



CENTRAL OREGON
community college

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, September 14, 2016 – 6:00PM
COCC Madras Campus – Community Room

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ricks
6:01 pm	II. Introduction of Guests			Ricks
6:02 pm	III. Agenda Changes			
6:03 pm	IV. Public Hearing and Testimony			
	A. Madras Campus and Deer Ridge - Updates			Green/Narum☐
6:20 pm	BREAK			
6:25 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (July 13, 2016)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (August 2016)	5.b1	X	Fegley ^A
	C. Approval of Contracts			
	1. Fegley	5.c1	X	Cecchini ^A
	2. White	5.c2	X	Ross ^A
	3. Anderson-Butler	5.c3	X	Fegley ^A
	4. Simone and Lachance	5.c4	X	Fegley ^A
	D. International Student Tuition	5.d	X	Moore/Dona ^A
6:30 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Financial Aid Review	6.b		Moore ^A
	C. Student Success	6.c		Julian ^A
6:35 pm	VII. Old Business			
	A. Campus Public Safety	7.a*	X	Bryant☐
6:40 pm	VIII. New Business			
	A. Housing Update			Moore/Paradis☐
6:50 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			Ricks
7:00 pm	X. President's Report			Metcalf
	A. Updates			
	XI. Dates			
	A. Tuesday, September 27 – 5:30 to 8:00 p.m. <i>Anthony's Feast at the Old Mill</i> COCC Foundation's Annual Fundraiser			
	B. Wednesday, September 28 – 5:00 to 7:00 p.m. Madras Campus 5 Year Anniversary Celebration			

- C. Wednesday, October 12, 2016 @ 6:00 p.m. Board of Directors' Meeting
Location: Boardroom Boyle Education Center Bldg. Bend Campus
- D. October 5-8: ACCT Leadership Congress – New Orleans, LA
- E. October 14-15: Fall Retreat – Board of Directors – Sunriver, OR
- F. Wednesday, October 19 – 4:30 to 7:00 p.m.
COCC Crook County Open Campus/Prineville 5 Year Anniversary Celebration
- G. November 2-5: OCCA Annual Conference – Sunriver, OR

- 7:15 pm XII. **Adjourn to Executive Session**
- XIII. **Executive Session:** ORS.192.660 (1)(d) Labor Negotiations
ORS.192.660 (1)(e) Real Property Transactions
- XIV. **Adjourn Executive Session**
- XV. **RE-Convvene Board of Directors' Meeting – Open Session**
- XVI. **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, July 13, 2016- 6:00pm
Elevation Restaurant
at the Cascade Culinary Institute
COCC Bend Campus

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

CALL TO ORDER: David Ford, Board Chair for 2015-16

ELECTION OF OFFICERS:

Ms. Laura Craska Cooper moved to appoint Ms. Vikki Ricks as the 2016-17 Board Chair. Mr. Bruce Abernethy seconded. MCU. Approved. M07/16:1

Mr. John Mundy moved to appoint Mr. Joe Krenowicz as the 2016-17 Board Vice-Chair. Mr. Bruce Abernethy seconded. MCU. Approved. M07/16:2

INTRODUCTION OF GUESTS: Lisa Bloyer, Diane Ross, Zak Boone, Matt McCoy, Betsy Julian, Michael Fisher, Jenni Newby, Ron Paradis, Alicia Moore, Jerry Schulz, Glenda Lantis, David Dona, Kathy Smith, Aimee Metcalf, Cady-May Koon, Mike Cooper, Steve Curley, Jim Bennett, Community Members from Shevlin Meadows, Northwest Crossing, Valhalla, Awbrey Butte and Awbrey Glen neighborhoods, Jennifer Wade-The Bulletin, and others.

PUBLIC HEARING AND TESTIMONY:

Community Members expressed their concerns about the proposed development of the College property on the northwest corners of Shevlin Park Road and Mt. Washington Drive.

A representative from a local church who provides scholarships to students to attend COCC conveyed her thoughts on ways to help students needing assistance for remedial education.

John Wykoff, deputy director for the Oregon Community College Association (OCCA) gave an update on OCCA activities, legislative news, and the budget. He also reported on the startup of a statewide student success center. Oregon community colleges have a long history of implementing student success-focused initiatives – the Oregon Student Success Center will serve as a hub for a statewide shift in focus from transactional initiatives to an overarching and transformational goal for all Oregon community colleges. The primary work of the Center will concentrate on joining together research, policies, and promising practices to increase understanding and assist colleges in the analysis and use of data, as well as provide leadership to create the vision for future student success work.

