



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Kovitz
	IV. Agenda Changes			Krenowicz
	V. Public Comment			Krenowicz
	VI. Consent Agenda***		X	Krenowicz
	1. Work Session Minutes (12.13.23)	6a.1-5*		
	2. Regular Meeting Minutes (12.13.23)	6b.1-12*		Matthews ^A
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		Knutson ^A
	2. New Hire Reports	7b.1-2*		Boehme ^A
	3. Annual Audit Report	Separate Document		LaLonde/Knutson/ McMeekin ^A
	4. Residence Hall Update			Moore ^P
	5. Meeting Students' Non-Academic Needs			Moore ^P
	6. Strategic Plan Indicators	7c.1-2*	X	Moore/Briggs ^P
	VIII. Old Business			
	1. Investment Policy and Internal Controls Document – 2 nd Reading	8a.1-17*	X	LaLonde ^A
	IX. New Business			
	1. Mileage Rate and Meal Per Diem Rates	9a.1*	X	Knutson ^A
	2. Adult Basic Skills Contract	9b.1-2*	X	Boehme ^A
	3. Madras Lots Surplus Declaration and Selection of Realtor	9c.1-2*	X	LaLonde ^A
	X. Board of Directors' Operations			Krenowicz
	1. Board Member Activities			
	XI. President's Report			Chesley
	XII. Dates			Krenowicz
	1. Monday, January 15 – Closed in observance of Martin Luther King Jr. Day			
	2. Wednesday, January 24 – State of the College			

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

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

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

P - indicates a Presentation will be provided.

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

Address – Wille Hall at 9:30 a.m.

3. Tuesday, January 30 – Real Estate Committee Meeting – Remote via Zoom at 4:00 p.m.
4. Wednesday, February 14 – Board of Directors’ Meeting – BEC Boardroom at 5:45 p.m.

XIII. Adjourn

Krenowicz

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

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

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

P - indicates a Presentation will be provided.

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

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

COCC Land Acknowledgement

(Condensed Version)

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



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Work Session – MINUTES
Wednesday, December 13, 2023 – 3:00 PM
BEC Boardroom

TIME**	ITEM	PRESENTER
3:00pm	I. Call to Order II. Action Projects <ol style="list-style-type: none"> i. Laurie Chesley explained to the Board the elements of COCC's new Strategic Plan by defining Vision, Values, Mission and Action Project. ii. Vision <ol style="list-style-type: none"> 1. What COCC aspires to be a part of. iii. Values <ol style="list-style-type: none"> 1. Formed the strategic planning process, they serve as a compass or principles that guide COCC's work. iv. Mission <ol style="list-style-type: none"> 1. The Northwest Commission on Colleges and Universities (NWCCU) asks COCC to measure the college's progress in fulfilling its stated mission. Mission includes who we serve and why we exist. v. Goals <ol style="list-style-type: none"> 1. COCC's Strategic Plan includes five major goals that are future-focused, action oriented and measurable: <ol style="list-style-type: none"> a. Student-Ready College b. Access c. Community Engagement d. Workforce Development e. College Sustainability vi. Action Projects <ol style="list-style-type: none"> 1. Alan Unger asked how Oregon's Higher Education Coordinating Commission (HECC) is involved in strategic planning and Action Projects. <ol style="list-style-type: none"> a. Chesley explained that HECC does not have oversight of these things. Our accreditors, NWCCU, focuses heavily on strategic planning. b. Laura Craska Cooper added that NWCCU accreditation 	Craska Cooper Chesley

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

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

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

P - indicates a Presentation will be provided.

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

- is needed for COCC to be able to offer federal financial aid.
2. Chesley mentioned that, when potential Action Projects are under consideration, the Board's influence matters. She cited members like Erica Skatvold advocating for Guided Pathways, as well as Bruce Abernathy and Jim Clinton getting COCC involved in the President's Climate Initiative. The Board has also advocated for hiring members of underrepresented populations.
 3. COCC's Senior Leadership Team (SLT) determines whether proposed projects meet at least one of the college's Goals and supports at least one of its Values.
 - a. SLT members consider national trends and best practices when determining action projects.
 - b. New Strategic Plans should also include major projects COCC is already working on, such as Strategic Scheduling and the Madras Campus Expansion.
 - c. While SLT members advocate for their specific divisions, they also need to have the whole college in mind when selecting Action Projects. They have more access to data and trends. While the Board's objective is determining the COCC's direction, SLT's objective is figuring out how to move in that direction.
 4. Erin Foote Morgan asked whether any COCC committees were consulted about selecting Action Projects.
 - a. Chesley said SLT does not reach out to specific committees for feedback, but rather the entire COCC faculty and staff.
 - b. Foote Morgan asked whether Action Projects are presented to specific committees after they are initiated. Is the Climate Committee monitoring projects addressing climate change?
 - i. Chesley said that each Project has its own committee. They are time bound, rather than standing shared governance committees. In the previous Strategic Plan, Moore tried to streamline COCC's many committees and did some clean-up work. That effort was largely unsuccessful because people are very invested in their committees.
 - ii. Skatvold added that, at larger organizations like COCC, people can be very invested in their committees as they feel it is the only place things are getting done.
 5. Unger asked whether Institutional Sustainability was necessary to include as an Action Project. Will COCC be able to receive funding in the future?

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

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

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

P - indicates a Presentation will be provided.

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

- a. Chesley said she has not personally seen any requests from the State that were overly costly to the college, but other college presidents may disagree.
6. Unger asked about the status of the Guided Pathways project.
 - a. Annemarie Hamlin said her team is planning to launch Phase 1 in the Fall 2025 term, which includes work on trailhead courses. Chesley added that a lot of the internal work for Guided Pathways includes infrastructure work.
 - b. Foote Morgan asked if COCC has started tracking Strategic Plan indicators for this project. Chesley said there are institutional success indicators that mirror Guided Pathways metrics like Early Momentum.
7. Skatvold asked what the faculty's feedback has been for Strategic Scheduling. Hamlin said that, while planning a whole year's schedule in a small amount of time has proven difficult, it was going very well. She was very pleased by everyone's hard work.
8. Unger asked if Online Programs were increasing and whether there was still room for development.
 - a. Hamlin said she recently hired an Instructional Designer who will work with COCC's faculty using every aspect of the online platform, Canvas. She also recently hired an Accessibility Coordinator who will work directly with the new Instructional Designer.
9. Craska Cooper asked about the Board's concerns about Online Programs during the pandemic. There was not enough time to train the faculty to teach exclusively online. Can that be done now?
 - a. Hamlin credited the eLearning team for their hard work at the start of the pandemic. During the summer of 2020, they had more time to refine their programs. More faculty training is needed, but the eLearning team is always prepared as it is a regular part of faculty evaluations.

vii. Next Steps

1. Chesley shared that the Strategic Planning Implementation Team, co-chaired by Moore, has developed benchmarks for the Plan. They will be monitoring Projects and bringing regular reports to SLT and the Board. They will regularly discuss whether Projects are staying on track, whether anything needs to be discontinued or any new Projects should start.

