



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Monday, November 16, 2020 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm	I. Call to Order			Skatvold
	II. Native Lands Acknowledgement	2a.1		Skatvold
	III. Roll Call			Kovitz
	I. Board Members & Guests			
	IV. Agenda Changes			Skatvold
	V. Public Comment			Kovitz
	VI. Consent Agenda***			
	1. Minutes			
	a. Regular Meeting (October 22, 2020)	6a.1*	X	Skatvold
	VII. Information Items			
	1. Financial Statements	7a.1*		Knutson ^A
	2. New Hire Reports	7b.1*		Boehme ^A
	3. Regional Campuses Update			McCoy ^A
	4. Credit Student Enrollment Profile and Update			Moore ^{AP}
	VIII. Old Business			
	1. Reopening Plan Update			Chesley ^A
	2. Approval of Campus Village Housing Project Ground Lease		X	McCoy/McCaffrey ^{AP}
	a. Approval to declare the acreage for project surplus			
	b. Approval for the ground lease			
	IX. New Business			
	X. Board of Directors' Operations			Skatvold
	1. Board Member Activities			
	XI. President's Report			Chesley
	XII. Dates			
	1. Friday, November 20, 2020 - Board of Directors' Retreat 8:30am-3:00pm via Zoom			
	2. Wednesday, December 9, 2020 - Board of Directors' Meeting @ 5:45pm			
	XIII. Meeting Adjourn			Skatvold

* 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.

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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 – MINUTES
Thursday, October 22, 2020 – 5:45 PM
Zoom / Facebook Live

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45pm				
	I. 5:47 pm - Call to Order			Skatvold
	II. Native Lands Acknowledgement	2a.1-2a.2		Skatvold
	1. Erica Skatvold read the extended version of the COCC Land Acknowledgement. The condensed version will be read at the start of every COCC Board of Directors' meeting going forward.			
	III. Roll Call			Kovitz
	<u>Board Members & Guests present</u> Alan Unger, Jim Clinton, Oliver Tatom, Laura Craska-Cooper, Joe Krenowicz, Erica Skatvold (Chair), Bruce Abernethy, Laurie Chesley (COCC President), Alicia Moore, Matt McCoy, Zak Boone, Betsy Julian, David Dona, Laura Boehme, Andrew Davis, Peter McCaffrey, Cathleen Knutson, Joe Viola, Mark Reinecke, Kristin Lambert, Jacquie Coe, Waylon Winishut, Gabriela Peden, Deena Cook (Executive Assistant).			
	IV. Agenda Changes			Skatvold
	1. Erica Skatvold added the Board Policy Committee Charter and the adjustment in language to Board Policy BPR5 will be added to New Business.			
	2. Matt McCoy updated agenda item VIII.3 from an action item to an information item.			
	V. Public Comment			Kovitz
	1. Public comments via Facebook have been included in the meeting minutes. In summary, Facebook viewers thought the proposed land use presented by Peter McCaffrey was efficient and thoughtful. Viewers are agreed that there are inherent technological challenges with remote learning.			
	VI. Consent Agenda***			
	1. Minutes			
	a. Regular Meeting (July 8, 2020)	6a.1*	X	Skatvold
	b. Special Session (August 20, 2020)	6b.1*	X	Skatvold
	i. Laura Craska-Cooper had a correction for the minutes. Section IV.c.iii., Craska-Cooper is inaccurately quoted. What she actually suggested was that COCC look at the force majeure clauses in our			

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contracts to determine contractual obligations.

- c. Regular Meeting (Sept. 9, 2020) 6c.1* X Skatvold
i. Erica Skatvold had a correction for the minutes. Section II. Erica Skatvold's last name is misspelled in the Roll Call.

2. Motion to approve Consent Agenda

- 1st Joe Krenowicz
- 2nd Bruce Abernethy
- Motion Approved – All approved. None opposed.

