



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement	2a.1*		Abernethy
	III. Roll Call			Kovitz
	IV. Agenda Changes			Abernethy
	V. Public Comment			Abernethy
	VI. Consent Agenda***		X	Abernethy
	1. Regular Meeting Minutes (5.10.23)	6a.1*		Matthews ^A
	2. 2023–24 Fiscal Responsibilities			Knutson ^A
	a. Inter–fund Borrowing	6b.1*		
	b. Custodian of Funds/Depository Institutions	6c.1*		
	c. Budget Officer/Clerk/Deputy Clerks	6d.1*		
	3. 2022–23 Fiscal Responsibilities			
	a. Resolution of Supplemental Budget	6e.1–2*		
	b. Resolution for Appropriation Changes	6f.1*		
	VII. Adjourn to Budget Hearing for 2023–24 Budget			Abernethy
	1. Public Comment and Testimony			Abernethy
	2. Appropriation Resolution – 2023–24	8a.1–3*	X	Knutson ^A
	3. Resolution to Impose/Categorize Taxes – 2023–24	8b.1*	X	Knutson ^A
	4. Resolution to Adopt 2023–24 Budget	8c.1*	X	Knutson ^A
	VIII. Adjourn to Open Session			Abernethy
	IX. Information Items			
	1. April 2023 Financial Statements	9a.1–4*		Knutson ^A
	2. New Hire Reports	9b.1–2*		Boehme ^A
	3. Faculty Rehires	9c.1–4*		Hamlin ^A
	4. Renewal of Administrator Contracts	9d.1–5*	X	Boehme ^A

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

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

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

P = indicates a Presentation will be provided.

A = indicates the presenter is available for background information if requested.

5. State Budget Update			Chesley/LaLonde ^P
X. New Business			
1. Approve Faculty Contract	10a.1-4*	X	Boehme ^A
2. Approve Administrative Pay Raises	10b.1*	X	Boehme ^A
3. Recommended Changes to ASCOCC Constitution	10c.1-10*	X	Moore/Aguirre ^P
4. Approve Emeritus Status for Lori Benefiel	10d.1*	X	Moore ^P
XI. Old Business			
1. Madras Expansion Update			Boone/Green ^P
XII. Board of Directors' Operations			Abernethy
1. Board Member Activities			
XIII. President's Report			Chesley
XIV. Dates			
1. Saturday, June 17 – Commencement Ceremony – Mazama Field at 10:00 a.m.			
2. Wednesday, July 12 – Board of Directors' Meeting – BEC Board Room at 5:45 p.m.			
XV. Recognition of Retiring Board Members			Krenowicz/Chesley
XVI. Adjourn to Executive Session			Abernethy
ORS 192.660 section 2, subsection h, to consult with counsel concerning current or likely litigation to be filed ORS 192.660 section 1, subsection i, Performance Evaluation of the CEO			
XVII. Adjourn to Open Session			Abernethy
XVIII. President's Evaluation			Abernethy
XIX. 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.



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 10, 2023 – 5:45 PM
COCC Crook County Open Campus,
Prineville, Room 119/120 / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Abernethy
	II. Native Lands Acknowledgement	2a.1*		Abernethy
	III. Roll Call			Kovitz
	<u>Board and Committee Members and Guests</u> Bruce Abernethy (Chair), Joe Krenowicz (Vice Chair), Laura Craska Cooper, Alan Unger, Erica Skatvold, Jim Clinton, Oliver Tatom, Laurie Chesley (COCC President), Annemarie Hamlin, Alicia Moore, Laura Boehme, Zak Boone, Dustin Seyler, Rebekah Lambert, Richard Hurd, Debi Harr, Roger Detweiler, Julie Downing, Jeremy Green, Suzie Kristensen, Paul Taylor, Cathleen Knutson, Kyle Matthews, Jenn Kovitz, Cindy Lenhart, Pete McCaffrey			
	IV. Agenda Changes			Abernethy
	None.			
	V. Public Comment			Abernethy
	None.			
	VI. Adjourn to Budget Committee			Abernethy
	1. Nomination of Rebekah Lambert for Vice Chair of the Budget Committee			Detweiler
	a. 1 st : Bruce Abernethy			
	b. 2 nd : Laura Craska Cooper			
	c. Motion Approved Unanimously			
	2. Public Comment			Detweiler
	None.			
	3. Approval of Minutes			Detweiler
	a. Motion to Approve Minutes			
	i. 1 st : Bruce 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.

- ii. 2nd: Joe Krenowicz
 - iii. Motion Approved Unanimously
 - 4. Budget Committee Meeting 6abcd * X **Knutson^A**
 - a. Presentation included Non-General Fund Attributes, Debt Service Fund, Capital Projects Fund, Enterprise Fund, Internal Service Fund, Reserve Fund, Special Revenue Fund, Auxiliary Fund, Financial Aid, Trust and Agency Fund, and the proposed and current year budget expenditures.
 - b. The Committee discussed the need for a better orientation for new members next year.
 - c. They also discussed what the appropriate level of reserves should be, which will be an ongoing discussion.
 - d. Motion to approve the 2023-24 Budget
 - i. 1st: Bruce Abernethy
 - ii. 2nd: Laura Craska Cooper
 - iii. Motion Approved Unanimously

VII. Adjourn to Open Session

Abernethy

VIII. Consent Agenda***

Abernethy

- 1. Regular Meeting Minutes (4.12.23) 8a.1* X **Chesley^A**
 - a. Motion to Approve Consent Agenda
 - i. 1st: Bruce Abernethy
 - ii. 2nd: Laura Craska Cooper
 - iii. Motion Approved Unanimously

IX. Information Items

- 1. Financial Statements 9a.1* **Knutson^A**
- 2. New Hire Reports 9b.1* **Boehme^A**
- 3. Title III Grant **Moore**
 - a. COCC is applying for a new Title III Grant. The program focuses on strengthening institutions, rather than direct student support. Planned for 2023-28, costing \$2.25 million. Application is due May 22. Results shared by mid-August. Activities would include a Teaching and Learning Center, a Student Resource Center and a Unified Data Analytics system.
- 4. RN-Bachelor of Science in Nursing (BSN) Legislation **Downing**
 - a. COCC may be pursuing the creation of a BSN Program if the state legislature approves. Hospitals nationwide now need 80% of their

* 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.

nurses to be “Bachelor’s prepared.”

- b. A RN with a two-year associate’s degree can obtain a BSN through this program.
- c. Hybrid course delivery. Does not require clinical hours, relieving local hospitals of the burden. Students can take classes while working as nurses.
- d. COCC would need to hire several full-time and part-time faculty for the program, aiming to launch Fall 2025.

5. Meal of the Year Update Boone

- a. 330 attendees. \$390,00 gross raised for scholarships
 - i. 55 new donors gave \$250 or more
 - ii. The Bend Foundation was honored for giving scholarships for 41 years
- b. Next year’s event will be April 13, 2024.

X. New Business

1. Madras Irrigation Rights 10a.1* Green

- a. Green recommended COCC Madras waive its rights to irrigation on its land as the overall cost would be too high, and for The Bean Foundation to pass them to other constituents.
- b. Motion for Resolution to Waive Irrigation Rights on COCC Madras’ Property
 - i. 1st: Joe Krenowicz
 - ii. 2nd: Laura Craska Cooper
 - iii. Motion Approved Unanimously

XI. Board of Directors’ Operations Abernethy

Board Member Activities

1. Laura Craska Cooper: Meetings with Pete McCaffrey and Laurie Chesley about the water line. Watched the forum for COCC Board of Directors candidates. Meetings with identified stakeholders on evaluation of the President.
2. Alan Unger: Attended two OCCA budget committee meetings, one executive committee meeting, and one college affairs meeting.
3. Joe Krenowicz: Met with Small Business Development Center regarding the Center for Business Industry Professional Development.
4. Bruce Abernethy: Routine meeting with Laurie Chesley and Joe Krenowicz. Welcomed attendees to COCC Climate Action Teach-In. Compiled President’s evaluation materials.

XII. President’s Report Chesley

* 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.

