



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Metcalf
	IV. Agenda Changes			Krenowicz
	V. Public Comment			Krenowicz
	VI. Consent Agenda***			Krenowicz
	1. Regular Meeting Minutes (5.8.24)	6a.1-9*	X	Matthews <sup>A</sup>
	2. Budget Committee Meeting Minutes (5.8.24)	6b.1-8*	X	Matthews <sup>A</sup>
	3. 2024-25 Fiscal Responsibilities		X	LaLonde <sup>A</sup>
	a. Inter-fund Borrowing	6c.1*		
	b. Custodian of Funds/Depository Institutions	6d.1-2*		
	c. Budget Officer/Clerk/Deputy Clerks	6e.1*		
	4. 2023-24 Fiscal Responsibilities		X	LaLonde <sup>A</sup>
	a. Resolution of End of Year Transfer	6f.1*		
	b. Resolution for Appropriation Changes	6g.1-2*		
	VII. Adjourn to Budget Hearing for 2023-24 Budget			Krenowicz
	1. Public Comment and Testimony			Krenowicz
	2. Appropriation Resolution – 2024-25	7a.1-3*	X	LaLonde <sup>A</sup>
	3. Resolution to Impose/Categorize Taxes – 2023-24	7b.1*	X	LaLonde <sup>A</sup>
	4. Resolution to Adopt 2024-25 Budget	7c.1*	X	LaLonde <sup>A</sup>
	VIII. Adjourn to Open Session			Krenowicz
	IX. Information Items			

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1. Monthly Budget Status	9a.1-4*		LaLonde <sup>A</sup>
2. New Hire Reports	9b.1-2*		Boehme <sup>A</sup>
3. Campus Climate Survey Results	9c.1-23*		Moore/Walker <sup>P</sup>
4. Meal of the Year Results			Boone <sup>P</sup>
5. Renewal of Administrative and Confidential Staff Appointments	9d.1-5*		Boehme <sup>A</sup>

#### X. New Business

1. Administrators and Confidential Employees Salary/Wage Adjustment	10a.1*	X	Boehme <sup>A</sup>
2. Full-Time Faculty Rehire Recommendations	10b.1-4*	X	Hamlin <sup>A</sup>
3. Guaranteed Maximum Price for the Madras Campus Expansion	10c.1-4*	X	Boone/Green <sup>A</sup>
4. COCC Contribution to the Madras Campus Expansion	10d.1-2*	X	Boone/Green <sup>A</sup>
5. Proposed Sale of Madras Lots (Miller Property)	10e.1-2*	X	LaLonde/Taylor <sup>A</sup>

#### XI. Board of Directors' Operations

1. Board Member Activities

Krenowicz

#### XII. President's Report

Chesley

#### XIII. Dates

Krenowicz

1. Saturday, June 15 – Commencement – Mazama Field at 10:00 a.m.
2. Monday, June 17 – Madras Campus Expansion Groundbreaking Ceremony at 10:00 a.m.
3. Tuesday, June 18 – New Board Member Orientation Committee Meeting at 9:00 a.m. via Zoom
4. Tuesday, June 18 – Board Policy Review Committee Meeting at 11:00 a.m. via Zoom
5. Wednesday, June 19 – Closed for Juneteenth
6. Friday, June 21 – Board of Directors' Summer Retreat – Crook County Open Campus, Prineville, Conference Room 112 at 8:30 a.m.
7. Thursday, June 27 – Diversity and Inclusion Summer Symposium – Wille Hall at 6:00 p.m.
8. Tuesday, July 2 – Real Estate Committee Meeting at 4:15 p.m. via Zoom
9. Thursday, July 4 – Closed for Independence Day
10. Wednesday, July 12 – Board of Directors' Meeting – La Pine High School (Room TBA) at 5:45 p.m.

#### XIV. Adjourn to Executive Session

Krenowicz

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ORS 192.660 section 1, subsection i, Performance

Evaluation of CEO

XV. Adjourn to Open Session

XVI. President's Evaluation

XVII. Adjourn

Krenowicz

Craska Cooper

Krenowicz

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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. 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  
Wednesday, May 8, 2024 – 5:45 PM  
BEC Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Krenowicz
	II. Native Lands Acknowledgement	2a.1*		Krenowicz
	III. Roll Call			Metcalf
	<u>Board members and staff:</u> Joe Krenowicz (Chair), Laura Craska Cooper (Vice Chair), Alan Unger, Erica Skatvold, Erin Merz, Jim Porter, Erin Foote Morgan, Laurie Chesley (COCC President), Michael LaLonde, Laura Boehme, Annemarie Hamlin, Alicia Moore, Zak Boone, Richard Hurd, Rebekah Lambert, Debi Harr, Kyle Matthews, Paul Taylor, Aimee Metcalf			
	IV. Agenda Changes			Krenowicz
	None.			
	V. Public Comment			Krenowicz
	1. Comments are available in the pages 6a.7–9.			
	VI. Adjourn to Budget Committee Meeting			Krenowicz
	1. Budget Committee Meeting	6a–e*		Harr
	VII. Adjourn to Open Session			Krenowicz
	VIII. Consent Agenda***		X	Krenowicz
	1. Regular Meeting Minutes (4.10.24)	8a.1–10*		Matthews <sup>A</sup>
	a. Motion to approve consent agenda.			
	i. 1 <sup>st</sup> : Laura Craska Cooper			
	ii. 2 <sup>nd</sup> : Erin Merz			
	iii. Motion approved unanimously.			
	IX. Information Items			
	1. Monthly Budget Status	9a.1–4*		LaLonde <sup>A</sup>
	No questions.			
	2. New Hire Reports	9b.1–2*		Boehme <sup>A</sup>
	No questions.			
	X. New Business			
	1. Academic Program Discontinuations	10a.1–2*	X	Hamlin <sup>A</sup>
	a. Medical Office Specialist Certificate of Completion is a			

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one year program that is essentially obsolete as it is no longer helping students get hired in the field. The new Medical Coding certificate that was approved in the previous meeting would prove to be a more applicable and marketable replacement program for COCC's students.

- b. Advanced Forest Concepts Certification of Career Pathways Completion has not seen much interest from COCC's students for some time. Other Forestry Technology programs at the college have proven more applicable.
- c. Krenowicz asked Hamlin to explain to newer Board members how decisions are made to discontinue academic programs. Hamlin said that the college uses tableau dashboards to analyze data on program attendance. Based on self-studies and advisory committees, proposed and existing programs are analyzed to determine whether they meet the current needs of the workforce. Hamlin and her colleagues are also considering other tools that could prove useful for this process in the future.
- d. Motion to approve discontinuation of these programs.
  - i. 1<sup>st</sup>: Erin Foote Morgan
  - ii. 2<sup>nd</sup>: Erica Skatvold
  - iii. Motion approved unanimously.

2. Disc Golf Course Proposal 10b.1-12\* X LaLonde<sup>A</sup>

- a. LaLonde explained that COCC's Bend campus used to have an 18-hole disc golf course that was open to the public and very popular. It was removed in order to construct Wickiup Residence Hall. When LaLonde started working at COCC, several people asked him if a new course was possible. He consulted with the Central Oregon Disc Golf Club to see if there was interest from the community, which there was. LaLonde acknowledged that the previous course had problems with visitors drinking, smoking, littering and starting fires, but suggested that the sport has become more serious since then. The proposed nine-hole course would have plenty of signage that would clearly communicate to visitors that access to the course is a privilege. If there are problems at the course, it would be discontinued. LaLonde was confident that visitors would monitor themselves and COCC personnel would monitor the course as well. The course would have trash and recycling cans by the entrance and the sixth hole that could easily be accessed by Campus Services' vehicles for collection. Access to the course would be free for all visitors, including students and members of the public. Discs and bags could be sold at COCC's bookstore. The course could begin construction as early as late June and be completed in about two months. An additional nine holes could be added if the new course

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- proves to be popular and not problematic for the college.
- b. Craska Cooper noted that COCC can take advantage of recreational immunity statute in Oregon State law, so it should not create any new liabilities for the college.
- c. Unger asked if there was a plan to reduce to risk of fires in the area of the proposed course. LaLonde said some trees would need to be trimmed and some may need to be cut down. However, COCC plants replacement trees for any that are cut down on the college's property in compliance with its designation with Tree Campus USA.
- d. Krenowicz and Craska Cooper noted that a course open to the public would be a good community resource for recreation.
- e. Foote Morgan asked if there would be signage to promote COCC.
  - i. LaLonde confirmed that internal resources from the college would be used to design an entrance kiosk with a board that lays out all of the course rules. Every tee would include a sign for yardage and direction to the hole. All signage would feature COCC logos.
  - ii. Craska Cooper noted that the entrance kiosk would include a disclaimer that visitors are using the course at their own risk and COCC would not be liable for any injuries or accidents.
- f. Motion to approve the proposed disc golf course.
  - i. 1<sup>st</sup>: Erica Skatvold
  - ii. 2<sup>nd</sup>: Erin Merz
  - iii. Motion approved unanimously.

## XI. Board of Directors' Operations

Krenowicz

### 1. Board Member Activities

- a. Alan Unger
  - i. April 11: Redmond Economic Development Luncheon.
  - ii. April 30: Oregon Community Colleges Association (OCCA) Budget Committee Meeting.
  - iii. May 2: Participated in interviews for finalists for the OCCA Executive Director position.
- b. Erin Merz
  - i. April 11: Meeting with Chesley and Oregon State Senate President Robert Wagner.
  - ii. April 13: COCC Foundation's Meal of the Year.
  - iii. April 16: Meeting with Chesley and Boone regarding Keyes' Trust.
  - iv. May 7: Orchard District Neighborhood Association meeting.

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- c. Erica Skatvold
  - i. April 13: COCC Foundation's Meal of the Year.
- d. Laura Craska Cooper
  - i. April 13: COCC Foundation's Meal of the Year.
  - ii. April 19: Meeting with Krenowicz and Chesley.
  - iii. April 24: President's Evaluation Committee meeting.
  - iv. May 1: Phone call with Rick Allen from Madras.
  - v. May 1: Phone call with Michelle Dumelis from Madras.
  - vi. May 1: Phone call with Krenowicz.
  - vii. May 1: Phone call with Chesley.
  - viii. May 2: Real Estate Committee meeting.
  - ix. May 3: Meeting with Krenowicz and Chesley.
  - x. May 3: Phone call with Boehme.
  - xi. May 6: Phone call with Boone.
  - xii. May 6: Phone call with Kovitz.
  - xiii. May 6: President's Evaluation Committee meeting.
  - xiv. May 7: Phone call with Campus Safety Director Cory Darling.
  - xv. May 7: Assembled the President's Evaluation draft.
  - xvi. May 8: Conversation with Charley Miller (former Board member).
- e. Jim Porter
  - i. May 2: Real Estate Committee meeting.
  - ii. Multiple phone calls with COCC senior staff regarding the President's Evaluation.
- f. Erin Foote Morgan
  - i. April 12: College Affairs Committee meeting.
  - ii. April 13: COCC Foundation's Meal of the Year.
- g. Joe Krenowicz
  - i. April 19: Meeting with Craska Cooper and Chesley.
  - ii. April 23: Meeting with Chesley, LaLonde, Jefferson County's Administrator and Commissioner, and Madras' City Attorney regarding the Miller Lumber property that was gifted to COCC.
  - iii. April 24: President's Evaluation Committee meeting.
  - iv. May 2: Real Estate Committee meeting.

## XII. President's Report

Chesley

1. As compared to this point-in-time last year, Spring term enrollment has increased 8.3% for full-time-equivalent students.
2. This week is National Youth Apprenticeship Week. COCC has been administering pre-apprenticeship courses under the leadership

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of Apprenticeship Program Manager Brandi Dancen. Recently, a cohort of construction pre-apprenticeship students from the Redmond Proficiency Academy built a cabin for Oasis Village. Another cohort from the Central Oregon Intergovernmental Council will build an additional cabin for Oasis Village thanks to the efforts of Instructional Outreach Dean Cindy Lenhart. COCC will also offer a construction pre-apprenticeship in La Pine with a mobile training unit that was gifted by the Central Oregon Builders Association. Dancen is also developing a manufacturing pre-apprenticeship.