III. Draft Indicators for New Strategic Plan

Moore

- i. Moore explained that one of COCC's requirements for accreditation is to show whether the college is moving toward accomplishing its Goals.

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

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

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

P - indicates a Presentation will be provided.

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

Moore and her team have identified indicators for the new Strategic Plan. Sources for the new Indicators include standard national data collection. Indicators used by Linn–Benton Community College have served as a useful model. Some of these indicators include disaggregated data. They are actionable collectible.

- ii. Foote Morgan asked whether these Indicators have targets. Chesley confirmed that each Indicator will have targets developed for them.
- iii. Indicators
 1. Goal: Student–Ready College
 - a. First–to–Second Term Retention
 - b. Fall–to–Fall Retention
 - c. Graduation Rates
 - d. Transfer Rates
 2. Goal: Access
 - a. In–District Penetration Rate
 - b. In–District Tuition Rate Compared to Other Oregon Community Colleges
 - c. In–District Headcount of Underrepresented Students
 - d. Online course and program headcount
 3. Goal: Community Engagement
 - a. Number of College–Sponsored Events Offered
 - b. Participation in Community–Based Stakeholder Groups
 4. Goal: Workforce Development – Credit and Noncredit
 - a. Classes, Certificates and Degrees
 - b. Headcount
 - c. Completions
 5. Goal: College Sustainability
 - a. Great Colleges to Work For Employee Survey: “Recognitions and Awards are Meaningful to Me” question
 - b. President’s Climate Leadership Commitment
 - c. Employee Retention Rate
- iv. Next Steps for Indicators
 1. A resolution to adopt them will be presented at the January 10, 2024 Board of Directors meeting.
 2. SLT members will be identifying benchmarks and targets.
 3. Regular reporting to the Board will take place.
- v. Jim Porter asked how COCC’s staff knows what barriers their students are facing when pursuing higher education.
 1. Chesley said they pull data from multiple sources, such as a national survey that tracked food and housing insecurity. Volunteers at COCC’s Clothing Connection also track how many students use

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

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

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

P - indicates a Presentation will be provided.

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

- their services.
2. Porter asked if childcare has been a barrier for students. Moore said the college tried to ask the student body many years ago, but the lack of engagement led to inconclusive results. The Financial Aid department tracks this information, but it only applies to a small percentage of the student body. Porter asked if childcare has been a barrier for COCC's faculty and staff. Boone said there is not enough data available to be certain.
 3. Unger asked if there is a solution as childcare can be expensive, even for a few hours a week. He cited the high turnover rate that the Tyson corporation experienced when they removed childcare as an employee benefit. Craska Cooper said childcare centers are difficult to run due to staffing issues. Unger suggested that a public subsidy might help.
 4. Chesley said COCC would do its best to track childcare as a need. The data will not be perfect, but the college can ask who is requesting help. Requests for emergency funds from the COCC Foundation could be a way to gather data.
- vi. Skatvold asked whether it would be costly to gather all of the data that the Board was asking for. Would it be worth the effort? Merz added that their questions go beyond childcare. They would like to know about other possible barriers that students face, such as transportation.
 - vii. Chesley noted that the college could develop a consistent measure of need for childcare if the Board desired it. She also said that, in her view, a first step in addressing student barriers like housing and childcare would be for the Board to determine in a retreat what their agreed upon principles were in relation to these non-academic supports. When she first arrived at COCC, the Board went through an exercise to determine what they agreed the college's approach to childcare should be. This exercise provided clear direction for the President and SLT to follow. Board members expressed support for undertaking this discussion/exercise at its next retreat (date to be determined).

IV. Adjourned at 5:02 p.m.

Craska Cooper

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

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

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

P - indicates a Presentation will be provided.

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



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, December 13, 2023 – 5:45 PM
BEC Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Craska Cooper
	II. Native Lands Acknowledgement	2a.1*		Craska Cooper
	III. Roll Call			Kovitz
	<u>Board Members and Staff</u>			
	Joe Krenowicz (Chair), Laura Craska Cooper (Vice Chair, served as chair for this meeting), Alan Unger, Erica Skatvold, Jim Porter, Erin Foote Morgan, Erin Merz, Laurie Chesley (COCC President), Alicia Moore, Annemarie Hamlin, Michael LaLonde, Laura Boehme, Zak Boone, Cathleen Knutson, Andrew Davis, Cory Darling, Christy Walker, Paul Taylor, Rick Spriggs, Kyle Matthews, Jenn Kovitz			
	IV. Agenda Changes			Craska Cooper
	None.			
	V. Public Comment			Craska Cooper
	None.			
	VI. Consent Agenda***		X	Craska Cooper
	1. Regular Meeting Minutes (11.8.23)	6a.1-10*		Matthews ^A
	2. Motion to approve consent agenda.			
	a. 1 st : Erica Skatvold			
	b. 2 nd : Erin Merz			
	c. Motion approved unanimously.			
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		Knutson ^A
	No questions.			
	2. New Hire Reports	7b.1-2*		Boehme ^A
	No questions.			
	3. Diversity, Equity, Inclusion and Belonging (DEIB) Plan and Activities Update			Moore/Walker ^P
	a. A DEIB timeline was shared, covering			

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

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

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

P - indicates a Presentation will be provided.

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

the mid-1980's to 2023, including programs for multiple ethnic backgrounds, DEIB staff positions and college-wide surveys.

- i. Skatvold asked why the DEI Director position was established in 2015. Moore explained that the Multicultural Activities Coordinator Position, established in 2006, was elevated to the DEI Director position in response to COCC's growth as an institution.
- b. Walker gave an overview of COCC's five DEIB goals and how they align with the college's Strategic Plan.
- c. Moore shared examples of DEIB assessments that were conducted throughout COCC in 2018-2023 and planned assessments for the next four academic years. She noted that COCC has been highly rated by its employees for its DEIB work.
- d. Walker oversees several ethnicity-focused programs. An LGBTQ+ program is currently in development. The college's Office of DEI hosts DEIB events, trainings and workshops on COCC's campuses throughout the year. They also work with other DEI organizations across Central Oregon.
- e. Unger pointed out that he and Walker are members of the OCCA DEI Committee and commended Walker on her work in helping other Oregon community colleges develop DEI programs.
 - i. Moore added that Walker and her statewide counterparts are discussing how they can develop DEI trainings specifically for board members.
- f. Foote Morgan if asked the DEI department knew where its progress was on meeting Strategic Plan benchmarks.
 - i. Walker said that some goals are not easy to measure with quantitative data. However, with an increase

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

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

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

P - indicates a Presentation will be provided.