1. Prineville Campus Update Kristensen
- a. Various college and career interest fairs hosted for local elementary, middle and high school students
 - b. Only 13% of classes are attended in-person
 - i. Most are attended online
 - ii. Second most are attended on the Bend campus
 - iii. A student survey showed that most of the Crook County students want to attend classes in Prineville. The second most popular preference was online attendance
 - c. New and Upcoming Resources
 - i. EV charging stations
 - ii. Clothing Connection
 - iii. Refrigerator to go alongside the Student Pantry
 - iv. Upgraded science equipment donated by a local community member
 - d. Goals for the Coming Year
 - i. Updated three-term academic schedule. More faculty are needed
 - ii. More students using the Partnership Program
 - iii. Build community awareness for credit and non-credit courses

XIII. Dates

1. Saturday, May 13 – Salmon Bake – Mazama Field at 11:00 a.m.
2. Friday, May 19 – Redmond Anniversary Coffee – RTEC at 8:30 a.m.
3. Thursday, May 25 – ASCOCC and Bend City Council Meet and Greet – Willie Hall at 11:30 a.m.
4. Wednesday, June 14 – Board of Directors’ Meeting – BEC Board Room at 5:45 p.m.
5. Saturday, June 17 – Commencement Ceremony – Mazama Field at 10:00 a.m.
6. Wednesday, July 12 – Board of Directors’ Meeting – BEC Board Room at 5:45 p.m.

XIV. Adjourn to Executive Session

Abernethy

ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions
 ORS 192.660 section 2, subsection d, Labor Negotiations
 ORS 192.660 section 2, subsection i, Performance Evaluation of the CEO

XVII. Adjourn to Open Session

Abernethy

XVIII. Open Session

Abernethy

XIX. 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.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve inter-fund borrowing between various programs and grants of the College for 2023-24.
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

The College is the grantee on a number of programs and grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College advances money to the various programs and grants.

This resolution authorizes short-term inter-fund borrowing for the purposes described above. All such inter-fund borrowings shall be repaid by the end of the fiscal year, and no interest shall be charged.

B. Options

- 1) Approve inter-fund borrowing.
- 2) Do not approve inter-fund borrowing.

C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For inter-fund borrowing to occur in Fiscal Year 2023-24, this resolution will need to be approved before July 1, 2023.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various programs and grants of the College for the period July 1, 2023 through June 30, 2024.



Central Oregon Community College Board of Directors: Resolution

Subject	Designate custodians of funds and financial institutions for 2023-24
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Laurie Chesley, Alicia Moore, and Michael Lalonde be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2023-24 fiscal year:

Bank of America*	Bend and Redmond branches
Columbia Bank*	Bend, Redmond and Madras branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond, Prineville, Madras, Sisters and LaPine branches
Northwest Community Credit Union**	Bend branch
OnPoint Community Credit Union**	Bend and Redmond branches
Oregonians Credit Union**	Prineville branch
SELCO Credit Union**	Bend and Redmond branches
Umpqua Bank*	Bend and Redmond branches
US Bank*	Bend, Redmond, Sisters, Prineville, LaPine, Madras, and Portland (Main Office) branches
Chase Bank*	Bend, Redmond and Prineville branches

Wells Fargo Bank*	Bend, Redmond, Prineville, Sisters, Madras, and Portland (Main Office) branches
WaFd Bank*	Bend, Sister, Redmond, Prineville, LaPine
First Community Credit Union**	Bend branch
Summit Bank*	Bend branch
First Interstate Bank*	Bend, Redmond, Prineville, Madras, Sisters, and Sunriver branches

* Member of FDIC

**Member of NCUA

B. Options

- 1) Approve custodians of funds and depositories of District funds.
- 2) Approve other custodians of funds and depositories of District funds.

C. Timing

Approval before July 1, 2023 is required.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve Laurie Chesley, Alicia Moore, and Michael Lalonde as custodian of funds, and the financial institutions identified in section A as depositories of District funds.



Central Oregon Community College Board of Directors: Resolution

Subject	Approve Budget Officer, Clerk and Deputy Clerks for 2023-24
Strategic Plan Connection	Institutional Efficiency Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

Each year it is necessary for the Board of Directors to designate the Budget Officer, Clerk and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to several contracts in the area of clinical affiliations and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

- ✓ It is recommended that Laurie Chesley be the designated Budget Officer and Clerk of the District for the period of July 1, 2023 through June 30, 2024.
- ✓ It is recommended that Alicia Moore, Michael Lalonde, and Annemarie Hamlin be designated Deputy Clerks for the period July 1, 2023 through June 30, 2024. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

B. Options

- 1) Approve the Budget Officer, Clerk and Deputy Clerks.
- 2) Approve other persons as the Budget Officer, Clerk and Deputy Clerks.

C. Timing

The Budget Officer, Clerk and Deputy Clerk must be designated by July 1, 2023.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby designate Laurie Chesley as Budget Officer and Clerk, Alicia Moore, Michael Lalonde, and Annemarie Hamlin, the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section A for the period July 1, 2023 through June 30, 2024.

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for _____, for the
(District name)
current fiscal year, will be held at _____.
(Location)

The hearing will take place on _____ at _____
(Date) a.m. p.m.
(Time)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after _____
(Date) a.m. a.m.
at _____, between the hours of _____
(Location) p.m. and p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of change(s):

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of change(s):



Central Oregon Community College Budget Committee: Resolution

Subject	Approval of fiscal year 2022-23 Supplemental Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

After July 1 when a local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may be increased due to an occurrence or condition that was not known at the time the budget was prepared. A supplemental budget is required to pay additional expenditures and spend additional revenue. The process of preparing a supplemental budget is determined by the percentage of the proposed budget changes. The proposed expenditure increase in the Special Revenue Fund is a result of additional state grant awards. The proposed increase in the Debt Service Fund is due to the refinanced interest payments. The three required steps are provided below:

- 1) A special hearing must be held to discuss and adopt the supplemental budget. The hearing is held by the governing body. The budget committee is not required to be involved.
- 2) Five to thirty days before the hearing, a notice of hearing and summary of the proposed supplemental budget is published using one of the publication methods.
- 3) The governing body may adopt and appropriate the supplemental budget following the hearing.

B. Options/Analysis

- 1) Approve the proposed Supplemental Budget
- 2) Do not approve the proposed Supplemental Budget

C. Timing

Approval of the supplemental budget at this time will allow the full payment of debt interest of and use of state grant funding while remaining in full compliance of Oregon Budget Law.

D. Budget Impact

There are no changes to the 2022-23 fiscal year ending fund balances for the Special Revenue Fund and Debt Service Fund as the proposed increases in expenditures are equal to increases in resources. The total revised resources and requirements are provided below:

- Debt Service Fund: Revised total fund resources and requirements \$5,797,145
- Special Revenue Fund: Revised total fund resources and requirements \$9,378,884

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the changes to the 2022-23 fiscal year budget as identified in the supplemental budget.

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

Prepared by: Cathleen Knutson, Director of Fiscal Services

Subject:	Approval of fiscal year 2022-23 Budget Appropriation Resolution
Strategic Plan Connection:	Institutional Efficiency

A. Background

After July 1 when a local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may be increased due to an occurrence or condition that was not known at the time the budget was prepared. The funds included in the resolution do not require increased funding; the proposed resolution includes changes across object class.

The proposed change in the Debt Service Fund is linked to refinanced principal and interest payments. The proposed changes in the Special Revenue Fund are a result of additional grants and contracts added during the fiscal year. The change in the Capital Projects Fund is due to the creation of a new Institutional Furniture Fund.

B. Options

- 1) Approve the proposed resolution
- 2) Do not approve the proposed resolution

C. Timing

Approval of the 2022-23 appropriation change is requested at this time. Approval will allow the College to remain in full compliance with Oregon Budget Law and meet the appropriation requirements of the College.

D. Budget Impact

There are no changes to the 2022-23 fiscal year ending fund balances for the Special Revenue or Capital Projects fund as the proposed increases in object class appropriation are equal to decreases within the same fund. The total revised changes in appropriation are provided below:

- Special Revenue Fund: Revised Federal Grant \$300,000 increase
- Special Revenue Fund: Revised Other Grant \$20,000 increase
- Special Revenue Fund: Revised State Grant \$680,000 increase
- Special Revenue Fund: Revised New Programs \$1,000,000 decrease
- Capital Projects Fund: Revised Transfers \$1,000,000 increase
- Capital Projects Fund: Revised Capital Outlay \$1,000,000 decrease

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the changes to the 2022-23 fiscal year budget as identified in the Appropriation Resolution.



