



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, March 8, 2023 – 5:45 PM  
Boyle Education Center Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
<b>5:45pm</b>				
I.	Call to Order			Abernethy
II.	Native Lands Acknowledgement	2a.1*		Abernethy
III.	Roll Call			Kovitz
	A. Board Members & Guests			
IV.	President's Report			Chesley Hamlin
	A. Faculty Recognition			
	1. Tenure	4a.1*	X	
	2. Promotion	4b.1*	X	
	3. Sabbatical	4c.1*		
	4. Emeritus	4d.1*	X	
	B. Staff Emeritus	4e.1* and 4f.1*	X	Boehme
V.	Agenda Changes			Abernethy
VI.	Public Comment			Abernethy
VII.	Consent Agenda***			Abernethy
	1. Regular Meeting Minutes (2.8.23)	7a.1*	X	Chesley <sup>A</sup>
VIII.	Information Items			
	1. Financial Statements	8a.1*		Knutson <sup>A</sup>
	2. New Hire Reports	8b.1*		Boehme <sup>A</sup>
IX.	Adjourn to Contract Review Board Meeting			Abernethy
	1. Contract Review Board Meeting			
	a. Procurement Policy Changes	9a.1*	X	Andresen
	b. Construction Mgr/Gen Contractor Hire	9b.1*	X	Boone
X.	Adjourn to Regular Board Meeting			Abernethy
XI.	New Business			
	1. OCCA Legislative Priorities	11a.1*	X	Chesley
	2. Community Health Worker Certificate	11b.1*	X	Chesley
	3. Budget Committee Members	11c.1*	X	Abernethy/ Krenowicz

\* 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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XII.	Board of Directors' Operations	Abernethy
	1. Board Member Activities	
XIII.	President's Report – continued	Chesley
	1. Legislative Update	
XIV.	Dates	
	1. Thursday, March 9 – Redmond 25 <sup>th</sup> Anniversary Toast – RTEC @5:30	
	2. Saturday, April 8 – Meal of the Year @ 6:00	
	3. Tuesday, April 11 – Board Real Estate Committee @3:30	
	4. Wednesday, April 12 – Board of Directors' Meeting @5:45	
	5. Wednesday, May 10 – Board of Directors' Meeting - Prineville Campus @5:45	
	6. Friday, May 19 – Redmond Anniversary Coffee – RTEC @8:30	
XV.	Adjourn to Executive Session	Abernethy
	ORS 192.660 section 1, subsection i, Performance Evaluation of CEO	
XVI.	Adjourn to Open Session	Abernethy
XVII.	Open Session	Abernethy
XVIII.	Adjourn	Abernethy

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**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**

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<b>Subject</b>	<b>Approve granting tenure to:</b> Cierra Buer, Matthew Higgins, Leslie Houston, Mary Eileen Sather, Kristin Lambert, David Schappe, Lisa Shipman, Carrie Walker, Harold Wershow
<b>Prepared By</b>	<i>Eric Magidson (Chair), Josh Evans, Michael Fisher, Christopher Hazlett, Amanda Layton, Wayne Yeatman.</i>

**A. Background**

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Three years of evaluation by a Peer Team and a Designated Evaluator. This process can include classroom observations, discussions of objectives with the instructor, examination of materials, and group meetings with students.
2. Five years of student evaluations (carried out in all courses from at least one quarter for each of the five years).
3. Class visits by the Vice President for Instruction or an Instructional Dean in the second year.
4. Annual Reports of Service by the faculty member including evaluation comments by the Designated Evaluator.
5. Professional Improvement Plan documentation (one completed 4-year PIP cycle, including PIP final report).
6. Recommendation for tenure by the Designated Evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee, deliberation by the Tenure Committee, and recommendations to the President.

## **B. Options/Analysis**

Grant tenure to Cierra Buer, Matthew Higgins, Leslie Houston, Mary Eileen Sather, Kristin Lambert, David Schappe, Lisa Shipman, Carrie Walker, Harold Wershow

Decline granting tenure to Cierra Buer, Matthew Higgins, Leslie Houston, Mary Eileen Sather, Kristin Lambert, David Schappe, Lisa Shipman, Carrie Walker, Harold Wershow

## **C. Timing**

Tenure is effective with the 2023-24 academic year.

## **D. Budget Impact**

None

## **E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to:

**Cierra Buer** – Dr. Cierra Buer is an Assistant Professor II of Veterinary Technician Education. She holds a BS in Biology from the College of Idaho and a Doctorate of Veterinary Medicine from Ontario Veterinary College at the University of Guelph. Cierra teaches many courses at COCC, including Veterinary Terminology, Veterinary Anatomy & Physiology, and Parasitology and Pathology, courses her students laud as rigorous and engaging. Cierra is the Medical Director for COCC’s Veterinary Technician Program, and volunteers with the Brightside Animal Shelter and the Central Oregon Equine Rescue. Cierra is the Founder and President of the Lark Ranch Rescue & Rehabilitation Center, a non-profit animal sanctuary.

