



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 Members & Guests			
	IV. Agenda Changes			Abernethy
	V. Public Comment			Abernethy
	VI. Consent Agenda***			Abernethy
	1. Regular Meeting Minutes (11.9.22)	6a.1*	X	Chesley ^A
	VII. Information Items			
	1. Financial Statements	7a.1*		Knutson ^A
	2. New Hire Reports	7b.1*		Boehme ^A
	3. IT and Cybersecurity Update			Floyd/McCrea ^P
	4. HB2864 – Cultural Competency Update	7c.1*		Moore/Walker ^A
	5. Madras Expansion Update	7d.1*	X	Boone/Green ^P
	VIII. New Business			Abernethy
	1. Proposed '23-24 Room and Board Rates	8a.1*	X	Moore/Davis/Benefiel ^A
	2. Proposed '22-25 CACOCC Contract	8b.1*	X	Boehme ^A
	IX. Board of Directors' Operations			Abernethy
	1. Board Member Activities			
	X. President's Report			Chesley
	1. MUPTE Update	10.a.1*		Platt
	XI. Dates			
	1. Wednesday, January 4 – Audit and Finance Committee Mtg @4:00			
	2. Tuesday, January 10 – Real Estate Committee Mtg @3:30			
	3. Wednesday, January 11 – Board of Directors' Meeting @5:45			
	4. Wednesday, February 8 – Board of Directors' Meeting @5:45			
	XII. Adjourn			Abernethy

* 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.

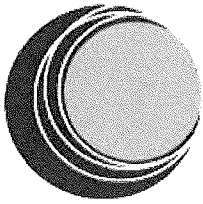
A - indicates the presenter is Aavailable for background information if requested.

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.



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement Bruce Abernethy read the COCC Native Lands Acknowledgement.	2a.1*		Abernethy
	III. Roll Call <u>Board Members & Guests</u> Bruce Abernethy (Chair), Erica Skatvold, Jim Clinton, Alan Unger, Joe Krenowicz, Laura Craska Cooper, Laurie Chesley (COCC President), Alicia Moore, Annemarie Hamlin, Laura Boehme, Zak Boone, Jenn Kovitz, Cathleen Knutson, Cindy Lenhart, Tony Russell, Sharla Andresen, Josh Clawson, Mark Reinecke, and Erin Foote Morgan Josh Clawson was introduced as COCC's new Director of Campus Services.			Kovitz
	IV. Agenda Changes None.			Abernethy
	V. Public Comment None.			Kovitz
	VI. Consent Agenda*** 1. Regular Meeting Minutes (10.12.22) Motion to approve Consent Agenda <ul style="list-style-type: none"> • 1st Joe Krenowicz • 2nd Alan Unger • Motion Approved Unanimously 	6a.1*		Abernethy Chesley ^A

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VII. Information Items

1. Financial Statement 7a.1* Knutson^A
2. New Hire Reports 7b.1* Boehme^A
3. Institutional Success Indicators Moore^P
Alicia Moore updated the Board on Institutional Success Indicators and presented the new COCC Institutional Success Indicators website.
4. Enrollment Update Moore/Hayes^P
Alicia Moore presented an enrollment update for fall term. After two terms of flat enrollment, fall term shows a very modest increase.
5. eLearning Trends Roshau^P
Kristine Roshau presented on trends in the percentages of face-to-face, hybrid, and online classes being offered. Since 2017, the number of technology-assisted classes being offered (hybrid and online) has increased dramatically, with the most significant peak occurring during COVID. Success rates in online courses are also improving.

VIII. Adjourn to Contract Review Board Meeting

Abernethy

I. Contract Review Board Meeting

- a. Proposal for Extended RFP 8a.1* Boone
Zak Boone proposed that the Board, acting as the College's Contract Review Board, approve a resolution to exempt the Madras Campus Expansion Project from the competitive bid process and instead use an alternative contracting method consisting of an RFP process for the selection of a Construction Manager/General Contractor.
Motion to approve alternate process
1st Alan Unger
2nd Joe Krenowicz
Motion approved unanimously

IX. Adjourn to Regular Board Meeting

Abernethy

X. Old Business

Abernethy

1. Revision of Board Zone Rebalancing 10a.1* Kovitz^P
 - a. Jenn Kovitz proposed the Board, at the request of Deschutes County, adopt minor changes to the most recent Board Rezoning plan.
Motion to approve minor revisions
1st Joe Krenowicz
2nd Laura Craska Cooper
Motion approved unanimously

XI. Board of Directors' Operations

Abernethy

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Board Member Activities

Bruce Abernethy Attended the Middleton Science Center naming.
Laura Craska Cooper Attended the Association of Community College Trustees conference in New York City. Attended the culinary fundraiser, Anthony's at the Old Mill.
Erica Skatvold Attended the culinary fundraiser, Anthony's at the Old Mill.
Joe Krenowicz Attended the Association of Community College Trustees conference in New York City.
Alan Unger Attended the Strategic Planning Community Listening Session in Redmond. Attended the Middleton Science Center naming. Attended a College Affairs committee meeting.

