



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, January 11, 2017 – 6:00PM
Christiansen Boardroom-Boyle Education Center
COCC Bend Campus

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ricks
6:01 pm	II. Introduction of Guests			Ricks
6:02 pm	III. Agenda Changes			
6:03 pm	IV. Public Hearing and Testimony			
6:10 pm	V. Reports			
	A. 2016 Audit Report	5.a*	X	Auditors ^P
	B. Update – General Fund Revenue & Expenditures	5.b*	X	Dona ^P
6:35 pm	VI. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (December 7, 2016)	6.a1	X	Smith
	B. Personnel			
	1. New Hire Report (December 2016)	6.b1	X	Fegley ^A
	C. Mileage and Meal Per Diem Rates	6.c	X	Dona ^A
6:40 pm	VII. Information Items			
	A. Financial Statements	7.a		Bloyer ^A
	B. Housing Operations Report	7.b		Moore ^A
	C. Student Success: Developmental Education Statistics re: Title III	7.c		Julian ^A
6:50 pm	VIII. New Business			
	A. Acquisition of Airplane Flight Simulator	8.a	X	Fisher ^A
7:00 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			Ricks
7:15 pm	X. President's Report			Metcalf
	A. Updates:			
	1. CIS Programs (Computer & Information Systems)			Fisher ^P
	2. Title III Update			Julian/Moore ^P
	XI. Dates			
	A. Wednesday, February 1, 2017 @ 6:00 p.m. Board of Directors' Meeting Christiansen Boardroom – Boyle Education Center Bldg. (Note: this is the 1st Wednesday in February)			
	C. Friday, February 24, 2017 5:30 p.m. COCC Foundation's TASTE OF THE TOWN			
	D. Saturday, February 25, 2017 – COCC Foundation's MEAL OF THE YEAR Location: Taste of the Town and Meal of the Year will both be held			

in the Mazama Gymnasium on the COCC Bend Campus
E. Wednesday, March 8, 2017 @ 6:00 p.m. Budget Committee Meeting
7:00 p.m. Board of Directors' Meeting – Christiansen Boardroom

7:30 pm XII. **Adjourn**

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

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

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

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



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, December 7, 2016 6:00 p.m.
Christiansen Board Room
Boyle Education Center Bldg.

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

PRESENT BY PHONE: Laura Craska Cooper

CALL TO ORDER: Vikki Ricks, Board Chair

INTRODUCTION OF GUESTS: Lani Sykes, Jerry Schulz, Ron Paradis, Renee Brazeau-Asher, Garth Strome, Betsy Julian, Matt McCoy, David Dona, Dan Cecchini, Jenni Newby, Lisa Bloyer, Michael Fisher, Joe Viola, Zak Boone, Julie Downing, Eddie Johnson, Jo Fief, Ken Mays, Seana Barry, Whitney Swander, Brook Rich, Danielle Fegley, Ryan Beard, and others.

PUBLIC HEARING AND TESTIMONY:

CONSENT AGENDA:

Mr. Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 5.a1-5.c1).

Mr. Bruce Abernethy seconded the motion. MCU. Approved. M12/16:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of November 9, 2016 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the November 2016 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approves the employment contract for Sean Ladd, buildings maintenance supervisor for campus services (Exhibit: 5.c1).

INFORMATION ITEMS:

Financial Statements - (Exhibit: 6.a)

The Board of Directors were apprised of the October 2016 Financial Statements.

Student Success-Barber Library - (Exhibit: 6.b)

The Board of Directors were apprised of "Ensuring Student Success through the Barber Library's instructional, research and resource support." The 72,500-square-foot Robert L. Barber Library was first opened in 1998, a beautiful facility that houses 70,000 print and AV materials, library services, testing and tutoring, academic and career advising as well as placement testing.

College Planning (Handouts: 6.c)

Dr. Betsy Julian, vice president for instruction and Mr. Matt McCoy, vice president for administration gave an update on the College Planning and Assessment Team activities which included the outcomes of the recent Planning Summit.

