



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, June 10, 2020 – 5:45 PM
Zoom platform

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Craska Cooper
	II. Introduction of Guests			Craska Cooper
	III. Executive Session: ORS 192.660 (2)(i), Performance Evaluation of Executive Officers (President's Evaluation)			Craska Cooper☐
	IV. <u>Formal Opening</u> of Public Comments for 2020-21 Budget			
	A. Budget Hearing Input			
	V. <u>Adjournment</u> of Public Comments for 2020-21 Budget			
	VI. <u>Reconvene Regular Public Board of Directors' Meeting</u>			
	VII. Hearing for 2020-21 Budget			
	A. Adoption of the 2020-21 Budget Budget Resolution I	7.a	X	Dona☐
	B. Appropriation Resolution Budget Resolution II	7.b	X	Dona☐
	C. Levy Property Taxes Budget Resolution III	7.c	X	Dona☐
VIII. Agenda Changes				
IX. n/a				
X. Public Comments				
A.				
XI. Consent Agenda***				
A. Minutes				
1. Budget – May 13, 2020	11.a1	X	Smith	
2. Regular – May 13, 2020	11.a2	X	✓	
B. Personnel				
1. Approval of Contracts (Kovitz)	11.b1	X	Boehme ^A	
C. Faculty Rehires	11.c	X	Julian ^A	
D. Administrative & Confidential Rehires	11.d	X	Boehme ^A	
E. 2020-21 - Fiscal Responsibilities				
1. Inter-fund Borrowing	11.e1	X	Dona ^A	
2. Custodian of Funds/Depository Banks	11.e2	X	✓	
3. Clerk/Budget Officer/Deputy Clerks	11.e3	X	✓	
F. Administrators & Confidential Employees Wage Adjustment	11.f	X	Boehme ^A	
XII. Information Items				



Central Oregon Community College Board of Directors: Resolution

Subject	Adopt the College Budget for 2020-21
Strategic Plan Connection	Institutional Efficiency
Prepared By	David Dona, Chief Financial Officer

A. Background

The Budget Committee discussions for the 2020-21 budget focused on the high level of uncertainty created by the COVID-19 Pandemic. The budget was developed pre-pandemic, so the College will be closely monitoring the Governor's executive orders and identifying necessary budgetary actions given anticipated impacts on the State's biennium appropriation for the Community College Support Fund (CCSF). No changes are proposed to the budget approved by the Central Oregon Community College Budget Committee on May 13, 2020. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

B. Options

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

C. Timing

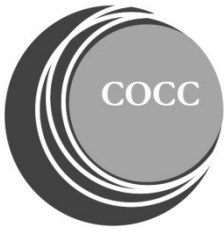
The budget must be adopted before July 1, 2020 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the Budget for fiscal year 2020-21 in the aggregate amount of \$97,551,772 (total of all funds) approved by the Budget Committee on May 13, 2020.



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

Subject	Make Appropriations for the 2020-21 Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	David Dona, Chief Financial Officer

A. Background

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

GENERAL FUND

Instruction and Instructional Support	\$ 27,825,833	
Student Services	5,250,519	
College Support Services	6,260,555	
Campus Services	4,927,199	
Information Technology Services	4,697,012	
Financial Aid	295,079	
Contingency	800,000	
Total General Fund		\$ 50,056,197

DEBT SERVICE FUND

Principal	\$ 2,740,746	
Interest	3,221,111	
Materials and Services	600	
Total Debt Service Fund		\$ 5,962,457

CAPITAL PROJECTS FUND

Personnel Services	\$ 89,652	
Materials and Services	1,715,000	
Capital Outlay	1,987,400	
Transfers Out	-	
Total Capital Projects Fund		\$ 3,792,052

ENTERPRISE FUND

Personnel Services	\$ 1,128,619	
Materials and Services	3,760,581	
Capital Outlay	75,000	
Transfers Out	1,943,988	
Total Enterprise Fund		\$ 6,908,188

INTERNAL SERVICE FUND

Personnel Services	\$ 62,775	
Materials and Services	178,010	
Capital Outlay	6,000	
Transfers Out	5,000	
Total Internal Service Fund		\$ 251,785

RESERVE FUND

Materials and Services	\$ 25,000	
Transfers Out	500,000	
Total Reserve Fund		\$ 525,000

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 1,889,974	
State Grant Programs	191,874	
Other Grant Programs	305,565	
Contracts	823,480	
New Programs	1,000,000	
Total Special Revenue Fund		\$ 4,210,893

AUXILIARY FUND

Self-Sustaining Activities	\$ 2,696,794	
Non-General Fund Instruction	6,407,386	
Revolving Activities	1,000,673	
Contractual & Administrative Provisions	682,322	
Total Auxiliary Fund		\$ 10,787,175

FINANCIAL AID FUND

Federal Programs	\$ 8,526,000	
State Programs	4,600,000	
Institutional Programs	1,880,000	
Other Programs	33,975	
Total Financial Aid Fund		\$ 15,039,975

TRUST & AGENCY FUND

Materials and Services	<u>\$ 18,050</u>	
Total Trust & Agency Fund		\$ 18,050

Total Budget Appropriation \$ 97,551,772

B. Options

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

C. Timing

Making Appropriations must be completed before July 1, 2020 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories, and funds as detail above in section A totaling \$97,551,772.



Central Oregon Community College Board of Directors: Resolution

Subject	Impose and Categorize taxes for 2020-21
Strategic Plan Connection	Institutional Efficiency
Prepared By	David Dona, Chief Financial Officer

A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of the tax limitation category that is submitted to the assessor on the Form ED-50.

