



**CENTRAL OREGON  
 COMMUNITY COLLEGE**  
 Board of Directors' Meeting – AGENDA  
 Wednesday, March 11, 2020 – 5:45 PM  
 Christiansen Boardroom, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Craska Cooper
	II. Introduction of Guests			
	III. President's Report			Chesley/FF/ Julian <sup>P</sup>
	A. Faculty Recognition			
	1. Tenure	3.a1	X	✓
	2. Promotion	3.a2	X	✓
	3. Sabbatical	3.a3		✓
	4. Emeritus			
	a. Faculty: Hoppe, Mays, Nelson	3.a4.a	X	✓
	b. Administrative: Boyer, Harmon, Paradis	3.a4.b	X	
	c. Classified: Sykes, Wood	3.a4.c	X	Koon/Boehme <sup>A</sup>
	IV. BREAK (5 minutes)			
	V. Agenda Changes			
	VI. Public Comment			
	A. OCCA (Oregon Community College Assn.) Updates			Cam Preus <sup>P</sup>
	VII. Consent Agenda***			
	A. Minutes			
	1. Regular – February 12, 2020	7.a1	X	Smith
	B. Personnel			
	1. New Hire Report (Feb. 2020)	7.b1	X	Boehme <sup>A</sup>
	2. Approval to Hire (Schweitzer)	7.b2	X	✓
	VIII. Information Items			
	A. Financial Statements	8.a		Boyer <sup>A</sup>
	B. 2018-23 Strategic Plan: Community Enrichment Goal Update			Downing/Lantis <sup>P</sup>
	C. Consideration of Community Enrichment Recommendations			Paradis <sup>P</sup>
	IX. Old Business			
	A. Budget Committee Appointments	9.a	X	Paradis <sup>P</sup>
	B. Legislative Update	9.b*		McCoy <sup>A</sup>
	X. New Business			
	A. Deleted Academic Program	10.a	X	Julian <sup>A</sup>

XI. **Board of Directors' Operations**

A. Board Member Activities

Craska Cooper

XII. **President's Report - Continued**

A. Updates:

1. COVID-19 Preparation
2. Administration Compensation Study
3. Taste of the Town & Meal of the Year - 2020

Paradis  
Chesley  
Boone

XIII. **Dates**

1. Wednesday, April 8, 2020 – Budget & Board of Directors' Meetings  
5:45pm / 7:15pm - Location: Elevation Restaurant/Cascade Culinary Institute
2. Wednesday, May 13, 2020 – Budget & Board of Directors' Meetings 5:45pm/7:15pm  
Location: Christiansen Boardroom-Boyle Education Center, Bend Campus
3. Thursday, May 21, 2020 – Dinner w/Retreat Facilitator-Bruce Leslie at 6:00pm  
Location: Anthony's Restaurant/Old Mill District
4. Friday, May 22, 2020 – Board Retreat 8am-4pm Location: Christiansen Boardroom
5. Wednesday, June 10, 2020 – Board of Directors' Meeting 5:45pm  
Location: Crook County Open Campus in Prineville
6. Wednesday, June 17, 2020 – President's Scholarship Luncheon  
11:30am to 1:00pm (Dining Hall, Coats Campus Center)

XIV. **Adjourn to Executive Session**

XV. **Executive Session:**

ORS 192.660 (1)(d) Labor Negotiations  
ORS 192.660 (2)(h) Legal Counsel

Boehme/Moore

XVI. **Adjourn Executive Session**

XVII. **Re-convene Open Session**

XVIII. **ADJOURN**

\* Indicates Material to be distributed at the meeting (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 **P**resentation will be provided. **A** = indicates the presenter is **A**vailable for background information if requested.



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

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<b>Subject</b>	<b>Approve granting tenure to:</b> Jane Denison-Furness, Wendy Earthsong, Thor Erickson, Rebecca Franklin, Christopher Hazlett, Lin Hong, Amanda Layton, Ken Ruetters, and Anne Zmyslinski-Seelig.
<b>Prepared By</b>	<i>Stephanie André (Chair), Michael Fisher, Dan Alberghetti, Sara Henson, Jon Bouknight, 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.

**Jane Denison-Furness**, an Assistant Professor II of English, earned a Master of Arts in English from Northern Illinois University and is currently writing her dissertation to earn a doctorate in Developmental Education Administration from Sam Houston State University. Jane serves as the Developmental Literacy Coordinator and works on the Title III grant to redesign COCC's developmental writing curriculum. She teaches a range of writing courses, including Rhetoric and Critical Thinking I and II, Academic Composition with and without seminar, Technical Writing, and a journalism practicum.

**Wendy Earthsong**, an Assistant Professor II of Health Information Management, obtained a diploma in Holistic Health Practice from the American College of Healthcare Sciences. Wendy teaches a variety of courses including surgical coding, the sequence of medical terminology courses, legal aspects of health care, medical coding, and medical records analysis.

**Thor Erickson** is an Assistant Professor II of Culinary Arts who earned an Associate's degree in Culinary Arts from Columbia College in California and a certificate in Brewing Science, Enology, and Viticulture from the University of California – Davis. He is currently the Department Chair of the Cascade Culinary Institute and teaches several culinary courses, including kitchen operations, butchery, dining room operations, modernist cuisine, baking and pastry foundations, and hospitality management.

**Rebecca Franklin**, an Assistant Professor II of Forest Resources Technology, earned a doctorate in Geosciences from the University of Arizona. Rebecca serves as the Forestry Technology program director and teaches several forestry courses, including field dendrology, forestry perspectives, field studies of the Pacific Northwest, and conservation of natural resources.

