



CENTRAL OREGON
COMMUNITY COLLEGE

Board of Directors' Meeting – AGENDA
Wednesday, February 12, 2020 – 5:45 P.M.
Christiansen Boardroom-Boyle Education Center
COCC Bend Campus

TIME	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Craska Cooper
	II. Introduction of Guests			Craska Cooper
	III. Agenda Changes			
	IV. Public Comments			
	V. Consent Agenda**			
	A. Minutes			
	1. Regular Meeting (January 8, 2020)	5.a1	X	Smith
	2. Special Meeting (January 31, 2020)	5.a2	X	
	B. Personnel			
	1. New Hire Report (January 2020)	5.b1	X	Boehme ^A
	2. Approval of Contracts			
a. Brown	5.b2.a	X	✓	
b. Hatch	5.b2b	X	✓	
VI. Information Items				
A. Financial Statements	6.a		Bloyer ^A	
B. ITS Report				
1. Cybersecurity	6.b1		Cecchini/Dymond ^P	
C. Legislative Updates	6.c *		McCoy ^A	
D. Accreditation Update			Julian ^P	
VII. Old Business				
A. Budget Committee Appointments			Paradis ^P	
VIII. New Business				
A. New and Inactivated Academic Programs	8.c	X	Julian ^A	
IX. Board of Directors' Operations				
A. Schedule Board Training			Craska Cooper	
B. Board Member Activities			✓	
X. President's Report				
A. Afrocentric Studies Club			Price ^P	
B. President's Updates			Chesley ^P	
XI. Dates				
A. Friday, February 28, 2020 @ 5:30 p.m., COCC Foundation			TASTE OF THE TOWN - Location: Mazama Gymnasium, COCC Bend Campus	
B. Saturday, February 29, 2020 @ 5:30 p.m., COCC Foundation			MEAL OF THE YEAR - Location: Mazama Gymnasium, COCC Bend Campus	
C. Classified Employee Appreciation Week, March 2 – 6, 2020				
D. Wednesday, March 11, 2020 @ 5:45 p.m. Board of Directors' Meeting,				

Christiansen Boardroom, Boyle Education Center Bldg.
E. Wednesday, April 8, 2020 @ 5:45 p.m. Budget Committee Meeting
7:20 p.m. Board of Directors' Meeting
Location: COCC's Cascade Culinary Institute / Elevation Restaurant
– 2555 NW Campus Village Way

XII. Adjourn to Executive Session

XIII. Executive Session:

ORS 192.660 (2)(i)

Performance Evaluation of Public Officers and Employees

XIV. Adjourn to Open Session

XV. Open Session

XVI. Adjourn

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

** 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 Aavailable for background information if requested.



Central Oregon Community College
Board of Directors' Meeting
MINUTES

Wednesday, January 8, 2020
5:45 p.m.

Christiansen Boardroom, Boyle Education Center
Bend Campus

PRESENT: Laura Craska Cooper, Joe Krenowicz, Jim Clinton, Alan Unger, Oliver Tatom, Mark Reinecke (Board Attorney), Laurie Chesley (President), Julie Smith (Executive Assistant)

ABSENT: Erica Skatvold, Bruce Abernethy

CALL TO ORDER: Laura Craska Cooper, Chair

INTRODUCTION OF GUESTS:

Guests: Becky Johnson-vice president of OSU-Cascades, Wes Price and Heather McMeekin of Price Fronk & Co.; Central Oregon CPA firm, Peter McCaffrey of William Smith Properties Inc.; Daisy Layman-trustee & chair, COCC Foundation

COCC faculty & staff: Betsy Julian, Matt McCoy, David Dona, Ron Paradis, Dan Cecchini, Joe Viola, Michael Fisher, Jenni Newby, Julie Downing, Amy Harper, Michael Murphy, Zak Boone, Lisa Bloyer, Laura Boehme, Aimee Metcalf, Andrew Davis, Jeremy Green, Glenda Lantis, Wesley Dymond, and Kristen Hostetler

AGENDA CHANGES:

Move *Old Business: Exhibit 9.b (Outcrop Development Lease)* following the Consent Agenda.

