



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.				
	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Metcalf
	IV. Agenda Changes			Krenowicz
	V. Public Comment			Krenowicz
	VI. Adjourn to Budget Committee Meeting			Krenowicz
	1. Budget Committee Meeting	6a-e*		Harr
	VII. Adjourn to Open Session			Krenowicz
	VIII. Consent Agenda***		X	Krenowicz
	1. Regular Meeting Minutes (4.10.24)	8a.1-10*		Matthews ^A
	IX. Information Items			
	1. Monthly Budget Status	9a.1-4*		LaLonde ^A
	2. New Hire Reports	9b.1-2*		Boehme ^A
	X. New Business			
	1. Academic Program Discontinuations	10a.1-2*	X	Hamlin ^A
	2. Disc Golf Course Proposal	10b.1-12*	X	LaLonde ^A
	XI. Board of Directors' Operations			Krenowicz
	1. Board Member Activities			
	XII. President's Report			Chesley
	XIII. Dates			Krenowicz
	1. Thursday, May 9 – Jungle Run – Mazama Field – Race Starts at 5:30 p.m.			
	2. Tuesday, May 14 – Chandler Lecture Series: Author Linda Tamura – Wille Hall at 6:30 – 8:30 p.m.			
	3. Thursday, May 16 – Storm the Stairs – Mazama Field – Race Starts at 5:30 p.m.			
	4. Friday, May 17 – Health Careers Expo – Health Careers Center at 10:00 a.m. – 1:30 p.m.			
	5. Saturday, May 18 – First Nations Student			

* 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.

Union Salmon Bake – Mazama Field at
11:00 a.m. – 3:00 p.m.

6. Friday, May 24 and June 7 – Student Success
Committee Meetings – BEC Boardroom
at 2:00 p.m.
7. Monday, May 27 – Closed for Memorial Day
8. Wednesday, May 29 – Real Estate Committee
Meeting – via Zoom at 4:30 p.m.
9. Friday, May 31 – Precious Byrd Concert Benefit
for ASCOCC Food Bank – Mazama Field at
6:00 – 8:30 p.m.
10. Wednesday, June 12 – Board of Directors’
Meeting – Crook County Open Campus,
Prineville, Room 119 at 5:45 p.m.
11. Saturday, June 15 – Commencement – Mazama
Field (Time TBA)
12. Friday, June 21 – Board of Directors’ Summer
Retreat – Crook County Open Campus, Prineville,
Conference Room 112 (Time TBA)

XIV. Adjourn to Executive Session	Krenowicz
ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions	
ORS 192.660 section 1, subsection i, Performance Evaluation of CEO	
XV. Adjourn to Open Session	Krenowicz
XVI. Open Session	Krenowicz
XVII. Adjourn	Krenowicz

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

COCC Land Acknowledgement

(Condensed Version)

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



2600 NW College Way
 Bend, OR 97703
 cocc.edu

COCC Budget Committee Meeting Agenda

Wednesday, May 8, 2024

5:45 pm

Boyle Education Center Boardroom/YouTube

	<u>EXHIBIT</u>	<u>ACTION</u>	<u>PRESENTER</u>
I. Call to Order			Harr
II. Consent Agenda			Matthews
a. April 10 Meeting Minutes	6b.1-7	X	
III. 2024-25 Proposed Non-General Fund Budget			LaLonde
a. Non-General Fund Budgets	6c.1-30		
b. Presentation	6d.1-31		
IV. Budget Approval			
a. Resolution to Approve the 24-25 Budget	6e	X	LaLonde
V. Adjourn			Harr



COCC Budget Committee Meeting Minutes

Wednesday, April 10, 2024

5:45 pm

Boyle Education Center Boardroom/YouTube

	<u>EXHIBIT</u>	<u>PRESENTER</u>
I. Call to Order		Detweiler
a. Roger Detweiler asked if the Budget Committee members present had a quorum.		
b. Laurie Chesley asked legal counsel Mark Reinecke whether the Board members and non-Board members from the Budget Committee present were a quorum.		
c. Reinecke confirmed.		
II. Election of Chair and Vice Chair		Detweiler
a. Motion for Debi Harr to be appointed Chair.		
i. 1 st : Alan Unger		
ii. 2 nd : Erin Foote Morgan		
iii. Motion approved by all members present.		
b. Motion for Roger Detweiler to be appointed Vice Chair.		
i. 1 st : Laura Craska Cooper		
ii. 2 nd : Alan Unger		
iii. Motion approved by all members present.		
III. President's Budget Remarks		Chesley
a. This year's budget process worked under the same guiding principles for many years, including disciplined and thoughtful spending, conservative projections on matters like enrollment, conservative budgeting, and not approving every funding request. Chesley clarified that all of the requests that the Finance Internal Advisory Team (FIAT) receives are valid and none of them are frivolous. The Senior Leadership Team (SLT) asks whether the timing of a request is appropriate, whether the person asking has double-checked their budget to see if they already have the funds they need, whether another department's budget has room for this request, and how we can reallocate to make requests happen. They also seek to keep tuition steady and do not want to increase the tuition rate excessively. Chesley expressed gratitude for Michael LaLonde joining COCC and giving his fresh perspective		

on the college's budget.

6b.2

- b. Detweiler added his appreciation for LaLonde being available to meet with Budget Committee members individually to answer their questions. He also complimented LaLonde for developing the college's reserve policy.
- c. LaLonde explained the timeline of COCC's annual budget process.
 - i. In October, the college calculates fringe benefits and reviews information from the Oregon Public Employees Retirement Program (PERS). Fiscal Services also shares their request forms for all of COCC's employees to use. In November, they run a budgeted versus actual salaries report and review it to determine whether departments have any vacant positions and of they intend to fill them.
 - ii. In December, they roll the budget, meaning they incorporate all of the current positions and recurring annual expenses into the new budget. Nonrecurring expenses are not included in this process. They then incorporate any salary increases from contracts or any increase that is expected based on a market study or similar factors.
 - iii. In January through March, the FIAT meets three or four times to review every request and rate them based on the amount of funds requested, how many people it might impact, and other factors. Even if the cost is high and it could impact the entire college, it still could be considered a reasonable request. There is also a Facilities Advisory Committee that reviews the costs for any facilities related requests, including painting, repairs and replacements. LaLonde also forecasts revenues for the coming fiscal year by monitoring State legislation, real estate values, tuition and other factors. The SLT then reviews all recommendations, determines priorities, and makes a recommendation to the Budget Committee.
- d. Erin Foote Morgan asked what the process of making a budget request looks like.
 - i. LaLonde said that an employee would fill out a form and submit it to the FIAT to review.
 - ii. Chesley added that the requesting employee's SLT member must approve the request before it is submitted to the FIAT.

IV. 2024-25 Proposed General Fund Budget

LaLonde

- a. Proposed General Fund Budget 7b.1-13
 - i. This is COCC's general operating fund. Normal revenue (state aid, property taxes, tuition and fees, lease income and interest) comes in, then all of the usual expenses (instruction, institutional support, student services, etc.) are reflected. The goal is to be as accurate as possible in forecasting revenue and creating a budget that could impact as many people as possible. Activity designated or required to be accounted for in a specific fund are in a non-general fund, such as auxiliary funds, the bookstore or student housing. Those budgets are reviewed every May. After two Budget Committee meetings, they are presented to the Board for final approval at their June meeting.
 - ii. LaLonde provided a five-year projection as required by the Board's policies.
- b. Proposed General Fund Expenditures by Object Class. 7c.1-8
 - i. LaLonde developed a new reserve policy after joining COCC based

on recommendations from the Government Financial Officers Association and a risk analysis for COCC, including liquidity needs, potential threats of tuition revenue loss or state funding loss, and potential hazards such as wildfires. LaLonde calculated a range of 29-35% to be appropriate.

- ii. Chesley reminded everyone that this review that LaLonde presented was requested during last year's non-general fund Budget Committee meeting. When the reserves were as high as 24%, the Board asked whether a tuition increase was necessary. This required further analysis that LaLonde provided.
 1. Laura Craska Cooper added that this was extensively discussed at last year's Board retreat.
- iii. LaLonde explained that, if the reserve decreases below 29%, COCC must formulate a plan to return to this rate within two years. If the reserve increases above 45%, any additional funds would be transferred to the capital projects fund, which would be used to pay for any deferred maintenance, construction projects, or other strategic investments on COCC's campuses. The capital projects fund could also be used to support larger projects like the Madras campus expansion and the proposed upgrades to the Redmond campus. All funds come from revenue over expenditures and should not be used for regular operating purposes without Board approval. It also allows COCC to test new programs for a number of years before securing permanent funding from the general fund.
 1. Chesley added that the new reserve policy expands what reserve funds could be used for. Initially, they were only used in response to risks, but LaLonde's research has found that it can also be used to try new programs or pay for large expenses.
- iv. In the 2024 fiscal year, COCC is expected to receive \$4.4 million more in revenue than expected. This was the result of increased tuition and state aid, as well as significant interest from investments.
 1. Debi Harr asked why state aid had increased. Chesley recalled COCC using a conservative budget for state aid and the legislature was still finalizing the state budget when COCC made this estimate. The legislature ended up funding a higher number for the community colleges to share than COCC expected. COCC could have had a deficit of \$3 million if all of the appropriated funds were spent and revenue was what was expected.
- v. However, the appropriated amount is expected to be underspent due to employee turnover, budgeting at the highest insurance rates for every employee when many select a lower cost plan, and positions that can remain unoccupied for extended periods of time. Overall, COCC is expected to save \$4.4 million from the appropriation. With the additional revenue, which is expected to total \$4.4 million, COCC would be at 30.8% reserves.
 1. Foote Morgan asked if that meant that 1% would be transferred

- or if it was up to the Committee to decide. Overall, COCC is expected to save \$4 million from appropriation. With the additional revenue, which is expected to total \$4.4 million
2. LaLonde said it would be their choice, noting there were some deferred maintenance projects that could receive funding.
 3. Krenowicz asked what would happen if the reserve reached 46%.
 4. LaLonde said that any funds over 45% in reserve *must* be transferred to the Capital Projects Fund according to the new policy.
- vi. Enrollment had increased by 7-10% this year in full-time equivalent students as compared to the previous academic year. As with most community colleges, COCC has seen a decline in enrollment since 2012. Headcount has decreased by 4% compared to last year, which means fewer students were taking more classes.
- vii. Later in the general Board meeting, LaLonde would recommend an increase in tuition (not fees) for in-district students of 2.54% (\$3.00) and for out-of-district students of 2.82% (\$4.00). No changes in fees were recommended.
1. For all of Oregon's community colleges, the average increase in tuition from the 2023 to 2024 fiscal years will likely be around 4.2%.
 2. With this proposed increase in tuition and a comparison to the reported budgets for the other colleges, COCC was forecasted to be the fourth most affordable community college in Oregon for the 2024-25 academic year. The average increase in tuition statewide rounded to 2.5%.
 3. Chesley pointed out that different schools charge different fees, depending on their individual histories, traditions and philosophies. She did not recall COCC's fees increasing in recent years outside of the technology fees.
 4. Moore added that other colleges may charge their students a flat rate, whereas COCC charges based on a student's district of origin and credit/non-credit courses. Certain courses like Aviation or Culinary Arts may require additional fees.
- viii. COCC is forecasting property taxes increasing 5% per year, enrollment increasing 1% per year, tuition increasing 3% per year and state aid increasing 3% per year.
- ix. Property taxes in Jefferson and Crook Counties increased faster than Deschutes County in the 2024 fiscal year. (Deschutes' property taxes increased 5.6%.)
1. Foote Morgan asked whether further increases were expected as a result of new data centers being built.
 2. LaLonde expected this to be the case. He was told the data centers would come onto the roll in the coming year. (LaLonde checked this and they will not be coming on the tax rolls until 2027.) The amount of construction happening in Deschutes County could lead to increased taxes as well.

- x. The state funding formula is determined by the Higher Education Coordinating Commission (HECC) first by receiving the approved funding from the state legislature. HECC then calculates the base rate for all community colleges, which is funding to ensure the smaller colleges receive enough funding to operate. HECC then uses a weighted average of FTE for the past three years for each college and divides the individual community college's weighted FTE by the total FTEs of all colleges. This ratio is then multiplied by the remaining state aid provided by the legislature minus the base funding. They then add this amount to the property taxes for that college to arrive at Total Public Resources without the base funding. The base funding is then added to this total to arrive at Total Public Resources with the base funding. The property taxes for each college are then deducted to arrive at the Community College Support Fund resources for each community college.
- c. Summary of General Fund Transfers
 - i. LaLonde moved some surplus funds from non-general funds to the general fund, enough to cover COCC's budget and ensure the general fund reserve is within the 29-45% range.
 - ii. Salary increases of 4.69% were given to all of COCC's faculty, classified, administrator and confidential employees at the start of the 2024 fiscal year. A salary study was also being discussed at the time of this meeting. The results will determine salaries for administrators for the 2025 fiscal year. Classified employees will also renegotiate their contract in the coming year.
 - iii. Health insurance rates have increased 4%.
 - iv. Payroll assessment is at 38%, but could increase past 40% depending on how much PERS ends up costing. The State targets 6.9% return every year, but they only made 5.9% in 2023 and lost money the year before. Their analysis is based on their financial return, so if the result is less than they expected, they will have to charge governments more in order to pay for it.
 - v. LaLonde shared projections for the next five years compared to the 2022 – 2024 fiscal years. While COCC has seen a steady increase in revenue, he expects it will be less than what the college experienced this year.
 - vi. Since COCC had a positive bottom line in the previous year, LaLonde planned to take a similar approach by appropriating \$65 million, even though they expected \$62 million in revenue, because he expected the college to save quite a bit of money in the coming year.
 - vii. Craska Cooper asked about a missing revenue line for the new budget and asked whether that had to do with LaLonde's projections based on actual revenue brought in during the previous year, rather than how it was budgeted. While she concurred with this strategy, she suggested adding a column to the spreadsheet for projections.
 - viii. Foote Morgan asked if LaLonde's summary was that COCC has more funds in total than the previous fiscal year. LaLonde offered to provide a more detailed summary at the next meeting.
 - ix. Craska Cooper requested to receive a printed version of LaLonde's

- PowerPoint presentation, as well as a printout of his upcoming presentation prior to the next meeting. She also requested a list of specific budget items that increased or decreased by more than 10%.
- x. Craska Cooper asked if surplus from non-general funds could be transferred into the college's reserve, rather than the general fund.
 1. LaLonde said he had considered this and found it would be more transparent to transfer to the general fund because it would be easier to track.
 2. Craska Cooper asked if LaLonde could confirm that additional funds in the general fund were not authorized for spending, only what has been budgeted. LaLonde confirmed.
 - xi. One of the largest changes to the general fund's budget was salary and benefits increases. Only four new positions were approved this year: a digital content editor, a payroll/benefits position, an LGBTQ+ coordinator and an ADA position.
 - xii. Another major expenditure was utilities increasing by \$560,000. This was because the budget had not been increase for a number of years and we have been overspending the budget by a significant amount. LaLonde pointed out that budgets often remain unchanged if no requests are sent to the FIAT, though he acknowledged that this might not be the best practice in light of inflation.
 - xiii. Other new expenses included IT disaster recovery fees, software renewal fees, an air-cooling unit for the servers, elevator modernization in the library and Boyle Education Center, a new boiler in Modoc Hall, and HVAC engineering for the Middleton Science and Health Careers Centers.
 - xiv. Regular spending from the general fund has remained steady from the previous fiscal year.
 - xv. The guiding principles for the general fund are to maintain a conservative approach to budget development and a disciplined approach to spending, provide accessibility and affordability, use grant funds strategically, and make needed investments to employee wages, facilities and technology.
 1. Chesley added that the plan for technology investments was for both quality and safety, which meant investing specifically in cybersecurity.
 - xvi. Foote Morgan asked what LaLonde recommended the Committee do in order to prepare for their next meeting. LaLonde said he would discuss this with COCC's Controller Kathleen Knutson and offered to prepare a written explanation of the budget.
 - xvii. Erica Skatvold noted that the Budget Committee had three meetings per year in the past. Chesley was open to the idea of adding a third meeting to next year's calendar if they found that helpful.
 - xviii. Foote Morgan asked whether a decision had been made regarding LaLonde's recommendations for the college's reserve.
 1. LaLonde explained that the funds to be transferred to capital projects were already included in the budget. He did expect large recommendations for transfers to the Capital Projects

Fund in the next few years.