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

- of students reporting incidents of discrimination, she felt that students are in a safe space to communicate with her. Participation in trainings is another benchmark they have been able to measure.
- ii. Moore added that COCC's Diversity Committee helped compile the information shared with the Board for this presentation and will continue their work in light of the new Strategic Plan after the winter break.
 - iii. Foote Morgan asked how many staff members had received DEI training. Moore explained that, while hundreds of college employees have taken Culturally Respectful Hiring Practices trainings over the past several years, there was not a sufficient electronic record of individuals who have received said training.
- g. Craska Cooper asked if Board members could participate in an Allies for Equity training. Walker said she was open to offering trainings to the Board. Craska Cooper and Skatvold complimented Walker on previous trainings she had provided for them.
- h. Spriggs, a staff reporter for COCC's student newspaper, asked what is being done to ensure DEI is included in Board procedures. Kovitz suggested that any Board members who were interested in being interviewed by Spriggs to stay in the room after the meeting was adjourned. All parties concurred.
- i. Foote Morgan asked when the Board could expect a follow-up presentation.
- i. Moore said they plan to bring the results of the student climate survey and the DEIB Plan within the next six months.
 - ii. Chesley added that the inclusive hiring report is published annually.

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

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

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

P - indicates a Presentation will be provided.

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

She was happy to provide any specific information the Board requests. Ideas for specific information come from the Board, as well as faculty, staff and students.

- j. Craska Cooper asked if there have been any reported incidents of conflict in classrooms regarding the Israel–Palestine conflict.
 - i. Moore said that Chesley sent out a statement on the conflict and that she had received more positive feedback from students for that statement than any other statement she has seen sent to all college students. The statement reiterated COCC’s Value of Diversity. Kovitz offered to forward the statement to the Board’s emails.
 - ii. Chesley added that Walker and Associate History Professor Jessica Hammerman invited Dr. Mira Sucharov of Carleton University to present a lecture on the topic. Students and community members were invited to attend. Craska Cooper requested the recording to be sent to the Board.
- k. Returning to Foote Morgan’s question on follow–up presentations, Walker said other department directors would be including equity in their presentations as equity is a college–wide matter.

4. Campus Safety Update

- a. Ferraris Investigations and Consulting was hired in February 2022 to evaluate COCC’s safety standards. The firm provided 18 points of suggested updates. Many of these improvements have already been completed while others were either in progress or under consideration.
 - i. Craska Cooper asked about previous tensions in COCC’s relationship with the Bend

Darling^P

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

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

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

P - indicates a Presentation will be provided.

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

Police Department (BPD). Had those been resolved? Darling said that Chief Mike Krantz has been very supportive of COCC's Campus Safety department and quick to respond to requests for assistance. Krantz has assured Darling that he would hire a new Campus Resource Officer when possible. This would be a Bend police officer assigned to serve COCC's Bend campus.

- b. Unger asked if Campus Safety has the ability to send emergency text alerts to all of COCC's personnel. Darling said they currently use an emergency notification system and work closely with Kovitz when a situation takes place on any COCC campus. Additional communication systems would be discussed later in the meeting.
- c. Campus Safety's current staff consists of a Director, an Environmental Health and Safety Specialist, two Campus Safety Specialists and an Administrative Assistant. Other positions under consideration include an Emergency Management Coordinator.
- d. The department in Bend is open Monday-Friday. Contractors are on patrol after hours and on weekends in Bend and Redmond. Prineville and Madras campuses receive weekly engagement, along with support from local police departments for in progress response and criminal incidents.
- e. Faculty and staff have received various safety trainings in recent months.
 - i. Craska Cooper asked how COCC's staff is trained to respond to active shooter incidents. Darling said Run/Hide/Fight trainings have been presented to staff on all campuses, although it is not required for employees.

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

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

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

P - indicates a Presentation will be provided.

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

- ii. Craska Cooper asked why active shooter response trainings are not mandatory. Porter said they can be traumatizing for some people. Kovitz added that, while these trainings are optional, attendance has been high, especially at satellite campuses.
- iii. Craska Cooper asked if there are written instructions available. Darling said the information is available on COCC's website.
- f. Foote Morgan asked if COCC has a concealed carry policy. Darling said it is COCC's policy to have no weapons on campus.
- g. Campus Safety has a volunteer program that consists of 11 vetted community members who assist with special events and serve as ambassadors and role models for campus safety.
- h. Nine "code blue" emergency communication stations are installed across the Bend campus, but some are nearing end of life. A way to supplement this is a campus safety smartphone application as most people carry smartphones now. Darling is working with the vendor that distributes COCC's emergency alerts. They work with campus safety departments across the country. Their application includes GPS location in the event a user is not where they should be and anonymous tipping of suspected incidents.
- i. Craska Cooper asked if Campus Safety offers escorts after dark.
 - i. Darling confirmed that a Campus Safety Specialist can escort anyone who requests their assistance.
 - ii. Skatvold asked how quickly an escort is able to respond to a request.
 - iii. Darling said that Safety Specialists usually respond right away when they are available, but clarified that when they are not available, the GPS tracking

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

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

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

P - indicates a Presentation will be provided.

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

feature in the smartphone application is intended to supplement this.

- j. Campus safety systems currently in place include automated locking and unlocking doors and fire alarms that are routinely maintained. Campus Safety is also transferring their cell phone use to AT&T First Net as they are the nation-wide supporter of public safety communications.
- k. COCC's Safety Committee consists of 14 faculty and staff members and meets quarterly. They review injury and incident reports and make recommendations to Campus Safety.
- l. Campus Safety worked with four students over the summer to conduct research for COCC's suicide prevention plan.
- m. Emergency management protocols are available on Campus Safety's website and they are working with Deschutes County and the City of Bend to improve these protocols.
- n. Campus Safety is considering external camera systems with advanced analytics that can detect unconcealed firearms, glass breakage or unusual sounds like screams. This system could integrate with the BPD's real-time crime response system.
- o. Unger asked whether an AT&T smartphone would be required to use the proposed Campus Safety application. Boehme clarified that any smartphone that can download the application would be able to use it.
- p. Merz asked if a budget for the proposed external cameras has been determined.
 - i. Darling has consulted with experts on where cameras would be most effective on campus. The next step is to reach out to vendors for bids.
 - ii. Chesley added that Darling is an excellent communicator and was confident he would be able to reassure anyone who might be uncomfortable

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

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

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

P - indicates a Presentation will be provided.

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

- with cameras being installed.
- iii. Darling added that the BPD would also need to be involved with use of the cameras as they would be responding to possible incidents.
- iv. Porter said he has experience adopting cameras as a public safety tool and that they could help COCC save money.
- q. Skatvold asked how Campus Safety's emergency management work would change when a proposed Emergency Management Coordinator is hired.
 - i. Darling said this position could serve a dual role as an emergency manager and an assistant director to the department. They would be involved in multiple aspects of campus safety and emergency management and work with other local public safety agencies.
 - ii. Skatvold asked why this position is still under consideration rather than active recruitment.
 - iii. Darling explained that he is still examining the department's staffing and budget to determine what would make the most sense before recruiting for this position.
- r. Unger asked about the potential of a wildfire moving toward the Bend campus from Awbrey Butte.
 - i. Chesley mentioned that Porter, a former police chief, expressed similar concerns when he joined the Board and noticed the excess number of trees and brush on campus. Chesley and Darling met with LaLonde, Campus Services Director Josh Clawson, and Associate Professor of Fire Science Paula Simone to discuss the matter. Simone introduced them to the Project Wildfire organization and made plans for her students to conduct assessments of the Bend campus'

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

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

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

P - indicates a Presentation will be provided.