- a. Boone added that Dancen worked with Kirby Nagelhout Construction Company to have students help with the construction of the Madras campus expansion.
- b. Moore added that Dancen is also a COCC alumnus.
- c. Unger asked if the pre-apprenticeship program was intended to give students the experience needed to qualify for trade apprenticeship programs. Chesley clarified that, while some students who complete this program would pursue apprenticeships, others would apply for jobs that do not require apprenticeships.

### XIII. Dates

Krenowicz

1. Thursday, May 9 – Jungle Run – Mazama Field – Race Starts at 5:30 p.m.
2. Tuesday, May 14 – Chandler Lecture Series: Author Linda Tamura – Wille Hall at 6:30 – 8:30 p.m.
3. Thursday, May 16 – Storm the Stairs – Mazama Field – Race Starts at 5:30 p.m.
4. Friday, May 17 – Health Careers Expo – Health Careers Center at 10:00 a.m. – 1:30 p.m.
5. Saturday, May 18 – First Nations Student Union Salmon Bake – Mazama Field at 11:00 a.m. – 3:00 p.m.
6. Friday, May 24 and June 7 – Student Success Committee Meetings – BEC Boardroom at 2:00 p.m.
7. Monday, May 27 – Closed for Memorial Day
8. Wednesday, May 29 – Real Estate Committee Meeting – via Zoom at 4:30 p.m.
9. Friday, May 31 – Precious Byrd Concert Benefit for ASCOCC Food Bank – Mazama Field at 6:00 – 8:30 p.m.

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10. Wednesday, June 12 – Board of Directors’ Meeting – Crook County Open Campus, Prineville, Room 119 at 5:45 p.m.
11. Saturday, June 15 – Commencement – Mazama Field (Time TBA)
12. Friday, June 21 – Board of Directors’ Summer Retreat – Crook County Open Campus, Prineville, Conference Room 112 (Time TBA)

<b>XIV. Adjourn to Executive Session</b>	<b>Krenowicz</b>
ORS 192.660 section 2, subsection e, for the purpose of discussing real property transactions	
ORS 192.660 section 1, subsection i, Performance Evaluation of CEO	
<b>XV. Adjourn to Open Session</b>	<b>Krenowicz</b>
<b>XVI. Open Session</b>	<b>Krenowicz</b>
<b>XVII. Adjourn</b>	<b>Krenowicz</b>

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## Public Comments

### I. Kathy May, Executive Director, Madras Community Food Pantry

“I came this evening with Patty Lieuallen, our Board President, and Dr. Bud Beamer, a big supporter of the Food Pantry. We came to put a face to the people you are dealing with in this little discussion we are all having around the Miller Lumber property. We are a 501c3 nonprofit organization, a USDA Oregon food bank distribution site, and a shopping style pantry. We serve all of Jefferson County with 60 volunteers and three part-time staff. We are currently open three days a week from 10:00 a.m. to 1:00 p.m. with an evening distribution once per month, a home delivery program, and three school pantries. We also run a program called the Free Food Market twice per month in the evenings. We are always busy and the reason why is the statistics for our county. 14.9% of Jefferson County’s population lives below the poverty line, in comparison with Crook and Deschutes Counties at 9.61%, so there is a disparity there and certainly a need. In 2023, our pantry had an average of 510 visits per month. The average in the United States so far in 2024 is 591. And this past April, we had 672 visits, so it is continually increasing and is continually challenging for us to meet the demands of all the people that we are serving in our county. We distribute about 40,000 pounds of food every month. It is a big operation. Our clients are 31% Hispanic and 16% Native, so we get a lot of people from the Warm Springs Indian Reservation. Even though they have a pantry out there, it is not consistently open. The remainder of our clients are Caucasian or undisclosed. We are funded with grants, donations and fundraising. We do not receive any state or federal funds. In the future, our pantry will need to move to a larger space. We have a lease with the Madras United Methodist Church, and since the COVID-19 pandemic, we have slowly started taking over the church’s building. We now occupy their fellowship hall and four of their classrooms, and they want their space back. Our lease ends at the end of June, and after that we will be on a month-to-month basis. We have been looking everywhere for a building that is suitable. The Miller Lumber property is an ideal location for us. It is an ideal address, it has ideal square footage, and it has plenty of off-street parking. It also has outdoor space where we can plant raised bed gardens for the community. It is the best property that we have found and the County agreed to partner with us to purchase the property from COCC, and that is why we are here to urge you to support that acquisition of the property so we can get out of this space that we are in and meet the demands that we have. I have written a couple of grants now for a walk-in freezer and need a place to put it, because we cannot put it outside of the church. We have money lined up for renovations and we are waiting for a place to go.”

Joe Krenowicz asked whether the Jefferson Community Food Pantry had closed. May explained that they had closed at the end of 2023 and had only been open on Wednesdays, which is why the Madras Community Food Pantry is now open on Wednesdays, as well as Tuesdays and Thursdays. Krenowicz asked whether they had any assets they were able to transfer over to the Madras Community Food Pantry. May said that the Jefferson Community Food Pantry only had food to transfer. They had occupied a building owned by the Madras Adventist Church and the church owns the majority of the interior contents. May noted that the Madras Community Food Pantry had taken over the food distribution program at what is now Juniper Community Church and received a trailer and a commercial sized refrigerator. They have also acquired a box truck to pick-up food from Redmond and a van for home deliveries from the Central Oregon Health Council.

## 2. Dr. Bud Beamer, Supporter, Madras Community Food Pantry

“I have been in Madras since 1974 and lived on the Warm Springs Indian Reservation a couple years before that. That community is near and dear to my heart. I attended the open house event for the new early childhood center at COCC’s Madras campus where President Chesley, Joe Krenowicz and Jeremy Green spoke, and it was such an uplifting event. I do a lot of work with early childhood and talk on the importance of it and what a difference it makes as far as whom you become as people, so it was a big celebration. And then I picked up the newspaper a week later and saw that the COCC Board had rejected the County’s offer to buy the Miller Lumber property for the Food Pantry, and it was kind of a punch in the stomach as far as public relations goes, from an early childhood development building to being rejected from a humanitarian effort. I know your missions and visions are to get along with the community and to fit in and work together, and our commissioners are going to support \$3–4 million to the early childhood center and to keep the relationships going. This rejection...and I mean it was given to you with a \$250,000 value, so that was a gift, and anything after that is something that we have to add on. And I do not know what brought that value that you will accept or not accept or whether there is a push to keep that property as a lumber facility. I know when Joe Kernowicz was Executive Director of the Chamber of Commerce and community development and Rick Allen and everybody thinks we need a lumberyard, and we probably do, but not at the expense of this humanitarian need that we have in our County. I play music at the United Methodist Church on Wednesdays and I see people coming out with food, knowing they will be okay for a week. It is very uplifting to see. I know some people are not supportive of entitlements and handouts and want people to pull themselves up by their bootstraps and get their lives together. And this new early childhood center will allow people to get more independent and get jobs, which is positive, but hunger and poverty are major life risks, which lead to stress on families, and that is a big deal. I know you are all about educating people and moving them forward and humanitarian gestures, and this is keeping in that. The County was going to offer \$300,000 this past week and I do not know if you accepted that. I would thank you if you did, but has a decision been made?”

Krenowicz explained that the Board would be discussing this decision during an executive session at the end of the meeting. Beamer encouraged the Board to accept the County’s offer, noting COCC’s positive presence in Jefferson County. He also noted another facility about half a mile north of Madras that could be suitable for a new lumber facility, rather than the former site of the Miller Lumber Company. A centralized facility could be used to offer people hope against issues like hunger and mental health issues.

On behalf of the Board, Krenowicz said that they recognized the Food Pantry’s need for a new facility and the passion required to keep it running. They also recognized the responsibilities of the Food Pantry’s Board members and asked that they respect COCC’s Board members’ responsibilities to the college. Krenowicz also pointed out that he is a resident of Madras and Jefferson County, but he is also one member of a seven–member board for a college that serves the entire Central Oregon region. He assured the Food Pantry’s supporters that their comments would be taken into consideration during the executive session as they decide what would be best for Central Oregon’s population.

## 2. Dr. Bud Beamer (continued)

Beamer acknowledged the COCC Board's responsibilities and suggested that the \$300,000 offer from the County was .01% of the college's total budget and that to ask anymore from a humanitarian organization was unnecessary.

Jim Porter added that there is food insecurity in Deschutes County as well and assured the supporters of Jefferson Community Food Pantry that their mission is not misunderstood by COCC's Board.

## 3. Colette Lorge, Staff Reporter, *The Broadside* (COCC's student newspaper)

"I have a question for an article we are writing for the college's newspaper. (My colleague who is writing the story could not be here tonight, so I am here to represent her.) We are writing a story about the protests that are happening on college and university campuses across the country and why we have not had one here yet. We were wondering if COCC has any investments in companies with connections to Israel."

Michael LaLonde explained that COCC is not allowed to invest in any companies according to Oregon State law. Instead, the college invests in things like securities of the United States government through the local government investment pool, which is managed by the Oregon State Treasurer.



## COCC Budget Committee Meeting Agenda

Wednesday, May 8, 2024

5:45 pm

Boyle Education Center (BEC) Boardroom/YouTube

	<u>EXHIBIT</u>	<u>ACTION</u>	<u>PRESENTER</u>
I. Call to Order			Harr
II. Consent Agenda			Matthews
a. April 10 Meeting Minutes	6b.1-7	X	
i. Motion to approve the minutes.			
1. 1 <sup>st</sup> : Alan Unger			
2. 2 <sup>nd</sup> : Laura Craska Cooper			
3. Motion approved by all members present.			
III. 2024-25 Proposed Non-General Fund Budget			LaLonde
a. Laurie Chesley reminded the Budget Committee that, in their previous meeting on April 10, a request had been made for a budget narrative. She emailed a narrative between meetings to the Committee members. The narrative gave an overview of COCC's budget process, what factored into the decisions that were made, and some of the major outcomes, specifically for the General Fund. To answer a question on how the budget reflects COCC's strategic priorities, Chesley had listed a broad explanation of COCC's strategic plan goals and the college's priorities that would require significant funding for the coming fiscal year. As always, the Board must approve these priorities. Chesley had also shared a list of major (not all) expenditures for the proposed budget, including capital funding requests and transfers out of the General Fund. Chesley suggested that the Committee could see some of COCC's priorities reflected in these expenditures, including the implementation of an administrative salary study. She acknowledged that administrative salaries are not yet reaching their benchmark, but they will be in a better place than they were a year ago. She credited Laura Boehme and the companies the college worked with on this project. Another major expenditure Chelsey highlighted was COCC's strategic goal of sustainability, crediting Michael LaLonde for closely examining issues like deferred maintenance. Boehme has also prioritized cybersecurity and the rising costs of technology for the college. In the coming years, other major expenses will need to be addressed, including the			

Madras campus expansion and upgrades to the Redmond campus. These projects would address several of COCC's strategic plan goals. The Committee may need to consider a bond proposal, but COCC's senior staff did not want that to be their only option. Per Laura Craska Cooper's request, Chesley also included in the Committee's meeting packet a report of departmental general funds that would increase or decrease by at least 10% in the proposed budget for the coming fiscal year.

