



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Tuesday, March 12, 2019 – 5:45 PM
Wille Hall, Coats Campus Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
** Times are subject to change and listed on the agenda as approximate to assist the Chair of the Board.				
5:45 pm	I. Call to Order			Craska Cooper
	II. Introduction of Guests			
	III. President's Report			Metcalf /
	A. Faculty Recognition			FF/Julian <input type="checkbox"/>
	1. Tenure	3.a1	X	✓
	2. Promotion	3.a2	X	✓
	3. Sabbaticals	3.a3		✓
	4. Emeritus			
	a. Faculty: Johnson	4.a	X	✓
	b. Administrative: Hagan	4.b	X	Metcalf
	c. Classified: Huddleston, Kristiansen, Andrus and Burger Wilson	4.c	X	Koon/Glenn ^A
	IV. BREAK (5 minutes)			
	V. Agenda Changes			
	VI. Public Comment			
A.				
6:45 pm	VII. Consent Agenda***			
	A. Minutes			
	1. Regular – February 13, 2019	7.a1	X	Smith
	2. Special – February 22, 2019	7.a2	X	
	B. Personnel			
1. New Hire Report (Feb. 2019)	7.b1	X	Glenn ^A	
2. Approval to Hire (Norbury)	7.b2	X	✓	
6:50 pm	VIII. Information Items			
	A. Financial Statements	8.a		Bloyer ^A
	B. Strategic Plan-Prioritized Activities			Julian/McCoy <input type="checkbox"/>
7:00 pm	IX. New Business			
	A. Budget and Revenue – Oregon Legislature	9.a	X	McCoy <input type="checkbox"/>
	B. Contract Approval for New President	9.b*	X	Craska Cooper <input type="checkbox"/>

- 7:10 pm X. **Board of Directors' Operations**
 A. Board Member Activities Craska Cooper
- 7:20 pm XI. **President's Report - Continued**
 A. Updates:
 1. NEVTEX Grant Mays/Emerson **P**
 2. Taste of the Town & Meal of the Year - 2019 Boone **P**
- 7:40 pm XII. **Dates**
 1. Wednesday, April 10, 2019 – Budget & Board of Directors' Meetings
 5:45pm / 7:15pm - Location: Elevation Restaurant/Cascade Culinary Institute
 2. Wednesday, May 8, 2019 – Budget & Board of Directors' Meetings 5:45pm/7:15pm
 Location: Christiansen Boardroom-Boyle Education Center, Bend Campus
 3. Wednesday, June 12, 2019 – Board of Directors' Meeting 5:45pm
 Location: Crook County Open Campus in Prineville
 4. Wednesday, June 19, 2019 – President's Scholarship Luncheon
 11:30am to 1:00pm (Dining Hall, Coats Campus Center)

XIII. **Adjourn**

* Indicates Material to be distributed at the meeting (as necessary). **** Times listed on the agenda are approximate to assist the Chair of the Board.** *** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.
P = indicates a **P**resentation will be provided. **A** = indicates the presenter is **A**vailable for background information if **r**equested.



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

Subject	Approve grating tenure to: Kristin Dorsey, Michael Hansen, Karen Heckert, Merideth Humphries, Beth Palmer, Michel Waller, Shannon Waller, Wendi Wampler, and Jonathan Wolf.
Prepared By	<i>Stephanie André (Chair), Emma Chaput, Lew Cousineau, Michael Fisher, Donna Casey, and Wayne Yeatman</i>

A. Background

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Three years of evaluation by a Peer Team and a Designated Evaluator. This process can include classroom observations, discussions of objectives with the instructor, examination of materials, and group meetings with students.
2. Five years of student evaluations (carried out in all courses from at least one quarter for each of the five years).
3. Class visits by the Vice President for Instruction or an Instructional Dean in the second year.
4. Annual Reports of Service by the faculty member including evaluation comments by the Designated Evaluator.
5. Professional Improvement Plan documentation (one completed 4-year PIP cycle, including PIP final report).
6. Recommendation for tenure by the Designated Evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee, deliberation by the Tenure Committee, and recommendations to the President.

Kristin Dorsey, an Assistant Professor II of English, earned a Master of Arts in Children's Literature from Simmons University in Massachusetts and a Master of Arts in English at Portland State University. She teaches a range of writing and literature courses in Redmond and Bend, from developmental and college-level composition to creative writing, children's literature, folklore & mythology, and surveys of American literature.

Michael Hansen, an Assistant Professor II of Business, obtained a Master of Business Administration from California State University, Sacramento. Michael teaches a variety of courses in marketing, communications, branding, and consumer behavior and is currently the department chair of the Business Department.

Karen Heckert is an Associate Professor of Health and Human Performance who earned two doctoral degrees from Walden University—one Ph.D. in Public Health Services and the other Ph.D. in International Health Promotion. She teaches various public health courses in Bend, Madras, and Redmond, including introduction to public health, introduction to the health care system, global community health, holistic wellness, stress management, and introduction to health services and organizations.

Merideth Humphries, an Assistant Professor II of Biology, earned a Master of Science in Entomology from the University of California – Davis and a Ph.D. in Biochemistry from the University of Queensland. Merideth teaches several natural biology courses, including the cellular biology course for majors and non-majors, as well as cells & genes and evolution.