BOARD OF DIRECTORS' OPERATIONS:

Mr. Krenowicz	President's Evaluation Committee meeting Dec. 7 College Business meeting
Mr. Abernethy	Dec. 6 College Business meeting
Mr. Ford	Retreat Economic Forecast Breakfast OSU-Cascades Advisory Board meeting
Mr. Mundy	College Affairs Committee meeting Dec. 6 College Business meeting
Mr. Dorsch	Welcome to Lani Sykes from the Redmond Campus
Ms. Ricks	Two phone meetings w/President Metcalf OCCA Board Forum meeting in Newport, OR
Ms. Craska Cooper	Attended forum at the Prineville campus OSU-Cascades Advisory Board meeting Phone call w/Matt McCoy Meeting w/President Metcalf Phone call w/Vikki Ricks Meeting re: scholarship program

PRESIDENT'S REPORT

Updates:

CTE Outreach (Career & Technical Education)

Mr. Michael Fisher, instructional dean, lead a group of presenters who shared activities about the CTE programs and partnerships.

A number of COCC CTE programs and student service staff are collaborating with local organizations to increase awareness, enrollment and retention of women in career technical (CTE) and STEM (science, technology, engineering and math) careers.

This initiative is supported by six separate but connected projects that include PIPE (Program Improvement Process for Equity), STEM Guitar, STEM Hub, IWITTS (Institute for Women in

Technology Trades and Science), the Central Oregon Trades, Apprenticeship and Career Fair, NEVTEX (NSF sponsored grant), and Career Pathways.

Organizations include Central Oregon STEM Hub, High Desert ESD, Better Together, local industry, Redmond High School CTE, 5 COCC CTE programs. Participants include, Brook Rich of HDESD, Whitney Swander of Central Oregon STEM Hub, Ryan Beard of RHS, Seana Barry, Paula Simone, Ken Mays, Amy Howell, Chris Baughman, Shawna Elsberry, Paul Pelly, Dan Holland, Brynn Pierce, Julia Huni, Karen Roth, Drew Jones and Michael Fisher.

Nancy R. Chandler-Visiting Scholar Program

The Nancy R. Chandler Visiting Scholar Program (VSP) of the COCC Foundation was established in 1985 by the late Robert Chandler to honor his wife Nancy. VSP's mission is to bring nationally recognized thinkers to Central Oregon to encourage thought and stimulate conversation.

The program enriches the community (campus and residents) by providing a means for all to learn more on a wide variety of topics. The program helps foster new ideas and helps build unity within our campus and our community. In 2016, VSP was able to secure four annual sponsorships and was able to improve and expand by offering more programming to more participants than ever before.

This past fall, VSP hosted five different speakers ranging on topics from the Electoral College to suicide to Native American history and language; 670 total participants attended these events. COCC students and staff are always invited to attend at no charge. VSP is always looking for ideas for speakers and topics. Please contact the program coordinator, Charlotte Gilbride at cgilbride@cocc.edu or 541-383-7257 with ideas or feedback.

ADJOURN: 7:40 p.m.

APPROVED;

ATTEST TO;

Ms. Vikki Ricks-Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 6.b1
January 11, 2017
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – December 1 - 31, 2016

Name	Date Hired	Location	Job title
Classified Full-Time			
Cherry, Anna Marie	12/05/2016	Bend	HIT Lab Assistant
Porter, Brandon	11/28/2016	Bend	PT CPS Officer
Temporary Hourly			
Saraceno, Hannah	12/05/2016	Bend	Learning Cntr Lab Asst
Sumich, Tyrel	12/15/2016	Bend	CPS Officer
Syrell, Audrey	12/01/2016	Bend	Placement Test Proctor

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

Prepared by: David Dona, Chief Financial Officer

Subject:	Notification of mileage rate and approval of meal per-diem rates.
Strategic Plan Themes and Objectives:	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The College's general business procedures (B-2-6.1) require the Board be notified of the personal car mileage rate annually. The College follows the approved Federal mileage rate established by the Internal Revenue Service (IRS). The Federal mileage rate for 2017 decreased to \$53.5 cents per mile from the 2016 rate of \$54.0 cents per mile

General business procedures (B-2-6.1) require the reimbursement for the cost of employee meals shall be at the rate established by the Board. The College follows the U.S. General Services Administration (GSA) standard rates for Oregon in-state per-diem rates. The out-of-state per-diem rates represent 125% of Oregon's in-state rates. There are no changes to the proposed in-state and out-of-state per-diem rates provided below:

	In-State Rates*	Out-of-State Rates**
Breakfast	\$11.00	\$14.00
Lunch	\$12.00	\$15.00
Dinner	\$23.00	\$29.00
Total	\$46.00	\$58.00
* In-State rates reflect the GSA Federal standard rates for Oregon.		
** Out-of-State rates are 125% of GSA Federal in-state rates for Oregon		

B. Options

- 1) Approve proposed meal per-diem rates
- 2) Do not approve proposed meal per-diem rates

C. Timing

Approval of this resolution will maintain current meal per-diem rates for 2017.