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

potential for risk.

- s. Chesley thanked Darling for all of his work since joining COCC in April and recognized Davis who served as Interim Director before Darling was hired.

VIII. New Business

- | | | | |
|--|----------|---|----------------------------|
| 1. Room and Board Proposal | 8a.1-3* | X | Moore/Davis ^A |
| <p>a. Moore explained to the newer Board members how Student Life routinely calculates on-campus student housing and food service rates every year in order to remain both affordable and self-sustaining.</p> | | | |
| <p>b. Merz asked about Wickiup Hall's current occupancy rates. Davis said it is nearly 100% full.</p> | | | |
| <p>c. Foote Morgan asked if any scholarship students occupy the residence hall.</p> | | | |
| <p>i. Moore said that Student Life tracks student residents who are Pell Grant eligible, which makes up about 30% of the residence hall population.</p> | | | |
| <p>ii. Boone added that the COCC Foundation also has funds available for students who need financial assistance for housing applications.</p> | | | |
| <p>d. Motion to approve proposed 2024-25 room and board rates.</p> | | | |
| <p>i. 1st: Erin Merz</p> | | | |
| <p>ii. 2nd: Alan Unger</p> | | | |
| <p>iii. Motion approved unanimously.</p> | | | |
| 2. Donation of Land in Madras | 8b.1-10* | X | LaLonde/Boone ^P |
| <p>a. Boone explained that former Board member Charley Miller offered to donate the property previously occupied by the Miller Lumber Yard to the college or Foundation with the intention of the land being sold and the funds going toward the Madras campus expansion campaign.</p> | | | |
| <p>b. Craska Cooper noted that a title company was able to offer their services at a reduced cost. Boone credited this to members of the Foundation's Board</p> | | | |

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

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

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

P - indicates a Presentation will be provided.

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

- who were able to make that possible.
- c. Skatvold asked what the value of the property is. Boone said the most recent appraisal was \$410,000, but that is not necessarily what it would sell for.
 - d. Krenowicz asked if the property has any existing land restrictions.
 - i. LaLonde said the land cannot be used for the sale of lumber, which is what the previous occupier used it for.
 - ii. Taylor clarified this is a five year restriction that started two or three years ago.
 - iii. LaLonde added that they are waiting for phase I of environmental study, which was promised to be finished before Christmas.
 - e. Boone said that this donation would be publicly acknowledged and that the Miller family would be the honorees of the 2024 Meal of the Year fundraiser for their many years of generosity.
3. Motion to approve acceptance of the donation of land
- a. 1st: Joe Krenowicz
 - b. 2nd: Erin Foote Morgan
 - c. Motion approved unanimously.
4. Investment Policy and Internal Controls 8c.1-16* LaLonde^A
- Document – 1st Reading
- a. LaLonde explained the purpose of an investment policy for an academic institution and the regulations for the State of Oregon, as well as reasons for why the existing policy for COCC needed to be updated. His proposed changes were modeled after a template from the Oregon Short-Term Investment Board. It also allows for the Board to appoint an investment advisor or establish an investment committee if they vote to do so.
 - b. Skatvold and Craska Cooper complimented LaLonde’s thoroughness in creating the proposed new policy.
 - c. LaLonde showed changes he made to the proposed policy updates since the previous Board meeting.

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

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

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

P - indicates a Presentation will be provided.

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

This included Porter's suggestion of requiring Board approval for changes made to regulations for engaging with broker firms, as well as internal controls and segregation of duties.

- d. Unger asked about the proposed policy's reference to two signature approvals and whose signatures would be required.
 - i. LaLonde explained that one person in Fiscal Services could initiate a transfer, then either the Controller or the Investment Officer could use a token code to approve the transfer.

IX. Board of Directors' Operations

Craska Cooper

Board Member Activities:

1. Joe Krenowicz
 - a. November 17: Routine check-in meeting with Chesley and Craska Cooper.
2. Erin Merz
 - a. November 16: Attended COCC Foundation Board meeting as liaison to the Board of Directors.
 - b. November 21: Meeting with LaLonde and Porter regarding a review of COCC's finances and funding as new Board members.
 - c. December 1: Student Success Committee meeting.
3. Alan Unger
 - a. December 8: OCCA Board meeting.
 - b. December 12: OCCA DEI Committee meeting.
4. Jim Porter
 - a. November 21: Meeting with LaLonde and Merz regarding a review of COCC's finances and funding as new Board members.
5. Erin Foote Morgan
 - a. November 14 and 16: Participated in two forums focused on strategic planning for education and workforce development in southern Deschutes County and northern Klamath County.
 - b. December 1: Policy Review Subcommittee meeting.
 - c. December 1: Student Success Committee meeting.
 - d. December 8: College Affairs Committee meeting.
6. Erica Skatvold
 - a. November 28: Meeting with Chesley and Craska Cooper.
 - b. December 1: Policy Review Subcommittee meeting.
 - c. December 1: Student Success Committee meeting.
 - d. December 7: OSU-Cascades Advisory Board meeting.
7. Laura Craska Cooper

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

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

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

P - indicates a Presentation will be provided.

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

- a. November 17: Routine check-in meeting with Chesley and Krenowicz.
- b. November 28: Meeting with Chesley and Skatvold.
- c. December 1: Policy Review Subcommittee meeting.

X. President's Report

Chesley

1. Admissions and Records has begun tracking enrollment for the upcoming winter term, with a 10% point-in-time increase from last year.
2. Boehme shared about the pilot Wellness Program from Human Resources. This is a trial program for benefited employees for January – August 2024. Every benefited employee will be able to request reimbursement for up to \$100 for activities that promote physical and/or mental wellness. (These activities cannot be anything that insurance already covers.) She credited Karen Peters, COCC's Benefits and Wellness Manager, for developing the program; as well as Sean Tevlin, COCC's Grants Director, for writing a grant application for additional funding.

XI. Dates

Craska Cooper

1. Sunday, December 17 – Fall Term Ends
2. December 25–29 – Closed for Winter Break
3. Monday, January 1 – Closed for New Year's Day
4. Tuesday, January 2 – Real Estate Committee Meeting – 3:30 p.m. via Zoom
5. Wednesday, January 3 – Audit and Finance Committee Meeting – 4:00 p.m. via Zoom
6. Friday, January 5 – Student Success Committee Meeting – 3:00 p.m. via Zoom
7. Wednesday, January 10 – Board of Directors' Work Session – BEC Boardroom at 4:00 – 5:00 p.m.
8. Wednesday, January 10 – Board of Directors' Meeting – BEC Boardroom at 5:45 p.m.

XII. Adjourned at 7:49 p.m.

Craska Cooper

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

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

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

P - indicates a Presentation will be provided.

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

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

Cash and Investments

The College's operating cash balances currently total \$56.3 million. The November average yield for the Local Government Investment Pool increased to 5.0 percent from 4.9 percent in the prior month.