Beth Palmer is an Assistant Professor II of Veterinary Technician Education and the program director for the Vet. Tech. program. She recently completed her Bachelor of Applied Science in Professional Technical Education and Instructional Design from South Seattle College (Congratulations!). Beth teaches a wide range of courses from animal nursing and nutrition to anesthesiology, hematology & urinalysis, and animal hospital & office procedures.

Michel Waller, an Assistant Professor II of Anthropology, earned his Ph.D. in Anthropology from the University of Oregon. He teaches courses in archaeology, physical anthropology, cultural anthropology, forensic anthropology, biological anthropology, and the evolution of human sexuality.

Shannon Waller, an Assistant Professor II of Pharmacy Technician Education, serves as the director of the Pharmacy Technician program and earned a Master of Education in Instructional Design from Western Governors University in Utah. She teaches many courses, including pharmacy technician law & ethics, cultural responsiveness in allied health, pharmacology for medical assisting, pharmacy calculations, and pharmacy technician procedures.

Wendi Wampler, an Assistant Professor II of Physics, earned a Ph.D. in Physics (with a focus in Physics Education Research) from Purdue University. Wendi teaches both the algebra and calculus based physics sequence of courses.

Jonathan Wolf, an Assistant Professor II of Economics, earned a Master of Arts in Economics from Claremont Graduate University in California. He teaches microeconomics, macroeconomics, introduction to political economy, and international economics.

B. Options/Analysis

Grant tenure to Kristin Dorsey, Michael Hansen, Karen Heckert, Merideth Humphries, Beth Palmer, Michel Waller, Shannon Waller, Wendi Wampler, and Jonathan Wolf.

Decline granting tenure to Kristin Dorsey, Michael Hansen, Karen Heckert, Merideth Humphries, Beth Palmer, Michel Waller, Shannon Waller, Wendi Wampler, and Jonathan Wolf.

C. Timing

Tenure is effective with the 2019-20 academic year.

D. Budget Impact

None

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to Kristin Dorsey, Michael Hansen, Karen Heckert, Merideth Humphries, Beth Palmer, Michel Waller, Shannon Waller, Wendi Wampler, and Jonathan Wolf.



Central Oregon Community College Board of Directors: Resolution

Subject	Promotion of faculty
Prepared By	Kiri Simning and Jacob Agatucci, Co-Chairs of Promotions Committee

A. Background

Promotion recommendations are made in accordance with College policies G-34-3. The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

B. Options/Analysis

- Accept the promotion recommendations.
- Decline to accept the recommendations and refer back to the committee.

C. Timing

It would be helpful to take action at this meeting so all work by the committee could be completed by the end of the term.

D. Budget Impact

Promotions are provided for in the budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II

Vaughan Briggs came to COCC in 2017 to serve as an Assistant Professor I of Business Administration. Vaughan brought an extensive expertise in finance that is demonstrated in his role as lead instructor for courses such as Business Finance and Personal Finance. Vaughan has taken the lead role in using new technologies in the Introduction to Business course to improve student engagement and retention. He has been instrumental in mentoring high school teachers in the delivery of the same quality Intro to Business course to high school students via the College Now program.

Jacquie Coe was hired in the 2016 as Assistant Professor I in Mathematics, but has been a member of the COCC community for much longer. She currently teaches both developmental and college level math classes, and has been instrumental in the Title III work to update Math 95 as a bridge for developmental students as they progress. In addition, Jacquie is active in the community at Bear Creek Elementary helping to assess mathematics in the Dual Immersion Program.

Susan Miller has served as a full-time tenure-track Assistant Professor I since 2016. Susan continually strives to refine her teaching, increase student retention, and enhance her students' learning experience in her classroom. She is active in college and community roles, serving on the College's Faculty Forum Executive Committee and on the Bend Surgery Center Foundation. Susan is recognized by her peer team and students as an energetic and caring instructor.

Alan Nunes started in Massage Therapy as a part-time instructor in 2009. He became Program Director and tenure track faculty member in 2015. He works diligently as director to maintain accreditation, coordinate multiple massage clinics, provide oversight to students in "touch based" therapy and advocate for changes to the student fee structure. Students appreciate his 18 years of experience and excellence in teaching.

Amy Wheary is currently an Assistant Professor I of Nursing. Amy is the Learning Resource Coordinator for the Nursing Department and Lab Instructor for both first and second year nursing cohorts. Despite being new to the college, Amy has already started to become active in the community as clinical advisor to New Vision Wilderness Therapy Management.

Assistant Professor II to Associate Professor

Bill Cravis joined the COCC faculty in 2012 to develop Sculpture/3-D Design for the Art Department. He also created a more "hands on" Art 101 course for AAOT students. Student comments include "I have a new appreciation and respect for art." He is the COCC Art Club faculty advisor, a founding member of Scalehouse, a member-supported non-profit arts organization, and a frequent juror for local art exhibits.

