritized 2018-19 Capital budget requests due to PAT member.
JAN 22nd	FIAT prioritized list of 2018-19 General Fund budget requests due to President.
JAN 31st	General Fund budget revisions and changes updated using web budget development.
FEB 6th	President releases prioritized list of 2018-19 General Fund budget requests. Divisional prioritized 2018-19 Capital budget requests due to President.
FEB 9th	Fax to the Bulletin: First Notice of Budget Committee Meeting.
FEB 12-28th	Weekly FIAT Mtgs. - review & prioritize 2018-19 Capital budget requests.
FEB 14th	<u>Board Meeting.</u>
FEB 19th	Publish first Notice of Budget Committee Meeting.
FEB 23rd	General Fund Budgets available (Argos) for department/management review.
FEB 28th	Non-General Fund budget changes due using web budget development.
MAR 1st-10th	Weekly FIAT Mtgs. - review & prioritize 2018-19 Capital budget requests.
MAR 2nd	Fax to the Bulletin: Second Notice of Budget Committee Meeting.
MAR 7th	Publish second Notice of Budget Committee Meeting.
MAR 13th	Non-General Fund budgets available (Argos) for department/management review.
MAR 15th	<u>Budget Committee Meeting.</u> Updated Financial Forecast presentation with initial budget message and discussion.
MAR 17th	FIAT prioritized list of 2018-19 Capital budget requests due to President.
APR 11th	<u>Budget Committee Meeting.</u> Continue budget review and discussion.
APR 16th	President releases prioritized list of approved 2018-19 Capital budget requests.
MAY 9th	<u>Budget Committee Meeting.</u> Continue budget review and discussion. Consider approval of 2018-19 budget.
MAY 21st	Fax to the Bulletin: Notice of Budget Hearing (including summaries).
MAY 25th	Publish Notice of Budget Hearing (including summaries).
JUN 13th	<u>Budget Hearing.</u> Adopt budget, levy taxes, and make appropriations.
JUL 11th	<u>Board Meeting.</u>
JUL 15th	Property tax levy and appropriation resolutions due to county assessor.

Nov-17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan-18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jun-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, February 14, 2018- 5:45pm
Christiansen Boardroom
Boyle Education Center

PRESENT: Joe Krenowicz, Bruce Abernethy, John Mundy, Vikki Ricks, Erica Skatvold, Alan Unger, Dan Spencer-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Laura Craska Cooper

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

INTRODUCTION OF GUESTS: Betsy Julian, Matt McCoy, Zak Boone, David Dona, Jerry Schulz, Jenni Newby, Lisa Bloyer, Eddie Johnson-faculty forum president, Ron Paradis, Joe Viola, Alicia Moore, Glenda Lantis, Michel Waller, Doug Nelson, Kathy Smith, Sara Henson, Rebecca Walker-Sands, Dan Cecchini, Carlee Richardson, Diane Ross, Michael Fisher

PRESIDENT'S REPORT:

Study Abroad

Dr. Jenni Newby-instructional dean introduced Sara Henson-assistant professor II of human development and department chair in social sciences; Michel Waller-assistant professor II of anthropology and Carlee Richardson-student participant in the Study Abroad program. Sara and Michel gave a PowerPoint presentation that reviewed the -

- History of the Study Abroad program at COCC
- Current Study Abroad working group members
- Classes offered for the Barcelona experience

Professor Waller and student Carlee Richardson were part of the trip to Barcelona, Spain. The PowerPoint showed many colorful photos of the program locations and the local people of the area. Both talked positively about the experience, including in the classroom, learning about the politics and culture of the area, and excursions offered beyond Barcelona.

Title III: Math Update (Exhibit: 5.b)

Dr. Kathy Smith-professor of mathematics and Doug Nelson-professor of mathematics gave a PowerPoint presentation highlighting the Title III (Grant) and their work on part of the grant, Transition to College-level Mathematics. They reviewed the three strategies -

- Placement - multiple measures placement is an efficient way to accelerate the rate students get to and complete college-level math courses, helping to ensure they begin their coursework at the highest level they are likely to succeed;
- STEM track developmental math courses - STEM math course sequence "fast track" is a pilot program that increases opportunities for developmental math courses in the Madras and Prineville campuses;
- Quantitative literacy (non-STEM) track developmental math courses to help students reach and be successful in college-level math class that is more applicable for non-STEM students.