CONSENT AGENDA:

Ms. Laura Craska Cooper moved to approve the Consent Agenda (Exhibits: 6.a1-6.c). Mr. Bruce Abernethy seconded the motion. MCU. Approved. M07/16:3

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of June 8, 2016 (Exhibit: 6.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the June 2016 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Goodwin, Nunes, Holley, Wheary, and Miller (Exhibit: 6.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

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

Housing Operations Report (Exhibit: 7.b)

The Board of Directors were apprised of the Year End Resident Hall Summary Operational Budget Report.

Student Success Report (Exhibit: 7.c)

The Board of Directors were apprised of the 2015-16 Developmental Education Redesign Report.

OLD BUSINESS:

COCC Foundation Activities

Mr. Zak Boone, executive director for the COCC Foundation, gave a PowerPoint presentation reporting that the COCC Foundation started in 1956 with a total net worth of \$4,811. The Foundation's primary focus is on scholarship fundraising, supporting College departments interested in outreach and fundraising, grant planning and acquisition, and the Nancy R. Chandler Visiting Scholars Program. Zak was pleased to report that the Foundation has raised \$787,000 towards scholarships for the upcoming year!

NEW BUSINESS:

Consideration of August 10, 2016 Board of Directors' Meeting (Exhibit: 9.a)

Ms. Laura Craska Cooper moved to suspend the rules in accordance with Policy GP9 and cancel the scheduled August 10, 2016 Board of Directors' meeting. Mr. David Ford seconded the motion. MCU. Approved. M07/16:4

Fall Board Retreat - Dates

Board consensus is to hold their annual Fall Retreat on October 14-15, 2016.

BOARD OF DIRECTORS' OPERATIONS:

Mr. Krenowicz Attended COCC Commencement

- Mr. Dorsch Conversation w/reporter of KTVZ re: neighbors of the college concerned about the proposed property development at the Shevlin Park Road and Mt. Washington Drive roundabout
- Ms. Craska Cooper Attended the GISS Conference at the Riverhouse Convention Center
Lunch Mtg. w/David Ford re: COCC
- Mr. Ford Attended the COCC Foundation's President's Scholarship Luncheon
Mtg. w/Vikki Ricks and President Metcalf
Lunch Mtg. w/Laura Craska Cooper re: COCC
Donated garden boxes to COCC's Garden Club
Handed out Diplomas at COCC Commencement
- Ms. Ricks Attended the COCC Foundation's President's Scholarship Luncheon
Attended the GISS Conference at the Riverhouse Convention Center
Agenda Planning Mtg. w/David Ford and President Metcalf
Presented Scholarships at La Pine High School
Attended South Deschutes County Education Mtg.
Real Estate Committee Meeting
- Mr. Mundy Presented COCC Scholarship at Bend High School
Attended the GISS Conference at the Riverhouse Convention Center
Attended RFP Mtg. of the Master Planning
Real Estate Committee Meeting
Pride Foundation Data Mtg.
- Mr. Abernethy Presided as a Judge for the Literacy Competition
Attended COCC Commencement
Lunch Mtg. w/COCC Grants Coordinator
Real Estate Committee Mtg.

PRESIDENT'S REPORT

Board Self-Assessment

The GISS (Governance Institute for Student Success) board self-assessment process is an opportunity for each participating board to take stock of its contributions and identify areas for improvement, establish a learning agenda around issues and needs, and strengthen the board/president relationship. For the June 28-30 GISS Conference at the Riverhouse in Bend, each board member was asked to complete a 60 question survey that measures the board's performance across six categories. Mr. Jerry Schulz, dean of extended learning, gave a PowerPoint presentation showing the results of the COCC's Board Self-Assessment. The Board identified the need for more information on customized and/or short-term workforce training; Jerry provided an overview of the various training opportunities via the Small Business Development Center and Continuing Education. He also reported that a rating above 3.0 is evidence of a "healthy board" – the COCC Board Self-Assessment scored a 4.8.

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

ADJOURN: 8:35 p.m.

