



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, October 12, 2016 – 6:00PM  
Christiansen Board Room – Boyle Education Center Bldg.

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Ricks
6:01 pm	II. <b>Introduction of Guests</b>			Ricks
6:02 pm	III. <b>Agenda Changes</b>			
6:03 pm	IV. <b>Public Hearing and Testimony</b>			
	A.			
6:10 pm	V. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular Meeting (Sept. 14, 2016)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (September 2016)	5.b1	X	Fegley <sup>A</sup>
	C. Approval of Contracts			
	1. Cheney	5.c	X	Fegley <sup>A</sup>
6:15 pm	VI. <b>Information Items</b>			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Student Success: Placement	6.b		Peterson <sup>A</sup>
6:30 pm	VII. <b>Old Business</b>			
	A. Master Planning - Update			McCoy <sup>P</sup>
6:40 pm	VIII. <b>New Business</b>			
6:45 pm	IX. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			Ricks
7:00 pm	X. <b>President's Report</b>			Metcalf
	A. Updates			
	1. Outdoor Leadership Program			Peterson <sup>P</sup>
	2. Oregon Presidents' Council			Metcalf <sup>P</sup>
	XI. <b>Dates</b>			
	A. October 14-15: Fall Retreat – Board of Directors – Sunriver, OR			
	B. Wednesday, October 19 – 4:30 to 7:00 p.m. COCC Crook County Open Campus/Prineville- <b>5 Year Anniversary Celebration</b>			
	C. Thursday, October 27 – 1:30 p.m. Solar Array Ribbon Cutting Redmond Campus			
	D. November 2-5: OCCA Annual Conference – Sunriver, OR			
	E. Wednesday, November 9, 2016 @ 6:00 p.m. Board of Directors' Meeting @ the COCC Redmond Campus in the RTEC Bldg. Room 209			
	F. Wednesday, <b>December 7</b> , 2016 @ 6:00 p.m. Board of Directors' Meeting Christiansen Boardroom – Boyle Education Center Bldg. (Note: this is the 1 <sup>st</sup> Wednesday in December)			

7:20 pm XII. **Adjourn**

\* Material to be distributed at the meeting (as necessary).

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

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

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



Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, September 14, 2016  
6:00pm  
COCC Madras Campus  
Madras, OR

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**PRESENT:** Vikki Ricks, Joe Krenowicz, Bruce Abernethy, Laura Craska Cooper, David Ford, John Mundy, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

**ABSENT:** Anthony Dorsch

**CALL TO ORDER:** Vikki Ricks, Board Chair

**INTRODUCTION OF GUESTS:** Don Reeder-former board member, Tom Brown-Madras City Council, Jeremy Green-Director of Madras Campus, Carrie McCormick, Bill Montgomery, Janet Narum, JB Bowman, Tanya Madena, Shay Ander Saunders, Steve Curley, Janet Brown, Jenni Newby, Lisa Bloyer, Zak Boone, Matt McCoy, Betsy Julian, Ron Paradis, Michael Fisher, Alicia Moore, Jerry Schulz, Glenda Lantis, David Dona, Julie Downing, Joe Viola, Cady-Mae Koon, Lani Sykes, Danielle Fegley, and others.

**PUBLIC HEARING AND TESTIMONY:**

Jeremy Green, campus administrator, Madras gave an update of the activities and invited everyone to attend the upcoming September 28 (5-7 p.m.) 5<sup>th</sup> Anniversary Celebration at the Madras Campus – celebrating five years of serving students and the community.

Janet Narum, director of corrections education at Deer Ridge Correctional Institution gave an update of activities at Deer Ridge.

Two students, Shaiandra Sanders-Kalama and Tonia Medina expressed their appreciation and gave a positive summary of their experiences attending college at the COCC Madras Campus.

**CONSENT AGENDA:**

Mr. David Ford requested that Exhibit: 5.d, International Student Tuition - be removed from the Consent Agenda for discussion.

**Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 5.a1-5.c4).**

**Mr. John Mundy seconded the motion. MCU. Approved. M09/16:1**

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of July 13, 2016 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the August 2016 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Fegley, White, Anderson-Butler, Simone and Lachance (Exhibits: 5.c1, 5.c2, 5.c3 & 5.c4).

Mr. David Ford moved to approve Exhibit: 5.d – International Student Tuition.  
Mr. Bruce Abernethy seconded the motion. MCU. Approved. M09/16:2

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors were apprised of the July 2016 Financial Statements.

Financial Aid Review (Exhibit: 6.b)

The Board of Directors were apprised of the Financial Aid Program Review.