	Subject to the <u>Education Limits</u>	Excluded from <u>Measure 5 Limits</u>
Permanent Rate	\$0.6204 / \$1,000	
General Obligation Bonds		\$3,484,111

B. Options

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

C. Timing

The taxes must be imposed and categorized before July 1, 2020 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2020-21 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations, and in the amount of \$3,484,111 for voter approved general obligation bonds debt service for the tax year 2020-21. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, May 13, 2020 - 5:45 PM
Zoom platform

PRESENT: Doug Ertner, Mark Copeland, Richard Hurd, Gayle McConnell, Harry Hamilton, Jasmine Barnett, Roger Detweiler, Bruce Abernethy, Joe Krenowicz, Erica Skatvold, Jim Clinton, Laura Craska Cooper, Alan Unger, Oliver Tatom, Mark Reinecke-Board Attorney, Laurie Chesley-President, Julie Smith-Executive Assistant

CALL TO ORDER: Doug Ertner-Budget Committee Chair, called the meeting to order of the 2020-21 Budget Committee.

INTRODUCTION OF GUESTS:

Matt McCoy, David Dona, Ron Paradis, Alicia Moore, Dan Cecchini, Julie Downing, Cathleen Knutson, Laura Boehme, Zak Boone, Glenda Lantis, Steve Broadbent and Live on Facebook

PUBLIC COMMENTS: None.

MINUTES APPROVAL:

Joe Krenowicz moved to approve the Budget Meeting Minutes of April 8, 2020 (Exhibit: 4). Bruce Abernethy seconded. MCU. Approved. M05/20:1

INTRODUCTORY REMARKS:

President Chesley gave an update of some of the factors that are impacting COCC's budget. She reviewed three over-arching principles:

1. Ensure the financial sustainability and health of the institution by being disciplined and conservative in our management;
2. Continue to advance the core mission of the college, which is high quality instruction and robust student support;
3. Take good care of our personnel.

We know that the Governor's executive order regarding remote instruction lasts through the summer; we will however be able to offer some of our CTE offerings. The College has been involved with the creation of the Governor's plan for the re-opening of higher education. The College has also been working on our own internal plan for re-opening in alignment with the Higher Education Coordinating Commission (HECC).

- The College is down 7% for spring term in paid credits
- The College anticipates reduced State Funding in the coming year
- Proactive steps: implemented a freeze on current year non-essential spending and hiring
- Laid-off 200 part time employees
- Furloughed 38 benefitted employees through September
- Offered employees a voluntary separation option.

UPDATE ON PROPOSED 2020-21 BUDGET (Exhibit: 5):

Mr. David Dona, Chief Financial Officer, provided a PowerPoint presentation on the proposed 2020-21 Non-General Fund budgets update.

- Non-General Fund Attributes & Types
 - Debt Service Fund
 - Capital Projects Fund
 - Enterprise Fund
 - Internal Service Fund
 - Reserve Fund
 - Special Revenue Fund
 - Auxiliary Fund
 - Financial Aid Fund
 - Trust & Agency Fund
- Non-General Fund Budgets
- Comparison of Proposed to Current Year Budget Expenditures
- Budget History Graph by Fund Type
- Fiscal Management, Contingencies and Compliance.

RESOLUTION FOR APPROVAL - PROPOSED 2020-21 BUDGET (Exhibit: 6)

Richard Hurd moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District Proposed Budget for Fiscal Year 2020-21 in the aggregate amount of \$97,551,772 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$3,484,111 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of the voter approved general obligation bonds issued by the district. Harry Hamilton seconded. MCU. Approved. M05/20:2

President Chesley thanked David Dona – Chief Financial Officer, Lisa Bloyer, Director of Fiscal Services and their staff for the excellent work on the budget preparation. President Chesley also thanked the Budget Committee and Audit & Finance Committee for their commitment of time and contributions to the 2020-21 budget process.

Chair Ertner thanked the Budget Committee for their service and participation in the 2020-21 budget process.

Chair Ertner adjourned the Budget Committee Meeting.

ADJOURN: 7:10 PM

APPROVED;

ATTEST TO;

Laura Craska Cooper, Board Chair

Laurie Chesley, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 13, 2020 – 7:15pm
Zoom platform

PRESENT: Laura Craska Cooper, Erica Skatvold, Jim Clinton, Bruce Abernethy, Joe Krenowicz, Alan Unger, 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 Faculty & Staff: Matt McCoy, David Dona, Ron Paradis, Alicia Moore, Dan Cecchini, Zak Boone, Laura Boehme, Steve Broadbent, Glenda Lantis, Julie Downing, Cathleen Knutson, Alan Nunes, Christy Walker and other attendees via Facebook

CONSENT AGENDA:

Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 5.a1-5.e).
Bruce Abernethy seconded the motion. MCU. Approved. M05/20:1

Be It Resolved that the Board of Directors reviewed and approved the Regular Meeting Minutes of April 8, 2020 (Exhibits: 5.a1);

Be It Resolved that the Board of Directors reviewed and approved the April 2020 New Hire Report (Exhibit: 5.b1);

Be It Resolved that the Board of Directors does hereby approve the employment contracts for Anton Gonzalez, High School Equivalency Program Bilingual Instructional Coach (Exhibit: 5.c1); David Jordan, Engineering Systems Administrator (Exhibit: 5.c2); Kathryne Myers, Interim Building Maintenance Coordinator (Exhibit: 5.c3); Jason Reeves, Senior Systems Administrator-Account and Team Support Specialist (Exhibit: 5.c4);

Be It Resolved that the Board of Directors does hereby approve the Appropriation Review for fiscal year 2019-20 (Exhibit: 5.d);

Be It Resolved that the Board of Directors does hereby approve the 2019-20 End-Of-Year General Fund transfer-out (Exhibit: 5.e).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

OLD BUSINESS:

Due Diligence Extension (Exhibit: 7.a)

As part of the development of three acres on College property at the Mt. Washington Drive and Shevlin Park Road roundabout the College entered into a ground lease agreement with Neighborly Ventures (formerly Mountain West Investment Corporation) dated May 31, 2019. That agreement included a 12 month due diligence period during which Neighborly Ventures would complete necessary work to initiate the 55 and older apartment project. Neighborly Ventures is asking for an extension of nine months to the due diligence period to February 29, 2021 in order to consider additional financing options, land use approvals, and market factors.

