



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, July 14, 2021 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Skatvold
	II. Native Lands Acknowledgement	2a.1*		Skatvold
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. Public Comment			Kovitz
	V. Election of Officers			Skatvold
	1. Chair 2021-22			
	2. Vice Chair 2021-22			
	VI. Board Committee Appointments			Unger
	VII. Agenda Changes			Unger
	VIII. Consent Agenda***			Unger
	1. Minutes			
	a. Regular Meeting (June 9, 2021)	8a.1*	X	Cook
	2. ABS Negotiations	8b.1*	X	Boehme
	IX. Information Items			
	1. Financial Statement	9a.1*		Knutson ^A
	2. New Hire Reports	9b.1*		Boehme ^A
	3. Legislative Update			Chesley ^{AP}
	X. Old Business			
	1. Re-Opening Task Force Update			Andresen ^{AP}
	2. Outcrop Subdivision: Lot 1 Proposal	10a.1*		Dona/McCaffrey ^A
	XI. New Business			
	1. Revision to GP9 – 1 st reading	11a.1*		Tatom
	2. Discussion of Board Committees	11b.1*		Tatom
	3. Cascade Natural Gas Proposal	11c.1*		Dona/McCaffrey ^A
	4. Awbrey Butte Property Discussion			Krenowicz ^A
	XII. Board of Directors' Operations			Unger
	1. Board Member Activities			
	2. August Board meeting vote			

* 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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XIII. President's Report

1. THRIVE Update
2. Employee of the Year Awards

Chesley
Moore/Beck^{AP}
Chesley

XIV. Adjourn to Executive Session

XV. Convene Executive Session

ORS 192.660 section 2, subsection f, to consider information or records that are exempt by law from public record.

ORS 192.660 section 2, subsection h, to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

XVI. Adjourn to Open Session

XVII. Convene Open Session

XVIII. Dates

1. Tuesday, July 27, 2021 – Board Student Success Meeting @ 3pm
2. Wednesday, August 11, 2021 – COCC Board of Directors' Meeting @ 5:45pm

XIX. Adjourn

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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' Meeting – AGENDA
Wednesday, June 9, 2021 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Skatvold
	II. Native Lands Acknowledgement Erica Skatvold read the COCC Native Lands Acknowledgement.	2a.1*		Skatvold
	III. Roll Call <u>Board Members & Guests</u> Erica Skatvold (Chair), Alan Unger, Bruce Abernethy, Oliver Tatom, Jim Clinton, Laura Craska Cooper, Joe Krenowicz, Laurie Chesley (COCC President), Alicia Moore, David Dona, Betsy Julian, Laura Boehme, Zak Boone, Mark Reinecke, Cathleen Knutson, Jenn Kovitz, Deena Cook, Cam Preus (OCCA), Brynn Pierce.			Kovitz
	IV. Public Comment 1. OCCA – update An update from Oregon Community College Association Executive Director.			Kovitz Cam Preus
	V. Adjourn to Executive Session			Skatvold
	VI. Convene Executive Session ORS 192.660 section 2, subsection I, President's Evaluation			
	VII. Adjourn to 2021-22 Budget Hearing			Skatvold
	VIII. Convene Budget Hearing for 2021-22 Budget 1. Public Comment and Testimony No public comment or testimony at this time. 2. Adoption of the 2021-22 Budget Motion to approve Adoption of the 2021-22 Budget	8a.1*	X	Dona ^A Dona ^A

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- 1st Erica Skatvold
 - 2nd Joe Krenowicz
 - Motion Approved – Six Approved. None opposed.
3. Making Appropriations 8b.1* X Dona^A
 Motion to approve Making Appropriations
- 1st Alan Unger
 - 2nd Laura Craska Cooper
 - Motion Approved – Six Approved. None opposed.
4. Impose/Categorize Taxes 8c.1* X Dona^A
 Motion to approve Impose/Categorize Taxes
- 1st Laura Craska Cooper
 - 2nd Joe Krenowicz
 - Motion Approved – Six Approved. None opposed.