PUBLIC COMMENT:

OSU-Cascades Update

Dr. Becky Johnson, vice president of OSU-Cascades gave an update on OSU-Cascades, noting that the largest population of their students come from COCC. She reviewed how OSU-Cascades continues to work with COCC in helping to make an easy transition for students by working together to streamline courses. OSU-Cascades leases office space in Cascades Hall for one of their advisors to help assist COCC students. She shared about three new majors implemented this year:

- Elementary education
- Environmental science and arts
- Media and society.

Plans for next year include adding degrees in energy science and outdoor products.

Dr. Johnson shared that she meets monthly with President Chesley, and thanked board member Alan Unger for serving on the OSU- Cascades Advisory Board.

REPORTS:

2019 Audit Report

David Dona-Chief Financial Officer introduced Wes Price and Heather McMeekin of Price Fronk & Co. - Certified Public Accountants – the College’s independent auditor. Mr. Price reported that his firm had completed the audit of the financial statements of the College for the year ending June 30, 2019. He reviewed requirements of performing the audit and announced that the audit went well with no findings, and the College received a “clean opinion” across the board.

Joe Krenowicz moved that the Board of Directors of Central Oregon Community College does hereby accept the audit report for the year ending June 30, 2019 as presented. (Exhibit: 5.a). Mr. Alan Unger seconded. Motion carries unanimously. Approved. M01/20:1

The Board thanked David Dona-CFO, Lisa Bloyer-Director of Accounting, and the College’s Fiscal Services staff for their great work.

CONSENT AGENDA:

Oliver Tatom moved to approve the Consent Agenda (Exhibits: 6.a1-6.d). Joe Krenowicz seconded the motion. Motion carries unanimously. Approved. M01/20:2

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of December 11, 2019 (Exhibit: 6.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the December 2019 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors approved the employment contracts for Zachary Boone as chief advancement officer/executive director of the Foundation and Galit Miller as payroll specialist (Exhibits: 6.b2 and 6.b3);

BE IT RESOLVED that the Board of Directors approved the proposed 2020 mileage and meal per-diem rates as presented in Section A of (Exhibit: 6.c);

BE IT RESOLVED that the Board of Directors approved the modifying of COCC’s Dependent Spouse or Child Tuition Waiver policy to indicate that in-state residency is required at the time of the waiver (Exhibit: 6.d).

OLD BUSINESS:

Outcrop Development Land Lease (Exhibit: 9.b & 9.b attachment)

Matt McCoy, vice president for administration and Peter McCaffrey from William Smith Properties Inc. (WSPI), gave a PowerPoint presentation updating the Board on activities on the 55 acres located

at the corners of Mt. Washington Drive and Shevlin Park Road in Bend, Oregon. The college contracted with WSPI to serve as the master developer of a total of 55 acres. Recent activity includes single-family home development of 12 acres, continued due diligence work by an apartment developer on 3 acres, and a number of design considerations for potential development near the culinary institute.

The Board approved use of a Lease Agreement for the land in the first phase of homes in the 16-lot Outcrop Subdivision. The project is anticipated to generate annual lease payments in excess of \$100,000 per year when fully developed and once shared development costs are reimbursed to the college and WSPI.

Joe Krenowicz moved to approve the Land Lease Agreement with changes Matt McCoy-vice president for administration, deems reasonably necessary for use in the Outcrop Subdivision home development. (Exhibit: 9.b). Alan Unger seconded the motion. Motion carries unanimously. Approved. M01/20:3

NEW BUSINESS:

2020-21 Residence Hall Room & Meal Rates (Exhibit: 7.a)

Alan Unger moved to approve the proposed 2020-21 residence hall room and meal plan rates as shown in Section A of (Exhibit 7.a). Joe Krenowicz seconded.

Discussion: Oliver Tatom expressed concerns about rising costs to students.