General Fund Revenues

The College received \$19 million in property tax revenues for the month of November, which represents 87.1% of anticipated collections. Winter term registration began in mid-November, resulting in an increase in tuition and fee revenues of \$4.2 million over the prior month.

General Fund Expenses

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

Budget Compliance

All general fund appropriation categories are within budget.

10-Jan-24

Central Oregon Community College

Cash and Investments Report

As of November 30, 2023

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 56,211,122	
3624 - Robert Clark Trust		\$ 389,368
November Average Yield 5.00%		
Cash in USNB	\$ 62,711	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 56,278,433</u>	<u>\$ 389,368</u>

Central Oregon Community College
Monthly Budget Status
November 2023

10-Jan-24

<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	\$ 21,842,000	\$ 19,013,485	\$ (2,828,515)	87.1%	87.5%
Prior Taxes	460,000	158,504	(301,496)	34.5%	64.3%
Tuition and fees	17,374,000	10,562,354	(6,811,646)	60.8%	58.9%
State Aid	9,793,000	6,107,275	(3,685,725)	62.4%	50.9%
Program and Fee Income	40,000	9,769	(30,231)	24.4%	18.9%
Interest & Misc. Income	244,000	34,968	(209,032)	14.3%	15.1%
Transfers-In	4,860,000	89,817	(4,770,183)	1.8%	48.6%
Total Revenues	\$ 54,613,000	\$ 35,976,172	\$ (18,636,828)		
Expenses by Function					
Instruction	\$ 24,617,100	\$ 7,366,399	\$ 17,250,701	29.9%	29.1%
Instructional Support	5,270,297	1,851,354	3,418,943	35.1%	36.3%
Student Services	6,465,663	2,081,226	4,384,437	32.2%	31.3%
College Support	5,847,565	1,489,767	4,357,798	25.5%	35.4%
Plant Operations and Maintenance	4,966,239	1,919,499	3,046,740	38.7%	34.4%
Information Technology	5,738,544	2,118,313	3,620,231	36.9%	38.5%
Financial Aid	100,000	52,416	47,584	52.4%	25.7%
Contingency	1,000,000	-	1,000,000	0.0%	0.0%
Transfers-Out	2,410,938	2,389,138	21,800	99.1%	98.3%
Total Expenses	\$ 56,416,346	\$ 19,268,112	\$ 37,148,234		
Revenues Over/(Under) Expenses	\$ (1,803,346)	\$ 16,708,060	\$ 18,511,406		

Central Oregon Community College
Monthly Budget Status
 November 2023

10-Jan-24

	<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	\$ 5,803,797	\$ 1,515,975	\$ (4,287,822)	26.1%	71.7%
Expenses	5,750,447	984,231	4,766,216	17.1%	25.4%
Revenues Over/(Under) Expenses	\$ 53,350	\$ 531,744	\$ 478,394		
Grants and Contracts Fund					
Revenues	\$ 4,643,524	\$ 590,282	\$ (4,053,242)	12.7%	11.3%
Expenses	4,711,428	1,413,157	3,298,271	30.0%	20.6%
Revenues Over/(Under) Expenses	\$ (67,904)	\$ (822,875)	\$ (754,971)		
Capital Projects Fund					
Revenues	\$ 13,832,724	\$ 3,259,306	\$ (10,573,418)	23.6%	25.6%
Expenses	17,714,240	1,922,226	15,792,014	10.9%	5.4%
Revenues Over/(Under) Expenses	\$ (3,881,516)	\$ 1,337,080	\$ 5,218,596		
Enterprise Fund					
Revenues	\$ 4,877,843	\$ 3,064,747	\$ (1,813,096)	62.8%	60.3%
Expenses	5,305,817	2,323,398	2,982,419	43.8%	52.9%
Revenues Over/(Under) Expenses	\$ (427,974)	\$ 741,349	\$ 1,169,323		
Auxiliary Fund					
Revenues	\$ 5,973,779	\$ 5,045,985	\$ (927,794)	84.5%	62.6%
Expenses	12,402,620	3,739,156	8,663,464	30.1%	38.7%
Revenues Over/(Under) Expenses	\$ (6,428,841)	\$ 1,306,829	\$ 7,735,670		
Reserve Fund					
Revenues	\$ 5,316	\$ -	\$ (5,316)	0.0%	0.0%
Expenses	455,000	21,162	433,838	4.7%	94.7%
Revenues Over/(Under) Expenses	\$ (449,684)	\$ (21,162)	\$ 428,522		
Financial Aid Fund					
Revenues	\$ 15,259,071	\$ 4,491,666	\$ (10,767,405)	29.4%	23.2%
Expenses	15,523,065	5,100,989	10,422,076	32.9%	27.1%
Revenues Over/(Under) Expenses	\$ (263,994)	\$ (609,323)	\$ (345,329)		
Internal Service Fund					
Revenues	\$ 85,000	\$ 38,031	\$ (46,969)	44.7%	26.6%
Expenses	161,000	17,231	143,769	10.7%	35.8%
Revenues Over/(Under) Expenses	\$ (76,000)	\$ 20,800	\$ 96,800		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 7,435	\$ (1,897)	79.7%	31.7%
Expenses	23,500	1,455	22,045	6.2%	15.1%
Revenues Over/(Under) Expenses	\$ (14,168)	\$ 5,980	\$ 20,148		



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: December 1-31, 2023

Name	Hire Date	Job Description	Department
Classified Full-Time			
Bear, Jakob Richard	12/11/2023	Grounds/Landscape Specialist	Maintenance of Grounds
Poirier, Drew	12/18/2023	Grounds/Landscape	Maintenance of Grounds
Temporary Hourly			
Doden, Zoe Faith	12/18/2023	Basic Flight Instructor	Aviation Program
Doden, Zoe Faith	12/18/2023	Flight Instructor- Training	Aviation Program
Klein, Joshua	12/18/2023	Basic Flight Instructor	Aviation Program
Klein, Joshua	12/18/2023	Flight Instructor- Training	Aviation Program
Landon, Claire N	12/18/2023	Flight Instructor- Training	Aviation Program
Landon, Claire N	12/18/2023	Basic Flight Instructor	Aviation Program
Moore, Kevin Scott	12/18/2023	Flight Instructor- Training	Aviation Program
Moore, Kevin Scott	12/18/2023	Basic Flight Instructor	Aviation Program
Morris, Wheeler	12/18/2023	Basic Flight Instructor	Aviation Program
Morris, Wheeler	12/18/2023	Flight Instructor- Training	Aviation Program
Posey, James	12/18/2023	Basic Flight Instructor	Aviation Program
Posey, James	12/18/2023	Flight Instructor- Training	Aviation Program
Saker, Amy	12/1/2023	Captioner Level I	Disability Services
Webster, Mathew Clay	12/6/2023	Flight Instructor-Training	Aviation Program
Webster, Mathew Clay	12/6/2023	Certified Flight Instructor	Aviation Program



Board Meeting Date: Wednesday, January 10, 2024
Exhibit: 7b.2

**Central Oregon Community College
Board of Directors
Faculty and Administrators New Hire Report**

Administrator Full-Time		
John Graham Jr	Executive Director Center for Business, Industry & Professional Development	January 2, 2024
Kathir Gounder	Software Analyst Programmer	January 8, 2024



Central Oregon Community College Board of Directors: Resolution

Subject	2023-28 Strategic Plan Indicators
Prepared By	Alicia Moore, Vice President of Student Affairs and 2023-28 Strategic Plan Co-Chair

A. Background

During the September 2023 COCC Board of Directors' meeting, the COCC Board approved a new mission and goals as part of the College's 2023 – 28 strategic plan. The concept of "mission fulfillment" is derived from the Northwest Commission on Colleges and Universities (NWCCU), the primary accrediting body for northwest colleges and universities. NWCCU requires colleges to measure progress towards their missions through meaningful indicators that support each goal.

