



CENTRAL OREGON
community college

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, June 14, 2017 – 5:45 PM
Crook County Open Campus, Prineville, OR

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Ricks
5:50 pm	II. Introduction of Guests			Ricks
5:55 pm	III. Formal Opening of Public Hearing & Testimony for 2017-18 Budget			
	A. Budget Hearing Input			
6:10 pm	IV. Adjournment of Public Hearing & Testimony for 2017-18 Budget			
6:11 pm	V. Reconvene Regular Public Board of Directors' Meeting			
	VI. Hearing for 2017-18 Budget			
	A. Adoption of the 2017-18 Budget			
	Budget Resolution I	6.a	X	Dona☐
	B. Appropriation Resolution			
	Budget Resolution II	6.b	X	Dona☐
	C. Levy Property Taxes			
	Budget Resolution III	6.c	X	Dona☐
6:20 pm	VII. Agenda Changes			
6:20 pm	VIII. Public Hearing and Testimony			
	A. COCC Crook County Open Campus/Prineville – Update			Kristensen☐
6:25 pm	IX. Consent Agenda***			
	A. Minutes			
	1. Budget – May 10, 2017	9.a1	X	Smith
	2. Regular – May 10, 2017	9.a2	X	
	B. Personnel			
	1. New Hire Report (May 2017)	9.b1	X	Fegley ^A
	C. Approval to Hire			
	1. Approval of Contract (Gutierrez)	9.c1	X	✓
	2. Approval of Contracts (McDaniel, Artus, Cole)	9.c2	X	✓
	3. Approval of Contract (Sather)	9.c3	X	✓
	D. Faculty Rehires	9.d	X	Julian ^A
	E. Administrative & Confidential Rehires	9.e	X	Fegley ^A
	F. 2017-18			
	1. Inter-fund Borrowing	9.f1	X	Bloyer ^A
	2. Custodian of Funds/Depository Banks	9.f2	X	Bloyer ^A
	3. Clerk/Budget Officer/Deputy Clerks	9.f3	X	Bloyer ^A
6:30 pm	X. Information Items			
	A. Financial Statements	10.a		Bloyer ^A
	B. Housing Operations Report	10.b		Moore ^A
	C. Annual Maintenance Projects	10.c		Viola ^A
	1. Project List	10.c1		
	D. Facilities Master Plan Update			McCoy/Stoller☐

Date: June 14, 2017
Exhibit: 6.a
Approved: __ Yes__ No
Motion: _____

**Central Oregon Community College
Board of Directors: Resolution #1**

Prepared by: David Dona - Chief Financial Officer

Subject: Adopt the College Budget for 2017-18	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The Budget Committee discussions for the 2017-18 budget focused on the State's appropriation for the community college support fund (CCSF), property taxes, declines in student enrollment, PERS rates, and health insurance costs. The approved budget was developed with conservative estimates in the primary revenue and expenditure categories and includes an \$800,000 general fund contingency the Board could authorize for use if actual revenue exceed budgeted revenue.

No changes were made to the budget approved by the Central Oregon Community College Budget Committee on May 10, 2017. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

B. Options/Analysis

1. Adopt the budget at this time
2. Do not adopt the budget at this time.

C. Timing

The budget must be adopted before July 1, 2017 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the Budget for fiscal year 2017-18 in the aggregate amount of \$98,651,328 (total of all funds) approved by the Budget Committee on May 10, 2017.

Date: June 14, 2017
 Exhibit: 6.b
 Approved: Yes No
 Motion: _____

**Central Oregon Community College
 Board of Directors: Resolution #2**

Prepared by: David Dona – Chief Financial Officer

Subject: Make Appropriations for the 2017-18 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Appropriations provide local government with legal spending authority throughout the fiscal year. Separate appropriations are required for each fund in which you have budgeted expenditures [ORS 294.456(3)]. The resolution making appropriations must identify the appropriations by object classifications, which correspond to the expenditures categories in the budget.

GENERAL FUND

Instruction and Instructional Support	\$25,855,284	
Student Services	4,784,751	
College Support Services	5,675,326	
Campus Services	4,847,635	
Information Technology Services	5,107,985	
Financial Aid	295,079	
Contingency	<u>800,000</u>	
Total General Fund		\$47,366,060

DEBT SERVICE FUND

Principal	\$2,210,885	
Interest	3,286,099	
Materials and Services	<u>1,200</u>	
Total Debt Service Fund		\$ 5,498,184

CAPITAL PROJECTS FUND

Personnel Services	\$ 85,416	
Materials and Services	1,967,122	
Capital Outlay	3,412,292	
Transfers Out	<u>660,090</u>	
Total Capital Projects Fund		\$ 6,124,920

ENTERPRISE FUND

Personnel Services	\$ 1,111,509	
Materials and Services	4,440,188	
Capital Outlay	100,000	
Transfers Out	<u>1,532,789</u>	
Total Enterprise Fund		\$ 7,184,486

INTERNAL SERVICE FUND

Personnel Services	\$ 108,696	
Materials and Services	198,000	
Capital Outlay	33,500	
Transfers Out	<u>10,000</u>	
Total Internal Service Fund		\$ 350,196

RESERVE FUND

Materials and Services	\$ 60,000	
Transfers Out	<u>300,000</u>	
Total Reserve Fund		\$ 360,000

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 1,125,307
State Grant Programs	149,304
Other Grant Programs	100,995
Contracts	686,769
New Programs	<u>1,000,000</u>

Total Special Revenue Fund

\$ 3,062,375

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Exhibit: 6.b
June 14, 2017

AUXILIARY FUND

Self-Sustaining Activities	\$ 2,808,899	
Non-General Fund Instruction	6,490,169	
Revolving Activities	887,381	
Contractual & Administrative Provisions	<u>631,468</u>	
Total Auxiliary Fund		\$ 10,817,917

FINANCIAL AID FUND

Federal Programs	\$ 11,571,000	
State Programs	4,700,000	
Institutional Programs	1,580,000	
Other Programs	<u>29,190</u>	
Total Financial Aid Fund		\$ 17,880,190

TRUST & AGENCY FUND

Materials and Services	<u>\$ 7,000</u>	
Total Trust & Agency Fund		\$ 7,000

Total Budget Appropriation

\$ 98,651,328

B. Options/Analysis

1. Make Appropriations at this time
2. Do not Make Appropriations at this time.

C. Timing

Making Appropriations must be completed before July 1, 2017 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories and funds as detailed above in section A totaling \$98,651,328.

Date: June 14, 2017
 Exhibit: 6.c
 Approved: __Yes__ No
 Motion: _____

**Central Oregon Community College
 Board of Directors: Resolution #3**

Prepared by: David Dona - Chief Financial Officer

Subject: Impose and Categorize taxes for 2017-18 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of tax limitation category that is submitted to the assessor on the ED-50. The categorization of tax may be included in the resolution imposing the ad valorem tax.