Jennifer "Jenny" Cruickshank came to COCC in 2007, serving the college in several capacities before she accepted a tenure track position in Health and Human Performance in 2013. Her students consistently remark on her "positive energy" and the "great learning environment" that she creates in her classes. "Every class has its ups and downs," reflected one student, "but this class is 99% up and 1% down." Jenny chaired the Academic Advising Task Force, worked extensively on the Title III grant, and has volunteered for Bobcat Orientation for the past seven years! It was no surprise that Jenny received the 2018 Faculty Achievement Award.

Sarah Fuller was hired as an Assistant Professor I in Biology in 2012, but has been a member of the COCC community for much longer. She currently teaches a number of lab classes both on the Bend and Redmond Campuses. Sarah connects what students learn in classes to the local biome of Central Oregon and the Pacific Northwest, and she serves on several committees specifically dedicated to improve student success while here at COCC and beyond. Sarah's role as director of the Regional Science Expo Fair enables her to correspond with local science teachers and coordinate with regional colleges.

Murray Godfrey has been at COCC since 2012. He is currently an Assistant Professor II of History in the World Languages and Cultures Department. Murray specializes in U.S. History, including the Native American History class that he developed. Serving rural students is important to Murray, thus he teaches his courses in Bend, Redmond, Madras, and Prineville, as well as online. He continues to be a College Now Mentor for instructors across the region, is active with Cascade Commitment work, and has presented historical programs for the Deschutes Public Library.

Lin Hong has been at COCC since 2014. She is currently an Assistant Professor II of Chinese in the World Languages and Cultures Department. Lin teaches first and second year Mandarin Chinese classes as well as the Chinese Culture through Film class that she developed. In a unique partnership, Lin also teaches COCC college-credit Mandarin Chinese classes at Summit High School in Bend. She advises the COCC Asian Club, consults with other local public schools on Chinese curriculum, assists a local non-profit with translation of materials into Mandarin, and volunteers as an interpreter.

Jessica Russell joined the full-time COCC faculty in 2011. She has been instrumental in shaping and refining the Outdoor Leadership program, and is currently working to create a one-year certificate program that will increase students' options in Outdoor Leadership. She has served as the chair of both Student Affairs and the Sustainability Committee. As noted by her designated evaluator, "Jessie is an exemplary instructor capable of guiding students through various experiences and facilitating a level of learning often overlooked or unexpected."

Ken Swartwout began teaching Computer & Information Systems in 2011. Students comment that "Ken is a wonderful instructor who makes the subject easier to digest and integrate." His student success efforts include recording every class and developing solution videos for homework assistance. He serves as Chair of Student Affairs, consultant to small business & nonprofits, and K-16 Computer Science Pathways Taskforce content expert.

Forrest Towne came to COCC in 2012 with a PhD in Chemistry from the University of Montana. Last year he earned an Oregon Open Educational Resources grant to revamp the textbook for Chem 104, Introduction to Chemistry I. As a judge for the Intel High School Science Expo and a mentor to local high school science teachers, Forrest has applied his professional expertise to create connections with the K-12 community, directly interacting with young people who are the college students of the future.

Wayne Yeatman joined Culinary Arts in 2012 as an Assistant Professor I. Chef Wayne teaches a variety of courses within the culinary and hospitality disciplines. In addition to his primary assignment, Wayne is the Program Director for the Cascade Culinary Institute, Chairs the Curriculum Committee, and serves on the Learning Outcomes and Assessment Committee. His community service includes Meal of the Year, the High School Culinary Competition, and Neighbor Impact Empty Bowls.

Associate Professor to Professor

Jim Ellis has served as an Associate Professor since 2012. He teaches a broad range of business courses and is known for his department leadership and mentorship to both colleagues and students. He is also active in college leadership roles, most notably during his term as a member of the Faculty Forum Executive Committee and Teaching and Learning Center Advisory Board. Jim also contributes his expertise to the local community as a resource for local businesses, which includes internship and employment opportunities for COCC graduates.

Monica Vines has served as a full-time tenure-track Associate Professor since 2012. Monica directs the Human Services/Addiction Studies Program and acts as its only full-time member. She is active in college leadership roles as a committee member and faculty support resource and actively engages the community through her participation in local organizations as well as the recruitment of speakers for college events open to the community. Monica is recognized for her dedication to her students, colleagues, and profession.



Central Oregon Community College Board of Directors: Information Item

Subject	Sabbatical for Carol Higginbotham, Lilli Ann Linford-Foreman, Mick McCann, and Ralph Phillips
Prepared By	<i>Josh Evans - Chair PIRT Committee</i> <i>Betsy Julian – Vice President for Instruction</i>

A. Background

Carol Higginbotham, Professor of Chemistry

Sabbatical term: Fall 2019

Professor Carol Higginbotham will collaborate with Dr. Staci Simonich at Oregon State University in Corvallis, with whom she has worked on previous projects, such as the establishment of the Mount Bachelor Observatory in 2003. Under Dr. Simonich's invitation, Prof. Higginbotham will dive headfirst into a new project, working closely with a research group investigating organic pollutants in the environment.

Lilli Ann Linford-Foreman, Professor of Speech & Theatre

Sabbatical term: Spring 2020

Professor Linford-Foreman plans to dedicate her sabbatical towards the goal of restoring credit offerings in Theatre Performance to COCC, a program that was previously cut in 2003. She will investigate theatre programs at other Oregon community colleges, and create a coherent plan for administration to outline a path back to theatrical performances at COCC.