D. Budget Impact

Costs associated with mileage rate and meal per-diem rates will be managed within the adopted budget.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed per-diem rates as shown in Section A.

Central Oregon Community College
Monthly Budget Status
Highlights of November 2016 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$39 million. The November average yield for the Local Government Investment Pool remains unchanged at 1.03%.

The bond proceeds held in cash totals \$238 thousand as of the end of November,

General Fund Revenues

The College received \$13.4 million in property tax revenues for the month of November, which represents 89% of anticipated collections. Winter term registration started on November 14, resulting in an increase in tuition and fee revenues of \$4.0 million over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through November 2016 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 November 30, 2016

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 38,003,199		
3624 - Robert Clark Trust			\$ 373,818
3707 - Residence Hall bond funds		\$ 238,515	
November Average Yield 1.03%			
Cash in USNB	\$ 1,033,563		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 39,041,362</u>	<u>\$ 238,515</u>	<u>\$ 373,818</u>

Central Oregon Community College
Monthly Budget Status
November 2016

Exhibit 7.a
11-Jan-17

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 15,052,000	\$ 13,432,379	\$ (1,619,621)	89.2%	88.5%
Prior Taxes	577,000	271,621	(305,379)	47.1%	55.9%
Tuition and fees	16,603,000	10,338,850	(6,264,150)	62.3%	59.5%
State Aid	9,439,000	4,627,460	(4,811,540)	49.0%	51.2%
Program and Fee Income	137,000	26,379	(110,621)	19.3%	n/a
Interest & Misc. Income	115,000	19,541	(95,459)	17.0%	0.7%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
Total Revenues	\$ 44,222,300	\$ 31,015,530	\$ (13,206,770)		
Expenses by Function					
Instruction	\$ 20,968,892	\$ 6,500,102	\$ 14,468,790	31.0%	30.8%
Academic Support	3,280,082	1,242,867	2,037,215	37.9%	37.9%
Student Services	4,753,798	1,717,812	3,035,986	36.1%	33.6%
College Support	5,400,034	2,140,646	3,259,388	39.6%	40.1%
Plant Operations and Maintenance	4,419,967	1,488,160	2,931,807	33.7%	34.1%
Information Technology	4,379,374	1,760,014	2,619,360	40.2%	44.1%
Financial Aid	87,897	49,121	38,776	55.9%	47.3%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,659,733	2,642,067	17,666	99.3%	99.3%
Total Expenses	\$ 46,749,777	\$ 17,540,789	\$ 29,208,988		
Revenues Over/(Under) Expenses	\$ (2,527,477)	\$ 13,474,741	\$ 16,002,218		

