



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, July 8, 2020 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Skatvold
	II. Introduction of Guests			
	III. Agenda Changes			
	IV. Public Comment			
	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (June 10, 2020)	5.a1	X	Dickerson
	B. Personnel			
	1. New Hire Report (June, 2020)	5.b1	X	Boehme ^A
	C. Contract Approvals			
	1. Approval to Hire (Buccafurni)	5.c1	X	✓
	2. Approval to Hire (Michell)	5.c2	X	✓
	3. Approval to Hire (Nguyen)	5.c3	X	✓
	4. Approval to Hire (Perry)	5.c4	X	✓
	5. Approval to Hire (Stearns)	5.c5	X	✓
	6. Approval to Hire (Stranieri)	5.c6	X	✓
	VI. Information Items			
	A. Financial Statements	6.a1-2		Knutson ^A
	VII. Old Business			
	VIII. New Business			
	A. COCC Re-Opening Plan	8.a1	X	McCoy, Hayes ^B & Simone
	B. Construction Bid – Cascades Hall	8.b1	X	McCoy ^A
	C. August Board Meeting		X	Skatvold
	IX. Board of Directors' Operations			
	A. Board Member Activities			
	X. President's Report			Chesley
	A. Employee of the Year Awards	10.a1		✓



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, June 10, 2020 -5:45 PM
ZOOM Conferencing

PRESENT: Laura Craska Cooper, Erica Skatvold, Bruce Abernethy, Alan Unger, Jim Clinton, Joe Krenowicz, Oliver Tatom, Mark Reinecke-Board Attorney, Laurie Chesley-President, Julie Smith-Executive Assistant

CALL TO ORDER: Laura Craska Cooper, Board Chair

INTRODUCTION OF GUESTS:

COCC Personnel: Ron Paradis, Matt McCoy, David Dona, Alicia Moore, Dan Cecchini, Zak Boone, Laura Boehme, Peter Ostrovsky, Steve Broadbent, Sharla Andresen, Joe Viola, Cathleen Knutson, Jenn Kovitz, Betsy Julian; other attendees via Facebook

PRESIDENT'S PERFORMANCE EVALUATION:

The annual evaluation of COCC president Dr. Laurie Chesley for the 2019-2020 year, was led by the Board of Directors, President's Evaluation Committee, consisting of directors Erica Skatvold, Bruce Abernethy and Laura Craska Cooper. As required by board policy the entire board of directors has now completed the annual president's performance evaluation.

BE IT HEREBY RESOLVED that after completing the performance evaluation of Dr. Laurie Chesley, the Board of Directors at Central Oregon Community College has determined that Dr. Laurie Chesley'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 protections, staff treatment, and facilitating communications with the board.

The Board of Directors recognizes Dr. Laurie Chesley's abilities to anticipate and respond effectively to the current and future needs of the College, as well as her abilities to do so despite the additional challenges resulting from the COVID-19 pandemic. It is the Board of Directors' pleasure to extend to Dr. Laurie Chesley commendation for her performance as president of Central Oregon Community College.

Erica Skatvold moved to approve President Laurie Chesley's performance evaluation.

Bruce Abernethy seconded. Motion Carries Unanimously. Approved.

PRESIDENT'S COMPENSATION:

Chair Craska Cooper reported that President Chesley has conveyed to the Board that she is declining the 3% increase that was budgeted for all administrators for the 2020-2021 academic year. She is making this decision in light of the financial uncertainties facing the College and the anticipated need for the College to make difficult budget decisions in the coming year.

In light of this request, the Board has decided to increase President Chesley's annual vacation days allotment.

Oliver Tatom moved to extend President Laurie Chesley's annual vacation days from 15 days to 20 days. Joe Krenowicz seconded. Motion Carries Unanimously. Approved.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2020-2021 BUDGET

Budget Hearing Input: None

RECONVENE REGULAR BOARD OF DIRECTORS' MEETING

ADOPTION OF THE COLLEGE BUDGET FOR 2020-2021

BUDGET RESOLUTION – I (Exhibit: 7.a):

Alan Unger moved to adopt the 2020-2021 budget, Resolution I (Exhibit: 7.a) approved by the Budget Committee on May 13, 2020. Jim Clinton seconded. Motion Carries Unanimously. Approved.

APPROPRIATION RESOLUTION OF 2020-2021

BUDGET RESOLUTION – II (Exhibit: 7.b):

Erica Skatvold moved to adopt Appropriation Resolution II (Exhibit: 7.b). Alan Unger seconded. Motion Carries Unanimously. Approved.

LEVY PROPERTY TAXES 2020-2021

BUDGET RESOLUTION – III (Exhibit: 7.c):

Bruce Abernethy moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 7.c. Joe Krenowicz seconded. Motion Carries Unanimously. Approved.

AGENDA CHANGES:

Remove Item 12.b – Annual Campus Services Maintenance Projects

CONSENT AGENDA:

Jim Clinton moved to approve the Consent Agenda (Exhibits: 11.a1, 11.a2, 11.b1, 11.c, 11.d, 11.e1, 11.e2, 11.e3, 11.f). Oliver Tatom seconded. Motion Carries Unanimously. Approved.

BE IT RESOLVED that the Board of Directors approved the Budget Committee Meeting Minutes and the Regular Meeting Minutes of May 13, 2020 (Exhibits: 11.a1 & 11.a2);

BE IT RESOLVED that the Board of Directors approved the contract for Jennifer Kovitz as Director of Communications (Exhibit: 11.b1);

BE IT RESOLVED that the Board of Directors approved the administrative and confidential staff 2020-2021 rehires (Exhibit: 11.d);

BE IT RESOLVED that the Board of Directors authorized inter-fund borrowing between the various programs and grants of the College for the period July 1, 2020 through June 30, 2021 (Exhibit: 11.e1);

BE IT RESOLVED that the Board of Directors approve Laurie Chesley, Matthew McCoy, and David Dona as custodian of funds, and the financial institutions identified in section A as depositories of District funds (Exhibit: 11.e2);

BE IT RESOLVED that the Board of Directors designate Laurie Chesley 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, 2020 through June 30, 2021 (Exhibit: 11.e3);

BE IT RESOLVED that the Board of Directors approve the 3.0% increase to base wages for eligible administrators and confidential employees (Exhibit: 11.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 12.a)

The Board of Directors was apprised of the April 2020 Financial Statements.

Strategic Plan: Institutional Efficiency Goal Update

Alicia Moore, vice president of student affairs, and Brynn Pierce, director of institutional effectiveness, gave a PowerPoint presentation reviewing Strategic Goal #4: Institutional Efficiency – strengthens systems, policies and procedures to create more proactive, responsive and effective internal processes.

OLD BUSINESS:

#RealColleges Survey (Exhibit: 13.a)

Alicia Moore reviewed the #RealColleges survey, created by the Hope Center for College, Community, and Justice, the nation's largest annual assessment of housing and food insecurity and homelessness among college students. Results were presented at the May 2020 Board meeting. Exhibit: 13.a, reviews additional findings from the survey which were recently published, focused on student experiences with transportation and childcare.

NEW BUSINESS:

Residence Hall – Internet Service Provider (Exhibit: 14.a)

The awarding of the contract with Apogee, will allow for the continuation of hardwire and wireless internet operations to the College's Wickiup Residence Hall, after the current contract expires on June 30, 2020.

Alan Unger moved to award a five-year contract for the College's Wickiup Hall hardwire and wireless internet services to Apogee. Bruce Abernethy seconded. Motion Carries Unanimously. Approved.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Alan Unger	Two sessions of the Board Retreat w/Facilitator Bruce Leslie OCCA Zoom board meeting
Bruce Abernethy	Two sessions of the Board Retreat w/Facilitator Bruce Leslie Two president's evaluations committee meetings
Erica Skatvold	Calls w/President Chesley and Board Chair Laura Craska Cooper Two sessions of the Board Retreat w/Facilitator Bruce Leslie Two president's evaluation committee meetings Student Success meeting Two phone calls with Bruce Leslie Call with Mark Reinecke re: President's evaluation
Joe Krenowicz	Two sessions of the Board Retreat w/Facilitator Bruce Leslie
Oliver Tatom	Student Success meeting Conversations w/Board Chair and President re: Child Care Two sessions of the Board Retreat w/Facilitator Bruce Leslie Watched COCC's forum on racism, criminal justice and becoming an ally
Jim Clinton	COCC Foundation Board of Trustee's meeting Two sessions of the Board Retreat w/Facilitator Bruce Leslie Student Success meeting
Laura Craska Cooper	Phone calls with President Chesley and Board Vice Chair Erica Skatvold Two phone calls with Bruce Leslie Two president's evaluation committee meetings Two sessions of the Board Retreat w/Facilitator Bruce Leslie Calls with Board members and President Chesley Call with Crook County Judge re: COCC's GED program Watched COCC's forum on racism, criminal justice and becoming an ally

Retirees:

On behalf of the Board of Directors, chair Craska Cooper congratulated and thanked retirees Julie Smith, who has served as executive assistant to four COCC Presidents and multiple members of the Board of Directors for the past 19 years, and to Ron Paradis, executive director of the College Relations department who has also served under four COCC Presidents for the past 28 years.

