



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 (9.11.24)	6a.1-7*	X	Matthews ^A
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		LaLonde ^A
	2. New Hire Reports	7b.1-3*		Boehme ^A
	3. Redmond Campus Update			Ward ^P
	4. Strategic Plan: Student-Ready College Goal Update			Hamlin/Moore ^P
	5. Diversity Hiring Report and Culturally Inclusive Hiring Practices Action Project	7c.1-10*		Walker/Barry ^P
	6. Academic Department Program Review Overview and Update			Hamlin ^P
	VIII. New Business			
	1. Roofing Contract for Modoc Hall, Ochoco Hall and Ochoco Annex	8a.1-3*	X	Craska Cooper LaLonde/ Clawson ^A
	IX. Board of Directors' Operations			Craska Cooper
	1. New Board Member Orientation Policy, 2 nd Reading	9a.1-2*	X	Skatvold ^A
	2. Committee Updates			
	a. OCCA Board			Merz ^A
	b. Real Estate Committee			Krenowicz ^A
	c. Advocacy Committee			Foote Morgan ^A
	3. Presidential Search Update and Profile	9b.1-5*	X	Craska Cooper ^A
	4. Board Member Activities			Board Members
	X. President's Report			Chesley

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

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XI. Dates

Craska Cooper

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

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

XIII. Adjourn to Open Session

Craska Cooper

XIV. 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, September 11, 2024 – 5:45 PM
BEC Boardroom / YouTube

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 p.m.	I. Called to Order at 5:49 p.m.			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, Laurie Chesley (COCC President), Zak Boone, Laura Boehme, Alicia Moore, Annemarie Hamlin, Michael LaLonde, Jessica Giglio, Cindy Lenhart, Stephanie Goetsch, Paul Taylor, Kyle Matthews, Sarah Wolcott, Lucas Alberg, Aimee Metcalf			
	IV. Agenda Changes			Craska Cooper
	None.			
	V. Public Comment			Craska Cooper
	None.			
	VI. Consent Agenda***			Craska Cooper
	1. Regular Meeting Minutes (7.10.24)	6a.1-8*	X	Matthews ^A
	2. Special Meeting Minutes (8.20.24)	6b.1-4*	X	Matthews ^A
	3. Motion to approve consent agenda.			
	a. Joe Krenowicz			
	b. Erica Skatvold			
	c. Motion approved by all members present.			
	VII. Information Items			
	1. Monthly Budget Status	7a.1-4*		LaLonde ^A
	a. Print copies of COCC's Budget Document for the 2024-25 Fiscal Year were distributed to Budget Committee members who were present. Members who were not present would receive their copies by mail.			
	2. New Hire Reports	7b.1-3*		Boehme ^A
	No questions.			
	3. Strategic Scheduling Action Project Update			Hamlin/Lenhart/ Giglio ^P
	a. The goal of this project is to develop a student centered,			

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comprehensive, yearlong schedule of classes for all four campuses. This is a three-year initiative. During the 2022–23 academic year, the workgroup focused on research and planning. Last year, they developed a schedule of classes for the 2024–25 academic year and it is currently available online. This yearlong schedule is intended to not only help students better plan their year, but faculty and staff as well. Staff and faculty members are currently being trained to use an online tool called CLSS (pronounced “class”). It is on track to be ready for production by the end of October, in which the staff would create the schedule for the summer term of 2025. Based on the results, they will build out the 2025–26 academic year class schedule.

- b. Craska Cooper asked if there was any difficulty with instructors who were assigned undesirable class times.
 - i. Giglio and Lenhart acknowledged there were challenges, but noted they had been working on faculty buy-in.
- c. Unger asked whether this project had any impact on COCC’s budget.
 - i. Hamlin suggested that it would be a modest impact, primarily purchasing and continuing the college’s license for CLSS.
 - ii. Lenhart suggested that the simplified user interface of CLSS should reduce the risk of student error when registering for classes, which in turn would reduce the amount of time needed for admissions staff to help correct student errors.
- d. Craska Cooper asked if this new process could make COCC’s use of classroom space more efficient as well.
 - i. Lenhart said that CLSS is very sophisticated and can help faculty find patterns and flaws in their class scheduling.
- e. Craska Cooper asked if the guaranteed classes initiative that Hamlin had shared with the Board previously would be part of this new procedure.
 - i. Hamlin said that the pilot program for guaranteed classes is ongoing.
- f. Craska Cooper asked how the new schedule would coincide with local high schools, noting that there are students who dual enroll at COCC.
 - i. Hamlin said that the new schedule had not yet been implemented, but this is a factor that the workgroup has been keeping in mind.
- g. Unger asked if there are any other colleges using this new system for scheduling classes.

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- i. Lenhart said that there are many colleges using CLSS, including OSU, Chemeketa Community College and other institutions nationwide.
- 4. Summer Youth Camps Goetsch/Wolcott^P
 - a. COCC's Community Education department's philosophy for their summer youth camps is to make education equitable and accessible to all of Central Oregon's communities. Campers are able to visit COCC's campuses and learn from a program that is offered at the college, which encourages them to not only consider going to college, but doing so locally. Campers' ages range from 10–15, which prevents COCC from competing with other local camps. Compared to last year, COCC was able to increase camp offerings by nearly 100%. In the future, Community Education is considering yearlong youth education programs, possibly coordinating with early release Wednesdays from the local schools, as well as weekend programs.
 - b. Craska Cooper asked if donors to the COCC Foundation could dedicate donations to the summer youth camps. Boone confirmed this.
 - c. Craska Cooper asked if areas where COCC does not have campuses, such as southern Deschutes County or Sisters, have been considered for camp locations.
 - i. Goetsch explained that southern Deschutes County's Parks and Recreation department has summer camps that COCC would rather not compete with. There is potential for COCC to work with the Sisters Parks and Recreation department to set-up camps.
 - d. Merz noted that COCC hosted 70 camps in 2024 for a total of 868 campers. She asked how many of those camps filled to capacity.
 - i. Wolcott said that most of the camps came near to full capacity.
 - e. Unger asked whether these camps were the first time the students have been exposed to a college environment.
 - i. Goetsch said it was more likely to be the case for the younger students.
 - f. Krenowicz asked how summer youth camps are promoted in the community.
 - i. Wolcott credited the branch campus directors with promoting the camps in their communities. COCC's Marketing and Public Relations department has been very involved and the camps received notable media coverage this year.

VIII. Board of Directors' Operations

Craska Cooper

- 1. Craska Cooper presented Krenowicz with a plaque in honor of his service as the Board's Chair during the 2023–24 academic year.

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2. New Board Advocacy Committee Policy, 2nd Reading 8a.1-2* X Foote Morgan^A
- a. Foote Morgan had incorporated Craska Cooper's suggested edits to the proposal after the first reading.
 - b. Merz asked whether her suggested edits were received by email.
 - i. While the emails were not seen in time, Craska Cooper said the policy could still be edited at a later date and suggested adopting the policy as written. They could also include it in their policy discussion during their upcoming retreat.
 - ii. Merz concurred.
 - c. Motion to approve the second reading of the new Board Advocacy Committee policy.
 - i. 1st: Alan Unger
 - ii. 2nd: Erin Merz
 - iii. Motion approved by all members present.
3. Recommended Changes to Board Policies, 2nd Reading 8b.1-40* X Skatvold^A
- a. Taylor and Unger had found minor errors after the first reading. Craska Cooper suggested that the proposed changes were still qualified to move forward for a second reading.
 - b. Motion to approve the recommended changes to the Board policies.
 - i. 1st: Merz
 - ii. 2nd: Skatvold
 - iii. Motion approved by all members present.
4. New Board Member Orientation Policy, 1st Reading 8c.1-2* Skatvold^A
- a. Skatvold explained that the Committee met several times over the past few months and proposed an annual schedule for onboarding any newly elected members. The Committee also proposed to meet annually in March to review the orientation policies. Their goal is to set-up new Board members for success within their first year of term.
 - b. Unger asked whether new members could also meet with branch campus directors.
 - i. Skatvold said that the campus tours on the proposed onboarding schedule would include the branch campuses and meeting the directors.
 - c. Merz suggested including the Board's self-evaluation tool in the policy in order to inform new members how their performance would be measured.
 - d. Krenowicz noted that the policy called for new members to learn about the president's priorities from the past five years and suggested including language that calls