Central Oregon Community College
Monthly Budget Status
November 2016

Exhibit 7.a
11-Jan-17

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Non General Funds					
Debt Service Fund					
Revenues	\$ 5,408,931	\$ 4,346,166	\$ (1,062,765)	80.4%	76.5%
Expenses	5,418,755	2,014,916	3,403,839	37.2%	21.6%
Revenues Over/(Under) Expenses	\$ (9,824)	\$ 2,331,250	\$ 2,341,074		
Grants and Contracts Fund					
Revenues	\$ 1,799,444	\$ 505,226	\$ (1,294,218)	28.1%	12.3%
Expenses	1,875,816	546,288	1,329,528	29.1%	24.0%
Revenues Over/(Under) Expenses	\$ (76,372)	\$ (41,062)	\$ 35,310		
Capital Projects Fund					
Revenues	\$ 1,259,755	\$ 1,252,094	\$ (7,661)	99.4%	102.9%
Expenses	5,861,000	951,798	4,909,202	16.2%	29.6%
Revenues Over/(Under) Expenses	\$ (4,601,245)	\$ 300,296	\$ 4,901,541		
Enterprise Fund					
Revenues	\$ 7,400,217	\$ 3,220,502	\$ (4,179,715)	43.5%	25.7%
Expenses	7,635,132	3,426,769	4,208,363	44.9%	39.9%
Revenues Over/(Under) Expenses	\$ (234,915)	\$ (206,267)	\$ 28,648		
Auxiliary Fund					
Revenues	\$ 8,158,368	\$ 4,553,294	\$ (3,605,074)	55.8%	57.0%
Expenses	10,578,270	4,811,257	5,767,013	45.5%	48.1%
Revenues Over/(Under) Expenses	\$ (2,419,902)	\$ (257,963)	\$ 2,161,939		
Reserve Fund					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	320,339	51,161	86.2%	76.0%
Revenues Over/(Under) Expenses	\$ (367,332)	\$ (320,339)	\$ 46,993		
Financial Aid Fund					
Revenues	\$ 19,900,868	\$ 5,288,997	\$ (14,611,871)	26.6%	27.5%
Expenses	19,976,606	5,554,408	14,422,198	27.8%	28.5%
Revenues Over/(Under) Expenses	\$ (75,738)	\$ (265,411)	\$ (189,673)		
Internal Service Fund					
Revenues	\$ 290,404	\$ 87,822	\$ (202,582)	30.2%	15.7%
Expenses	360,208	137,914	222,294	38.3%	43.3%
Revenues Over/(Under) Expenses	\$ (69,804)	\$ (50,092)	\$ 19,712		
Trust and Agency Fund					
Revenues	\$ 2,665	\$ 1,446	\$ (1,219)	54.3%	43.7%
Expenses	3,000	-	3,000	0.0%	25.0%
Revenues Over/(Under) Expenses	\$ (335)	\$ 1,446	\$ 1,781		



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

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

Winter Term Occupancy

Fall term ended with 325 residents. Seven students moved out during the term due to financial, conduct or personal issues, with an additional 35 notifying us they would be moving out for winter term for financial, personal, or academic reasons. An update of how many of these students remain at the College for winter term will be provided at the Board meeting.

Winter term occupancy is as follows:

	Occupancy (#)	Occupancy (%)	Notes
End of fall term	325	102%	
Move outs	42	13% (of 332)	% determined based on initial occupancy of 332
New winter completed applicants	22	--	
Confirmed winter occupancy	305	95%	% determined based on intended occupancy of 320
11 students in the application pipeline	11	--	
Potential total if all 11 students complete the housing application	316	99%	% determined based on intended occupancy of 320

Staff are working individually with new 11 potential students to assist them with the application process.

Staffing Update

In light of surpassing occupancy goals and with approval from President Metcalf, Housing staff went out to hire for the budgeted .5 FTE administrative assistant position. This position will have primary responsibility for customer service, student housing contract tracking, mail distribution, budget tracking, and related activities. Staff are currently in discussions with the finalist and anticipate having the position start by mid-January.

2017-18 Room and Board Rates

Historically, the COCC Board of Directors approves room and board rates during its April meeting. In order to allow more time for current students to renew a contract for the upcoming year and opening up the application process for new students sooner, staff recommends approving these rates in January or February of each year. To this end, Dave Dona, Chief Financial Officer, and Andrew Davis, Director of Student and Campus Life are developing a recommendation for 2017-18 room and board rates. They anticipate having a proposal for the February Board meeting.



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

Subject	Student Success: Report to the COCC Board of Directors
Strategic Plan Theme(s) and Objectives	
Transfer	TA.1 Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer. TA.2 Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer. TA.3 Provide students a high-quality general education.
Basic Skills	BS.4 Students who successfully complete developmental writing and/or math courses will succeed in higher-level credit writing and math courses appropriate to their certificate or degree programs.
Workforce Development	WD.1 Maximize support services, from entrance to completion, to promote successful completion of CTE programs.
Prepared By	Dr Betsy Julian, Vice President for Instruction

ENSURING STUDENT SUCCESS THROUGH accelerated pathways for developmental math and writing students with support from Title III grant

Many students entering COCC place do not place into college-level writing and math courses so they must take developmental courses. Depending on their placement scores, students take up to 3 developmental writing courses and/or 5 developmental math courses before enrolling in classes that are transferrable to a university. This lengthy route to transferrable courses is an obstacle that we are working to reduce through modifications in the placement process and through a redesign of the developmental course sequences. Much of the support provided by the recently received Title III grant will be dedicated to redesign of the math and writing courses.