PRESIDENT'S REPORT:

COCC's Racism, Criminal Justice and Becoming an Ally forum

COCC recently hosted an educational forum to help all better understand the difficult histories involved with systemic racism and the criminal justice system.

Kelly Musgrove (Criminal Justice faculty), Tom Barry (Sociology faculty), and Christy Walker (Director of Diversity and Inclusion) shared their perspectives on these challenging topics and how we can all, working together, strive to be allies in this important work.

ELECTION OF BOARD CHAIR AND VICE CHAIR FOR 2020-2021:

Oliver Tatom moved to nominate Erica Skatvold as Chair of the 2020-2021 Board of Directors. Alan Unger seconded. Motion Carries Unanimously. Approved.

Bruce Abernethy moved to nominate Alan Unger as Vice Chair of the 2020-2021 Board of Directors. Joe Krenowicz seconded. Motion Carries Unanimously. Approved.

7:35 PM Adjourn to Executive Session: ORS 192.660 (1)(h) Legal Counsel: Litigation

Adjourn Executive Session to Open Session:

ADJOURN: 7:50 PM

APPROVED;

ATTEST TO;

Ms. Erica Skatvold, Board Chair

Dr. Laurie Chesley, President



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: June 1-30, 2020

Board Meeting Date:
Wednesday, July 8, 2020 Exhibit No.: 5.b1
Approved: ___Yes ___No
Motion: _____

Name	Hire Date	Job Description	Department
Classified Full-Time			
Monette, Melissa J	6/1/2020	Enrollment Technical Spec Sr	Admissions



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Lindsay Buccafurni as Admissions Coordinator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Community Enrichment	CE-1: Cultivate new and strengthen existing connections/partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry.
Prepared By	Laura Boehme, Chief Human Resources Officer

A. Background

The Admissions Coordinator position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Lindsay Buccafurni**
- Decline approval of the employment contract for **Lindsay Buccafurni**

C. Timing

The Admissions Coordinator position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from July 1, 2020 to June 30, 2021. 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 2020-21 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 **Lindsay Buccafurni** as **Admissions Coordinator**.

Lindsay Buccafurni has recently been the College and Career Coordinator at Madras High School. Before this role Lindsay was the Admissions Coordinator at COCC from August 2014- September 2019. Lindsay also worked as the Campus Center Building Specialist at COCC from 2013-2014. Through the role as the Admissions Coordinator at COCC Buccafurni brings experience in recruitment and admissions. Lindsay holds a Bachelor's Degree in Liberal Studies: Pre-Elementary Education from Oregon State University.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Megan Michell as Nursing Assistant Program Administrator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Community Enrichment	CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
Prepared By	Laura Boehme, Chief Human Resources Officer

F. Background

The Nursing Assistant Program Administrator position is a replacement position.

G. Options/Analysis

- Approve the employment contract for **Megan Michell**
- Decline approval of the employment contract for **Megan Michell**

H. Timing

The Nursing Assistant Program Administrator position is a 1.0 FTE, 11-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from July 1, 2020 to June 30, 2021. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

I. Budget Impact

This position is in the 2020-21 budget and conforms to the current approved Administrator salary schedule.

J. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Megan Michell** as **Nursing Assistant Program Administrator**.

Megan Michell is currently working as a staff RN at St. Charles Hospital in the surgical specialty unit. Megan has previously worked as a Clinical Scholar/Instructor at the University of Colorado Hospital and as a staff nurse at George E. Whalen VA Hospital in Salt Lake City UT. Megan completed a B.S in Nursing from The University of Utah; a B.S and Master's of Science from Utah State University.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Venus Nguyen, Full-Time Assistant Professor of Art
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Prepared By	Laura Boehme, Chief Human Resources Officer

K. Background

The Full-Time Assistant Professor of Art position is a replacement position.

L. Options/Analysis

- Approve the employment contract for **Venus Nguyen**
- Decline approval of the employment contract for **Venus Nguyen**

M. Timing

The **Full-Time Assistant Professor of Art** position is a 9-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from September 8, 2020 to June 30, 2021. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

N. Budget Impact

This position is in the 2020-21 budget and conforms to the current approved Full-Time Faculty salary schedule.

O. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Venus Nguyen, Full-Time Assistant Professor of Art.

Venus Nguyen has worked for various companies and clients as a freelance illustrator and graphic designer since 2001. In 2016, Venus had the opportunity to serve as a sabbatical replacement for a colleague and was inspired to pursue a newly found passion for teaching, especially 2D and digital arts. Currently living in Prescott, Arizona, Venus serves as an Adjunct Professor of digital illustration at Embry Riddle Aeronautical University and as an Adjunct Professor of visual arts. Venus is teaching digital illustration, 2D design, graphic design, digital drawing and painting, color theory, drawing, and watercolor at Yavapai College. Venus holds a Bachelor of Fine Arts in Drawing from Arizona State University and a Master of Fine Arts in Illustration from the Academy of Art University in San Francisco.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Michael Perry as Full-Time Assistant Professor of Manufacturing Technology – Machining Focus
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Community Enrichment	CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
Prepared By	Laura Boehme, Chief Human Resources Officer

P. Background

The Full-Time Assistant Professor of Manufacturing Technology – Machining Focus position is a replacement position.

Q. Options/Analysis

- Approve the employment contract for **Michael Perry**
- Decline approval of the employment contract for **Michael Perry**

R. Timing

The **Full-Time Assistant Professor of Manufacturing Technology – Machining Focus** position is a 9-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from September 8, 2020 to June 30, 2021. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

S. Budget Impact

This position is in the 2020-21 budget and conforms to the current approved Full-Time Faculty salary schedule.

T. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Michael Perry, Full-Time Assistant Professor of Manufacturing Technology – Machining Focus.

Michael Perry has over ten years' experience in working in the manufacturing environment. Michael has been working as a Part Time Instructor for the college for four years and as an Academic Lab Specialist since 2013. Michael is always readily available in assisting students and instructors, while keeping safety forefront. Michael has earned a Manufacturing and Applied Technology AAS from COCC. Michael has also earned Certificates in Quality Assurance, Manual Machining, the 1-year and 2-year Manufacturing Certificates.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Jack Stearns as Full-Time Assistant Professor of Manufacturing Technology – Welding Focus
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Community Enrichment	CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
Prepared By	Laura Boehme, Chief Human Resources Officer

U. Background

The Full-Time Assistant Professor of Manufacturing Technology – Welding Focus position is a replacement position.

V. Options/Analysis

- Approve the employment contract for **Jack Stearns**
- Decline approval of the employment contract for **Jack Stearns**

W. Timing

The **Full-Time Assistant Professor of Manufacturing Technology – Welding Focus** position is a 9-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from September 8, 2020 to June 30, 2021. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

X. Budget Impact

This position is in the 2020-21 budget and conforms to the current approved Full-Time Faculty salary schedule.

Y. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for Jack Stearns, Full-Time Assistant Professor of Manufacturing Technology – Welding Focus.

Jack Stearns has multiple years of experience as a welder and fabricator. Jack is currently a part-time instructor in COCC's Manufacturing program.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Sofia Stranieri, Admissions Coordinator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Community Enrichment	CE-1: Cultivate new and strengthen existing connections/partnerships with Educational Stakeholders, including PreK-12, universities (higher education), lifelong learners and business and industry.
Prepared By	Laura Boehme, Chief Human Resources Officer

Z. Background

The Admissions Coordinator position is a replacement position.

AA. Options/Analysis

- Approve the employment contract for **Sofia Stranieri**
- Decline approval of the employment contract for **Sofia Stranieri**

BB. Timing

The Admissions Coordinator position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from July 1, 2020 to June 30, 2021. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

CC. Budget Impact

This position is in the 2020-21 budget and conforms to the current approved Administrator salary schedule.

DD. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Sofia Stranieri** as **Admissions Coordinator**.