XII. President's Report

Chesley

The President shared the high-level findings about community colleges from the Oregon Higher Education Landscape Study commissioned by the Oregon public university and community college presidents, the most important of which is that Oregon higher ed institutions are too tuition-dependent.

XIII. Dates

1. Wednesday, December 14 – Board of Directors' Meeting @5:45

XIV. Adjourn to Executive Session

Abernethy

ORS 192.660 section 2, subsection d, Labor Negotiations

XV. Adjourn to Open Session

Abernethy

XVI. Open Session

Abernethy

XVII. Adjourn

Abernethy

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7a.1

Central Oregon Community College
Monthly Budget Status
Highlights of October 2022 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$31.4 million. The October average yield for the Local Government Investment Pool is up to 2.10 percent from last report of 1.84 percent.

General Fund Revenues

The College received the second state aid payment of \$2.4 million in October. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through October 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
 October 2022

14-Dec-22

<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	\$ 20,718,000	\$ -	\$ (20,718,000)	0.0%	0.0%
Prior Taxes	464,000	254,666	(209,334)	54.9%	64.9%
Tuition and fees	15,570,000	5,596,595	(9,973,405)	35.9%	33.4%
State Aid	9,388,000	4,778,988	(4,609,012)	50.9%	56.1%
Program and Fee Income	41,200	4,763	(36,437)	11.6%	6.9%
Interest & Misc. Income	206,000	24,139	(181,861)	11.7%	11.7%
Transfers-In	4,860,000	2,360,000	(2,500,000)	48.6%	100.0%
Total Revenues	\$ 51,247,200	\$ 13,019,151	\$ (38,228,049)		
Expenses by Function					
Instruction	\$ 23,184,227	\$ 4,791,974	\$ 18,392,253	20.7%	21.2%
Academic Support	4,725,247	1,375,398	3,349,849	29.1%	28.6%
Student Services	6,091,460	1,501,873	4,589,587	24.7%	27.5%
College Support	5,754,800	1,691,956	4,062,844	29.4%	29.9%
Plant Operations and Maintenance	4,849,080	1,262,153	3,586,927	26.0%	26.6%
Information Technology	5,255,781	1,681,193	3,574,588	32.0%	28.9%
Financial Aid	112,897	25,558	87,339	22.6%	22.5%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,331,800	2,291,800	40,000	98.3%	100.0%
Total Expenses	\$ 53,105,292	\$ 14,621,905	\$ 38,483,387		
Revenues Over/(Under) Expenses	\$ (1,858,092)	\$ (1,602,754)	\$ 255,338		

Central Oregon Community College
Monthly Budget Status
 October 2022

14-Dec-22

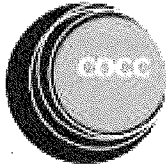
	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,351,906	\$ 1,517,903	\$ (3,834,003)	28.4%	27.4%
Expenses	5,543,685	940,966	4,602,719	17.0%	14.6%
Revenues Over/(Under) Expenses	\$ (191,779)	\$ 576,937	\$ 768,716		
Grants and Contracts Fund					
Revenues	\$ 7,295,000	\$ 699,937	\$ (6,595,063)	9.6%	26.3%
Expenses	7,739,100	1,306,427	6,432,673	16.9%	27.4%
Revenues Over/(Under) Expenses	\$ (444,100)	\$ (606,490)	\$ (162,390)		
Capital Projects Fund					
Revenues	\$ 3,748,505	\$ 930,637	\$ (2,817,868)	24.8%	4.0%
Expenses	8,090,948	301,267	7,789,681	3.7%	10.0%
Revenues Over/(Under) Expenses	\$ (4,342,443)	\$ 629,370	\$ 4,971,813		
Enterprise Fund					
Revenues	\$ 4,810,756	\$ 1,668,044	\$ (3,142,712)	34.7%	32.9%
Expenses	5,340,671	2,596,370	2,744,301	48.6%	37.9%
Revenues Over/(Under) Expenses	\$ (529,915)	\$ (928,326)	\$ (398,411)		
Auxiliary Fund					
Revenues	\$ 7,406,628	\$ 4,309,274	\$ (3,097,354)	58.2%	49.9%
Expenses	11,460,318	3,794,604	7,665,714	33.1%	30.1%
Revenues Over/(Under) Expenses	\$ (4,053,690)	\$ 514,670	\$ 4,568,360		
Reserve Fund					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	430,820	24,180	94.7%	93.1%
Revenues Over/(Under) Expenses	\$ (443,326)	\$ (430,820)	\$ 12,506		
Financial Aid Fund					
Revenues	\$ 15,059,071	\$ 3,475,726	\$ (11,583,345)	23.1%	28.3%
Expenses	15,323,065	3,952,563	11,370,502	25.8%	32.1%
Revenues Over/(Under) Expenses	\$ (263,994)	\$ (476,837)	\$ (212,843)		
Internal Service Fund					
Revenues	\$ 127,500	\$ 24,504	\$ (102,996)	19.2%	14.8%
Expenses	119,893	33,182	86,711	27.7%	21.1%
Revenues Over/(Under) Expenses	\$ 7,607	\$ (8,678)	\$ (16,285)		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 2,134	\$ (7,198)	22.9%	7.5%
Expenses	18,500	1,200	17,300	6.5%	14.5%
Revenues Over/(Under) Expenses	\$ (9,168)	\$ 934	\$ 10,102		