**Christopher Hazlett** is an Assistant Professor II of English who obtained his Ph.D. in English from the University of Florida. He teaches academic composition, technical writing, creative nonfiction, and multimodal composition.

**Lin Hong**, an Assistant Professor II of Chinese, earned a Master of Arts in Chinese Linguistics from Liaoning Normal University in China. She teaches first and second year Mandarin Chinese, as well as Chinese culture through film.

**Amanda Layton**, an Assistant Professor II of Biology, earned a Master of Science in Exercise Science from Central Washington University. She teaches the human anatomy and physiology sequence of courses, as well as microbiology.

**Ken Ruettgers**, an Assistant Professor II of Sociology, earned a Master of Business Administration from California State University—Bakersfield and a Ph.D. from Oxford Graduate School. Ken teaches a wide range of courses, including introduction to sociology, social deviance, sport and society, religion and society, Marx and Marxism, social issues and social movements, the sociology of religion, and a course on race, class, and gender.

**Anne Zmyslinski-Seelig**, an Assistant Professor II of Speech, earned a Ph.D. in Communication from the University of Wisconsin—Milwaukee. She teaches interpersonal communication, communicating love, small group communication, listening, and fundamentals of public speaking.

**B. Options/Analysis**

Grant tenure to Jane Denison-Furness, Wendy Earthsong, Thor Erickson, Rebecca Franklin, Christopher Hazlett, Lin Hong, Amanda Layton, Ken Ruetters, and Anne Zmyslinski-Seelig.

Decline granting tenure to Jane Denison-Furness, Wendy Earthsong, Thor Erickson, Rebecca Franklin, Christopher Hazlett, Lin Hong, Amanda Layton, Ken Ruetters, and Anne Zmyslinski-Seelig.

**C. Timing**

Tenure is effective with the 2020-21 academic year.

**D. Budget Impact**

None

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College grant tenure to Jane Denison-Furness, Wendy Earthsong, Thor Erickson, Rebecca Franklin, Christopher Hazlett, Lin Hong, Amanda Layton, Ken Ruetters, and Anne Zmyslinski-Seelig.



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

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<b>Subject</b>	Promotion of faculty
<b>Prepared By</b>	Matthew Novak and Eric Magidson, Co-Chairs 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 2020-21 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**

**Mike Artus** started in Speech Communication as a part-time instructor in 2010 and became a tenure-track faculty member in 2017. His commitment to the northern campuses communication instructor serves students well. Noteworthy were his efforts at Deer Ridge Correctional Institute to teach debate, coach a team, and judge three debates for inmates.

**Laura Hagan** began at COCC in 2012 and is instructor for the baking and pastry program. Classes she teaches include breads & grains, cakes, pastries, plated desserts, laminated doughs, custards & frozen desserts. Yum! She played a significant role in program accreditation and has spent hundreds of hours at the Friday bakery kiosk. Laura and her students have made the desserts for Meal of the Year. She has been part of the culinary student international exchange and the upcoming Chef Cycle event hosted by COCC in June.

**Kirsten Hostetler** joined the COCC team in 2013 as a part-time library instructor, served three years as full-time temporary, and became tenure track faculty in 2017. Kirsten leads Barber Library's instructional program introducing innovations, such as the Embedded Librarian and Book-a-Librarian programs, and by redesigning online research guides. Kirsten has also been instrumental supporting library services for the Northern Campuses.

**Sam La Duca** has been at COCC since 2013, accepting a tenure track position in 2017. He established the Hospitality Management program and has played a vital role in the growth of the Culinary Institute. Sam's commitment to developing career pathways has led to the creation of a Mixology and Bar Operations course, food safety, and OLCC certifications. His contributions to the design and implementation of Meal of the Year have been significant.

**Kari McDaniel** started in 2016 as the Program Director for COCC's Certified Nursing Assistant (CNA) program at the rank of Assistant Professor I. Kari worked with Redmond's Ridgeview High School to begin a CNA program. Kari has also served on two Oregon State Board of Nursing advisory committees extending her contribution to the overall CNA curriculum at the state level.

#### **Assistant Professor II to Associate Professor**

**Karl Baldessari** began at COCC in 2010 as a part-time helicopter instructor after 20+ years of service in the U.S. Coast Guard. Karl is the Program Director for the COCC Aviation program, teaching classes, and serving as a flight lab instructor. He is a member of the Bend Airport Master Plan committee, the Leading Edge Aviation Scholarship Review Board, the Central Oregon Aviation Leadership team, and the Oregon Aviation Industries committee.

**Elizabeth Coleman** began part-time in 1999 for the math department and became a tenure-track faculty member in 2013. She instituted a "problem-of-the-day" warm-up for classes that others have adopted. She has taught a wide range of classes and is now the primary calculus teacher. She contributes to the Title III grant, hosts Jeopardy for the Math Contest, advises the student Math Club and Math League, and mentors high school teachers for College Now and Cascades Commitment.

**Jessica Giglio** came to COCC in 2013 as an Assistant Professor I. She has been instrumental in expanding the math department's online course offerings, utilizing the national Quality Matters standards for online excellence. She created and leads the Online Teaching Work Group. Jessica's service to the college is extensive including her recent service as the lead report writer for COCC's upcoming accreditation review.

