



**CENTRAL OREGON**  
community college

CENTRAL OREGON  
COMMUNITY COLLEGE

Board of Directors' Meeting – AGENDA

Wednesday, April 12, 2023 – 5:45 PM

Boyle Education Center Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement	2a.1*		Abernethy
	III. Roll Call			Kovitz
	A. Board & Budget Committee Members & Guests			
	IV. President's Report			Chesley
	A. Introduction of All-Oregon Academic Team			Wright
	B. Introduction of Cory Darling			Chesley
	V. Agenda Changes			Abernethy
	VI. Public Comment			Abernethy
	VII. Adjourn to Budget Committee			Abernethy
	A. Budget Committee Meeting	7a,b,c *		Knutson
	VIII. Adjourn to Open Session			Abernethy
	IX. Consent Agenda***			Abernethy
	1. Regular Meeting Minutes (3.8.23)	9a.1*	X	Chesley <sup>A</sup>
	X. Information Items			
	1. Financial Statements	10a.1*		Knutson <sup>A</sup>
	2. New Hire Reports	10b.1*		Boehme <sup>A</sup>
	3. Real Estate Committee Update			Krenowicz
	4. NWCCU Mid-Cycle Visit			Hamlin/Moore <sup>P</sup>
	XI. New Business			
	1. Tuition and Fees - Resolution	11.a.1*	X	Knutson/Moore <sup>A</sup>
	2. '23-24 Suspended Programs – Resolution	11.b.1*	X	Hamlin <sup>A</sup>
	3. MTM's - Business & English – Resolution	11.c.1*	X	Hamlin <sup>A</sup>
	XII. Adjourn to Contract Review Board Meeting			Abernethy
	Contract Review Board Meeting			
	1. Procurement Change -- Resolution	12a.1*	X	Boehme <sup>A</sup>
	XIII. Adjourn to Regular Board Meeting			Abernethy
	XIV. Board of Directors' Operations			Abernethy
	1. Board Member Activities			

\* 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.

**XV. Dates**

1. Wednesday, May 1 – Board of Directors’ Meeting – Prineville Campus @5:45
2. Friday, May 19 – Redmond Anniversary Coffee – RTEC – @8:30
3. Wednesday, June 14 – Board of Directors’ Meeting – Madras Campus @5:45

**XVI. Adjourn to Executive Session**

**Abernethy**

ORS 192.660 section 2, subsection d, Labor Negotiations

ORS 192.660 section 2, subsection h, Consult with Counsel concerning current or likely litigation to be filed

ORS 192.660 section 1, subsection i, Performance Evaluation of CEO

This session will be pursuant to ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions.

**XVII. Adjourn to Open Session**

**Abernethy**

**XVIII. Open Session**

**Abernethy**

**XIX. Adjourn**

**Abernethy**

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

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

P - indicates a Presentation will be provided.

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

**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.



## COCC Budget Committee Meeting Agenda

Wednesday, April 12, 2023  
5:45 pm

Boyle Education Center Boardroom/YouTube

	<u>EXHIBIT</u>	<u>ACTION</u>
I. Call to Order		Abernethy
II. Budget Committee Appointments		Abernethy
III. Election of Chair		Abernethy
IV. President's Budget Remarks		Chesley
V. 2023-24 Proposed General Fund Budget		Knutson
• Proposed General Fund Budget	7a	
• Proposed General Fund Expenditures by Object Class.	7b	
• Summary of General Fund Transfers	7c	
VI. Next Meeting: May 10, 2023, 5:45 pm – Prineville Campus		Abernethy
VII. Adjourn		Abernethy

**General Fund - Resources**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b><u>RESOURCES</u></b>						
<b>Property Taxes</b>						
Current Year	\$ 18,846,109	\$ 19,567,529	\$ 20,718,000	\$ 21,842,000	\$	\$
Prior Year	509,089	428,868	464,000	460,000		
<b>Tuition and Fees</b>						
	16,314,263	14,925,023	15,570,000	17,374,000		
<b>State and Federal Sources</b>						
State Aid for Operations	8,325,435	9,576,616	9,388,000	9,793,000		
<b>Other Sources</b>						
Interest Income	12,345	1,451	70,000	10,000		
Miscellaneous Income	71,772	71,904	136,000	244,000		
Program Income	18,165	45,730	41,200	30,000		
<b>Transfers from Other Funds</b>						
Interfund Transfers-In		2,471,195	4,860,000	3,748,000		
Total	\$ 44,097,178	\$ 47,088,316	\$ 51,247,200	\$ 53,501,000	\$ -	\$ -
Beginning Fund Balance	\$ 6,479,025	\$ 7,229,798	\$ 9,805,000	\$ 7,947,771		
<b>Total Resources</b>	<b>\$ 50,576,203</b>	<b>\$ 54,318,114</b>	<b>\$ 61,052,200</b>	<b>\$ 61,448,771</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Requirements by Function**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b>Instruction</b>						
Humanities Office	\$ 55,697	\$ 69,137	\$ 73,001	\$ 78,533		
Writing/Literature	1,476,104	1,490,691	1,691,119	1,644,722		
Foreign Languages	538,706	525,180	558,854	612,596		
Speech	563,066	634,771	634,580	697,445		
Social Science Office	56,872	72,471	77,595	83,127		
Music	341,736	371,590	501,292	532,288		
Art	471,964	592,588	698,640	772,118		
Theatre Arts	40,483	61,970	75,195	67,897		
Fine Arts and Communication Office	55,993	73,862	78,759	84,512		
Business Administration	725,540	764,372	646,340	672,873		
Culinary Program	827,397	995,041	973,772	1,040,966		
Business Administration Office	60,882	54,716	71,709	77,241		
Journalism			6,219	6,680		
Culinary Administration Office	38,206	46,082	55,120	59,340		
World Languages and Cultures Office	48,772	48,950	55,780	68,965		
Philosophy	17,361	29,254	27,014	28,815		
Addiction Studies	142,028	171,860	167,835	183,436		
Anthropology	270,075	286,378	280,193	307,236		
Criminal Justice	164,861	138,385	249,568	265,960		
Economics	128,343	87,174	128,773	140,400		
Education	286,393	315,525	353,582	384,103		
Geography	14,884	20,414	22,683	24,212		
History	226,135	237,197	253,667	278,065		
Human Development	179,722	199,644	193,131	209,565		
Political Science	15,924	25,170	24,507	26,196		
Psychology	469,241	424,929	461,173	613,533		
Sociology	247,002	265,516	197,778	209,218		
AVANZA	65,017	73,268	90,871	89,684		
Adult Basic Education	509,700	524,841	540,437	450,000		
Regional Svcs. & R.C. Operations	550,289	558,083	796,903	705,070		
Regional Svcs. & M.C. Operations	228,519	252,985	275,562	329,752		

## General Fund - Requirements by Function

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
Regional Svcs. & P.C. Operations	\$ 229,674	\$ 258,080	\$ 277,436	\$ 305,841		
Engineering & Engr. Tech.	165,815	156,659	176,664	170,620		
Science Office	71,211	77,512	86,628	91,037		
Mathematics	1,595,220	1,545,336	1,796,754	1,875,034		
Biological Science	1,205,334	1,115,517	1,387,804	1,502,608		
Chemistry	545,797	643,417	645,102	586,780		
Physics	217,055	234,132	255,664	255,455		
Geology	93,077	113,228	124,034	134,442		
Nursing	1,167,953	1,211,346	1,443,551	1,562,451		
Health & Human Performance Office	109,617	165,460	196,171	144,157		
Health & Human Performance	776,032	836,384	974,484	1,056,491		
Math Office	80,615	79,629	73,240	78,772		
Allied Health	25,300	7,135	21,467	21,909		
Computer and Information Systems	1,050,790	997,904	1,196,484	1,226,359		
Licensed Massage Therapy	241,760	251,329	331,332	350,071		
Emergency Medical Services	373,200	379,813	345,384	491,033		
Dental Assisting	263,176	299,262	298,687	323,232		
Medical Assisting	206,504	271,095	288,962	312,852		
Allied Health Office	73,512	82,210	83,211	88,649		
Pharmacy Technician	110,272	122,481	139,346	149,280		
Veterinary Technician Program	235,322	267,431	285,805	309,876		
CIS Office	41,227	33,156	53,569	58,512		
Nursing Office	80,508	89,487	95,939	103,121		
Nursing Assistant		221,261	242,037	223,358		
HHP: Recreation (O.R.L.T.)	234,098	246,787	261,554	287,187		
Public Service Education Office	100,204	89,149	131,146	160,458		
Forestry Technology	440,045	454,036	527,045	560,929		
Automotive	409,574	329,945	360,323	372,571		
Health Information Technology	235,550	229,868	251,673	273,726		
Manufacturing Processes	456,834	347,690	543,027	430,139		
Apprenticeship	21,055	31,992	139,729	147,155		
Wildland Fire Management	76,040	1,330		4,361		
Fire Science	186,169	282,568	305,938	325,353		
Geographical Information Systems	127,371	130,590	140,647	153,085		
Aviation Program	346,130	380,442	383,253	523,573		
Military Science		1,171	1,250	1,250		
Non-Destructive Testing				-		
Regional Credit Instruction-Madras	77	296	4,457	4,457		
Regional Credit Instruction-Prineville	251	1,643	4,337	4,337		
Regional Credit Instruction-Redmond		2,305	7,137	7,137		
Library Skills	26,139	37,693	55,064	42,582		
<b>Total Instruction</b>	<b>\$ 20,435,420</b>	<b>\$ 21,438,813</b>	<b>\$ 24,197,987</b>	<b>\$ 25,464,788</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Requirements by Function**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b>Instructional Support</b>						
Office of VP of Instruction	\$ 737,792	\$ 893,920	\$ 771,999	\$ 814,984		
Library	958,267	1,075,699	1,262,137	1,292,023		
Convocation	9,891	3,638	12,526	12,526		
Tutoring and Testing	557,357	615,649	679,979	698,050		
Plan/Eval/Accreditation	325,681	23,876	23,876	23,876		
Academic Computing Support	840,415	447,806	541,272	778,648		
Instructional Deans	243,977	1,111,286	1,307,802	1,526,515		
Curriculum & Assessment	169,914	218,523	240,224	259,615		
ITS - Instructional Software		173,065	223,708	238,708		
<b>Total Instructional Support</b>	<u>\$ 3,843,294</u>	<u>\$ 4,563,462</u>	<u>\$ 5,063,523</u>	<u>\$ 5,644,945</u>	<u>\$ -</u>	<u>\$ -</u>



**General Fund - Requirements by Function**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b>Student Services</b>						
Admissions	\$ 953,586	\$ 1,070,220	\$ 1,418,795	\$ 1,517,888		
Counseling Center	52,809	68,104	76,458	76,458		
Student Life	262,415	262,948	360,164	381,858		
Commencement		10,778	27,771	27,771		
Financial Aid	698,424	730,162	791,304	829,360		
Career Services and Job Placement	102,173	147,924	160,871	171,392		
Student Outreach & Contact	320,245	328,559	415,612	431,848		
Diversity and Inclusion	281,265	268,708	365,447	386,354		
Club Sports	163,755	219,502	285,194	344,066		
Enrollment Cashiering	90,165	96,838	-	-		
Disability Services	290,998	324,752	426,575	434,832		
Office VP Student Affairs	530,476	574,528	624,617	663,213		
Advising	490,737	559,124	707,309	732,080		
Placement Testing	69,818	84,031	118,981	127,924		
First Year Experience	207,466	215,057	246,287	260,933		
ITS - Student Services Software	44,652	44,327	67,325	73,325		
<b>Total Student Services</b>	<b>\$ 4,558,984</b>	<b>\$ 5,005,562</b>	<b>\$ 6,092,710</b>	<b>\$ 6,459,302</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Requirements by Function**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b>College Support Services</b>						
Governing Board	\$ 10,471	\$ 39,391	\$ 97,696	\$ 100,654		
President's Office	352,090	373,278	436,153	451,037		
Fiscal Services	637,892	696,329	554,784	610,776		
Campus Safety and Security	728,139	621,976	768,611	846,014		
Human Resources	649,950	658,327	1,069,498	1,147,638		
Mail Services	70,288	90,628	164,295	169,991		
Marketing and Public Relations	767,005	716,769	805,832	878,504		
Chief Financial Officer	530,867	289,408	428,822	543,928		
Legal, Audit and Professional Svcs	108,635	182,855	83,183	83,183		
Elections	26,340		29,355	29,355		
General Institutional Support	468,728	297,747	598,633	668,633		
Liability and Other Insurance	123,748	177,626	168,445	176,867		
Institutional Effectiveness	316,102	335,416	406,549	429,080		
Vice President for Administration	505,014	129,756	107,533	113,847		
Organizational Development	9,067	7,615	13,000	13,000		
College Advancement	201,441	212,085	375,062	310,130		
<b>Total College Support Services</b>	<b>\$ 5,505,777</b>	<b>\$ 4,829,206</b>	<b>\$ 6,107,451</b>	<b>\$ 6,572,637</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Campus Services</b>						
Custodial Services	\$ 944,611	\$ 832,905	\$ 1,069,253	\$ 1,171,588		
Utilities	888,563	1,113,466	1,120,935	1,120,935		
Fire & Boiler Insurance	167,657	192,302	221,131	221,131		
Maintenance of Grounds	712,505	812,482	889,369	952,195		
Maintenance of Buildings	959,321	1,174,417	1,201,428	1,031,492		
Plant Additions	157,149		400,000	500,000		
Plant Administration	342,527	222,098	346,964	468,898		
<b>Total Campus Services</b>	<b>\$ 4,172,333</b>	<b>\$ 4,347,670</b>	<b>\$ 5,249,080</b>	<b>\$ 5,466,239</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Requirements by Function**