Mick McCann, Associate Professor of Geography

Sabbatical term: Spring 2020

Associate Professor McCann plans to broaden his knowledge of geomorphology through study of the Aeolian landforms of Southern California, all whilst completing the southern portion of the Pacific Crest Trail, specifically the 702 miles from the U.S.A./Mexico border to Kennedy Meadows in the southern Sierra Nevada range. His journey will incorporate concepts applicable to numerous courses taught at COCC, including Physical Geography (GEOG 278), Wilderness and Society (GEOG 295), Environmental Geography (GEOG 190), Environmental Problems (GEOG 290), and Cultural Geography (GEOG 107).

Ralph Phillips, Professor of Computer and Information Systems

Sabbatical term: Spring 2020

Professor Phillips intends to expand his skillset and increase expertise within his discipline, completing several programming courses. He hopes to study the Python programming language, Javascript, and ReactJS code. This study will, in turn, lead to the ability to instruct a plethora of courses that Prof. Phillips has not taught previously.



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring faculty: Eddie Johnson
Prepared By	Betsy Julian – Vice President for Instruction

A. Background

The Promotions Committee received nominations for faculty emeritus and has made recommendations for the above named faculty member for his deep commitment to the College, the students, and the community over his multiple years of service.

B. Options/Analysis

- Approve emeritus status for retiring faculty: Eddie Johnson
- Decline approval of emeritus status for retiring faculty: Eddie Johnson

C. Timing

Effective with their retirement date in June, 2019.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty member Eddie Johnson.



Central Oregon Community College Board of Directors: Resolution

Subject	Emeritus status approval for retiring Administrative Employee: Debbie Hagan
Prepared By	President Shirley Metcalf

A. Background

The Ad Hoc Administrator Emeritus Status Committee received the nomination for administrative emeritus and has made the recommendation for the above named administrator for her commitment to the College, the students, and the community over her multiple years of service.

B. Options/Analysis

- Approve Emeritus status for retiring Administrative Employee: Debbie Hagan
- Decline approval of Emeritus status for retiring administrator: Debbie Hagan

C. Timing

Effective with retirement date

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approves Emeritus status for retiring administrative employee Debbie Hagan.

Debbie Hagan

When she retires in June 2019, Debbie will have been an employee of COCC for 29 years. During those 29 years at COCC, 17 years were in administrative roles and 12 years were as an instructor. After working as an English and Journalism teacher at Mt. View High School, Debbie transitioned to COCC working as a DES instructor teaching alternative credit and adult high school diploma courses in Redmond. She moved on to become the Curriculum Coordinator for the Adult High School Diploma program at COC in 2002, then became the Distance Education Coordinator for the ABE/College Prep program in 2004, and she took the role of Director of Secondary Programs in 2010. Since 2010, Debbie has been the Director of Secondary program at COCC where she has guided the department through much positive change of the past nine years. The ABS program has clearly developed program and course level student learning outcomes, assessment practices, training in Adult Learning Standards for all faculty. The College Now program has been re-approved under the new standards developed by the HECC for dual credit and sponsored dual credit. Debbie is a very active and well respected participant at the state level in her current role with both ABS state groups and Dual Credit state groups.



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

Subject	Emeritus status approval for retiring Classified Employees: Steve Huddleston, Dianne Kristiansen, Linda Andrus, Roxanne Burger Wilson
Prepared By	Diana Glenn, Human Resources Manager Justin Koon, Classified President

A. Background

COCC’s Classified Association is recommending the above named classified employees for Emeritus status for their deep commitment to the College and contributions to Student Success for multiple years.

B. Options/Analysis

- Approve Emeritus status for retiring Classified Employees: Steve Huddleston, Dianne Kristiansen, Linda Andrus, and Roxanne Burger Wilson
- Decline approval of Emeritus status for retiring faculty: Steve Huddleston, Dianne Kristiansen, Linda Andrus, and Roxanne Burger Wilson

C. Timing

Effective with their retirement dates.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approve Emeritus status for retiring classified employees: Steve Huddleston, Dianne Kristiansen, Linda Andrus, and Roxanne Burger Wilson.

Steve Huddleston

Steve joined the college in 1998 as a part time Printing and Mail Specialist. As enrollment increased, he assumed the duties of Senior Mail Clerk. He is a past President of the Oregon

Schools Employees Association (OSEA), COCC Chapter. He was also President of The Classified Association of COCC. He was a member of The Western Association of University and College Mailers (WAUCM). Steve retired January 1, 2019 after 21 years of service at Central Oregon Community College.

Dianne Kristiansen

Dianne Kristiansen has worked at COCC for almost twenty years. In March, she retires as Administrative Assistant in the Humanities department (2010-present), and before 2010, she worked with what was then the Perkins Grant, College Now/Tech Prep office since 2000. Dianne also worked in part time temporary positions for a variety of departments, including Admissions and Records, mathematics, HHP, business and the Small Business Development Center. Dianne earned an Associate of Arts from the College of the Siskiyous and continued her education as a psychology student at San Diego State University. Prior to joining the COCC family, she held a variety of positions in California and Oregon. A skier, cyclist, and hiker, Dianne looks forward to being more active in her retirement, including some travel.

