



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Unger
	II. Native Lands Acknowledgement	2a.1*		Unger
	III. Roll Call			Kovitz
	1. Board Members & Guests			
	IV. Agenda Changes			Unger
	V. Public Comment			Unger
	VI. Consent Agenda***			Unger
	1. Minutes			
	a. Regular Meeting (October 13, 2021)	6a.1*	X	Cook
	2. Chandler Building Chiller Replacement	6b.1*	X	Dona/Myers ^A
	VII. Information Items			
	1. Financial Statement	7a.1*		Knutson ^A
	2. New Hire Reports	7b.1*		Boehme ^A
	VIII. Old Business			
	1. Re-Opening Task Force Update			Boone/Andresen ^A
	2. Neighborly Ventures Proposal			Dona/McCaffrey ^A
	IX. New Business			
	1. Student Technology Services			Floyd/Broadbent ^A
	2. City of Bend Letter			Krenowicz ^A
	3. Access Easement	9a.1*	X	Dona/Taylor ^A
	X. Board of Directors' Operations			Unger
	1. Board Member Activities			
	XI. President's Report			Chesley
	XII. Adjourn to Executive Session			Unger
	XIII. Convene Executive Session			Unger
	ORS 192.660 section 2, subsection f, to consider information or records that are exempt by law from public record.			
	ORS 192.660 section 2, subsection h, to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation			

* 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.

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likely to be filed.

XIV. Adjourn to Open Session

Unger

XV. Convene Open Session

Unger

XVI. Dates

1. Wednesday, December 8, 2021 – COCC Board of Directors’ meeting @ 5:45pm
2. Wednesday, January 12, 2022 – COCC Board of Directors’ meeting @ 5:45pm

XVII. Adjourn

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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 and the Klamath Tribes claim it as their own. Descendants of these original people are thriving members of our communities today. We acknowledge and thank the original stewards of this land.



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, October 13, 2021 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement Bruce Abernethy read the COCC Native Lands Acknowledgement.	2a.1*		Abernethy
	III. Roll Call <u>Board Members & Guests</u> Alan Unger (Chair), Erica Skatvold, Bruce Abernethy, Oliver Tatom, Jim Clinton, Laura Craska Cooper, Joe Krenowicz, Laurie Chesley (COCC President), Alicia Moore, Zak Boone, David Dona, Betsy Julian, Laura Boehme, Mark Reinecke, Sean Tevlin, Peter McCaffrey, Mark Reinecke, Deena Cook, Jenn Kovitz, Cathleen Knutson.			Kovitz
	IV. Agenda Changes No agenda changes.			Abernethy
	V. Public Comment No public comment.			Abernethy
	VI. Consent Agenda***			Abernethy
	1. Minutes			
	a. Regular Meeting (Sept 8, 2021)	6a.1*	X	Cook
	2. Resolution - BEC Chiller Replacement	6b.1*	X	Abernethy
	3. Resolution – Redmond Building #3 Water Heater and Boiler Replacement	6c.1*	X	Abernethy
	4. Resolution – Pioneer Hall A/C Replacement	6d.1*	X	Abernethy
	Motion to approve Consent Agenda			
	• 1 st Laura Craska Cooper			

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- 2nd Joe Krenowicz
- Motion Approved – Seven Approved. None opposed.

VII. Information Items

- | | | | |
|----|---|-------|----------------------------|
| 1. | Financial Statement
No questions at this time. | 7a.1* | Knutson ^A |
| 2. | New Hire Reports
No questions at this time. | 7b.1* | Boehme ^A |
| 3. | Title III Presentation
Alicia Moore, Vice President for Student Affairs, and Betsy Julian, Vice President for Instruction, presented on COCC's Title III Federal Grant and the progress over the past five years which focused on Strengthening Transition and Increasing Retention. | | Moore/Julian ^{AP} |
| 4. | Grants Update
Sean Tevlin, Grants Coordinator, presented an overview of the Grants Office highlighting how grants are selected, how grants are approved and an overview of current COCC grants. | | Boone/Tevlin ^{AP} |