	Fiscal Year 2020-21 ACTUAL Amounts	Fiscal Year 2021-22 ACTUAL Amounts	Fiscal Year 2022-23 CURRENT Budget	Fiscal Year 2023-24 PROPOSED Budget	Fiscal Year 2023-24 APPROVED Budget	Fiscal Year 2023-24 ADOPTED Budget
<b>Information Technology</b>						
Information Technology Services	\$ 1,243,021	\$ 1,406,527	\$ 1,959,943	\$ 2,013,394		
Management Information Systems	597,993	581,918	725,346	755,062		
User Services	743,814	739,895	871,395	914,852		
Enterprise Computing Services	502,072	339,979	417,779	458,869		
Network/Telecom & Media Services	563,354	586,546	695,495	715,022		
Web Development	119,563	130,742	145,268	153,378		
Regional IT Services	66	76	75,558	75,558		
Project Management	95,888	85,255	140,978	143,331		
Information Security	131,974	17,268	139,275	275,869		
Student Tech Services		267,765	309,744	383,209		
<b>Total Information Technology</b>	<u>\$ 3,997,745</u>	<u>\$ 4,155,971</u>	<u>\$ 5,480,781</u>	<u>\$ 5,888,544</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Financial Aid</b>						
Financial Aid Transactions	\$ 232,852	\$ 80,230	\$ 112,897	\$ 100,000		
<b>Total Financial Aid</b>	<u>\$ 232,852</u>	<u>\$ 80,230</u>	<u>\$ 112,897</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Contingency</b>						
Contingency	\$ 600,000	\$ 800,000	\$ 800,000	\$ 1,000,000		
<b>Total Contingency</b>	<u>\$ 600,000</u>	<u>\$ 800,000</u>	<u>\$ 800,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Requirements</b>	<u>\$ 43,346,405</u>	<u>\$ 45,220,914</u>	<u>\$ 53,104,429</u>	<u>\$ 56,596,455</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending Fund Balance</b>	\$ 7,229,798	\$ 9,097,200	\$ 7,947,771	\$ 4,852,316		
<b>Total Requirements</b>	<u>\$ 50,576,203</u>	<u>\$ 54,318,114</u>	<u>\$ 61,052,200</u>	<u>\$ 61,448,771</u>	<u>\$ -</u>	<u>\$ -</u>

## General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>Instruction</b>							
Humanities Office	1.0	\$ 76,289	\$ 2,244	\$	\$	\$	\$ 78,533
Writing/Literature	16.0	1,622,214	22,508				1,644,722
Foreign Languages	4.3	605,984	6,612				612,596
Speech	5.5	688,535	8,910				697,445
Social Science Office	1.0	76,289	6,838				83,127
Music	4.4	509,674	22,614				532,288
Art	7.0	745,869	26,249				772,118
Theatre Arts	0.4	67,332	565				67,897
Fine Arts and Communication Office	1.0	80,544	3,968				84,512
Business Administration	5.5	664,061	8,812				672,873
Culinary Program	7.2	800,644	240,322				1,040,966
Business Administration Office	1.0	76,289	952				77,241
Journalism	0.1	6,680	-				6,680
Culinary Administration Office	0.8	59,340	-				59,340
World Languages and Cultures Office	0.8	67,410	1,555				68,965
Philosophy	0.4	28,287	528				28,815
Addiction Studies	1.4	179,410	4,026				183,436
Anthropology	2.2	302,940	4,296				307,236
Criminal Justice	2.6	262,047	3,913				265,960
Economics	1.3	138,218	2,182				140,400
Education	3.2	377,069	7,034				384,103
Geography	0.3	23,202	1,010				24,212
History	2.1	273,951	4,114				278,065
Human Development	2.0	200,239	9,326				209,565
Political Science	0.4	25,496	700				26,196
Psychology	5.0	604,494	9,039				613,533
Sociology	1.4	207,822	1,396				209,218
AVANZA	0.8	73,597	16,087				89,684
Adult Basic Education		-	-		450,000		450,000
Regional Svcs. & R.C. Operations	3.2	323,181	15,727		366,162		705,070

## General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
Regional Svcs. & M.C. Operations	2.9	318,402	11,350				329,752
Regional Svcs. & P.C. Operations	2.5	271,771	9,070		25,000		305,841
Engineering & Engr. Tech.	1.3	167,780	2,840				170,620
Science Office	1.0	81,871	9,166				91,037
Mathematics	15.9	1,844,821	30,213				1,875,034
Biological Science	12.9	1,442,929	59,679				1,502,608
Chemistry	5.9	571,384	15,396				586,780
Physics	2.7	246,231	9,224				255,455
Geology	1.2	124,710	9,732				134,442
Nursing	12.0	1,516,722	45,729				1,562,451
Health & Human Performance Office	1.2	136,180	7,977				144,157
Health & Human Performance	8.5	1,011,542	44,949				1,056,491
Math Office	1.0	76,845	1,927				78,772
Allied Health	0.3	17,209	4,700				21,909
Computer and Information Systems	8.6	1,204,485	21,874				1,226,359
Licensed Massage Therapy	3.8	336,549	13,522				350,071
Emergency Medical Services	4.3	452,951	38,082				491,033
Dental Assisting	2.5	304,580	18,652				323,232
Medical Assisting	2.8	298,324	14,528				312,852
Allied Health Office	1.0	84,834	3,815				88,649
Pharmacy Technician	1.5	137,752	11,528				149,280
Veterinary Technician Program	2.4	282,483	27,393				309,876
CIS Office	0.8	58,012	500				58,512
Nursing Office	1.0	100,721	2,400				103,121
Nursing Assistant	2.1	205,558	17,800				223,358
HHP: Recreation (O.R.L.T.)	2.1	285,098	2,089				287,187
Public Service Education Office	2.0	156,207	4,251				160,458
Forestry Technology	3.9	524,153	36,776				560,929
Automotive	4.0	342,583	29,988				372,571
Health Information Technology	2.5	260,762	12,964				273,726
Manufacturing Processes	4.0	366,815	63,324				430,139
Apprenticeship	1.4	146,590	565				147,155
Wildland Fire Management		4,361	-				4,361
Structural Fire Science	2.9	300,636	24,717				325,353
Geographical Information Systems	1.4	147,539	5,546				153,085
Aviation Program	4.8	515,247	8,326				523,573
Military Science		-	1,250				1,250
Non-Destructive Testing		-	-				-
Regional Credit Instruction-Madras	0.1	3,337	1,120				4,457
Regional Credit Instruction-Prineville	0.1	3,337	1,000				4,337
Regional Credit Instruction-Redmond	0.1	3,337	3,800				7,137
Library Skills	0.3	42,082	500				42,582
<b>Total Instruction</b>	<b>212.0</b>	<b>\$ 23,563,837</b>	<b>\$ 1,059,789</b>	<b>\$ -</b>	<b>\$ 841,162</b>	<b>\$ -</b>	<b>\$ 25,464,788</b>

**General Fund - Requirements by Expenditure Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>Instructional Support</b>							
Office of VP of Instruction	3.1	\$ 409,448	\$ 57,016	\$	\$ 348,520	\$	\$ 814,984
Library	9.5	1,012,396	174,627	105,000			1,292,023
Convocation		-	12,526				12,526
Tutoring and Testing	10.7	691,759	6,291				698,050
Plan/Eval/Accreditation		-	-		23,876		23,876
Academic Computing Support	6.5	672,009	106,639				778,648
Instructional Deans	10.6	1,495,821	30,694				1,526,515
Curriculum & Assessment	2.0	254,215	5,400				259,615
ITS - Instructional Software		-	238,708				238,708
<b>Total Instructional Support</b>	<u>42.4</u>	<u>\$ 4,535,648</u>	<u>\$ 631,901</u>	<u>\$ 105,000</u>	<u>\$ 372,396</u>	<u>\$ -</u>	<u>\$ 5,644,945</u>

## General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>Student Services</b>							
Admissions	15.2	\$ 1,457,414	\$ 60,474	\$	\$	\$	\$ 1,517,888
Counseling Center		-	76,458				76,458
Student Life	2.5	332,101	48,507		1,250		381,858
Commencement		-	27,771				27,771
Financial Aid	7.5	801,634	27,726				829,360
Career Services and Job Placement	1.5	162,204	9,188				171,392
Student Outreach & Contact	3.2	328,836	103,012				431,848
Diversity and Inclusion	3.2	349,279	37,075				386,354
Club Sports	3.4	261,392	82,674				344,066
Enrollment Cashiering		-	-				-
Disability Services	4.7	420,696	14,136				434,832
Office VP Student Affairs	4.1	628,663	34,550				663,213
Advising	6.7	697,598	34,482				732,080
Placement Testing	1.0	94,828	33,096				127,924
First Year Experience	2.1	235,720	25,213				260,933
ITS - Student Services Software		-	73,325				73,325
<b>Total Student Services</b>	<b>55.1</b>	<b>\$ 5,770,365</b>	<b>\$ 687,687</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>\$ 6,459,302</b>

## General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>College Support Services</b>							
Governing Board	0.5	53,351	47,303	\$	\$	\$	\$ 100,654
President's Office	1.5	428,208	22,829				451,037
Fiscal Services	5.0	597,243	13,533				610,776
Campus Public Safety	7.0	675,300	170,714				846,014
Human Resources	8.1	1,001,026	131,612		15,000		1,147,638
Mail Services	1.0	81,887	88,104				169,991
Marketing and Public Relations	6.3	728,352	150,152				878,504
Chief Financial Officer	2.0	416,884	27,044		100,000		543,928
Legal, Audit and Professional Svcs		-	83,183				83,183
Elections		-	29,355				29,355
General Institutional Support		322,000	171,633	35,000	140,000		668,633
Liability and Other Insurance		-	176,867				176,867
Institutional Effectiveness	3.0	408,951	20,129				429,080
Vice President for Administration	1.0	113,847	-				113,847
Organizational Development		-	13,000				13,000
College Advancement		-	19,000		291,130		310,130
<b>Total College Support Services</b>	<u>35.4</u>	<u>\$ 4,827,049</u>	<u>\$ 1,164,458</u>	<u>\$ 35,000</u>	<u>\$ 546,130</u>	<u>\$ -</u>	<u>\$ 6,572,637</u>



## General Fund - Requirements by Expenditure Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>Campus Services</b>							
Custodial Services	12.0	1,050,465	121,123	\$	\$	\$	\$ 1,171,588
Utilities		-	1,120,935				1,120,935
Fire & Boiler Insurance		-	221,131				221,131
Maintenance of Grounds	8.8	742,612	209,583				952,195
Maintenance of Buildings	5.9	652,061	379,431				1,031,492
Plant Additions		-	-		500,000		500,000
Plant Administration	3.8	421,810	47,088				468,898
<b>Total Campus Services</b>	<u>30.5</u>	<u>\$ 2,866,948</u>	<u>\$ 2,099,291</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 5,466,239</u>
<b>Information Technology</b>							
Information Technology Services	4.0	468,347	1,395,047	\$	\$ 150,000	\$	\$ 2,013,394
Management Information Systems	5.0	736,109	18,953				755,062
User Services	7.2	859,766	55,086				914,852
Enterprise Computing Services	3.0	432,166	26,703				458,869
Network/Telecom & Media Services	4.0	532,572	182,450				715,022
Web Development	1.0	146,378	7,000				153,378
Regional IT Services - Prineville	-	-	75,558				75,558
Project Management	1.0	140,331	3,000				143,331
Information Security	2.0	265,669	10,200				275,869
Student Tech Services	3.0	374,709	8,500				383,209
<b>Total Information Technology</b>	<u>30.2</u>	<u>\$ 3,956,047</u>	<u>\$ 1,782,497</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 5,888,544</u>

**General Fund - Requirements by Expenditure Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2023-24 Proposed Budget
<b>Financial Aid</b>							
Financial Aid Transactions		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
<b>Total Financial Aid</b>		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Contingency</b>							
Contingency		\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
<b>Total Contingency</b>		<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>
<b>Total Expenses</b>	<u>405.5</u>	<u>\$ 45,519,894</u>	<u>\$ 8,525,623</u>	<u>\$ 140,000</u>	<u>\$ 2,410,938</u>	<u>\$ -</u>	<u>\$ 56,596,455</u>

Fund: General Fund - 11001

General Fund Summary - GEN

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	3,609,088	3,811,701	4,356,464	4,796,749	0	0
51101 Other Taxable Compensation	29,362	98,043	15,300	15,300	0	0
51102 Taxable Mileage Allowance	17,735	45,084	88,357	104,970	0	0
51200 Administrative Salaries P/T	0	6,929	0	0	0	0
51300 Faculty Salaries F/T	8,663,399	8,717,886	8,985,888	9,663,730	0	0
51400 Faculty Salaries P/T	1,060,213	1,421,845	1,685,633	1,820,061	0	0
51410 Adjunct Faculty	854,487	907,535	1,229,737	1,338,519	0	0
51500 Classified Salaries F/T	3,558,135	3,429,052	4,549,847	4,527,267	0	0
51600 Classified Salaries P/T	365,703	336,494	315,058	508,763	0	0
51700 Irregular Wages	456,551	695,235	980,696	924,159	0	0
51800 Workstudy Salaries	0	0	0	0	0	0
51900 Prof. Non-Managerial - F/T	2,871,978	2,585,356	3,029,397	3,056,213	0	0
51910 Prof. Non-Managerial - P/T	284,885	231,457	307,216	392,721	0	0
52000 Payroll Assessments	13,851,235	13,643,206	16,905,801	18,371,442	0	0
61000 Materials and Supplies	880,818	1,235,769	1,344,007	1,349,844	0	0
62000 Outside and Contract	2,859,599	3,471,550	4,386,063	4,712,063	0	0
63000 Utilities	1,001,497	1,161,227	1,270,253	1,290,253	0	0
64100 Administrative Travel	9,189	66,298	182,516	182,516	0	0
64200 Professional Travel/Develop.	34,957	92,239	228,720	228,720	0	0
64300 Student Field Experience	4,267	48,532	96,394	96,394	0	0
65000 Repair and Replacement	30,591	45,618	126,180	126,180	0	0
66000 Insurance Expense	321,293	333,510	431,231	439,653	0	0
67000 Items for Resale	0	901	0	0	0	0
69000 Financial Aid	50,670	80,230	112,897	100,000	0	0
71000 Purchased Capital	6,452	70,196	40,837	35,000	0	0
74000 Library Capital	83,680	103,153	105,000	105,000	0	0
81000 Transfers In	0	0	0	0	0	0
82000 Transfers Out	2,440,620	2,581,870	2,331,800	2,410,938	0	0
	<u>43,346,404</u>	<u>45,220,916</u>	<u>53,105,292</u>	<u>56,596,455</u>	<u>0</u>	<u>0</u>

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## Instructional Summary - AAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	154,065	237,314	320,534	337,702	0	0
51101 Other Taxable Compensation	2,297	143	0	0	0	0
51102 Taxable Mileage Allowance	17,735	45,084	88,357	104,970	0	0
51300 Faculty Salaries F/T	8,558,803	8,586,179	8,850,230	9,518,165	0	0
51400 Faculty Salaries P/T	1,013,637	1,261,088	1,492,345	1,611,310	0	0
51410 Adjunct Faculty	854,487	907,535	1,229,737	1,338,519	0	0
51500 Classified Salaries F/T	678,670	683,990	858,360	825,999	0	0
51600 Classified Salaries P/T	161,800	174,834	191,021	225,635	0	0
51700 Irregular Wages	189,749	304,032	371,144	327,727	0	0
51900 Prof. Non-Managerial - F/T	58,867	61,435	132,288	136,191	0	0
51910 Prof. Non-Managerial - P/T	37,083	38,195	39,341	33,120	0	0
52000 Payroll Assessments	7,292,158	7,331,305	8,551,081	9,104,499	0	0
61000 Materials and Supplies	352,800	544,045	655,194	661,031	0	0
62000 Outside and Contract	103,922	156,325	194,616	194,616	0	0
63000 Utilities	296	0	0	0	0	0
64100 Administrative Travel	6,169	34,107	69,968	69,968	0	0
64200 Professional Travel/Develop.	7,447	33,579	68,432	68,432	0	0
64300 Student Field Experience	4,267	24,567	45,344	45,344	0	0
65000 Repair and Replacement	5,456	7,177	8,763	8,763	0	0
66000 Insurance Expense	11,808	11,783	11,635	11,635	0	0
71000 Purchased Capital	1,695	10,282	5,837	0	0	0
82000 Transfers Out	922,209	985,811	1,014,623	841,162	0	0
	<u>20,435,420</u>	<u>21,438,811</u>	<u>24,198,850</u>	<u>25,464,788</u>	<u>0</u>	<u>0</u>