**Matthew Higgins** – Dr. Matthew Higgins, Assistant Professor II of Human Biology, joined the college in 2018. He holds a B.S. in Biochemistry from Western Washington University and completed his Ph.D. in Pharmacology at the University of North Carolina, Chapel Hill. Prior to joining the Science Department at Central Oregon, he taught for Tacoma Community College, South Puget Sound Community College, for the Pierce College District, and at San Francisco State University. He has extensive laboratory and research experience, including a postdoctoral fellowship at the Gladstone Institute of Cardiovascular Disease in San Francisco. Matt is noted by his students for his compassion, with his self-care extra credit assignments being of note. He has been heavily involved with the College since his hire, serving on the PIRT committee, Academic Affairs, Bobcat Orientation, as the first faculty advisor for the student Science Club, and even assisted the culinary program in properly generating sourdough starters.

**Leslie Houston** – is currently an Assistant Professor II of Dental Assisting. As a former student, here at COCC, she earned a Certificate of Completion in Dental Assisting and an Associates of Arts Transfer Degree before heading to South Seattle College to complete a Bachelor of Applied Science degree in Professional Technical Education and Instructional Design prior to joining the college in 2018. Leslie is known for providing innovative learning opportunities with quality feedback. When not in the classroom, Leslie can be found creating opportunities for her students to connect with the local dental community through volunteer opportunities.

**Mary Eileen Sather** – Eileen Sather is an Assistant Professor II of English. She earned a B.A. in English from Marquette University and an M.A. in Creative Writing from Minnesota State University. Eileen teaches many courses at COCC including Developmental Literacy, Academic Composition, and creative writing courses in poetry and fiction. Her students applaud her teaching as welcoming and inspiring. Eileen is currently the Chair of the Developmental Literacy Program and has served on numerous college committees, in addition to mentoring local high school writing teachers and leading creative writing workshops for the local community through Deschutes Public Library.

**Kristin Lambert** – Joined the college in 2018 as a member of the second-year nursing team and is currently an Assistant Professor. Kristin holds a Bachelor of Science in Nursing from Texas A&M and a Master of Science in Nursing from Texas Woman’s University and is currently pursuing her Ph.D. from the University of Northern Colorado. She is noted to be an outstanding instructor and leader among her peers while her students cite her variety of study materials as a means of catering to differing learning styles. When not in the classroom, Kirstin can be found participating in shared governance at the College and finding ways to offer her professional skills to our community.

**David Schappe** – joined the college in 2018 and is currently an Associate Professor of Paramedicine. David holds a Bachelor of Arts in Economics from Stony Brook, certificates in Secondary Math Education from New Paltz College and Paramedicine from the College of Emergency Services. David is noted for his excellent work and dedication in strengthening the Emergency Medical Services program and bringing it into full compliance with the accrediting body. His students refer to him as a passionate instructor who brings his experience to the classroom.

**Lisa Shipman** – Lisa Shipman, Assistant Professor II of Aviation, joined the college as a full-time temporary instructor in 2018 before being hired as Assistant I in 2019. She holds a bachelor’s degree in business and accounting from the University of Nevada-Reno. Her exhaustive aviation experience prior to joining COCC includes: work at Sunwest Aviation and the Calgary Flying Club in Calgary, Canada; she also served as First Officer on a Hawker 900XPC while flying for NetJets, and captained a Citation 550 while employed at Sandair. She holds numerous flight certificates (too many to list here), has logged well over 10,000 hours of total flight time. She is a well-respected and talented instructor, who runs an engaging classroom. As her Designated Evaluator put it, “The Aviation [Program] does not function without Lisa Shipman.”

**Carrie Walker** – Dr. Carrie Walker started teaching at COCC in 2018 in the Humanities Department. Her westward journey towards Bend started at St. Bonaventure University in New York, where she obtained a B.A. in English. She followed this with an M.A. in English from Bucknell University and a Ph.D. in English from the University of Nebraska-Lincoln. Prior to joining COCC she taught at Concordia University in Portland and was a Postdoctoral Fellow at the University of Nevada-Reno. Notable accomplishments while at COCC include chairing the Diversity Committee and teaching at the Deer Ridge Correctional Facility. She also has three alpacas!

**Harold Wershow** - Hal Wershow, Assistant Professor II of Geology, joined the Science Department at COCC in 2018. He holds a B.A. in Geology from Pomona College, an M.S. in Geology from Western Washington University, and also completed undergraduate geology coursework at Southern Illinois University. He is known by students and colleagues alike for his energy and engagement, conducting on-campus geological experiments in the rain, and organizing numerous field trips (both in-person and virtual). When not teaching, Hal can usually be found on his bicycle, clad in high visibility garments and with a smile on his face.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Promotion of faculty
<b>Prepared By</b>	Annemarie Hamlin, Vice President of Academic Affairs Forrest Towne, Chair of Promotions Committee

### A. Background

Promotion recommendations are made in accordance with College policies G-34-3. The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

### B. Options/Analysis

- Accept the promotion recommendations.
- Decline to accept the recommendations and refer back to the committee.

### C. Timing

Promotions are effective with the 2023-24 academic year.

### D. Budget Impact

Promotions are provided for in the budget.

### E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:



### Assistant Professor I to Assistant Professor II

**Venus Nguyen** joined COCC's Department of Fine Arts and Communication in 2020 as an Assistant Professor I and the program lead in visual arts. Venus has developed new programs in digital visual arts to better serve the online needs of today's students. Venus is an exceptional advisor, has designed multiple new and novel courses, and is engaged fully with the community –locally with high school students and High Desert Education Service District and abroad, collaborating with artists overseas.

