



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, October 9, 2019 – 5:45 PM
COCC Redmond Campus – RTEC 209

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Craska Cooper
	II. Executive Session: ORS 192.660 (2)(h) Legal Counsel Phone Call w/Peter Mersereau			
	III. Introduction of Guests			Craska Cooper
	IV. Agenda Changes			
	V. Public Comments			
	VI. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (September 11, 2019)	6.a1	X	Smith
	B. Personnel			
	1. New Hire Report (September 2019)	6.b1	X	Boehme ^A
	C. Approval of Contracts			
	1. Solar	6.c1	X	✓
	2. Barry	6.c2	X	✓
	3. Go	6.c3	X	✓
	4. Motenko	6.c4	X	✓
	VII. Information Items			
	A. Redmond Campus – Updates			Redd/Knox ^P
	B. Financial Statements	7.b		Bloyer ^A
	C. HB 2864: Cultural Competency Report	7.c		Moore ^A
	VIII. Old Business			
	A.			
	IX. New Business			
	A. Budget Committee Review			Paradis ^P
	X. Board of Directors' Operations			
	A. Board Member Activities			Craska Cooper
	XI. President's Report			Chesley
	XII. Dates			
	A. Friday/Saturday, October 11 & 12 "Fall Board Retreat" Crook County Open Campus/Prineville			
	B. Tuesday, October 15 – the Feast at the Old Mill			

- COCC Foundation's Cascade Culinary Institute – Fundraiser
at Anthony's Homeport Restaurant in the Old Mill District
- C. October 16-19 - ACCT Leadership Congress – San Francisco
 - D. November 6-8 - OCCA Annual Conference-Salishan Resort/Gleneden Beach, OR
 - E. Monday, November 18 – Board of Directors' Meeting @ 5:45 p.m.
(Location: COCC Bend Campus, Boyle Education Center, Boardroom)

XIII. Adjourn

* Material to be distributed at the meeting (as necessary).

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

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

P = indicates a Presentation will be provided. A = indicates the presenter is Available for background information if requested.



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, September 11, 2019
5:45 p.m.
Donald V. Reeder Community Room
Madras Campus

PRESENT: Laura Craska Cooper, Erica Skatvold, Bruce Abernethy, Joe Krenowicz, Alan Unger, Oliver Tatom, Ron Bryant (Board Attorney), Laurie Chesley (President), Julie Smith (Executive Assistant)

ABSENT: Jim Clinton

CALL TO ORDER: Laura Craska Cooper, Board Chair for 2019-20

INTRODUCTION OF GUESTS: Ken Parshall (superintendent of Jefferson County School District 509-J), Matt McCoy, Alicia Moore, David Dona, Ron Paradis, Zak Boone, Lisa Bloyer, Sharla Andresen, Betsy Julian, Glenda Lantis, Michael Fisher, Julie Downing, Jay Sklenar, Annemarie Hamlin, Joe Viola, Laura Boehme, Amy Harper, Jenni Newby, Tucker and Mrs. Bauman, Rebecca Bauman, Anna Mewes, Lisa Nordell-Detres, Holly Gill (Madras Pioneer newspaper)

CONSENT AGENDA:

***Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 5.a1-5.c6).
Joe Krenowicz seconded the motion. Motion carries unanimously. Approved.*** M09/19:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of July 10, 2019 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the July/August 2019 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approved the employment contracts for Aaron James Perry, Teresa Ristow, Kayleen Schweitzer, Breanna Sylwester, Christine Walker, and David Wolfe (Exhibits: 5.c1 – 5.c6).

INFORMATION ITEMS:

Madras Campus and Deer Ridge Updates

Matt McCoy (vice president for administration) provided a PowerPoint presentation highlighting the Madras Campus and 24 credit class offerings for fall term, which include:

- Two Native American Language Classes (Ichishkin and Kiksht)
- Art 101 – Introduction to the Visual Arts
- BA 214 – Business Communications
- CIS 120 – Computer Concepts
- COMM – Interpersonal Communication

- HD 100CS – College Success
- MTH 58 – Math Literacy I
- MTH 60 – Beginning Algebra I
- MTH 65 – Beginning Algebra II
- MTH 95 – Intermediate Algebra
- MTH 111 – College Algebra (streaming)
- WR 65 – Rhetoric/Critical Thinking II
- Archeology and Sociology (streaming classes).