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## Instructional Support Summary - CAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	984,834	1,181,261	1,261,082	1,211,771	0	0
51101 Other Taxable Compensation	5,000	5,442	2,000	2,000	0	0
51300 Faculty Salaries F/T	104,596	131,707	135,658	145,565	0	0
51400 Faculty Salaries P/T	44,536	152,980	156,152	168,644	0	0
51410 Adjunct Faculty	0	0	0	0	0	0
51500 Classified Salaries F/T	337,706	344,850	472,096	569,901	0	0
51600 Classified Salaries P/T	67,185	46,192	0	39,885	0	0
51700 Irregular Wages	189,420	250,180	346,435	346,435	0	0
51900 Prof. Non-Managerial - F/T	131,441	140,089	151,500	286,352	0	0
51910 Prof. Non-Managerial - P/T	27,812	24,239	29,505	64,012	0	0
52000 Payroll Assessments	1,091,481	1,290,836	1,448,918	1,701,083	0	0
61000 Materials and Supplies	43,806	43,055	90,325	90,325	0	0
62000 Outside and Contract	375,121	377,008	473,692	488,692	0	0
64100 Administrative Travel	906	6,688	27,276	27,276	0	0
64200 Professional Travel/Develop.	1,494	7,445	25,608	25,608	0	0
67000 Items for Resale	0	0	0	0	0	0
74000 Library Capital	83,680	103,153	105,000	105,000	0	0
82000 Transfers Out	354,276	458,335	338,276	372,396	0	0
	<u>3,843,294</u>	<u>4,563,461</u>	<u>5,063,523</u>	<u>5,644,945</u>	<u>0</u>	<u>0</u>

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## Student Services Summary - EAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	648,640	673,532	761,507	810,106	0	0
51101 Other Taxable Compensation	5,500	3,000	1,000	1,000	0	0
51400 Faculty Salaries P/T	1,575	5,688	37,136	40,107	0	0
51500 Classified Salaries F/T	624,694	704,062	939,504	874,359	0	0
51600 Classified Salaries P/T	79,595	48,075	24,312	57,523	0	0
51700 Irregular Wages	33,035	55,651	113,035	128,198	0	0
51900 Prof. Non-Managerial - F/T	933,035	1,058,440	1,029,876	1,140,531	0	0
51910 Prof. Non-Managerial - P/T	219,990	169,023	238,370	252,183	0	0
52000 Payroll Assessments	1,721,987	1,845,437	2,265,033	2,466,358	0	0
61000 Materials and Supplies	38,384	74,454	107,798	107,798	0	0
62000 Outside and Contract	238,466	293,163	414,021	420,021	0	0
64100 Administrative Travel	641	22,933	44,439	44,439	0	0
64200 Professional Travel/Develop.	1,919	12,017	49,648	49,648	0	0
64300 Student Field Experience	0	23,965	51,050	51,050	0	0
66000 Insurance Expense	10,274	11,699	14,731	14,731	0	0
69000 Financial Aid	0	0	0	0	0	0
71000 Purchased Capital	0	3,178	0	0	0	0
82000 Transfers Out	1,250	1,250	1,250	1,250	0	0
	<u>4,558,984</u>	<u>5,005,565</u>	<u>6,092,710</u>	<u>6,459,302</u>	<u>0</u>	<u>0</u>

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## College Support Services Summary - GAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	1,250,221	926,237	1,149,262	1,195,196	0	0
51101 Other Taxable Compensation	15,628	15,750	12,300	12,300	0	0
51200 Administrative Salaries P/T	0	0	0	0	0	0
51400 Faculty Salaries P/T	465	2,090	0	0	0	0
51500 Classified Salaries F/T	597,027	375,738	583,795	552,820	0	0
51600 Classified Salaries P/T	31,574	36,605	37,411	38,000	0	0
51700 Irregular Wages	3,863	23,895	45,865	44,068	0	0
51900 Prof. Non-Managerial - F/T	716,541	633,377	710,556	786,085	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	43,406	0	0
52000 Payroll Assessments	1,708,759	1,258,925	2,024,575	2,155,174	0	0
61000 Materials and Supplies	109,411	102,881	164,964	164,964	0	0
62000 Outside and Contract	714,325	1,025,178	754,806	754,806	0	0
63000 Utilities	3,574	0	3,816	3,816	0	0
64100 Administrative Travel	81	152	31,658	31,658	0	0
64200 Professional Travel/Develop.	8,664	16,937	30,426	30,426	0	0
65000 Repair and Replacement	1,691	105	300	300	0	0
66000 Insurance Expense	119,983	104,583	170,066	178,488	0	0
67000 Items for Resale	0	901	0	0	0	0
71000 Purchased Capital	417	17,694	35,000	35,000	0	0
81000 Transfers In	0	0	0	0	0	0
82000 Transfers Out	223,554	288,161	352,651	546,130	0	0
	<u>5,505,777</u>	<u>4,829,208</u>	<u>6,107,451</u>	<u>6,572,637</u>	<u>0</u>	<u>0</u>

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## Plant Operations &amp; Maint. Summary - JAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	100,940	173,462	158,860	197,260	0	0
51102 Taxable Mileage Allowance	0	0	0	0	0	0
51500 Classified Salaries F/T	918,116	910,617	1,217,231	1,189,765	0	0
51600 Classified Salaries P/T	25,550	30,789	62,314	147,720	0	0
51700 Irregular Wages	13,067	28,704	33,324	26,029	0	0
51900 Prof. Non-Managerial - F/T	168,663	57,692	68,949	0	0	0
52000 Payroll Assessments	980,953	886,267	1,209,111	1,306,174	0	0
61000 Materials and Supplies	303,844	438,763	272,893	272,893	0	0
62000 Outside and Contract	398,667	438,071	421,582	421,582	0	0
63000 Utilities	915,163	1,083,518	1,120,935	1,120,935	0	0
64100 Administrative Travel	0	483	2,227	2,227	0	0
64200 Professional Travel/Develop.	8,016	8,025	11,606	11,606	0	0
65000 Repair and Replacement	0	0	36,900	36,900	0	0
66000 Insurance Expense	177,865	203,924	233,148	233,148	0	0
71000 Purchased Capital	4,341	39,043	0	0	0	0
82000 Transfers Out	157,149	48,312	400,000	500,000	0	0
	<u>4,172,333</u>	<u>4,347,670</u>	<u>5,249,080</u>	<u>5,466,239</u>	<u>0</u>	<u>0</u>



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## Information Technology Svcs Summary - LAA

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
51100 Administrative Salaries F/T	470,389	619,894	705,219	1,044,714	0	0
51101 Other Taxable Compensation	938	73,708	0	0	0	0
51200 Administrative Salaries P/T	0	6,929	0	0	0	0
51500 Classified Salaries F/T	401,922	409,796	478,861	514,423	0	0
51700 Irregular Wages	27,416	32,773	70,893	51,702	0	0
51800 Workstudy Salaries	0	0	0	0	0	0
51900 Prof. Non-Managerial - F/T	863,431	634,325	936,228	707,054	0	0
52000 Payroll Assessments	1,055,898	1,030,437	1,407,083	1,638,154	0	0
61000 Materials and Supplies	32,573	32,570	52,833	52,833	0	0
62000 Outside and Contract	1,029,097	1,181,806	1,327,346	1,432,346	0	0
63000 Utilities	82,465	77,709	145,502	165,502	0	0
64100 Administrative Travel	1,392	1,934	6,948	6,948	0	0
64200 Professional Travel/Develop.	7,418	14,235	43,000	43,000	0	0
65000 Repair and Replacement	23,443	38,336	80,217	80,217	0	0
66000 Insurance Expense	1,363	1,521	1,651	1,651	0	0
71000 Purchased Capital	0	0	0	0	0	0
82000 Transfers Out	0	0	225,000	150,000	0	0
	<u>3,997,745</u>	<u>4,155,971</u>	<u>5,480,781</u>	<u>5,888,544</u>	<u>0</u>	<u>0</u>

04/05/2023 11:26 AM

Central Oregon Community College  
2023-24

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Fund: General Fund - 11001

## Misc. General Fund Activity Summary - ZZZ

	Actuals 2020-21	Actuals 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
62000 Outside and Contract	0	0	800,000	1,000,000	0	0
69000 Financial Aid	50,670	80,230	112,897	100,000	0	0
82000 Transfers Out	782,182	800,000	0	0	0	0
	832,852	880,230	912,897	1,100,000	0	0

<b>Summary of General Fund Interfund Transfers</b>		
<b>Transfers-In to General Fund</b>		
<b>Program/Funds</b>	<b>2023-24 Budget</b>	<b>Purpose of Transfer</b>
Summer Session/Auxiliary Fund	\$ 2,130,000	Support for Instruction
PERS Reserve, Retirement Benefits/Reserve Fund	430,000	Support for Staff Costs
Redmond Operations, Partnership Collaboration/Auxiliary Fund	450,000	Support for Instruction
Facility Fee, College Activities/Auxiliary	160,000	Support for Facilities
Food, Bookstore, RH Summer Programs, Residence Hall Debt savings/Enterprise Fund	480,000	Support for Facilities
Contracted Courses/Auxiliary Fund	40,000	Support for Instruction
Centralized Services/Internal Service Fund	88,000	Support for Instruction
	<b>\$ 3,778,000</b>	
<b>Transfers-Out of General Fund</b>		
<b>Department/Function</b>	<b>2023-24 Budget</b>	<b>Purpose of Transfer</b>
Instruction	\$ 841,162	Support for community learning, adult basic education, programs, and SBDC.
Instructional Support	372,396	Faculty professional development, sabbatical, and accreditation.
Student Services	1,250	Student Honors
College Support Services	546,130	Classified and administrative development and foundation support.
Infrastructure	500,000	Support for Capital Equipment and Repair.
Information Technology	150,000	IT Lifecycle Replacement
	<b>\$ 2,410,938</b>	



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, March 8, 2023 – 5:45 PM  
Boyle Education Center Boardroom / YouTube

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 &amp; Guests</u> Bruce Abernethy (Chair), Jim Clinton, Alan Unger, Joe Krenowicz, Erica Skatvold, Oliver Tatom, Laura Craska Cooper, Laurie Chesley (COCC President), Alicia Moore, Annemarie Hamlin, Laura Boehme, Zak Boone, Jenn Kovitz, Cathleen Knutson, Mark Reinecke, Scott Burge, Sharla Andresen, Tony Russell, Julie Downing, Michael Fisher, Elizabeth Allison, Eileen Sather, Leslie Houston and spouse, Stephanie Andre, Jeremy Green, and Sarah Baron.			Kovitz
	IV. President's Report <u>Faculty Recognition</u> The Board approved granting tenure to Ciera Buer, Matthew Higgins, Leslie Houton, Mary Eileen Sather, Kristin Lambert, David Schappe, Lisa Shipman, Carrie Walker, and Harold Wershow. <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Erica Skatvold</li> <li>• 2<sup>nd</sup> Alan Unger</li> <li>• Motion Approved Unanimously</li> </ul> The board approved promotion of Venus Nguyen, Vaughn Briggs, Jacquelyn Coe, Patrick Kennelly, Susan Miller, Alan Nunes, Amy Wheary, Dan Alberghetti, Stephanie Andre, Emma Chaput, Josh Evans, Sara Henson, John Liccardo, Owen Murphy, and Matthew Novak. <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Alan Unger</li> <li>• 2<sup>nd</sup> Laura Craska Cooper</li> </ul>			Chesley

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

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

P - indicates a Presentation will be provided.

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

- Motion Approved Unanimously

The Board was notified that the following faculty will be receiving sabbaticals:  
 Jenny Cruikshank, Rebecca Franklin, Kathy Smith, and Ken Swartwout.  
 The Board approved Emeritus status to the following faculty:  
 Jim Moodie, Julie Keener, and Jan Morrow.

- 1<sup>st</sup> Alan Unger
- 2<sup>nd</sup> Erica Skatvold
- Motion Approved Unanimously

Staff Emeritus

The Board granted Emeritus status to Stella Mackey, Jim Wilcox, and Nancy Jumper.

- 1<sup>st</sup> Erica Skatvold
- 2<sup>nd</sup> Alan Unger
- Motion Approved Unanimously

V. Agenda Changes Abernethy  
 None.

VI. Public Comment Kovitz  
 Noting that this week was designated Classified Appreciation Week,  
 Jennifer Kovitz shared her gratitude for the members of the Classified  
 Association at COCC.

VII. Consent Agenda\*\*\* Abernethy  
 1. Regular Meeting Minutes (1.11.23) 7a.1\* X Chesley<sup>A</sup>  
 • 1<sup>st</sup> Alan Unger  
 • 2<sup>nd</sup> Joe Krenowicz  
 • Motion Approved Unanimously

VIII. Information Items  
 1. Financial Statements 8a.1\* Knutson<sup>A</sup>  
 2. New Hire Reports 8b.1\* Boehme<sup>A</sup>

IX. Adjourn to Contract Review Board Meeting Abernethy  
 Contract Review Board Meeting  
 1. Procurement Policy Changes 9a.1\* Andresen  
 The Board considered recommended changes to the monetary  
 limits associated with various leadership approvals.  
 • 1<sup>st</sup> Alan Unger

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- 2<sup>nd</sup> Erica Skatvold
- Motion Approved Unanimously

2. Construction Mgr/Gen Contractor Hire 9b.1\* **Boone**

The Board approved negotiations with Kirby Nagelhout to become the CM/GC for the Madras expansion.

