



CENTRAL OREGON
community college

CENTRAL OREGON
COMMUNITY COLLEGE

Board of Directors' Meeting – AGENDA

Wednesday, June 8, 2022 – 5:45 PM

Boyle Education Center Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Unger
	II. Native Lands Acknowledgement	2a.1*		Unger
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. Public Comment			Kovitz
	V. Adjourn to Executive Session			Unger
	VI. Convene Executive Session			
	ORS 192.660 section 2, subsection I, President's Evaluation			
	VII. Return to Open Session			Unger
	VIII. Open Budget Hearing for 2022-23 Budget			Unger
	1. Public Comment and Testimony			
	2. Adoption Resolution - 2022-23 Budget	8a.1*	X	Knutson ^A
	3. Appropriation Resolution - '22-23	8b.1*	X	Knutson ^A
	4. Impose/Categorize Taxes - '22-23	8c.1*	X	Knutson ^A
	IX. Close Budget Hearing			Unger
	X. Convene Open Session			
	XI. Agenda Changes			Unger
	XII. Consent Agenda***			Unger
	1. 2022-23 Fiscal Responsibilities			
	a) Inter-fund Borrowing	12a.1*	X	Knutson ^A
	b) Custodian of Funds/Depository Institutions	12b.1*	X	Knutson ^A
	c) Budget Officer/Clerk/Deputy Clerks	12c.1*	X	Knutson ^A
	2. 2021-22 Fiscal Responsibilities			
	a) Appropriation Resolution - ' 21-22	12d.1*	X	Knutson ^A
	3. FT Faculty Rehires	12e.1*	X	Julian ^A
	4. Administrator Compensation Recommendation	12f.1*	X	Boehme ^A
	5. Minutes			
	a) Regular Meeting (May 11, 2022)	12g.1*	X	Chesley ^A
	XIII. Information Items			

* Material to be distributed via e-mail & USPS (as necessary)

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

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

P - indicates a Presentation will be provided.

A - indicates the presenter is available for background information if requested.

1. Financial Statement	13a.1*	Knutson ^A
2. Renewal of Admin Contracts	13b.1*	Boehme ^A
3. New Hire Reports	13c.1*	Boehme ^A
4. Foundation – Major Gifts/Planned Giving		Boone/Bouse ^P
XIV. New Business		
1. President’s Evaluation		Abernethy
XV. Board of Directors’ Operations		
1. Board Member Activities		Unger
XVI. President’s Report		
XVII. Dates		
1. Saturday, June 11, 2022 – COCC Car-mencement @9:00 am		
2. Tuesday, July 12, 2022 – COCC Real Estate Committee Meeting @ 3:30pm		
3. Wednesday, July 13, 2022 – COCC Board of Directors’ Meeting @ 5:45pm		
4. Wednesday, August 19, 2022– COCC Board of Directors’ Meeting @ 5:45pm		
XVIII. Adjourn		

* Material to be distributed via e-mail & USPS (as necessary)

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

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

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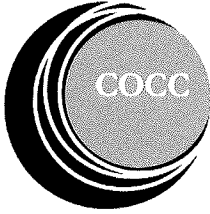
A - indicates the presenter is Aavailable for background information if requested.

Purpose: To acknowledge someone is to say, "I see you. You are significant." The purpose of a land acknowledgement is to recognize and pay respect to the original inhabitants of a specific region. It is an opportunity to express gratitude and appreciation to those whose territory you exist in.

COCC Land Acknowledgement

(Condensed Version)

COCC would like to acknowledge that the beautiful land our campuses reside on, are the original homelands of the **Wasq'ú** (Wasco), and the **Wana Lama** (Warm Springs) people. They ceded this land to the US government in the Treaty of 1855. The **Numu** (Paiute) people were forcibly moved to the Warm Springs Indian Reservation starting in 1879. It is also important to note that the Klamath Trail ran north through this region to the great Celilo Falls trading grounds and the Klamath Tribes claim it as their own. Descendants of these original people are thriving members of our communities today. We acknowledge and thank the original stewards of this land.



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

Subject	Adopt Fiscal Year 2022-23 Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

The Budget Committee discussions for the 2022-23 budget focused on the continued level of uncertainty created by the COVID-19 Pandemic, enrollment challenges in Higher Education, and state funding. The budget was developed to maintain accessibility and affordability for our students, while strategically using HEERF and grant funds in fiscal year 2022-23. The College will be monitoring the State's biennium appropriation for the Community College Support Fund (CCSF) and student enrollment levels, taking any budgetary actions required. No changes are proposed to the budget approved by the Central Oregon Community College Budget Committee on May 11, 2022. 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

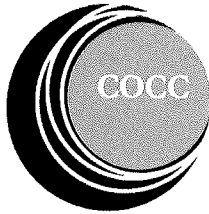
The budget must be adopted before July 1, 2022 for the College to continue its operations.

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 2022-23 in the aggregate amount of \$106,856,726 (total of all funds) approved by the Budget Committee on May 11, 2022.