**Jessica Hammerman** joined COCC in 2013 as a tenure track instructor. She revised and expanded the College's World and European History offerings, creating new online and hybrid courses to better serve students. Jessica's two signature events – the North African Soiree and Holocaust Remembrance Day –

have brought together students, community members and visiting scholars in a welcoming atmosphere of diversity, equity and inclusion.

**Elizabeth Hylton** transferred from Clatsop Community College in 2016 as Assistant II. She brought with her a wealth of experience in mathematics at both the state and national levels. She teaches a broad range of courses, from developmental math through statistics. Upon arriving, Liz expressed an interest in teaching “whatever, whenever.” She teaches and supports math classes in Bend, Madras, Prineville and at Deer Ridge, while keeping curriculum focused on the needs of “today’s math student.”

**Jason Lamb** started as an Assistant Professor I in 2013. He teaches 11 different Art History courses. His teaching combines creative writing and art into innovative assignments such as “Letters to the Curator” and “Create a Meme.” His accomplishments include glowing student evaluations, extensive campus leadership positions, and his current role on the Portland Art Museum’s Teacher Advisory Council.

**Paul Pelly** started in 2014 and now serves as the program director of the automotive program. He developed the electric/hybrid program with the support of the National Science Foundation. He also created a national licensure test for electric/hybrid technicians. Paul forged partnerships with local high schools to accelerate the school-to-work placement of students, as well as programs to help single mothers and seniors get much-needed auto repairs.

**Fleur Prade** joined COCC in 2014 as a tenure track instructor in the World Languages and Cultures department. Fleur has been instrumental in developing and diversifying the College’s language course offerings to include a full sequence of both French and Italian. She also utilizes her talents by serving as a French Language and Culture exam reader for the College Board Advanced Placement program.

**Paula Simone** began working for the College in 1998 and was hired as an Assistant Professor II of Structural and Wildland Fire in 2016. She started as a COCC student, and as an employee of the College, she completed both her bachelor’s and master’s degrees. In her position, Paula coordinates with federal agencies, three accrediting bodies, and local Fire Chiefs. She is an elected member of the Department of Public Safety Standards and Training (DPSST) Fire Policy Committee.

**Malinda Williams** began her career at COCC in 2014. She teaches a broad range of courses, including Writing, Women’s Studies, English and Humanities, with particular focus on composition and technical writing. She serves on the Learning Outcomes Assessment committee, was part of the negotiating team for the faculty bargaining agreement, and has been elected to COCC’s Institutional Review Board for human subjects research. Mindy participated at the state level creating the major transfer map in English and organizing “Conversations in Writing” with local high school instructors.

### **Associate Professor to Professor**

**Jacob Agatucci** started part-time in 2002 and has served as an Associate Professor since 2013. He teaches a broad range of English and Writing courses. Last year Jacob completed his service as co-chair of the Faculty Promotions committee and currently serves on the college’s Learning Outcome Assessment Committee. In the community, Jacob works as a liaison to our veterans and is active in Bend Film Festival.

**Teresa Freihoefer** started as a temporary instructor at the College in 2007 and the following year she was hired as a tenure track Assistant Professor I. As the chair of the Business Department, she oversaw



the creation of the Unmanned Aerial Systems degree in aviation, several changes to the business curriculum, and the acquisition of the culinary pizza oven. She is a board member of the Cascade Business News and regularly consults with local entrepreneurs.

**Annemarie Hamlin** started as a temporary instructor of composition in 2007, accepting a tenure -track position as an Assistant Professor I of English in 2011. In the ensuing years, Annemarie has taught a variety of writing and literature courses. Highlights of her service include more than 6 years of leading workshops enabling High School instructors to teach college credit writing courses, editing the COCC Accreditation report, and multiple presentations for various Deschutes Public Library programs.

**James Knox** joined COCC in 2003 and has served as an Associate Professor since 2014. His excellence is reflected in his success leading the College's Cascades Chorale while also teaching a variety of music courses. He is well-known in the community as "one of the best, if not the best baritone in Central Oregon." James is well-loved by his students who comment on his patience as well as passion for music as a source of inspiration and growth.



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

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<b>Subject</b>	Sabbatical for Bill Cravis, Amy Howell, Kevin Grove, and Cat Finney.
<b>Prepared By</b>	<i>Jason Lamb - Chair PIRT Committee Betsy Julian – Vice President for Instruction</i>

**A. Background**

**Bill Cravis, Associate Professor of Art**

Sabbatical term: Fall 2020

Associate Professor Bill Cravis was awarded a one-month artist’s residency from the prestigious Djerassi Resident Artists Program that coincides with the beginning of the Fall 2020 term. During this residency, and in the following months, Bill will explore and ultimately create a new body of work centered around ideas of environmental sustainability. The activities and investigations undertaken during this sabbatical will allow him to identify new materials and methods for his own artistic practice, as well as recrafting the existing COCC Sculpture program. Long term, he will implement an updated program that teaches students environmental responsibility through coursework and through the example Bill sets as an artist/educator.

**Amy Howell, Professor of Early Childhood Education**

Sabbatical term: Winter 2021

Professor Amy Howell will pursue a one-term sabbatical in which she will research children’s literature as it relates to advancing equity and supporting cross-curricular learning in the areas of science and social justice for young children (ages birth through Grade 3.) This sabbatical will allow Amy the time needed to review, categorize, and analyze specific works of children’s literature, as well as to connect with their authors and illustrators, to explore the process of writing such books. Additionally, Amy plans to attend a number of conferences related to this subject, dedicated to understanding the role of children’s literature in learning and development. Ultimately, Amy will implement updates to COCC’s Early Childhood Education pedagogy that incorporate literature-based curricular activities developed in response to her sabbatical research.

