



TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.				
	I. Call to Order			Craska Cooper
	II. Native Lands Acknowledgement	2a.1*		Craska Cooper
	III. Roll Call			Alberg
	IV. Agenda Changes			Craska Cooper
	V. Public Comment			Craska Cooper
	VI. Consent Agenda***			Craska Cooper
	1. Regular Meeting Minutes (10.9.24)	6a.1-9*	X	Matthews <sup>A</sup>
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		LaLonde <sup>A</sup>
	2. New Hire Reports	7b.1-3*		Boehme <sup>A</sup>
	3. Strategic Plan Goal Update: Student-Ready College			Moore/Hamlin <sup>P</sup>
	4. Madras Campus Update			Kristensen/Clawson <sup>P</sup>
	5. Deer Ridge Correctional Education Update	7c.1-9*		Sklenar/Chaput <sup>P</sup>
	6. Credit Enrollment Update	7d.1-18*		Hayes <sup>P</sup>
	VIII. New Business			Craska Cooper
	1. Budget Committee Openings	8a.1-2*	X	LaLonde <sup>A</sup>
	2. Neighborly Ventures Rent Forgiveness	8b.1-4*	X	LaLonde <sup>A</sup>
	IX. Board of Directors' Operations			Craska Cooper
	1. Committee Updates			
	a. Advocacy Committee			Foote Morgan <sup>A</sup>
	2. Presidential Search Update			Craska Cooper <sup>A</sup>
	3. Board Member Activities			Board Members
	X. President's Report			Chesley
	XI. Dates			Craska Cooper
	1. Friday, November 15 – Native American Veteran Voices Panel – Wille Hall at 6:00 p.m.			
	2. Thursday, November 21 – <i>What Was Ours</i> Film Screening – Hitchcock Auditorium at 6:00 p.m.			

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

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3. November 28 – 29, Closed for Thanksgiving
4. Wednesday, December 11 – Board of Directors' Meeting – BEC Boardroom at 5:45 p.m.

## XII. Adjourn

Craska Cooper

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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, October 9, 2024 – 5:45 PM  
Redmond Campus, Building 3, Room 306 /  
YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Call to Order			Craska Cooper
	II. Native Lands Acknowledgement	2a.1*		Craska Cooper
	III. Roll Call			Alberg
	<u>Board members and staff:</u> Laura Craska Cooper (Chair), Erica Skatvold (Vice-Chair), Joe Krenowicz, Alan Unger, Erin Merz, Erin Foote Morgan, Jim Porter, Laurie Chesley (COCC President), Zak Boone, Laura Boehme, Alicia Moore, Annemarie Hamlin, Michael LaLonde, Amy Ward, Christy Walker, Seana Barry, Josh Clawson, Paul Taylor, Kyle Matthews, Tony Russell, Jeremy Green, Lucas Alberg, Brandi Dancen, Cindy Lenhart, Andrew Davis			
	IV. Agenda Changes			Craska Cooper
	1. After some discussion between Craska Cooper and Chesley, they decided to remove item 4 from Information Items. It will be discussed at the Board's next regular meeting in November.			
	V. Public Comment			Craska Cooper
	None.			
	VI. Consent Agenda***			Craska Cooper
	1. Regular Meeting Minutes (9.11.24)	6a.1-7*	X	Matthews <sup>A</sup>
	2. Motion to approve the consent agenda.			
	a. 1 <sup>st</sup> : Joe Krenowicz			
	b. 2 <sup>nd</sup> : Erin Merz			
	c. Motion approved unanimously.			
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		LaLonde <sup>A</sup>
	No questions.			
	2. New Hire Reports	7b.1-3*		Boehme <sup>A</sup>
	No questions.			
	3. Redmond Campus Update			Ward/Green <sup>P</sup>
	a. Ward shared an overview of everything happening at			

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COCC's Redmond campus since the Board's last visit.

Enrollment at the Redmond campus has increased 8–9% for credit and non-credit students since last year.

- b. Craska Cooper asked if a student requested a library book from the Redmond Student Commons, is it sent from the Barber Library on the Bend Campus. And if so, how soon could the student expect for the book to arrive?
  - i. Ward confirmed this and said that books requested from Barber Library normally arrive at the Redmond Student Commons in one or two business days.
- c. Green shared updates on the Manufacturing and Applied Technology Center (MATC) revitalization project. Since the Board's previous visit last year, Ward and a team of COCC faculty members toured manufacturing education facilities at six other community colleges in Oregon and ultimately felt assured that they were on the right path. The project consists of proposed upgrades to the Redmond campus' Building 3. The project's RFP will close the day after this meeting and there has been a lot of interest from architectural firms who would like to work on this project from design through construction. Green and his colleagues planned to interview applicants in the coming weeks and hopefully have a proposed contract to present to the Board at their regular meeting in November or December.
- d. Craska Cooper asked for the current budget of the project.
  - i. Green said the current budget is \$8 million; \$4 million from the State and \$4 million from COCC.
  - ii. Chesley added that, while COCC's staff will do their best to stay within budget, inflation and other unseen factors could require a higher budget.

4. Strategic Plan: Student-Ready College Hamlin/Moore<sup>P</sup>  
Goal Update

- a. This item was removed from the agenda.

5. Diversity Hiring Report and Culturally Inclusive Hiring Practices Action Project Walker/Barry<sup>P</sup>

- a. Barry and Walker gave their latest updates on these projects since their last report to the Board one year ago. COCC has seen a steady increase in both students and employees of color since 2022. While their populations do not yet mirror each other, these are significant changes. A committee of COCC employees proposed a streamlined version of the college's standard job applications in order to reduce barriers for all applicants. Since implementing these changes, human resources have seen no negative repercussions. Culturally respectful hiring practices workshops have also been implemented, with the goal of every member of every hiring committee at COCC to participate. Ideally,

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every COCC employee will have an opportunity to participate in the future. Human resources has worked with outside organizations to remove bias from job descriptions and postings. The college's relocation reimbursement policy is currently under review as it has not been updated in many years. The equivalency statement is also being updated and plans are being made to research a concealed application process.

- b. Craska Cooper asked if the Presidential Search Advisory Committee could participate in an upcoming workshop on culturally inclusive hiring practices. Does the current iteration of the Committee have enough time?
  - i. Walker suggested that there may not be enough time for the Committee to participate in a full workshop, but she could share some relevant information with them.

6. Academic Department Program Review  
Overview and Update

Hamlin/Russell<sup>P</sup>

- a. Hamlin and Russell gave an update on this process. It functions in a five-year cycle where every discipline is reviewed by Hamlin, COCC's instructional deans, and COCC's office of the director of assessment and curriculum. Faculty members conduct a self-study to track their progress from the past five years and collaborate with the deans to generate a report. This process helps the college make choices for upcoming budgets and respond to staffing needs.
- b. Merz asked how many disciplines are reviewed each year.
  - i. Hamlin said that eight to ten disciplines are reviewed each year.

VIII. New Business

- |  |         |   |   |
|--|---------|---|---|
| 1. Roofing Contract for Modoc Hall, Ochoco Hall and Ochoco Annex | 8a.1-3* | X | Craska Cooper<br>LaLonde/<br>Clawson <sup>A</sup> |
|--|---------|---|---|
- a. The roofs for the above-named buildings are well past due for replacement. COCC received several competitive bids and LaLonde and Clawson felt they were offered a good price by AM-1 Roofing. The goal of this project is to be completed before Thanksgiving. While this was approved in appropriations for the current budget, there may be reasons to request adjustments to the capital projects plan, possibly next month.
  - b. Craska Cooper asked about AM-1's track record.
    - i. Clawson vouched for AM-1, having most recently worked with them to replace the roof for Pioneer Hall.
  - c. Merz asked if this project would affect operations in the buildings.

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- i. Clawson said it would not be an issue. If any occupants report auditory issues, Clawson can work with the roofers to adjust their schedules accordingly.
- d. Motion to approve the roofing contract with AM-1 Roofing.
  - i. 1<sup>st</sup>: Joe Krenowicz
  - ii. 2<sup>nd</sup>: Alan Unger
  - iii. Motion approved unanimously.

## IX. Board of Directors' Operations

Craska Cooper  
Skatvold<sup>A</sup>

1. New Board Member Orientation Policy, 2<sup>nd</sup> Reading
 

	9a.1-2*	X	
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  - a. Skatvold noted some suggested minor changes from the first reading had been added to the proposal, including spelling out all acronyms.
  - b. Motion to approve the second reading of the New Board Member Orientation Policy.
    - i. 1<sup>st</sup>: Erin Merz
    - ii. 2<sup>nd</sup>: Alan Unger
    - iii. Motion approved unanimously.
2. Committee Updates
  - a. Oregon Community College Association (OCCA) Board
 

			Merz <sup>A</sup>
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    - i. The Oregon School Boards Association (OSBA) presented a resolution for colleges to consider increases in dues. It would be a five-year scaled increase, and every year thereafter would increase based on consumer price index.
      1. A reason to consider approving this increase is because OCCA's membership with OSBA enables them affordable access to PACE's services.
      2. Craska Cooper asked what the dollar difference might be for COCC.
      3. Chelsey did not have the numbers readily available, but estimated \$25,000 per year.
    - ii. The Oregon Education Association (OEA) gave updates on efforts to support pro-education candidates, as well as rising concerns about violent behavior and safety in classrooms (which has not been a reported concern at COCC).
    - iii. Legislative days took place in September and Kristen Lambert, COCC Assistant Professor of Nursing, participated by giving an update on the college's upcoming Bachelor of Science in Nursing degree.
    - iv. OCCA presented a list of legislative and regulatory policy positions. This is an internal document that all Board members were encouraged to review.

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The OCCA's advocacy plan was also under development and Chesley expected it would be ready by December, after which it could be shared with COCC's Advocacy Committee and the Board as a whole.

- v. A list of OCCA's funding priorities was shared with the Board. One priority was getting the highest possible increase to the Community College Support Fund. Another priority was increasing the amount of money available for capital construction projects—about \$12 million—which is separate from the Support Fund.
  - vi. OCCA was hosting an advocacy webinar the day after this meeting and all Board members were encouraged to attend. It would also be recorded for any who were unable to do so.
- b. Real Estate Committee Krenowicz<sup>A</sup>
- i. Updates would be shared with the Board during this meeting's executive session.
- c. Advocacy Committee Foote Morgan<sup>A</sup>
- i. Their first meeting was on September 20. They reviewed and updated the committee's charge. In summary, the committee will devise and implement Advocacy strategies to achieve the Board's goals.
  - ii. Their next steps included discussing advocacy priorities at the Board's upcoming retreat, as well as looking to OCCA and the Association of Community College Trustees (ACCT) for a clear direction on advocacy strategies. Since the OCCA's priorities might not be ready until December, it may be a few months before the Board could establish its own priorities.
  - iii. The committee is also working on a timeline of projects for the remainder of the academic year. They plan on meeting the third Friday of every month moving forward.
  - iv. COCC's Board does not have a representative on OCCA's legislative committee, but they are welcome to attend their weekly update meetings.
3. Presidential Search Update and Profile 9b.1-4\* X Craska Cooper<sup>A</sup>
- a. During the Board's special meeting on August 20, they adopted the presidential profile. The search committee submitted feedback and some minor revisions for the Board to approve. These revisions included an emphasis on environmental sustainability efforts, as well as a priority for DEIB efforts, both of which are part of COCC's strategic plan.
    - i. Motion to approve the proposed revisions to the

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presidential search profile.

1. 1<sup>st</sup>: Joe Krenowicz
  2. 2<sup>nd</sup>: Jim Porter
  3. Motion approved unanimously.
- b. The Board adopted the procedure by which they would hire COCC's next president at their summer retreat. However, they must do so publicly by law. Taylor wrote a resolution to formally adopt this process. Many COCC personnel asked what this process would look like and whether they would have a chance to meet finalists and offer feedback. Publishing this resolution should prove helpful for anyone who wants to be involved in this process.
- i. Motion to approve the proposed presidential search procedure.
    1. 1<sup>st</sup>: Alan Unger
    2. 2<sup>nd</sup>: Jim Porter
    3. Motion approved unanimously.
4. Board Member Activities Board Members
- a. Craska Cooper reminded all members of the Board to sign up for a public meetings law webinar with the Oregon Government Ethics Commission as required by the State's new law for all publicly elected officials.
  - b. Jim Porter
    - i. Reviewed recording of September 11 regular Board meeting that he was unable to attend.
    - ii. October 1: Real Estate Committee meeting.
    - iii. October 1: Meeting with Chesley to summarize the Board's most recent retreat as he was absent.
    - iv. October 7: Meeting with Skatvold to summarize recent meetings of the New Board Member Orientation Committee that he had missed.
  - c. Erica Skatvold
    - i. September 14: Board retreat.
    - ii. September 17: Presidential Search Advisory Committee kickoff meeting.
    - iii. September 19: Conference call with Craska Cooper, Chesley and Boone.
    - iv. September 30: Joint meeting between COCC and St. Charles Health System.
    - v. October 7: Meeting with Porter.
    - vi. October 8: COCC Foundation's Feast at the Old Mill.
    - vii. October 9: OCCA Advisory Board meeting and clinical partner meeting on accreditation for nursing

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- education programs.
- viii. Phone call with Craska Cooper.
- d. Joe Krenowicz
    - i. September 14: Board retreat.
    - ii. September 15: Residency fundraiser at St. Charles Hospital in Madras, promoting partnerships with COCC.
    - iii. October 1: Real Estate Committee meeting.
  - e. Erin Merz
    - i. September 14: Board retreat.
    - ii. September 20: Advocacy Committee meeting.
    - iii. October 4: OCCA Board meeting.
    - iv. October 8: OCCA DEI Committee meeting.
    - v. October 8: COCC Foundation's Feast at the Old Mill.
  - f. Erin Foote Morgan
    - i. August 20: Board special meeting.
    - ii. September 4: Student Success Committee meeting.
    - iii. September: Meetings with Chesley, Craska Cooper and Skatvold before the retreat as she was not able to attend.
    - iv. September 20: Advocacy Committee meeting.
  - g. Alan Unger
    - i. September 14: Board retreat.
    - ii. October 1: First half of the Real Estate Committee meeting as Craska Cooper's alternate.
  - h. Laura Craska Cooper
    - i. September 14: Board retreat.
    - ii. September 15: Residency fundraiser at St. Charles Hospital in Madras, promoting partnerships with COCC.
    - iii. September 17: Presidential Search Advisory Committee kickoff meeting.
    - iv. September 18: Phone call with Chesley.
    - v. September 18: Phone call with Taylor.
    - vi. September 19: Conference call with Skatvold, Chesley and Boone.
    - vii. September 20: Phone call with Chesley.
    - viii. September 20: Advocacy Committee meeting.
    - ix. September 27: Phone call with Chesley.
    - x. October 1: Second half of the Real Estate Committee meeting after Unger was dismissed.
    - xi. October 3: Phone call with Chesley.
    - xii. October 4: Phone call with Taylor.

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- xiii. October 8: Phone call with Chesley.
- xiv. October 9: Phone call with Skatvold.
- xv. Donating wine for the COCC Foundation's next Meal of the Year event.

6a.8

## X. President's Report

Chesley

1. As of Monday's point-in-time comparison to last year, enrollment had increased 4% in FTE and 2.5% in headcount. The Redmond campus had seen an increase of 12%, the Madras campus saw an increase of 20% and the Prineville campus saw an increase of 140%.
2. COCC's art program partnered with the Rotary Clubs of Bend and Bend's sister city–Belluno, Italy–to bring three COCC art students and an instructor to Belluno to paint a traditional Fresco mural. Three Italian students were then invited to COCC to paint another Fresco mural at Pinckney Gallery. This will be a part of COCC's student art showcase that the Board will be invited to at a later date. The COCC Foundation contributed funds to this project.
  - a. Craska Cooper encouraged all Board members to make a donation to the Madras campus expansion's fundraising campaign if they had not done so already.
  - b. Boone added that the campaign had recently passed \$1 million in private donations.

## XI. Dates

Craska Cooper

1. Monday, October 14 – Native Americans in Higher Education Panel – Hitchcock Auditorium at 5:30 – 7:00 p.m.
2. Friday – Saturday, October 18–19 – Community Health Workforce Summit – Wille Hall
3. Tuesday, October 22 – Mayan Glyph–Writing Workshop – Redmond Technology Education Center at 4:00 – 6:00 p.m.
4. Tuesday, October 29 – Lecture on Latin Jazz and Latin American Music – Wille Hall at 5:30 – 7:30 p.m.
5. Friday, November 1 – Board of Directors' Fall Retreat – BEC Boardroom at 9:00 a.m.
6. Monday, November 11 – Closed for Veterans Day
7. Wednesday, November 13 – Board of Directors' Meeting – Madras Campus, Community Room 117 at 5:45 p.m.

## XII. Adjourn to Executive Session

Craska Cooper

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ORS 192.660 section 2, subsection e, for the purpose 12a.1-4\*  
of discussing real property transactions

6a.9

1. Taylor recused himself due to a conflict of interest.

XIII. Adjourn to Open Session

Craska Cooper

XIV. Adjourned at 8:45 p.m.

Craska Cooper

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Exhibit:  
November 6, 2024

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

**Cash and Investments**

The College's operating cash balances currently total \$35.5 million. The September average yield for the Local Government Investment Pool is 5.3 percent, no change from prior month.

**General Fund Revenues**

Tuition and fee revenues increased \$854,000 in September compared to the prior month.

**General Fund Expenses**

The expenses through September 2024 include the required budgeted inter-fund transfers-out for the fiscal year.

**Budget Compliance**

All fund appropriation categories are within budget.