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

Subject	Make Appropriations for Fiscal Year 2022-23 Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

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	\$ 29,262,373	
Student Services	6,092,710	
College Support Services	6,102,705	
Campus Services	5,249,080	
Information Technology Services	5,480,781	
Financial Aid	112,897	
Contingency	800,000	
Total General Fund		\$ 53,100,546

DEBT SERVICE FUND

Principal	\$ 3,122,476	
Interest	2,420,609	
Materials and Services	600	
Total Debt Service Fund		\$ 5,543,685

CAPITAL PROJECTS FUND

Personnel Services	\$ -	
Materials and Services	1,883,000	
Capital Outlay	6,207,948	
Transfers Out	-	
Total Capital Projects Fund		\$ 8,090,948

ENTERPRISE FUND

Personnel Services	\$ 911,595
Materials and Services	2,546,333
Capital Outlay	95,000
Transfers Out	1,787,743

Total Enterprise Fund		\$ 5,340,671
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INTERNAL SERVICE FUND

Personnel Services	\$ 14,893
Materials and Services	94,000
Capital Outlay	6,000
Transfers Out	5,000

Total Internal Service Fund		\$ 119,893
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RESERVE FUND

Materials and Services	\$ 25,000
Transfers Out	430,000

Total Reserve Fund		\$ 455,000
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SPECIAL REVENUE FUND

Federal Grant Programs	\$ 4,776,133
State Grant Programs	1,145,901
Other Grant Programs	435,922
Contracts	381,144
New Programs	1,000,000

Total Special Revenue Fund		\$ 7,739,100
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AUXILIARY FUND

Self-Sustaining Activities	\$ 2,664,425
Non-General Fund Instruction	6,352,661
Revolving Activities	1,319,286
Contractual & Administrative Provisions	788,946

Total Auxiliary Fund		\$ 11,125,318
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FINANCIAL AID FUND

Federal Programs	\$ 8,526,000	
State Programs	4,600,000	
Institutional Programs	2,163,000	
Other Programs	<u>34,065</u>	
Total Financial Aid Fund		\$ 15,323,065

TRUST & AGENCY FUND

Materials and Services	\$ <u>18,500</u>	
Total Trust & Agency Fund		\$ 18,500

Total Budget Appropriation		<u><u>\$ 106,856,726</u></u>
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B. Options

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

C. Timing

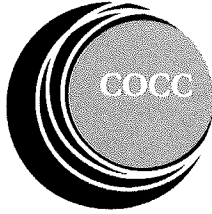
Making Appropriations must be completed before July 1, 2022 for the College to continue its operations.

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 \$106,856,726.



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

Subject	Impose and Categorize taxes for Fiscal Year 2022-23
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

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.

	<u>Subject to the Education Limits</u>	<u>Excluded from Measure 5 Limits</u>
Permanent Rate	\$0.6204 / \$1,000	
General Obligation Bonds		\$2,779,059

B. Options

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

C. Timing

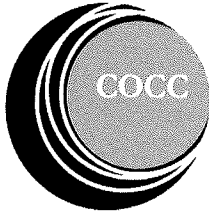
The taxes must be imposed and categorized before July 1, 2022 for the College to continue its operations.

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 2022-23 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations, and in the amount of \$2,779,059 for voter approved general obligation bonds debt service for the fiscal year 2022-23. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



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

Subject	Approve inter-fund borrowing between various programs and grants of the College for 2022-23.
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
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

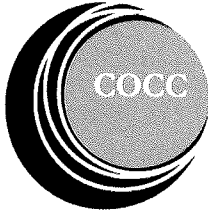
This is an item, which needs annual affirmation by the Board of Directors. For inter-fund borrowing to occur in Fiscal Year 2022-23, this resolution will need to be approved before July 1, 2022.

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, 2022 through June 30, 2023.



Board Meeting Date: June 8, 2023
 Exhibit No.: 12.6.1
 Approval: ___Yes___No
 Motion: ___

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

Subject	Designate custodians of funds and financial institutions for 2022-23
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
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, Alicia Moore, and Cathleen Knutson 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 2022-23 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 |
| Umpqua Bank* | Bend and Redmond branches |
| US Bank* | Bend, Redmond, Sisters, Prineville, LaPine, Madras, and Portland (Main Office) branches |
| Chase Bank* | Bend, Redmond and Prineville branches |

Wells Fargo Bank*	Bend, Redmond, Prineville, Sisters, Madras, and Portland (Main Office) branches
WaFd Bank*	Bend, Sister, Redmond, Prineville, LaPine
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

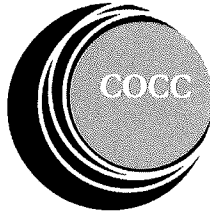
Approval before July 1, 2022 is required.

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, Alicia Moore, and Cathleen Knutson 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 2022-23
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
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, 2022 through June 30, 2023.
- ✓ It is recommended that Alicia Moore and Cathleen Knutson be designated Deputy Clerks for the period July 1, 2022 through June 30, 2023. 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 Clerks.
- 2) Approve other persons as the Budget Officer, Clerk and Deputy Clerks.

C. Timing

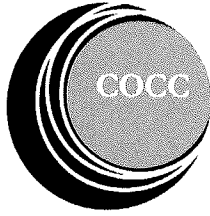
The Budget Officer, Clerk and Deputy Clerk must be designated by July 1, 2022.

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, Alicia Moore and Cathleen Knutson the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2022 through June 30, 2023.



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

Subject	Approve Budget Officer, Clerk and Deputy Clerks for 2022-23
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
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.