Sofia Stranieri most recently worked at COCC as a Student Ambassador Lead for three years in the Admissions and Records Department. Sofia's main roles in this position were to assist the Admissions Coordinator with events on campus including Preview Day, Advising and Registration, and Bobcat Orientation. Also, Sofia assisted in all recruitment and outreach efforts. During the time at COCC Sofia also worked as a Housing and Student Life Assistant. Sofia holds an Associate of Arts Oregon Transfer degree from COCC.

Central Oregon Community College
Monthly Budget Status
Highlights of May 2020 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$31.9 million. The May average yield for the Local Government Investment Pool is down to 1.49 percent from last report of 1.76 percent.

General Fund Revenues

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

General Fund Expenses

The expenses through May 2020 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
 May 2020

General Fund	Adjusted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
Revenues					
District Property Taxes:					
Current Taxes	\$ 17,814,000	\$ 17,320,141	\$ (493,859)	97.2%	98.7%
Prior Taxes	447,000	601,736	154,736	134.6%	68.6%
Tuition and fees	17,691,000	17,326,450	(364,550)	97.9%	99.5%
State Aid	7,510,000	8,868,175	1,358,175	118.1%	72.1%
Program and Fee Income	72,100	19,305	(52,795)	26.8%	56.2%
Interest & Misc. Income	150,000	62,931	(87,069)	42.0%	43.3%
Transfers-In	2,160,000	2,160,000		100.0%	100.0%
Total Revenues	\$ 45,844,100	\$ 46,358,738	\$ 514,638		
Expenses by Function					
Instruction	\$ 21,665,951	\$ 18,638,037	\$ 3,027,914	86.0%	86.5%
Academic Support	4,047,864	3,508,590	539,274	86.7%	85.6%
Student Services	5,036,105	3,782,389	1,253,716	75.1%	78.3%
College Support	5,674,552	4,827,579	846,973	85.1%	84.1%
Plant Operations and Maintenance	4,708,626	3,429,440	1,279,186	72.8%	79.7%
Information Technology	4,688,710	3,415,470	1,273,240	72.8%	77.4%
Financial Aid	112,897	91,076	21,821	80.7%	80.1%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,766,076	1,774,076	(8,000)	100.5%	100.1%
Total Expenses	\$ 48,500,781	\$ 39,466,657	\$ 9,034,124		
Revenues Over/(Under) Expenses	\$ (2,656,681)	\$ 6,892,081	\$ 9,548,762		

Central Oregon Community College
Monthly Budget Status
 May 2020

	<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	\$ 5,382,973	\$ (351,924)	93.9%	95.9%
Expenses	<u>5,803,480</u>	<u>5,801,776</u>	<u>1,704</u>	100.0%	100.0%
Revenues Over/(Under) Expenses	\$ (68,583)	\$ (418,803)	\$ (350,220)		
Grants and Contracts Fund					
Revenues	\$ 3,856,835	\$ 1,826,949	\$ (2,029,886)	47.4%	61.7%
Expenses	<u>3,880,754</u>	<u>2,206,115</u>	<u>1,674,639</u>	56.8%	63.7%
Revenues Over/(Under) Expenses	\$ (23,919)	\$ (379,166)	\$ (355,247)		
Capital Projects Fund					
Revenues	\$ 397,942	\$ 511,528	\$ 113,586	128.5%	97.9%
Expenses	<u>3,831,265</u>	<u>1,236,354</u>	<u>2,594,911</u>	32.3%	31.2%
Revenues Over/(Under) Expenses	\$ (3,433,323)	\$ (724,826)	\$ 2,708,497		
Enterprise Fund					
Revenues	\$ 6,207,853	\$ 3,592,782	\$ (2,615,071)	57.9%	73.6%
Expenses	<u>6,801,603</u>	<u>4,597,115</u>	<u>2,204,488</u>	67.6%	75.3%
Revenues Over/(Under) Expenses	\$ (593,750)	\$ (1,004,333)	\$ (410,583)		
Auxiliary Fund					
Revenues	\$ 8,160,308	\$ 6,561,200	\$ (1,599,108)	80.4%	93.1%
Expenses	<u>10,394,042</u>	<u>7,270,014</u>	<u>3,124,028</u>	69.9%	71.4%
Revenues Over/(Under) Expenses	\$ (2,233,734)	\$ (708,814)	\$ 1,524,920		
Reserve Fund					
Revenues	\$ 22,314	\$	\$ (22,314)	0.0%	0.0%
Expenses	<u>475,000</u>	<u>444,437</u>	<u>30,563</u>	93.6%	93.9%
Revenues Over/(Under) Expenses	\$ (452,686)	\$ (444,437)	\$ 8,249		
Financial Aid Fund					
Revenues	\$ 13,344,370	\$ 10,825,002	\$ (2,519,368)	81.1%	65.5%
Expenses	<u>13,414,975</u>	<u>11,233,631</u>	<u>2,181,344</u>	83.7%	65.1%
Revenues Over/(Under) Expenses	\$ (70,605)	\$ (408,629)	\$ (338,024)		
Internal Service Fund					
Revenues	\$ 214,097	\$ 150,037	\$ (64,060)	70.1%	69.2%
Expenses	<u>269,300</u>	<u>218,943</u>	<u>50,357</u>	81.3%	64.0%
Revenues Over/(Under) Expenses	\$ (55,203)	\$ (68,906)	\$ (13,703)		
Trust and Agency Fund					
Revenues	\$ 10,499	\$ 8,053	\$ (2,446)	76.7%	239.4%
Expenses	<u>12,000</u>	<u>7,918</u>	<u>4,082</u>	66.0%	91.7%
Revenues Over/(Under) Expenses	\$ (1,501)	\$ 135	\$ 1,636		

Central Oregon Community College
Cash and Investments Report
As of May 31, 2020

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 30,731,362	
3624 - Robert Clark Trust		\$ 384,794
May Average Yield 1.49%		
Cash in USNB	\$ 1,133,454	
Cash on Hand	\$ 4,600	
Total Cash	\$ <u>31,869,416</u>	<u>\$ == = 384,794</u>



Central Oregon Community College Board of Directors: Resolution

Subject	Approve COCC COVID-19 Reopening Plans
Strategic Plan Initiatives	Student Success: Provide resources and support to facilitate increased student persistence and educational goal achievement.
	Student Experience: Provide core academic offerings and student support at all campuses and online.
Prepared By	Matt McCoy, Vice President for Administration

A. Background

In March, 2020, Governor Brown declared a state of emergency in Oregon in response to the spread of COVID-19, ordering people to stay home and requiring remote instruction at higher education institutions, including COCC. In May the state began Phase 1 of reopening many counties in Oregon, including Deschutes, Jefferson and Crook, counties in which the College operates facilities. Community colleges were not part of the phased approach to reopening.

On June 12, 2020, community colleges received Key Principles and Standards guidance from the Higher Education Coordinating Commission (HECC) and the Oregon Health Authority (OHA) listing specific actions required to conduct in-person instruction and other activities.

The directive from HECC and OHA includes guidance on instructional activities, entry to campuses and self-screening, isolation measures, communications, facilities, and residential activities, among others. To meet these mandates, a COCC Task Force was established to develop a Reopening Plan, an Operational Plan, and a Communicable Disease Management Plan. (All attached)

As recommended by HECC/OHA, students, faculty and staff were consulted on the planning. Additionally, the Deschutes, Jefferson, and Crook county health authorities were consulted on operational plan protocols and procedures, and are a welcome collaborative partner with contact tracing, isolation and quarantine protocols, and responding to a diagnosed case going forward.

An important requirement by the state is having the Operational Plan approved by the Board no later than September 1, 2020 and reviewed at each regular board meeting thereafter. Given the relatedness of the three plans - the Reopening, the Operational, and the Communicable Disease Management Plan – staff recommends Board approval of all three plans. Additionally, because changes to the plans are anticipated as circumstances change, it is further recommended that the Board authorize the President to amend the plans to enable quick response by the College.

Once approved by the COCC Board, the Operational plan must also be submitted to HECC but does not require their approval.

Lastly, upon approval by the Board, the plans will be widely distributed to students, staff and the community through the web, social media, and other communication mechanisms.



Central Oregon Community College Board of Directors: Resolution

B. Options/Analysis

Approve the Reopening Plan, Operational Plan, and Communicable Disease Management Plan and authorize the President to amend the plans as needed.

Do not approve the Reopening Plan, Operational Plan, and Communicable Disease Management Plan.

C. Timing

Approval of the plans at this time will promote continued preparation for the fall term.

