

OCCA Report
February 2021
Doris Lathrop, Trustee

The OCCA Board met Friday, February 5, 2021 in a virtual meeting. The Board Forum prior to the board meeting consisted of a half-hour presentation of the video made for legislators for CTE Month. Since February is CTE Month, it is a time for all 17 community colleges to showcase their programs. The video can be viewed by going to the OCCA website (Resources, OCCA News, Press Releases) where they have also set up a way for board members and others to communicate with their State Representative and Senator regarding support for community colleges by simply filling out your name and zip code and a prepared letter will pop up for you to send. Just click on “Take Action” and follow the prompts.

During the month of February OCCA also sponsors Workforce Wednesdays with noon zoom sessions featuring colleges and their programs.

The OCCA treasurer reported that there will be no dues increase for the next fiscal year.

The Oregon President’s Council (OPC) listed their priorities for the year, including legislative advocacy for SB623, diversity, equity and inclusion, removing barriers, wildfire impact, and cyber security. Online learning and remote instruction have multiple funding sources, so there is a lot going on in that arena. Data was a big topic. Our accrediting organization (NWCCU) recommends we use the Post-secondary Data Project (PDP) for data collection and research purposes.

Patrick Crane gave a report from the Oregon Community College Workforce Development (CCWD). Keep an eye on SB233—Common Course Number System. This is the bill that would allow public universities and community colleges to have common course numbering. He also mentioned that although most of us still think in terms of a student graduating from high school, going to college for four years and beginning their career, only about 1/3 of the students in Oregon follow that pattern.

Karen Smith, General Council for OCCA, announced that zoned positions on the local boards need to go through redistricting. This happens every 10 years. The state requires the redistricting in an effort to keep the zones as equal as possible. The board will approve the revised map. So, beware that your district lines may change this year.

Elizabeth Cox Brand gave a report on the Student Success Center. She created a webinar series, designed to cover various aspects of guided pathways – from a basic overview of the framework to specific aspects of implementation like program mapping – with the intention of broadening the understanding of the model across our campuses, enhancing work currently underway, and building momentum for the May Pathways Institute. Each session is one hour in length and held over the noon hour with an additional 30 minutes allocated for more in-depth conversation with presenters, coaches, or the OSSC Executive Director. This is an excellent tool for new board members.

A one-hour workshop with Dr. Raquel Rall, Ph.D., was held on the topic of Walking the DEI (Diversity, Equity and Inclusion) Talk, with a break-out session to allow for in-depth discussion. Issues discussed included how can a president hold their boss (board members) accountable to DEI, does our board represent the population in our county, and how do we survey our board regarding their thoughts on diversity? Our board needs to set goals with timelines to make long term changes. “You can never leave footprints forever if you are always walking on tip toes.”

John Wykoff gave a legislative report. Community colleges are requesting \$702 million in funding for the Community College Support fund and an additional \$35 million to go toward innovation grants that

would be dispersed by the office of Community College and Workforce Development (CCWD) within the Higher Education Coordinating Commission (HECC). Unfortunately, the Governor's budget, released Dec 1, flat-funded both community colleges and public universities from the previous biennium. This would leave colleges with same funding level (\$641 million) they have had for the 2019-2021 biennium. However, the Legislative Fiscal Office, which provides budget analysis for the Legislature, reports that colleges would need \$673 million to maintain what that office calculates to be the community college current service level.

For more detailed information on any of the above topics, please see the attached OCCA Board agenda, including all significant reports in detail.

The next meeting will be held May 14, 2021.

OCCA Board of Directors Meeting

February 5, 2021

Board Forum 8:30 – 9:00 am

<https://bluecc.zoom.us/j/97154520499> // +16699006833,,97154520499#

Board Meeting 9:00 am - 12:00 pm

<https://bluecc.zoom.us/j/715671051> // +16699006833,,715671051#

Teleconference Meeting via Zoom

AGENDA

Time	Item	Docket	Presenter
8:30 AM	Board Forum – CTE Month		Kim Morgan – Vice President
9:00 AM	A. Call to Order, Roll Call and Tech Update		Stephen Crow and OCCA Staff
9:05 AM	B. Consent Agenda 1. Minutes a) Executive Committee (12-2-20 & 1-6-21) b) OCCA Board (12-4-20) c) Legislative Committee (11-10-20, 12-9-20, 1-13-21) d) Nominating Committee (1-19-21) e) Member Service Committee (12-3-20 and 1-6-21) f) Budget Committee (1-21-21)	B-1	Stephen Crow
9:10 AM	C. Reports 1. OCCA Executive Director 2. Treasurer 3. Oregon Presidents Council 4. CCWD 5. General Counsel 6. Student Success Center 7. OSBA 8. OEA Community College Council	C-1 C-2 C-5 C-6	Cam Preus Mark Mitsui Cathy Kemper-Pelle Patrick Crane Karen Smith Elizabeth Cox Brand Invited – TBA Invited – Traci Hodgson
10:00 AM	D. Workshop Dr. Raquel Rall – Walking the DEI Talk		
11:00 AM	E. Action/Discussion Items 1) DEI Call to Action a) Bylaws and Board Policy changes b) Committee Appointments 2) Legislative Report a) Adopt Legislative and Regulatory Priorities b) Bill and Hearing Updates 3) Budget Committee 2019-20 Audit Recommendation 4) Nominating Committee	E-1 E-2 E-3 E-4	Stephen Crow John Wykoff Mark Mitsui Ed Dodson
12:00 PM	F. Adjourn		Stephen Crow

Dr. Raquel M. Rall Biography:

Dr. Raquel Rall is an Assistant Professor of Higher Education at the University of California, Riverside. Prior to that appointment she was a UC Chancellor’s Postdoctoral Fellow. She is a graduate of The University of Southern California’s Rossier School of Education where she earned her Ph.D. in urban education policy. She obtained Bachelor of Arts degrees in human biology and African and African American Studies from Stanford University. Her research is concentrated in two major areas: 1) leadership and governance of higher education and 2) equity. Within these two areas, Rall strives to identify best practices to increase access to and success in higher education for traditionally marginalized communities and on bridging research and practice. She is dedicated to maximizing educational outcomes for communities that have traditionally had the least opportunities and uses her academic research to better understand and uncover the meanings an intricate characteristic of experiences, interactions, people, events, structures, and environments pertaining to postsecondary access and success for underrepresented and underserved student groups. Dr. Rall aims to understand the conditions that lead to and ultimately result in widespread change in education policy and the ramifications of this transformation on student experiences and outcomes.


Key Dates:

CTE Month

February 2021

OCCA Legislative Summit

TBD, most likely the first two weeks of April 2021

	OCCA Board Meeting February 5, 2021	<u>Docket Number</u> B-1
		<u>Action</u> Consent
	<u>Document Title</u> Consent Agenda	<u>Presenter(s) / Title</u> Stephen Crow

B. Consent Agenda

1. Minutes
 - a) Executive Committee – 12-2-2020 and 1-6-2021
 - b) OCCA Board – 12-4-2020
 - c) Legislative Committee – 11-10-2020, 12-9-2020, and 1-13-2021
 - d) Nominating Committee – 1-20-2021
 - e) Member Service Committee – 12-3-2020 and 1-6-2021
 - f) Budget Committee – 1-21-2021

MINUTES

OCCA Executive Committee Meeting

December 2, 2020 8:30 a.m.

Executive Committee Present: Stephen Crow, President; Vice President; Annette Mattson, Past President; Chris Breitmeyer, Secretary; Mark Mitsui, Treasurer; Jane Reid, At Large Board Member; Patrick Crane, CCWD, Cam Preus, OCCA Executive Director; John Wykoff, Karen Smith, Katie Archambault, and Susan Baker, OCCA Staff.

Call to Order, Roll Call, and Introductions – Stephen Crow

President Crow called the meeting to order and asked for a roll call by Baker. Baker completed the roll call with Cathy Kemper-Pelle, Kim Morgan, and Linda Modrell as absent.

Debrief of Annual Conference – Stephen Crow

President Crow shared he has received numerous comments by email on the conference with most of them being positive. Kim Morgan will be leading a more in-depth discussion on annual conference debriefing in tomorrow's Member Services Committee meeting and during the Board Forum on Friday.

Annette Mattson said the conference was well done; keynote speakers were good; liked the different topics for each day.

Chris Breitmeyer said he feels the same way. Appreciated plenty of breaks. Did miss the face to face and informal get togethers. Local chamber uses a program that provides "tables" and will email to staff the name of the program to OCCA.

Jane Reid thought it was great and at her local board meeting other members agreed the conference was well done, they learned more, and preferred over ACCT conference. Reid stated the legislative panel was powerful, seeing them right there made it feel more intimate. OCCA staff did a good job.

Patrick Crane echoed previous comments and agreed that the OCCA staff did a good job. Liked the one long day and two short days; the legislative panel was well done and appreciated the frankness of that panel. Keynote speakers were good, and having Maria Flynn, from JFF, make the time to present, speaks well of OCCA and Oregon's reputation.

Mark Mitsui agreed with all that has been said. He would like to know what the turnout was. Was it better or worse than previous in-person conferences? Missed the face to face but if turnout is higher with a virtual conference, down the road maybe we should use a hybrid or smaller/shorter virtual gatherings. Loved the theme and title of the conference.

Karen Smith said we should look at who registered and attended. This year we had more participation from faculty, student services staff, and DEI staff. We need to ask who our audience is, do more marketing and breakouts on specific topics but not lose our board member participation.

President Crow thanked the OCCA staff, stated Katie was a rock star, acknowledged there were some slip ups, and he too was impressed with the breakouts, especially Karen Smith's.

Katie Archambault replied the total registration was 207, with actual participation of 150.

Legislative Update – John Wykoff ***Governor's Recommended Budget (GRB)***

Wykoff said the GRB has higher education at the same funding amount as in 2019-21 biennia. There were major cuts to Healthcare and Dept. of Corrections. The budget anticipates some form of federal stimulus relief coming. The budget starting point is better than what was projected earlier in the year.

Mitsui asked what about K-12 budget? Any Program Option Proposals (POP)?

Wykoff replied the CCSF budget is at current service level. The innovation fund POP was nixed.

Crane shared the K-12 is \$9.1 billion but it's not quite as much as they hoped for. As for POPs, HECC's Agency Request Budget (ARB) funded (youth employment, Transfers, Healthcare for part-time employees), some DEI staff for HECC, financial management system and \$1 million funding for AVID, College Possible, and Trio.

Revenue Forecast

Wykoff shared we are holding steady in a "k" shaped recession. Low-income families are the hardest hit. Recovery is now 2023 and not 2025, if a vaccine comes out in the Spring 2021.

Mitsui asked if the stimulus dollars bumped the economy. Did you see an impact from the Racial Justice Committee on the budget?

Wykoff replied the stimulus helped, especially those in middle incomes but some families just have not been hit by the recession. The Racial Justice Committee expressed some concern that funding for higher education wasn't sufficient however there was no impact to the higher education budget from them.

CC budget bill

Wykoff shared the actual bill is not out yet. Our budget ask is for \$7.2 million and includes the innovation fund. CAC members all have a version of the bill that we are hoping for and talking points. OCCA will try to have informational hearing during session if they are any informational hearings.

Reid asked what is the innovation fund?

Wykoff replied the fund was for \$35 million to address inequities during COVID, expanding Pathways, and CTE modernizations. The fund was not funded in the GRB..

Department of Corrections (DOC) Update – Stephen, John, and Cam Preus

President Crow thanked Preus and OCCA staff for keeping the colleges aligned , and he also thanked the Senators involved.

Preus thanked Crow and acknowledged his work in talking with Senators (Dembrow, Hansell, Johnson, Findley), they all weighed in on how important ABE/GED is for Adults in Custody. They got DOC back to the table, and DOC became more willing to share and answer our questions. We offered three levels of service options to DOC, and they selected Option 1 (the cheapest). Option 1 is 70-80% of the current dollar amount in contract.

Preus gave a tip of the hat to Crane, in agreeing for HECC to hold the contract with DOC.

Crane shared he thinks we will end up to what HECC agreed to, a master contract that will apply to all colleges, with Statements of Work (SOW) for each college. The SOW will lay out what each college will provide to AIC's. The DOC procurement staff are amicable, and we are still working toward having the contract in place by February 1, 2021.

Wykoff shared that Senator Dembrow stepped up and is still pushing for DOC to accept Option 2 .

Review of December 4, 2020 OCCA Full Board Agenda – Cam

Preus shared the board forum will start at 8:30 and end by 9:00 am. She talked with Kim Morgan and the forum conversation will be about the annual conference. Archambault will be providing a summary of the survey of attendees and their comments.