The proposed indicators to measure the Colleges' progress towards its goals were shared during the December Board of Directors' December 2023 work session:

Goal: Student-Ready College

- First-to-Second Term Retention
- Fall-to-Fall Retention
- Graduation Rates
- Transfer Rates

Goal: Access

- In-District Penetration Rate
- In-District Tuition Rate Compared to Other Oregon Community Colleges
- In-District Headcount of Underrepresented Students
- Online course and program headcount

Goal: Community Engagement

- Number of College-Sponsored Events Offered
- Participation in Community-Based Stakeholder Groups

Goal: Workforce Development - Credit and Noncredit:

- Classes, Certificates and Degrees
- Headcount

- Completions

Goal: College Sustainability

- Great Colleges to Work For Employee Survey: “Recognitions and Awards are Meaningful to Me” question
- President’s Climate Leadership Commitment
- Employee Retention Rate

Upon approval from the Board, Senior Leadership Team members will identify benchmarks and targets for each of the goals. Additionally, the College will provide regular updates to the Board on progress towards the strategic plan.

B. Options

- Approve the indicators as presented
- Recommend alternative indicators
- Decline approval of the proposed indicators

C. Timing

Approval is requested at the January 2024 Board meeting as many of the 2023 – 28 Strategic Plan Project Action Teams have, or will soon, start their work; having indicators, benchmarks, and targets will help guide their work early in the process.

D. Budget Impact

No budget impact.

E. Proposed Resolution

Be it resolved that the COCC Board of Directors’ hereby approves the COCC 2023 – 28 Strategic Plan indicators as proposed in section A.

PROPOSED INVESTMENT POLICY

Central Oregon Community College Investment Policy

I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by the Central Oregon Community College District (COCC). COCC is an Oregon Community College District whose purpose is to offer educational opportunities to the public. This policy also formalizes the framework, pursuant to ORS 294.135, for COCC's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

COCC's investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. Scope

This policy applies to activities of COCC with regard to investing the financial assets of operating funds, capital funds, bond proceeds and bond reserve funds. Funds managed by COCC that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$30 million and \$70 million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the

Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of COCC. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

i. Governing Body

COCC's Board of Directors will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.155.

ii. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the

investment program in accordance with established written procedures and internal controls is granted to COCC's Vice President of Finance and Operations hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

iii. Investment Committee

COCC's Board of Directors may seek to establish an investment committee to provide guidance to the Investment Officer and monitor investment policy compliance.

iv. Investment Adviser

The Vice President of Finance and Operations may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If COCC hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of COCC.

VI. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives. The broker/dealer selection will follow all COCC Procurement Policies.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
 - A. Be registered with the Securities and Exchange Commission (SEC)
 - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
 - C. Provide most recent audited financials
 - D. Provide FINRA Focus Report filings

- ii. Approved broker/dealer employees who execute transactions with COCC must meet the following minimum criteria:
 - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B. Be licensed by the state of Oregon;
 - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.

- iii. The Investment Officer, with Board approval, may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients.
 - B. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
 - C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - D. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.

- iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions

2. Direct Issuers

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

3. Investment Advisers

A list will be maintained of approved advisers selected by conducting a process of due diligence.

- i. The following items are required for all approved Investment Advisers:
 - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*).
 - B. All investment adviser firm representatives conducting investment transactions on behalf of COCC must be registered representatives with FINRA.
 - C. All investment adviser firm representatives conducting investment transactions on behalf of COCC must be licensed by the state of Oregon.
 - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions
- iii. The Investment Officer, with Board approval, may want to establish guidelines or policy for engaging investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients of a prospective investment adviser firm.
 - B. As part of the periodic due diligence review, inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.
 - C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
 - D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - E. Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

5. Competitive Transactions

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

VII. Administration and Operations

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in COCC's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the Investment Officer. All securities will be evidenced by safekeeping receipts in COCC's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

COCC's Board of Directors are responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the Investment Officer.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
- ii. Control of collusion
- iii. Separation of transaction authority from accounting and record keeping
- iv. Custodial safekeeping
- v. Avoidance of physical delivery of securities whenever possible and address control

- requirements for physical delivery where necessary
- vi. Clear delegation of authority to subordinate staff members
- vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
- viii. Dual authorizations of wire and automated clearing house (ACH) transfers
- ix. Staff training
- x. Review, maintenance and monitoring of security procedures both manual and automated

4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and COCC's policies and procedures.

VIII. Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810.

- *US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.*
- *US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).*
- *Oregon Short Term Fund*
- *Corporate Indebtedness*
 1. *Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.*
 2. *Corporate Bonds*
- *Repurchase Agreements*
- *Municipal Debt*
- *Bankers Acceptances*
- *Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit*
- *Oregon Local Government Intermediate Fund (OLGIF)*

To invest in OLGIF COCC must fulfill the requirements listed below:

- Maintain an existing account with the Oregon Short Term Fund.
- OLGIF listed as an eligible investment in the participant's investment policy.
- Investment policy reviewed by the Oregon Short Term Fund Board.
- Investment policy approved by the participant's governing body.
- Statement of understanding recorded in the participant governing body's minutes as follows and with no deviations:

The governing body of COCC acknowledges the following:

- *Members of this body and investment staff have read and understand the "Oregon Local Government Intermediate Fund Information Pamphlet" provided by Oregon State Treasury;*
- *Investments in OLGIF are subject to loss; and*
- *Investments in OLGIF and divestments from OLGIF may be subject to restriction by Oregon State Treasury.*

2. Approval of Permitted Investments

If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by COCC's Board of Directors.

3. Prohibited Investments

i. Private Placement or "144A" Securities

Private placement or "144A" securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

ii. US Agency Mortgage-backed Securities

US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

iii. Securities Lending

COCC shall not lend securities nor directly participate in a securities lending program.

4. Demand Deposits and Time Deposits

- i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- ii. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

5. Repurchase Agreements

- i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.
- ii. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
- iii. The OSTF Board has adopted the following margins:
 - A. US Treasury Securities: 102%
 - B. US Agency Discount and Coupon Securities: 102%
 - C. Mortgage Backed and Other*: 103%

*Limited to those securities described in ORS 294.035(1)

IX. Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

i. Diversification

It is the policy of COCC to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type, allowed security types and Investment exposure limitations are detailed in the table below.

ii. Recognized Credit Ratings

Investments must have a rating from at least two of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

iii. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA or P1/AA or F1 by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

iv. Exposure Constraints and Minimum Investment Credit Ratings

The following table limits exposures among investments permitted by this policy.