IX. Adjourn to Open Session

X. Convene Open Session

- XI. Agenda Changes** Skatvold
 Skatvold moved the President’s Evaluation to follow Public Comment

- XII. Consent Agenda***** Skatvold
1. 2021-22 Fiscal Responsibilities
 - a) Inter-fund Borrowing 12a.1* X Knutson^A
 - b) Custodian of Funds/Depository Institutions 12b.1* X Knutson^A
 - c) Budget Officer/Clerk/Deputy Clerks 12c.1* X Knutson^A
 2. FT Faculty Rehires 12d.1* X Julian^A
 3. Administrator Rehires 12e.1* X Boehme^A
 4. Administrator Compensation Recommendation 12f.1* X Boehme^A
 5. Minutes
 - a. Regular Meeting (May 12, 2021) 12g.1* X
 Motion to approve Consent Agenda
 - 1st Joe Krenowicz
 - 2nd Alan Unger
 - Motion Approved – Six Approved. None opposed.

XIII. Information Items

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|---|--------|----------------------------|
| 1. Financial Statement
No questions at this time. | 13a.1* | Knutson ^A |
| 2. New Hire Reports
No questions at this time. | 13b.1* | Boehme ^A |
| 3. Legislative Update
President Chesley provided a legislative update. | | Chesley ^{AP} |
| 4. Strategic Plan – Institutional Efficiency Goal Area
A 2018-2023 Strategic Plan Institutional Efficiency Goal Report from Alicia Moore, Vice President for Student Affairs and Brynn Pierce, Director of Institutional Effectiveness, including an initial look into some of the results of our Great Colleges to Work For survey this year. | | Moore/Pierce ^{AP} |

XIV. Old Business

- | | |
|---|------------------------------|
| 1. Re-Opening Task Force Update
Zak Boone, Chief Advancement Officer, provided a COVID-19 response and Re-Opening plan update. | Boone/Andresen ^{AP} |
|---|------------------------------|

XV. New Business

- | | |
|---|----------------------|
| 1. President Evaluation
Motion to approve President’s Evaluation | Skatvold |
| <ul style="list-style-type: none"> • 1st Erica Skatvold • 2nd Oliver Tatom • Motion Approved – Six Approved. None opposed. | |
| 2. Student Success Initiatives
President Chesley, Alicia Moore and Betsy Julian, Vice President for Instruction, discussed the work of the Student Success committee and Student Success Initiatives at COCC, outlining major and on-going academic and nonacademic initiatives at COCC. | Chesley/Julian/Moore |
| 3. Medical Assistant Career Pathway
Certificate of Completion (CPCC) | 15a.1* X |
| Betsy Julian provided an update on the Medical Assistant Career Pathway Certificate (CPCC).
Motion to approve Medical Assistant Career Pathway Certificate | Julian ^A |
| <ul style="list-style-type: none"> • 1st Alan Unger • 2nd Laura Craska Cooper • Motion Approved – Six Approved. None opposed. | |

XVI. Board of Directors’ Operations

Skatvold

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Board Member Activities

Alan Unger	OCCA Board meeting, OCCA Legislative meetings, DEI committee meeting, calls with Bruce Abernethy and Erica Skatvold regarding President's Evaluation Committee, College Affairs meeting, "Science of Happiness" meeting, Friday calls with President Chesley and Erica Skatvold.
Jim Clinton	Student Success Committee meeting.
Oliver Tatom	Student Success Committee meeting, meeting with President Chesley.
Bruce Abernethy	Call with Bruce Abernethy and Erica Skatvold regarding President's Evaluation.
Joe Krenowicz	Nothing to report.
Laura C. Cooper	Foundation meeting, phone call with President Chesley, community phone calls
Erica Skatvold	President's Evaluation Committee, Student Success Committee, Friday calls with President Chesley and Alan Unger.

XVII. President's ReportChesley
Moore

1. GANAS / STRIVE Student Mentors
Interactive presentation by two student mentors from the GANAS and STRIVE programs, Jessica Gochez and Samiakin Redbear Allen, about how these programs impacted their lives and their motivations for becoming mentors themselves

XVIII. Adjourn to Executive Session**XIX. Convene Executive Session**

- ORS 192.660 section 1, subsection d, Labor Negotiations
ORS 192.660 section 2, subsection f, to consider information or records that are exempt by law from public record.

XX. Adjourn to Open Session**XXI. Convene Open Session****XXII. Dates**

1. Tuesday, July 6, 2021 – COCC Real Estate Committee Meeting @ 3:30pm
2. Wednesday, July 14, 2021 – COCC Board of Directors' Meeting @ 5:45pm
3. Wednesday, August 11, 2021 – COCC Board of Directors' Meeting @ 5:45pm

XXIII. Adjourn

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

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

Strategic Plan Themes and Objectives	Adult Basic Skills Negotiations
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.