VIII. Old Business

- | | | | |
|----|--|---------|-----------------------------|
| 1. | Re-Opening Task Force Update
Zak Boone, Chief Advancement Officer, provided the latest COVID-19 response and re-opening information. | | Boone/Andresen ^A |
| 2. | Neighborly Ventures - Request for Changes to Ground Lease
Peter McCaffrey, William Smith Properties, provided information behind the request from the developer, Neighborly Ventures, to change the ground lease slightly based on parking space expansion adjustments. Motion to approve Changes to Ground Lease | 8a.1* X | McCaffrey ^A |
- 1st Joe Krenowicz
 - 2nd Erica Skatvold
 - Motion Approved – Seven Approved. None opposed.

IX. New Business

- | | | | |
|----|--|-----------------|-------------------|
| 1. | Bond Refinancing Proposals
David Dona, Chief Financial Officer, provided information on | 9a.1* / 9b.1* X | Dona ^A |
|----|--|-----------------|-------------------|

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opportunities for COCC to refinance some of its long-term debt obligations to capitalize on low interest rates.

Motion to approve Bond Refinancing Proposals

- 1st Joe Krenowicz
- 2nd Laura Craska Cooper
- Motion Approved – Seven Approved. None opposed.

X. Board of Directors' Operations

Abernethy

1. Board Member Activities

Oliver Tatom	Nothing to report.
Alan Unger	OCCA Executive Board meeting and OCCA Board meeting, Indigenous Peoples' Day Presentation, phone calls with Mark Reinecke, Bruce Abernethy and Laurie Chesley.
Jim Clinton	COCC Safety Consultant meeting, meeting with President Chesley, Real Estate Committee meeting.
Erica Skatvold	COCC Safety Consultant meeting, meeting with President Chesley, Real Estate Committee meeting.
Joe Krenowicz	Meeting with President Chesley, Real Estate Committee meeting.
Laura C. Cooper	COCC Safety Consultant meeting, meeting with President Chesley, Foundation Retreat.
Bruce Abernethy	Meeting with Amy Howell, meeting with Noelle Copley, meeting with President Chesley, Alan Unger and Mark Reinecke.

XI. President's Report

Chesley

President Chesley expressed her gratitude to the Office of Diversity and Inclusion, and in particular, Christy Walker and Michelle Cary, for their work on COCC's celebration of Indigenous Peoples' Day.

XII. Adjourn to Executive Session

Abernethy

XIII. Convene Executive Session

Abernethy

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ORS 192.660 section 2, subsection h, to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

XIV. Adjourn to Open Session

Abernethy

XV. Convene Open Session

Abernethy

XVI. Dates

Abernethy

1. Friday, October 22, 2021 – Board Policy Review Committee meeting @ 2:00pm

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2. Wednesday, November 10, 2021 – COCC Board of Directors’ meeting @ 5:45pm
3. Saturday, November 13, 2021 – COCC Board of Directors’ Fall Retreat @9:00am

XVII. Adjourn

Abernethy

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Central Oregon Community College Board of Directors: Resolution

Subject	RFQ#1558-21 Chandler Lab Chiller Replacement
Strategic Plan Initiatives	Institutional Efficiency
Prepared By	Kathryne Myers, Facilities Maintenance Supervisor

A. Background

Chandler Lab is supplied A/C primarily by a 30-ton chiller which failed this past summer. Due to the age of the chiller (30+ years) and lack of available replacement parts and materials, we can no longer service and repair the chiller. Chandler's chiller supplies cool air to the entire main building and the lack of A/C has a significant impact on operations during the hot summer months. We propose replacing the existing chiller with a more efficient chiller.

B. Options/Analysis

- Approve the proposed Chandler Lab Chiller Replacement
- Decline approval of the proposed Chandler Lab Chiller Replacement

C. Timing

If the Chandler Lab Chiller Replacement project is approved, we will begin working with Alliant Systems to have the equipment and materials ordered and ready for a spring 2022 replacement. The targeted completion date is May 2022. As we have seen over the past 20 months, COVID-19 has had a great impact on projects due to supply chain disruptions and rising prices on equipment and materials. Our goal is to order the equipment and materials early to provide the needed additional lead-time to complete projects on schedule.