Erica Skatvold moved to approve the amendment to the ground lease with Neighborly Ventures as proposed. (Exhibit: 7.a). Oliver Tatom seconded the motion. Motion Carries Unanimously. Approved.

M05/20:2

NEW BUSINESS:

Community Enrichment Indicators - (Exhibit: 8.a)

President Chesley reviewed the College's "Mission Fulfillment" of Community Enrichment.

Draft Indicators:

- Educational partnerships
 - High School dual credit participation
 - University articulation / transfer agreements
- Business & industry connections
 - Credit CTE programs
 - Non-credit training & services
- Lifelong engagement
 - Participation at college events
 - Satisfaction of participants.

Alan Unger moved to approve the Community Enrichment Indicators as presented. Jim Clinton seconded. (Exhibit: 8.a). Motion Carries Unanimously. Approved. M05/20:3

Wildland Fire Programs: Inactive - (Exhibit: 8.b)

The proposal to inactivate wildland fire programs reflect a reorganization and integration of this curriculum into existing fire science programs, and meets COCC, state, and regional accreditation standards.

Oliver Tatom moved to approve the deleted academic program effective Fall 2020 (Exhibit: 8.b). Joe Krenowicz seconded. Motion Carries Unanimously. Approved. M05/20:4

BOARD OF DIRECTORS' OPERATIONS:

Alan Unger Phone call with Bruce Leslie/Board Retreat Facilitator, preparing for Retreat

Erica Skatvold Phones calls with Laura Craska Cooper and President Chesley; President's Evaluation Committee; and Bruce Leslie/Board Retreat Facilitator-preparing for Retreat

Oliver Tatom Phone call with Bruce Leslie/Board Retreat Facilitator, preparing for Retreat
Phone calls with faculty and classified employees regarding COVID-19

Jim Clinton None to report

Bruce Abernethy Keyes Trust Fund meeting
President's Evaluation Committee meetings
Conversations with members of the Senior Leadership Team
Phone call with Bruce Leslie/Board Retreat Facilitator, preparing for Retreat

Joe Krenowicz Visited the Madras Campus
Madras Chamber event

Laura Craska Cooper Phone calls with President Chesley and Erica Skatvold
President's Evaluation Committee meetings
Phone call with Board Attorney Mark Reinecke

PRESIDENT'S REPORT:

#RealColleges Survey (Exhibit: 10.a)

Alicia Moore-vice president of student affairs reviewed the "executive summary" of the #RealColleges Survey that was created by the Hope Center for College, Community, and Justice. The entity is the nation's largest annual assessment of housing and food security and homelessness among college students. COCC, along with 14 other Oregon community colleges, participated in the survey in winter 2020. COCC's survey findings indicate that Central Oregon student experiences with food and housing insecurity, and homelessness are relatively the same as state and national comparators, with only a few exceptions.

2020 Student Campus Climate Survey (Handout: 10.b)

Every three years, the COCC Diversity Committee conducts a student college climate survey. The survey focuses on student perceptions on whether COCC is a welcoming, inclusive, and respectful college and asks for feedback on conduct perceived to be disrespectful, threatening, or excluding. The survey report provides a summary of survey findings, noting that this year's findings parallel those in previous years. Most students reported feeling safe and comfortable at COCC in terms of campus climate and with staff and faculty, 93% gave positive feedback about the classroom climate and 83% of respondents felt comfortable or very comfortable with the overall climate at COCC.

Adjourn to Executive Session: 8:40 p.m.

Executive Session: ORS 192.660 (2)(i) Performance Evaluation of Executive Officers

Adjourn to Open Session: 9:15 p.m.

ADJOURNMENT: 9:16 p.m.

APPROVED; ATTEST TO;

Ms. Laura Craska Cooper-Board Chair

Laurie Chesley, President



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Jennifer Kovitz as Director of Communications
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.
Institutional Efficiency	IE-4: Improve information sharing practices and communication sources.
Prepared By	Laura Boehme, Chief Human Resources Officer

A. Background

The Director of Communications position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Jennifer Kovitz**
- Decline approval of the employment contract for **Jennifer Kovitz**

C. Timing

The **Director of Communications** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from June 8, 2020 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2020.

D. Budget Impact

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

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Jennifer Kovitz** as **Director of Communications**.

Ms. Kovitz most recently served as a senior marketing and business consultant at ZG Communications, with offices in Portland and Vancouver, BC. There, she provided strategic consulting services for publishers, arts organizations, festivals and progressive nonprofits with a focus on marketing, media, public relations best practices, business/mission growth opportunities, change management, and emerging communications trends. She was previously director of marketing and associate publisher at Catapult Imprint Group and executive director and founder of 45th Parallel Communications, focusing on marketing, communications, public speaking, brand stewardship, event execution, and strategic partnerships and planning. Ms. Kovitz holds a Bachelor's degree in English Literature & Religious Studies from McGill University, in Montreal, Quebec.



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

Subject	Full-time faculty rehire recommendations 2020-21.
Prepared By	Betsy Julian – Vice President for Instruction

A. Background

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

B. Options/Analysis

- Approve the rehire recommendations.
- Decline approval of rehire recommendations.

C. Timing

For the 2020-21 academic year.

D. Budget Impact

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

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approve the rehires recommended below.

PROBATIONARY FACULTY

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

Faculty Name
Aistear, Michelle
Artus, Mike*
Baron, Sarah
Briggs, Vaughan
Buer, Cierra
Coe, Jacquelyn
Cole, Angie
De Sitter, Teresa
Denison-Furness, Jane**
Earthsong, Wendy**
Erickson, Thor**
Franklin, Rebecca**
Gesuale, Melinda
Hagen, Laura*
Hazlett, Chris**
Higgins, Matthew
Hong, Lin**
Hostetler, Kirsten*
Houston, Leslie

Faculty Name
Huddleston, Joseph
Hylton, Elizabeth*
La Duca, Sam*
Lambert, Kristin
Layton, Amanda**
Mattox, Kimber
Miller, Susan
Nunes, Alan
Ruettgers, Ken**
Sather, Mary Eileen
Schappe, David
Shipman, Lisa
Simone, Paula*
VanOrsdol, Rodney
Walker, Carrie
Wershow, Harold
Wheary, Amy
Zmyslinski-Seelig, Anne**

* Indicates considered for and awarded promotion in 2019-20.