- 1<sup>st</sup> Joe Krenowicz
- 2<sup>nd</sup> Laura Craska Cooper
- Motion Approved Unanimously

**X. Adjourn to Contract Review Board Meeting **Abernethy****

**XI. New Business**

1. OCCA Legislative Priorities 11a.1\* **Chesley**

The Board voted to support the three OCCA legislative priorities for this session:

1. Increase Allocation to CCSF beyond the GRB
2. Increase Allocation for Oregon Opportunity Grants beyond the GRB
3. Pass SB 523 authorizing community colleges to offer the BSN degree
  - 1<sup>st</sup> Alan Unger
  - 2<sup>nd</sup> Erica Skatvold
  - Motion Approved Unanimously

2. Community Health Worker Certificate 11b.1\* **Chesley**

The Board voted to approve this certificate in Community Health.

- 1<sup>st</sup> Erica Skatvold
- 2<sup>nd</sup> Laura Craska Cooper
- Motion Approved Unanimously

3. Budget Committee Members 11c.1\* **Abernethy/  
Krenowicz**

The Board approved the appointment of two new Budget Committee members: Debi Harr and Dustin Seyler.

- 1<sup>st</sup> Erica Skatvold
- 2<sup>nd</sup> Laura Craska Cooper
- Motion Approved Unanimously

**XII. Board of Directors' Operations **Abernethy****

Board Member Activities

Bruce Abernethy Meeting with the President and Joe Krenowicz. Meeting with Debi Harr, Cathleen Knutson, and the President. Meeting with Erin Merz and the President.

Erica Skatvold Attended the OSU-Cascades Advocacy and Advisory Board meeting.

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Joe Krenowicz Participated in CM/GC selection meetings for Madras expansion.  
Met Wendi Patton, COCC's new Charitable Giving Officer.

Alan Unger Attended an OCCA Board meeting, an OCCA Executive Board meeting, and OCCA legislative calls.

**XIII. President's Report cont'd.**

**Chesley**

The President shared that, to date, the BSN proposal has been received favorably in the legislature.

**XIV. Dates**

1. Thursday, March 9 – Redmond 25<sup>th</sup> Anniversary Toast – RTEC @ 5:30
2. Saturday, April 8 – Meal of the Year @ 6:00
3. Tuesday, April 11 – Board Real Estate Committee @ 3:30
4. Wednesday, April 12 – Board of Directors' Meeting @ 5:45
5. Wednesday, May 10 – Board of Directors' Meeting – Prineville Campus @ 5:45
6. Friday, May 19 – Redmond Anniversary Coffee – RTEC @ 8:30

**XV. Adjourn to Executive Session**

**Abernethy**

ORS 192.660(1)(i) Performance Evaluation of the CEO

**XVI. Adjourn to Open Session**

**Abernethy**

**XVII. Open Session**

**Abernethy**

**XVIII. Adjourn**

**Abernethy**

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

**Cash and Investments**

The College's operating cash balances currently total \$46.8 million. The February average yield for the Local Government Investment Pool increased to 3.75 percent from last report of 3.37 percent.

**General Fund Revenues**

Registration for Spring term began in late February, increasing tuition and fee revenue.

**General Fund Expenses**

The expenses through February 2023 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**  
February 2023

<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	\$ 20,718,000	\$ 19,727,490	\$ (990,510)	95.2%	95.4%
Prior Taxes	464,000	330,369	(133,631)	71.2%	74.4%
Tuition and fees	15,570,000	11,065,921	(4,504,079)	71.1%	78.4%
State Aid	9,388,000	7,341,954	(2,046,046)	78.2%	84.2%
Program and Fee Income	41,200	15,196	(26,004)	36.9%	32.3%
Interest & Misc. Income	206,000	49,252	(156,748)	23.9%	43.2%
Transfers-In	4,860,000	2,360,000	(2,500,000)	48.6%	100.0%
<b>Total Revenues</b>	<b>\$ 51,247,200</b>	<b>\$ 40,890,182</b>	<b>\$ (10,357,018)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 23,184,227	\$ 12,802,742	\$ 10,381,485	55.2%	56.0%
Academic Support	4,725,247	2,785,159	1,940,088	58.9%	57.4%
Student Services	6,091,460	3,188,617	2,902,843	52.3%	56.6%
College Support	5,754,800	3,056,634	2,698,166	53.1%	55.0%
Plant Operations and Maintenance	4,849,080	2,925,109	1,923,971	60.3%	55.0%
Information Technology	5,255,781	3,047,779	2,208,002	58.0%	54.4%
Financial Aid	112,897	57,172	55,725	50.6%	45.4%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers-Out	2,331,800	2,291,800	40,000	98.3%	100.0%
<b>Total Expenses</b>	<b>\$ 53,105,292</b>	<b>\$ 30,155,012</b>	<b>\$ 22,950,280</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,858,092)</b>	<b>\$ 10,735,170</b>	<b>\$ 12,593,262</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**February 2023**

	<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><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,351,906	\$ 4,401,474	\$ (950,432)	82.2%	90.1%
Expenses	5,543,685	2,096,326	3,447,359	37.8%	40.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (191,779)</b>	<b>\$ 2,305,148</b>	<b>\$ 2,496,927</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 7,295,000	\$ 1,779,309	\$ (5,515,691)	24.4%	32.1%
Expenses	7,739,100	2,624,828	5,114,272	33.9%	34.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (444,100)</b>	<b>\$ (845,519)</b>	<b>\$ (401,419)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 3,748,505	\$ 1,513,819	\$ (2,234,686)	40.4%	5.2%
Expenses	8,090,948	693,382	7,397,566	8.6%	14.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,342,443)</b>	<b>\$ 820,437</b>	<b>\$ 5,162,880</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 4,810,756	\$ 3,111,433	\$ (1,699,323)	64.7%	61.9%
Expenses	5,340,671	3,375,927	1,964,744	63.2%	54.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (529,915)</b>	<b>\$ (264,494)</b>	<b>\$ 265,421</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 7,406,628	\$ 5,957,595	\$ (1,449,033)	80.4%	66.6%
Expenses	11,460,318	5,942,232	5,518,086	51.9%	42.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,053,690)</b>	<b>\$ 15,363</b>	<b>\$ 4,069,053</b>		
<b>Reserve Fund</b>					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	434,020	20,980	95.4%	94.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (443,326)</b>	<b>\$ (434,020)</b>	<b>\$ 9,306</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 15,059,071	\$ 6,601,218	\$ (8,457,853)	43.8%	52.2%
Expenses	15,323,065	7,441,171	7,881,894	48.6%	55.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (263,994)</b>	<b>\$ (839,953)</b>	<b>\$ (575,959)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 127,500	\$ 54,897	\$ (72,603)	43.1%	25.3%
Expenses	119,893	64,476	55,417	53.8%	38.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 7,607</b>	<b>\$ (9,579)</b>	<b>\$ (17,186)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 9,332	\$ 6,090	\$ (3,242)	65.3%	13.2%
Expenses	18,500	4,931	13,569	26.7%	31.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,168)</b>	<b>\$ 1,159</b>	<b>\$ 10,327</b>		

**Central Oregon Community College**

**Cash and Investments Report**

As of February 28, 2023

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 46,085,144	
3624 - Robert Clark Trust		\$ 377,051
February Average Yield 3.75%		
<b>Cash in USNB</b>	\$ 730,885	
<b>Cash on Hand</b>		
Total Cash	\$ 46,816,029	\$ 377,051



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

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Moussa-Hale, Sarah	3/6/2023	Enrollment Specialist	Admissions
Nolta, Courtney S	3/27/2023	Instructional Specialist	Instructional Deans
Schaalma, Jason Lee	3/20/2023	Campus Custodian	Custodial Services
<b>Temporary Hourly</b>			
Bow er, Charissa Ann	3/27/2023	Instructional Assistant-	Veterinary Technician Program
Buer, Bjorn Ross	3/15/2023	Redmond Campus Student	Regional Svcs. & R.C. Operations
Carney, John Vogel	3/27/2023	Basic Flight Instructor	Aviation Program
Eickelman, Jack	3/27/2023	Basic Flight Instructor	Aviation Program
Glenn, Carissa Ann	3/6/2023	Benefits Navigator Outreach	Student Life
Goold, Ryan Lee	3/16/2023	EMT Test Proctor	Emergency Medical Services
Jackson Smith, Vernon Skytus	3/16/2023	ITS Student Technology	Student Tech Services
Keith, Rebecca	3/1/2023	Writing Tutor II	Tutoring and Testing
Kiefer, Emma Helen	3/17/2023	Test Proctor II	Tutoring and Testing
Komisars, Matthew	3/13/2023	Basic Flight Instructor Training	Aviation Program
Komisars, Matthew	3/13/2023	Basic Flight Instructor	Aviation Program
Matejcek, Justin Peter	3/27/2023	Flight Instructor Training	Aviation Program
Matejcek, Justin Peter	3/27/2023	Basic Flight Instructor	Aviation Program
McCullough, Jeremiah	3/24/2023	Flight Instructor Training	Aviation Program
McCullough, Jeremiah	3/24/2023	Basic Flight Instructor	Aviation Program
Rubin, Jeremy Stephen	3/20/2023	EMT Lab Assistant	Emergency Medical Services



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

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<b>Subject</b>	Hiring of <b>Cory Darling</b> as <b>Director of Campus Safety and Emergency Management</b>
<b>Institutional Efficiency</b>	IE-1: Improve practices and systems related to providing a supportive and productive workplace. IE-2: Develop effective and efficient policies and procedures that are applied uniformly across the College. IE-3: Define, document and practice clear operational decision-making. IE-4: Improve information sharing practices and communication sources.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **Director of Campus Safety and Emergency Management** position is a replacement position.

### B. Timing

The **Director of Campus Safety and Emergency Management** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from April 3, 2023 to June 30, 2023. 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 2022-23 budget and conforms to the current approved Administrator salary schedule.

Cory earned an associate's degree in Apprenticeship in Law Enforcement from COCC, a bachelor's degree in Criminal Justice from American Military University, and is a graduate of the FBI National Academy. Prior to this role, Cory served as Chief of Police for the Sunriver Police Department. Cory brings with them a wealth of glowing professional endorsements from our key partners across Central Oregon law enforcement, behavioral health, and social service agencies.



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

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<b>Subject</b>	Hiring of <b>Amy Knudsen</b> as <b>First Year Experience (FYE)/Placement Coordinator</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available 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.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **FYE/Placement Coordinator** position is a replacement position.

### B. Timing

The **FYE/Placement Coordinator** position is a .75 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from April 3, 2023 to June 30, 2023. 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 2022-23 budget and conforms to the current approved Administrator salary schedule.

Amy earned both a bachelor's degree in Secondary Earth Science Education and a master's degree in Science Teaching from Northern Arizona University. Most recently, Amy has led public education efforts for the Grand Canyon Wolf Recovery Project. Prior to this, Amy held multiple roles in education, including roles as a K-12 teacher in Arizona and Oregon and as an instructor at Northern Arizona University (NAU). Amy has also served as Coordinator for the Student Learning Centers at NAU, a consultant/facilitator of on college peer-mentor training programs in Arizona, and a TRIO Talent Search advisor in rural Colorado, where she helped 7<sup>th</sup>-12<sup>th</sup> graders prepare for and transition to college.



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

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<b>Subject</b>	Hiring of <b>Deborah Lehto</b> as <b>Assistant Director of Financial Aid</b>
<b>Student Success</b>	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
<b>Student Experience</b>	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
<b>Institutional Efficiency</b>	IE-2: Develop effective and efficient policies and procedures that are applied uniformly across the College.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **Assistant Director of Financial Aid** position is a replacement position.

### B. Timing

The **Assistant Director of Financial Aid** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from March 27, 2023 to June 30, 2023. 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 2022-23 budget and conforms to the current approved Administrator salary schedule.

Deborah earned an associate's degree in Business Administration from COCC and a bachelor's degree in Liberal Arts from Eastern Oregon University. Prior to this role, Deborah served as the Financial Aid Specialist Senior at COCC and brings a wealth of knowledge and often quiet force that keeps the Financial Aid office driving forward into this new position.



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

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<b>Subject</b>	Hiring of <b>Nicole Sharp</b> as <b>Residence Life Coordinator</b>
<b>Student Success</b>	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.
<b>Student Experience</b>	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
<b>Prepared By</b>	<b>Laura Boehme, Chief Information/Human Resources Officer</b>

### A. Background

The **Residence Life Coordinator** position is a replacement position.

### B. Timing

The **Residence Life Coordinator** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2022-23 fiscal year, the initial employment contract period will be from March 1, 2023 to June 30, 2023. 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 2022-23 budget and conforms to the current approved Administrator salary schedule.

Nicole Sharp earned an associate's degree at COCC and is currently working on a bachelor's degree at OSU-Cascades. Most recently, Nicole served as COCC's Temporary Residence Life Coordinator. Prior to this role, Nicole served as a Community Assistant in Wickiup Hall.





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

<b>Subject</b>	<b>2023-24 Tuition and Fee Rates</b>
<b>Strategic Plan Connection</b>	<ul style="list-style-type: none"> <li>• Student Success: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal.</li> <li>• Community Enrichment: Advance positive regional economic development by assisting with educational and training needs of business, industry, and workforce.</li> <li>• Institutional Efficiency: Improve practices and structure related to providing a healthy and productive workplace.</li> </ul>
<b>Prepared By</b>	<b>Cathleen Knutson, Director of Fiscal Services, Alicia Moore, Vice President of Student Affairs</b>

**A. Background**

For fiscal year 2022-23, COCC has the fifth lowest combined in-district tuition and fee rates of Oregon’s seventeen community colleges. Preliminary information indicates that with the proposed tuition and fee increases, COCC’s combined 2023-24 in-district tuition and fee rates will remain in the lowest one-third of all Oregon community colleges.

As the College strives to maintain comprehensive quality programs and essential support services to students at all campuses, as well as address employee wage and maintenance issues, it is recommending 2023-24 tuition rates as shared in the table below.

Tuition

***Tuition Rates for Fiscal Year 2023-24***

<b>Tuition Residency Categories</b>	<b>2022-23 Tuition</b>	<b>\$ Assumption Change</b>	<b>% Assumption Change</b>	<b>2023-24 Tuition</b>
In-District	\$ 113.00	\$ 5.00	4.42%	\$ 118.00
Non-Resident Veterans	\$ 136.00	\$ 6.00	4.41%	\$ 142.00
Out-of-District/Border States	\$ 159.00	\$ 8.00	5.03%	\$ 167.00
Out-of-state/International	\$ 331.00	\$ 16.00	4.83%	\$ 347.00

Current Fees: COCC assesses three fees on a per credit basis to all credit students: Technology, Student Activities, and Green Energy. The Student Activities and Green Energy fee have dedicated purposes, while the Technology fee supports technology costs within the College’s general fund. There is no proposed increase for student fees in fiscal year 2023-24.