Linda Andrus

Linda Andrus's time at COCC has been a diverse and remarkable journey, spanning 22 years and several campus departments. Prior to COCC, Linda applied her Bachelor of Arts in Distributive Education from Oregon State University to roles as a high school business and marketing instructor in Salem, Oregon, and as a computer and keyboarding instructor for grades 5-8 in Battle Ground, Washington, while gaining Vocational Student Organization leadership and elementary library experience. Once at COCC, Linda contributed her previous teaching, media, and information literacy knowledge to the library, computer labs, continuing learning, student life, and Allied Health departments. At the time of her retirement, Linda was the Administrative Assistant in the Business/Aviation department. During Linda's tenure at COCC, she worked with more than 12 supervisors and department chairs across four Bend campus buildings and three other community buildings including Redmond MATC. Linda's institutional knowledge and unique understanding of the operational needs of the Business/Aviation department helped create the foundation for the processes and procedures that will continue to support Business and Aviation student success.

Roxanne Burger Wilson

Roxanne started working at COCC in 1988 as a work-study student. She continued her employment at COCC as a cashier and part-time, irregular wage employee. After about a year, Roxanne was hired at the bookstore as a full-time employee. Roxanne was instrumental in organizing and setting up the bookstore when it moved from Grandview to Newberry Hall. Roxanne has had responsibility for all aspects of the bookstore (hiring, ordering general merchandise and textbooks). Roxanne has been the textbook buyer for the COCC bookstore for over 25 years. She is looking forward to traveling to meet her four great grandsons for the first time driving in a gift from her son, a new Miata.



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, February 13, 2019- 5:45pm
Christiansen Boardroom
Boyle Education Center

PRESENT: Laura Craska Cooper, Erica Skatvold, Joe Krenowicz, Jim Clinton, Bruce Abernethy, Vikki Ricks, Alan Unger, Steve Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

CALL TO ORDER: Laura Craska Cooper, Board Chair

INTRODUCTION OF GUESTS: Betsy Julian, Matt McCoy, Zak Boone, David Dona, Jerry Schulz, Jenni Newby, Lisa Bloyer, Amy Harper-faculty forum president, Ron Paradis, Alicia Moore, Sharla Andresen, Glenda Lantis, Diana Glenn, Debbie Hagan, Sara Henson, Wendi Worthington, Tony Russell, Vicki Russell-COCC Foundation, Dan Cecchini, Michael Fisher, Scot Brees, Jim Tester, Tina Hovekamp, Cat Finney, Angie Cole, representatives from the Oregon Student Foundation and others.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 5.a1-5.b2.b).
Mr. Alan Unger seconded the motion. MCU. Approved. M2/19:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of January 9, 2019 (Exhibit: 5.a1) and the Special Meeting Minutes of January 23, 2019 (Exhibit: 5.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the January 2019 New Hire Report (Exhibits: 5.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Tyler Hayes, director of admissions and registrar (Exhibit: 5.b2.a) and for Marcus LeGrand, pathways college and career success coach (Exhibit: 5.b2.b).

LOCAL PUBLIC CONTRACT REVIEW BOARD:

Procurement Rule Changes (Exhibit: 6.b1)

The Board of Directors were apprised of the proposed housekeeping changes to the Central Oregon Community College's Rules of Procurement. The changes are intended to keep the College in agreement with the Participating Oregon Community College's (POCC) annual revision of the Rules of Procurement as amended by POCC and the Oregon Revised Statutes and Oregon Administrative Rules.

Mr. Alan Unger moved to approve the proposed housekeeping changes to the Community College Rules of Procurement (CCRP). Mr. Joe Krenowicz seconded. MCU. Approved.

M02/19:2

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

The Board of Directors were apprised of the December 2018 Financial Statements.

ITS Annual Report (Exhibit: 7.b)

During 2018, ITS (Information Technology Services) was able to make considerable progress on several key components of the ITS Master Plan. The annual report provides the highlights that focused on improvements to technology systems, support, and processes at COCC.

Title III, Development of Online Success Class

Sara Henson-Associate Professor of Human Development, Chair of Social Science and Wendi Worthington-Adjunct Faculty Human Development, reviewed that Title III has made it possible to make needed curricular changes. Their presentation highlighted the online college success first-year experience class, which has been offered since the Fall of 2015. The class is designed to help students develop personal responsibility skills strategies and to help students be successful in their college experience and life.

North Lake County – Update

Matt McCoy-Vice President for Administration - reviewed the activities he has been involved with regarding North Lake County. He is working with the Oregon Community College Association (OCCA) and the Higher Education Coordinating Commission (HECC) to identify community representatives and coordinate outreach to survey constituents in North Lake County. The intent is to help determine what services are wanted and needed in the area and then define the best way to provide the services. A presentation to HECC is anticipated in June.

Legislative Update (Handout: 7.e)

Matt McCoy reviewed that the OCCA is sponsoring the upcoming Legislative Summit on March 6 & 7 at the Salem Convention Center and at the Oregon State Capitol. Board Members are invited to attend the Summit and meet with Legislators.

