



CENTRAL OREGON
COMMUNITY COLLEGE

Board of Directors' Meeting – **Amended AGENDA**
Wednesday, April 11, 2018– 5:45 PM & 7:15 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Krenowicz
5:46 pm	II. Introduction of Guests			Krenowicz
5:50 pm	III. President's Report			
	A. All-Oregon Academic Team Scholars			Moore [Ⓟ]
	B. Robert Maxwell			Mays [Ⓟ]
	IV. Adjourn – Regular Board of Directors' Meeting			
6:00 pm	V. Convene – Budget Committee Meeting (See Budget Committee Meeting Agenda)			
	VI. Adjourn - Budget Committee Meeting			
7:15 pm	VII. Re-Convene – Regular Board of Directors' Meeting			
7:16 pm	VIII. Agenda Changes			
7:17 pm	IX. Public Comment			
	A.			
7:25 pm	X. Consent Agenda****			
	A. Minutes			
	1. Regular Meeting-March 15, 2018	10.a1	X	Smith
	B. Personnel			
	1. New Hire Report (March 2018)	10.b1	X	Fegley ^A
	C. Approval to Hire			
	1. Freeman	10.c1	X	✓
7:30 pm	XI. Information Items			
	A. Financial Statements	11.a		Bloyer ^A
	B. Course & Program Fees	11.b		Julian ^A
	C. Campus Services	11.c		Viola ^A
7:40 pm	XII. Old Business			
	A. Tuition & Fees	12.a	X	Dona ^A
7:45 pm	XIII. New Business			
	A. Credit Academic Program Changes (2018-19)	13.a	X	Julian ^A
7:55 pm	XIV. Board of Directors' Operations			Krenowicz
	A. Board Member Activities			

- 8:10 pm XV. President's Report-Continued Metcalf
- A. Updates: Newby P
1. Professional Development: Administrators
- XVI. Dates
- A. Wednesday, May 9- Budget & Board of Directors' Meeting
5:45pm / 7pm (Christiansen Board Room/Boyle Education Center Bldg.)
- B. Friday, May 11, 2018 Faculty Convocation 5 to 6:00pm Wille Hall,
Coats Campus Center - 6 to 8:00pm Dinner at Elevation Restaurant
- C. Wednesday, June 13- Board of Directors' Meeting – Prineville
5:45pm COCC Crook County Open Campus
- D. Saturday, June 16 @ 10:00 a.m. - COCC Commencement – Mazama Field
- E. Wednesday, June 20, 2018 – President's Scholarship Luncheon
11:30am to 1:00pm (Dining Hall, Coats Campus Center)
- 8:25 pm XVII. **Adjourn** to Executive Session
- XVIII. Executive Session:
- ORS 192. 660 (2)(d) Labor Negotiator Consultations
- ORS 192. 660 (2)(a) Employment of Public Officers, Employees and Agents
- XIX. Adjourn Executive Session to Open Session
- XX. Open Session
- XXI. **ADJOURN**

* 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 Presentation will be provided. A = indicates the presenter is Available for background information if requested.



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Thursday, March 15, 2018 - 5:45pm & 7:10pm
Wille Hall
Coats Campus Center

PRESENT: Joe Krenowicz, Bruce Abernethy, John Mundy, Laura Craska Cooper, Erica Skatvold, Alan Unger, Dan Spencer-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Vikki Ricks

CALL TO ORDER: Joe Krenowicz, Board Chair for 2017-18

INTRODUCTION OF GUESTS: - Betsy Julian, David Dona, Matt McCoy, Ron Paradis, Alicia Moore, Jerry Schulz, Dan Cecchini, Zak Boone, Jenni Newby, Lisa Bloyer, Eddie Johnson-faculty forum president, Kathy Smith, Amy Howell, Emma Chaput, Jane Dension-Furness, Lester Friedman, Cory Miskey, Richard Hurd, Gayle McConnell, Patricia Kearney, Doug Ertner, Kevin Grove, Seana Barry, Tom Barry, Jessica Hammerman, Jason Lamb, Dan Alberghetti, Annemarie Hamlin, Stacey Donohue, Liz Coleman, Murray Godfrey, Becky Plassman, Zelda Ziegler, and others.

PRESIDENT'S REPORT:

President Metcalf reported that COCC is the only community college in Oregon that grants tenure to its faculty as well as promotion. This process has a long history at the college that dates back to former president Dr. Fred Boyle who enacted the college's faculty ranking system.

Tenure (Exhibit: 3.a1)

Dr. Betsy Julian, vice president for instruction and Emma Chaput, assistant professor II of biology, gave a brief bio and introduced faculty members nominated for tenure.

The tenure process includes the culmination of five years of probationary teaching at COCC.

Mr. John Mundy moved to approve faculty tenure (Exhibit: 3.a1) to Dan Alberghetti, Karl Baldessari, Elizabeth Coleman, Jessica Hammerman, Jason Lamb, John Liccardo, Mick McCann, Paul Pelly, Fleur Prade, and Mindy Williams. Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M03/18:1

Promotions (Exhibit: 3.a2)

Dr. Betsy Julian introduced faculty members nominated for promotions. The promotion recommendations are made in accordance with college policies G-34-3.

Mr. John Mundy moved to approve faculty promotion (Exhibit: 3.a2). Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M03/18:2

BE IT RESOLVED that the Board of Directors approve the promotion of the faculty as recommended by the Promotion Committee.

Assistant Professor I to Assistant Professor II

Christopher Baughman – Manufacturing Technology
Jane Denison-Furness – Writing & Literature
Wendy Earthsong – Health Information Technology
Thor Erickson – Cascade Culinary Institute
Rebecca Franklin – Forestry Technology
Chris Hazlett – Writing & Literature
Amanda Layton – Biology
Ken Ruetters – Sociology
Anne Zmyslinski-Seelig – Speech Communication

Assistant II to Associate Professor

Stephanie Andre – Writing and Literature
Emma Chaput – Biology
Karen Heckert – Health & Human Performance
Sara Henson – Human Development
Deborah Malone – Medical Assisting
Mick McCann – Geography
Owen Murphy – Health & Human Performance
Matthew Novak – Psychology

Associate Professor to Professor

Amy Howell – Early Child Education
Chuck Hutchings – Foreign Languages
Lynn Murray – Dental Assisting
Ralph Phillips – Computer Information Systems
Zelda Ziegler – Chemistry.

Sabbatical (Exhibit: 3.a3)

The Board of Directors were apprised of Sabbatical plans for Dr. Thomas Barry and Dr. Stacey Donohue.

Emeritus (Exhibit: 3.a4)

Ms. Erica Skatvold moved to approve emeritus status for retiring faculty (Exhibit: 3.a4). Ms. Laura Craska Cooper seconded. MCU. Approved. M03/18:3

Be It Resolved that the Board of Directors of Central Oregon Community College approves emeritus status for retiring faculty: Cora Agatucci and Art Benefiel.