APPROVED;

ATTEST TO;

Ms. Vikki Ricks-Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 5.b1
September 14, 2016
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – August 1 - 31, 2016

Name	Date Hired	Location	Job title
Classified Part-Time			
Mattox, Jenna	8/11/2016	Bend	Information Systems Spec
Temporary Hourly			
Farnworth, Ryen J	8/9/2016	Bend	Aviation Program
Gasche, Jessica A	8/24/2016	Bend	Bookstore
Harnden, Faith Ann	8/1/2016	Bend	Community Education
Hayashi, Kaitlyn	8/1/2016	Bend	Community Education

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

Prepared by Dan Cecchini, Chief Information Officer

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

A. Background

This is a replacement position. The **Director of Human Resources** position is a 12-month, professional position for the College. The position's primary purpose is to plan, direct, and supervise the Human Resource (HR) Department of the College, including all or parts of recruitment, selection, onboarding, classification, compensation, benefits, EEO/AA/Title IX/ADA-ADEA responsibilities, employee/labor relations, collective bargaining, contract administration, human resource information systems, and policy development to assure compliance with College policy, state, and federal regulations. Develop, manage, and delegate work across the HR department to most effectively and efficiently serve the college's HR needs, while supporting the professional development of HR staff.

A. Options/Analysis

- Approve the employment contract for J. DANIELLE FEGLEY as Director for Human Resources.
- Decline approval of the employment contract for J. DANIELLE FEGLEY as Director for Human Resources.

B. Timing

The Director for Human Resources position is appointed for a 12-month employment contract each fiscal year. For the 2016-17 fiscal year, the initial employment contract period will be from September 1, 2016 to June 30, 2017. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

C. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

D. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for J. DANIELLE FEGLEY as Director for Human Resources.

E. Miscellaneous

Ms. Danielle Fegley has a Bachelor's degree in Business Administration from the University of Alaska and a Master's in Business Administration in General Strategic Management from Temple University. Ms. Fegley has sixteen years of Human Resources experience and is currently serving as the HR Director for Deschutes County. Prior HR experience includes serving as the Employee Relations Director for the Municipality of Anchorage, Benefits Director for the Municipality of Anchorage, and HR Retirement Specialist for the Alaska Railroad Corporation. Ms. Fegley is a SHRM and IPMA Member.

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

Prepared by Diane Ross, Interim HR Director

Subject:	Approve employment contract for ADRIAN WHITE as Accountant .
Strategic Plan Themes and Objectives:	
Institutional Sustainability Objectives	IS.4 - Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.

A. Background

This is a replacement position. The **Accountant** position is a full time 12-month, professional staff position within the Fiscal Services department at Central Oregon Community College. The position's primary purpose is to perform daily accounting duties for the Fiscal Services department.

B. Options/Analysis

- Approve the employment contract for ADRIAN WHITE as Accountant.
- Decline approval of the employment contract for ADRIAN WHITE as Accountant.

C. Timing

The Accountant position is appointed for a 12-month employment contract each fiscal year. For the 2016-17 fiscal year the initial employment contract period will be from July 11, 2016 to June 30, 2017. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for ADRIAN WHITE as Accountant.

F. Miscellaneous

Ms. White has a Bachelor's degree in Accounting from Alaska Pacific University. Ms. White has worked at COCC since 2012 as the Administrative Assistant/Bookkeeper for both Aviation and Culinary departments. Prior to COCC she was the Financial Director for Opportunity Foundation of Central Oregon and Grants Supervisor for Confederate Tribes of Warm Springs.

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

Prepared by Danielle Fegley, Human Resources Director

Subject:	Approve employment contract for NATASHA ANDERSON-BUTLER as CAP Center Academic Advisor .
Strategic Plan Themes and Objectives:	
Institutional Sustainability Objectives	IS.8 - Support enrollment and success of underrepresented students.
Transfer & Articulation Objectives	TA.1 - Maximizes support services, from entrance to transfer, to promote access and success for students intending to transfer. TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Workforce Development Objectives	WD.1 - Maximize support services, from entrance to completion, to promote successful completion of CTE programs.
Lifelong Learning Objectives	LL.1 - Broaden lifelong learning opportunities based on assessed campus, community, and industry needs. LL.4 - Support lifelong learning for College employees by designing and advancing educational opportunities.

A. Background

This is a new temporary benefited position, funded by the HECC Grant. The **CAP Center Academic Advisor** position is a 12-month, professional position for the College. The position's primary purpose is to provide academic advising and student success coaching for new and continuing community college students, with a potential focus on Residence Hall and Oregon Promise students. This position will be funded through June 30, 2017 with possible continued employment after that as part-time (.50 FTE), 12-month contract starting July 1, 2017.