Board member Alan Unger reported that he attended the Career Technical Education (CTE) day at the State Capitol and also spoke with Representatives Jack Zika and Daniel Bonham and Senator Cliff Bentz – all who are strong supporters of community colleges.

Budget Development Information (Exhibit: 7.f)

David Dona-Chief Financial Officer, reviewed the Budget information that was recently shared with the Board's Audit and Finance Committee:

- Enrollment
- Tuition / Fees
- State Funding
- Budget Expense Reductions.

Presidential Search Update

Laura Craska Cooper-Board Chair, reviewed that COCC has named three finalists for president,

Dr. Tod Treat, Dr. Laurie Chesley and Dr. Kimberlee Messina. During the first two weeks of February, the finalists are scheduled for their two days of interviews and meetings on the college campuses. A special executive session meeting is scheduled for Saturday, February 16 to review and discuss the finalists.

BOARD OF DIRECTORS' OPERATIONS:

Ms. Skatvold	Interviews w/Semi Finalists of the Presidential Search Interviews w/Candidates for Board Vacancy Attended City Club re: Child Care Attended January 23, Special Board Meeting Lunch w/Zak Boone-Exec. Director of the COCC Foundation Attended Presidential Candidate Interviews and Dinners
Mr. Abernethy	Interviews w/Candidates for Board Vacancy Attended January 23, Special Board Meeting Attended Presidential Candidate Interviews and Dinners
Mr. Krenowicz	Attended January 23, Special Board Meeting Attended Community Presentations in Madras of the Presidential Candidates Attended Presidential Candidate Interviews and Dinners
Jim Clinton	Attended January 23, Special Board Meeting Online research of Presidential Candidates Attended Presidential Candidate Interviews and Dinners
Mr. Unger	Conference Call – Legislative Governor's Conference Call Attended OSU-Cascades EPA, DEQ work session Attended City Club re: Child Care OCCA Legislative Update Conference Calls and OCCA Board Meeting Legislative Visits in Salem Attended January 23, Special Board Meeting Attended OSU-Cascades Advisory Board Meeting Attended Community Presentations in Redmond of the Presidential Candidates Attended Presidential Candidate Interviews and Dinners
Ms. Craska Cooper	Attended the Presidential Search Committee Interviews Interviews w/Candidates for Board Vacancy Attended January 23, Special Board Meeting Attended Breakfast and Dinner w/Presidential Candidates on Feb. 4 & 7 Attended Community Presentations in Prineville of the Presidential Candidates Phone Call w/The Bulletin Agenda Review Phone Call Meeting w/President Metcalf Numerous Phone Calls w/Ron Paradis and Search Consultant re: Presidential Search Calls w/Steve Bryant-Board Attorney re: Presidential Search

PRESIDENT'S REPORT

Robotics Competition

President Shirley Metcalf introduced Jerry Schulz-Small Business Development Center and Economic Development Director, who has been instrumental in working on the robotics partnership. Jerry introduced Scot Brees who is the executive director of a Bend based non-profit called "Connect Bend." Scot is the recipient of the OSU Vice Provost Award for Strategic Impact. For the past few months Jerry has been working with Scot to help find a venue for robotics competitions.

Scot shared about a variety of STEM activities and Robotics programs and events that have been held throughout Central Oregon, the Pacific Northwest and California and about the link between the high school programs and the community college.

Library and CLERC

Tina Hovekamp-Library Services Director, Cat Finney-College Development and Acquisition Librarian and Angie Cole-Assistant Professor II of Education and Early Childhood Education gave a presentation highlighting the "student experience" a central theme at the Barber Library. Approximately a year ago students were asked to give feedback of their experience using the Barber Library. The feedback compiled showed the "affection and appreciation" students have for the library.

ADJOURN: 6:15 p.m.

APPROVED; ATTEST TO;

Ms. Laura Craska Cooper -Board Chair

Dr. Shirley I. Metcalf, President



CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL'
Board of Directors' Meeting
MINUTES
Friday, February 22, 2019 @ 10:00 a.m.
Christiansen Board Room,
Boyle Education Center

Call to Order Chair Laura Craska Cooper

PRESENT – IN PERSON: Laura Craska Cooper, Erica Skatvold, Vikki Ricks, Jim Clinton, Alan Unger, Dr. Shirley Metcalf-President, Julie Smith, Executive Assistant

PRESENT – BY PHONE: Joe Krenowicz, Bruce Abernethy

Naming of Top Candidate for President (Exhibit: 5)

Ms. Erica Skatvold moved to approve the naming of Dr. Laurie Chesley as the top candidate for the position of president of Central Oregon Community College. Mr. Alan Unger seconded. MCU. Approved. M02/19:1

Be it resolved that the Board of Directors of Central Oregon Community College does hereby name Dr. Laurie Chesley as the top candidate for the position of president of Central Oregon Community College, and directs the Board Chair and staff to complete the process by arranging a site visit to the Grand Rapids Community College campus, and then finalizing an employment contract.

ADJOURN: 10:05 a.m.