The main objectives of the Title III grant are:

- 1) COCC will increase successful transitions from developmental writing and math to college level courses by conducting a comprehensive review of developmental math and writing courses;

developing, piloting and implementing best practice strategies in writing and math; and implementing culturally responsive Native American and Latino strategies for basic skills instruction and services.
2) COCC will increase retention and success of first year students by designing and implementing a FYE course; developing culturally responsive Native American and Latino curriculum for the FYE course; and strengthening learning assistance services at rural branch campuses.

We have committed to achieving the first objective by increasing the percentage of students who progress from developmental math and writing courses to college level math courses by 8 percentage points by 2021.

Subject	Baseline	2016-17	2017-18	2018-19	2019-20	2020-21
Math	50%	51%	52%	54%	56%	58%
Writing	48%	49%	50%	52%	54%	56%

A variety of approaches will be used to meet this goal. In writing, a group of faculty members are working on:

1. Redesigning developmental placement and developmental pathway options for students.
2. Professional development and training for all instructors of developmental education writing.
3. Smaller class size strategies.
4. Appointing an existing faculty member as the Writing Assessment Coordinator.
5. Implementing technology support for all four campuses.

The math faculty are working on:

1. Improved assessment and placement processes.
2. New practices for math to include, but not be limited to, compression of curriculum and contextualized math for CTE programs.
3. Developing math pathways for non-math/science majors, including development of a quantitative literacy course.

While some of these initiatives, particularly those related to placement and development of a quantitative literacy course, were begun prior to receipt of the Title III grant, all of these efforts are now moving forward. The Board will receive regular reports on these activities and our progress towards the ultimate goal of helping students be successful in college level courses.

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

Prepared by: Karl Baldessari, Theresa Freihoefer, and Michael Fisher

Subject	Approve airplane flight simulator acquisition
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.6; IS.9
Workforce Development	WD.2; WD.3; WD.5

A. Background

Replace two (2) aging airplane (fixed wing) simulators with a state-of-the-art/new simulator to better serve our fixed-wing students, reduce down time caused by old equipment/software and reduce increasing cost of routine maintenance. The maintenance costs associated with the aging (second hand) airplane simulators, that we have had for 10/ 5 years respectively, is growing incrementally. The number of hardware and software failures: projection screens, hard drives, dated software with inaccurate depictions of the geographic flight region... are beginning to impact student progress. The new simulator would be a training aid for the primary airplane model employed in our program (Cessna 172), thus allowing direct transfer of learning to the actual aircraft. The new simulator would render at least one of the existing simulators obsolete. Retaining one of the existing simulators would be beneficial in times of high use, and when transitioning into a multi-engine airplane. A subtle shift in the COCC Aviation program demographic is occurring, resulting in an increasing number of airplane students over helicopter/ UAS students. The current airplane student population is approximately (75), a fifteen percent increase over last year. We anticipate this trend will continue for several years, placing greater stress on increasingly unreliable systems. We anticipate housing the new simulator at the Bend Municipal Airport.

The current airplane (fixed wing) simulator software is failing causing the system to crash, new software is incompatible with the existing systems, reduced availability resulting from failures impacts student training, increased maintenance cycles/ support becoming more difficult to manage, cost of maintenance support increasing. Replacing parts of the system to achieve compatibility with new software is not cost effective. New software is often incompatible with old hardware; likewise, new hardware is often incompatible with old software. It is very difficult to replace just one part of a system without creating a fault in another part. Additionally, some upgrades require shipping hard drives back to a service center, completely removing the simulator from service. Second hand simulators are available but experience indicates not the most cost effective path. Due to rapid advancements in this type of technology, second hand simulators have a relatively short shelf life. Any savings realized from a reduced price is quickly absorbed into maintenance and upgrades.

B. Options/Analysis

1. Approve the purchase of a new airplane simulator
2. Do not approve the purchase of a new airplane simulator

C. Timing

A new airplane simulator is necessary to sustain Aviation Program Operations, which continues to grow. Each time a simulator is taken out of service a class or flight lab can be affected to an extent that threatens successful completion of the event.

D. Budget Impact

Estimated acquisition cost of \$275,000 will be funded from resources currently available within the Aviation Fund, which receives program fees from aviation students.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the acquisition of the new airplane simulator.