Central Oregon Community College Board of Directors: Resolution

Subject	Make Appropriations for Fiscal Year 2023-24 Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

Appropriations provide local government with legal spending authority throughout the fiscal year. Separate appropriations are required for each fund in which you have budgeted expenditures [ORS 294.456(3)]. The resolution making appropriations must identify the appropriations by object classifications, which correspond to the expenditures categories in the budget.

GENERAL FUND

Instruction and Instructional Support	\$ 31,146,088	
Student Services	6,421,780	
College Support Services	6,393,695	
Campus Services	5,466,239	
Information Technology Services	5,888,544	
Financial Aid	100,000	
Contingency	1,000,000	
Total General Fund		\$ 56,416,346

DEBT SERVICE FUND

Principal	\$ 4,140,000	
Interest	1,609,847	
Materials and Services	600	
Total Debt Service Fund		\$ 5,750,447

CAPITAL PROJECTS FUND

Materials and Services	\$ 2,106,205	
Capital Outlay	15,583,035	
Transfers Out	25,000	
Total Capital Projects Fund		\$ 17,714,240

ENTERPRISE FUND

Personnel Services	\$ 920,188	
Materials and Services	2,530,406	
Capital Outlay	220,000	
Transfers Out	1,634,817	
Total Enterprise Fund		\$ 5,305,411

INTERNAL SERVICE FUND

Personnel Services	\$ -	
Materials and Services	60,000	
Capital Outlay	1,000	
Transfers Out	100,000	
Total Internal Service Fund		\$ 161,000

RESERVE FUND

Materials and Services	\$ 25,000	
Transfers Out	430,000	
Total Reserve Fund		\$ 455,000

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 1,622,812	
State Grant Programs	1,141,140	
Other Grant Programs	558,299	
Contracts	389,177	
New Programs	1,000,000	
Total Special Revenue Fund		\$ 4,711,428

AUXILIARY FUND

Self-Sustaining Activities	\$ 3,376,451	
Non-General Fund Instruction	7,098,640	
Revolving Activities	1,132,770	
Contractual & Administrative Provisions	794,759	
Total Auxiliary Fund		\$ 12,402,620

FINANCIAL AID FUND

Federal Programs	\$ 8,526,000	
State Programs	4,800,000	
Institutional Programs	2,163,000	
Other Programs	34,065	
Total Financial Aid Fund		\$ 15,523,065

TRUST & AGENCY FUND

Materials and Services	\$ 23,500	
Total Trust & Agency Fund		\$ 23,500

Total Budget Appropriation		<u><u>\$ 118,463,057</u></u>
-----------------------------------	--	-------------------------------------

B. Options

- 1) Make Appropriations at this time.
- 2) Do not Make Appropriations at this time.

C. Timing

Making Appropriations must be completed before July 1, 2023 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories, and funds as detail above in section A totaling \$118,463,057.



Central Oregon Community College Board of Directors: Resolution

Subject	Impose and Categorize taxes for Fiscal Year 2023-24
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of the tax limitation category that is submitted to the assessor on the Form ED-50.

	<u>Subject to the Education Limits</u>	<u>Excluded from Measure 5 Limits</u>
Permanent Rate	\$0.6204 / \$1,000	
General Obligation Bonds		\$3,093,424

B. Options

- 1) Impose and categorize taxes at this time.
- 2) Do not impose and categorize taxes at this time.

C. Timing

The taxes must be imposed and categorized before July 1, 2023 for the College to continue its operations.

D. Budget Impact

N/A

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2023-24 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations, and in the amount of \$3,093,424 for voter approved general obligation bonds debt service for the fiscal year 2023-24. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



Central Oregon Community College Board of Directors: Resolution

Subject	Adopt Fiscal Year 2023-24 Budget
Strategic Plan Connection	Institutional Efficiency
Prepared By	Cathleen Knutson, Director of Fiscal Services

A. Background

The Budget Committee discussions for the 2023-24 budget focused enrollment challenges in Higher Education, state funding, and increasing costs. The budget was developed to maintain accessibility and affordability for our students, while strategically using grant funds in fiscal year 2023-24. The College will be monitoring the State's biennium appropriation for the Community College Support Fund (CCSF) and student enrollment levels, taking any budgetary actions required. No changes are proposed to the budget approved by the Central Oregon Community College Budget Committee on May 10, 2023. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

B. Options

- 1) Adopt the budget at this time.
- 2) Do not adopt the budget at this time.

C. Timing

The budget must be adopted before July 1, 2023 for the College to continue its operations.

D. Budget Impact

No changes to the proposed 2023-24 budget.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the Budget for fiscal year 2023-24 in the aggregate amount of \$118,463,057 (total of all funds) approved by the Budget Committee on May 10, 2023.

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

Cash and Investments

The College's operating cash balances currently total \$43.5 million. The April average yield for the Local Government Investment Pool is 3.75 percent, no change from last month.

General Fund Revenues

There have been no significant changes in revenues since the prior month. With the exception of the final 2023 HEERF transfer to the general fund, the budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through April 2023 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
April 2023

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 20,718,000	\$ 20,375,999	\$ (342,001)	98.3%	98.5%
Prior Taxes	464,000	362,790	(101,210)	78.2%	82.7%
Tuition and fees	15,570,000	15,532,092	(37,908)	99.8%	91.1%
State Aid	9,388,000	7,341,954	(2,046,046)	78.2%	112.7%
Program and Fee Income	41,200	25,498	(15,702)	61.9%	56.5%
Interest & Misc. Income	206,000	61,710	(144,290)	30.0%	49.6%
Transfers-In	4,860,000	2,410,000	(2,450,000)	49.6%	100.0%
Total Revenues	\$ 51,247,200	\$ 46,110,043	\$ (5,137,157)		
Expenses by Function					
Instruction	\$ 23,184,227	\$ 16,966,347	\$ 6,217,880	73.2%	74.2%
Academic Support	4,725,247	3,504,035	1,221,212	74.2%	71.2%
Student Services	6,091,460	4,082,294	2,009,166	67.0%	72.5%
College Support	5,754,800	3,835,894	1,918,906	66.7%	66.7%
Plant Operations and Maintenance	4,849,080	3,551,171	1,297,909	73.2%	71.3%
Information Technology	5,255,781	3,752,985	1,502,796	71.4%	67.8%
Financial Aid	112,897	89,455	23,442	79.2%	69.6%
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	\$ 38,073,981	\$ 15,031,311		
Revenues Over/(Under) Expenses	\$ (1,858,092)	\$ 8,036,062	\$ 9,894,154		