Preus reviewed the board agenda, highlights are a guest speaker, Dr. Raquel Rall, University of California, on the role of boards in governing with an equity lens. There will be a proposal to affirm or adopt a revised DEI statement, with some action steps included to amend Board Policy and Bylaws. OCCA will work on the amendment and bring back to the February 2021 board meeting for approval. In February we would appoint a DEI standing committee. We would like the DEI workgroup to help formulate what the standing committee should look like. The Executive Committee would review the changes before taking it to the board.

Good of the Order – Stephen

There were none.

Adjourn 9:10 AM

MINUTES
Executive Committee
Wednesday, January 6, 2021, 8:30 – 9:30

Present: Stephen Crow, President, Annette Mattson, Past President, Mark Mitsui, Treasurer, Jane Reid, Cathy Kemper-Pelle, Patrick Crane, Karen Smith, Katie Archambault, John Wykoff, Cam Preus, Susan Baker. Kim Morgan, Chris Breitmeyer, and Linda Modrell absent.

President Crow called the meeting to order, welcomed all, and asked if everyone was ready to jump into the agenda updates.

**OCCA Committee Meeting Updates:
Legislation**

Wykoff shared the special session was one day, most action was dealing with COVID and wildfire relief. OCCA worked with OSBA and other stakeholder groups to pass a limited liability bill that covers K-12 and community colleges.

Smith stated the bill provides limited liability protection for K12, ESD's, public k-12 charter schools and CCs to dismiss lawsuits that are filed if the school can show they followed state and federal COVID guidelines.

The regular session starts on January 19th. Our work has been focused on preparing for CTE month (February), a virtual format and we will have planned to highlight different career and technical programs every week. Each week has a theme, every Wednesday will be "Workforce Wednesday" showcasing programs and at noon, as part of the Community College Caucus meeting, we will have a special video presentation over Zoom during the lunch hour.

Preus shared OCCA will be starting the weekly Legislative Session Call on Tuesday, January 19, 2021, from 4:00 to 5:00 PM. OCCA Staff will be sending the agenda every Monday afternoon.

Nominating Committee

Preus stated that OCCA was informed yesterday that Linda Modrell (Board member from LBCC) has resigned from Executive Committee and as the OCCA Board Representative. Tony Lapiz will be taking the role of OCCA Board Representative, however; the Executive Committee will need to forward the name of At Large replacement.

The Nominating Committee will be convening in January 21, to prepare a slate of officers and membership for the 2021-22 Executive Committee. They will be reporting in February to the OCCA Board on the proposed slate.

Budget Committee and the 2019-20 Audit

Preus reported the OCCA audit was completed, there were no findings, no management letter, a clean audit. The Budget committee will be meeting this month to review the audit report and to recommend acceptance at the February Board meeting.

Member Services

Archambault shared the Member Services Committee is meeting today to discuss expanding the OCCA Annual Conference sponsorships. At the last committee meeting members asked OCCA staff to bring back ideas for sponsorship expansion including adding a corporate level. The thinking of the committee is to raise more revenue to allow OCCA to purchase software platform that could support a hybrid model or virtual conference.

Legislative and Regulatory Priorities

Wykoff said the Legislative and Regulatory document is prepared at the beginning of each legislative session and provides OCCA staff a framework for making quick decisions on bills and policy issues when there isn't time to call a meeting. It is considered a living document. Wykoff walked through the document stating the highlights were changes made by the Legislative Committee. The document will be discussed and approved at the February OCCA Board meeting.

Mitsui asked the meaning of the student success funding model?

Wykoff replied it is the Current Service Level (CSL) that was developed several years ago, led by Greg Hamman, called the Student Success Funding Model. We have talked about expanding it to an overall student success model but with the pandemic we haven't tackled that more holistic model yet.

DEI Committee Bylaws and Board Policy Changes

Preus stated this is an update on activities since the December OCCA Board meeting. OCCA staff listened to recording of the board meeting to ensure we accurately captured the suggested changes. Revisions were made and were shared with the DEI workgroup. There was consensus from the workgroup that the document accurately reflected the board conversation. The workgroup will be reconvened to work on membership. Preus will be sending a letter to all OCCA members to gather interest in joining the DEI Committee. The committee will become "live" in February 2021.

Smith shared the board will need to take action at the February meeting to amend the Bylaws and Policies to add the DEI Committee as a standing committee. Board Policies need to be amended to add a description of the committee (purpose and make up) and the Bylaws need to be amended to add the standing committee.

Planning for February OCCA Board Meeting

Crow asked if anyone had any discussion of the agenda.

Kemper-Pelle asked if they wanted her or Chris Breitmeyer to make the OPC report?

Preus said they would like her to do the report and she will change it on the agendas.

Good of the Order

Preus wanted to update the committee on the federal stimulus that passed at the end of 2020. It is a larger stimulus than the CARES Act, and a larger share of funding will be coming to CCs and individual institutions will be sharing the news with their boards.

Crow looks like a great new year.

Kemper-Pelle shared in December the RCC board approved Marie Ramos to fill the vacant position left by the passing of Ron Fox.

Preus shared we need to note that Pat Fahey is fulfilling the role of OCCA Board Member from RCC.

President Crow adjourn the meeting at 9:09 AM.

MINUTES
OCCA Board of Directors Meeting
December 4, 2020

Present: President, Stephen Crow (TVCC); Dennis Bailey and Tony Turner (BMCC); Betsy Julian and Al Unger (COCC); Jessica Howard, Jim Eustrom, and Ed Dodson (Chemeketa); Tim Cook and Jane Reid (Clackamas); Chris Breitmeyer and Anne Teaford-Cantor (Clatsop); Marta Cronin (CGCC); Deborah Butler and Melanie Muenzer (LCC); Lisa Avery (LBCC); Lisa Skari and Diane Noriega (MHCC); Birgitte Ryslinge and Richard Emery (OCCC); Mark Mitsui and Michael Sonnleitner (PCC); Patty Scott and Susan Anderson (SOCC); Ross Tomlin (TBCC); Dana Young (TVCC); Deb Thatcher (UCC); Traci Hodgson(OEA); Patti Norris (OSBA); Patrick Crane and Frank Goulard (HECC); Cam Preus, John Wykoff, Elizabeth Cox Brand, Karen Smith, Katie Archambault, Suzette Boydston, and Susan Baker (OCCA).

Call to Order, Roll Call, and Tech Update – Stephen Crow and OCCA Staff

Crow called the meeting to order and asked. Baker to complete the roll call.

Consent Agenda – Stephen Crow

President Crow asked for a motion to accept the Consent Agenda.

Alan Unger made the motion to accept the consent agenda as presented. Anne Teaford-Cantor second the motion. The motion passed unanimously.

OCCA Executive Director Report – Cam Preus

Highlights of the report include encouraging news of a number of vaccines and reopening plans.

Mitsui said the Legislative Committee and CAC work to prepared for the legislative session; good survey feedback on the annual conference; all but three colleges enrollments are declining; lots of conversation about what will happen in Spring Term and even into Fall Term.

Treasurer’s Report – Mark Mitsui

Mitsui reported there were no surprises in the actuals as shown in the report, as of November 3, 2020. Some specific revenue - Annual Conference revenue were pretty close to what we thought we would at \$12,700, mostly from our sponsors, and includes the cost of the Howard Cherry Awards and Dedicated Service awards; Strong Start to Finish (SStf) stipends have gone out to the institutions. In other budget news the annual OCCA audit was scheduled to take place over two days, and only took one day. All fiscal accounts were in the audit, there were no concerns or exceptions noted. Auditors are finalizing the audit report and OCCA will file with Secretary of State by January 1, 2021.

Preus thanked Katie Archambault and Susan Baker for a successful audit. It has taken months of work to get the audit ready, they were only onsite one day instead of two. Hats off to Katie Archambault for a job well done.

Report - Oregon Presidents Council – Chris Breitmeyer

OPC had a productive meeting, we looked at our priorities and decided to focus on the areas where OPC could make the most impact, we went from 13 to 4 priorities. The other nine priorities were moved to another list and assigned a President and Affinity group to report back at an OPC meeting. The four current priorities for OPC:

1. Legislative Advocacy/Funding
2. DEI
3. Underrepresented students
4. Cyber Security

The Council of Academic Officer's joined the meeting and discussed transfers and marketing out of district.

CCWD Report – Patrick Crane

A written update is in your packet, want to highlight three areas in the report:

1. Governors' Emergency Education Relief Funds
2. Credit Transfer
3. Expanding wireless access for students

General Counsel Report – Karen Smith

I have nothing to report on this month.

Student Success Center Report – Elizabeth Cox Brand

Will elaborate on my written report: we received a grant from Jobs for Future (JFF) for coaching services for Cohort C and extending training to Cohort A and B; the Strong Start to Finish (SStF) grant is designed to produce outcomes aligned on Math 105 Reasoning, 111 College Algebra, and 243 Statistics; Early Momentum Matrix is coming up next and due by from colleges by the end of December.

Will debunk some of the rumors that all colleges engaged in Guided Pathways in each cohort are working on the same thing at the same time. This is not the case, as each Guided Pathway Cohort, and each college, is in a different stage and training. Colleges that waited until the last cohort, were not dragging their feet. Cohort C colleges are engaged and working well with their coaches.

OSBA Report – Patti Norris

Norris reported on the K12 world, the first is getting the kids back into the building. Currently 63% of schools statewide have no in-person learning. We are showing comprehensive distance learning is different in each district successful for some of the students. Other issues are DEI and all the aspects in curriculum, training, and hiring. I was recently elected to be OSBA secretary/treasurer and this will be my last meeting with OCCA.

Preus thanked Patti Norris for representing OSBA to the OCCA.

Governing Boards Should Weigh in on Racial Issues – Dr. Raquel Rall, Asst. Professor at UC Riverside

Preus shared in your board docket there are links to the suggested readings for today's presentation.

Highlights from today presentation by Dr. Raquel Rall:

4 Roles Trustees Can Enact in Pursuit of Equity:

Board Role	Description
Initiator	Creation of board statement and call to action. Consider and adopt a revised association mission statement.
Catalyst	Strengthen relationships with external organizations that can help support access and success for students from historically underserved and underrepresented communities.
Barrier	Equal opportunity for all person...without regard to economic status, race, creed, color, sex, national origin, or ancestry. We also recognize those who identify by sexual orientation, marital status, age, disability, or familial status.
Inhibitor	(What is not there) Board member biases at the individual and/or collective level. Also, What are the ways we expect the DEI committee to do it all?

Preus thanked Raquel Rall for being inspiring and thought provoking.

OCCA Board DEI Statement – DEI Workgroup, Karen Smith, and Cam Preus

Annette Mattson shared at the October 2020 board meeting the discussion on the DEI statement and there were additions and changes. The workgroup was asked to go back and work on the statement to include the feedback from the Board.

Anne Teaford-Cantor made the motion to adopt the Call to Action. Kim Morgan second the motion. Crow called for discussion.

Several members commented on the list of included 'classes' in the statement while others commented that the list of classes might never be absolutely complete.

Preus offered the statement be viewed as a living document with the following action items: make it a living document that will evolve with the work of the DEI Standing Committee; make the statement inclusive and actionable; add specific accountability (such as the board will review on an annual basis); board and DEI committee role and responsibilities.

Anne Teaford-Cantor amended motion to adopt the DEI Call to Action State as a living document. Kim Morgan second the amended motion. Motion passed.

Voting : No-1 (SOCC). Yes-14 (BMCC, COCC, CCC, CLKCC, CLTCC, CGCC, LCC, LBCC, MHCC, OCC, PCC, TBCC, TVCC, and UCC).

Proposal to amend OCCA Bylaw's and Board Policies to include DEI Committee – Karen Smith/Cam Preus

Smith confirmed that adding a new standing committee will require changes to the OCCA Board Policies and OCCA Bylaws will be back to the board in February 2021.

Preus recommended the OCCA board request the current DEI as hoc subcommittee to 1) review the proposed changes to the Board Policies dealing with the description of the DEI Committee and 2) make additions/subtractions to roles and responsibilities, and 3) recommend committee membership.

Susan Anderson made the motion to accept the OCCA recommendation and bring back changes to the February 2021 OCCA Board meeting. Jane Reid second the motion. The motion passed unanimously.

Legislative Update – John Wykoff

Wykoff state the Governor's Recommended Budget (GRB) came out on December 1, 2020, community college support fund (CCSF) was proposed to at flat funding at the 2019-21 funded level, \$641 million. There were small increases to financial aid: Oregon Promise stayed flat, additional funding for HECC DEI staff, First Year Experience additional \$1 million. There's work to do to get the CCSF back up to the current service level we advocated for at 702M.