	<u>Subject to the Education Limitation</u>	<u>Excluded from Education Limitation</u>
General Fund	\$0.6204 / \$1,000	
Debt Service Fund		\$3,321,151

B. Options/Analysis

1. Impose and categorize taxes at this time
2. Do not impose and categorize taxes at this time.

C. Timing

Taxes must be imposed and categorized before July 1, 2017 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2017-18 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations and in the amount of \$3,321,151 for general obligation bonds debt service for the tax year 2017-18. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, May 10, 2017 - 5:45 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Lester Friedman, Mark Copeland, Gayle McConnell, Patricia Kearney, Richard Hurd, Vikki Ricks, Joe Krenowicz, David Ford, Bruce Abernethy, Laura Craska Cooper, Anthony Dorsch, John Mundy, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Doug Ertner

CALL TO ORDER: Mr. Lester Friedman-Budget Board Chair, called the meeting to order of the 2017-18 Budget Committee.

INTRODUCTION OF GUESTS:

Betsy Julian, Matt McCoy, Ron Paradis, Alicia Moore, David Dona, Dan Cecchini, Lisa Bloyer, Eddie Johnson-Faculty Forum President, Michael Fisher, Julie Downing, Kathy Smith, Zak Boone, Rebecca Plassman, Joe Viola, Mary Ann Asson-Batres, Don Doughty, Erica Skatvold, Alan Unger and others.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Mr. Bruce Abernethy moved to approve the Budget Meeting Minutes of April 12, 2017 (Exhibit: 4). Ms. Gayle McConnell seconded. MCU. Approved. M05/17:1

UPDATE ON PROPOSED 2017-18 BUDGET (Exhibit: 5):

Mr. David Dona - Chief Financial Officer provided a PowerPoint presentation and led a discussion on the current year's budget results and the recommended 2017-18 Proposed Budget changes.

- Current year budget update
- Revenue/Expenditure Forecast
- 2017-18 Proposed Budget Review
- Changes to 2017-18 Proposed Budget
 - General Fund Resources Changes
 - General Fund Requirement Changes
 - Auxiliary Fund Changes
 - Capital Projects Fund Changes
- General Fund Department Changes 10% or greater
- Comparison of Proposed to Current Year Budget Expenditures
- Budget History Graph
- Budget History Graph by Fund Type
- Fiscal Safety Measures, Contingencies and Compliance

RESOLUTION FOR APPROVAL – PROPOSED 2017-18 BUDGET (Exhibit: 6)

Ms. Patricia Kearney moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District Proposed Budget for Fiscal Year 2017-18 in the aggregate amount of \$98,651,328 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$3,321,151 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of the voter approved general obligation bonds issued by the district. Mr. Mark Copeland seconded. MCU. Approved. M05/17:2

President Metcalf thanked Mr. David Dona - CFO, Ms. Lisa Bloyer - Director of Fiscal Services and their staff for the excellent work on the budget preparation.

President Metcalf also thanked the Budget Committee Members for their commitment of time and contributions to the 2017-18 budget process.

Chair Friedman thanked the Budget Committee for their service and participation in the 2017-18 budget process. He also commended the staff for a job well done in their efforts putting together the 2017-18 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 6:45 PM

APPROVED;

ATTEST TO;

Ms. Vikki Ricks, Board Chair
Mr. Lester Friedman, Committee Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 10, 2017- 7 p.m.
Christiansen Board Room
Boyle Education Center

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

INTRODUCTION OF GUESTS: Lester Friedman-Budget Committee member, Betsy Julian, Matt McCoy, Ron Paradis, Alicia Moore, Michael Fisher, David Dona, Dan Cecchini, Kathy Smith, Julie Downing, Eddie Johnson-Faculty Forum Pres., Zak Boone, Joe Viola, Lisa Bloyer, Rebecca Plassman, Renee Asher, Danielle Fegley, Erica Skatvold, Alan Unger, Mark Reinecke, Mary Ann Asson-Batres, Don Doughty, Marilyn Burwell-community member, and others.

PUBLIC HEARING AND TESTIMONY:

Community member Marilyn Burwell distributed information regarding teaching of history from various perspectives.

CONSENT AGENDA:

Ms. Laura Craska Cooper moved to approve the Consent Agenda. Mr. John Mundy seconded. MCU. Approved. M05/17:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Meeting Minutes of April 12, 2017 (Exhibits: 5.a1);

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

BE IT RESOLVED that the Board of Directors approved to authorize the transfer of budget and an equal amount of appropriation authority as specified in the budget change form (attachment 5.c1) (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors approved the employment contract for Kenneth Harmon as Engineering Systems Administrator (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Housing Operations Report (Exhibit: 6.b)

The Board of Directors were apprised of Housing Operations Updates –

- Occupancy and Application
- Process
- Staffing.

OLD BUSINESS:

MOU Update (Exhibit: 7.a & 7.a1)

Mr. Mark Reinecke-attorney from Bryant Lovlien & Jarvis, Attorneys at Law, President Metcalf and Vice President for Administration Matt McCoy gave an update on the MOU being drafted between COCC and the City of Bend relating to security, safety, and law enforcement on the College campus in Bend.

Mr. Bruce Abernethy moved that the COCC Board of Directors directs the President and staff to take necessary actions to protect the safety of the College campuses, students, faculty, staff, visitors, and properties while maintaining full compliance with all applicable state and federal requirements as well as any Memoranda of Understanding with law enforcement authorities. All final Memoranda of Understanding with local law enforcement authorities shall be brought before the Board for its review. If applicable policies or statutes are revised in a manner that impacts campus safety operations, the Board shall be advised (Exhibits: 7.a & 7.a1) Mr. Joe Krenowicz seconded. MCU. Approved. M05/17:2

2nd Reading BEP: 5 – Compensation and Benefits (Exhibits: 7.b & 7.b1)

Mr. David Ford moved to approve and adopt the updated BEP: 5 Compensation and Benefits (Exhibits: 7.b & 7.b1). Mr. Bruce Abernethy seconded. MCU. Approved. M05/17:3

NEW BUSINESS:

Emeritus (Exhibit: 8.a)

Ms. Laura Craska Cooper moved to approve emeritus status for retiring faculty member: Mark Eberle. Mr. Bruce Abernethy seconded. MCU. Approved. M05/17:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Krenowicz Real Estate Forecast Breakfast – Bend Chamber

Mr. Mundy Facilities Master Plan Steering Committee meeting
College Affairs Committee meeting
Phone calls with David Ford and Laura Craska Cooper

Mr. Abernethy Keyes Memorial Fund meeting
Real Estate Forecast Breakfast – Bend Chamber
Met with Faculty re: Natural Resources Guide

Mr. Ford Facilities Master Plan Steering Committee meeting
OSU-Cascades Advisory Board meeting
Meeting with Ron Paradis

Ms. Craska Cooper Phone calls with John Mundy and David Ford
Reviewed Facilities Master Plan meeting materials

Mr. Dorsch Attended "Open House" for Redmond's new City Hall
Phone call with Ron Paradis

Ms. Ricks Facilities Master Plan Steering Committee meeting
Attended AOAT (All Oregon Academic Team) luncheon in Salem
with President Metcalf
Agenda Review meeting with President Metcalf

PRESIDENT'S REPORT:

Annual Math Contest

Dr. Kathy Smith and Rebecca Plassmann, professors of mathematics and Zak Boone, executive director of the COCC Foundation gave a presentation on the May 10 COCC Math Skills Contest. Approximately 146 high school students attended the contest from 13 Central Oregon high schools.