Central Oregon Community College
Monthly Budget Status
 April 2023

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,351,906	\$ 4,870,893	\$ (481,013)	91.0%	97.4%
Expenses	5,543,685	2,096,926	3,446,759	37.8%	39.9%
Revenues Over/(Under) Expenses	\$ (191,779)	\$ 2,773,967	\$ 2,965,746		
Grants and Contracts Fund					
Revenues	\$ 7,295,000	\$ 2,270,843	\$ (5,024,157)	31.1%	52.2%
Expenses	7,739,100	3,723,675	4,015,425	48.1%	48.9%
Revenues Over/(Under) Expenses	\$ (444,100)	\$ (1,452,832)	\$ (1,008,732)		
Capital Projects Fund					
Revenues	\$ 3,748,505	\$ 2,770,459	\$ (978,046)	73.9%	15.9%
Expenses	8,090,948	1,967,651	6,123,297	24.3%	19.9%
Revenues Over/(Under) Expenses	\$ (4,342,443)	\$ 802,808	\$ 5,145,251		
Enterprise Fund					
Revenues	\$ 4,810,756	\$ 4,348,244	\$ (462,512)	90.4%	86.1%
Expenses	5,340,671	3,921,755	1,418,916	73.4%	68.8%
Revenues Over/(Under) Expenses	\$ (529,915)	\$ 426,489	\$ 956,404		
Auxiliary Fund					
Revenues	\$ 7,406,628	\$ 6,623,722	\$ (782,906)	89.4%	84.3%
Expenses	11,460,318	6,902,119	4,558,199	60.2%	59.9%
Revenues Over/(Under) Expenses	\$ (4,053,690)	\$ (278,397)	\$ 3,775,293		
Reserve Fund					
Revenues	\$ 11,674	\$ -	\$ (11,674)	0.0%	0.0%
Expenses	455,000	421,039	33,961	92.5%	94.7%
Revenues Over/(Under) Expenses	\$ (443,326)	\$ (421,039)	\$ 22,287		
Financial Aid Fund					
Revenues	\$ 15,059,071	\$ 8,453,486	\$ (6,605,585)	56.1%	68.4%
Expenses	15,323,065	10,716,017	4,607,048	69.9%	75.0%
Revenues Over/(Under) Expenses	\$ (263,994)	\$ (2,262,531)	\$ (1,998,537)		
Internal Service Fund					
Revenues	\$ 127,500	\$ 80,419	\$ (47,081)	63.1%	47.1%
Expenses	119,893	78,672	41,221	65.6%	55.4%
Revenues Over/(Under) Expenses	\$ 7,607	\$ 1,747	\$ (5,860)		
Trust and Agency Fund					
Revenues	\$ 9,332	\$ 8,456	\$ (876)	90.6%	17.3%
Expenses	18,500	7,631	10,869	41.2%	45.7%
Revenues Over/(Under) Expenses	\$ (9,168)	\$ 825	\$ 9,993		

Central Oregon Community College

Cash and Investments Report

As of April 30, 2023

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 42,780,524	
3624 - Robert Clark Trust		\$ 379,417
April Average Yield 3.75%		
Cash in USNB	\$ 711,345	
Cash on Hand	\$ 4,600	
Total Cash	\$ 43,496,469	\$ 379,417



Central Oregon Community College Board of Directors: Information Item

Subject	Hiring of Jessica Giglio as Instructional Dean
Student Success	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goal.
Institutional Efficiency	IE-1: Improve practices and systems related to providing a supportive and productive workplace.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The **Instructional Dean** position is a replacement position for the 2022-23 academic year.

B. Timing

The **Instructional Dean** 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 May 15 to June 30, 2023.

C. Budget Impact

This position is in the 2022-23 budget and conforms to the current approved Administrator salary schedule.

Jessica Giglio earned a bachelor's degree in Mathematics from Lake Forest College and a master's degree in Mathematics from Oregon State University. Jessica is currently an Interim Instructional Dean at COCC. Prior to this role, Jessica was a tenured track faculty member and department chair in the Mathematics department at COCC. Prior to COCC, Jessica taught Mathematics at Central Washington University and Clatsop Community College.



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

Name	Hire Date	Job Description	Department
Classified Full-Time			
Brooks, Sheila R	5/15/2023	Campus Custodian	Custodial Services
Foltz, Kathryn Lee	5/30/2023	Transcript/Degree Evaluator	Admissions
Classified Part-Time			
Hernandez de Haro, Cesar	5/4/2023	High School Equivalency	Adult Basic Education
Temporary Hourly			
Fast, Thomas J	5/8/2023	Fire Science Instructional	Fire Science
Gibson, Graceann Elizabeth	5/8/2023	ITS Student Technology	Student Tech Services
Grotjahn, Dave	5/15/2023	Business Advisor 3	Regional Svcs. & R.C. Operations
Lucia, Caitlin Blythe	5/15/2023	EMT Lab Assistant	Emergency Medical Services
Skladal, Linda L	5/1/2023	Library Serials Support	Library



Central Oregon Community College Board of Directors: Resolution

Subject	Full-time faculty rehire recommendations 2023-24.
Prepared By	Annemarie Hamlin – Vice President of Academic Affairs

A. Background

Need for timely approvals to rehire full-time faculty members who have been evaluated and are doing satisfactory work.

B. Options/Analysis

- Approve the rehire recommendations.
- Decline approval of rehire recommendations.

C. Timing

For the 2023-24 academic year.

D. Budget Impact

Salaries conform to the salary schedule approved by the Board and the Faculty Forum.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approve the rehires recommended below.

PROBATIONARY FACULTY

The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name	Faculty Name
Baron, Sarah	Ingulli, Carmen
Buer, Cierra**	Jory, Justin
Cagney, James	Kennelly, Patrick*
Davis, Darrin	Lambert, Kristin**
De Sitter, Teresa	Nguyen, Venus*
Failla, John	Ramos, Rebecca
Feinics, Lisa	Sather, Eileen**
Fore, Ruth	Schappe, David**
Gesuale, Melinda	Shipman, Lisa**
Ghiara, Abhay	Supplee, Roxanne
Green, Jared	VanOrsdol, Rodney
Grijalva, Christina	Walker, Carrie**
Higgins, Matthew**	Waller-Niewold, Marilyn
Houston, Leslie**	Wershow, Harold**

Central Oregon Community College

2023-24 Faculty Rehire Recommendations

TENURED FACULTY

The following tenured faculty members are recommended for rehire. Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Faculty Name	Faculty Name
Agatucci, Jacob	Humphries, Merideth ⁵
Alberghetti, Dan*	Hutchings, Chuck
Andre, Stephanie*	Knox, James
Artus, Mike	Lamb, Jason
Barry, Thomas ⁵	Layton, Amanda
Boldenow, Ron ⁵	Liccardo, John*
Borowsky, Justin	Linford Foreman, LilliAnn
Bouknight, Jon	Magidson, Eric
Briggs, Vaughan*	Michalski, Bret
Chaput, Emma*	Miller, Susan*
Cheney, Monte	Murphy, Owen*
Coe, Jacquelyn*	Murray, Lynn
Cole, Angie	Novak, Matthew*
Coleman, Elizabeth	Nunes, Alan*
Cousineau, Lewis	Palagyi, Sean
Cruickshank, Jennifer	Palmer, Beth ⁵
Donohue, Stacey	Peterson, Tim
Dorsey, Kristin ⁵	Phillips, Ralph
Erickson, Thor	Plassmann, Rebecca
Evans, Josh*	Prade, Fleur
Finney, Catherine	Rule, Sean
Franklin, Rebecca	Russell, Jessica
Fuller, Sarah	Simning, Kiri
Gesme, Michael ⁵	Simone, Paula
Godfrey, Murray	Smith, Katherine
Grove, Kevin	Swartwout, Ken
Hagen, Laura	Towne, Forrest
Hammerman, Jessica	Vines, Monica
Harper, Amy ⁵	Virk, Ricky
Haury, Carson	Waller, Michel ⁵
Hays, Scott	Waller, Shannon ⁵
Hazlett, Chris	Wampler, Wendi ⁵
Henson, Sara*	Wheary, Amy*
Higginbotham, Carol	Williams, Malinda (Mindy)
Hong, Lin	Woodell, Andria
Hostetler, Kirsten	Yeatman, Wayne
Howell, Amy	Zmyslinski-Seelig, Anne

TEMPORARY FACULTY

The following faculty are recommended for one-year temporary contracts for regular full-time positions.

Faculty Name
O'Bryan, Stephanie

RETIREMENTS

Faculty Name
Baldessari, Karl
Hansen, Michael ⁵
Keener, Julie
Moodie, Jim
Morrow, Jane ⁵

** indicates considered for and awarded promotion in 2022-23*

*** indicates considered for and awarded tenure in 2022-23*

⁵ indicates fifth year evaluation year in 2022-23

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

Prepared by: Laura Boehme, Chief Information/Human Resources Officer

Subject	Renewal of Administrative and Confidential Staff Contracts for 2023-24
Strategic Plan Goal	Initiative
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.
Community Enrichment	CE-3: Offer College services and expertise in response to community needs.

A. Background

Employment contracts are issued to administrator and confidential employees annually for the upcoming fiscal year. The conditions for the issuance of all such employment contracts, which include satisfactory performance, are contained in the COCC Exempt and Confidential Supervisory Handbook. A list of employees identified as Administrative and Confidential Staff for rehire is included.