VII. Information Items

1. Financial Statements 7a.1* X Knutson^A
No questions at this time.
2. New Hire Reports 7b.1* Boehme^A

VIII. Old Business

1. COCC Re-Opening Plan Update Chesley/McCoy/Kovitz^{AP}
Matt McCoy provided a State-required update. Following guidance from the Center for Disease Control (CDC), using face masks as opposed to face coverings. In on-going communications strategies, the COVID-19 Dashboard launched which reports positive COVID tests of employees or students on COCC campuses within 14 days. As of today, no positive tests reported. Mandatory personal safety training for supervisors has been implemented. Laurie Chesley provided an update on Winter term with regard to opening Wickiup Residence Hall to students. In partnership with local K-12 schools, accessing data from HECC and OHA and in keeping safety a top priority, the decision not to re-open Wickiup Hall was announced. In-person instruction will increase slightly. Student Services will continue to be offered remotely and campus facilities remain closed to the public. There will be a significant impact in revenue due to the continued closures but some of that loss will be offset by curtailed services on campus and President Chesley's freeze on nonessential spending.
2. Facilities Update McCoy/Viola^{AP}
Joe Viola and Matt McCoy provided a general overview of facilities operations. McCoy commended Viola and his team for providing ADA accessibility across a challenging campus. Key documents that drive facility operations and updates include the COCC Strategic Plan, COCC Facility Master Plan and Bureau Veritas or EMG. Across the branch campuses, some older buildings are requiring maintenance. EMG produced a 20-year probability projection that is useful in predicting deferred maintenance and capital replacement to these facilities and buildings.
3. Campus Village Development X McCoy/McCaffrey^{AP}
Peter McCaffrey presented on two categories of real estate development – RH land planned for an active senior apartment community and multifamily

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apartments. RH is high density residential real estate.

IX. New Business

1. Faculty and Student Panel Discussion Julian^{AP}
Spirited testimonials from both faculty and students on remote learning, remote teaching methods, and the positive and negative impacts distance learning has on both faculty and students.
2. Economic Impact Study 9a.1* McCoy/Kovitz^{AP}
COCC received an economic impact study provided by the analytics company Economic Modeling Specialists International (EMSI). Matt McCoy explained EMSI helps colleges and universities understand regional economies and workforce activity. COCC has commissioned these studies in 2012, 2017 and 2020. Jenn Kovitz highlighted findings from the impact study that showed how COCCs presence positively affects our region.
3. Board Policy Committee Charge
Oliver Tatom, chair of the policy committee, drafted the charter which changes the language in BPR5 – Appointment of Acting President.
4. Motion to approve Board Policy Committee Charge
 - 1st Alan Unger
 - 2nd Joe Krenowicz
 - Motion Approved – All approved. None opposed.
5. Motion to approve language change in BPR5 – Appointment of Acting President
 - 1st Laura Craska-Cooper
 - 2nd Alan Unger
 - Motion Approved – All approved. None opposed.

X. Board of Directors' Operations

Skatvold

1. Board Member Activities

Alan Unger	College Affairs Meeting, OCCA Board meeting, Howard Cherry Award Selection Committee phone call, OSU Cascade Advisory Committee meeting, phone calls with Erica Skatvold and Laurie Chesley on Friday mornings
Joe Krenowicz	Individual Zoom meeting with Laurie Chesley
Erica Skatvold	Phone calls with Alan Unger and Laurie Chesley, Board Student Success meeting, Board Policy Committee meeting, President's Scholarship luncheon
Jim Clinton	Nothing to report
Laura Craska-Cooper	Individual in-person meeting with Laurie Chesley, attended the COCC Foundation Retreat, attended the President's Scholarship luncheon, Board Policy Committee meeting, individual Zoom meeting with Laurie Chesley
Oliver Tatom	Board Policy Committee meeting, individual Zoom meeting with Laurie Chesley, attended the La Pine Chamber of Commerce meeting
Bruce Abernethy	Individual Zoom meeting with Laurie Chesley

XI. President's Report

Chesley^{AP}

1. Remote Student Engagement Opportunities

Moore/Davis^{AP}

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Alicia Moore and Andrew Davis presented on activities that foster student engagement. Activities include student government (ASCOCC), sports, electronic gaming, The Broadside and student clubs. Methods for communicating with students include social media, phone calls, Blackboard, Student eNewsletter and direct messaging.

XII. Dates

1. Monday, November 16, 2020 - Board of Directors' Meeting @ 5:45pm
2. Friday, November 20, 2020 - COCC Board of Directors' Retreat

XIII. Meeting Adjourn

Skatvold

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Central Oregon Community College
Monthly Budget Status
Highlights of September 2020 Financial Statements

Cash and Investments

The College's operating cash balances currently total \$24.8 million. The September average yield for the Local Government Investment Pool remained 1 percent from last report of 1 percent.

General Fund Revenues

The College received \$724 thousand in fall tuition and fee revenues in September. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through September 2020 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
 September 2020