One of the major goals of COCC's Title III grant is to increase the rate at which students successfully complete their first college-level mathematics course.

CONSENT AGENDA:

*Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 6.a1-6.b1).
Mr. Alan Unger seconded the motion. MCU. Approved. M2/18:1*

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of January 10, 2018 (Exhibit: 6.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the January 2018 New Hire Report (Exhibits: 6.b1).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

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

Campus Services: Landscape Irrigation (Exhibit: 7.b)

Mr. Joe Viola-director of campus services gave a PowerPoint presentation reviewing that the Grounds department is installing centralized "Rainbird Smart Controller" watering systems to regulate and monitor the landscape watering at all of COCC's four campuses. The "smart controller" systems will save the college an estimated \$9,000. per year, with net positive earnings continuing after two years.

NEW BUSINESS:

Board Policies: Emeritus Status-BPR 7 (1st Reading) (Exhibit: 8.a)

The Board of Directors of Central Oregon Community College may, at its sole discretion, grant President Emeritus status to a retiring or retired college president. President Emeritus status shall be reserved to honor, in retirement, a college president who has provided outstanding and distinguished service to the College. The designation identifies the college president as a continuing member of the college community.

Mr. Alan Unger moved to approve the first reading of BPR 7: Emeritus Status for the College President. Ms. Vikki Ricks seconded the motion. MCU. Approved. M02/18:2

OLD BUSINESS:

Budget Committee Appointment (Exhibit: 9.a)

Budget Committee members are appointed for three-year terms, with staggering start and end dates. Zone 7 became vacant last year, but too late to fill in time for the Budget Committee meetings. This appointment is for two years.

Mr. John Mundy moved to appoint Mr. Cory Misley to the Budget Committee representing Zone 7 through June 30, 2019. Mr. Bruce Abernethy seconded. MCU. Approved. M02/18:3

BOARD OF DIRECTORS' OPERATIONS:

Ms. Skatvold	Met w/Pat Fulton-COCC Foundation Board Met w/Misty Bouse RE: COCC Foundation Orientation Attended City Club Met w/Pat Fulton and Mary Ann Asson Batres-COCC Foundation Grants coordinator regarding the Tesla visit Met w/Matt McCoy and Alan Unger RE: Orientation Met w/Mary Ann Asson Batres RE: Tesla visit and grant opportunities Attended Tesla site visit in Redmond Attended Ann Su's "What's In A Label" presentation (Season of Nonviolence) Attended Winter Board Retreat Attended EDCO Luncheon
Ms. Ricks	Two phone meetings with OCCA Budget Committee Interviews for Zone 7 Attended Winter Board Retreat Attended EDCO Luncheon
Mr. Mundy	Met with President Metcalf Attended two College Affairs Committee meetings Conference Call with the President's Evaluation Committee Wrote the board policy for the President's Emeritus Status Attended Winter Board Retreat
Mr. Unger	Attended Tesla site visit in Redmond Attended Julissa Arce presentation (Season of Nonviolence) Attended Winter Board Retreat Attended EDCO Luncheon Attended City Club Stopped by the ASCOCC Office (Associated Students of COCC) to introduce himself and say hello
Mr. Abernethy	Attended memorial service for Shirley Ray (past member of the COCC Foundation) Attended Winter Board Retreat Attended EDCO Luncheon Participated in the COCC Blood Drive
Mr. Krenowicz	Attended President's Evaluation Committee meeting Phone Interview for Budget Committee member Met with President Metcalf re: Agenda Review for the February board meeting Attended Winter Board Retreat Attended EDCO Luncheon

Dates: Reminder: the next Board of Directors' and Budget Committee meetings
Thursday, March 15, 2018
Location: Wille Hall, Coats Campus Center

Adjourn to Executive Session:

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

Adjourn Executive Session:

Reconvene Board of Directors' Meeting – Open Session

ADJOURN: 8:25 p.m.