Adjourn to Executive Session: 8:25 p.m.

Adjourn Executive Session

ADJOURN: 8:45 PM

APPROVED;

ATTEST TO;

Ms. Vikki Ricks, Board Chair

Dr. Shirley I. Metcalf, President

9 . b1
Exhibit: _____
June 14, 2017
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College

Board of Directors

NEW HIRE REPORT FOR MAY

Date of Hire: May 1 – May 24, 2017

Name	Date Hired	Location	Job title
Classified Full-Time			
Emily Fitch	05/15/2017	Bend	Coats Campus Center Specialist
Matthew Schulz	05/18/2017	Bend	Campus Public Safety Officer
Temporary Hourly			
Dylan Fraley	05/15/2017	Bend	Forestry Tutor
Sage Rueter	05/01/2017	Bend	Geology Tutor
Miranda Thompson	05/01/2017	Bend	Forestry Technology
Ilaria Turrio	05/01/2017	Bend	Italian Tutor
Joseph Edwards	05/01/2017	Bend	Computer Lab Monitor
Adam Miller	05/01/2017	Bend	Science Tutor

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

Prepared by Danielle Fegley, Director of Human Resources

Subject:	Approve employment contract for BRIAN GUTIERREZ as Project Coordinator .
Strategic Plan Themes and Objectives:	
Institutional Sustainability	IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.
Transfer and Articulation Objectives	TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Lifelong Learning Objectives	LL.3 - Increase accessibility, instructional delivery, and registration options in Continuing Education. LL.4 - Support lifelong learning for College employees by designing and advancing educational opportunities

A. Background

This is a limited duration grant funded position. The Project Coordinator will work with the Vice President of Instruction and the Dean of Student and Enrollment Services to facilitate and oversee the College's Title III Strengthening Institutions Program (SIP) grant ensuring compliance with all federal and state requirements.

Options/Analysis

- Approve the employment contract for BRIAN GUTIERREZ as Project Coordinator.
- Decline approval of the employment contract for BRIAN GUTIERREZ as Project Coordinator.

A. Timing

The Project Coordinator position is appointed for a **11-month** employment contract each fiscal year through Sept 30, 2021. For the 2016-17 fiscal year, the initial employment contract period will be from June 21 to June 30, 2017. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

B. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

C. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for BRIAN GUTIERREZ as Project Coordinator.

D. Miscellaneous

Mr. Gutierrez earned an M.A. in English from California State University, Sacramento and expects to earn his Ph.D. from the University of Washington in June 2017. He teaches at North Seattle College and the University of Washington in composition and literature, and he has been an instructor and board member for University Beyond Bars, an education program for people who are incarcerated in Washington State's prisons. An active member of the digital humanities community, Gutierrez has written and managed grants related to technology, learning, and the humanities. He teaches interdisciplinary writing courses in addition to standard composition and literature in which he uses digital humanities instructional strategies.

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

Prepared by: Danielle Fegley, HR Director

Subject	Approve the contract for Kari McDaniel as Assistant Professor I of Nursing/Program Director (CNA), Mike Artus as Assistant Professor I of Speech Communication, and Angie Cole as Assistant Professor II of Early Childhood Education
Strategic Plan Themes and Objectives	
Institutional Sustainability Objectives	IS.1 – Expand and refine data, research and assessment systems, and infrastructure to support student success. IS.2 – Increase meaningful partnerships to improve COCC’s effectiveness and positive impact in the region. IS.3 – Develop a scalable approach to assessing student learning at the degree, program, and course levels.
Transfer and Articulation Objectives	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.
Workforce Development Objectives	WD.3 – Maintain and Strengthen student opportunities in Business programs for students to achieve program completion and employment in their area of study. WD.4 – cultivate current and future industry partnerships, assist industry partners in regional economic development, and job creation.
Lifelong Learning Objectives	LL.1 – Broaden lifelong learning opportunities based on assessed campus, community, and industry needs. LL.3 – Increase accessibility, instructional delivery, and registration options in Continuing Education.

A. Background

The **Assistant Professor I of Nursing/Program Director (CNA), Assistant Professor I of Speech Communication, and Assistant Professor II of early Childhood Education** are replacement positions.

B. Options/Analysis

- Approve the contracts for Kari McDaniel, Mike Artus, and Angie Cole
- Decline approval of the employment contract for Kari McDaniel, Mike Artus, and Angie Cole

C. Timing

For the 2017-18 academic year

Assistant Professor I of Nursing/Program Director (CNA), Assistant Professor I of Speech Communication, and Assistant Professor II of early Childhood Education positions are appointed as of July 1, 2017 for a 9-month employment contract. The employment contract period will be from September 13, 2017 to June 30, 2018. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

The salary conforms to the salary schedule approved by the Board and the Faculty Forum.

E. Proposed Resolution

- Be it resolved that the Central Oregon Community College Board of Directors hereby approve the contracts of Kari McDaniel, Mike Artus, and Angie Cole for the 2017-18 academic year.

F. Miscellaneous

Kari McDaniel is a Registered Nurse with a Bachelor of Science in Nursing from Oregon Health & Science University. She has over fifteen years of experience as a nurse. She was an interim program director, staff developer, and preceptor at Regency Pacific in Central Oregon. Kari is the owner of Sageland Education, which provides content consultation for online caregiver courses. She is also on the Test Advisory Panel for Nursing Assistant and Certified Medication Aide for the Oregon State Board of Nursing. Kari currently works as a full-time temporary professor in the COCC Nursing Department and serves as the interim program director for the Nursing Assistant program.

Mike Artus received a Bachelor's degree in Speech Communication from Oregon State University, and a Master's degree in Speech Communication, Geography, and History from Oregon State University as well. He is currently an adjunct instructor here at Central Oregon Community College and has been teaching here since 2010.