- b. Craska Cooper asked Chesley if anything particularly stood out to her.
  - i. Chesley noted that many of the budgets took the salary study into account. There were also notable requests for facilities including a utility vehicle, as well as IT requests for necessary upgrades and security enhancements.
- c. Craska Cooper asked why regional IT services had decreased 67%.
  - i. LaLonde explained that COCC negotiated with Jefferson County to increase their contribution to the maintenance fund for the Madras campus, so both entities will match about \$50,000 moving forward (the previous rate was \$25,000 per entity). This substantial increase is due to a lot of deferred maintenance that will be needed in the near future. The reason that the regional IT services budget decreased significantly was because funds were transferred out of this budget to the deferred maintenance budget for the Prineville campus.
- d. Chesley also noted that, while there was an administrative salary increase in the President's Office's budget, this was *not* for the President's salary. That is to be determined by the Board of Directors.
- e. Merz asked about regional services, operations, and lower administrative and classified salaries.
  - i. Chesley suspected this was caused by people leaving positions at COCC and their replacements starting with lower salaries. It was not a case of lowering salaries for any current employees.
- f. Erin Foote Morgan asked if Chesley could update the Board on COCC's action projects.
  - i. Chesley said that COCC set aside \$100,000 that strategic plan action teams could request. Some action projects like the Madras expansion are more expensive, but those that are not as expensive could receive support from this fund. Senior Leadership Team (SLT) members could also use their respective funds to support these projects.
- g. Non-General Fund Budgets 6c.1-30
- h. Presentation 6d.1-31
  - i. There are well over 100 non-general funds, each with a specific purpose and must be in compliance with local budget law and government accounting standards. Their primary objective of this meeting and the April Budget Committee meeting is to appropriate an adequate amount of funds so the College has the legal authority to spend those funds to fulfill its mission. At the end of the budgeting process, the Committee will be asked to approve the appropriation for COCC. Some of these funds have legal restrictions and designated purposes. Each fund is self-balancing. At the end of each year, the resources and needs must be reported.
  - ii. The Debt Service Fund pays for all of COCC's debt. The revenue comes from taxes for the GO Bond, revenue from student housing that pays for

- the Full Faith and Credit Bond, and payroll deductions which pay for the Pension Bonds. The college received an S&P rating of AA on March 7.
- iii. The Capital Projects Fund includes the Madras Center, general construction, capital equipment funds, facilities repairs and replacement, technology lifecycles, instructional equipment among others.
    1. For the New Construction Fund, COCC plans to appropriate \$400,000. 50% would be for materials and services and the other 50% would be for a temporary capital outline. They have not yet been assigned to specific expenses, but they are normally assigned when there is a clear need for unexpected repairs.
    2. The Repair and Maintenance Fund is about \$1.2 million and will be used for the elevators in BEC and the library, a new boiler in Modoc Hall, stormwater permitting and preliminary engineering for replacing the HVAC in Health Careers and the Science buildings.
      - a. Craska Cooper asked if COCC's investment in technology exceeds the college's technology revenue.
      - b. Boehme assured the Committee that the burden of new technology costs would not be placed on students.
      - c. LaLonde suggested that an analysis on this topic could be done for a future Budget Committee meeting.
    3. The Capital Equipment Fund is another appropriation fund and appropriates just over \$700,000 in case any major system fails on campus.
    4. The Instructional Equipment Fund is for construction of an accessible testing room.
    5. The Campus Center Building will consolidate several student services, which will require remodeling costs.
    6. COCC plans to raise and spend \$12 million for the Madras Center next year. The college will not spend any money on this expense that it has not raised for in the capital campaign.
    7. The Higher Education Building Maintenance & Repairs Fund has an appropriation of \$200,000 to modernize classrooms on campus.
    8. The Real Estate Development Fund normally has minimal expenditures throughout the year, but this year we are requesting an appropriation of \$2.2 million because there is an opportunity for COCC to pay for the infrastructure for the second phase of the Out-crop development on the college's land, which will have an 18% return on investment. The proposal was not yet finalized, but is expected to bring \$400,000 in additional revenue to COCC.
      - a. Chesley added that this proposal had already been approved by the Real Estate Committee but WISPI, LaLonde and the attorneys were developing a proposal to present the details to the Board.
    9. The Capital Projects fund is budgeted for \$17.5 million in total, including \$12 million for construction in Madras. About \$2 million will be transferred into this fund and an additional \$1 million will be requested to be transferred from contingency in fiscal 2024.



10. The HVAC systems in the Middleton Science and Health Careers Centers will cost over \$1 million to replace.
  - a. Craska Cooper asked why this was necessary as these buildings are not as old as others on COCC's Bend campus.
  - b. LaLonde explained that the HVAC systems that were installed when the buildings were built were not designed to handle Central Oregon's climate.
  - c. Alicia Moore added that many of the HVAC systems that were installed into COCC's buildings when they were built became obsolete within two years, so finding replacement parts was difficult.
  - d. Craska Cooper asked if this was a design flaw.
  - e. Moore explained that these decisions had been made before LaLonde was hired. Both the architect and the manufacturer said it was simply a matter of poor timing.
- iv. The Enterprise Fund is for operations that generate profit like the residence hall, food service and bookstore operations, for example. About \$1.2 million in transfers from the residence hall will pay for the debt for the college's full faith and credit bonds.
  1. Craska Cooper asked if Wickiup Residence Hall was still generating enough revenue to cover COCC's debt service, rather than supplementing it.
  2. LaLonde said that, when the debt was refinanced and IT operations for the residence hall were not charged directly to the residence hall, the operation is now profitable. Now, about \$90,000 is transferred to the general fund each year.
- v. The Internal Service Fund did not have very much change in activity to report. The balance of the fund was planned to be transferred out, but the fund would not be completely eliminated.
- vi. The Retirement Fund consists of two sub-budgets.
  1. The Retiree Health Insurance Reserve only involves a few people, so most of these funds can be transferred to the General Fund.
  2. The PERS Reserve Fund is not used as the Pension Bonds are paid by payroll charges. This fund will be transferred to the General Fund.
  3. Between these two funds, about \$1.3 million will be transferred to the General Fund in order to help support capital improvements and meet the reserve ratio.
  4. Craska Cooper asked if this would be a one-time transfer that could not be relied upon in the future. LaLonde confirmed this.
- vii. The Special Reserve Fund is used for grants, contracts and new programs.
  1. Foote Morgan asked if this would apply to contracts with *any* company or only local companies for the purpose of workforce development.
  2. Chesley explained that COCC's Center for Business, Industry & Professional Development (CBIPD) is still listed as part of COCC's Non-General Fund. When they make a profit on trainings, it goes toward their budget.

1. Self-sustaining activities, including sports clubs, classified trainings, wellness, sustainability, student government, and College Now. “Self-sustaining” means they are funded by specific sources and spend on specific expenses.
  2. Non-General Fund instruction includes Small Business Development Center (SBDC) activities, apprenticeships and workforce trainings. These could also be profitable.
  3. Revolving activities include Foundation billings, GED scholarships and a Student Emergency Fund. These are funded by the General Fund.
  4. Contractual and administrative provisions include faculty sabbaticals, contractual professional development and un-employment reserves. These are funded by the General Fund.
- ix. The Financial Aid Fund includes grants and financial aid sub-funds.
1. The financial aid budget has increased along with COCC’s enrollment numbers.
- x. The Trust and Agency Fund consists of the Robert Clark Trust Fund, which funds scholarships, and the Oregon Community College Library Association.
- xi. Proposed Year End Budget Expenditures
1. LaLonde recommended an \$8.7 million increase to the General Fund, including \$4.1 million in personnel services, \$1.3 million in benefits increase, \$600,000 for IT server cooling units, \$560,000 in utilities, and four new staff positions.
  2. The Debt Service Fund was recommended for an increase of \$166,000 in principal payments.
  3. The Capital Projects Fund did not show signs of substantial change as the Madras campus and revenues were included during the previous year for large amounts. COCC did not spend as much, but was budgeting \$12 million for the Madras campus. A proposal for real estate development for \$2.2 million was under development. Repairs and maintenance were estimated to cost \$1.2 million. Capital equipment was estimated to cost \$738,000 and new construction was estimated to cost \$400,000.
  4. The Enterprise Fund showed a decline as textbook sales had decreased by \$147,000, so COCC is working on a plan to move away from physical textbooks in favor of digital opportunities. A transfer of \$200,000 to the General Fund was included in the budget proposal this year.
  5. The Internal Service Fund decreased and transferred out when centralized services was closed last year.
  6. The Retirement Fund would transfer \$1.3 million to the General Fund as the accounts are used for a small number of retirees.
  7. The Special Revenue Fund saw a significant increase due to a grant from the National Science Foundation for \$976,000 and a career pathways grant for \$270,000.

8. The Auxiliary Fund decreased. The Summer Session and Adult Basic Education personnel transferred to the General Fund.
  9. The Financial Aid Fund received a significant increase with COCC's increased enrollment.
  10. The Trust and Agency Fund had no changes.
- xii. Summary of Interfund Transfers – General Fund Transfer Out
1. Instruction transferred from the General Fund to the Non-General Fund to support a Small Business Administration match of \$40,000, the SBDC for \$98,000, the CBIPD for \$90,000, and Community Learning for \$169,000.
  2. Institutional Support transferred out \$73,000 for faculty professional development, \$6,000 for adjunct professional development, and \$333,000 for faculty sabbaticals.
  3. Student Services transferred out \$182,000 for merit scholarships.
  4. College Support Services transferred out \$100,000 for COCC's strategic plan, \$738,000 for capital equipment, \$300,000 for Foundation salaries support, \$247,000 for repair and maintenance, \$100,000 for furniture, and \$500,000 for technology.
- xiii. Summary of Interfund Transfers – Non-General Fund Transfer Out
1. The Retirement Fund is transferring \$980,000 to the General Fund. Retiree benefits are transferring \$300,000 to the General Fund.
  2. From the Enterprise Fund, the bookstore is transferring \$200,000 to the General Fund and the residence hall is transferring \$1,168,000 to the Debt Service Fund.
  3. For Auxiliary Funds, Partnership Collaboration transferred out \$835,000. This is Oregon State University money that has remained unused for some time and will be transferred to the General Fund. The College Activities Fund transferred \$240,000 from vending machine sales to the General Fund.
    - a. Craska Cooper asked how COCC shares vending machine profits with the vendor.
    - b. Moore explained that COCC received a commission of \$240,000, which builds up over time. She estimated that the college receives about \$78,000 per year.
    - c. LaLonde added that one of his goals for the coming fiscal year is to find unused funds and transfer them to a fund where they will be used.
- xiv. Comparisons By Year in Budget and Appropriation Summary
1. Krenowicz asked how much money in total had COCC managed to compile from different unused funds.
    - a. LaLonde clarified that it was about \$4.2 million.
    - b. Krenowicz asked these were one-time transfers that would not be available again. LaLonde confirmed this.
    - c. Chesley added that COCC has always kept a conservative budget.
    - d. LaLonde pointed out that many of the sub-funds found in the Non-General Fund have significant balance. He was open to examining them further, but he projected that \$3.1

million would be added to the bottom line and felt it was very conservative. He also suggested the bottom line could be even higher by the end of the 2024 fiscal year. The General Fund Reserve was trending to go over 29% by the end of this fiscal year.

2. Alan Unger asked what the plan would be if the proposed budget were approved and it was later decided that a specific sub-fund that had transferred out needed more money.
    - a. LaLonde acknowledged the potential risk. He had reviewed the transfers-out with SLT and had not heard any objections.
    - b. Moore added that certain funds that transferred out showed no intended purpose, such as vending machine profits and residence hall reserves.
    - c. LaLonde added that the former residence hall, Juniper Hall, still has a \$200,000 fund balance, as an example.
- xv. Key Takeaways for the Proposed 2024-25 Budget
1. COCC's reserve is projected to be over 29% by the end of the current fiscal year and expected to reach 30% by the end of the 24/25 fiscal year.
  2. COCC has managed the budget so it has a positive contribution to the General Fund Reserve. Expenditures will be within reasonable appropriation limits.
  3. The General Fund includes a \$1 million operating contingency, similar to the current fiscal year.
    - a. Craska Cooper reminded the non-Board members of the Committee that the Board had closely examined COCC's reserves during their 2023 fall retreat. The college's policy at the time was to have a 10% requirement for reserves, but after measuring the risks and making long-term plans, LaLonde researched other community college reserve policies and concluded that 29% was a more appropriate limit requirement.
    - b. LaLonde added that he recently attended a community colleges financial management committee meeting lead by Oregon's Higher Education Coordinating Commission (HECC) and shared that HECC was moving forward to do a financial health assessment for all of Oregon's community colleges. One of the measurements will certainly be the general fund reserves.
  4. COCC has maintained conservative revenue and expenditures.
  5. The college has remained compliant with all of its debt covenants and continuing disclosure requirements.
  6. COCC has maintained adequate spending appropriations for financial aid, grants, contracts and new programs.
  7. Additional resources have been made available for competitive wages, facilities, maintenance, repairs, and information technology.