Student Success Report (Exhibit: 6.c)

The Board of Directors were apprised of the “Ensuring Student Success through Innovative Instructional Offerings” at the Madras Campus.

OLD BUSINESS:

Campus Public Safety

Mr. Ron Bryant, board attorney requested deferral to Open Session after executive session at the end of the meeting.

NEW BUSINESS:

Alicia Moore, dean of student and enrollment services and Ron Paradis, executive director of college relations – gave a PowerPoint presentation update on student housing, marketing and recruiting. They reported that the residence hall has reached 100% occupancy and has a waiting list.

BOARD OF DIRECTORS' OPERATIONS:

Ms. Craska Cooper	Phone call w/constituent re: COCC Lunch Mtg. w/David Ford re: COCC
Mr. Krenowicz	none to report
Mr. Ford	Lunch Mtg. w/Laura Craska Cooper re: COCC Audit & Finance Committee Mtg. Foundation Scholarship Review
Mr. Abernethy	Better Together Board Retreat at the RTEC/Redmond Campus
Ms. Ricks	Four Mtgs. w/President Metcalf and other College personnel Foundation Scholarship Review Campus Safety Session-Understanding Extreme and Sudden Violence COCC Foundation Retreat
Mr. Mundy	Audit & Finance Committee Mtg. Campus Safety Session-Understanding Extreme and Sudden Violence

PRESIDENT'S REPORT

Updates:

- September 16 – Understanding Extreme and Sudden Violence  
two board members attended this special session
- Andy Jordan, former Bend Chief of Police has been hired by the college to work with  
the college's Campus Public Safety office
- "New" student enrollment is the highest it's ever been.

Adjourn to Executive Session: ORS 192.660 (1)(d) Labor Negotiations  
ORS 192.660 (1)(e) Real Property Transactions

Adjourn Executive Session:

Reconvene Board of Directors' Meeting – Open Session

OLD BUSINESS:

Campus Public Safety

The Board of Directors discussed Campus Public Safety matters.

Mr. David Ford moved to approve that the Board of Directors of Central Oregon Community College does hereby ratify and approve the existence of COCC's Department of Campus Public Safety, and hereby ratifies and appoints current and future public safety officers with all the authority authorized pursuant to ORS 341.300(5), including but not limited to policing, control and regulation of traffic and parking of vehicles on property under the jurisdiction of the Board of Directors, together with the same authority and authorization of peace officers under the Oregon Criminal Code.

And, that the Board of Directors of COCC does hereby ratify, approve and adopt all of the traffic / parking regulations and procedures in existence and/or published by COCC.

And, that the Board of Directors of COCC does hereby empower and authorizes the President of COCC to approve and authorize general orders and policies for operation of the COCC Department of Campus Public Safety.

Mr. John Mundy seconded. Upon a vote, the motion was approved unanimously.

M09/16:3

ADJOURN: 8:15 p.m.

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Vikki Ricks-Board Chair

\_\_\_\_\_  
Dr. Shirley I. Metcalf, President

Exhibit: 5.b1  
October 12, 2016  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

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

**NEW HIRE REPORT – September 1 - 30, 2016**

<b>Name</b>	<b>Date Hired</b>	<b>Location</b>	<b>Job title</b>
<b>Classified Full-Time</b>			
Camp, Lisa M	9/22/2016	Bend	Purchasing Specialist
Nolta, Courtney S	9/12/2016	Bend	Enrollment Specialist
Perry, Michael C	9/26/2016	Bend	MATC Lab Assist
Vander Hoek, David A	9/5/2016	Bend	Custodian
<b>Temporary Hourly</b>			
Brodeur, Nicole Elise	9/19/2016	Bend	Bookstore Cashier
Faulconer, Forrest	9/26/2016	Bend	Tutoring & Testing
Gonzalez, Margaret	9/20/2016	Bend	Disability Services
Johnson, Ellis Axel	9/23/2016	Bend	Placement Testing
Lam, Chase Howard	9/26/2016	Bend	Math Tutor
McCurchin, Anton	9/26/2016	Bend	Campus Grounds
New gen, Jessica	9/21/2016	Bend	Comp Lab Attnd
Russell, Melissa J	9/21/2016	Bend	Computer Lab Attnd
Starr, Chelsea	9/26/2016	Bend	Math Tutor

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

Prepared by Danielle Fegley, Director of Human Resources

<b>Subject:</b>	Approve employment contract for <b>KARI CHENEY</b> as <b>ABS Workforce Navigator</b> .
<b>Strategic Plan Themes and Objectives:</b>	
Institutional Sustainability Objectives	<b>IS.2</b> - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region. <b>IS.5</b> - Further develop and enhance employees and operational systems to ensure institutional quality and viability. <b>IS.8</b> - Support enrollment and success of underrepresented students.
Workforce Development Objectives	<b>WD.1</b> - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.
Lifelong Learning Objectives	<b>LL.4</b> - Support lifelong learning for College employees by designing and advancing educational opportunities.