Definitions

- Temporary contracts represent limited duration contracts typically based on discrete money sources or assignments, such as grants or temporary assignments.
- Probationary contracts are issued during the first three years of employment in the position.
- Regular contracts are issued with the fourth year of appointment in the position.
- Three Year contracts are a continuing contract option, not to exceed three years. Upon the recommendation from the President, these are issued to administrators who have worked a total of ten years for COCC in an administrative, exempt position at a pay level 26 or greater.

B. Timing

For the 2023-24 Fiscal Year.

C. Budget Impact

Funds for the administrator and confidential wages are contained in the appropriated 2023-24 Budget.

Administrator and Confidential Contract Renewals for 2023-24

Employment records shown are based on active status as of June 1, 2023, for Administrators and Confidential employees.

Temporary (Note: **Bold** Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2022)

Brown, Kathryn (Probationary)	ECE Program Manager
Gonzalez, Anton (Regular)	HEP Bilingual Instructional Coach/Director

Jordan, Bonnie (Regular)	Veterans Program Coordinator
Ridling, Jill (Probationary)	Healthcare/Public Health Outreach Coordinator
Silacci, Malissa (Probationary)	College/Career Success Coach
Sklenar, John (Regular)	Director Corrections Education
Worthington, Wendi (Probationary)	Career Connected Learning Systems Navigator

Probationary (Note: **Bold** Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2022)

Buccafurni, Lindsay	Assistant Director Student Life
Carman, Erika	HS to College Navigator
Carrico-Cuevas, Renita	Marketing Manager
Clawson, Joshua	Director Campus Services
Darling, Cory	Director Campus Safety/Emergency Management
DeSilva, Michele	Library Systems & Discovery Librarian
Flanary, Jennifer	Accountant
Floyd, Jeffrey	Director Tech Support Services
Forbess, Jennifer	Program Manager
Fortenberry, Peter	SW Analyst Programmer
Giglio, Jessica	Instructional Dean
Gilbride, Charlotte	Nancy R. Chandler Lecture Series Coordinator
Goetsch, Stephanie	Community Education Coordinator
Hamlin, Annemarie	Vice President Academic Affairs
Harmon, Kenneth	Information Security Manager
Harris, Krissa	HS Partnerships Manager
Hatch, Christopher	Senior Systems Administrator
Hopkins, Sarah	Admissions Coordinator
Hunt, Dustin	Assistant Director Housing/Residence Life
Jackson, Yasuko	E-Learning Instructional Coordinator
Johnson, Mark	Staff Writer/Editor
Johnson, Samuel	Report and Data Analyst
Johnson, Seth	Director Adult Basic Skills
Kent, Laurel	ITS Functional Analyst Coordinator
Klinkerfues, Michael	Network Services Manager
Knox, Rachel	HR Compliance Manager
Knudsen, Amy	FYE/Placement Coordinator
LaLonde, Michael	Vice President Finance/Operations
Larsen, Joanna	MPR Graphic Designer
LeGrand, Marcus	Afro-Centric Student/College Coordinator
Lehto, Deborah	Assistant Director Financial Aid
Lenhart, Cindy	Instructional Outreach Dean
Leonard, Jeffrey	Welding Program Director DRCI

Mayall, Geneva	Native American College Prep Coordinator
McCaulou, Lily	Advisor Student Media
Merritt, Lisa	Program Manager
Meyer, Susan	Assistant Director - SBDC
Moore, John	Web Designer
Moxley, Emily	Head Library Access Services
Mundwiler, Heather	Academic Advisor
Patton, Wendy	Charitable Giving Officer
Peters, Karen	HR Benefits/Wellness Manager
Podell, Keri	Program Manager
Recktenwald, Nicholas	Director Assessment/Curriculum
Rector, Jeremiah	Native American Student Program Coordinator
Rieger, Austin	ITS Functional Analyst
Rosso, Anthony	Writing Center Coordinator
Ruggieri, Jacqueline	Latinx Student Program Coordinator
Russell, Tony	Instructional Dean
Sapp, Benjamin	SW Analyst Programmer
Seiden, Jesse	Academic Advisor
Sharp, Nicole	Residence Life Coordinator
Shew, Jennifer	SW Analyst Programmer
Stoll Turton, Elizabeth	Director First Year Experience
Strang, Jeffrey	Exercise Physiologist/AHA Training Center Coordinator
Thompson, Grady	Network Services Technician
Ward, Amy	Director Redmond Campus
Weller, Eric	Assistant Director Admissions/Records- Technology/Curriculum
Wright, Beth	Financial Aid Advisor

Regular (Note: **Bold** indicates renewal of staff who have satisfactorily completed Probationary status and moved to Regular status in this position by August 31, 2022)

Allison, Brian	End User Services Manager
Barry, Seana	HR Operations Manager
Beaulieu, Mike	Assistant Director Campus Services
Bellusci, Sharon	Student Affairs Technology Project Manager
Bisso-Fetzer, Claudia	Latinx College Program Coordinator
Boone, Zachary	CAO/Executive Director Foundation
Broadbent, Stephen	Director Student/IT Success Technologies
Cooper, Crystal	Academic Advisor
Davis, Andrew	Director Student/Campus Life
Detwiler, Landon	Enterprise Apps Manager
Downing, Julie	Instructional Dean

Egertson, Christopher	Research and Data Analyst
Green, Jeremy	Director Madras/Branch Campuses Capital Project Manager
Hatch, Denise	Financial Aid Tech Analyst
Hayes, Tyler	Director Admissions/Registrar
Hovekamp, Tina	Director Library Services
Huckins, Shelley	Payroll Manager
Jordan, David	Engineering Services Manager
Kalanquin, Diana	Academic Advisor
Kjemhus-Spahr, Karen	Foundation Accountant
Knutson, Cathleen	Director Fiscal Services
Kovitz, Jennifer	Director Marketing/Public Relations
Kristensen, Suzanne	Director Prineville Campus
McCrea, Darren	Director Enterprise Information Services
Metcalf, Aimee	Assistant Director Marketing/Public Relations
Michell, Megan	Nursing Assisting Program Administrator
Miller, Galit	Payroll Administrator
Mills, Christina	Student Module Manager/Analyst
Motenko, Joshua	Asst Dir Club/Intramural Sports
Newcombe, Stephen	Systems/Operations Analyst
Nichols, Brittany	Director Foundation Programs
Norbury, Lynn	Science Lab Tech/Tutor Supervisor
Payne, Frank	Bookstore Manager
Pritchard, Diane	Director CAP Services
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Director eLearning/Academic Technologies
Rougeux, Jamie	Disability Services Manager
Rutherford, Kara	Assistant Director Admissions/Records
Schweitzer, Kayleen	Assistant Director Admissions/Records-Recruitment/Outreach
Stranieri, Sofia	Admissions Coordinator
Sylwester, Breana	Director Financial Aid
Tevlin, Sean	Grants Manager
Trimble, Erin	ASL Interpreter Coordinator
Walker, Christine	Director Diversity/Inclusion

3-Year Contracts

Andresen, Sharla	Director Risk Management
Boehme, Laura	Chief Information/HR Officer
Fisher, Michael	Instructional Dean
Jeffreys, Cynthia	Enterprise Systems Manager
Moore, Alicia	Vice President Student Affairs

Pierce, Brynn	Director Institutional Effectiveness
Smith, Kellie	Director Testing/Tutoring

Confidential (Note: **Bold** Indicates new staff to the College or staff who have transferred to new position in Probationary status by August 31, 2022)

Chaung, Christy	Administrative Assistant Vice President Student Affairs
Leaders, Krista	Academic Affairs Office Coordinator
Matthews, Kyle	Executive Assistant President/VPFO
Peters, Jennifer	Administrative Assistant VPFO



Central Oregon Community College Board of Directors: Board Resolution

Subject	Faculty Negotiations 2023-2026
Strategic Plan Theme(s) and Objectives	SS-1: Enhance development of course and program offerings and delivery methods to help students efficiently complete their academic goals. SE-3: Promote diversity, inclusiveness and community on all campuses and online.
Prepared By	Tyler Hayes, Director of Admissions/Registrar Julie Downing, Instructional Dean Sharla Andresen, Director of Contracts/Risk Management Laura Boehme, Chief Information/HR Officer

A. Action Under Consideration

Approval of the 2023-2026 COCC/Faculty Forum Labor Agreement.