Issue Type	Maximum % Holdings	Minimum Ratings Moody's / S&P / Fitch
US Treasury Obligations	100%	None
US Agency Securities	100%	-
Per Agency (Senior Obligations Only)	33%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Bankers' Acceptances	25%	A1+/P1/F1+
Time Deposits/Savings Accounts/Certificates of Deposit	50%	-
Per Institution	25%	
Repurchase Agreements	5%	-
Corporate Debt (Total)	15%	-
Corporate Commercial Paper	15%	
Per Issuer	2.5%	A1/P1/F1
Corporate Bonds	10%	
Per Issuer	2.5%	Aa/AA/AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1/P1/F1
Municipal Bonds	10%	Aa/AA/AA

v. Determining a Security's Rating

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.

vi. Restriction on Issuers with Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable.

The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or three months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution, or investments maturing in less than 90 days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 90 days	25% or three months Estimated Operating Expenditures
Under 1 year	50%
Under 3 years	100%

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

Issue Type	Maximum % of Issuance (Par)
US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re-investment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be 10%;
- v. The maximum stated final maturity of individual securities in the portfolio shall be three years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 1.5 years.

X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not

invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

XI. Investment of Reserve or Capital Improvement Funds

1. Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of COCC's Board of Directors, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used. These investments will be excluded from the calculation in IX.3.vi.

XII. Guideline Measurement and Adherence

1. Guideline Measurement

Guideline measurements will use market value of investments.

2. Guideline Compliance

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to COCC's Board of Directors.
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure

1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows COCC's Board of Directors to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to COCC's Board of Directors. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end

- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards/ Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

4. Audits

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

XIV. Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed by COCC's Board of Directors at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

3. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved in writing by COCC's Board of Directors.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of COCC's Board of Directors, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

- B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to COCC's Board of Directors for approval.

XV. List of Documents Used in Conjunction with this Policy

(The following is a list of suggested documents that may be used in conjunction with this policy)

- Listing of authorized personnel
- Relevant investment statutes and ordinances
- Description of benchmark(s)
- Master repurchase agreements and tri-party agreements
- Listing of authorized broker/dealers and financial institutions
- Credit studies for securities purchased and financial institutions used
- Safekeeping agreements
- Wire transfer agreements
- Sample investment reports
- Methodology for calculating rate of return
- Broker confirmations and safekeeping receipts

Central Oregon Community College

Investment Internal Controls

Effective Date: [Date]

I. Introduction

Central Oregon Community College (COCC) acknowledges its responsibility as a public institution to safeguard taxpayer funds and comply with laws and regulations governing investment activities. The establishment of robust internal controls for investment activities is imperative for the prudent management of public funds, prevention of fund mishandling, and protection against potential loss. These controls also provide clarity for employees regarding their roles and responsibilities in the investment process, guarding against embezzlement, theft, fraud, and poor decision-making.

This document delineates control objectives, segregation of duties, and procedural controls to guide COCC in the establishment and maintenance of effective internal controls for its investment activities. It is crucial to note that this document may not address all potential circumstances related to establishing internal controls and assessing risks. COCC is responsible for conducting reviews of its practices and processes to identify specific risk areas and establish mitigating controls annually.

II. Control Objectives

The following control objectives are integral to COCC's investment activities:

1. Safeguarding assets from loss through proper authorization and reconciliation functions.
2. Enforcing segregation of duties within transaction processes, custody, and recording functions.
3. Ensuring accurate recording of transactions and events.
4. Fostering a clear understanding among staff regarding their duties, responsibilities, and accountabilities.
5. Documenting investment practices to ensure compliance with state laws and regulations.

III. Controls

Segregation of duties is a cornerstone of effective internal controls, preventing any individual or small group from possessing the authority to initiate, approve, undertake, and review the same actions. The avoidance of incompatible duties, performed by the same individual, is crucial.

Proper segregation of duties offers the following advantages:

- Deterrence of fraud due to the requirement for collusion.
- Increased likelihood of detecting and correcting innocent errors.

A. Segregation of Duties:

1. The Investment Officer has the authority to initiate, evaluate, and approve transactions, while Fiscal Services manages detailed accounting, reconciliations, general ledger entries, and related functions.

2. An independent third-party safekeeping institution is responsible for monitoring investment market values, investment performance, and ensures securities or documents evidencing ownership are maintained.
3. Access to investment applications and functions within programs is restricted to authorized personnel.
4. All investment bank wire transfers require dual signatures or authorizations.

B. Procedural Controls:

1. All transactions and monthly reports are provided to Fiscal Services to perform detailed accounting, reconciliations, general ledger entries, and related functions. Fiscal Services will investigate any unusual reconciling items.
2. A written investment policy is readily accessible.
3. Approval procedures encompass the formal establishment and periodic review of investment policies by the Board of Directors.
4. All investments must follow the Investment Policy and ensure integration of the investment program with cash management and expenditure requirements.
5. Due diligence of broker-dealers, advisors and financial institutions is completed before conducting business.
6. The Board of Directors conducts quarterly evaluations of investment portfolio performance.
7. Approval procedures include competitive bidding for certificate-of-deposit purchases.
8. The Investment Officer possesses the authority to evaluate, purchase, exchange, or sell investments.
9. Combinations and keys to security devices are restricted and updated when personnel change roles.
10. An accounting record/register is maintained by an independent third-party safekeeping institution for each investment, including cost, description, date purchased, interest rate, maturity date, identifying number and market values.
11. Consistent application of current market value is maintained for all investments in all funds.

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

Subject:	Investment Policy
Strategic Plan Connection:	Institutional Efficiency
Prepared by:	Michael LaLonde, VP of Finance and Operations

A. Background

The current Investment Policy is currently outdated and does not follow the Oregon Short-term Investment Board's Sample Investment Policy. The updated policy incorporates all of the applicable Oregon Revised Statutes, clearly defines roles and responsibilities, provides investment guidelines that maximize returns while preserving capital and liquidity, details what investments are permitted, requires annual Board review, allows investment maturities longer than 18 months (if timed with a planned expenditure), defines reporting requirements and benchmarks, and allows for broker/dealer and advisory relationships.

The previous Investment Policy was a College Policy and this policy will now be a Board Policy.

B. Options

- 1) Approve proposed investment policy.
- 2) Do not approve and keep the current investment policy.

C. Timing

Approval of this resolution will immediately implement the new investment policy.

D. Budget Impact

This policy will have a positive impact on the budget by increasing investment income.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the proposed Investment Policy.

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

Subject:	Notification of mileage rate and approval of meal per-diem rates.
Strategic Plan Connection:	Institutional Efficiency
Prepared by:	Cathleen Knutson, Director of Fiscal Services

A. Background

Mileage Rate: The College's general business procedures (B-2-6.1) require the Board be notified of the personal car mileage rate annually. The College follows the approved federal mileage rate established by the Internal Revenue Service (IRS). The IRS's standard mileage rate is based on an annual study of the fixed and variable costs of operating an automobile. The federal mileage rate for 2024 increased to 67 cents (\$0.67) per mile from the 2023 rate of 65.5 cents (\$0.655) per mile.