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- for them to know the president's current priorities as well.
- e. Unger asked if specific staff or faculty could be included in the onboarding process if new members have a specific area of interest at COCC.
 - i. Skatvold confirmed this and said that the member of the Senior Leadership Team (SLT) who oversees that area could discuss it with them or arrange for them to meet with additional staff or faculty.
 - f. Craska Cooper recommended spelling out all of the acronyms in the policy as new members will likely not know them.
5. Board Committee Appointments 8d.1-4* Craska Cooper^A
- a. Craska Cooper worked with Skatvold and Chesley to balance committee assignments with everyone's preferences.
 - b. Craska Cooper offered to chair the Real Estate Committee unless Krenowicz was willing to remain in the role.
 - i. Krenowicz was comfortable remaining in the role.
 - c. Merz asked why the Advocacy Committee was listed under Consultative Committees on the committees roster.
 - i. Craska Cooper was unsure and asked Matthews to move it under Standing Committees.
 - d. Merz asked why the Investment Committee was not included in the Board committees roster.
 - i. Craska Cooper concurred and requested Matthews to update the committees roster accordingly.
6. Presidential Search Update Craska Cooper
- a. Boone said the Presidential Search Advisory Committee would be having their first meeting that coming Tuesday. During this meeting, they would invite public input. A student still needed to be assigned to the Committee. A timeline was also approved and applications could soon be submitted online. The intention is for finalists to be able to interview in-person in January.
 - b. Craska Cooper noted that the search is ahead of schedule, which search consultant Preston Pulliams has said is important as community college president is currently a highly sought position nationwide. Craska Cooper reminded everyone that this Committee is an advisory one and the Board would be making the final decision on hiring a new president.
7. Board Member Activities Board Members
- a. Erin Merz
 - i. August 20: Special Board meeting.
 - ii. August 24: Mountain View Neighborhood Association meeting.
 - iii. September 4: Student Success Committee meeting.
 - b. Joe Krenowicz

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- i. August 1: Audit and Finance Committee meeting.
- ii. August 20: Special Board meeting.
- c. Erica Skatvold
 - i. July 31: Phone call with Boone regarding the presidential search campaign.
 - ii. August 16: Check-in with Craska Cooper and Chesley.
 - iii. August 20: Special Board meeting.
 - iv. August 21 – September 4: Phone calls for recruiting Presidential Search Advisory Committee members.
 - v. August 13, 21 and 26: Presidential search meetings.
 - vi. August 28: Meeting with Joanne Mathews regarding StrengthsFinder workshop for an upcoming retreat.
 - vii. September 4: Lunch meeting with Craska Cooper and Chesley.
 - viii. September 4: Student Success Committee meeting.
 - ix. September 10: Meeting with Craska Cooper and Foote Morgan regarding the upcoming retreat.
 - x. Meeting with Jim Porter regarding Board meetings he was unable to attend.
- d. Alan Unger
 - i. August 1: Audit and Finance Committee meeting.
 - ii. August 20: Special Board meeting.
- e. Laura Craska Cooper
 - i. August 13, 16, 26 and 27: Meeting regarding the Presidential Search Advisory Committee.
 - ii. August 16: Check-in with Skatvold and Chesley.
 - iii. August 20: Special Board meeting.
 - iv. August 27–29: Phone calls for recruiting Presidential Search Advisory Committee members.
 - v. September 4: Lunch meeting with Skatvold and Chesley.
 - vi. September 4: Phone call with reporter from *The Bulletin* on COCC's 75th anniversary.
 - vii. September 10: Meeting with Skatvold and Foote Morgan on the upcoming retreat.
 - viii. September 11: Phone call with Pulliams regarding presidential search campaign.

IX. President's Report

Chesley

- a. The All-College Kickoff, an annual event for faculty and

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staff before the fall term, took place earlier that day. Chesley thanked Lenhart for serving as chair of the planning committee.

- b. Compared to this point-in-time last year, COCC's FTE enrollment had increased by 8.8% and the headcount had increased by 19.8%.
- c. COCC has been awarded a Title III Grant from the U.S. Department of Education, totaling at about \$2.5 million dollars and portioning about \$450,000 per year over the next five years. Funds will be used to establish a student well-being center, to support the Guided Pathways initiative, to support the Center for Advancing Faculty Excellence (CAFÉ), and to purchase a data warehouse. Chesley thanked Grants Manager Sean Tevlin for leading a large number of contributors to the grant application.
 - i. Merz added that some funds from the Keyes Trust had been allocated for these projects if the Title III grant was not awarded to COCC, so those funds can now be reallocated elsewhere.

X. Dates

Craska Cooper

1. Saturday, September 14 – Board of Directors' Retreat – Cascades Hall, Room 246 at 8:00 a.m.
2. September 16 – 20 – Bobcat Orientation – Rotating Campuses and Online
3. Monday, September 23 – Fall Term Begins
4. Tuesday, October 1 – Real Estate Committee Meeting – Remotely via Zoom at 4:30 p.m.
5. Thursday, October 3 – Chandler Lecture Series with Astronaut Ellen Ochoa – Tower Theatre, Bend at 7:00 p.m. (Livestream Available)
6. Wednesday, October 9 – Board of Directors' Meeting – Redmond Campus, Building 3, Room 306 at 5:45 p.m.
7. Friday, November 1 – Board of Directors' Fall Retreat – 9:00 a.m. (Location TBA)

XI. Adjourned at 7:28 p.m.

Craska Cooper

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Exhibit:
October 9, 2024

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

Cash and Investments

The College's operating cash balances currently total \$37.2 million. The August average yield for the Local Government Investment Pool is 5.3 percent, the same as the prior month.

General Fund Revenues

Tuition and fee revenues increased \$1.38 million in August 2024 compared to the prior month. The College received the first quarter of State Aid for the fiscal year.

General Fund Expenses

The expenses through August 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
August 2024

09-Oct-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>
Revenues					
District Property Taxes:					
Current Taxes	\$ 23,213,000	\$ -	\$ (23,213,000)	0.0%	0.0%
Prior Taxes	433,000	145,812	(287,188)	33.7%	10.2%
Tuition and fees	20,443,000	7,252,193	(13,190,807)	35.5%	30.5%
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	19,469	(2,154,531)	0.9%	5.1%
Transfers-In	4,175,128	90,000	(4,085,128)	2.2%	1.8%
Total Revenues	\$ 62,793,128	\$ 10,462,734	\$ (52,330,394)		
Expenses by Function					
Instruction	\$ 27,570,061	\$ 1,947,172	\$ 25,622,889	7.1%	4.5%
Instructional Support	5,335,852	690,954	4,644,898	12.9%	13.7%
Student Services	7,524,448	782,020	6,742,428	10.4%	10.7%
College Support	7,188,707	942,941	6,245,766	13.1%	13.8%
Campus Services	5,891,491	873,000	5,018,491	14.8%	16.1%
Information Technology	6,934,957	1,494,058	5,440,899	21.5%	14.2%
Financial Aid	100,000	12,964	87,036	13.0%	5.7%
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%
Total Expenses	\$ 65,101,027	\$ 10,318,620	\$ 54,782,407		
Revenues Over/(Under) Expenses	\$ (2,307,899)	\$ 144,114	\$ 2,452,013		