V. Next Meeting: May 8, 2024, 5:45 pm – Boyle Education Center Boardroom

Harr

6b.7

VI. Adjourn

Harr

**Central Oregon Community College
2024-25 Budget**

Debt Service Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Resources				
Beginning Fund Balance	\$ 381,854	\$ 381,854	\$ 389,903	\$ 294,655
Tax Revenue - Current	3,624,603	3,624,603	3,093,424	3,281,966
Tax Revenue - Prior	65,472	65,472	70,000	70,000
PERS Reserve Charge	1,339,258	1,339,258	1,481,542	1,552,301
Interest Income	140	140	3,831	6,772
Misc Income	74,060	74,060		
Transfers In	1,263,988	1,263,988	1,155,000	1,168,329
Total Resources	\$ 6,749,375	\$ 6,749,375	\$ 6,193,700	\$ 6,374,023
Requirements				
Principal Payments	\$ 3,230,839	\$ 3,230,839	\$ 4,140,000	\$ 4,485,000
Interest Payments	2,837,606	2,837,606	1,609,847	1,431,030
Materials and Services	69,135	69,135	600	600
Ending Fund Balance	611,795	611,795	443,253	457,393
Total Requirements	\$ 6,749,375	\$ 6,749,375	\$ 6,193,700	\$ 6,374,023

Central Oregon Community College
2024-25 Budget

Debt Service Fund - Resources and Requirements by Issue

	2010 General Obligation Bonds	2003 Pension Obligation Bonds	2014 FFC Obligation Bonds	Fiscal Year 2024-25 PROPOSED Budget
Resources				
Beginning Fund Balance	\$ 262,555		\$ 32,100	\$ 294,655
Tax Revenue - Current	3,281,966			3,281,966
Tax Revenue - Prior	70,000			70,000
PERS Reserve Charge		1,552,301		1,552,301
Interest Income	5,308		1,464	6,772
Transfers In			1,168,329	1,168,329
Total Resources	\$ 3,619,829	\$ 1,552,301	\$ 1,201,893	\$ 6,374,023
Requirements				
Principal Payments	\$ 2,475,000	\$ 1,270,000	\$ 740,000	\$ 4,485,000
Interest Payments	720,400	282,301	428,329	1,431,030
Materials and Services			600	600
Ending Fund Balance	424,429		32,964	457,393
Total Requirements	\$ 3,619,829	\$ 1,552,301	\$ 1,201,893	\$ 6,374,023

**Central Oregon Community College
2024-25 Budget**

Capital Projects Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Resources				
Beginning Fund Balance	\$ 5,388,806	\$ 8,702,692	\$ 6,117,289	\$ 6,979,530
Other Income	552,327	1,070,460	13,000,000	12,040,000
Interest Income	2,296	157,862	51,769	
Transfers In	1,084,457	2,623,589	977,400	2,070,000
Total Resources	<u>\$ 7,027,886</u>	<u>\$ 12,554,603</u>	<u>\$ 20,146,458</u>	<u>\$ 21,089,530</u>
Requirements				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,170,361	601,476	2,106,205	561,951
Capital Outlay	806,743	990,194	15,583,035	17,518,000
Transfers Out	200,000	999,066	25,000	-
Ending Fund Balance	4,850,782	611,956	2,432,218	3,009,579
Total Requirements	<u>\$ 7,027,886</u>	<u>\$ 3,202,692</u>	<u>\$ 20,146,458</u>	<u>\$ 21,089,530</u>

**Central Oregon Community College
2024-25 Budget**

Capital Projects Fund - Resources and Requirements by Project

	91401 New Construction & Renovation	92402 Repair and Replacement	91423 Bookstore Construction	92403 Life Cycle Technology Replacement	93403 IT Server/ Infrastructure	93402 Capital Equipment Fund
Resources						
Beginning Fund Balance	\$ 534,000	\$ 1,769,000	\$ 135,440	\$ 200,000	\$ 610,000	\$
Other Income						
Interest Income						
Transfers In	200,000	247,000		500,000	250,000	738,000
Total Resources	<u>\$ 734,000</u>	<u>\$ 2,016,000</u>	<u>\$ 135,440</u>	<u>\$ 700,000</u>	<u>\$ 860,000</u>	<u>\$ 738,000</u>
Requirements						
Personnel Services	\$	\$	\$	\$	\$	\$
Materials and Services	200,000	247,746	40,000	28,000		
Capital Outlay	200,000	1,000,000		500,000	250,000	738,000
Transfers Out						
Ending Fund Balance	334,000	768,254	95,440	172,000	610,000	
Total Requirements	<u>\$ 734,000</u>	<u>\$ 2,016,000</u>	<u>\$ 135,440</u>	<u>\$ 700,000</u>	<u>\$ 860,000</u>	<u>\$ 738,000</u>

**Central Oregon Community College
2024-25 Budget**

Capital Projects Fund - Resources and Requirements by Project

	93410 Instructional Equipment	91416 Campus Center Building	91417 Madras Center	93401 Higher Ed Bldg. Maint and Repair	91418 Real Estate Development	Miscellaneous Projects	Fiscal Year 2024-25 PROPOSED Budget
Resources							
Beginning Fund Balance	\$ 30,000	\$ 400,000	\$ -	\$ 298,590	\$ 2,800,000	\$ 202,500	\$ 6,979,530
Other Income			12,000,000		40,000		12,040,000
Interest Income							-
Transfers In	35,000					100,000	2,070,000
Total Resources	<u>\$ 65,000</u>	<u>\$ 400,000</u>	<u>\$ 12,000,000</u>	<u>\$ 298,590</u>	<u>\$ 2,840,000</u>	<u>\$ 302,500</u>	<u>\$ 21,089,530</u>
Requirements							
Personnel Services	\$	\$	\$	\$	\$	\$	\$
Materials and Services					10,000	36,205	561,951
Capital Outlay	35,000	300,000	12,000,000	200,000	2,200,000	95,000	17,518,000
Transfers Out							-
Ending Fund Balance	30,000	100,000		98,590	630,000	171,295	3,009,579
Total Requirements	<u>\$ 65,000</u>	<u>\$ 400,000</u>	<u>\$ 12,000,000</u>	<u>\$ 298,590</u>	<u>\$ 2,840,000</u>	<u>\$ 302,500</u>	<u>\$ 21,089,530</u>

**Central Oregon Community College
2024-25 Budget**

Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Wickiup Hall				
Resources				
Beginning Net Working Capital	\$ 1,643,043	\$ 1,999,692	\$ 173,590	\$ -
Other Income	15,325	13,000	4,500	4,500
Room Fee	1,994,225	2,045,967	2,184,182	2,216,014
Interest Income	214	14,230	1,000	1,000
Transfers In				
Total Resources	\$ 3,652,807	\$ 4,072,889	\$ 2,363,272	\$ 2,221,514
Requirements				
Personnel Services	\$ 237,174	\$ 259,231	\$ 404,996	\$ 439,527
Materials and Services	151,953	142,375	189,906	192,090
Capital Outlay		1,446		75,000
Transfers Out	1,263,988	1,157,743	1,244,817	1,258,329
Ending Net Working Capital	1,999,692	2,512,094	523,553	256,568
Total Requirements	\$ 3,652,807	\$ 4,072,889	\$ 2,363,272	\$ 2,221,514
Residence Hall Building Reserve				
Resources				
Beginning Net Working Capital	\$ 500,528	\$ 477,993	\$ 412,533	\$ 334,668
Interest Income	201	13,191	2,135	2,135
Total Resources	\$ 500,729	\$ 491,184	\$ 414,668	\$ 336,803
Requirements				
Materials and Services	\$ 22,736	\$ 54,591	\$ 100,000	\$ 100,000
Transfers Out				
Ending Net Working Capital	477,993	436,593	314,668	236,803
Total Requirements	\$ 500,729	\$ 491,184	\$ 414,668	\$ 336,803

Central Oregon Community College
2024-25 Budget

Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Residence Hall Summer Programs				
Resources				
Beginning Net Working Capital	\$ 156,193	\$ 176,533	\$ 172,927	\$ 194,000
Program Income	23,251	22,775	130,000	130,000
Interest Income	66	5,455	765	765
Total Resources	\$ 179,510	\$ 204,763	\$ 303,692	\$ 324,765
Requirements				
Personnel Services	\$ 416	\$ 2,633	\$ 2,624	\$ 2,624
Materials and Services	2,561	1,096	72,000	72,000
Transfers Out			40,000	
Ending Net Working Capital	176,533	201,034	189,068	250,141
Total Requirements	\$ 179,510	\$ 204,763	\$ 303,692	\$ 324,765

**Central Oregon Community College
2024-25 Budget**

Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Juniper Hall Operations				
Resources				
Beginning Net Working Capital	\$ 208,819	\$ 208,905	\$ 208,319	\$ 208,905
Program Income				
Interest Income	86	804		
Total Resources	<u>\$ 208,905</u>	<u>\$ 209,709</u>	<u>\$ 208,319</u>	<u>\$ 208,905</u>
Requirements				
Personnel Services	\$	\$	\$	\$
Materials and Services				
Transfers Out		1,390	100,000	
Ending Net Working Capital	208,905	208,319	108,905	208,905
Total Requirements	<u>\$ 208,905</u>	<u>\$ 209,709</u>	<u>\$ 208,905</u>	<u>\$ 208,905</u>
Food Service Operations				
Resources				
Beginning Net Working Capital	\$ 995,149	\$ 1,267,754	\$ 1,397,879	\$ 1,750,000
Food Services	1,402,696	1,503,871	1,594,800	1,628,872
Interest Income	431	40,620	10,000	10,000
Total Resources	<u>\$ 2,398,276</u>	<u>\$ 2,812,245</u>	<u>\$ 3,002,679</u>	<u>\$ 3,388,872</u>
Requirements				
Personnel Services	\$ 84,243	\$ 93,656	\$ 94,601	\$ -
Materials and Services	1,046,279	1,122,043	1,378,500	1,378,500
Capital Outlay		34,676	200,000	200,000
Transfers Out			250,000	
Ending Net Working Capital	1,267,754	1,561,870	1,079,578	1,810,372
Total Requirements	<u>\$ 2,398,276</u>	<u>\$ 2,812,245</u>	<u>\$ 3,002,679</u>	<u>\$ 3,388,872</u>

Central Oregon Community College
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Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Bookstore				
Resources				
Beginning Net Working Capital	\$ 1,540,324	\$ 1,483,479	\$ 960,853	\$ 880,423
Bookstore Sales	747,042	881,888	950,000	875,000
Program Income				1,000
Interest Income	461	36,697	461	
Transfers In	200,000			
Total Resources	<u>\$ 2,487,827</u>	<u>\$ 2,402,064</u>	<u>\$ 1,911,314</u>	<u>\$ 1,756,423</u>
Requirements				
Personnel Services	\$ 350,953	\$ 376,863	\$ 417,967	\$ 445,572
Materials and Services	653,395	701,517	790,000	642,500
Capital Outlay		27,672	20,000	20,000
Transfers Out				200,000
Ending Net Working Capital	1,483,479	1,296,012	683,347	448,351
Total Requirements	<u>\$ 2,487,827</u>	<u>\$ 2,402,064</u>	<u>\$ 1,911,314</u>	<u>\$ 1,756,423</u>

**Central Oregon Community College
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Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Enterprise Fund Total				
Resources				
Beginning Net Working Capital	\$ 5,044,056	\$ 5,614,356	\$ 3,326,687	\$ 3,367,996
Program Income	4,182,539	4,467,501	4,863,482	4,855,386
Interest Income	1,460	110,997	14,361	13,900
Transfer In	199,999			
Total Resources	<u>\$ 9,428,054</u>	<u>\$ 10,192,854</u>	<u>\$ 8,204,530</u>	<u>\$ 8,237,282</u>
Requirements				
Personnel Services	\$ 672,786	\$ 732,383	\$ 920,188	\$ 887,723
Materials and Services	1,876,924	2,021,622	2,530,406	2,385,090
Capital Outlay	0	63,794	220,000	295,000
Transfers Out	1,263,988	1,159,133	1,634,817	1,458,329
Ending Net Working Capital	5,614,356	6,215,922	2,899,119	3,211,140
Total Requirements	<u>\$ 9,428,054</u>	<u>\$ 10,192,854</u>	<u>\$ 8,204,530</u>	<u>\$ 8,237,282</u>

Central Oregon Community College
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Internal Service Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Centralized Services				
Resources				
Beginning Fund Balance	\$ 113,574	\$ 104,802	\$ 110,346	\$ 15,752
User Charges	31,631	21,067		
Interest Income	50	3,121		
Total Resources	<u>\$ 145,255</u>	<u>\$ 128,990</u>	<u>\$ 110,346</u>	<u>\$ 15,752</u>
Requirements				
Personnel Services	\$ 14,040	\$ 12,590	\$ -	\$ -
Materials and Services	6,694			
Capital Outlay				
Transfers Out		5,000	100,000	15,752
Ending Fund Balance	124,521	111,400	10,346	-
Total Requirements	<u>\$ 145,255</u>	<u>\$ 128,990</u>	<u>\$ 110,346</u>	<u>\$ 15,752</u>
Copier Activities				
Resources				
Beginning Fund Balance	\$ (31,807)	\$ (23,375)	\$ (3,880)	\$ -
User Charges	56,797	76,749	85,000	85,000
Interest Income				
Total Resources	<u>\$ 24,990</u>	<u>\$ 53,374</u>	<u>\$ 81,120</u>	<u>\$ 85,000</u>
Requirements				
Materials and Services	\$ 48,365	\$ 57,254	\$ 60,000	\$ 70,000
Capital Outlay			1,000	1,000
Transfers Out				
Ending Fund Balance	(23,375)	(3,880)	10,120	14,000
Total Requirements	<u>\$ 24,990</u>	<u>\$ 53,374</u>	<u>\$ 71,120</u>	<u>\$ 85,000</u>

Central Oregon Community College
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Internal Service Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Internal Service Fund Total				
Resources				
Beginning Fund Balance	\$ 81,767	\$ 81,427	\$ 106,466	\$ 15,752
User Charges	88,428	97,816	85,000	85,000
Interest Income	50	3,121	-	-
Total Resources	\$ 170,245	\$ 182,364	\$ 191,466	\$ 100,752
Requirements				
Personnel Services	\$ 14,040	\$ 12,590	\$ -	\$ -
Materials and Services	55,059	57,254	60,000	70,000
Capital Outlay	-	-	1,000	1,000
Transfers Out	-	5,000	100,000	15,752
Ending Fund Balance	101,146	107,520	20,466	14,000
Total Requirements	\$ 170,245	\$ 182,364	\$ 181,466	\$ 100,752

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Retirement Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Retiree Benefit Reserve				
Resources				
Beginning Fund Balance	\$ 464,940	\$ 457,802	\$ 342,400	\$ 422,895
Interest Income	186	13,454	2,105	2,105
Total Resources	<u>\$ 465,126</u>	<u>\$ 471,256</u>	<u>\$ 344,505</u>	<u>\$ 425,000</u>
Requirements				
Materials and Services	\$ 7,324	\$ (3,727)	\$ 25,000	\$ 25,000
Transfers Out			130,000	300,000
Ending Fund Balance	457,802	474,983	189,505	100,000
Total Requirements	<u>\$ 465,126</u>	<u>\$ 471,256</u>	<u>\$ 344,505</u>	<u>\$ 425,000</u>
PERS Reserve				
Resources				
Beginning Fund Balance	\$ 1,254,657	\$ 1,255,034	\$ 655,033	\$ 982,986
Interest Income	377	27,952	3,211	-
Total Resources	<u>\$ 1,255,034</u>	<u>\$ 1,282,986</u>	<u>\$ 658,244</u>	<u>\$ 982,986</u>
Requirements				
Transfers Out	\$		\$ 300,000	\$ 982,986
Ending Fund Balance	1,255,034	1,282,986	358,244	-
Total Requirements	<u>\$ 1,255,034</u>	<u>\$ 1,282,986</u>	<u>\$ 658,244</u>	<u>\$ 982,986</u>
Retirement Fund Total				
Resources				
Beginning Fund Balance	\$ 1,719,597	\$ 1,712,836	\$ 997,433	\$ 1,405,881
Interest Income	563	41,406	5,316	2,105
Total Resources	<u>\$ 1,720,160</u>	<u>\$ 1,754,242</u>	<u>\$ 1,002,749</u>	<u>\$ 1,407,986</u>
Requirements				
Materials and Services	\$ 7,324	\$ (3,727)	\$ 25,000	\$ 25,000
Transfers Out			430,000	1,282,986
Ending Fund Balance	1,712,836	1,757,969	547,749	100,000
Total Requirements	<u>\$ 1,720,160</u>	<u>\$ 1,754,242</u>	<u>\$ 1,002,749</u>	<u>\$ 1,407,986</u>

Central Oregon Community College
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Special Revenue Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Federal Grants				
Resources				
Beginning Fund Balance	\$ 29,594	\$ 263,759	\$ 124,681	\$ 50,883
Federal Grants	6,031,137	4,613,775	1,435,147	2,008,847
Tuition and Fees	10,510	10,808	30,000	15,000
Transfers In	40,000	40,000	40,000	40,000
Total Resources	<u>\$ 6,111,241</u>	<u>\$ 4,928,342</u>	<u>\$ 1,629,828</u>	<u>\$ 2,114,730</u>
Requirements				
Personnel Services	\$ 921,988	\$ 719,760	\$ 921,192	\$ 737,100
Materials and Services	1,329,581	1,172,302	668,820	1,217,317
Capital Outlay	283,013	35,168	32,800	153,000
Transfers Out	3,312,900	2,892,114		
Ending Fund Balance	263,759	108,998	7,016	7,313
Total Requirements	<u>\$ 6,111,241</u>	<u>\$ 4,928,342</u>	<u>\$ 1,629,828</u>	<u>\$ 2,114,730</u>
State Grants				
Resources				
Beginning Fund Balance	\$ 52,750	\$ 129,675	\$ 1,347	\$ 1,347
State Grants	857,433	3,349,147	1,197,021	1,551,400
Other Income				
Total Resources	<u>\$ 910,183</u>	<u>\$ 3,478,822</u>	<u>\$ 1,198,368</u>	<u>\$ 1,552,747</u>
Requirements				
Personnel Services	\$ 683,178	\$ 1,326,397	\$ 974,816	\$ 1,305,958
Materials and Services	96,835	1,277,107	166,324	246,789
Capital Outlay	495	469,168		
Ending Fund Balance	129,675	406,150	57,228	
Total Requirements	<u>\$ 910,183</u>	<u>\$ 3,478,822</u>	<u>\$ 1,198,368</u>	<u>\$ 1,552,747</u>