Angie Cole holds a Master's of Arts in Teaching from Lewis & Clark College and a Bachelor of Arts in Humanities from Western Oregon State. Angie worked in the Wilsonville School

District as an elementary educator and English Language Learner specialist. Shortly after moving to Central Oregon, Angie started teaching education and early childhood education courses part-time at Central Oregon Community College. For the past three years, Angie has been in a full-time temporary position. While in this position, Angie collaborated with the High Desert Educational Service District to extend course offerings and outreach to underrepresented communities and worked with local, regional, and state-wide organizations on various education initiatives.

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

Prepared by: Danielle Fegley, HR Director

Subject	Approve the contract for Mary Eileen Sather as Full-Time Temporary Instructor of English
Strategic Plan Themes and Objectives	
Institutional Sustainability Objectives	IS.1 – Expand and refine data, research and assessment systems, and infrastructure to support student success. IS.2 – Increase meaningful partnerships to improve COCC’s effectiveness and positive impact in the region. IS.3 – Develop a scalable approach to assessing student learning at the degree, program, and course levels.
Transfer and Articulation Objectives	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.
Workforce Development Objectives	WD.3 – Maintain and Strengthen student opportunities in Business programs for students to achieve program completion and employment in their area of study. WD.4 – cultivate current and future industry partnerships, assist industry partners in regional economic development, and job creation.
Lifelong Learning Objectives	LL.1 – Broaden lifelong learning opportunities based on assessed campus, community, and industry needs. LL.3 – Increase accessibility, instructional delivery, and registration options in Continuing Education.

A. Background

The **Full-Time Temporary Instructor of English** is a replacement position.

B. Options/Analysis

- Approve the contract for Mary Eileen Sather
- Decline approval of the employment contract for Mary Eileen Sather

C. Timing

For the 2017-18 academic year

The Full-Time Temporary Instructor of English position is appointed for a 9-month employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from September 13, 2017 to June 30, 2018. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

The salary conforms to the salary schedule approved by the Board and the Faculty Forum.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the contract of Mary Eileen Sather for the 2017-18 academic year as Instruction and Outreach Librarian.

F. Miscellaneous

Mary Eileen Sather holds an MFA in creative writing from Minnesota State University, Mankato. She teaches composition, developmental literacy, and creative writing in Colorado at Red Rocks Community College and Community College of Aurora, as well as online for the College of DuPage in Illinois. Ms. Sather is an active member of a variety of local and national writing communities and has worked with literary magazines in Colorado and Minnesota. As teacher, she engages her students in community projects in order to foster students' interest in their writing, and she adapts her teaching to a variety of learning abilities and styles working in face-to-face, online, and hybrid classrooms.

Exhibit: 9.d
Date: June 14, 2017
Approved: Yes ___ No ___
Motion: _____

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Betsy Julian – Vice President for Instruction

A. Action Under Consideration

Approve rehire recommendations.

B. Discussion/History

Need for timely approvals to rehire faculty members who have been evaluated and are doing satisfactory work.

C. Options/Analysis

Approve the rehire recommendations.
Decline approval of rehire recommendations.

D. Timing

For the 2017-18 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve rehire recommendations for the academic year 2017-18 as identified on the attached memo.

F. Budget Impact

Salaries conform to the salary schedule approved by the Board and the Faculty Forum.

PROBATIONARY FACULTY

The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name
Alberghetti, Dan ^{a, b}
Baldessari, Karl ^p
Baughman, Christopher
Briggs, Vaughan
Coe, Jacqueline
Coleman, Elizabeth ^p
Denison-Furness, Jane
Dorsey, Kristin ^a
Earthsong, Wendy
Erickson, Thor
Farley, Sherry
Franklin, Rebecca
Giglio, Jessica ^p
Hammerman, Jessica ^b
Hansen, Michael ^a
Hazlett, Chris
Heckert, Karen
Hong, Lin
Humphries, Merideth ^a
Hylton, Elizabeth

Faculty Name
Lachance, Matthew
Lamb, Jason ^b
Layton, Amanda
Liccardo, John ^{a, b}
McCann, Mick ^b
Miller, Susan
Nunes, Alan
Palmer, Elizabeth (Beth) ^a
Pelly, Paul ^b
Prade, Fleur ^b
Ruettgers, Ken
Simone, Paula
Waller, Michel ^a
Waller, Shannon ^a
Wampler, Wendi ^a
Wheary, Amy
Williams, Malinda ^b
Wolf, Jonathan ^a
Zmyslinski-Seelig, Anne

The following probationary faculty were awarded tenure during 2016-17 and are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name
Bubak, Brian
Cravis, William
Cruickshank, Jennifer
Fuller, Sarah

Faculty Name
Godfrey, Murray
Swartwout, Ken
Towne, Forrest
Yeatman, Wayne

TENURED FACULTY

The following tenured faculty members are recommended for rehire.

Non-Evaluation Year - Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name
Agatucci, Cora
Agatucci, Jacob
Borowsky, Justin ^a
Bouknight, Jon
Casey, Donna (Raymond)
Casey, Peter
Cheney, Monte
Cousineau, Lew
Decker, Michele
Donohue, Stacey
Ellis, Jim
Emerson, Bruce
Evans, Josh ^a
Finney, Cat
Freihoefer, Theresa
Grove, Kevin
Hamlin, Annemarie
Haury, Carson
Hays, Scott
Henson, Sara
Higginbotham, Carol
Hoppe, William
Howell, Amy
Hutchings, Chuck
Johnson, Eddie
Keener, Julie
Knox, James

Faculty Name
Linford Foreman, LilliAnn
Liu, David
Magidson, Eric
Malone, Deborah
Mays, Ken
McCabe, Kathleen ^a
Michalski, Bret
Moodie, James
Murphy, Owen
Murray, Lynn
Nelson, Doug
Novak, Matthew
Palagy, Sean
Peterson, Tim
Phillips, Ralph
Plassmann, Rebecca
Rubio, Chris
Rule, Sean ^a
Russell, Jessica
Russell, Tony ^a
Simning, Kiri
Smith, Kathy
Topliff, Dana
Vines, Monica
Virk, Ricky
Woodell, Andria ^a

Evaluation Year – The following tenured faculty are due for a fifth year evaluation during the 2017-18 year. The evaluation will include: Annual Report of Activities and student, peer and designated evaluator evaluations complete and on file in the Human Resources Office; course materials review; designated evaluator and faculty member discuss student evaluations and Annual Report of Activities; Professional Improvement Plan review; and summative evaluation report.

Faculty Name
André, Stephanie
Barry, Tom
Benefiel, Art
Boldenow, Ron
Chaput, Emma
Gesme, Michael

Faculty Name
Harper, Amy
Morrow, Jane
Sumpter-Latham, Eleanor
Walker-Sands, Rebecca
Ziegler, Zelda

FACULTY RECOMMENDED FOR REHIRE WITH NO STEP INCREASE

The following faculty are recommended for rehire but not for a step increase due to their PIP being more than one year overdue.