A. Background

The 2017-2020 Collective Bargaining Agreement between the Central Oregon Community College Board of Directors and the Central Oregon Community College Adult Basic Skills (ABS/ABE) Instructors / Oregon School Employees Association Chapter 700 was extended through June 30, 2021 due to COVID-19. The teams reached tentative agreement on June, 23, 2021. The ABS/ABE team submitted a proposed tentative agreement of the full contract to its members for a vote and it was ratified. Effective July 1, 2021 a new, full contract is in place between the ABS/ABE and the College, pending Board approval. A summary of the negotiated contract items is included with this Resolution.

The Administrative team: Jenni Newby, Instructional Dean (chair); Laura Boehme (co-chair).
The ABS/ABE team: Stephina Brewer (chair); Amy Stancliff (co-chair); other members: Jennifer Judd, Lisa Bohard, Cynthia Viles, Tim Hoss (OSEA Representative).

B. Budget Impact

The 2021-2022 and 2022-23 budget recommendation includes a 3% on average, salary increase comprised of a 1.6% step increase and a 1.4% salary increase. Additionally, the College agreed to complete an ABS/ABE salary study during the 2021-22 fiscal year with any recommended salary increases to be implemented at the discretion of the President.

C. Options/Analysis

- Approve the negotiated and ratified Collective Bargaining Agreement between Central Oregon Community College Board of Directors and Directors and the Central Oregon Community College Adult Basic Skills (ABS/ABE) Instructors / Oregon School Employees Association Chapter 700.
- Decline the negotiated and ratified Collective Bargaining Agreement between Central Oregon Community College Board of Directors and the Central Oregon Community College Adult Basic Skills (ABS/ABE) Instructors / Oregon School Employees Association Chapter 700.

D. Timing

The full contract will be in effect July 1, 2021 through June 30, 2024. Article 19, Salaries, and Section 1 of Article 21, Insurance will be effective through June 30, 2023, and will be subject to re-opener negotiations for 2023-2024. In order to avoid retroactive payments, the College seeks Board approval of the negotiated salary compensation at this time.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the negotiated and ratified Collective Bargaining Agreement between Central Oregon Community College Board of Directors and the Central Oregon Community College Adult Basic Skills (ABS/ABE) Instructors / Oregon School Employees Association Chapter 700.

Summary of Negotiated Contract Items:

Article Number and Title
Article 4: Union Rights
Article 10: Employee Evaluation
Article 11: Employee Discipline
Article 13: Hours of Work
Article 14: Work Year
Article 15: Workload Measurement Standards
Article 17: Process for notification of and request for ABS courses
Article 19: Salaries – 3% increase for 2021-22 and 2022-23; Salary study during FY 2021-22.
Article 21: Insurance
Article 22: Tuition/Professional Development
Article 25: Duration – June 30, 2024 (full contract); June 30, 2023 (Article 19, salaries, and 21.1, Insurance)
Appendix A – 2021-22 Salary Schedule
Appendix B – 2022-23 Salary Schedule

Central Oregon Community College
Monthly Budget Status
Highlights of May 2021 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$30.7 million. The May average yield for the Local Government Investment Pool remains 0.6 percent from last report of 0.6 percent.

General Fund Revenues

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

General Fund Expenses

The expenses through May 2021 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
 May 2021