D. Budget Impact

Implementation of the plans will have a budget impact but resources are available in the General Fund. Additionally, Federal COVID-19 funds are available to mitigate some of the expected costs.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the Reopening Plan, Operational Plan, and Communicable Disease Management Plan and authorize President Chesley to amend the plans as needed.

Central Oregon Community College Reopening Plan

Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Central Oregon Community College

July 8, 2020

KEY PRINCIPLES

1. Reducing Potential Exposures

- A. The mainstays of reducing exposures to the coronavirus and other respiratory pathogens are:
 - 1. Physical distancing — minimizing close contact (<6 feet) with other people;
 - 2. Hand hygiene — frequent washing with soap and water, or using hand sanitizer;
 - 3. Cohorts — conducting all activities in groups of 25 or less in the Summer 2020 term, and 50 or less in the Fall 2020 term, with minimal mixing of groups;
 - 4. Protective equipment — use of face coverings, barriers, etc.;
 - 5. Environmental cleaning and disinfection — especially of high-touch surfaces;
 - 6. Isolation of those who are sick and quarantine of those who have been exposed;
 - 7. With the above considerations foremost, outdoor activities are safer than indoor activities.
- B. COCC will have the flexibility to determine how and when students return, but will meet, at a minimum, the public health requirements contained in this document.
- C. COCC's determinations about the resumption of on-site operations will be informed by local circumstances and regional readiness, in consultation with the Deschutes, Jefferson, and Crook County public health authorities.
- D. COCC will provide the greatest level of choice and flexibility feasible to equitably support student access and educational success while minimizing risks to students and staff.

STANDARDS

1. General requirements

COCC will:

- A. Follow Oregon Health Authority's (OHA) General Guidance for Employers on COVID-19.
- B. Encourage students, staff, faculty, and other community members to follow OHA's Public Guidance and Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.
- C. Remain informed on and alert to the effect of COVID-19 and our reopening plans on our students and staff of color, who are disproportionately affected by the virus.

- D. Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as: appropriate cleaning and disinfecting procedures; monitoring for illness among symptomatic students, staff, and faculty; providing local testing location information; and use of face coverings, as more fully described in this document.
- E. Permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19 as identified by OHA, CDC or a licensed health care provider.
- F. Require the use of face coverings across all campuses when in an indoor setting, or in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met. Face coverings should be worn over the nose and mouth in accordance with OHA and CDC guidelines, and in combination with other measures, such as strict physical distancing, proper hand washing, and daily self-checks.
 - 1. A “face covering” is defined as cloth, paper, or disposable, and must fully cover both the nose and the mouth.
- G. For COCC’s bookstore, food services, camps, events, or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.
- H. Work with the Deschutes, Jefferson, and Crook County public health authorities to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

2. Entry and Self-Screening

COCC will:

- A. Allow campus spaces and buildings to be open only for official college or university business. Campus spaces and buildings should not be open to the general public. COCC may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.
- B. Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day, as more fully defined in this document.
- C. Require students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to a campus. Instruct students, faculty, and staff to stay at their residence if they have COVID-19 symptoms.
 - 1. Primary COVID-19 symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
 - 2. Muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific. More information about COVID-19 symptoms is available from CDC [here](#).
 - 3. Emergency signs and symptoms that require immediate medical attention: trouble breathing, persistent pain or pressure in the chest, new confusion or inability to awaken, bluish lips or face, any other severe symptoms.
 - 4. Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline should not be restricted.

3. Isolation Measures

COCC will take steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:

- A. The person should immediately return to their place of residence—or isolate in a designated isolation area—until they can safely return to their residence or be transported to a health care facility. Students whose place of residence is within a campus residence hall shall be isolated in a designated isolation area, with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).
 1. The COCC Bend campus designated isolation area is Wickiup Hall Suite 5210 for non-residents, and Suites ____ and ____ for resident students. Additional areas will be identified as needed.
 2. The COCC Madras campus designated isolation area is Room 119.
 3. The COCC Crook County Open Campus in Prineville designated isolation area is Room 104.
 4. The COCC Redmond campus designated isolation area is _____.

- B. The person should seek medical care and COVID-19 testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation.
 1. If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving.
 2. If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their place of residence until 72 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving.
 3. If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 72 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving.

- C. Any faculty, staff, or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from their local public health authority.

4. Health-Related Communication

COCC will:

- A. Advise faculty and staff that working while ill is not permitted.

- B. Ensure that faculty and staff remain current on health trainings. They should anticipate need for additional faculty and staff training related to increased precautions and updated protocols. Administrators may collaborate with health professionals to provide evidence-based education.

- C. Advise students, faculty, and staff not residing on campus to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. See “Entry and Self-Screening,” above.

- D. Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing

products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.

E. Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements.

F. Develop a letter or communication to faculty and staff to be shared at the start of on-campus education and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. Alternatively, share protocols themselves.

G. In partnership with the Deschutes, Jefferson and Crook County public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with COVID- 19.

H. In partnership with the Deschutes, Jefferson and Crook County public health authorities, develop protocols for communicating immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.

I. Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to their campus community.

5. Hand Hygiene and Respiratory Etiquette

COCC will:

A. Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.

1. Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
2. Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately following a cough or a sneeze.

B. Provide hand hygiene stations with alcohol-based hand sanitizer in high-use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students to use hand sanitizer on entry and exit to each room.

6. Faculty and Staff

COCC will:

A. Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill.

7. General Facilities

COCC will:

A. Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces. CDC provides guidance on disinfecting public spaces. See CDC's "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes": <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

- B. Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses. Guidance on ventilation and filtration is provided by CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) (<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>).
- C. Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.

8. Instructional Activities

For all *general* instruction offered for courses that lead to a certificate or degree, COCC will:

- A. Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space.
- a. In-person classroom instruction shall not exceed 25 persons in the Summer 2020 term.
 - b. In-person classroom instruction shall not exceed 50 persons in the Fall 2020 term if Deschutes, Jefferson or Crook counties are in Phase 2 of reopening.
- B. Modify the physical layout of classrooms to permit students to maintain at least 35 square feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk, or chair arrangements, or maximum capacity.
- C. Utilize markings and/or signage to indicate physical distancing requirements within instructional settings.
- D. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (e.g. clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures as feasible.
- E. Physical barriers are acceptable instead of, or in addition to, 35 square feet or more of spacing between people. Please see OHA [General Guidance for Employers on COVID-19](#).
- D. Develop a plan for maintaining instructional continuity should an instructor become ill, or if exposure to the virus occurs in an in-person classroom.

For all *career and technical education* instruction offered for credit, in addition to the requirements above, COCC will:

- F. Where instruction requires instructors and students to work less than six feet from each other, require physical barriers, and follow all applicable CDC/OHA guidelines and industry safety standards.

For all instruction and assessment in fields leading to certificates and degrees in the *health professions*, in addition to the requirements above, COCC will:

COCC will:

- G. For laboratory instruction or demonstration of clinical skills without physical contact:

1. Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s);
2. Ensure monitoring and enforcement of physical distancing requirements at all times; and
3. Perform enhanced cleaning before and after each session.

H. For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact:

1. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
2. Require use of appropriate PPE for all personnel that come within six feet of each other; and
3. Perform enhanced cleaning before and after each session.

I. For preceptorships, observerships, and direct patient care:

1. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
2. Strictly adhere to the clinical facility's infection control protocols;
3. Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities;
4. Conduct regular symptom monitoring of students;
5. Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to COCC;
6. Perform cleaning and disinfecting per the facility's protocols.

9. Research Activities

COCC will ensure the following for research activity:

A. Research offices, labs, core facilities, and field locations shall be modified to ensure appropriate physical distancing, consistent with state and local public health guidelines, and with reduced capacity as/if necessary.

B. Human subjects research shall be permitted only if six-foot physical distancing can be maintained or can be completed with minimal physical contact while wearing appropriate PPE and/or use of a physical barrier, and with additional limits to protect vulnerable populations.

10. Residential Activities

The COCC Wickiup Residence Hall will remain closed for the 2020 Summer term. In the 2020 Fall term, COCC will provide residential services which:

A. Take into consideration [CDC guidance for shared or congregate housing](#);

B. Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident;

C. Reduce overall residential density to 50% occupancy to ensure that COCC maintains sufficient space for the isolation of sick or potentially infected individuals, as necessary;

- D. Treat roommates/suitemates as family units for cohort isolation and quarantine protocols;
- E. Configure common spaces to maximize physical distancing;
- F. Provide enhanced cleaning; and
- G. Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.