Central Oregon Community College
Monthly Budget Status
August 2024

9-Oct-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>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 6,079,368	\$ 1,188,626	\$ (4,890,742)	19.6%	20.0%
Expenses	5,916,630	514,129	5,402,501	8.7%	8.6%
Revenues Over/(Under) Expenses	\$ 162,738	\$ 674,497	\$ 511,759		
Grants and Contracts Fund					
Revenues	\$ 5,688,120	\$ 268,104	\$ (5,420,016)	4.7%	7.5%
Expenses	6,135,928	480,880	5,655,048	7.8%	10.6%
Revenues Over/(Under) Expenses	\$ (447,808)	\$ (212,776)	\$ 235,032		
Capital Projects Fund					
Revenues	\$ 14,110,000	\$ 2,106,116	\$ (12,003,884)	14.9%	6.7%
Expenses	18,079,951	1,164,998	16,914,953	6.4%	7.7%
Revenues Over/(Under) Expenses	\$ (3,969,951)	\$ 941,118	\$ 4,911,069		
Enterprise Fund					
Revenues	\$ 4,869,286	\$ 1,304,748	\$ (3,564,538)	26.8%	27.1%
Expenses	5,026,142	1,455,237	3,570,905	29.0%	28.3%
Revenues Over/(Under) Expenses	\$ (156,856)	\$ (150,489)	\$ 6,367		
Auxiliary Fund					
Revenues	\$ 6,227,115	\$ 2,145,826	\$ (4,081,289)	34.5%	62.6%
Expenses	11,112,433	998,109	10,114,324	9.0%	15.4%
Revenues Over/(Under) Expenses	\$ (4,885,318)	\$ 1,147,717	\$ 6,033,035		
Reserve Fund					
Revenues	\$ 2,105		\$ (2,105)	0.0%	0.0%
Expenses	1,307,986	1,987	1,305,999	0.2%	1.0%
Revenues Over/(Under) Expenses	\$ (1,305,881)	\$ (1,987)	\$ 1,303,894		
Financial Aid Fund					
Revenues	\$ 15,685,924	\$ 796,927	\$ (14,888,997)	5.1%	4.3%
Expenses	15,798,504	646,556	15,151,948	4.1%	4.0%
Revenues Over/(Under) Expenses	\$ (112,580)	\$ 150,371	\$ 262,951		
Internal Service Fund					
Revenues	\$ 85,000	\$ -	\$ (85,000)	0.0%	11.1%
Expenses	86,752	8,711	78,041	10.0%	7.9%
Revenues Over/(Under) Expenses	\$ (1,752)	\$ (8,711)	\$ (6,959)		
Trust and Agency Fund					
Revenues	\$ 10,000	\$ 5,126	\$ (4,874)	51.3%	29.7%
Expenses	23,500		23,500	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (13,500)	\$ 5,126	\$ 18,626		

09-Oct-24

Central Oregon Community College

Cash and Investments Report

As of August 31, 2024

College Portfolio	<u>Operating Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool		
4089 - General operating fund	\$ 35,852,083	
3624 - Robert Clark Trust		\$ 396,296
August Average Yield 5.3%		
Cash in USNB	\$ 1,316,715	
Cash on Hand	\$ 4,600	
Total Cash	<u>\$ 37,173,398</u>	<u>\$ 396,296</u>



Board Meeting Date: Wednesday, October 9, 2024
Exhibit: 7b.1

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

Administrator Full-Time		
Ruth Vernotico	2SLGBTQIA+ Student Program Coordinator	September 16, 2024
Raquel Vazquez	Latinx College Prep Program Coordinator	September 23, 2024
Mimi Considine	CAP Placement/Systems Coordinator	September 1, 2024
Am Knudsen	Program Manager	October 3, 2024
Matthew Collier	Manufacturing Pre-Apprenticeship Program Administrator	October 7, 2024
Greg Hipkins	Construction Pre-Apprenticeship Program Administrator	October 7, 2024



Central Oregon Community College
Board of Directors
New Hires Report
Date of Hire: September 1-30, 2024

Name	Hire Date	Job Description	Department
Classified Full-Time			
Morris, Cresta Lea	9/1/2024	Administrative Assistant	CIS Office
McDonald, Helen June	9/9/2024	Administrative Assistant	Regional Svcs. & R.C. Operations
Rodriguez, Patrick Isiah Escorpiso	9/10/2024	ITS Services Support	End User Services
Lee, Cynthia Denise	9/11/2024	Administrative Assistant	Health & Human Performance Office
Kohn, Baigalmaa	9/30/2024	Administrative Assistant	Social Science Office
Temporary Hourly			
Howell, Finnegan Oden	9/3/2024	Math Tutor I	Tutoring and Testing
Rogers, Sarah	9/4/2024	Bookstore Cashier I	Bookstore
Hayes, Erin R	9/9/2024	Nursing Tutor II	Tutoring and Testing
Casimiro, Geraldine	9/9/2024	GED Coach	Adult Basic Education
Pappa, Blaine Stephen	9/9/2024	Science Tutor II	Tutoring and Testing
Schramm, Steven B	9/9/2024	Instructional Assistant- Adult	Adult Basic Education
Schramm, Steven B	9/9/2024	Adult Basic Skills- Math Tutor	Adult Basic Education
Caldwell, Zack Clark	9/9/2024	Temporary Facilities Specialist	Maintenance of Buildings
Adams, Bode J	9/16/2024	Flight Instructor-Training	Aviation Program
Bosco, Kathryn	9/16/2024	Basic Flight Instructor	Aviation Program
Lau, Merrill	9/16/2024	Flight Instructor-Training	Aviation Program
Lau, Merrill	9/16/2024	Basic Flight Instructor	Aviation Program
Bosco, Kathryn	9/16/2024	Flight Instructor Training	Aviation Program
Adams, Bode J	9/16/2024	Basic Flight Instructor	Aviation Program
Flores, Maya	9/18/2024	Bookstore Cashier I	Bookstore
Lundgren, Miles	9/20/2024	Flight Instructor-Training	Aviation Program
Lundgren, Miles	9/20/2024	Basic Flight Instructor	Aviation Program
Kennedy, Kristi	9/23/2024	Classroom Assistant II	Regional Svcs. & R.C. Operations
Newcomer, Dylan Parker	9/23/2024	Geology Field Assistant	Geology
Monogue, Patrick M	9/23/2024	Library Lead Assistant	Library

Central Oregon Community College
New Hires Report, September

Name	Hire Date	Job Description	Department
Collett, Camille	9/23/2024	Geology Field Assistant	Geology
Oliver, Hannah L	9/23/2024	Library Lead Assistant	Library
Gillett, Andrea Jean	9/23/2024	Instructional Assistant Medical	Medical Assisting
Ray, Jane B	9/24/2024	Library Lead Assistant	Library
McGowan, Jason	9/24/2024	Instructional Assistant-	Emergency Medical Services

Culturally-Inclusive Hiring Practices

October 2024 Board of Directors' Meeting

Seana Barry, HR Operations Manager
Christy Walker, Dean of Equity & Well-Being



CENTRAL OREGON
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Goal: Increase the diversity of the applicant pool – and ultimately, of our employees.