**General Fees for Fiscal Year 2023-24**

Fee Categories	\$ Assumption		% Assumption	
	2022-23 Fees	Change	Change	2023-24 Fees
Technology Fee	\$ 17.50	\$ -	0.00%	\$ 17.50
Student Activity Fee	\$ 1.50	\$ -	0.00%	\$ 1.50
Green Energy Fee	\$ 0.25	\$ -	0.00%	\$ 0.25
	<u>\$ 19.25</u>			<u>\$ 19.25</u>

**Annual Cost Comparison (36 credits)**

Tuition Residency Categories	2022-23	\$ Assumption		% Assumption		2023-24
	Tuition/Fees	Change	Change	Change	Change	Tuition/Fees
In-District	\$ 4,761.00	\$ 180.00	3.78%	\$ 4,941.00	\$ 4,941.00	\$ 4,941.00
Non-Resident Veterans	\$ 5,589.00	\$ 216.00	3.86%	\$ 5,805.00	\$ 5,805.00	\$ 5,805.00
Out-of-District/Border States	\$ 6,417.00	\$ 288.00	4.49%	\$ 6,705.00	\$ 6,705.00	\$ 6,705.00
Out-of-state/International	\$ 12,609.00	\$ 576.00	4.57%	\$ 13,185.00	\$ 13,185.00	\$ 13,185.00

For in-district students, COCC remains one of the most affordable community colleges in Oregon, even with the proposed tuition and fee increases. COCC's lower costs, strong Foundation scholarship support, and "Open Educational Resources" (OER) textbook savings will help provide access to an affordable, quality college education.

This recommendation, along with other budget-related decisions and a potential increase in the State's contribution to the Community College Support Fund, contribute to the College's ability to present a balanced budget for the 2023-24 academic year.

**B. Options/Analysis**

- 1) Approve proposed 2023-24 tuition and technology fee rates.
- 2) Do not approve proposed 2023-24 tuition and technology fee rates.
- 3) Propose modifications to the recommended rates.

**C. Timing**

This action is required at this time as summer and fall 2023 registration begins prior to the May Board meeting.

**D. Budget Impact**

The increase in budgeted tuition and fee revenue using the proposed 2023-24 rates is approximately \$597,000.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2023-24 tuition and fee rates presented in Section A.



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

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<b>Subject</b>	<b>Suspend Business Programs</b>
<b>Strategic Plan Initiatives</b>	SS-1: Enhance development of course and program offerings and delivery methods.  CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
<b>Prepared By</b>	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 three business programs, the Marketing Communications CC1, the Management AASO, and the Business ASOT. The Business ASOT is being replaced by the Business AST as COCC's State-approved and coordinated Business Transfer program. The Marketing CC1 no longer offers a clear pathway to employment as student enrollment in the program has declined steadily since 2018. The Management AASO significantly overlaps with an existing Business Administration AAS offered by COCC, and recent curricular changes have further diminished the distinctions between the two programs. COCC Business faculty, with support from their advisory committee, believe that suspending the Management AASO will clarify available programs of study for interested students without sacrificing workforce development needs. This proposal to suspend three 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**

These programs will be immediately unavailable for new students to declare; the inactivations have been reviewed and approved by COCC's Curriculum Committee with teach-out and communication plans to avoid disruption to in-progress students.

**D. Budget Impact**

All courses will continue to be taught; there is no budget impact.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approves the following deleted academic program effective Fall 2022:

Inactivated programs

Management AASO

Marketing Communication CC1

Business ASOT



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

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<b>Subject</b>	<b>New Associate Transfer Degrees in Business and English Literature</b>
<b>Strategic Plan Initiatives</b>	SS-1: Enhance development of course and program offerings and delivery methods.  CE-2: Advance positive regional economic development by assisting with educational and training needs of business, industry and workforce.
<b>Prepared By</b>	Dr. Annemarie Hamlin, Vice President of 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.*

These two proposed degrees (an AST in Business and an AAT in English Literature) are the result of statewide efforts to create degrees that will be accepted by Oregon Public Universities (OPUs) and provide students with Junior standing once they matriculate at their chosen transfer university. These degrees have been developed as part of the Major Transfer Map (MTM) process, which means they were developed by faculty in relevant disciplines from Oregon's community colleges and public universities under the guidance of Higher Education Coordinating Commission (HECC) staff. As a result, the proposed degrees meet COCC, state, and accreditation standards and have already been approved by HECC. Upon approval by the COCC Board, this program will be submitted to the Northwest Commission on Colleges and Universities.

**B. Options/Analysis**

Approve the proposed new academic program.  
Decline approval of the new academic program.

**C. Timing**

The new program will be available in the 2023-24 Catalog that begins with the Fall 2023 term.

**D. Budget Impact**

The proposed certificate consists mostly of existing courses, but two new courses have been created for the program. The budget impact is negligible.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approves the new Associate Transfer degrees in both Business and English Literature effective Fall 2023.

The logo features a stylized graduation cap in dark blue with a red and yellow arrow pointing upwards from the center of the cap's base.

**Oregon  
Transfer Compass**  
STATEWIDE ARTICULATION  
AGREEMENT: MAJOR  
TRANSFER MAP IN  
BUSINESS

A statewide transfer agreement that identifies the community college courses needed to transfer to any Oregon public university as a junior seeking a Bachelor of Science in Business.

Statewide Transfer Articulation Agreement:

Major Transfer Map in Business

90-100 Credits or Optimal Transfer Point

From: All Oregon Community Colleges

To: All Oregon Public Universities

Introduction: Major Transfer Maps (MTMs) represent a streamlined path for students transferring from an Oregon community college to an Oregon university who know which major/bachelor's degree program they want to pursue. In contrast to other statewide transfer tools that prioritize university general education requirements (i.e. AAOT and ASOT), MTMs specify clear course-taking paths necessary for on-track progress towards a specific major/bachelor's degree, with a guarantee of transfer from any Oregon community college to any Oregon public university. MTMs build on the 30-credit general education foundation defined by the generic Core Transfer Map (CTM), although MTMs may specify particular relevant/required General Education courses as part of the 30-credit CTM component of the MTM.

The statewide Major Transfer Map (MTMs) in Business will use the format of an Associate of Science Transfer degree in Business (AST-Business).

The MTMs identify the optimal and specific set of community college courses students need to take to transfer efficiently into the major at the university. The successful completion of the MTM allows students to receive status at the public university, based on the number of academic credits referenced in the transfer agreement, including at least 30 credits of general education satisfied, that is comparable to the status of students with the same number of academic credits in the major course of study who began their postsecondary studies at the public university. The students will not be required to retake a course, as long as the minimum required grades have been earned.

Students must have earned a cumulative grade point average of 2.0 and meet the residency requirements at the community college awarding the MTM.

When students complete an MTM, the general education courses in the "Core Transfer Map" portion of the MTM, for which minimum required grades have been earned, are guaranteed to transfer into general education, degree, or major requirements for a bachelor's degree at any Oregon public university (ORS 350.404). However, while CTM-related courses are guaranteed to transfer into general education, degree, or major requirements, students completing an MTM will not be awarded a CTM also.

Students who want to transfer prior to completing the MTM should talk with their community college advisor and an advisor at their target university prior to transfer about how their courses will count towards general education requirements and degree/major requirements. If the MTM is not awarded advisors can guide students to determine if they are eligible for a CTM.

Students are responsible for informing the admissions counselor or intake advisor at their receiving four-year institution that they are completing an MTM. It is important for students to understand that completing the MTM in two years and the bachelor's degree in four years requires them to complete a minimum average of 15 credits per quarter (or 45 credits per year).



The guarantees and limitations below describe the minimum requirements to which all participating institutions have agreed. If an institution is not meeting the guarantees described below a complaint can be filed with the Oregon Transfer Advisory Committee (OTAC).<sup>1</sup>

### Part 1: Guarantees

Students who complete all the requirements of an MTM (i.e. an MTM associate's degrees or an MTM non-degree package when optimal transfer requires fewer than 90 credits) as defined in the specific MTM agreement, who have earned the minimum required grades and a cumulative 2.0 GPA or higher, meet residency requirements, and who are admitted to the receiving institution's corresponding major/degree program are guaranteed the following:

1. Status within the major at the public university that is comparable to the status of students with the same number of academic credits in the major course of study who began at the public university (when the MTM is equal to at least 90 credits this would equate to receiving "junior status in the major course of study at the public university").
2. Eligibility to graduate following the degree/major requirements in effect at the university during the academic year the student first enrolled in the community college that awarded the MTM. If the student does not complete the degree within 7 years of the first enrollment at the community college awarding the MTM, they should meet with an advisor to determine which catalog to use.
3. All courses in the MTM will transfer individually. If a student transfers before completing the MTM, all courses will still transfer but may not apply in the same way as they would if the MTM was completed. If the CTM has been awarded, the guarantees inherent in the CTM apply.
4. The ability to file a complaint with the Oregon Transfer and Articulation Committee (OTAC) if the guarantees of the MTM are not being met. OTAC will review complaints submitted to the Higher Education Coordinating Commission (HECC) or to OTAC regarding Oregon's statewide transfer tools and degrees and recommend next steps that support dispute resolution. Note:
  - ✓ Students should first follow their home institution's internal complaint process (e.g. talk to their academic advisor, academic unit, Registrar, or Provost)
  - ✓ The HECC has authority to handle student complaints but only if they are related to discrimination or retaliation

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<sup>1</sup> Sections of this contract are modified versions of contracts from Colorado and Washington.

- While OTAC does not have legal authority over transfer complaints, as the only statewide transfer advisory body, OTAC can make recommendations and assist institutions and students in resolving compliance issues.

5. Students who successfully complete the MTM at a community college will have the MTM notated on their transcript. If the MTM takes the form of an associate's degree, it will be reflected in the standard degree posting format used by the community college. If the MTM is not an associate's degree, but rather an optimal transfer point with fewer than 90 credits, it will be posted as a notation on the community college transcript.

### Part 2: Limitations

1. Completion of the prescribed curriculum in the statewide transfer articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution in place at the time of admission, including the submission of all required documentation by stated deadlines.
2. Minimum grades required for general transfer and for application to major requirements and pre-requisites may vary by each Oregon public university and by each degree/major. Each MTM agreement will specifically list the minimum grade requirements that will guarantee transfer including minimum required grades for major courses and Pass/No Pass limitations. All schools accept a grade of a "C -" or better in all general education courses. Students should contact the admissions counselor or intake advisor at the university they intend to transfer to for more information.
3. Completion of an MTM and admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled and/or competitive entry due either to space limitations or academic requirements.
4. The credit and course transfer guarantees described in the specific MTM agreements apply only to the specific degree programs covered by the agreement. Therefore, if a student changes to a new major some courses may not apply the same way towards the new major as they would for the original major. When students change majors the old MTM major guarantees may no longer apply and receiving institutions will evaluate applicability of transfer on a course-by- course basis.
5. AP (Advanced Placement) and IB (International Baccalaureate) credit:

- General Education Courses in the MTM:

AP and IB articulated credits used to meet the general education components of the Major Transfer Map will transfer, and are guaranteed to fulfill general education requirements at the receiving institution, as long as the articulated credits are listed on the Advanced Placement and International Baccalaureate Statewide *Course Credit Policy* found on the HECC website.

- AP (Advanced Placement) and IB (International Baccalaureate) in the MTM:

Using the current *AP and IB Statewide Course Credit Policy* as a reference, the Major Transfer Map workgroup will assess how AP/IB exam scores apply to the MTM (range of credits and course articulations). In particular, the MTM workgroup will identify whether the credit range and course articulation of AP/IB exam scores differ among the 17

community colleges and 7 public universities in ways that create transfer misalignment for students earning the MTM.

The workgroup will refer all areas of misalignment to the AP/IB Statewide Policy Group, which will work with the higher education institutions' appropriate representatives (including faculty and academic leadership) to resolve the areas of misalignment by establishing common range of credits and defined articulations across the 17/7 so that AP/IB exam credit awarded at any community college will transfer to all public universities and apply as intended in the MTM.

If 17/7 alignment in range of credits and course articulation for AP/IB exam scores is not possible, the MTM workgroup will determine whether the differences constitute acceptable and warranted variance within the MTM. If so, the workgroup will recommend the variance to OTAC when it submits the MTM to OTAC for the approval process. If the MTM workgroup determines that uniformity is necessary, and a particular institution elects not to conform, that school is choosing not to be a participant in that particular MTM.

6. Please note that each Oregon public university has differing policies on institutionally administered exams (sometimes called Challenge Exams) and students should contact the admissions counselor or intake advisor at the university students intend to transfer to for more information.

7. Students should consult with advisors at their community college and receiving university if they have additional questions.

### Part 3: Institutional Obligations

1. Oregon public universities and community colleges, under advisement from OTAC and HECC, will build an alert mechanism into their curriculum review process for changes related to courses, programs, or admission that may impact the MTM.

- ✓ The institution proposing a change in required or pre-requisite courses, with potential to impact lower-division course taking will alert their Registrar and Major Transfer Map group to review the change.
- ✓ If the proposed change creates a need to modify lower-division course taking as defined in the existing MTM, the OTAC representative from the particular MTM group will bring the issue to OTAC for review to determine if updates need to be made to the agreement.
- ✓ All public higher education institutions who are signatories of the agreement are expected to stay in alignment with the approved MTM. Changes to courses included in the MTM that will affect their transferability must be approved by the MTM group and OTAC before taking effect.
- ✓ MTM groups are expected to meet annually or as needed to ensure continued alignment and the effective dates will be reflected in each MTM. Catalog rights follow the MTM.
- ✓ If valid reasons exist that prevent sufficient alignment, a given institution may have to exit the agreement. In such cases, the Provost of the university must notify OTAC and work out an effective timeline for leaving the agreement such that the university honors the catalog

year guarantees and provides a workable teach-out plan so students in the pipeline are held harmless.

2. Oregon public higher education institutions agree that where university-specific curricular variance exists within the MTM, it is identified and justified. Acceptable justifications should be related to student benefit, necessity for academic success in meeting future requirements at the junior/senior/graduate school/employment level, and immovable external requirements such as accreditation requirement differences.
3. Participating institutions agree to continue to work toward maximizing course alignment as much as possible with the goal of awarding direct equivalency for all MTM courses, even when a transferring student has not completed the entire MTM.

## Part 4: Prescribed Curriculum

This guide outlines the course requirements for the Business Major Transfer Map (MTM) for students at any Oregon community college who plan to transfer to a four-year public university in Oregon and earn a Bachelor of Science in Business. This map is beneficial for students who know they want to transfer in Business, but who may be unsure of their intended transfer destination. There are two possible transfer paths in this MTM. Students should work with their advisor to choose the best path for their goals, and to ensure they fulfill the requirements of this major transfer map.

Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement or degree map that will prescribe their course requirements.