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

06-Nov-24

<b><u>General Fund</u></b>	<b>Adopted Budget</b>	<b>Year to Date Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent of Budget Current Year</b>	<b>Percent of Budget Prior Year</b>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 23,213,000	\$ -	\$ (23,213,000)	0.0%	0.0%
Prior Taxes	433,000	195,878	(237,122)	45.2%	18.4%
Tuition and fees	20,443,000	8,106,921	(12,336,079)	39.7%	36.5%
State Aid	12,255,000	2,955,260	(9,299,740)	24.1%	31.9%
Program and Fee Income	100,000	-	(100,000)	0.0%	0.0%
Interest & Misc. Income	2,174,000	30,270	(2,143,730)	1.4%	7.7%
Transfers-In	4,175,128	90,000	(4,085,128)	2.2%	1.8%
<b>Total Revenues</b>	<b>\$ 62,793,128</b>	<b>\$ 11,378,329</b>	<b>\$ (51,414,799)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 27,570,061	\$ 3,989,845	\$ 23,580,216	14.5%	12.0%
Instructional Support	5,335,852	1,131,794	4,204,058	21.2%	20.6%
Student Services	7,524,448	1,338,378	6,186,070	17.8%	18.1%
College Support	7,188,707	1,565,795	5,622,912	21.8%	22.7%
Campus Services	5,891,491	1,383,933	4,507,558	23.5%	24.0%
Information Technology	6,934,957	2,010,717	4,924,240	29.0%	23.5%
Financial Aid	100,000	23,434	76,566	23.4%	11.9%
Contingency	1,000,000	-	1,000,000	0.0%	0.0%
Transfers-Out	3,555,511	3,575,511	(20,000)	100.6%	99.9%
<b>Total Expenses</b>	<b>\$ 65,101,027</b>	<b>\$ 15,019,407</b>	<b>\$ 50,081,620</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,307,899)</b>	<b>\$ (3,641,078)</b>	<b>\$ (1,333,179)</b>		

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

6-Nov-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	\$ 6,079,368	\$ 1,585,438	\$ (4,493,930)	26.1%	26.0%
Expenses	5,916,630	514,129	5,402,501	8.7%	8.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 162,738</b>	<b>\$ 1,071,309</b>	<b>\$ 908,571</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 5,688,120	\$ 539,732	\$ (5,148,388)	9.5%	8.1%
Expenses	6,135,928	1,535,166	4,600,762	25.0%	17.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (447,808)</b>	<b>\$ (995,434)</b>	<b>\$ (547,626)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 14,110,000	\$ 2,033,885	\$ (12,076,115)	14.4%	6.7%
Expenses	18,079,951	1,257,975	16,821,976	7.0%	8.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,969,951)</b>	<b>\$ 775,910</b>	<b>\$ 4,745,861</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 4,869,286	\$ 1,675,331	\$ (3,193,955)	34.4%	35.4%
Expenses	5,026,142	1,645,035	3,381,107	32.7%	31.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (156,856)</b>	<b>\$ 30,296</b>	<b>\$ 187,152</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 6,227,115	\$ 2,474,835	\$ (3,752,280)	39.7%	69.1%
Expenses	11,112,433	1,660,900	9,451,533	14.9%	20.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (4,885,318)</b>	<b>\$ 813,935</b>	<b>\$ 5,699,253</b>		
<b>Reserve Fund</b>					
Revenues	\$ 2,105		\$ (2,105)	0.0%	0.0%
Expenses	1,307,986	3,045	1,304,941	0.2%	1.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,305,881)</b>	<b>\$ (3,045)</b>	<b>\$ 1,302,836</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 15,685,924	\$ 2,451,457	\$ (13,234,467)	15.6%	15.7%
Expenses	15,798,504	652,040	15,146,464	4.1%	4.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (112,580)</b>	<b>\$ 1,799,417</b>	<b>\$ 1,911,997</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 85,000	\$ 12,566	\$ (72,434)	14.8%	16.4%
Expenses	86,752	13,328	73,424	15.4%	8.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,752)</b>	<b>\$ (762)</b>	<b>\$ 990</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 10,000	\$ 6,947	\$ (3,053)	69.5%	45.4%
Expenses	23,500		23,500	0.0%	0.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (13,500)</b>	<b>\$ 6,947</b>	<b>\$ 20,447</b>		

06-Nov-24

## Central Oregon Community College

**Cash and Investments Report**

As of September 30, 2024

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>		
4089 - General operating fund	\$ 34,102,740	
3624 - Robert Clark Trust		\$ 398,017
September Average Yield 5.3%		
<b>Cash in USNB</b>	\$ 1,410,311	
<b>Cash on Hand</b>	\$ 4,600	
Total Cash	<u>\$ 35,517,651</u>	<u>\$ 398,017</u>





**Board Meeting Date:** Wednesday, November 13, 2024  
**Exhibit:** 7b.1

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

<b>Administrator Full-Time</b>		
Brian Baker	Assistant Director Campus Services – Grounds/Custodial	November 12, 2024
Ryan Dixon	Campus Services Project Manager	November 12, 2024
Anthony Violissi	Web Content Coordinator	October 28, 2024
Jaclyn Taie	Academic Advisor	October 28, 2024



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

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
<b>Classified Full-Time</b>			
Guzman-Arenas, Luis Adolfo	10/14/2024	Facility Specialist Limited	Maintenance of Buildings
Elliott, Drew Eloise	10/21/2024	Campus Custodian	Custodial Services
Garner, Jacqueline	10/23/2024	Administrative Assistant	Tutoring and Testing
<b>Temporary Hourly</b>			
Mcvicar, Riley	10/1/2024	EMT Test Proctor	Emergency Medical Services
Gardner, Kage	10/1/2024	Prineville Office & Tech	Regional Svcs. & Prnvl Campus Oper.
Dolbin, Shelly Ann	10/1/2024	Instructional Assistant	Pharmacy Technician
Beck, Karissa Dawn	10/1/2024	EMT Test Proctor	Emergency Medical Services
Beck, Karissa Dawn	10/1/2024	Lab Assistant EMT	Emergency Medical Services
Mcvicar, Riley	10/1/2024	Lab Assistant EMT	Emergency Medical Services
Nash-Webber, Christina Conner	10/1/2024	EMT Test Proctor	Emergency Medical Services
Nash-Webber, Christina Conner	10/1/2024	Lab Assistant EMT	Emergency Medical Services
Lucas, Rowen	10/1/2024	Library Student Assistant	Library
Yahtin, Shawnel Anna	10/3/2024	Madras Campus Office &	Regional Svcs. & Madras Campus Oper
Deleone-Dodd, Shea Marie	10/4/2024	Unclothed Art Model	Regional Svcs. & R.C. Operations
Alexander, Maristine Amber	10/7/2024	COCC Education Ambassador	Education
Compton, Brody Van	10/7/2024	COCC Education Ambassador	Education
Burton, Mitchell Daniel	10/9/2024	Club/IM Sports Coordinator	Club Sports
Kester, Robert D	10/9/2024	Instructional Assistant-Fire	Fire Science
Burton, Mitchell Daniel	10/9/2024	Fitness Attendants Level I-IV	Club Sports
Dalton, Kai Raymond	10/11/2024	Geology Field Assistant	Geology
Stinard, Amy Elizabeth	10/14/2024	ABS Substitute	Adult Basic Education
Pedersen, Douglas A	10/14/2024	Writing Tutor II	Tutoring and Testing
Jones, Camille N	10/16/2024	Writing Tutor	Tutoring and Testing
Lokting, Jeffrey Kent	10/21/2024	Intramural BB Scoreboard	Club Sports
Bomblatus, Eric	10/21/2024	CCI Instructional Assistant	Culinary Program

**Central Oregon Community College**  
New Hires Report, October

<b>Name</b>	<b>Hire Date</b>	<b>Job Description</b>	<b>Department</b>
Graber, Brandon Wayne	10/21/2024	Aviation Tutor I	Tutoring and Testing
Erickson, Jonathan Edward	10/22/2024	Instructional Assistant	Emergency Medical Services
Dowdy, Matthew	10/28/2024	Flight Instructor Training	Aviation Program
Dowdy, Matthew	10/28/2024	CFI Flight Instructor	Aviation Program

Contracted Performance Summary (ANNUAL)  
Program Year: 2023-24

College/Institution	Total Served (All Levels)	GED		ABE		ESL	
		GED Completion Contracted = 42%		Completed one or more Levels Contracted = 42%		Completed one or more Levels Target 42%	
		Actual	#	%	#	%	#
<b>CENTRAL OREGON CC</b>							
DRCI	183	42	63.6%	63	64.3%	0	0.0%
<b>CHEMEKETA CC</b>							
OSCI	193	17	37.0%	46	45.5%	3	75.0%
OSP	280	59	48.8%	51	54.3%	8	30.8%
SCI	192	41	62.1%	35	49.3%	0	0.0%
<b>PORTLAND CC</b>							
CCCF	259	55	63.2%	54	47.4%	0	0.0%
CRCI	130	31	51.7%	11	26.2%	0	0.0%
SFFC	26	4	66.7%	9	60.0%	0	0.0%
<b>TREASURE VALLEY CC</b>							
EOCI	203	5	11.1%	6	17.1%	1	4.5%
PRCF	57	16	69.6%	3	18.8%	0	0.0%
SRCI	582	68	37.2%	79	40.7%	50	52.1%
TRCI	133	0	0.0%	1	3.0%	0	0.0%
WCCF	87	25	86.2%	22	78.6%	4	20.0%
<b>DEPARTMENT TOTAL</b>	<b>2325</b>	<b>363</b>	<b>47.8%</b>	<b>380</b>	<b>45.2%</b>	<b>73</b>	<b>32.3%</b>

Oregon Department of Corrections  
 Correctional Services Division - Education and Training Unit

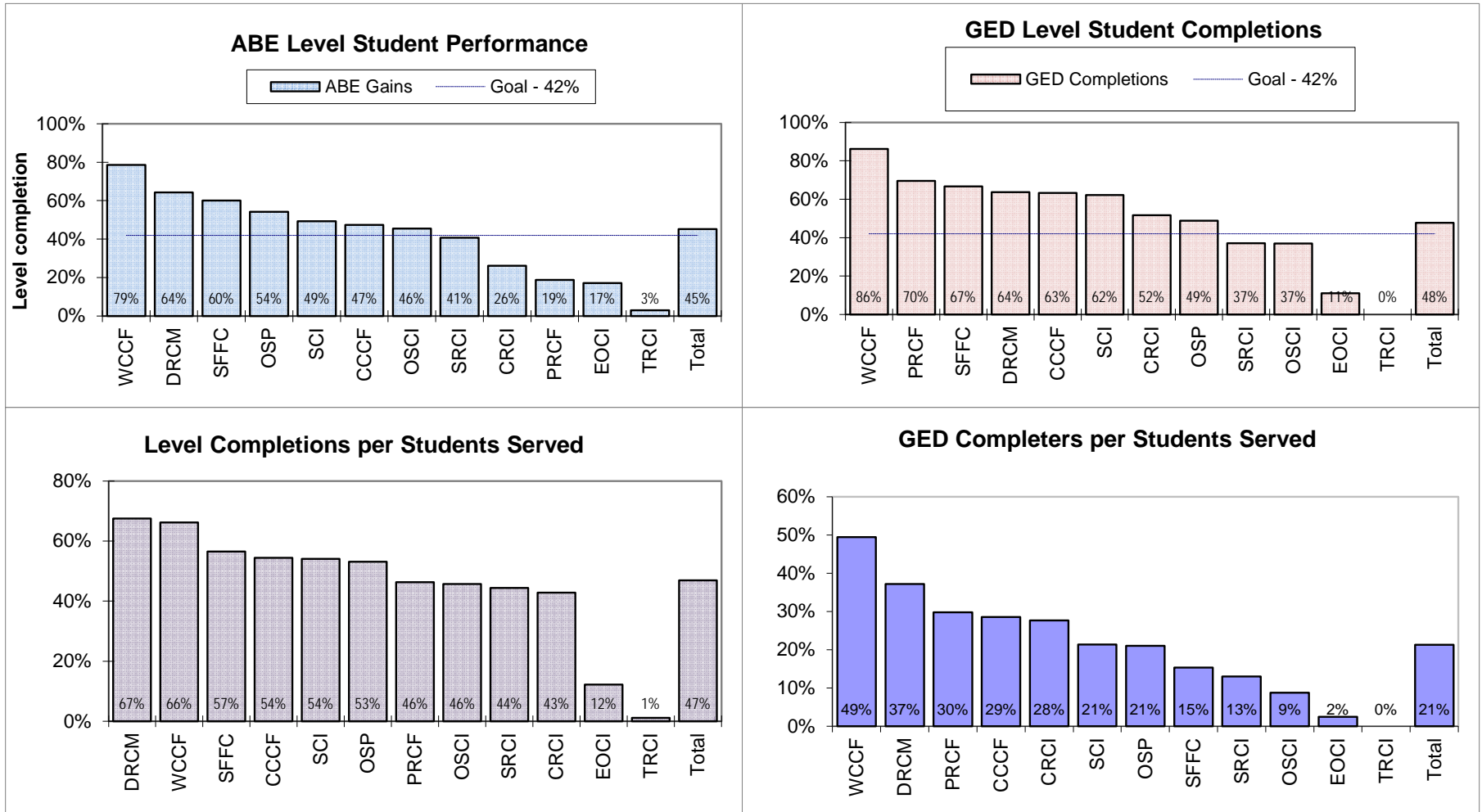
# GED Completion Summary

Program Year: 2023-24

FACILITY	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
SRCI	5	6	8	5	2	8	5	6	13	5	3	7	73
DRCM	3	7	3	7	5	6	3	4	2	6	9	3	58
OSP	5	2	6	5	5	5	3	2	6	4	6	4	53
CCCM	3	6	4	5	8	1	0	1	5	2	4	5	44
SCI	0	10	7	3	3	4	1	4	5	1	4	2	44
WCCF	3	4	4	5	4	0	1	9	0	1	9	2	42
CRCI	5	3	1	1	4	3	2	3	4	1	3	6	36
CCCF	2	0	1	2	3	6	1	0	7	1	0	3	26
OSCI	2	3	1	2	1	1	0	4	3	1	1	2	21
PRCF	0	0	0	0	0	0	0	0	0	12	5	1	18
EOCI	0	0	0	0	0	0	0	1	1	0	1	4	7
SFFC	0	0	0	0	0	0	0	0	1	2	1	2	6
TRCI	0	0	0	0	0	0	0	0	1	0	0	0	1
Monthly Total	28	41	35	35	35	34	16	34	48	36	46	41	429

# Education and Training Unit

## ABSD Site Performance to Contract py 2023-24



### Contracted Performance vs. Actual Performance 2023-25 Biennium

7c.4

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)
<b>CENTRAL OREGON CC</b>										
<b>DRCM</b>										
ESL*	PY23-24	0		0	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	116	1	98	63	64%	42%	26		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	66		65	47	72%		42	64%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>		183	1	163	110	67%		68	37%	
<b>TOTAL</b>		0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		183	1	163	110	67%		68		

### Contracted Performance vs. Actual Performance 2023-25 Biennium

7c.5

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)
<b>CHEMEKETA</b>										
<b>OSCI</b>										
ESL	PY23-24	6		4	3	75%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	134	7	101	46	46%	42%	7		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	46		46	20	43%		17	37%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	193	7	151	69	46%		24	12%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		193	7	151	69	46%		24		
<b>OSP</b>										
ESL	PY23-24	27		26	8	31%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	129	3	94	51	54%	42%	7		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	121		121	69	57%		59	49%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	280	3	241	128	53%		66	24%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		280	3	241	128	53%		66		
<b>SCI</b>										
ESL*	PY23-24	33		22	7	32%	42%	1		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	90	3	71	35	49%	42%	13		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	66		66	44	67%		41	62%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	192	3	159	86	54%		55	29%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		192	3	159	86	54%		55		



### Contracted Performance vs. Actual Performance 2023-25 Biennium

7c.6

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)
<b>PORTLAND CC</b>										
<b>CCCF</b>										
ESL*	PY23-24	1		1	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	169	2	114	54	47%	42%	19		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	87		87	56	64%		55	63%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	259	2	202	110	54%		74	29%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		259	2	202	110	54%		74		
<b>CRCI</b>										
ESL*	PY23-24	6		4	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	64	0	42	11	26%	42%	5		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	60		59	34	58%		31	52%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	130	0	105	45	43%		36	28%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		130	0	105	45	43%		36		
<b>SFFC</b>										
ESL*	PY23-24	3		2	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	15	2	15	9	60%	42%	1		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	6		6	4	67%		4	67%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	26	2	23	13	57%		5	19%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		26	2	23	13	57%		5		

### Contracted Performance vs. Actual Performance 2023-25 Biennium

7c.7

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)
<b>TREASURE VALLEY CC - West</b>										
<b>EOCI</b>										
ESL	PY23-24	41		22	1	5%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	108	9	35	6	17%	42%	26		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	45		41	5	12%		5	11%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	203	9	98	12	12%		31	15%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		203	9	98	12	12%		31		
<b>PRCF</b>										
ESL*	PY23-24	3		2	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	30	1	16	3	19%	42%	1		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	23		23	16	70%		16	70%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	57	1	41	19	46%		17	30%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		57	1	41	19	46%		17		
<b>TRCI</b>										
ESL	PY23-24	33		27	0	0%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	71	1	33	1	3%	42%	0		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	28		28	0	0%		0	0%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	133	1	88	1	1%		0	0%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		133	1	88	1	1%		0		

### Contracted Performance vs. Actual Performance 2023-25 Biennium

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)
<b>TREASURE VALLEY CC - East</b>										
<b>SRCI</b>										
ESL	PY23-24	105		96	50	52%	42%	0		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	261	33	194	79	41%	42%	8		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	183		183	81	44%		68	37%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	582	33	473	210	44%		76	13%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		582	33	473	210	44%		76		
<b>WCCF</b>										
ESL*	PY23-24	23		20	4	20%	42%	1		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	33	2	28	22	79%	42%	17		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	29		29	25	86%		25	86%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	87	2	77	51	66%		43	49%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		87	2	77	51	66%		43		