APPROVED; ATTEST TO;

Mr. Joe Krenowicz-Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 10.b1
March 15, 2018
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College

Board of Directors

NEW HIRE REPORT FOR MARCH

Date of Hire: January 30, 2018 to February 28, 2018

Name	Date Hired	Location	Job title
Classified			
Panter, Tracy	2/26/2018	Bend	Program Technical Specialist
Temporary Hourly			
Christean, Dustin	2/12/2018	Bend	Culinary Department
Cutshall, Jeramiah	2/1/2018	Bend	Emergency Medical Services
Elliott, Stephanie	1/8/2018	Bend	EMT Lab Assistant
Fisher, Joshua	2/1/2018	Bend	Aviation Program
McCrae, James	2/12/2018	Bend	Aviation Program
Messinger, Isaac	2/1/2018	Bend	Student Life
Myers, Kathryne	2/12/2018	Bend	Student Life
Pitman, Stephen	1/11/2018	Bend	Project Manager
Stover, Jake	2/1/2018	Bend	Art

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

Prepared by: Diane Ross, Assistant Director of Human Resources
on behalf of Danielle Fegley, HR Director

Subject	Approve employment contract for Kara Rutherford as Assistant Director of Admissions and Records
Institutional Sustainability	<p>IS.1 - Expand and refine data, research and assessment systems and infrastructure to support student success.</p> <p>IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.6 - Further develop and enhance facilities to ensure institutional quality and viability.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p>
Transfer and Articulation Objectives	<p>TA.1 - Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.</p> <p>TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p>
Workforce Development Objectives	<p>WD.1 - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.</p>

A. Background

The **Assistant Director of Admissions and Records** position is an existing position. The Assistant Director of Admissions and Records serves as the Admissions & Records Department lead point person for day-to-day oversight of admissions processing and enrollment services "one-stop" responsibilities and staffing. Activities include but not limited to supervision of professional staff, work assignments and scheduling, data and related systems management, student petitions, staff training, coordination of selective admission programs, and departmental management in the absence of director as needed.

B. Options/Analysis

- Approve the employment contract for **Kara Rutherford** as **Assistant Director of Admissions and Records**.
- Decline approval of the employment contract **Kara Rutherford** as **Assistant Director of Admissions and Records**.

C. Timing

The **Assistant Director of Admissions and Records** Position is appointed for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from February 26, 2018 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal 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 **Kara Rutherford** as **Assistant Director of Admissions and Records**.

F. Miscellaneous

Ms. Rutherford holds a Bachelor of Arts in General Social Science from the University of Oregon, and is currently working on a Master of Science in Organizational Performance and Workplace Learning from Boise State University. Her most previous experience is with Northwest Lineman College where she held positions of program manager, registrar, and director of compliance. Additionally, Ms. Rutherford started her higher education career in COCC's own Admissions and Records office as well as CAP Center. She comes with extensive experience in employee development, leadership, admissions, marketing, registration and accreditation.

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

Prepared by: Diane Ross, Assistant Director of Human Resources
on behalf of Danielle Fegley, HR Director

Subject	Approve employment contract for Peter Ostrovsky as Director of Campus Public Safety
Institutional Sustainability	IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region. IS.6 - Further develop and enhance facilities to ensure institutional quality and viability.

A. Background

The **Director of Campus Public Safety** position is an existing position. The Director of Campus Public Safety plans, organizes, coordinates and directs College safety, parking enforcement, security and environmental health programs in accordance with all applicable federal, state and local laws and regulations, and College policies and procedures. The position is responsible for the supervision, operation, emergency preparedness, staff development, planning and financial oversight of the Campus Public Safety (CPS) department. The position collaborates with a broad array of internal and external stakeholders, including College Board, administration, students, faculty and staff, law enforcement and first responder agencies, to develop and implement comprehensive services and programs for the safety of students, faculty, staff, visitors, and property of COCC.

B. Options/Analysis

- Approve the employment contract for **Peter Ostrovsky** as **Director of Campus Public Safety**.
- Decline approval of the employment contract **Peter Ostrovsky** as **Director of Campus Public Safety**.

C. Timing

The **Director of Campus Public Safety** Position is appointed for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from April 9, 2018 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal 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 **Peter Ostrovsky** as **Director of Campus Public Safety**.

F. Miscellaneous

Mr. Ostrovsky received his Bachelors of Science in Education in Health & Fitness Management from the University of Miami and a Spectator Sports Security Management Certificate from the University of Southern Mississippi. Since 1987, he has worked with Homeland Security Investigations (HSI) in various Special Agent capacities. In addition to his work with HSI in the United States, he worked for a period as an HSI representative at U.S. Embassies to Great Britain and the Republic of Ireland. Duties included safety experience planning, conducting and leading a variety of law enforcement operations and extensive organizational safety and security planning and emergency management experience.