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Other Grants				
Resources				
Beginning Fund Balance	\$ 305,390	\$ 511,942	\$ 265,870	\$ 487,818
Other Grants	583,195	511,550	515,197	757,265
Transfers In				
Total Resources	<u>\$ 888,585</u>	<u>\$ 1,023,492</u>	<u>\$ 781,067</u>	<u>\$ 1,245,083</u>
Requirements				
Personnel Services	\$ 144,618	\$ 123,873	\$ 265,798	\$ 279,932
Materials and Services	213,569	262,469	205,250	254,589
Capital Outlay	18,456	107,737	87,251	525,000
Transfers Out				
Ending Fund Balance	511,942	529,413	222,768	185,562
Total Requirements	<u>\$ 888,585</u>	<u>\$ 1,023,492</u>	<u>\$ 781,067</u>	<u>\$ 1,245,083</u>
Contracts				
Resources				
Beginning Fund Balance	\$ 72,515	\$ 399,757	\$ 185,280	\$ 202,325
Contract Income	390,233	725,153	426,159	325,608
State Grants	218,436			
Total Resources	<u>\$ 681,184</u>	<u>\$ 1,124,910</u>	<u>\$ 611,439</u>	<u>\$ 527,933</u>
Requirements				
Personnel Services	\$ 191,205	\$ 278,516	\$ 287,017	\$ 275,533
Materials and Services	89,985	109,522	79,646	140,710
Capital Outlay	237	8,445		
Transfers Out			22,514	
Ending Fund Balance	399,757	728,427	222,262	111,690
Total Requirements	<u>\$ 681,184</u>	<u>\$ 1,124,910</u>	<u>\$ 611,439</u>	<u>\$ 527,933</u>
New Programs				
Resources				
Beginning Fund Balance	\$	\$	\$	\$
Grants and Contracts Income			1,000,000	1,000,000
Total Resources	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
Requirements				
Materials and Services	\$	\$	\$ 1,000,000	\$ 1,000,000
Ending Fund Balance				
Total Requirements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Special Revenue Fund Total				
Resources				
Beginning Fund Balance	\$ 460,249	\$ 1,305,133	\$ 577,178	\$ 742,373
Federal Grants	6,031,137	4,613,775	1,435,147	2,008,847
State Grants	1,075,869	3,349,147	1,197,021	1,551,400
Other Grants	583,195	511,550	1,515,197	1,757,265
Tuition and Fees	10,510	10,808	30,000	15,000
Contract Income	390,233	725,153	426,159	325,608
Other Income				
Transfers In	40,000	40,000	40,000	40,000
Total Resources	<u>\$ 8,591,193</u>	<u>\$ 10,555,566</u>	<u>\$ 5,220,702</u>	<u>\$ 6,440,493</u>
Requirements				
Personnel Services	\$ 1,940,989	\$ 2,448,546	\$ 2,448,823	\$ 2,598,523
Materials and Services	1,729,970	2,821,400	2,120,040	2,859,405
Capital Outlay	302,201	620,518	120,051	678,000
Transfers Out	3,312,900	2,892,114	22,514	0
Ending Fund Balance	1,305,133	1,772,988	509,274	304,565
Total Requirements	<u>\$ 8,591,193</u>	<u>\$ 10,555,566</u>	<u>\$ 5,220,702</u>	<u>\$ 6,440,493</u>

Central Oregon Community College
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Special Revenue Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2024-25 PROPOSED Budget
Federal Grants							
ABE - Special Projects	5.8	\$ 317,193	\$ 25,530	\$	\$	\$	\$ 342,723
Carl Perkins	0.2	20,600	34,400				55,000
SBA Grant	0.6	40,000					40,000
SBA Grant Match	0.5	40,000					40,000
Adv Manufacturing & Cybersecurity	1.0	35,120					35,120
Child Care Access Partents in School	0.1	3,792	29,726				33,518
Local Public Health Workforce	0.6	41,512	16,000				57,512
NSF Physical Sciences	0.2	10,304	54,538				64,842
HRSA Rural Public Health Workforce	0.8	9,642	9,500				19,142
NSF Careers in Information Security	1.3	24,285	81,980				106,265
CoE Veteran Stdnt Success	0.6	81,495	65,539				147,034
NEH - Chandler Lecture Series			37,000				37,000
NSF - NEVTEX Next Grant	1.0	113,157	863,104				976,261
HRSA Madras Exp Health Career Equip				153,000			153,000
Ending Fund Balance							7,313
Total Requirements	<u>12.7</u>	<u>\$ 737,100</u>	<u>\$ 1,217,317</u>	<u>\$ 153,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,114,730</u>
State Grants							
OBDD	1.7	\$ 75,000	\$	\$	\$	\$	\$ 75,000
ABS Pathways Grant	1.0	220,000	53,750				273,750
OR Develop Ed Work Group			1,347				1,347
HECC Deer Ridge ABS	3.6	623,113	19,873				642,986
Campus Veteran Resource Center	0.3	20,240	24,394				44,634
Linn-Benton Career Connected LN	1.0	26,000	8,980				34,980
ODE Grow Your Own	1.2	187,060	72,990				260,050
ODE Construction Pre-Appren Prgm	1.2	154,545	65,455				220,000
Ending Fund Balance							
Total Requirements	<u>10.0</u>	<u>\$ 1,305,958</u>	<u>\$ 246,789</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,552,747</u>

Central Oregon Community College
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Special Revenue Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2024-25 PROPOSED Budget
Other Grants							
Veteran-Partnership to End Poverty		\$	\$ 3,000	\$	\$	\$	\$ 3,000
Meyer Memorial-Latix, Nat. Amer. & Afro	1.0	7,000	31,620				38,620
Portland CC STEP	1.0	96,370	7,000				103,370
Regional CC Career Tech Ed			15,000				15,000
COHC Public Health Workforce	0.6	30,236	25,000				55,236
OR Inclusive Career Adv Prgm	0.5	94,595	72,670				167,265
St. Charles - EVOLVE			5,384				5,384
NI-Madras Child Care Expan Project				525,000			525,000
COHC Recruit Underserved Population	0.5	51,731					51,731
COHC Food Bank			93,000				93,000
SCHC Celebrating Black Excellence			1,915				1,915
Ending Fund Balance							185,562
Total Requirements	<u>3.6</u>	<u>\$ 279,932</u>	<u>\$ 254,589</u>	<u>\$ 525,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,245,083</u>
Contracts							
Deer Ridge Welding Program	1.2	144,088	108,710				252,798
NI Expand Child Care Providers	1.0	131,445	32,000				163,445
Ending Fund Balance							111,690
Total Requirements	<u>2.2</u>	<u>\$ 275,533</u>	<u>\$ 140,710</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 527,933</u>
New Programs							
New Programs		\$	\$ 1,000,000	\$	\$	\$	\$ 1,000,000
Ending Fund Balance							
Total Requirements	<u>-</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

Central Oregon Community College
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Auxiliary Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Self-Sustaining Activities				
Resources				
Beginning Fund Balance	\$ 4,068,305	\$ 4,252,999	\$ 3,893,146	\$ 2,363,000
Tuition and Fees	251,396	160,302	314,000	344,000
Other Income	680,121	990,760	760,800	533,500
Sales of Goods and Services	25,152	20,334	17,000	17,000
Program and Fee Income	132,247	135,122	268,500	266,020
Donations	33,639	53,589	38,000	38,000
Interest Income	1,913	119,601	31,342	
Transfers In	415,663	264,864	340,141	210,000
Total Resources	<u>\$ 5,608,436</u>	<u>\$ 5,997,571</u>	<u>\$ 5,662,929</u>	<u>\$ 3,771,520</u>
Requirements				
Personnel Services	\$ 563,912	\$ 719,157	\$ 980,185	\$ 564,658
Materials and Services	495,320	676,986	1,546,266	1,538,006
Capital Outlay	147,739	183,533	280,000	288,000
Transfers Out	148,466	165,752	570,000	726,405
Ending Fund Balance	4,252,999	4,252,144	2,286,478	654,451
Total Requirements	<u>\$ 5,608,436</u>	<u>\$ 5,997,572</u>	<u>\$ 5,662,929</u>	<u>\$ 3,771,520</u>
Non-General Fund Instruction				
Resources				
Beginning Fund Balance	\$ 5,030,560	\$ 4,773,059	\$ 4,455,300	\$ 2,535,562
Tuition and Fees	3,106,247	2,950,553	1,352,000	1,677,000
Other Income	4,515	19,275	65,000	34,100
Sales of Goods and Services			4,000	
Program and Fee Income	633,773	840,022	816,549	1,127,000
Donations	98,778	159,562	105,000	50,000
Interest Income	3,036	144,614	14,724	
Transfers In	1,547,026	1,195,928	776,162	483,670
Total resources	<u>\$ 10,423,935</u>	<u>\$ 10,083,013</u>	<u>\$ 7,588,735</u>	<u>\$ 5,907,332</u>
Requirements				
Personnel Services	\$ 3,273,938	\$ 3,157,635	\$ 3,225,869	\$ 2,809,255
Materials and Services	1,912,128	893,352	1,377,771	1,419,604
Capital Outlay	45,810	138,107	325,000	53,000
Transfers Out	419,000	800,000	2,170,000	1,200,883
Ending Fund Balance	4,773,059	5,093,916	490,095	424,590
Total Requirements	<u>\$ 10,423,935</u>	<u>\$ 10,083,010</u>	<u>\$ 7,588,735</u>	<u>\$ 5,907,332</u>

Central Oregon Community College
2024-25 Budget

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Revolving Activities				
Resources				
Beginning Fund Balance	\$ 836,403	\$ 844,330	\$ 434,410	\$ 846,423
Grants and Contracts	400,452	363,922	415,735	595,663
Donations	19,306	3,250		
Interest Income	341	24,750	1,265	
Transfers In	158,161	282,651	291,130	299,864
Total Resources	<u>\$ 1,414,663</u>	<u>\$ 1,518,903</u>	<u>\$ 1,142,540</u>	<u>\$ 1,741,950</u>
Requirements				
Personnel Services	\$ 559,946	\$ 599,036	\$ 717,870	\$ 895,527
Materials and Services	10,387	14,228	214,900	10,500
Capital Outlay				
Transfers Out			200,000	835,423
Ending Fund Balance	844,330	905,640	9,770	500
Total Requirements	<u>\$ 1,414,663</u>	<u>\$ 1,518,904</u>	<u>\$ 1,142,540</u>	<u>\$ 1,741,950</u>
Contractual & Administrative Provisions				
Resources				
Beginning Fund Balance	\$ 1,036,045	\$ 1,192,639	\$ 1,176,958	\$ 952,000
Grants and Contracts				
Other Income	35,998	10,053	35,500	30,000
Program and Fee Income	13,291		15,000	15,000
Interest Income	76,443	92,279	78,226	70,000
Transfers In	790,733	309,400	311,120	436,298
Total Resources	<u>\$ 1,952,510</u>	<u>\$ 1,604,371</u>	<u>\$ 1,616,804</u>	<u>\$ 1,503,298</u>
Requirements				
Personnel Services	\$ 337,016	\$ 269,165	\$ 526,759	\$ 490,672
Materials and Services	377,635	101,289	268,000	263,500
Capital Outlay	220			17,000
Transfers Out	45,000	75,000		
Ending Fund Balance	1,192,639	1,158,916	822,045	732,126
Total Requirements	<u>\$ 1,952,510</u>	<u>\$ 1,604,370</u>	<u>\$ 1,616,804</u>	<u>\$ 1,503,298</u>

**Central Oregon Community College
2024-25 Budget**

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Auxiliary Fund Total				
Resources				
Beginning Fund Balance	\$ 10,971,313	\$ 11,063,027	\$ 9,959,814	\$ 6,696,985
Tuition and Fees	3,357,643	3,110,855	1,666,000	2,021,000
Grants and Contracts	400,452	363,922	415,735	595,663
Other Income	720,634	1,020,088	861,300	597,600
Sales of Goods and Services	25,152	20,334	21,000	17,000
Program and Fee Income	779,311	975,144	1,100,049	1,408,020
Donations	151,723	216,401	143,000	88,000
Interest Income	81,733	381,244	125,557	70,000
Transfers In	2,911,583	2,052,843	1,718,553	1,429,832
Total resources	\$ 19,399,544	\$ 19,203,858	\$ 16,011,008	\$ 12,924,100
Requirements				
Personnel Services	\$ 4,734,812	\$ 4,744,993	\$ 5,450,683	\$ 4,760,112
Materials and Services	2,795,470	1,685,855	3,406,937	3,231,610
Capital Outlay	193,769	321,640	605,000	358,000
Transfers Out	612,466	1,040,752	2,940,000	2,762,711
Ending Fund Balance	11,063,027	11,410,616	3,608,388	1,811,667
Total Requirements	\$ 19,399,544	\$ 19,203,856	\$ 16,011,008	\$ 12,924,100

Central Oregon Community College
2024-25 Budget

Auxiliary Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Fiscal Year 2024-25 PROPOSED Budget
Self-Sustaining Activities						
Medical Leave Assistance Program		\$	\$ 100,000	\$	\$	\$ 100,000
Public Safety			15,000	5,000		20,000
Sustainability Fund			77,000			77,000
Dental Clinic			3,500			3,500
Pharmacy Tech			7,400			7,400
Dental Program			20,000			20,000
Medical Assisting Program			5,000			5,000
Teaching and Learning Center			4,000			4,000
Forestry Foundation Support			20,000			20,000
HHP Foundation Support	0.1	2,160	17,840			20,000
Geology Field Study			7,400			7,400
General Testing	0.1	1,728	22,000			23,728
Art Cards			50,000			50,000
Auto and Industrial Fees			25,000			25,000
Facility Fees					200,000	200,000
Club Sports	0.6	18,910	20,490	5,000		44,400
Vending Activities					240,322	240,322
Classified Training			12,000			12,000
Performing Arts			4,000			4,000
Hybrid Vehicle Fleet			5,500			5,500
Special Programs - Admin Vehicles			5,500	40,000	93,418	93,418
Physiology Lab Activities	0.1	6,105	4,000	10,000		20,105
Library Book Account			10,000	22,000		32,000
PCA Wellness			1,500			1,500
Outdoor Recreation Program			10,000			10,000
Enrollment Services Support					23,633	23,633
Accreditation			18,900			18,900

Central Oregon Community College
2024-25 Budget

Auxiliary Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Fiscal Year 2024-25 PROPOSED Budget
Self-Sustaining Activities (Continued)						
College Now	3.9	334,853	20,000			354,853
Salvage Sales					50,260	50,260
CTE Accreditation			51,876			51,876
Strategic Planning Fund			100,000			100,000
Media Activities			25,000			25,000
Tutor/Testing Activities	0.9	64,157	39,150	10,000		113,307
Institutional Advancement			15,000			15,000
PT & ADJ Instructional Projects			40,000			40,000
Student Honors Recognition			1,785			1,785
Innovation Account			40,000			40,000
Mazama Lab Fees			50,000	30,000	-	80,000
Tool Room Deposits			4,000			4,000
Computer Lab Printers			8,000			8,000
Instructional Projects	0.4	26,928	90,000	5,000		121,928
Oregon Intl Education Consortium			5,000			5,000
Student Government	2.0	64,835	55,300			120,135
The Broadside	1.3	41,310	8,750			50,060
Culinary Gratuity Fund			20,000			20,000
CIS Software				5,000		5,000
Bend Area Transit Program			31,000			31,000
Student Government Programs			31,800			31,800
Student Government Reserve			7,515			7,515
Math Contest			3,000			3,000
Nursing Club			7,000			7,000
Clothing Connection			5,000			5,000
Season of Nonviolence	0.1	\$ 2,160.00	12,000			14,160
Diversity & Inclusion Events			20,000			20,000
Redmond Campus Operations			310,000	150,000		460,000
Chandler Lab Operations					118,772	118,772
Prineville Campus Operations			46,000	5,000		51,000
Herbarium Activity	0.1	1,512	1,300			2,812
Art Committee			3,500			3,500
Madras Campus Operations			2,000	1,000		3,000
LGBTQ+ Student Relief			18,000			18,000
Ending Fund Balance						654,451
Total Requirements	<u>9.6</u>	<u>\$ 564,658</u>	<u>\$ 1,538,006</u>	<u>\$ 288,000</u>	<u>\$ 726,405</u>	<u>\$ 3,771,520</u>

Auxiliary Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Fiscal Year 2024-25 PROPOSED Budget
Non-General Fund Instruction						
Apprenticeship	0.2	\$ 10,524	\$ 39,500	\$	\$	\$ 50,024
AHA Training Center	0.1	\$ 7,560	\$ 27,000			\$ 34,560
International Programs			30,000			30,000
SBDC Program Activities	1.1	178,810	30,500			209,310
Business Development & Training Ger	1.5	240,014	8,500			248,514
ABE General Purpose					944,562	944,562
Outreach Centers				20,000	30,000	50,000
Workforce Training	4.0	475,414	338,600			814,014
Veterinarian Tech Program			14,000	8,000		22,000
Culinary Foundation Fund			50,000			50,000
EMT Practical Exam	0.1	9,600	5,000			14,600
Nursing Software Program			13,200			13,200
Biology Field Study			5,000			5,000
Contracted Credit Classes	0.4	16,200	14,000		100,000	130,200
Community Education	8.3	763,772	145,100	5,000		913,872
Fire Science			5,500			5,500
Licensed Massage Therapy			15,000	15,000		30,000
Aviation Program - Simulator Fees	13.5	1,099,744	541,500			1,641,244
Unmanned Aerial Systems Operations			8,500	5,000		13,500
Deer Ridge Welding Program			10,000			10,000
Deer Ridge ABS Program					126,321	126,321
Deer Ridge Prison Education Program	0.2	7,617	118,704			126,321
Ending Fund Balance						424,590
Total Requirements	<u>29.4</u>	<u>\$ 2,809,255</u>	<u>\$ 1,419,604</u>	<u>\$ 53,000</u>	<u>\$ 1,200,883</u>	<u>\$ 5,907,332</u>

Central Oregon Community College
2024-25 Budget

Auxiliary Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Fiscal Year 2024-25 PROPOSED Budget
Revolving						
Foundation Billings	6.4	\$ 895,527	\$	\$	\$	\$ 895,527
Partnership Collaborations					835,423	835,423
GED Scholarships			1,000			1,000
Student Success			2,500			2,500
Emergency Fund			2,000			2,000
Student Relief Fund			5,000			5,000
Ending Fund Balance						500
Total Requirements	<u>6.4</u>	<u>\$ 895,527</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>\$ 835,423</u>	<u>\$ 1,741,950</u>
Contractual and Administrative Provisions						
Faculty Professional Improvement		\$	\$ 100,000	\$	\$ -	\$ 100,000
Adjunct Faculty Professional Improvement			40,000			40,000
ABE Professional Development Funds			20,000			20,000
Admin. Prof. Dev. & Sabbatical			20,000			20,000
Sabbatical - Faculty	1.6	199,672				199,672
Institutional Staff Development			25,500			25,500
Unemployment Reserve		175,000				175,000
Insurance Reserve Deductible			50,000			50,000
Keyes Education Fund	1.0	116,000	8,000	17,000		141,000
Ending Fund Balance						732,126
Total Requirements	<u>2.6</u>	<u>\$ 490,672</u>	<u>\$ 263,500</u>	<u>\$ 17,000</u>	<u>\$ -</u>	<u>\$ 1,503,298</u>