**Kevin Grove, Associate Professor of Physics**

Sabbatical terms: Winter & Spring 2021

Associate Professor Kevin Grove will pursue a two-term sabbatical in which he will engage in a large-scale research project related to snow and avalanche science, with the ultimate goal of submitting and presenting a paper at the International Snow Science Workshop in 2022. This two-term sabbatical will allow Kevin the time needed to collaborate with his snow science colleagues around the country to organize the International Snow Science Workshop, a conference bringing together snow science experts, researchers, and practitioners from all over the world. Kevin's research will focus on answering questions about how the physical properties and type of surface hoar crystals (feathery crystals that form on snow surfaces during calm conditions) contribute to the formation of avalanches. In collaboration with colleagues, Kevin will also work to develop new simulation scenarios that will improve researchers' understanding of how weather, snowpack, terrain, and the human factor all come together to produce avalanches.

**Cat Finney, Professor and Collection Development & Acquisitions Librarian**

Sabbatical term: Spring 2021

Professor Cat Finney will pursue a one-term sabbatical in which she will study equity and diversity in children's literature, with a particular focus on the creation and assessment of equity-centered children's literature collections. This sabbatical will give Cat the needed time to begin pursuit of a 12-15 credit graduate certificate in children's literature, as well as to travel to various libraries and educational institutions in the United States and the United Kingdom. In her sabbatical travels, Cat will explore the children's literature research collections at these institutions, with a focus on auditing and assessing the equity representation of children's literature characters. Ultimately, Cat's sabbatical activities will allow her to prepare an article or conference presentation on developing, fostering, and assessing children's literature equity collections, with a particular focus on those in higher education environments.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Emeritus status approval for retiring faculty: William Hoppe, Doug Nelson, and Ken Mays.
<b>Prepared By</b>	Betsy Julian – Vice President for Instruction

### 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: William Hoppe, Doug Nelson, and Ken Mays.
- Decline approval of emeritus status for retiring faculty: William Hoppe, Doug Nelson, and Ken Mays.

### 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 approve emeritus status for retiring faculty members William Hoppe, Doug Nelson, and Ken Mays.



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

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<b>Subject</b>	<b>Emeritus</b> status approval for retiring Administrative Employees: Lisa Bloyer, Ken Harmon, Ron Paradis
<b>Prepared By</b>	Laura Boehme, Chief 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 Administrative Employees: Lisa Bloyer, Ken Harmon, Ron Paradis
- Decline approval of Emeritus status for retiring administrators: Lisa Bloyer, Ken Harmon, Ron Paradis

**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: Lisa Bloyer, Ken Harmon, Ron Paradis

**Lisa Bloyer, Director of Fiscal Services**

When Lisa retires in April 2020, she will have been an employee of COCC for 24 years. Lisa started in Fiscal Services as the staff accountant in 1996. Lisa was involved in the implementation of the College's current accounting system, and over the years has worked to develop and improve reports and processes that are used today. Lisa earned my Masters in Public Administration in 2003 while working here full time if you want to add that, Lisa is responsible for the operations of the Fiscal Services department, and coordination of the annual budget and annual audit. Lisa was promoted to Accounting Manager in 1998, then to Accounting Director as she assumed additional responsibilities. In 2016 , Lisa was promoted to the Director of Fiscal Services. Lisa is a dedicated professional and has served the College with distinction.

**Ken Harmon, Engineering Systems Administrator**

Ken began his COCC experience in 1982 as a student and completed his degree in 1992 while working full-time for a local lumber mill. Ken initially worked at COCC as a part-time evening and weekend computer lab manager in 1993. Ken was then hired in 1994 as a full-time technician in the IT Department. Ken was promoted from technician to a Classified Hardware/Software Engineer before his appointment as an Administrator in his role as the Engineering Systems Administrator in 2017. Ken has supported COCC's students and employees for 27 years and was named Classified Employee of the Year in 2015. Ken will retire to enjoy other exciting ventures and pursue some hobbies long forsaken and projects at home. You will soon find Ken golfing, fishing, and taking coastal trips with family and friends.

**Ron Paradis, Executive Director of College Relations**

Ron Paradis has been the Director (and now Executive Director) of College Relations at Central Oregon Community College for nearly 30 years, coming to COCC in 1991. Prior to that, he worked at the University of Oregon, Creighton University (Omaha, NE), and Keene State (NH) College. At COCC, Ron has coordinated internal and external communications, helped strategize overall promotional campaigns and organized major college events. The work in communications included assisting the Board and Presidents with the messaging and communications, and leading efforts during times of crisis. Promotional campaigns have included several recruitment efforts, including the extended work to help fill Wickiup Residence Hall, and others. Events under his purview have included the College's 50th Anniversary celebration in 1999 and the COCC Commencement Ceremony, for the last 20 years.



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

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<b>Subject</b>	<b>Emeritus</b> status approval for retiring Classified Employees: Lani Sykes, Susan Wood
<b>Prepared By</b>	Laura Boehme, Chief Human Resources Officer Justin Koon, CACOCC President
<b>Approved By</b>	Laurie Chesley, President

**A. Background**

COCC’s Classified Association is recommending with Presidential approval the above named classified employees 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 Employees: Lani Sykes, Susan Wood
- Decline approval of Emeritus status for retiring faculty: Lani Sykes, Susan Wood

**C. Timing**

Effective with their retirement dates.