11. Communicable Disease Management Plan

- A. COCC will develop a written communicable disease management plan. The plan will include protocols to notify the Deschutes, Jefferson and Crook County public health authorities of any confirmed COVID-19 cases among students, faculty or staff; process and record-keeping to assist the Deschutes, Jefferson and Crook County public health authorities as needed with contact tracing; a protocol to isolate or quarantine any ill or exposed persons; plans for systematic disinfection of classrooms, offices, bathrooms and activity areas; coordinating with the Deschutes, Jefferson and Crook County public health authorities on contingency planning for response to a person diagnosed with COVID-19 who has been in a campus facility. The plan will adhere to OHA and CDC guidance for controlling spread of COVID-19 (see Resources).

COCC will:

- B. Report to the Deschutes, Jefferson and Crook County public health authorities any cluster of illness (two or more people with similar illness) among staff or students.
- C. If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the Deschutes, Jefferson and Crook County public health authorities regarding cleaning and possible classroom or campus closure. See Resources for the LPHA directory.

COCC COVID-19 HEALTH AND SAFETY OPERATIONAL PLAN

1. Plan Development

COCC will:

- A. Develop a written operational plan that addresses how the institution is meeting the requirements of this Reopening Plan guidance.
- B. Prior to September 1, 2020, in-person activities at COCC may resume prior to the submission and approval of its institutional operational plans, as long as the College meets the requirements of this guidance.
- C. Designate an employee or officer to implement and enforce, or supervise the implementation or enforcement, of the standards and requirements provided in this guidance and established in the institution's operational plan.
- D. Assemble a planning team to develop an institutional operational plan; Consult the Deschutes, Jefferson and Crook County public health authorities and familiarize themselves with the disease management metrics within the health region or regions in which their institution and its campuses reside; and

E. Consult with students, faculty, staff and others in the community in developing an institutional operational plan.

2. Public Health Review

- A. COCC will submit its operational plan to the Deschutes, Jefferson and Crook County public health authorities. The Deschutes, Jefferson and Crook County public health authorities will review the plan and support their efforts towards ongoing COVID-19 mitigation efforts.

3. Final Plan Submission

COCC will:

- A. Not later than September 1, 2020, COCC will develop, and submit to its governing board, and the governing board must approve, the operational plan.
- B. Ensure that their governing board, at each regular board meeting, reviews the operational plan and any amendments thereto.
- C. Following the approval of their governing board, submit their operational plan to the Higher Education Coordinating Commission. The operational plan shall be resubmitted to the Higher Education Coordinating Commission upon any significant amendments.
- D. Post the operational plan on the College's website

Resources

1. Oregon local public health authority (LPHA) directory; note that "CD nurse" is the number for communicable disease issues: <https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/Documents/reportdisease.pdf>
2. CDC guidance on the use of face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
3. CDC guidance: "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes", <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
4. CDC guidance on ventilation and filtration (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)
5. American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation: (<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>)

COCC REOPENING OPERATIONAL PLAN

July 1, 2020

Function/Area	OREGON EO 20-09 & 20-17	2020 Summer Term	2020 Fall Term	Future Operations	Implementation Lead
PUBLIC HEALTH					
Students / Staff-General	Closed to the Public	Physical distancing; appropriate face coverings in public settings where physical distancing measures are difficult to maintain; contract tracing	Physical distancing; appropriate face coverings in public settings where physical distancing measures are difficult to maintain; contract tracing	Limit time spent in crowds; face coverings aligned with local health orders	Campus Public Safety
Vulnerable Populations*	Stay at Home Orders	Consider continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option	Consider continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option	Limit time spent in crowds; face coverings aligned with local health orders and personal mitigation strategies	Human Resources - Employees; Disability Services - Students
Face Covering - These guidelines are subject to change and are provided with the knowledge that the most common form of transmission of COVID-19 is when one person breathes the respiratory particles of another.	Stay at Home Orders	COCC requires all staff and students to wear a face covering while inside any campus building for any length of time, unless an accommodation or exemption is legally permitted. COCC requires all staff and students to wear an appropriate face covering when on campus where physical distancing measures are difficult to maintain. Certain academic settings such as labs may require students and instructors to wear face coverings unless an accommodation applies.	COCC requires all staff and students to wear a face covering while inside any campus building for any length of time, unless an accommodation or exemption is legally permitted. COCC requires all staff and students to wear an appropriate face covering when on campus where physical distancing measures are difficult to maintain. Certain academic settings such as labs may require students and instructors to wear face coverings unless an accommodation applies. Face coverings shall be required of all students and the instructor: lab or studio spaces where students must move around to perform class activities in order to meet course outcomes; courses that require students work in close proximity with each other (e.g. working under the hood of a vehicle, 2-person CPR) in order to meet course outcomes; courses where the instructor must be in close proximity to a student while providing the appropriate instruction (e.g. welding, flight lab, culinary labs) in order to meet course outcomes.	Recommend wearing appropriate face coverings in public settings where physical distancing measures are difficult to maintain	Campus Public Safety
Cleaning	Following OHA/OSHA/State guidelines for enhanced cleaning and disinfecting across all campuses; hand sanitizing dispensers installed in all buildings at all campuses; focused deep cleaning in high use areas.	Following OHA/OSHA/State guidelines for enhanced cleaning and disinfecting in occupied buildings on all campuses; hand sanitizing dispensers installed in all buildings; focused deep cleaning in high use areas; sanitizing wipes provided for use by occupants of high use areas	Following OHA/OSHA/State guidelines for enhanced cleaning and disinfecting in occupied buildings on all campuses; hand sanitizing dispensers installed in all buildings; focused deep cleaning in high use areas; sanitizing wipes provided for use by occupants of high use areas	Following OHA/OSHA/State guidelines for enhanced cleaning and disinfecting in occupied buildings on all campuses; hand sanitizing dispensers installed in all buildings; focused deep cleaning in high use areas; sanitizing wipes provided for use by occupants of high use areas	Campus Services
Community	Prohibited on campus	Allowed on campus if conducting official college business	Allowed on campus if conducting official college business	Limit time spent in crowds; face coverings aligned local health orders	Campus Public Safety
Signage	Closed	Through the use of consistent signage, COCC may designate specific entrances and exits to campus buildings to constrain pedestrian traffic flow and encourage physical distancing between campus community members, contractors, vendors and visitors. For building entrances with a single door or single pair of doors, solutions may include designating it Entrance Only or Exit Only if another entrance/exit exists and one-way flow through the area is feasible. This will not block egress for fire exits. In addition, in the interior of campus buildings, consistent signage may be deployed to remind persons to practice safe distancing and hand washing, and to walk on the right side of hall ways and passageways.			Campus Public Safety
INSTRUCTION					

Lecture	Closed	Remote instruction	Limit in-person to 50 with physical distancing; enhanced cleaning; for courses with more than 50, use remote instruction or breaking into smaller groups	Limit in-person to 250 per CDC guidelines; routine cleaning	Instructional Administration
Instruction - Lab (Science, HHP, etc)	Closed - Remote Learning	Remote instruction or groups limited to 10 with physical distancing; enhanced cleaning	Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; monitored physical distancing; enhanced cleaning before and after each session.	Open but limit in-person to 250 per CDC guidelines if applicable; routine cleaning	Instructional Administration
On-Campus CTE Labs	On-campus limited to critical functions; all other functions remote if at all	Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: open with physical distancing; capacity dependent on space configuration; industry safety standards; enhanced cleaning; instructor/student pairs allowed	Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: open with physical distancing; capacity dependent on space configuration; industry safety standards; enhanced cleaning before and after each session and equipment use; instructor/student pairs allowed	Fully operational, with modifications consistent with local public health guidelines and industry standards	Instructional Administration
Field/On-Location/Clinicals	Essential only	Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: resume with physical distancing; with public health modifications and according to industry standards; instructor/student pairs allowed	Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: resume with physical distancing; with public health modifications and according to industry standards; instructor/student pairs allowed	Fully operational, with modifications consistent with local public health guidelines and industry standards	Instructional Administration
For preceptorships, observerships, and direct patient care			Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE); Strictly adhere to the clinical facility's infection control protocols; Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities; Conduct regular symptom monitoring of students; Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to university or college student health unit; Perform cleaning and disinfecting per the facility's protocols.	Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE); Strictly adhere to the clinical facility's infection control protocols; Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities; Conduct regular symptom monitoring of students; Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to university or college student health unit; Perform cleaning and disinfecting per the facility's protocols.	
Computer Labs	Limited to 10 with monitored physical distancing; enhanced cleaning	Limited to 10 with monitored physical distancing; enhanced cleaning	Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; enhanced cleaning	Open; routine cleaning	Information Technology Services
Library	Limited only to on-campus critical functions; all other functions remote	Building remains closed. Limited to curbside pick-up and resources delivered remotely	Open with physical distancing; 50% capacity, 2nd floor closed, limited hours; enhanced cleaning	Limit in-person to 250 per CDC guidelines; routine cleaning.	Library
Tutoring	Remote Instruction	Remote Instruction	Remote Instruction	Open at 50% capacity/physical distancing	Tutoring
Testing (GED, instructors)	Closed/some online testing	Pending implementation of safety protocols, open PearsonVue Testing, including GED. Redmond Testing only. No COCC class testing available. Test days/hours based on staff availability.	Pending implementation of safety protocols, open PearsonVue Testing, including GED, in Bend. Continue with Redmond Testing. No COCC class testing available. Test days/hours based on staff availability.	Pending safety protocols, open PearsonVue Testing, including GED, on all 4 campuses. COCC class testing available. Testing fully staffed.	Testing