Highlights include:

- High School Connection: Weekly work in local high schools' "future centers" offering postsecondary education guidance
- Media Events: Career signing day for students who commit to coming to COCC's manufacturing and welding programs
- Partnerships: Working with Madras/Jefferson County Chamber and local EDCO division on an employer internship program, and
- Outreach: Stephina Brewer (ABS and ELL instructor for the Madras Campus) and Jeremy Green (Madras Campus administrator) attended several community events.

Matt introduced Rebecca Bauman and Jay Sklenar. Rebecca is a student/employee, she talked about her experiences as a student as well as being the unofficial "Madras campus mentor," working with and welcoming students (new and continuing students). Jay is the director of COCC programs at Deer Ridge Correctional Institution. Jay gave an update on the many successes of the College's activities with incarcerated adults.

Financial Statements – (Exhibit: 6.b)

The Board of Directors was apprised of the July 2019 Financial Statements.

Accreditation Update

Betsy Julian (vice president for instruction) gave a PowerPoint presentation, she reviewed that COCC is undergoing a "Mission Fulfillment self-evaluation" with the site visit scheduled for April 8-10, 2020.

BOARD OF DIRECTORS' OPERATIONS:

Alan Unger	Meeting with President Chesley Real Estate Committee meeting Audit and Finance Committee meeting
Erica Skatvold	Phone calls with President Chesley and Laura Craska Cooper Agenda Planning lunch meeting w/President Chesley and Laura Craska Cooper Child Care Task Force meeting Student Success meeting
Joe Krenowicz	Meeting with President Chesley Real Estate Committee meeting Audit and Finance Committee meeting Lunch meeting with new board member Oliver Tatom
Oliver Tatom	Phone call with Laura Craska Cooper Student Success Committee meeting

Met with several La Pine business and community members
Stop the Bleed training

Bruce Abernethy Volunteered to help with new students moving into Wickiup Hall

Laura Craska Cooper Reviewed COCC Foundation Scholarship applications
Phone call with new board member Oliver Tatom
Agenda Review Lunch meeting w/President Chesley and Erica Skatvold
Weekly check-in phone calls w/President Chesley and Erica Skatvold

Fall Board Retreat

Scheduled for October 11 and 12 at the COCC Crook County Open Campus in Prineville.

PRESIDENT'S REPORT:

President Chesley gave a summary of her presentation at the September 11 All-College Fall Kick-Off. She gave the "State of the College" address, and thanked Ron Paradis (director of college relations), and his staff for putting together the fun "President Chesley, getting to know Central Oregon" PowerPoint.

She also reported that the "Heart of Oregon" organization brought a group of "opportunity youth" to the Redmond campus to take a college level course. They stayed overnight at the Wickiup Residence Hall so they could get a sampling of the possibilities of attending college.

ADJOURN 7:20 p.m.