14-Dec-22

Central Oregon Community College

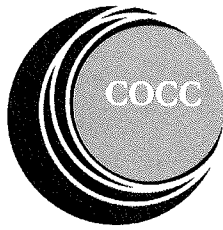
Cash and Investments Report
As of October 31, 2022

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 30,086,989	
3624 - Robert Clark Trust		\$ 375,895
October Average Yield 2.10%		
Cash in USNB	\$ 1,309,450	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 31,401,039</u>	<u>\$ 375,895</u>



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: November 1-30, 2022

Name	Hire Date	Job Description	Department
Classified Full-Time			
Adair, Anthony Eugene	11/14/2022	Facility Spec Sr Gen Trades	Maintenance of Buildings
Brown, Corey Craig	11/9/2022	Enrollment Technical Spec Sr	Admissions
Campbell, William G	11/21/2022	Grounds/Landscape Spec Sr	Maintenance of Grounds
Givans, Anne	11/14/2022	Administrative Assistant	Health & Human Performance Office
Keef, Elizabeth Ann	11/28/2022	Campus Custodian	General Fund
Melick, Paris	11/7/2022	Grounds/Landscape Specialist	Maintenance of Grounds
Oliva, Whitney Patricia	11/7/2022	Academic Lab Specialist	Biological Science
Root, Tanner Levi	11/14/2022	Academic Tech Support Spec	eLearning and Academic Technology
Classified Part-Time			
Aavang, Lindsey Abbott	11/1/2022	Instructional Specialist	Instructional Deans
Temporary Hourly			
Bennett, Rex Warren	11/22/2022	Math Advanced Tutor	Tutoring and Testing
Ettel, Kane A	11/21/2022	DPSST Test Proctor	Fire Science
McLeod, Macy Janae	11/22/2022	Science Tutor I	Tutoring and Testing
Schneider, Jeremy	11/14/2022	Basketball Certified Referee	Club Sports
Wilson, Aaron Joseph	11/30/2022	Paramedicine Instructional	Emergency Medical Services
Winter, Crysta	11/8/2022	Test Proctor II	Tutoring and Testing



Central Oregon Community College Board of Directors: Information Item

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

A. Background

The **Health Careers/Public Health Outreach Coordinator** position is a restructured, grant-funded position.

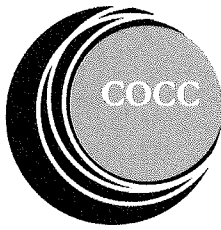
B. Timing

The **Health Careers/Public Health Outreach 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 January 3, 2023 to June 30, 2023. As with all other full-time Administrator employees, and if grant funds extend past June 30, 2023, 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.

Jill Ridling holds a Master's degree in Education from School for International Training and a Bachelor's degree in Government Service & History. Jill has a certificate in Medical Assisting and is in her seventh year instructing healthcare trainees preparing them to be nationally certified clinical and administrative medical assistants. While in the role as an Allied Health High School Instructor and Adult Rapid Reskill Instructor, Jill works with trainees on future careers and possible technical and college programs for career development.



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Nick Recktenwald as Director of Assessment/Curriculum
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Institutional Efficiency	IE-3: Define, document and practice clear decision-making.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Director of Assessment/Curriculum** position is a replacement position.

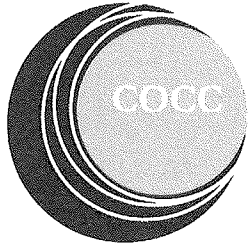
B. Timing

The **Director of Assessment/Curriculum** 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 December 12, 2022 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.

Nick Recktenwald is currently the Director of Composition and a senior instructor at the University of Oregon. He holds an MA in English and is working on an Ed.D. in Adult and Higher Education Leadership. In his role at UO, he has served on the HECC-appointed subcommittee for Oregon's Common Course Numbering Initiative, and worked with instructors and graduate students on curriculum development, revising learning outcomes, and assessment.