The Business Major Transfer Map (Business MTM) is a streamlined pathway created for a student who knows they want to earn a Bachelor of Science in Business. While the Business MTM may not meet all the lower division general education requirements at a student's chosen school, students who successfully complete the courses and program GPA requirements, will transfer in with junior standing in the major. They will have the ability to work with an advisor to take smart credits: credits that are required at each public university that will count toward their Business major, a minor or general education.

There may be a minimum required GPA for the university and/or College of Business of your choice. Refer to the grid below for more information on the GPA/grading guidelines for each 4-year institution.

Students are strongly encouraged to: 1) seek advising before their first term of college; 2) seek advising after they have completed the 30-35 credits of the Core Transfer Map (CTM); and 3) seek advising and meet with a transfer coordinator before registration opens at the beginning of their second year in college. Students should also be aware that if they want to complete this Major Transfer Map in two years, they should take an average of 45 credits per year, or approximately 15 credits per quarter. Finally, to earn an AST-Business degree, students will need to successfully complete at least 90 credits.

**All seven public universities in Oregon offer a Bachelor of Science in Business:**

Eastern Oregon University: <https://www.eou.edu/college-of-business/>

Oregon Institute of Technology: <https://www.oit.edu/academics/degrees/business>

Oregon State University: <http://business.oregonstate.edu/>

Portland State University: <https://www.pdx.edu/business/>

Southern Oregon University: <https://sou.edu/academics/business/programs/business-administration-ba-bs/>

University of Oregon: <https://business.uoregon.edu/>

Western Oregon: <https://wou.edu/academics/business/>

Core Transfer Requirements		Credits
<i>Writing</i>		
1 Course	WR 121	3-4
<i>Arts &amp; Letters</i>		
1 <sup>st</sup> Course	Choose from AAOT course list	3-4
2 <sup>nd</sup> Course	Choose from AAOT course list	3-4
<i>Social Sciences</i>		
1 <sup>st</sup> Course	Econ 201	3-4
2 <sup>nd</sup> Course	Econ 202	3-4
<i>Natural Sciences</i>		
1 <sup>st</sup> Course	Lab Science from AAOT course list	4-5
2 <sup>nd</sup> Course	Lab Science from AAOT course list	4-5
<i>Mathematics</i>		
2 Pathways, see Pathway A & Pathway B	Pathway A: Statistics (EOU, PSU, SOU, OIT) Pathway B: Calculus (OSU, WOU, UO)	4-5
<b>Core Transfer Requirements Total</b>		<b>30-35**</b>
*At least 1 Core Transfer course must also satisfy Cultural Literacy outcomes for AAOT		
** Additional credits taken to reach 30 in the Core Transfer requirements will be applied to the general education category associated with them		
Major Transfer Map Courses		Credits
<i>Writing</i>	WR 227	3-4
<i>Communications</i>	COMM 111	3-4
<i>Excel Skills class</i>	*see attached document for equivalencies	3-4
<i>Introduction to Business</i>	BA 101	3-6
<i>Financial and Managerial Accounting</i>	BA 211 & 213	8
<i>Business Law</i>	BA 226 or 230	4
<i>Total</i>		24-30

	<b>Pathway A: Statistics</b> (EOU, PSU, SOU, OIT)		<b>Pathway B: Calculus</b> (OSU, WOU, UO)	
<b>Courses</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>
<i>Mathematics</i>	MTH 111 (4-5 cr.) *OIT only, this is not required at EOU, PSU, or SOU)	4-5	MTH 111 (4-5 cr.)	0 (incl. in CTM total)
	--	0	Math 241 or equivalent* If a student takes 251, (112 is a required pre-req)	4-5
<i>Statistics</i>	243 (4-5 cr.)	0 (incl. in CTM total)	243* *Students transferring to OSU can take BA275 instead of MTH243/MTH244	4-5
	244* *This is not required course at EOU & PSU)	4-5	244* *WOU Students do not need 244 *Students transferring to OSU can take BA275 instead of MTH243/MTH244	4-5
<i>Total</i>		0-10		8-15
	<b>Additional General Education</b> (EOU, PSU, SOU)		<b>Additional General Education</b> (OSU, WOU, UO, OIT)	
<i>Natural Sciences</i>	Lab Sciences from AAOT Course List* *This can be non-lab at SOU, this is not required at OIT	4-5	(see recommended additional courses to reach 90 credits)	--
<i>Total</i>		4-5		0
<i>Section Total (Math + Gen Ed)</i>		4-15		8-15
<b>Grand Total (CTM +MTM)</b>		<b>Pathway A Total: 58-80</b>		<b>Pathway B Total:62-80</b>

Additional courses to reach 90 credits: See the table below. **Please understand that lower division courses taken at the community college level do not necessarily transfer to any Oregon university you choose.** Again, this is why it's vital to speak to an advisor knowledgeable about transferring to the Oregon university of your choice.

<b>ADDITIONAL COURSES TO REACH 90 CREDITS</b>			
<i>See an advisor for recommended courses</i>			
<i>At this point [above = 58-80 credits], it is recommended students pursue these options:</i>			
1. <b>Work closely with a Business Advisor</b> to select courses that will help you fulfill any remaining degree requirements. <u>It is VITAL that you work with an Advisor at your current school to plan your needed courses for the university you wish to attend, as the transfer of course credits varies from one university to another. This list does not guarantee acceptance as a general education or business elective courses by the university you plan to attend.</u>			
2. No greater than 12 credits of CTE shall comprise the courses for the MTM.			
3. No greater than 3 credits of PE shall comprise the courses for the MTM.			
4. Course grades must be "C" grade or better.			
5. Additionally, pick from the following suggested course categories(12-28 credits) <b>which may be General Education and/or lower division Business Electives</b> at the university you wish to attend ( <u>It is VITAL that you work with an Advisor</u> ):			
<b><u>Arts and Letters (3-4 credits per class):</u></b> Business Ethics Art History Intercultural Communication Philosophy Music/Theater Literacy World Literature Writing	<b><u>Social Science (3-4 credits per class):</u></b> Anthropology Geography Psychology (social/cognitive) Sociology (cultural/social change/diversity) US Government Politics & History Global Civilization Women's Studies	<b><u>Science (3-4 credits per class):</u></b> Global Ecology & Conservation	<b><u>Business Courses (3-4 credits per class) (if offered):</u></b> Depending on the area you wish to focus on in Business, one or more business elective(s) may be appropriate. Speak to your advisor for guidance



**College of Business Requirements & Degrees/Areas of Concentration Compatible with the AST-Business**  
See an advisor for recommended courses and to learn more about these programs and the application processes

	<b>EOU</b>	<b>OIT</b>	<b>OSU</b>	<b>PSU</b>	<b>SOU</b>	<b>UO</b>	<b>WOU</b>
<b>Application Required</b>	No	NA	Yes	Yes: Opt-in at orientation or before beginning 200 level courses	No	Yes	No
<b>Required GPA</b>	2.0 for all students	2.25 cumulative for transfer students	2.25 based on transferable college-level credit. (For FY, 3.0 GPA preferred)	2.50 for all students	Students transferring to SOU from a regionally accredited college or university must show evidence of honorable dismissal from the other collegiate institutions and a cumulative grade point average of at least 2.25 in 36 quarter credits (or 24 semester credits) of acceptable college work. Applicants who hold an associate's degree from a regionally accredited institution or an Oregon Transfer Module (OTM) will be admitted with a 2.00 GPA	3.0 cumulative transfer/UO combined and 3.0 pre-business core GPA - includes BA 101, ACTG 211 and 213, EC 201 and 202 equivalents. GPAs are for guaranteed admission, a holistic review is also possible	2.25 GPA in all college level work
<b>Minimum Course Grade Required</b>	C-	D for transfer, some courses req. higher grade to continue in major	Varies depending on course/major	C-	C-	C-	C-

<b>Other Admissions Requirements</b>	None	None	None	None	None	None	Completion of WR 121 or equivalent with a C- or better Completion of MTH 111 or MTH 105 or equivalent with C- or better
	<b>EOU</b>	<b>OIT</b>	<b>OSU</b>	<b>PSU</b>	<b>SOU</b>	<b>UO</b>	<b>WOU</b>
<b>Degrees or concentrations that work with the AST-Business</b>	The MTM-Business pathway works for all of our business and accounting degrees and their concentrations.	The MTM – Business pathway works for the business management program	The MTM-Business pathway works for all of our Business programs.	The MTM-Business Pathway works for all concentrations of business: Accounting, Business Technology & Analytics, Advertising, Finance, Human Resources, Management & Leadership, Marketing, and Supply & Logistics Management	The MTM works for all concentrations in our Business major: Accounting, Management, Marketing, and Tourism Management.	The MTM - Business Pathway works for the Accounting and Business Administration majors and all concentrations within the Business Administration major: Entrepreneurship, Finance, Marketing, Operations and Business Analytics, and Sports Business.	The MTM works for all concentrations in our Business major: Accounting, Finance, Management, Marketing, and International Business

Part 5: Signature of Participating Institutions

**Major Transfer Map: Statewide Articulation Agreement  
Participants to the Agreement**

The Oregon Transfer and Articulation Committee (OTAC) reviewed this agreement on [DATE] and forwarded it for approval by the chief academic officers of Oregon’s public universities offering the [MAJOR] degree and the chief academic officer of Oregon’s community colleges (*Note: Signatures are on file at the Higher Education Coordinating Commission*)

Signatures on file:

_____	_____	_____	_____
Eastern Oregon University	Date	Oregon State University	Date
_____	_____	_____	_____
Portland State University	Date	Oregon Institute of Technology	Date
_____	_____	_____	_____
Southern Oregon University	Date	Western Oregon University	Date
_____	_____	_____	_____
University of Oregon	Date	Blue Mountain Community College	Date
_____	_____	_____	_____
Central Oregon Community College	Date	Chemeketa Community College	Date
_____	_____	_____	_____
Clackamas Community College	Date	Clatsop Community College	Date
_____	_____	_____	_____
Columbia Gorge Community College	Date	Klamath Community College	Date
_____	_____	_____	_____



Part 5: Major Transfer Map Participants

Group Coordinators:

Public Universities:

Kevin Walker	Eastern Oregon University
Maureen Sevigny	Oregon Institute of Technology
Prem Matthews	Oregon State University
Becky Sanchez	Portland State University
Joan McBee	Southern Oregon University
Heather Bottorff	University of Oregon
Hamid Bahari-Kashani	Western Oregon University

Community Colleges:

Velda Arnaud	Blue Mountain Community College
Michael Hansen	Central Oregon Community College
Karen Edwards	Chemeketa Community College
Mike Moiso	Clackamas Community College
Kristen Wilkin	Clatsop Community College
Todd Meislahn	Columbia Gorge Community College
Linda Williamson	Klamath Community College
Chris Culver	Lane Community College
Paul Hibbard	Linn-Benton Community College
Andy Wong	Mt. Hood Community College
Scott Birk	Portland Community College
Melissa Polen	Rogue Community College
Linda Stagg-Brown	Southwestern Oregon Community College
Tom Atchison	Tillamook Bay Community College
Toni Clough	Umpqua Community College

Higher Education Coordinating Commission Staff:

Kia Sorensen	Office of Academic Policy & Authorization
Brittany Miles	Office of Community College & Workforce Development

## Part 6: Oregon Transfer Advisory Committee Members 2019-20

Chair: Edward Feser, Executive Dean, Student Development, Mt. Hood Community College

Incoming Chair: David Plotkin, Vice President of Instruction and Student Services, Clackamas Community College

Elizabeth Brand Cox, Executive Director, Student Success Center, Oregon Community College Association

Dana Richardson, Executive Director for the Council of Presidents, Oregon Public Universities Council of Presidents

Sal Castillo, Director-Institutional Research, Oregon State University

Erin Mulvey, Transfer Transitions Coordinator, Div. Student Affairs-Academic Achievement, Oregon State University

Megan Deane McKenna, Academic Advisor, Tillmook Bay Community College

Andrew Clum, STEM Division Student Success Coordinator, Southern Oregon University

Frances White, Professor and Department Head, Anthropology, University of Oregon

Kevin Walker, Professor, College of Business, Eastern Oregon University

Seth Anthony, Associate Professor, Oregon Institution of Technology

Ann Cary, Interim Dean of Academic Affairs, Portland Community College

Blake Hausman, Instructor DE Reading, Writing & English, Portland Community College

Kendra Cawley, Dean of Academic Affairs, Academic Affairs, Portland Community College

John Copp, History, Political Science Instructor, Department Chair, Columbia Gorge Community College

Laurette Scott, Education Faculty, Department Chair, Clackamas Community College

Erin Baumgartner, Director of General Education; Interim Associate Provost for Academic Programs and Effectiveness, Western Oregon University

Thaddeus Shannon, Associate Professor, Computer Science, Western Oregon University

Kathy Smith, Associate Professor of Math, Central Oregon Community College

Kate Sullivan, OWEAC Chair, Professor Writing, Lane Community College

Rick DeBellis, Associate Director for Enrollment Management, Degree Partnership Programs and Transfer Student Services, Oregon State University

Melissa Frey, Dean & Registrar, Student Recruitment, Enrollment and Graduation Services

Director Enrollment Services/ Registrar, Chemeketa Community College

Cindy Baccar, Associate Vice Provost & University Registrar, Academic Affairs, Portland State University

Linda Samek, Provost, George Fox University

Patrick Crane, Director, Community Colleges and Workforce Development

Veronica Dujon, Director, Academic Policy and Authorization

Appendix A.  
New Business Excel course equivalencies

<b>College</b>	<b>Identified Course(s) &amp; Credits</b>	<b>Currently Meets</b>	<b>Ready by Fall 2021</b>
BMCC	BA 230 (4)	Yes	
CGCC	CAS 170 (4)	No	Will be updated by fall of 2021
Chemeketa	CSL 125E (4)	Yes	
Clackamas	CS 135S (3)	Yes	BA 131 will updated and ready by winter 2021
Clatsop	CS 131 (4)	No	Fall of 2021 CS 131 (4) will be updated
COCC	CIS 125E (4)	Yes	
LBCC	CIS 135 S (3)	Yes	
LCC	BT 123 (4)	Yes	
MHCC	BA 131 (3)	Yes	2021-2022 school year
PCC	CAS 170 (3)	Yes	
OCCC	CAS 170 (3)	No	OCCC will add pivot tables in spring 2021
RCC	BA 131 (4)	Yes	Summer 2021 will update course outline
SWOCC	CIS 125 S (4)	Yes	
TBCC	CAS 170 (3)	No	CAS 170 fall 2021 possibly sooner
UCC	CIS 125S (4)	Yes	
KCC	CAS 170	Yes	
TVCC	BT 232 (4)	Yes	

<b>OPU</b>	<b>Identified Course(s) &amp; Credits</b>	<b>Currently Meets</b>
OSU	BA 160 Series	Yes
PSU	BA 205 (4) (BA 131+Wr 227)	Yes
WOU	BA 131 (3)	Yes
EOU	BA 131 (4)	Yes
OIT	MIS 102 (1) + MIS 375 (3)	Yes
UO	BA 240 (4)	Yes
SOU	BA 131 (4) or BA 285 (4)	Yes



Appendix B.