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
Board of Directors
NEW HIRE REPORT
Date of Hire: February 1-28, 2019

Name	Date Hired	Department	Position
Classified			
Adams, Darin	2/7/2019	Campus Services	Campus Custodian
Jenner, Alexandra	2/11/2019	Admissions and Records	Transcript Evaluator
Pressler, Joseph	2/11/2019	Campus Services	Grounds & Landscape Specialist
Temporary Hourly			
Herrera, Alejandro	2/11/2019	Automotive	Automotive Lab & Tool Room Assistant
King, Ross	2/11/2019	Aviation	Certified Flight Instructor
Roe, Bridget	2/18/2019	Testing and Tutoring	French Tutor



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Lynn Norbury, Supervisor of Science Lab Technicians and Tutors
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Diana Glenn, Human Resources Manager

A. Background

The Supervisor of Science Lab Technicians and Tutors position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Lynn Norbury**
- Decline approval of the employment contract for **Lynn Norbury**

C. Timing

The **Supervisor of Science Lab Technicians and Tutors** position is an 11-month employment contract each fiscal year. For the 2018-19 fiscal year, the initial employment contract period will be from March 4, 2019 to June 30, 2019. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1, 2019.

D. Budget Impact

This position is in the 2018-2019 budget and conforms to the current approved Administrator salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contract for **Lynn Norbury** as **Supervisor of Science Lab Technicians and Tutors**.

Ms. Norbury holds Bachelor's degrees in both Chemical Engineering from Colorado School of Mines, and Communication Arts from the University of Wisconsin. She has been with COCC since 2013 as a part-time Science tutor for chemistry, physics, and engineering.

Central Oregon Community College
Monthly Budget Status
Highlights of January 2019 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$39.9 million. The January average yield for the Local Government Investment Pool is up to 2.75 percent from last report of 2.56 percent.

General Fund Revenues

The College received the third State Aid payment of \$1.9 million in January. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through January 2019 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of January 31, 2019

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 38,645,535	
3624 - Robert Clark Trust		\$ 381,276
January Average Yield 2.75%		
Cash in USNB	\$ 1,263,034	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 39,913,169</u>	<u>\$ 381,276</u>

Central Oregon Community College
Monthly Budget Status
 January 2019

Exhibit 8a
 12-Mar-19

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 16,589,000	\$ 15,612,011	\$ (976,989)	94.1%	95.2%
Prior Taxes	509,000	294,060	(214,940)	57.8%	56.7%
Tuition and fees	17,028,000	11,815,197	(5,212,803)	69.4%	68.4%
State Aid	8,337,000	6,011,677	(2,325,323)	72.1%	80.0%
Program and Fee Income	70,000	19,574	(50,426)	28.0%	62.1%
Interest & Misc. Income	135,000	37,247	(97,753)	27.6%	33.2%
Transfers-In	2,191,000	2,191,000	-	100.0%	100.0%
Total Revenues	\$ 44,859,000	\$ 35,980,766	\$ (8,878,234)		
Expenses by Function					
Instruction	\$ 21,115,127	\$ 10,449,820	\$ 10,665,307	49.5%	49.7%
Academic Support	3,680,299	1,990,192	1,690,107	54.1%	55.0%
Student Services	4,832,095	2,356,382	2,475,713	48.8%	50.3%
College Support	5,704,709	3,088,646	2,616,063	54.1%	53.5%
Plant Operations and Maintenance	4,450,028	2,196,454	2,253,574	49.4%	48.3%
Information Technology	4,477,198	2,294,014	2,183,184	51.2%	51.1%
Financial Aid	112,897	60,210	52,687	53.3%	67.8%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,340,352	2,343,592	(3,240)	100.1%	100.3%
Total Expenses	\$ 47,512,705	\$ 24,779,310	\$ 22,733,395		
Revenues Over/(Under) Expenses	\$ (2,653,705)	\$ 11,201,456	\$ 13,855,161		