**A. Background**

This is a new grant funded position. The **ABS Workforce Navigator** position is a professional position that will be filled through June 2017. The position's primary purpose, under the direction of the Director of Secondary Programs, provide assistance to COCC Adult Basic Skills students and the local Work-Source Oregon clients in their transition to postsecondary education and training at COCC.

**A. Options/Analysis**

- Approve the employment contract for KARI CHENEY as ABS Workforce Navigator.
- Decline approval of the employment contract for KARI CHENEY as ABS Workforce Navigator.

**B. Timing**

The ABS Workforce Navigator position is appointed through June 2017. For the 2016-17 fiscal year, the initial employment contract period will be from October 1, 2016 to June 30, 2017.

**C. Budget Impact**

The salary conforms to the current approved Administrative salary schedule and grant funds.

**D. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for KARI CHENEY as ABS Workforce Navigator.

**E. Miscellaneous**

Mrs. Cheney is currently a part-time mathematics instructor for COCC. She has been part-time faculty teaching statistics and developmental math at COCC since 2010 and also 1998-2005. Mrs. Cheney was a SMART lab instructor 2011-2015. She holds a Master's degree in Statistics from Washington State University and a Bachelor's degree in Mathematics from Walla Walla University.



Central Oregon Community College  
Monthly Budget Status  
Highlights of August 2016 Financial Statements

**Cash and Investments**

The Colleges' operating cash balances currently total \$25.3 million. The August average yield for the Local Government Investment Pool increased slightly and is now at .92 percent.

The bond proceeds held in cash totals \$538 thousand as of the end of August.

**General Fund Revenues**

The College received the first state aid payment of \$2.3 million this month. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through August 2016 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of August 31, 2016

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 23,972,216		
3624 - Robert Clark Trust			\$ 372,920
3707 - Residence Hall bond funds		\$ 537,739	
August Average Yield .92%			
<b>Cash in USNB</b>	\$ 1,309,454		
<b>Cash on Hand</b>	\$ 4,600		
Total Cash	<u>\$ 25,286,270</u>	<u>\$ 537,739</u>	<u>\$ 372,920</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
**August 2016**

**Exhibit 6a**  
12-Oct-16

<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>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 15,052,000	\$ -	\$ (15,052,000)	0.0%	0.0%
Prior Taxes	577,000	140,337	(436,663)	24.3%	33.1%
Tuition and fees	16,603,000	5,415,080	(11,187,920)	32.6%	30.1%
State Aid	9,439,000	2,338,483	(7,100,517)	24.8%	25.3%
Interest & Misc. Income	252,000	605	(251,395)	0.2%	0.4%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
<b>Total Revenues</b>	<b>\$ 44,222,300</b>	<b>\$ 10,193,805</b>	<b>\$ (34,028,495)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 20,977,192	\$ 889,488	\$ 20,087,704	4.2%	4.2%
Academic Support	3,271,782	437,963	2,833,819	13.4%	14.6%
Student Services	4,753,798	616,099	4,137,699	13.0%	12.8%
College Support	5,400,034	830,412	4,569,622	15.4%	15.5%
Plant Operations and Maintenance	4,419,967	613,566	3,806,401	13.9%	14.4%
Information Technology	4,379,374	958,098	3,421,276	21.9%	23.1%
Financial Aid	87,897	14,485	73,412	16.5%	4.5%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,659,733	2,642,067	17,666	99.3%	99.3%
<b>Total Expenses</b>	<b>\$ 46,749,777</b>	<b>\$ 7,002,178</b>	<b>\$ 39,747,599</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,527,477)</b>	<b>\$ 3,191,627</b>	<b>\$ 5,719,104</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
 August 2016