2021 – 22

Developed “Culturally-Inclusive Hiring Practices” Recommendations

May 2022

Shared with COCC Board and Employees

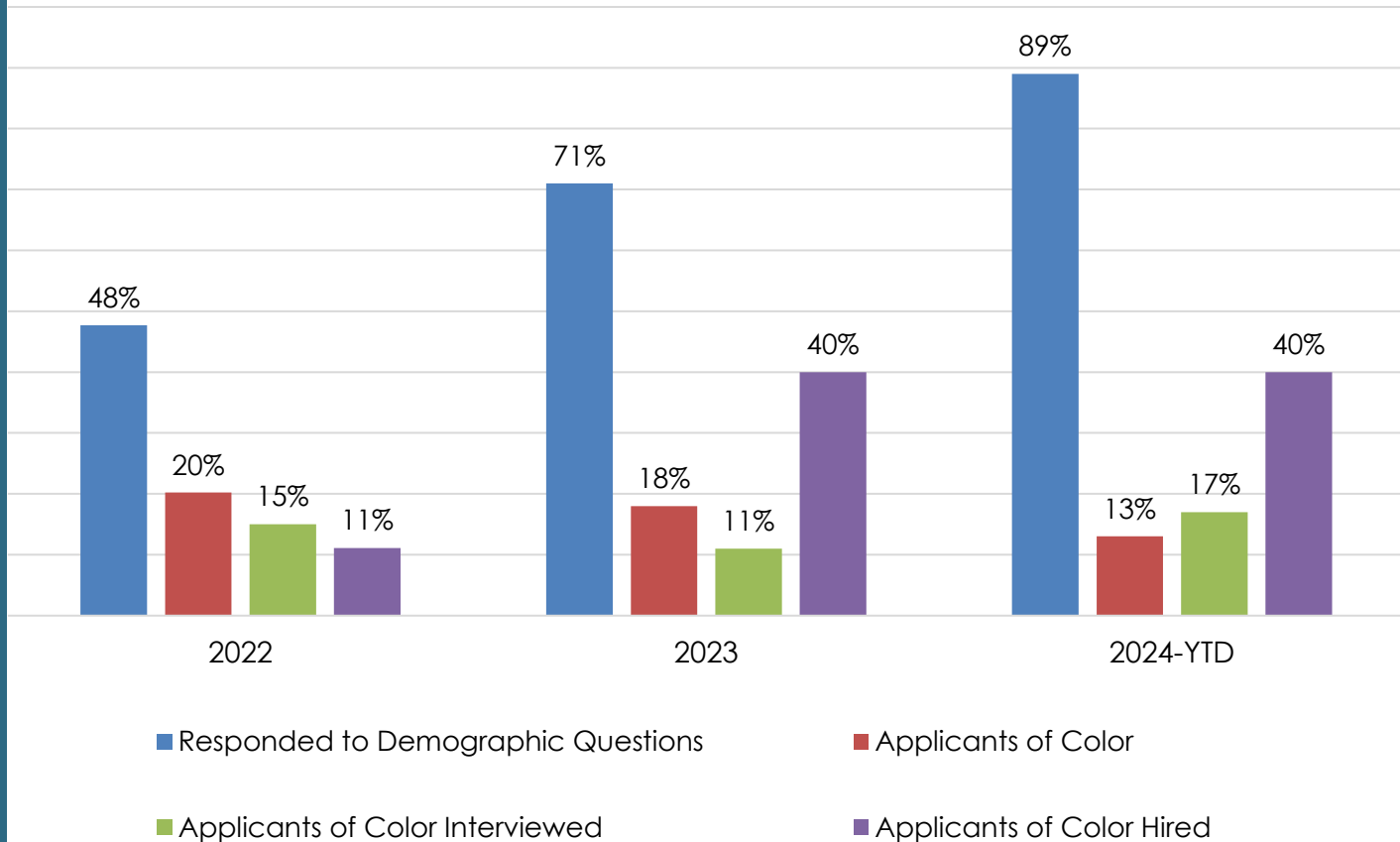
September 2023

Added as a Strategic Plan Action Project



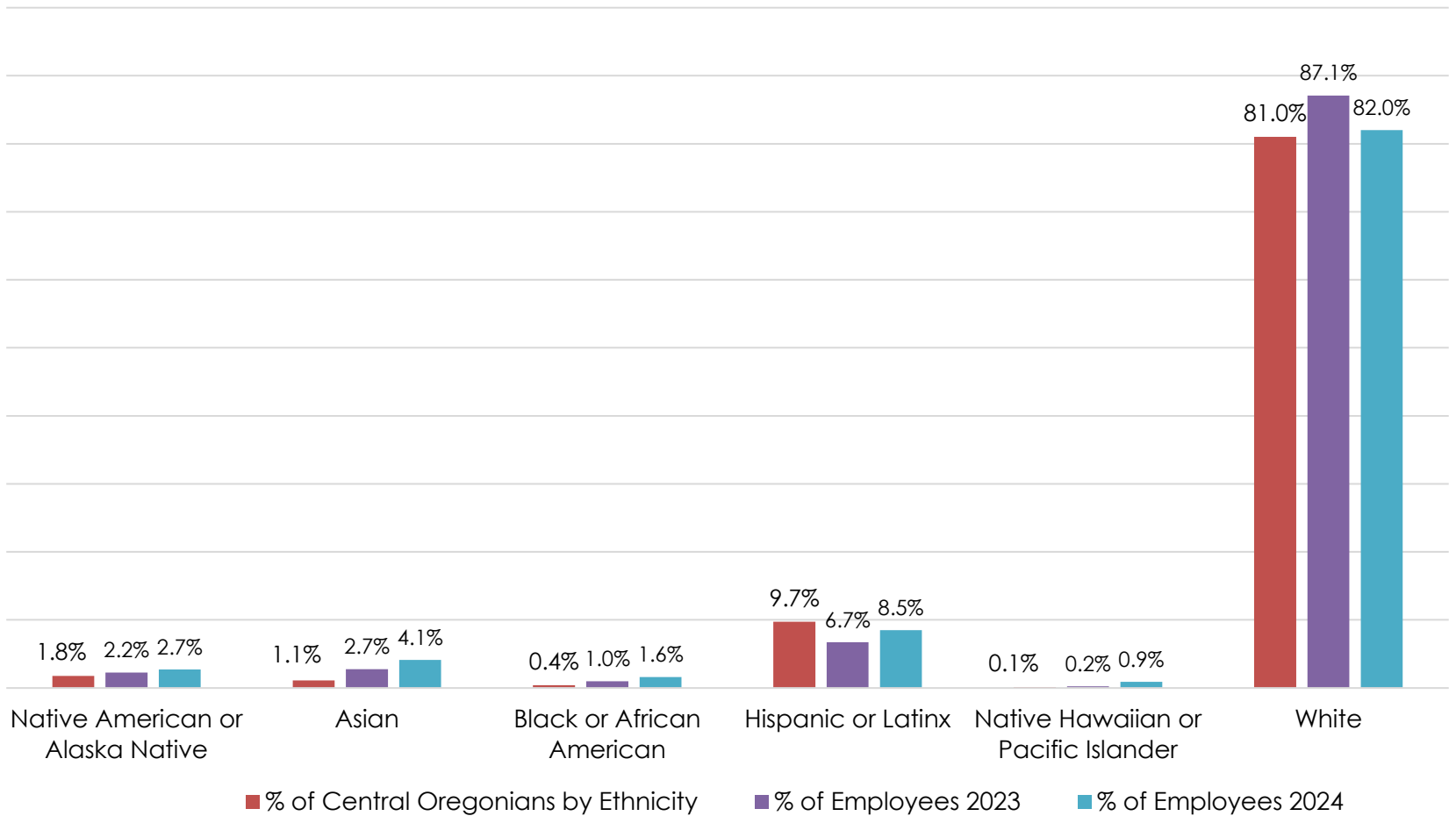


Demographic Question → Hired



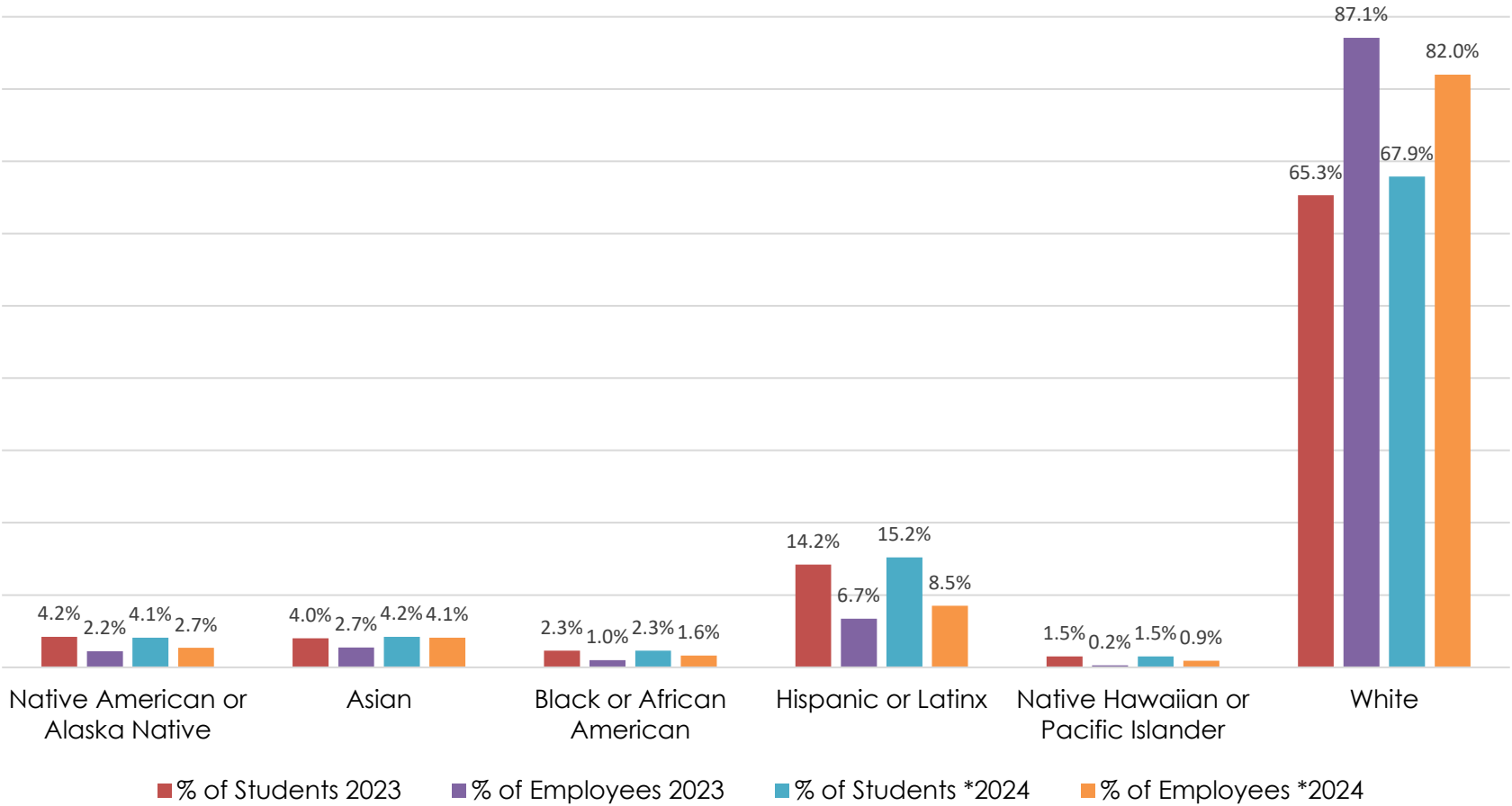


Central Oregon Population and COCC Employees by Ethnicity





COCC Employees and Students by Ethnicity





Culturally Inclusive Hiring Practices Action Team

Charge: In 2021-22, COCC developed a plan that included short-, mid-, and long-range recommendations to increase the diversity of our applicant pools, with the ultimate goal of increasing the diversity of employees. This team is charged with making recommendations to implement those strategies and considering potential additional strategies.



Activity	Complete	2024-25	Future
Streamline Application	✓		
DEIB Interview Question Bank	✓		
Job Title Review	✓		
Regional and On-Campus Hiring Fairs	✓		
Culturally Respectful Hiring Practices Workshop	✓		
Knowledge, Skills, and Abilities Statement	✓		
Employment Video	✓		
Update Voluntary Demographic Questions and Develop Tracking Dashboard		✓	
Application Changes		✓	



Activity	Complete	2024-25	Future
Job Descriptions		✓	
Job Postings		✓	
Evaluate Recruitment Reimbursement Policies		✓	
Update Equivalency Statement		✓	
Build Brand Awareness			✓
Hiring Committees: Process and Trainings			✓
Research Concealed Application Process			✓
Evaluate Advertising Data and Budget			✓



- We are seeing steady growth for COCC BILAPOC students, demonstrating the continued to grow our employees proportionately.
 - We need to include additional demographics that represent diversity.
 - Tools and metrics are giving better data – and this will improve over time.
 - More comprehensive approaches tend to produce longer-term and more consistent successes.
-



2600 NW College Way
Bend, OR 97703
P. 541.383.7700
cocc.edu

October 3, 2024

Subject: Contract for 2024 Roofing Contract – Ochoco, Modoc, Annex

NOTICE OF INTENT TO AWARD CONTRACT

On October 03, 2024, Central Oregon Community College considered proposals for the above-referenced project. COCC determined that the successful bidder for the project was XXX Roofing, with a bid of \$----- and 00/100 Dollars. (\$-----).

This Notice of Intent to Award Contract is issued pursuant to Oregon Revised Statute (ORS) 279C.375. Any entity which believes that they are adversely affected or aggrieved by the intended award of contract set forth in this Notice may submit a written protest within seven (6) calendar days after the issuance of this Notice of Intent to Award Contract to the Central Oregon Community College Board of Directors, 2600 NW College Way, Bend, Oregon 97703. **The six (6) calendar day protest period will end at 5:00 PM on Wednesday, October 9, 2024.**

**Due to unusual time constraints of this immediate procurement need, a compressed protest period is required to meet the unusual immediate needs of this procurement.
(OAR) 137-049-0394 (4)**