Central Oregon Community College Board of Directors: Resolution

Subject	
Strategic Plan Theme(s) and Objectives	Institutional Sustainability 5: Further develop and enhance employees and operational systems to ensure institutional quality and viability.
Prepared By	Alicia Moore, Dean of Student and Enrollment Services Courtney Whetstine, Director of Admissions/Registrar Chris Mills, Student Module Manager/Analyst

A. Background

Current and former students request approximately 6,200 transcripts annually, with nearly 2,400 of these requests made by students who attended COCC at least one year earlier. Many of these transcripts are sent via an EDI interface that is aging and requires significant staff time troubleshooting, researching and developing solutions when the process breaks. Additionally, COCC will soon upgrade to a new version of its student information system. As part of this upgrade, former students will no longer be able to access their student online account after being absent from COCC for one year. Given the aging server that currently supports electronic transcripts, and the upcoming change in limiting former student access to their accounts, COCC needs to pursue an efficient and affordable option for students to place online transcript requests, especially former students.

Currently, students ordering transcript in person requests are charged \$5 for the first order and \$1 for every transcript requested at the same time. Due to system limitations, transcripts ordered online are charged \$5 per request. In 2016, transcript fees generated nearly \$28,000. COCC last updated its transcript fee in 1999.

B. Recommendation

The [National Student Clearinghouse](#) (NSC) is a nonprofit organization that works with 96% of U. S. colleges and universities for enrollment reporting and verification. In recent years, NSC has expanded its services to include electronic order and delivery of student transcripts. Given NSC's connection to the majority of U. S. institutions and its existing enrollment reporting partnership with COCC, staff recommend using NSC's transcript service. Highlights:

- Transcript solution is offered at no charge to institutions.
- NSC is able to collect payment, provide secure electronic transcript delivery within minutes of request, and send email/texts on order status.
- Transcript ordering can be facilitated through COCC's public website, providing a service for former students unable to access their online student account.

NSC charges students \$4 for each transcript request and allows institutions to assess an additional fee. COCC investigated a variety of alternatives and recommends assessing a \$3 surcharge, generating approximately \$19,000 annually. Staff recommend a combined \$7 transcript fee as it does not inordinately increase the fee to students and is in line with other Oregon community colleges. New transcript fees would go into effect upon implementation of the transcript system during the 2018-19 academic year.

This recommendation was reviewed and supported by COCC's College Affairs and Student Affairs Committees. In line with COCC's policy [A-30-2, Approval Process for General Student Fees](#), any change in a student fee must also be approved by the COCC Board of Directors.

C. Timing

Staff request that the COCC Board of Directors approve this fee increase in the March meeting in order to include the updated fee in the 2018-19 College catalog.

D. Budget Impact

The change in fee structure represents an approximately \$11,000 decline in annual revenue.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves that COCC increase its student transcript fee to \$7 per transcript, effective upon system implementation.

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

Cash and Investments

The College's operating cash balances currently total \$40.6 million. The January average yield for the Local Government Investment Pool is up to 1.74 percent from last report of 1.62 percent.

General Fund Revenues

The College received the third State Aid payment of \$2.2 million in January. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through January 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 January 31, 2018

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 39,541,033	
3624 - Robert Clark Trust		\$ 375,778
January Average Yield 1.74%		
Cash in USNB	\$ 1,144,347	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 40,689,980</u>	<u>\$ 375,778</u>