Exhibit 6a  
 12-Oct-16

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Non General Funds</b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,408,931	\$ 1,349,722	\$ (4,059,209)	25.0%	25.7%
Expenses	5,418,755	368,485	5,050,270	6.8%	6.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,824)</b>	<b>\$ 981,237</b>	<b>\$ 991,061</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,799,444	\$ 187,208	\$ (1,612,236)	10.4%	1.6%
Expenses	1,875,816	157,816	1,718,000	8.4%	6.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (76,372)</b>	<b>\$ 29,392</b>	<b>\$ 105,764</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 1,259,755	\$ 1,251,318	\$ (8,437)	99.3%	99.5%
Expenses	5,861,000	597,579	5,263,421	10.2%	13.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,601,245)</b>	<b>\$ 653,739</b>	<b>\$ 5,254,984</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,400,217	\$ 1,736,292	\$ (5,663,925)	23.5%	1.9%
Expenses	7,635,132	2,449,502	5,185,630	32.1%	29.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (234,915)</b>	<b>\$ (713,210)</b>	<b>\$ (478,295)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,158,368	\$ 3,521,705	\$ (4,636,663)	43.2%	43.4%
Expenses	10,578,270	3,543,061	7,035,209	33.5%	31.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,419,902)</b>	<b>\$ (21,356)</b>	<b>\$ 2,398,546</b>		
<b>Reserve Fund</b>					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	305,850	65,650	82.3%	80.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (367,332)</b>	<b>\$ (305,850)</b>	<b>\$ 61,482</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,900,868	\$ 924,085	\$ (18,976,783)	4.6%	6.6%
Expenses	19,976,606	827,720	19,148,886	4.1%	5.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,738)</b>	<b>\$ 96,365</b>	<b>\$ 172,103</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 290,404	\$ 7,507	\$ (282,897)	2.6%	3.6%
Expenses	360,208	40,512	319,696	11.2%	28.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (69,804)</b>	<b>\$ (33,005)</b>	<b>\$ 36,799</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 2,665	\$ 559	\$ (2,106)	21.0%	17.7%
Expenses	3,000	-	3,000	0.0%	0.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (335)</b>	<b>\$ 559</b>	<b>\$ 894</b>		



Board Meeting Date: October 12, 2016

Exhibit No. 6.b

Approval: \_\_\_\_\_

Motion: \_\_\_\_\_

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

<b>Subject</b>	<b>Student Success: Placement, Report to the COCC Board of Directors</b>
<b>Strategic Plan Theme(s) and</b>	
Institutional Sustainability	<b>IS.2</b> Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.
Workforce Development	<p><b>WD.2</b> Deliver CTE curriculum that aligns with current industry standards.</p> <p><b>WD.3</b> Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.</p> <p><b>WD.5</b> Students in CTE programs will achieve the sought after credential and when applicable, continue on to attain career-specific certifications/licensure and/or advanced education.</p>
<b>Prepared By</b>	<b>Dr. Betsy Julian, Vice President for Instruction</b>

**ENSURING STUDENT SUCCESS THROUGH a unique program in Massage Therapy**

The only program of its type in the state, the COCC Licensed Massage Therapy program (LMT) has succeeded where others have failed. Graduates of the program are licensed through the state of Oregon with the 820 hours of instruction included in the program far exceeding the 625 hours required by the state. Students can earn both a one-year Certificate of Completion and an AAS degree; the AAS degree requires several additional massage and health classes, but also incorporates business and accounting classes as well as discipline studies. Two cohorts pass through the program each year with a group of daytime students entering each fall, followed by an evening cohort each spring.

LMT students come in a variety of ages and from diverse backgrounds. Many are young people interested in gaining employment in a chiropractor's office, spa, wellness clinic, or hospice. Some are mature students with an entrepreneurial spirit who want to start their own business. Mid-career nurses often enter the program

with the dual goals of seeking a way to form greater connection with their current patients and learning a new skill that might offer post-retirement opportunities. The amazing faculty in the LMT program help all of these different types of students reach their goals.

One particularly innovative component of the LMT program is the Massage clinic. Students who are close to completing their certificate are required to practice giving massages to a variety of people of all ages, body types, health histories, and cultures. Students gain this experience by giving massages to COCC students, faculty, staff and community members. The \$5-\$20 sliding scale fee for each massage covers the overhead costs of the clinic while making the massages affordable to people who would not otherwise experience a professional massage, and all gratuities go directly to the fund LMT student scholarships. A long-standing arrangement with Mosaic Medical Center and the Bridges program allows severely impoverished or homeless individuals to get a free massage at the clinic. Recently, the policy was amended to allow military veterans to receive free massages, as well. Some veterans find that the massages help with injuries, post-traumatic stress or other ailments, and the LMT students gain experience working with clients who suffer these types of conditions. In addition to providing massages through the Massage clinic as part of their coursework, some LMT students belong to the Massage Therapy club which offers massages during final exam week and during more spontaneous, pop-up events around campus.

You can experience LMT students in action by getting a massage at the clinic on Thursdays during this term. Reserve your massage today by calling 541-318-3756 or by email at [studentmassageclinic@cocc.edu](mailto:studentmassageclinic@cocc.edu)