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- ✓ It is recommended that Alicia Moore and Cathleen Knutson be designated Deputy Clerks for the period July 1, 2022 through June 30, 2023. 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 Clerks.
- 2) Approve other persons as the Budget Officer, Clerk and Deputy Clerks.

C. Timing

The Budget Officer, Clerk and Deputy Clerk must be designated by July 1, 2022.

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, Alicia Moore and Cathleen Knutson the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2022 through June 30, 2023.

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

Prepared by: Cathleen Knutson, Director of Fiscal Services

Subject:	Approval of fiscal year 2021-22 Budget Appropriation Resolution
Strategic Plan Connection:	Institutional Efficiency

A. Background

After July 1 when a local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may be increased due to an occurrence or condition that was not known at the time the budget was prepared. The three funds included in the resolution do not require increased funding; the proposed resolution includes changes across object class.

The proposed change in the Debt Service Fund is linked to refinanced principal and interest payments. The proposed changes in the Special Revenue Fund are a result of additional grants and contracts added during the fiscal year. The change in the Capital Projects Fund is due to the creation of a new Institutional Furniture Fund.

B. Options

- 1) Approve the proposed resolution
- 2) Do not approve the proposed resolution

C. Timing

Approval of the 2021-22 appropriation change is requested at this time. Approval will allow the College to remain in full compliance with Oregon Budget Law and meet the appropriation requirements of the College.

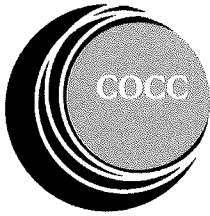
D. Budget Impact

There are no changes to the 2021-22 fiscal year ending fund balances for the Debt Service, Special Revenue, or Capital Projects fund as the proposed increases in object class appropriation are equal to decreases within the same fund. The total revised changes in appropriation are provided below:

- Debt Service Fund: Revised Principal Payment \$283,000 increase
- Debt Service Fund: Revised Interest Payment \$283,000 decrease
- Special Revenue Fund: Revised State Grant \$6,000 increase
- Special Revenue Fund: Revised Other Grant \$55,000 increase
- Special Revenue Fund: Revised Contract \$30,000 increase
- Special Revenue Fund: Revised New Programs \$91,000 decrease
- Capital Projects Fund: Revised Transfers \$100,000 increase
- Capital Projects Fund: Revised Capital Outlay \$100,000 decrease

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the changes to the 2021-22 fiscal year budget as identified in the Appropriation Resolution.



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

Subject	Full-time faculty rehire recommendations 2022-23.
Prepared By	Betsy Julian – Vice President for Instruction

A. Background

Need for timely approvals to rehire full-time 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 2022-23 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
Baron, Sarah*
Buer, Cierra
Come, Julie
De Sitter, Teresa*
Failla, John
Feinics, Lisa
Gesuale, Melinda*
Ghiara, Abhay
Grijalva, Christina
Higgins, Matthew
Houston, Leslie
Ingulli, Carmen
Kennelly, Patrick
Lambert, Kristin
Mattox, Kimber

Faculty Name
Miller, Susan
Nguyen, Venus
Nunes, Alan
Perry, Michael
Ramos, Rebecca
Sather, Mary Eileen
Schappe, David*
Shipman, Lisa
Simone, Paula
Supplee, Roxanne
VanOrsdol, Rodney*
Walker, Carrie
Waller-Niewold, Marilyn
Wershow, Harold
Wheary, Amy

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
Artus, Mike**
Baldessari, Karl
Barry, Thomas ⁵
Boldenow, Ron ⁵
Borowsky, Justin
Bouknight, Jon
Briggs, Vaughan
Chaput, Emma
Cheney, Monte
Coe, Jacquelyn
Cole, Angie**
Coleman, Elizabeth
Cousineau, Lewis
Cruickshank, Jennifer
Donohue, Stacey
Dorsey, Kristin ⁵
Erickson, Thor*
Evans, Josh
Finney, Catherine
Franklin, Rebecca*
Fuller, Sarah
Gesme, Michael ⁵
Giglio, Jessica
Godfrey, Murray
Grove, Kevin*
Hagen, Laura**
Hammerman, Jessica
Hansen, Michael ⁵
Harper, Amy ⁵
Haury, Carson
Hays, Scott
Hazlett, Christopher*
Henson, Sara
Higginbotham, Carol
Hong, Lin
Hostetler, Kirsten**

Faculty Name
Howell, Amy
Humphries, Merideth ⁵
Hutchings, Charles
Keener, Julie
Knox, James
La Duca, Sam**
Lamb, Jason
Layton, Amanda*
Liccardo, John
Linford-Foreman, Lilli Ann
Magidson, Eric*
Michalski, Bret
Moodie, James
Morrow, Jane ⁵
Murphy, Owen
Murray, Lynn
Novak, Matthew
Palagy, Sean
Palmer, Beth ⁵
Peterson, Tim
Phillips, Ralph
Plassmann, Rebecca
Prade, Fleur
Rule, Sean
Russell, Jessica
Russell, Tony
Simning, Kiri
Smith, Kathy
Swartwout, Ken
Towne, Forrest
Vines, Monica
Virk, Ricky
Waller, Michel ⁵
Waller, Shannon ⁵
Wampler, Wendi ⁵
Williams, Malinda
Woodell, Andria
Yeatman, Wayne
Zmyslinski-Seelig, Anne*