** Indicates considered for and awarded tenure in 2019-20.

***Will return under different status.

⁵ indicates fifth year evaluation year in 2020-21.

TENURED FACULTY

The following tenured faculty members are recommended for rehire. Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name
Agatucci, Jacob*
Alberghetti, Dan
Andre, Stephanie
Baldessari, Karl*
Barry, Thomas
Boldenow, Ron
Borowsky, Justin
Bouknight, Jon
Casey, Donna ⁵
Casey, Peter
Chaput, Emma
Coleman, Elizabeth*
Cousineau, Lewis
Cravis, William ⁵
Cruickshank, Jennifer ⁵
Decker, Michele
Donohue, Stacey
Dorsey, Kristin
Ellis, James ⁵
Emerson, Bruce
Evans, Josh
Finney, Catherine
Freihoefer, Theresa*
Fuller, Sarah ⁵
Gesme, Michael
Giglio, Jessica*
Godfrey, Murray ⁵
Grove, Kevin
Hammerman, Jessica*
Hansen, Michael
Harper, Amy
Haury, Carson
Hays, Scott
Henson, Sara
Higginbotham, Carol
Howell, Amy ⁵
Humphries, Merideth
Hutchings, Chuck
Keener, Julie
Knox, James*

Faculty Name
Lamb, Jason*
Liccardo, John
Linford-Foreman, Lilli Ann
Liu, David ⁵
Magidson, Eric
McCabe, Kathleen
McCann, Mick
Michalski, Bret
Moodie, James ⁵
Morrow, Jane
Murphy, Owen
Murray, Lynn ⁵
Novak, Matthew
Palagyi, Sean
Palmer, Beth
Pelly, Paul*
Peterson, Tim
Phillips, Ralph
Plassmann, Rebecca ⁵
Prade, Fleur*
Rubio, Chris
Rule, Sean
Russell, Jessica
Russell, Tony
Simning, Kiri ⁵
Smith, Kathy ⁵
Sumpter-Latham, Eleanor
Swartwout, Ken ⁵
Towne, Forrest ⁵
Vines, Monica
Virk, Ricky ⁵
Walker-Sands, Rebecca
Waller, Michel
Waller, Shannon
Wampler, Wendi
Williams, Malinda*
Wolf, Jon
Woodell, Andria
Yeatman, Wayne ⁵
Ziegler, Zelda



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TEMPORARY FACULTY

The following faculty are recommended for temporary contracts for regular full-time positions.

Faculty Name
Faila, John
Kennelly, Patrick

Faculty Name
O'Bryan, Stephanie
Trask, David

RETIREMENTS/SEPARATIONS

Faculty Name
Hoppe, William
Leonard, Jeffrey
Mays, Ken*** ⁵

Faculty Name
McDaniel, Kari*
Nelson, Doug***
Schmidt, Julie

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FACULTY RECOMMENDED FOR REHIRE WITH NO STEP INCREASE

The following faculty are recommended for rehire but not for a step increase due to their PIP Plan, Final PIP Report, or 17-18 ARA being more than one year overdue.

Faculty Name
Cheney, Monte

* Indicates considered for and awarded promotion in 2019-20.

** Indicates considered for and awarded tenure in 2019-20.

***Will return under different status.

⁵ indicates fifth year evaluation year in 2020-21.

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

Prepared by: Laura Boehme, Chief Human Resources Officer

Subject	Approval to rehire Administrative and Confidential Staff for 2020-2021
Strategic Plan Goal	Initiative
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. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision-making. IE-4: Improve information sharing practices and platforms.
Community Enrichment	CE-3: Offer College services and expertise in response to community needs.

A. Background

Employment contracts are issued to administrator and confidential employees annually for the upcoming fiscal year. The conditions for the issuance of all such employment contracts, which include satisfactory performance, are contained in the COCC Exempt and Confidential Supervisory Handbook. A list of employees identified as Administrative and Confidential Staff for rehire is included.

Definitions

- Temporary contracts represent limited duration contracts typically based on discrete money sources or assignments, such as grants or temporary assignments.
- Probationary contracts are issued during the first three years of employment in the position.
- Regular contracts are issued with the fourth year of appointment in the position.
- Three Year contracts are a continuing contract option, not to exceed three years. Upon the recommendation from the President, these are issued to administrators who have worked a total of ten years for COCC in an administrative, exempt position at a pay level 26 or greater.

B. Options/Analysis

Approve the rehire recommendations. Decline the rehire recommendations.

C. Timing

For the 2020-2021 Fiscal Year.

D. Budget Impact

Funds for the administrator and confidential wages are contained in the appropriated 2020-2021 Budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approve rehire recommendations for the fiscal year 2020-2021 as identified on the attached report.

Approval for Administrator and Confidential Contract Renewals for 2020-21

Employment records shown are based on active status as of June 10, 2020, for Administrators and Confidential employees.

NAME	POSITION TITLE
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NOTE: **Bold** Indicates new to the College or new to a position or status

Temporary

Bauman, Tucker (Regular)	Welding Program Coordinator
Go, Delia (Probationary)	Title III Project Coordinator
Koon, Cady (Probationary)	College Now High School Liaison
Le Grand, Marcus (Probationary)	Pathways College and Career Success Coach
Ristow, Teresa (Probationary)	Advisor for Student Media
Sands, Christin (Probationary)	Capital Project Coordinator
Sklenar, Jay (Probationary)	Director, Corrections Education at DRCI
Worthington, Wendi (Probationary)	Outreach/Recruitment Coordinator Health Careers

Probationary (Note: Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2020)