Faculty Name

Faculty Name

The following faculty are recommended for rehire but not for a step increase due to past due ARAs.

Faculty Name

Faculty Name



TEMPORARY FACULTY

The following faculty are recommended for One-Year Temporary contracts for regular full time positions.

Faculty Name
Cooper, Michael
Denney, Trisha
Holland, Dan

Faculty Name
Trask, David
Worthington, Wendy

RETIREMENTS/SEPARATIONS

Faculty Name
Davies, Deborah
Downing, Julie ^c
Eberle, Mark
Elston, Cindy
Kerr, Mara

Faculty Name
Lane, Dawn
Parks, Elizabeth
Reynolds, Bob
Stedman, James

^a indicates considered for and awarded promotion in 2016-17

^b indicates considered for tenure in 2017-18

^c Has FT faculty return rights

Approval to Rehire Administrative and Confidential Staff for 2017-2018

NAME	POSITION TITLE
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Temporary

Anderson-Butler, Natasha	CAP Center Advisor
Bauman, Tucker	ABS, DRCI Welding Program Coordinator
Cheney, Kari	ABS Workforce Navigator
Gutierrez, Brian	Project Coordinator
Narum, Janet	Director of Corrections Education, DRCI
Pitman, Steve	Capital Project Coordinator

Probationary (Note: **Bold** Indicates new to the college or new to position in this FYE 06-30-2017)

Allison, Brian	End User Support Administrator
Asson-Batres, Ann Mary	Grants Coordinator
Barry, Seana	Director of CAP Center
Bilbrey, Stephanie	Student Housing Marketing & Summer Conference Coordinator
Boone, Zachary	Executive Director for COCC Foundation
Buccafurni, Lindsey	Admissions Coordinator
Curley, Steven	SBDC Director
Davis, Andrew P.	Director of Student & Campus Life
Dona, David	Chief Financial Officer
Doughty, Don	Campus Public Safety Officer, Supervisor
Downing, Julie	Instructional Dean
Fegley, Danielle	Director for Human Resources
Forbess, Jennifer	Tutoring Coordinator, Writing Center
Forell, Jared	Assist Director of A&R – Curriculum and Technology
Goetsch, Stephanie	Program Manager, Community Learning
Green, Jeremy	COCC Campus Administrator, Madras
Harmon, Ken	Engineering Systems Administrator
Harris, Krissa	Program Manager, Community Learning
Hayes, Tyler	Assistant Director of Housing and Residence Life
Hice, Malissa	Financial Aid Advisor
Hickman, Brady	Financial Aid Technical Analyst
Huni, Julia	College Now High School Liaison
Julian, Betsy	Vice President for Instruction
Korn, Ginger	Business Systems Programmer
Ladd, Sean	Buildings Maintenance Supervisor
Lantis, Glenda	Director of Continuing Education
Marnell, Tamara	ILS & Discovery Librarian
McCrea, Darren	Technology Project Manager
Murphy, Michael	Director of eLearning and Academic Technology
Newcombe, Stephen	Operations Manager, Community Learning
Olmeda-Chavez, Juan	Senior systems Administrator Account & Team Support Specialist

Parisi, Leslie	Academic Advisor CAP Center, Pre-Nursing
Redd, Tina	Director of Redmond Campus
Ross, Diane	Assistant Director for Human Resources / EEO & Title IX Officer
Rougeux, Jamie	Coordinator, Services for Students with Disabilities
Schulz, Gerald	Extended Learning Dean
Solar, Layla	Assistant Director for Admission & Registration
Walker, Christine	Latino College Preparation Program Coordinator
White, Adrian	Accountant

Regular (Note: **Bold** indicates satisfactory completion of 3-yr probation/transfer to regular status in this position)

Andresen, Sharla	Director of Contracts & Risk Management
Beaulieu, Mike	Campus Services Operations Supervisor
Bellusci, Sharon	Student Services Technology Coordinator
Boehme, Laura	Director ITS Infrastructure
Boone, Aaron	Senior Systems Administrator Account & Team Support Spec
Bowling, Michael	Senior MIS Analyst Programmer
Cecchini, Daniel	Chief Information Officer
DeBraal, Wade	Assistant Network Administrator
Donnell, Scott	Web Designer
Douglass, William	Director Club Sport, Intramural Recreation
Dula, Tracy	Coordinator of Career Services
Dymond, Wesley	Information Security Administrator
Egertson, Chris	Research Analyst
Elsberry, Shawna	Director of Student Retention
Fisher, Michael	Instructional Dean
Floyd, Jeff	Senior Network Administrator
Graham, Caren	Marketing Manager, Community Learning
Gunnell, Christa	Human Resources Employment and Benefits Supervisor
Hagan, Deborah	Director of Secondary Programs
Hovekamp, Tina	Director of Library Services
Huckins, Shelley	Payroll Supervisor
Jeffreys, Cynthia	Systems Integrator
Jones, Drew	Assistant Director, Recruitment & Outreach
Jordan, Bonnie	Academic Advisor, CAP Center
Jumper, Nancy	Program Manager, Community Learning
Kalanquin, Diana	Academic Advisor/Allied Health
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Knox, Rachel	Program Manager, Community Learning
Kristiansen, Suzie	COCC Campus Administrator, Prineville
Matsumura, Jessie	Senior MIS Analyst Programmer
Metcalf, Aimee	Assistant Director of College Relations
Mills, Chris	Student Module Manager / Analyst
Newby, Jennifer	Instructional Dean
Nichols, Brittany	Development Officer - Foundation
Pantenburg, Leon	Student Newspaper Advisor
Payne, Frank	Assistant Director of the Bookstore
Pierce, Brynn	Director of Institutional Effectiveness
Podell, Keri	Academic Advisor, CAP Center

Rogers, Barry	Senior Web Developer
Roshau, Kristine	Instructional Technical Systems Specialist/Trainer
Roth, Karen	Director of Multicultural Activities
Roy, Lynn	Lead Business Systems Programmer
Sandoval, Evelia	Latino Student Program Coordinator
Sea, Edward	Director of Application & Web System Development
Shew, JJ	HRIS/Business Module Manager
Smith, Kellie	Director of Tutoring and Testing Center
Sylwester, Breana	Assistant Director, Financial Aid
Towne, Silas	Supervisor, Science Lab Techs & Tutors
Viola, Joe	Director of Campus Services
Whetstine, Courtney	Director of Admissions and Registrar
Wilcox, Jim	Business Counselor, SBDC
Wright, Beth	Placement Test Coordinator

Currently on 3-Year Contracts

Benefiel, Lori	Director of the Bookstore and Auxiliary Services
Bloyer, Lisa	Director of Fiscal Services
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Dean of Student and Enrollment Services
Multop, Kevin	Director of Student Financial Aid
Paradis, Ron	Executive Director of College Relations
Viles, Vickery	Director of Curriculum and Assessment

Confidential

Peters, Jennifer	Administrative Assistant II – VP for Administration
Smith, Julie	Executive Secretary – President and Board of Directors
Weller, Eric	Administrative Assistant – VP for Instruction

Date: June 14, 2017
 Exhibit: 9.f1
 Approve: Yes No
 Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer - Director of Fiscal Services

Subject: Approve inter-fund borrowing between various projects and funds of the College.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The College is the grantee on a number of grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College applies for and is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College’s various funds “loan” money to the grant account.