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Laurie Chesley, President



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: September 1-30, 2019

Exhibit: 6.b1

October 9, 2019

Approved: ___ Yes ___ No

Motion: _____

Name	Hire Date	Job Description	Department
Classified			
McDonald, Hilary	9/17/2019	Administrative Assistant	Culinary
Temporary Hourly			
DiMedio, Jillian	9/13/2019	Plant Administration	Sustainability & Energy Mgmt
Drews, Dustin	9/16/2019	Aviation	Certified Flight Instructor
Egger, Markie	9/16/2019	Tutoring and Testing	Science Tutor II
Ellson, Clinton	9/10/2019	Aviation	Certified Flight Instructor
Goodman, Patrice	9/23/2019	Tutoring and Testing	Test Proctor I
Many, Vanessa	9/23/2019	Licensed Massage Therapy	LMT Teaching Assistant
Marino, Gage	9/18/2019	Tutoring and Testing	Math Tutor I
Miller, Juliann	9/9/2019	Bookstore	Bookstore Cashier I
Multop, Kevin	9/1/2019	Financial Aid	Financial Aid Consultant
Murray, Cecilia	9/16/2019	Tutoring and Testing	Science Tutor I
Solis Moriarty, Robert	9/9/2019	Tutoring and Testing	Science Tutor I
Stacy, Sarah	9/16/2019	Tutoring and Testing	Science Tutor II
Steuble, Brian	9/9/2019	Aviation	Certified Flight Instructor
Vick, Stephen	9/17/2019	Tutoring and Testing	Math Tutor I
Weible, Noah	9/19/2019	Tutoring and Testing	Math Tutor I
Westfall, Hannah	9/23/2109	Disability Services	Sign Language Interpreter I
Ziegele, Halley	9/23/2019	Student Life	Campus Center Building Asst



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Layla Solar as Assistant Director of Financial Aid
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Institutional Efficiency	IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision-making.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

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

B. Options/Analysis

- Approve the employment contract for **Layla Solar**
- Decline approval of the employment contract for **Layla Solar**

C. Timing

The **Assistant Director of Financial Aid** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from October 7, 2019 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 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 **Layla Solar as Assistant Director of Financial Aid**.

Ms. Solar currently serves as the Financial Aid Technical Analyst at Central Oregon Community College where she is responsible for completing the ISIR load, packaging and awarding and managing the State grant programs and scholarships. In addition, Layla is responsible testing Banner upgrades and troubleshooting Banner issues. Prior to this, Layla served as the Assistant Director of Admissions and Records and a Financial Aid Specialist at Central Oregon Community College. Layla holds a bachelor's degree in human development and family studies from Oregon State University.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Seana Barry as Human Resources Operations Manager
Student Experience	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace. IE-2: Develop uniform, effective and efficient processes. IE-3: Define, document and practice clear operational decision-making. IE-4: Improve information sharing practices and platforms.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Human Resources Operations Manager position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Seana Barry**
- Decline approval of the employment contract for **Seana Barry**

C. Timing

The **Human Resources Operations Manager** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from October 14, 2019 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 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 **Seana Barry** as **Human Resources Operations Manager**.

Ms. Barry holds a Bachelor's degree in Communication Studies from The University of Kansas in Lawrence, Kansas. She is currently the Director of CAP Services at Central Oregon Community College and has been since 2016. Before that, she served as Assistant Director of Admissions and Records for 8 years.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Delia Go as Project Coordinator, Title III SIP Grant
Student Experience	SE-2: Increase access to academic programs and courses on all campuses and online.
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Project Coordinator, Title III SIP Grant position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Delia Go**
- Decline approval of the employment contract for **Delia Go**

C. Timing

The **Project Coordinator, Title III SIP Grant** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from October 14, 2019 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 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 **Delia Go** as **Project Coordinator, Title III SIP Grant**.

Ms. Go holds a Bachelor's in Spanish from California State University, Chico. In her previous position, she was Program Coordinator for Grants for the Butte-Glenn Community College district. Before being promoted to the Program Coordinator position, she was the Administrative Secretary for grants and the Contract Specialist for the same institution.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Joshua Motenko as Assistant Director for Club and Intramural Sports
Student Experience	SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Institutional Efficiency	IE-1: Improve practices and structure related to providing a healthy and productive workplace.
Prepared By	Laura Boehme, Director of Human Resources

A. Background

The Assistant Director for Club and Intramural Sports position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Joshua Motenko**
- Decline approval of the employment contract for **Joshua Motenko**

C. Timing

The **Assistant Director for Club and Intramural Sports** position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2019-20 fiscal year, the initial employment contract period will be from September 23, 2019 to June 30, 2020. As with all other full-time Administrator employees, a new contract will be prepared for the next academic year that begins on July 1.

D. Budget Impact

This position is in the 2019-20 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 **Joshua Motenko as Assistant Director for Club and Intramural Sports**.