Barry, Seana	Operations Manager, Human Resources
Beschart, Ken	Director, SBDC and Workforce Development
Bilbrey, Stephanie	Director, First Year Experience
Bisso-Fetzer, Claudia	Latino College Program Coordinator
Bouse, Misty	Major Gifts Officer
Bowers, Greg	Business Systems Programmer
Broadbent, Steve	Director, ITS Infrastructure
Brown, Walter "Scott"	Campus Public Safety Officer, Supervisor
Cary, Michelle	Native American Program Coordinator
Cook, Deena	Student Housing Marketing & Summer Conference Coordinator
Cooper, Crystal	Academic Advisor
Detwiler, Todd	Business Systems Programmer
Freeman, Kelsey	Native American College Preparation Program Coordinator
Hamlin, Annemarie	Instructional Dean
Hatch, Denise	Financial Aid Technical Analyst
Hayes, Tyler	Director, Admissions & Registrar
Jordan, David	Engineering Systems Administrator
Kovitz, Jennifer	Director of Communications
McCrea, Darren	Director of Application & Web System Development
Miller, Galit	Payroll Specialist
Motenko, Joshua	Assistant Director Intramural and Club Sports
Myers, Kathryn	Interim Buildings Maintenance Coordinator
Norbury, Lynn	Supervisor, Science Lab Techs & Tutors
Ostrovsky, Peter	Director, Campus Public Safety
Perry, Aaron-James	Technology Project Manager

Prater, Diane

Price, Gordon

Pritchard, Diane**Reeves, Jason**

Rougeux, Jamie

Rutherford, Kara

Schweitzer, Kayleen

Solar, Layla

Strang, Jeffery

Sylwester, Breana

Trimble, Erin

Walker, Christy**Wolfe, David**

Vacant

Vacant

Vacant

Vacant

Business Systems Programmer

Student Activities Coordinator

Director CAP Services**Senior Systems Administrator Account & Team Support Spec**

Coordinator, Services for Students with Disabilities

Assistant Director, Admissions & Records

Assistant Director, Recruitment & Outreach

Assistant Director of Financial Aid

Exercise Physiologist

Director of Financial Aid

ASL Interpreter Facilitator

Director of Diversity and Inclusion**Residence Life Coordinator**

Admissions Coordinator

Director of Redmond Campus

Director, E-Learning and Academic Technology

Youth Program Coordinator

Regular (Note: Indicates renewal of staff who have satisfactorily completed Probationary status to Regular status in this position by August 31, 2020)

Allison, Brian

Anderson-Butler, Natasha

Beaulieu, Mike

Bellusci, Sharon

Boone, Aaron

Boone, Zachary

Bowling, Michael

Davis, Andrew

DeBaal, Wade

Donnell, Scott

Downing, Julie

Dula, Tracy

Dymond, Wesley

Egertson, Chris

Fisher, Michael

Floyd, Jeff

Forbess, Jennifer

Forell, Jared

Goetsch, Stephanie

Graham, Caren

Green, Jeremy

Gunnell, Christa

Harris, Krissa**Hice, Malissa**

End User Support Administrator

Academic Advisor

Campus Services Operations Supervisor

Student Services Technology Coordinator

Senior Systems Administrator Account & Team Support Spec

Chief Advancement Officer/Executive Director Foundation

Senior MIS Analyst Programmer

Director, Student and Campus Life

Assistant Network Administrator

Web Designer

Instructional Dean

Coordinator of Career Services

Information Security Administrator

Research Analyst

Instructional Dean

Senior Network Administrator

Tutoring Coordinator, Writing Center

Assist. Director, Admissions and Records – Curriculum & Technology

Continuing Education Program Manager

Marketing Manager, Community Learning

Director, Madras Campus

Human Resources Employment and Benefits Supervisor

Continuing Education Program Manager**Financial Aid Advisor**

Hovekamp, Tina	Director of Library Services
Huckins, Shelley	Payroll Supervisor
Hughes, Kevin	Custodial Supervisor
Jordan, Bonnie	Academic Advisor
Julian, Betsy	Vice President for Instruction
Jumper, Nancy	Continuing Education Program Manager
Kalanquin, Diana	Academic Advisor
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Knox, Rachel	Continuing Education Program Manager
Kristensen, Suzie	Director, Prineville Campus
Lantis, Glenda	Director of Continuing Education
Marnell, Tamara	ILL & Discovery Librarian
Merryman, Melissa	Assistant Director of Housing and Residence Life
Metcalf, Aimee	Assistant Director of College Relations
Mills, Chris	Student Module Manager / Analyst
Newby, Jennifer	Instructional Dean
Newcombe, Stephen	Operations Manager, Community Learning
Nichols, Brittany	Director of Foundation Programs
Payne, Frank	Bookstore Manager
Pierce, Brynn	Director of Institutional Effectiveness
Podell, Keri	Academic Advisor
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Instructional Technical Systems Specialist/Trainer
Sandoval, Evelia	Latino Student Program Coordinator
Shew, JJ	HRIS/Business Module Manager
Syrell, Adrian	Accountant
Wilcox, Jim	Small Business Management Program Manager
Wright, Beth	Placement Test Coordinator

3-Year Contracts (Note: Indicates renewal of contract for employees with 10yrs service in a regular Administrative position at GL26 or higher by August 31, 2020)

Andresen, Sharla	Director of Contracts & Risk Management
Benefiel, Lori	Director of Auxiliary Services
Boehme, Laura	Chief Human Resources Officer, Human Resources
Cecchini, Daniel	Chief Information Officer (3yr Contract)
Dona, David	Chief Financial Officer
Jeffreys, Cynthia	Systems Integrator
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Vice President of Student Affairs
Smith, Kellie	Director of Tutoring and Testing Center
Viles, Vickery	Director, Curriculum and Assessment
Viola, Joe	Director, Campus Services

Confidential (Note: Indicates renewal of Confidential appointments)

Peters, Jennifer	Administrative Assistant to Vice President for Administration
Weller, Eric	Administrative Assistant to Vice President for Instruction
VACANT (7/1/2020)	Executive Secretary to President and Board of Directors



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

Subject	Approve inter-fund borrowing between various programs and grants of the College for 2020-21.
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

The College is the grantee on a number of programs and grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College advances money to the various programs and grants.