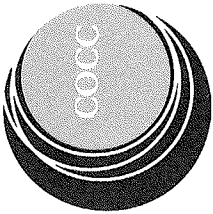


Board Meeting Date:
Exhibit No.: 7c.1

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

Subject	
Strategic Plan Initiatives	Student Experience-3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Alicia Moore, Vice President of Student Affairs Christy Walker, Director of Diversity and Inclusion

In spring 2017, the Oregon legislature passed HB 2864, a bill aimed at increasing the cultural competency for Oregon's public colleges and university employees. Requirements attached to the bill, now codified in Oregon statute, include a biennial report to the college or university's board. COCC's 2022 report is attached.



Cultural Competency at Post-Secondary Institutions Report

Report submitted by: Alicia Moore and Christy Walker
 Date submitted: December 4, 2022
 Title: Vice President of Student Affairs and Director of Diversity and Inclusion
 Phone number: 541-383-7244 and 541-383-7412
 Email: amoore@cocc.edu and cwalker2@cocc.edu

The following document summarizes Central Oregon Community College's commitment to meeting expectations of ORS 350.375, Cultural Competency at Post-Secondary Institutions.

#	Text from ORS	Status (met, in development, unmet)	Institutional Summary
(2)	Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of, cultural competency standards for the public institution of higher education and the institution's employees.	Met	COCC's <u>Diversity Committee</u> includes representatives from students, faculty, classified staff, administrators, and adult basic skills employees. This Committee is charged with creating a "welcoming campus climate that supports the rights of individuals and reflects respect for diverse cultures, backgrounds, and ideas." It serves in an advisory capacity to COCC's Director of Diversity and Inclusion to best plan cultural competency trainings and events, design recruitment and retention services for underrepresented students, and work to foster a respectful and equitable campus climate.
(2)(a) (2)(b)	Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.	Met	COCC's <u>Diversity Committees</u> includes representatives from across the College, each of who serve three year terms and all are voting members, except for the Director of Diversity and Inclusion. The meetings are open to the College community and interested faculty and staff regularly attend

			<p>the meetings, even if they are not committee members. The 2022-23 Committee members are:</p> <ul style="list-style-type: none"> ● Allison Dickerson, Administrative Assistant, (classified) ● Elysian Coil, Administrative Assistant, (classified) ● Lin Hong, Associate Professor Chinese (faculty) ● Kirsten Hostetler, Librarian Instruction/Outreach (faculty) ● Amy Stinard, Adult Basic Skills Instructor (administrative) ● Jamie Rougeux, Disability Services Manager (administrative) ● Mal Sotelo, Student At-Large ● Oscar Tovar, Student At-Large ● Christy Walker, Director of Diversity and Inclusion (non-voting)
(2)(c)	<p>Require that the institution provide continuing training and development opportunities that foster the ability of the institution's faculty, staff and administration to meet cultural competency standards.</p>	Met	<p>COCC provides regular employee trainings. Trainings are offered in person and remotely.</p> <ul style="list-style-type: none"> ● SafeZone Workshops: Educates staff and students about the needs and experiences of lesbian, gay, bisexual, and transgender individuals. As of fall 2017, more than 200 employees and students have completed the training. ● Culturally Respectful and Inclusive Hiring Practices: Designed to ensure that unintentional bias is not embedded in the College's hiring practices. Started in 2013 in partnership with Human Resources; more than 130 employees have completed this training. ● Allies for Equity Cultural Competency Workshops: Designed to give employees an opportunity to gain valuable knowledge and skills in order to better serve a diverse student population. The three-part, 12-hour series emphasizes cultural awareness, origin of stereotypes, cross-cultural communication, components of structural bias and privilege, respectful language, barriers to equity, and skill development in responding to bias in all forms. Started in 2016-17, 70 employees participated in at least one workshop, with 60 employees completing the full series.

• **Cultural Appropriation Workshops:** In this interactive two-hour workshop, participants work together to gain an understanding of what cultural appropriation is and how it affects our communities. The workshop also explores the differences between assimilation, appreciation, and appropriation. Started in 2021, 34 employees have completed this workshop.

• **Gender Identity:** Designed to help participants understand terms associated with gender identity, gain an understanding of the effects of misgendering, and develop skills in fostering an inclusive atmosphere with our colleagues, students, and the community. Started in 2023, 38 employees have completed this workshop.

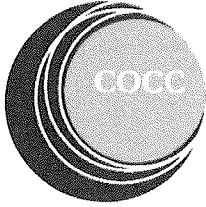
• **Equity Box:** Once a month, enrolled folks received a “box” with items that focused on one specific issue related to equity. These items included articles, books, podcast links, etc. Participants committed to use the contents of the “boxes” to learn about the specific issues/themes. At the end of the month the group gathered together to discuss the topic and engage in meaningful dialog. Approximately 28 employees have participated to date.