6:05 p.m. Adjourn – Regular Board of Directors' Meeting
6:10 p.m. Convene – Budget Committee Meeting
7:15 p.m. Adjourn - Budget Committee Meeting
7:20 p.m. Re-Convene – Regular Board of Directors' Meeting

PUBLIC COMMENT:

None.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to remove (Exhibit: 10.c) for discussion and approve the Consent Agenda (Exhibits: 10.a1, 10.b1, 10.b2, 10.b3). Mr. John Mundy seconded the motion. MCU. Approved. M03/18:4

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of February 14, 2018 (Exhibit: 10.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the New Hire Report for March (Exhibit: 10.b1);

BE IT RESOLVED that the Board of Directors approved the contracts for Kara Rutherford as assistant director of admissions and records (Exhibit: 10.b2) and for Peter Ostrovsky as director of campus public safety (Exhibit: 10.b3).

Transcript Fee (Exhibit: 10.c)

Mr. Bruce Abernethy moved to approve (Exhibit: 10.c). Ms. Laura Craska Cooper seconded the motion. MCU. Approved. M03/18:5

BE IT RESOLVED that the Board of Directors approves that COCC increase its student transcript fee to \$7 per transcript, effective upon system implementation.

INFORMATION ITEMS:

Financial Statements – (Exhibit: 11.a)

The Board of Directors were apprised of the January 2018 Financial Statements.

Financial Aid Overview (Exhibit: 11.b)

COCC coordinates federal, state, and institutional financial aid programs for students. Financial Aid is a highly complex and regulated system. The Board of Directors was apprised of some of the key concepts.

Strategic Plan (Handout: 11.c)

Dr. Betsy Julian-vice president for instruction and Matt McCoy-vice president for administration gave a PowerPoint presentation that reviewed (Handout: 11.c) the Strategic Planning process.

They talked about the March 8th and 9th Strategic Planning Summits held on the Bend campus where participants broke up into small groups and then came back together to share ideas and goals and helped to set and prioritize initiatives for each 2018-2023 strategic goal that all centered around student success.

OLD BUSINESS:

Board Policies: Emeritus Status (2nd Reading)

Mr. Alan Unger moved to approve the second reading of BPR 7: Emeritus Status for the College President. Ms. Laura Craska Cooper seconded. MCU. Approved. M03/18:6

BOARD OF DIRECTORS' OPERATIONS:

Ms. Skatvold Attended COCC Foundation Board of Trustees Meeting
 Attended Meal of the Year

Ms. Craska- Meeting with Zak Boone, executive director of the COCC Foundation
Cooper Taught Community Ed. Wine Tasting Class
 Attended the Facilities Master Plan Meeting at the Prineville campus
 Attended the Winter Board Retreat
 Attended the All College Meeting held at the Prineville campus
 Phone Call Meetings re: President's Evaluation
 Attended interview for the Budget Committee Zone 7

Mr. Unger Attended Community Ed.'s Wine Tasting Class taught by Laura Craska Cooper
 Attended COCC Foundation Board of Trustees Meeting
 Attended the Redmond City Council Meeting w/Matt McCoy
 Attended City Club presentation re: PERS
 Attended Meal of the Year
 Attended the Redmond All College Meeting
 Attended the City Club w/forests
 Phone call from scholarship recipient – Thank You
 Phone call from student about lighting on campus

Mr. Abernethy Attended Meal of the Year
 Attended two events for the Season of Nonviolence

Mr. Mundy Attended City Club presentation re: PERS
 Phone call to Representative Buehler and Senator Knopp
 re: funding for community colleges
 Phone Call Meetings re: President's Evaluation
 Phone Call with President Metcalf
 Attended College Affairs Committee meeting
 Phone Call from constituent

Mr. Krenowicz Met with President Metcalf re: Agenda Review for the March budget and board meetings
Attended City Club presentation re: PERS
Phone call meetings re: President's Evaluation

PRESIDENT'S REPORT:

COCC Foundation

Mr. Zak Boone-executive director of the COCC Foundation gave a re-cap of the Foundation's two student scholarship fund raising events (February 23 – Taste of the Town and February 24 – Meal of the Year). For Taste of the Town, 22 restaurants participated the event was sold out with 465 attendees. At the Meal of the Year, Kirby Nagelhout Construction Company was this year's honoree for Meal of the Year. Total net revenue of both nights was \$313,000.

Adjourn to Executive Session: 8:00 p.m.

ORS 192.660 (1)(e) Real Property Transactions

ORS 192.660 (1)(h) Potential Litigation

ORS 192.660 (2)(i) Performance Evaluation of Public Officers and Employees

Adjourn Executive Session: 10:10 p.m.

Reconvene Board of Directors' Meeting – Open Session

President's Evaluation

Mr. Bruce Abernethy moved that the Board of Directors will not re-negotiate the current contract and will enter into negotiations with President Metcalf on the future contract.

Mr. Alan Unger seconded. MCU. Approved. M03/18:7

ADJOURN: 10:15 p.m.

APPROVED; ATTEST TO;

Mr. Joe Krenowicz-Board Chair

Dr. Shirley I. Metcalf, President

Central Oregon Community College

Board of Directors

NEW HIRE REPORT FOR MARCH

Date of Hire: February 28, 2018 to March 31, 2018

Name	Date Hired	Location	Department
Temporary Hourly			
Brown, Simon	3/1/2018	Bend	Art
Thorsvold, Roger	3/5/2018	Bend	Public Safety Officer
Heintz, Maureen	3/7/2018	Bend	Placement Testing
Osbourne, Shannon	3/16/2018	Bend	Bookstore Cashier
Michels, Curtis	3/26/2018	Bend	Testing and Tutoring
Todd, Grace	3/26/2018	Bend	Testing and Tutoring
Holeman, Sara	3/26/2018	Bend	Testing and Tutoring
Gillette, Alexis	3/26/2018	Bend	Testing and Tutoring
Hammer, Camden	3/26/2018	Bend	Emergency Medical Services
McFarlane, Ryan	3/30/2018	Bend	Emergency Medical Services
Eck, James	3/30/2018	Bend	Emergency Medical Services
Hert, Charles	3/30/2018	Bend	Emergency Medical Services
Lefort, Caitlin	3/30/2018	Bend	Emergency Medical Services
Hodge, Rita	3/31/2018	Bend	Emergency Medical Services
Pace, Andrew	3/31/2018	Bend	Emergency Medical Services
Medina, Gabriel	3/31/2018	Bend	Emergency Medical Services
Mason, Alexander	3/31/2018	Bend	Emergency Medical Services
Hale, Alexis	3/31/2018	Bend	Emergency Medical Services

Gorder, Craig	3/31/2018	Bend	Emergency Medical Services
Lucia, Caitlin	3/31/2018	Bend	Emergency Medical Services
Norberg, Leslie	3/31/2018	Bend	Emergency Medical Services
Gylling, Nickolas	3/31/2018	Bend	Emergency Medical Services