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 18,554,000	\$ 18,408,786	\$ (145,214)	99.2%	97.2%
Prior Taxes	475,000	483,637	8,637	101.8%	134.6%
Tuition and fees	17,939,000	16,459,168	(1,479,832)	91.8%	97.9%
State Aid	8,075,000	6,218,315	(1,856,685)	77.0%	118.1%
Program and Fee Income	40,000	11,514	(28,486)	28.8%	26.8%
Interest & Misc. Income	180,000	64,420	(115,580)	35.8%	42.0%
Transfers-In	2,100,000	2,100,000	-	100.0%	100.0%
Total Revenues	\$ 47,363,000	\$ 43,745,840	\$ (3,617,160)		
Expenses by Function					
Instruction	\$ 22,357,817	\$ 18,093,836	\$ 4,263,981	80.9%	86.0%
Academic Support	4,191,531	3,082,618	1,108,913	73.5%	86.7%
Student Services	5,252,869	4,042,623	1,210,246	77.0%	75.1%
College Support	6,033,401	4,763,703	1,269,698	79.0%	85.1%
Plant Operations and Maintenance	4,770,050	3,420,225	1,349,825	71.7%	72.8%
Information Technology	4,697,012	3,508,012	1,189,000	74.7%	72.8%
Financial Aid	112,897	49,798	63,099	44.1%	80.7%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,840,620	1,840,620	-	100.0%	100.5%
Total Expenses	\$ 50,056,197	\$ 38,801,435	\$ 11,254,762		
Revenues Over/(Under) Expenses	\$ (2,693,197)	\$ 4,944,405	\$ 7,637,602		

Central Oregon Community College
Monthly Budget Status

~~April~~ 2021
 MAY

	Adopted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
Non General Funds					
Debt Service Fund					
Revenues	\$ 5,865,252	\$ 5,546,601	\$ (318,651)	94.6%	93.9%
Expenses	5,962,457	5,962,445	12	100.0%	100.0%
Revenues Over/(Under) Expenses	\$ (97,205)	\$ (415,844)	\$ (318,639)		
Grants and Contracts Fund					
Revenues	\$ 11,009,354	\$ 2,556,884	\$ (8,452,470)	23.2%	47.4%
Expenses	11,210,893	2,864,963	8,345,930	25.6%	56.8%
Revenues Over/(Under) Expenses	\$ (201,539)	\$ (308,079)	\$ (106,540)		
Capital Projects Fund					
Revenues	\$ 359,198	\$ 792,548	\$ 433,350	220.6%	128.5%
Expenses	3,792,052	618,058	3,173,994	16.3%	32.3%
Revenues Over/(Under) Expenses	\$ (3,432,854)	\$ 174,490	\$ 3,607,344		
Enterprise Fund					
Revenues	\$ 6,094,984	\$ 954,922	\$ (5,140,062)	15.7%	57.9%
Expenses	6,908,188	3,613,146	3,295,042	52.3%	67.6%
Revenues Over/(Under) Expenses	\$ (813,204)	\$ (2,658,224)	\$ (1,845,020)		
Auxiliary Fund					
Revenues	\$ 8,099,716	\$ 7,025,272	\$ (1,074,444)	86.7%	80.4%
Expenses	10,787,175	7,916,357	2,870,818	73.4%	69.9%
Revenues Over/(Under) Expenses	\$ (2,687,459)	\$ (891,085)	\$ 1,796,374		
Reserve Fund					
Revenues	\$ 12,206	\$ -	\$ (12,206)	0.0%	0.0%
Expenses	525,000	505,032	19,968	96.2%	93.6%
Revenues Over/(Under) Expenses	\$ (512,794)	\$ (505,032)	\$ 7,762		
Financial Aid Fund					
Revenues	\$ 18,963,870	\$ 9,773,275	\$ (9,190,595)	51.5%	81.1%
Expenses	19,039,975	9,917,370	9,122,605	52.1%	83.7%
Revenues Over/(Under) Expenses	\$ (76,105)	\$ (144,095)	\$ (67,990)		
Internal Service Fund					
Revenues	\$ 215,176	\$ 48,066	\$ (167,110)	22.3%	70.1%
Expenses	251,785	105,850	145,935	42.0%	81.3%
Revenues Over/(Under) Expenses	\$ (36,609)	\$ (57,784)	\$ (21,175)		
Trust and Agency Fund					
Revenues	\$ 9,799	\$ 2,872	\$ (6,927)	29.3%	76.7%
Expenses	18,050	8,410	9,640	46.6%	66.0%
Revenues Over/(Under) Expenses	\$ (8,251)	\$ (5,538)	\$ 2,713		

Central Oregon Community College

Cash and Investments Report

As of May 31, 2021

College Portfolio	Operating Funds	Trust/Other Funds
Cash in State Investment Pool		
4089 - General operating fund	\$ 27,533,191	
3624 - Robert Clark Trust		\$ 379,676
May Average Yield 0.60%		
Cash in USNB	\$ 3,135,701	
Cash on Hand	\$ 4,600	
Total Cash	\$ 30,673,492	\$ 379,676