Any protest must be in writing and specify any grounds upon which the protest is based. Please refer to Oregon Administrative Rules (OAR) 137-047-0740. If a protest is filed within the protest period, a hearing will be held at a regularly-scheduled business meeting of the Board of Directors, acting as the Contract Review Board, at 2600 NW College Way, Bend, Oregon 97703.

If no protest is filed within the protest period, this Notice of Intent to Award Contract becomes an Award of Contract without further action by the College unless the Board of Directors, for good cause, rescinds this Notice before the expiration of the protest period.

If you have any questions regarding this Notice of Intent to Award Contract or the procedures under which the College is proceeding, please contact COCC Office of Risk Management: telephone (541) 383-7208; or e-mail to sandresen@cocc.edu

Be advised that if no protest is received within the stated time period, the College is authorized to process the contract administratively.

Notice of Intent to Award Letter – RFP 1610-24

Central Oregon Community College
MODOC HALL, OCHOCO HALL, OCHOCO ANNEX
 Reroof Project -- Bid Review
 (24016)

... COMPANY	Base Bid	Single-ply System - Mfg & System	Cost Plus %	Base Wage Rate	Sub-Contractor Mark-up	Alternate #1 (80-mil Rhino Bond TPO)	Alternate #2 (Mansards around perimeter)	
Arrow Roofing & Sheet Metal, Inc.	\$ 1,111,200.00	Firestone	25%	\$ 95.00	10%	\$ 1,025,800.00	\$ 569,500.00	<i>Alternate #1 is a Deduct from Base Bid Alternate #2 Adds to the Base Bid</i>
McDonald & Wettle, Inc.	\$ 1,134,000.00	Elevate (Firestone)	T/M	\$ 87.23	10%	No Cost to Change	\$ 351,450.00	<i>Alternate #1 No Cost Change to Base Bid Alternate #2 Adds to the Base Bid</i>
AM-1 Roofing	\$ 1,151,643.00	Versico	\$103.00	\$ 79.72	30%	\$ 1,082,324.00	\$ 217,511.00	<i>Alternate #1 is a Deduct from Base Bid Alternate #2 Adds to the Base Bid</i>
Umpqua Roofing Company, Inc.	\$ 1,300,000.00	Firestone	15%	\$ 77.51	10%	\$ 1,271,000.00	\$ 337,000.00	<i>Alternate #1 is a Deduct from Base Bid Alternate #2 Adds to the Base Bid</i>
Roof Toppers, Inc.	\$ 1,595,834.00	Carlisle	10%	\$ 150.00	10%	\$ 1,580,782.00	\$ 786,000.00	<i>Alternate #1 is a Deduct from Base Bid Alternate #2 Adds to the Base Bid</i>
Carlson Roofing								Attended Pre-Bid Meeting; Did not submit bid
Eagle Roofing								Attended Pre-Bid Meeting; Did not submit bid
N.W. Quality Roofing								Attended Pre-Bid Meeting; Did not submit bid
Pro Roof, LLC.								Attended Pre-Bid Meeting; Did not submit bid



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

Subject	Contract to replace Ochoco & Modoc Roofing
Strategic Plan Initiatives	College Sustainability
Prepared By	Michael LaLonde and Joshua Clawson

A. Background

Per COCC General Policy G-1-8.3.3, Campus Services is requesting a Board of Directors Resolution for approval to proceed with the roof replacement on Modoc Hall, Ochoco Hall and Ochoco Annex.