4 Yes: Unger, Krenowicz, Clinton, Craska Cooper

1 No: Tatom

Motion carries. Approved. M01/20:4

Update – 2019-20 General Fund-Revenue & Expenditures (Handout: 7.b)

David Dona - CFO delivered a PowerPoint presentation reviewing the current year's forecasted results for the General Fund (mid-year) and revenue and expenditure trends over the next five years. Key discussion items:

- The \$1.3 million increase of State Aid support reflects the higher State appropriation for the Community College Support Fund
- The reduction of \$119,000 in current year property taxes reflects the lower growth rate in imposed property taxes (Budgeted +6.0% vs. Actual +5.3%)
- The \$290,000 increase in tuition revenue reflects stronger student enrollment than anticipated (actual decline rate 3.3% vs. 5.0% budgeted decline rate).
- The \$322,000 decline in student fees reflects the elimination of the \$3/credit College Support Fee. This fee reduction was identified as a 2019/20 budget development strategy tied to the level of the CCSF funding. If the State appropriation for the CCSF reach \$600 million or

higher, some or all of the \$3/credit College Support Fee would be eliminated (this saved students over \$300,000 in fees).

- The \$1.4 million reduction in salaries and payroll assessments reflects staff vacancies, health insurance opt-outs, and staff selecting lower cost health plans.
- The \$800,000 reduction in materials and services is unspent budgeted contingency and \$562,000 expenditure underutilization reflects projected budgetary savings.
- Over the next five years, PERS is the one forecasted cost driver having the largest impact.

INFORMATION ITEMS:

Financial Statements – (Exhibit: 8.a)

The Board was apprised of the November 2019 Financial Statements.

Season of Nonviolence (Exhibit 8.b)

The Board of Directors was apprised of the 2020 Season of Nonviolence – Summary of Events.

Strategic Goal 2

Matt McCoy and Michael Murphy, director of E-Learning, gave a PowerPoint presentation highlighting that the college, through leadership of the Student Experience Goal Work Group, is making investments in Goal 2 activities to achieve the prioritized Goal 2 initiative and make progress on providing core academic offerings and student support at all campuses and online.

7:20 pm – Laura Craska Cooper left the meeting due to a prior commitment; Joe Krenowicz filled in as Chair for the remainder of the meeting.

Legislative Preview (Exhibit: 8.d)

The Oregon Legislature meets for a short legislative session in February of 2020. Two issues are of interest to the College.

- Through the work of the Oregon Community College Association (OCCA), community colleges are seeking \$65 million for a one-time funding to update equipment for Career and Technical Education (CTE) programs.
- The COCC boundary change affecting north Lake County.

Financial Certification (Exhibit: 8.e)

The Board of Directors was apprised of the financial certification by David Dona, chief financial officer, and Lisa Bloyer, director of fiscal services.

OLD BUSINESS- continued:

William Smith Properties Inc. (WSPI) Update

Peter McCaffrey of WSPI, gave a PowerPoint presentation “quarterly review” highlighting the

- Outcrop Subdivision;

- Mountain West – 55 and older Apartments;
- Village Core & Commercial Development.

BOARD OF DIRECTORS' OPERATIONS:

Oliver Tatom None to report

Alan Unger Real Estate Committee meeting
Audit & Finance Committee meeting

Jim Clinton Real Estate Committee meeting

Joe Krenowicz Audit & Finance Committee meeting – by phone
Lunch meeting with President Chesley and Board Chair Laura Craska Cooper
City Club of Central Oregon re: Gen Z presentation

PRESIDENT'S REPORT:

President Chesley –

- Notice from the Society of American Foresters, that COCC's Forest Resources Technology degree program has been re-accredited for 10 years. Thank you to Rebecca Franklin-forest resources technology director, Paula Simone-department chair, Michael Fisher-instructional dean and former forestry faculty member, forestry department faculty and staff and Betsy Julian-vp for instruction for their leadership in this process;
- Winter Enrollment total credit headcount: 1.7% down from last year at this time; FTE -1.9%.

ADJOURN: 7:50 p.m.

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Laurie Chesley, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES

Friday, January 31, 2020

11:30 a.m.