**D. Budget Impact**

None.

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College district approve Emeritus status for retiring classified employees: Lani Sykes, Susan Wood

**Lani Sykes, Instructional Dean’s Assistant**

Lani began working at COCC in 1997 as a part-time employee for community learning at the 7<sup>th</sup> Street Redmond College Center. She helped the Redmond College Center move to the “new” Building 1 on the Redmond Campus where she worked full-time scheduling community learning computer classes for the Redmond Campus and assisting with distance learning classes. When Carol Moorehead, the Extended Learning Dean, moved to Redmond Building 3, Lani moved with her and was the Office Specialist taking care of all walk-in customers and students. Carol and Lani developed, from scratch, the transition from summer ten-week courses to five- and ten-week courses. Lani performed the room scheduling for all classes for the entire campus before it was automated. Lani also supported the Manufacturing and Technology Program (MATC) housed in Redmond Building 3. Later, Lani was in charge of developing contracts and scheduling for all non-credit classes for four campuses. More recently, Lani has been working in the Instructional Dean’s office and traveling weekly

to the Deer Ridge Correctional Institute (DRCI) to assist the Education Director with such activities as creating the 2.2-million-dollar COCC/DOC budget and assisting DRCI students with financial aid and enrollment in schools and community colleges throughout Oregon. Lani has been the Classified Association President, and has committed herself to the service of students and staff in her 23 years at COCC.

**Susan Wood, Continuing Education Administrative Assistant**

Susan was hired in 1997 as a Clerical Assistant and progressively took on more responsible roles in support of students and community enrichment activities. Susan has successfully served COCC for twenty-three years as a classified employee in various roles, with her final position as Administrative Assistant in Continuing Education for the past seventeen years. Susan is recognized by colleagues for her diligent and helpful work managing all fiscal and payroll tasks, as well as course inventory and her Banner expertise within the department. She has developed a positive reputation as a dedicated and loyal employee of the college and quietly contributes to the foundational operations of the Continuing Education department.





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

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<b>Subject</b>	<b>Emeritus</b> status approval for retiring Classified Employees: Lani Sykes, Susan Wood
<b>Prepared By</b>	Laura Boehme, Chief Human Resources Officer Justin Koon, CACOCC President
<b>Approved By</b>	Laurie Chesley, President

**A. Background**

COCC’s Classified Association is recommending with Presidential approval the above named classified employees 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 Employees: Lani Sykes, Susan Wood
- Decline approval of Emeritus status for retiring faculty: Lani Sykes, Susan Wood

**C. Timing**

Effective with their retirement dates.

**D. Budget Impact**

None.

**E. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College district approve Emeritus status for retiring classified employees: Lani Sykes, Susan Wood

**Lani Sykes, Instructional Dean’s Assistant**

Lani began working at COCC in 1997 as a part-time employee for community learning at the 7th Street Redmond College Center. She helped the Redmond College Center move to the “new” Building 1 on the Redmond Campus where she worked full-time scheduling community learning computer classes for the Redmond Campus and assisting with distance learning classes. When Carol Moorehead, the Extended Learning Dean, moved to Redmond Building 3, Lani moved with her and was the Office Specialist taking care of all walk-in customers and students. Carol and Lani developed, from scratch, the transition from summer ten-week courses to five- and ten-week courses. Lani performed the room scheduling for all classes for the entire campus before it was automated. Lani also supported the Manufacturing and Technology Program (MATC) housed in Redmond Building 3. Later, Lani was in charge of developing contracts and scheduling for all non-credit classes for four campuses. More recently, Lani has been working in the Instructional Dean’s office and traveling weekly to the Deer Ridge Correctional Institute (DRCI) to assist the Education Director with such activities as creating

the 2.2-million-dollar COCC/DOC budget and assisting DRCl students with financial aid and enrollment in schools and community colleges throughout Oregon. Lani has been the Classified Association President, and has committed herself to the service of students and staff in her 23 years at COCC.

**Susan Wood, Continuing Education Administrative Assistant**

Susan was hired in 1997 as a Clerical Assistant and progressively took on more responsible roles in support of students and community enrichment activities. Susan has successfully served COCC for twenty-three years as a classified employee in various roles, with her final position as Administrative Assistant in Continuing Education for the past seventeen years. Susan is recognized by colleagues for her diligent and helpful work managing all fiscal and payroll tasks, as well as course inventory and her Banner expertise within the department. She has developed a positive reputation as a dedicated and loyal employee of the college and quietly contributes to the foundational operations of the Continuing Education department.



Central Oregon Community College  
Board of Directors' Meeting  
MINUTES

Wednesday, February 12, 2020  
5:45 p.m.

Christiansen Boardroom, Boyle Education Center  
COCC Bend Campus

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**PRESENT:** Laura Craska Cooper, Erica Skatvold, Joe Krenowicz, Jim Clinton, Alan Unger, Bruce Abernethy, Oliver Tatom, Mark Reinecke and Paul Taylor (Board Attorneys), Laurie Chesley (President), Julie Smith (Executive Assistant)

**CALL TO ORDER:** Laura Craska Cooper, Chair

**INTRODUCTION OF GUESTS:**

COCC faculty & staff: Betsy Julian, Matt McCoy, David Dona, Ron Paradis, Alicia Moore, Dan Cecchini, Joe Viola, Michael Fisher, Julie Downing, Amy Harper, Lisa Bloyer, Laura Boehme, Gordon Price, Glenda Lantis, Wesley Dymond and others

Student: Deon Lofton

**CONSENT AGENDA:**

**Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 5.a1-5.b2).**

**Bruce Abernethy seconded the motion. Motion carries unanimously. Approved.** M02/20:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of January 8 and January 31, 2020 (Exhibits: 5.a1 & 5.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the January 2020 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approved the employment contracts for Walter (Scott) Brown as supervising officer, campus public safety and Talona (Denise) Hatch as financial aid technical analyst (Exhibits: 5.b2a and 5.b2b).