TEMPORARY FACULTY

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

Faculty Name
O'Bryan, Stephanie

RETIREMENTS/SEPARATIONS

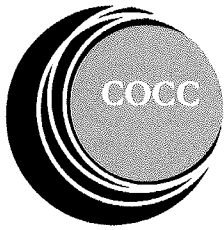
Faculty Name
Bachman, Amy
Cravis, William
Decker, Michele
Denison-Furness, Jane*
Ellis, James
Emerson, Bruce
Freihoefer, Theresa

Faculty Name
Liu, David
Miller, Kevin
Pelly, Paul
Ruettgers, Ken*
Stearns, Jack
Sumpter-Latham, Eleanor ⁵
Ziegler, Zelda ⁵

* indicates considered for and awarded promotion in 2021-22

** indicates considered for and awarded tenure in 2021-22

⁵ indicates fifth year evaluation year in 2022-23



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

Subject	Approval of the Administrators and Confidential Employees Salary/Wage Adjustment for 2022-23
Student Experience	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.
Community Enrichment	CE-3: Offer College services and expertise in response to community needs.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

As part of a review in conjunction with the annual budget process, the President may recommend an annual salary/wage adjustment. The recommended salary/wage adjustment for eligible administrators and confidential employees effective July 1, 2022 is a 3.0% increase to base salaries/wages. Employees must be in a position that meets a benefitted status to be eligible.

B. Options/Analysis

Approve the 3.0% increase to base salaries/wages of eligible administrators and confidential employees.

Decline approval of the 3.0% increase to base salaries/wages of eligible administrators and confidential employees.

C. Timing

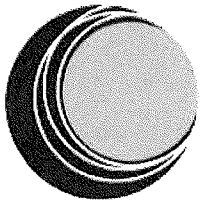
The increase to the salaries/wages for the eligible employees shall be effective July 1, 2022.

D. Budget Impact

Sufficient funds are available and contained in the appropriated 2022-23 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 salaries/wages for eligible administrators and confidential employees.



CENTRAL OREGON
community college

129.1

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 11, 2022 – 5:45 PM
Zoom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm				
	I. Call to Order			Unger
	II. Native Lands Acknowledgement Alan Unger read the COCC Native Lands Acknowledgement.	2a.1*		Unger
	III. Roll Call <u>Board Members & Guests</u> Alan Unger (Chair), Bruce Abernethy, Oliver Tatom, Jim Clinton, Laura Craska Cooper, Joe Krenowicz, Laurie Chesley (COCC President), Alicia Moore, Zak Boone, Betsy Julian, Laura Boehme, Mark Reinecke, Cathleen Knutson, Richard Hurd, and Roger Detweiler			Kovitz
	IV. Agenda Changes None.			Unger
	V. Public Comment None.			Unger
	VI. Adjourn to Budget Committee <u>Budget Committee</u> The Budget Committee again convened and the main presentation was by Cathleen Knutson who shared information about the college's non-general funds, discussed federal funding, and presented the final FY '22-23 budget. Motion to approve FY '22-23 Budget			Unger Knutson
	<ul style="list-style-type: none"> • 1st – Joe Krenowicz • 2nd – Richard Hurd • Motion approved. None opposed. 			
	VII. Adjourn to Open Session			Unger

* Material to be distributed via e-mail & USPS (as necessary)

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

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

P - indicates a Presentation will be provided.

A - indicates the presenter is Available for background information if requested.

- | | | |
|--------------------------------|--|-------------------------|
| VIII. Consent Agenda*** | | Unger |
| 1. | Board Meeting Minutes (4.13.22)
Motion to approve Minutes | 8a.1*
Chesley |
| 2. | '21-22 End-of-Year General Fund Transfers
Motion to approve Consent Agenda | 8b.1*
Knutson |
| | <ul style="list-style-type: none"> • 1st – Joe Krenowicz • 2nd – Bruce Abernethy • Motion approved. None opposed. | |
| IX. Information Items | | Unger |
| 1. | Financial Statements
No questions at this time. | 9a.1*
Knutson |
| 2. | New Hire Report
No questions at this time. | 9b.1*
Boehme |
| 3. | Culturally Inclusive Hiring
Alicia Moore and Seana Barry presented COCC's short- and long-term plans to try to diversify its applicant pools and hires. | Moore/Barry |
| X. New Business | | |
| 1. | AAOT in Elementary Ed
The Board approved COCC to offer the Associate of Arts Oregon Transfer Degree in Elementary Education. | 10a.1*
Julian |
| | <ul style="list-style-type: none"> • 1st – Bruce Abernethy • 2nd – Jim Clinton • Motion approved. None opposed. | |
| 2. | GP 10 Revision
The Board approved a revision of GP 10, Board Policy Requirements, which was revised to include that policies “support an inclusive, diverse, equitable, and accessible college community.” | 10b.1*
Tatom |
| | <ul style="list-style-type: none"> • 1st – Joe Krenowicz • 2nd – Brue Abernethy • Motion approved. None opposed. | |

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XI. Board of Directors' Operations

Unger

1. Board Member Activities

- Alan Unger Two OCCA Budget Committee meetings, one OCCA Board meeting, one OCCA DEI Committee meeting, met with NCHEMS consultants. Attended open forums with candidates for Campus Safety and Emergency Management Director. Exchanged emails with Bruce Abernethy and Mark Reinecke.
- Laura Craska Cooper Attended the 10-year anniversary of the Prineville Campus. Had phone calls with President Chesley and Mark Reinecke. Had phone call with President Chesley and Paul Taylor.
- Bruce Abernethy Attended Keyes Committee meeting. Worked on President's Evaluation Committee.
- Oliver Tatom Attended open forums with candidates for Campus Safety and Emergency Management Director. Attended a presentation by Hal Wershow, Geology faculty member, held at the Redmond Library.
- Joe Krenowicz Attended open forums with Campus Safety & Emergency Management finalists.
- Jim Clinton Attended open forums with Campus Safety & Emergency Management finalists.