- xvi. Foote Morgan asked if LaLonde anticipated making \$100,000 available each year for strategic plan goals.
1. Chesley said this happened during COCC's previous strategic plan cycle. She confirmed that this was anticipated to be an annual expense moving forward.
  2. LaLonde added that the fund had a standing balance of just over \$70,000 and \$100,00 would be added with this proposed budget.
  3. Foote Morgan asked if LaLonde was confident that the college would be able to maintain the proposed funds for these projects, noting more costly initiatives with the example of a proposed greenhouse gas emissions study.
  4. Chesley assured the Committee that these things had been considered and reminded them that they can change their plans if deemed necessary. An SLT member oversees each strategic plan committee and will keep the Board informed on their progress. She pointed out that some strategic plan projects had not yet begun.
  5. Moore added that there are other sources of funds that COCC has access to. General Fund budgets could be repurposed as deemed necessary and the Non-General Funds allow the college the flexibility to be responsive. Strategic plan teams that are expected to have larger expenses have been identified and the timing of said expenses have been calculated, and the \$100,000 per year proposed budget could reasonably cover them.

#### IV. Budget Approval

- |  |    |   |         |
|--|----|---|---------|
| a. Resolution to Approve the 24-25 Budget  | 6e | X | LaLonde |
| i. Motion to approve the 2024-25 budget.   |    |   |         |
| 1. 1 <sup>st</sup> : Alan Unger            |    |   |         |
| 2. 2 <sup>nd</sup> : Laura Craska Cooper   |    |   |         |
| 3. Motion approved by all members present. |    |   |         |

#### V. Adjourn

Harr



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approve inter-fund borrowing between various programs and grants of the College for 2024-25.
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde, Vice President of Finance and Operations

### 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 2024-25, this resolution will need to be approved before July 1, 2024.

### 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, 2024 through June 30, 2025.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Designate custodians of funds and financial institutions for 2024-25
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde, Vice President of Finance and Operations

### 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 2024-25 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
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
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, 2024 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

<b>Subject</b>	Approve Budget Officer, Clerk and Deputy Clerks for 2024-25
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde, Vice President of Finance and Operations

### 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, 2024 through June 30, 2025.
- ✓ It is recommended that Alicia Moore, Michael Lalonde, and Annemarie Hamlin be designated Deputy Clerks for the period July 1, 2024 through June 30, 2025. 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, 2024.

### 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, 2024 through June 30, 2025.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Approval of the 2023-24 End-of-Year General Fund transfers
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	

### A. Background

Part of the 2023-24 budget development strategy included a \$1,000,000 end-of-year transfer from the General Fund to the Capital Projects Fund using current year savings. This transfer will direct \$1 million to the Repair & Maintenance Fund for future spending on deferred maintenance. This transfer moves some of the surplus general fund reserve that is above the Board's mandated 29% reserve requirement to the Capital Projects Fund. After this transfer, the general fund reserve is projected to be \$16.2 million (30.8%), which is \$1 million over the required \$15.2 million reserve requirement.

### B. Options

- 1) Approve 2023-24 end-of-year transfer out from the general fund.
- 2) Do not approve 2023-24 end-of-year transfer out from the general fund.

### C. Timing

Approval of the proposed 2023-24 end-of-year transfer out is requested at this time. Approval now will facilitate the remainder of the budget development process, which includes adoption of the budget by the Board of Directors.

### D. Budget Impact

This transfer reduces the current year's General Fund ending fund balance by \$1,000,000 and increases the Capital Projects ending fund balance by \$1,000,000.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors does hereby approve the 2023-24 end-of-year transfer out of \$1,000,000 from the General Fund to the Capital Projects Fund as presented in Section A.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject:</b>	Approval of fiscal year 2023-24 Budget Appropriation Resolution
<b>Strategic Plan Connection:</b>	College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.
<b>Prepared BY</b>	Cathleen Knutson, Controller

### 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 changes included in the resolution do not require increased funding.

The proposed change in the Special Revenue Fund is a result of additional grants and contracts added during the fiscal year. The change in the General Fund is due to increased enrollment and corresponding financial aid waivers. And the change in the Capital Projects fund is related to more repair costs incurred than estimated.

### B. Options

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

### C. Timing

Approval of the 2023-24 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 2023-24 fiscal year ending fund balances 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 Other Grant \$350,000 increase
- Special Revenue Fund: Revised State Grant \$150,000 increase
- Special Revenue Fund: Revised Contracts \$200,000 increase
- Special Revenue Fund: Revised New Programs \$700,000 decrease
- Capital Projects Fund: Revised Materials and Supplies \$1,500,000 increase
- Capital Projects Fund: Revised Capital Outlay \$1,500,000 decrease
- General Fund: Revised Financial Aid \$100,000 increase
- General Fund: Revised Admissions \$100,000 decrease



Board Meeting Date: June 12, 2024

Exhibit No.: 6g.1-2

Approval: \_\_\_\_\_

Motion: \_\_\_\_\_

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the changes to the 2023-24 fiscal year budget as identified in the Appropriation Resolution.



## Central Oregon Community College Board of Directors: Resolution

<b>Subject</b>	Make Appropriations for Fiscal Year 2024-25 Budget
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde, Vice President of Finance and Operations

### 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	\$ 33,719,560	
Student Services	7,706,448	
College Support Services	8,401,571	
Campus Services	6,438,491	
Information Technology Services	7,734,957	
Financial Aid	100,000	
Contingency	1,000,000	
<b>Total General Fund</b>		<b>\$ 65,101,027</b>

#### GENERAL OBLIGATION DEBT SERVICE FUND

Principal	\$ 2,475,000	
Interest	720,400	
<b>Total General Obligation Debt Service Fund</b>		<b>\$ 3,195,400</b>

#### OTHER DEBT SERVICE FUND

Principal	\$ 2,010,000	
Interest	710,630	
Materials and Services	600	
<b>Total Debt Service Fund</b>		<b>\$ 2,721,230</b>

**CAPITAL PROJECTS FUND**

Materials and Services	\$ 561,951	
Capital Outlay	17,518,000	
<b>Total Capital Projects Fund</b>		\$ 18,079,951

**ENTERPRISE FUND**

Personnel Services	\$ 887,723	
Materials and Services	2,385,090	
Capital Outlay	295,000	
Transfers Out	1,458,329	
<b>Total Enterprise Fund</b>		\$ 5,026,142

**INTERNAL SERVICE FUND**

Personnel Services	\$ -	
Materials and Services	70,000	
Capital Outlay	1,000	
Transfers Out	15,752	
<b>Total Internal Service Fund</b>		\$ 86,752

**RESERVE FUND**

Materials and Services	\$ 25,000	
Transfers Out	1,282,986	
<b>Total Reserve Fund</b>		\$ 1,307,986

**SPECIAL REVENUE FUND**

Federal Grant Programs	\$ 2,107,417	
State Grant Programs	1,552,747	
Other Grant Programs	1,059,521	
Contracts	416,243	
New Programs	1,000,000	
<b>Total Special Revenue Fund</b>		\$ 6,135,928

**AUXILIARY FUND**

Self-Sustaining Activities	\$ 3,117,069	
Non-General Fund Instruction	5,482,742	
Revolving Activities	1,741,450	
Contractual & Administrative Provisions	771,172	
<b>Total Auxiliary Fund</b>		\$ 11,112,433

**FINANCIAL AID FUND**

Federal Programs	\$ 8,526,000	
State Programs	5,150,000	
Institutional Programs	2,063,000	
Other Programs	<u>59,504</u>	
<b>Total Financial Aid Fund</b>		\$ 15,798,504

**TRUST & AGENCY FUND**

Materials and Services	<u>\$ 23,500</u>	
<b>Total Trust &amp; Agency Fund</b>		\$ 23,500

**Total Budget Appropriation** \$ 128,588,853

**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, 2024 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 \$128,588,853.



## Central Oregon Community College Board of Directors: Resolution

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<b>Subject</b>	Impose and Categorize taxes for Fiscal Year 2024-25
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde – Vice President of Finance and Operation

### 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		\$3,281,966

### 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, 2024 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 2024-25 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations, and in the amount of \$3,281,966 for voter approved general obligation bonds debt service for the fiscal year 2024-25. 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

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<b>Subject</b>	Adopt Fiscal Year 2024-25 Budget
<b>Strategic Plan Connection</b>	<b>College Sustainability – COCC creates processes and systems to foster high-quality and operationally sustainable work, learning and natural environments.</b>
<b>Prepared By</b>	Michael LaLonde, Vice President of Finance and Operations

### A. Background

The Budget Committee discussions for the 2024-25 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 2024-25. 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 8, 2024. 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, 2024 for the College to continue its operations.

### D. Budget Impact

No changes to the proposed 2024-25 budget.

### E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the Budget for fiscal year 2024-25 in the aggregate amount of \$128,588,853 (total of all funds) approved by the Budget Committee on May 8, 2024.

Central Oregon Community College  
Monthly Budget Status  
Highlights of April 2024 Financial Statements

**Cash and Investments**

The College's operating cash balances currently total \$53.4 million. The April average yield for the Local Government Investment Pool is 5.20 percent, no change from last month.

**General Fund Revenues**

The College received the fourth State Aid payment of \$2.8 million in April. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses through April 2024 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 2024**

12-Jun-24

<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>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 21,842,000	\$ 21,562,879	\$ (279,121)	98.7%	98.3%
Prior Taxes	460,000	239,769	(220,231)	52.1%	78.2%
Tuition and fees	17,374,000	18,829,748	1,455,748	108.4%	99.8%
State Aid	9,793,000	11,897,678	2,104,678	121.5%	78.2%
Program and Fee Income	40,000	32,290	(7,710)	80.7%	61.9%
Interest & Misc. Income	244,000	70,553	(173,447)	28.9%	30.0%
Transfers-In	4,860,000	2,024,262	(2,835,738)	41.7%	49.6%
<b>Total Revenues</b>	<b>\$ 54,613,000</b>	<b>\$ 54,657,179</b>	<b>\$ 44,179</b>		
<b>Expenses by Function</b>					
Instruction	\$ 24,617,100	\$ 18,557,475	\$ 6,059,625	75.4%	73.2%
Instructional Support	5,270,297	3,886,987	1,383,310	73.8%	74.2%
Student Services	6,465,663	4,434,154	2,031,509	68.6%	67.0%
College Support	5,847,565	3,745,372	2,102,193	64.1%	66.7%
Plant Operations and Maintenance	4,966,239	4,030,723	935,516	81.2%	73.2%
Information Technology	5,738,544	4,225,415	1,513,129	73.6%	71.4%
Financial Aid	100,000	151,873	(51,873)	151.9%	79.2%
Contingency	1,000,000	-	1,000,000	0.0%	0.0%
Transfers-Out	2,410,938	2,389,138	21,800	99.1%	98.3%
<b>Total Expenses</b>	<b>\$ 56,416,346</b>	<b>\$ 41,421,137</b>	<b>\$ 14,995,209</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,803,346)</b>	<b>\$ 13,236,042</b>	<b>\$ 15,039,388</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**April 2024**

12-Jun-24

	<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>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,803,797	\$ 5,198,671	\$ (605,126)	89.6%	91.0%
Expenses	5,750,447	2,108,591	3,641,856	36.7%	37.8%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 53,350</b>	<b>\$ 3,090,080</b>	<b>\$ 3,036,730</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 4,643,524	\$ 3,117,541	\$ (1,525,983)	67.1%	31.1%
Expenses	4,711,428	3,059,457	1,651,971	64.9%	48.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (67,904)</b>	<b>\$ 58,084</b>	<b>\$ 125,988</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 13,832,724	\$ 3,443,806	\$ (10,388,918)	24.9%	73.9%
Expenses	17,714,240	3,303,905	14,410,335	18.7%	24.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,881,516)</b>	<b>\$ 139,901</b>	<b>\$ 4,021,417</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 4,877,843	\$ 4,514,357	\$ (363,486)	92.5%	90.4%
Expenses	5,305,817	3,841,561	1,464,256	72.4%	73.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (427,974)</b>	<b>\$ 672,796</b>	<b>\$ 1,100,770</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 5,973,779	\$ 6,537,231	\$ 563,452	109.4%	89.4%
Expenses	12,402,620	9,185,707	3,216,913	74.1%	60.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (6,428,841)</b>	<b>\$ (2,648,476)</b>	<b>\$ 3,780,365</b>		
<b>Reserve Fund</b>					
Revenues	\$ 5,316	\$ -	\$ (5,316)	0.0%	0.0%
Expenses	455,000	13,435	441,565	3.0%	92.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (449,684)</b>	<b>\$ (13,435)</b>	<b>\$ 436,249</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 15,259,071	\$ 11,985,076	\$ (3,273,995)	78.5%	56.1%
Expenses	15,523,065	12,996,500	2,526,565	83.7%	69.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (263,994)</b>	<b>\$ (1,011,424)</b>	<b>\$ (747,430)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 85,000	\$ 74,254	\$ (10,746)	87.4%	63.1%
Expenses	161,000	150,061	10,939	93.2%	65.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (76,000)</b>	<b>\$ (75,807)</b>	<b>\$ 193</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 9,332	\$ 15,787	\$ 6,455	169.2%	90.6%
Expenses	23,500	8,140	15,360	34.6%	41.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (14,168)</b>	<b>\$ 7,647</b>	<b>\$ 21,815</b>		