B. Background

Recognizing that the current COCC/Faculty Forum Labor Agreement expires on June 30, 2023, representatives of the College and the Faculty Forum began meeting in Winter 2023 to negotiate the terms of a successor agreement.

Administrative negotiating team members were: Tyler Hayes, Director of Admissions/Registrar (Chair); Julie Downing Instructional Dean; Sharla Andresen, Director of Contracts/Risk Management; and Laura Boehme, Chief Information/HR Officer.

Faculty Forum negotiating team members were: Amy Harper, Professor of Anthropology; Malinda Williams, Associate Professor of English; Murray Godfrey, Associate Professor of History; Christina Grijalva, Assistant Professor 1 of Health Information Management; and Steve Edwards, Adjunct Faculty of Biology.

The teams reached a tentative agreement on May 4, 2023. The Faculty Forum submitted the proposed contract to its members on May 24, 2023 for a vote and it was approved June 2, 2023.

C. Tentative Agreements

A summary of tentative agreements are as follows, noting that housekeeping items are excluded (e.g., change of dates, updates of titles, updates to table of contents, typos, etc.). The detailed Articles 7 and 8 include the most significant economic changes. The 2023 - 2026 contract will be available on the COCC website pending ratification and Board approval (click on "Employee Login → Benefits and Forms, Contracts & Manuals → Faculty, Faculty Bargaining Agreement 2023 – 2026).

Article Number and Title

Articles 1: Recognition - Update Non-Discrimination Statement and active negotiation discussion parameters.

Article 2: Forum Rights – Changed title from Forum Security to Rights and moved Academic Freedom from Article 1 to Article 2

Article 5: Grievance Procedure – Clarified the process.

Article 6: Faculty Appointments – Defined Temporary Appointments

Article 7: Salary Compensation - Developed full-time faculty salary increases for a three-year contract. Increased the starting max salary placement step for Assistant II from 7 to 8. Salary increases per year of the contract:

Year 1: 10.95%

Year 2: 4.69%

Year 3: 2.36%

Article 8: Teaching Assignment, Compensation, and Agreements – Updated online to distance education. Created a new ‘Non-instruction Load’ section which includes advisor, department chair, program director and faculty senate chair load. Clarified the online course development process.

Article 9: Fringe Benefits – Expanded Adjunct benefits for two years rather than one. Inserted Paid Leave Oregon language. Updated insurance benefit’s language and sabbatical repayment schedule.

Article 10 – Discipline and Dismissal – Provided definitions and clarified the process.

Article 11: Reduction in Force – Provided definitions and clarified the process.

Article 12: Evaluation and Personnel Files - Removed the President from the evaluation process and shifted to the VPAA.

Article 14: Tuition and Professional Improvement – changed name to Professional Improvement and removed Tuition.

Article 16: Waiver – Changed name to Complete Agreement.

Article 17: Intellectual Property Rights – Changed online to Distance Education.

Article 18: Duration – Changed dated and added that the Adjunct Salary may be implemented annual on the first day of summer term.

Appendices A and B – Salary schedule updates (2023-2026)

D. Budget Impact

The assumptions supporting the 2023-2026 budget included an on average 10.95% salary increase for all Faculty Forum employees in Year 1 (2023-24) of the contract; Year 2 (2024-25) a 4.69% increase; Year 3 (2025-2026) a 2.36% increase. The proposed increases to faculty salaries affects the budget by approximately \$956,676 in year one, \$455,213 in year two and \$239,509 in year three, exclusive of payroll assessments. The College has sufficient funds to cover these increases.

E. Options/Analysis

1. Approve the Faculty Forum successor labor agreement as negotiated.
2. Decline approval of the Faculty Forum successor labor agreement as negotiated.

F. Timing

The term of the current agreement is July 1, 2023 through June 30, 2026. The College seeks Board approval of the negotiated contract at the June 2023 Board meeting to allow the contract to be implemented as of July 1, 2023.

F. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 2023-2026 collective bargaining agreement between COCC and the Faculty Forum as negotiated.

SIGNATURES

FOR THE ASSOCIATION

FOR THE COLLEGE

Sara Henson
Faculty Forum

Bruce Abernethy
Board Chair

Date

Date



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

Subject	Approval of the Administrators and Confidential Employees Salary/Wage Adjustment for 2023-24
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.
Community Enrichment	CE-3: Offer College services and expertise in response to community needs.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

As part of a review in conjunction with the annual budget process, the President may recommend an annual salary/wage adjustment. The recommended salary/wage adjustment for eligible administrators and confidential employees effective July 1, 2023 is a 3.5% increase to base salaries/wages. Employees must be in a position that meets a benefitted status to be eligible.

B. Options/Analysis

Approve the 3.5% increase to base salaries/wages of eligible administrators and confidential employees.

Decline approval of the 3.5% increase to base salaries/wages of eligible administrators and confidential employees.

C. Timing

The increase to the salaries/wages for the eligible employees shall be effective July 1, 2023.

D. Budget Impact

Sufficient funds are available and contained in the appropriated 2023-24 budget.

E. Proposed Resolution

Be it resolved that the Board of Directors of Central Oregon Community College district approve the 3.5% increase to base salaries/wages for eligible administrators and confidential employees.



Central Oregon Community College Board of Directors: ASCOCC Constitution

Subject	Grant Emeritus status for Lori Benefiel, Director of Auxiliary Services
Prepared By	Alicia Moore, Vice President of Student Affairs Dray Aguirre, ASCOCC President

A. Background

Approximately ten years ago, the Associated Students of Central Oregon Community College (ASCOCC) and COCC engaged in a series of discussions regarding ASCOCC's role within the College. It was a challenging and anomalous year. One of the results was development of a student government constitution that does not align with typical practice, particularly regarding the COCC Board of Directors and President's roles when changes to the Constitution occur. Therefore, ASCOCC and staff recommend that the Constitution change to shift approval of changes to the Vice President of Student Affairs.

The proposed changes also include:

- Appointed positions: Over the past many years, the number of students interested in running for elected positions has waned significantly while interest in appointed (via interviews) has increased.
- Procedural changes: Recent changes in COCC committees resulted in the need to clarify the Student Affairs Committee's role with ASCOCC.

The full text of proposed changes follows this resolution, noting that ASCOCC voted unanimously to approve these changes.

B. Options/Analysis

- Approve changes to the ASCOCC Constitution
- Modify changes to the ASCOCC Constitution
- Decline changes to the ASCOCC Constitution

C. Timing: Approval is requested at this time so that the incoming student government officers have a finalized document to guide their work.

D. Budget Impact: None.

E. Proposed Resolution: Be it resolved that the Central Oregon Community College Board of Directors hereby approves the changes to the ASCOCC Constitution as presented.

**THE ASSOCIATED STUDENTS OF
CENTRAL OREGON COMMUNITY COLLEGE**

CONSTITUTION

Preamble

The Associated Students of Central Oregon Community College represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the College community. This constitution serves as the foundational document guiding ASCOCC, and is subject to the ultimate authority of the COCC Vice President of Student Affairs Board of Directors who seeks to provide ASCOCC with substantial responsibility for the governing constitution and use of student activity fees.

Article I. Name

Section 1. Name

The name of the association shall be the Associated Students of Central Oregon Community College, hereinafter referred to as ASCOCC.

Article II. Purpose

Section 1. Purpose

The purpose of ASCOCC shall be to represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the COCC community.

Article III. Membership

Section 1. General Qualifications

Students of COCC, by virtue of their credit registration and payment of student fees verifiable by the COCC Enrollment Services, shall be members of the ASCOCC. All students are therefore subject to this constitution, its bylaws, and all other rules and/or regulations adopted.

Section 2. Nondiscrimination

Membership in ASCOCC shall not be denied upon the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation, or veteran status in any educational program, activities or employment.

Article IV. ASCOCC Council

Section 1. Council Size

The ASCOCC Council shall be comprised of elected and appointed officers. All officers shall be referred to as the "ASCOCC Council," regardless if elected or appointed.

Section 2. Duties

ASCOCC Council member duties, position descriptions, and responsibilities are outlined in the bylaws. Positions may be changed, removed, or added via the bylaw change process outlined in Article VIII.