### Assistant Professor II to Associate Professor

**Vaughn Briggs** began at COCC in 2016 as an Assistant Professor I in Business Administration, Finance and Operations. His excellence in the classroom is complemented by his leadership in the business department, where he serves as the department chair. Vaughn also volunteers his expertise in the community with the Small Business Development Center and the NeighborImpact Advancement committee.

**Jacquelyn Coe** stepped into full-time teaching for the Math department in 2016 after having worked in various adjunct and part-time roles for COCC. She has already taken on leadership roles within and outside the Math department, filling in as chair of the department, leading major committees, and serving on the HECC-coordinated faculty design team working on co-requisite course models.

**Patrick Kennelly** joined COCC in 2019 as a full-time temporary instructor in Geographic Information Systems where he is currently the lead instructor and program director. Patrick created a new Geospatial Science AS degree and secured a National Science Foundation grant for low-income students in Central Oregon. He serves as the president of the North American Cartographic Information Society and as a national committee member of the International Cartographic Association.

**Susan Miller** joined COCC in 2013 as an adjunct instructor and accepted a full-time position in the Nursing department in 2016. Susan is the lead faculty for the second year of the nursing program and serves as the program director and clinical coordinator. As clinical coordinator, she places 56 nursing students into their respective clinical sites. Susan regularly organizes blood drives and participates in vaccination clinics in Central Oregon.

**Alan Nunes** joined COCC in 2016 teaching Licensed Massage Therapy (LMT) courses after having worked in various adjunct and part-time roles for COCC. He is the program director and sole full-time faculty member for the LMT program, where students regularly praise his excellent instruction. His self-study report of the program gained reaccreditation of the program with no recommendations from the accrediting body.

**Amy Wheary** joined COCC in 2016 in the nursing department. She teaches nursing labs, for which she receives glowing student evaluations. Amy's adept organizational skills shine in her role as the nursing department's Learning Resources Center Coordinator. In addition to her service to the college, Amy assists with AirLink, the helicopter hospital transport service.

#### **Associate Professor to Professor**

**Dan Alberghetti** started at COCC in 2013 as an Assistant Professor II in the Computer and Information Systems department. Dan is loved by students for his passionate teaching and his willingness to accommodate their needs. Not only is Dan involved in serving COCC and the community on many committees but his YouTube channel, where he teaches on computer topics, has millions of views.

**Stephanie André** joined COCC in 2011 as an Assistant Professor I of Humanities, teaching composition, technical writing, and arts and letters courses. Stephanie has been an outstanding leader for COCC, having chaired the Academic Affairs, College Affairs, and Tenure committees and most recently took on the role of Humanities department chair. She serves nationally as an Advanced Placement (AP) reader and as a proposal reviewer for the Two-Year College Association of the National Council of Teachers of English.

**Emma Chaput** joined COCC in 2011 as an Assistant Professor I of Biology in the Science department. Emma teaches the human anatomy and physiology (A&P) series, microbiology, and Vet Tech microbiology. Emma was a pioneer in developing an online A&P course with fully online labs. Emma has been an officer on the Faculty Forum Executive committee, chaired the Tenure committee, served on the presidential search committee, and represented instruction on the college budget committee.

**Josh Evans** joined COCC in 2010 as an Assistant Professor I of Spanish. Throughout his tenure, Josh has demonstrated a commitment to providing energizing, engaging, and skill-building classes for his students. Josh is an active faculty member serving on a breadth of committees and taking on a variety of leadership positions, including his current post as World Language and Culture department chair.

**Sara Henson** joined COCC in 2011 as an Assistant Professor I and Program Coordinator of Human Development in the Social Science department after having served in various roles for COCC since 2003. Her presence is well known throughout the campus due to her participation and leadership roles on numerous committees and task forces and her service as department chair of the Social Sciences. Student success is a primary driver for Sara, and she continually seeks out opportunities for improvement in her already well-designed and well-received courses.

**John Liccardo** joined COCC in 2012 as a full-time temporary faculty member in Health and Human Performance. John primarily teaches Exercise Science courses such as Exercise Physiology, Anatomical Kinesiology, and Care and Prevention of Athletic Injuries. He directs the COCC Exercise Physiology Lab and updates all advising materials for pre-physical therapy students. John cares deeply about student success and is regularly praised for his well-organized and professionally developed courses.

**Owen Murphy** joined COCC in 2011 as an Assistant Professor I of Health and Human Performance where he teaches public health courses such as Health Psychology, Human Sexuality, and Sustainability. He coordinates interdisciplinary work in sustainability participating and promoting SUS courses across multiple departments. Owen is a leader in the community providing multiple organic farm service opportunities for his students as well as helping to coordinate water conservation efforts with non-profits and farmers.

**Matthew Novak** joined COCC in 2011 as an Assistant Professor I where he teaches Psychology in the Social Science department. He is the primary instructor for Developmental Psychology courses where he provides opportunities for students to grow and learn as individuals entering the field of Psychology. Matthew serves as the director of the Indonesia Field Study Institute, is the president of the American Society of Primatology, and is a research affiliate with the Washington National Primate Research Center at the University of Washington.