Wykoff reported the Revenue Forecast during the Spring 2020 was showing a 20% cut to the budget. When the September 2020 forecast came out there was a \$2 million bump ("K" recession) which brought it from a 20+% cut to a much smaller 3.5% cut. State revenue shows it is not bad for economy, but it is hitting the lower income families hardest. If a vaccine is available by Spring 2021, our recession will turn into a "V" shape and recovery then is expected by 2023 instead of 2025.

Moving to current activities, the next steps by OCCA and Campus Advisory Coordinators (CAC) are asking legislators to sign on to the OCCA budget bill of \$702 million for the CCSF and \$35 million for the innovation fund. OCCA is soliciting sponsors for the budget bill and recruit legislators for the community college caucus. Additionally, OCCA is planning for CTE "Month" instead of a CTE Day this year, it will be all virtual. We are planning for Workforce Wednesday's. We will be finding clever ways to get our message to legislators virtually with videos from across the state on CTE and focus on student perspectives.

OCCA Board Strategic Goals Update – Stephen Crow/Cam Preus

Preus shared at the OCCA Board meeting in October 2020, the 2020-2028 Strategic Goals were reviewed and finalized. The status updates on the progress on each of the three priority goals and specific strategics can be found on page 40 of the Board docket.

Adjourn 11:52 a.m.

Upcoming Key Dates:

Legislative Session convening	January 19 to June 28, 2021
CTE Month	February 2021
February OCCA Board Meeting	February 5, 2021
OCCA Legislative Summit	TBD, most likely the first two weeks of April 2021

Zoom Chat:

- 09:11:27 From Elizabeth Cox Brand : Cam and President Tim Cook, Clackamas, appeared on Jefferson Public Radio this week.
- 09:12:03 From Casey White-Zollman : Here's a link to the radio show interview with Cam and Tim: <https://www.ijpr.org/show/the-jefferson-exchange/2020-11-30/tue-8-am-community-college-enrollment-dives-in-pandemic>
- 09:29:45 From Melanie Muenzer (she/her) : Great job Katie, Susan, and team!
- 09:31:24 From Jessica Howard, Chemeketa (she, her, hers) : Agree with Lisa! Thank you, Karen and OCCA staff!
- 09:43:45 From Annette Mattson (she/her/hers) : Patti - Thank you so much for representing OSBA and joining us!
- 09:46:06 From mark.mitsui : Patti, thank you for participating in our meeting!
- 09:48:28 From Kim Morgan : Thank you, Patti!
- 09:55:51 From Patti Norris-OSBA : Thank you, everyone. On behalf of OSBA, I appreciate the opportunity to help build our K-12/Community College relationship and to sit it on your meetings to better understand the issues impacting OUR students wherever they are in their education journey.
- 10:35:21 From Melanie Muenzer (she/her) : How would you recommend that the board holds itself accountable on a regular basis for this work?
- 10:37:47 From Birgitte Ryslinge : Our Board has expressed an interest in greater diversity in board make-up. This has me wondering about the impact of having zones in rural communities...seems to make it more difficult to recruit when we don't have a large diverse base.
- 10:39:18 From Kim Morgan : Fantastic presentation! Could you please suggest how we, as board members, can create the best opportunity to bring our individual DEI groups together? I'm curious about the most effective way to collaborate and strengthen our equity work moving forward.
- 10:44:31 From mark.mitsui : Thank you for being with us! Sometimes it is helpful for colleges to have a vision of the ideal state, to aspire to. Is there a model of institutional evolution toward becoming a truly racially and socially just organization that you recommend?
- 10:48:24 From Kim Morgan : How does one overcome the lack of equity work within our community governmental partners?
- 10:54:31 From Melanie Muenzer (she/her) : Thank you so much for coming today! This was amazing.
- 10:55:13 From Marge Hamilton she.her.hers : Very practical presentation that we can all use. Thank you!!!
- 11:00:49 From Susan Anderson : This addition seems as a throw away.
- 11:23:39 From Kim Morgan : Couldn't we replace the term of sex in the first paragraph, first sentence to Gender Identity?
- 11:24:41 From Kim Morgan : Fourth sentence
- 11:26:46 From Annette Mattson (she/her/hers) : I suggest the ad hoc committee meeting discusses this revision and brings this and any other recommended changes in Feb.

MINUTES

November 10, 2020 11:00 AM – 12:00 PM

Members: Annette Mattson (MHCC) Chair, Cathy Kemper-Pelle (RCC), Melanie Muenzer (LCC), Ed Dodson (Chemeketa CC), Chris Breitmeyer (Clatsop CC), Mark Mitsui (PCC), Kim Morgan (CGCC), Laurie Chesley (COCC), Brett Rowlett (LCC), Emma Kallaway (PCC), Jennifer Boehmer (LBCC), and Lori Hall (Clackamas CC)

OCCA Staff: John Wykoff, Cam Preus, Casey White-Zollman, Katie Archambault, Karen Smith, and Susan Baker

Welcome and roll call – Annette Mattson

Baker completed the roll call with Cam Preus and Casey White-Zollman as absent.

Mattson thanked everyone for joining today and shared she has a Zoom at noon and will excuse herself at 1:55 PM.

Election Wrap Up – John Wykoff

Wykoff said it appears that the Senate will break even between number of Republicans vs. Democrats. In the House, the Republicans will pick up one seat and Democrats picked up one seat. There are no walk-out majorities. One of the major bills we were watching was the decriminalization of certain drugs, so that money will have to be made up somewhere else. The tobacco bill passed, so we don't have to worry about an additional budget decrease. In the house, the Speaker of the House has two running for the position.

Dodson asked if Wykoff had any federal news?

Wykoff replied we will have a new president. In the lame duck session, a

Mitsui, McConnell is floating the low end for relief to higher education at \$30 billion and Senator Patty Murphy is at the high end of \$120 billion. From the last CARES Act the relief was \$16 billion, so \$30 billion is certainly an improvement. Liability reform vs. state stabilization funding.

Budget Campaign – John Wykoff

Wykoff wanted to point to a couple of things, our budget is still in legislative counsel (they have a backlog) and the revenue forecast is on November 18, 2020. The forecast will decided what Governor Brown's budget will look like. We were hearing that higher education was going to be less than \$641 million, and since then we have heard they will be looking at starting at the base amount of \$641 million. Opportunity Grant will not be fully funded and looking at more cuts.

OCCA will be pushing CCs to get bill support at the college level and will see what the revenue forecast brings.

Early Legislative Concepts – John Wykoff

Wykoff would like in the next week or so, Congratulation/Hello Letters to legislators. Wykoff asked Karen Smith to discuss the rekindling of the liability reform discussions.

Smith said she will be in a noon meeting with Brett Sollman, K-12, labor union, trial lawyers, and OCCA to talk about the LC draft that will provide COVID liability protection to K-12, CCs, charters, and private schools. During this time of an emergency, we no longer have insurance we are asking for limited protection on legal liability as long as schools are following OSHA/OHA/HECC guidance. As long as you follow the guidance you would be immune from a lawsuit. This is a bill that we were talking about earlier in the year and worked hard to get CCs included in the bill. Universities are not in this bill as trial lawyers refuse to include them at this point. We have a 50/50 chance on this bill.

Wykoff said there still could be a special session but will mostly be related to the earlier special session on specific clean up.

Alonso-Leon will be putting up another bill on placement tests. This bill will include more broader language to include new innovations, so we do not have to come back to the legislature to add them. The bill has not been drafted yet.

Alonso-Leon is also looking at avoiding duplication of programs between high school and CC's CTE programs. Wykoff is asking for specific examples of this, looking at Rogue CC to provide their examples (they have three CTEs being duplicated).

Kemper-Pelle said it was medical assisting, entry level certificate into advanced manufacturing and electronics. It was more than one district that has done this. Kemper-Pelle also pointed out these are not equivalent awards, the high school markets these as equivalent to CCs. They are not legally empowered to award what we offer. It is still a high school certificate and does not have the same weight as a CC certificate.

Dodson shared the Statesman Journal is reporting that at least half of all high schools are failing at least one course. They should be concentrating on their own courses rather than CC's.

Alonso-Leon is bring back Student Voices bill, more focused on students and getting the barriers that they face and to identify funding.

Senate Dembrow has talked about part time faculty health care bill. The approach will be not to mandate it but to find the funding. Looking for a funding pool that could be used.

Senate Dembrow will work on transfer, solidify the current work between univ and CCs. Also, to align course that will lead to common core numbering. We are talking about that issue more on common course numbering and aligning the outcomes.

Wykoff asked Emma Kallaway for an update on the Partnership for a Hunger Free Oregon.

Kallaway shared we are in the process of looking for more partners across the state. By changing the bill to include universities and CCs, it has broaden the coalition at the same time and it is more expensive at \$5-6 million. Currently working on growing a coalition for the bill, a one-pager, and bringing explanatory language, a letter to explain the bill to advocate for it.

Kemper-Pelle asked what the prospect of the common course numbers being approved. Our transfers are dropping out and worried that all the work they have done will be blown up by the common course numbering.

Wykoff replied it is being down in the same process as the transfer process. Dembrow wants to include the common course language with the transfer process for more core outcomes and focus on the 100-level courses.

Mattson shared Sen. Shemia Fagan was elected as Secretary of State and is in mid-term of her senate position. Fagan has not resigned yet, but it will open a seat and there will be contenders and it will be three weeks after resignation before the seat will open.

Rowlett said you should look at the Precinct Community Person (PCP) level, there is almost always vacancies. If you are a member of a party, you should sign up for it. It is the PCPs that determine the candidates that fulfill the vacant spots. Have your staff consider this role.

Kallaway said ballot chasing will start Thursday in Multnomah County in the House and Senate for three races. The ballot chasing will only be done for races that were 500 votes or less between candidates. Ballot chasing is looking at the ballots that were kicked out and not counted for a number of reasons.

Mitsui asked for a place holder on 'redistricting' state legislative districts after the census, and also for the board of education zones.

Wykoff said legislative districts are looked at every 10 years, Legislature can do it by passing a bill, if they fail to do so, the Secretary of State can do it. In the past, it has been used a hammer to get the legislature to redraw the districts.

Smith said the census does make sure that if you have zones they are represented by equal populations. Once the data has come out colleges in the past have partner with PSU to look at the population maps to make sure the districts are equal.

Breitmeyer asked if CCs are responsible for doing this?

Smith replied yes, not the district lines but the zones. You do this by yourselves and there are different resources. PSU Population department is a good resource. CCs are responsible for getting the information and the board is responsible for acting.

Mitsui asked if districts are changed, will incumbents finished their term?

Smith replied yes.

Morgan asked what is the typical turnaround time?

Smith replied no, it is a process, and it takes time.

Action Item:

Send agenda items for the next OPC meeting - Census and looking at redistricting.

DOC Update – John Wykoff

Wykoff shared the saga continues, we turned in our final proposal last Friday, and yesterday, DOC asked for some clarifications on pre-COVID hours. They have been getting pressure from more legislators, such as Betsy Johnson. We will have to stay tuned and if will wait it out for the next two weeks. OPC and CCs have been discussing if DOC does not accept our proposal, we will move our attention to our overall budget ask.

Adjourn 11:54 AM

MINUTES
Legislative Committee
December 9, 2020 11:00 AM – 12:00 PM

Members: Chair, Annette Mattson (MHCC); Al Sigala (MHCC); Cathy Kemper-Pelle (RCC); Melanie Muenzer (LCC); Ed Dodson (Chemeketa CC); Chris Breitmeyer (Clatsop CC); Mark Mitsui (PCC); Kim Morgan (CGCC); Laurie Chesley (COCC); Brett Rowlett (LCC); Emma Kallaway (PCC); Jennifer Boehmer (LBCC); and Lori Hall (Clackamas CC).
OCCA Staff: John Wykoff, Cam Preus, Greg Hamann, Casey White-Zollman, Katie Archambault, Karen Smith, and Susan Baker

Welcome and roll call – Annette Mattson

Mattson did the roll call with Cathy Kemper-Pelle, Lori Hall, and Casey White-Zollman as absent.

Legislative Policy Positions Document – John Wykoff

Wykoff said this is a living document and is updated every two years to provide direction to OCCA staff on policies and legislative issues community colleges are interested in.

Wykoff went through the changes made by OCCA staff for discussion and entered changes suggested by the committee. The document, with today's additions, changes, or deletions will go to the Executive Committee for review in January 2021, and then to the OCCA Board in February for adoption.

Budget Campaign Update -- John Wykoff

The CCSF budget bill is now a Legislative Concept (LC), so CC's can start asking their legislators to sign on as co-sponsors. In the LC, we are asking for the full Student Funding Model amount in our Current Service Level at \$702 million for CCSF and \$35 million for the innovation fund to address equity gaps created/exacerbated by the pandemic.