### Contracted Performance vs. Actual Performance 2023-25 Biennium

7c.9

Program Area	* denotes noncontract program	Actual Total Served	Students Served in Literacy Program	Served Performance Base (Min 40 hrs for ESL & ABE)	Actual Total Compl One or More Levels	Actual % Compl One or More Levels (e/d)	Contract % Target % Compl One or More Levels	Actual Total Compl GED	Actual % Compl GED (i/b)	Contracted % GED
		(b)	(c)	(d)	(e)	(f)	(h)	(i)	(j)	(k)

**Department Total**

ESL	PY23-24	281		226	73	32%	42%	2		
	PY24-25	0		0	0	0%	42%	0		
ABE	PY23-24	1220	64	841	380	45%	42%	130		
	PY24-25	0	0	0	0	0%	42%	0		
GED	PY23-24	760		754	401	53%		363	48%	42%
	PY24-25	0		0	0	0%		0	0%	42%
<b>TOTAL</b>	PY23-24	2325	64	1821	854	47%		495	21%	
<b>TOTAL</b>	PY24-25	0	0	0	0	0%		0	0%	
<b>TOTAL Bien</b>		2,325	64	1,821	854	47%		495		





CENTRAL OREGON  
community college

Fall 2024 Report

# CREDIT ENROLLMENT

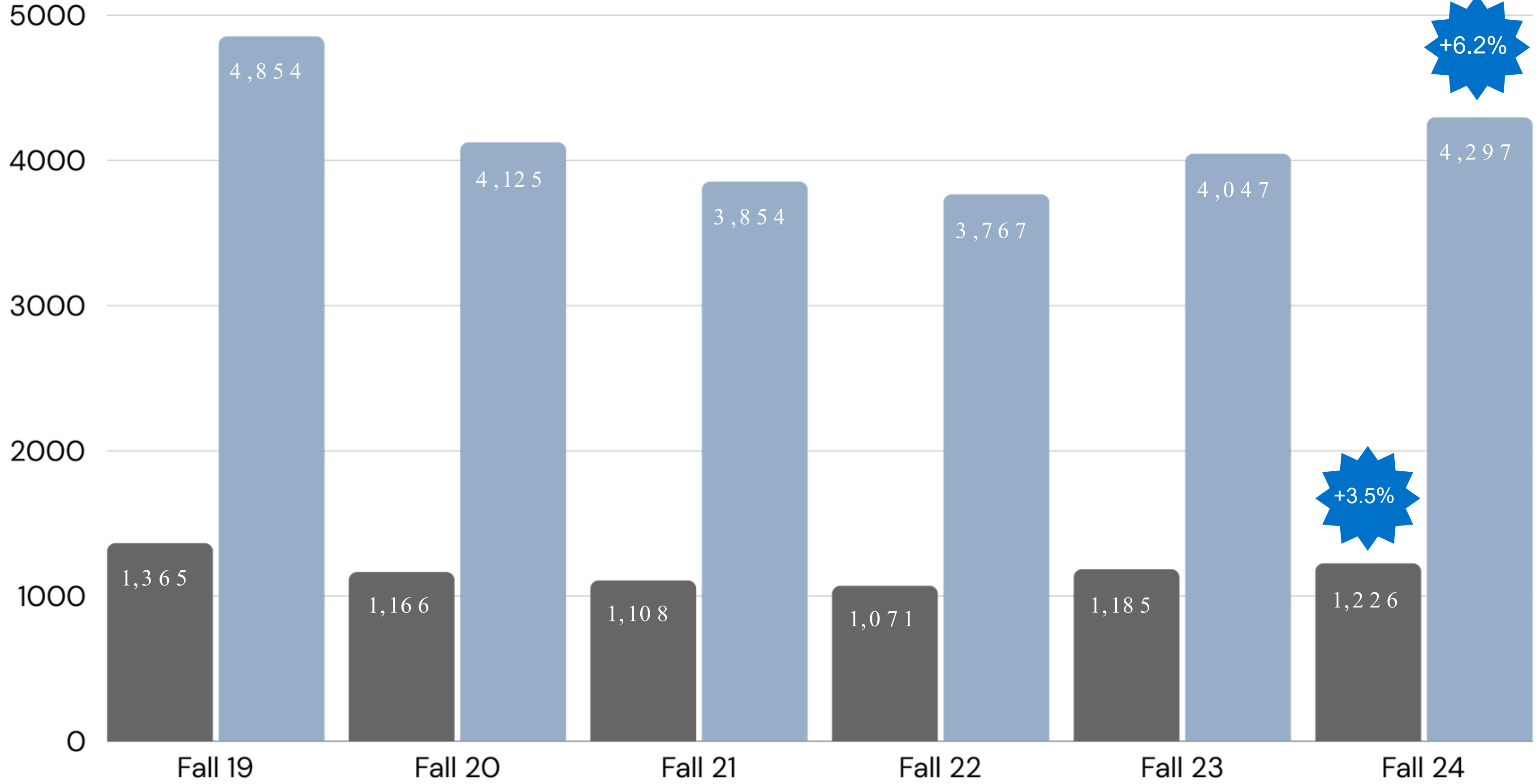
Alicia Moore, Vice President of Student Affairs

Tyler Hayes, Dean of Enrollment Management/Registrar



# CREDIT FTE & HEADCOUNT

FTE Headcount



# COMPARATORS

Fall -to-Fall	Nationally	COCC
Fall 22 v 23	+3.9%	+7.4%
Fall 23 v 24	+4.7%	+6.2%
Fall 22 to 24	+8.8%	+14.1%

According to the National Student Clearinghouse

## Highlights

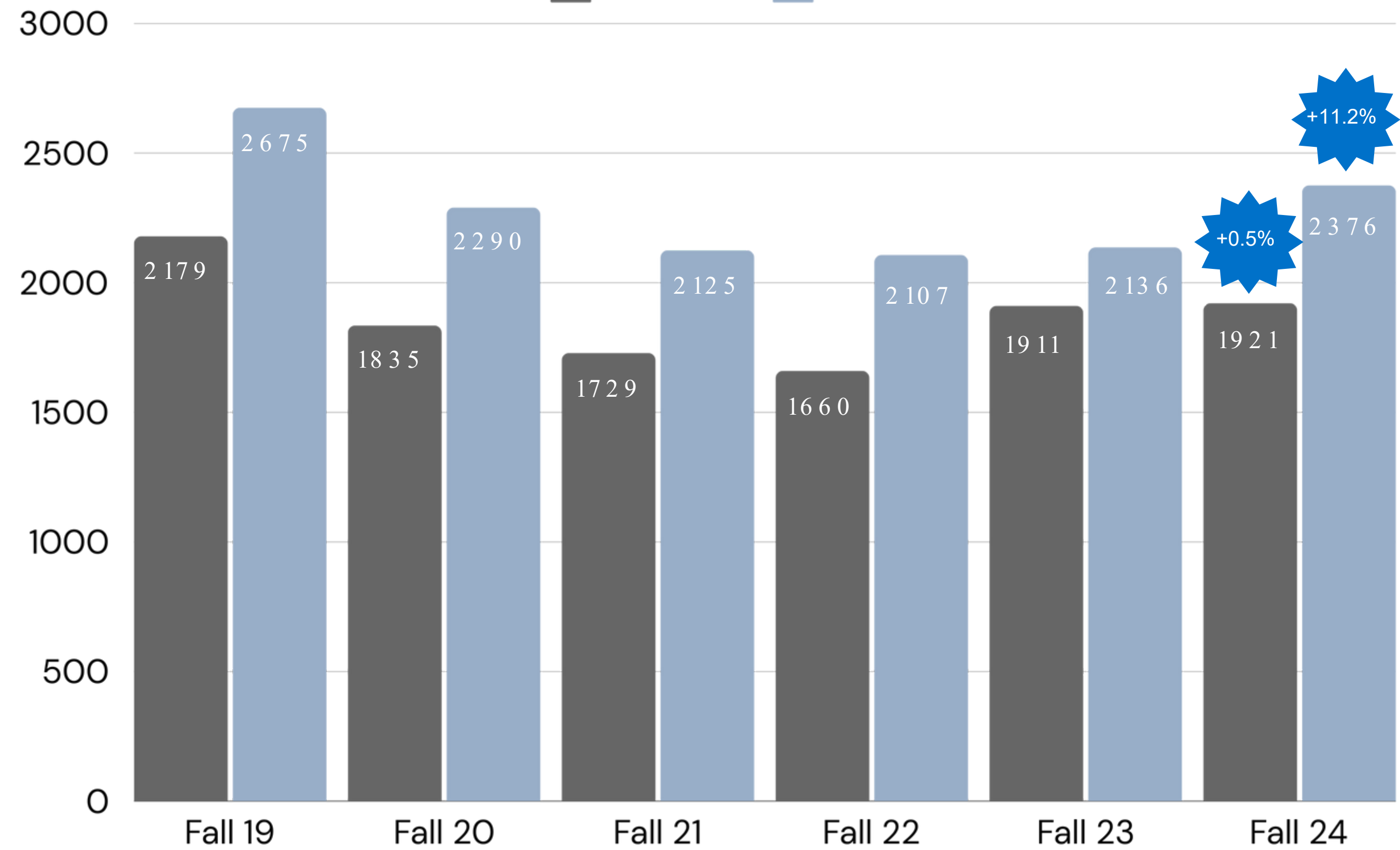
“While overall postsecondary enrollment is up by 3 percent the second straight year of growth — first -year enrollment fell by more than 5 percent, a drastic change from last fall’s small 1 percent increase. Enrollment among 18 -year -olds declined by 6 percent, slightly more than for first -year applicants of all ages.” -- **Inside Higher Education**

“Undergraduate and graduate enrollments are increasing across all credential types. Bachelor’s (+1.9%), and associate degree (4.3%)....and a large increase in students pursuing undergraduate certificate programs (+7.3%)...” -- **National Student Clearinghouse**  
**COCC is up 20.9%**

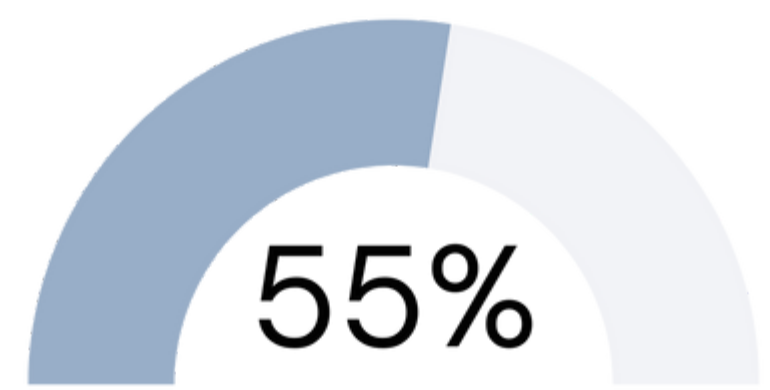


# FULL TIME VS. PART TIME

■ Full Time ■ Part Time

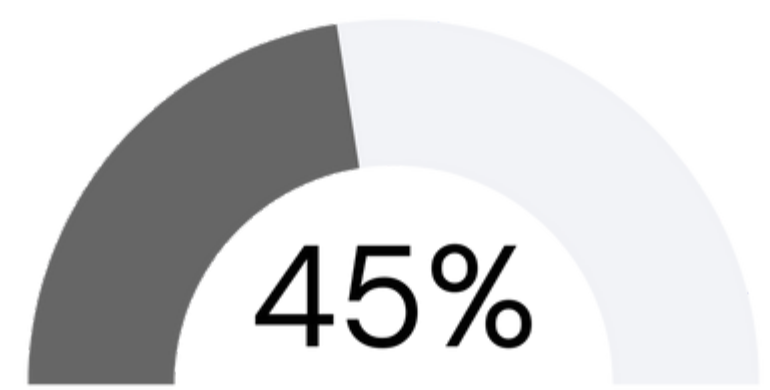


## Part Time



Accounts for 2,376 students and is **up 2%** from last fall.

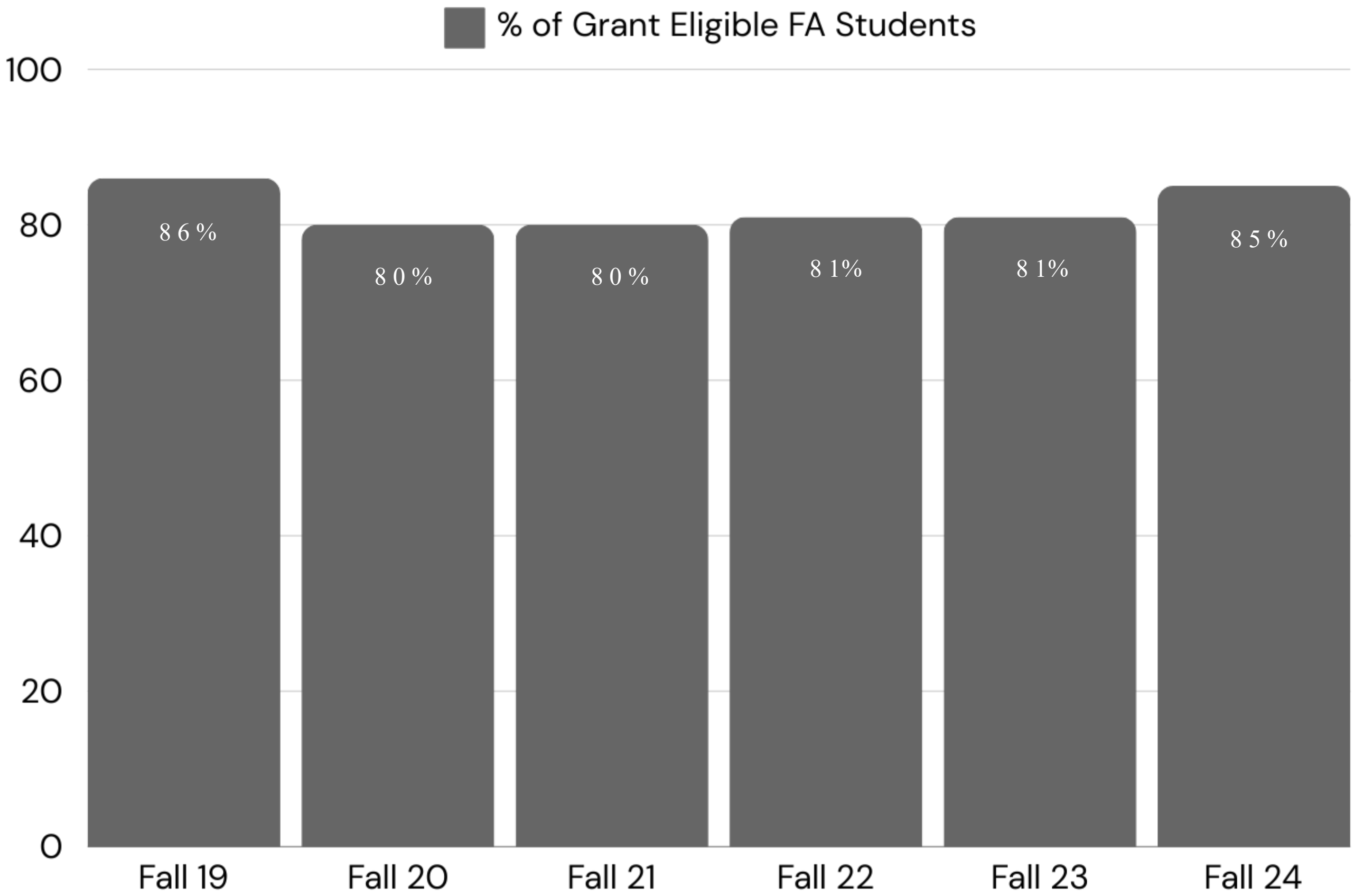
## Full Time



Accounts for 1,921 students and is **down 2%** from last fall.