Christiansen Boardroom, Boyle Education Center
Bend Campus

PRESENT: Laura Craska Cooper, Bruce Abernethy, Jim Clinton, Alan Unger, Oliver Tatom, Mark Reinecke (Board Attorney), Laurie Chesley (President), Julie Smith (Executive Assistant)

PRESENT BY PHONE: Joe Krenowicz, Erica Skatvold

CALL TO ORDER: Laura Craska Cooper, Board Chair

INTRODUCTION OF GUESTS:

COC faculty & staff: Karl Baldessari, Betsy Julian, Matt McCoy, Ron Paradis, David Dona, Dan Cecchini

By Phone: Alicia Moore

ADJOURN TO EXECUTIVE SESSION: ORS 192.660 (2)(h) Potential Litigation

ADJOURN EXECUTIVE SESSION:

RECONVENE OPEN SESSION:

NEW BUSINESS:

Budget Committee Vacancies

Ron Paradis, executive director of college relations discussed the two budget committee openings - Zones 5 and 7. Chair Craska Cooper asked board members Jim Clinton and Oliver Tatom to serve on a committee to review the applicants and make recommendations to the Board for appointments. She also asked David Dona, chief financial officer, if he would serve on the committee as well; all agreed to serve. Ron will work with committee members and set up a process so that appointments can be made at the March 11 Board meeting.

ADJOURN: 1:05 p.m.

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Laurie Chesley, President



**Central Oregon Community College
Board of Directors**

New Hires Report

Date of Hire: January 1-31, 2020

Exhibit: 5.b1

02/12/2020

Approved: ___Yes___No

Motion: _____

Name	Hire Date	Job Description	Department
Classified Full-Time			
Boyce, Carley	1/6/2020	Test Proctor Senior	Tutoring and Testing
Cain, Laura	1/1/2020	Administrative Assistant	Ponderosa Office
Dickerson, Allison Kate	1/1/2020	Administrative Assistant	General Fund
Kennedy, Kelli Marie	1/13/2020	Instructional Deans Assistant	Instructional Deans
McLeod, Sara	1/2/2020	Administrative Assistant	Regional Svcs. & R.C. Operations
Millsaps, Jennifer	1/6/2020	Campus Custodian	Custodial Services
Panter Arndt, Tracy R	1/1/2020	Research Specialist	Institutional Effectiveness
Ramos Nava, Karina	1/6/2020	Bilingual Enrollment Associate	Admissions
Temporary Hourly			
Griggs, Evan Pierce	1/20/2020	Math Tutor I	Mathematics
Kline, Stewart	1/27/2020	eLearning Office Assistant I	eLearning and Academic Technology
Ramirez, Jose Arturo	1/6/2020	Certified Flight Instructor I	Aviation Program
Richardson, Hannah	1/22/2020	Science Tutor II	Tutoring and Testing
Richardson, Hannah	1/22/2020	Science Tutor II	Tutoring and Testing
Whitley, Elva Reyes	1/14/2020	Auto Lab & Tool Room	Automotive
Whitley, Elva Reyes	1/14/2020	Auto lab & Tool Room Assistant	Automotive



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Walter (Scott) Brown as Supervising Officer, Campus Public Safety
Institutional Efficiency	IE-1: Improve practices and systems related to providing supporting and productive workplace. IE-2: Develop effective and efficient policies and procedures that are applied uniformly across the College.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Supervising Officer, Campus Public Safety position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Walter Brown**
- Decline approval of the employment contract for **Walter Brown**

C. Timing

The **Supervising Officer, Campus Public Safety** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from March 2, 2020 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Walter Brown** as **Supervising Officer, Campus Public Safety**.

Mr. Brown holds a Bachelor's degree in Social Science received from Warner Pacific University in Portland Oregon. He is currently a Sergeant with the Pierce County Sheriff's Office (PCSO) in Bonney Lake, Washington and has been employed with PCSO for 30 years. Mr. Brown's law enforcement experience includes Corrections, Patrol, Detectives, SWAT and 16 years in supervision as a Sergeant. He is also a national speaker/trainer in areas involving Active Shooter, Lockdown, Site Assessment and Threat Assessment. Mr. Brown also has extensive experience in emergency management and ICS training.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Talona (Denise) Hatch as Financial Aid Technical Analyst
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Financial Aid Technical Analyst position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Talona Hatch**
- Decline approval of the employment contract for **Talona Hatch**

C. Timing

The **Financial Aid Technical Analyst** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from January 27, 2020 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Talona Hatch** as **Financial Aid Technical Analyst**.