CTE Month (February 2021) – John Wykoff and Casey White-Zollman

As we will still be in a virtual legislative environment in February 2021, OCCA proposes instead of holding a CTE Day we should do a CTE Month. It would include Workforce Wednesday's, with a focus on one or two industries per week. We will also find clever ways to get our message to legislators virtually with videos from across the colleges using student perspectives and live CTE classes. There will be a challenge to recruit legislators and staff for attending a virtual event, as there will be no free food to offer. OCCA is encouraging CCs to have at least one or more meetings with their legislators during February.

ACCT Conference – John Wykoff

ACCT conference is February 8 - 10, 2021. OCCA will be coordinating the Oregon delegation Zoom visits; because it is virtual, more CC members will be attending. For this reason, OCCA will be identifying speakers for each visit and if time allows, there will be a Q&A for all participants .

Adjourn 11:54 am

MINUTES
Legislative Committee
January 13, 2020, 11:00 AM – 12:00 PM

Welcome and roll call – Annette Mattson

Mattson welcomed members and Baker completed the roll call with Melanie Muenzer and Mark Mitsui absent.

Beginning of 2021 Legislative Session – John Wykoff

Wykoff said we know the Capitol will be closed to the public, so all hearings and sessions will be virtual. In April, legislators and a few staff will be in the building for hearings.

Common Course Numbering (CCN) and Transfers

There is some agreement on several pieces but with one major disagreement regarding the Transfer Council. Some of the duties of the council will be to adopt CCN system for introductory and lower division courses that are equivalent across a majority of institutions and accept transfer credit for each course as if the credit were earned at that institution.

Another wrinkle is universities would like us to pause on the MTMs while CCN and Gen Ed work is completed. CCs want to continue with at least one major MTM a year.

Student Voices Bill

Health care for Part Time Faculty: looking for a funding source for \$10 million a biennium. If it didn't have funding, they would mandate it with OEB taking the lead on coordinating.

Ratio Bill for Full Time Faculty: this will be a big issue for OCCA. The fiscal impact would be daunting for CCs. OCCA will be watching this closely. Will have to go to Ways and Means and won't know until the bills are officially read.

Updated on CTE Month in February 2021 – John Wykoff and Casey White-Zollman

Wykoff shared the OCCA is continuing to work on CTE month with various videos and scheduling. OCCA met with CAC, OCCMPR, and CTE Deans to coordinate events, such as every Wednesday, we will have Workforce Wednesdays at noon on an open Zoom forum with staffers, legislature, and CCs on certain topics every week.

White-Zollman said we are trying to coordinate OCCMPR, CTE Deans, and CAC more closely this time around. There will be a newsletter on CTE sent to legislators weekly. We can expand on the number of programs and highlight with videos. Rollin right along, decided to promote CTE all month as we are virtual this year. We can expand on the number of programs with virtual.

Community College Caucus Recruitment – John Wykoff

Wykoff stated we have a lot of new people in the House and we need to start recruiting them for the caucus. One of the tools we will be using is workforce Wednesday's and the weekly newsletter. This will be a CC caucus not a higher ed caucus.

Special Session Review – John Wykoff / Karen Smith

Smith shared we did pass a limited liability bill for COVID-19 related to lawsuits; it provides a limited harbor for CCs, K-12, private schools, and charters. We asked for this because PACE dropped coverage for any communicable diseases. As long as an institution is following the HECC and OHA guidelines you will have some coverage. OSBA has an article on limited liability coverage, this article is strictly for K12 not CCs.

Federal Stimulus Funds Update and Messaging – Karen Smith

Smith said we are calling these funds CRRSA, the great news it provides \$22.7 billion for higher ed emergency relief, similar to the CARES Act funds, in terms of formula and different categories to Title II and IV as well as additional funding to the governor (GEER). The original CARES Act was \$13.9 billion, so this is a greater amount. CCs are a huge winner here as head count will be used to allocate the funds. This version does not allow any of the formula funds to go to private institutions, as a result you will receive 1.5 to 2.5 times more funds. The funds are divided between students and institutions, but it only requires you to spend the same amount on the student that was spent from the CARES Act. You will have more dollars on the institution side. There is more flexibility on how to spend the funds for both student and institutions expenses, including capturing lost revenue dating back to March 2020. The rules also apply to any unused CARES Act funds that are unspent. US Department of Education is required to allocate funds within 30 days, but with the presidential inauguration it could be delayed to January 19, 2021, and we do expect the Biden administration to come out with a different interpretation. Biden's perspective would be to include non-credit students and we will have to see how that plays out in DOE guidance. There was \$4 billion allocated for GEER funds for governors, to be distribution among all 50 states. At this time, we don't know how Governor Brown will distribute these funds.

There was a Maintenance of Effort (MOE) requirement from the state to continue funding at the level of appropriated funds at the state level. Can't use these funds to undercut the state maintenance of effort requirement.

Rowlett asked about maintenance of effort requirement, is it higher ed or education as a whole?

Smith said she will need to look into this further.

Wykoff says the messaging piece, it does create a challenge for our legislators, as we get this chunk of money. We are working on some talking points to make a case that this will be bridge to the next biennium as we have all lost revenue and other COVID costs. We had this messaging a little bit at the beginning of COVID. This is one time money as a bridge, so we don't have to cut this biennium's funding. That is going to take some doing that legislators understand this.

Kemper-Pelle shared her CFO said the maintenance of effort is based on the 2017 numbers not 2019?

Smith is will look at FAQ, and it states that the state must dedicate the same amount using an average from 2017 through 2019. Not certain what that averages out to. The federal budget is fiscal year and ours is biennium.

Wykoff said even if the governor's budget was \$570 million, at this point the governor is looking at \$641 million, which is almost certainly the floor.

Kallaway shared Kyle pointed out that the governor's budget was created at the lowest revenue projected for the state doing early summer.

Morgan asked where would I find the document that list out the CTE month breakdowns? Wants to coordinate with them.

White-Zollman said she will have Baker send it to this group and that it is on Basecamp.

Wykoff shared that CGCC CAC's representative is Dan Spatz, so you can reach out to him.

Adjourn 11:45 am

Action item:

Baker to send the CTE Month document to members.

Nominating Committee

OCCA Executive Committee Slate of Officers – 2021/22

January 20, 2021, 10:00 – 10:17 AM

Members: Chair – Ed Dodson (Chemeketa CC), Doris Lathrop (UCC), Stephen Crow (TVCC), Cathy Kemper-Pelle (RCC), Tony Turner (BMCC), Annette Mattson (MHCC), Patty Scott (SOCC), Cam Preus, Karen Smith, and Susan Baker (OCCA).

Welcome and Roll Call

Baker completed roll call, Patty Scott joined the meeting some minutes later.

Ed Dodson stated after everything we had to handle in 2020 with the loss of Ron Fox, COVID-19, and our current state of affairs, he suggested an idea to discuss, given the changes that occurred in 2020, we adjusted some assignments and membership. He asked committee members to discuss the possibility of continuing the terms of current president, Stephen Crow, Kim Morgan as vice-president, and Annette Mattson as past president. Dodson stated this slate of officers would bring continuity and that is the beauty of this organization, it provides apprenticeship opportunities to its officers.

Annette Mattson remarked that this year we will also be searching for a new OCCA Executive Director and it makes sense to continue with the same leadership and officers.

Dodson asked Stephen Crow is he was willing to stay on in the position of president?

Crow replied, yes, he it would be fine and it's an honor to serve and Annette is a very good mentor.

Dodson asked Crow if he thought Kim Morgan would be okay with another year as vice president?

Crow said he believes she would like the opportunity.

Cam Preus noted she has not talked with Kim about what her preference is.

Doris Lathrop asked if there is anything in the Bylaws preventing presidents from serving two years in a row?

Dodson replied, not to my knowledge, as it has been done several times before.

Dodson called for agreement for president, vice-president, and past president to remain the same in 2021-22 as they are in 2020-21. The vote was unanimously yes.

Dodson stated the Bylaws call for the Treasurer to move to Secretary, so we have to fill the position of Treasurer and asked for suggestions.

Preus suggested Jessica Howard, Chemeketa President as the incoming treasurer.

Dodson called for agreement for Jessica Howard, Chemeketa CC as treasurer. The vote was unanimously yes.

Dodson stated this leaves the two, At Large positions – currently there is a 1 year and 2-year At Large member positions open; Ed called for suggestions.

Preus shared that the Bylaws state no two individuals from the same college can serve as an officer on the Executive Committee at the same time. With the proposed slate, representatives from BMCC, COCC, Clackamas, KCC, LBCC, OCCC, RCC, SOCC, TBCC, and UCC are eligible as candidates. After cross referencing those current Executive Committee members and ‘eligible’ members Preus recommended:

Proposed the 2-year position - Alan Unger (COCC) and for the 1-year position - Richard Emery (OCCC).

Dodson called for agreement on Alan Unger for the 2-year position and Richard Emery for the 1-year position of At Large Members. The vote was unanimously yes for both positions.

Lathrop asked if it was possible to update a list she has dated 2005-2018 Officers?

Preus replied yes, absolutely.

Dodson asked Preus if the slate was presented at the February Board then voted on at May board meeting?

Preus replied, yes; that is how it is written in the Bylaws.

Crow mentioned that both Kim Morgan and Annette need to rerun for their board positions.

Dodson stated the committee will wait for the results of their re-elections before taking any action.

Adjourn 10:17 AM

Office	Current 2020-21 Officers	Executive Committee 2021-22
*President	Stephen Crow, TVCC	Stephen Crow, TVCC
*Vice President	Kim Morgan, MHCC	Kim Morgan, CGCC
*Treasurer	Mark Mitsui, PCC	Jessica Howard, Chemeketa
*Secretary	Chris Breitmeyer, Clatsop CC	Mark Mitsui, PCC
*Member at Large-2-year term	Linda Modrell, LBCC	Alan Unger, COCC (invited)
*Member at Large-1-year term	Jane Reid, Clackamas CC	Richard Emery, OCCC (invited)
*Immediate Past President	Annette Mattson, MHCC	Annette Mattson, MHCC
Ex-Officio Members		
OPC Chair	Cathy Kemper-Pelle, RCC	Chris Breitmeyer, Clatsop CC
CCWD Director	Patrick Crane	Patrick Crane

MINUTES
Member Services Committee Meeting
December 3, 2020, 9:00 – 10:00 AM

Members: Chair, Kim Morgan (CGCC), Annette Mattson (MHCC), Amanda Kliever (LBCC), Gina Roper (TVCC), Katie Archambault (OCCA), and Suzette Boydston (OCCA).

Welcome and Roll Call – Kim Morgan, OCCA VP

Archambault completed the roll call.

OCCA Annual Conference – All

The group discussed their impressions of the OCCA virtual conference, which took place at the beginning of November. Overall, committee members agreed that it was a successful conference with room for improvement should we need to hold a virtual conference again. Many commented that to make the conference accessible to more people, moving forward, there should be a virtual option.

The group reviewed results of the post conference survey and member comments. The committee took note of negative remarks regarding keynote speakers and topics. This led to members questioning OCCA selection of speakers and how future selection could reach a broader spectrum of people. Others commented that it might be hard to appease all participants, but the need to offer different perspectives.

Thinking ahead to the 2021 conference, the group discussed the how to bring in student voices and lend that perspective to the conference. One suggestion was having a student or student panel as the keynote session. The group also talked about increasing OCCA's sponsorship outreach and include larger businesses/corporations to cuts costs for conference attendees and allow OCCA to purchase a virtual conference platform so virtual meetings/conferences can be more interactive than what Zoom allows. Potential sponsors listed by committee members included Garten, Ford, Nissan, Providence, Keizer, and OnPoint. A committee member pointed out that we need to make sure that the company's mission is in line with our mission.

Next steps: set up another Member Services Committee meeting for January to continue the discussion on expanding OCCA conference sponsorships. Archambault and Boydston will research how other conferences reach out to corporate sponsors and build in a new level to our current sponsorship structure for review by this committee.

Morgan adjourned the meeting at 10:00 a.m.

MINUTES
Member Services Meeting
January 6, 2021, 10:00 – 10:30 AM

Present: Kim Morgan, Marta Cronin, Jessica Howard, Ross Tomlin, Annette Mattson, Jane Reid, Amanda Kliever, Lori Hall, Tony Turner, Cam Preus, Katie Archambault, Suzette Boydston, and Susan Baker.

Introductions and Roll Call – Kim Morgan

Baker completed the roll call with Dana Young, Gina Roper, and Marcia Jenson absent.

Corporate Sponsor for Annual Conference – Kim Morgan

Morgan shared we only have the one item to discuss, corporate sponsorship for annual conference. This idea came from discussion at the December Member Services Committee meeting. Does anyone have any suggestions?