Central Oregon Community College
2024-25 Budget

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2024-25 PROPOSED Budget
Federal Grants				
Resources				
Beginning Fund Balance		\$ 44,128		
Grants	11,907,306	4,866,940	8,452,000	8,452,000
Other Income	6,980	6,574	24,000	24,000
Transfers In	18,677	50,000	50,000	50,000
Total Resources	\$ 11,932,963	\$ 4,967,642	\$ 8,526,000	\$ 8,526,000
Requirements				
Personnel Services	\$ 65,475	\$ 66,713	\$ 202,000	\$ 202,000
Materials and Services	11,835,638	4,833,761	8,324,000	8,324,000
Ending Fund Balance	31,850	67,168		
Total Requirements	\$ 11,932,963	\$ 4,967,642	\$ 8,526,000	\$ 8,526,000
State Grants				
Resources				
Beginning Fund Balance	\$	\$	\$	\$
Grants	3,139,779	3,965,960	4,800,000	5,150,000
Total Resources	\$ 3,139,779	\$ 3,965,960	\$ 4,800,000	\$ 5,150,000
Requirements				
Materials and Services	\$ 3,139,779	\$ 4,000,130	\$ 4,800,000	\$ 5,150,000
Ending Fund Balance		(34,170)		
Total Requirements	\$ 3,139,779	\$ 3,965,960	\$ 4,800,000	\$ 5,150,000
Financial Aid - Institutional				
Resources				
Beginning Fund Balance	\$ 578,985	\$ 420,933	\$ 265,800	\$ 180,000
Foundation Contributions	1,413,385	1,572,107	1,800,000	1,800,000
Other Income				
Interest Income	199	8,682	2,212	
Transfers In	100,000	100,000	100,000	182,000
Total Resources	\$ 2,092,569	\$ 2,101,722	\$ 2,168,012	\$ 2,162,000
Requirements				
Materials and Services	\$ 1,552,961	\$ 1,728,794	\$ 2,013,000	\$ 2,013,000
Transfers Out	118,677	150,000	150,000	50,000
Ending Fund Balance	420,931	222,928	5,012	99,000
Total Requirements	\$ 2,092,569	\$ 2,101,722	\$ 2,168,012	\$ 2,162,000

Central Oregon Community College
2024-25 Budget

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2024-25 PROPOSED Budget
Financial Aid - Other				
Resources				
Beginning Fund Balance	\$ 201,553	\$ 206,976	\$ 230,678	\$ 224,537
Other Income	6,304		5,000	5,000
Trust and Interest Income	24,534	52,601	22,924	22,924
Total Resources	\$ 232,391	\$ 259,577	\$ 258,602	\$ 252,461
Requirements				
Personnel Services	\$	\$	\$ 1,565	\$ 27,004
Materials and Services	13,135	83,218	32,500	32,500
Ending Fund Balance	219,256	176,359	224,537	192,957
Total Requirements	\$ 232,391	\$ 259,577	\$ 258,602	\$ 252,461

Central Oregon Community College
2024-25 Budget

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2024-25 PROPOSED Budget
Financial Aid Fund Total				
Resources				
Beginning Fund Balance	\$ 780,538	\$ 672,037	\$ 496,478	\$ 404,537
Foundation Contributions	1,413,385	1,572,107	1,800,000	1,800,000
Grants	15,047,085	8,832,900	13,252,000	13,602,000
Other Income	13,284	6,574	29,000	29,000
Trust and Interest Income	24,733	61,283	25,136	22,924
Transfers In	118,677	150,000	150,000	232,000
Total Resources	<u>\$ 17,397,702</u>	<u>\$ 11,294,901</u>	<u>\$ 15,752,614</u>	<u>\$ 16,090,461</u>
Requirements				
Personnel Services	\$ 65,475	\$ 66,713	\$ 203,565	\$ 229,004
Materials and Services	16,541,513	10,645,903	15,169,500	15,519,500
Transfers Out	118,677	150,000	150,000	50,000
Ending Fund Balance	672,037	432,285	229,549	291,957
Total Requirements	<u>\$ 17,397,702</u>	<u>\$ 11,294,901</u>	<u>\$ 15,752,614</u>	<u>\$ 16,090,461</u>

Central Oregon Community College
2024-25 Budget

Financial Aid Fund - Requirements by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Fiscal Year 2024-25 PROPOSED Budget
Federal Grants						
College Work Study	8.6	\$ 202,000	\$ 24,000	\$	\$	\$ 226,000
SEOG			300,000			300,000
PELL			8,000,000			8,000,000
Ending Fund Balance						
Total Requirements	8.6	\$ 202,000	\$ 8,324,000	\$ -	\$ -	\$ 8,526,000
State Grants						
State Need		\$	\$ 2,500,000	\$	\$	\$ 2,500,000
Private Scholarship Awards - State			300,000			300,000
Oregon Promise Grant			2,000,000			2,000,000
Oregon Tribal Student Grant			350,000			350,000
Ending Fund Balance						
Total Requirements	-	\$ -	\$ 5,150,000	\$ -	\$ -	\$ 5,150,000
Financial Aid - Institutional						
Foundation		\$	\$ 1,800,000	\$	\$	\$ 1,800,000
Merit Awards			183,000			183,000
COCC Financial Aid Fund			30,000		50,000	80,000
Ending Fund Balance						99,000
Total Requirements	-	\$ -	\$ 2,013,000	\$ -	\$ 50,000	\$ 2,162,000
Financial Aid - Other						
Native American Program	0.1	\$ 27,004	\$ 22,500	\$	\$	\$ 49,504
Veteran's Fund			10,000			10,000
Ending Fund Balance						192,957
Total Requirements	0.1	\$ 27,004	\$ 32,500	\$ -	\$ -	\$ 252,461

**Central Oregon Community College
2024-25 Budget**

Trust and Agency Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Robert R. Clark Trust				
Resources				
Beginning Fund Balance	\$ 379,863	\$ 373,761	\$ 377,050	\$ 387,500
Interest Income	2,148	10,422	6,500	7,400
Total Resources	<u>\$ 382,011</u>	<u>\$ 384,183</u>	<u>\$ 383,550</u>	<u>\$ 394,900</u>
Requirements				
Materials and Services	\$ 8,250	\$ 7,600	\$ 13,500	\$ 13,500
Ending Fund Balance	373,761	376,583	370,050	381,400
Total Requirements	<u>\$ 382,011</u>	<u>\$ 384,183</u>	<u>\$ 383,550</u>	<u>\$ 394,900</u>
Oregon Community College Library Association				
Resources				
Beginning Fund Balance	\$ 23,334	\$ 23,348	\$ 23,250	\$ 18,000
Other Income			1,700	1,700
Interest Income	14	700	232	900
Total Resources	<u>\$ 23,348</u>	<u>\$ 24,048</u>	<u>\$ 25,182</u>	<u>\$ 20,600</u>
Requirements				
Materials and Services		\$ 31	\$ 10,000	\$ 10,000
Ending Fund Balance	23,348	24,017	15,182	10,600
Total Requirements	<u>\$ 23,348</u>	<u>\$ 24,048</u>	<u>\$ 25,182</u>	<u>\$ 20,600</u>
Trust & Agency Fund Total				
Resources				
Beginning Fund Balance	\$ 403,197	\$ 397,109	\$ 400,300	\$ 405,500
Other Income			1,700	1,700
Interest Income	2,162	11,122	6,732	8,300
Total Resources	<u>\$ 405,359</u>	<u>\$ 408,231</u>	<u>\$ 408,732</u>	<u>\$ 415,500</u>
Requirements				
Materials and Services	8,250	7,631	23,500	23,500
Ending Fund Balance	397,109	400,600	385,232	392,000
Total Requirements	<u>\$ 405,359</u>	<u>\$ 408,231</u>	<u>\$ 408,732</u>	<u>\$ 415,500</u>

Exhibit:
May 8, 2024
Budget Committee Meeting
Pages 1- 30

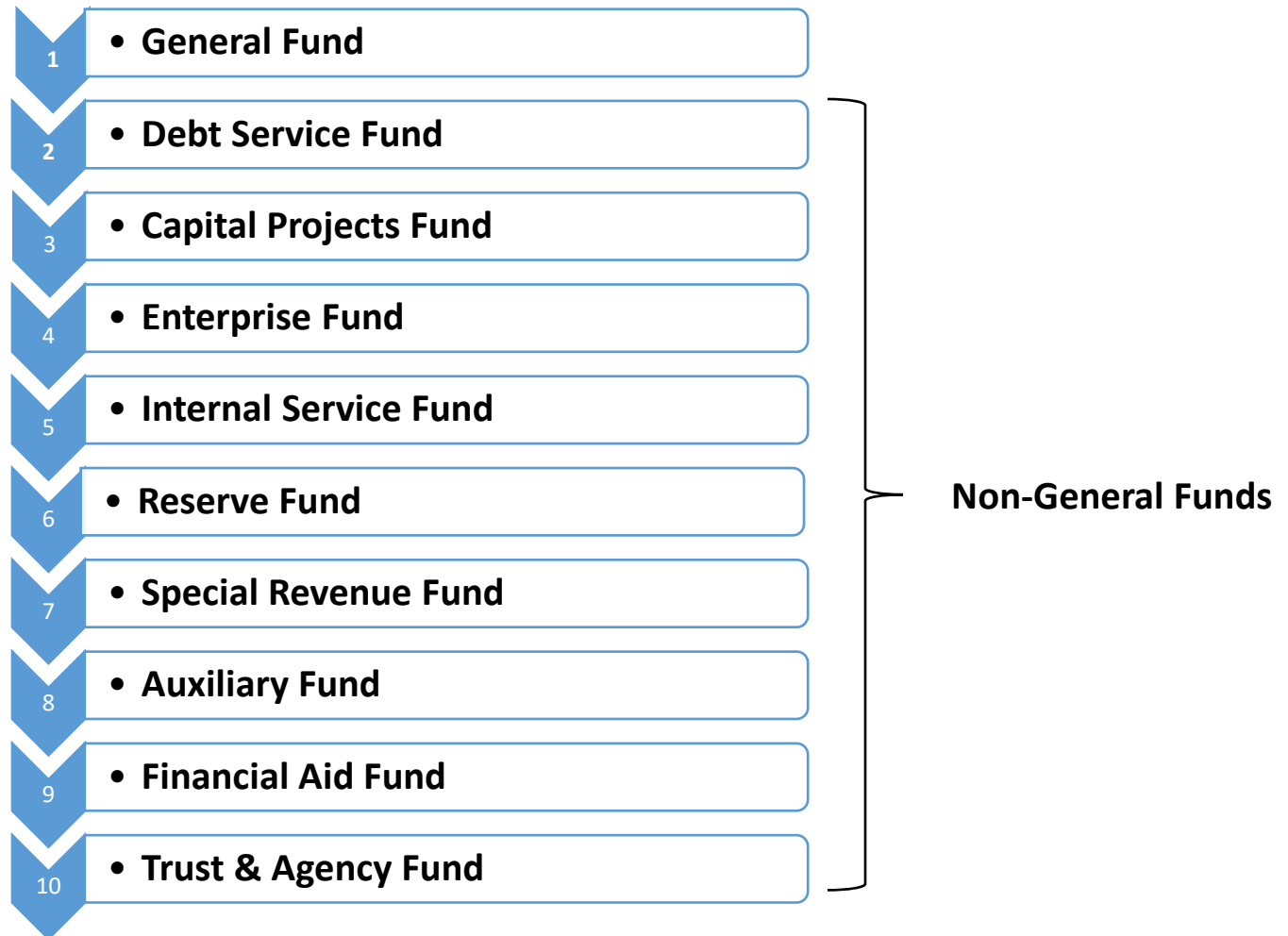
May 2024 Budget Committee Meeting

- General Fund Review
- Proposed 2024-25 Non-General Funds
- Budget Approval Resolution

Non-General Fund Attributes

- The College has nine non-general fund types.
- Each fund has a specific purpose as defined by local budget law and governmental accounting standards.
- Primary budget objective is to ensure adequate ***appropriation authority*** and compliance with the funds' specific legal restrictions and designated purpose.
- Each fund is expected to be ***self-balancing*** and expenditures cannot exceed total resources.

Main Fund Types



Debt Service Fund

Statement of Purpose: The Debt Service Fund accounts for the retirement of long-term debt of the College. Property taxes and transfers are principal sources of resources. As of July 1, 2023 the total long-term debt service outstanding (principal and interest) totals \$48.2 million.

Debt Types

- Full Faith and Credit Obligations – *payments ending 2044*
 - Pension Bonds – *payments ending in 2028*
 - General Obligation Bonds – *payments ending in 2030*
- ✓ The College is in full compliance with all debt restrictions, limitations and disclosures.
- ✓ S&P Rating of AA affirmed **3/7/2024**

Debt Service Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Resources				
Beginning Fund Balance	\$ 381,854	\$ 381,854	\$ 389,903	\$ 294,655
Tax Revenue - Current	3,624,603	3,624,603	3,093,424	3,281,966
Tax Revenue - Prior	65,472	65,472	70,000	70,000
PERS Reserve Charge	1,339,258	1,339,258	1,481,542	1,552,301
Interest Income	140	140	3,831	6,772
Misc Income	74,060	74,060		
Transfers In	1,263,988	1,263,988	1,155,000	1,168,329
Total Resources	\$ 6,749,375	\$ 6,749,375	\$ 6,193,700	\$ 6,374,023
Requirements				
Principal Payments	\$ 3,230,839	\$ 3,230,839	\$ 4,140,000	\$ 4,485,000
Interest Payments	2,837,606	2,837,606	1,609,847	1,431,030
Materials and Services	69,135	69,135	600	600
Ending Fund Balance	611,795	611,795	443,253	457,393
Total Requirements	\$ 6,749,375	\$ 6,749,375	\$ 6,193,700	\$ 6,374,023



Capital Projects Fund

Statement of Purpose: The Capital Projects Fund accounts for major capital outlays for new buildings, building remodels, land improvements and equipment. Major resources consist of interfund transfers, bond proceeds and land sales.

Capital Project Activities

- Madras Center
- Construction
- Capital Equipment Fund
- Facilities Repair and Replacement
- Lifecycle Technology Replacement
- Instructional Equipment
- Real Estate Development
- Miscellaneous Capital Projects
- IT Server/Infrastructure

Capital Projects Fund - Resources and Requirements by Project							
	91401	92402	91423	92403	93403	93402	
	New			Life Cycle		Capital	
	Construction	Repair and	Bookstore	Technology	IT Server/	Equipment	
	& Renovation	Replacement	Construction	Replacement	Infrastructure	Fund	
Resources							
Beginning Fund Balance	\$ 534,000	\$ 1,769,000	\$ 135,440	\$ 200,000	\$ 610,000	\$	
Other Income							
Interest Income							
Transfers In	200,000	247,000		500,000	250,000	738,000	
Total Resources	\$ 734,000	\$ 2,016,000	\$ 135,440	\$ 700,000	\$ 860,000	\$ 738,000	
Requirements							
Personnel Services	\$	\$	\$	\$	\$	\$	
Materials and Services	200,000	247,746	40,000	28,000			
Capital Outlay	200,000	1,000,000		500,000	250,000	738,000	
Transfers Out							
Ending Fund Balance	334,000	768,254	95,440	172,000	610,000		
Total Requirements	\$ 734,000	\$ 2,016,000	\$ 135,440	\$ 700,000	\$ 860,000	\$ 738,000	



Capital Projects Fund - Resources and Requirements by Project							
	93410	91416	91417	93401	91418		
	Instructional Equipment	Campus Center Building	Madras Center	Higher Ed Bldg. Maint and Repair	Real Estate Development	Miscellaneous Projects	
Resources							
Beginning Fund Balance	\$ 30,000	\$ 400,000	\$ -	\$ 298,590	\$ 2,800,000	\$ 202,500	
Other Income			12,000,000		40,000		
Interest Income							
Transfers In	35,000					100,000	
Total Resources	\$ 65,000	\$ 400,000	\$ 12,000,000	\$ 298,590	\$ 2,840,000	\$ 302,500	
Requirements							
Personnel Services	\$	\$	\$	\$	\$	\$	
Materials and Services					10,000	36,205	
Capital Outlay	35,000	300,000	12,000,000	200,000	2,200,000	95,000	
Transfers Out							
Ending Fund Balance	30,000	100,000		98,590	630,000	171,295	
Total Requirements	\$ 65,000	\$ 400,000	\$ 12,000,000	\$ 298,590	\$ 2,840,000	\$ 302,500	

Capital Projects Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Resources				
Beginning Fund Balance	\$ 5,388,806	\$ 8,702,692	\$ 6,117,289	\$ 6,979,530
Other Income	552,327	1,070,460	13,000,000	12,040,000
Interest Income	2,296	157,862	51,769	
Transfers In	1,084,457	2,623,589	977,400	2,070,000
Total Resources	\$ 7,027,886	\$ 12,554,603	\$ 20,146,458	\$ 21,089,530
Requirements				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,170,361	601,476	2,106,205	561,951
Capital Outlay	806,743	990,194	15,583,035	17,518,000
Transfers Out	200,000	999,066	25,000	-
Ending Fund Balance	4,850,782	611,956	2,432,218	3,009,579
Total Requirements	\$ 7,027,886	\$ 3,202,692	\$ 20,146,458	\$ 21,089,530

Repair and Replacement

Sample of Current and Upcoming Projects:

- Upgrade or replace Boyle Education and Library elevators
- Replace Modoc Boiler
- DEQ Stormwater testing
- ADA testing lab
- Engineering for HVAC at Science and Health Centers
- Mazama Roof repair

Estimated Expenditures: ~\$1.2 million

Enterprise Fund

Statement of Purpose: The Enterprise Fund is used by the College to account for services provided to students, employees, and the general public on a user-fee basis, similar to a for-profit business. Over the long term, they are expected to cover their direct costs.

Enterprise Activities

- Residence Hall Operations
- Food Service Operations
- Bookstore Operations

Enterprise Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Enterprise Fund Total				
Resources				
Beginning Net Working Capital	\$ 5,044,056	\$ 5,614,356	\$ 3,326,687	\$ 3,367,996
Program Income	4,182,539	4,467,501	4,863,482	4,855,386
Interest Income	1,460	110,997	14,361	13,900
Transfer In	199,999			
Total Resources	\$ 9,428,054	\$ 10,192,854	\$ 8,204,530	\$ 8,237,282
Requirements				
Personnel Services	\$ 672,786	\$ 732,383	\$ 920,188	\$ 887,723
Materials and Services	1,876,924	2,021,622	2,530,406	2,385,090
Capital Outlay	0	63,794	220,000	295,000
Transfers Out	1,263,988	1,159,133	1,634,817	1,458,329
Ending Net Working Capital	5,614,356	6,215,922	2,899,119	3,211,140
Total Requirements	\$ 9,428,054	\$ 10,192,854	\$ 8,204,530	\$ 8,237,282



Internal Service Fund

Statement of Purpose: The Internal Service Fund accounts for goods or services provided to other College departments, programs, and activities on a cost recovery basis.