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

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<b>Subject</b>	Sabbatical for Jenny Cruickshank, Rebecca Franklin, Kathy Smith, Ken Swartwout
<b>Prepared By</b>	<i>Shannon Waller - Chair PIRT Committee</i> <i>Annemarie Hamlin – Vice President of Academic Affairs</i>

### A. Background

#### **Jenny Cruickshank, Associate Professor of Health and Human Performance**

Sabbatical term: Spring 2024

A one term sabbatical proposal to deepen and expand knowledge and expertise in the relationship between physical activity and positive mental health awareness. In addition, the work completed during this sabbatical will increase Jenny’s knowledge of cultural competency related to access of physical activity and positive mental health awareness.

#### **Rebecca Franklin, Associate Professor of Forestry Technology**

Sabbatical term: Fall 2023, Winter 2024

A two-term proposal to broaden knowledge of forestry in the areas of Forest Product Innovations, Collaborative Forest Management, and Response to Climate Change. Rebecca will curate a collection of teaching samples and images from evocative locations including the oak and beech forests of Veneto region, the UNESCO heritage spruce forests of the Dolomites which provided Stradivarius violin wood, herbarium samples from the alpine botanical garden in the Veneto region. The work completed during this sabbatical will deepen and strengthen the connection between COCC/Bend, and our sister city, Belluno, Italy through Rebecca’s participation in cultural and community events in Belluno connected to forestry, viticulture, agriculture, and the history of cycling and alpine sports.

#### **Kathy Smith, Professor of Mathematics**

Sabbatical terms: Fall 2023

A one-term proposal to Investigate and network with community college and university math departments in Oregon (and, possibly, nationally) who are working on math placement, particularly with a lens towards the Quantitative Literacy course. In addition, Kathy will work on developing a more structured, focused curriculum for our Quantitative Literacy courses at COCC. Finally, she will network with district high schools to develop courses that will articulate with COCC and align with current national trends in Quantitative Literacy.

**Ken Swartwout, Associate Professor of Computer Information Systems**

Sabbatical terms: Fall 2023

A one-term proposal to support the goal of learning the Adobe Captivate software and creating interactive learning resources in order to create more accessible, interactive digital resources for CIS courses.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Emeritus status approval for retiring faculty: Jim Moodie, Julie Keener, Jane Morrow
<b>Prepared By</b>	Annemarie Hamlin, Vice President of Academic Affairs Forrest Towne, Chair of Promotions Committee

### A. Background

The Promotions Committee received nominations for faculty emeritus and have made recommendations for the above named faculty members for their deep commitment to the College, the students, and the community over multiple years of service.

### B. Options/Analysis

- Approve emeritus status for retiring faculty: Jim Moodie, Julie Keener, Jane Morrow
- Decline approval of emeritus status for retiring faculty: Jim Moodie, Julie Keener, Jane Morrow

### C. Timing

Effective with their retirement.

### D. Budget Impact

None.

### E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty members : Jim Moodie, Julie Keener, Jane Morrow



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

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<b>Subject</b>	<b>Emeritus</b> status approval for retiring Administrative Employees: Jim Wilcox, Nancy Jumper
<b>Prepared By</b>	Laura Boehme, Chief Information/Human Resources Officer
<b>Approved By</b>	Laurie Chesley, President

**A. Background**

The President received nominations for Administrative Emeritus and has made the recommendation for the above-named Administrators for their commitment to the College, the students, and the community over their multiple years of service.

**B. Options/Analysis**

- Approve Emeritus status for retiring administrators: Jim Wilcox, Nancy Jumper
- Decline approval of Emeritus status for retiring administrators: Jim Wilcox, Nancy Jumper

**C. Timing**

Effective with retirement date.

**D. Budget Impact**

None.

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring administrative employees: Jim Wilcox, Nancy Jumper.

**Jim Wilcox,**

Jim started his career at COCC in 1998 as a part-time faculty and business counselor in the Business Department. In 2001, Jim accepted the role of Small Business Management Program Counselor in the Small Business Development Center and eventually became the Small Business Program Manager. Jim taught two Small Business Management cohorts every year since January 2002. A few of Jim’s accomplishments over his years of service include 347 new jobs created with businesses he advised and 849 documented clients totaling nearly 9,000 hours of ‘contact time’. Jim’s student feedback is always excellent and many of his students end up with long-standing advising relationships.

**Nancy Jumper**

Nancy started her career at COCC in 1997 as the Director of the College Center. In 2003, Nancy accepted the role of Program Coordinator and eventually Program Manager in the Continuing Education/Community Learning department. In these roles, Nancy coordinated professional development classes, established and nurtured partnerships with enrichment and professional

development instructors and community partners. Nancy managed professional development training for a large Central Oregon public sector consortium connecting city and county employees to ongoing development opportunities. Nancy's personal and professional commitment to lifelong learning translated into strong, trusted partnerships with workforce and public sector employers. Instructors who worked with Nancy praised her as the best supervisor and creative collaborator they had every worked with.





## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Emeritus status approval for retiring Classified Employee: Stella Mackey
<b>Prepared By</b>	Laura Boehme, Chief Information/Human Resources Officer
<b>Approved By</b>	Laurie Chesley, President

### A. Background

COCC's Classified Association is recommending with Presidential approval the above-named classified employee for Emeritus status for their deep commitment to the College and contributions to Student Success for multiple years.