Ms. Hatch has a Bachelor's degree in Business Administration from Eastern Oregon University. She has been employed at COCC in various roles in the Admissions and Records office since 2013. She also teaches classes through COCC's Continuing Education department.

Central Oregon Community College
Monthly Budget Status
Highlights of December 2019 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$36.7 million. The December average yield for the Local Government Investment Pool is down to 2.25 percent from last report of 2.34 percent.

General Fund Revenues

Winter term registration continues, resulting in an increase in tuition and fee revenues of \$2.1 million over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through December 2019 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 December 31, 2019

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 35,900,286	
3624 - Robert Clark Trust		\$ 389,280
December Average Yield 2.25%		
Cash in USNB	\$ 783,189	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 36,688,075</u>	<u>\$ 389,280</u>

Central Oregon Community College
Monthly Budget Status
December 2019

Exhibit 6a
12-Feb-20


<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	\$ 17,814,000	\$ 16,409,661	\$ (1,404,339)	92.1%	91.8%
Prior Taxes	447,000	507,780	60,780	113.6%	94.7%
Tuition and fees	17,691,000	12,143,120	(5,547,880)	68.6%	66.2%
State Aid	7,510,000	4,372,823	(3,137,177)	58.2%	48.3%
Program and Fee Income	72,100	17,348	(54,752)	24.1%	27.0%
Interest & Misc. Income	150,000	32,548	(117,452)	21.7%	23.7%
Transfers-In	2,160,000	2,160,000	-	100.0%	100.0%
Total Revenues	\$ 45,844,100	\$ 35,643,280	\$ (10,200,820)		
Expenses by Function					
Instruction	\$ 21,666,512	\$ 8,924,492	\$ 12,742,020	41.2%	40.5%
Academic Support	4,047,303	1,928,189	2,119,114	47.6%	47.4%
Student Services	5,036,105	2,046,515	2,989,590	40.6%	41.9%
College Support	5,674,552	2,694,370	2,980,182	47.5%	46.7%
Plant Operations and Maintenance	4,708,626	1,811,170	2,897,456	38.5%	41.1%
Information Technology	4,688,710	1,924,387	2,764,323	41.0%	43.7%
Financial Aid	112,897	39,524	73,373	35.0%	32.2%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,766,076	1,746,076	20,000	98.9%	99.3%
Total Expenses	\$ 48,500,781	\$ 21,114,723	\$ 27,386,058		
Revenues Over/(Under) Expenses	\$ (2,656,681)	\$ 14,528,557	\$ 17,185,238		