# GRANT ELIGIBLE



## Grants Include

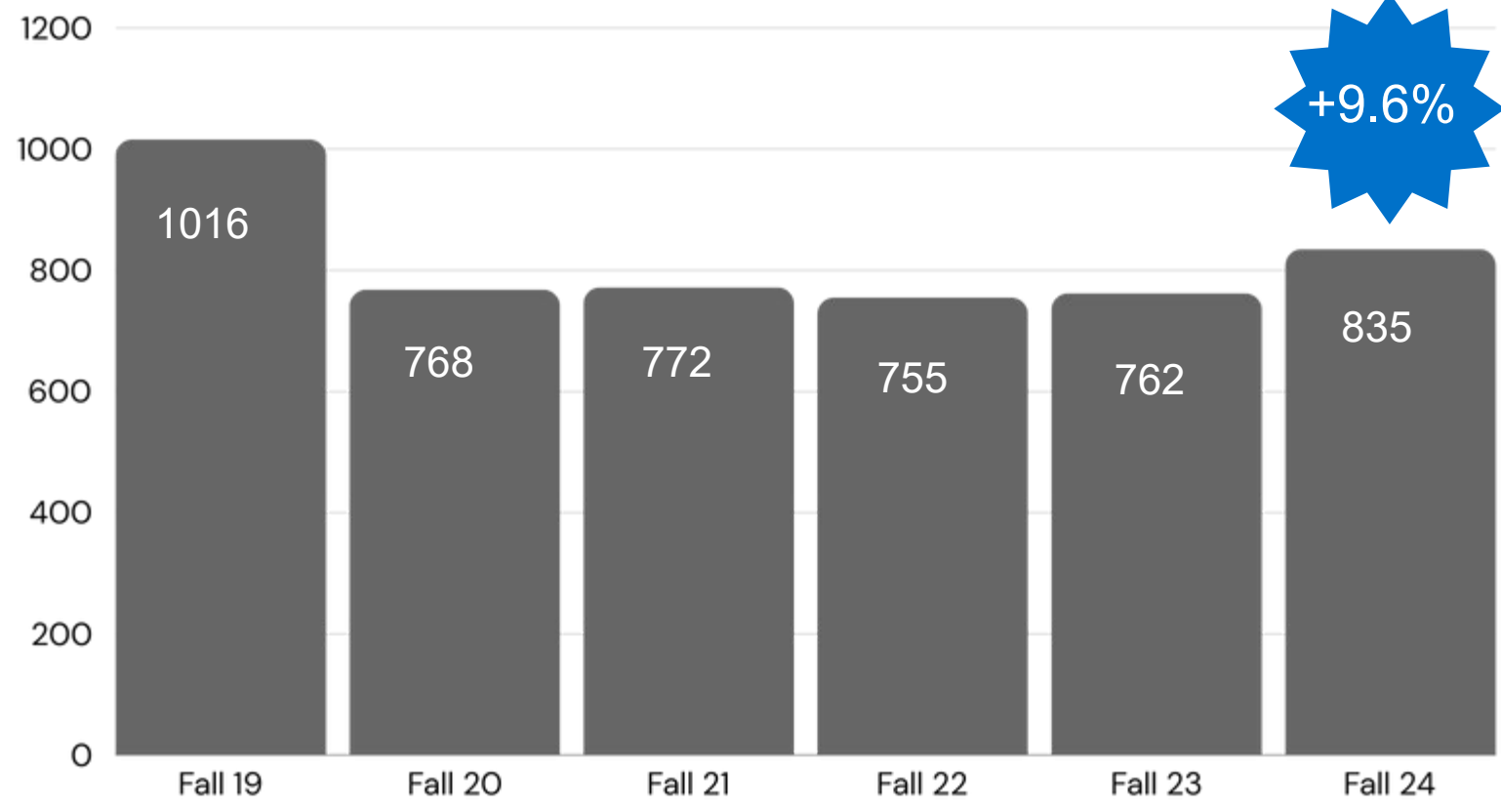
- Pell
- Oregon Promise
- Oregon Opportunity
- SEOG



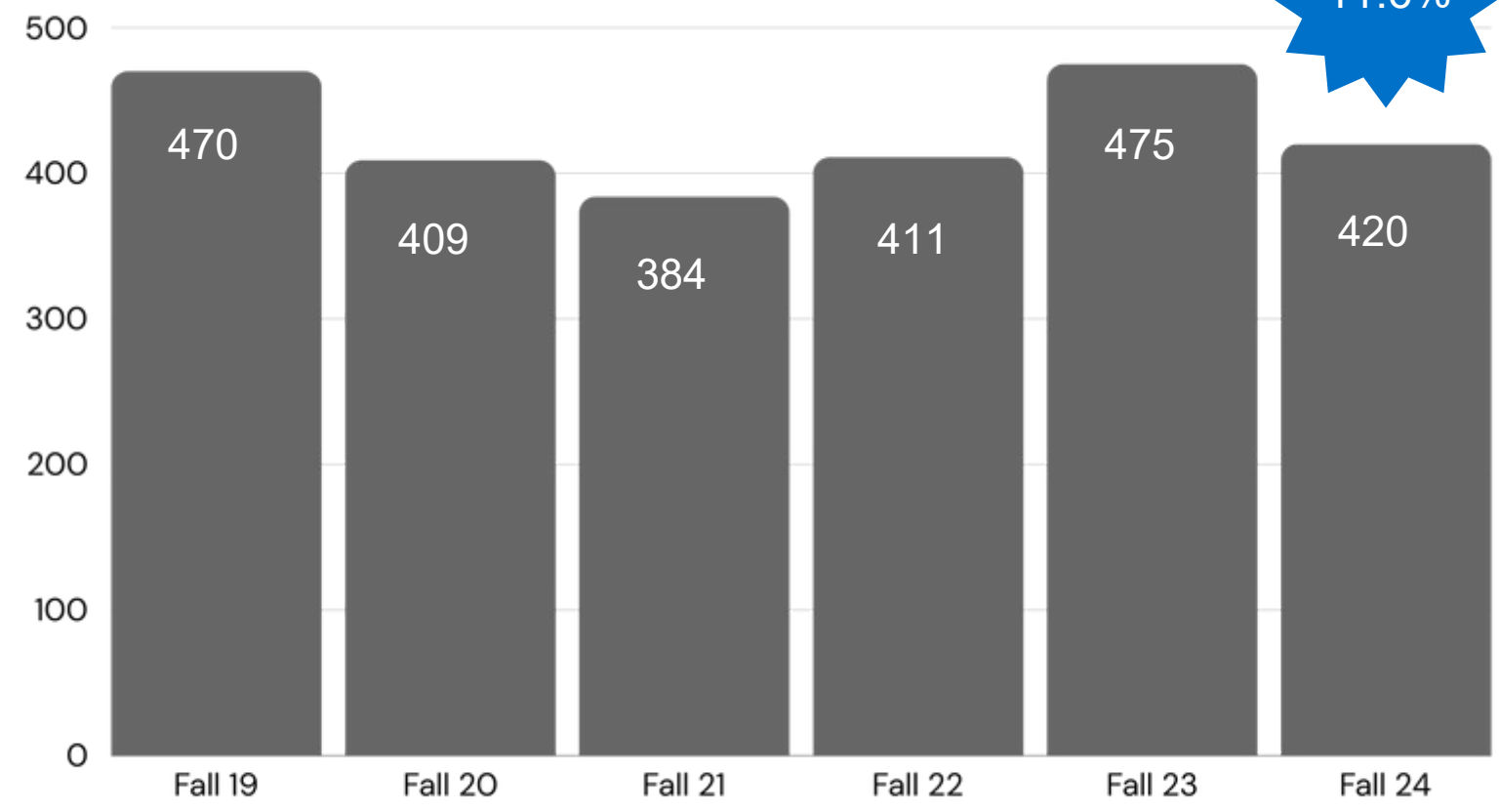
This term, we have a total of 1,620 students eligible for grants, which is a slight increase from last fall's 1,605.