Mr. Motenko received a Master's of Kinesiology – Sports Psychology from California State University, Fresno and a Bachelor's of Psychology from Wheaton College. In his previous position, he was coach and Faculty for Allan Hancock Community College in Santa Maria, California. He has also held past positions as a Fitness Center Facility Manager and Program Director.

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

Cash and Investments

The College's operating cash balances currently total \$24.8 million. The August average yield for the Local Government Investment Pool is down to 2.64 percent from last report of 2.75 percent.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of August. The College received the first quarter State Aid payment for the fiscal year. The budgeted transfers-in have been posted for the year.

General Fund Expenses

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

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of August 31, 2019

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 23,572,490	
3624 - Robert Clark Trust		\$ 386,172
August Average Yield 2.64%		
Cash in USNB	\$ 1,280,926	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 24,858,016</u>	<u>\$ 386,172</u>

Central Oregon Community College
Monthly Budget Status
August 2019

Exhibit 7b
09-Oct-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	\$ 17,814,000	\$ -	\$ (17,814,000)	0.0%	0.0%
Prior Taxes	447,000	149,229	(297,771)	33.4%	28.5%
Tuition and fees	17,691,000	5,368,216	(12,322,784)	30.3%	29.8%
State Aid	7,510,000	2,201,847	(5,308,153)	29.3%	24.4%
Program and Fee Income	72,100		(72,100)	0.0%	9.6%
Interest & Misc. Income	150,000	10,725	(139,275)	7.2%	7.9%
Transfers-In	2,160,000	2,160,000	-	100.0%	100.0%
Total Revenues	\$ 45,844,100	\$ 9,890,017	\$ (35,954,083)		
Expenses by Function					
Instruction	\$ 21,665,312	\$ 907,973	\$ 20,757,339	4.2%	3.8%
Academic Support	4,048,503	475,185	3,573,318	11.7%	16.8%
Student Services	5,036,105	567,256	4,468,849	11.3%	11.2%
College Support	5,674,552	768,117	4,906,435	13.5%	14.3%
Plant Operations and Maintenance	4,708,626	559,832	4,148,794	11.9%	12.3%
Information Technology	4,688,710	775,329	3,913,381	16.5%	18.5%
Financial Aid	112,897	4,772	108,125	4.2%	5.3%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,766,076	1,746,076	20,000	98.9%	99.2%
Total Expenses	\$ 48,500,781	\$ 5,804,540	\$ 42,696,241		
Revenues Over/(Under) Expenses	\$ (2,656,681)	\$ 4,085,477	\$ 6,742,158		

Central Oregon Community College
Monthly Budget Status
August 2019

Exhibit 7b
9-Oct-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	\$ 5,734,897	\$ 1,302,951	\$ (4,431,946)	22.7%	23.5%
Expenses	5,803,480	14,519	5,788,961	0.3%	7.0%
Revenues Over/(Under) Expenses	\$ (68,583)	\$ 1,288,432	\$ 1,357,015		
Grants and Contracts Fund					
Revenues	\$ 3,856,835	\$ 169,736	\$ (3,687,099)	4.4%	2.5%
Expenses	3,880,754	366,744	3,514,010	9.5%	8.8%
Revenues Over/(Under) Expenses	\$ (23,919)	\$ (197,008)	\$ (173,089)		
Capital Projects Fund					
Revenues	\$ 397,942	\$ 337,193	\$ (60,749)	84.7%	97.9%
Expenses	3,831,265	179,350	3,651,915	4.7%	12.1%
Revenues Over/(Under) Expenses	\$ (3,433,323)	\$ 157,843	\$ 3,591,166		
Enterprise Fund					
Revenues	\$ 6,207,853	\$ 1,159,088	\$ (5,048,765)	18.7%	23.2%
Expenses	6,801,603	1,923,237	4,878,366	28.3%	37.2%
Revenues Over/(Under) Expenses	\$ (593,750)	\$ (764,149)	\$ (170,399)		
Auxiliary Fund					
Revenues	\$ 8,160,308	\$ 3,319,350	\$ (4,840,958)	40.7%	44.0%
Expenses	10,394,042	2,846,317	7,547,725	27.4%	28.3%
Revenues Over/(Under) Expenses	\$ (2,233,734)	\$ 473,033	\$ 2,706,767		
Reserve Fund					
Revenues	\$ 22,314	\$ -	\$ (22,314)	0.0%	0.0%
Expenses	475,000	443,694	31,306	93.4%	92.7%
Revenues Over/(Under) Expenses	\$ (452,686)	\$ (443,694)	\$ 8,992		
Financial Aid Fund					
Revenues	\$ 13,344,370	\$ 701,843	\$ (12,642,527)	5.3%	3.9%
Expenses	13,414,975	528,480	12,886,495	3.9%	3.9%
Revenues Over/(Under) Expenses	\$ (70,605)	\$ 173,363	\$ 243,968		
Internal Service Fund					
Revenues	\$ 214,097	\$ 7,694	\$ (206,403)	3.6%	4.4%
Expenses	269,300	41,239	228,061	15.3%	16.4%
Revenues Over/(Under) Expenses	\$ (55,203)	\$ (33,545)	\$ 21,658		
Trust and Agency Fund					
Revenues	\$ 10,499	\$ 1,761	\$ (8,738)	16.8%	38.8%
Expenses	12,000	-	12,000	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (1,501)	\$ 1,761	\$ 3,262		