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

Prepared by: Danielle Fegley, Director of Human Resources

Subject	Approve employment contract for Kelsey Freeman as Native American College Preparation Program Coordinator
Institutional Sustainability	<p>IS.1 - Expand and refine data, research and assessment systems and infrastructure to support student success.</p> <p>IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.3 - Develop a scalable approach to assessing student learning at the degree, program and course levels.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p> <p>IS.9 - Expand access throughout the district with long-term strategies for educational services in underserved areas.</p>
Transfer and Articulation Objectives	<p>TA.1 - Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.</p> <p>TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p>

A. Background

The **Native American College Preparation Program Coordinator** is a new grant funded, limited duration position (Meyer Memorial Trust). The Native American College Preparation Program Coordinator serves as the program coordinator to increase the post-secondary aspirations of area Native American high school students. In collaboration with the Director of Diversity and Inclusion, this person establishes the goals and objectives of the program; recruits and advises students interested in participating in the program; evaluates the program's effectiveness in recruiting and preparing Native American students for college, and implements the appropriate changes.

B. Options/Analysis

- Approve the employment contract for **Kelsey Freeman** as **Native American College Preparation Program Coordinator**.
- Decline approval of the employment contract **Kelsey Freeman** as **Native American College Preparation Program Coordinator**.

C. Timing

The **Native American College Preparation Program Coordinator** Position is appointed for a **11-month, .5 FTE** employment contract. For the 2017-18 fiscal year, the initial employment contract period will be from April 2, 2018 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **Kelsey Freeman** as **Native American College Preparation Program Coordinator**.

F. Miscellaneous

Ms. Freeman holds a Bachelor's degree in Government and Legal Studies from Bowdoin College in Brunswick, Maine.

Central Oregon Community College
Monthly Budget Status
Highlights of February 2018 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$37.6 million. The February average yield for the Local Government Investment Pool is up to 1.85 percent from last month's report of 1.74 percent.

General Fund Revenues

Spring term registration started on February 26th, increasing tuition and fee revenue by \$1 million over the prior month. All budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through February 2018 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 February 28, 2018

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 36,751,990	
3624 - Robert Clark Trust		\$ 376,311
 February Average Yield 1.85%		
Cash in USNB	\$ 930,515	
Cash on Hand	\$ 4,600	
 Total Cash	<u>\$ 37,687,105</u>	<u>\$ 376,311</u>

Central Oregon Community College
Monthly Budget Status
February 2018

Exhibit: 11.a
11-Apr-18

<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	\$ 15,573,000	\$ 14,932,782	\$ (640,218)	95.9%	92.8%
Prior Taxes	536,000	322,987	(213,013)	60.3%	53.5%
Tuition and fees	17,316,000	12,844,253	(4,471,747)	74.2%	76.1%
State Aid	8,792,000	7,032,369	(1,759,631)	80.0%	73.7%
Program and Fee Income	87,000	67,820	(19,180)	78.0%	35.0%
Interest & Misc. Income	115,000	45,643	(69,357)	39.7%	45.3%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 37,525,854	\$ (7,173,146)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 12,597,430	\$ 8,792,926	58.9%	58.2%
Academic Support	3,396,982	2,123,742	1,273,240	62.5%	60.3%
Student Services	4,783,501	2,769,117	2,014,384	57.9%	58.0%
College Support	5,522,005	3,322,367	2,199,638	60.2%	61.3%
Plant Operations and Maintenance	4,641,805	2,591,216	2,050,589	55.8%	55.2%
Information Technology	4,573,854	2,615,053	1,958,801	57.2%	57.9%
Financial Aid	112,897	80,685	32,212	71.5%	85.9%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,150,955	(6,295)	100.3%	99.3%
Total Expenses	\$ 47,366,060	\$ 28,250,565	\$ 19,115,495		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ 9,275,289	\$ 11,942,349		

Central Oregon Community College
Monthly Budget Status
February 2018

Exhibit: 11.a
11-Apr-18

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,525,063	\$ 4,855,214	\$ (669,849)	87.9%	87.6%
Expenses	5,498,184	2,356,720	3,141,464	42.9%	44.0%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 2,498,494	\$ 2,471,615		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 894,002	\$ (2,105,678)	29.8%	54.1%
Expenses	3,062,375	967,754	2,094,621	31.6%	51.2%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (73,752)	\$ (11,057)		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,777	\$ (26,814)	98.1%	99.6%
Expenses	6,124,920	2,030,927	4,093,993	33.2%	21.7%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ (680,150)	\$ 4,067,179		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 4,309,869	\$ (3,371,971)	56.1%	62.2%
Expenses	7,184,486	4,180,381	3,004,105	58.2%	57.7%
Revenues Over/(Under) Expenses	\$ 497,354	\$ 129,488	\$ (367,866)		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 5,527,210	\$ (2,058,387)	72.9%	68.5%
Expenses	10,817,917	6,710,395	4,107,522	62.0%	58.2%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (1,183,185)	\$ 2,049,135		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	322,057	37,943	89.5%	88.7%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (322,057)	\$ 21,501		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 8,668,459	\$ (9,137,172)	48.7%	47.1%
Expenses	17,880,190	9,074,810	8,805,380	50.8%	49.4%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ (406,351)	\$ (331,792)		
Internal Service Fund					
Revenues	\$ 274,647	\$ 134,215	\$ (140,432)	48.9%	50.6%
Expenses	350,196	189,269	160,927	54.0%	57.9%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (55,054)	\$ 20,495		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 3,937	\$ 201	105.4%	91.5%
Expenses	7,000	4,000	3,000	57.1%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ (63)	\$ 3,201		

April 11, 2018
Exhibit: 11.b
Approved: ___Yes___No
Motion: ___

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Betsy Julian – Vice President for Instruction

A. Issue

Course and Program fee changes: 2018-19

B. Discussion / History

Based on Section A-30-2 of the GP manual, the College Affairs committee has approved the following fee change requests. The Nursing and Adult Basic Skills increases result from analysis of reports provided by Fiscal Services, and evaluation of the cost of offering instruction in these programs, compared to income produced. The Culinary and Human Development requests are related to individual course offerings and not directly related to the overall cost of the program. The approvals are summarized below.

Nursing: Based on a budget report run by Fiscal Services, the Nursing program cost \$206.93 per credit to offer in 2016-17. As a result, the nursing faculty and their Dean, Julie Downing, compiled data from the other nursing programs in the state and documented that COCC's fees are much lower than the average. They proposed a \$150 per course increase, implemented over two years:

*2018-19 – add \$150 per course increase for NUR 106, 107, 108,
2019-20 – add \$150 per course increase for NUR 206, 207, & 208*

Adult Basic Skills: The non-credit Adult Basic Skills (ABS) courses have not had a fee increase since 2012. This program is deeply subsidized by COCC with fees covering only a small fraction of the cost of offering the courses. Increasing the fee from \$25 per course to \$30 per course will provide a slight offset to the amount subsidized by the general fund.