Archambault and Boydston did some research across the nation on examples of corporate sponsorships. They have a question for discussion today on the feasibility of tapping some of our workforce partners. There is concern on how to accomplish this without taking away from community colleges relationship with their partners on the college and foundation level.

Reid asked is if there is a great need to do this? Are we not able to cover our costs?

Preus said the short answer is yes, the original reason we looked for corporate sponsors was to bring down the cost of individual registrations. Currently we charge members for the room rental and associated costs of the annual conference (mainly food); currently the registration fee runs between \$300 to \$400 for an individual to attend.

Archambault shared the conference sponsorship level document she created. This document shows five different sponsorship levels and the associated benefits. Tomlin said he likes that we are thinking about this but has concerns over the price difference between the corporate level, which is the new sponsorship level, at \$10,000 and the platinum level at \$5,000.

Mattson shared when approaching potential partners/sponsors, we need to have a letter with the dates of the conference, what we are looking for, and what format the conference will be (in-person or virtual). This really helps to have clarity of the ask, and state, “we appreciate what you currently do for your local community college and this is another opportunity to contribute”.

Kliever asked are these vendors or donors?

Archambault said it is more like the Oregon Business Summit going after the larger businesses such as banks, hospitals, and big corporations.

Boydston said we need to look at the businesses that benefit from our graduating students as well.

Kliever asked if a bank or hospital donated, then they would get to send 8 people to the conference?

Archambault said yes. Maybe we could work with someone who knows other vendors. OCCA started six years ago by getting a list of vendors from ACCT and we have not changed that list, getting a list from the colleges would expand it.

Hall said to ask OCCMPR and see who they work with.

Reid asked if OCCA has approached banks in the past.

Archambault replied no we have not, just from our very narrow list we currently have.

Reid also mentioned the large jump between platinum and corporate and suggested maybe making the corporate level \$7,500 instead.

Archambault replied everything is movable. In other conferences we looked at, the corporate level was \$25,000, which is why we brought it down to \$10,000.

Morgan said we could try at \$10,000 and lower the amount if we don't get any responses.

Mattson said we need to get the appropriate person to contact at each business. Maybe call ahead and ask for the person who makes those decisions before approaching with a letter or phone call. Need to get the letter out as soon as possible, as decisions are made earlier in the year by most businesses. Banks and hospitals, as part of their budget process, put aside a certain percentage of their budget for community support.

Cronin said this is a great idea but does not want to ask for this and then not get something she really needs for the community college later.

Tomlin said he would like control of how many times we ask a certain vendor.

Archambault thought about renaming the corporate level to corporate? Committee members agreed that was a good idea.

Howard said she thinks OPC will have some hesitation, as some categories of entities do not make sense to support our statewide conference. The strategic fund vendors is a logical place to go first; like Cyber Security. Our past vendors have been good and have benefited the community colleges.

Morgan maybe one of the best things we could do is have a discussion with OPC. She said we could ask who community colleges would like to see as off limits or to make recommendations. We need a quick response as time is of the essence. If we create a form letter (or Ask Letter) with the basics, then each community college could customize for their needs. We would need to clarify that the business does not have to go straight to the corporate level; selling point would be to get their name out there at a level they are comfortable with.

Preus offered her thanks for the encouraging conversation and said this topic is on the agenda for the next OPC meeting. Preus mentioned that when she thinks about past vendors, architects and bond folks have already made a lot of money off of community colleges. Maybe our vendor levels are too low, we

can expand the base of our vendors. Archambault and Preus have talked about this before, having an OCCA Foundation that could help students across the state.

Boydston stated there are many community advocates for community colleges. We have a few huge donors, and those businesses are proud to support community colleges. Community colleges can show local businesses that graduates come back to local businesses as employees.

Morgan shared we need to also bring students to the conference. It is one of the most impactful ways to get success stories out to board members. Kliever said keynote speakers could be a student or former student and include an employer.

Morgan any other thoughts or suggestions?

Preus said the next step is to have a conversation with OPC next week. Then get back in touch with this committee. We have some necessary process steps, and we need to do it in all haste, but not with a blindfold on.

Morgan said she would like to see a form letter on file with all community colleges, so we can use it and customize it.

Mattson asked if Morgan would be willing to help create the form letter?

Morgan asked if there are any other points to bring up? She stated great work on the spreadsheet and gives us something to review.

Adjourn 10:36 PM

Action items:

Archambault, Boydston, Morgan, and Mattson will work on a form letter.
Archambault to create a Doodle Poll for meeting dates.

MINUTES
Budget Committee Meeting
January 21, 2021, 2:00 – 2:30

Members: Chair, Mark Mitsui (PCC), Chris Breitmeyer (Clatsop), Tim Cook (Clackamas), Kim Morgan (CGCC), Alan Unger (COCC), Stephen Crow (TVCC), Jess Jacobs (LBCC), Cam Preus (OCCA), Katie Archambault (OCCA), and Susan Baker (OCCA).

Welcome and Roll Call

Baker completed the roll call. Preus completed round robin introductions as Alan Unger is new to this committee.

Summary of Audit

Mitsui told the committee that most of this meeting is to go over the audit. Mark also congratulated Katie for a clean audit and all her work to ensure the audit team had what they needed to complete the audit. There was an increase in our net income; all in all, it was a good year.

Governance Letter

Preus said there is not much to see in the governance letter as we (OCCA) received a clean audit; there was no management letter this year.

Jacobs remarked that it was a clean audit letter and was impressed that we had addressed previous audits findings in so short a time.

Budget

Mitsui asked for a clarification on the new expenditure, Communication Director salary: will we have sustainable funds to support this expenditure?

Preus shared several years back the Oregon's Presidents Council approved a marketing assessment to outsource to a contractor for social media and communication/marketing services. Since then, the Board has approved dues increases to support and sustain this effort. We had dues increases for the last several years, including 2019, so I just summarized we have had several dues increases; and technically it was OPC who approved the first marketing assessments. OCCA had been in conversation with OCCA Legislative and Executive Committees to bring our social media and marketing in-house instead of outsourcing.

Archambault shared the 2020-21 salary for the position was budgeted for with the carryover of 2019-20, roughly \$23,000. The Strategic Fund has \$30,000 dedicated to statewide marketing and the OCCA communications director has spent a lot of time on this effort. The dues increase in 2019-20 had

marketing dollars dedicated to this effort - \$60,000, which has been applied to an in-house position (Casey's salary).

Mitsui asked if the carryover from these funds will be there again next year?

Archambault replied no, it was a one-time funding; however, if funds are reallocated, dues do not need to increase, and we will be able to sustain the Communications Director salary. At the next Budget Committee meeting, Archambault will go over the proposed 2021-22 budget. Archambault commented that next biennium, 2021-23, the PERS rate will actually be lower, which is welcomed news.

Archambault said she would like to discuss moving all operating accounts to a new bank. It is a real process to switch check signers every year with Columbia Bank and OCCA decided to move to US Bank. Archambault told the committee she has been trying for months to get onboard with US Bank. We chose US Bank as we already have an account with them for the Oregon CC Student Association. This made the process to set up a new account simple and efficient. The only snag is US Bank online banking system does not have double check processing, the current OCCA process. Only one person can create and post bills. Archambault worked with the auditors to come up with an internal checks-and-balance process that will allow us to utilize US Bank's bill payment system. We are confident the move to US Bank will be successful.

Mitsui asked whether the audit covers the fiscal year or academic year?


Archambault said fiscal year, July 1 to June 30th.

Preus stated we will also present the quarterly profit and loss statement at the board meeting.

Preus shared that the last time she looked at the budget reconciliation, the only thing that stood out was our travel budget. Due to the pandemic, OCCA has not travelled as extensively as in previous years. Archambault shared we budgeted \$32,000 for staff and committee travel but have only spent approximately \$2,700 so far this year.

Motion to accept the 2019-20 audit and move for consideration by the full OCCA Board was made by Mitsui. The motion was seconded by Crow. Mitsui asked for questions, clarification, and discussion. No discussion. Motion passed by unanimous consent.

Mitsui adjourned the meeting at 2:30 PM.

	OCCA Board Meeting February 5, 2021	<u>Docket Number</u> C-1
		<u>Action</u> Report
	<u>Document Title</u> OCCA Executive Director	<u>Presenter(s) / Title</u> Cam Preus

Welcome to a continuing new normal. As we continue to stay home to stay safe and healthy, there is reason to be hopeful as COVID vaccinations begin to roll out. Albeit slower than anyone wants, there is light at the end of the pandemic tunnel. Let us hope by late spring and summer we may be able to gather in small, double masked, distanced groups.


OCCA has continued to represent and support the colleges in planning/cautiously optimistic for a full face to face fall term. We are at the table with the Governor’s Office, OHA, HECC, public and private universities developing/revising strategies for reopening higher education. This work also includes the vaccination distribution. We are collecting data and materials to assist the OHA and the Vaccination Advisory Council to best understand vaccinations needed by institution and by current priority phases. It is unlikely higher education will leapfrog any other priority group; however, we hope OHA recognizes the complexity of community college operations and the essential personnel that are a critical part of our workforce. Much more to come on this effort.

Leading off this report with COVID is emblematic of how OCCA and the colleges continue to spend a good bit of time. The passage of an additional federal stimulus (CRRSSA) at the end of 2020 brought additional funding to Oregon community colleges. A nice present to finish up the calendar year. Karen Smith keeps a close eye on the definitions, uses, rules, reporting requirements, etc. While the funding is certainly welcome, we do need to understand the strings that come along with the dollars.


I have put off writing about the Oregon Legislative session for long enough. Yes, the legislature has convened - virtually. OCCA staff are fully engaged and using our bill review and analysis process for the 2,000 plus bills that have been dropped. I can assure you; we are able to accurately represent the colleges. Today the Board will review and adopt the 2021 session OCCA Legislative and Regulatory Priorities that will be used as the ‘sideboards’ to ensure we are ‘appropriately representing community colleges.’ Your close attention to these priorities is critical for staff to carry your voice to legislators and the Governor’s office.

Other highlights for the February board meeting include finalizing the Diversity, Equity, and Inclusion Committee and its membership; the Nominating Committee has provided a slate of officers and executive committee for 2021-22; and the Budget Committee recommendation to accept a ‘clean’ 2019-20 audit.

It has been a busy beginning, and as an optimist, I am sure 2021 will be a better year than 2020.

	<p align="center">OCCA Board Meeting February 5, 2021</p>	<p align="center"><u>Docket Number</u> C-2</p>
		<p align="center"><u>Action</u> Report</p>
	<p align="center"><u>Document Title</u> OCCA Treasurer</p>	<p align="center"><u>Presenter(s) / Title</u> Mark Mitsui</p>

Treasurer report will be covered under E-3 Budget Committee 2019-20 Audit Recommendation.


	OCCA Board Meeting February 5, 2021	<u>Docket Number</u> C-5
		<u>Action</u> Information
	<u>Document Title</u> General Counsel Report	<u>Presenter(s) / Title</u> Karen Smith

2020 has thankfully come to an end and so has the 2020 census. The completion of the decennial census means it is time for redistricting. What does this mean for community college district boards of education? For community colleges with zoned board member positions, this means you will need to review any shifts in population within your district and shift the boundaries of your existing zones to ensure each zone is “nearly equal in population as possible according to the latest federal census.” This process does not impact community college district service area boundaries, and it only applies to board member seats that are zoned – not at-large seats. Those of you with all at-large board seats do not need to worry about redistricting and can ignore the rest of this report.

Colleges have contracted in the past with their local Council of Governments or the PSU Population Research Center to help evaluate the current zones after the federal census redistricting counts are released to make sure current zones still meet this requirement, and/or to assist with adjusting the boundaries of current zones to take into account shifts in population within the board of education zones and meet the statutory requirement of “nearly equal in population.” I am currently in conversations with the Population Research Center to learn more about how they can assist community colleges with this process. The census data will not be released until April so the redistricting process will not begin until later this spring/summer.

When there is a change in zone boundaries, currently elected board members continue to serve the remainder of their terms in the zone to which they are elected. There is no requirement for a new election. When the board member’s term expires, the next elected member (whether it is the current board member running for re-election or a new person) are elected to the updated zone. Given the late release of census data and filing deadlines for the May 2021 election, districts will not have the process completed before the May 2021 election so the first time newly zoned seats will be filled will be May 2023.

Again, this redistricting process is not a mechanism to create new zones. It merely rebalances existing zone boundaries (if necessary) to reflect shifts in population within the district as a whole. Once this process is completed the board must adopt the new district zone map with the adjusted boundaries between zones.