D. Budget Impact

This project's estimated cost is \$113,945. Funds for this project are budgeted in the capital projects fund.

E. Proposed Resolution

Be it resolved that COCC Board of Director's approve entering into the proposed contract with Alliant Systems for the chiller replacement at Chandler Lab.

Central Oregon Community College
Monthly Budget Status
Highlights of September 2021 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$30.3 million. The September average yield for the Local Government Investment Pool remained .55 percent from last report of .55 percent.

General Fund Revenues

The College received \$714 thousand in fall tuition and fee revenues in September. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through September 2021 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
September 2021

<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	\$ 19,605,000		\$ (19,605,000)	0.0%	0.0%
Prior Taxes	459,000	271,403	(187,597)	59.1%	47.8%
Tuition and fees	16,611,000	5,503,151	(11,107,849)	33.1%	33.8%
State Aid	8,497,000	2,331,691	(6,165,309)	27.4%	25.0%
Program and Fee Income	41,000	-	(41,000)	0.0%	0.0%
Interest & Misc. Income	200,000	17,694	(182,306)	8.8%	9.5%
Transfers-In	3,100,000	3,100,000	-	100.0%	100.0%
Total Revenues	\$ 48,513,000	\$ 11,223,939	\$ (37,289,061)		
Expenses by Function					
Instruction	\$ 22,678,176	\$ 2,775,781	\$ 19,902,395	12.2%	11.8%
Academic Support	4,453,971	960,396	3,493,575	21.6%	22.9%
Student Services	5,479,217	1,097,248	4,381,969	20.0%	19.3%
College Support	5,649,729	1,298,858	4,350,871	23.0%	22.4%
Plant Operations and Maintenance	4,773,815	887,490	3,886,325	18.6%	21.2%
Information Technology	4,776,262	1,095,779	3,680,483	22.9%	24.6%
Financial Aid	112,897	10,355	102,542	9.2%	11.4%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,587,213	1,587,213	-	100.0%	98.9%
Total Expenses	\$ 50,311,280	\$ 9,713,120	\$ 40,598,160		
Revenues Over/(Under) Expenses	\$ (1,798,280)	\$ 1,510,819	\$ 3,309,099		

Central Oregon Community College
Monthly Budget Status
September 2021

	Adopted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,986,266	\$ 1,637,565	\$ (4,348,701)	27.4%	27.0%
Expenses	6,120,592	446,419	5,674,173	7.3%	7.2%
Revenues Over/(Under) Expenses	\$ (134,326)	\$ 1,191,146	\$ 1,325,472		
Grants and Contracts Fund					
Revenues	\$ 11,535,259	\$ 2,696,343	\$ (8,838,916)	23.4%	9.3%
Expenses	11,801,609	3,032,673	8,768,936	25.7%	13.6%
Revenues Over/(Under) Expenses	\$ (266,350)	\$ (336,330)	\$ (69,980)		
Capital Projects Fund					
Revenues	\$ 3,176,238	\$ 127,443	\$ (3,048,795)	4.0%	86.2%
Expenses	7,509,052	556,048	6,953,004	7.4%	4.7%
Revenues Over/(Under) Expenses	\$ (4,332,814)	\$ (428,605)	\$ 3,904,209		
Enterprise Fund					
Revenues	\$ 4,729,166	\$ 1,555,617	\$ (3,173,549)	32.9%	11.3%
Expenses	4,771,726	1,549,640	3,222,086	32.5%	37.5%
Revenues Over/(Under) Expenses	\$ (42,560)	\$ 5,977	\$ 48,537		
Auxiliary Fund					
Revenues	\$ 8,442,713	\$ 3,864,664	\$ (4,578,049)	45.8%	46.3%
Expenses	10,169,804	2,194,073	7,975,731	21.6%	28.6%
Revenues Over/(Under) Expenses	\$ (1,727,091)	\$ 1,670,591	\$ 3,397,682		
Reserve Fund					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	425,527	29,473	93.5%	95.0%
Revenues Over/(Under) Expenses	\$ (443,326)	\$ (425,527)	\$ 17,799		
Financial Aid Fund					
Revenues	\$ 22,059,071	\$ 2,645,699	\$ (19,413,372)	12.0%	11.0%
Expenses	22,322,975	1,441,200	20,881,775	6.5%	4.1%
Revenues Over/(Under) Expenses	\$ (263,904)	\$ 1,204,499	\$ 1,468,403		
Internal Service Fund					
Revenues	\$ 140,540	\$ 3,950	\$ (136,590)	2.8%	6.1%
Expenses	112,458	17,149	95,309	15.2%	13.3%
Revenues Over/(Under) Expenses	\$ 28,082	\$ (13,199)	\$ (41,281)		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 541	\$ (8,791)	5.8%	10.6%
Expenses	18,050		18,050	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (8,718)	\$ 541	\$ 9,259		