A. Options/Analysis

- Approve the employment contract for NATASHA ANDERSON-BUTLER as CAP Center Academic Advisor.
- Decline approval of the employment contract for NATASHA ANDERSON-BUTLER as CAP Center Academic Advisor.

B. Timing

The CAP Center Academic Advisor position is appointed for a 12-month employment contract each fiscal year. For the 2016-17 fiscal year, the initial employment contract period will be from August 22, 2016 to June 30, 2017. Different from other exempt employees, a new contract will NOT be prepared for the next fiscal year that begins July 1 for this position.

C. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

D. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for NATASHA ANDERSON-BUTLER as CAP Center Academic Advisor.

E. Miscellaneous

Ms. Anderson-Butler earned her Bachelor's Degree in Psychology/Behavioral Science from Mount Mary University in Milwaukee, WI. She then earned her Master's Degree in Student Personnel Administration from Concordia University Wisconsin in Mequon, WI. Her most recent position was as an Academic Advisor at University of Wisconsin Superior in Superior, WI. Ms. Anderson-Butler also taught Psychology as an Adjunct Instructor at Northcentral Technical College in Wausau, WI, where she was the Head Women's Intercollegiate Volleyball Coach for several years.

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

Prepared by: Danielle Fegley, HR Director

Subject	Approve the contract for: <ul style="list-style-type: none"> • Paula Simone as Assistant Professor II / Program Director of Structural Fire Science & Wildland Fire Science • Matthew Lachance as Assistant Professor I of Paramedicine
Strategic Plan Themes and Objectives	
Institutional Sustainability Objectives	IS.1 – Expand and refine data, research and assessment systems, and infrastructure to support student success. IS.2 – Increase meaningful partnerships to improve COCC’s effectiveness and positive impact in the region. IS.3 – Develop a scalable approach to assessing student learning at the degree, program, and course levels.
Transfer and Articulation Objectives	TA.2—Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer. TA.3 – Provide students a high-quality general education.
Workforce Development Objectives	WD.3 – Maintain and Strengthen student opportunities in Business programs for students to achieve program completion and employment in their area of study.

A. Background

Both Assistant Professor positions are replacement positions.

B. Options/Analysis

- Approve the contracts for Paula Simone and Matthew Lachance.
- Decline approval of the employment contracts for Paula Simone and Matthew Lachance.

C. Timing

For the 2016-17 academic year

The Assistant Professor II / Program Director of Structural Fire Science & Wildland Fire Science and Assistant Professor I of Paramedicine positions are appointed for a 9-month employment contract each fiscal year. For the 2016-17 fiscal year, the initial employment contract period will be from September 12, 2016 to June 18, 2017. As with all other full-time faculty employees, a new contract will be prepared for the next academic year.

D. Budget Impact

The salary conforms to the salary schedule approved by the Board and the Faculty Forum.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the contracts of Paula Simone as Assistant Professor II and Program Director of Structural Fire Science & Wildland Fire Science, and Matthew Lachance as Assistant Professor I of Paramedicine for the 2016-17 academic year.

F. Miscellaneous

Paula Simone has directed COCC's Wildland Fire Science Program since 1999 and has worked full time at COCC since 2005 during which she directed the Structural Fire Science Program for six years. She has been a full time faculty member at COCC since 2011 and has taught 12 different course in the Forestry, Wildland Fire, Structural Fire, Human Development, and Health and Human Performance Programs. She holds an AA degree from COCC, a B.S. in General Science from the University of Oregon, and an M.S. degree in Safety, Security, and Emergency Management from Eastern Kentucky University.

Matthew Lachance has worked as a paramedic for the past three years with additional duties as a structural firefighter. He holds numerous certifications in both structural firefighting and emergency medicine including instructor certifications. He has also worked as an environmental consultant. Matt has an AS of Emergency Medical Services from COCC and a BS in Natural Resource Management and Policy from Paul Smith's College in New York.



Central Oregon Community College Board of Directors: Resolution

Subject	2016 -17 International Student Tuition Rates
Strategic Plan Theme(s) and Objectives	Institutional Sustainability – 9: Maintain student affordability while ensuring efficient and cost effective operations.
Prepared By	Alicia Moore, Dean of Student & Enrollment Services David Dona, Chief Financial Officer

A. Background

International Students

Central Oregon Community College hosted an international student program for many years. At its peak, COCC had 82 international students (1999-2000). The College dedicated approximately 1.25 FTE to support international students. Additionally, COCC contracted with a private English Language Learning Institute, which served as the pipeline for approximately 75% of COCC international students.