Increase fee \$5 per course for all ABS classes.

Culinary: The Culinary and Hospitality Management programs currently charge \$185 per credit fee for most of their courses. This fee was implemented to cover the cost of consumables used in the courses. However, some courses do not use any consumables, so students should not have to pay the fee for these courses. (Note: the Culinary Department offered two other proposals for even greater reductions, but these proposals would damage the long-term sustainability of the program and were not approved by the VPI)

*Remove \$185 per credit fee from non-lab classes and revenue generating classes:
CUL 90, 102, 200, HM 106, 130, 150, 190, 210, 290*

Human Development: The Career Planning course uses two career assessment tools which students take online. A course fee was requested to cover the cost of these online assessments. The fee will be used directly for this purpose, so the overall cost of the program was not a factor.

Add \$28 fee to HD 110

College Now: College Now proposed to increase its fee from \$15 per credit to \$25 per credit. The fee increase is needed to cover portions of two positions—Secondary Programs Director and Administrative Assistant--that are shared between College Now and Adult Basic Skills but have been fully funded through the ABS account. Funding part of the positions from College Now fees more accurately reflects the division of their duties. In addition, College Now students need increased COCC services, including advising, to manage the large numbers of college credits they are earning while in high school.

The last fee increase to College Now was in 2013-14 when the CTE course fee was increased from \$10 per course to \$15 per credit to align with the Transfer course fee. Neither fee had been increased, at least as far back as 2004-05, even though during that time, COCC tuition increased from \$55 per credit plus fees to \$95 per credit plus fees.

Increase fee from \$15 per credit to \$25 per credit.



Central Oregon Community College Board of Directors: Information Item

Subject	Campus Services Overview
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.5 Further develop and enhance employees and operational systems to ensure institutional quality and viability.
Institutional Sustainability	IS.6 Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability
Prepared By	Joe Viola, Campus Services Director Christin Sands, Campus Services Administrative Assistant

INTRODUCTION

Campus Services has created a newsletter that includes key performance indicators (KPI), data points and feature articles for each of the Campus Services departments. The departments included in Campus Services are Maintenance, Grounds, Custodial, Capital Projects, Non-Instructional scheduling (events), Fleet rentals and Key distribution. The KPI's will be continuous throughout the year and the data points will shift from term to term. Each department will provide a feature article that will highlight either a person or event from the term. Also included is our Safety Award recipient, new employees and important campus services updates. The newsletter will be published each term; one month after the end of term.

KEY CONCEPTS

This newsletter will provide the COCC community with information on Campus Services operations and campus impact.

CAMPUS SERVICES NEWSLETTER



Campus Services

NEWSLETTER
FALL 2017

Safety Award Recipient

- Ken Davis – Fall 2017

New Employee's

- Donald Surrett – Custodian

Campus Wide Annual Utility Usage



As of 01-2018, Per Academic Year.
2017-18 only includes Summer and Fall term.

Building Maintenance



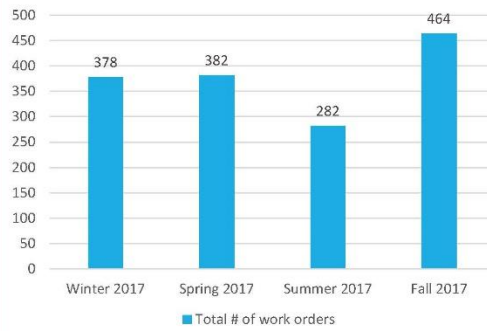
Veterinary Tech renovation in Redmond

Havern cabinetry installed the cabinets to match existing units with the assistance of Brian Nelson.



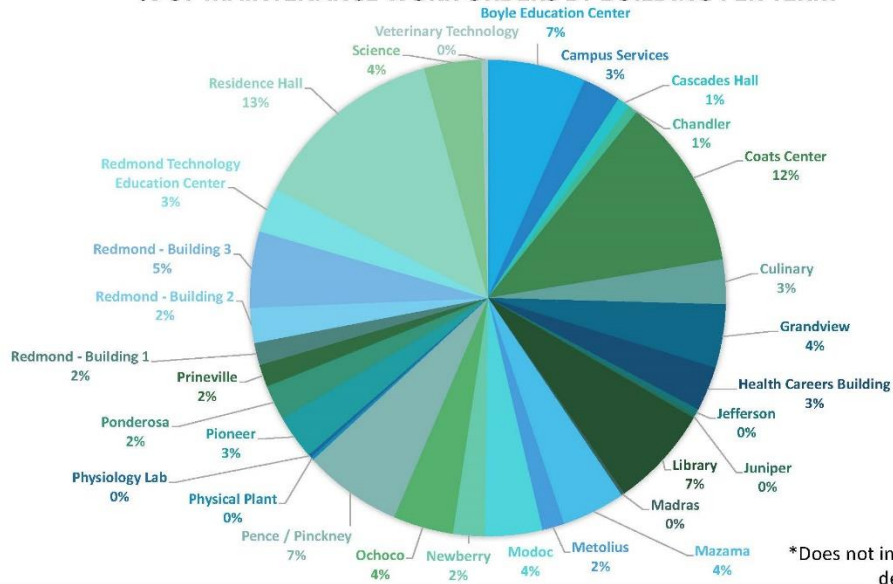
Brian Flener and Kelly Ruebush modified the electrical system to add outlets and lighting to the cabinetry.

Building Maintenance completed work orders



* Not including preventative maintenance

% OF MAINTENANCE WORK ORDERS BY BUILDING PER TERM



* Does not include PM's or other CS department work orders

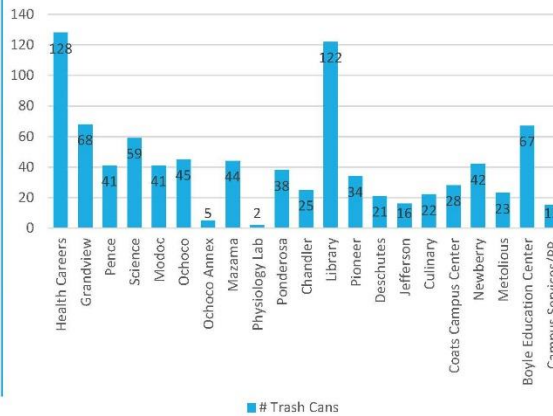
Custodial

Upholstery cleaning is done around campus before Winter term begins.