Disability Services	Work remotely with students	Work remotely with students	Limited in-person work with students with distancing, much still remote	In-person work with students	Disability Services
Culinary Elevation Restaurant	Closed to the public	Closed to the public	Closed to the public; online ordering only; curbside or window pick-up available; practice physical distancing; enhanced cleaning	Open with physical distancing; limit to 10 people per party. Spacing between tables required. Face coverings to be worn by staff and guests. Routine Sanitation All per OHA restaurant guidelines	Cascades Culinary Institute
In-Person Class Exposure Guidelines	Closed to the public	1.If a student or instructor is diagnosed with COVID-19: a) Instruction for all students will be moved to a remote or online environment for 14 days unless the skills-based requirements of the course cannot be taught remotely or online (see #2 below). b) When hands-on, skill-based activities cannot be moved online, in-person sessions and skills-based testing for all students will be rescheduled after a 14-day break. c) Students should consult with their faculty members and Blackboard for further instructions. 2.If a student has been exposed and is now quarantined, the instructor will provide the content in an alternative format for 14 days, including the option to watch the class remotely or by recorded video when possible.			Instructional Administration
STUDENT SERVICES					
Bookstores/Other Retail Outlets	Closed to the public; online ordering only	Closed to the public; online ordering only **with curbside pickup available, following OHA guidance.	Follow OHA guidance, use of appropriate signage, monitored physical distancing and provide hand hygiene station.	Follow OHA guidance, use of appropriate signage, monitored physical distancing and provide hand hygiene station.	Bookstore
Housing - Fall	On-campus limited to critical functions; all other functions remote	50% occupancy	50% occupancy with monitored physical distancing, appropriate signage, enhanced cleaning, and containment plan.	50% occupancy with monitored physical distancing, appropriate signage, enhanced cleaning, and containment plan.	Housing Admin
Housing - Summer	Closed	Closed	Closed	Closed	Housing Admin
Housing Summer Conferences	Closed	Closed	Closed	Closed	Housing Admin
Dining/Coffee Shops/Food Pantries	Closed	Closed	Open in conjunction with Housing, with 50% reduction in tables and chairs with physical distancing and enhanced cleaning; To Go option. Follow OHA guidance, use of appropriate signage, monitored physical distancing and provide hand hygiene station	Open consistent with local and state public health guidelines. Follow OHA guidance, use of appropriate signage, monitored physical distancing and provide hand hygiene station.	Food Services
Admissions/Financial Aid	Canceled	Remote services	Open with monitored physical distancing, appropriate signage and enhanced cleaning	Open with monitored physical distancing , appropriate signage and enhanced cleaning	Admissions and Records
Information Booth	Canceled	Remote services	Open with monitored physical distancing and enhanced cleaning	Open consistent with local and state public health guidelines	Admissions and Records
Careers, Advising, Personal Counseling Services	Canceled	Remote services	Open with monitored physical distancing and enhanced cleaning	Open consistent with local and state public health guidelines	Careers, Advising, Personal Counseling Services
Student Life	Canceled	Remote services	Open with monitored physical distancing and enhanced cleaning	Open consistent with local and state public health guidelines	Student Life

Bobcat Advising and Registration	Canceled	Remote Services	Remote Services	Limited to 250 people per CDC guidelines; routine cleaning
Bobcat Orientation	Canceled	Remote Services	Remote Services	Limited to 250 people per CDC guidelines; routine cleaning
Recruitment and Outreach - Tours	Canceled	Remote Services	Limited to 10 people; physical distancing; enhanced cleaning	Limited to 250 people per CDC guidelines; routine cleaning
Mazama - Recreation Areas	Closed	Closed	Open with monitored physical distancing and enhanced cleaning - and maintaining a customer log	Open consistent with local and state public health guidelines for gyms
Physiology Lab	Closed	Remote Instruction/Services	Open, distancing, max of 6 students, enhanced cleaning, PPE	Open and consistent with local and state public health guidelines
Club and Intramural Sports (fall term)	Closed to the public	Canceled	Align with affiliated leagues	Align with affiliated leagues
Directed Self Placement	Online	Online	Online	Online
Skilled Based Placement	Currently Remote	Remote until fall	Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; monitored physical distancing; appropriate signage; enhanced cleaning.	Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; monitored physical distancing; appropriate signage; enhanced cleaning.
Common Areas	On-campus limited to critical functions; all other functions remote	Physical distancing; removal or movement of furniture to promote distancing; appropriate face coverings in public settings where physical distancing measures are difficult to maintain and enhanced cleaning	Physical distancing; removal or movement of furniture to promote distancing; appropriate face coverings in public settings where physical distancing measures are difficult to maintain and enhanced cleaning	Open consistent with local and state public health guidelines; routine cleaning
WORKFORCE				
Return to Work	On-campus limited to critical functions; all other functions remote	Continue telework or phased return to work. Consider offering a standardized COVID-19 workplace safety briefing to supervisors/deans/dept chairs/directors who would then provide information to their direct reports.	Continue telework or phased return to work. Consider offering a standardized COVID-19 workplace safety briefing to supervisors/deans/dept chairs/directors who would then provide information to their direct reports. Permit remote instruction/telework or make other reasonable accommodations for students and employees who are higher risk for severe illness from COVID-19.	Fully operational, with modifications consistent with public health guidelines.
Special Accommodation	On-campus limited to critical functions; all other functions remote	Consider continuing telework for vulnerable individuals or other mitigation accommodations if telework is not an option	Consider continuing telework for vulnerable individuals or other mitigation accommodations if telework is not an option	Continue telework, phased return to work, or other mitigation accommodations
Single Occupancy Office Space	On-campus limited to critical functions; all other functions remote	Continue telework or phased return to work	Continue telework or phased return to work	Fully operational, with modifications consistent with public health guidelines

Careers, Advising, Personal Counseling Services/ Admissions and Records/First Year Experience
First Year Experience
Admissions and Records
Mazama Staff
Physiology Lab Staff
Mazama Staff
First Year Experience
First Year Experience
Campus Public Safety
Senior Leadership Team/ Human Resources/ Campus Public Safety
Senior Leadership Team/ Human Resources/ Campus Public Safety
Senior Leadership Team/ Human Resources/ Campus Public Safety