# NEW STUDENTS

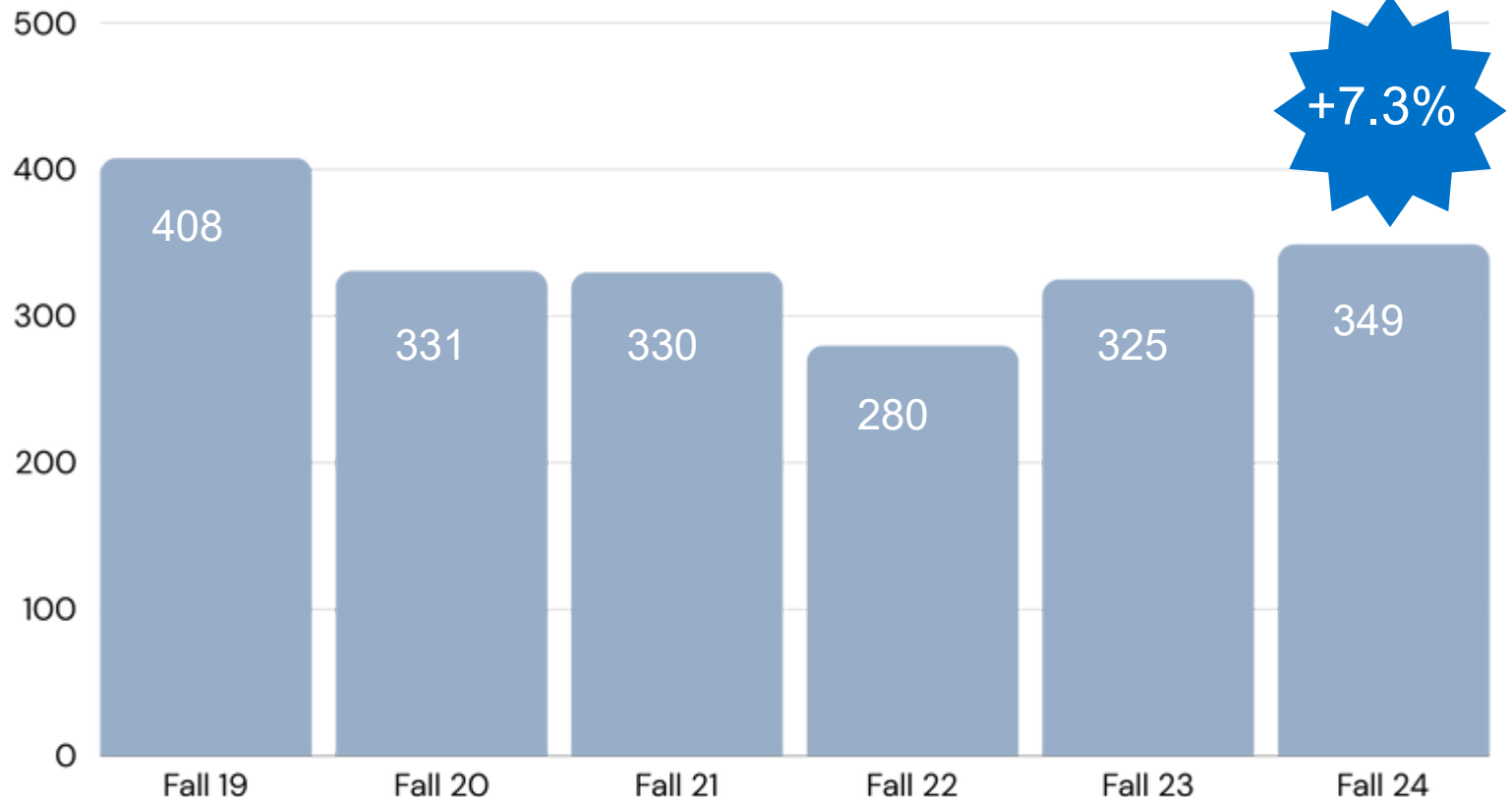
### New



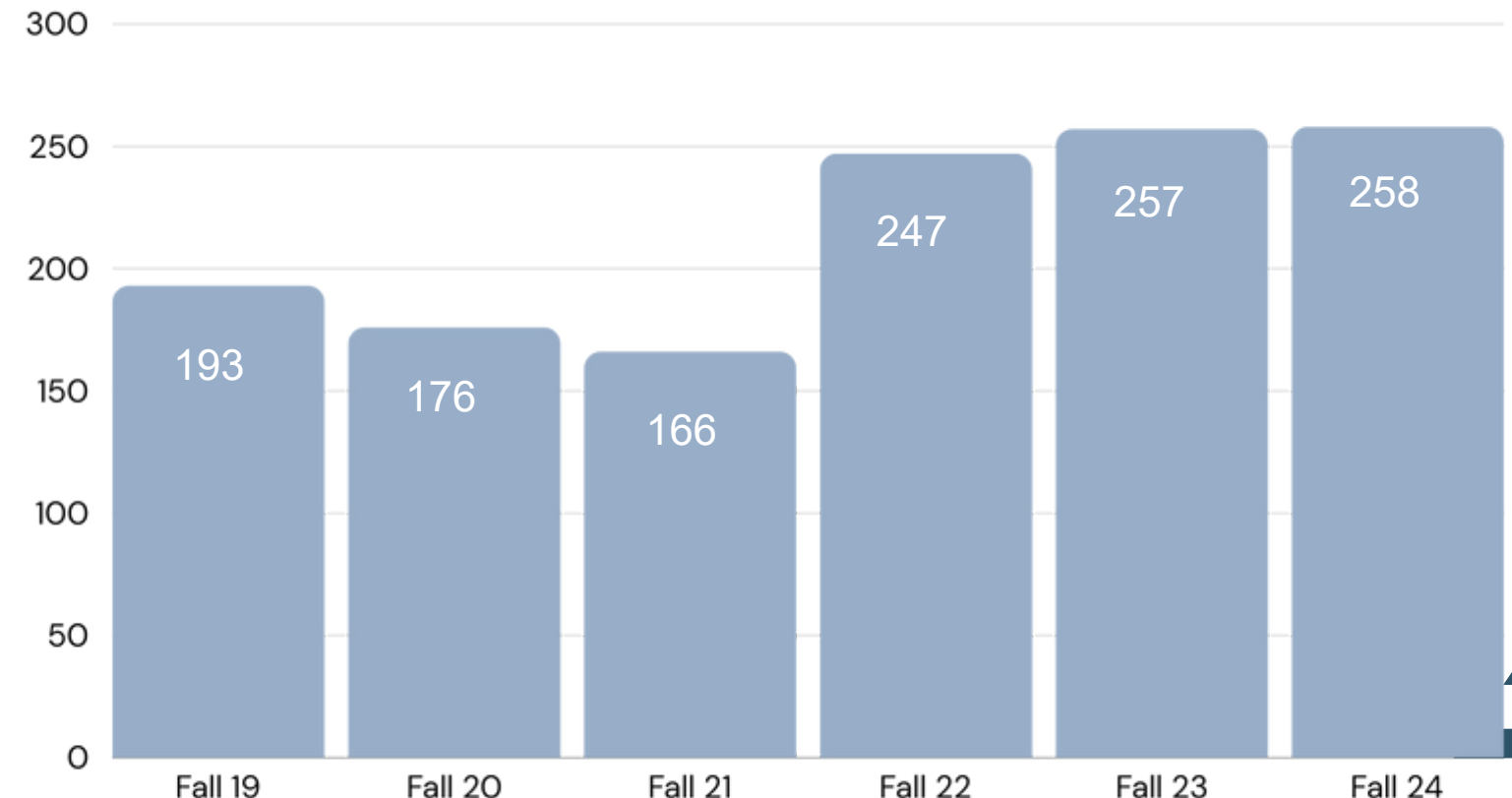
### Transfer In



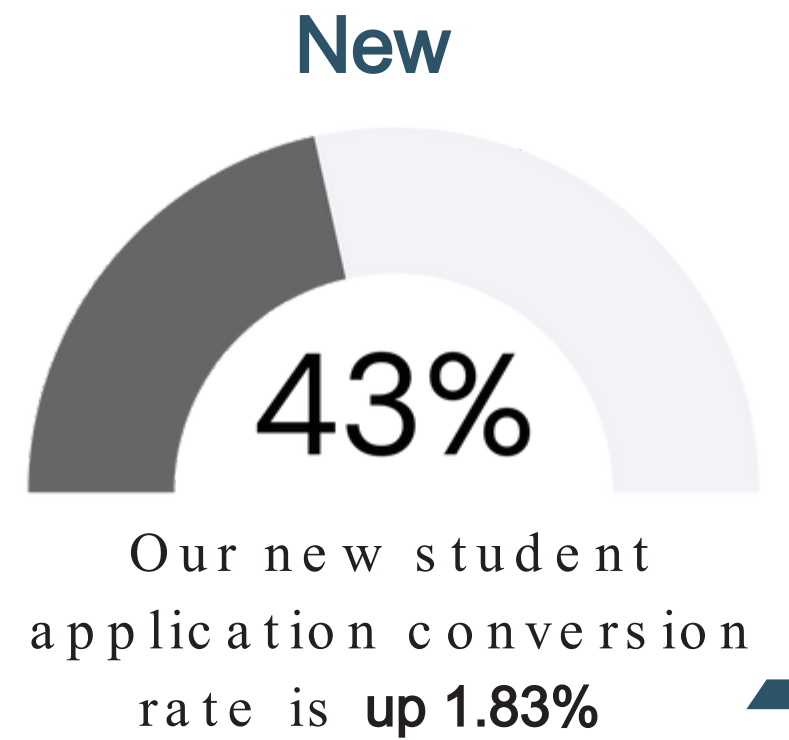
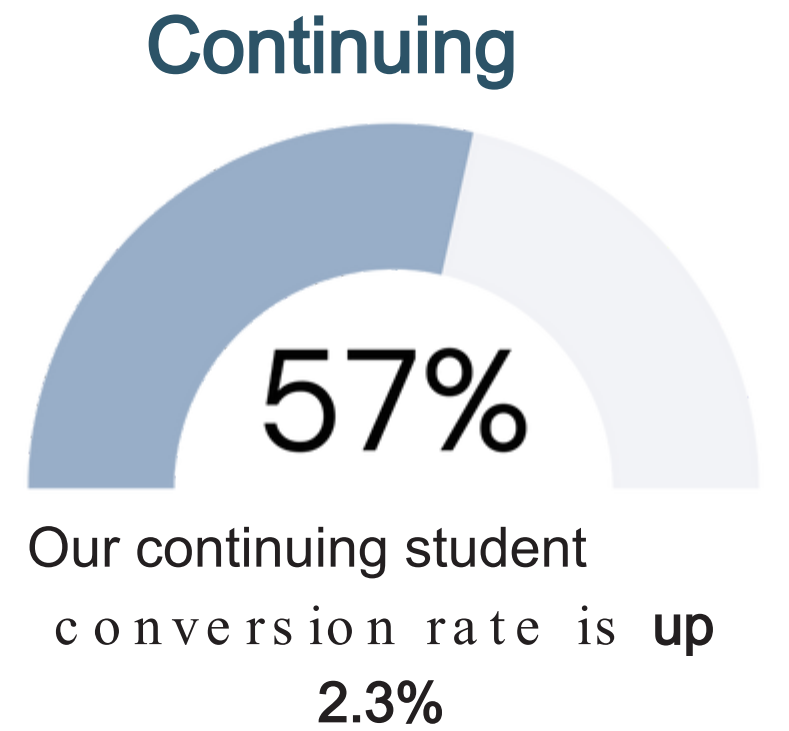
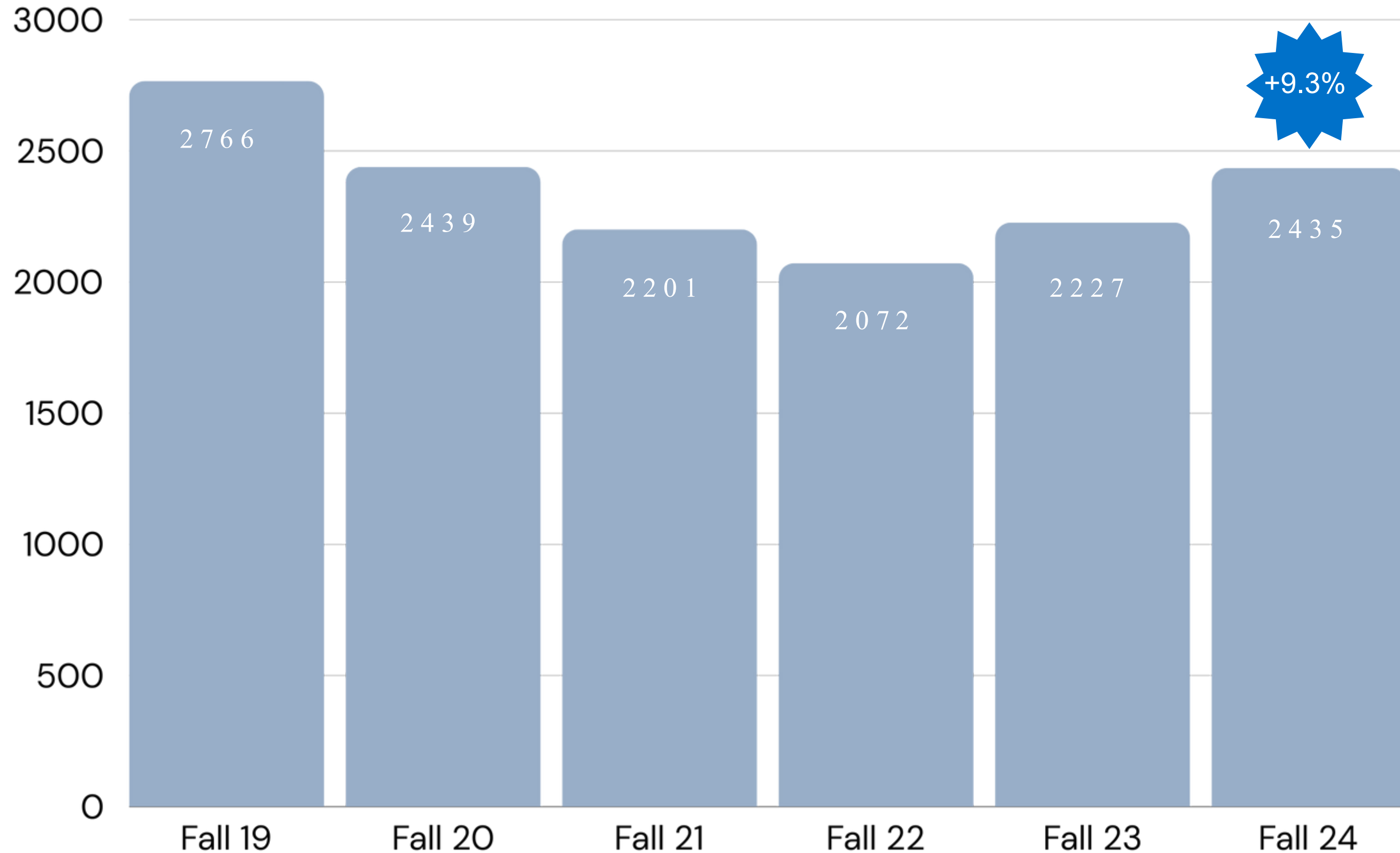
### Returning After Absence