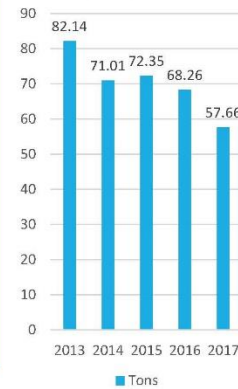


Arin Starnes (Left) Joe Romero (Right)

Trash Receptacles Emptied by Custodians



Trash to landfill per year



Grounds

- No snow = time to take care of areas on campus we have not gotten to for years.
- Thank you Will Campbell & Darrin Reynolds, Moises Viramontes & Steel Henderson.
- 3,089,691 square feet patrolled for garbage and trash weekly
- 13 acres in 16 different zones of turf are mowed weekly



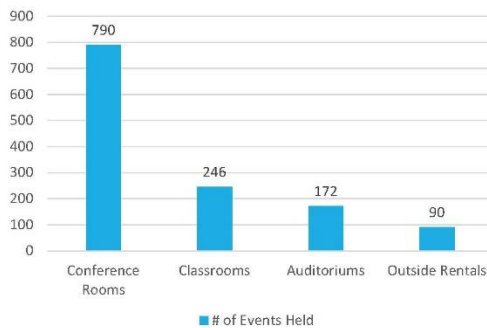
Capital Projects

- The renovations in Cascades Hall are nearly complete, with only a few finishing touches left for R&H Construction, the general contractor
- Major work included:
 - Remodeling the former chemistry wet lab into a lecture-lab for Forestry
 - creating a reception area for the CAP Center out of four former offices
 - converting several offices and broadcast classrooms into teaching labs for the Emergency Medical Services program.
- The contract scope also addresses several accessibility upgrades and deferred maintenance items
- Substantial completion: Summer term

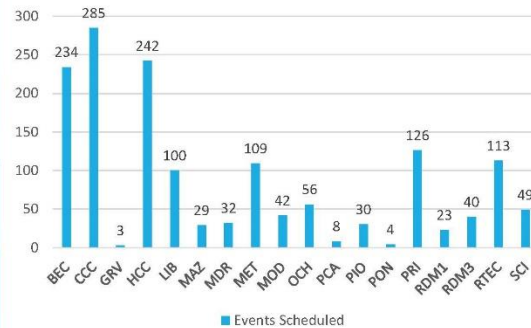


Events

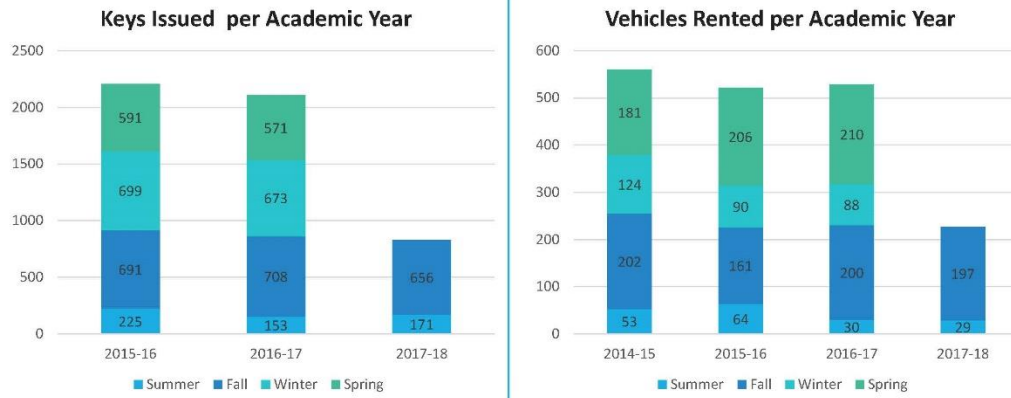
Non-instructional events scheduled in Fall 2017 on Bend Campus



of non-instructional events scheduled in Fall 2017 per building



Front Office



Campus Services Helpful Links

- Is something broken? Need event assistance? Keys? Custodial?
 - Please submit a [Helpdesk](#) ticket no matter big or small
 - If you do not have access please contact [Christin Sands](#)
- Room Reservations: Please visit our [Event Space website](#)
 - For more information you can contact [Kirsteen Wolf](#)
- Event Assistance please visit our [website](#)
 - Check out our new [Event Assistance Request form](#)
- Spring Term fleet reservations are now open
 - Driving Approval applications and Webviewer information is available on our [fleet webpage](#)

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

Prepared by: David Dona, Chief Financial Officer
Dan Cecchini, Chief Information Officer

Subject:	2018-19 Tuition and technology fee rates.
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.4 Strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability. IS.5 Further develop and enhance employees and operational systems to ensure institutional quality and viability IS.6 Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability. IS.8 Expand access throughout the district with long-term strategies for educational services in underserved geographic areas.
Transfer and Articulation	TA.1 Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.
Workforce Development	WD.1 Maximize support services, from entrance to completion, to promote successful completion of CTE programs.
Lifelong Learning	LL.3 Expand options for accessibility and instructional delivery in Continuing Education

A. Background

When planning for and developing the 2018-19 budget, President Metcalf and President's Advisory Team (PAT) members gathered extensive background information and explored a variety of options to support the institution's mission and strategic plan. Some of the key budget factors, considerations and impacts are outlined below.

- **Budget Reductions:** College leadership presented options for reducing individual budget areas 2%, 3%, and 5%. President Metcalf agreed on a 3% reduction in most areas, resulting in savings of more than \$1.1 million.
- **Enrollment:** Following the recession and the resulting unprecedented enrollment growth (2006-07 through 2011-12), COCC's enrollment declined each of the past six years as the economy thrived. All indicators predict a strong economy in Central Oregon for the next several years—meaning additional enrollment declines are likely. Community college enrollments tend to be countercyclical with the economy, as unemployment serves as a primary driver for enrollment at community colleges.
- **OSU-Cascades:** OSU-Cascades began offering 100- and 200-level courses in fall 2015 and opened its own campus the following year. From 2014-15 to 2016/17, COCC's headcount decreased by 13.5%, but the number of dually admitted students decreased by 23%. During that same two-year period, the number of credits taken by dually admitted students declined by nearly 40%, resulting in a tuition loss in 2016-17 of just under \$500,000.

- **Legislative Allocation:** During the 2017 session, the Oregon Legislature allocated \$570.3 million to the Community College Support Fund, a 1.1% increase from Current Service Level. By comparison, the Legislature allocated an additional \$70 million to public universities to mitigate tuition increases while providing only \$6 million to community colleges for the same purpose. The Oregon community colleges sought an additional \$32 million in the 2018 Legislative short session to make up for shortfall last session. Unfortunately, the Legislature did not fund this request.
- **Unfunded State Mandates:** In recent years, the Oregon Legislature has directed community colleges to provide a tuition discount to out-of-state veterans, affecting tuition revenue at COCC by an average of \$485,000 annually. Other state mandated tuition waivers include veterans and their dependents, foster children, and students over the age of 65, reducing paid tuition by an average of \$79,000 annually.

Tuition:

For fiscal year 2017-18, COCC has the third lowest combined in-district tuition and fee rates of Oregon's seventeen community colleges. Preliminary information indicates that with the proposed \$4 per credit tuition increase and \$3 per credit technology fee increase, COCC's combined 2018-19 in-district tuition and fee rates would remain the third lowest.