Central Oregon Community College
Monthly Budget Status
December 2019

Exhibit 6a
12-Feb-20

	<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	\$ 5,734,897	\$ 4,893,742	\$ (841,155)	85.3%	87.1%
Expenses	5,803,480	1,989,653	3,813,827	34.3%	35.2%
Revenues Over/(Under) Expenses	\$ (68,583)	\$ 2,904,089	\$ 2,972,672		
Grants and Contracts Fund					
Revenues	\$ 3,856,835	\$ 755,460	\$ (3,101,375)	19.6%	24.3%
Expenses	3,880,754	1,160,116	2,720,638	29.9%	34.9%
Revenues Over/(Under) Expenses	\$ (23,919)	\$ (404,656)	\$ (380,737)		
Capital Projects Fund					
Revenues	\$ 397,942	\$ 511,528	\$ 113,586	128.5%	97.9%
Expenses	3,831,265	764,418	3,066,847	20.0%	18.2%
Revenues Over/(Under) Expenses	\$ (3,433,323)	\$ (252,890)	\$ 3,180,433		
Enterprise Fund					
Revenues	\$ 6,207,853	\$ 3,048,184	\$ (3,159,669)	49.1%	50.6%
Expenses	6,801,603	3,402,867	3,398,736	50.0%	55.6%
Revenues Over/(Under) Expenses	\$ (593,750)	\$ (354,683)	\$ 239,067		
Auxiliary Fund					
Revenues	\$ 8,160,308	\$ 4,905,441	\$ (3,254,867)	60.1%	64.1%
Expenses	10,394,042	4,935,426	5,458,616	47.5%	47.6%
Revenues Over/(Under) Expenses	\$ (2,233,734)	\$ (29,985)	\$ 2,203,749		
Reserve Fund					
Revenues	\$ 22,314	\$ -	\$ (22,314)	0.0%	0.0%
Expenses	475,000	446,372	28,628	94.0%	92.9%
Revenues Over/(Under) Expenses	\$ (452,686)	\$ (446,372)	\$ 6,314		
Financial Aid Fund					
Revenues	\$ 13,344,370	\$ 4,231,930	\$ (9,112,440)	31.7%	31.2%
Expenses	13,414,975	4,534,762	8,880,213	33.8%	26.2%
Revenues Over/(Under) Expenses	\$ (70,605)	\$ (302,832)	\$ (232,227)		
Internal Service Fund					
Revenues	\$ 214,097	\$ 75,954	\$ (138,143)	35.5%	36.2%
Expenses	269,300	123,490	145,810	45.9%	37.5%
Revenues Over/(Under) Expenses	\$ (55,203)	\$ (47,536)	\$ 7,667		
Trust and Agency Fund					
Revenues	\$ 10,499	\$ 4,870	\$ (5,629)	46.4%	122.5%
Expenses	12,000	-	12,000	0.0%	33.3%
Revenues Over/(Under) Expenses	\$ (1,501)	\$ 4,870	\$ 6,371		

Central Oregon Community College
Board of Directors
INFORMATION

	
Subject	Cybersecurity
Strategic Plan Connection	Institutional Efficiency: Goal Statement: Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes. Goal Intention: While the College has changed dramatically over the last decade, the institution's operational infrastructure has not kept pace. COCC will examine and improve policies, procedures and systems to make them more efficient, effective and operationally sustainable to provide a high quality work and learning environment.
Prepared By	<ul style="list-style-type: none">• Dan Cecchini, chief information officer• Wesley Dymond, information security administrator

INFORMATION SECURITY AT COCC

COCC created and filled the Information Security position within Information Technology Services (ITS) in 2011. ITS had identified the growing cybersecurity threats to the College and requested the position to focus on those new and growing risks.

BOARD OF DIRECTORS GOVERNANCE AND INFORMATION SECURITY

Cybersecurity is not just an IT-related activity; it is an enterprise-level activity that affects all parts of an organization. In the same way Boards have invested their time in fiscal governance for organizations, the storage and management of all organizational information assets in increasingly complex electronic systems adds a relatively new, but real risk parameter for Boards to be kept abreast of. It is important for Boards to know that College administration has controls in place to identify, prevent, mitigate and manage risk to the organization's business operations and the response to cybersecurity incidents. Boards can benefit from reports on: College cybersecurity activities and the risk associated with them, metrics on ITS cybersecurity performance, and efforts taken by the organization to monitor and mitigate risk.

Key points regarding information security governance:

- Cybersecurity is a College-wide risk management issue, not simply an IT issue. While ITS can mitigate many technology cybersecurity risks, many risks fall into the areas of business processes and personnel training.
- Awareness of legal and regulatory implications regarding information security risks as they relate to the college. The US Department of Education has made clear that Title IV schools must comply with cybersecurity regulations — including those found in the Gramm-Leach-Bliley Act (GLBA). At a minimum, Title IV schools must understand the requirements of GLBA and ensure compliance with those requirements. GLBA requires Title IV schools to take specific actions in order to protect personal information in their possession. One such action is that schools must develop their own cybersecurity programs. Where Title IV schools suffer cybersecurity breaches or are found to be deficient in cybersecurity protections, the Department of Education has made clear that such schools may face restrictions on Title IV funding, including a complete loss of eligibility.
- The College provides cyber security resources to the faculty, staff, and students in the following areas regarding Cybersecurity Risk:
 - Education
 - Protection
 - Remediation
- As a best practice, the College administration provide regular cybersecurity status updates for the Board.