The majority of COCC international students, as well as ELL program participants, came from Japan. When the Pacific Rim's economy declined in 2000-01, COCC's international student population dropped to 41 students and the ELL organization closed its Central Oregon location. Within two years, COCC international student enrollment dropped to 25 students. In light of low enrollment, increasingly complex regulations associated with 9/11, and a need for institution-wide budget reductions, the College made the difficult decision to eliminate its international student program in 2002-03. After helping remaining students complete their requirements, the College did not renew its Department of Homeland Security international student authorization.

OSU-Cascades has had a long-term interest in starting an international student program. However, federal visa regulations prohibited students from taking classes under a partnership such as the one between COCC and OSU-Cascades. Recently, however, OSU and COCC received additional guidance in which OSU-Cascades international students can take COCC classes as long as they are enrolled in at least three credits with OSU-Cascades. Under these clarified regulations, OSU remains the student's "home" school and retains responsibility for all support services and regulatory considerations. Even with this, the number of international students is anticipated to be small and will take several years to grow.

International Student Tuition Rates

Historically, the COCC Board of Directors approved the same tuition rates for international students and out-of-state students. The 2016-17 tuition resolution (April Board meeting, item 7.a) did not

address international tuition rates. Therefore, this resolution recommends that the College institute an international tuition rate equal to that of out-of-state students, \$256 per credit. It is important to note that COCC is not starting its own international student program but instead, is solely making a recommendation in support of OSU-Cascades' international students.

B. Options/Analysis

- Approve the resolution as recommended.
- Adopt an alternative resolution.
- Not approve the resolution.

C. Timing

Action is requested at this time in order to adjust 2016-17 tuition rates accordingly.

D. Budget Impact

The budget impact is expected to be minimal due to the anticipated small number of international students

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approve the 2016-17 international student tuition rate at \$256 per credit.

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

Cash and Investments

The Colleges' operating cash balances currently total \$26.6 million. The July average yield for the Local Government Investment Pool increased slightly to .88 percent.

The bond proceeds held in cash totals \$537,000 as of the end of July.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of July. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses 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 July 31, 2016

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 25,643,355		
3624 - Robert Clark Trust			\$ 372,640
3707 - Residence Hall bond funds		\$ 537,330	
July Average Yield .88%			
Cash in USNB	\$ 1,001,069		
Cash on Hand	\$ 4,600		
Total Cash	<u><u>\$ 26,649,024</u></u>	<u><u>\$ 537,330</u></u>	<u><u>\$ 372,640</u></u>

Central Oregon Community College
Monthly Budget Status
July 2016

Exhibit 6a
14-Sep-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>
Revenues					
District Property Taxes:					
Current Taxes	\$ 15,052,000	\$ -	\$ (15,052,000)	0.0%	0.0%
Prior Taxes	577,000	92,295	(484,705)	16.0%	14.6%
Tuition and fees	16,603,000	3,868,194	(12,734,806)	23.3%	23.4%
State Aid	9,439,000	-	(9,439,000)	0.0%	0.0%
Interest & Misc. Income	252,000	2,515	(249,485)	1.0%	0.2%
Transfers-In	2,299,300	2,299,300	-	100.0%	100.0%
Total Revenues	\$ 44,222,300	\$ 6,262,304	\$ (37,959,996)		
Expenses by Function					
Instruction	\$ 20,977,192	\$ 435,178	\$ 20,542,014	2.1%	2.1%
Academic Support	3,271,782	253,516	3,018,266	7.7%	8.1%
Student Services	4,753,798	301,140	4,452,658	6.3%	6.0%
College Support	5,400,034	408,317	4,991,717	7.6%	8.8%
Plant Operations and Maintenance	4,419,967	324,747	4,095,220	7.3%	7.4%
Information Technology	4,379,374	637,605	3,741,769	14.6%	16.3%
Financial Aid	87,897	11,788	76,109	13.4%	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%
Total Expenses	\$ 46,749,777	\$ 5,014,358	\$ 41,735,419		
Revenues Over/(Under) Expenses	\$ (2,527,477)	\$ 1,247,946	\$ 3,775,423		