Central Oregon Community College
Monthly Budget Status
 January 2018

Exhibit 11.a
 15-Mar-18

<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	\$ 14,826,070	\$ (746,930)	95.2%	92.2%
Prior Taxes	536,000	303,730	(232,270)	56.7%	51.7%
Tuition and fees	17,316,000	11,841,362	(5,474,638)	68.4%	72.5%
State Aid	8,792,000	7,032,369	(1,759,631)	80.0%	73.7%
Program and Fee Income	87,000	54,007	(32,993)	62.1%	26.5%
Interest & Misc. Income	115,000	38,152	(76,848)	33.2%	19.4%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 36,375,690	\$ (8,323,310)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 10,630,109	\$ 10,760,247	49.7%	49.4%
Academic Support	3,396,982	1,867,388	1,529,594	55.0%	53.2%
Student Services	4,783,501	2,406,057	2,377,444	50.3%	50.8%
College Support	5,522,005	2,953,258	2,568,747	53.5%	54.2%
Plant Operations and Maintenance	4,641,805	2,240,955	2,400,850	48.3%	47.3%
Information Technology	4,573,854	2,336,648	2,237,206	51.1%	52.1%
Financial Aid	112,897	76,505	36,392	67.8%	82.3%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,150,955	(6,295)	100.3%	99.3%
Total Expenses	\$ 47,366,060	\$ 24,661,875	\$ 22,704,185		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ 11,713,815	\$ 14,380,875		

Central Oregon Community College
Monthly Budget Status
January 2018

Exhibit 11.a
15-Mar-18

	<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	\$ 4,830,201	\$ (694,862)	87.4%	87.2%
Expenses	5,498,184	2,356,720	3,141,464	42.9%	44.0%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 2,473,481	\$ 2,446,602		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 778,530	\$ (2,221,150)	26.0%	48.5%
Expenses	3,062,375	850,863	2,211,512	27.8%	42.9%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (72,333)	\$ (9,638)		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,777	\$ (26,814)	98.1%	99.6%
Expenses	6,124,920	1,830,823	4,294,097	29.9%	20.7%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ (480,046)	\$ 4,267,283		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 4,257,891	\$ (3,423,949)	55.4%	61.6%
Expenses	7,184,486	3,850,612	3,333,874	53.6%	53.8%
Revenues Over/(Under) Expenses	\$ 497,354	\$ 407,279	\$ (90,075)		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 5,223,001	\$ (2,362,596)	68.9%	65.0%
Expenses	10,817,917	6,258,880	4,559,037	57.9%	53.9%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (1,035,879)	\$ 2,196,441		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	316,973	43,027	88.0%	87.6%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (316,973)	\$ 26,585		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 8,583,808	\$ (9,221,823)	48.2%	47.2%
Expenses	17,880,190	9,014,963	8,865,227	50.4%	48.8%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ (431,155)	\$ (356,596)		
Internal Service Fund					
Revenues	\$ 274,647	\$ 111,428	\$ (163,219)	40.6%	42.3%
Expenses	350,196	154,897	195,299	44.2%	51.9%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (43,469)	\$ 32,080		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 3,404	\$ (332)	91.1%	79.5%
Expenses	7,000	4,000	3,000	57.1%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ (596)	\$ 2,668		



Central Oregon Community College Board of Directors: Information Item

Subject	Financial Aid Overview
Strategic Plan Theme(s) and Objectives	
Transfer and Articulation	TA.1 Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.
Workforce Development	WD.1 Maximize support services, from entrance to completion, to promote successful completion of CTE programs.
Prepared By	Alicia Moore, Dean of Student and Enrollment Services Kevin Multop, Director of Student Financial Aid

INTRODUCTION

Central Oregon Community College coordinates federal, state, and institutional financial aid programs for students. Federal financial aid includes Pell grant, Federal Supplemental Education Opportunity Grant (FSEOG), direct loans and work study; state financial aid programs include the Oregon Opportunity Grant and the Oregon Promise Grant; and institutional aid includes Foundation Scholarships, merit scholarships, and private scholarship administration. All sources of financial aid are designed to help students pay for tuition, fees, books, room and board, and transportation while they are working towards a certificate or degree. The following information provides an overview of key financial aid concepts as well as an overview of each of these financial aid programs.

It is important to note that all federal, state and institutional assistance programs begin with students completing the Free Application for Federal Student Aid/FAFSA (federal and/or institutional programs) or Oregon Student Aid Application/ORSAA (state and/or institutional programs). Either application can be submitted as early as October 1 for the following academic year. Students are encouraged to apply as soon as possible as some funding sources are limited.

KEY CONCEPTS

The financial aid world is highly complex and regulated. However, a few key concepts are important to understanding this program.

Cost of Attendance (COA)

The federal government recognizes that there are costs associated with attending college that are beyond tuition and fees. Therefore, each college and university sets its annual “cost of attendance” (COA), which includes tuition and fees, books and supplies, housing and meals (on- or off-campus), transportation and personal needs, and in some cases, loan fees.