### B. Options/Analysis

- Approve Emeritus status for retiring Classified Employee: Stella Mackey
- Decline approval of Emeritus status for retiring Classified Employee: Stella Mackey

### C. Timing

Effective with retirement date.

### D. Budget Impact

None.

### E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring classified employee: Stella Mackey

#### **Stella Mackey, Senior Enrollment Accounting Specialist, Admissions and Records**

Stella began working at COCC in 2001 as a Temporary Admissions Specialist in the Bend Admissions and Records office; this was the same year we transitioned to Banner from the VAX system. In July of 2002, the position became permanent and she stayed in this position until 2005. In 2005, Stella accepted the position of Senior Enrollment Accounting Specialist (aka, "Head Cashier") and moved across the room to her home for the next 18 years. Besides monitoring the front line, she works closely with the Fiscal, Financial Aid and IT departments to help ensure student accounts are all in order. Stella served on the CACOCC Executive committee as VP of Employee Relations and on numerous hiring committees (including those for three of her supervisors!). She also served an extended period as the Chair of the CCDC committee, bringing a bit of fun to the college community. Stella enjoys organizing potlucks and other events for her department to help foster a sense of togetherness. In retirement, Stella plans to enjoy her family, spending more time with her husband of 44 years, and her three daughters and two grandchildren. Travel, camping and napping are also planned activities, as well as returning to the sacred halls of COCC on occasion.



CENTRAL OREGON  
COMMUNITY COLLEGE

Board of Directors' Meeting – MINUTES

Wednesday, February 8, 2023 – 5:45 PM

Boyle Education Center Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm				
	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement Bruce Abernethy read the COCC Native Lands Acknowledgement.	2a.1*		Abernethy
	III. Roll Call <u>Board Members &amp; Guests</u> Bruce Abernethy (Chair), Jim Clinton, Alan Unger, Joe Krenowicz Laura Craska Cooper, Laurie Chesley (COCC President), Alicia Moore, Annemarie Hamlin, Laura Boehme, Zak Boone, Jenn Kovitz, Cathleen Knutson, Josh Clawson Erin Foote Morgan, Mark Reinecke, Peter McCaffrey, and Paul Taylor.			Kovitz
	IV. Agenda Changes None.			Abernethy
	V. Public Comment None.			Kovitz
	VI. Update from OSU-Cascades Andrew Ketsdever, Interim Vice President of OSU-Cascades, gave an update on the University. In particular, he expressed appreciation for the partnership with COCC and shared the status of their BSN degree and their new career development program, Cascades Edge.			Ketsdever
	VII. Consent Agenda***			Abernethy
	1. Regular Meeting Minutes (1.11.23)	7a.1*	X	Chesley <sup>A</sup>
	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Oliver Tatom</li> <li>• 2<sup>nd</sup> Jim Clinton</li> <li>• Motion Approved Unanimously</li> </ul>			

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## VIII. Information Items

- |                               |       |                                  |
|-------------------------------|-------|----------------------------------|
| 1. Mooers' Family Recognition | 8a.1* | Boone <sup>A</sup>               |
| 2. Financial Statements       | 8b.1* | Knutson <sup>A</sup>             |
| 3. New Hire Reports           | 8c.1* | Boehme <sup>A</sup>              |
| 4. New Programs Update        |       | Hamlin/Baron/Nguyen <sup>P</sup> |
- Annemarie Hamlin introduced two of COCC's newer faculty, Sarah Baron and Venus Nguyen, who have both created new curricula. Sarah provided an update on our Community Health Worker curricula, and Venus provided an update on our Graphic Design/Illustration curricula.

## IX. Board of Directors' Operations

Abernethy

### Board Member Activities

Bruce Abernethy	Participated in several calls with the President and Laura Boehme. Attended Envision Bend event at Wille Hall.
Laura Craska Cooper	Attended Real Estate Committee meetings.
Joe Krenowicz	Attended Real Estate Committee meetings.
Alan Unger	Attended an OCCA Board meeting, OCCA legislative calls, and a College Affairs meeting.
Jim Clinton	Attended Real Estate Committee meetings.
Oliver Tatom	Attended the Black Excellence in Art Showcase at the Pinckney Gallery.

## X. President's Report

Chesley

The President shared that, as of last Monday, Winter Term enrollment was up .5 in FTE and 13% in headcount. She also shared OCCA's legislative priorities: additional funding for the CCSF and Oregon Opportunity Grants beyond the Governor's recommended budget, and passage of the BSN to be offered by community colleges. Jenn Kovitz shared information on how Board members can be involved in legislative outreach.

## XI. Dates

1. Wednesday, March 8 – Board of Directors' Meeting @5:45
2. Tuesday, April 11 – Real Estate Committee Meeting @3:30
3. Wednesday, April 12 – Board of Directors' Meeting @5:45

## XII. Adjourn to Executive Session

Abernethy

ORS 192.660(2)(e) for the purpose of discussing real property transactions

## XIII. Adjourn to Open Session

Abernethy

## XIV. Open Session

Abernethy

## XV. Adjourn

Abernethy

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Central Oregon Community College  
Monthly Budget Status  
Highlights of January 2023 Financial Statements

**Cash and Investments**

The College's operating cash balances currently total \$48.7 million. The January average yield for the Local Government Investment Pool increased to 3.37 percent from last report of 3.04 percent.