Central Oregon Community College
Monthly Budget Status
 July 2016

Exhibit 6a
 14-Sep-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>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,408,931	\$ 1,341,123	\$ (4,067,808)	24.8%	25.3%
Expenses	5,418,755	16,353	5,402,402	0.3%	0.3%
Revenues Over/(Under) Expenses	\$ (9,824)	\$ 1,324,770	\$ 1,334,594		
Grants and Contracts Fund					
Revenues	\$ 1,799,444	\$ 30,166	\$ (1,769,278)	1.7%	1.6%
Expenses	1,875,816	81,901	1,793,915	4.4%	2.8%
Revenues Over/(Under) Expenses	\$ (76,372)	\$ (51,735)	\$ 24,637		
Capital Projects Fund					
Revenues	\$ 1,259,755	\$ 1,199,051	\$ (60,704)	95.2%	99.4%
Expenses	5,861,000	24,251	5,836,749	0.4%	6.3%
Revenues Over/(Under) Expenses	\$ (4,601,245)	\$ 1,174,800	\$ 5,776,045		
Enterprise Fund					
Revenues	\$ 7,400,217	\$ 925,465	\$ (6,474,752)	12.5%	1.5%
Expenses	7,635,132	1,624,740	6,010,392	21.3%	22.6%
Revenues Over/(Under) Expenses	\$ (234,915)	\$ (699,275)	\$ (464,360)		
Auxiliary Fund					
Revenues	\$ 8,158,368	\$ 3,092,601	\$ (5,065,767)	37.9%	40.5%
Expenses	10,578,270	2,719,125	7,859,145	25.7%	22.2%
Revenues Over/(Under) Expenses	\$ (2,419,902)	\$ 373,476	\$ 2,793,378		
Reserve Fund					
Revenues	\$ 4,168	\$ -	\$ (4,168)	0.0%	0.0%
Expenses	371,500	299,542	71,958	80.6%	78.7%
Revenues Over/(Under) Expenses	\$ (367,332)	\$ (299,542)	\$ 67,790		
Financial Aid Fund					
Revenues	\$ 19,900,868	\$ 924,085	\$ (18,976,783)	4.6%	6.5%
Expenses	19,976,606	807,117	19,169,489	4.0%	5.6%
Revenues Over/(Under) Expenses	\$ (75,738)	\$ 116,968	\$ 192,706		
Internal Service Fund					
Revenues	\$ 290,404	\$ 1,785	\$ (288,619)	0.6%	2.0%
Expenses	360,208	18,009	342,199	5.0%	24.0%
Revenues Over/(Under) Expenses	\$ (69,804)	\$ (16,224)	\$ 53,580		
Trust and Agency Fund					
Revenues	\$ 2,665	\$ -	\$ (2,665)	0.0%	8.9%
Expenses	3,000	-	3,000	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (335)	\$ -	\$ 335		



Central Oregon Community College Board of Directors: Information Item

Subject	Financial Aid Review
Strategic Plan Theme(s) and Objectives	IS.5 Further develop and enhance employees and operational systems to ensure institutional quality and viability
	TA.1 Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.
	WD.1 Maximize support services, from entrance to completion, to promote successful completion of CTE programs
Prepared By	Alicia Moore, Dean of Student and Enrollment Services Kevin Multop, Director of Student Financial Aid

The U. S. Department of Education (DOE) has regulatory oversight for federal financial aid regulation and as such, conducts “program reviews” (i.e., audit) of individual institutions’ compliance with federal regulations. Program reviews can be specific to certain academic programs, focused on specific regulations, or can be comprehensive in nature. COCC’s last program review of any kind was more than 20 years ago. COCC was notified in May that it would have an onsite program review on June 6 – 9, 2016, with the off-site review continuing until June 17, 2016.