Section 3. Election and Appointment of Officers

- A. ~~OneThree~~ Council members shall be selected via an election.
- B. ~~Three~~ Eleven additional Council members shall be appointed by the Appointment Committee (see Article VI, Section 5).
- C. Election for ~~Student Body President-Council members~~ is held during spring term. Voting shall be done electronically using the College's online system and made available to students for a minimum of three consecutive days.
- D. Elections are administered and regulated by the Office of Student Life. Grievances regarding the election process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution. If no mutual resolution can be reached, the Director of Student Life shall determine the appropriate outcome; his/her decision may be appealed to the Hearings Board.

Section 4. Qualifications for Office

- A. GPA Requirements:
 - i. ~~ASCOCC President Council members~~ must have a minimum COCC cumulative 2.0 GPA to ~~run for or be appointed to~~ be elected to office.
 - ii. ~~Appointed council members must have a minimum cumulative 2.0 GPA or higher, from COCC.~~ If a student does not have a COCC academic history, the most recent transcript from another institution, or high school can be submitted.
 - ii. Once elected or appointed, Council members must maintain a COCC term GPA of 2.3.
 - iii. If a Council member's cumulative GPA falls below 2.0 or term GPA is less than 2.3 during their term of office, s/he shall be placed on probation for one term. Should a Council member not achieve the required GPA by end of the next quarter, s/he shall be removed from office and unable to serve as a Council member until the next election cycle. Council members may appeal his/her removal to the Student Affairs Committee ~~ASCOCC Hearings Board~~ if extenuating circumstances exist; students will not be dismissed from the Council until appeal process is completed. The Student Affairs Committee ~~Hearings Board~~ shall make a recommendation to the VP of Student Affairs ~~Dean of Student and Enrollment Services~~. If the Board Committee recommends removal from office, and the VP of Student Affairs agrees, ~~Dean of Student and~~

~~Enrollment Services shall confer with the COCC President. The VP of Student Affairs, Dean of Student and Enrollment Services, and President's decision shall be final~~
 iv. Council members removed from office due to insufficient GPA shall be replaced in accordance with Article IV, Section 6.D.

B. Credit Requirements:

- i. All Council members must maintain a minimum six (6) COCC credits throughout each term in which they serve as a Council member.
- ii. If a Council member's registration drops below six credits, s/he shall cease to serve as a Council member and not be eligible to serve the remainder of his/her term. Council members may appeal their removal to the ~~Student Affairs Committee~~ ASCOCC Hearings Board if extenuating circumstances exist (see Bylaws, Article III.E); students will not be dismissed from the Council until ~~the~~ appeal process is completed. The ~~Student Affairs Committee~~ Hearings Board shall make a recommendation to the ~~VP of Student Affairs, Dean of Student and Enrollment Services~~. ~~If the Board Committee recommends removal from office, the VP of Student Affairs, Dean of Student and Enrollment Services shall confer with the COCC President. The VP of Student Affairs, Dean of Student and Enrollment Services, and President's decision shall be final.~~
- iii. Council members removed from office due to insufficient credit load shall be replaced in accordance with Article IV, Section 6.D.

C. Summer Term: Council members serving during summer term must maintain the minimum GPA requirement listed in Article IV, Section 4.A and shall be enrolled in at least one COCC course of three (3) credits or more.

Section 5. Terms of Office and Term Limits

- A. A Council member's term begins with fall quarter and continues through the subsequent winter and spring quarters. Responsibilities during summer term shall be determined by ASCOCC Council on an annual basis.
- B. Council members shall serve a full term, unless they resign, are terminated or recalled, fail to maintain minimum qualifications for office as outlined in Article IV, Section 4, or are removed from office.
- C. A Council member may serve no more than three years combined as either an elected or appointed Council member; however, should an individual be appointed as a replacement Council member for less than half of a year in such role, they may serve as an elected or appointed Council member for three additional years.

Section 6. Vacancies in Office

- A. Resignation: ASCOCC Council members resigning from office must submit an official letter of resignation to ASCOCC Council and the Director of Student Life (or designee). ASCOCC Council shall vote to accept or reject the member's resignation.

B. Termination: A Council member shall be automatically terminated from their position upon the following:

- i. Resignation (see article IV, Section 6A).
- ii. Council member's failure to maintain the minimum qualifications for office in Article IV, Section 4.
- iii. Should a Council member neglect their duties as outlined in the Constitution and Bylaws, remaining Council members shall attempt to resolve the situation informally. Should a resolution not be reached, ASCOCC Council may vote to remove the Council member from their position. The decision of this vote may be appealed to the ~~Student Affairs Committee~~~~Advisory Committee~~~~Hearings Board~~ (see Bylaws Article III.E). The ~~Hearings Board~~~~Committee~~ shall make a recommendation to the ~~VP of Student Affairs~~ ~~Dean of Student and Enrollment Services~~, who's shall confer with the ~~COCC President~~. The ~~VP of Student Affairs~~ ~~Dean of Student and Enrollment Services~~ and ~~President's~~ decision is final.
- iv. Death or permanent mental incapacity.

C. Recall: Members of ASCOCC shall have the opportunity to initiate a recall process, through a majority vote of the student body, after they have exhausted the hearings/concerns process (Bylaws Article III.E). ASCOCC members wishing to initiate a recall should contact the Director of Student Life for guidance. A petition must be signed by ten (10) percent of the previous term's fourth week credit head count (fall, winter, spring) calling for a special election to remove the Council member.

D. Replacement: In the event of a vacancy of office, a new Council member shall be appointed by the Appointment Committee (Article VI, Section 5). Vacancies shall be advertised for a minimum of one week and reasonable efforts shall be made to fill positions within thirty (30) days.

Section 7. Advisor

The ASCOCC Council Advisor shall be a COCC employee who provides College guidance to all areas of the organization. The Advisor shall provide financial and organizational advice, provide leadership relative to applicable COCC fiscal and personnel policies, provide leadership training, and assist in understanding and complying with laws regarding student government and public agency requirements and related matters. ~~The Advisor shall serve as an ex-officio member of the Student Affairs Committee ASCOCC Advisory Committee.~~

Article V. Council Meetings

Section 1. ASCOCC Council Meetings

Meetings shall be held at least once per month.

Section 2. Special Meetings of the ASCOCC Council

Special meetings may be called by the majority of Council members with 24-hour notice to the public. At a minimum, such notice shall state the purpose of the meeting.

Section 3. Regulations for all ASCOCC Council Meetings

- A. Meeting dates, times, and agenda shall be posted for a minimum of 24 hours in advance for public viewing.
- B. Meetings are open to the public. Non-council members shall be allowed to discuss items upon recognition by the moderator during open forum.
- C. ASCOCC Council meetings shall be conducted with a quorum of current Council members.
- D. Write-in, absentee, and proxy votes on issues may be accepted if Council members have so documented their intent in writing. -Council members may accept this vote if the motion does not change.

The Council shall appoint a member (or designee) to be responsible for taking a written or audio recording of the proceedings and posting to a public forum.

Article VI. Committees

Section 1. College Standing Committees

Council members may serve on committees established by Central Oregon Community College faculty and staff. The Council shall appoint individuals, either ASCOCC Council or at-large students, to standing and special committees for which student representation is requested.

Section 2. ASCOCC Committees and Task Forces

The Council members may establish any ASCOCC committee or task force as deemed necessary to enhance the performance of ASCOCC. The Council shall appoint individuals, either ASCOCC Council or at-large students, to ASCOCC standing and special committees.

Section 3. Relationship with Student Affairs Committee

A. Budget Process

- i. The Student Affairs Committee shall initiate the annual allocation of student fees and approve the proposed ASCOCC budget.
- ii. Timeline: ASCOCC will annually provide a draft budget to the Student Affairs Committee at the beginning of the spring term. Upon approval by the committee, ASCOCC will return a detailed, finalized budget for final approval by the end of the spring term.

B. Appointment Process

- i. The Student Affairs Committee shall be tasked with the purpose of selecting appointed and replacement Council members.
- ii. Membership: The hiring committee shall consist of the one Student Affairs Committee member, one Student Affairs staff member, and the

current ASCOCC President. The ASCOCC Advisor shall serve as the advisor and a non-voting member.