### Concurrent

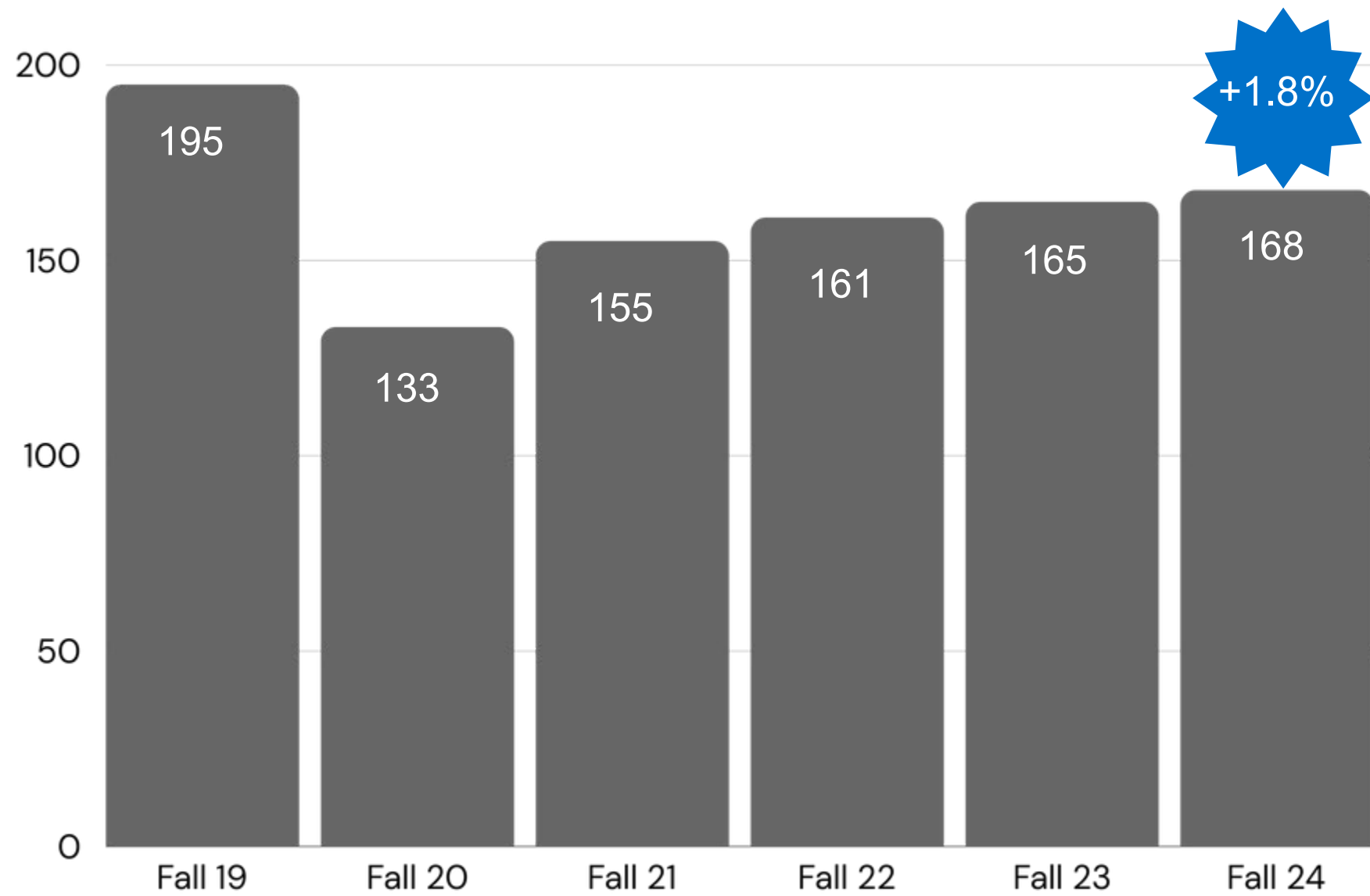


# CONTINUING STUDENTS

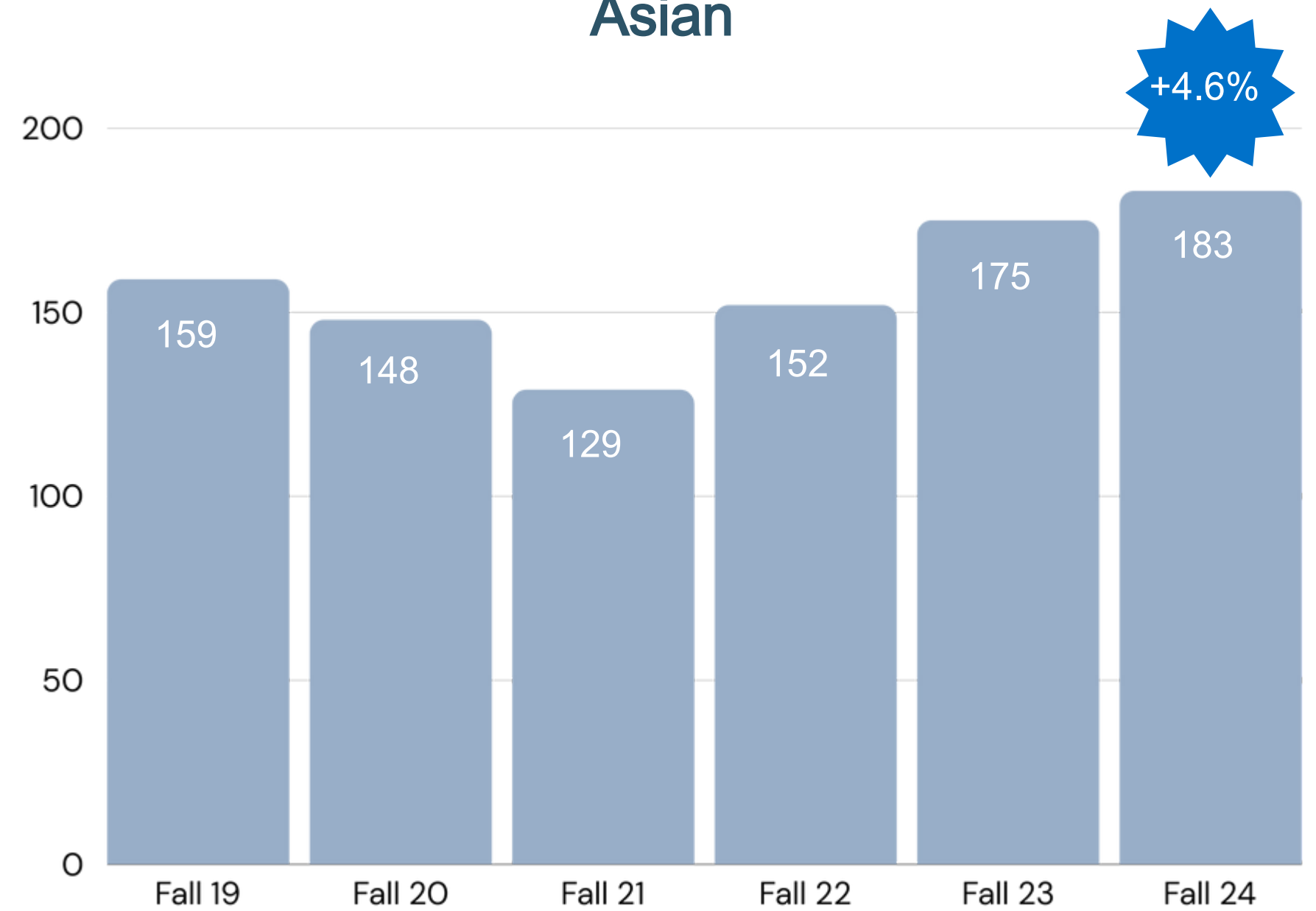


# ETHNICITY

## American Indian/Alaska Native

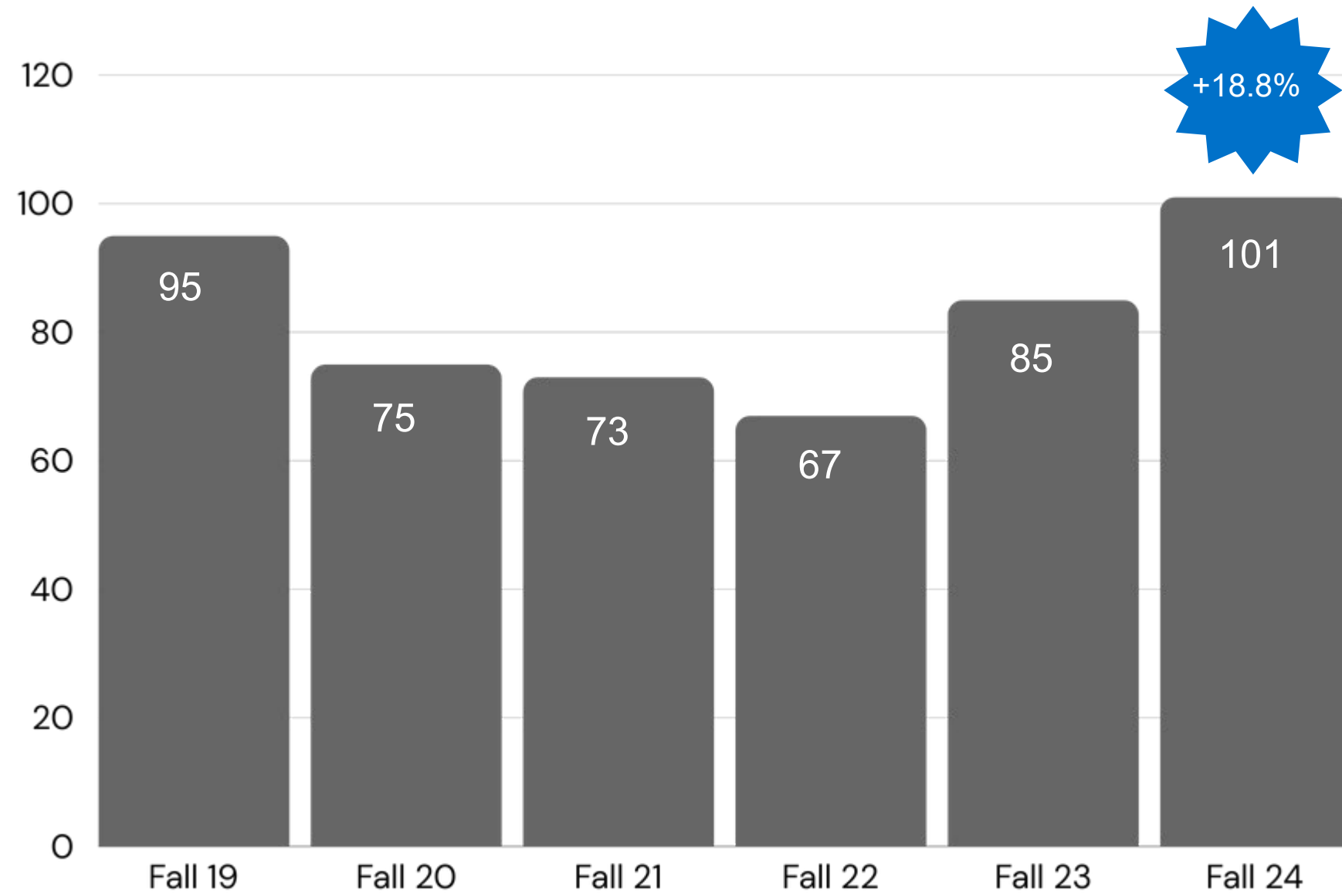


## Asian

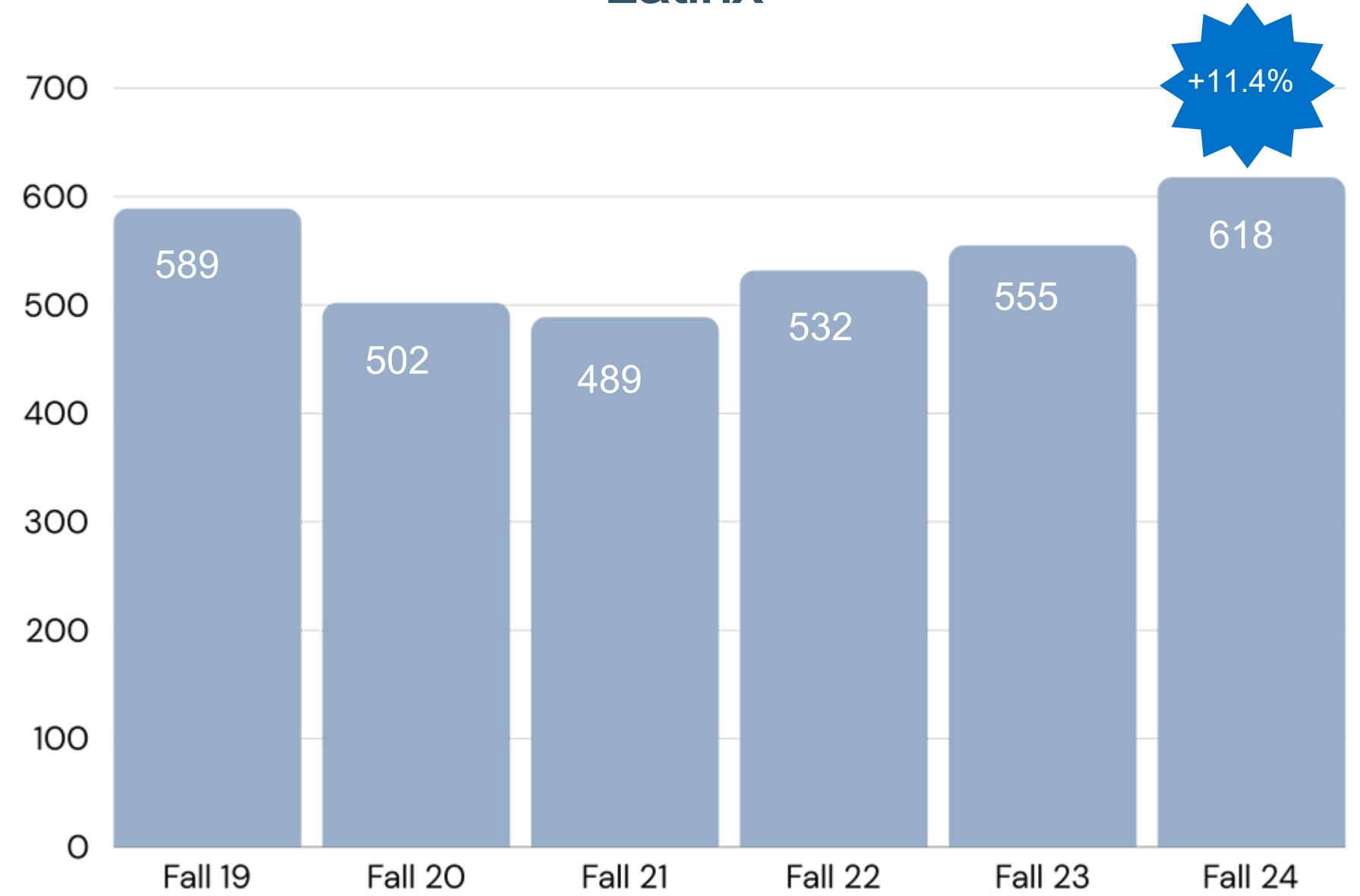


# ETHNICITY

## Black/African American

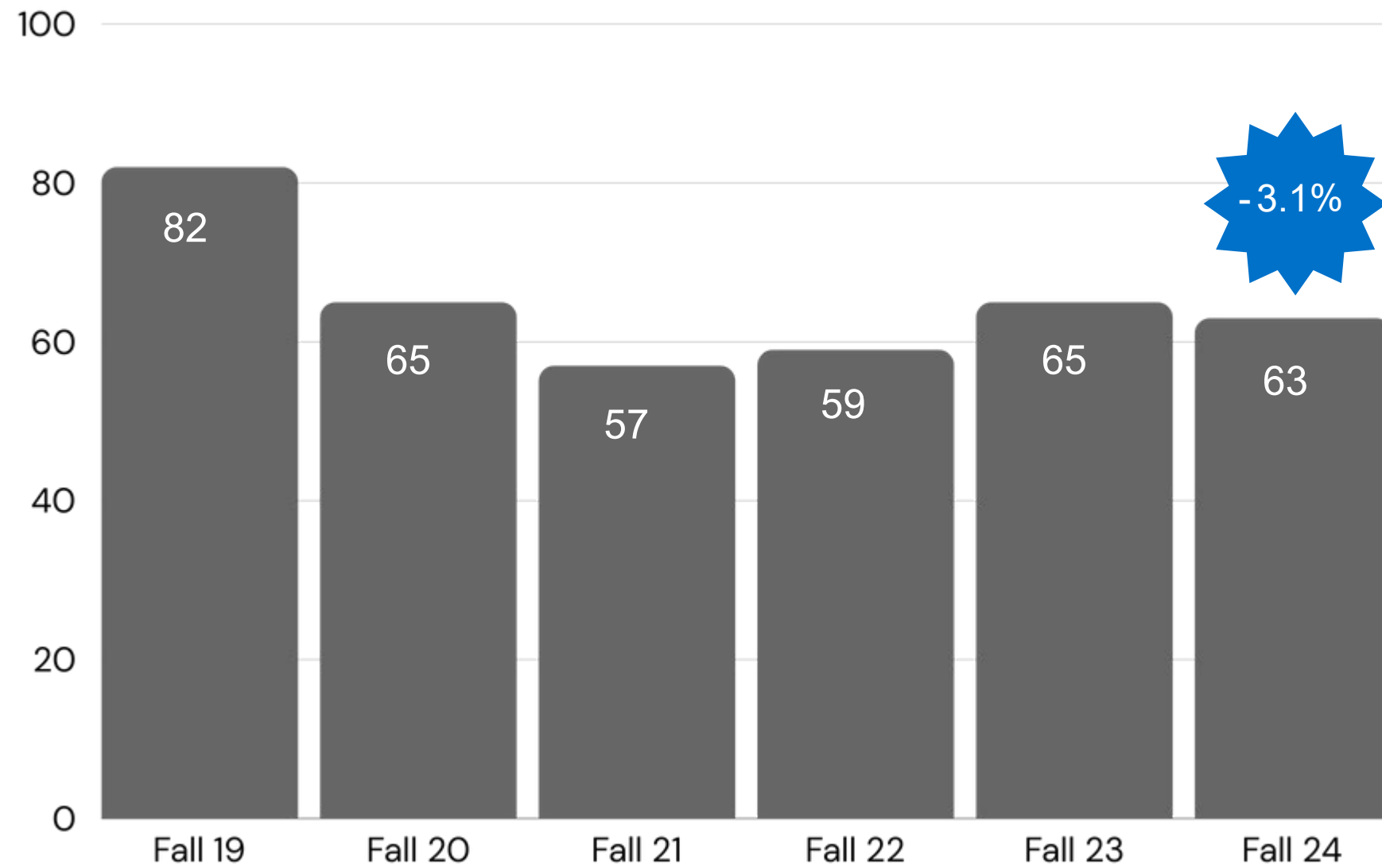


## Latinx

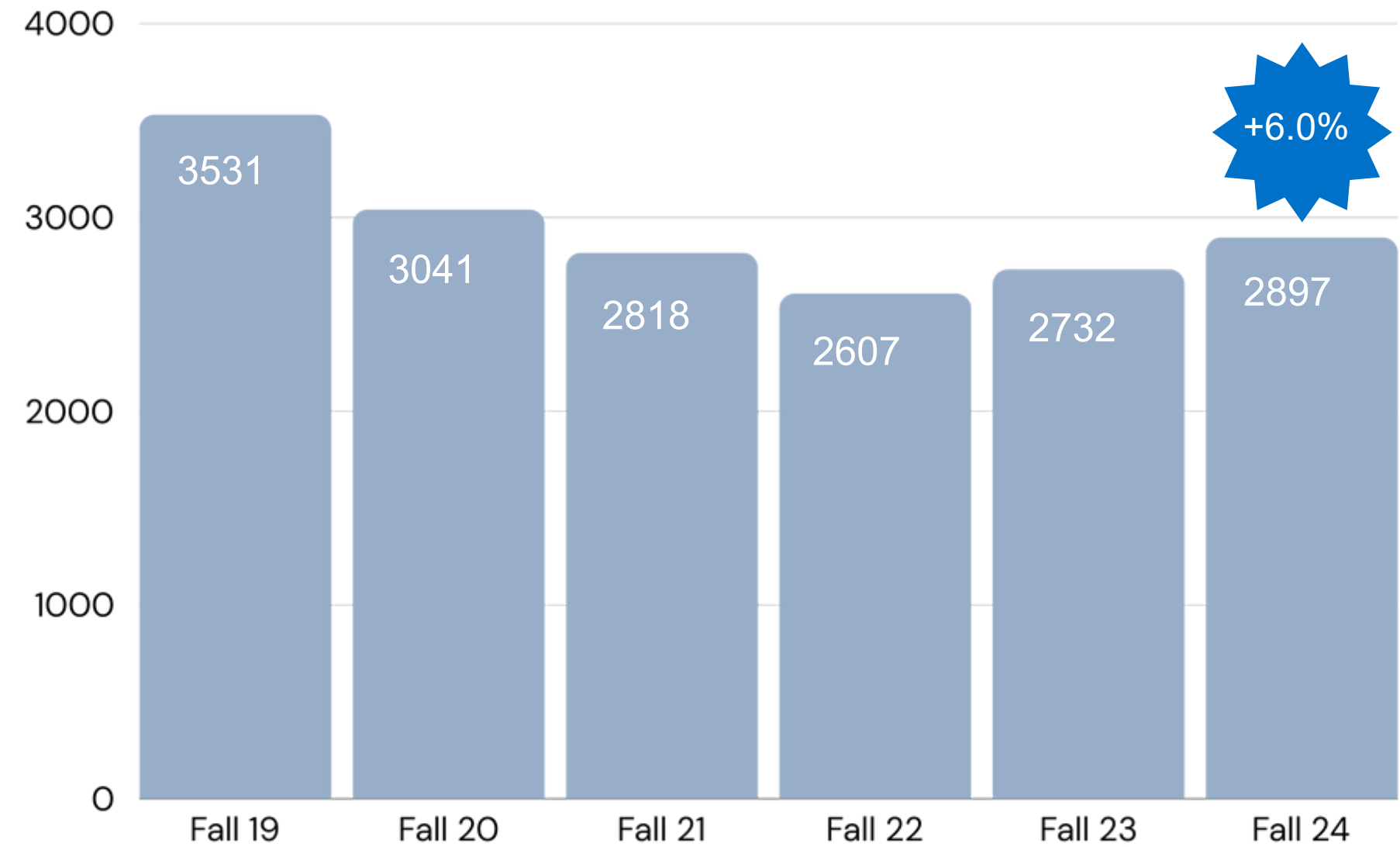


# ETHNICITY

## Native Hawaiian/Pacific Islander

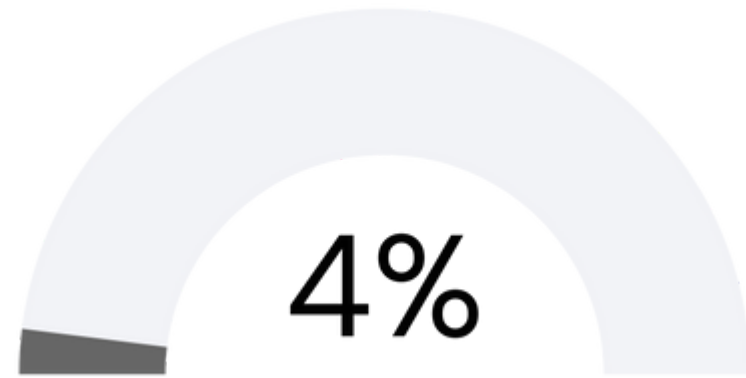


## White

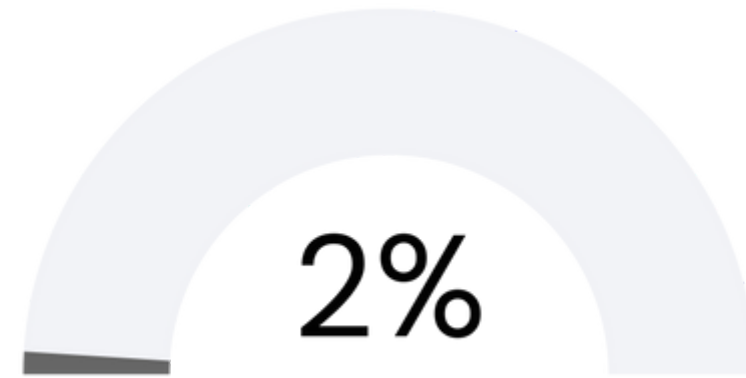


# ETHNICITY

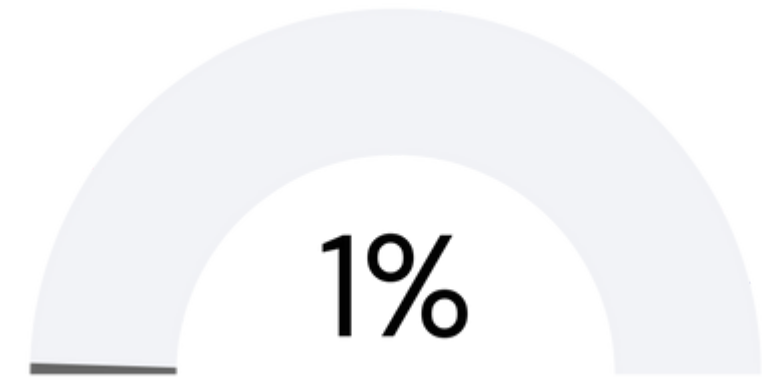
American Indian/Alaska Native



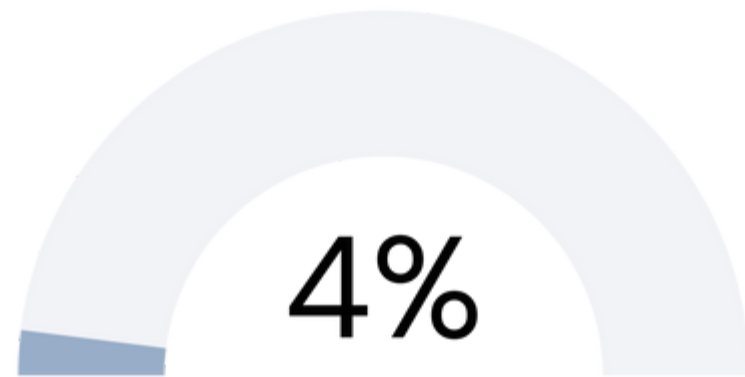
Black/African American



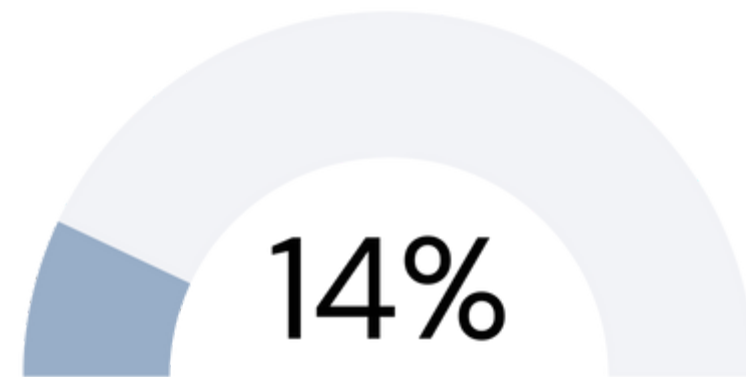
Native Hawaiian/Pacific Islander



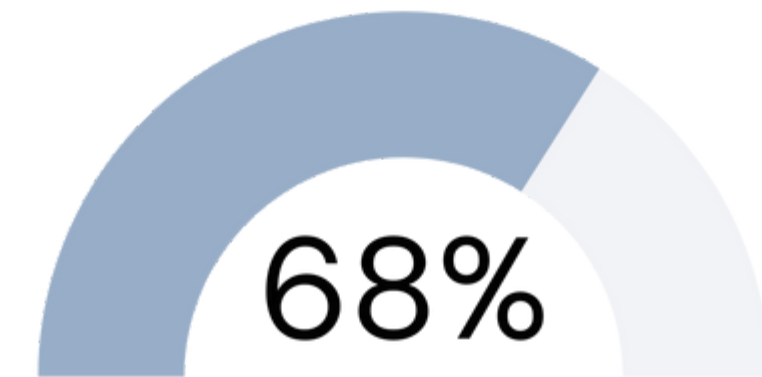
Asian



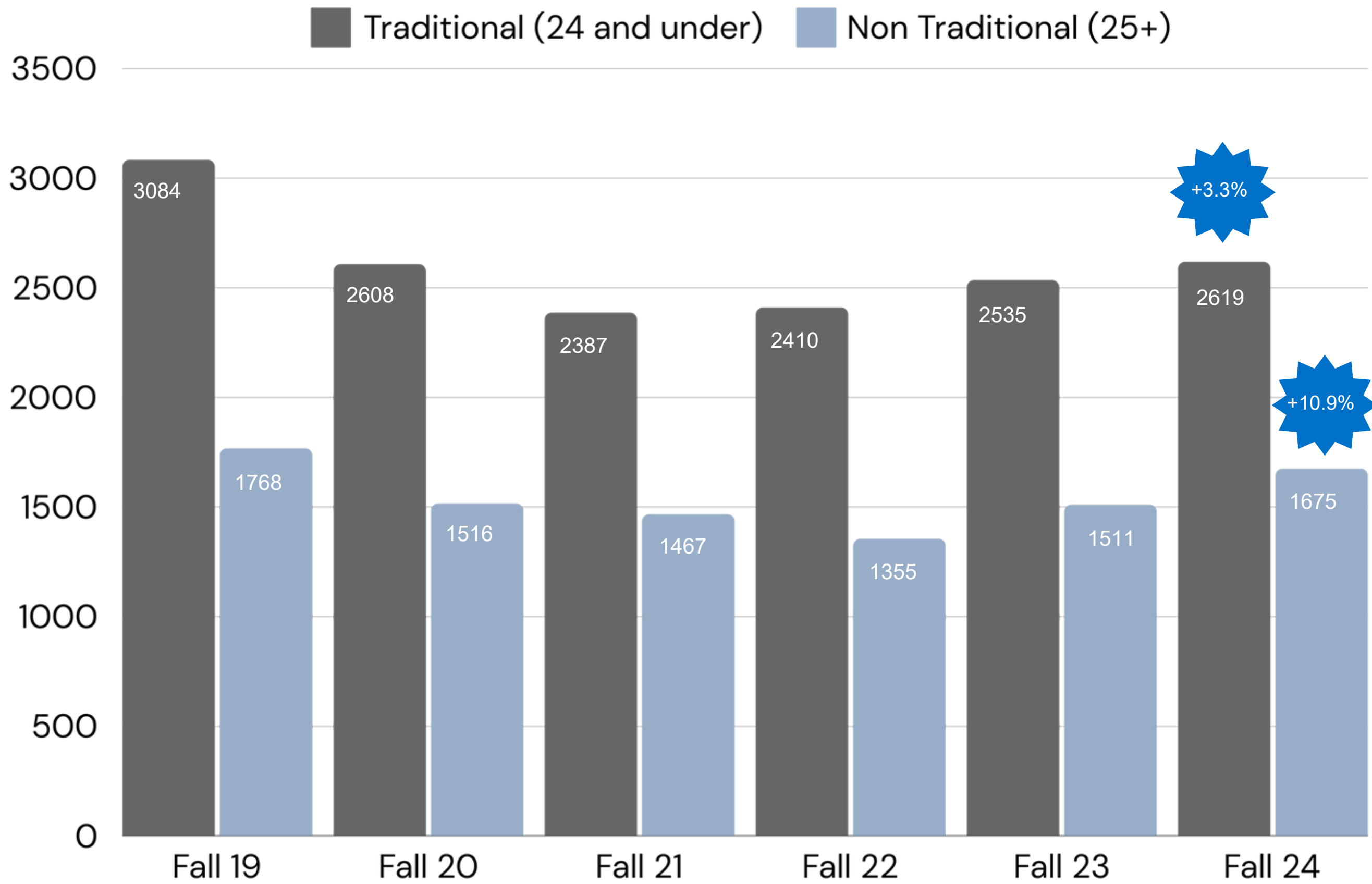
Latinx



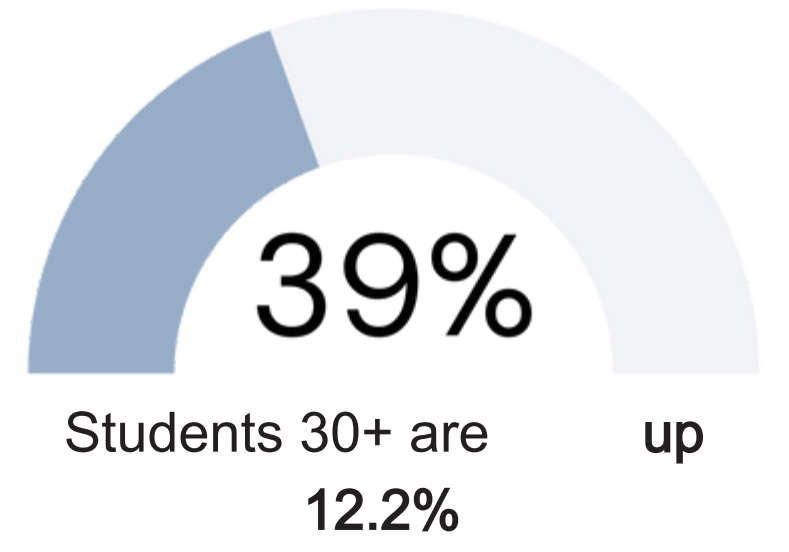
White



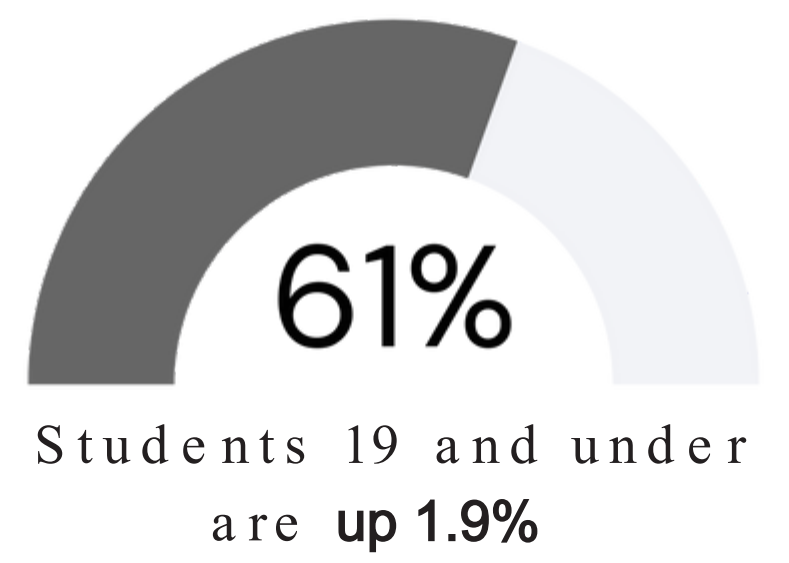
# AGE



## Non - Traditional



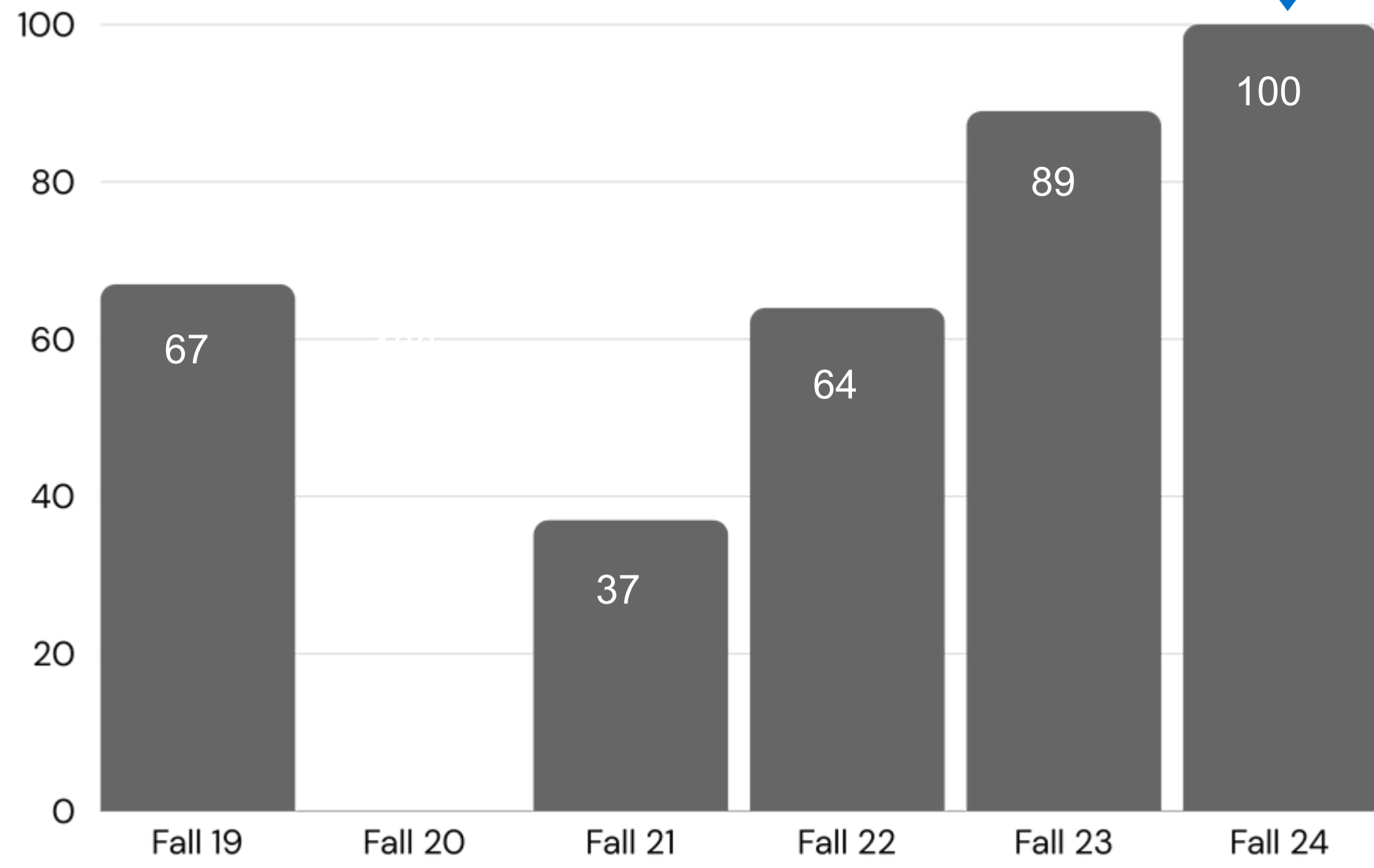
## Traditional



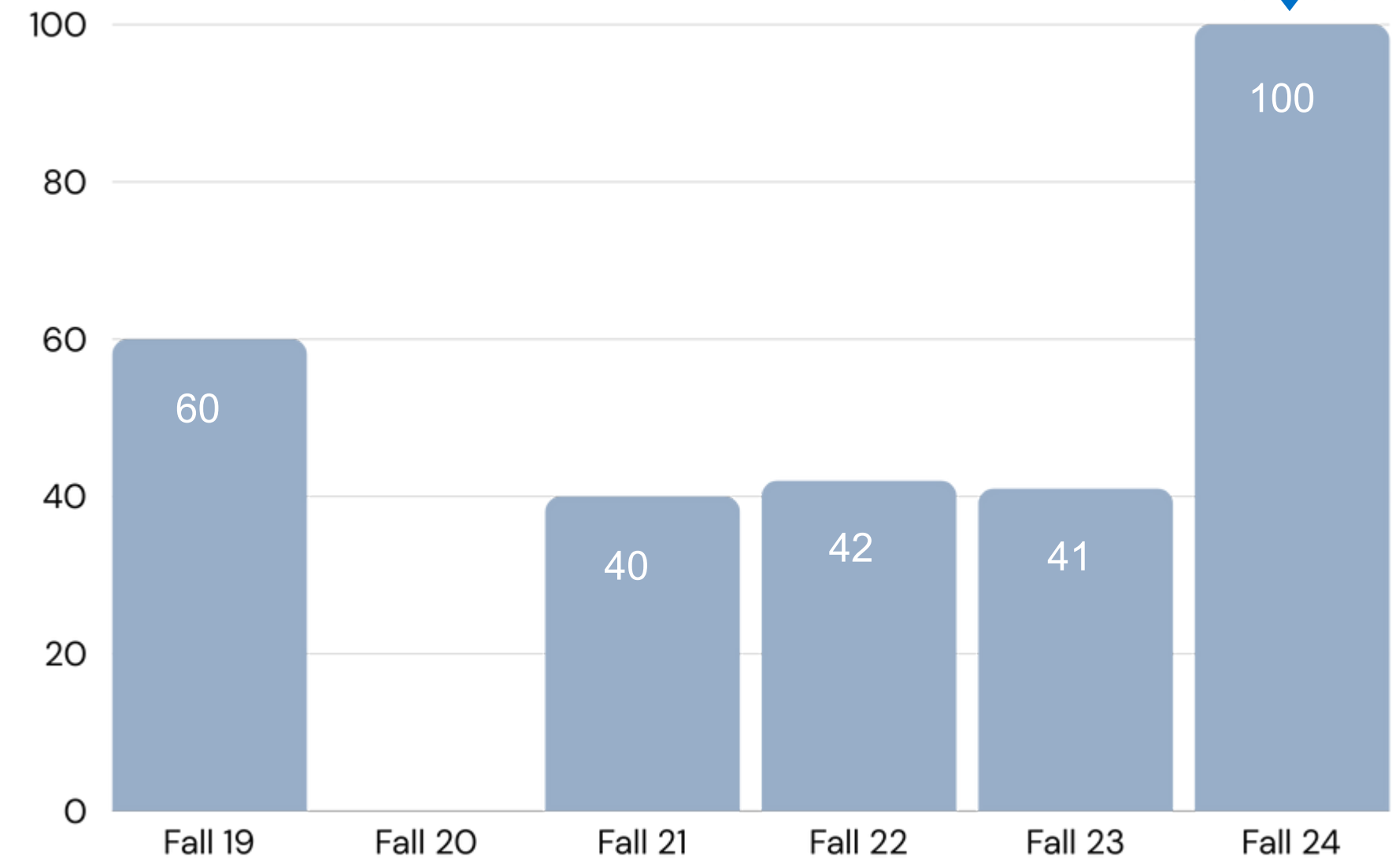


# CAMPUS

## Madras

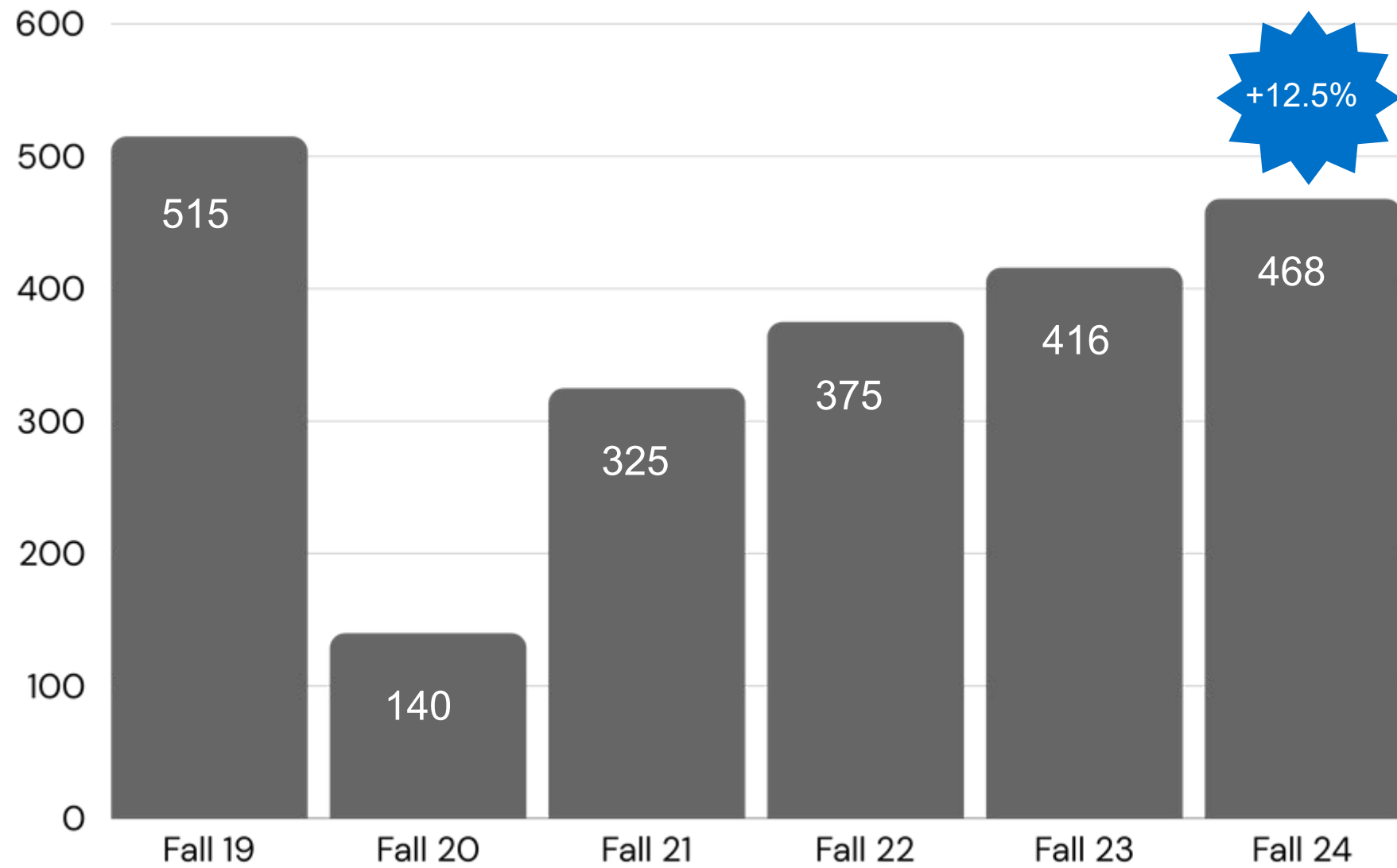


## Prineville

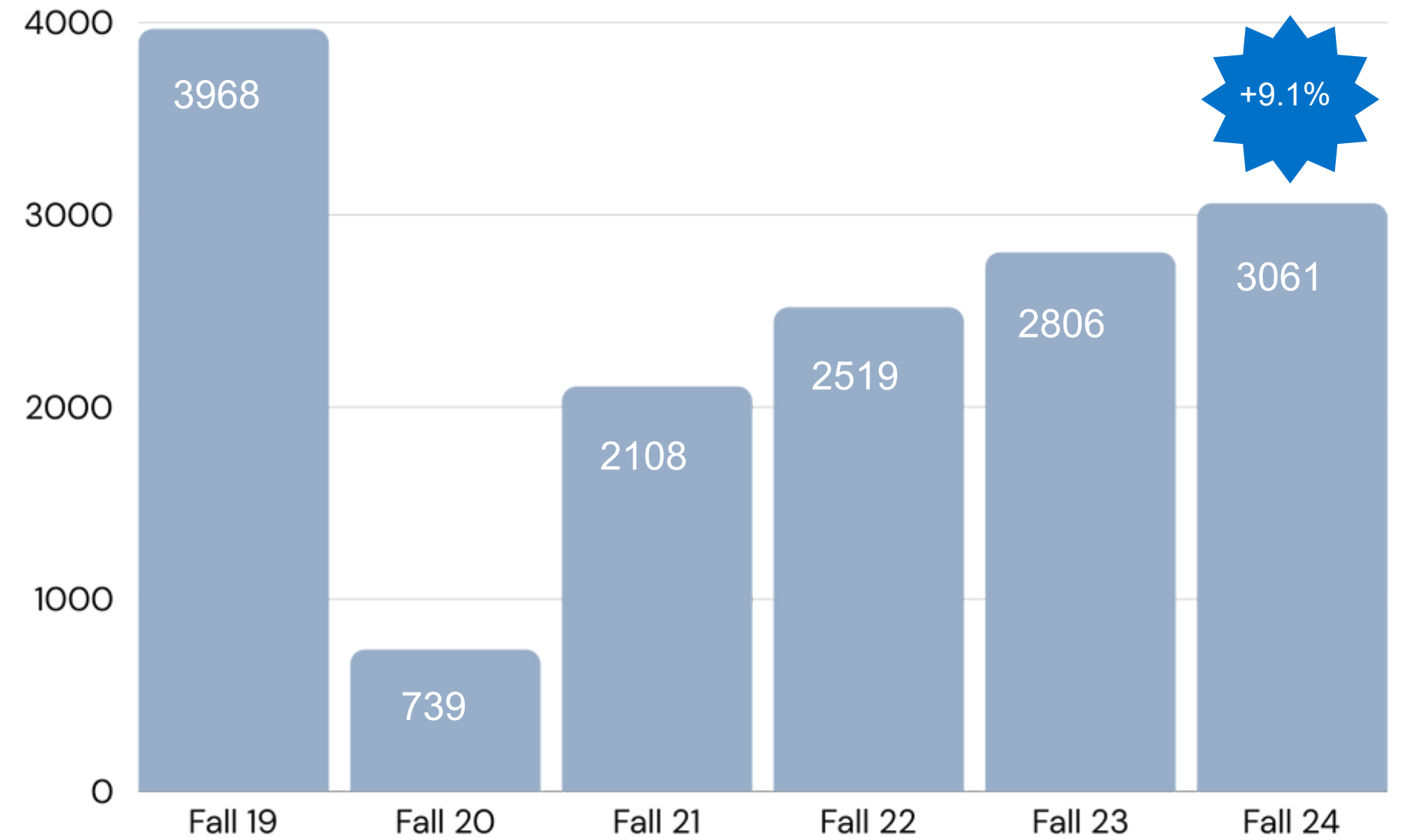


# CAMPUS

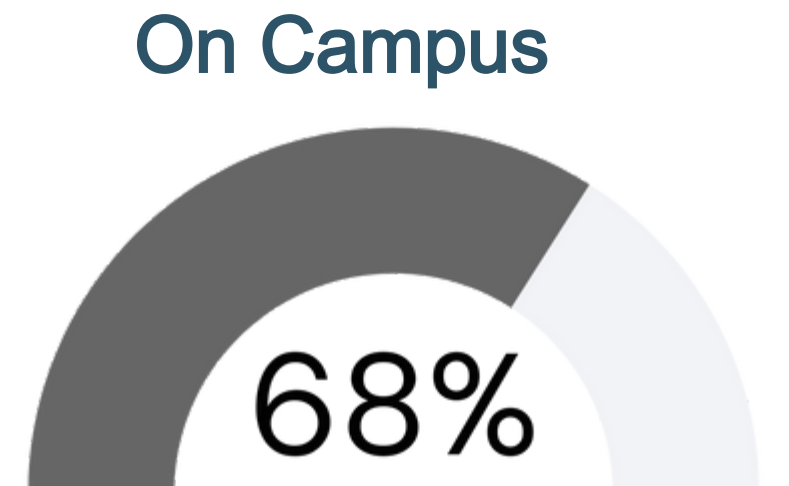
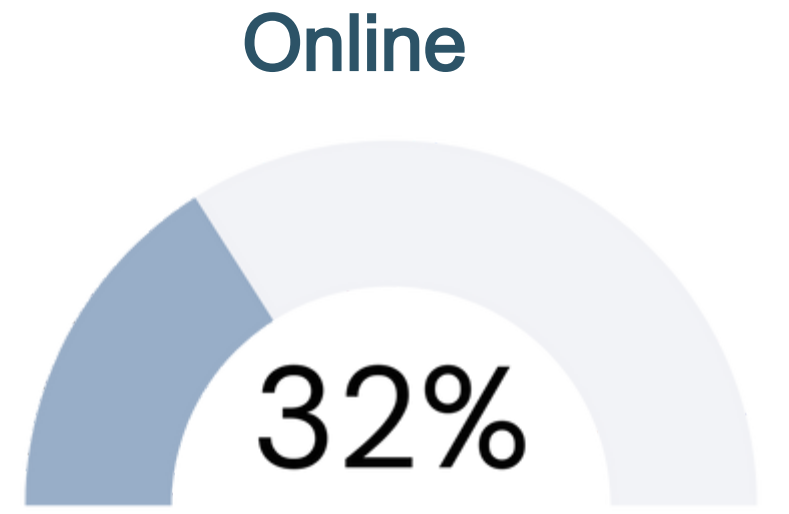
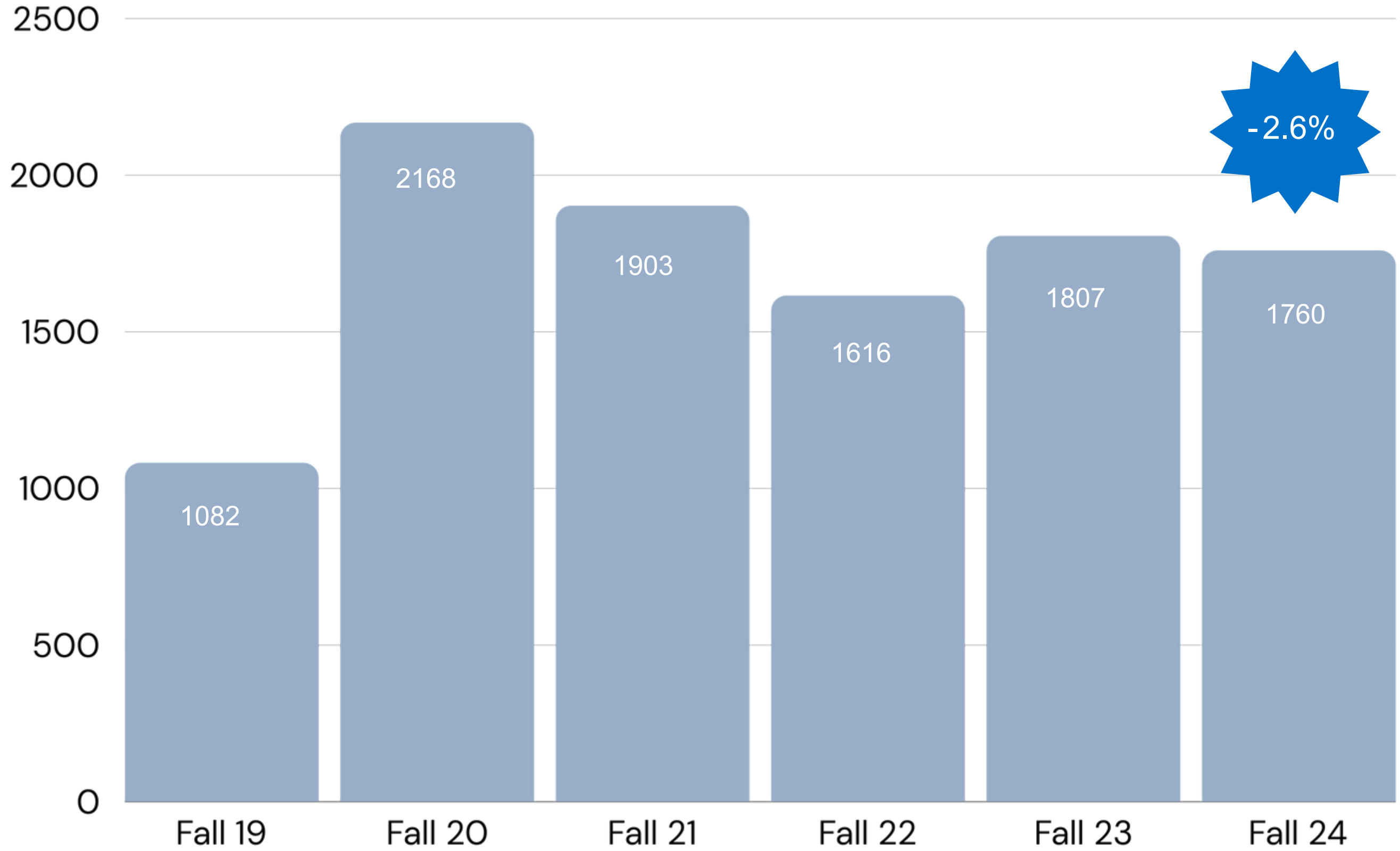
## Redmond



## Bend



# ONLINE



# CONTRIBUTING FACTORS

## Year long course scheduling

## New career - specific certificates

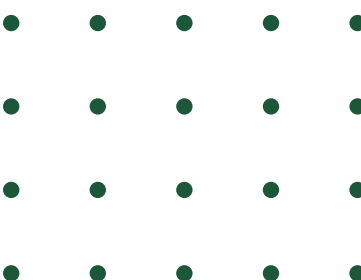
- Medical Coding
- STEM in Early Learning
- Automotive Maintenance and Light Repair
- Apprenticeship Readiness
- Foundations of Licensure in Education

## Strategic marketing and recruitment strategies

- Marketing and communications plan for “stop - out” students
- Academic program, RFI, and communication alignment

## Focus on removing barriers

- Removed placement as a requirement for non -degree seeking students
- Course modality options
- Expanded advising options







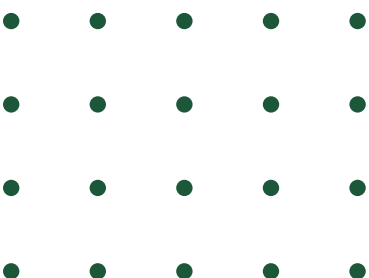
# LOOKING AHEAD

**New career -focused programs are on the way, including our first bachelors degree!**

**Implementing a new Admissions Application and Customer Relationship Management (CRM) tool**

## **Other State and College Initiatives**

- Guided Pathways
- Madras Expansion
- Continued Transfer Work
- Title III grant
- New course scheduling tool



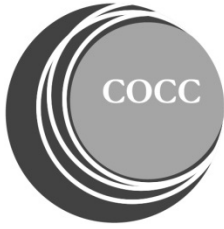


# QUESTIONS OR COMMENTS?



Huge thank you to Chris Egertson  
our data analyst!





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

<b>Subject</b>	<b>Budget Committee</b>
<b>Strategic Plan Initiatives</b>	College Sustainability
<b>Prepared By</b>	<b>Michael LaLonde, Vice President of Finance and Operations</b>

**A. Background**

1. According to the Oregon School Boards Association, Budget Committee Handbook, the COCC Board of Directors needs to declare that there are openings on the Budget Committee.
2. The College currently has 5 vacancies on the Budget Committee. The Zone 1 Committee member has resigned and the term expires on 6/30/2026. The other four positions are open with three-year terms. The Board previously, appointed Debi Harr to fill the position for Zones 4 and 5. If the Board desires, we can continue Debi Harr’s appointment for both zones but we can postpone that decision until the Board appoints new members.
3. Upon the Board’s declaration of open Budget Committee seats, we will begin advertising for these roles in the next month in order to fill all of the roles by the first Budget Committee meeting in April of 2026.
4. I will submit to the Board the resume for each candidate along with any recommendations by the February board meeting.
5. Each Budget Committee will be offered a budget orientation prior to the April meeting.

Budget Committee:

Name	Zone	Location	Term Expires	
Vacant	1		6/30/2026	
Rebekah Lambert	2	Prineville	6/30/2026	
Vacant	3			
Vacant	4			
Debi Harr	5	Bend	6/30/2025	Chair