As the College strives to develop and maintain sustainable systems, comprehensive and quality programs, and essential services to students, it is recommending that the 2018-19 tuition rate for in-district students be increased \$4 per credit, the out-of-district/border state rates increased \$8.50 per credit, and out-of-state/international rates increased \$17 per credit. House Bill 2571 established the non-resident veteran rates in 2009. The non-resident veteran rate is not to exceed 50% of the difference between resident and non-resident rates. A comparison of the current year's tuition rates and proposed 2018-19 tuition rates by residency categories is provided below.

<i>Reference: Tuition rates per credit hour by residency categories</i>					
	Current	Proposed			
Tuition Residency Categories	2017-18	2018-19	\$ Increase	% Increase	
In-District	\$ 95.00	\$ 99.00	\$ 4.00	4.2%	
Non-Resident Veteran	\$ 112.50	\$ 118.75	\$ 6.25	5.6%	
Out-of-District	\$ 130.00	\$ 138.50	\$ 8.50	6.5%	
Border state	\$ 130.00	\$ 138.50	\$ 8.50	6.5%	
Out-of-State	\$ 266.00	\$ 283.00	\$ 17.00	6.4%	
International	\$ 266.00	\$ 283.00	\$ 17.00	6.4%	

Technology Fee:

1. **Technology investments:** The College has added nine buildings to its inventory since 2006 (Jungers Culinary, Science, Health Careers, Madras Campus, Prineville Campus, Redmond Technology Center, Coats Campus Center, Wickiup Hall and Cascades Hall), and significantly remodeled many other College facilities – all of which require ongoing and frequent technology upgrades and support. New construction technology for new and remodeled buildings is over \$3 million, with almost \$1.5 million identified in classroom audio-visual and camera hardware added; nearly \$1 million in computer hardware, printers, and other equipment added; and almost another \$1 million in building technology infrastructure. Now, with many of these buildings having been constructed more than five years ago, much of the technology equipment is beginning to reach its end of life and will need to be replaced.

- In the Culinary, Science, Health Careers, RTEC, and Wickiup Hall buildings alone, we added almost 120 miles of data cable to our inventory (that's over 10 tons of new data cabling in those five buildings alone). While data cabling does not need to be replaced at the rate that computers and other equipment does, it does not last the life of a building and eventually needs replacement.
 - In 2005, the College deployed and supported approximately 800 computers; in 2018 that number has tripled to more than 2,000 desktop computers and over 300 laptop computers.
 - The growth in laptop computers, specifically, has been primarily driven by an Instructional desire to provide more flexible learning spaces within the classroom. Unfortunately, laptop computers can have a much higher total cost of ownership (TCO) than desktops, thus this trend toward laptop computers at COCC will continue to increase annual operating costs over time per computer within the computer fleet.
 - Since 2009, the College has gone from \$172,000 annually for outside and contracted services for technology to over \$1.2 million for software, cloud hosting and related services.
 - All of the technology equipment installed during the campus building expansion adds to overall licensing and maintenance costs for the college.
 - Annual technology licensing and maintenance costs tend to rise much faster than the inflation rate and we have significantly added to the inventory of software at the college, including: Grad Tracks, course curriculum / catalog, advisor scheduling, electronic student refunds, emergency notification system, AwardSpring student scholarship, malware protection, and mobile apps technology for student access to COCC resources.
2. Current technology cost vs. technology fee revenue:
 - a. Current annual technology fee revenue is approximately \$800,000*
 - b. Current annual non-labor technology expenses: \$1,800,000**
 - Software licenses, equipment maintenance contracts, etc.: \$1,200,000
 - Classroom and employee computer lifecycle replacement: \$400,000
 - Data center and networking lifecycle replacement: \$200,000
 - c. Net non-labor technology budget shortfall: \$1,000,000 [*\$800,000 - **\$1,800,000]
 3. Future technology investments:
 - a. Increase use of technology to reach the branch campuses
 - b. Mobile app technologies for students, staff, and faculty
 - c. Expansion and upgrades to technology applications for various departments
 - d. Technology licensing and maintenance contracts have been escalating at two to five times the inflation rate for the past 10 years.
 4. Both College Affairs and Student Affairs gave their support and the Technology Advisory Committee voted unanimously in February 2018 to lend its support for a technology fee increase to meet current and future technology needs of the college.
 5. It is proposed that the technology fee be increased by \$3 per credit in the 2018-19 fiscal year, followed by an additional \$3 per credit increase in the following 2019-20 fiscal year. The College will look to methods such as indexing in the future to allow the College's technology resources to keep pace with the increasing technology costs. A comparison of the current year's technology fee and proposed 2018-19 technology fee is provided below.

<i>Reference: Technology fee per credit hour</i>				
	Current	Proposed		
Fee Category	2017-18	2018-19	\$ Increase	% Increase
Technology Fees	\$ 6.00	\$ 9.00	\$ 3.00	50.0%

B. Options/Analysis

- 1) Approve proposed 2018-19 tuition and technology fee rates
- 2) Do not approve proposed 2018-19 tuition and technology fee rates

C. Timing

This action is required at this time as the 2018-19 summer term registration starts on April 23rd. In addition, the 2018-19 College catalog identifies the tuition and fee rates with a targeted publishing deadline in April.

D. Budget Impact

The proposed 2018-19 general fund budget was developed using the recommended tuition and technology rates outline in section A. The increase in tuition and fee revenue using the proposed 2018-19 rates is approximately \$743,000 (\$332,000 tuition + \$411,000 technology fee).

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2018-19 tuition and technology fee rates presented in Section A.



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

Subject	Credit Academic Program Changes (new, suspended) for 2018-19
Strategic Plan Theme(s) and Objectives	
Workforce Development	WD.2 Deliver CTE curricula that aligns with current industry standards.
Prepared By	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.*

All of the proposed new, deleted, reorganized and suspended degree and certificate proposals attached meet COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Reorganized programs are being amended to bring COCC into alignment with state approval. Upon approval by the COCC Board these program changes will be submitted to the Oregon Higher Education Coordinating Commission and then to the Northwest Commission on Colleges and Universities as required for each category.

B. Options/Analysis

Approve the proposed new, deleted, reorganized and suspended academic programs.
Decline approval of the proposed new, deleted, reorganized and suspended academic programs.

C. Timing

The new programs would be available under the 2018-19 Catalog that begins Fall term, 2018. The suspended programs would be immediately unavailable for students to declare; these programs have 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

The **new program** is a combination of two existing and two new courses taught by current faculty in existing facilities; this change requires few additional resources.
Suspended programs in business will use substitution courses in place of several under-enrolled courses, so will result in positive cost effect but no significant budgetary impact.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the following academic program changes effective Fall 2018:

New program

1. Cybersecurity Short-term Certificate of Completion

Suspended programs

1. Retail Operations Management (Associate of Applied Science Option)
2. Ground Transportation Logistics (Certificate of Completion)

New Program: Cybersecurity Short-term Certificate of Completion

Program Description

The cybersecurity short term certificate extends knowledge and skills beyond entry-level computer networking and administration. Students will learn concepts and techniques essential for securing data and networks in both a vendor-neutral and Cisco environment.