XII. President's Report - continued

Chesley

Alicia Moore shared information about COCC's free tuition program (up to four credits) this summer for 2022 high school graduates. Zak Boone shared information about the College's plans to expand in Madras.

XIII. Dates

Unger

1. Wednesday, June 8 – Board of Directors' Meeting @5:45
2. Tuesday, July 12 – Real Estate Committee Meeting @5:45
3. Wednesday, July 13 – Board of Directors' Meeting @5:45

XIV. Adjourn to Executive Session

Unger

ORS 192.660 section 2, subsection d, Labor Negotiations
ORS 192.660 section 1, Performance Evaluation of CEO

XV. Adjourn to Open Session

Unger

XVI. Open Session

Unger

XVII. Adjourn

Unger

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Central Oregon Community College
Monthly Budget Status
Highlights of April 2022 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$45.6 million. The April average yield for the Local Government Investment Pool increased to .63 percent from last report of .50 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 2022 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

See resolutions for appropriation compliance.

Central Oregon Community College
Monthly Budget Status
 April 2022

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 19,605,000	\$ 19,309,161	\$ (295,839)	98.5%	98.9%
Prior Taxes	459,000	379,427	(79,573)	82.7%	97.6%
Tuition and fees	16,611,000	15,132,406	(1,478,594)	91.1%	91.7%
State Aid	8,497,000	9,576,616	1,079,616	112.7%	77.0%
Program and Fee Income	41,000	23,151	(17,849)	56.5%	10.2%
Interest & Misc. Income	200,000	99,107	(100,893)	49.6%	32.6%
Transfers-In	3,100,000	3,100,000	-	100.0%	100.0%
Total Revenues	\$ 48,513,000	\$ 47,619,868	\$ (893,132)		
Expenses by Function					
Instruction	\$ 22,678,176	\$ 16,823,376	\$ 5,854,800	74.2%	72.6%
Academic Support	4,453,971	3,173,344	1,280,627	71.2%	67.2%
Student Services	5,479,217	3,973,261	1,505,956	72.5%	70.5%
College Support	5,649,729	3,769,070	1,880,659	66.7%	72.0%
Plant Operations and Maintenance	4,773,815	3,405,806	1,368,009	71.3%	65.3%
Information Technology	4,776,262	3,235,940	1,540,322	67.8%	69.0%
Financial Aid	112,897	78,609	34,288	69.6%	44.1%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,587,213	1,587,213	-	100.0%	100.0%
Total Expenses	\$ 50,311,280	\$ 36,046,619	\$ 14,264,661		
Revenues Over/(Under) Expenses	\$ (1,798,280)	\$ 11,573,249	\$ 13,371,529		

Central Oregon Community College
Monthly Budget Status
 April 2022

	<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	\$ 6,061,266	\$ 5,904,193	\$ (157,073)	97.4%	94.3%
Expenses	6,195,592	2,475,111	3,720,481	39.9%	40.4%
Revenues Over/(Under) Expenses	\$ (134,326)	\$ 3,429,082	\$ 3,563,408		
Grants and Contracts Fund					
Revenues	\$ 11,535,259	\$ 6,024,743	\$ (5,510,516)	52.2%	21.5%
Expenses	11,801,609	5,768,996	6,032,613	48.9%	23.8%
Revenues Over/(Under) Expenses	\$ (266,350)	\$ 255,747	\$ 522,097		
Capital Projects Fund					
Revenues	\$ 3,176,238	\$ 504,342	\$ (2,671,896)	15.9%	220.6%
Expenses	7,509,052	1,493,790	6,015,262	19.9%	14.4%
Revenues Over/(Under) Expenses	\$ (4,332,814)	\$ (989,448)	\$ 3,343,366		
Enterprise Fund					
Revenues	\$ 4,729,166	\$ 4,070,943	\$ (658,223)	86.1%	15.5%
Expenses	4,771,726	3,283,794	1,487,932	68.8%	51.7%
Revenues Over/(Under) Expenses	\$ (42,560)	\$ 787,149	\$ 829,709		
Auxiliary Fund					
Revenues	\$ 8,442,713	\$ 7,118,404	\$ (1,324,309)	84.3%	84.2%
Expenses	10,179,804	6,100,721	4,079,083	59.9%	68.9%
Revenues Over/(Under) Expenses	\$ (1,737,091)	\$ 1,017,683	\$ 2,754,774		
Reserve Fund					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	431,012	23,988	94.7%	96.0%
Revenues Over/(Under) Expenses	\$ (443,326)	\$ (431,012)	\$ 12,314		
Financial Aid Fund					
Revenues	\$ 22,059,071	\$ 15,082,303	\$ (6,976,768)	68.4%	49.5%
Expenses	22,322,975	16,742,824	5,580,151	75.0%	51.9%
Revenues Over/(Under) Expenses	\$ (263,904)	\$ (1,660,521)	\$ (1,396,617)		
Internal Service Fund					
Revenues	\$ 140,540	\$ 66,142	\$ (74,398)	47.1%	21.0%
Expenses	112,458	62,338	50,120	55.4%	40.0%
Revenues Over/(Under) Expenses	\$ 28,082	\$ 3,804	\$ (24,278)		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 1,617	\$ (7,715)	17.3%	27.3%
Expenses	18,050	8,250	9,800	45.7%	46.6%
Revenues Over/(Under) Expenses	\$ (8,718)	\$ (6,633)	\$ 2,085		