12-Jun-24

## Central Oregon Community College

## Cash and Investments Report

As of April 30, 2024

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 52,651,912	
3624 - Robert Clark Trust		\$ 389,320
April Average Yield 5.2%		
<b>Cash in USNB</b>	\$ 750,980	
<b>Cash on Hand</b>	\$ 4,600	
Total Cash	<u>\$ 53,407,492</u>	<u>\$ 389,320</u>



**Board Meeting Date:** Wednesday, June 12, 2024  
**Exhibit:** 9b.1

**Central Oregon Community College  
Board of Directors  
Faculty and Administrators New Hire Report**

<b>Faculty Full-Time</b>		
Tesla Schaeffer	Assistant Professor I Composition	September 11, 2024
Ryan Gregor	Assistant Professor I Fire Science	September 11, 2024

<b>Administrator Full-Time</b>		
Daniel Witty	Admissions Coordinator	May 28, 2024
Jennifer Dye	Director Small Business Development Center	May 20, 2024



**Central Oregon Community College**  
**Board of Directors**  
New Hires Report  
Date of Hire: May 1-31, 2024

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Duarte, Wendy	5/1/2024	Administrative Assistant	Campus Public Safety
DeVoe, Cinda	5/14/2024	Administrative Assistant	Mathematics



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

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<b>Subject</b>	<b>2023 Student College Climate Survey</b>
<b>Strategic Plan Goal Connection</b>	<ul style="list-style-type: none"> <li>• Student-Ready College: COCC welcomes all students by addressing their individual needs and helping them achieve their goals.</li> <li>• Access: COCC expands access by providing students with equitable opportunities and the resources needed to achieve their goals.</li> </ul>
<b>Prepared By</b>	Alicia Moore, Vice President of Student Affairs Christy Walker, Director of Diversity and Inclusion

### SURVEY HISTORY AND PURPOSE

Every three years, the [COCC Diversity Committee](#) conducts a student college climate survey with the first survey administered in 2005. The survey focuses on student perceptions on whether COCC is a welcoming, inclusive, and respectful college and asks for feedback on conduct perceived to be disrespectful, threatening, or excluding. The survey was adapted from a partnering California university survey, with the questions remaining relatively constant over the years. The most recent survey was sent to all credit-seeking students in January 2023. The following report provides a summary of survey findings, noting that many of this year’s findings parallel those in previous years.

#### **A Word of Caution**

In recent years, colleges and universities nationwide have experienced significant declines in responses to surveys, especially those administered online. This also holds true at COCC, with one recent survey having a less than one percent return rate. The 2023 Student College Climate survey had a 2.7% response rate, while the 2020 had 6% of students responding and 2017, 10.4%. Such low response rates challenge institutions to draw significant conclusions. Instead, we can only consider this information as one of many data points.

### SUMMARY OF FINDINGS – COLLEGE CLIMATE

#### **College Climate**

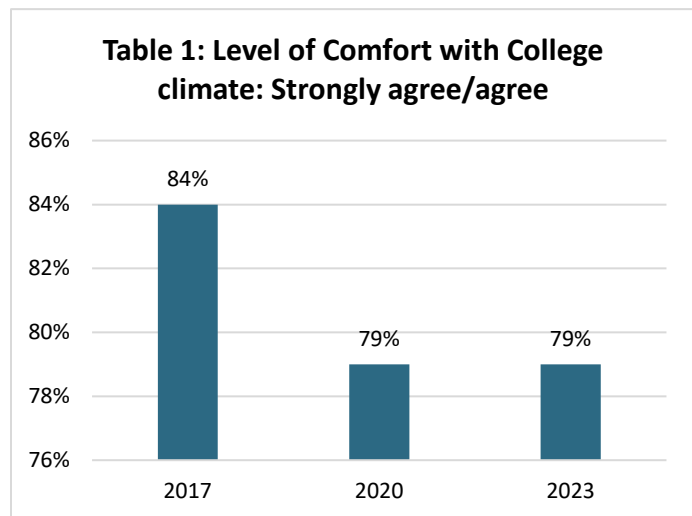
Most students indicated a strong level of comfort with the College’s overall climate: 79% strongly agree or agree that the College’s overall climate is comfortable. This response is the same as the 2020 survey, but represents a five-percentage point drop compared to the 2017



climate (Table 1). Moreover, 78% of students indicated that harassment was not a problem at COCC and 81% indicated that the College’s climate is conducive to “free and open discussion of difficult topics.” Both of these aspects are relatively consistent findings compared with previous years’ surveys.

### Reporting Incidents

66% of students shared that they would know where to go to get help should they or a friend be a victim of harassment. Currently, the College shares information on its reporting process in an annual ‘[consumer notification](#)’ email to all students, on its [institutional syllabi](#), college website (multiple locations) and through various ad hoc connections. Despite comments in which students expressed that they could go to faculty and staff for help when needed, the College would like to see a stronger response to this question.



When asked whether students have personally experienced discriminatory or otherwise hostile behaviors, 7% responded yes. When asked what they believed the motivation for these behaviors were, four students reported gender/gender expression and three reported either disability or unsure, with most indicating that they felt deliberately ignored or excluded. The response rate to this question has remained relatively constant over the past three survey iterations, despite the larger survey return rates from prior years.

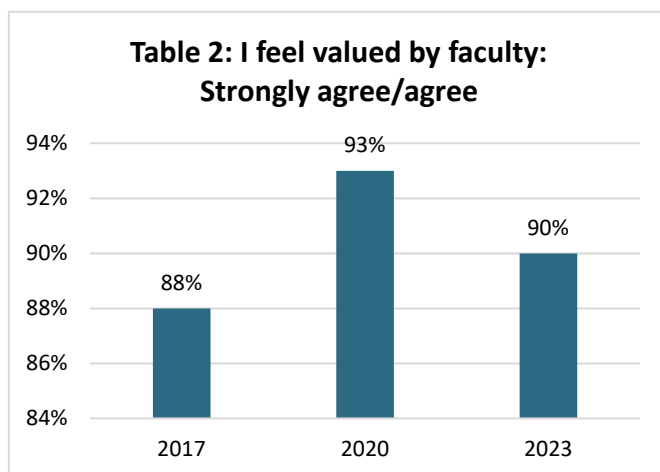
## SUMMARY OF FINDINGS – CLASSROOM CLIMATE

### Classroom Climate and Faculty Support

Like all primarily commuter colleges, the majority of student to employee interactions are within the context of the classroom. Therefore, it is not surprising that students report their level of comfort in the classroom as also positive, with 81% strongly agreeing or agreeing with this statement in 2023 and 2020 and with 83% doing so in 2017. Parallel to this, students indicated that they feel valued by faculty (Table 2) and that faculty were genuinely concerned with their welfare.

The Student College Climate Survey asks the following:

- Classes are welcoming for students based on their . . .
- The courses I have taken at COCC include materials, perspectives,



and/or experiences of people based on their . . .

The survey then provides response options for ethnicity, gender/gender expression, military/Veteran status, disabilities, political views, religious/spiritual views, sexual orientation and socioeconomic status.

Responses to the first of these questions are more positive in the 2023 survey. However, the number of responses from students who indicated “unsure” grew significantly for both questions in 2023.

### **Other Survey Questions**

The above summary of findings represents the key themes from throughout the survey, with particular attention to those questions in which the majority of students responded. In some cases, as few as six students responded to some questions, and therefore, these were not included in this analysis.

## **OBSERVATIONS AND NEXT STEPS**

Drawing significant conclusions from the 2023 survey is challenging given the 2.7% response rate. However, some key themes emerged that are worth noting, as well as COCC strategies to improve our results in future years.

### **Observations**

Consistent across the three prior surveys, students generally report a sense of a positive college climate, both within the College as a whole and in the classroom; this includes opportunities to engage in meaningful discussions on what are perceived to be difficult topics. Additionally, students show a strong sense of connection to faculty, especially satisfaction with the in-class climate and faculty concern for the students’ well-being. Moreover, students who responded to the survey report relatively few instances in which they personally experienced discriminatory, hostile, intimidating or otherwise negative actions or statements.

### **Next Steps**

The College will spend time in the coming year evaluating how to best engage students to ensure they know where to go for help should a situation arise. Additionally, the College will continue to conduct training, outreach and support to employees to help ensure a healthy and respectful college climate, especially for faculty who most frequently connect with students.

The College’s current student climate survey has been in use for several years and exists in a variety of reporting formats, making it challenging to easily track comparator data. Additionally, with increased national attention on the importance of college climate as a strategy supporting student success, the potential exists for other survey options. Therefore, the College will research whether other student-focused college climate surveys exist, especially those designed for community colleges or commuter institutions, including options that might provide comparator data and easier-to-digest reporting features.



# 2023 Student College Climate Survey

## Board of Directors' Meeting June 2024

Alicia Moore (she, her, hers) , Vice President of Student Affairs  
Christy Walker (she, her, ella), Director of Diversity and Inclusion

# Survey Overview

Sponsor:	COCC Diversity Committee
Goal:	Assess student perceptions on whether COCC is a welcoming, inclusive, and respectful college and experiences with disrespectful, threatening, or excluding conduct.
First Survey:	2005
Frequency:	Every three years
Modality:	Online



# Survey Overview

Year	Distribution	Response Rate
2017	5,596	582 or 10.4%
2020	5,066	304 or 6%
2023	6,736	140 or 2.7%

Caveat:  
Not all students answer all questions.