- iii. Members of the Appointment Committee shall serve a minimum of one Academic year.

~~It is encouraged that one member belongs to the Diversity Committee.~~

Budget Process~~Student Budget Committee~~

~~The Student Affairs Committee~~ A Student Budget Committee shall initiate the annual allocation of student fees and approve the proposed ASCOCC budget. ~~be established with the primary purpose of recommending approval of allocation of student fees initiated by ASCOCC proposed budget.~~

~~A. Purpose: A Student Budget Committee shall serve to review and approve a budget initiated by ASCOCC Council.~~ Timeline: ASCOCC will annually provide a draft budget to the Student Affairs Committee at the beginning of spring term. Upon approval by the committee, ASCOCC will return a detailed, finalized budget for final approval by the end of the spring term.

~~B. Membership~~

~~The Student Budget Committee shall be comprised of two ASCOCC Council members, one of which will be the ASCOCC Budget Coordinator, two at large students, and two College appointed faculty or staff. The at large student representatives and the additional ASCOCC Council Member shall be appointed by the ASCOCC Council; the College appointments shall be made by the COCC President (or designee).~~

- ~~i. The ASCOCC Advisor shall serve as a non-voting member to provide historical perspectives and assistance relative to compliance with College policy.~~

Section 4. Advisory Committee

~~An ASCOCC Advisory Committee shall be established with the primary purpose of providing guidance to and working collaboratively with the Council.~~

~~Purpose: The ASCOCC Advisory Committee serves as the connection between ASCOCC and the College, providing advocacy, guidance, and direction on long-term issues related to the operation of Student Government, as well as complementing the role of the Student Government Advisor.~~

~~A. Membership: The Advisory Committee shall consist of two at large students, to be appointed by ASCOCC Council, and five College appointed faculty or staff as appointed by the COCC President (or designee). Three members of the ASCOCC Council, appointed by the Council, and ASCOCC Advisor, appointed by the Dean of Student & Enrollment Services, shall serve as ex-officio members.~~

Section 5. Appointment Committee

~~A. Purpose: An Appointment Committee shall be established with the primary purpose of selecting appointed and replacement Council members and ASCOCC appointments to the Student Budget Committee.~~

~~A. Membership: The Appointment Committee shall consist of the three elected ASCOCC Council Members and two COCC faculty or staff, as appointed by the College President (or designee). The ASCOCC Advisor shall serve as the advisor and a non-voting member.~~

~~.Members of the Appointment Committee shall serve a minimum of one Academic year.~~

~~i.It is encouraged that one member belongs to the Diversity Committee.~~

Article VII. Student Fees

Section 1. Assessment of Fees

- A. The general purpose of the student fee is to support student-focused activities and services.
- B. A student fee of \$1.50 per credit, up to and including 12 credit hours, shall be assessed during fall, winter, spring, and summer terms.
- C. A \$0.25 per credit renewable energy fee, up to and including 12 credit hours per term, shall be assessed during fall, winter, spring, and summer terms. ~~This fee is dedicated toward the purchase of renewable energy for the campus. Fees collected in excess of renewable energy charges shall be dedicated toward~~ and campus sustainability projects.

Section 2. Modification of Fees

Student fee recommendations may be made by any student to the COCC Board of Directors via any of the following processes:

- A. Student Election: ASCOCC Council may call for an election on a modification of the student fee. ~~The results of that student election shall become a recommendation to the COCC Board of Directors.~~
- B. Referendum: Any student may submit a referendum for a special student fee election. ~~The petition supporting the referendum must be signed by ten percent of the previous quarter's fourth week credit head countheadcount~~ (fall, winter, spring). A referendum election shall be held within 30 days of verification of signatures. The results of that student election shall become a recommendation to the COCC Board of Directors.

All initiatives or referendums circulated for signatures must first have signatures verified by the Director of Student Life for membership ~~in of the~~ ASCOCC. An initiative or referendum must include the full text of the proposed change.

Section 3. Approval of Fees

While respecting the recommendations of students through elections and referendums, the COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the COCC Board of Directors determines that such modifications are in the best interest of students and COCC.

Article VIII. ASCOCC Bylaws

Section 1. Purpose

The ASCOCC Bylaws shall specify processes that support and implement the requirements of the ASCOCC Constitution.

Section 2. Changes and Approval

ASCOCC members may initiate a change to the bylaws during a Council meeting via a two-thirds majority vote. The results of the vote shall be sent to the VP of Student Affairs ~~Dean of Student & Enrollment Services~~ for approval. Should the VP of Student Affairs ~~Dean of Student & Enrollment Services~~ reject the initial recommendation, s/he shall notify the Council of issues or proposed changes and provide the council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the VP of Student Affairs ~~Dean of Student & Enrollment Services~~ shall make a recommendation to the President ~~who~~ shall have the final decision regarding bylaw changes.

Article IX. Constitution Amendments

Section 1. Creation

Amendments to this Constitution may be recommended to the ~~COCC Board of Directors~~ Vice President of Student Affairs via any of the following processes:

- A. ASCOCC Council: Amendments may originate and be voted on by the ASCOCC Council members during a special meeting and recommended to the ~~COCC Board of Directors~~ Vice President of Student Affairs with a two-thirds majority vote.
- B. Student Initiatives: Any student can bring suggested changes to ASCOCC Council. Should ASCOCC Council reject such a recommendation, students may begin the referendum process.
- C. Referendum: A referendum may be presented by special petition signed by ten percent of the previous term fourth week credit head count (fall, winter, spring), and shall be referred to a special election. A referendum election shall be held within 30 days of verification of signatures. Should a majority of those voting approve the amendment, it shall be referred to the Vice President of Student Affairs ~~COCC Board of Directors~~ for consideration and approval at the ~~Board's~~ VP's ~~Vice President's~~ discretion.

D. All amendments, initiatives, and referendums must receive a majority vote to be ratified.

E. All petitions circulated for signatures must first have signatures verified by the Director of Student Life for membership of ASCOCC and should comply with ASCOCC Bylaws. A petition must include the full text of the proposed change and a copy provided to ASCOCC Council.

Section 2. Approval

Amendments to the ASCOCC Constitution shall require the approval of the Vice President of Student Affairs ~~COCC Board of Directors~~ (or designee). Should the ~~VP~~ Vice President ~~Board~~ reject a Constitution amendment, the ~~y VP~~ Board shall notify ASCOCC Council of issues or proposed changes and provide ASCOCC Council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the ~~VP~~ Vice President ~~COCC Board~~ shall have the final decision regarding changes to ~~authority to amend~~ the Constitution.



Central Oregon Community College Board of Directors: Emeritus Status for Lori Benefiel

Subject	Grant Emeritus status for Lori Benefiel, Director of Auxiliary Services
Prepared By	Alicia Moore, Vice President of Student Affairs

A. Background

The President received an additional nomination for Administrator Emeritus and recommends that Lori Benefiel, Director of Auxiliary Services be granted Emeritus status for her commitment to the College, the students, and the community over their multiple years of service.

Lori started with COCC in 1998 as the Director of COCC's Bookstore. Over the years, Lori's commitment to strong customer service and excellence in this role led to the expansion of her responsibilities to include leadership for the Copy Center, Mails Services, food service, vending and more. As a result, her title was changed to the Director of Auxiliary Services in 2012. Over the years, Lori's colleagues continually praised her for her responsiveness and forward-thinking in managing Bookstore operations, for her inclusive and respectful style, a willingness to genuinely listen, and for keeping students at the center of her decisions. Additionally, Lori is noted as someone who takes pride in supporting others and willingness to jump in and help wherever needed. This approach is noted in the many ways Lori volunteered her time with the College, including Campus Clean Up, reviewing nursing student applications, Bobcat Orientation, commencement and far too many committees to list. Lori also served in various leadership roles with the National Association of College Auxiliary Services. All told, Lori's 25 years with COCC is grounded in a deep commitment to students and her colleagues.

B. Options/Analysis

- Approve Emeritus status
- Decline Emeritus status

C. Timing

Lori will retire from COCC in September 2023. Emeritus status, if approved, will begin upon her retirement date.

D. Budget Impact

None.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves Emeritus status for Lori Benefiel.