COCC has three different COA categories, noting that additional expenses are added for non-resident students. The 2017-18 COCC COA for each of these are:

	Students Living with Parents	Residence Hall	Off-Campus
Tuition and Fees	\$ 4,063	\$ 4,063	\$ 4,063
Books and Supplies	\$ 1,800	\$ 1,800	\$ 1,800
Room and Board	\$ 4,707	\$ 10,701	\$ 10,701
Transportation/Personal	\$ 3,000	\$ 3,000	\$ 3,000
Total	\$ 13,570	\$ 19,564	\$ 19,564

Determining Aid Eligibility

Financial aid eligibility depends on Expected Family Contribution (EFC) as determined by the FAFSA, completed credits, enrollment status (full-time or part-time), and cost of attendance. The financial aid office uses this information to determine how much financial aid a student is eligible to receive.

Dependency Status

The federal government considers a student as a dependent student if s/he is under the age of 24; dependent students must report their and their parents' information when completing the FAFSA/ORSAA. Students are considered independent if they are over the age of 24, are married or are emancipated; in this case, students must report their and/or their spouse's information.

Verification

The Department of Education randomly selects student FAFSA applications for "verification", meaning that a student must provide documentation to support the information provided on their financial aid application. The formula for determining which files are selected is not known to institutions. Additionally, the number of files selected for verification varies each year; at COCC, this has ranged from 29% to 48%, depending on the year.

Financial Aid Processing Time

Typically, a file not selected for verification can take as little as a day from the time application information is received and a student receives notification about their potential award. A file selected for verification typically takes two to four weeks to review after a student submits needed documentation.

Bookstore Charges

Students who have completed the financial aid process are allotted no more than \$600 each quarter to charge books and supplies at the COCC Bookstore. Any charges are subtracted from a student's potential refund.

Financial Aid Disbursement and Refunds

COCC students are allowed to add and drop courses through the second Friday of the term. At this "census date", enrollment is frozen and financial aid is applied to the student's account based on enrollment level. Aid is applied first to tuition, fees, bookstore charges and residence hall room and board charges. Any remaining funds are refunded to the student via check or direct deposit.

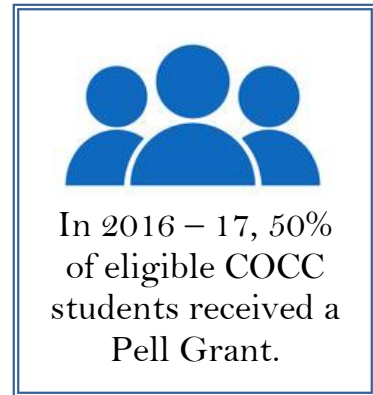
Grants

Grants are awarded on the basis of financial need and do not have to be repaid; as such, they are considered “gift aid”. Student financial aid packages include grant funds whenever student eligibility and funding levels permit.

FEDERAL FINANCIAL AID

Federal Pell Grant

The Federal Pell Grant program provides financial aid for eligible undergraduate students with financial need. Pell grants are a “first dollar in” program in that eligibility for other federal aid is determined after the Pell Grant is awarded. Students with a prior bachelor’s degree are not eligible. Pell grants are limited to 18 quarters. The maximum Pell grant in 2017-18 is \$5,920, but actual amount varies based on financial eligibility and enrollment status. 50% of certificate or degree-seeking COCC students were eligible for and received Pell grants in 2016-17.



Effective in 2017-18, students became eligible for the “year-round Pell Grant” which allows a student to receive up to 150% of annual Pell Grant in one award year. This applies to students attending summer term. When a student was limited to just 100% of the annual award amount, any funds used in summer term may reduce the amount available in the spring. Now, a student can attend full-time for summer term and receive the full term amount in spring as well. This change may incentivize students to consider enrolling in summer term and completing their program of student more quickly.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is for undergraduates with exceptional financial need and gives priority to students who receive Pell Grants. Annual FSEOG awards were \$600 in 2016-2017, noting that the federal allocation for this grant is often exhausted on the first day of award processing. As such, only 6% of certificate or degree-seeking COCC students were eligible for and received the FSEOG in 2016-17.