**BA 211 - Business Minimum Expectation Crosswalk**

College	# of OPU Expectations Met	# of Credits	Able to offer for 4 cr?	Currently Meets	Pre-Reqs	Ready by Fall 2021
BMCC	5	4cr.	Yes	No	None	Yes, updated by 2021
Chemeketa	7	4cr.	Yes	Yes	None	
Clackamas	7	4cr.	Yes	Yes	BA 101	Ba 211 and 212 are not combined
Clatsop	7	4cr.	Yes	Yes	None	
COCC	7	4cr.	Yes	Yes	None	
CGCC	4	3cr.	Yes	No	WR115, RD115, MTH20	Yes by 2021
KCC	5	4	Yes	No		Yes by 2021
LBCC	7	4cr	Yes	Yes	Not specified	
LCC	7	4cr.	Yes	Yes	None	
MHCC	6.6	4cr.	Yes	No	BA101 and BA131	Will update by 2021
OCCC						Will update by fall 2020
PCC	7	3cr.	Yes	Yes	RD 121, WR 121, MATH 60, BA 111 is suggested (Intro to Acctg)	Will update by 2021
RCC	5.5	4cr.	Yes	No	BA131 and BT160 (or higher level math)	Yes, summer of 2021 and will gradually phase out 212
SOCC	4	4cr.	Yes	No	None	Need more information
TBCC	6	4cr.	Yes	No	None	Yes, course will be updated
UCC	5	3cr.	Yes	No	None	Yes by 2021
TVCC	7	4	Yes	Yes	Not specified	
	8		10	15 by 2021		

<b>OPU</b>	<b># of Expectations Met</b>	<b>Currently Meets</b>	<b>Pre-Reqs</b>	
OSU	7	Yes	MTH 111; sophomore standing	
PSU	7	Yes	BA 101	
WOU	7	Yes		
EOU	7	Yes	MATH 070	
OIT	7	Yes	Yes, MTH 95 or higher	
UO	7	Yes	Sophomore Standing	
SOU	7	Yes	BA 131 recommended	

**Summary of Agreement with UO:**

1. WR 227 Technical Writing: The UO Core Education Council approved accepting WR 227 as clearing the second four credits of the required eight credits of writing when transferred from an Oregon Community College as part of a completed Business MTM. WR 227 will not articulate as a specific UO writing course, but rather as WR 200T. This decision is pending final approval from the University Senate in December 2020 and will begin Fall 2021.
2. Beginning Fall 2021, the University of Oregon's Lundquist College of Business will accept BA 226 or BA 230 or equivalent as replacement credit for BA 325, Business Law and Ethics, a required Business major core course. This replacement requires completion of the Business MTM, and will be extended to students who complete the ASOT in Business. The community college equivalent course will not articulate as a specific UO course, but rather as BA 200T.
3. Beginning Fall 2021 the University of Oregon's Lundquist College of Business will accept completion of the Excel Skills class outlined in the Business MTM as replacement credit for BA 240, Managing Business Information, a required UO Business major course. This replacement will be extended to all Oregon community college transfer students, regardless of whether they have completed the Business MTM.



To: HECC  
From: Joan McBee, Professor, School of Business  
Date: November 12, 2020  
Re: Major Transfer Map in Business

The Business major at Southern Oregon University requires two lower-division courses that are not part of the Major Transfer Map (MTM): Advanced Excel and Orientation to the School of Business. Because the other business departments at Oregon public universities do not require these two courses for their majors, SOU has proposed the following changes to its curriculum to be compatible with the MTM.

1. BA285 Advanced Spreadsheets was modified and moved to the upper-division level.
2. BA100 Orientation to the School of Business was removed as a requirement.
3. BA101 Introduction to Business (which is already a part of the MTM) was added as a requirement.

Once these changes are approved, a student may follow the Business MTM path and be able to transfer to SOU with all of the lower-division requirements met. These changes will be taken to the University Curriculum Committee for approval in Winter 2021. If approved, the changes will be effective Fall 2021. Approval is expected.

## Appendix E. Portland State University University Business (BS) Transfer Agreement

The School of Business  
Undergraduate Programs**Portland State University Business Transfer Agreement**

The Business major at Portland State University (PSU) requires students take BA 205 – Business Communications using Technology. The Major Transfer Map (MTM) for business requires BA 131- Introduction to Business Technology and WR 227 – Technical Writing. For Fall 2021 the PSU Business department is agreeing to accept BA 131 and WR 227 as a substitution for BA 205 at PSU. Additionally, the WR 227 class will count toward the second writing class for all students.

It is understood that BA 131 at the Oregon community colleges will be undergoing changes to meet the goals of most Oregon Public Universities. Those changes include adjusting the content to focus on critical Microsoft Excel skills to include the following:

- How to use mathematical formulas utilizing relative, absolute, & mixed cell references.
- How to use Excel mathematical and statistical functions.
- How to use datasets, tables, Pivot Tables and Pivot Charts.

While the BA 205 course at PSU does not currently cover those topics, the articulation of BA 131 and WR 227 to substitute for BA 205 will remain in place ensuring that students who complete the MTM are not required to complete an additional lower division BA course upon transfer.

**NOTES**

1. CIP code 52.0101.
2. CIP 7 = ^
3. Professional Learning Outcomes (PLOs):
  - a. Explain basic business functions and their integration into the business environment.
  - b. Integrate diverse cultural perspectives and ethical reasoning and actions into business decisions.
  - c. Demonstrate effective oral and written communication skills.
  - d. Apply critical thinking and analytical reasoning skills to business decisions.



Oregon  
Transfer Compass  
STATEWIDE ARTICULATION  
AGREEMENT: MAJOR  
TRANSFER MAP IN ENGLISH  
LITERATURE

A statewide transfer agreement that identifies the community college courses needed to transfer to any Oregon public university as a junior seeking a Bachelor of Arts in English Literature.



Statewide Transfer Articulation Agreement:

Major Transfer Map in English Literature

90-100 Credits or Optimal Transfer Point

From: All Oregon Community Colleges

To: All Oregon Public Universities

Introduction: Major Transfer Maps (MTMs) represent a streamlined path for students transferring from an Oregon community college to an Oregon university who know which major/bachelor's degree program they want to pursue. In contrast to other statewide transfer tools that prioritize university general education requirements (i.e. AAOT and ASOT), MTMs specify clear course-taking paths necessary for on-track progress towards a specific major/bachelor's degree, with a guarantee of transfer from any Oregon community college to any Oregon public university. MTMs build on the 30-credit general education foundation defined by the generic Core Transfer Map (CTM), although MTMs may specify particular relevant/required General Education courses as part of the 30-credit CTM component of the MTM.

The statewide English Literature Major Transfer Map (MTM) will use the Associate of Arts Transfer degree formats.

The MTMs identify the optimal and specific set of community college courses students need to take to transfer efficiently into the major at the university. The successful completion of the MTM allows students to receive status at the public university, based on the number of academic credits referenced in the transfer agreement, including at least 30 credits of general education satisfied, that is comparable to the status of students with the same number of academic credits in the major course of study who began their postsecondary studies at the public university. The students will not be required to retake a course, as long as the minimum required grades have been earned.

Students must have earned a cumulative grade point average of 2.0 and meet the residency requirements at the community college awarding the MTM.

When students complete an MTM, the general education courses in the "Core Transfer Map" portion of the MTM, for which minimum required grades have been earned, are guaranteed to transfer into general education, degree, or major requirements for a bachelor's degree at any Oregon public university (ORS 350.404). However, while CTM-related courses are guaranteed to transfer into general education, degree, or major requirements, students completing an MTM will not be awarded a CTM also.

Students who want to transfer prior to completing the MTM should talk with their community college advisor and an advisor at their target university prior to transfer about how their courses will count towards general education requirements and degree/major requirements. If the MTM is not awarded advisors can guide students to determine if they are eligible for a CTM.

Students are responsible for informing the admissions counselor or intake advisor at their receiving four-year institution that they are completing an MTM. It is important for students to understand that completing the MTM in two years and the bachelor's degree in four years requires them to



complete a minimum average of 15 credits per quarter (or 45 credits per year).

The guarantees and limitations below describe the minimum requirements to which all participating institutions have agreed. If an institution is not meeting the guarantees described below a complaint can be filed with the Oregon Transfer Advisory Committee (OTAC).<sup>1</sup>

### Part 1: Guarantees

Students who complete all the requirements of an MTM (i.e. an MTM associate's degrees or an MTM non-degree package when optimal transfer requires fewer than 90 credits) as defined in the specific MTM agreement, who have earned the minimum required grades and a cumulative 2.0 GPA or higher, meet residency requirements, and who are admitted to the receiving institution's corresponding major/degree program are guaranteed the following:

1. Status within the major at the public university that is comparable to the status of students with the same number of academic credits in the major course of study who began at the public university (when the MTM is equal to at least 90 credits this would equate to receiving "junior status in the major course of study at the public university").
2. Eligibility to graduate following the degree/major requirements in effect at the university during the academic year the student first enrolled in the community college that awarded the MTM. If the student does not complete the degree within 7 years of the first enrollment at the community college awarding the MTM, they should meet with an advisor to determine which catalog to use.
3. All courses in the MTM will transfer individually. If a student transfers before completing the MTM, all courses will still transfer but may not apply in the same way as they would if the MTM was completed. If the CTM has been awarded, the guarantees inherent in the CTM apply.
4. The ability to file a complaint with the Oregon Transfer and Articulation Committee (OTAC) if the guarantees of the MTM are not being met. OTAC will review complaints submitted to the Higher Education Coordinating Commission (HECC) or to OTAC regarding Oregon's statewide transfer tools and degrees and recommend next steps that support dispute resolution. Note:
  - Students should first follow their home institution's internal complaint process (e.g. talk to their academic advisor, academic unit, Registrar, or Provost)
  - The HECC has authority to handle student complaints but only if they are related to discrimination or retaliation
  - While OTAC does not have legal authority over transfer complaints, as the only statewide transfer advisory body, OTAC can make recommendations and assist institutions and students in resolving compliance issues.
5. Students who successfully complete the MTM at a community college will have the MTM notated on their transcript. If the MTM takes the form of an associate's degree, it will be reflected in the standard degree posting format used by the community college. If the MTM is not an associate's degree, but rather an optimal transfer point with fewer than 90 credits, it will be posted as a notation on the community college transcript.

## Part 2: Limitations

1. Completion of the prescribed curriculum in the statewide transfer articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution in place at the time of admission, including the submission of all required documentation by stated deadlines.
2. Minimum grades required for general transfer and for application to major requirements and pre-requisites may vary by each Oregon public university and by each degree/major. Each MTM agreement will specifically list the minimum grade requirements that will guarantee transfer including minimum required grades for major courses and Pass/No Pass limitations. All schools accept a grade of a “C -” or better in all general education courses. Students should contact the admissions counselor or intake advisor at the university they intend to transfer to for more information.
3. Completion of an MTM and admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled and/or competitive entry due either to space limitations or academic requirements.
4. The credit and course transfer guarantees described in the specific MTM agreements apply only to the specific degree programs covered by the agreement. Therefore, if a student changes to a new major some courses may not apply the same way towards the new major as they would for the original major. When students change majors the old MTM major guarantees may no longer apply and receiving institutions will evaluate applicability of transfer on a course-by- course basis.
5. AP (Advanced Placement) and IB (International Baccalaureate) credit:

- ✓ General Education Courses in the MTM:

AP and IB articulated credits used to meet the general education components of the Major Transfer Map will transfer, and are guaranteed to fulfill general education requirements at the receiving institution, as long as the articulated credits are listed on the Advanced Placement and International Baccalaureate Statewide *Course Credit Policy* found on the HECC website.

- ✓ AP (Advanced Placement) and IB (International Baccalaureate) in the MTM:

Using the current *AP and IB Statewide Course Credit Policy* as a reference, the Major Transfer Map workgroup will assess how AP/IB exam scores apply to the MTM (range of credits and course articulations). In particular, the MTM workgroup will identify whether the credit range and course articulation of AP/IB exam scores differ among the 17 community colleges and 7 public universities in ways that create transfer misalignment for students earning the MTM.

The workgroup will refer all areas of misalignment to the AP/IB Statewide Policy Group, which will work with the higher education institutions’ appropriate representatives (including faculty and academic leadership) to resolve the areas of misalignment by establishing common range of credits and defined articulations across the 17/7 so that AP/IB exam credit awarded at any community college will transfer to all public universities and apply as intended in the MTM.

If 17/7 alignment in range of credits and course articulation for AP/IB exam scores is not possible, the MTM workgroup will determine whether the differences constitute acceptable and warranted variance within the MTM. If so, the workgroup will recommend the variance to OTAC when it submits the MTM to OTAC for the approval process. If the MTM workgroup determines that uniformity is necessary, and a particular institution elects not to conform, that school is choosing not to be a participant in that particular MTM.

The English Literature MTM group will work with the AP/IB Policy Workgroup to resolve any outstanding AP/IB issues by December 31, 2020.

6. Please note that each Oregon public university has differing policies on institutionally administered exams (sometimes called Challenge Exams) and students should contact the admissions counselor or intake advisor at the university students intend to transfer to for more information.

7. Students should consult with advisors at their community college and receiving university if they have additional questions.

### Part 3: Institutional Obligations

1. Oregon public universities and community colleges, under advisement from OTAC and HECC, will build an alert mechanism into their curriculum review process for changes related to courses, programs, or admission that may impact the MTM.

- ✓ The institution proposing a change in required or pre-requisite courses, with potential to impact lower-division course taking will alert their Registrar and Major Transfer Map group to review the change.
- ✓ If the proposed change creates a need to modify lower-division course taking as defined in the existing MTM, the OTAC representative from the particular MTM group will bring the issue to OTAC for review to determine if updates need to be made to the agreement.
- ✓ All public higher education institutions who are signatories of the agreement are expected to stay in alignment with the approved MTM. Changes to courses included in the MTM that will affect their transferability must be approved by the MTM group and OTAC before taking effect.
- ✓ MTM groups are expected to meet annually or as needed to ensure continued alignment and the effective dates will be reflected in each MTM. Catalog rights follow the MTM.
- ✓ If valid reasons exist that prevent sufficient alignment, a given institution may have to exit the agreement. In such cases, the Provost of the university must notify OTAC and work out an effective timeline for leaving the agreement such that the university honors the catalog year guarantees and provides a workable teach-out plan so students in the pipeline are held harmless.