**INFORMATION ITEMS:**

Financial Statements – (Exhibit: 6.a)

The Board was apprised of the December 2019 Financial Statements.

ITS Report – Cybersecurity (Exhibit: 6.b1)

Dan Cecchini, chief information officer, and Wesley Dymond, information security administrator, gave a PowerPoint presentation with an update on activities regarding cybersecurity at COCC. Wesley explained how the college's cybersecurity system catches potential threats and breaches that would otherwise cause harm to the college's internet networking systems. Cybersecurity is not just an IT (information technology) related activity; it is an enterprise-level activity that affects all parts of the organization.

Top Information Security threats faced by the college are:

- Phishing
- Malware & Computer Infections.

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

#### Legislative Updates (Handout: 6.c)

Matt McCoy, vice president for administration, provided a written update to the Board.

The Oregon Legislature short session began on February 3, 2020. On February 5, the Oregon Community College Association (OCCA) hosted CTE (Career & Technical Education) Day at the Capital. COCC was among the many colleges with CTE program representatives sharing their knowledge.

The House Committee on Education held hearings on bills relating to higher education that included HB 4056 regarding the shift of north Lake County from the COCC District to the Klamath Community College District (KCC). HB 4056 passed out of committee on February 10 and is expected to have similar support in the Senate. Once passed and signed by the governor, the bill will take effect on June 30, 2020.

#### Accreditation Update

Betsy Julian, vice president for instruction, reviewed that the accreditation visit recommendations from seven years ago focused on planning and assessment. The college has made great strides in:

- Strategic Plan and funding for Strategic Initiatives
- Academic Program Review
- Administrative Unit Review
- Program level assessment of student learning outcomes.

A seven-member accreditation review team - six representatives from other colleges in the region and one representative from NWCCU (Northwest Commission on Community Colleges and Universities) - will be coming to campus April 8-10. The new standards focus is on systematic use of data to increase student success. They will have meetings with several departments on campus as well as a meeting with the president, board chair and vice-chair.

#### OLD BUSINESS:

##### Budget Committee Appointments

Ron Paradis, executive director of college relations reviewed that the college has two vacancies on the budget committee for zones 5 and 7. Board members Jim Clinton, Oliver Tatom and CFO David Dona will review the applications, interview the selected candidates, and make recommendations for appointments at the March 11 board meeting.

#### NEW BUSINESS:

##### New and Inactivated Academic Programs (Exhibit: 8.c)

The Board was apprised of the proposed new and inactivated certificate proposals that meet COCC, state, and regional accreditation (NWCCU) standards.

*Joe Krenowicz moved to approve the new and deleted academic program changes effective Fall 2020 (Exhibit: 8.c). Jim Clinton seconded the motion. Motion carries unanimously. Approved. M02/20:2*

## BOARD OF DIRECTORS' OPERATIONS:

### Schedule Board Training

Chair Craska Cooper reviewed that at the Board's Fall Retreat last October, the Board discussed strategies for defining the board's roll as board members regarding operations, policy and best practices for committees. Chair Craska Cooper and President Chesley have identified a consultant through ACCT (Association of Community Colleges and Trustees) - Dr. Bruce Leslie, a retired college president. The Board will hold a one-day retreat in May, the exact date and details will be forthcoming.

### Board Member Activities

Alan Unger	OSU-Cascades Advisory Committee meeting OCCA Board meeting Visited w/Legislators in Salem Lunch meeting w/Chair Craska Cooper and President Chesley Orientation in COCC Barber Library re: access into the college's Blackboard account
Bruce Abernethy	Met w/Sustainability Coordinators for COCC and City of Bend Met w/President Chesley re: Sustainability, Board priorities and interests January 31 Special Executive Session Board of Directors' meeting
Erica Skatvold	Several phone calls w/President Chesley and Chair Craska Cooper Child Care Task Force meeting Audit & Finance Committee meeting GISS breakfast meeting w/Betsy Julian, President Chesley and Chair Craska Cooper Student Success committee meeting January 31 Special Executive Session Board of Directors' meeting
Joe Krenowicz	January 31 Special Executive Session Board of Directors' meeting
Jim Clinton	Student Success committee meeting COCC Foundation's committee - Community Involvement
Oliver Tatom	January 31 Special Executive Session Board of Directors' meeting Student Success committee meeting Joint La Pine and Sunriver Chamber of Commerce breakfast meeting
Laura Craska Cooper	Several phone calls with President Chesley and Erica Skatvold Met w/Bryant Lovlien & Jarvis attorneys, new legal counsel for the college Phone calls w/President Chesley and Alicia Moore Lunch meeting w/Joe Krenowicz and President Chesley

Laura Craska Cooper – continued

City Club

GISS breakfast meeting w/Betsy Julian, Erica Skatvold, President Chesley

Meeting w/Alan Unger, President Chesley and Vice President Matt McCoy

Phone call w/Colleen Allen of ACCT – consultant coordinator

January 31 Special Executive Session Board of Directors' meeting

Phone call w/Bruce Leslie – ACCT consultant

Lunch meeting w/Alan Unger and President Chesley

### PRESIDENT'S REPORT:

#### Afrocentric Studies Club

President Chelsey introduced Gordon Price from Student Life. He and student Deon Lofton gave a report about the Afrocentric Student Club and its past and future activities. The club is promoting a March 14 event to be held at the Tower Theatre, titled: "Evolve" a theatre production about relations between communities of color and law enforcement around the county.