TOP INFOSEC THREATS FACED BY COCC

PHISHING:

Cyber criminals routinely launch phishing campaigns against COCC. There are a variety of techniques used, from simple “iTunes card purchase” scams to active spear phishing (emulating COCC’s president and/or members of the COCC Board of Directors.) These campaigns leverage myriad factors to increase the chances of success. The highest volume of phishing emails received occur during the start of terms and holidays. Adversaries actively monitor COCC and are aware of our term schedule, new board members and changes in presidents. The ITS department makes continual improvements in defensive measures and incident response strategies. On average, COCC’s ITS department resolves phishing campaigns in less than four hours and with minimal impacts to College resources, employees, and community.

MALWARE & COMPUTER INFECTIONS:

Ransomware is arguably the most crippling cyber-crime affecting organizations today. Ransomware resolution typically includes shutting down an organization’s technology for 1-3 weeks, thousands or tens of thousands of dollars for ransom, costs for forensics and cyber security consultation, and loss of trust in the organization. Virus technology has evolved since its inception in the 80’s. Beyond ransomware, malware tactics employ numerous other techniques ranging from social engineering and stealth data exfiltration to using the compromised target as a gateway to other organizations. Leveraging tools used for legitimate College work, cyber-criminals attempt to attack our institution mostly through internet and email services.

MAKING A DIFFERENCE

COCC has developed a cybersecurity program and continues to review and update it as threats against our assets change and multiply.

INFORMATION SECURITY AWARENESS TRAINING

Information security awareness training has made a positive and powerful impact on COCC's cybersecurity defensive posture. After years of Information Security education and training by ITS, COCC's employees show an outstanding awareness of cyber-criminal tactics and an awareness of their part in defending the college from attacks. Information security professionals understand that employees are often the first line of defense. When new phishing campaigns launch against COCC, employees typically alert the ITS department within minutes. Employees have also displayed an impressive capability to detect internet malware tactics and reach out to COCC ITS for support and remediation.

PROTECTION

Intersecting technology and business processes for the purpose of safeguarding data, COCC ITS incorporates several defensive measures which have already proven to either defeat or mitigate threats. These processes and measures continually evolve at COCC to keep up with newly identified cybersecurity threats.

Disaster recovery testing with other departments college-wide shaped and improved our data recovery capabilities, reducing potentially disastrous outages to acceptable levels. We are currently developing an even more comprehensive and formal Disaster Recovery and Business Continuity Plan.

The goal for our Information Security program is to allow our ITS department to formulaically address cyber-security risks in a more holistic manner, and which continues to focus on identifying the threats, protecting the resources, and quickly and efficiently remediating attacks when they do get through our multi-layered cybersecurity defenses.



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

Subject	New and Inactivated Academic Programs
Strategic Plan Initiatives	SS-1: Enhance development of course and program offerings and delivery methods. CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
Prepared By	Dr. Betsy Julian, Vice President for Instruction

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

The proposed new and inactivated certificate proposals below meet COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board these program changes will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

Approve the proposed new and inactivated academic programs.
Decline approval of the proposed new and inactivated academic programs.

C. Timing

The new program will be available in the 2020-21 Catalog that begins Fall 2020 term. The program that is ending is immediately unavailable for new students to declare; it has been reviewed and approved by COCC's Curriculum Committee with teach-out and communication plans to avoid disruption to in-progress students.

D. Budget Impact

All of the proposed changes consist of current courses that will continue to be offered. The result is a negligible budget impact.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the following new and deleted academic program changes effective Fall 2020:

New programs

Business Administration:
Office Professional One-Year Certificate of Completion

Inactivated programs

Business Administration:
Office Assistant One-Year Certificate of Completion