2. Oregon public higher education institutions agree that where university-specific curricular variance exists within the MTM, it is identified and justified. Acceptable justifications should be related to

student benefit, necessity for academic success in meeting future requirements at the junior/senior/graduate school/employment level, and immovable external requirements such as accreditation requirement differences.

3. Participating institutions agree to continue to work toward maximizing course alignment as much as possible with the goal of awarding direct equivalency for all MTM courses, even when a transferring student has not completed the entire MTM.

**Part 4: Prescribed Curriculum**

This Major Transfer Map outlines specific course requirements for students at any Oregon community college who plan to transfer to a four-year public university and earn a Bachelor of Arts in English literature. Students may take classes that fit these categories at any Oregon community college and expect all classes to transfer into general education or the major at any Oregon public university. This map is intended for students who know they want to transfer and earn a Bachelor of Arts in English literature, but who are unsure of their intended transfer destination. Students should work with an advisor to ensure they fulfill the requirements of this major transfer map. Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement or degree map that will prescribe their course requirements. If a student is seeking a Bachelor of Science in English literature, they should work with an advisor.

Note that in order for a student to successfully transfer to an Oregon public university, students must: 1) earn a grade of a “C” or better in courses in the major; 2) take courses in the major for a grade—they will not be accepted as “pass/no pass”; and 3) earn a cumulative grade point average of 2.0. Students must also regularly meet with an advisor. Students are strongly encouraged to: 1) seek advising before their first term of college; 2) seek advising after they have completed the 27-35 credits of the Core Transfer Requirements; and 3) seek advising and meet with a transfer coordinator before registration opens at the beginning of the students second year in college. Students should also be aware that if they want to complete this Major Transfer Map in two years, they should take an average of 45 credits per year, or approximately 15 credits per quarter. Finally, to earn an Associate’s degree, students will need to successfully complete at least 90 credits.

<b>CORE TRANSFER REQUIREMENTS</b>		
<i>See an advisor for recommended courses before your first term</i>		
<i>Writing</i>		
1 course	WR121	3-4
<i>Arts &amp; Letters</i>		
1 <sup>st</sup> course	200-level literature from AAOT course list* <i>*If students take American or British survey courses they will count toward major requirements at WOU</i> <i>**At EOU, SOU, UO &amp; PSU this course also counts toward major requirements (at PSU up to 12 credits of 200-level Eng. literature can count toward the major)</i> <i>***At OSU this course only counts toward the major and students will need to take another Arts and Letters course</i>	3-4
2 <sup>nd</sup> course	200-level literature from AAOT course list* <i>*If students take American or British survey courses they will count toward major requirements at WOU</i> <i>**At EOU and SOU this course also counts toward major requirements, at PSU up to 12 credits of 200-level Eng. literature can count toward the major</i> <i>***At OSU this course only counts toward the major and student will need to take another Arts and Letters course</i>	3-4
<i>Social Sciences</i>		
1 <sup>st</sup> course	Select from AAOT course list	3-4
2 <sup>nd</sup> course	Select from AAOT course list	3-4
<i>Natural Sciences</i>		
1 <sup>st</sup> course	Lab Science from AAOT course list	4-5
2 <sup>nd</sup> course	Lab Science from AAOT course list <i>****at PSU counts toward UNST placement (see footnote on last page)</i>	4-5
<i>Mathematics</i>		

1 course	MTH 105 or Higher ****not required at PSU for the BA; will count toward UNST placement (see footnote on last page)	4-5
<i>At least 1 Core Transfer Requirement course must also satisfy Cultural Literacy outcomes for AAOT</i>		
<b>Core Transfer Requirement Total</b>		<b>30-35</b>
<b>ADDITIONAL GENERAL EDUCATION COURSES</b> <i>See an advisor for recommended courses</i>		
Writing	WR 122	3-4
<b>ENGLISH LITERATURE COURSES</b> <i>See an advisor for recommended courses</i>		
Literature A	Any 2xx Eng Course ****at PSU, up to 12 credits of 200-level ENG. Lit. can count towards the major	3-4
Literature B	Eng 2xx (course from American or British Survey) ****at PSU, up to 12 credits of 200-level ENG. Lit. can count towards the major	3-4
<b>English Literature Total</b>		<b>6-8</b>
<b>BACHELOR'S DEGREE REQUIREMENTS</b> <i>See an advisor for recommended courses</i>		
2 <sup>nd</sup> Language	Through 203 or end of 2nd year or higher, C- or better in last course****  <i>Note: At EOU, PSU, UO &amp; WOU this fulfills both a degree requirement and some general education</i> ****PSU offers a Bachelor of Science in English which does not require 2 <sup>nd</sup> Language. *****Students without any second language credits should begin the 100-level sequence in their first year at a community college. Students should complete language requirements before transferring. Students transferring to EOU should be aware that they only offer Spanish. Students may also be able to demonstrate proficiency through an exam or other means.	4-24
<b>MTM Total</b>		<b>40-71</b>
<b>ADDITIONAL COURSES TO REACH 90 CREDITS</b> <i>See an advisor for recommended courses</i>		
<i>At this point [above = 40-71 credits], it is recommended students pursue these options:</i>		
1. Take courses that will apply to their minor of choice, that will transfer to the Oregon public university of their choice (work with an advisor)		
2. Take courses that will apply to the general education or the major at the Oregon public university of their choice (work with an advisor)		
3. Take electives to reach 90 credits, that will transfer to the Oregon public university of their choice (work with an advisor)		
<b>EXAMPLES OF ADDITIONAL GENERAL EDUCATION THAT WON'T RESULT IN EXCESS CREDIT (UNLESS NOTED) &amp; TRANSFERS TO OREGON PUBLIC UNIVERSITIES</b> <i>See an advisor for recommended courses</i>		
Oral Communication	COMM 111 or equivalent <sup>1</sup>  <sup>1</sup> transfers to all Oregon public universities and fulfills general education, or at PSU counts toward UNST placement (see footnote below)	3-4

<p><i>Arts and Letters</i></p>	<p>Philosophy<sup>2</sup> <i><sup>2</sup>this course counts as “Aesthetics and Humanities” (AEH) at EOU, which is fulfilled by other courses in the MTM, so this course would be unnecessary (excess) general education credit at EOU and would count as an elective **** At PSU counts toward UNST placement (see footnote below)</i></p>	<p>3-4</p>
<p><i>Arts and Letters</i></p>	<p>Music or Theater Appreciation courses<sup>3</sup> <i><sup>3</sup>this course is not necessary for general education at EOU and would count as an elective unless it is a music or theater performance class * 4-credits chosen from one of the following areas will satisfy the PSU 4- cr. Fine &amp; Performing Arts requirement: Architecture, Art History, Art, Dance, Film, Fine &amp; Performing Arts (FPA), Music Education, Music, Applied Music, and Theater Arts</i></p>	<p>3-4</p>
<p><i>Social Science</i></p>	<p>United States History (citizenship, social responsibility, global awareness)<sup>4</sup> <i><sup>4</sup>transfers to all Oregon public universities and fulfills general education, or at PSU counts toward UNST placement (see footnote below)</i></p>	<p>3-4</p>
<p><i>Science</i></p>	<p>Biological or Physical Science<sup>5</sup> <i><sup>5</sup>students must take a different science course than the one they took for the Core Transfer Map portion, this transfers to all Oregon public universities but the Science requirements are already filled for EOU and WOU so this could count as an elective and is unnecessary (excess) credit **** At PSU the Science requirements are also already satisfied, but these credits count toward UNST placement (see footnote below)</i></p>	<p>4-5</p>

\*\*\*\***University Studies (UNST) is the name of PSU’s 4-year General Education Program which includes a 15-credit Freshman Inquiry (FRINQ) requirement and a 12-credit Sophomore Inquiry (SINQ) requirement:** Students transferring with 30 or more credits will satisfy the FRINQ requirement; students transferring with 30-59 transfer credits are required to complete 3 SINQ courses; with 60-74 credits are required to complete 2 SINQ courses; with 75-89 are required to complete 1 SINQ course. Students transferring with 90 or more credits will begin with a 12-credit Junior-level Cluster and complete the 6-credit Capstone requirement.

Part 5: Signature of Participating Institutions

**English Literature Major Transfer Map: Statewide Articulation Agreement  
Participants to the Agreement**

The Oregon Transfer and Articulation Committee (OTAC) reviewed this agreement on March 15, 2019 and forwarded it for approval by the chief academic officers of Oregon’s public universities offering the English Literature degree and the chief academic officer of Oregon’s community colleges (*Note: Signatures are on file at the Higher Education Coordinating Commission*)

Signatures on file:

_____	Date	_____	Date
Eastern Oregon University		Oregon State University	
_____	Date	_____	Date
Portland State University		Oregon Institute of Technology	
_____	Date	_____	Date
Southern Oregon University		Western Oregon University	
_____	Date	_____	Date
University of Oregon		Blue Mountain Community College	
_____	Date	_____	Date
Central Oregon Community College		Chemeketa Community College	
_____	Date	_____	Date
Clackamas Community College		Clatsop Community College	
_____	Date	_____	Date
Columbia Gorge Community College		Klamath Community College	
_____	Date	_____	Date
Lane Community College		Linn-Benton Community College	
_____	Date	_____	Date
Mt. Hood Community College		Oregon Coast Community College	





## Part 6: English Literature Major Transfer Map Participants

### Group Coordinators:

#### Public Universities:

Donna Evans	Eastern Oregon University
Mandy Johnson	Eastern Oregon University
Anita Helle	Oregon State University
Nicholas Dybek	Oregon State University
Sarah Lincoln	Portland State University
Alma Rosa Alvarez	Southern Oregon University
Gordon Sayre	University of Oregon
Carol Harding	Western Oregon University

#### Community Colleges:

Mindy Williams	Central Oregon Community College
Eva Payne	Chemeketa Community College
Carol Burnell	Clackamas Community College
Julie Brown	Clatsop Community College
Eileen Thompson	Lane Community College
Terrance Millet	Linn Benton Community College
Holly DeGrow	Mt. Hood Community College
Blake Hausman	Portland Community College
Verne Underwood	Rogue Community College
Jed Wyman	Southwestern Community College
Marc Wilson	Treasure Valley Community College
Amy Fair	Umpqua Community College

#### Higher Education Coordinating Commission Staff:

Kia Sorensen	Office of Academic Policy & Authorization
Julia Steinberger	Office of Community College & Workforce Development

## Part 7: Oregon Transfer Advisory Committee Members 2018-19

Chair: John Hamblin, Executive Dean, Student Development, Mt. Hood Community College

Incoming Chair: Sarah Witte, Provost & Vice Presidents for Academic Affairs, Eastern Oregon University

Elizabeth Brand Cox, Executive Director, Student Success Center, Oregon Community College Association

Dana Richardson, Executive Director for the Council of Presidents, Oregon Public Universities Council of Presidents

Sal Castillo, Director-Institutional Research, Oregon State University

Erin Mulvey, Transfer Transitions Coordinator, Div. Student Affairs-Academic Achievement, Oregon State University

Carrie Randall, Academic Advisor, Linn-Benton Community College

Frances White, Professor and Department Head, Anthropology, University of Oregon

Chuck Kalnbach, Thomas E. Wildish Distinguished Senior Instructor II of Management, University of Oregon

Seth Anthony, Associate Professor, Oregon Institution of Technology

Ann Cary, Math Instructor, Portland Community College

Blake Hausman, Instructor DE Reading, Writing & English, Portland Community College

Kendra Cawley, Dean of Academic Affairs, Academic Affairs, Portland Community College

John Copp, History, Political Science Instructor, Department Chair, Columbia Gorge Community College

Susan Faller, Senior Instructor II, Southern Oregon University

Erin Baumgartner, Director of General Education; Interim Associate Provost for Academic Programs and Effectiveness, Western Oregon University

Thaddeus Shannon, Associate Professor, Computer Science, Western Oregon University

Kathy Smith, Associate Professor of Math, Central Oregon Community College

Kate Sullivan, OWEAC Chair, Professor Writing, Lane Community College

Christy Weigel, Instructional Coordinator: Articulation and Transfer, Mt Hood Community College

Rick DeBellis, Associate Director for Enrollment Management, Degree Partnership Programs and Transfer Student Services, Oregon State University

Melissa Frey, Dean & Registrar, Student Recruitment, Enrollment and Graduation Services

Cindy Baccar, Associate Vice Provost & University Registrar, Academic Affairs, Portland State University

Linda Samek, Provost, George Fox University

David Plotkin, Vice President of Instruction and Student Services, Clackamas Community College

Patrick Crane, Director, Community Colleges and Workforce Development

Veronica Dujon, Director, Academic Policy and Authorization

## Appendix A: English MTM Pass/No Pass Course Policy

Context:

**Option 3.** No uniform policy. Group decided that policy will vary across institutions, most institutions require a letter grade, and student should speak to an advisor before taking an English Literature course to meet the MTM requires for a P/NP grade.

**On June 7, 2021 the group voted for option 3.**

### NOTES

1. CIP Code: 23.0101
2. CIP 7 (OCCURS): &
3. Professional Learning Outcomes (PLOs)
  - a. Demonstrate understanding of literary works in context, including the ways texts engage notions of genre, culture, history, class, race, gender, and sexuality.
  - b. Use a variety of written, verbal, and multimodal forms to respond to and analyze literary texts and contexts.

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

<b>Subject:</b>	Acceptance of proposed change to COCC Rules of Procurement
<b>Strategic Plan Connection:</b>	Institutional Efficiency
<b>Prepared by:</b>	Sharla Andresen, Director of Risk Management

**A. Background**

At the March Board of Directors meeting the Board, operating in the capacity of the Central Oregon Community College Contract Review Board, approved several new procurement class thresholds. Unfortunately, ORS 279B.065 is in the process of being changed but has not completely gone through legislation and therefore we will need to change the proposed new threshold of \$25,000 for direct purchase of goods and services back to \$10,000. COCC has not purchased anything at the approved \$25,000 threshold so this change does not affect COCC's operation, however would bring the Rules of Procurement in line with the ORS 279B.065.

Direct purchase – May purchase directly

Procurement Class	Threshold	COCC Current Limits	Proposed New Limits
GOODS & SERVICES	Direct purchase	not to exceed \$25,000	not to exceed \$10,000

**B. Options**

- 1) Approve recommended change to the Central Oregon Community College Rules of Procurement class threshold dollar limit for direct purchase goods and services.
- 2) Do not approve recommended change to the Central Oregon Community College Rules of Procurement class threshold dollar limit for direct purchase goods and services.

**C. Timing**

Approval will keep Central Oregon Community College rules of procurement in align with ORS 279B.065.

**D. Budget Impact**

Budget neutral

**E. Proposed Resolution**

Be it resolved that the Board of Directors do hereby approve the proposed class procurement threshold change for direct purchase of goods and services to Central Oregon Community College Rules of Procurement (CCRP).