Central Oregon Community College

Cash and Investments Report

As of September 30, 2021

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 28,435,530	
3624 - Robert Clark Trust		\$ 380,405
September Average Yield 0.55%		
Cash in USNB	\$ 1,860,219	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 30,300,349</u>	<u>\$ 380,405</u>



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: October 1-31, 2021

Name	Hire Date	Job Description	Department
Classified Full-Time			
Burton, Matthew Austin	10/22/2021	Administrative Assistant	Business Administration Office
Crouter, Ryan F	10/4/2021	Bookstore Floor Lead	Bookstore
Rudzinski, Erin	10/18/2021	Administrative Assistant	Health & Human Performance Office
Classified Part-Time			
Parnell, Chase Vincent	10/5/2021	Financial Aid Associate	Financial Aid
Part-Time Instructors			
Larson, Charles Erik	10/1/2021	Outdoor Living Skills	Health & Human Performance
Temporary Hourly			
Allen, Nigel Clair	10/5/2021	MATC Lab Assistant-Welding	Manufacturing Processes
Cota-Davis, Audrey	10/4/2021	Fitness Attendant	Health & Human Performance Office
Escalante Torres, Diego	10/21/2021	Office Assistant I	Regional Svcs. & Madras Campus Oper
Failla, Tina	10/6/2021	Fire Science Office Clerk	Fire Science
Gabarda, Jade J	10/18/2021	Office Assistant I	Regional Svcs. & Madras Campus Oper
Grant, Ian Matthew	10/1/2021	Fitness Attendant	Health & Human Performance Office
Harner, Nicholson Dean	10/1/2021	Grounds Labor	Maintenance of Grounds
Hinkle, Donovanne Sarrah	10/11/2021	Lab Assistant-Medical Assist.	Medical Assisting
Huddleston, Steven B	10/21/2021	Mail & Receiving Clerk BDN	Mail Services
Iraggi, Damon	10/19/2021	MATC Lab Assistant-Welding	Manufacturing Processes
Kristensen, Lily	10/8/2021	Office Assistant I	Regional Svcs. & Prnvl Campus Oper.
Mandry, Jackson	10/13/2021	Math Grader	Mathematics



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Krista Leaders as Administrative Assistant-VPI
Student Success	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal. SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Community Enrichment	CE-1: Build and strengthen partnerships with educational stakeholders, including PreK-12 and higher education.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Administrative Assistant – Vice President for Instruction** position is a replacement position.

B. Timing

The **Administrative Assistant-VPI** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from October 18, 2021 to June 30, 2022. As with all other full-time Administrator/Confidential employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrative/Confidential salary schedule.

Krista Leaders holds a bachelor's degree in Art Education from California State University of Long Beach. Krista most recently served as an Instructional Specialist for Central Oregon Community College. Prior to this role, Krista was an Administrative Assistant for Books in Common and a Project Assistant for Bixby Knolls Business Improvement Association. Krista has been with COCC since 2017.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Christopher Hatch as Senior Systems Administrator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Senior Systems Administrator** position is a replacement position.