 <p style="text-align: center;">OCCA Board Meeting February 5, 2021</p>	<u>Docket Number</u> C-6
	<u>Action</u> Information
<u>Document Title</u> Oregon Student Success Center Report	<u>Presenter(s) / Title</u> Elizabeth Cox Brand, Executive Director, OSSC

Oregon Pathways Project Update

The work to support the 16 Oregon community colleges actively implementing a guided pathways framework continues through a series of webinars and the collection and analysis of data.

Webinar Series

The series is designed to cover various aspects of guided pathways – from a basic overview of the framework to specific aspects of implementation like program mapping – with the intention of broadening the understanding of the model across our campuses, enhancing work currently underway, and building momentum for the May Pathways Institute. Each session is one hour in length and held over the noon hour with an additional 30 minutes allocated for more in-depth conversation with presenters, coaches, or the OSSC Executive Director.

The first webinar of the series, *Guided Pathways 101*, was held on Friday, January 22, 2021, with Dr. Chris Baldwin. Nearly 150 individuals attended the webinar with an additional 50 signing up to receive webinar materials, a great way to launch the series! Preliminary evaluation results show that the webinar was very useful (67%), the speaker was very good or excellent (67%) and that participants are likely or very likely to attend another OSSC event (75%). The remaining webinars include:

Friday, February 26: *Data for Guided Pathways* with Dr. Hana Lahr, Community College Research Center (CCRC)

Friday, March 26: *Broad Campus Engagement* with Dr. Alison Kadlec, SoVA Solutions

Friday, April 23: *Program Mapping* with Dr. Ann Buchele, Linn-Benton Community College


Early Momentum Metrics (EMMs)

Following the lead of the national guided pathways work led by the American Association of Community Colleges (AACC), the Oregon Pathways Project adopted the Early Momentum Metrics (EMMs) as a means for measuring institutional progress toward increasing student success. Research by the Community College Research Center (CCRC) at Columbia University has found that, although the cohort tracked is First Time Ever In College (FTEIC) students, a small population in our colleges, the EMMs accurately predict completion for approximately 80 percent of community college students (Yanagiura, 2020).

Colleges participating in the Oregon Pathways Project agree to submit EMMs to the Success Center each December during their participation in institutes and for the following three years after completing institutes. The first collection was in December 2019 with the second occurring in December 2020. While the majority of the 16 participating colleges have submitted their reports, there remain two colleges who have not yet done so. It is hoped those reports will be submitted soon so analysis of the metrics may begin, a report to the Presidents' Council may be prepared, and we may continue to learn where increased efforts are needed to better assist our students.

Strong Start Oregon Update

The next phase of work has begun for six community colleges to implement sections of Math corequisites in fall 2021. Participating institutions are: Southwestern Oregon, Columbia Gorge, Clatsop, Chemeketa, Rogue, and Tillamook Bay. Each institution is receiving a \$10,000 grant to assist with their implementation work over the winter and spring terms of 2021. Complete College America (CCA) is continuing to provide technical assistance to the selected institutions during the implementation phase of the grant and will also be conducting three trainings in late spring 2021 to better equip faculty to teach their redesigned courses. The grant ends September 30, 2021.

 <p style="text-align: center;">OCCA Board Meeting February 5, 2021</p>	<u>Docket Number</u> E-1
	<u>Action</u> Adoption
<u>Document Title</u> OCCA DEI Call to Action	<u>Presenter(s) / Title</u> Annette Mattson/Cam Preus

We are bringing forward three action items today related to advancing OCCA’s work on Diversity, Equity, and Inclusion. These items are summarized below.

Call to Action

The OCCA Board and a Diversity, Equity, and Inclusion (DEI) workgroup has been at work since the summer of 2020 to develop and advance a DEI Statement and Call to Action. The attached document is the synthesis of board member and DEI workgroup feedback, discussion, and consensus. At the last board meeting (December 2020) it was agreed to adopt the document as a ‘living document’ so that as further issues emerge, they could be incorporated. The Call to Action was also revised to include a focus for the work of the board in 2021.

OCCA Bylaws and Board Policy Revisions

In December, the OCCA Board voted to create a sixth standing committee focused on Diversity, Equity and Inclusion. This requires changes to the OCCA Bylaws, Article IV, Section 7, and the OCCA Board Policies, Section 4. A complete copy of the OCCA Bylaws and Board Policies are included in your board packet with the proposed revisions noted in red text. In addition, the changes are summarized here:

OCCA Bylaws Article IV, Section 7 Standing Committees – Add the Diversity, Equity and Inclusion Committee as the sixth standing committee of the board. The current standing committees include: Member Services, Nominating, Budget, Legislative, and Howard Cherry Nominating.

OCCA Board Policies – Board and Association Operations, Section 4, Committees – Add new subsection 4.5: **Diversity, Equity and Inclusion: Diversity, Equity and Inclusion:** There shall be no more than twenty-five members of the Diversity, Equity and Inclusion (DEI) Committee comprised of eight to ten district board of education members, five to eight presidents, and three to five representatives from college staff affinity groups including members of the Diversity and Inclusion Consortium of Oregon Community Colleges, and other members appointed by the OCCA president based on their expertise and working knowledge of diversity, equity and inclusion. The group shall elect a chair from its members. The purpose of the DEI Committee is to actively engage and recruit people of color in our communities to increase their participation and representation on district boards of education; review OCCA bylaws, board policies, operational practices, and strategic goals; and support OCCA and all community colleges in their own individual and collective learning around racism and bias within our institutions and society.

DEI Committee Appointments

After soliciting nominations from the OCCA Board, district boards of education and college affinity groups the President is recommending the following appointments to the DEI Committee subject to board approval:

- Anne Teaford-Cantor, Clatsop, Board Member
- Ed Dodson, Chemeketa, Board Member

Michael Sonnleitner, Portland, Board Member
Tony Lapid, Linn-Benton, Board Member
Aaron Woods, Clackamas, Board Member
Kim Morgan, Columbia Gorge, Board Member
Annette Mattson, Mt Hood, Board Member
Alan Unger, Central Oregon, Board Member
Dana Young, Treasure Valley, President
Marge Hamilton, Lane, President
Marta Yera Cronin, Columbia Gorge, President
Jessica Howard, Chemeketa, President
Tim Cook, Clackamas, President
Tricia Brand, Portland, Chief Diversity Officer
Javier Cervantes, Linn-Benton, Chief Diversity Officer
Traci Simmons, Mt Hood, Chief Diversity Officer
Christy Walker, Central Oregon, Chief Diversity Officer
Amy Peterson, Rogue, Chief Diversity Officer
Rachelle Brown, Rogue, Board Secretary and OCCEAN

OREGON COMMUNITY COLLEGE ASSOCIATION

BYLAWS

ARTICLE I: **NAME**

The name of this organization is Oregon Community College Association (Association).

ARTICLE II: **PURPOSE**

The mission of this organization is to advocate, communicate and collaborate in order to strengthen community colleges for the benefit of Oregonians.

ARTICLE III: **MEMBERS**

Section 1. Eligibility: Any Oregon community college district shall be eligible for membership.

Section 2. Admission: Any eligible community college district may become a member by notifying the executive director of its election to do so and by paying the membership dues for the current year in advance.

Section 3. Withdrawal from Membership: Any member may withdraw from membership by executing written notice to the executive director at least twelve (12) months in advance of the commencement of any fiscal year.

Section 4. Other Membership: Such other classes of membership may be established as the Board of Directors may determine, but such classes of membership shall carry no voting privileges.

ARTICLE IV: **BOARD OF DIRECTORS**

Section 1. Directors: Annually each member community college district shall appoint two (2) directors which include one member from the district's board of education, hereinafter referred to as the OCCA representative, and the district's college president. Persons elected to the positions of president and vice-president of the Association or serving in the position of immediate past president shall also be members of the Board of Directors and shall have the same rights as any other director.

Section 2. Chairperson, Vice-Chairperson, Secretary, and Treasurer: The president of the Association shall act as the chairperson of the Board of Directors, the vice-president of the Association shall act as the vice-chairperson and the secretary of the Association shall act as the secretary of the Board of Directors. The treasurer of the Association shall act as the treasurer of the Board of Directors.

Section 3. Powers: The Board of Directors shall exercise general supervision over all of the affairs of the Association. The powers of the Board of Directors, as authorized by Oregon Revised Statutes Chapter 190, include, but are not limited to, the ability to:

- Rent, lease, purchase, receive or hold property, both real and personal and to rent, lease mortgage, sell or otherwise dispose of same;
- Employ the executive director;
- Establish the annual membership dues;
- Determine and implement Association policy, approve an annual budget, determine necessary standing or special committees; and,
- Enter into any kind of activity and perform contracts of any kind that may be necessary or desirable to the accomplishment of one or more purposes of the Association.

Section 4. Substitutes: In the event a director is unable to attend a meeting of the Board of Directors, the director may send a substitute who shall have the same rights as any other director.

Section 5. OCCA Representative: The OCCA representative will be the member of the board of education selected to serve on the Board of Directors by their district board of education. The OCCA representative brings the perspective of their member college's district board of education to issues of statewide concern to the Association and the Board of Directors. The OCCA representative shall be appointed annually at their district board of education's organizational meeting.

As elected officials, OCCA representatives are advocates for community colleges and play a critical role in shaping the mission and priorities of the Association on behalf of their member college districts. It shall be the duty of these individuals to play an active role in the activities of the Board of Directors, providing the local voice from their district boards of education to the Board of Directors on issues of statewide impact, and actively engaging their fellow district board of education members in supporting and promoting Association goals and priorities.

Section 6. Vacancies: Any vacancy in membership to the Board of Directors except for a vacancy in one or more of the officer positions shall be filled by appointment by the board of education of the member district from which the vacancy exists, and the executive director shall be notified of that appointment.

Section 7. Standing Committees: The president shall appoint OCCA representatives, college presidents, college staff, and/or district board of education members to the standing committees (with the exception of the Howard Cherry Nominating Committee) in consultation with the executive director and Board of Directors approval at the Association's fall board meeting. The five standing committees are:

1) Member Services; 2) Nominating; 3) Budget; 4) Legislative, 5) Diversity, Equity, and Inclusion (DEI) and 6) Howard Cherry Nominating.

Section 8. Special Committees: It may be necessary to form special committees to do the work of the board. The Association president shall appoint OCCA representatives, college presidents, college staff, or district board of education members as needed.

Section 9. Quorum: A majority of the member community colleges shall constitute a quorum.

Section 10. Voting: At any meeting of the Association Board of Directors, each community college member district shall be entitled to a total of one (1) vote.

Section 11. Agenda: Issues involving substantive Association positions and changes to OCCA Board Policies shall be placed on the agenda for discussion at one meeting and voted on at a subsequent meeting. However, if the Board of Directors feels it is ready to act immediately on these issues the above referenced procedure can be waived by the Board of Directors at any meeting by a two-thirds (2/3) vote. Issues involving time sensitive legislative and agency advocacy positions may be acted upon immediately.

Section 12. Parliamentary Authority: All parliamentary questions shall be decided by *Robert's Rules of Order Newly Revised*, latest edition. The chairperson may, at any time, appoint a person to serve as parliamentarian. That person may advise the chairperson of any questions put to him or her by the chairperson, and after which the chairperson shall announce the ruling.

Section 13. Ex Officio Members: The following individuals or their designee may serve as non-voting ex-officio members and provide regular reports to the Board: 1) the president of the Oregon School Boards Association, 2) the chair of the Higher Education Coordinating Commission, 3) the chair of the Oregon Community College Student Association, 4) the president of the Community College Uniserv Council of the Oregon Education Association, and 5) any other person the board may appoint.

ARTICLE V: **OFFICERS**

Section 1. Officers: The officers of the Association shall be president, vice-president, secretary and treasurer each of whom shall be a director and elected by the Board of Directors. Election of the officers shall be scheduled at the last board meeting of the Association's fiscal year. The immediate past president also serves as an officer of the Association. The president, vice-president and immediate past president shall be community college board of education members of a member district. The secretary and treasurer shall each be presidents of a member district. No member district shall be represented by more than one officer at any one time.

Section 2. President: The Association president shall, when present, preside at all meetings of the Board of Directors and shall perform all duties incident to the office of president and such other duties as may be prescribed by these Bylaws or by the Board of Directors from time to time. The president

shall appoint all committees in consultation with the executive director and with the approval of the Board of Directors. The president shall be an ex-officio member of all committees of the Association except the nominating committee.

Section 3. Vice-President: In the absence of the president, the vice-president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice-president shall be president-elect and shall automatically assume the presidency the following year unless the board votes otherwise. The vice-president shall perform such other duties as from time to time may be assigned by the president or by the Board of Directors. The vice-president and secretary shall supervise the selection of the winners of the Howard Cherry awards prior to each Association convention.