Central Oregon Community College

Cash and Investments Report

As of April 30, 2022

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 44,307,691	
3624 - Robert Clark Trust		\$ 373,231
 April Average Yield 0.63%		
Cash in USNB	\$ 1,294,218	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 45,606,509</u>	<u>\$ 373,231</u>

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

Prepared by: Laura Boehme, Chief Information/Human Resources Officer

Subject	Renewal of Administrative and Confidential Staff Contracts for 2022-23
Strategic Plan Goal	Initiative
Student Experience	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-3: Define, document and practice clear operational decision-making.
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. Timing

For the 2022-23 Fiscal Year.

C. Budget Impact

Funds for the administrator and confidential wages are contained in the appropriated 2022-23 Budget.

Administrator and Confidential Contract Renewals for 2022-23

Employment records shown are based on active status as of June 9, 2022, 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 (Note: **Bold** Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2022)

Gonzalez, Anton (Probationary)	HEP Bilingual Instructional Coach
Jordan, Bonnie (Probationary)	Veterans Program Coordinator
Leonard, Jeffrey (Probationary)	Welding Program Director - DRCl
Sklenar, Jay (Regular)	Director, Corrections Education at DRCl
Worthington, Wendi (Probationary)	Outreach/Recruitment Coordinator Health Careers

Probationary (Note: **Bold** Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2022)

Barry, Seana	Operations Manager, Human Resources
Betschart, Ken	Director Center for Business, Industry, and Professional Development
Bisso-Fetzer, Claudia	Latinx College Program Coordinator
Broadbent, Stephen	Student Technology Services Manager
Buccafurni, Lindsay	Admissions Coordinator
Carrico-Cuevas, Renita	Marketing Manager
Clark, Franklin	Director, Curriculum/Assessment
Cooper, Crystal	Academic Advisor
DeSilva, Michele	Library Systems and Discovery Librarian
Floyd, Jeffrey	Director, Technical Support Services
Forbess, Jennifer	Program Manager
Fortenberry, Peter	SW Analyst Programmer
Goetsch, Stephanie	Community Education Coordinator
Hamilton, Jeffrey	Senior Systems Administrator
Harris, Krissa	High School Partnerships Coordinator
Hatch, Christopher	Senior Systems Administrator
Hatch, Denise	Financial Aid Technical Analyst
Hunt, Dustin	Assistant Director Housing/Residence Life
Jackson, Yasuko	E-Learning Instructional Coordinator
Johnson, Samuel	Report and Data Analyst
Jordan, David	Engineering Services Manager
Kent, Laurel	ITS Functional Analyst Coordinator
Klinkerfues, Michael	Network Services Technician
Knox, Rachel	HR Compliance Manager
Knutson, Cathleen	Director, Fiscal Services
Kovitz, Jennifer	Director, Marketing/Public Relations
Legrand, Marcus	Afro-Centric Student Program and College Prep Coordinator

Lenhart, Cindy	Instructional Outreach Dean
McCaulou, Lily	Advisor, Student Media
Mayall, Geneva	Native American College Prep Coordinator
Merritt, Lisa	Program Manager
Meyer, Susan	Business Adviser – Small Business Development Center
Michell, Megan	Nursing Assistant Program Administrator
Miller, Galit	Payroll Administrator
Morehart, Owen	Technology Project Manager
Morris, Kip	Apprenticeship Program Coordinator
Motenko, Joshua	Assistant Director, Intramural and Club Sports
Moxley, Emily	Head of Library Access Services
Myers, Kathrynne	Facility Maintenance Supervisor
Peters, Karen	HR Benefits/Wellness Manager
Prinz, Angela	Admissions Coordinator
Pritchard, Diane	Director, CAP Services
Rieger, Austin	ITS Functional Analyst
Ruggieri, Jacqueline	Latinx Student Program Coordinator
Russell, Tony	Instructional Dean
Sapp, Benjamin	SW Analyst Programmer
Schweitzer, Kayleen	Assistant Director, Recruitment & Outreach
Shew, Jennifer	SW Analyst Programmer
Stark, Jason	Information Security Specialist
Stoll Turton, Buffy	Director, First Year Experience
Stranieri, Sofia	Admissions Coordinator
Tevlin, Sean	Grants Manager
Walker, Christy	Director, Diversity and Inclusion
Weller, Eric	Assistant Director, Admissions/Records-Technology/Curriculum
Wolfe, David	Residence Life Coordinator

Regular (Note: **Bold** indicates renewal of staff who have satisfactorily completed Probationary status to Regular status in this position by August 31, 2022)