<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	\$ 18,554,000		\$ (18,554,000)	0.0%	0.0%
Prior Taxes	475,000	226,897	(248,103)	47.8%	57.1%
Tuition and fees	17,939,000	6,070,056	(11,868,944)	33.8%	36.5%
State Aid	8,075,000	2,018,794	(6,056,206)	25.0%	29.3%
Program and Fee Income	40,000		(40,000)	0.0%	0.0%
Interest & Misc. Income	180,000	17,131	(162,869)	9.5%	10.8%
Transfers-In	2,100,000	2,100,000	-	100.0%	100.0%
Total Revenues	\$ 47,363,000	\$ 10,432,878	\$ (36,930,122)		
Expenses by Function					
Instruction	\$ 22,357,817	\$ 2,628,130	\$ 19,729,687	11.8%	12.4%
Academic Support	4,191,531	958,781	3,232,750	22.9%	22.9%
Student Services	5,252,869	1,013,497	4,239,372	19.3%	18.9%
College Support	6,033,401	1,351,793	4,681,608	22.4%	25.0%
Plant Operations and Maintenance	4,770,050	1,012,481	3,757,569	21.2%	17.5%
Information Technology	4,697,012	1,154,862	3,542,150	24.6%	22.3%
Financial Aid	112,897	12,850	100,047	11.4%	14.6%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	1,840,620	1,820,620	20,000	98.9%	98.9%
Total Expenses	\$ 50,056,197	\$ 9,953,014	\$ 40,103,183		
Revenues Over/(Under) Expenses	\$ (2,693,197)	\$ 479,864	\$ 3,173,061		

Central Oregon Community College
Monthly Budget Status
September 2020

	<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	\$ 5,865,252	\$ 1,585,873	\$ (4,279,379)	27.0%	27.7%
Expenses	5,962,457	429,447	5,533,010	7.2%	0.3%
Revenues Over/(Under) Expenses	\$ (97,205)	\$ 1,156,426	\$ 1,253,631		
Grants and Contracts Fund					
Revenues	\$ 4,009,354	\$ 374,452	\$ (3,634,902)	9.3%	9.1%
Expenses	4,210,893	571,747	3,639,146	13.6%	15.2%
Revenues Over/(Under) Expenses	\$ (201,539)	\$ (197,295)	\$ 4,244		
Capital Projects Fund					
Revenues	\$ 359,198	\$ 309,549	\$ (49,649)	86.2%	84.7%
Expenses	3,792,052	177,795	3,614,257	4.7%	9.6%
Revenues Over/(Under) Expenses	\$ (3,432,854)	\$ 131,754	\$ 3,564,608		
Enterprise Fund					
Revenues	\$ 6,094,984	\$ 685,895	\$ (5,409,089)	11.3%	28.6%
Expenses	6,908,188	2,591,029	4,317,159	37.5%	35.3%
Revenues Over/(Under) Expenses	\$ (813,204)	\$ (1,905,134)	\$ (1,091,930)		
Auxiliary Fund					
Revenues	\$ 8,099,716	\$ 3,750,171	\$ (4,349,545)	46.3%	45.2%
Expenses	10,787,175	3,082,064	7,705,111	28.6%	31.7%
Revenues Over/(Under) Expenses	\$ (2,687,459)	\$ 668,107	\$ 3,355,566		
Reserve Fund					
Revenues	\$ 12,206	\$ -	\$ (12,206)	0.0%	0.0%
Expenses	525,000	498,873	26,127	95.0%	94.8%
Revenues Over/(Under) Expenses	\$ (512,794)	\$ (498,873)	\$ 13,921		
Financial Aid Fund					
Revenues	\$ 14,963,870	\$ 1,643,167	\$ (13,320,703)	11.0%	15.3%
Expenses	15,039,975	619,459	14,420,516	4.1%	4.0%
Revenues Over/(Under) Expenses	\$ (76,105)	\$ 1,023,708	\$ 1,099,813		
Internal Service Fund					
Revenues	\$ 215,176	\$ 13,177	\$ (201,999)	6.1%	7.6%
Expenses	251,785	33,406	218,379	13.3%	22.3%
Revenues Over/(Under) Expenses	\$ (36,609)	\$ (20,229)	\$ 16,380		
Trust and Agency Fund					
Revenues	\$ 9,799	\$ 1,039	\$ (8,760)	10.6%	24.5%
Expenses	18,050		18,050	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (8,251)	\$ 1,039	\$ 9,290		

Central Oregon Community College

Cash and Investments Report

As of September 30, 2020

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 23,367,069	
3624 - Robert Clark Trust		\$ 386,243
September Average Yield 1.00%		
Cash in USNB	\$ 1,427,684	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 24,799,353</u>	<u>\$ 386,243</u>



Central Oregon Community College
Board of Directors
 New Hires Report
 Date of Hire: October 1-31, 2020

Name	Hire Date	Job Description	Department
Temporary Hourly			
Andre, Bradley Howard	10/5/2020	Certified Flight Instructor II	Aviation Program
Blank, Meagan	10/13/2020	Math Grader	Mathematics
Oliveira, Henrique	10/5/2020	Certified Flight Instructor I	Aviation Program
Ross, Garrett A	10/1/2020	Certified Flight Instructor I	Aviation Program
Ross, Garrett A	10/1/2020	CFI-Training	Aviation Program
Salmeron, Jerome	10/5/2020	Certified Flight Instructor I	Aviation Program
Ulm, Rachel A	10/12/2020	EMT Lab Assistant	Emergency Medical Services



Central Oregon Community College Board of Directors: Resolution

Subject	Approve the contract for Elizabeth “Buffy” Stoll Turton as Director of First-Year Experience
Student Success	SS-2: Enhance and promote the resources and tools available to help students efficiently complete their academic goal. SS-3: Enhance and promote the resources and support services available to help students overcome non-academic challenges.
Student Experience	SE-1: Develop and implement a comprehensive approach to academic offerings and student support services on all campuses and online.
Prepared By	Laura Boehme, Chief Information/Human Resources Officer

A. Background

The Director of First-Year Experience position is a replacement position.