Vacant	6			
Vacant	7			

**B. Options/Analysis**

Appoint Debi Harr to fill the vacancy in both Zones 4 & 5 and appoint a new member for Zone 1. Proceed with advertising for the other 3 Zones.

**C. Timing**

The VP of Finance and Operations will present the candidates at the February Board meeting for approval.

**D. Budget Impact**

None.

**E. Proposed Resolution**

Be it resolved that, the Central Oregon Community College Board of Directors declares that there are 5 open positions on the Budget Committee for Zone 1, 3, 4, 6 and 7 and directs the VP of Finance and operations to advertise these open positions and provide the Board with candidates by the February Board Meeting.

Please note (ORS 294.414):

1. Except as provided in [ORS 294.423 \(Governing body of certain municipal corporations to be budget committee\)](#), the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.
2. The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.
3. The members of the budget committee shall receive no compensation for their services as members of such committee.
4. Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.
5. Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.
6. Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.
7. If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.



**SEVENTH AMENDMENT TO GROUND LEASE**

THIS SEVENTH AMENDMENT TO GROUND LEASE (the "*Seventh Amendment*"), effective as of \_\_\_\_\_, 2024, is made and entered into by and between *Central Oregon Community College*, an Oregon community college district, hereinafter referred to as "*Landlord*", and *MWIC Veridian, LLC*, an Oregon limited liability company, together with its successors or assigns, hereinafter referred to as "*Tenant*". Landlord and Tenant are referred to collectively herein as the "*Parties*" and individually as a "*Party*."

**RECITALS:**

- A. This Seventh Amendment is entered into by Landlord and Tenant as an amendment to that certain Ground Lease dated February 23, 2021, as amended from time to time, and exhibits and addenda thereto, hereinafter referred to as the "*Ground Lease*" for those certain premises described as a 9.46-acre portion of Tax Lot 1000 of Deschutes County Assessor's Map 171125, hereinafter referred to as the "*Premises*."
- B. Tenant is successor in interest to the original tenant, Neighborly Ventures, Inc., by way of an Assignment and Assumption of Ground Lease, dated June 10, 2022, and as allowed under the terms of the Ground Lease.
- C. The City of Bend issued the first certificate of occupancy for the first residential unit in the Facility on April 25, 2024.
- D. The Parties now desire to amend Section 3.2 of the Ground Lease as set forth herein.

**AGREEMENT:**

In consideration of the mutual covenants, terms, and conditions set forth herein, the sufficiency of which is acknowledged, the Parties hereby agree to amend the Ground Lease as follows:

- 1. Rent. Section 3.2 of the Ground Lease shall be deleted in its entirety and replaced with the following:

"3.2. Rent. Beginning on the earlier of (a) 75 percent occupancy of all multifamily units approved in the Facility by the City of Bend or (b) 18 months following issuance of a certificate of occupancy for the first residential unit in the Facility (the "*Rent Commencement Date*"), the lease fee for the Premises shall be eight percent (8%) of the agreed upon fair market value of the Land (defined below) per year, which the Parties agree shall be valued initially at \$2,925,753. This results in the initial amount of a monthly payment of \$19,505.02 (the "*Rent*"), subject to the adjustments set forth in this Section 3; provided, however, in no event shall the Rent Commencement Date occur later than June 30, 2025, except as may be permitted under Section 22.10 below. The initial payment of Rent shall be paid on the first day of the month following the Rent Commencement Date. Thereafter, each monthly payment of Rent is due in advance on the 1st day of the month, becoming delinquent if unpaid by the 15th day of the