**General Fund Revenues**

The College received the third State Aid payment of \$2.5 million in January.

**General Fund Expenses**

The expenses through January 2023 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All general fund appropriation categories are within budget.

**Central Oregon Community College**  
**Monthly Budget Status**  
**January 2023**

<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>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 20,718,000	\$ 19,632,371	\$ (1,085,629)	94.8%	95.1%
Prior Taxes	464,000	323,313	(140,687)	69.7%	70.6%
Tuition and fees	15,570,000	10,761,840	(4,808,160)	69.1%	63.2%
State Aid	9,388,000	7,341,954	(2,046,046)	78.2%	84.2%
Program and Fee Income	41,200	11,942	(29,258)	29.0%	24.8%
Interest & Misc. Income	206,000	43,282	(162,718)	21.0%	40.4%
Transfers-In	4,860,000	2,360,000	(2,500,000)	48.6%	100.0%
<b>Total Revenues</b>	<b>\$ 51,247,200</b>	<b>\$ 40,474,701</b>	<b>\$ (10,772,499)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 23,184,227	\$ 10,780,616	\$ 12,403,611	46.5%	47.2%
Academic Support	4,725,247	2,467,751	2,257,496	52.2%	50.1%
Student Services	6,091,460	2,767,226	3,324,234	45.4%	49.0%
College Support	5,754,800	2,772,798	2,982,002	48.2%	49.0%
Plant Operations and Maintenance	4,849,080	2,446,073	2,403,007	50.4%	49.9%
Information Technology	5,255,781	2,746,764	2,509,017	52.3%	48.7%
Financial Aid	112,897	57,059	55,838	50.5%	43.9%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,331,800	2,291,800	40,000	98.3%	100.0%
<b>Total Expenses</b>	<b>\$ 53,105,292</b>	<b>\$ 26,330,089</b>	<b>\$ 26,775,203</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,858,092)</b>	<b>\$ 14,144,612</b>	<b>\$ 16,002,704</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**January 2023**

	<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>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,351,906	\$ 4,388,015	\$ (963,891)	82.0%	90.1%
Expenses	5,543,685	2,096,326	3,447,359	37.8%	40.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (191,779)</b>	<b>\$ 2,291,689</b>	<b>\$ 2,483,468</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 7,295,000	\$ 1,382,812	\$ (5,912,188)	19.0%	32.1%
Expenses	7,739,100	2,332,505	5,406,595	30.1%	34.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (444,100)</b>	<b>\$ (949,693)</b>	<b>\$ (505,593)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 3,748,505	\$ 1,220,507	\$ (2,527,998)	32.6%	5.2%
Expenses	8,090,948	608,247	7,482,701	7.5%	14.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,342,443)</b>	<b>\$ 612,259</b>	<b>\$ 4,954,702</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 4,810,756	\$ 3,089,159	\$ (1,721,597)	64.2%	61.9%
Expenses	5,340,671	3,064,786	2,275,885	57.4%	54.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (529,915)</b>	<b>\$ 24,373</b>	<b>\$ 554,288</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 7,406,628	\$ 5,555,367	\$ (1,851,261)	75.0%	66.6%
Expenses	11,460,318	5,376,857	6,083,461	46.9%	42.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,053,690)</b>	<b>\$ 178,509</b>	<b>\$ 4,232,199</b>		
<b>Reserve Fund</b>					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	432,650	22,350	95.1%	94.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (443,326)</b>	<b>\$ (432,650)</b>	<b>\$ 10,676</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 15,059,071	\$ 6,683,067	\$ (8,376,004)	44.4%	52.2%
Expenses	15,323,065	7,287,395	8,035,670	47.6%	55.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (263,994)</b>	<b>\$ (604,328)</b>	<b>\$ (340,334)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 127,500	\$ 42,626	\$ (84,874)	33.4%	25.3%
Expenses	119,893	54,522	65,371	45.5%	38.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 7,607</b>	<b>\$ (11,897)</b>	<b>\$ (19,504)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 9,332	\$ 5,008	\$ (4,324)	53.7%	13.2%
Expenses	18,500	4,931	13,569	26.7%	31.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,168)</b>	<b>\$ 77</b>	<b>\$ 9,245</b>		

Central Oregon Community College

Cash and Investments Report

As of January 31, 2023

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 45,811,246	
3624 - Robert Clark Trust		\$ 375,969
January Average Yield 0.45%		
<b>Cash in USNB</b>	\$ 2,904,675	
<b>Cash on Hand</b>	\$ 4,600	
Total Cash	<u>\$ 48,720,521</u>	<u>\$ 375,969</u>