Central Oregon Community College
Monthly Budget Status
January 2019

Exhibit 8a
12-Mar-19

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,502,078	\$ 4,828,916	\$ (673,162)	87.8%	87.4%
Expenses	5,643,781	2,374,858	3,268,923	42.1%	42.9%
Revenues Over/(Under) Expenses	\$ (141,703)	\$ 2,454,058	\$ 2,595,761		
Grants and Contracts Fund					
Revenues	\$ 3,402,921	\$ 1,120,645	\$ (2,282,276)	32.9%	26.0%
Expenses	3,416,813	1,339,720	2,077,093	39.2%	27.8%
Revenues Over/(Under) Expenses	\$ (13,892)	\$ (219,075)	\$ (205,183)		
Capital Projects Fund					
Revenues	\$ 1,209,077	\$ 1,184,068	\$ (25,009)	97.9%	98.1%
Expenses	5,166,029	1,007,416	4,158,613	19.5%	29.9%
Revenues Over/(Under) Expenses	\$ (3,956,952)	\$ 176,652	\$ 4,133,604		
Enterprise Fund					
Revenues	\$ 7,247,485	\$ 3,968,230	\$ (3,279,255)	54.8%	55.4%
Expenses	7,237,143	4,250,458	2,986,685	58.7%	53.6%
Revenues Over/(Under) Expenses	\$ 10,342	\$ (282,228)	\$ (292,570)		
Auxiliary Fund					
Revenues	\$ 7,379,662	\$ 5,242,907	\$ (2,136,755)	71.0%	68.9%
Expenses	9,796,641	5,039,487	4,757,154	51.4%	57.9%
Revenues Over/(Under) Expenses	\$ (2,416,979)	\$ 203,420	\$ 2,620,399		
Reserve Fund					
Revenues	\$ 15,502	\$ -	\$ (15,502)	0.0%	0.0%
Expenses	540,000	502,037	37,963	93.0%	88.0%
Revenues Over/(Under) Expenses	\$ (524,498)	\$ (502,037)	\$ 22,461		
Financial Aid Fund					
Revenues	\$ 17,659,611	\$ 7,949,097	\$ (9,710,514)	45.0%	48.2%
Expenses	17,735,190	8,262,663	9,472,527	46.6%	50.4%
Revenues Over/(Under) Expenses	\$ (75,579)	\$ (313,566)	\$ (237,987)		
Internal Service Fund					
Revenues	\$ 239,377	\$ 108,077	\$ (131,300)	45.1%	40.6%
Expenses	352,771	167,407	185,364	47.5%	44.2%
Revenues Over/(Under) Expenses	\$ (113,394)	\$ (59,330)	\$ 54,064		
Trust and Agency Fund					
Revenues	\$ 3,726	\$ 5,454	\$ 1,728	146.4%	91.1%
Expenses	3,600	2,100	1,500	58.3%	57.1%
Revenues Over/(Under) Expenses	\$ 126	\$ 3,354	\$ 3,228		



Central Oregon Community College Board of Directors: Resolution

Subject	Budget and Revenue
Strategic Plan Initiatives	Student Success, Student Experience, Community Enrichment
Prepared By	Matt McCoy, Vice President for Administration

A. Background

On February 1, 2019, the Oregon Community Colleges Association (OCCA) Board unanimously voted in favor of a resolution asking the Oregon Legislature to fund community colleges at \$787 million, the level proposed by the Higher Education Coordinating Commission (HECC).

OCCA is requesting that each Oregon community college board adopt a similar resolution in support of the OCCA Board's vote and in an expression of solidarity to the Legislature.

A COCC Board Resolution based on the OCCA Resolution is attached for consideration by the COCC Board.

B. Options/Analysis

Approve the Resolution as an indication of the COCC Board's support.
Decline to approve the Resolution

C. Timing

Approving the Resolution at this time will join COCC's voice with those of the other Oregon community colleges and convey the unified support for the HECC proposed funding level for community colleges.

D. Budget Impact

Though no direct budget impact, the Resolution's expression of support would contribute to information Legislators consider as they work to determine the appropriate funding level for community colleges, and thus could lead to a funding level at or closer to the \$787 million proposed by HECC.

E. Proposed Resolution

Please see the attached Resolution

RESOLUTION ON BUDGET AND REVENUE

WHEREAS the Higher Education Coordinating Commission and the Oregon Community College Association recommends that community colleges be funded in 2019-2021 at a level of \$787 million, and

WHEREAS the Oregon Community College Association recommended budget allocation of \$787 million would allow for \$70 million in career technical education (CTE) programs (which would double the number of graduates, an additional 7,900) and \$70 million in student support (which would expand wrap-around services to 17,900 students) for Oregon's 17 community colleges, and

WHEREAS the Governor's investment budget fully funds the community college base budget at \$647 million and invests \$70 million to double the number of community college CTE graduates statewide, and

WHEREAS the Governor's investment budget recognizes the need for additional revenue to provide adequate and stable funding across the education continuum, and

WHEREAS if Oregon seeks to address the challenges of reducing student debt, achieving greater economic fairness, and create better opportunities for all Oregonians, we must increase funding across the education continuum from cradle to career, and

WHEREAS meeting those challenges will require additional and stable state-level revenue, and

WHEREAS the Governor's proposed base budget for 2019-2021 includes no new revenue and only allocates \$543 million for community colleges, and

WHEREAS all Oregon community colleges would have to make up the legislative budget shortfalls from the state by raising tuition up to 17.5 percent or make severe program and services cuts, or a combination of extreme tuition increases and severe cuts for each year of the next biennium, and

WHEREAS, nationally, 42 percent of community college students are food insecure and 12 percent are homeless, and

WHEREAS at the base funding level Oregon community colleges' tuition increases and deep program cuts will reduce course offerings and services to students, and

WHEREAS 50% of Oregon's jobs are middle-skilled jobs but only 45% of those jobs are currently filled due to a skilled workforce shortage, and

WHEREAS for every dollar invested in Oregon's community colleges, taxpayers receive a cumulative value of \$3.30 over the course of students' working lives, the average annual rate of return is 8.4%, and

WHEREAS each dollar allocated beyond base funding will go directly toward minimizing tuition hikes, reducing student debt, enhancing academic and career advising and thus raising graduation rates, and expanding resources for underserved communities,

THEREFORE, BE IT RESOLVED THAT the Central Oregon Community College Board of Directors calls on the Oregon Legislature to find the revenue needed to fund education across the continuum, and specifically, to fund Oregon's 17 community colleges at the \$787 million level currently proposed by the Higher Education Coordinating Commission in order to provide all Oregonians a pathway to the middle class.