Federal Direct Loan Programs (DL)

To be eligible for a federal Department of Education Direct Loan, students must be enrolled in at least six credits, must not be in default on a prior loan or owe a grant repayment, and sign a Department of Education promissory note. Because students must repay educational loans, loans are generally referred to as self-help aid. There are three type of DL loans:

- Federal Direct Subsidized Loan: Subsidized loans provide fixed interest federal educational loans; current interest rate is 4.45%. Maximum annual loan limits are based on financial need, but cannot exceed \$3,500 for first-year students or certificate-seeking students and \$4,500 for second-year students. Effective July 1, 2013, new Direct Subsidized Loan borrowers are limited to borrowing up to 150 percent of the length of their current academic program (for example, if a program is 100 credits, a student cannot take out loans in excess of 150 credits). Loan repayment begins six months after a student ceases to be enrolled at least half time. Monthly payment amount and length of repayment depend on the cumulative amount borrowed, but will be set up with an initial 10-year repayment.

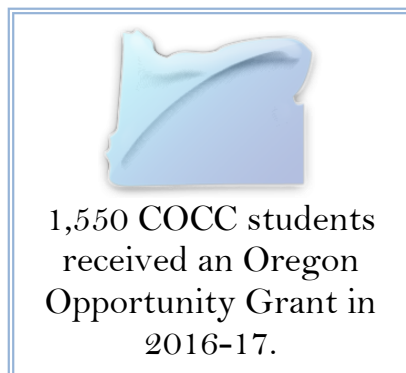
- **Federal Direct Unsubsidized Loan:** Unsubsidized loans provide fixed interest federal loans, also at 4.45%. Unsubsidized loans are available to students who do not qualify for some or all of the need-based subsidized loan. Awards cannot exceed \$5,500 for first-year students or certificate-seeking students and \$6,500 for second-year students. In addition, independent students are eligible to borrow up to an additional \$6,000. Student borrowers will be responsible for interest payments while they are in school and repayment begins six months after a student drops below half-time enrollment. Monthly payment amount and length of repayment depend on the cumulative amount borrowed, but are set up with an initial 10-year repayment.
- **Federal Direct PLUS Loan:** The Direct PLUS Loan is a non-need based parent loan. Loans may range up to the published COA for the institution minus other student aid. A 4.64% loan origination fee is deducted at the time of disbursement. The annual interest rate is currently 7.0% percent.

Note that students must complete loan entrance counseling prior to receiving their first loan and exit counseling if registered in less than six credits.

Federal Work Study (FWS)

FWS is awarded to students based on need, noting that institutions have a cap on the amount of dollars the Department of Education provides to each institution. The FWS program operates similar to any employment situation in that students are paid monthly based on hours worked, although all positions are on campus and frequently offer greater flexibility at key points of the term. Annual FWS awards were \$4,200 in 2017-18.

STATE FINANCIAL AID PROGRAMS



Oregon Opportunity Grant (OOG)

The State of Oregon provides funds for the OOG program. Student eligibility is determined by the Oregon Student Access Commission and is based on information provided in a student's FAFSA/ORSAA. Students must have a minimum of one-year residency in Oregon and be enrolled in at least six credit hours each term. Students with a prior bachelor's degree or those enrolled in a course of study leading to a degree in theology, divinity or religious education are not eligible. The Oregon Opportunity Grant is not available for summer term. Annual OOG awards were \$2,250 in 2017-18, noting that OOG is not available for summer term.

Oregon Promise (OP) Grant

The OP grant program provides funding for students who graduated from an Oregon high school or received a GED and attend an Oregon community college within six months. The OP grant is a minimum of \$1,000 annually for full-time students and is prorated for part-time students. The OP grant requires that student contribute a \$50 co-pay and in 2016-17, the maximum award was \$3,420. The OP grant is not available for summer term.

INSTITUTIONAL FINANCIAL AID PROGRAMS

Central Oregon Community College Foundation Scholarships

The COCC Foundation raises funds to finance scholarships. Students can submit an online application from December 15 through July 15 for the upcoming academic year. Eligibility is determined by need, academic achievement, residency, and for some scholarships, donor-specific criteria. The COCC Foundation Scholarship is not available for summer term. Scholarships range from \$900 to \$3,600 annually, depending on enrollment status.