**Central Oregon Community College**  
**Board of Directors**  
New Hires Report  
Date of Hire: February 1-28, 2023

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Grant, Virginia Lynn	2/7/2023	Campus Custodian	Custodial Services
Holm, Claire	2/20/2023	Senior Test Proctor	Tutoring and Testing
James, Phillip Allan	2/13/2023	Student Technology Support	Student Tech Services
Mason, Shana Marie	2/6/2023	Campus Custodian	Custodial Services
McCurchin, Anton	2/6/2023	Campus Custodian	Custodial Services
Vanderburg, Regina Lynette	2/1/2023	Human Resources Specialist	Human Resources
<b>Temporary Hourly</b>			
Brazeau-Asher, Renee	2/27/2023	Math Contest Assistant	Mathematics
Green, Justin Christopher	2/13/2023	Art Model-Unclothed	Art
Kaufman, Savannah Sheherazad	2/10/2023	Art Model-Unclothed Math	Art
McDowell, Keegan S	2/1/2023	Grader/Instructional Math	Mathematics
Nakadate, Nathan Takeshi	2/1/2023	Grader/Instructional Lead	Mathematics
North, Peter	2/6/2023	Library Assistant EMT Test	Library
Olivas, Jude Matthew	2/10/2023	Proctor Redmond Campus	Emergency Medical Services
Rose, Azalea Lavender	2/22/2023	Student	Regional Svcs. & R.C. Operations





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

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

### A. Background

The **Admissions Coordinator** position is a replacement position.

### B. Timing

The **Admissions Coordinator** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from March 6, 2023 to June 30, 2023. 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 2022-23 budget and conforms to the current approved Administrator salary schedule.

Sarah holds a bachelor's degree in Communications and Business from Western Oregon University and an associate's degree from COCC. Most recently, she was a Centric District Manager for ADP. While attending COCC, Sarah held several positions on campus including Student Ambassador Lead, CAP Center Office Assistant, and Wickiup Hall Community Assistant. Sarah has also worked as a Resident Assistant at Western Oregon University.



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

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<b>Subject</b>	Hiring of <b>Seth Johnson as Director of Adult Basic Skills (ABS)</b>
<b>Student Success</b>	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal. SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Community Enrichment</b>	CE-1: Build and strengthen partnerships with educational stakeholders, including PreK-12 and higher education.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **Director of Adult Basic Skills (ABS)** position is a replacement position.

### B. Timing

The **Director of Adult Basic Skills (ABS)** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from March 20, 2023 to June 30, 2023. As with all other full-time Administrator/Confidential 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 Administrative salary schedule.

Seth Johnson earned a master's degree in Special Education from Western Oregon University, a bachelor's degree in English from Linfield College, and an associate's degree from Skagit Valley Community College. Seth currently serves as the Executive Director for the Opportunity Foundation of Central Oregon. Prior to this role, Seth served as the Regional Crisis Specialist for Deschutes County Developmental Disabilities, and in Special Education at multiple Oregon school districts.



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

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<b>Subject</b>	Hiring of <b>Kyle Matthews</b> as <b>Executive Assistant – President Office and Vice President of Finance and Operations (VPFO) Office</b>
<b>Institutional Efficiency</b>	IE-2: Develop effective and efficient policies and procedures that are applied uniformly across the College. IE-3: Define, document and practice clear operational decision-making.
<b>Community Enrichment</b>	CE-1: Build and strengthen partnerships with educational stakeholders, including PreK-12 and higher education.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **Executive Assistant – President Office and VPFO Office** position is a replacement position.

### B. Timing

The **Executive Assistant – President Office and VPFO Office** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from April 3, 2023 to June 30, 2023. As with all other full-time Administrator/Confidential 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 Administrative/Confidential salary schedule.

Kyle Matthews holds a bachelor's degree in Communication Studies from San Francisco State University and an associate's degree from Cabrillo Community College. Kyle currently works as Operations Coordinator for the Center for Homeland Defense and Security at the Naval Postgraduate School. Prior to this, Kyle worked as a Project Manager for the New Teacher Center, and as an Administrative Assistant for California Advocates for Nursing Home Reform.

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

<b>Subject:</b>	Acceptance of proposed changes to COCC Rules of Procurement
<b>Strategic Plan Connection:</b>	Institutional Efficiency
<b>Prepared by:</b>	Sharla Andresen, Director of Risk Management

**A. Background**

Central Oregon Community College's procurement class threshold dollar limits, as set forth in the Central Oregon Community College Rules of Procurement (CCRP), have not been reviewed or changed since 2015. In surveying other Oregon Community College procurement departments, it was confirmed that COCC's thresholds indeed need to be updated to bring them more in line with current costs for goods, personal, and architect/engineer services. Below are the current and proposed new procurement class threshold limits and their definitions.

Direct purchase – May purchase directly

Intermediate procurement – Must receive three quotes

Formal procurement – Must go out for a solicitation

Procurement Class	Threshold	COCC Current Limits	Proposed New Limits
GOODS & SERVICES	Direct purchase	not to exceed \$10,000	not to exceed \$25,000
	Intermediate procurement	not to exceed \$100,000	not to exceed \$150,000
	Formal procurement	over \$100,000	over \$150,000
PERSONAL SERVICES	Direct purchase	not to exceed \$30,000	not to exceed \$75,000
	Intermediate procurement	not to exceed \$100,000	not to exceed \$150,000
	Formal procurement	over \$100,000	over \$150,000
ARCHITECT/ENGINEER	Direct purchase	not to exceed \$50,000	not to exceed \$75,000
	Intermediate procurement	not to exceed \$125,000	not to exceed \$150,000
	Formal procurement	over \$125,000	over \$150,000

**B. Options**

- 1) Approve recommended changes to the Central Oregon Community College Rules of Procurement class threshold dollar limits.
- 2) Do not approve recommended changes to the Central Oregon Community College Rules of Procurement class threshold dollar limits.