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: June 1-30, 2021

Name	Hire Date	Job Description	Department
Temporary Hourly			
Alford, Ian Clarke	6/14/2021	Grounds Labor	Maintenance of Grounds
Mohni, Sharif	6/21/2021	Certified Flight Instructor I	Aviation Program
Parent, Luke John	6/7/2021	Certified Flight Instructor I	Aviation Program
Parent, Luke John	6/7/2021	CFI- Training	Aviation Program
Peterson, Jacob Robert Lee	6/2/2021	Certified Flight Instructor I	Aviation Program
Peterson, Jacob Robert Lee	6/2/2021	CFI- Training	Aviation Program
Zenker, Lyndsie Anne	6/14/2021	NIR Office Clerk Assistant	Emergency Medical Services



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Dustin Hunt as Assistant Director of Housing and Residence Life
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Naomi Roundtree, Director of Human Resources

A. Background

The Assistant Director of Housing and Residence Life is a replacement position.

B. Timing

The Assistant Director of Housing and Residence Life position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from August 2, 2021 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

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

Dustin Hunt earned a Bachelor's degree in Mathematics Education from Pacific Lutheran University and a Master's degree in Mental Health Counseling from the University of Wyoming. Dustin's previous experience includes Resident Director at Boise State University and Training and Safety Manager at the University of Wyoming.



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

Subject	Hiring of Roxanne Supplee as Full-Time Assistant Professor and Program Director of Criminal Justice
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Prepared By	Naomi Roundtree, Director of Human Resources

A. Background

The Full-Time Assistant Professor and Program Director of Criminal Justice position is a replacement position.

B. Timing

The **Full-Time Assistant Professor and Program Director of Criminal Justice** position is a 9-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from September 8, 2021 to June 11, 2022. As with all other full-time faculty employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

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

Roxanne (Roxie) Supplee earned an Associate’s degree from Green River Community College, a Bachelor’s degree in Political Science from Washington State University and a Master’s degree in Public Administration with an emphasis in conflict resolution from Portland State University. Roxie has earned a variety of certifications from the U.S. Department of Homeland Security. Roxie has been an adjunct faculty member in the COCC Criminal Justice program since 2009, teaching a range of courses in a variety of formats. Roxie is the Central Oregon Law Enforcement Services Reserve Policy Academy Program Administrator. Roxie has worked as an escrow officer and served as an intern with the Deschutes County Community Dispute Resolution program.

At its July 2 meeting, the COCC Board Committee on Policy Review reviewed Governance Policy (GP) 6: Committee Structure. The committee members agreed the policy should be revised to include a list of board committees, as well as committees and organizations board members serve as liaison to. They also felt the policy should include the charge and membership of each committee. Beyond this, however, they felt the full board should give input before the committee proceeds with further revisions.

To that end, please review the draft revision and consider the following questions:

- 1. What committees (if any) should we consider adding?**
- 2. What committees (if any) should we consider eliminating?**
- 3. What guidance would you like us to follow on committee charges?**

GP 6: Board Committee and Liaison Structure

The COCC Board will have ___ standing committees and one ad hoc committee with members and chairs appointed by the board chair. Additionally, the board chair will appoint members of the board to serve as liaison to non-board committees and outside organizations. The board chair will use reasonable efforts to consult with each board member prior to making an appointment. Appointments will be made at the annual organization meeting of the board, or as necessary due to unexpected vacancy.

Unless otherwise noted below, each committee appointment shall be for a period of one year, and members may serve more than one term.

Board Committees:

- 1. President Evaluation Committee – The charge of this committee is to gather any necessary information, review the process of evaluation, and facilitate discussion among the board and partners to evaluate the President of COCC per BPR 3: Evaluating Presidential Performance. Membership shall consist of three directors.*
- 2. Board Self-Evaluation Committee –*
- 3. Keyes Trust Committee –*
- 4. Audit and Finance Committee –*
- 5. Real Estate Committee –*
- 6. Student Success Committee –*
- 7. Naming Committee –*
- 8. Policy Review Committee – The charge of this committee is to review and recommend revisions to policies of the COCC Board of Directors, including policies of Governance Process, Board-President Relationship, and Board Expectations of the President. Membership shall consist of three directors.*

9. Board Member Orientation Committee –

Board Liaison Roles:

10. College Affairs Committee

11. COCC Foundation Board

12. Oregon Community College Association

13. OSU-Cascades Advisory Board

14. Association of Community Colleges & Trustees Voting Delegate

All other Board Committees will be established on a designated or ad hoc basis, with a specific charge, and timeline for completion.