## **Challenges:**

Delay in Sharing Results

Comparison Institution Data not Available

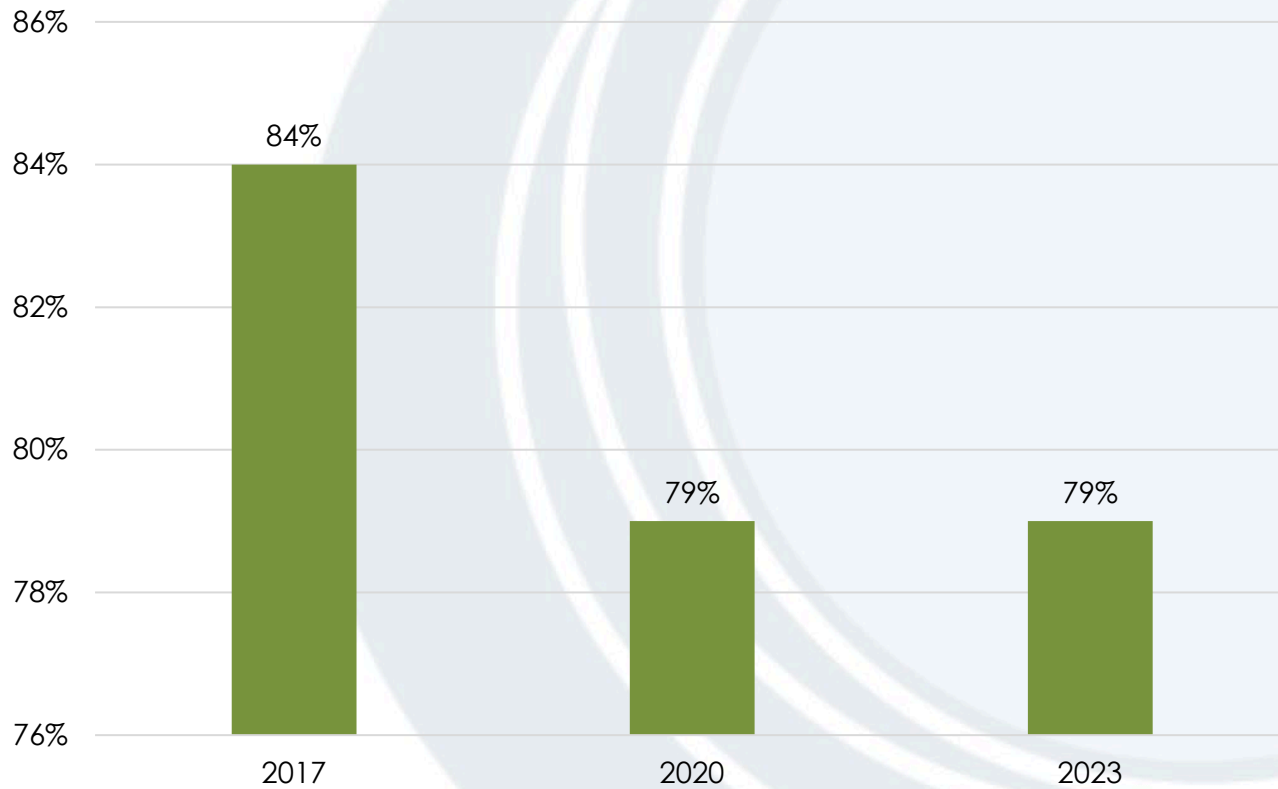
Response Rate



# College Climate



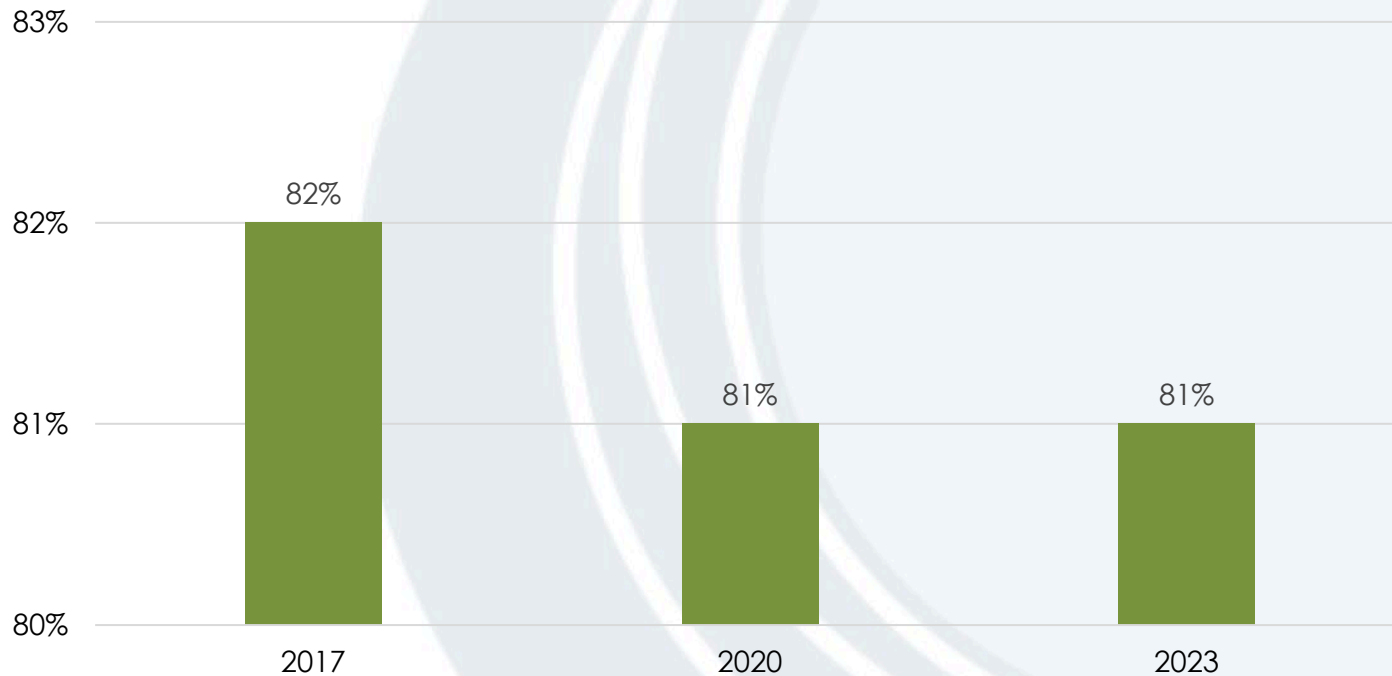
## Level of comfort with College climate: Strongly agree/agree







## The college climate encourages free and open discussion of difficult topics: Strongly agree/agree



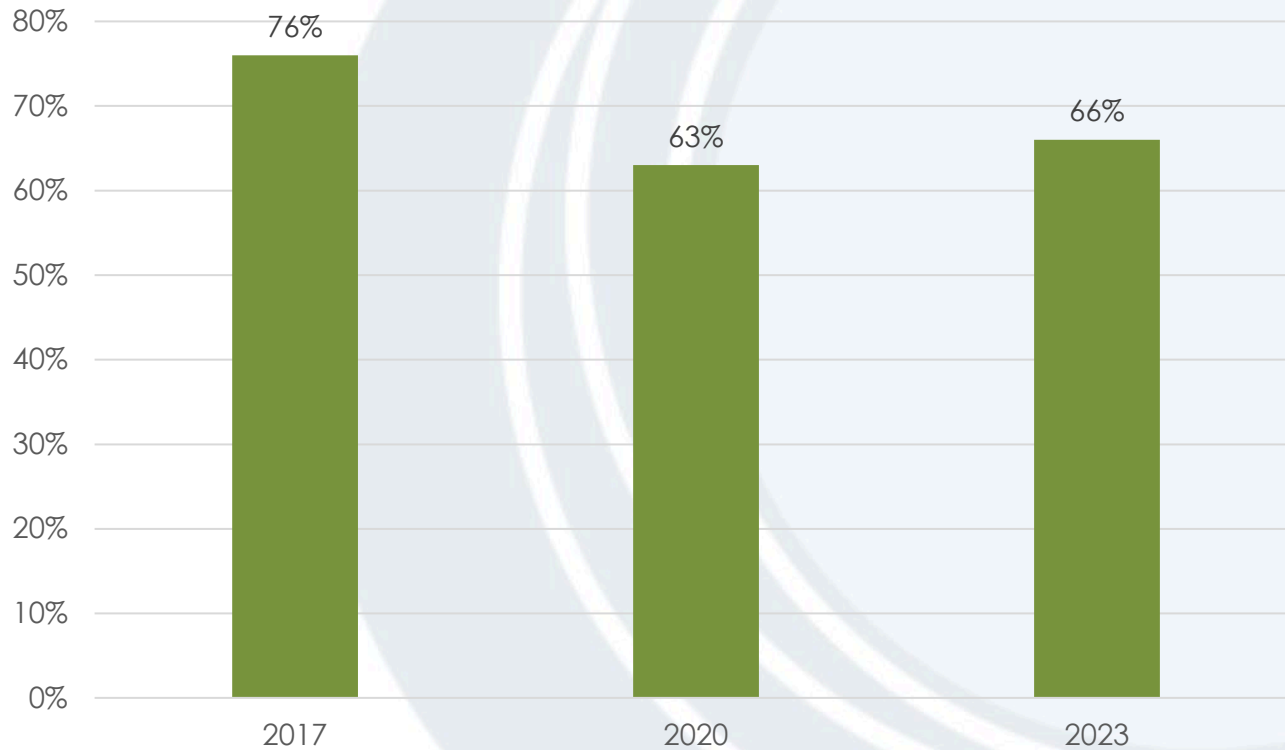


## I think harassment is a problem at COCC: Strongly disagree/disagree



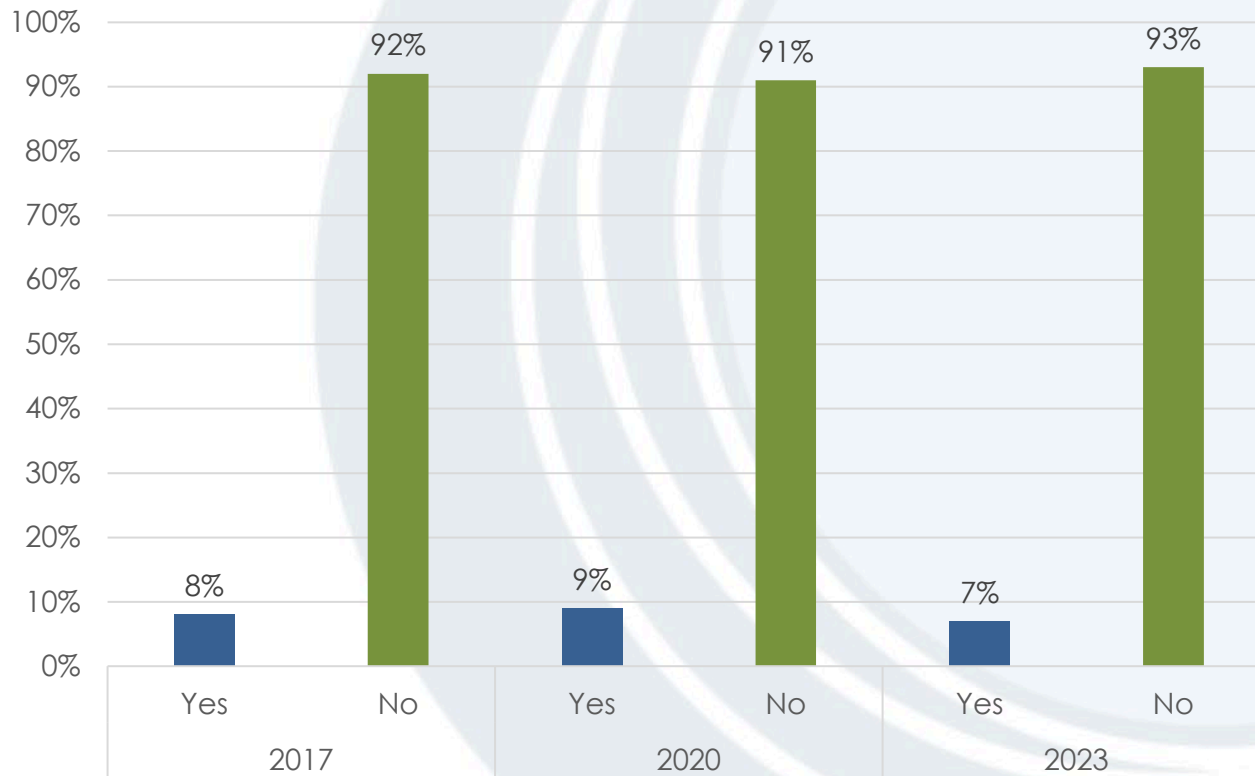


## If a friend or I were harassed, I know where to get help.





**Within the past two years, have you personally experienced any exclusionary, intimidating, offensive, hostile and/or harassing behavior that has interfered with your ability to learn at COCC?**