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

Subject	COCC's Cultural Competency Plan
Strategic Plan Initiatives	Student Experience – 3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Alicia Moore, Dean of Student and Enrollment Services Christy Walker, Director of Diversity and Inclusion

In 2017, the Oregon legislature adopted legislation requiring Oregon's public colleges and universities to engage in a variety of activities to ensure institutions were working to build the cultural competency of its employees. The attached summarizes COCC's commitment to meeting expectations of this legislation, noting that it does not encompass all diversity and inclusion work at COCC. For a more comprehensive review of COCC's diversity and inclusion work, see [item 6.d](#) from the November 2017 Board of Directors' meeting agenda.

#	Text from Legislation	Status	COCC Summary
1	Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.	Met	COCC's Diversity Committee 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	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.	Met	<p>In addition to a variety of ad hoc workshops, COCC routinely offers the following trainings:</p> <ul style="list-style-type: none"> • <u>SafeZone Workshops</u>: Educates staff and students about the needs and experiences of lesbian, gay, bisexual, and transgender individuals. As of fall 2017, more than 150 employees and students completed the training. • <u>Culturally Respectful and Inclusive Hiring Practices</u>: 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 100 employees have completed this training. • <u>Allies for Equity Cultural Competency Workshops</u>: 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, 55 employees participated in at least one workshop, with 35 employees completing the full series. • <u>Diversity Education Award</u>: Students or employees who complete 15 or more hours of training or attending diversity and inclusion events receive COCC's Diversity Education Award (65 to date). Those who complete more than 30 hours receive a Diversity Leadership Award (nine individuals to date).

3	Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds.	Met	COCC's Diversity Plan 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. Much of the work of this Plan is influenced by feedback from the student Campus Climate Survey.
4	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	This report meets this reporting requirement.
5	Recommend mechanisms for assessing how well the institution meets cultural competency standards.	Met	The College has a variety of mechanisms for assessing progress towards the State cultural competency standards. These include, but are not limited, to a student Campus Climate survey, self-assessments administered at the end of trainings, and the Student Services assessment plan. Now that a permanent director is hired, staff will also adjust the assessments to more closely align with the standards and consider reinstating the employee Campus Climate Survey.
6	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/will be met.	<ul style="list-style-type: none"> • The COCC Principles of Community are included in the new employee orientation. They are also framed and in a variety of locations throughout campus. • The COCC President to send an annual email to all employees to emphasize the College's commitment to diversity and inclusion; this is scheduled for dissemination in mid- to late-October. • The Office of Diversity and Inclusion posts a regular newsletter to subscribers, as well as to the general campus, several times each quarter. The newsletter includes diversity and inclusion related events, as well as reiterates the college's commitment to this work.