• **Anti-Racist Pedagogy Workshops:** In partnership between the office of Diversity and Inclusion and Instruction, faculty from across the College explore four different tracks to implement course design and pedagogy practices that actively work toward creating anti-racist courses and classrooms. Groups share outcomes/products and are available on the COCC website for other faculty to use as guidance in future work.

• **Diversity Education Award:** Students or employees who complete 15-29 hours of training or attending diversity and inclusion events receive COCC’s Diversity Education Award (75 individuals), 30-44 hours receive a Diversity Leadership Award (14 individuals), and 45+ hours receive a Diversity Excellence Award (2 individuals).

The Office of Diversity and Inclusion also customizes trainings for departments and/or on specific topics on an ad hoc basis. Examples

			include understanding DACA, supporting Native American students in the classroom, and customer service.
(2)(d)	Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds.	Met	COCC's <u>Diversity Plan</u> addresses five themes: Mission and Goals, Access and Representation, Campus Climate, Education and Training, and Evaluation and Recognition. Each of these areas includes specific goals, learning outcomes, strategies, and assessments/measurements. The Plan is reviewed every five years by the Diversity Committee and updated as appropriate.
(2)(e)	Require preparation of a biennial report that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this legislation.	Met	The Vice President of Student Affairs and/or Director of Diversity and Inclusion regularly present on topics related to diversity and inclusion to the COCC Board of Directors. Specific to HB 2864 were reports in October 2019 and December 2020.
(2)(f)	Recommend mechanisms for assessing how well the institution meets cultural competency standards.	Met	The College has a variety of mechanisms for assessing progress towards State of Oregon cultural competency standards. These include, but are not limited, to an assessment of COCC Diversity Plan (every three to five years), student College Climate survey (every three years), self-assessments administered at the end of trainings (on-going), Office of Diversity and Inclusion (ODI) assessment plan and report (annual), grant reports supporting ODI activities (varies), and monitoring student demographic data (ad hoc).
(2)(g)	Ensure that the institution clearly communicates to new faculty, staff and administrators the institution's commitment to including meeting cultural competency standards in professional development.	Met	The <u>COCC Principles of Community</u> are included in the new employee orientation and are posted in visible and public locations throughout the College. Faculty are encouraged to add the Principles of Community on their Learning Management System pages and on syllabi. The office of Diversity and Inclusion has committed to a year-long calendar with equity trainings as well as monthly reminders with information and resource share outs with the College as well as a per term newsletter for staff, faculty, students, and the Central Oregon Community.



Central Oregon Community College Board of Directors: Board Resolution

Subject	COCC Contribution to Madras Construction
Strategic Plan Theme(s) and Objectives	SS1 – Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goals SE2 – Increase access to academic programs and courses on all campuses and online. CE2 – Build and strengthen partnerships and advance positive regional economic development with business and industry by assisting with educational and training needs of the workforce.
Prepared By	Laurie Chesley and Zak Boone

A. Action Under Consideration

In order to demonstrate its strong commitment to a new educational facility in Madras, the COCC Board should consider what the College’s contribution to the construction of/capital campaign for the facility will be.

B. Background

As one of the top priorities for COCC and the COCC Foundation, the Madras expansion will usher in a new era of educational offerings and community support in Jefferson County. For the first time, students will be able to take and complete degree and certificate programs solely at the Madras campus in Nursing, Nursing Assisting, Medical Assisting and Early Childhood Education. Further, via a unique partnership with The Children’s Learning Center, we will be able to offer approximately 100 childcare openings on the expanded campus, helping address what is currently a three-year waitlist for those services in that community, as well as providing an additional revenue stream to the college for the leased space.

The overall projected cost for the expansion continues to be in the \$10-\$12M range. As of December 1, 2022, an architect has been selected, the RFP for the CM/GC is now live, and we continue to solicit federal and state funds, seek out and apply for foundation grants and build the case for private donor support. We are hopeful that COCC, via funds from our real estate activities, can support the expansion in the \$500K to \$1M range. Having a significant investment from the college itself during our initial planning stages is supported by the following:

- Shows significant commitment to the project from COCC for all affected stakeholders
- Is similar in size to three current proposals in front of external funders for \$1M each
- Demonstrates needed “matching” funds for foundation grants
- Helps us move closer to the threshold of funds committed required by some funders (e.g., 40% required to be committed for Murdock Trust before they’ll consider our application)

C. Budget Impact

This contribution could be allocated from the College's real estate proceeds. This expense would be offset by continued revenue coming to the College via ongoing real estate projects.