HR to oversee the Return to Work communications with the College

Shared Office Space -CAP -A&R -Fin Aid -Student Life -Mazama -Housing -Diversity and Inclusion -FYE/Testing -Library -ITS - PIO 112, 113? -Campus Services -Instruction -Upper BEC -Newberry 103 -Branch Campuses -Physical Plant -Custodial Office	On-campus limited to critical functions; all other functions remote	Open with monitored physical distancing; 50% occupancy or cohort shifts; response contingency plans	Open with monitored physical distancing; 50-75% occupancy or cohort shifts; response contingency plans	Fully operational, with modifications consistent with local public health guidelines	SLT/HR/CPS
Construction	Active with physical distancing	Active with physical distancing	Active with physical distancing	Fully operational, with modifications consistent with public health guidelines	Campus Services
COLLEGE TRAVEL					
Essential Domestic	Limited/by approval only; car based travel	Limited/by approval only; consistent with CDC travel guidelines	Resume consistent with CDC travel guidelines	Resume consistent with CDC travel guidelines	Senior Leadership Team
College Vehicle Usage	Limited/by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation	Limited/by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation	Limited/by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation	Resume consistent with OHA guidelines	Campus Services
Non-Essential Travel	Canceled	Canceled	Limited/by approval only; consistent with CDC travel guidelines	Resume consistent with CDC travel guidelines	Senior Leadership Team
EVENTS EO 20-12 https://www.oregon.gov/gov/admin/Pages/eo_20-12.aspx					
Large Events	Canceled	Limited to 10 people with physical distancing; enhanced cleaning	Limited to 50 people with physical distancing; enhanced cleaning	Limited to 250 people per CDC guidelines; routine cleaning	Campus Services
Events / Gathering	Canceled	Limited to 10 people with physical distancing; enhanced cleaning	Limited to 50 people with physical distancing; enhanced cleaning	Limit in-person to 250 people per CDC guidance; routine cleaning	Campus Services
Campus Catering & Summer Events	Canceled	Canceled	Open consistent with local and state public health guidelines	Open consistent with local and state public health guidelines	Food Services
YOUTH CAMPS AND YOUTH PROGRAMS EO 20-19 https://www.oregon.gov/gov/admin/Pages/eo_20-19.aspx					
Camps	Canceled	Remote Instruction	Remote Instruction	Operational; groups limited to 250; monitored physical distancing; routine cleaning	Continuing Education
Programs	Canceled	Remote Instruction	Remote Instruction	Operational; groups limited to 250; monitored physical distancing; routine cleaning	Continuing Education
COMMUNITY EO 20-20 https://www.oregon.gov/gov/admin/Pages/eo_20-20.aspx EO 20-12 https://www.oregon.gov/gov/admin/Pages/eo_20-12.aspx					
Wille Hall	Closed	Limited to 10 people; physical distancing; enhanced cleaning	Limited to 50 people; physical distancing; enhanced cleaning	Limit in-person to 250 people per CDC guidance; routine cleaning	Campus Services
Pinckney Gallery	Closed	Limited to 10 people; physical distancing; enhanced cleaning	Limited to 20 people; physical distancing; enhanced cleaning	Limit in-person to space capacity; routine cleaning	Fine Arts & Communication
COCC Crook County Open Campus (this includes County use as building owners)	Closed	Limit in-person to space capacity with physical distancing; enhanced cleaning	Limit in-person to space capacity with physical distancing; enhanced cleaning	Limit in-person to space capacity; routine cleaning	Prineville Campus
Outdoor Trails, Tennis Courts, Track	Closed	Limited open with physical distancing; consistent with state guidance	Open consistent with state outdoor rec guidance	Open consistent with state outdoor rec guidance	Mazama Staff

* Vulnerable Populations

According to the Centers for Disease Control and Prevention (CDC), older adults and people with underlying health conditions may have a higher risk of severe illness. Underlying medical conditions that may increase the risk of serious COVID-19 for people of any age are:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Conditions that can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (body mass index [BMI] of 40 or higher)
- Diabetes
- Chronic kidney disease and those who are undergoing dialysis
- Liver disease.

Date of last update: [to be used when plan is “finalized” and put into practice/onto the website]

Central Oregon Community College **Communicable Disease Management Plan**

Table of Contents

TK

I. Purpose:

The purpose of this Communicable Disease Management Plan (CDMP) is to provide a coordinated response to safeguard the welfare of Central Oregon Community College (COCC) students, faculty, staff, and our community from communicable diseases. It pertains to in-person instruction, research, and residential activities conducted across COCC’s four campuses.

This CDMP will also serve as a guide, during outbreaks and pandemics, to manage the operations of the college in an effective and efficient manner, inform and advise the college community, and establish operating procedures appropriate to all constituents of the college community. This plan has been modeled after the recommendations by the Oregon Health Authority and the Higher Education Coordinating Commission.

II. Scope:

The Central Oregon Community College CDMP shall be implemented for communicable diseases commonly found in the college population and which can be transmitted by air, object, or through casual contact.

Examples of these communicable diseases are:

1. TK LIST TO BE PROVIDED BY FACULTY MEMBER EMMA CHAPUT TO ENSURE CONSISTENCY

The scope of this policy shall also include other communicable diseases that pose risks similar to the diseases listed above, and which would put the university community at risk.

Excluded from this policy are communicable diseases transmitted through blood-borne pathogens. COCC maintains a separate Blood Borne Pathogen training through its Allied Health Department, as well as a separate Chemical Hygiene plan as part of its Risk Management resources.

III. Requirements:

In the event of a localized or wider outbreak of a specific communicable disease, COCC will undertake requirements which may include:

1. Follow Oregon Health Authority’s (OHA) [General Guidance for Employers](#) on pandemics.
2. Encourage students, staff, faculty, and other community members to follow OHA’s latest public guidance and Centers for Disease Control and Prevention (CDC) latest public guidance on all communicable diseases.
3. Implement measures to limit the spread of communicable diseases within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; monitoring for illness among symptomatic students, staff, and faculty and offer testing location

information if warranted; and use of face coverings, as more fully described in this document.

4. Permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness during pandemics as identified by OHA, CDC or a licensed health care provider.
5. Adhere to all CDC and OHA guidelines on Personal Protective Equipment (PPE) specific to each communicable disease, and make available PPE to students, faculty, and staff within the specific disease guidance.
6. For COCC's bookstore, food services, camps, events or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.
7. Work with the Deschutes, Jefferson and Crook County public health authorities to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

Public Health Principles for Reducing Potential Exposure:

The mainstays of reducing exposures to communicable disease pathogens transmitted by air, object or through casual contact are:

1. *Physical distancing* – minimizing close contact with other people by maintaining greater than 6ft. of distance between individuals
2. *Hand hygiene* – frequent hand-washing with soap and water or using hand-sanitizer
3. *Cohorts* – conducting all activities in groups of 25 people or less, with minimal mixing of groups.
4. *Personal protective equipment (PPE)* – adhere to all CDC and OHA guidelines specific to each communicable disease, and make available PPE to students, faculty, and staff within the specific disease guidance.
5. *Environmental cleaning and disinfection* – especially of high-touch surfaces
6. *Isolation* of those who are sick and *quarantine* of those who have been exposed
7. With the above considerations foremost, outdoor activities are safer than indoor activities.

IV. Policy & Procedures

FERPA allows community colleges to share personally identifiable information with local public health authorities without consent when needed to respond to a health emergency. COCC will work with Deschutes County Health Services (DCHS), Jefferson County Public Health (JCPH), and Crook County Health Department (CCHD), and the Oregon Health Authority (OHA) to ensure we are able to effectively respond to and control outbreaks through sharing of information—even without student, faculty, or staff consent—when appropriate. COCC will partner with DCHS, JCPH, CCHD, and OHA on an ongoing basis to review and update this Communicable Disease Management Plan to ensure proper mitigation and prevention protocols are in place to minimize the impact of communicable diseases on our campuses and community.

A. Designation of Employee to Supervise Implementation & Enforcement

In times of communicable disease outbreak or pandemic, COCC will designate an employee to be the main point of contact with local public health authorities, and to supervise the implementation and enforcement of the college's CDMP.

As of the last update to this document, COCC VP for Administration, Matt McCoy, will serve as the college's designated point of contact. (e): mmccoy@cocc.edu, (p): 541-383-7210

In cases where Matt McCoy cannot be reached, the college's backup point of contact as of the last update to this document is Sharla Andresen, Director of Contracts and Risk Management. (e): sandresen@cocc.edu, (p): 541-383-7208.

B. Protocols to Notify Local Public Health Authority (LPHA)

In the event of a localized or wider outbreak of a specific communicable disease, COCC's Designated Employee (see above) will:

1. Notify the local public health authorities of any known confirmed cases of communicable disease among COCC students, faculty, or staff, so as to address contact tracing, community notification, cleaning, and possible classroom and/or campus-wide closure
2. Notify the local public health authorities of any known confirmed cases of communicable disease among any other individual who has been on a COCC campus, so as to address contact tracing, community notification, cleaning, and possible classroom and/or campus-wide closure
3. Report to the local public health authority any known cluster of illness (two or more people with similar illness) among staff or students

Bend & Redmond Campuses

Deschutes County Public Health Service

Heather Kaisner

Program Manager; Health Information Officer

(541) 617-4705; After-hours non-emergency line: (541) 322-7500, extension 9

Madras Branch Campus

Jefferson County Public Health

Michael K. Baker, Health Services Director

541-475-4456; After-hours non-emergency line: (541) 475-2201

COCC Prineville Crook County Open Campus

Crook County Health Department

Muriel DeLaVergne-Brown, RN, BSc, MPH

Health & Human Services Director, Public Health Administrator

Office: 541-416-1980; Cell: 541-233-8534

C. Processes and Record-Keeping to Assist the LPHA as Needed with Contact Tracing

COCC utilizes and maintains computerized, manual and systems of records that include but are not limited to human resources and staff records, student enrollment and class registration records, parking permit registration records, access control system records,

campus directory information, sign-in sheets and other records that will be made available, as necessary, to assist LPHA with contact tracing requirements.