Internal Service Activities

- Copy Machine Contracts

Internal Service Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Internal Service Fund Total				
Resources				
Beginning Fund Balance	\$ 81,767	\$ 81,427	\$ 106,466	\$ 15,752
User Charges	88,428	97,816	85,000	85,000
Interest Income	50	3,121	-	-
Total Resources	<u>\$ 170,245</u>	<u>\$ 182,364</u>	<u>\$ 191,466</u>	<u>\$ 100,752</u>
Requirements				
Personnel Services	\$ 14,040	\$ 12,590	\$ -	\$ -
Materials and Services	55,059	57,254	60,000	70,000
Capital Outlay	-	-	1,000	1,000
Transfers Out	-	5,000	100,000	15,752
Ending Fund Balance	101,146	107,520	20,466	14,000
Total Requirements	<u>\$ 170,245</u>	<u>\$ 182,364</u>	<u>\$ 181,466</u>	<u>\$ 100,752</u>



Retirement Fund

Statement of Purpose: Retirement funds were established by the College to meet obligations associated with retiree benefit liabilities and the Public Employee Retirement System (PERS).

Activities

- Retiree Health Insurance Reserve
- PERS Reserve

Retirement Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Retirement Fund Total				
Resources				
Beginning Fund Balance	\$ 1,719,597	\$ 1,712,836	\$ 997,433	\$ 1,405,881
Interest Income	563	41,406	5,316	2,105
Total Resources	<u>\$ 1,720,160</u>	<u>\$ 1,754,242</u>	<u>\$ 1,002,749</u>	<u>\$ 1,407,986</u>
Requirements				
Materials and Services	\$ 7,324	\$ (3,727)	\$ 25,000	\$ 25,000
Transfers Out			430,000	1,282,986
Ending Fund Balance	<u>1,712,836</u>	<u>1,757,969</u>	<u>547,749</u>	<u>100,000</u>
Total Requirements	<u>\$ 1,720,160</u>	<u>\$ 1,754,242</u>	<u>\$ 1,002,749</u>	<u>\$ 1,407,986</u>

Special Revenue Fund

Statement of Purpose: Grants and contracts from federal, state, and non-governmental organizations are accounted for in this fund. The expenditures of these funds are legally restricted to the purposes defined within the grant or contract.

Grant & Contract Activities

- Federal Grants
- State Grants
- Other Grants
- Contracts
- New Programs

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL	Fiscal Year 2022-23 ACTUAL	Fiscal Year 2023-24 CURRENT	Fiscal Year 2024-25 PROPOSED
Special Revenue Fund Total				
Resources				
Beginning Fund Balance	\$ 460,249	\$ 1,305,133	\$ 577,178	\$ 742,373
Federal Grants	6,031,137	4,613,775	1,435,147	2,008,847
State Grants	1,075,869	3,349,147	1,197,021	1,551,400
Other Grants	583,195	511,550	1,515,197	1,757,265
Tuition and Fees	10,510	10,808	30,000	15,000
Contract Income	390,233	725,153	426,159	325,608
Other Income				
Transfers In	40,000	40,000	40,000	40,000
Total Resources	\$ 8,591,193	\$ 10,555,566	\$ 5,220,702	\$ 6,440,493
Requirements				
Personnel Services	\$ 1,940,989	\$ 2,448,546	\$ 2,448,823	\$ 2,598,523
Materials and Services	1,729,970	2,821,400	2,120,040	2,859,405
Capital Outlay	302,201	620,518	120,051	678,000
Transfers Out	3,312,900	2,892,114	22,514	0
Ending Fund Balance	1,305,133	1,772,988	509,274	304,565
Total Requirements	\$ 8,591,193	\$ 10,555,566	\$ 5,220,702	\$ 6,440,493

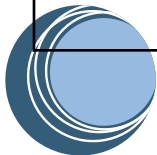


Auxiliary Fund

Statement of Purpose: The Auxiliary Fund accounts for a wide variety of ancillary activities within the College. Each appropriation category is expected to be self-balancing and expenditures cannot exceed available resources.

Auxiliary Activities

- Self-Sustaining Activities – Club Sports, Classified Training, Wellness, College Now, Student Government, Sustainability
- Non-General Fund Instruction – SBDC Activities, Apprenticeships, Workforce Tr.
- Revolving Activities – Foundation billings, GED Scholarships, Student Emergency Fund
- Contractual & Administrative Provisions – Faculty Sabbatical, Professional Development, Unemployment Reserves



Auxiliary Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Auxiliary Fund Total				
Resources				
Beginning Fund Balance	\$ 10,971,313	\$ 11,063,027	\$ 9,959,814	\$ 6,696,985
Tuition and Fees	3,357,643	3,110,855	1,666,000	2,021,000
Grants and Contracts	400,452	363,922	415,735	595,663
Other Income	720,634	1,020,088	861,300	597,600
Sales of Goods and Services	25,152	20,334	21,000	17,000
Program and Fee Income	779,311	975,144	1,100,049	1,408,020
Donations	151,723	216,401	143,000	88,000
Interest Income	81,733	381,244	125,557	70,000
Transfers In	2,911,583	2,052,843	1,718,553	1,429,832
Total resources	\$ 19,399,544	\$ 19,203,858	\$ 16,011,008	\$ 12,924,100
Requirements				
Personnel Services	\$ 4,734,812	\$ 4,744,993	\$ 5,450,683	\$ 4,760,112
Materials and Services	2,795,470	1,685,855	3,406,937	3,231,610
Capital Outlay	193,769	321,640	605,000	358,000
Transfers Out	612,466	1,040,752	2,940,000	2,762,711
Ending Fund Balance	11,063,027	11,410,616	3,608,388	1,811,667
Total Requirements	\$ 19,399,544	\$ 19,203,856	\$ 16,011,008	\$ 12,924,100

Financial Aid Fund

Statement of Purpose: The Financial Aid Fund is an expendable trust type. Student financial aid funds are received from federal, state, and local sources. These funds must be disbursed for the purposes and according to the rules and regulations of the grantor.

Financial Aid Activities

- Federal Grants
- State Grants
- Financial Aid – Institutional
- Financial Aid – Other



Financial Aid Fund - Resources and Requirements

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2024-25 PROPOSED Budget
Financial Aid Fund Total				
Resources				
Beginning Fund Balance	\$ 780,538	\$ 672,037	\$ 496,478	\$ 404,537
Foundation Contributions	1,413,385	1,572,107	1,800,000	1,800,000
Grants	15,047,085	8,832,900	13,252,000	13,602,000
Other Income	13,284	6,574	29,000	29,000
Trust and Interest Income	24,733	61,283	25,136	22,924
Transfers In	118,677	150,000	150,000	232,000
Total Resources	\$ 17,397,702	\$ 11,294,901	\$ 15,752,614	\$ 16,090,461
Requirements				
Personnel Services	\$ 65,475	\$ 66,713	\$ 203,565	\$ 229,004
Materials and Services	16,541,513	10,645,903	15,169,500	15,519,500
Transfers Out	118,677	150,000	150,000	50,000
Ending Fund Balance	672,037	432,285	229,549	291,957
Total Requirements	\$ 17,397,702	\$ 11,294,901	\$ 15,752,614	\$ 16,090,461



Trust and Agency Fund

Statement of Purpose: The Trust and Agency Fund accounts for endowment and agency type funds. Spending limits are legally restricted and funding can only be used for permitted purposes.

Trust and Agency Activities

- Robert Clark Trust Fund
- Oregon Community College Library Association

Trust and Agency Fund - Resources and Requirements

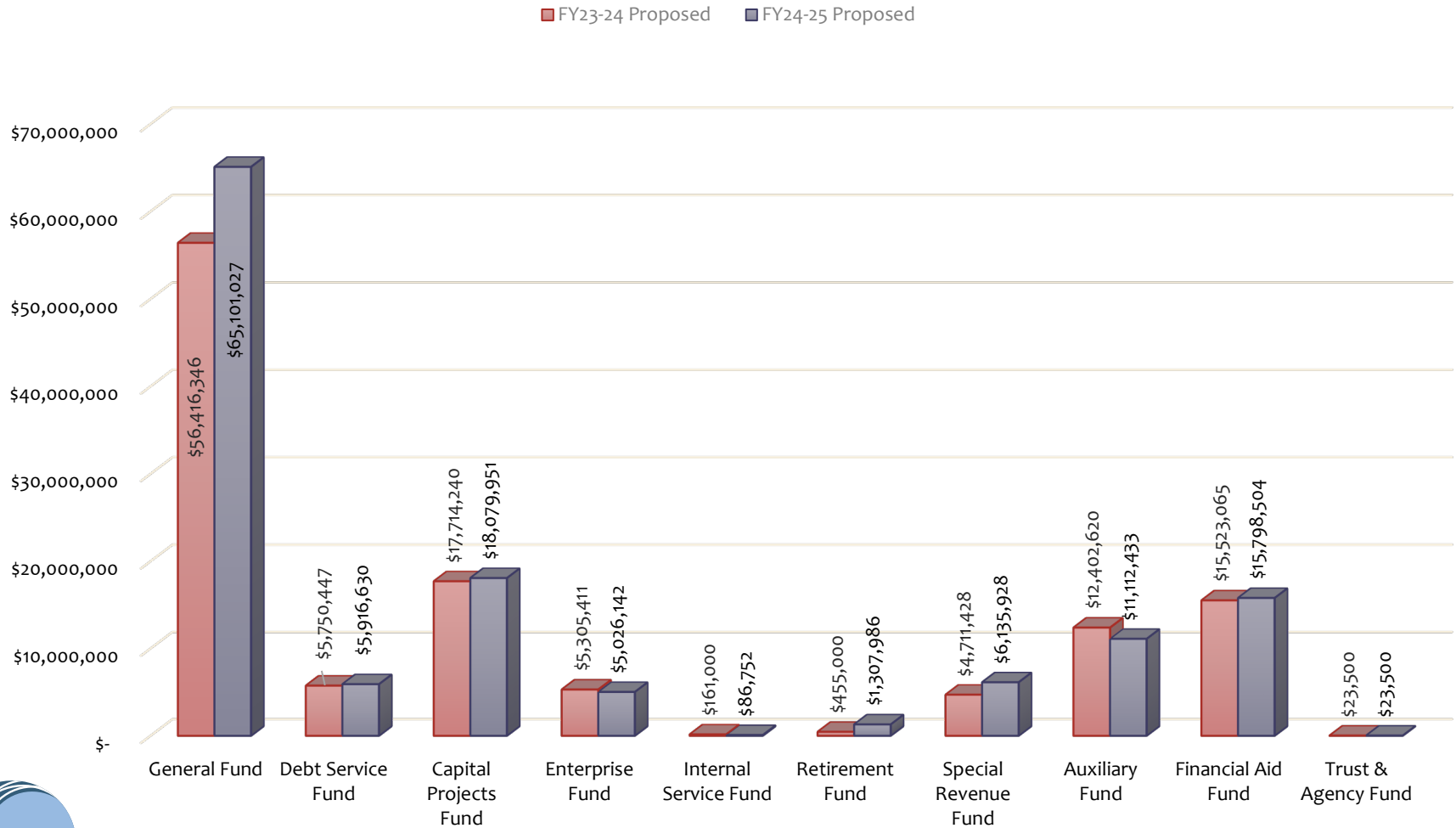
	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 ACTUAL Amounts	Fiscal Year 2023-24 CURRENT Budget	Fiscal Year 2024-25 PROPOSED Budget
Trust & Agency Fund Total				
Resources				
Beginning Fund Balance	\$ 403,197	\$ 397,109	\$ 400,300	\$ 405,500
Other Income			1,700	1,700
Interest Income	2,162	11,122	6,732	8,300
Total Resources	<u>\$ 405,359</u>	<u>\$ 408,231</u>	<u>\$ 408,732</u>	<u>\$ 415,500</u>
Requirements				
Materials and Services	8,250	7,631	23,500	23,500
Ending Fund Balance	397,109	400,600	385,232	392,000
Total Requirements	<u>\$ 405,359</u>	<u>\$ 408,231</u>	<u>\$ 408,732</u>	<u>\$ 415,500</u>

Proposed and Current Year Budget Expenditures

6d.25

	2023-24	2024-25			
	Proposed	Proposed			
Funds	Budget	Budget	\$ Change	% Change	Key Changes
General Fund	\$ 56,416,346	\$ 65,101,027	\$ 8,684,681	15.4%	<i>Increases in personnel services (\$4.1M), Benefits increase of \$1.3M, ITS Data Aire Units (\$600k), Utilities (\$559k), and 4 new positions (\$469k)</i>
Debt Service Fund	5,750,447	5,916,630	166,183	2.9%	<i>Increase in principal payments.</i>
Capital Projects Fund	17,714,240	18,079,951	365,711	2.1%	<i>Madras expansion (\$12M), Real Estate Development (\$2.2M), Repair and Maintenance (\$1.2M), Capital Equipment (\$738k), New Construction (\$400k)</i>
Enterprise Fund	5,305,411	5,026,142	(279,269)	-5.3%	<i>Decline in text book sales (\$147k), Transfer out to General Fund last year (\$250k)</i>
Internal Service Fund	161,000	86,752	(74,248)	-46.1%	<i>Decline in transfers out when centralized services was closed last year.</i>
Retirement Fund	455,000	1,307,986	852,986	187.5%	<i>Transfer \$1.3M to the General Fund as these accounts are only used for a small group of retired employees</i>
Special Revenue Fund	4,711,428	6,135,928	1,424,500	30.2%	<i>Significant increase in grants - NSF Grant (\$976k), Career Pathways grant (\$270k)</i>
Auxiliary Fund	12,402,620	11,112,433	(1,290,187)	-10.4%	<i>A decline in transfers out after summer session was transferred to general fund last year and Adult Basic Education personnel was moved to the General Fund.</i>
Financial Aid Fund	15,523,065	15,798,504	275,439	1.8%	<i>Awarded a significant amount of Financial Aid with increase in enrollment</i>
Trust & Agency Fund	23,500	23,500	-	0.0%	<i>No change</i>
Total of All Funds	<u>\$ 118,463,057</u>	<u>\$ 128,588,853</u>	<u>\$ 10,125,796</u>		

Proposed and Current Year Budget Expenditures



Summary of Interfund Transfers – General Fund Transfer Out

Transfers-out			Transfers-in				
Department	General Fund	Purpose of Transfers	Auxiliary Fund	Capital Projects Fund	Financial Aid Fund	Special Revenue Fund	Total
Instruction	(\$402,349)	ABS, Community Learning, and Small Business Administration support	\$362,349			\$40,000	\$402,349
Instructional Support	(\$451,298)	Faculty professional improvement, sabbatical, accreditation and instructional equipment.	\$451,298				\$451,298
Student Services	(\$182,000)	Merit Awards			\$182,000		\$182,000
College Support Services	(\$2,559,864)	Administrative & classified training, and foundation staff support	\$489,864	\$2,070,000			\$2,559,864
Total General Fund	(\$3,595,511)		\$1,303,511	\$2,070,000	\$182,000	\$40,000	\$3,595,511



Summary of Interfund Transfers – Non-General Fund Transfer Out

Transfers-out			Transfers-in				
Fund	Non-General Funds	Purpose of Transfers	Auxiliary Fund	Debt Service Fund	Financial Aid Fund	General Fund	Total
Retirement Fund	(\$1,282,986)	General fund support.				\$1,282,986	\$1,282,986
Enterprise Fund	(\$1,474,081)	Bookstore general fund support, residence hall debt service, and Wickiup Hall operating support		\$1,168,329		\$305,752	\$1,474,081
Auxiliary Fund	(\$2,762,711)	Faculty professional improvement, student government clubs and programs, and general fund support.	\$126,321			\$2,636,390	\$2,762,711
Financial Aid Fund	(\$50,000)	College match on work study			\$50,000		\$50,000
Total Non-General Fund	(\$5,569,778)		\$126,321	\$1,168,329	\$50,000	\$4,225,128	\$5,569,778

Expenditure and Budget Appropriation Summary - All Funds

	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2024-25 PROPOSED Budget
General Fund	\$ 45,220,916	\$ 53,100,546	\$ 56,416,346	\$ 65,101,027
Debt Service Fund	6,137,580	5,543,685	5,750,447	5,916,630
Capital Projects Fund	2,177,104	8,090,948	17,714,240	18,079,951
Enterprise Fund	3,813,698	5,340,671	5,305,411	5,026,142
Internal Service Fund	69,099	119,893	161,000	86,752
Retirement Fund	7,324	455,000	455,000	1,307,986
Special Revenue Fund	7,286,060	7,739,100	4,711,428	6,135,928
Auxiliary Fund	8,336,517	11,125,318	12,402,620	11,112,433
Financial Aid Fund	16,725,665	15,323,065	15,523,065	15,798,504
Trust & Agency Fund	8,250	18,500	23,500	23,500
Total Requirements	\$ 89,782,213	\$ 106,856,726	\$ 118,463,057	\$ 128,588,853



Key Takeaways – 2024-25 Budget

- Retain Board's required General Fund reserve 29% (~32%).
- Manage fiscal years to a balanced (positive) financial operating positions. Expenditures are within legal appropriation limits.
- General Fund budget includes \$1 million operating contingency.
- Conservative revenue and expenditure projections.
- Long-term obligations are in full compliance with debt covenants and continuing disclosure requirements.
- Adequate spending appropriation for financial aid, grants, contracts and new programs.
- Additional resources for competitive wages, facilities maintenance, repairs, and information technology.

Budget Committee Budget Approval

- Are there any questions about the budget development and implementation of the *2024-25 Proposed Budget*?
- If not, the Budget Committee is now asked to approve the 2024-25 Fiscal Year Budget including the property tax rate and general obligation bonds property tax levy. The 2024-25 Budget Resolution has been provided in your materials.