D. Options/Analysis

1. Approve a COCC contribution to the construction of a new facility in Madras.
2. Delay a vote on COCC's contribution.

E. Timing

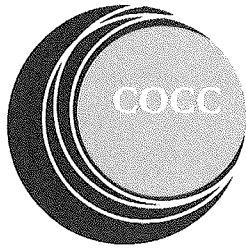
Staff at COCC have begun to approach individual donors, Foundations, and government entities for contributions to the construction. Some have asked what the College's contribution will be. A significant contribution by COCC demonstrates we have "matching" funds for foundation grants and, additionally, helps move us closer to the threshold of funds committed that is required of some funders. Some funders require a set percentage of the total cost to be secured before even considering an application. Given our timeline for construction and completion of the building, and given the status of several grant proposals, it would be desirable for the Board to decide on COCC's contribution soon.

F. Recommendation

Staff recommend that the Board authorizes a contribution of \$1,000,000, or as close to that amount as it deems appropriate and feasible, to the construction of a new facility in Madras.

G. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the commitment of \$ **(insert amount)** from real estate proceeds to the construction of a new facility in Madras.



Central Oregon Community College Board of Directors: 2023-24 Room and Board Rates Resolution

Subject	2023-24 Room and Board Rates
Strategic Plan Initiatives	S-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges
Prepared By	Lori Benefiel, Director of Auxiliary Services Andrew Davis, Director of Student and Campus Life Alicia Moore, Vice President of Student Affairs

A. Background

Each year, student residence hall room and meal plan rates are brought to the Board of Directors for review and approval.

Meal Plan Rates: The meal plan rates are designed to provide comprehensive food options (dining hall, café and market), give students a choice about how their meal plan is structured (four options, each of which includes “flex cash” to be spent in the café and market), create sufficient revenue to cover the food service management contract fees (COCC contracts with Sodexo as its food service provider), and provide funds to maintain and replace food service equipment and small-wares. Historically, meal plan rates have been based on the CPI-U West Region’s annual increase for *Food Away From Home* index and increased by the following percent over the prior year:

- 2019-20: 3%
- 2020-21: 3%
- 2021-22: 3.4%
- 2022-23: 4.5%

Using this same index, as well as related indices, Sodexo proposed a 6.15% increase over 2022-23 rates. This was based on costs such as food cost increase of 6.97% (CPI-U West), paper expenses increase of 17.86% (PPI Series – Paper, Boxes, and Containers category), and general operating expenses by 14.49% (PPI Series – Finished Goods excluding Food category). Given that the College has enough reserve in its food service account to absorb some of the cost, staff are recommending a 5.25% increase for meal plans. Remaining food service reserve expenses are in line with what may be needed to replace commercial kitchen equipment in the near future.

Room Rates: The residence hall room rates are designed to provide a positive living environment, maintain competitive pricing to sustain high occupancy levels, and cover costs of operations and debt service. The CPI-U West Region’s annual increase for *Rent of Primary Residence* most recently increased by 7.2%. However, given the restructuring of housing fiscal operations, staff are not recommending an increase in room rates for the 2023-24 academic year. Even without an increase,

housing is projected to generate \$250,000 – 300,000 in additional income, above and beyond expenses, in the 2023-24 academic year.

Together, the proposed rates represent an average annual increase of 1.9% for combined room and meal plans. The proposed room and meal plan rate recommendations are below, with students choosing their combination of room and meal plan options.

Meal Plans (Academic Year)	2022 – 23	2023 - 24	\$ Change	% Change
Starter (7 meals/week + \$500 flex cash)	\$ 4,499	\$ 4,735	\$ 236	5.25%
Basic (9 meals/week + \$400 flex cash)	\$ 4,690	\$ 4,936	\$ 246	
Standard (14 meals/week + \$200 flex cash)	\$ 5,126	\$ 5,395	\$ 269	
Preferred (19 meals/week + \$100 flex cash)	\$ 5,565	\$ 5,587	\$ 292	
Room Rates (Academic Year)				
Quad Double	\$ 7,254	\$ 7,254	\$ 0	0%
Quad Single	\$ 10,335	\$ 10,335	\$ 0	
Room Rates (Summer)				
Quad Double	\$ 1,692	\$ 1,692	\$ 0	0%
Quad Single	\$ 2,538	\$ 2,538	\$ 0	

The typical COCC residence hall student signs up for a quad double room (four people per suite, two per bedroom) and the standard meal plan (meal plans not available in summer). Using this model, the combined 2023-24 room and board rate is \$12,649. By means of a comparison, comparable double rooms and meals plans for the current academic year are:

- Treasure Valley Community College: \$7,837.85
- Southwestern Oregon Community College: \$8,037
- Western Oregon University: \$11,012
- Oregon State University – Cascades Campus: \$12,360
- Southern Oregon University: \$14,772

Staff recommend that summer room rates

B. Options/Analysis

- Approve proposed room and meal plan rates
- Recommend alternate room and meal plan rates

C. Timing

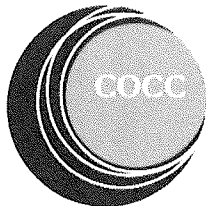
Staff request approval at the December Board of Directors’ meeting as this allows the College to update residence hall marketing and promotional materials, offer contracts to potential students in line with other Oregon colleges and universities, and respond to prospective students requesting 2023-24 housing information.