This resolution, if approved by the Board, authorizes short-term interfund borrowing for the purposes described above. All such interfund borrowings shall be repaid by the end of the fiscal year. No interest shall be charged on such loans.

B. Options/Analysis

1. Approve interfund borrowing.
2. Do not approve inter-fund borrowing.

C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2017-18, this resolution will need to be approved before July 1, 2017.

D. Budget Impact

Funds borrowed by another College program do not earn interest. Therefore, there is the opportunity cost of foregone interest. For this reason, the College attempts to minimize the amount of inter-fund borrowing.

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various funds and programs of the College for the period of July 1, 2017 through June 30, 2018.

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer - Director of Fiscal Services

Subject: Designate custodians of funds and financial institutions.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Shirley Metcalf, Matthew McCoy, and David Dona be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2017-18 fiscal year:

Bank of America*	Bend and Redmond branches
Bank of the Cascades*	Bend, Redmond, Sisters, Prineville, Madras and Sunriver branches
Columbia Bank*	Bend, Redmond and Madras branches
High Desert Bank*	Bend branch
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond, Prineville, Madras and La Pine branches
Northwest Community Credit Union**	Bend branch
OnPoint Community Credit Union**	Bend and Redmond branches
Oregonians Credit Union**	Prineville branch
SELCO Credit Union**	Bend and Redmond branches
South Valley Bank and Trust*	Bend, Prineville and La Pine branches
Umpqua Bank*	Bend and Redmond branches

US Bank*	Bend, Redmond, Sisters, Prineville, La Pine, Sunriver, Madras and Portland (Main Office) branches
Washington Federal Savings*	Bend, Redmond, Prineville, Madras, Sisters and La Pine branches
Chase Bank*	Bend, Redmond and Prineville branches
Wells Fargo Bank*	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
West Coast Bank*	Bend branch
Summit Bank*	Bend branch

* Member of FDIC
 **Member of NCUA

B. Options/Analysis

1. Approve custodians of funds and depositories of District funds.
2. Approve other custodians of funds and depositories of District funds.

C. Timing

Approval before July 1, 2017 is required.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve Shirley Metcalf, Matthew McCoy, and David Dona as custodians of funds and the aforementioned financial institutions as depositories of District funds.

Date: June 14, 2017
Exhibit: 9.f3
Approve: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer – Director of Fiscal Services

Subject: Approve Clerk, Budget Officer and Deputy Clerks for 2017-18	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Each year it is necessary for the Board of Directors to designate the Clerk, the Budget Officer, and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to several contracts in the area of clinical affiliations and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

- ✓ It is recommended that Shirley Metcalf be the designated Budget Officer and Clerk of the District for the period of July 1, 2017 through June 30, 2018.
- ✓ It is recommended that David Dona and Matthew McCoy be designated Deputy Clerks for the period July 1, 2017 through June 30, 2018. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

B. Options/Analysis

- 1) Approve the Clerk, Budget Officer and Deputy Clerks.
- 2) Approve other persons as the Clerk, Budget Officer and Deputy Clerk.

C. Timing

The Clerk, Budget Officer, and Deputy Clerks must be designated by July 1, 2017.

D. Budget Impact

NA

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby designate Shirley Metcalf as Budget Officer and Clerk, David Dona and Matthew McCoy the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2017 through June 30, 2018.

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

Cash and Investments

The Colleges' operating cash balances currently total \$37.9 million. The average yield for the Local Government Investment Pool is 1.30 percent.

The bond proceeds held in cash totals \$239 thousand as of the end of April.

General Fund Revenues

There have been no significant changes in revenues since the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through April 2017 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of April 30, 2017

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 36,843,649		
3624 - Robert Clark Trust			\$ 375,575
3707 - Residence Hall bond funds		\$ 239,618	
April Average Yield 1.30%			
Cash in USNB	\$ 1,065,285		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 37,913,534</u>	<u>\$ 239,618</u>	<u>\$ 375,575</u>

Central Oregon Community College
Monthly Budget Status
April 2017

Exhibit 10a
14-Jun-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	\$ 14,488,576	\$ (563,424)	96.3%	96.6%
Prior Taxes	577,000	341,103	(235,897)	59.1%	68.2%
Tuition and fees	16,603,000	17,256,606	653,606	103.9%	100.4%
State Aid	9,439,000	6,957,735	(2,481,265)	73.7%	103.3%
Program and Fee Income	137,000	97,193	(39,807)	70.9%	N/A
Interest & Misc. Income	115,000	55,792	(59,208)	48.5%	137.8%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
Total Revenues	\$ 44,222,300	\$ 41,496,305	\$ (2,725,995)		
Expenses by Function					
Instruction	\$ 20,968,892	\$ 15,997,270	\$ 4,971,622	76.3%	78.0%
Academic Support	3,280,082	2,506,096	773,986	76.4%	77.4%
Student Services	4,753,798	3,417,271	1,336,527	71.9%	69.0%
College Support	5,400,034	4,082,109	1,317,925	75.6%	77.2%
Plant Operations and Maintenance	4,419,967	3,006,648	1,413,319	68.0%	70.1%
Information Technology	4,379,374	3,077,596	1,301,778	70.3%	76.8%
Financial Aid	87,897	103,143	(15,246)	117.3%	125.1%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,659,733	2,659,122	611	100.0%	99.3%
Total Expenses	\$ 46,749,777	\$ 34,849,255	\$ 11,900,522		
Revenues Over/(Under) Expenses	\$ (2,527,477)	\$ 6,647,050	\$ 9,174,527		