Central Oregon Community College Budget Committee: Resolution

Subject	Approval of the 2024-25 Budget including the property tax rate and general obligations bonds property tax levy.
Strategic Plan Connection	College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.
Prepared By	Michael LaLonde, Vice President of Finance and Operations

A. Background

As part of the budgeting process, the Budget Committee has the following duties; a) specify the amount of tax revenue or tax rate for all funds, b) establish a maximum for total expenditures for each fund, c) approve the total taxes for the local government as an amount and/or rate, and d) approve the budget. The College's established permanent tax rate of \$0.6204 per thousand dollars of assessed property value is a result of the voter approved Measure 50 (1997), a constitutional amendment. The amount to be levied for general obligation bonds debt service is \$3,281,966. The Proposed Budget expenditures for all funds total \$128,588,853

B. Options/Analysis

- 1) Approve the Proposed Budget, tax rate, and bond levy at this time.
- 2) Do not approve the Proposed Budget, tax rate, and bond levy at this time.

C. Timing

Approval of the proposed 2024-25 Fiscal Year Budget is requested at this time. Approval now will facilitate the remainder of the budget process, which includes adoption of the Budget by the Board of Directors in June after an additional public hearing.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District Proposed Budget expenditures for Fiscal Year 2024-25 in the aggregate amount of \$128,588,853 (total of all funds) and the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$3,281,966 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of voter approved general obligation bonds issued by the District.



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, April 10, 2024 – 5:45 PM
BEC Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Kovitz
	<u>Board Members, Staff and Guests:</u> Joe Krenowicz (Chair), Erica Skatvold, Erin Merz, Erin Foote Morgan, Alan Unger, Laura Craska Cooper (Vice Chair), Laurie Chesley (COCC President), Alicia Moore, Laura Boehme, Michael LaLonde, Roger Detweiler, Debi Harr, Richard Hurd, Sue Pierce, Tony Russell, Karl Baldessari, Bret Michalski, Beth Wright, Nick Recktenwald, Kyle Matthews, Mark Reinecke, Jenn Kovitz, Tony Alegria, Kris Kent, Jordan Taylor			
	IV. President's Report			Chesley Wright
	1. Introduction of All-Oregon Academic Team			
	a. Financial Aid Advisor Beth Wright explained that three students were nominated by their professors for the All-Oregon Academic Team Award. Each year, up to four students from each Oregon community college, two transfer students and two CTE students, may be nominated for this award. These students must demonstrate academic excellence and intellectual rigor combined with leadership and service. They must have a minimum 3.5 GPA and have completed at least 54 credits. Award recipients would be honored at a luncheon in Salem on April 19 with State Representative Tawna Sanchez giving the keynote address. These students are also eligible for significant scholarship opportunities.			
	b. Bret Michalski, Professor of Forestry Technology, nominated Jordan Taylor, AS-CDS in Natural Resources.			
	c. Sue Pierce, Vocational Rehabilitation Career Coach, nominated Tony Alegria, AAS-Aviation-Professional Pilot Airplane.			
	d. Karl Baldessari, Adjunct Faculty for Aviation, nominated			

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

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Kris Kent, AAS–Aviation–Professional Pilot Helicopter.

2. Faculty Recognition Russell/Boehme
- a. Tenure 4a.1–3* X
- i. Melinda Gesuale, Patrick Kennelly, Rodney VanOrsdol, Sarah Baron, and Teresa DeShow were recommended for tenure.
 - ii. Motion to approve the nominees for tenure.
 1. 1st: Erin Merz
 2. 2nd: Alan Unger
 3. Motion approved by all members present.
- b. Promotion 4b.1–4* X
- i. Christina Grijalva, Rebecca Ramos, Roxie Supplee and Marilyn Waller–Niewold were nominated for promotion to Assistant Professor II.
 - ii. Mike Artus, Kirsten Hostetler and Laura Unverzagt were nominated for promotion to Associate Professor.
 - iii. Justin Borowsky, Jenny Cruickshank, Sarah Fuller, Lin Hong, Murray Godfrey, Ken Swartwout, Forrest Towne and Wayne Yeatman were nominated for promotion to Professor.
 - iv. Motion to approve all nominations for promotion.
 1. 1st: Laura Craska Cooper
 2. 2nd: Erin Merz
 3. Motion approved by all members present.
- c. Sabbatical 4c.1*
- i. Thor Erickson was recommended for sabbatical for the Fall 2024 and Spring 2025 terms.
 - ii. Patrick Kennelly was recommended for sabbatical for the Fall 2024 term.
 - iii. Sean Rule was recommended for sabbatical for the Spring 2025 term.
- d. Emeritus 4d.1–2* X
- i. Lilli Ann Linford–Foreman, Becky Plassmann, Kiri Simning and Liz Coleman were recommended for emeritus status upon retirement from the faculty.
 1. Motion to approve emeritus status.
 - a. 1st: Erin Foote Morgan
 - b. 2nd: Alan Unger
 - c. Motion approved by all members present.
 - ii. Jan Fisher was recommended for emeritus status upon her retirement from classified staff.

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1. Motion to approve emeritus status.

- a. 1st: Alan Unger
- b. 2nd: Erin Foote Morgan
- c. Motion approved by all members present.

V. Agenda Changes Krenowicz

None.

VI. Public Comment Krenowicz

None.

VII. Adjourn to Budget Committee Meeting Krenowicz

1. Budget Committee Meeting 7a,b,c* Detweiler

VIII. Adjourn to Open Session Krenowicz

IX. Consent Agenda*** X Krenowicz

1. Regular Meeting Minutes (3.13.24) 9a.1-14* Matthews^A

a. Motion to approve consent agenda.

i. 1st: Erin Foote Morgan

ii. 2nd: Erin Merz

iii. Motion approved by all members present.

X. Information Items

1. Monthly Budget Status 10a.1-4* LaLonde^A

No questions.

2. New Hire Reports 10b.1-2* Boehme^A

No questions.

XI. New Business

1. New Academic Programs 11a.1-6* X Recktenwald

a. In the packet were six new academic programs that went through COCC's curriculum review process.

b. Unger asked how these programs stood apart at COCC or another community college, as opposed to another type of institution.

i. Recktenwald explained that many of the certificates being presented are not available at other accredited institutions. It is important for students to have access to programs that might not be available at a four-year institution. COCC works closely with local advisory boards to ensure these programs meet workforce needs. One standard from the State is showing that these programs lead to gainful employment in areas that have need for gainful employment.

c. Craska Cooper asked how COCC determines the certificates and degrees being presented are responsive to the needs of local employers and residents.

i. Recktenwald said that all academic programs must be have an advisory board that includes members of the local workforce to review the courses, curriculums and program outcomes. They must then sign a letter

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- stating they would hire an individual with this degree or certificate.
- ii. Craska Cooper asked if the same was true for the Science Transfer Degree in Biology that was being presented.
 - iii. Recktenwald explained that this degree is different as it is reviewed by Oregon's Major Transfer Maps (MTM) process. This is a CCWD program with the intention to create pathways through certificates to guarantee a student's transfer to an Oregon public university and work towards their intended major. Oregon community colleges and public universities work together to develop these transfer degrees and prevent students wasting time and credits.
- d. Foote Morgan asked what other MTM transfer degree programs are available besides the proposed biology transfer degree.
 - i. Recktenwald said there are transfer degrees for English, business, and elementary education.
 - ii. Moore added that other transfer programs were in development as well.
 - e. Unger asked if COCC ensures an instructor has the minimum requirements to teach one of these courses before hiring them, and whether they are allowed to teach more specific material that might be relevant to local industries.
 - i. Recktenwald confirmed that COCC ensures faculty meet minimum requirements. COCC courses have common learning outcomes that faculty are required to teach. Some additional material may be added.
 - f. Foote Morgan asked if it was possible that a student with a transfer degree might need to repeat a course at a university that they already completed at COCC or a certain number of lower division credits to meet the university's requirements for a baccalaureate degree.
 - i. Recktenwald said it depends on the university.
 - g. Foote Morgan asked whether COCC's Center for Business, Industry, and Professional Development (CBIPD) oversees the certificates being proposed.
 - i. Recktenwald said that is not the case. The CBIPD mainly deals with non-credit courses and certificates. An exception would be the Construction Trades and Apprenticeship Readiness certificate, which was designed to correspond with a non-credit training certificate that is offered by CBIPD, so a student could choose to take either the credit version or the non-credit version.
 - h. Foote Morgan asked about developments with COCC's automotive program.

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- i. Recktenwald said that the automotive certificate being proposed was a non-credit certificate that might be favored by people already working in the field who might want to add this certification to their resume. Many employers do not have a strong preference for credit or non-credit programs. The automotive program's director, Jared Green, often communicates with local employers to learn what skills and certifications their employees need to do their jobs.
- i. Foote Morgan asked whether it was easy for students to access information about COCC's certificates.
 - i. Recktenwald said students can find this information in many ways. One place is the course catalogue, where every course is listed after it is approved. There are also webpages for every degree and certificate program on COCC's website. These webpages were being updated to be more student-friendly and include career prospects.
 - ii. Moore added that part of COCC's new student communication planning was that new students receive a lot of basic information at the beginning, and when they start seeing an advisor, they can use an online tool to run simulations of academic pathways.
 - iii. Kovitz added that the website's customer resource management tool was being used to build customized connections to every discipline at COCC. The website has also been redesigned to be more user-friendly and recently switched its search engine to Google.
- j. Unger asked what would happen to these programs if they were approved by the Board.
 - i. Recktenwald said they would be sent to NWCCU and Oregon's Higher Education Coordinating Commission (HECC) for approval, after which they would be sent to the federal Department of Education for approval for financial aid eligibility.
 - ii. Unger asked how long that process normally takes.
 - iii. Recktenwald said if they are approved by HECC in May, they could be approved by the Department of Education by September when students might enroll in these programs.
- k. Motion to approve the following programs:
 - i. Certificate of Completion of Construction Trades and Apprenticeship Readiness
 - ii. Certificate of Completion in Automotive Maintenance and Light Repair
 - iii. Associate of Science Transfer Degree in Biology

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- iv. Certificate of Completion in Foundations of Licensure in Education
 - v. Certificate of Completion in Medical Coding
 - vi. Certificate of Completion in STEM Early Learning
 - vii. 1st: Alan Unger
 - viii. 2nd: Erin Merz
 - ix. Motion approved by all members present.
2. Tuition and Fees 11b.1-2* X Moore/LaLonde^A
- a. Moore explained that each year, she brings a student lens to the budget discussion. These modest increases ensure COCC maintains the quality of its faculty, student support services, technology for students and employees, and the college as a whole.
 - b. Krenowicz pointed out that discussing this matter every year, as opposed to every few years as other boards might do it, ensures there are smaller increments of change to be discussed. These discussions ensure COCC's programs are successful without compromising the college's employees.
 - c. Motion to approve the proposed 2024-25 tuition and fee rates.
 - i. 1st: Laura Craska Cooper
 - ii. 2nd: Erin Foote Morgan
 - iii. Motion approved by all members present.

XII. Board of Directors' Operations

1. New Board Member Orientation Craska Cooper
- a. Craska Cooper explained that this had been discussed by the Board for several years and Skatvold recently expressed desire to formalize an orientation for new Board members. Craska Cooper proposed forming a Board Member Orientation Committee. While the Board's policies do mention orientations, it is unclear how they should be conducted. Craska Cooper nominated Skatvold and Foote Morgan to be members of this proposed Committee and recommended a third member to be nominated.
 - b. Krenowicz concurred and suggested consulting the Oregon Community Colleges Associating (OCCA) and the Association of Community College Trustees for examples.
 - i. Craska Cooper said that Foote Morgan had already volunteered to research this matter further.
 - c. Unger said that when he and Skatvold did their orientation as new Board members, while they learned about certain departments, they felt they could have learned a lot more about what COCC does.
 - d. Skatvold added that it would be helpful for more experienced Board members to lead orientations if they have a structured approach to follow that can be updated as necessary.
 - e. Foote Morgan suggested creating a standard document to present to new Board members.

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- f. Krenowicz asked whether Unger or Jim Porter (absent) would be interested in serving on this Committee.
 - i. Unger suggested that Porter's experience as an outsider from the law enforcement field would be valuable.
 - g. Skatvold asked whether Merz would be interested in being on the Committee.
 - i. Merz respectfully declined but was open to discussing it further when appropriate.
 - h. Motion to adopt a New Board Member Orientation Committee and request they draft a charge and set of guidelines on what an orientation should look like for consideration by the Board.
 - i. 1st: Laura Craska Cooper
 - ii. 2nd: Alan Unger
 - iii. Motion approved by all members present.
 - i. Krenowicz appointed Foote Morgan and Skatvold to the Committee and offered to discuss appointing Porter when he is available.
 - i. Craska Cooper recommended Skatvold serve as Chair of the Committee. Skatvold accepted.
2. Endorsement of Bonds/Levies Craska Cooper
- a. Craska Cooper said that Bend-La Pine Schools (BLS) is applying for a levy and has requested Chesley's support. Unfortunately, Chesley cannot engage in political activity as a public official. The Board, however, is allowed to engage in political activity as elected officials. It would be a good idea to support this levy in hopes that BLS will support COCC in applying for a bond in the future. The levy that BLS is applying for partially focuses on Career and Technical Education (CTE), which COCC is heavily involved in. COCC's legal counsel had confirmed that the Board is allowed to support this levy, but they cannot use staff time, meaning the Board would need to write a resolution and send it on their own.
 - b. Merz asked if the resolution would be from the entire Board and not individual Board members.
 - i. Reinecke clarified that it can be written either way. Either individuals can write letters of support, or the Board can write a resolution together as a public statement on behalf of COCC.
 - ii. Unger asked if identifying himself as a Board member in a personal letter would imply an endorsement from the full Board. Reinecke confirmed that an individual's letter could pose such a risk.
 - c. Foote Morgan asked about public officials' endorsements being included in voters' pamphlets. Should the Board agree to this before moving forward with a resolution?
 - i. Reinecke said that any Board member can speak for themselves, but it is important to remain consistent

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in their stances.

- d. Chesley and Kovitz had discussed whether the Board should focus on supporting the bond's CTE applications or the entire application. If the Board decided to issue a resolution, COCC could issue a press release stating the facts of the resolution.
 - i. Reinecke recommended waiting for further legal consultation before issuing a press release.
- e. Krenowicz asked if the Board would write a resolution and send it to BLS' Board of Directors to use as they see fit.
 - i. Reinecke confirmed that to be an alternative to issuing a press release.
- f. Craska Cooper suggested drafting a resolution during this meeting as the measure takes place in May.
 - i. Foote Morgan asked if the Board could vote to unanimously support the levy and appoint a member to draft a resolution and send it to the Chair for approval.
 - ii. Merz and Craska Cooper concurred.
 - iii. Reinecke added that the Board could also write an editorial as an alternative to a resolution.
 - iv. Krenowicz preferred a resolution over an editorial for its simplicity.
- g. Foote Morgan volunteered to draft a resolution and send it to the BLS Board. (It was drafted after the executive session and approved by the Board.)
- h. Motion to formally support the Learning Levy 2024 from BLS as COCC's Board of Directors and for Erin Foote Morgan to write a statement of support subject to Joe Krenowicz' approval and sending it to BLS' Board or those responsible for the bond measure.
 - i. 1st: Laura Craska Cooper
 - ii. 2nd: Erin Merz
 - iii. Motion approved by all members present.

3. Board Member Activities

Board Members

- a. Alan Unger
 - i. February 20: *Black Joy* author event
 - ii. March 21: City Club luncheon
 - iii. March 25: OCCA Budget Committee meeting
 - iv. April 4: Madras campus Open House
 - v. April 9: OCCA DEI Committee meeting
- b. Erin Merz
 - i. March 21: City Club luncheon
 - ii. April 1: Madras campus expansion fundraiser
 - iii. April 4: Madras campus Open House
 - iv. April 5: Student Success Committee meeting
 - v. April 6: Central Oregon Chamber Orchestra concert
 - vi. April 9: TJ Klune author event

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- c. Laura Craska Cooper
 - i. March 22: Meeting with Krenowicz and Chesley
 - ii. March 22: Phone call with Foote Morgan
 - iii. March 22: Meeting with Skatvold
 - iv. March 28: Phone call with Chesley
 - v. March 29: Presidential Evaluation Committee meeting
 - vi. March 29: Phone call with Skatvold
 - vii. April 2: Policy Review Committee meeting
 - viii. April 2: Real Estate Committee meeting
 - ix. April 4: Meeting with Krenowicz and Chesley
- d. Erin Foote Morgan
 - i. March 15: La Pine High School Career Fair
 - ii. March 21: City Club luncheon
 - iii. March 22: Phone call with Craska Cooper
 - iv. March 24: Phone call with Merz
 - v. March 27: La Pine High School Steering Committee meeting
 - vi. April 2: Policy Review Committee meeting
 - vii. April 3: Sunriver La Pine Economic Development luncheon
 - viii. April 4: Madras campus Open House
 - ix. April 5: Student Success Committee meeting
 - x. April 7: Central Oregon Chamber Orchestra concert
 - xi. April 9: South County Adult Education Committee meeting
 - xii. Phone calls with Skatvold and Merz
- e. Erica Skatvold
 - i. March 22: Meeting with Craska Cooper
 - ii. April 2: Policy Review Committee meeting
 - iii. April 5: Student Success Committee meeting
 - iv. Phone calls with Craska Cooper, Foote Morgan and Chesley
- f. Joe Krenowicz
 - i. March 22: Meeting with Craska Cooper and Chesley
 - ii. April 2: Real Estate Committee meeting
 - iii. April 4: Madras campus Open House
 - iv. April 5: Meeting with Craska Cooper and Chesley

XIII. Dates

Krenowicz

1. Friday, April 12 – Poetry Slam – Wille Hall at 5:00 – 7:00 p.m.
2. Saturday, April 13 – COCC Foundation’s Meal of the Year – Mazama Gymnasium at 5:30 – 9:00 p.m.
3. Friday, April 19 – COCC Preview Day – Bend Campus at 9:45 a.m. – 1:00 p.m.
4. Friday, April 19 – Earth Day Fashion Shows – Wille Hall at 4:30 and 7:30 p.m.
5. Thursday, April 25 – COCC Math Contest – Bend Campus at 9:30 a.m. – 2:15 p.m.