B. Timing

The **Senior Systems Administrator** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from November 1, 2021 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Chris Hatch holds a bachelor's degree in Computer Science from the University of Oregon. Chris most recently served as an IT Technical Specialist, Sr for Central Oregon Community College. Prior to this role, Chris was a Systems Administrator for Ensunet Technology Group and an IT Manager for Harrang Long Gary Rudnick, P.C. attorney group. Chris has been with COCC since August of 2021.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Krissa Harris as High School Partnerships Coordinator
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Community Enrichment	CE-1: Build and strengthen partnerships with educational stakeholders, including PreK-12 and higher education.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **High School Partnerships Coordinator** position is a new position.

B. Timing

The **High School Partnerships Coordinator** position is a 1.0 FTE, 11-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from November 8, 2021 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Krissa Harris holds an MBA from Arizona State University and a bachelor's degree in Business Administration from Oregon State University. Krissa most recently served as a Program Manager in Continuing Education for COCC. Prior to this role, Krissa served as an Academic Advisor, Administrative Assistant, and Mazama Supervisor/Special Events Coordinator, all for COCC. Krissa has been with COCC since 2005.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Lindsay Buccafurni as Assistant Director of Student Life
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
Student Experience	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Assistant Director of Student Life** position is a slightly revised replacement position for the Student Activities Coordinator position.

B. Timing

The **Assistant Director of Student Life** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2021-22 fiscal year, the initial employment contract period will be from November 15, 2021 to June 30, 2022. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

C. Budget Impact

This position is in the 2021-22 budget and conforms to the current approved Administrator salary schedule.

Lindsay Buccafurni holds a bachelor's degree in Liberal Studies: Pre-Elementary Education from Oregon State University. Lindsay most recently served as an Admissions Coordinator for Central Oregon Community College. Prior to this role, Lindsay was the College and Career Coordinator for Madras High School and the Campus Center Building Specialist for COCC. Lindsay has been with COCC since 2014 with the exception of one year serving for Madras High School.



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

Subject	Access Easement for Landmark Infrastructure Holding Company LLC
Strategic Plan Initiatives	Institutional Efficiency
Prepared By	David Dona, VP of Finance and Operations

A. Background

Glenn Kotara with Oregon Builders Developers, LLC are the new owners of the property (previously owned by Benji Gilchrist) located on the east side of the College's Bend property. New Cingular Wireless currently has an easement on the College's property to access their cell tower located on the Oregon Builders Developers property, adjacent to the College's east border. The New Cingular Wireless cell tower site is located on land held by a leaseholder, Landmark Infrastructure Holding Company LLC (Landmark). Landmark currently holds an easement on Oregon Builders Developers property. Landmark's easement is located through the middle of the Oregon Builders Developers property, impacting their development plans. Oregon Builders Developers are requesting to "piggyback" on the New Cingular Wireless access easement to give Landmark the same access that already exists for New Cingular Wireless. Oregon Builders Developers have offered \$10,000 for this access easement on College Property.

B. Options/Analysis

- Approve the proposed Access Easement
- Decline approval of the proposed Access Easement

C. Timing

The timing of this proposed easement will allow Oregon Builders Developers LLC more flexibility to develop their property.

D. Budget Impact

The approval of this access easement will provide a one-time payment of \$10,000.

E. Proposed Resolution

Be it resolved that the COCC Board of Directors approve an access easement to Landmark Infrastructure Holding Company LLC to provide access to its 20'x20' cell tower site located on property owned by Oregon Builders Developers LLC. The College will receive cash consideration of \$10,000.00 from Oregon Builders Developers LLC. The President or designee is authorized to negotiate the terms of the access easement and to execute a recordable easement and such other documents as are necessary for the College to grant the above-described access easement to Landmark, all in such form and substance as the President and the College's legal counsel deem necessary and appropriate.