COCC Project 1609-24 RFPs were issued on September 4, 2024 with a due date of September 30, 2024. A budget of \$1,200,000 has been set aside in Campus Service’s Non-General Construction budget. A formal RFP was advertised and AM-1 Roofing provided the lowest responsive bid of **\$1,299,835**. \$1,200,000 from FY25 funds will be used, plus \$99,835 from previous fiscal year unallocated Non-General Construction funds. \$129,984 will be held for project contingencies from other FY25 project savings.

The Board is asked to consider approval for Campus Services to proceed with this project.

B. Options/Analysis

Modoc Hall, Ochoco Hall, Ochoco Annex roofs are 10 years past due for roof replacement and are failing with numerous leaks. Even with temporary repair efforts, the underlying membrane is worn down to the fibers and rips with very little effort. Campus Services can no longer walk on the roofs without causing underlying damage and is concerned whether the roofs can withstand heavy snowfall.

C. Timing

AM-1 Roofing is able to start immediately, and the project is slated to be completed in approximately 4 weeks.

D. Budget Impact

No additional budget is required.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the AM-1 Roofing contract in the amount of **\$1,299,835** to replace the roofs of Modoc Hall, Ochoco Hall and Ochoco Annex.

NEW BOARD MEMBER ORIENTATION CALENDAR and TOPICS

Annually in March

- Committee convenes to review New Board Member Orientation (NBMO) materials and process

In years when there are New Board Members

Late May / Early June

- New Board Member Orientation (NBMO) Committee and President create calendar of orientation events and meetings, and schedule them

June – September

- New Board members meet with New Board Orientation Committee Members and President
 - Topics / materials to be discussed
 - Schedule for New Board Member Orientation events/meetings
 - Draft Board schedule for coming year
 - Upcoming external trainings – Oregon Community College Association (OCCA), Association of Community College Trustees (ACCT)
 - Articles / resources on Board governance
 - Introduction to Board committees
 - Board Self-Evaluation Instrument
- Bend Campus Tour and Lunch with President, Vice-President of Academic Affairs VPAA, and Vice-President of Finance and Operations (VPFO) – tours of branch campuses to occur prior to Board meetings held there with Campus Director and President
- New Board members meet with Board Chair, Vice-Chair, and President
 - Topics / materials to be discussed
 - Policy governance
 - Board policies – with emphasis on Board-President Relationship and President's Evaluation
- New Board members meet informally with other Board members (proactive introductions from veteran Board members)
 - New Board members meet individually with President

- Topics
 - COCC Strategic Plan – Goals, Action Projects, Indicators
 - Institutional Dashboard created by Institutional Effectiveness
 - President’s Priorities from past four years and the current year
 - Introduction to Major Divisions of the College and Direct Reports
 - Shared Governance
 - Current issues of importance
- New Board members meet individually with each SLT member – Board members may request additional meetings
 - Topics
 - Overview of their areas of oversight
 - Overview of their current major projects
 - Current issues of importance
- New Board members have lunch meeting with President, VPFO and Peter McCaffrey at William Smith Properties, Incorporated (WSPI) offices for overview of partnership
- New Board members have meeting with Christy Walker, Dean of Equity and Well-Being, for an overview of our diversity, equity, inclusion and belonging (DEIB), and student basic needs programming

New Board members also will receive a listing of electronic resources and commonly used acronyms.



PRESIDENTIAL SEARCH

Central Oregon Community College (COCC) is seeking its next president to lead the state's oldest two-year college. This energetic, strategic and visionary leader will empower students and engage communities across the beautiful Central Oregon region through high-quality, equitable and accessible lifelong education.

WHO WE ARE

COCC is dedicated to supporting students as they pursue university transfer programs or one of our 50 Career and Technical Education programs. We are committed to providing workforce development, customized industry-specific training, and lifelong learning for area residents. We believe that diverse backgrounds, perspectives, and beliefs enrich the learning experience of our campuses and are committed to providing work and learning environments that respect and educate about cultural differences. COCC's work is guided by our Mission, Vision and Values.

WHERE WE ARE

COCC proudly provides comprehensive, affordable college services to the residents of our nearly 10,000-square-mile district. A 175-acre main campus in Bend, along with additional campuses in Redmond, Madras and Prineville, provide students access to specialized programs, credit and non-credit classes and student services.



CENTRAL OREGON
community college

Central Oregon Community College



Presidential Profile

Central Oregon Community College (COCC) seeks a President who will be an energetic, strategic, visionary leader with a genuine passion for student success and who will make a long-term commitment to empower students and engage communities across the region.

Challenges and Opportunities

- To ensure the College remains a premier community college in the Pacific Northwest;
- To revitalize and grow services on branch campuses and in underserved areas within the college district to better serve all populations throughout the college's District;
- To lead strategic efforts to meet evolving workforce needs and ensure strong industry partnerships in a changing and dynamic region;
- To increase funding and diversify revenue streams to prepare for the ongoing shift to outcomes-based funding in Oregon;
- To continue to foster and build COCC's relationship with Oregon State University - Cascades Campus, K-12 partners, and other regional/state academic institutions.

Characteristics and Experience

Appointed by the COCC Board of Directors and guided by the [College's 2023-27 Strategic Plan](#), the ideal candidate will be a student-centered leader and collaborative team-builder who demonstrates integrity and embraces shared governance decision-making while having the courage to make tough decisions when needed.

They will also have a proven track record of:

- Working at a multi-campus institution;
- Embracing rural education needs and resources;
- Working with or for an elected governing board;
- Managing large, complex budgets and significant capital investments in a fiscally responsible way;
- Implementing new technologies, understanding delivery systems and best practices to provide educational opportunities;
- Navigating the political system and legislative process;
- **Advancing campus environmental sustainability efforts;**
- Fundraising, particularly with a college foundation;
- Successfully managing an accreditation process;
- Following and understanding of trends in higher education;
- Working at an institution with student housing;
- Modernizing and streamlining processes;
- Making data-driven decisions that include consideration of impacts on students, staff, and the community;
- Supporting meaningful diversity, equity, inclusion and belonging programs;
- Working collaboratively with association groups and collective bargaining units;
- **Fostering work and learning environments that embrace diversity, equity, inclusion and belonging.**

Minimum Qualifications

- Teaching experience, preferably at a community college.
- A successful track-record as a senior leader, preferably at a community college.
- An earned doctorate from a regionally accredited institution is preferred.



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

Subject	Presidential Search Process
Prepared By	Laura Craska Cooper and Paul Taylor

A. Background

Immediately after President Chesley announced her intention to retire, the Board began to formulate a search process modeled closely after the one used to hire Dr. Chesley in 2018-19. To that end, the Board once again engaged the services of Dr. Preston Pulliams, a former community college president and the principal at Gold Hill Associates, a firm specializing in executive-level community college searches, to be our consultant. With Dr. Pulliams' guidance, and with input from Dr. Chesley and Zak Boone, VP for College Advancement and ED of the COCC Foundation, the Board Liaison to the Presidential Search Advisory Committee prepared a draft presidential profile and associated website materials for the recruitment. The profile and materials were then considered by the Board at a special meeting on August 20, 2024, which was publicly noticed and included time for public comment. No members of the public attended the meeting. The Board made revisions to the profile and website materials, and then approved them.