# Classroom Climate



# Classroom Climate

## Level of comfort with the classroom climate: Very comfortable/comfortable





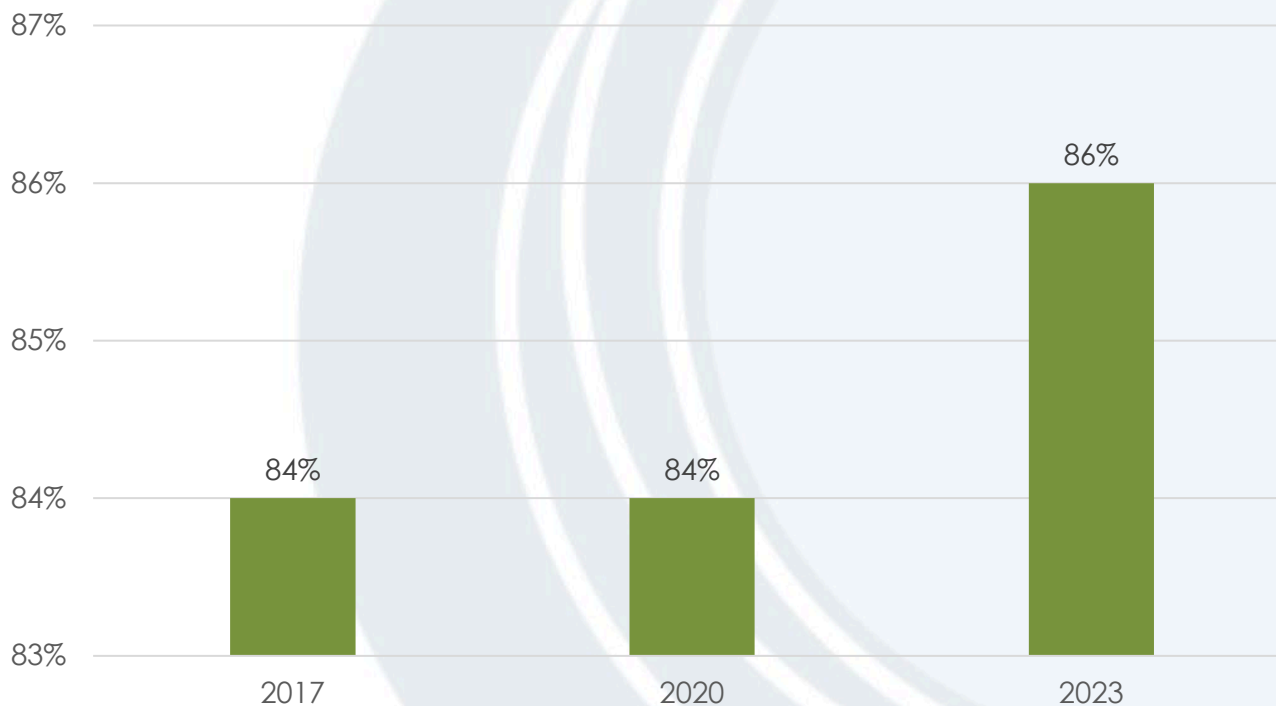
## I feel valued by faculty: Strongly agree/agree





# Classroom Climate

**Faculty are genuinely concerned with my welfare:  
Strongly agree/agree**







# Classroom Climate

Classes are welcoming for students based on their:	2017			2020			2023		
	SA/A	SD/D	Unsure	SA/A	SD/D	Unsure	SA/A	SD/D	Unsure
Ethnicity	57%	19%	24%	63%	13%	27%	64%	4%	32%
Gender/Gender Expression	52%	20%	28%	57%	14%	29%	64%	4%	32%
Military/Veteran Status	52%	185%	30%	53%	17%	30%	59%	2%	39%
Disabilities	49%	20%	31%	53%	14%	33%	59%	6%	35%
Political Views	49%	21%	30%	53%	16%	31%	54%	12%	34%
Religious/Spiritual View	46%	24%	30%	55%	16%	71%	58%	7%	35%
Sexual Orientation	47%	22%	31%	53%	16%	31%	63%	4%	33%
Socioeconomic Status	47%	21%	32%	58%	12%	30%	62%	4%	34%

SA/A: Strongly Agree/Agree; SD/D: Strongly Disagree/Disagree

# Classroom Climate

**The courses I have taken at COCC include materials, perspectives, and/or experiences of people based on their:**

	2017			2020			2023		
	SA/A	SD/D	Unsure	SA/A	SD/D	Unsure	SA/A	SD/D	Unsure
Ethnicity	57%	38%	5%	64%	13%	23%	41%	9%	50%
Gender/Gender Expression	57%	35%	8%	60%	14%	26%	40%	11%	49%
Military/Veteran Status	57%	32%	11%	56%	18%	16%	33%	13%	54%
Disabilities	54%	36%	10%	56%	16%	28%	36%	14%	50%
Political Views	54%	36%	10%	56%	16%	28%	33%	16%	51%
Religious/Spiritual View	50%	39%	11%	57%	16%	27%	33%	14%	53%
Sexual Orientation	52%	34%	14%	55%	15%	30%	40%	11%	49%
Socioeconomic Status	54%	31%	15%	57%	12%	31%	36%	11%	33%

SA/A: Strongly Agree/Agree; SD/D: Strongly Disagree/Disagree



# Observations and Next Steps

## **Students generally report:**

- The college and classroom climate is comfortable
- Opportunities exist for open discussion on difficult topics
- Sense of being valued at COCC and in the classroom
- Faculty are a strong source of connection and support
- Personal experiences with biased incidents appear to be limited
- Need for greater awareness of how to report and/or ask for help in reporting
- Growth in number of students who are unsure about demographic considerations



# Current and Future Directions

- Continued resources and support for employees, especially faculty
- Assess communication and outreach regarding reporting
- Evaluate options for nationally-delivered survey



# Q & A

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

**Prepared by:** Laura Boehme, Vice President People and Technology

<b>Subject</b>	Renewal of Administrative and Confidential Staff Appointments for 2024-25
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**A. Background**

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

Definitions

- Temporary appointments represent limited duration contracts typically based on discrete money sources or assignments, such as grants or temporary assignments.
- Probationary appointments are issued during the first year of employment in the position.
- Regular appointments are issued with the second year of appointment in the position.

**B. Timing**

For the 2024-25 Fiscal Year.

**C. Budget Impact**

Funds for the administrator and confidential wages are contained in the appropriated 2024-25 Budget.

**Administrator and Confidential Appointment Renewals for 2024-25**

Employment records shown are based on active status as of June 1, 2024, for Administrators and Confidential employees.

**Administrators in Temporary Status:** (Note: **Bold** Indicates staff currently on probation).

<b>Allredge, Levon</b>	Veterans Outreach Coordinator
Brown, Kathryn	Early Childhood Education Program Manager
<b>Casimiro, Geraldine</b>	High School Equivalency Program (HEP) Bi-lingual Success Coach
<b>DeVos, Byron</b>	Instructor Assistant Spanish GED
Jennings, Anton	Director HEP (High School Equivalency Program)
<b>Johnson, Amy</b>	Pre-Apprenticeship Career Coach
Jordan, Bonnie	Veteran Program Coordinator
<b>Merritt, Kevin</b>	Pre-Apprenticeship Program Administrator
Perry, Carlene	Pathways Program Coordinator
<b>Pierce, Susan</b>	Vocational Rehabilitation Career Coach
Ridling, Jill	Healthcare/Public Health Outreach Coordinator
Silacci, Malissa	College/Career Success Coach

Sklenar, John	Director Corrections Education
Stranieri, Sofia	Education Pathways Navigator

**Administrators in Probationary Status:**

Abbey, Jeremy	Student Care/Conduct Coordinator
Clingan, Matthew	Accounts Payable Manager
Comerford, Bennett	Writing Center Coordinator
Currie, Jacqueline	Native American College Prep Coordinator
Dancen, Brandi	Apprenticeship Program Manager
Day, Rosie	Digital Content Creator/Editor
Dye, Jennifer	Director SBDC
Gounder, Kathirvel	SW Analyst Programmer
Graham, John	Executive Director Center for Business, Industry, and Professional Development
Harper, Theresa	Instructional Designer
Hartsock, Robert	Information Security Specialist
Kuzio-Williford, Jacqueline	STEM Tutor Coordinator
Lowe, Brenden	Engineering Systems Administrator
Madrone, Juliana	ITS Functional Analyst
Pilch, Steve	Senior Systems Administrator
Ruebush, Kelly	Assistant Director Campus Services - Maintenance
Thompson, Ashley	Student Information Analyst
Wolcott, Sarah	Program Manager
Witty, Daniel	Admissions Coordinator

**Administrators in Regular Status:**

Alberghetti, Dan	Senior Systems Administrator
Allison, Brian	ITS Assistant Director - Service Management
Andresen, Sharla	Director Risk Management
Barry, Seana	Human Resources Operations Manager
Beaulieu, Mike	Assistant Director Campus Services - Grounds/Custodial
Bellusci, Sharon	Student Affairs Technology Project Manager
Bisso-Fetzer, Claudia	Latinx College Prep Program Coordinator
Boehme, Laura	Vice President People and Technology
Boone, Zachary	Vice President College Advancement/Executive Director Foundation
Broadbent, Stephen	Director Student/IT Success Technologies
Buccafurni, Lindsay	Assistant Director Student Life
Carman, Erika	College Now Program Coordinator
Carrico-Cuevas, Renita	Marketing Manager
Clawson, Joshua	Director Campus Services



Cooper, Crystal	Academic Advisor
Darling, Cory	Director Campus Safety/Emergency Management
Davis, Andrew	Dean Student Engagement
DeSilva, Michele	Library Systems & Discovery Librarian
Downing, Julie	Instructional Dean
Egertson, Christopher	Research and Data Analyst
Flanary, Jennifer	Accountant
Fortenberry, Peter	SW Analyst Programmer
Giglio, Jessica	Instructional Dean
Gilbride, Charlotte	Nancy R. Chandler Lecture Series Coordinator
Goetsch, Stephanie	Director Community Education
Green, Jeremiah	Director Madras/Branch Campus Capital Project Manager
Hamlin, Annemarie	Vice President Academic Affairs
Harmon, Kenneth	Information Security Manager
Harris, Krissa	Director High School Partnerships
Hatch, Christopher	Senior Systems Administrator
Hatch, Talona	Financial Aid Technical Analyst
Hayes, Tyler	Dean Enrollment Management
Hopkins, Sarah	Admissions Coordinator
Hovekamp, Tina	Director Library Services
Huckins, Shelley	Payroll Manager
Jackson, Yasuko	E-Learning Instructional Coordinator
Jeffreys, Cynthia	ITS Assistant Director - Enterprise Systems
Johnson, Mark	Staff Writer/Editor
Johnson, Samuel	Report and Data Analyst
Johnson, Seth	Director Adult Basic Skills
Jordan, David	Engineering Services Manager
Kalanquin, Diana	Academic Advisor
Kent, Laurel	ITS Project Coordinator
Kjemhus-Spahr, Karen	Foundation Accountant
Klinkerfues, Michael	Network Services Manager
Knox, Rachel	Human Resources Compliance Manager
Knudsen, Amy	FYE/Placement Coordinator
Knutson, Cathleen	Controller
Kristensen, Suzanne	Director Prineville Campus
LaLonde, Michael	Vice President Finance/Operations
Larsen, Joanna	Marketing/Public Relations Graphic Designer
LeGrand, Marcus	Afro-Centric Student/College Prep Coordinator
Lehto, Deborah	Assistant Director Financial Aid
Lenhart, Cindy	Instructional Outreach Dean
Leonard, Jeffrey	Welding Program Director DRCI

McCaulou, Lily	Advisor Student Media
McCrea, Darren	Director Enterprise Information Services
Merritt, Lisa	Program Manager
Metcalf, Aimee	Assistant Director Marketing/Public Relations
Meyer, Susan	Business Advisor
Michell, Megan	Nursing Assistant Program Administrator
Miller, Galit	Payroll/Human Resources Data Administrator
Moore, Alicia	Vice President Student Affairs
Moore, John	Web Designer
Motenko, Joshua	Assistant Director Club/Intramural Sports
Moxley, Emily	Head Library Access Services
Mundwiler, Heather	Academic Advisor
Newcombe, Stephen	Systems/Operations Analyst
Nichols, Brittany	Director Foundation Programs
Norbury, Lynn	Science Lab Technicians Supervisor
Patton, Wendy	Charitable Giving Officer
Payne, Frank	Bookstore Manager
Pierce, Brynn	Director Institutional Effectiveness
Podell, Keri	Program Manager
Pritchard, Diane	Director CAP Services
Recktenwald, Nicholas	Director Assessment/Curriculum
Rector, Jeremiah	Native American Student Program Coordinator
Rieger, Austin	ITS Functional Analyst
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Director eLearning/AcademicTechnology
Rougeux, Jamie	Director Disability Services
Russell, Tony	Instructional Dean
Rutherford, Kara	Assistant Director Admissions/Records
Sapp, Benjamin	SW Analyst Programmer
Schweitzer, Kayleen	Assistant Director Admissions/Records-Recruitment/Outreach
Seiden, Jesse	Academic Advisor
Sharp, Nicole	Residence Life Coordinator
Sherrill, Keith	Small Business Management Coordinator
Shew, Jennifer	ITS Assistant Director - Enterprise Applications
Smith, Kellie	Director Testing/Tutoring
Stoll Turton, Elizabeth	Director First Year Experience
Strang, Jeffrey	Exercise Physiologist/AHA Training Center Coordinator
Sylwester, Breana	Director Financial Aid
Tevlin, Sean	Director Grants
Thompson, Grady	Network Services Technician
Trimble, Erin	ASL Interpreter/Captioning Coordinator

Walker, Christine	Dean Equity and Well-Being
Ward, Amy	Director Redmond Campus
Weller, Eric	Assistant Director Admissions/Records-Technology/Curriculum
Wright, Beth	Financial Aid Advisor

**Confidential Employees in Regular Status:**

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



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

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<b>Subject</b>	Approval of the Administrators and Confidential Employees Salary/Wage Adjustment for 2024-25
<b>Prepared By</b>	Laura Boehme, Vice President People and Technology

**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, 2024 is a 3.5% increase to base salaries/wages. This 3.5% is included and not on top of the, on average, 16% increase administrators received as a result of the recent administrator salary study. A portion of the increase was given with a May 1 effective date with the additional 3.5% increase given with a July 1 effective date. 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, 2024.