GP 9: BOARD OPERATIONS

Approved: June 9, 1993

Revised: March 13, 1996; November 14, 2001; December 9, 2016; _____, 2021

The Board will operate in a consistent manner, following the policies detailed herein, and, unless otherwise noted and/or subject to applicable law, adhere to these operational proceedings:

1. The Board will meet on the second Wednesday of each month, normally at 5:45 p.m. in the Christiansen Board Room of the Boyle Education Center on the Bend campus. When the chair deems it necessary or advisable to reschedule the time or date of a regular meeting, the chair may do so, in consultation with the president and the remainder of the Board. Reasons for rescheduling may include, but are not limited to, assuring quorum, accommodating other College needs for the Board Room, and avoiding conflicts with holidays or community/College events. The chair may upon his or her own motion, or at the request of three members of the Board, by giving notice to all members of the Board and the public call for an emergency meeting or special meeting of the Board; provided, however, special meetings must be called and noticed at least 24 hours' prior to the holding of the special meeting. All meetings of the Board will be called, noticed, and held in accordance with the rules of the Board, ORS Chapter 341, and Oregon's Public Meetings Law.
2. To foster equitable participation by all Board members and to facilitate efficient and effective meetings, the Board shall generally follow Robert's Rules of Order in the conduct of meetings.
3. At the annual organization meeting, to be held as part of the regular July Board meeting, the Board shall elect a chair and a vice chair. The vice-chair will serve as chair-elect, with the expectation, but not the obligation, of becoming chair. No vice-chair is required to subsequently serve as chair, and the Board has no obligation to elect a former vice-chair as chair. The vice-chair shall fulfill the duties of the chair in the absence of the chair.
4. When a vacancy as specified under ORS 341.335(1)(a)-(d) occurs on the Board, the remaining Board members shall cause the College to publicly advertise the vacancy and seek applications from members of the public who reside within the zone represented by the vacancy. The Board shall prescribe the format in which applications to fill the vacancy are to be submitted. Time permitting, the Board may choose to convene a subcommittee of Board members to screen applications, and/or interview applicants, and make a recommendation to the Board. At a regular or special meeting, the Board shall then fill the vacancy with a qualified individual. The member so selected shall serve until the next Board election at which time the current Board member (or a successor) shall be formally elected to fill the remainder of the unexpired term, if applicable.
5. During the budget review process, the Board will convene the District Budget Committee, in accordance with ORS Chapter 294.

6. The Board Chair, with input from Board members and the President, will set the Board's meeting agendas. The Chair will seek to base agendas upon then-current issues for the College as well as upon the goals and issues agreed upon by the full board at a retreat.
7. To the extent permitted by Oregon law and College technology, Board members may participate in meetings via telephonic conference call or other electronic means of conferring and be considered present, provided all members of the Board and the public attending the meeting can reasonably hear the voice of the Board member and the Board member can reasonably hear the voices of the other members of the Board and the public attending the meeting. In accordance with applicable law, the College will provide electronic access or other means for the public to attend meetings of the Board.
8. The Board will give high priority to participation by members of the public and of the College community. The Board reserves the right to establish time limits for public comment, take partial testimony, to limit debate, or to take whatever actions are necessary to offer a fair hearing to an individual within the time necessary to complete the published agenda.
9. The naming of any campus, building, or significant spaces within Central Oregon Community College shall be at the discretion of the Board of Directors.
 - A. The Board may choose to name a building after a major geographical feature, facility function or after persons involved with the College or state of Oregon. The Board may use a naming committee to recommend names for particular campuses, buildings or significant spaces
 - B. The Board may choose to name smaller areas of the College, such as rooms or spaces, after persons living or deceased, or organizations which have given a major service or made major contributions to the College or College district.
 - C. The Board will consult with, and consider requests from, the president and the executive director of the COCC Foundation in exercising naming opportunities.
 - D. The Board may, as it deems appropriate, change the name of any campus, building, room, space, or area of the College.
10. When the Board finds it to be in the best interest of the College, the Board may disregard any of its policies and take action contrary to such policy(ies).