Allison, Brian	End User Services Manager
Beaulieu, Mike	Acting Director, Campus Services
Bellusci, Sharon	Student Affairs Technology Project Manager
Boone, Zachary	Chief Advancement Officer/Executive Director Foundation
Cary, Michelle	Native American Program Coordinator
Davis, Andrew	Director, Student/Campus Life & Interim Director, Campus Safety
Detwiler, Todd	Enterprise Application Manager
Downing, Julie	Instructional Dean
Egertson, Chris	Research and Data Analyst
Fisher, Michael	Instructional Dean
Green, Jeremy	Director, Madras Campus
Hamlin, Annemarie	Instructional Dean
Hayes, Tyler	Director Admissions/Registrar
Hice, Malissa	Financial Aid Advisor

Hovekamp, Tina	Director, Library Services
Huckins, Shelley	Payroll Manager
Julian, Betsy	Vice President for Instruction
Jumper, Nancy	Program Manager
Kalanquin, Diana	Academic Advisor
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Kristensen, Suzie	Director, Prineville Campus
Lantis, Glenda	Special Projects Manager
McCrea, Darren	Director, Enterprise Information Services
Metcalfe, Aimee	Assistant Director, Marketing/Public Relations
Mills, Chris	Student Module Manager / Analyst
Newcombe, Stephen	CE Operations Manager
Nichols, Brittany	Director, Foundation Programs
Payne, Frank	Bookstore Manager
Podell, Keri	Academic Advisor
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Director, E-Learning/Academic Technology
Rougeux, Jamie	Disability Services Manager
Rutherford, Kara	Assistant Director, Admissions & Records
Solar, Layla	Assistant Director, Financial Aid
Strang, Jeffrey	Exercise Physiologist
Sylwester, Breana	Director, Financial Aid
Syrell, Adrian	Accountant
Trimble, Erin	ASL Interpreter Coordinator
Wilcox, Jim	Small Business Management Program Manager
Wright, Beth	Placement Coordinator

3-Year Contracts (Note: **Bold** indicates renewal of contract for employees with 10yrs service in a regular Administrative position at GL26 or higher by August 31, 2022)

Andresen, Sharla	Director, Contracts & Risk Management
Benefiel, Lori	Director, Auxiliary Services
Boehme, Laura	Chief Information/Human Resources Officer
Fisher, Michael	Instructional Dean
Jeffreys, Cynthia	Enterprise Systems Manager
Moore, Alicia	Vice President of Student Affairs
Pierce, Brynn	Director, Institutional Effectiveness
Smith, Kellie	Director, Tutoring and Testing

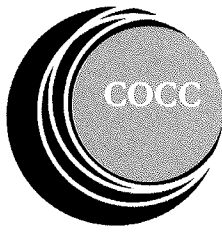
Confidential (Note: **Bold** indicates renewal of Confidential appointments)

Chaug, Christy	Administrative Assistant to Vice President of Student Affairs
Peters, Jennifer	Administrative Assistant
Leaders, Krista	Administrative Assistant to Vice President for Instruction



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: May 1-31, 2022

Name	Hire Date	Job Description	Department
Classified Full-Time			
Ditmore, Zoe	5/16/2022	Administrative Assistant	Aviation Program
Hackworth, Shelley	5/23/2022	Enrollment/Welcome Associate	Enrollment Cashiering
Part-Time Instructors			
Denney, Trish Violet	5/2/2022	Instruct. Assist. Medical Assist.	Medical Assisting
Temporary Hourly			
Adler, Belinda	5/2/2022	Capital Access Business	Regional Svcs. & R.C. Operations
Gorremans, Trevor Michael Henry	5/9/2022	Computer Lab Attendant III	Student Tech Services
Maupin, Matthew	5/23/2022	Fire Science Instruct. Assist.	Fire Science
Santos, Charlee R	5/16/2022	Fire Science Instruct. Assistant	Fire Science
Skaugstad, Jared Todd	5/9/2022	Cert. Flight Instructor I	Aviation Program
Skaugstad, Jared Todd	5/9/2022	CFI Training	Aviation Program



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Kimberly Wilk as Full-Time Temporary Faculty of Emergency Medical Services (EMS) .
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 Information/Human Resources Officer

A. Background

The **Full-Time Temporary Faculty of EMS** is a new position.

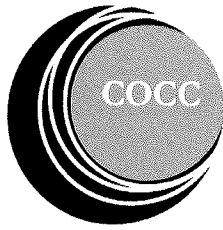
B. Timing

The **Full-Time Temporary Faculty of EMS** position is a 9-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from September 7, 2022 to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

Kim Wilk earned a Bachelor's degree in Liberal Arts/Fine Art from North Central College and holds multiple EMS and Fire Science certifications. Kim has years of experience as both a paramedic and firefighter. Kim was the lead instructor for fire academy at Skagit Valley College. Kim currently serves as a part-time instructor of EMS and an EMS lab attendant at COCC.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Kip Morris as Apprenticeship Program Coordinator
Student Success	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal.
Community Enrichment	CE-2: Build and strengthen partnerships and advance positive regional economic development with business and industry by assisting with educational and training needs of the workforce.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Apprenticeship Program Coordinator** position is a replacement position.