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(Various Times, Volunteers Welcome)

- 6. Thursday, April 25 – Poetry Month Roundtable – Barber Library’s West Wing and Live-streamed from Branch Campuses at 5:00 – 7:00 p.m.
- 7. Saturday, April 27 – Arbor Day Ponderosa Tree Planting Party – Barber Library at 10:30 a.m. – 12:00 p.m.
- 8. Wednesday, May 8 – Board of Directors’ Meeting – BEC Boardroom at 5:45 p.m.

<p>XIV. Adjourn to Executive Session ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions ORS 192.660 section 1, subsection i, Performance Evaluation of CEO</p> <p>XV. Adjourn to Open Session</p> <p>XVI. Open Session</p> <p>XVII. Adjourn</p>	<p>Krenowicz</p> <p>Krenowicz</p> <p>Krenowicz</p> <p>Krenowicz</p>
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Central Oregon Community College
Monthly Budget Status
Highlights of March 2024 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$51.9 million. The March average yield for the Local Government Investment Pool remains 5.20 percent, no change from last month.

General Fund Revenues

Spring term registration continues this month increasing tuition and fee revenues by \$4 million over the prior month.

General Fund Expenses

The expenses through March 2024 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
March 2024

08-May-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	\$ 21,470,874	\$ (371,126)	98.3%	98.0%
Prior Taxes	460,000	225,881	(234,119)	49.1%	75.9%
Tuition and fees	17,374,000	18,748,991	1,374,991	107.9%	99.3%
State Aid	9,793,000	9,002,477	(790,523)	91.9%	78.2%
Program and Fee Income	40,000	18,218	(21,782)	45.5%	54.6%
Interest & Misc. Income	244,000	64,116	(179,884)	26.3%	26.9%
Transfers-In	4,860,000	2,024,262	(2,835,738)	41.7%	49.6%
Total Revenues	\$ 54,613,000	\$ 51,554,819	\$ (3,058,181)		
Expenses by Function					
Instruction	\$ 24,617,100	\$ 16,309,630	\$ 8,307,470	66.3%	64.5%
Instructional Support	5,270,297	3,518,173	1,752,124	66.8%	67.0%
Student Services	6,465,663	3,975,757	2,489,906	61.5%	59.2%
College Support	5,847,565	3,382,870	2,464,695	57.9%	60.6%
Plant Operations and Maintenance	4,966,239	3,637,744	1,328,495	73.2%	63.3%
Information Technology	5,738,544	3,758,132	1,980,412	65.5%	65.2%
Financial Aid	100,000	101,775	(1,775)	101.8%	51.8%
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	\$ 37,073,219	\$ 19,343,127		
Revenues Over/(Under) Expenses	\$ (1,803,346)	\$ 14,481,600	\$ 16,284,946		

Central Oregon Community College
Monthly Budget Status
March 2024

8-May-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	\$ 5,186,534	\$ (617,263)	89.4%	90.8%
Expenses	5,750,447	2,107,991	3,642,456	36.7%	37.8%
Revenues Over/(Under) Expenses	\$ 53,350	\$ 3,078,543	\$ 3,025,193		
Grants and Contracts Fund					
Revenues	\$ 4,643,524	\$ 3,039,842	\$ (1,603,682)	65.5%	29.0%
Expenses	4,711,428	2,656,173	2,055,255	56.4%	41.6%
Revenues Over/(Under) Expenses	\$ (67,904)	\$ 383,669	\$ 451,573		
Capital Projects Fund					
Revenues	\$ 13,832,724	\$ 3,441,806	\$ (10,390,918)	24.9%	67.1%
Expenses	17,714,240	3,010,307	14,703,933	17.0%	23.2%
Revenues Over/(Under) Expenses	\$ (3,881,516)	\$ 431,499	\$ 4,313,015		
Enterprise Fund					
Revenues	\$ 4,877,843	\$ 4,461,017	\$ (416,826)	91.5%	88.9%
Expenses	5,305,817	3,459,573	1,846,244	65.2%	70.0%
Revenues Over/(Under) Expenses	\$ (427,974)	\$ 1,001,444	\$ 1,429,418		
Auxiliary Fund					
Revenues	\$ 5,973,779	\$ 5,415,858	\$ (557,921)	90.7%	86.1%
Expenses	12,402,620	8,295,110	4,107,510	66.9%	56.5%
Revenues Over/(Under) Expenses	\$ (6,428,841)	\$ (2,879,252)	\$ 3,549,589		
Reserve Fund					
Revenues	\$ 5,316	\$ -	\$ (5,316)	0.0%	0.0%
Expenses	455,000	33,612	421,388	7.4%	95.3%
Revenues Over/(Under) Expenses	\$ (449,684)	\$ (33,612)	\$ 416,072		
Financial Aid Fund					
Revenues	\$ 15,259,071	\$ 9,793,888	\$ (5,465,183)	64.2%	55.8%
Expenses	15,523,065	9,399,126	6,123,939	60.5%	49.8%
Revenues Over/(Under) Expenses	\$ (263,994)	\$ 394,762	\$ 658,756		
Internal Service Fund					
Revenues	\$ 85,000	\$ 74,254	\$ (10,746)	87.4%	51.7%
Expenses	161,000	138,851	22,149	86.2%	60.2%
Revenues Over/(Under) Expenses	\$ (76,000)	\$ (64,597)	\$ 11,403		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 14,099	\$ 4,767	151.1%	65.3%
Expenses	23,500	6,890	16,610	29.3%	26.7%
Revenues Over/(Under) Expenses	\$ (14,168)	\$ 7,209	\$ 21,377		

08-May-24

Central Oregon Community College

Cash and Investments Report

As of March 31, 2024

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 50,975,653	
3624 - Robert Clark Trust		\$ 388,882
March Average Yield 5.2%		
Cash in USNB	\$ 939,414	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 51,919,667</u>	<u>\$ 388,882</u>



Board Meeting Date: Wednesday, May 8, 2024
Exhibit: 9b.1

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

Faculty Full-Time		
Stephanie Christau	Assistant Professor I Chemistry	September 11, 2024
Maud Comboul	Full-Time Temporary Faculty Mathematics	September 11, 2024
Shane Gassaway	Assistant Professor I Mathematics	September 11, 2024
Kristy Gilmore	Assistant Professor I Mathematics	September 11, 2024
Caitlin Kiley	Assistant Professor I Biology	September 11, 2024
Stephanie O'Bryan	Assistant Professor I Pharmacy Technician	September 11, 2024

Administrator Full-Time		
Jeremy Abbey	Student Care/Conduct Coordinator	May 28, 2024

Administrator Part-Time		
Jacqueline Kuzio-Williford	STEM Tutor Coordinator	April 8, 2024



Central Oregon Community College
Board of Directors
 New Hires Report
 Date of Hire: April 1-30, 2024

Name	Hire Date	Job Description	Department
Classified Full-Time			
Richardson, Phoenix S	4/1/2024	Campus Custodian	Custodial Services
Temporary Hourly			
Ausfahl, Andy Bailey	4/26/2024	Cascade Culinary Institute Lab	Culinary Program
Bergler, Troy A	4/27/2024	Fire Science Instructional	Fire Science
Brown, Wesley Michael	4/1/2024	Math Grader/Instructional	Mathematics
Davis, Mackenzie Elaine	4/1/2024	MATC Lab Assistant	Manufacturing Processes
Diliberto, Angelique	4/1/2024	Instructional Assistant-	Allied Health
Hayden, Petyr Mortymer	4/15/2024	Adult Basic Skills - Math Tutor	Adult Basic Education
Hayes, Cindy	4/16/2024	Business Advisor II	Regional Svcs. & R.C. Operations
Lindburg, Danilea O	4/26/2024	Cascade Culinary Institute Lab	Culinary Program
Martinez, Alexis Vargas	4/1/2024	Instructional Assistant-Medical	Medical Assisting
May, Jesse E	4/17/2024	Miscellaneous Tutor II	Tutoring and Testing
Morris, Gw in Kay	4/1/2024	Math Grader/ Instructional	Mathematics
Pon, Darren	4/26/2024	Cascade Culinary Institute Lab	Culinary Program
Reich, Scott C	4/17/2024	Miscellaneous Tutor II	Tutoring and Testing
Sucher, Maximillian P	4/10/2024	EMT Lab Assistant	Emergency Medical Services
Weiss, Neil R	4/1/2024	Student Support Services and	Regional Svcs. & R.C. Operations
Wright, Erik Douglas	4/2/2024	EMT Lab Assistant	Emergency Medical Services
Zacarias, Vanessa	4/12/2024	Dental Clinic Instructio	Dental Assisting



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

Subject	Suspend two short-term certificate programs
Strategic Plan Connections	<ul style="list-style-type: none">• Engaging our Communities• Advancing Fiscal and Operational Sustainability
Prepared By	Dr. Annemarie Hamlin, Vice President for Academic Affairs

A. Background

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

This proposal to inactivate two short-term certificate programs, Medical Office Specialist Certificate of Completion (CC1) and the Advanced Forest Concepts Career Pathway Certificate of Completion (CPCC). Per HIM faculty, the Medical Office Specialist program no longer offers students a clear pathway to a living-wage career, as regulations governing medical billing and coding have changed significantly since the certificate's inception. Students interested in this field are better suited pursuing the new Medical Coding Certificate of Completion (CC1) or the Health Information Management Associate's Degree (AAS).

The Advanced Forest Concepts CPCC is being suspended for lack of student interest. Program faculty and members from the Forest Resources Technology advisory board agree that this short-term certificate is also not likely to be a compelling certification for employers. The Forestry Department will continue to offer other AS, AAS, and CPCC programs that meet both student and workforce needs.

This proposal to suspend two existing programs meets COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. Upon approval by the COCC Board this program change will be submitted to the Oregon Higher Education Coordinating Commission/Office of Community College and Workforce Development and then to the Northwest Commission on Colleges and Universities as required.

B. Options/Analysis

- Approve the proposed inactivated academic programs.
- Decline approval of the proposed inactivated academic programs.

C. Timing

This program will be immediately unavailable for new students to declare. The proposal to inactivate these programs have been reviewed and approved by COCC's Curriculum Committee; those proposal included teach-out and communication plans to avoid disruption to in-progress students.

D. Budget Impact

All courses will continue to be taught as part of other certificate programs; there is no budget impact.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the following inactivated academic program effective Fall 2024:

Inactivated programs

Medical Office Specialist CC1

Advanced Forest Concepts CPCC

CASCADE FOREST @ C.O.C.C DISC GOLF COURSE PROPOSAL

March 18, 2024 - *Cost estimate and implementation plan to create a 9-hole Disc Golf Course at Central Oregon Community College.*



Prepared by:



Ryan Lane | Disc Ventures, LLC
ryan@discventures.com | 294 N. Cowboy St.
(541)749-8434 | Sisters, OR 97759

CASCADE FOREST @ C.O.C.C, DISC GOLF COURSE PROPOSAL

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1. Introduction

Disc golf is a fun, easy, and affordable sport for people of all ages and skill levels. There are currently over 10,000 disc golf courses in the World, and hundreds more are added each year. This popular and inclusive lifetime fitness activity has become one of the Northwest's fastest growing recreation options. Studies by the Professional Disc Golf Association indicate membership tripled over the past 5 years, with users aged 20-44 years of age, making up nearly 75% of its 130,000 current members.

With only one established 18-hole disc golf course, Bend Pine Nursery, and one seasonal 9-hole course, Skyline Park (October-March), the city of Bend is currently underserved with disc golf opportunities. Central Oregon Community College would directly benefit from filling this need for their students and community members. More demographic info can be found using the following link: <https://www.pdga.com/pdga-documents/demographics-current>

2. Community Benefits

One of the most attractive aspects of disc golf is its symbiotic relationship with nature and its natural surroundings. In addition to appealing to nearly all age and gender groups, the game is environmentally sound and serves a great number of people for a very low investment in time, energy, and financial costs.

Disc golf fits into the existing flora and utilizes areas that are otherwise underused, including natural areas, yet can easily co-exist with other activities such as hiking, biking, and dog-walking. There is almost no noise pollution created, and most players take great pride in the care of their course, enforcing a 'pack it in, pack it out' policy, cleaning up litter and reminding others to use trash and recycling receptacles. A new course installation will encourage students and visitors to get outside together and ultimately help strengthen community vitality.

3. Course Installation Detail

3.1 Experience

Disc Ventures, LLC has designed, installed, and helped to maintain numerous area courses. Over the past 20 years our efforts have led to the installation of over 400 permanent targets and over 180 permanent tees throughout the Northwest. This course design knowledge coupled with playing experience is a recipe for a very successful course installation. A list of completed projects and additional resources can be found here: <http://www.discventures.com/about/courses/>

3.2 Safety

The proposed installation will minimize risk for disc golfers and non-disc golfers alike. The course will be routed away from potential dangers and fairways will be designed to reduce the likelihood of throws landing in streets, parking lots, adjacent fairways, and pathways. Clear site lines from tee areas will allow safe play around existing trails and prevent user conflicts. Installation of additional signage indicating "flying disc area" is recommended to warn trail users of alternate use.

3.3 Design Considerations

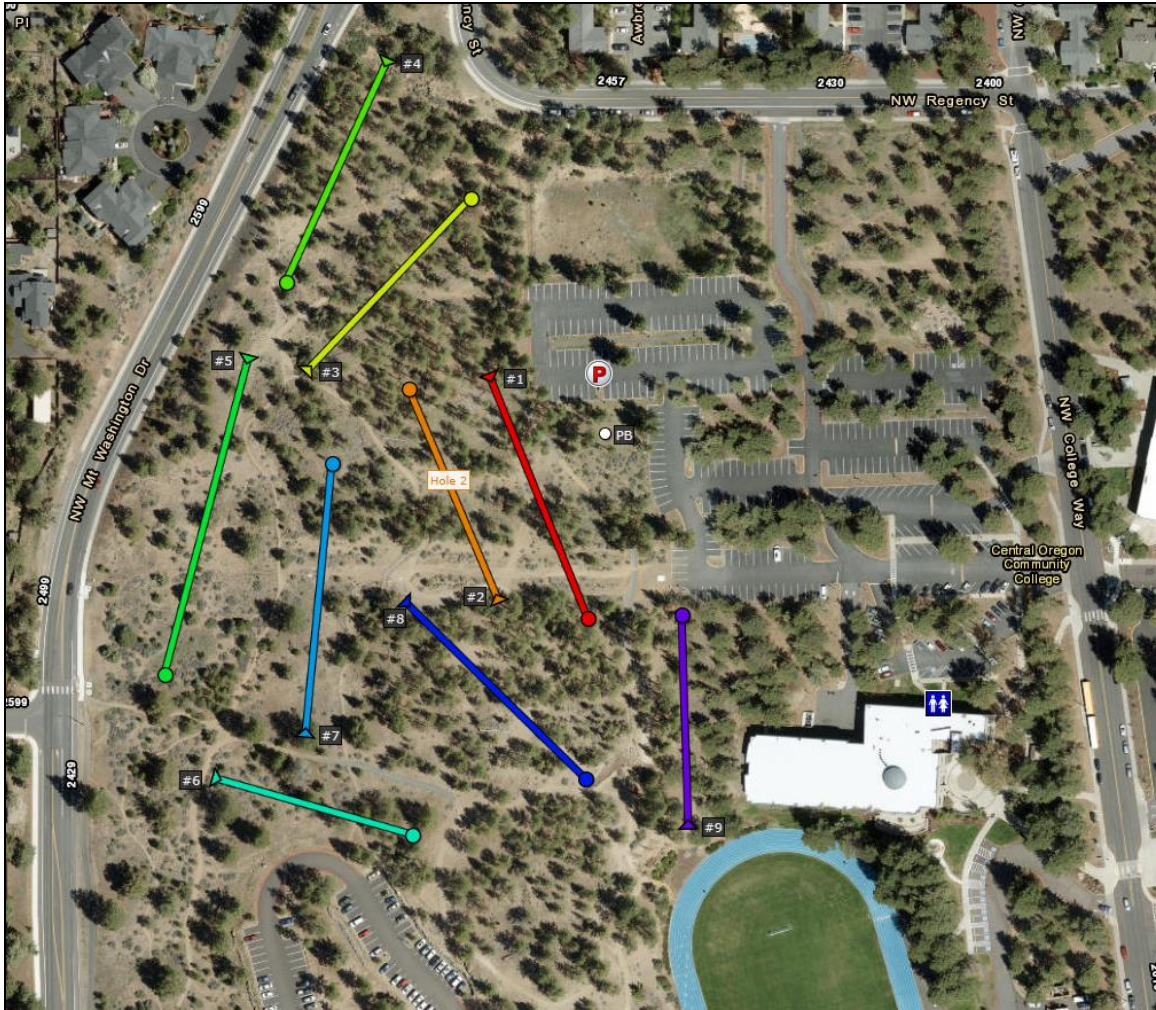
The design is multi-faceted and intended to appeal to a broad user base with an intermediate and/or advanced skill level. An effort was made to create a variety of shots with variable hole lengths. The course is designed to start and finish from the existing parking Lot D near Barber Library, which offers restrooms and drinking water during operating hours. This parking location offers unpermitted free public access and is also within close proximity to the Campus Bookstore which offers snacks, beverages, and vending potential.

The course area is bordered on the North by Regency Drive and Mt. Washington drive creates a west boundary with existing soft surface trails safely bisecting the playing area. The Bobcat Running trail winds safely throughout the course area.

The slated course area offers undulating terrain with sparsely scattered mature Juniper trees and interspersed Ponderosa trees. The ground surface is primarily soft soil natural areas with scattered sagebrush. The dense tree canopy creates a flight ceiling on most fairways. Forest health and fire mitigation may benefit from selective pruning of existing trees. The course route highlights the inherent beauty of the land itself.

4. Maps and Reference

4.1 Proposed Course Map



4.2 Aerial Image and Area Reference

The following link will allow you to view a detailed aerial image of the proposed course site:

https://oregondiscgolf.com/course_maps/COCC.html

4.3 Distance

The following chart provides a distance breakdown of each hole:

Cascade Forest DGC		
#	Feet	Par
1	319	3
2	281	3
3	291	3
4	297	3
5	400	3
6	251	3
7	333	3
8	308	3
9	259	3
Total	2739	27
<i>Avg</i>	<i>304</i>	<i>3</i>

5. Costs

5.1 Costs

A complete 9-hole disc golf course includes nine galvanized steel baskets, practice/warm up area, tee pads, tee signs, and a message board.