Section 4. Secretary: The secretary shall review the minutes of the Board of Directors and Executive Committee meetings; shall sign such documents with the president or vice-president as may be necessary; and in general perform all duties incident to the office of secretary and such other duties as from time to time be assigned by the president or by the Board of Directors. The secretary and vice-president shall supervise the selection of the winners of the Howard Cherry Awards prior to each Association convention.

Section 5. Treasurer: The treasurer shall give the budget report at each meeting and shall advise the executive director on matters relating to the Association's budget. The treasurer shall perform such duties as from time to time may be assigned by the president or by the Board of Directors. The treasurer shall be secretary-elect and shall automatically assume the position of secretary the following year. The treasurer shall serve as the chair of the Budget Committee.

Section 6. Immediate past president: The immediate past president shall serve on the Executive Committee. The immediate past president shall perform such duties as may be assigned by the president. In the event that the immediate past president ceases to be a community college board of education member the position will remain vacant until the current president leaves office and assumes the position of immediate past president.

Section 7. Terms of Office: The term of each officer shall be one year commencing at the start of the new fiscal year on July 1, or until a successor is elected.

Section 8. Vacancies in Office: The vice-president shall succeed to a vacancy in the office of the presidency. Any other vacancies in office shall be filled by appointment by the president subject to approval by the Board of Directors. If the office of president and vice-president are vacant, those positions shall be filled by the Board of Directors. A person selected to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office. Time worked in an appointed position will not be counted as time served when calculating an individual's eligibility to serve a subsequent term.

ARTICLE VI: EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall consist of the president, vice-president, secretary, treasurer, and the immediate past president of the Association. Two at-large members may be elected by the Board of Directors to serve a two-year term on the Executive Committee. The terms of the two at-large members shall be staggered so only one is elected annually. The two at-large members must be board of education members from their respective districts but need not serve as their district member's OCCA representative. All members of the Executive Committee must have at least one year to serve in their elected position on the member district's board of education. The current Oregon Presidents' Council (OPC) chair and the Executive Director of the Office of Community Colleges and Workforce Development (CCWD) shall serve as ex-officio members on the committee. The functions of the Executive Committee shall include providing direction to the executive director between board meetings, annually evaluating the executive director, and any other functions on behalf of the Board of Directors as the board may authorize. A retreat will be held annually upon the election of new Association officers including the old and new Executive Committee members in order to transition between officers, and establish goals and priorities for the coming year for recommendation to the Board of Directors.

ARTICLE VII: **EXECUTIVE DIRECTOR**

Section 1. Selection: The Board of Directors shall hire an executive director on such terms as may be determined by the Board. The executive director shall be the chief executive officer of the Board of Directors and the Association to carry out the policies and directions of the Association and the Board including administration of these bylaws.

Section 2. Duties: The executive director shall perform duties as established by the Board of Directors and as designated in the Association's policies and procedures. The executive director is an ex-officio of all committees except the nominating committee.

ARTICLE IX: **MEETINGS OF THE ASSOCIATION**

Section 1. Annual Convention: An annual convention of the Association shall be held each year.

Section 2. Special Meetings: Special meetings of the Association may be called by the Board of Directors at any time by giving ten (10) days written notice to all directors of such meeting or by a request to the president of the Association signed by a majority of the directors. Emergency meetings may be called by the president or a member of the Executive Committee on twenty-four (24) hour notice with written consent of the Executive Committee. Meetings may be held by teleconference provided that all directors can communicate simultaneously.

Section 3. Regular Meetings: The Association shall meet four (4) times a year, generally in the fall, winter and spring unless the Executive Committee decides otherwise.

ARTICLE X: EXECUTIVE COMMITTEE AND BOARD OF DIRECTOR'S EXPENSES

Section 1. Executive Committee: Members of the Executive Committee shall be reimbursed out of Association funds for actual and necessary expenses incurred while performing their official duties as members of that committee. Spouses' expenses are the responsibility of the committee member.

Section 2. Board of Directors: Expenses incurred by members of the Board of Directors shall be reimbursed by their member colleges.

ARTICLE XI: INDEMNIFICATION

The Association shall indemnify any of its officers, employees and agents, whether elective or appointive, against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty. The provisions of this section do not apply in case of malfeasance in office or willful or wanton neglect of duty.

ARTICLE XII: AMENDMENTS

The Bylaws may be amended at any meeting of the Board of Directors upon giving the directors of the board ten (10) days advance notice of such proposed amendments, upon an affirmative vote of two-thirds (2/3) of the directors present and voting at said meeting. An amendment to the Bylaws shall become effective and binding upon passage.

OCCA BOARD POLICIES

The Board of Directors adopts the following policies to carry out its programs and activities as indicated in the Oregon Community College Association (OCCA) Bylaws. These policies may be amended or repealed with the majority vote of the Board of Directors.

BOARD AND ASSOCIATION OPERATIONS

1. Value Statement

- 1.1 The OCCA Board of Directors will adopt a value statement that guides the Association and staff.
- 1.2 The Board of Directors will review the value statement at the first association meeting of each fiscal year.

2. Conflicts of Interest

- 2.1 As public officials, Board of Directors and OCCA employees are prohibited from using or attempting to use their position to obtain a financial benefit if the opportunity for the financial benefit would not otherwise be available but for their position with the Association. The financial benefit prohibition includes persons within their family, business or financial ties. All conflicts of interest must be disclosed in accordance with Oregon Revised Statutes Chapter 244.

3. Publications And Research

- 3.1 The executive director has charge of and shall oversee the preparation of and dissemination of all Board and Association publications and communications.

4. OCCA Committees

- 4.1 **Member Services:** The Member Services Committee is chaired by the vice president of OCCA and is comprised of a minimum of five OCCA representatives or district board of education members, four presidents, and three college staff. This committee's primary role is to develop education and training programs and services for the benefit of OCCA Board of Directors members (OCCA representatives and college presidents), the district board of education members of OCCA member colleges, and emerging Oregon community college leaders. The committee reviews and makes recommendations to staff related to OCCA-sponsored education and training programs including but not limited to the annual conference, annual summer board member trainings, and quarterly board forums. The committee also reviews and selects student speakers for the All Oregon Academic Team event.
- 4.2 **Nominating:** There shall be five members of the Nominating Committee. The president shall designate a chair. The Nominating Committee shall prepare a slate of officers

consisting of the vice-president, treasurer and two at-large members (and, if necessary, the president or secretary) to be presented to the Board of Directors at the meeting prior to the meeting where the election of officers is to occur. Additional nominations may be made from the floor.

- 4.3 **Budget:** The Budget Committee is chaired by the treasurer. The committee will be comprised of two presidents, two OCCA representatives, and one college financial officer. The committee will review and make recommendations to OCCA staff about the OCCA budget. The committee will also review with staff the annual audit of the Association's financial statements.
- 4.4 **Legislative:** The Legislative Committee is comprised of the president, vice president, Oregon Presidents' Council chair and vice chair, representatives from college affinity groups including Oregon Community College Marketing and Public Relations (OCCMPR) and government affairs, and any other members appointed by the OCCA president based on their expertise and working knowledge of legislative affairs, advocacy and strategic communications. The committee will make recommendations to OCCA staff about OCCA statewide legislative advocacy efforts. Prior to the start of each odd year legislative session, the committee will review and make recommendations on OCCA Legislative Positions for approval by the Board of Directors. The OCCA president shall designate a chair.
- 4.5 **Diversity, Equity and Inclusion:** There shall be no more than twenty-five members of the Diversity, Equity and Inclusion (DEI) Committee comprised of eight to ten district board of education members, five to eight presidents, and three to five representatives from college staff affinity groups including members of the Diversity and Inclusion Consortium of Oregon Community Colleges, and other members appointed by the OCCA president based on their expertise and working knowledge of diversity, equity and inclusion. The group shall elect a chair from its members. The purpose of the DEI Committee is to actively engage and recruit people of color in our communities to increase their participation and representation on district boards of education; review OCCA bylaws, board policies, operational practices, and strategic goals; and support OCCA and all community colleges in their own individual and collective learning around racism and bias within our institutions and society.
- 4.6 **Howard Cherry Award Nominating:** The Howard Cherry Award Nominating Committee shall include the OCCA vice-president and secretary. Other members will be appointed by the OCCA president after all nominations are received. Members will be selected from member districts that did not submit a nomination. The committee shall consist of two additional president and three additional OCCA Representatives for a total of seven members.

5. OCCA Annual Awards

- 5.1 **Dedicated Service Award:** This award is given to long-time community college district board of education members in recognition of their years of service. Awards are given to those district board of education members who:
- a) Will complete their second four-year term on June 30 following the annual convention.
 - b) Will complete additional four-year terms (12 years or more) on June 30 following the annual convention.

- 5.2 **Howard Cherry Award:** This award is given only to those who, by their contribution to the community college cause in Oregon, have brought recognition to community colleges statewide. The Howard Cherry Award Nominating Committee shall decide how many awards and in which categories awards shall be given each year before the annual convention.
- a) Presentation of the awards will be made as part of the annual convention or at a meeting of the individual's district board of education.
 - b) **Chuck Clemans Award:** The Howard Cherry Award Nominating Committee may ask for nominations for this award to recognize the exceptional service of a community college district board of education member to the Oregon Community College Association.

6. **OCCA Board Forum**

- 6.1 OCCA representatives may hold informal forums in conjunction with regular meetings of the Board of Directors to discuss current topics of interest, conduct training and information workshops relevant to elected board members, and promote networking opportunities among OCCA representatives. The OCCA vice president shall chair the forum.
- 6.2 The purpose of the forum is for representatives to connect with fellow district board of education members in an informal manner and share issues they are discussing at their colleges. No formal motions may be made, or action taken, during a forum meeting. If an issue should arise from a board forum meeting for consideration by the Board of Directors, the chair shall notify the president and executive director prior to presentation to the Board of Directors.

7. **Oregon Student Success Center**

- 7.1 The Oregon Student Success Center (OSSC) is a grant-funded initiative of the Association established in 2016. It is housed at OCCA and the director is an OCCA employee. The work of the OSSC is overseen by the Student Success Steering Committee, a sub-committee of the board and meets monthly to provide strategic and operational direction to the OSSC and the Board of Directors. The OSSC is also guided by a broad Advisory Committee (formerly the Student Success Oversight Committee) that meets twice annually and focuses on policy and content of student success initiatives.
- 7.2 The Board of Directors makes final decisions on strategic policy initiatives and annual goals of the OSSC upon the advice and recommendation of the OSSC Steering Committee.

PERSONNEL POLICIES

8. **Hiring and Dismissal of Staff:**

- 8.1 The Board of Directors shall hire the executive director.
- 8.2 The Executive Committee shall negotiate the terms of the contract for the executive director.
- 8.3 **Evaluation:** The Executive Committee shall evaluate the executive director annually, prior to the May board meeting. The evaluation will be based on the executive director's position description and the Board of Directors' expectations and approved performance measures.

The evaluation will be completed in time to allow the results of the evaluation to be sent to the Board of Directors prior to the May board meeting. The evaluation process shall allow opportunity for each board member to provide input into the Executive Director's evaluation. The Executive Committee shall make recommendations to the Board of Directors prior to extension of the executive director's contract.

- 8.4 The Board of Directors delegates to the executive director the responsibility for selection and dismissal of other staff. (Article VII, Section 1) The executive director will advise the Executive Committee of all new hires and terminations and any changes in office positions.
- 8.5 All employees, other than executive director, shall be considered at will and without expectation of continued employment with the Association. Their services may be terminated for any reason.

9. Salary Approval

- 9.1 The executive director shall advise yearly the Executive Committee of staff salaries and proposed salary increases and employee benefits as part of the proposed budget package.
- 9.2 Each year the Association will review employee benefits to ensure benefits are equitable for the employees and the Association. This process will be performed by the executive director in consultation with the Executive Committee.

10. Executive Director

10.1 Chief Executive Officer: The Board of Directors shall hire the executive director on such terms as may be determined by the board. (Article VII, Section 1) The executive director shall serve as the chief executive officer to the Board of Directors and the Association and shall assume those duties upon appointment by the board. The executive director shall perform duties as established by the Board of Directors and as designated in the Association's policies and procedures. Among other general executive duties, the executive director shall:

- 10.1.1 Be expected to work as a professional to accomplish Association objectives and perform Association obligations;
- 10.1.2 Be the administrator and budget officer of the fiscal affairs of the Board of Directors and the Association. As such, the executive director shall take charge of all Association funds, prepare budgets, maintain fiscal records, collect membership dues and prepare such reports as are required or requested;
- 10.1.3 Prepare the agenda for all meetings in collaboration with the president; record the minutes of all meetings and transmit copies to all members of the board; take charge of all records, proceedings and documents of the Board of Directors and the Association;
- 10.1.4 Implement the Association's bylaws and policies by ensuring that all employees they supervises have knowledge of and understands the bylaws and policies, and for taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the bylaws and policies; and any other State or Federal regulations or laws pertaining to the Association.