This resolution authorizes short-term inter-fund borrowing for the purposes described above. All such inter-fund borrowings shall be repaid by the end of the fiscal year, and no interest shall be charged.

B. Options

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

C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For inter-fund borrowing to occur in Fiscal Year 2020-21, this resolution will need to be approved before July 1, 2020.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various programs and grants of the College for the period July 1, 2020 through June 30, 2021.



Central Oregon Community College Board of Directors: Resolution

Subject	Designate custodians of funds and financial institutions for 2020-21
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Laurie Chesley, Matthew McCoy, and David Dona be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2020-21 fiscal year:

Bank of America*	Bend and Redmond branches
Columbia Bank*	Bend, Redmond and Madras branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond, Prineville, Madras, Sisters and LaPine branches
Northwest Community Credit Union**	Bend branch
OnPoint Community Credit Union**	Bend and Redmond branches
Oregonians Credit Union**	Prineville branch
SELCO Credit Union**	Bend and Redmond branches
South Valley Bank and Trust*	Bend, Redmond, Prineville, and LaPine branches
Umpqua Bank*	Bend and Redmond branches
US Bank*	Bend, Redmond, Sisters, Prineville, LaPine, Madras, and Portland (Main Office) branches
Washington Federal Savings*	Bend, Redmond, Prineville, Madras, Sisters, and LaPine branches

Chase Bank*	Bend, Redmond and Prineville branches
Wells Fargo Bank*	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
First Community Credit Union**	Bend branch
Summit Bank*	Bend branch
First Interstate Bank*	Bend, Redmond, Prineville, Madras, Sisters, and Sunriver branches

* Member of FDIC

**Member of NCUA

B. Options

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

C. Timing

Approval before July 1, 2020 is required.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby 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.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve Budget Officer, Clerk and Deputy Clerks for 2020-21
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

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

- ✓ It is recommended that Laurie Chesley be the designated Budget Officer and Clerk of the District for the period of July 1, 2020 through June 30, 2021.
- ✓ It is recommended that David Dona and Matthew McCoy be designated Deputy Clerks for the period July 1, 2020 through June 30, 2021. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

B. Options

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

C. Timing

The Budget Officer, Clerk and Deputy Clerk must be designated by July 1, 2020.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby 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.



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

Subject	Approval of the Administrators and Confidential Employees Wage Adjustment for 2020-21
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. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-4: Improve information sharing practices and platforms.
Community Enrichment	CE-3: Offer College services and expertise in response to community needs.
Prepared By	Laura Boehme, Chief Human Resources Officer

A. Background

As part of a review in conjunction with the annual budget process, the President may recommend an annual wage adjustment. The recommended wage adjustment for eligible administrators and confidential employees effective July 1, 2020 is a 3.0% increase to base wages. Employees must be in a position that meets a benefitted status.

B. Options/Analysis

Approve the 3.0% increase to base wages of eligible administrators and confidential employees, which includes those employees identified as administrators, supervisory, professional-non-managerial, and confidential.

Decline approval of the 3.0% increase to base wages of eligible administrators and confidential employees, which includes those employees identified as administrators, supervisory, professional-non-managerial, and confidential.

C. Timing

The increase to the wages for the eligible employees shall be effective July 1, 2020.

D. Budget Impact

Sufficient funds are available and contained in the appropriated 2020-21 budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approve the 3.0% increase to base wages for eligible administrators and confidential employees.

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

Cash and Investments

The College's operating cash balances currently total \$38.5 million. The April average yield for the Local Government Investment Pool is down to 1.76 percent from last report of 2.08 percent.

General Fund Revenues

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

General Fund Expenses

The expenses through April 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

Cash and Investments Report

As of April 30, 2020

College Portfolio	Operating Funds	Trust/Other Funds
Cash in State Investment Pool		
4089 - General operating fund	\$ 37,646,684	
3624 - Robert Clark Trust		\$ 384,301
April Average Yield 1.76%		
Cash in USNB	\$ 834,311	
Cash on Hand	\$ 4,600	
Total Cash	\$ 38,485,595	\$ 384,301

Central Oregon Community College
Monthly Budget Status
 April 2020

Exhibit 12.a
 10-Jun-20

<u>General Fund</u>	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 17,814,000	\$ 17,260,464	\$ (553,536)	96.9%	98.1%
Prior Taxes	447,000	588,432	141,432	131.6%	65.4%
Tuition and fees	17,691,000	17,319,367	(371,633)	97.9%	99.4%
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%	47.1%
Interest & Misc. Income	150,000	57,479	(92,521)	38.3%	39.4%
Transfers-In	2,160,000	2,160,000	-	100.0%	100.0%
Total Revenues	\$ 45,844,100	\$ 46,273,222	\$ 429,122		
Expenses by Function					
Instruction	\$ 21,665,951	\$ 16,852,266	\$ 4,813,685	77.8%	77.3%
Academic Support	4,047,864	3,236,715	811,149	80.0%	77.6%
Student Services	5,036,105	3,463,502	1,572,603	68.8%	70.6%
College Support	5,674,552	4,396,430	1,278,122	77.5%	77.7%
Plant Operations and Maintenance	4,708,626	3,121,769	1,586,857	66.3%	72.6%
Information Technology	4,688,710	3,085,394	1,603,316	65.8%	70.5%
Financial Aid	112,897	89,791	23,106	79.5%	77.6%
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	\$ 36,019,943	\$ 12,480,838		
Revenues Over/(Under) Expenses	\$ (2,656,681)	\$ 10,253,279	\$ 12,909,960		