5.2 Baskets

These estimates are based on Innova DisCatcher Pro targets. The estimate provided below includes one anchor per basket. Each anchor is set in cement. The installation of an additional anchor would allow the baskets to be moved to alternate locations, adding variety, altering distance, and limiting environmental impact. The basket is secured into the anchor with a padlock. The stainless chain rack and powder coated top are important options to help preserve the basket, prevent rust, and increase visibility.



Innova DISCatcher Pro 28

5.2.1 Basket Costs

Innova DISCatcher Pro Basket

(28 Chain Strands, Hardware): $\$375 \times 9 = \$3,375$

Practice Basket: $\$375 \times 1 = \375

Concrete: $\sim\$40 \times 10 = \400

Freight: = \$350

***Baskets:* = \$4,500**

Additional Equipment

Additional installation anchor tube: $\$25 \times 9 = \225

Freight: = \$30

Concrete: $\sim\$40 \times 9 = \360

Locks: $\sim\$13 \times 10 = \130

***Additional:* = \$745**

Optional Equipment

Flag sets for target tops: $\$25 \times 9 = \225

***Optional:* = \$225**

Total

Includes equipment + installation materials (concrete/locks)

Baskets: = \$4,500

Additional: = \$745

Optional: = \$225

***Total Basket Costs:* = \$5,470**

5.2.2 Target and Tube Installation Reference

DISCatcher

Disc Golf Target®

Page 1

PERMANENT TARGET GROUND TUBE INSTALLATION

Parts (included per target location)

- Installation Tube

Installation tools and extras needed

- One Target Pole & Locking Collar assembled from Step 1 on page 2.
- Duct or packing tape
- 60 pounds of concrete per target
- Post hole digger or auger
- Torpedo level or carpenter's level



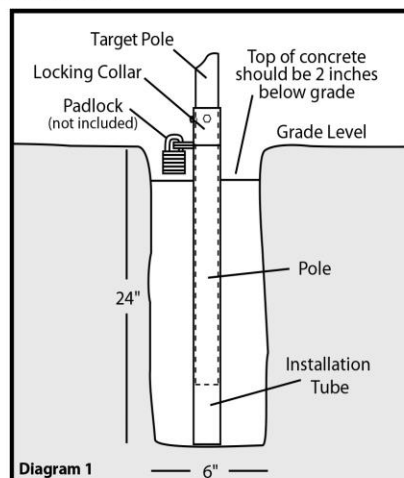
WARNING: Before digging always contact your local utilities and property maintenance to locate any underground lines. (Water, Gas, Electrical, Sprinkler, etc...)

SETTING THE INSTALLATION TUBE (Diagram 1)

Step 1 Dig a hole that is at least 6 inches in diameter and 24 inches deep. Most manual post hole diggers create a 6 inch diameter hole, but if you are installing an entire course it is maybe worth the money to rent a two man auger with a 6 inch bit.

Step 2 Assemble one pole and locking collar according to Step 1 of Target Assembly (see other page). Tape the bottom of the installation tube with duct tape or packing tape to prevent any concrete getting into the tube during installation. Place the installation tube in the hole with the tab pointing towards the tee or line of play, (this will assure that the number on the target faces the tee). The tab should be at, or slightly below grade level to keep it away from lawn mower blades and to establish the correct height for the target. Slide the target pole with locking collar attached into the installation tube. This will keep cement out of the installation tube while pouring. Just one pole with locking collar can be used to set up the installation tubes for your entire course.

Step 1 Pour the concrete into the hole around the installation tube to no higher than two inches below grade level. This will allow room for a padlock (not included). Use a level to plumb the pole on at least two sides 90° from each other. A torpedo level works best. After leveling the pole, make sure the tab still points toward the tee or line of play, clean off any concrete on the locking tab and then carefully remove the pole from the tube.



Still have questions? Give us a call.

West Coast Sales
(800) 408-8449

900 S. Dupont Ave. | Ontario, CA 91761

East Coast Sales
(800) 476-3968

2850 Commerce Drive | Rock Hill, SC 29730

5.2.2 Target and Tube Installation Reference (Cont.)

DISCatcher Disc Golf Target®

Page 2

Parts (included per target)

- One Pole
- One Target Top (w/chains)
- One Basket
- One Locking Collar

Hardware (included per target)

- Three 5/16" x 2 3/4" hex head bolts
- Two 1/4" x 3/4" one-way screws
- One 1/4" x 3/8" hex head bolt
- Three 5/16" lock nuts
- One 1/4" lock nut
- One 1/4" washer

Assembly Tools and Extras (not included)

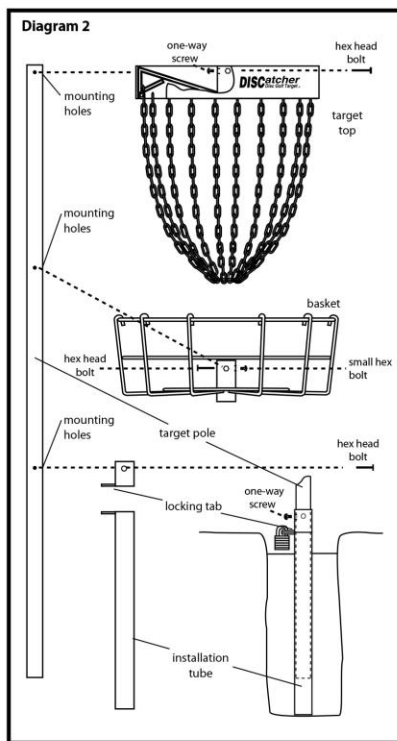
- One padlock per target
- Two 1/2" and one 7/16" wrenches or sockets
- Flat head screwdriver (short)



WAIT AT LEAST 24 HOURS AFTER POURING CONCRETE TO INSTALL ASSEMBLED TARGETS.

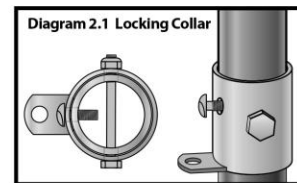
You must be patient enough to let the concrete set thoroughly before putting the target in. This usually takes at least one day.

ASSEMBLING THE DISCatcher® TARGET (Diagram 2)

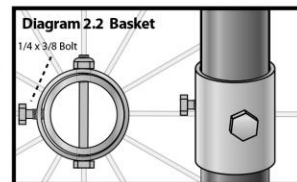


The easiest way to assemble the DISCatcher® Target is with the pole on the ground (the top of the main pole has mounting holes drilled within an inch of the end).

Step 1 LOCKING COLLAR - From the bottom end of the pole the locking collar should slide onto and line up with the bottom 3 mounting holes, with the tab portion at the bottom of the collar. Insert and tighten the 1/4" x 3/4" one-way screw into the threaded hole above the tab. Insert the 5/16" x 2 3/4" hex bolt through the collar and pole and tighten locknut.



Step 2 BASKET - From the top of the pole slide the basket down and line up the 2 holes for the hex bolt, with the threaded hole on the same side of the pole as the locking collar tab. Insert 5/16" x 2 3/4" hex bolt and tighten locknut. Apply a small amount of threadlock to the 1/4" x 3/8" hex bolt and insert into the threaded hole on the basket and tighten against the pole.



Step 3 TARGET TOP - Hold up target top to make sure chains hang freely and are not tangled. While holding up target top tilt slightly and slide the two rings at bottom of chains onto top of pole. Be careful not to let any chains cross between the top of the pole and the hole in the center of the target top, as you put the target top onto the pole. Line up the three holes on the target top with the top 3 holes on the pole. Insert and tighten 1/4" x 3/4" one-way screw into threaded hole on front of target top lining up with tab of locking collar. Start the 1/4" washer and locknut onto back of one-way screw. (Do not tighten) Insert 5/16" x 2 3/4" hex bolt through target top and pole tighten locknut. At this point tighten the 1/4" locknut onto one-way screw.



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5.3 Tee Pads

Each disc golf hole begins from the tee surface. Some courses have natural tees, while other courses have mats made of reprocessed rubber tires or turf, but the accepted norm is a textured slab of concrete. The standard disc golf tee is typically at least five feet wide and a minimum of ten feet long, professional courses typically provide larger throwing surfaces. Compaction in the tee area will occur from regular use and thus it is recommended to start with a compacted base layer of gravel under and around the tee to provide a solid and stable foundation for course users.



Concrete Tee at Bend Pine Nursery

5.3.1 Concrete Tees

Concrete tees with a coarse finish provide the best and most economical throwing surface for all types of disc golf drives. A firm, level, slip-free surface must be provided for long power drives and a coarse finish will help to prevent slipping during wet conditions. Concrete tees are the most maintenance free, long lasting tee surfaces. Concrete tees will improve the user's overall impression of the disc golf facility and control erosion. Due to seasonal weather fluctuations, we recommend installing wire mesh to help prevent the concrete from cracking, and to improve the concrete's flexural strength. Each tee area would be flush to the ground or slightly elevated depending on design & terrain factors, tournament compatible tees would be approximately 6x12 feet in length and 4 inches thick, requiring approximately 1.2 cubic yards of concrete each. Smaller tees for shorter holes could be reduced to approximately 5x10 feet in length.

5.3.2 Concrete Tee Specifications

Prior to concrete delivery each tee surface would be properly prepared by removing sod and debris, adding compacted base rock, and framed for pre-mixed 3000 psi concrete with hot water. Material would be delivered on site via truck and distributed by the best available method. Tees would be coated with J-20 cure and seal and broom finished with tooled edges and one control joint. Price includes labor, excavation equipment, rock placement material, and blankets as needed.

5.3.3 Concrete Tee Costs

Form (9) 6'x12' tees for 4" thick slab

Prep and compact 3/4 minus rock

Excavation Equipment and Gravel: ~\$1,150

Forms and rock prep: ~\$100 per tee x 9 = \$900

6x6 wire mesh in tees: ~\$20 x 9 = \$180

Concrete Delivery and Finishing: = \$3,300

Total Concrete Tees Cost: \$5,530



Wire mesh added for re-enforcement

5.4 Signs



Tee Signs

5.4.1 Tee Signs

Tee signs are an integral part of course routing and direction. The tee signs will be created out of weather resistant Dibond and mounted to 4x4 posts that match the style of the existing trail and waypoint markers. The signs will be 3.5" wide x 8" tall mounting flush to the posts and provide information about hole length, terrain and out-of-bounds areas.

5.4.2 Additional Signs

Additional signage is necessary to warn all users of the inherent risk associated with using trails near and/or through the course area. Flying discs travel at a high velocity and can inflict serious injuries. Caution should be exercised by throwers and spectators in and around the disc golf area. These additional signs should be added at all public use junctions adjacent to the disc golf area. Further steps could be made to delineate trails for safety and to encourage non-disc golfers to use safe pathways through the course area.

5.4.3 Wayfinding Signs

Next tee directional signs are helpful for wayfinding and helping players efficiently navigate the course.

5.4.4 Message Board

The message board serves as a player gathering place and communication outlet. A message board should be located near the start of the course and typically includes course and park rules, course maps, scorecards, and links to additional information.



Message Board

5.4.5 Scorecards

A variety of scorecard designs, features and format options are available. Many disc golfers prefer to use an online application such as udisc.com which allows them to track and keep scores and also comes pre-loaded with gps course maps for aid in navigation.

5.4.6 Sign Costs (estimated)

Tee Signs (includes 4x4 post set in concrete): ~\$100 per x 9 = \$900

Additional Signs: ~\$25 x 8 = \$200

Wayfinding Signs: ~\$25 per x 9 = \$225

Message Board and Rules Signage: = ~\$1,000

Scorecard Template and UDisc listing: = ~\$500

Total Sign Costs: \$2,825

5.5 Maintenance

The proposed course area would benefit from trail improvements which would help navigate players from baskets to next tee areas. Landscape improvements may involve spreading mulch and gravel to minimize environmental impact in the natural areas and walkout paths. Other projects, such as landscaping, and/ or debris, limb removal may be necessary to improve player perception of the course. Once a course is in place, maintenance costs are relatively low. Erosion concerns should be monitored regularly depending on terrain, and occasional maintenance can be required on heavy footpaths. A regular routine to empty trash and recycling containers will ensure a tidy course.

6. Merchandising

6.1 Pro Shop & Concessions

Having a turnkey profit center on site to support your disc golf course operation will allow you to generate a healthy revenue stream from sales of golf discs and accessories. Snack and beverage concessions will generate considerable additional revenue. Since Central Oregon Community College already has on-site personnel in the Campus Bookstore, it will be easy to add a complete line of golf discs and merchandise with minimal investment. Disc golf has a growing list of manufacturers that create top quality products and many players have developed strong preferences and/or familiarity with certain brands. Our recommendation would be to partner with Innova Discs which currently offers the most popular and extensive product line. This manufacturer can offer a complete line up of golf discs, equipment, accessories and apparel including display racks and flight charts.

6.2 Organized Events

You can increase awareness of disc golf in your community, promote your course, and generate revenue through organized events. Weekly league nights and annual events can help promote wellness on campus while creating strong community bonds.

6.3 Custom Disc Sales

Provide an extra boost to on-site sales with the addition of custom stamped discs and mini markers. Innova Discs can hot stamp your logo or artwork directly on to golf discs. Many players enjoy purchasing custom discs as keepsake souvenir reminders of their visit.

6.4 Rental Sets

While most experienced disc golfers will have their own set of discs and accessories, adding an option to rent equipment will increase access for the remainder of students and community members. These sets can vary depending on the guest and should typically include: Three (3) discs: One fairway driver, one mid-range disc, and one putt & approach disc. The recommended pricing strategy is to rent each set for \$10 and retain the entire rental fee if any disc is lost or otherwise not returned following the round. The condition of golf discs will need to be monitored and can be re-sold as “used” discs when no longer acceptable. Typically, stronger and more experienced players will require heavier discs (170-175 grams) while less experienced players find success with lighter weights (150-165 grams). You can sort rental sets by color and store in course ready golf bags.

6.5 Suggested Inventory

Adding disc golf products to your existing bookstore will make your course an attraction for local and regional players and supply the necessary products for students and visitors. With disc prices ranging from \$10-\$20, players will be willing to purchase golf discs regularly. A variety of golf discs, disc golf bags, disc golf carts (these could also be made available as a rental item), apparel (shirts, hats, towels), practice targets (also can be part of an eye-catching in-store display), rule books, and accessories will help keep your golfers well stocked and prepared for a day on the course.



Innova Display Rack

6.6 Pro Shop Inventory (estimated)

Stock Disc Inventory: ~\$10 ea x 100 = \$1,500

Custom Disc Inventory: \$12 ea x 100 = \$1,200

Display racks: ~\$20 x 5 = \$100

Rental Sets: ~\$30 per set x 8 = \$240

Carts, bags, apparel, targets, accessories: \$1,060

Total Pro Shop Inventory Cost: \$4,100

7. ABOUT US

7.1 Disc Ventures, LLC

Disc Ventures, LLC inspires throwers to take aim. Services include event management, disc golf instruction, equipment rental and sales, and course maintenance, design, and installation. For more information, see <http://www.discventures.com>

7.2 Summary

Disc Ventures, LLC has provided Central Oregon Community College with a conceptual design and pricing estimate for its new disc golf course. Disc Ventures, LLC agrees to provide further design services including, but not limited to; preparing construction timeline, supervision of course installation, preparing merchandising plan for golf shop, preparing tee and course signage, identifying desirable landscape improvements, developing scorecard and additional course marketing materials, and defining additional course needs. Cost of additional services may vary. Meetings and site visits are a necessary component of this service and a reasonable number are anticipated in the scope of this service proposal. Ongoing consultation fees are billed at \$40 hourly.

7.3 Implementation

A successful course design requires precise execution during the installation phase and ongoing maintenance throughout its lifetime. Continuous testing for safety and effectiveness of the course route should be performed by players of various skill levels throughout the process to ensure a fair and challenging layout is preserved. The initial installation efforts should be applied towards landscape improvements which further define the course fairways including tree and undergrowth trimming and trail building where necessary. The next phase would transition to prepping tee surfaces by removing organic material and compacting base rock. Next, basket hardware and signs posts can be swiftly installed and measurements for course signs and scorecards derived. Installation and maintenance costs can be drastically offset by player volunteer efforts.

7.4 Design Fees

Preparation and research for this summary is billed at \$0. Ongoing consultation fees are billed at \$40 hourly. We estimate **twelve** hours of additional consultation efforts to complete the concept as detailed herein.

8. Estimated Cost Summary

8.1 Estimated Costs

Upon review of client expectations and completed site assessment it was determined that the following equipment would best satisfy the project needs:

<i>COCC, Cascade Forest Disc Golf Course</i>	
<i>Description</i>	<i>Cost</i>
5.2 Baskets	\$5,470
5.3.3 Concrete Tees	\$5,530
5.4.6 Signs	\$2,825
6.6 Pro Shop Inventory	\$4,100
7.4 Design Fees	\$480
<i>Total</i>	<i>\$18,405</i>



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

Subject	9 Hole Disc Golf Course on COCC property
Strategic Plan Initiatives	Community Engagement and College Sustainability
Prepared By	Michael LaLonde, Vice President of Finance and Operations

A. Background

The College had a popular 18-hole Disc Golf Course prior to the construction of Wickiup Hall. The Course was removed when the residence hall was constructed. The proposal is to create a new 9-hole disc golf course near the library, where there is adequate parking. The course will include signage clearly stating the course rule, no smoking, no alcoholic beverages and to pack out any trash. There will also be signs illustrating the course layout, where the next hole is located, etc. The College will install waste and recycling containers near hole 1 and hole 6, where Campus Services can easily empty the containers. There will be no charge for playing the course and the College Bookstore will sell discs and other disc golf accessories. The proposal was discussed at SLT, the Real Estate Committee and with numerous College staff including Cory Darling, Josh Clawson, Tina Hovekamp, Andrew Davis, Josh Motenko, and others with no objection.

B. Options/Analysis

Approve the proposal or decline the proposal.

C. Timing

The course will be constructed in May/June with a target opening date in late June.

D. Budget Impact

The course will cost approximately \$19,000 which will be funded through hole sponsorships, fundraising and existing funds.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the 9-hole disc golf proposal and authorizes President Chelsey or her designee to implement the proposal.