Meal Per-Diem Rates: General business procedures (B-2-6.1) require the reimbursement for the cost of employee meals shall be at the rate established by the Board. The College follows the U.S. General Services Administration (GSA) standard rates for Oregon's in-state per-diem rates. The out-of-state meal per-diem rates represent 125% of Oregon's in-state meal per-diem rates. There are no requested changes to the proposed in-state and out-of-state per-diem rates provided below:

	In-State Rates*	Out-of-State Rates**
Breakfast	\$13.00	\$16.00
Lunch	\$15.00	\$18.00
Dinner	\$26.00	\$32.00
Total	\$54.00	\$66.00
* In-State rates reflect the GSA Federal standard rates for Oregon		
** Out-of-State rates are 125% of GSA Federal in-state rates for Oregon		

B. Options

- 1) Approve proposed mileage and meal per-diem rates
- 2) Do not approve proposed mileage and meal per-diem rates

C. Timing

Approval of this resolution will allow the updated federal mileage rate and continued use of GSA's standard meal per-diem rates for Oregon in 2024.

D. Budget Impact

Costs associated with the mileage rate and meal per-diem rates will be managed within the adopted budget.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed mileage and meal per-diem rates presented in Section A.



Central Oregon Community College Board of Directors: Board Resolution

Subject	ABS Faculty Contract Extension 2024-2025
Strategic Plan Theme(s) and Objectives	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goals. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Sharla Andresen, Director of Contracts/Risk Management Laura Boehme, Chief Information/Human Resources Officer

A. Action Under Consideration

Approval of the 2024-2025 COCC/Adult Basic Skills Instructor Oregon School Employees Association (OSEA) Chapter 700 one-year economic Contract extension.

B. Background

Recognizing that the current COCC/Adult Basic Skills Instructor OSEA Chapter 700 contract expires on June 30, 2024, representatives of the College and the Adult Basic Skills Instructors/OSEA Chapter 700 met and agreed to a one-year economic Contract extension.

Administrative team members were: Sharla Andresen, Director of Contracts/Risk Management (chair) and Laura Boehme, Chief Information/Human Resources Officer.

Adult Basic Skills team members were: Amy Stinard, ABS Instructor and Brian Hanson, OSEA Chapter 700 representative.

The teams reached an agreement on November 21, 2023 and the Adult Basic Skills Instructors voted to approve the Contract extension on December 7, 2023.

C. Agreement

All terms and conditions of the current Adult Basic Skills Instructors/Oregon School Employees Association chapter 700 Contract will remain in full force and effect until June 30, 2025.

D. Budget Impact

The one-year (2024-2025) economic Contract extension includes an on average 5.63% salary increase for all Adult Basic Skills Instructors salaries and affects the budget by approximately \$21,591. The College has sufficient funds to cover this increase.

E. Options/Analysis

1. Approve the 2024-25 Adult Basic Skills Instructor one-year economic Contract extension as negotiated.
2. Decline to approve the 2024-25 Adult Basic Skills Instructor one-year economic Contract extension as negotiated.

F. Timing

The term of the current agreement is July 1, 2023 through June 30, 2024. The College seeks Board approval of the negotiated economic contract extension at the January 2024 Board meeting to allow budgeting for the July 1, 2024 through June 30, 2025 academic year.

F. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 2024-2025 economic Contract extension between COCC and the Adult Basic Skills Instructors/Oregon School Employees Association Chapter 700, as negotiated.



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

Subject:	Madras Lots (Miller Lumber land and building)– Surplus Declaration and Selection of Realtor
Strategic Plan Connection:	Institutional Efficiency
Prepared By:	Michael LaLonde, Paul Taylor

A. Background

The College owns the commercial property located at 35 SE 6th Street in Madras, Oregon (Lots 1, 2, 3, 4, 13, 14, 15 and 16, Block 10, MAP OF PALMAIN, Jefferson County Oregon) totaling approximately 40,000 sq. ft. (.92 ac.) with an average quality retail warehouse building that contains 4,850 sq. ft. of gross building area. There are also four 3-sided material storage sheds on site totaling 5,578 sq. ft. (collectively, the “Property”). The Property is identified as Jefferson County Assessor’s Map/Tax Lot: 11-13-12-BB-01100. This Property was originally acquired by the College in 2023 through a donation from Charley Miller of Adelbert, LLC/Miller Lumber. According to a Payne Appraisal Services LLC Appraisal Report, the Property has an appraised value of \$410,000.

The Property is not currently used for educational or other purposes, and the College has no current plans to make such use of the Property in the foreseeable future. The College would like to sell the Property and enter into a listing agreement with Joe McDonald of Dreams Realty Group LLC (“Dreams Realty”). Dreams Realty has offered to accept a commission of \$1.00 if the buyer is not represented, or is also represented by Dreams Realty. If the buyer is represented by a broker who is not affiliated with Dreams Realty, a commission of up to 2.5% of the purchase price would likely be payable to the buyer’s broker.

Pursuant to ORS 271.310, whenever any political subdivision of the State of Oregon possesses or controls real property not needed for public use, or whenever the public interest may be furthered, the political subdivision may sell all or any part of the political subdivision’s interest in the property to a governmental body or private individual or corporation. The consideration for the transfer may be cash or real property, or both.

The proposed listing agreement is a Personal Services Contract, as defined in CCR.104 of the Community College Rules of Procurement (as adopted by the College). Pursuant to CCR.250(I.) (2) (as amended by CCR.312), the College may waive the requirement for a competitive selection process and directly negotiate a Personal Services Contract, if the contract price is not more than the Minimum Threshold. (As provided in CCR.312, the Minimum Threshold is \$75,000.) At the percentage proposed by Dreams Realty, any commission payable upon sale of the Property will be far less than the Minimum Threshold. Dreams Realty has prior knowledge of the Property and waiver of the requirement for a competitive selection process will allow the College to place the Property on the market immediately.

B. Options/Analysis

Approve the proposed resolution below.

Decline approval of the proposed resolution below.

C. Timing

The Property would be publicly marketed for sale immediately. Any offers will be considered by the Real Estate Committee, who will forward their recommendations to the full COCC Board of Directors for consideration.

D. Budget Impact

The College owns the Property free and clear of monetary encumbrances, and will receive all sale proceeds in excess of the commission to Dreams Realty (or a separate buyer's broker) and other ordinary seller-paid costs.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors: (i) finds that the Property is not needed for public use and that the public interest may be furthered by sale of the Property; (ii) waives the requirement for a competitive selection process to screen and select a real estate broker to market the Property for sale; and (iii) authorizes President Chesley or her designee to directly negotiate and enter into a listing agreement with Joe McDonald of Dreams Realty Group LLC, all in such form and substance as the President, or the President's designee, and the College's legal counsel deem necessary or appropriate.