month. If not paid by the 15th day of the month, a late fee of five percent (5%) of the monthly amount, shall be assessed and be paid as part of the Rent. Delinquent payments shall bear interest at the rate of ten percent (10%) per annum and shall be due and payable without demand. The Rent payment shall be payable without any right of offset.”

2. Miscellaneous Terms

- 2.1 All capitalized terms used herein shall have the meanings ascribed to them in the Ground Lease unless otherwise defined herein.
- 2.2 It is the intent of the Parties that this Addendum shall control as to any conflicting terms or conditions set forth in the Ground Lease.
- 2.3 Unless specifically modified herein, all other terms and conditions of the Ground Lease shall remain unchanged and in full force and effect.
- 2.4 This Addendum may be executed in two or more counterparts, each of which shall constitute an original and all of which together shall constitute one and the same agreement.

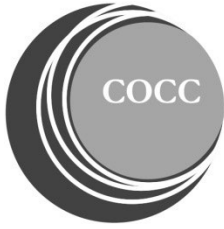
IN WITNESS WHEREOF, the Parties have executed this Seventh Amendment as of the date first above written.

**LANDLORD:**  
**CENTRAL OREGON COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Laurie Chelsey, Ph.D., President

**TENANT:**  
**MWIC VERIDIAN, LLC**

By: Mountain West Investment Corporation  
Its: Manager



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

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<b>Subject</b>	<b>Veridian Phase 1 Ground Lease Amendment</b>
<b>Strategic Plan Initiatives</b>	College Sustainability
<b>Prepared By</b>	<b>Michael LaLonde, VP of Finance and Operations</b>

**A. Background**

MWIC Veridian, LLC (“Veridian”) leases 9.46 acres from the College under a 30-year ground lease dated February 23, 2021. The lease specifies that full rent will commence on the earlier of (a) 75% occupancy of all approved units or (b) 18 months following issuance of the first certificate of occupancy for a unit. However, the lease also provides that full rent must commence no later than four years after the effective date of the lease. Veridian’s initial annual rent is equal to 8% of the agreed upon fair market value of the Premises, for an initial monthly payment of \$19,505.02.

Veridian is currently paying partial rent, but has not achieved 75% occupancy due to numerous delays (many of which were beyond their control) and a less robust rental market. (The first certificate of occupancy was issued April 25, 2024.) Based on the above, Veridian would be required to pay full rent beginning March 1, 2025, four years after the Effective Date of the lease. Veridian has asked the College for a lease amendment delaying the commencement of full rent until the earlier of (a) 75% occupancy or (b) July 1, 2025. The delayed commencement of full rent would result in approximately \$30,000 in less rent for the College.

The Board is asked to consider the lease amendment for two reasons:

1. Veridian is still in due diligence under its Phase 2 ground lease, which has an option that will include affordable housing.
2. Veridian has shown interest in expanding their development of College property beyond Phase 1 and Phase 2.

**B. Options/Analysis**

Approve the lease amendment, delaying the commencement of full rent until July 1, 2025.  
Decline approval of the lease amendment and receive full rent commencing March 1, 2025.

**C. Timing**

The Lease would be amended so full lease payments would commence on July 1, 2025.

**D. Budget Impact**

The budget did not project revenue for this project in 2025, so there will be no budget impact for this fiscal year.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approves amendment of the Veridian ground lease, which delays the payment of full rent until the earlier of (a) 75% occupancy or (b) July 1, 2025, and authorizes the President to negotiate and sign an amendment to the ground lease to reflect such changes.