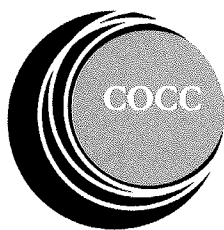
B. Timing

The **Apprenticeship Program Coordinator** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from May 10, 2022 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Kip Morris earned an Associate's degree in Criminal Justice from Blue Mountain Community College, a Bachelor's degree in Business Administration from Eastern Oregon University, and a Master's degree in Organizational Learning and Performance from Idaho State University. Kip has spent the past multiple years as an Industrial Technician and Broadcast Engineer. Additionally, Kip was Associate Professor and Director for the Renewable/Industrial Systems Maintenance program at the College of Southern Idaho where they developed and taught a vocational technician program designed to employ industrial maintenance technicians. Kip served in the U.S. Army and as a U.S. Air Force reservist.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Marilyn Waller-Niewold as Full-Time Assistant Professor of Medical Assisting .
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 Information/Human Resources Officer

A. Background

The **Full-Time Assistant Professor of Medical Assisting** is a replacement position.

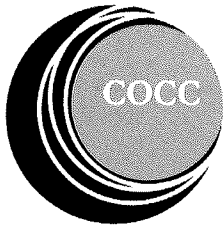
B. Timing

The **Full-Time Assistant Professor of Medical Assisting** position is a 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from the summer 2022 term to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

Marilyn Waller-Niewold earned a Master's degree in Education from California Polytechnic University and a Doctorate of Osteopathic Medicine from Samuel Merrit University. Marilyn currently serves as a Full-Time Temporary Faculty member for the Medical Assisting Program at COCC. Prior to this role, Marilyn owned their own Podiatry practice in California. Marilyn has also worked for Warm Springs Health and Wellness Center as Chief of Podiatry Services & Amputation Prevention Director and at Bend Memorial Clinic as a Podiatric Wound Specialist.



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

Subject	Hiring of Darrin Davis as Full-Time Assistant Professor of MATC-Welding .
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 Information/Human Resources Officer

A. Background

The **Full-Time Assistant Professor of MATC-Welding** is a replacement position.

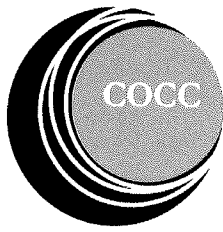
B. Timing

The **Full-Time Assistant Professor of MATC-Welding** position is a 9-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from September 7, 2022 to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

Darrin Davis earned an Associate's degree in Manufacturing and Technology from Central Oregon Community College. Darrin has been an Electric Motor and Pump Mechanic at Perrine Electric in Central Point, Oregon, and an Industrial Maintenance Mechanic at Pacific Crest Transformer in White City, Oregon. Darrin is currently the Welding instructor at Central Oregon Community College.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Bruce Thomsen as Full-Time Assistant Professor of Aviation.
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 Information/Human Resources Officer

A. Background

The **Full-Time Temporary Faculty of Aviation** is a new position.

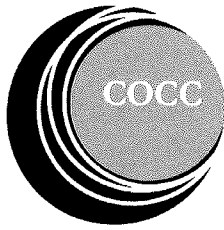
B. Timing

The **Full-Time Assistant Professor of Aviation** position is a 9-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from September 7, 2022 to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

Bruce J Thomsen (BJ) earned a Bachelor's degree in Journalism from the University of Oregon. BJ served in the U.S. Marine Corps, including time spent as a combat helicopter pilot. BJ has leadership and managerial experience in a variety of fields including aviation, operations, and aircraft maintenance and served as a Helicopter Air Ambulance Pilot with Life Flight Network in Redmond, Oregon.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Sean Roberts as Full-Time Temporary Faculty of Psychology and Human Services.
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 Information/Human Resources Officer

A. Background

The **Full-Time Temporary Faculty of Psychology and Human Services** position is a new position replacing a faculty member on sabbatical.

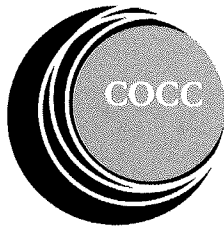
B. Timing

The **Full-Time Temporary Faculty of Psychology and Human Services** position is a 9-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from September 7, 2022 to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

Sean Roberts earned a Bachelor's degree in Psychology from Prescott College and a Master's degree in Mental Health Counseling from the University of Phoenix. Sean earned a PhD in Counseling from Oregon State (Corvallis). Sean has extensive teaching experience in Psychology and Addiction Studies at Central Oregon Community College, Oregon State Cascades, Oregon State Corvallis, and Prescott College. Sean also has experience in the mental health profession with Evoke at Entrada and Cascade Crest Transitions as well as Owner/Therapist at Confluence Counseling and Consulting in Bend, OR.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of James Cagney as Full-Time Assistant Professor of Computer Science (CS) and CIS (Computer Information Systems) .
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 Information/Human Resources Officer

A. Background

The **Full-Time Assistant Professor of CS and CIS** is a replacement position.

B. Timing

The **Full-Time Assistant Professor of CS and CIS** position is a 9-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from September 7, 2022 to June 17, 2023. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Full-Time Faculty salary schedule.

James Cagney earned a Master's degree in Computer Science from Northern Illinois University and a second Master's degree in Business Administration from National University. James has been teaching in the CIS department at COCC as a part-time and adjunct instructor. James has years of industry experience including as technical Education Consultant for Cisco Systems.