Central Oregon Community College
Monthly Budget Status
 April 2020

Exhibit 12.a
 10-Jun-20

	Adopted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
Non General Funds					
Debt Service Fund					
Revenues	\$ 5,734,897	\$ 5,369,826	\$ (365,071)	93.6%	95.5%
Expenses	5,803,480	2,393,661	3,409,819	41.2%	42.1%
Revenues Over/(Under) Expenses	\$ (68,583)	\$ 2,976,165	\$ 3,044,748		
Grants and Contracts Fund					
Revenues	\$ 3,856,835	\$ 1,678,560	\$ (2,178,275)	43.5%	52.3%
Expenses	3,880,754	1,989,275	1,891,479	51.3%	58.7%
Revenues Over/(Under) Expenses	\$ (23,919)	\$ (310,715)	\$ (286,796)		
Capital Projects Fund					
Revenues	\$ 397,942	\$ 511,528	\$ 113,586	128.5%	97.9%
Expenses	3,831,265	1,176,984	2,654,281	30.7%	24.7%
Revenues Over/(Under) Expenses	\$ (3,433,323)	\$ (665,456)	\$ 2,767,867		
Enterprise Fund					
Revenues	\$ 6,207,853	\$ 3,577,687	\$ (2,630,166)	57.6%	73.2%
Expenses	6,801,603	4,470,424	2,331,179	65.7%	72.5%
Revenues Over/(Under) Expenses	\$ (593,750)	\$ (892,737)	\$ (298,987)		
Auxiliary Fund					
Revenues	\$ 8,160,308	\$ 6,375,956	\$ (1,784,352)	78.1%	88.4%
Expenses	10,394,042	6,676,125	3,717,917	64.2%	66.1%
Revenues Over/(Under) Expenses	\$ (2,233,734)	\$ (300,169)	\$ 1,933,565		
Reserve Fund					
Revenues	\$ 22,314	\$ -	\$ (22,314)	0.0%	0.0%
Expenses	475,000	442,736	32,264	93.2%	93.6%
Revenues Over/(Under) Expenses	\$ (452,686)	\$ (442,736)	\$ 9,950		
Financial Aid Fund					
Revenues	\$ 13,344,370	\$ 10,822,670	\$ (2,521,700)	81.1%	62.5%
Expenses	13,414,975	11,166,801	2,248,174	83.2%	64.8%
Revenues Over/(Under) Expenses	\$ (70,605)	\$ (344,131)	\$ (273,526)		
Internal Service Fund					
Revenues	\$ 214,097	\$ 147,704	\$ (66,393)	69.0%	67.9%
Expenses	269,300	204,973	64,327	76.1%	62.0%
Revenues Over/(Under) Expenses	\$ (55,203)	\$ (57,269)	\$ (2,066)		
Trust and Agency Fund					
Revenues	\$ 10,499	\$ 7,560	\$ (2,939)	72.0%	215.3%
Expenses	12,000	7,918	4,082	66.0%	91.7%
Revenues Over/(Under) Expenses	\$ (1,501)	\$ (358)	\$ 1,143		

Central Oregon Community College - Board of Directors' Meeting
 Annual Campus Services Maintenance Projects
 Submitted by: Joe Viola, Director of Campus Services

Exhibit: 12.b
 June 10, 2020
 Board of Directors' Mtg.

C.O.C.C. - Maintenance Projects 2020-21					
	Project	Estimated Cost	Trade	Building	
1	Replace 10 failing door closures on campus	20,000	ADA	Bend Campus	
2	Pinckney/Pence ADA auto door openers at restrooms	30,000	ADA	Pickney/Pence	
3	Security Measures (upgrade locksets)	5,000	Safety	Bend Campus	
4	Roof repair/replacement	190,000	Roofing	Mazama	
6	Boyle chiller Replacement	185,000	HVAC	Boyle	
7	Roof replace/repair	100,000	Roofing	Modoc	
8	Renovate field for proper drainage	31,000	Landscaping	Mazama	
9	Lower north entry doors replaced for security and functionality	40,000	Carpentry	Mazama	
10	HVAC	100,000	HVAC	Metolious	
11	Restroom	125,000	All	Metolious	
12	Lighting	30,000	Electrical	Metolious	
13	Safety at entrances	120,000	Safety	Metolious	
14	Exterior stairs repair	85,000	Concrete	Grandview	
15	Repair outside stairs	25,000	Concrete	Metolious	
16	Ceiling tiles	9,000	Carpentry	Mazama	
17	Ventilation	30,000	HVAC	Mazama	
18	Install exterior outlet on field	2,500	Electrical	Mazama	
19	Repair crumbling stairs	45,000	Concrete	Modoc	
20	Replace heat pump	100,000	HVAC	Science	
21	Battery backup system	15,000	Electrical	Health Careers	
22	Repair concrete entrance at College Way	125,000	Concrete	Ponderosa	
23	Roof repair/replacement	70,000	Roofing	Metolious	
24	Air Handler replace	45,000	HVAC	Grandview	
25	Air conditioning to addition	36,000	HVAC	Mazama	
26	Pinckney/Pence flooring repair/replace	10,000	Flooring	Pickney/Pence	
27	Repair concrete patio	25,000	Concrete	Pickney/Pence	
28	Boyle exterior building repairs-seal front elevation w/elasto-meric paint	180,000	Carpentry	Boyle	
29	Laundry room needs a second heater install-redundant heater in wall	2,000	Electrical	Wickiup Hall	
30	Energy upgrades including serpentine parking lot LED light renovation	25,000	Electrical	Bend Campus	
31	Regency COCC sign lighting	12,000	Electrical	Bend Campus	
32	Refinish community garden fence	4,000	Carpentry	Library	
33	Upgrade ventilation system	30,000	HVAC	Modoc	
34	Pine tree bashing	7,000	Carpentry	Modoc	
35	Reset damaged sectionalizing electrical unit	45,000	Electrical	Ochoco	
36	A/C	40,000	HVAC	Ponderosa	
37	Submeter all buildings and get Dashboard display	100,000		Bend Campus	
38	Prefab metal structure for cinders and equipment	150,000	Carpentry	Physical Plant	
39	Polymer coating for shop floor	36,000	Flooring	Physical Plant	
		2,229,500			
Redmond Campus					
1	Install construction shed or Conex box for Redmond tools and equipment	\$ 65,000		Redmond	
	Total Projects Redmond Campus	\$ 65,000			
Prineville Campus					
	Total Projects Prineville Campus	\$ -			
Madras Campus					
1	Landscaping in Parking Lot and Trees south side student gathering area	\$ 5,000	Landscaping	Madras	
	Terraced student gather area with ADA access	\$ 18,000			
	Total Projects Madras Campus	\$ 23,000			