D. Budget Impact

The proposed increase to the meal plan will cover the cost of COCC’s management contract with Sodexo, as well as generate additional revenue for the food service reserve account. With the restructuring of Wickiup Hall’s operating expenses, not increasing room rates will still generate reasonable revenue for the College as well as Wickiup Hall building reserves.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the proposed 2023-24 room and meal plan rates as shown in Section A.



Central Oregon Community College Board of Directors: Board Resolution

Subject	Classified Negotiations 2022-2025
Strategic Plan Theme(s) and Objectives	SE-3: Promote diversity, inclusiveness and community on all campuses and online. IE-1: Improve practices and structure related to providing a healthy and productive workplace.
Prepared By	Bruce Bischof, COCC Labor Relations Attorney Jeremy Green, Director Madras Campus/Capital Project Manager Laura Boehme, CIO/CHRO

A. Action Under Consideration

Approval of the 2022-2025 COCC/Classified Association of Central Oregon Community College Labor Agreement.

B. Background

Recognizing that the current COCC/Classified Association Labor Agreement expired on June 30, 2022, representatives of the College, Classified Association of Central Oregon Community College and respective attorneys began meeting in Winter 2022 to negotiate the terms of a successor agreement.

Administrative negotiating team members were: Jeremy Green, Chair, Laura Boehme, Co-Chair, Breana Sylwester, Kara Rutherford, and Bruce Bischof, COCC Labor Relations Attorney. Classified negotiating team members were Elizabeth Allison, Chair, Allison Dickerson, Co-Chair, Lyndsay Aavang, Tina Leslie, and Liz Joffe, CACOCC attorney.

The teams reached a tentative agreement on November 8, 2022, pending completion of the wage schedule, employee placement into the new wage step schedule, and other housekeeping items. The Classified Association submitted the proposed contract to its members on December 5, 2022 for a vote and anticipates having the vote finalized prior to the December Board of Directors' meeting. The results of the vote will be provided at the Board meeting.

C. Tentative Agreements

A summary of tentative agreements are as follows, noting that housekeeping items are excluded (e.g., change of dates, updates to table of contents, typos, etc.). The detailed Articles 9, 11, and 21 include the most significant economic changes. All other articles are language in nature. The 2022 - 2025 contract will be available on the COCC website pending ratification and Board approval (click on "Employee Login → Benefits and Forms, Contracts & Manuals → Classified Employees, Classified Bargaining Agreement 2022 – 2025).

Article Number and Title

Articles 1 and 2 – Create Definitions as Article 1

Article 2 becomes Non-Discrimination and Non-Interference combined

Article 3: Association Rights

Article 4: Management Rights

Article 5: Grievance Procedure

Article 6: No Strikes, Lockouts

Article 7: Hours of Work

Article 9: Probationary Period

- Upon successful completion of probation for new hires and employees appointed to a higher classification position – 1 step increase.

Article 11: Direct Compensation

- New 20-step wage schedule for years 2022-2025
- 2% increase between each step within each grade
- Year 1 (2022-23) on average 4% increase for placement into new step schedule
- Years 2 and 3 (2023-24 and 2024-25) 1.5% increase plus the 2% step (3.5% total each year).
- Longevity increase for employees beyond 20-step schedule – earn the annual increase and a 1% payout of annual wages.

Article 12: Insurance

Article 14: Holidays

Article 15: Vacations

Article 16: Sick Leave

Article 17: Bereavement Leave

Article 18: Other Leaves of Absence

Article 19: Personal Leave

Article 20: Leaves of Absence without Pay

Article 21: Tuition and Professional Development

- For year 1 of this contract, the current PDF fund balance will be reduced by \$50,000. For each subsequent year of the contract, on July 1, if the PDF balance is below \$30,000, the College will deposit \$15,000 within 60 calendar days

Article 23: Vacancies

Article 25: Discipline and Discharge

Article 26: Personnel Files

Article 27: Reclassification

Article 28: Savings

Article 29: Waiver

Article 30: Funding

Article 31: Duration – July 1, 2022 – June 30, 2025 economics and language

Wage schedule updates – Appendices A, B, and C (years 2022-2025)

D. Budget Impact

The assumptions supporting the 2022-2025 budget included an on average 4% salary increase for all classified employees in Year 1 (2022-23) of the contract; Years 2 and 3 (2023-24 and 2024-25) each have a 1.5% increase plus a 2% step (total of 3.5% each year). The proposed increases to classified

wages affects the budget by approximately \$250,000 for each of the three years of the contract inclusive of wages and benefits. The College has sufficient funds to cover these increases.