Program Course Requirements

Course	Course List Title	Credits
Core Courses		
CIS 279L	Linux+	4
CIS 279SE	Security+	4
CIS 279OP	CCNA Cyber Ops	4
CIS 284EH	Ethical Hacking	4
Total Credits		16

Program Inactivation Proposal: Business Administration: Retail Operations Management AAS

Inactivation effective

2018 - 2019

Type of Inactivation

Sunset/End program

Rationale for Inactivation

From 2012-13 to 2016-17, just three students have graduated with a Retail Operations Management AAS degree. Because we also offer a Business Management AAS (29 graduates over the same period), we can advise those students interested in a Management AAS with a retailing focus to take courses that would result in a Retail Management Certificate while completing their Management AAS degree.

Identify the number of current declared students in this program

2

Provide your teach out plan.

The Retail Operations Management AAS degree contained specialization courses that are also required for other Business degrees. Therefore, we will continue to offer the following three (out of four total) required specialization courses at least once during each of the next three academic years:

- BA 207 Management Fundamentals II (4 credits)
- BA 224 Human Resources Management (4 credits)
- BA 249 Retailing (4 credits)

The fourth specialization requirement, BA 239 Advertising (4 credits), may be offered every other year; if we do not offer BA 239 in an academic year, we will substitute BA 233 Internet Marketing (4 credits) for the BA 239 requirement. BA 233 covers the same fundamental promotion concepts addressed in BA 239.

Describe your communication plan to students and to the college.

Within two weeks of curriculum approval (2nd reading and minutes posted to appropriate campus folders) any affected students will be emailed, department program web information will be updated, and the 2018-19 college catalog will be updated.

Program Inactivation Proposal: Ground Transportation Logistics CC

Inactivation effective

2018 - 2019

Type of Inactivation

Sunset/End program

Rationale for Inactivation

This request is being made after careful consideration of at least three years' worth of organized efforts to meet with potential students and contact area businesses most likely to employ GTL certificate graduates. Those efforts have not yielded the results we hoped for; potential students declining to enroll typically cite the required COCC application process and the length of the certificate program as obstacles. Looking to the future, we expect the annual number of new declared GTL certificate students to remain within the 0 – 3 range we have seen this year and in prior years.

Identify the number of current declared students in this program

1

Provide your teach out plan.

The Ground Transportation Logistics certificate had four dedicated courses; the plan is to substitute those courses as follows:

- Substitute BA 120 Intro to Supply Chain Management (4 credits) with BA 249 Retailing (4 credits)*
- Substitute BA 121 Logistics Management I (4 credits) with BA 207 Management Fundamentals II (4 credits)*
- Substitute BA 123 Intro to Transportation Logistics (4 credits) with BA 280 Coop Work Experience (4 credits)**. Students will earn BA 280 credit working with a logistics-related business such as a local moving company, local UPS or FEDX operation, trucking company, etc.
- Substitute BA 124 Trucking Operations Management (4 credits) with BA 280 Coop Work Experience (4 credits)**. Students will earn BA 280 credit working with a logistics-related business such as a local moving company, local UPS or FEDX operation, trucking company, etc.

* These substitute courses cover the basic principles taught in the courses being replaced.

** The student(s) would need to have a different experience for each of the substitute BA 280 courses.

Describe your communication plan to students and to the college.

Within two week of curriculum approval (2nd reading and minutes posted to appropriate campus folders) any affected students will be emailed, department program web information will be updated, and the 2018-19 college catalog will be updated.



Oregon
Kate Brown, Governor

Attachment: 13.a
April 11, 2018
Higher Education Coordinating Commission
Office of Community Colleges & Workforce Development
255 Capitol Street NE, 3rd Floor
Salem, OR 97301
www.oregon.gov/HigherEd

March 21, 2018

Dr. Shirley Metcalf, President
Central Oregon Community College
2600 NW College Way
Bend, OR 97701

RE: Program Suspensions and Deletions (2016,2017,2018)

Dear President Metcalf,

Per request submitted through the online community college data system (Webforms) and via letter dated March 19, 2018, the following approved career and technical education programs have been suspended or deleted from Central Oregon Community College's program offerings:

- *Baking and Pastry Arts***Baking and Pastry Arts Prep, 12.0501, CPCC, Suspended 9/28/15*
Target Deletion Date: 9/28/18
Actual Deletion Date as requested in letter: 9/24/18
- *Business Administration***Information Systems Management, 52.1201, AASO, Suspended 9/28/15*
Target Deletion Date: 9/28/18
Actual Deletion Date as requested in letter: 9/24/18
- *Culinary Arts***Culinary Arts Preparation, 12.0500, CPCC, Suspended 9/28/15*
Target Deletion Date: 9/28/18
Actual Deletion Date as requested in letter: 9/24/18
- *Health Information Technology***Medical Transcription, 51.0708, CC1R, Suspended 9/28/15*
Target Deletion Date: 9/28/18
Actual Deletion Date as requested in letter: 9/24/18
- *Massage Therapy***Massage Therapy, 51.3501, CC2R, Suspended 9/28/15*
Target Deletion Date: 9/28/18
Actual Deletion Date as requested in letter: 9/24/18
- *Business Administration***Hotel, Tourism and Recreation, 52.0904, AASO, Suspended 9/26/16*
Target Deletion Date: 9/26/19
- *Construction Trades, General Apprenticeship***Construction Trades, General Apprenticeship, 46.0000, SCC1, Suspended 9/25/17*
Target Deletion Date: 9/25/20
- *Construction Trades, General Apprenticeship, 46.0000, SAAS, Suspended 9/25/17*
Target Deletion Date: 9/25/20
- *Culinary Arts***Restaurant Management and Systems, 12.0503, CC1R, Suspended 9/26/16*
Target Deletion Date: 9/26/19
- *Culinary Arts***Sustainable Food Systems for Culinary Arts, 12.0503, CC1, Suspended 9/26/19*
Target Deletion Date: 9/26/19
- *Electrician Apprenticeship Technologies***Electrician Apprenticeship Technologies, 46.0301, SCC0, Suspended 9/25/17*
Target Deletion Date: 9/25/20