President Chesley –

- Attended CTE (Career & Technical Education) Day in Salem with Ron Paradis (executive director of college relations), Matt McCoy (vice president for administration), Michael Fisher (instructional dean), Alan Nunes (assistant professor II LMT PD) and Jeff Leonard (instructor of MATC);
- While in Salem, met with several state Legislators;
- Traveled to Salem to lobby with Becky Johnson (vice president of OSU-Cascades) for the OSU-Cascades Student Success Center;
- Met with Heather Ficht of East Cascades Works, who requested office space at the Madras campus; in working with Matt McCoy, they are now a great partner and part of COCC's Madras campus;
- COCC is one of the community colleges in the state of Oregon that participated in the HOPE Study survey, an aggregate report on helping college students access affordable food, housing and other basic needs. Alicia Moore, vice president of student affairs, will be studying the survey;
- Met with Valerie Switzler, general manager of the Confederated Tribes of Warm Springs Reservation of Oregon re: possible opportunities for partnerships.

ADJOURN: 7:25 p.m.

APPROVED;

ATTEST TO;

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Ms. Laura Craska Cooper, Board Chair

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Dr. Laurie Chesley, President



**Central Oregon Community College**  
**Board of Directors**  
New Hires Report  
Date of Hire: February 1-29, 2020

**Exhibit: 7.b1**  
**Date: March 11, 2020**  
Approved: \_\_\_Yes \_\_\_No  
Motion: \_\_\_\_\_

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Pitz, Laura	2/18/2020	Intramural/Club Sports Coord	Club Sports
<b>Temporary Hourly</b>			
Bow man, Shantyl F	2/21/2020	Nursing Lab Assistant	Nursing
Eddy, Cody	2/3/2020	Instructional Assistant	Ponderosa Office
Eddy, Cody	2/3/2020	Instructional Assistant	Ponderosa Office
Johnson, Carla K	2/3/2020	Basketball Certified Referee	Club Sports



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve the contract for Kayleen Schweitzer as <b>Assistant Director of Recruitment and Outreach</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<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, Director of Human Resources</b>

### A. Background

The Assistant Director of Recruitment and Outreach position is a replacement position.

### B. Options/Analysis

- Approve the employment contract for **Kayleen Schweitzer**
- Decline approval of the employment contract for **Kayleen Schweitzer**

### C. Timing

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

### D. Budget Impact

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

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Kayleen Schweitzer** as **Assistant Director of Recruitment and Outreach**.

Ms. Schweitzer earned a Bachelor's degree in Family and Human Services from the University of Oregon and a Master's degree in School Counseling from the University of Northern Colorado. Prior to this position, Ms. Schweitzer served as Admissions Coordinator COCC. Before coming to COCC, Ms. Schweitzer worked as a middle school counselor at Eagle Valley Middle School in Eagle, Colorado.



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

**Cash and Investments**

The College's operating cash balances currently total \$40.7 million. The January average yield for the Local Government Investment Pool remains unchanged from the prior month at 2.25 percent.

**General Fund Revenues**

The College received the third State Aid payment of \$2.2 million in January. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

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

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of January 31, 2020

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 39,538,794	
3624 - Robert Clark Trust		\$ 390,022
January Average Yield 2.25%		
<b>Cash in USNB</b>	\$ 1,242,719	
<b>Cash on Hand</b>	\$ 4,600	
Total Cash	<u>\$ 40,786,113</u>	<u>\$ 390,022</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
**January 2020**

**Exhibit 8a**  
11-Mar-20

<u>General Fund</u>	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 17,814,000	\$ 16,587,156	\$ (1,226,844)	93.1%	94.1%
Prior Taxes	447,000	546,597	99,597	122.3%	57.8%
Tuition and fees	17,691,000	12,384,611	(5,306,389)	70.0%	69.4%
State Aid	7,510,000	6,620,499	(889,501)	88.2%	72.1%
Program and Fee Income	72,100	18,603	(53,497)	25.8%	28.0%
Interest & Misc. Income	150,000	40,753	(109,247)	27.2%	27.6%
Transfers-In	2,160,000	2,160,000	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 45,844,100</b>	<b>\$ 38,358,219</b>	<b>\$ (7,485,881)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 21,665,951	\$ 10,866,753	\$ 10,799,198	50.2%	49.5%
Academic Support	4,047,864	2,228,998	1,818,866	55.1%	54.1%
Student Services	5,036,105	2,369,487	2,666,618	47.0%	48.8%
College Support	5,674,552	3,157,939	2,516,613	55.7%	54.1%
Plant Operations and Maintenance	4,708,626	2,175,460	2,533,166	46.2%	49.4%
Information Technology	4,688,710	2,221,997	2,466,713	47.4%	51.2%
Financial Aid	112,897	73,996	38,901	65.5%	53.3%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,766,076	1,774,076	(8,000)	100.5%	100.1%
<b>Total Expenses</b>	<b>\$ 48,500,781</b>	<b>\$ 24,868,706</b>	<b>\$ 23,632,075</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,656,681)</b>	<b>\$ 13,489,513</b>	<b>\$ 16,146,194</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**January 2020**