B. Options/Analysis

- Approve the employment contract for **Elizabeth “Buffy” Stoll Turton**
- Decline approval of the employment contract for **Elizabeth “Buffy” Stoll Turton**

C. Timing

The Director of First-Year Experience position is a 1.0 FTE, 12-month employment contract each fiscal year. For the 2020-21 fiscal year, the initial employment contract period will be from December 1, 2020 to June 30, 2021. 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 2020-21 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 **Elizabeth “Buffy” Stoll Turton as Director of First-Year Experience.**

Elizabeth “Buffy” Stoll Turton currently serves as the Director of Orientation and Transition Programs at Miami University. In this role, she oversees all aspects of their undergraduate new student orientation program, including orientation, advising, pre-semester programs, welcome week, and transition programs. Prior to this, she worked at New York University as the Assistant Director and Coordinator of the Student Resource Center. Buffy holds a Ph.D. in Student Affairs from Miami University, masters’ degrees in Higher Education Administration and English Education from New York University, and a bachelor’s degree in English from West Virginia Wesleyan College.

A. Background

Subject	Multi-Family Ground Lease Approval
Strategic Plan Initiatives	Student Success: Provide resources and support to facilitate increased student persistence and educational goal achievement.
	Community Enrichment: Engage as a collaborative and contributing partner with the community.
Prepared By	Matt McCoy, Vice President for Administration

To establish a supplemental income source from college-owned real property not needed for academic purposes, Central Oregon Community College (COCC) entered into an agreement with William Smith Properties Inc. (WSPI) whereby WSPI serves as master developer of the Campus Village area of the COCC Bend Campus. WSPI has negotiated a ground lease with Neighborly Ventures Inc. (NV) for NV to develop approximately 180 apartments on 9.39 acres of the Campus Village. The term of the ground lease is 30 years, with an option for NV to extend the lease an additional four (4) periods of ten (10) years.

Approval of the ground lease with NV requires the COCC Board of Directors to first find the 9.39 acres surplus, making the 9.39 acres available for leasing. ORS 271.310(1) allows the College to sell or lease real property not needed for public use or whenever the public interest may be furthered. The property in question is not part of plans for future academic growth at the Bend Campus. When used for multi-family housing, the property provides supplemental income to the College while increasing housing opportunities close to the College. By leasing the property rather than selling, the College retains the acreage for future use.

Once the property is determined not needed for public use and leasing it furthers the public interest, the Board may authorize the President or her designee to enter into a ground lease with NV. Currently College and WSPI staff and legal counsel are refining the agreement with NV and anticipate a final agreement acceptable to all parties soon.

B. Options

Approve finding the 9.39 acres is not needed for public use and the lease of the property furthers the public interest.

Approve authorizing the President or her designee to enter into a ground lease with NV for an approximately 180-unit multi-family development.

Decline to find the 9.39 acres not needed for public use nor the lease of the property furthers the public interest, and decline to authorize entering into a ground lease.

C. Timing

Approval enables NV to pursue necessary permits and approvals from the City of Bend to begin construction in the summer of 2021.

D. Budget Impact

The budget impact is estimated initial income to the College of \$150,000 per year until the College and WSPI recover overall College and WSPI Campus Village development costs.

Once development costs are reimbursed to the College and WSPI, estimated income to the College is \$168,500 per year.

Figures not inflation adjusted. Rent will be adjusted every five (5) years based on the change in real market value of the land.

E. Proposed Resolutions

Resolution 1: Be it resolved that the Central Oregon Community College Board of Directors finds the approximately 9.39 acres of the Bend Campus in the Campus Village generally depicted on the attached Exhibits A and B of the Ground Lease Agreement between COCC and Neighborly Ventures is not needed for public use, and furthers the public interest by providing the College with supplemental revenue and expanding housing availability in close proximity to the College, while retaining the property for future use by the College.

Resolution 2: Be it resolved that the Central Oregon Community College Board of Directors authorize the President or her designee to enter into a ground lease with Neighborly Ventures of approximately 9.39 acres owned by the College on the Bend Campus known as the Campus Village, for the purpose of an approximately 180-unit multi-family development.