Merit Scholarships

Merit scholarships are awarded based on academic excellence to high school seniors graduating with a minimum 3.0 cumulative grade-point average from in-district high schools. This scholarship may be renewed at COCC for second-year students with a minimum 3.0 cumulative grade-point average and completion of six credits per term totaling 18 credits during their first year. Merit scholarships are funded through the COCC general fund and are a maximum of \$500 per term for students registered in six or more credits.

Turner Fund

Through a generous donation from the Turner family, COCC was able to start three award programs:

- **Turner Supplemental Childcare Award:** The [Turner Supplemental Childcare Award](#) supplements the costs of childcare for COCC Students. To be eligible, students must accept all sources of federal and state aid, submit a childcare assistance application and budget worksheet, be enrolled in at least six credits, and meet satisfactory academic progress standards. Maximum award is \$600 per quarter.
- **Turner Emergency Fund:** Students who experience unanticipated expenses related to their education may apply for assistance through the [Turner Emergency Fund](#). Eligible students must complete the FAFSA, accept all sources of federal and state aid, provide documentation regarding the emergency expense, and submit an application. Maximum award is \$1,000 unless extraordinary circumstances exist.
- **Luminary Fund:** Students close to graduation who experience a financial hardship may be eligible for [Luminary Fund](#) support. Students must have a 3.0 GPA or higher, accept all sources of federal and state aid, and be within two terms of graduating.



The Turner Family made a \$2.3 million donation to the COCC Foundation in 2003, allowing the College to establish a childcare fund and two emergency funds.

Private Scholarships

Students may also use private scholarships to finance their education. These scholarships are received and processed by COCC, with [information on scholarships](#) and scholarship search engines part of COCC's Financial Aid website.

FINANCIAL AID STAFFING AND SERVICE LEVELS

Staffing and Service Levels

COCC's Financial Aid staff consists of a director, assistant director, technical analyst, advisor, veterans benefits specialist, and 3.5 FTE financial aid specialists (customer service, loan processing, file review and related activities). Staff are primarily located on the Bend campus, although financial aid staff spend two days per week at the Redmond campus and are available via a financial aid "hotline" five days a week for the Madras and Prineville campuses.

Students may meet individually with a financial aid advisor by appointment or participate in a FAFSA workshop (available on all four campuses). The FAFSA workshops are located in a computer lab and students may receive hands-on guidance while completing financial aid forms.

Community Outreach

COCC coordinates annual Financial Aid Workshops at all in-district high schools. Co-sponsored with OSU-Cascades, these workshops provide students and their families with an overview of federal financial aid, regardless of their institution of choice, how aid is determined and how to apply for scholarships.

FINANCIAL AID: BY THE NUMBERS

	2012-13	2013-14	2014-15	2015-16	2016-17
FAFSA Applicants ¹	12,926	11,391	10,448	9,402	9,064
Enrolled certificate/degree-seeking students	9,515	8,719	7,936	7,299	6,874
Independent	8,742	7,443	6,790	5,681	4,782
Pell Eligible	5,873	4,996	4,987	3,781	3,432
No Financial Need ²	308	348	473	458	613
Awarded Aid	6,996	6,065	6,327	5,159	5,105
Paid Aid	5,888	5,086	4,379	3,637	3,566

1 Certificate- and degree-seeking students only

2 Determined based on EFC compared to COA and other factors

	2012-13	2013-14	2014-15	2015-16	2016-17
Scholarship Recipients	536	529	556	586	562
Grant Recipients	4,967	4,226	3,634	2,929	2,880
Loan Recipients	4,865	4,063	3,260	2,545	2,085

	2012-13	2013-14	2014-15	2015-16	2016-17
Scholarships Paid	\$ 1,082,835	\$ 1,193,534	\$ 1,382,562	\$1,435,202	\$ 1,470,311
Grant Paid	\$ 16,907,489	\$ 14,878,551	\$ 12,935,964	\$10,915,664	\$ 11,657,720
Loan Paid	\$ 29,806,872	\$ 25,134,957	\$ 19,642,449	\$15,143,840	\$ 12,124,689
Total Paid	\$ 47,797,196	\$ 41,207,042	\$ 33,960,975	\$27,494,706	\$ 25,252,720
Average Aid Received	\$ 8,118	\$ 8,102	\$ 7,755	\$ 7,560	\$ 7,082