**Central Oregon Community College
Board of Directors: Old Business**

Subject	#RealColleges Survey – Transportation and Child Care
Strategic Plan Initiatives	SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
Prepared By	Alicia Moore, Vice President of Student Affairs

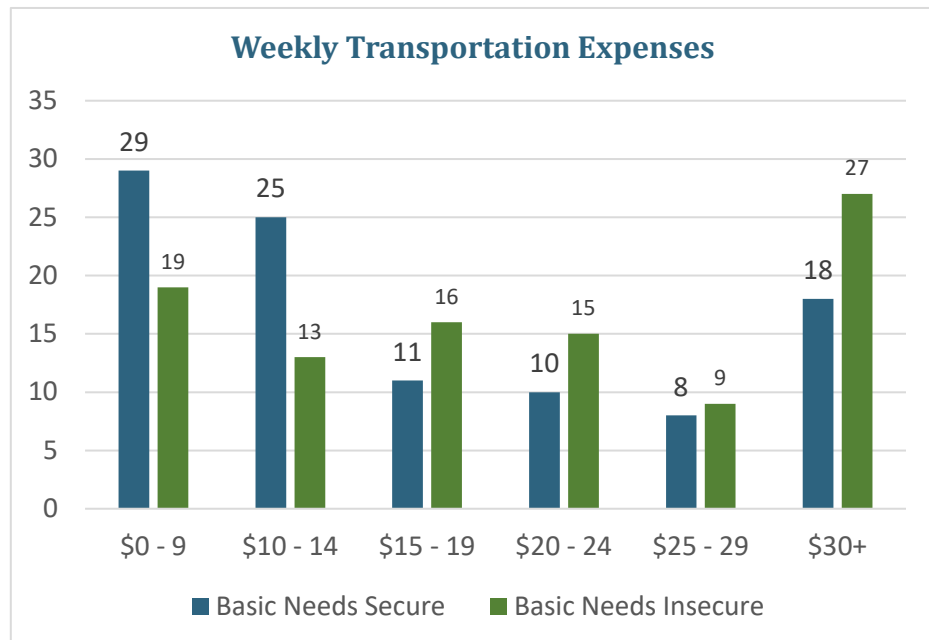
Background

The [#RealCollege survey](#), created by the [Hope Center for College, Community, and Justice](#) (Hope Center), is the nation’s largest annual assessment of housing security, food security and homelessness among college students. Results were presented at the May 2020 Board meeting. The Hope Center recently published additional findings from the survey focused on student experiences with transportation and childcare; these findings are summarized in this report. The full report is available by contacting Alicia Moore, Vice President for Student Affairs, amoore@cocc.edu.

Transportation Findings

Of the 602 respondents, 48 (8%) indicated they use public transit in order to get to campus. Of students who use public transportation, 22 (46%) indicated that public transit costs were not affordable to somewhat affordable, while 54 (54%) said that costs were very or extremely affordable.

27% of students experiencing some level of basic needs insecurity indicated that they spend at least \$30 per week on transportation costs, while 29% of those whose basic needs are secure said they spend \$0-9 per week.



Childcare Findings

115 (19%) of respondents have children, with 40% of these respondents indicating that they need, use, or plan to use childcare. 24% of parenting students said they cannot afford the childcare costs. Not surprisingly, those whose basic needs are secure report higher levels of the ability to afford childcare costs (64% for those whose basic needs are met; 12% for those whose basic needs are not met).

Comments

Central Oregon Community College has had a long-standing partnership with Cascades East Transit to provide discounted monthly passes to students, with the cost subsidized by the Associated Students of Central Oregon Community College and by the Office of Student Life. Zone 1 (Bend area) tickets are \$10 for students (regularly \$20) and \$50 for Multi-Zone (travel between Central Oregon cities, including stops at the Redmond and Madras campuses).

COCC continues to be involved with community conversations regarding childcare solutions. This includes staff actively participating in the Bend Chamber of Commerce's childcare task force and shared work between COCC and OSU-Cascades to consider potential placement of child care facilities on either campus. Additionally, COCC's Early Childhood Education faculty coordinate an annual conference to provide education and training to early child education professionals, advocates and students



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

Subject	Residence Hall: Resnet Internet Service Provider
Strategic Plan Initiatives	Student Success 2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Sharla Andresen, Director of Contracts and Risk Management Andrew Davis, Director of Student and Campus Life

A. Background

In an effort to continually offer exemplary service and provide convenient, innovative, and flexible options to its students and visitors, the College sought vendors to submit proposals to provide hardwire and wireless internet for the Wickiup Hall students and summer conference guests. A formal Request for Proposals was issued and two responsive bids were received ranging from \$693,000 to \$ 977,921 for a five-year contract. The College’s Evaluation Team for this solicitation included Student Life and IT representation. They chose COCC’s current provider, Apogee, as the successful awardee. The evaluation team spent some time discussing the financial ramifications of awarding the bid to the higher bidder, however price was not the only factor in this bid and the evaluation team determined that Apogee’s staff and firm qualifications, remote support, onsite maintenance and support, onsite response time, references, and reporting were deemed far superior than the second bidder. It should also be noted that Apogee’s submitted bid is \$182,674 less than their current five-year College contract.

B. Options/Analysis

Award a five-year \$977,921 contract to Apogee.
Do not award a five-year contract to Apogee, reject all bids and re-bid the solicitation.

C. Timing

Award of the contract at this time will allow for the continuation of hardwire and wireless internet operations to the College’s Wickiup Residence Hall after the current contract expiration of June 30, 2020.

D. Budget Impact

Funds have been budgeted for these services.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors awards a five-year contract for the College’s Wickiup Hall hardwire and wireless internet services to Apogee.