D. Entry and Self-Screening Protocols for Faculty, Staff, and Students

In the event of a localized or wider outbreak of a specific communicable disease, COCC will:

1. Allow campus spaces and buildings to be open only for official college or university business. Campus spaces and buildings will be closed to the general public. Colleges and universities may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.
2. Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
3. Require students, staff, and faculty to conduct a self-check for pertinent symptoms before coming to a campus, and provide students, staff, and faculty with an updated list of said symptoms to check against.
4. Instruct students, faculty, and staff to stay at their residence if they have pertinent symptoms of communicable diseases.
5. Faculty, staff, or students who have a chronic or baseline symptom that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline symptoms should not be restricted.
6. Per OHA and CDC guidance, individuals may require testing (for screening purposes) and/or vaccinations prior to returning to campus.

E. Plans for Systematic Disinfection of Classrooms, Offices, Bathrooms, and Activity Areas

In the event of a localized or wider outbreak of a specific communicable disease, COCC will:

1. Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the pathogen from surfaces.
2. Follow the latest CDC guidance on disinfecting public spaces specific to the communicable disease presented.
3. Provide regular and updated trainings to staff involved in the cleaning and maintenance of all facilities.
4. Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses. Guidance on ventilation and filtration is provided by CDC (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) (<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>).
5. Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.

F. Protocol to Isolate or Quarantine Any Ill or Exposed Persons

COCC will take steps to ensure that if a student, staff, or faculty member develops or reports primary communicable disease symptoms while on campus:

1. The person will be directed by their supervisor or instructional staff to immediately return to their place of residence, or to isolate in the designated single-occupation isolation area (Wickiup Hall, suite 5210), until they can safely return to their residence or be transported to a health care facility. Students whose place of residence is within a campus residence hall shall be isolated in a designated single-occupation isolation area (Wickiup Hall, suite to be determined), with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).
2. The person will be directed to seek medical care and communicable disease testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation and the time required before leaving their place of residence.
3. COCC will regularly provide faculty, staff, and students with information on how and where to contact the local public health authorities in Deschutes, Jefferson, and Crook counties.
4. Any faculty, staff, or student known to have been exposed (e.g., by a household member) to a communicable disease within the preceding 14 days should stay in their place of residence and follow instructions from local public health authority.

G. Residential Activities

In the event of a localized or wider outbreak of a specific communicable disease, COCC will:

1. Follow communicable disease-specific CDC guidance for shared or congregate housing
2. Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident
3. Reduce overall residential density to ensure that COCC maintains sufficient space for the isolation of sick or potentially infected individuals, as necessary
4. Treat roommates/suitemates as family units for cohort isolation and quarantine protocols
5. Configure common spaces to maximize physical distancing
6. Provide enhanced cleaning
7. In partnership with local public health authorities, establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.

H. Instructional Activities

1. For general education classrooms:

CENTRAL OREGON COMMUNITY COLLEGE REOPENING TASK FORCE

DRAFT; Last Update: 7/2/20

- i. Modify layouts of classrooms and related instructional spaces (hallways, waiting areas, etc.) to meet published expectations and guidelines for infection control from LPHAs, OHA, and CDC.
 - ii. Use markings and signage to indicate infection-control requirements as designated by LPHAs, OHA, and CDC.
2. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced infection-control measures as recommended by LPHAs, OHA, and CDC.
3. For standardized patient simulations or laboratory instruction in close quarters, or in practicing clinical skills with physical contact:
 - i. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
 - ii. Require use of appropriate PPE for all personnel; and
 - iii. Perform enhanced cleaning before and after each session.
4. For preceptorships, observerships, and direct patient care:
 - i. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
 - ii. Strictly adhere to the clinical facility's infection control protocols;
 - iii. Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities;
 - iv. Conduct regular symptom monitoring of students;
 - v. Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for the outbreak's causative pathogen, and mandatory reporting to COCC ;
 - vi. Perform cleaning and disinfecting per the facility's protocols.

I. Faculty and Staff Training

In the event of a localized or wider outbreak of a specific communicable disease, COCC will ensure that faculty and staff are sufficiently trained in all pertinent, specific, and current CDC and OHA guidelines.

J. Public Health Communications

COCC will:

1. Ensure all letters and communication procedures will be provided in languages and format that is accessible to the school community.
2. Develop communications to students, faculty and staff to be shared at the start of on-campus education and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
3. In partnership with local public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with a communicable disease.
4. In partnership with local public health authorities, develop protocols for communicating immediately with students, faculty, and staff when new case(s) of a communicable disease are diagnosed in a community member, including a description of how the institution is responding.

CENTRAL OREGON COMMUNITY COLLEGE REOPENING TASK FORCE

DRAFT; Last Update: 7/2/20

5. Use building signage and other communications to remind students, faculty, staff, and visitors about the utmost importance of hand hygiene and respiratory etiquette.
 - i. Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
 - ii. Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.

6. Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students, faculty, staff, and visitors to use hand sanitizer on entry and exit to each room.

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

Subject	Cascades Hall Accessibility Improvement Project
Strategic Plan Initiatives	SE-2: Increase access to academic programs and courses on all campuses and online. SE-3: Promote diversity, inclusiveness and community on all campuses and online. CE-3: Offer College services and expertise in response to community needs.
Prepared by:	Christin Sands, Assistant Project Manager Joe Viola, Director of Campus Services Matt McCoy, Vice President for Administration

A. Background:

The College is viewed as a leader in public ADA access in the region. An accessible route to all buildings on the Bend Campus continues to be a goal of Campus Services. One of the important buildings that is not accessible to the main portion of the Bend Campus via the City of Bend sidewalk is Cascades Hall.

The steep slope of the access road between Newberry and Cascades Hall creates a gap and accessibility barrier in the College Way sidewalk. In order to provide a continuous ADA accessible route along College Way and to provide ADA access to Cascades Hall, a compliant sidewalk is required. Since College Way is a public street, and the access road is a COCC street, the intersection is proposed to be constructed as a concrete apron per City public works standards.

The concrete apron includes an integrated sidewalk which will meet ADA accessibility guidelines for cross slope and running slope, and will provide increased functionality and usability for all users. This project will complete the ADA accessible route between the campus core and Cascades Hall.

Work includes regrading and constructing new driveway, rerouting and constructing new sidewalk, and landscape improvements. The anticipated construction costs are \$97,564. Combined with the design fees of \$15,000, the total project exceeds the \$100,000 threshold requiring Board approval.



B. Options/Analysis

Approve the Cascades Hall accessibility improvement project to complete an accessible route from the core campus area to Cascades Hall.

Decline to approve the Cascades Hall accessibility improvement project.

C. Timing

Approval of the project at this time will allow for an anticipated completion of October 1, 2020.

D. Budget Impact

Funds for this project are available in the Cascades Hall accounts, supplemented by the general Construction fund.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the Cascades Hall accessibility improvement project to complete an accessible route from the core campus area to Cascades Hall.

Employee of the Year Awards

Full-time Faculty:

- **Amy Harper – Hired 2002 - Assistant Professor of Anthropology**
 - **2014 appointed Professor of Anthropology**
 - **Current Faculty Forum President**

Part-time Faculty:

- **Jackie Vance – Hired 2014 - Part-time faculty in Education**

Classified (2 winners):

- **Yasuko Jackson – Hired 2014 - Learning Management System Support Specialist in the Instruction area of the college**

- **Bruce Thompson – Hired 1993 - IT Equipment and Wiring Assistant**
 - **1997 appointed to IT Technical Support Specialist 2**
 - **COCC graduate**

Administrator:

- **Tina Hovekamp – Hired 1997 - Faculty Librarian for Instruction**
 - **2000 appointed to Assistant Professor/Faculty Librarian**
 - **2014 she became the Director of Library Services.**

Bart Queary Lifetime Achievement Award:

- **Ron Paradis – Hired 1991 - Director of College Relations**
 - **Taught as part-time faculty in communications and public relations.**
 - **Master historian of COCC information.**

Diversity Achievement Award:

- **Yasuko Jackson (same as above)**
- **Marcus LeGrand – Hired 2019 - Pathways College and Career Success Coach.**