Guided by the committee make-up of the 2018-19 Search Advisory Committee, and with input from Dr. Chesley and Vice President Boone, the Board also assembled an inclusive group of College and community stakeholders to serve as the current Presidential Search Advisory Committee.

The position has been posted on all of the major presidential job sites, and Dr. Pulliams is actively recruiting candidates. The Board was eager for this to happen as soon as possible as the national job market for community college presidents is very competitive.

Community input on the presidential search was sought by the Search Advisory Committee at a publicly noticed meeting that could be attended via Zoom on Tuesday, September 17, 2024.

The presidential profile lists the criteria and qualifications by which candidates will be evaluated by the Search Advisory Committee and the Board. The Board Governance Policies on the Board-President Relationship (BPR 1-7) and Board Expectations of the President (BEP 1-8) are the policy directives applicable to the position and provide a lens through which candidates' readiness to become COCC's next president also may be considered. Additional changes to these materials are being considered at tonight's meeting, at which the public will have an opportunity to comment on the standards, criteria, and policy directives prior to adoption.

B. Presidential Search Process

The Search Advisory Committee will review applications and identify semi-finalist candidates for confidential Zoom interviews with the Committee. All Committee meetings at the application review and confidential interview stage will be held in executive session.

The Search Advisory Committee will meet in open session to make recommendations to the full Board for finalist candidates to bring to campus for in-person interviews. The Board, meeting in open session, will decide which candidates to move forward for this final round of interviews.

The finalists' on-campus interview process will include, but not necessarily be limited to, the following elements:

- An open forum for all interested College and community members
- Meetings with faculty, classified staff, and administrators
- Visits to the College's branch campuses
- A formal interview with the Board, meeting in executive session

Meeting in executive session, the Board will then consider all the feedback gathered through the interview process and attempt to reach an informal consensus on its preferred candidate. The Board's designee will negotiate with the preferred candidate and attempt to reach an agreement in principle for the next president's compensation package and start date.

The Board will meet in open session to review and consider approval of the proposed contract terms and conditions of employment for the next president.

The timing of the search process will depend on many factors, but the intent of the Board is that a new president will be chosen by February.

C. Options/Analysis

- Approve the search process as outlined in this document.
- Revise and approve the search process as outlined in this document.

D. Timing

The Board's final approval of a search process should be expeditious, as initial candidate application review is slated to happen in late October.

E. Budget Impact

The Board has engaged the services of Gold Hill Associates to guide the College's search process and to recruit qualified candidates. Additional search costs will include some *de minimis* committee expenses and finalist candidates' travel to Bend.

F. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors adopts the Presidential Search Process, as it is presented in this resolution, as the hiring standards, and affirms that the presidential profile and Board Governance Policies on the Board-President Relationship (BPR 1-7) and Board Expectations of the President (BEP 1-8) are the hiring criteria and policy directives applicable to the employment of the College's next president.

DRAFT



CITY OF REDMOND

Engineering Department
 243 E Antler Avenue
 Redmond, OR 97756
 541-504-2000
www.redmondoregon.gov

TO: **Central Oregon Community College**
 2030 SE College Loop
 Redmond, OR 97756

FROM: Jake Sherman, PE
 Principal Engineer, City of Redmond

DATE: September 19, 2024

SUBJECT: **Eastside Arterial Project (TR2403)**
 Valuation Summary for taxlot 151322B000100

The following is the determination of value for land acquisition.

Real Property Purchase:

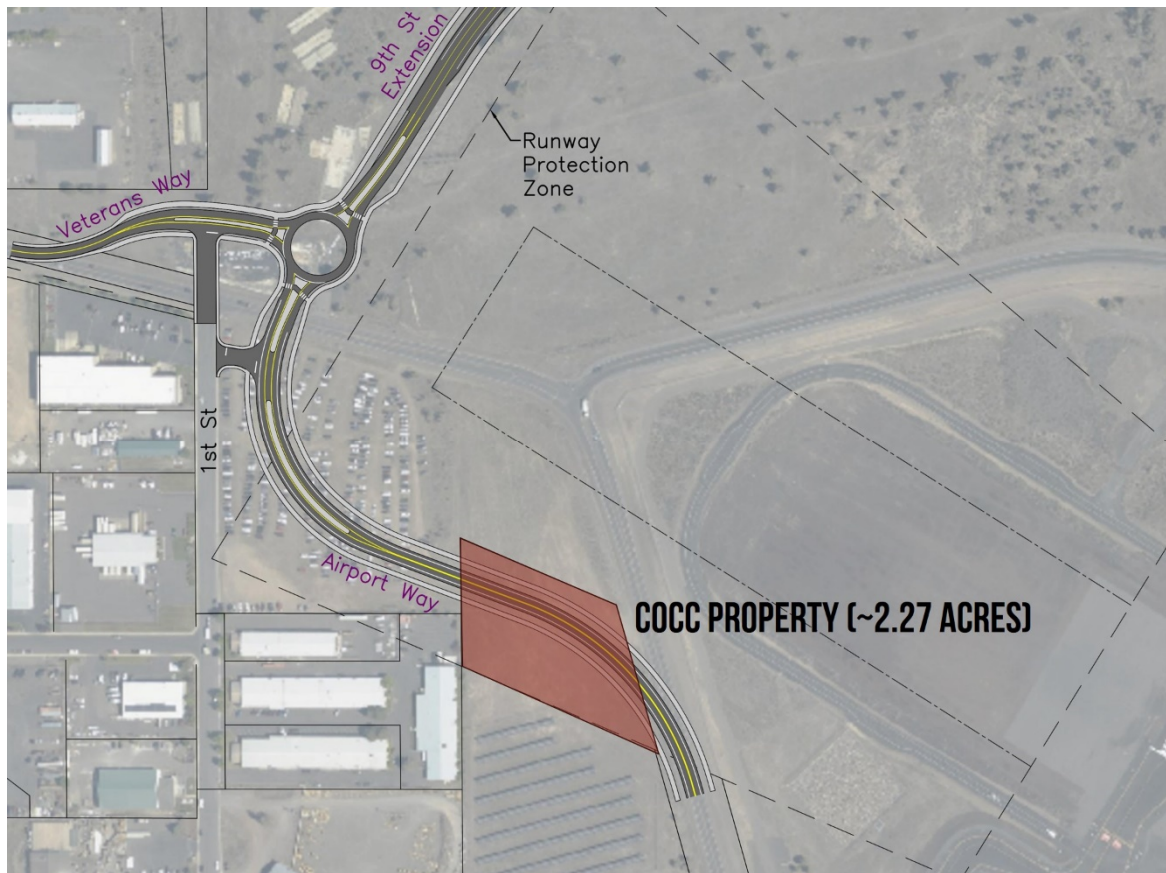
Real Market Value for the land at the property (taxlot 151322B000100) is \$0.00 (source: Deschutes County Assessor's Office) as the land was previously transferred from the City of Redmond to COCC. The property in question is undevelopable given that it is located within the Runway Protection Zone of the Redmond Municipal Airport. Therefore, the property value from the taxlot just north of the airport (taxlot 1513150000300), which is currently owned by the City of Redmond (leased by the FAA), was utilized instead.