**D. Budget Impact**

Sufficient funds are available and contained in the appropriated 2024-25 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: Resolution

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<b>Subject</b>	<b>Full-time faculty rehire recommendations 2024-25</b>
<b>Prepared By</b>	<b>Annemarie Hamlin – Vice President of Academic Affairs</b>

### **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 2024-25 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.

<b>Faculty Name</b>	<b>Faculty Name</b>
Bollom, Breah	Nguyen, Venus
Cagney, James	Ramos, Rebecca
Costantino, Lexi	Roberts, Sean
Foldi, Steven	Rosso, Anthony
Fore, Ruth	Shapen, Amy
Franco, Gabriel	Siekkenen, James
Ghiara, Abhay	Supplee, Roxanne
Green, Jared	Waller-Niewold, Marilyn
Grijalva, Christina	Wilk, Kimberly
Hight, Michelle	
Ingulli, Carmen	

**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.

<b>Faculty Name</b>	<b>Faculty Name</b>
Agatucci, Jacob	Hutchings, Chuck
Andre, Stephanie	Kennelly, Patrick
Baron, Sarah	Knox, James
Barry, Thomas	Lamb, Jason
Boldenow, Ron	Lambert, Kristin
Borowsky, Justin	Liccardo, John
Bouknight, Jon	Magidson, Eric
Briggs, Vaughn	Michalski, Bret
Buer, Cierra	Miller, Susan
Chaput, Emma	Murphy, Owen
Cheney, Monte	Murray, Lynn
Coe, Jacquelyn	Novak, Matthew
Cole, Angie	Nunes, Alan
Cousineau, Lewis	Palagyi, Sean
Cruickshank, Jennifer	Palmer, Beth
DeShow, Teresa	Peterson, Tim
DeShow, Harold	Phillips, Ralph
Donohue, Stacey	Prade, Fleur
Dorsey, Kristin	Rule, Sean
Erickson, Thor	Sather, Eileen
Evans, Josh	Shipman, Lisa
Finney, Catherine	Simone, Paula
Franklin, Rebecca	Smith, Katherine
Fuller, Sarah	Supplee, Roxanne
Gesme, Michael	Swartwout, Ken
Gesuale, Melinda	Towne, Forrest
Godfrey, Murray	Unverzagt, Laura
Grove, Kevin	VanOrsdol, Rodney
Hammerman, Jessica	Vines, Monica
Harper, Amy	Virk, Ricky
Haury, Carson	Walker, Carrie
Hays, Scott	Waller, Michel
Hazlett, Chris	Waller, Shannon
Henson, Sara	Wampler, Wendi
Higginbotham, Carol	Wheary, Amy
Higgins, Matthew	Williams, Malinda (Mindy)
Hoffer, Amanda	Woodell, Andria
Hong, Lin	Yeatman, Wayne
Hostetler, Kirsten	Zmyslinski-Seelig, Anne
Howell, Amy	
Houston, Leslie	
Humphries, Merideth	

**TEMPORARY FACULTY**

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

<b>Faculty Name</b>
Marcus, Mandalynn

**RETIREMENTS**

<b>Faculty Name</b>
Linford Foreman, Lilli Ann
Coleman, Elizabeth
Plassmann, Rebecca
Schappe, David
Simning, Kiri





## COCC Madras Building #2 GMP

SECTION	DESCRIPTION	COST
DIVISION 01 –	GENERAL REQUIREMENTS & CONDITIONS	\$ 1,182,803
DIVISION 02 –	EXISTING CONDITIONS	\$ 43,100
DIVISION 03 –	CONCRETE	\$ 920,500
DIVISION 04 –	MASONRY	\$ 245,282
DIVISION 05 –	METALS	\$ 1,716,986
DIVISION 06 –	WOOD, PLASTICS, AND COMPOSITES	\$ 17,500
DIVISION 07 –	THERMAL AND MOISTURE PROTECTION	\$ 1,865,323
DIVISION 08 –	OPENINGS	\$ 812,106
DIVISION 09 –	FINISHES	\$ 1,930,598
DIVISION 10 –	SPECIALTIES	\$ 121,513
DIVISION 11 –	EQUIPMENT	\$ 777,184
DIVISION 12 –	FURNISHINGS	\$ 303,008
DIVISION 14 –	CONVEYING EQUIPMENT	\$ 115,441
DIVISION 21 –	FIRE SUPPRESSION	\$ 168,445
DIVISION 22 –	PLUMBING	\$ 1,505,734
DIVISION 23 –	HVAC	\$ 1,485,853
DIVISION 26 –	ELECTRICAL	\$ 1,147,483
DIVISION 27 –	COMMUNICATIONS	\$ 137,410
DIVISION 28 –	ELECTRONIC SAFETY AND SECURITY	\$ 77,978
DIVISION 31 –	EARTHWORK	\$ 698,050
DIVISION 32 –	EXTERIOR IMPROVEMENTS	\$ 734,116
DIVISION 33 –	UTILITIES	\$ 603,575

**Subtotal:** 16,609,988

Building Permit By Owner

Contractors Contingency 3.00% 498,300

Design Contingency 7.50% 0

Index To Construction Start, July 2023 3.00% 0

General Liability Insurance 1.00% 171,083

Builder's Risk By Owner

P&P Bond 1.00% 172,794

FEE 4.42% 771,386

Preconstruction Fee 29,700

**TOTAL GMP:** 18,253,250

CENTRAL OREGON COMMUNITY COLLEGE  
**MADRAS BUILDING 2**  
**PROJECT COST SUMMARY**

**Construction Costs** \$ **18,253,250.00** Proposed GMP

**Owner Soft Costs**

**Spent To Date:**

Design Fees	\$1,722,780	\$1,358,335
Permits, Land Use, and SDC Fees	\$589,894	\$32,099
Owner Const Contingency (5% Const Cost)	\$912,662	
Equipment & Furniture*	\$500,000	\$311,539
Campaign*	\$75,000	\$27,926
Insurance/Legal/Land *	\$200,000	\$25,433
<b>Total Soft Costs*</b>	<b>\$4,000,336</b>	<b>\$1,755,332</b>
<b>Total Project Cost</b>	<b>\$22,253,586</b>	

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Subject: Approval of COCC's Madras Campus Building 2 proposed guaranteed maximum price for construction

Strategic Plan Initiatives: Access, Community Engagement, Workforce Development

Action Project: Madras Campus Expansion

Prepared by: Jeremy Green, Zak Boone, Sharla Andresen

A. Action Under Consideration

Approve guaranteed maximum price (GMP) as produced by Kirby Nagelhout Construction Company (KNCC) in amount of \$18,253,250 for construction of COCC's Madras Campus Building 2.

B. Discussion/History

In November 2022, COCC issued a Request For Proposals for CM/GC services, for the COCC Madras Campus Expansion Project Building 2. KNCC was awarded the bid in accordance with college policy. KNCC, OPSIS Architecture, and the College have since completed design development, progressed through KNCC's sub-contractor bidding process and arrived at the proposed GMP for the 24,000 square foot building. The building includes space for programming including health careers, early childhood education, two science laboratory classrooms, and a space for a third-party childcare provider.

C. Options/Analysis

Authorize President Chesley or her designee to accept and sign the GMP contract with Kirby Nagelhout Construction Company for the construction of Madras campus expansion project building 2, in the amount of \$18,253,250 subject to the terms and conditions set forth in the contract.

Do not authorize President Chesley or her designee to accept and sign the GMP contract with Kirby Nagelhout Construction Company for the construction of Madras campus expansion project building 2, in the amount of \$18,253,250 subject to the terms and conditions set forth in the contract.

D. Timing

Approval at this time will enable KNCC to begin work on site in Madras as soon as possible in order to adhere to KNCC's proposed construction timeline of having major construction completed by November of 2025.

E. Recommendation

Be it resolved that the Board of Directors do hereby authorize President Chesley or her designee to accept and sign the GMP contract with Kirby Nagelhout Construction Company for the construction of Madras campus expansion project building 2, in the amount of \$18,253,250 subject to the terms and conditions set forth in the contract.

F. Budget Impact

Funding will come from a mix of federal, state and institutional resources, as well as grant funding and private donations.



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

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<b>Subject:</b>	<b>Madras Lots (Miller Lumber property) – Sale to Jefferson County</b>
<b>Strategic Plan Connection:</b>	Institutional Efficiency
<b>Prepared By:</b>	Michael LaLonde, Paul Taylor

**A. Background**

The College owns the commercial property located at 35 SE 6<sup>th</sup> Street in Madras, Oregon (Lots 1, 2, 3, 4, 13, 14, 15 and 16, Block 10, MAP OF PALMAIN, Jefferson County Oregon) totaling approximately 40,000 sq. ft. (.92 ac.) and related improvements (collectively, the “Property”). The Property is identified as Jefferson County Assessor’s Map/Tax Lot: 11-13-12-BB-01100. This Property was originally acquired by the College in 2023 through a donation from Charley Miller of Adelbert, LLC/Miller Lumber. At the time of the donation, the Property had an appraised value of \$410,000.

By resolution adopted at its January 10, 2024 meeting, the Board of Directors determined that the Property was not needed by the College for public use, and that the public interest could be furthered by sale of the Property. (Pursuant to ORS 271.310, the College cannot sell real property that it owns or controls unless the real property is not needed for public use.) The Resolution authorized the College to enter into a listing agreement with Joe McDonald of Dreams Realty Group LLC (“Dreams Realty”). Dreams Realty publicly marketed the Property for sale.

In February 2024, the College received an offer from Jefferson County to purchase the Property, with the intent to lease the Property to the Madras Community Food Pantry. The February offer was substantially below the appraised value, and was rejected. In April 2024, the County submitted a new purchase offer for \$300,000. While this was also well below the previously appraised value, the College recognizes the significant community benefit provided by the Food Pantry. So, in consultation with the Real Estate Committee, College staff delivered a counteroffer for sale of the Property at \$300,000 (conditioned on a deed restriction requiring its use as a food bank), or \$375,000 (with no use restriction). The County has accepted the \$375,000 price as the basis for an agreement in principle to purchase the Property. Other terms include: purchase price payable in full at closing, a 30-day due diligence period, conveyance of the Property “as is”, and limited representations and warranties by the College (in recognition of its limited ownership of the Property).

**B. Options/Analysis**

- Approve the proposed resolution below.
- Decline approval of the proposed resolution below.

**C. Timing**

The College’s legal counsel will draft a purchase and sale agreement for review with the County. Once finalized and signed, the County will have 30 days to perform its due diligence, and the sale can close shortly after that is completed.

**D. Budget Impact**

The College owns the Property free and clear of monetary encumbrances, Dreams Realty agreed to a reduced commission (\$1.00), and the County is not represented by a broker. So, the College will receive the entire purchase price in excess of the title insurance premium and other ordinary seller-paid costs.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors: (i) approves the sale of the Property to Jefferson County for a sale price of \$375,000.00, and otherwise on the terms and conditions of the College's counteroffer accepted by Jefferson County; and (ii) authorizes the President to negotiate and execute a purchase and sale agreement, together with such other instruments and documents as are necessary to effect the sale of the Property to Jefferson County, all in such form and substance as the President, or the President's designee, and the College's legal counsel deem necessary or appropriate, which may include, without limitation, that the Property will be transferred AS IS, WITH ALL FAULTS AND DEFECTS, and subject to all encumbrances of record.