**C. Timing**

Approval of the new procurement class thresholds will immediately benefit upcoming projects.

**D. Budget Impact**

Budget neutral

Board Meeting Date: March 8, 2023

Exhibit No.: 9a.1\*

Approval: \_\_\_\_\_

Motion: \_\_\_\_\_

**E. Proposed Resolution**

Be it resolved that the Board of Directors do hereby approve the proposed class procurement threshold changes to Central Oregon Community College Rules of Procurement (CCRP).

Exhibit: 9b.1\*  
Date:  
Approval \_\_\_\_ Yes \_\_\_\_ No  
Motion:

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Jeremy Green, Sharla Andresen,

A. Action Under Consideration

Award Bid #1596-22 for Construction Manager/General Contractor services (CM/GC) of the Madras Campus Building 2, to Kirby Nagelhout Construction Company (KNCC).

B. Discussion/History

In November 2022, COCC opened RFP #1592-22 to accept proposals for CM/GC services, for the COCC Madras Campus Expansion Project Building 2. The building will be approximately 20,000 square feet and include programming for health careers, early childhood education, two science laboratory classrooms, and include space for a third-party childcare provider.

Three CM/GC proposals were received for the project. The evaluation committee scored each proposal, and subsequently interviewed all three firms. At the conclusion, the evaluation committee ranked KNCC of Bend, Oregon as the best responsive proposal.

C. Options/Analysis

Authorize President Chesley or her designee to negotiate a contract for CM/GC Services with KNCC.

Do not authorize President Chesley or her designee to negotiate a contract for CM/GC Services with KNCC.

D. Timing

Approval at this time will enable KNCC to begin work as soon as possible in order to adhere to our goal of a fall 2024 opening. Work will begin immediately following the negotiation of the contract.

E. Recommendation

Be it resolved that the Board of Directors do hereby authorize President Chesley or her designee to negotiate a contract for Construction Management/General Contractor Services for the Madras Campus Building 2 with Kirby Nagelhout Construction Company.

F. Budget Impact

Funding will come from a mix of existing institutional resources, grant funds and private donations.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	OCCA Legislative Priorities for the 2023 Legislative Session
<b>Prepared By</b>	Laurie Chesley, President

### A. Background

During each legislative session, the Oregon Community College Association (OCCA) identifies several priorities for which to pursue legislation to support the State's 17 community colleges. OCCA is asking for a resolution of support from each community college for these priorities.

The three priorities are:

- Increase the Community College Support Fund (CCSF) by 20.1% and support \$50M in one-time funding to assist community colleges in the transition out of the pandemic
- Increase the Oregon Opportunity Grant (OOG) by a minimum of 100%, from \$200M per biennium to \$400M per biennium
- Empower community colleges to offer a BSN if they meet the necessary requirements

### B. Options/Analysis

- Approve resolution of support for OCCA legislative priorities
- Decline support for OCCA legislative priorities

### C. Timing

This resolution, if passed soon, will assist COCC and OCCA in advocating for these priorities.

### D. Budget Impact

None.

### E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College supports the OCCA legislative priorities noted above.



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

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<b>Subject</b>	<b>New One-year Certification of Completion in Community Health</b>
<b>Strategic Plan Initiatives</b>	SS-1: Enhance development of course and program offerings and delivery methods.  CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
<b>Prepared By</b>	Dr. Annemarie Hamlin, Vice President of Academic Affairs

**A. Background**

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

This proposed one-year certificate in Community Healthy meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

**B. Options/Analysis**

Approve the proposed new academic program.  
Decline approval of the new academic program.

**C. Timing**

The new program will be available in the 2023-24 Catalog that begins with the Fall 2023 term.

**D. Budget Impact**

The proposed certificate consists mostly of existing courses, but two new courses have been created for the program. The budget impact is negligible.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approves the new One-year Certificate of Completion in Community Health effective Fall 2023.





## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Appointment of New Budget Committee Members
<b>Prepared By</b>	Laurie Chesley, President

### A. Background

Oregon law requires each community college to have a Budget Committee consisting of citizen representatives from across its district, in addition to the Board of Directors.

Debi Harr applied for the open position for Zone 4/5. Ms. Harr was a student at COCC. She possesses a Bachelor's Degree in Accounting from Linfield College, was a financial analyst for Deschutes County for twelve years, and has served on the Budget Committee for Bend Parks and Recreation.

Dustin Seyler applied for the open position for Zone 1. Mr. Seyler possesses a business background and for the past decade has been a driving force within the Warm Springs Community Action Team. He currently serves as the Small Business Program Manager for the Warm Springs Community Action Team.

Debi Harr has been interviewed and is recommended by Chair Bruce Abernethy. Dustin Seyler has been interviewed and is recommended by Vice Chair Joe Krenowicz.

### B. Options/Analysis

- Approve appointment of Debi Harr (zone 4/5) and Dustin Seyler (zone 1)
- Decline appointment of Debi Harr (zone 4/5) and Dustin Seyler (zone 1)

### C. Timing

This resolution allows the College to hold Budget Committee meetings in April and May with all but one seat filled\*

### D. Budget Impact

None.

### E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College appoints Debi Harr and Dustin Seyler to the COCC Budget Committee.

*\*Note: We are continuing our search for a Zone 2 representative.*