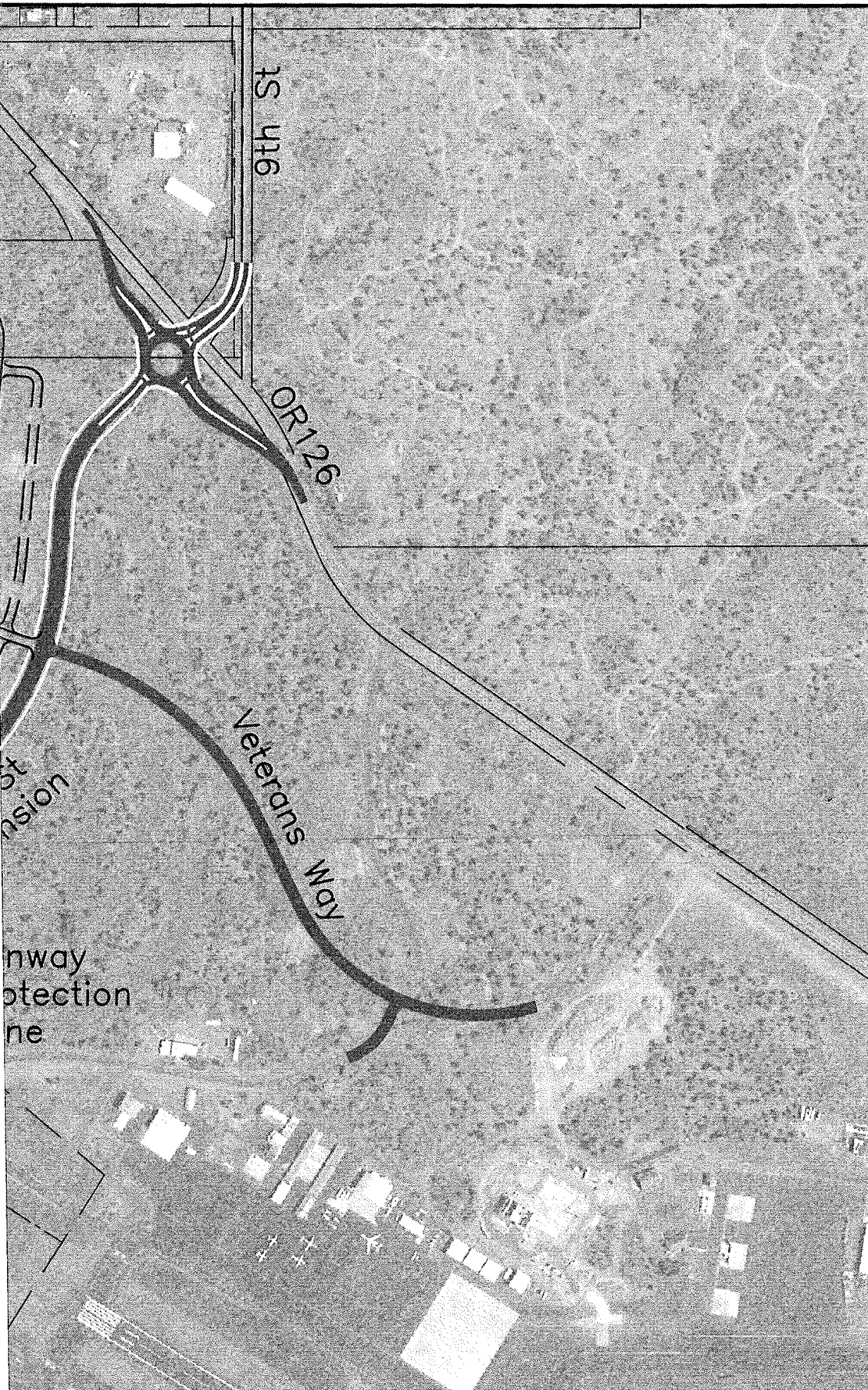
The Real Market Value for the land at the adjacent property (taxlot 1513150000300) for the 2023-2024 tax year is \$2,314,960.00 (source: Deschutes County Assessor's Office). Size of the property is 8,229,355.2 square feet (188.92 acres – source: Deschutes County Assessor's Office).

The value of the land is calculated as follows: $\$2,314,960.00 \div 8,229,355.2 \text{ square feet} = \$0.28 \text{ per square foot}$

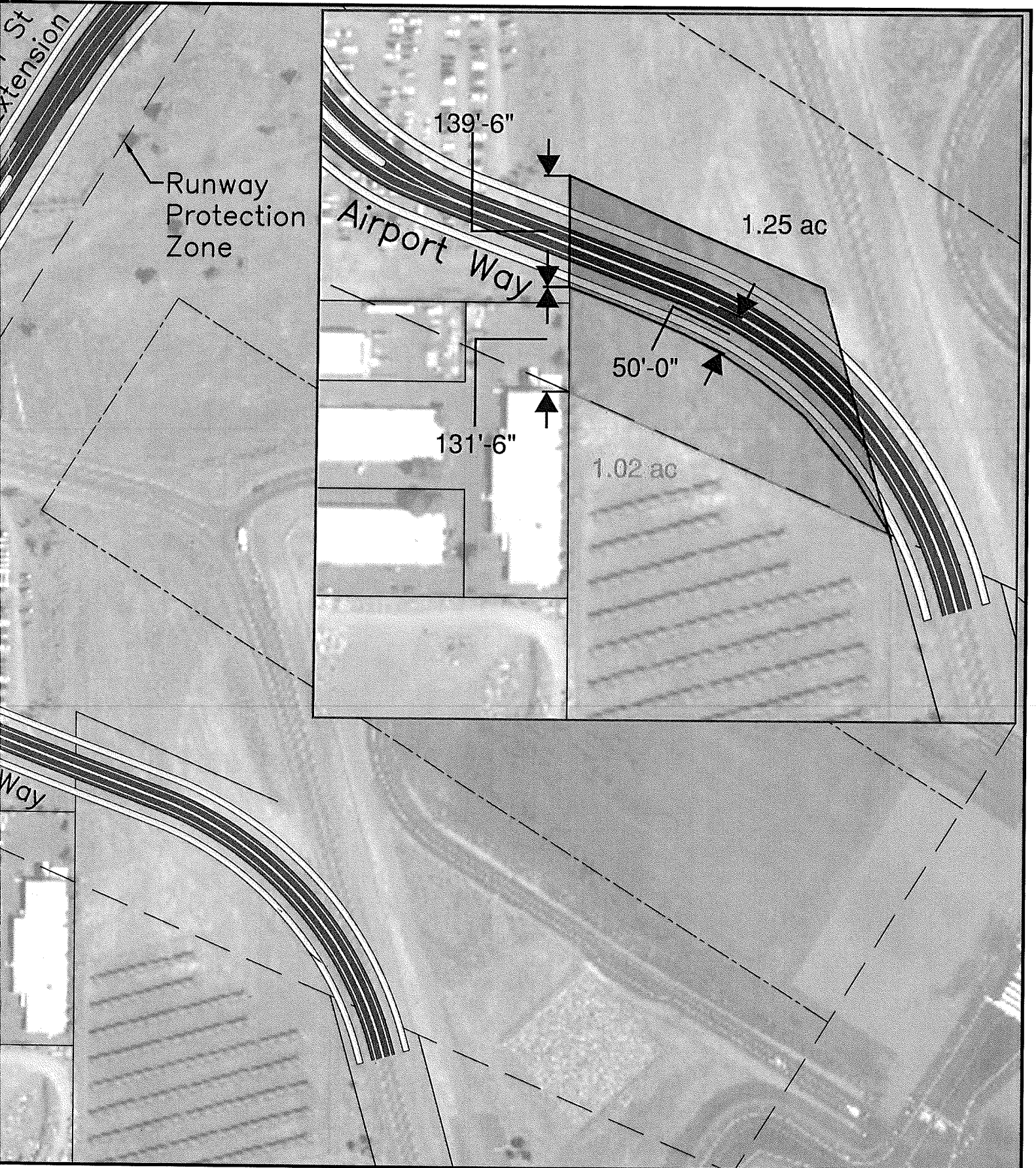
The size of the proposed land acquisition located on the north portion of the property (taxlot 151322B000100) is approximately 98,881.2 square feet (2.27 acres).

The value of the land acquisition is estimated as the following: $98,881.2 \text{ square feet} \times \$0.28 \text{ per square foot} = \$27,686.74$, rounded to **\$30,000.00**





9th Street Extension Concept



Veterans/9th Roundabout Concept