Central Oregon Community College
Monthly Budget Status
 April 2017

Exhibit 10a
 14-Jun-17

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,408,931	\$ 5,121,520	\$ (287,411)	94.7%	91.2%
Expenses	5,418,755	2,399,458	3,019,297	44.3%	45.0%
Revenues Over/(Under) Expenses	\$ (9,824)	\$ 2,722,062	\$ 2,731,886		
Grants and Contracts Fund					
Revenues	\$ 1,799,444	\$ 1,359,116	\$ (440,328)	75.5%	36.1%
Expenses	1,875,816	1,345,879	529,937	71.7%	47.3%
Revenues Over/(Under) Expenses	\$ (76,372)	\$ 13,237	\$ 89,609		
Capital Projects Fund					
Revenues	\$ 1,259,755	\$ 1,377,970	\$ 118,215	109.4%	112.6%
Expenses	5,861,000	1,363,068	4,497,932	23.3%	45.2%
Revenues Over/(Under) Expenses	\$ (4,601,245)	\$ 14,902	\$ 4,616,147		
Enterprise Fund					
Revenues	\$ 7,400,217	\$ 6,107,100	\$ (1,293,117)	82.5%	59.2%
Expenses	7,635,132	5,128,120	2,507,012	67.2%	59.7%
Revenues Over/(Under) Expenses	\$ (234,915)	\$ 978,980	\$ 1,213,895		
Auxiliary Fund					
Revenues	\$ 8,158,368	\$ 6,357,221	\$ (1,801,147)	77.9%	84.7%
Expenses	10,578,270	7,122,897	3,455,373	67.3%	72.6%
Revenues Over/(Under) Expenses	\$ (2,419,902)	\$ (765,676)	\$ 1,654,226		
Reserve Fund					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	333,245	38,255	89.7%	91.5%
Revenues Over/(Under) Expenses	\$ (367,332)	\$ (333,245)	\$ 34,087		
Financial Aid Fund					
Revenues	\$ 19,900,868	\$ 13,047,415	\$ (6,853,453)	65.6%	65.7%
Expenses	19,976,606	13,354,587	6,622,019	66.9%	67.5%
Revenues Over/(Under) Expenses	\$ (75,738)	\$ (307,172)	\$ (231,434)		
Internal Service Fund					
Revenues	\$ 290,404	\$ 188,290	\$ (102,114)	64.8%	57.8%
Expenses	360,208	250,756	109,452	69.6%	69.0%
Revenues Over/(Under) Expenses	\$ (69,804)	\$ (62,466)	\$ 7,338		
Trust and Agency Fund					
Revenues	\$ 2,665	\$ 3,204	\$ 539	120.2%	99.2%
Expenses	3,000	-	3,000	0.0%	25.0%
Revenues Over/(Under) Expenses	\$ (335)	\$ 3,204	\$ 3,539		



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

Occupancy and Application Update

Spring 2017

Current residence hall occupancy is 243 students (75%), a number which has held steady since the fourth week of the term. Of those who were in the hall at the beginning of the term, but later moved out, the far majority moved out due to financial reasons.

Spring term occupancy brings the annualized occupancy to 90%, 11 percentage points above the budgeted rate of 79%. This improved occupancy level will reduce Wickiup Hall's operating deficit and improve the financial performance of the food service operations.

Fall 2017

As of May 22, 307, prospective/new students completed an application, a 54% increase over the same point in time last year. Fall 2016 data indicates a 64% conversion rate of new applicants to residents. Applying this yield rate to applications, and adding in the 47 returning student applicants, Wickiup Hall has potential for a 71% occupancy rate as of 17 weeks prior to the start of fall quarter.

Follow Up Questions

After last month's Board meeting, Board members asked questions specific to Wickiup Hall. A follow up to those questions is below.

How many residence hall students received Oregon Promise support? What was the financial need levels of those students?

Between fall and spring quarters, 147 residence hall students received Oregon Promise dollars. The breakdown of students based on need is:

Need Level	# of Residence Hall Students	OP Students Living in Wickiup Hall	Overall OP Students at COCC
Pell eligible	54	37%	44%
Middle need (not Pell eligible, but had financial need)	50	34%	28%
No need	43	29%	28%

Ultimately, 71% of OP residence hall students, and 72% of all COCC OP students, have some level of financial need. While students who are considered to not have financial need receive OP dollars, the majority of dollars are supporting students with financial need.

Where are the residence hall students who received Oregon Promise support from?

19 Oregon Promise residence hall students were from Central Oregon. Other high schools of note include 13 from Hood River Valley High School; eight from Ashland High School; and four each from Baker, Dalles Wahtonka, Glencoe, Seaside, and Wilsonville high schools. The remaining 82 Oregon Promise residence hall students are from 53 other Oregon high schools.

Staffing Update

The College recently finished the interview process for the Assistant Director of Housing and Residence Life and anticipates making an offer to finalist during the week of May 22. The hiring committee for the Residence Life Coordinator (live-in position) is in process of scheduling on-campus interviews for the week of May 29 and later. Further details to be provided at the July Board meeting.

Marketing Update

In addition to the on-going recruiting and other marketing efforts, enhanced activities for the residence hall currently focus on new, traditional-aged students in the following target market areas: Oregon (excluding the City of Portland), four counties in northern California, eastern Washington and the Boise, Idaho area. Campaigns include Pandora ads, which ran from April 1 to May 1, and Facebook ads, which are running through the end of June. While we have not yet received a report from Pandora, Facebook ads, to date, have reached more than 27,000 individuals. An additional digital campaign targeting high school students will run June 1 to July 1 and will focus on all in-district high school students and out-of-district students at 10 feeder high schools. The campaign will also track, and serve ads to, visitors to the COCC campus and those searching for on-campus housing at competing four-year colleges and universities.

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

Prepared by: Joe Viola, Director of Campus Services

Subject	Annual Maintenance Repair/Projects List 2017-18
Strategic Plan Themes and Objectives	
Institutional Sustainability	Extending the useful life of our energy efficient facilities that support student learning.
Transfer and Articulation	Encouraging student retention through well maintained, well lit, safe, and comfortably conditioned spaces.
Workforce Development	Maintain the conditions and spaces to the needs of the CTE programs.
Basic Skills	Keep grounds and buildings neat, well lit, and welcoming to draw and retain students.
Lifelong Learning	High quality facilities attract Community members.

- A. Background:** Per Board Policy, ELS: Asset Protection – Central Oregon Community College’s maintenance projects schedule must be reviewed at least annually. This policy ensures that the College’s assets remain properly and adequately maintained. Attached is the proposed Maintenance Projects List for 2017-18. This proposed maintenance project list contains projects identified by the Maintenance staff, by the EMG Facilities Audit from 2011, as well as input from administrators, faculty, and students. In the past, small renovation projects were included in this list but have been left for future discussion and determination by the new Facilities Advisory Committee. This annual maintenance Schedule was prioritized based on conditions of the equipment, space or grounds, by the Director of Campus Services and presented to the Facilities Advisory Committee and Vice President for Administration for review, and the President for approval.
- B. Options/Analysis:** The Central Oregon Community College Maintenance Project are listed as Priority 1, 2, and 3, and separated for the Bend, Redmond, Madras and Prineville Campuses. Due to funding restrictions, and the large deferred maintenance backlog on the Bend Campus, only Bend Campus items are listed in the Priority 2 and 3 Lists.
- C. Timing:** The funding for these maintenance expenses are budgeted in the REPAIR account for the 2017-18 Fiscal Year.
- D. Budget Impact:** \$325,000 is budgeted for the Bend Campus with additional funding in the REDOPS account for Redmond, the Madras 513 account, and Prineville’s dedicated maintenance account. These budgeted amounts, with anticipated carry forward from the 2016-17 REPAIR budget of \$169,000, will only cover a portion of the identified costs of Priority 1 Maintenance projects noted on the attached Maintenance Project Schedule. Under this current resource scarce environment, \$215,270 of the Priority 1 projects on the Bend Campus are not funded. The total for all Priority 1 Projects is \$845,100.