- *Electrician Apprenticeship Technologies***Limited Electrician Apprenticeship Technologies, 46.0301, SCC, Suspended 9/25/17
Target Deletion Date: 9/25/20*
- *Electrician Apprenticeship Technologies, 46.0301, SAAS, Suspended 9/25/17
Target Deletion Date: 9/25/20*
- *Entrepreneurial Management***Strategic Venture Creation, 52.0701, CC1R, Suspended 9/26/16
Target Deletion: 9/26/19*
- *Entrepreneurial Management, 52.0701, AAS, Suspended 9/26/16
Target Deletion Date: 9/26/19*
- *Industrial Mechanics & Maintenance Technology Apprenticeship***Industrial Mechanics & Maintenance Technology Apprenticeship, 46.0000, SCC1, Suspended 9/25/17
Target Suspension Date: 9/25/20*
- *Industrial Mechanics & Maintenance Technology Apprenticeship***Industrial Mechanics & Maintenance Technology Apprenticeship, 47.0303, SCC0, Suspended 9/25/17
Target Deletion Date: 9/25/20*
- *Industrial Mechanics & Maintenance Technology Apprenticeship***Industrial Mechanics & Maintenance Technology Apprenticeship, 47.0303, SCC, Suspended 9/25/17
Target Deletion Date: 9/25/20*
- *Industrial Mechanics & Maintenance Technology Apprenticeship, 47.0303, SAAS, Suspended 9/25/17
Target Deletion Date: 9/25/20*
- *Non-Destructive Testing and Inspection***Eddy Current Testing, 41.0204, CCOR, Suspended 6/10/16
Target Deletion Date: 6/10/19*
- *Non-Destructive Testing and Inspection***Magnetic Particle-Dye Penetrant Testing, 41.0204, CC1R, Suspended 6/10/16
Target Deletion Date: 6/10/19*
- *Non-Destructive Testing and Inspection***Radiography Testing, 41.0204, CC1R, Suspended 6/10/16
Target Deletion: 6/10/19*
- *Non-Destructive Testing and Inspection***Ultrasonic Testing, 41.0204, CC1R, Suspended 6/10/16
Target Deletion Date: 6/10/19*
- *Non-Destructive Testing and Inspection, 41.0204, AAS, Suspended 6/10/16
Target Deletion Date: 6/10/19*
- *Accounting***Accounting Clerk, 52.0302, CPCC, Suspended 9/24/18
Target Deletion Date: 9/24/21*



Oregon

Kate Brown, Governor

Higher Education Coordinating Commission

775 Court Street NE

Salem, OR 97301

An approved program may be suspended for a maximum of three (3) academic years. Therefore, the programs identified above must be reinstated through written notification to this office by Central Oregon Community College prior to their target deletion dates to maintain their approval status.

If written notification of reinstatement is not received prior to the target deletion date the Higher Education Coordinating Commission (HECC) requires that the program be deleted as an approved program offering. Should Central Oregon Community College wish to offer any of these programs after the target deletion date the HECC will require that a new program application be submitted for approval.

We appreciate the opportunity to work with your staff. Suspension and deletion of an application is a cooperative venture between our staff and your college. If you have questions about any aspect of the suspension and/or deletion process, please contact us.

Respectfully,

A handwritten signature in black ink, appearing to read "Patrick Crane".

Patrick Crane

Director

Higher Education Coordinating Commission

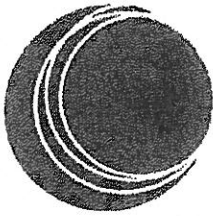
Office of Community Colleges and Workforce Development

C:\Users\daleyk.HECC\Desktop\Community College Suspensions and Deletions\COCC Suspension & Deletion Acknowledgement Letter
3.21.18.docx

E-Mail

Vickery Viles, Central Oregon Community College

Betsy Julian, Central Oregon Community College



March 19, 2018

Patrick Crane, Director
Office of Community College and Workforce Development
255 Capitol Street NE
Salem, OR 97310

Dear Patrick,

COCC is requesting approval to suspend the following programs due to low student enrollment or the inability to recruit qualified faculty.

Award Code	Title	Effective date
AASO	Business Administration*** Hotel, Tourism, and Recreation Management	9/26/2016
SCC1	Construction Trades, General Apprenticeship***Construction Trades, General Apprenticeship	9/25/2017
SAAS	Construction Trades, General Apprenticeship	9/25/2017
CC1R	Culinary Arts ***Restaurant Management and Systems	9/26/2016
CC1	Culinary Arts ***Sustainable Food Systems	9/26/2016
SCCO	Electrician Apprenticeship Technologies***Electrician Apprenticeship Technologies	9/25/2017
SCC	Electrician Apprenticeship Technologies***Limited Electrician Apprenticeship Technologies	9/25/2017
SAAS	Electrician Apprenticeship Technologies	9/25/2017
CC1R	Entrepreneurial Management***Strategic Venture Creation	9/26/2016
AAS	Entrepreneurial Management	9/26/2016
SCC1	Industrial Mechanics and Maintenance Technology Apprenticeship***	9/25/2017
SCCO	Industrial Mechanics and Maintenance Technology Apprenticeship***	9/25/2017
SCC	Industrial Mechanics and Maintenance Technology Apprenticeship***	9/25/2017
SAAS	Industrial Mechanics and Maintenance Technology Apprenticeship	9/25/2017
CCOR	Non-Destructive Testing and Inspection***Eddy Current Testing	9/26/2016
CC1R	Non-Destructive Testing and Inspection***Magnetic Particle-Dye Penetrant Testing	9/26/2016
CC1R	Non-Destructive Testing and Inspection***Radiography Testing	9/26/2016
CC1R	Non-Destructive Testing and Inspection***Ultrasonic Testing	9/26/2016
AAS	Non-Destructive Testing and Inspection	9/26/2016
CPCC	Accounting***Accounting Clerk	9/24/2018

In addition, COCC is requesting approval to delete the following programs due to low student enrollment and changing industry needs. There are no declared students in any of the following programs.

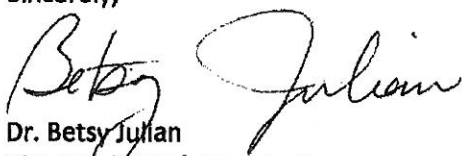
Award		
Code	Title	Effective date
CPC	Baking and Pastry Arts***Baking and Pastry Arts Prep	9/24/2018
AASO	Business Administration***Information Systems Management	9/24/2018
CPC	Culinary Arts***Culinary Arts Preparation	9/24/2018
CC1R	Health Information Technology***Medical Transcription	9/24/2018
CC2R	Massage Therapy***Massage Therapy	9/24/2018

COCC, as required by the Office of Community Colleges and Workforce Development, has the following requirements of programs in suspension or deletion:

1. A teach-out plan is approved that serves students impacted by the suspension or deletion to allow them to complete the same program outcomes as the original within a reasonable amount of time.
2. A communication plan is approved that includes communication of program suspensions to all declared students via email, to all relevant internal and external audiences, and notification of program status on the program website.

If you have any questions, please don't hesitate to contact me.

Sincerely,



Dr. Betsy Julian
Vice President for Instruction
Central Oregon Community College
bjulian@cocc.edu
541.383.7205