**Exhibit 8a**  
11-Mar-20

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,734,897	\$ 4,932,861	\$ (802,036)	86.0%	87.8%
Expenses	5,803,480	2,393,661	3,409,819	41.2%	42.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (68,583)</b>	<b>\$ 2,539,200</b>	<b>\$ 2,607,783</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 3,856,835	\$ 1,073,050	\$ (2,783,785)	27.8%	32.9%
Expenses	3,880,754	1,359,735	2,521,019	35.0%	39.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (23,919)</b>	<b>\$ (286,685)</b>	<b>\$ (262,766)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 397,942	\$ 511,528	\$ 113,586	128.5%	97.9%
Expenses	3,831,265	894,815	2,936,450	23.4%	19.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,433,323)</b>	<b>\$ (383,287)</b>	<b>\$ 3,050,036</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,207,853	\$ 3,293,080	\$ (2,914,773)	53.0%	54.8%
Expenses	6,801,603	3,676,798	3,124,805	54.1%	58.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (593,750)</b>	<b>\$ (383,718)</b>	<b>\$ 210,032</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,160,308	\$ 5,527,372	\$ (2,632,936)	67.7%	71.0%
Expenses	10,394,042	5,425,699	4,968,343	52.2%	51.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,233,734)</b>	<b>\$ 101,673</b>	<b>\$ 2,335,407</b>		
<b>Reserve Fund</b>					
Revenues	\$ 22,314	\$ -	\$ (22,314)	0.0%	0.0%
Expenses	475,000	441,781	33,219	93.0%	93.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (452,686)</b>	<b>\$ (441,781)</b>	<b>\$ 10,905</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 13,344,370	\$ 7,681,256	\$ (5,663,114)	57.6%	45.0%
Expenses	13,414,975	8,067,229	5,347,746	60.1%	46.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (70,605)</b>	<b>\$ (385,973)</b>	<b>\$ (315,368)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 214,097	\$ 99,894	\$ (114,203)	46.7%	45.1%
Expenses	269,300	137,692	131,608	51.1%	47.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (55,203)</b>	<b>\$ (37,798)</b>	<b>\$ 17,405</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 10,499	\$ 5,612	\$ (4,887)	53.5%	146.4%
Expenses	12,000	249	11,751	2.1%	58.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,501)</b>	<b>\$ 5,363</b>	<b>\$ 6,864</b>		

Central Oregon Community College, Board of Directors  
**BUDGET COMMITTEE VACANCY**

Prepared by: Ron Paradis (executive director of college relations) for Jim Clinton (board member), Oliver Tatom (board member) and David Dona (CFO)

**A. Action Under Consideration**

The Board of Directors has the responsibility to appoint members of the COCC Budget Committee. Two positions – Zone 5 and Zone 7 – are vacant.

**B. Discussion/History**

Over the past several weeks, we advertised the open positions on the COCC Budget Committee by sending out a press release, placing ads in newspapers and announcing on social media. We received 10 applications for the two positions, all from qualified individuals. Board Members Jim Clinton and Oliver Tatom and Chief Financial Officer David Dona selected and then interviewed three applicants for each position.

**C. Recommended Candidate**

For the Zone 5 position, the Committee recommends Jasmine Barnett; for the Zone 7 position, they recommend Dr. Harry Hamilton.

Ms. Barnett is a former COCC student and the mother of four sons. She has lived in Bend for 13 years. She is the owner of Outrage Art Collective in Bend, providing affordable artist/makers workspaces. She is also the Community Coordinator for the Arts and Culture Alliance in Central Oregon. She has a long list of volunteer activities, including with the Family Kitchen, Deschutes Cultural Coalition and on the City of Bend Juniper Ridge Management Advisory Board. The committee members appreciated his background in higher education that he has served on budget committees for other organizations and his connections to the community.

Dr. Hamilton has been a professor and administrator at both State University of New York-Albany and Chapman University in California. He earned his bachelor's degree in physics, his master's in atmospheric science and his doctorate in atmospheric physics, that later two at the University of Wisconsin. Since moving to the Sunriver area 13 years ago, he has been involved in a number of community organizations, including serving as board president of the Sunriver Nature and Observatory. The committee noted her connections and extensive involvement in the community, and her experience as a COCC student, and felt she would be a great representative of the community.

**D. Timing**

Appointment at this time would allow new appointees to learn about the College and the budget process prior to the April Budget Committee meeting.

**E. Recommendation**

The COCC Board of Directors does hereby appoint **Jasmine Barnett** to the Zone 5 position on the COCC Budget Committee, though June 30, 2021.

The COCC Board of Directors does hereby appoint **Harry Hamilton** to the Zone 7 position on the COCC Budget Committee, through June 30, 2022.



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

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<b>Subject</b>	<b>Deleted Academic Program:</b> Business Administration: Retail Management One Year Certificate of Completion
<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. Betsy Julian, Vice President for Instruction

**A. Background**

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

The proposed inactivated certificate proposal below 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 inactivated academic program.
- Decline approval of the proposed inactivated academic program.

**C. Timing**

This program will be immediately unavailable for new students to declare; it has been reviewed and approved by COCC's Curriculum Committee with teach-out and communication plans to avoid disruption to in-progress students.

**D. Budget Impact**

All courses will continue to be taught; there is no budget impact.

**E. Proposed Resolution**

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

Inactivated programs

Business Administration: Retail Management One-Year Certificate of Completion