Two DOE staff conducted COCC’s program review. As part of this process, the visitors reviewed 30 randomly selected student files from the 2014-15 and 2015-16 award year; conducted interviews with more than 20 COCC staff; and reviewed financial aid documentation, the College catalog, consumer notification, and other policies or practices related to financial aid compliance. The visitors held an “exit briefing” in which they identified a possible six minor findings, the majority of which were corrected the day the reviewers identified them, and indicated that the College would receive no financial penalty. Their conclusions were confirmed when the College received an “expedited” summary letter on August 26, 2016 in which only three areas were identified as needing attention; again, there were no financial penalties. The three areas needing attention are:

- Updating COCC’s consumer notification information to include information on the National Student Loan Data System and a current year net-price calculator.
- Student Loans: One of the students included in the sample required an adjustment to his/her subsidized loans.
- Exit Counseling: Federal regulations require that all students receiving a student loan receive “exit counseling” which informs the student of the average anticipated monthly repayment, provides information on repayment and prepayment plan options, and includes debt-

management strategies, among other information. If a student drops out of COCC without notice, the College must take a variety of steps to provide exit counseling information to the student. While COCC was in compliance with exist counseling notification requirements, provision of this notification was not noted in the individual student records.

All of the above findings were corrected while the reviewers we on site and as such, the DOE considers all findings closed. As such, they issued an "expedited review" in which no further follow up actions or immediate on- or off-site reviews are required. Based on experience, this is a rare and noteworthy accomplishment given the wide range of activities reviewed by the visitors. Many thanks to Kevin Multop, Director of Student Financial Aid, for his leadership in overseeing a highly complex and continually changing process, all done with the goal of providing students with the best and most responsible service possible.



Board Meeting Date: September 14, 2016

Exhibit No. 6.c

Approval: _____

Motion: _____

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

Subject	Student Success: Placement, Report to the COCC Board of Directors
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.7 Support enrollment and success of underrepresented students. IS.8 Expand access throughout the district with long-term strategies for educational services in underserved geographic areas.
Workforce Development	WD.3 - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.
Transfer and Articulation	TA.3 – Provide students a high-quality general education.
Prepared By	Dr. Betsy Julian, Vice President for Instruction

**ENSURING STUDENT SUCCESS THROUGH innovative instructional offerings at Madras campus
Update to the COCC Board of Directors**

Early Childhood Education -

Early Childhood Education (ECE) has flourished in Madras since the campus opened in Fall of 2012. The popularity of this program is largely due to support from the Jefferson County and Warm Springs early childhood education workforce, as well as community partners including Neighbor Impact, Confederated Tribes of Warm Springs, 509J School District and the Jefferson County Education Council.

Over the past 11 terms, COCC Madras has offered 12 ECE courses, averaging 19 students per course. These class numbers are significant in that ECE traditionally tries to cap classes at 15. In addition to having high enrollment compared to other COCC campuses; Madras ECE courses also have extremely high retention rates and a very diverse student population. These classes have many students who speak dual languages, are largely comprised of full time working professionals, and contain a higher percentage of males vs. female students than ECE classes on other campuses. Students in the Madras Campus classes are primarily ECE practitioners looking to enhance theory as they work full time in the field. Nearly all students are degree or

certificate seeking students. These classes draw students from all over central Oregon - from Bend, all the way up to Warm Springs.

ECE classes taught on the Madras Campus have evolved over the past several terms to accommodate student schedules, increase retention rates, and realize the highest number of students per class. These changes resulted in a diversified delivery method where the classes are taught over 4 class sessions on Saturdays with students attending class for 6-7 hours at a time. This enables students to overcome attendance obstacles related to transportation, professional schedules, and family commitments. Additionally, classes are not scheduled on weekends where there are competing community events or around holidays that might hinder students' attendance opportunities. An unexpected outcome of the time intensive class offerings has been the rise of enhanced peer-to-peer relationships among students. We are witnessing students joining together organically in a cohort type model and pursuing their early childhood education goals together.

Sociology-

In the winter of 2015, Ken Ruetters and Tom Barry met with Janet Narum, Director of Education at Deer Ridge Correctional Facility, to discuss the possibility of offering a class that would be available to COCC students from outside the Deer Ridge walls and students behind the wall. After extensive planning, training, and promotion, Ken and Tom put a sociology course (Social Issues and Social Problems) together for spring 2016 term. Janet Narum and her staff promoted the course and screened potential students; they wanted to ensure students met minimum academic qualifications and were appropriate for the course. Ken and Tom promoted the course across the campuses. In the end, we had approximately 15 students from Deer Ridge and 12 "travel students" from Bend and Redmond who took the course. Each Thursday during the term, Ken and Tom picked up students at the Bend and Redmond campuses in the COCC van and took off for Deer Ridge. The course was well received by all students. It is clear the class changed perceptions and changed lives, for some in small ways and others in more significant ways. Ken and Tom hope to continue to offer some additional courses in the future. We appreciate the college's support and investment in the course.