E. Options/Analysis

1. Approve the Classified Association successor labor agreement as negotiated.
2. Decline approval of the Classified Association successor labor agreement as negotiated.

F. Timing

The term of the current agreement is retroactive to July 1, 2022 through June 30, 2025. The College seeks Board approval of the negotiated contract at the December 2022 Board meeting and retroactive wage payment to July 1, 2022.

F. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 2022-2025 collective bargaining agreement between COCC and the Classified Association of COCC as negotiated.

Laurie Chesley

From: Allison Platt <aplatt@bendoregon.gov>
Sent: Thursday, December 8, 2022 10:32 AM
To: Nick Lelack; COCC President; Robert.Tintle@Deschutes.org; Todd Dunkelberg; William.Bailey@deschutes.org; Joe Brundage; Sharon Smith; Michelle Healy; Don Horton; Rachel Colton; Laurie Chesley; steve.cook@bend.k12.or.us; Shane.Nelson@deschutes.org; paul.andrews@hdesd.org
Cc: Russell Grayson; Elizabeth Oshel; Colin Stephens
Subject: MUPTE Application Review Process- Follow Up

WARNING: This email originated from outside of Central Oregon Community College. DO NOT CLICK ANY LINKS OR OPEN ATTACHMENTS unless you recognize the sender and know the contents are safe.

Hi everyone,

I am providing a summary from our MUPTE meeting last week and a menu of options for you all to consider. I recognize that many of you may need to check in with your boards on these options, please let me know if I can do anything to support you with those discussions.

To summarize, development projects seeking a tax exemption under the MUPTE program must receive approvals of taxing district boards that comprise at least 51% of the combined levy of the taxing districts. Approval by the City and the Bend LaPine School District Board provides this 51. If only City Council were to approve these applications, the exemption would only apply to the City’s portion of taxes on improvements (~21.2%).

The City recommends the following process for the MUPTE Program: Upon receipt of a complete application, the City will notify taxing district staff that an application has been received. Taxing district staff or boards will **be able to submit comments on the application and evaluation criteria for up to 60 days** following receipt of a complete application. During this review period, taxing district staff **must notify City staff whether they would like the applicant to present their project to their board.** Taxing district boards may request a presentation from the applicant prior to consideration by the School District Board. City staff will provide notification of a staff recommendation for approval, approval subject to conditions, or denial to all overlapping Taxing District staff and help to schedule taxing district board presentations and an application review with the Bend LaPine School District board within 120 days of a complete application. Applicants and taxing district staff will need to coordinate with city staff on scheduling these meetings and on these reviews. Presentations to Bend La Pine School Board would occur last.

Within 160 days of receipt of a complete application, the City Council will consider whether to approve the application. Staff will schedule the application on a City Council meeting agenda and will provide a recommendation that the application be approved, approved subject to conditions, or denied. Any written public comments on the application will be forwarded to the City Council with the staff recommendation.

Based on the meeting last week, we will plan for the first **5 applicants** to attend/present to various taxing district boards, if the taxing district board would like to opt in to receive those presentations. It does not sound like all taxing districts are interested in this option. Following the first 5 applications, we would reconvene the taxing district agency staff to discuss any desired program or process changes.

Here are the options that I recommend you discuss with your boards on the feedback last week:

- 1) **Opt in to receive presentations to your board** for the first 5 applications. City staff will work with you submit your board comments to the School District and City Council following presentations. Boards should indicate support or not for the project based on the program criteria only. No comments received on the application will be considered in support (approval) of the project.
 - a. Clarify whether you would like this for all projects or just projects outside the TIF area.
- 2) **Opt out of presentation to your board. Two options:**
 - a. Submit letter of support to City/School District that offers your board's support for decision making on projects **within the Core TIF Area only**. Your board or staff will submit comments to City/School District board on applications outside the TIF area, no comments received will be considered in support (approval) of the project.
 - b. Submit letter of support to City/School District that offers your board's support for program decision making on **all MUPTE projects**.
 - c. Clarify whether you would like to limit your opt out to the first 5 applications only or for all future applications, or for a certain period of time (ie. 2 years).

Depending on your preferences, I can work with you on developing a draft letter. Some of your boards may also want to consider delegating commenting responsibilities on applications to staff. We are launching the program and will begin accepting applications by the new year.



42.6%
Bend-La Pine
Schools

21.2%
City of
Bend

14.8%
Deschutes
County

10.3% **11.1%**
Park & Rec Other*

*COCC Library 111
911 High Desert ESD 101

Best,



CITY OF BEND

Allison Platt

Core Area Project Manager

My Pronouns: She, Her, Hers *Why Pronouns?*

Office: 541-322-6394

Mobile: 541-213-7387



Learn more about the City's plans for the Core Area and our Urban Renewal/Tax Increment Financing program.

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