Central Oregon Community College - Maintenance Projects 2017-18			Exhibit: 10.c1
			14-Jun-17
Project	(* = Annual project)	Estimated Cost	(1=High,3=Low)
Bend Campus			
Security Measures (Upgrade locksets)*		5,000	1
ADA projects*incl. (4) restroom door operators, door knobs to levers in BEC		31,000	1
Campus Fire Suppression repairs		10,250	1
Tripping Hazards Stairs, Sidewalks, Handrails*		26,000	1
	Grandview walkway, BEC rear stairs, Serpentine handrails		
Concrete Work -Campus Wide*		33,000	1
	Pence patio, curbs at Serpentine, Bookstore, Pioneer		
Fire Reduction - As Needed*		6,000	1
Asphalt repair/replacement campus wide*		24,000	1
	Seal cracks, speed bumps, paint crosswalks/stop bars		
Coats Campus Center Window Wall Repairs		50,000	1
Snow Removal*		30,000	1
Mazama lower north entry doors replaced for security		40,000	1
Landscape/Landscape Repair - Campus Wide*		28,000	1
	Replace/add trees Ochoco, Bookstore, Chandler		
Energy Upgrades* including Serpentine parking lot LED light renovation		25,000	1
Interior Painting*		30,000	1
Exterior Painting - Bend campus*		45,000	1
Carpet/Flooring Replacement* incl. Deschutes and Jefferson		13,000	1
BEC water heater replacement		7,500	1
Replace Transformer at Pence		110,000	1
Test Electrical Grid Infrastructure for Campus		8,900	1
Physical Plant Safety /Storage Upgrades		12,000	1
Science Building Battery Backup system		17,500	1
Health Careers Battery Backup system		15,000	1
JCI HVAC controls upgrades in Metolius		45,000	1
Utility Submeters for Electrical and Gas in Grandview		19,000	1
Grandview Exterior Stairs repair		85,000	1
Generators Required 2 year Load Test		2,700	1
Coats Campus Center main stairs refinished		5,500	1
Regency COCC sign lighting		17,000	1
Physical Plant doors replaced for security		15,000	1
	Total Priority 1 Projects Bend Campus	\$ 710,100	
Redmond Campus			
Interior and Exterior Painting		\$ 30,000	1
Carpet and Flooring Replacement		\$ 19,000	1
Repair HVAC minor repairs in Bldg 1, and 3		\$ 14,000	1
Trees in Parking Lot/Landscape Repair		\$ 22,000	1
Asphalt Repair and Parking lot striping		\$ 25,000	1
	Total Priority 1 Projects Redmond Campus	\$ 110,000	
Prineville Campus			
Landscaping and Parking Lot		\$ 6,000	1
Interior and Exterior Painting		\$ 6,000	1

	Total Priority 1 Projects Prineville Campus	\$ 12,000	
Madras Campus			
	Landscaping in Parking Lot and Student gathering area	\$ 9,000	1
	Interior and Exterior Painting	\$ 4,000	1
	Total Priority 1 Projects Madras Campus	\$ 13,000	
	Total Priority 1 Projects for all Campuses	\$ 845,100	
Bend Campus			
	Lighting Tie-in to Bldg Automation System in Ochoco and Mazama	20,000	2
	Science Building HVAC pan heaters on roof	10,000	2
	Health Career pan heaters on roof	13,000	2
	Pioneer Roof Replacement	160,000	2
	Mazama Upgrades to Upper Level Common Area	35,000	2
	Mazama Upgrades to flooring, ceiling tiles, ventilation, paint.	35,000	2
	Repair Stairs outside Metolius	25,000	2
	Asphalt Repair/Replacement Campus Wide	30,000	2
	JCI Upgrade HVAC controls in Jefferson	45,000	2
	JCI Upgrade Mazama HVAC controls	10,000	2
	Physical Plant polymer coating for Shop floor	36,000	2
	Mazama Air Conditioning to Addition	36,000	2
	Campus Services prefab metal structure for cinders and equipment	150,000	2
	Reset Damaged Sectionalizing Electrical Unit at Ochoco	45,000	2
	BEC exterior building repairs	180,000	2
	BEC sidewalk to bus stop	36,000	2
	Hitchcock Remodel	850,000	2
	Metolius Renovation: HVAC, restrooms, lighting, safety at entrances	500,000	2
	Upgrade ventilation system in Modoc	60,000	2
	Bend Campus Total Priority 2 Projects	\$ 2,003,000	
Bend Campus			
	Campus Trail Design: chips, signs, connection to City Trail	50,000	3
	Library generator stack extension	18,000	3
	BEC skylight replacement	120,000	3
	Pinckney IT: projector, screen, PA system, upgraded lighting	100,000	3
	Ponderosa -A/C	40,000	3
	Enhance Shuttle Bus Stops (10)	20,000	3
	Bend Campus Total Priority 3 Projects	\$ 298,000	
	Grand Total Priority 1,2,3 Projects	\$ 3,146,100	

CENTRAL OREGON COMMUNITY
COLLEGE BOARD OF DIRECTORS

FROM: Ronald L. Bryant
Attorney for COCC

DATE: May 26, 2017

SUBJECT: Resolution on President Evaluation for 2016-2017

BACKGROUND:

The annual evaluation of COCC President Dr. Shirley Metcalf was led by the Board of Directors' President Evaluation Committee consisting of Directors, David Ford, Joe Krenowicz, and Laura Craska Cooper and, as required by Board Policy, the entire Board of Directors of COCC has now completed the annual evaluation of Dr. Shirley Metcalf's Performance for the 2016-2017 year:

RESOLUTION # 2017-_____

BE IT HEREBY RESOLVED, that the Board of Directors of Central Oregon Community College agrees that Dr. Shirley Metcalf's performance meets or exceeds expectations in all areas related to achieving the College's strategic plan, complying with the Board's expectations relating to budgeting, asset protection and staff treatment, and facilitating communications with the Board. The Board of Directors recognizes Dr. Metcalf's abilities to anticipate and respond to both the current and future needs of the College.

It is the Board of Director's pleasure to extend to Dr. Shirley Metcalf commendation for her performance as President of Central Oregon Community College.