- 10.1.5 Establish operation procedures that support the Association’s Bylaws and OCCA Board Policies;
- 10.1.6 Establish an employee handbook;
- 10.1.7 Evaluate all staff and, at a minimum, conduct an annual appraisal of performance with each staff member;
- 10.1.8 Establish a complaint procedure for employees. In the case of a complaint against the executive director, the president of the Association shall be contacted;
- 10.1.9 Assume such powers not set forth herein which are customarily exercised by executives in like positions;
- 10.2 **Advocacy and Public Relations Function:** The executive director reports to the Board of Directors and shall advise the board regularly and at all times of emergency of such state or federal policy, legislative or regulatory matters which may affect the interests of the Association or any of its members. The executive director shall be the chief spokesperson at the legislature and with state agencies and commissions on matters adopted by the Board of Directors as legislative or other statewide policy priorities. The executive director may delegate legislative and statewide policy advocacy duties to staff as the executive director sees fit.

11. Harassment Policy

- 11.1 The Association is committed to a work environment free of inappropriate and disrespectful conduct, and communication of a sexual nature. OCCA strongly opposes any type of harassment including sexual harassment. Any form of harassment or sexual harassment in the workplace by a manager, employee or non-employee, including any vendor or board member, will not be tolerated. Sexual harassment is a violation of Title VII, Section 703 of the Civil Rights Act of 1964, as well as the applicable laws of the state of Oregon (see ORS 659.030).
- 11.2 HARASSMENT DEFINITION: Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, or disability, or that of their relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, the following:
 - 11.2.1 Epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability and,
 - 11.2.1 Written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

- 11.3 **SEXUAL HARASSMENT DEFINITION.** Sexual harassment is defined as: Discrimination related to or because of an individual's sex or gender. It includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is directed toward an individual because of that individual's gender; and
- 11.3.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- 11.3.2 Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- 11.3.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 11.4 **ENFORCEMENT PROCEDURE.** The Executive Director is responsible for implementation of the Association's harassment and nondiscrimination policies, for ensuring that all employees have knowledge of and understand the policies, and for taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with these policies. All employees are strongly encouraged to report conduct if they believe they have been subjected to discrimination and/or harassment or have knowledge of any discrimination and/or harassment in the workplace.
- 11.4.1 Complaints or reports regarding harassment including sexual harassment shall be brought to the Executive Director.
- 11.4.2 The initiation of a complaint, or making a report in good faith, shall not under any circumstances be grounds for discipline.
- 11.5 **COMPLAINT PROCEDURE.** An employee may bring any complaint to the executive director either orally or in writing. In the case of a complaint against the executive director, the president shall be contacted. The complaint shall be processed expeditiously and confidentially.
- 11.6 **ANONYMOUS COMPLAINTS.** If a complainant wishes to remain anonymous, OCCA will take all actions possible to investigate, stop the harassment if confirmed, prevent its recurrence and remedy its effects. However, anonymous complaints will limit the opportunity for the accused to respond to the complainant and thus will constrain the Association's ability to respond and/or implement remedial action.
- 11.7 **PROHIBITION OF RETALIATION.** OCCA prohibits retaliation against any employee who makes a legitimate complaint of sexual or other harassment or who provides testimony in the investigation of any such complaint.

12. Equal Employment Opportunity/ Non-discrimination

- 12.1 The Association is committed to avoiding discrimination in all its employment practices. OCCA will not discriminate against persons because of sex, race, color, religion, national origin, age, political or union affiliation, marital status, sexual orientation, gender identity, familial status or any other legally protected status. Physical and mental impairments will be considered only as they relate to bona fide job requirements.
- 12.2 PROHIBITION OF RETALIATION. OCCA prohibits retaliation against any employee who makes a complaint of discrimination on the basis of any protected status or who provides testimony in the investigation of any such complaint.

13. Staff Compensatory Time and Overtime

- 13.1 The executive director shall establish compensatory time and overtime pay, within budget, following all state and federal requirements.
 - 13.1.1 Exempt Employees: Employees exempt from federal and state overtime provisions shall be expected to work as necessary to perform the Association requirements. It is understood that these positions may require work beyond a 40-hour week and shall not be eligible for overtime. The executive director shall have the discretion to award discretionary time off to exempt employees. Accrued discretionary time off shall not be paid to exempt employees at the termination of the employment relationship.
 - 13.1.2 Non-exempt Employees: Overtime shall be awarded in accordance with the provisions of the Fair Labor Standards Act and state law. Overtime must be approved by the executive director in advance. Non-exempt employees who work greater than 40 hours in a work week shall earn overtime in the form of compensatory time off on a time-and-a-half basis for every hour in excess of 40 hours as permitted by Oregon law. Overtime approval is the sole responsibility of the executive director and must be approved ahead of time. Any overtime hours earned in excess of 240 hours shall be paid to non-exempt employees instead of as compensatory time off as required by law.
 - 13.1.3 Compensatory and discretionary time off may be used at a time mutually agreed to with the executive director consistent with the Association’s vacation leave policy.
- 13.2 Executive director compensation and benefits are included in the terms of the contract negotiated by the Executive Committee. The executive director is subject to the same employee policies as other association employees unless otherwise stated in their contract.

14. Whistleblower Policy and Reporting Responsibility

- 14.1 The Association strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229, including disclosure of information otherwise protected under Oregon’s public records law (ORS 192.311 to 192.478). An employee who in good faith has an objectively reasonable belief that the actions of the Association or its employees violates federal, state or local law and

who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon’s Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure as permitted by Oregon law.

14.2 Any employee who invokes their rights under this policy has the right to file a complaint under the Association’s harassment complaint procedure; and, is entitled

to all remedies available under Oregon’s unlawful employment practices law, ORS 659A.200 to 659A.224.

14.3 COMPLAINT PROCEDURES. The executive director shall establish procedures regarding the reporting and investigation of suspected unlawful activities by OCCA employees, and the protection from retaliation of those who make such reports in good faith or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity — intentional or negligent — that violates state or federal law, local ordinances, or Association policy. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities or assist the Association in its investigation.

15. Post-Retirement Employment Policy

15.1 Employees may request to continue employment with the Association upon retirement from the Public Employee Retirement System (PERS) as permitted by state and federal law. Requests for post-retirement employment may be approved if it is determined that the continued employment is in the public interest of the Association. The Association retains the sole discretion to authorize post-retirement employment of PERS retirees.

15.2 The following factors will be considered when making a decision about whether post-retirement employment is in the public interest of the Association:

- The impact on OCCA services while recruiting and/or retraining a successor;
- The need to retain the level of professional expertise, job knowledge, skills or training of the retiree due to their key role or critical function;
- The need to complete work on a specific project or assignment;
- The need to continue employment to ensure stability or continuity of OCCA operations;
- The impact on the Association’s budget.

15.3 The executive director, in consultation with the Executive Committee, will make the decision on all employee post-retirement employment requests. The Executive Committee will make the decision on requests for post-retirement employment made by the executive director. All decisions will be made after considering the factors above and consistent with existing OCCA re-employment guidelines, state, and federal laws.

FINANCIAL MANAGEMENT

16. Fiscal Year

16.1 The fiscal year of the Association shall run from July 1 to June 30.

17. Accounting Method

17.1 The Association shall use the modified accrual basis in reporting financial transactions. Revenues will be recognized when earned and available and expenses when a benefit is realized.

18. Fund Structure

18.1 General Fund: The Association's operations are accounted for in the general fund. The primary sources of revenue are membership dues Expenses are for the Association's operation costs.

19. Audit

19.1 An audit of the financial affairs of the Association shall be performed annually by an auditor appointed by the Board of Directors.

20. Budget

20.1 Annual Association and OSSC budgets shall be prepared by the executive director or their designee before the May meeting of the Association and submitted to the Budget Committee for its review and recommendations to the Board of Directors. The treasurer will provide copies of both budgets to the Executive Committee for review prior to approval by the Board of Directors.

20.2 The recommended budgets shall be submitted to the Board of Directors at the May meeting for approval and final adoption.

21. OCCA Member Dues

21.1 Member institution dues to support the Association shall be billed by splitting half equally between the colleges and half based on college reimbursable full-time enrollment.

21.2 The executive director will provide an estimate of potential dues increases to all member colleges by March of each year.

21.3 On or before June 1 of each year, the Board of Directors shall determine the total dues amount required to provide Association services for the fiscal year commencing the next July 1.

21.3.1 Calculation: The Board shall levy 50 percent per college on a flat rate, shared equally by members, and 50 percent in an amount per member which is the product of the number of reimbursable FTE paid by HECC/CCWD for the current fiscal year which is the previous year's actual FTE multiplied by a uniform rate per FTE.

- 21.4 Dues may be increased any time in addition to the budget process upon unanimous approval of the Board of Directors.
- 21.5 Dues for the period beginning July 1 of any fiscal year shall be paid in full within 30 days of commencement of the fiscal year.

22. Insurance

- 22.1 The Association shall secure:
 - a) Fire insurance on personal property;
 - b) Liability insurance (bodily injury, property damage and loss);
 - c) Liability insurance on any auto used for OCCA business;
 - d) Comprehensive general liability insurance on OCCA board members, officers and employees;
 - e) Fidelity bonds, in adequate amounts, shall be carried on the Executive Director and/or the employee who is involved in handling the Association's funds.
 - f) Property insurance on the OCCA office building.

23. Contingency Fund (Operating Reserve)

- 23.1 The "Target Level" for the Contingency Fund shall be 20% of the membership dues as approved in the annual budget. If the Contingency Fund is less than the target level, all interest generated from the contingency fund shall be kept in the contingency fund until such time as the Target Level is reached. In addition, until the Target Level is reached, at least 15% of any year-end income over expenses shall be applied to the Contingency fund.
- 23.2 When the Contingency Fund is diminished to 40% or less of the Targeted Level, the Board of Directors shall develop a plan of action to bring the fund back to the Target Level.

23. Capital Contingency Fund (Building/Land Reserve)

- 23.1 The "Target Level" for the Capital Contingency Fund shall be 10% of the value of the Association office building and land. These funds shall be earmarked specifically for the long-term repair and maintenance of the office building based upon a projected schedule provided by OCCA staff. Repairs and maintenance to include but not be limited to: roof, sidewalks, driveway, HVAC, painting, and wiring. The Board of Directors will review the Target Level each year to assure it continues to meet the needs of the organization and reflect fluctuations in the real estate market.

24. Check Signing Authority

- 24.1 The executive director, operations and policy analyst, president, and treasurer shall have authority to sign checks drawn on Association accounts on behalf of the Association.
- 24.2 Any signer may sign checks up to \$10,000 after an expense is approved by the designated approving authority. All checks over \$10,000 shall be signed by the president or treasurer.
- 24.3 An authorized signer may not sign a check on which they are a payee.

24.4 If the executive director is a payee, then the check shall be signed by the president or treasurer.

25. Expenses Reimbursement

25.1 Association employees will be reimbursed for reasonable expenses as outlined in the OCCA employee handbook.

25.2 Cash purchase of supplies or other items for the office can be included on the claim for reimbursement. Such purchases must be pre-approved by either the executive director or their designee.

25.3 The executive director and the deputy director shall have an expense allowance for expenses incurred in the course of meeting legislative candidates or members. The expense allowance may be spent on expenses directly associated with Association advocacy. This allowance will be established in the Association budget and approved by the Board of Directors.

25.4 Any expense not covered by this policy may be claimed and, if circumstances so justify, may be approved for reimbursement by the executive director prior to submission for reimbursement.


25.5 The executive director may assign credit cards to employees as needed for appropriate Association expenses. Employees shall not use the credit card for personal use.

26. Expense Reimbursement - Executive Committee and Board of Directors

26.1 Definitions:

- a) **Mileage reimbursement.** Mileage costs will be reimbursed at the current IRS rate for round trips of 50 miles or more.
- b) **Parking and tolls.** OCCA will reimburse for parking and tolls associated with a local or long distance trip.
- c) **Meals.** Meal costs will be reimbursed at the current IRS per diem rate and as outlined in the OCCA employee handbook. . Excluded are entertainment, alcohol expenses and other types of personal expenses not relating to meals. Government guidelines related to per diem should be used when ordering meals.
- d) **Lodging.** Lodging should be obtained at the approved government rate. Travelers should use standard single room accommodations at medium range hotels.
- e) **Receipts.** Receipts for all expenses must be attached to the expense report and itemized by expense category (meals, parking, lodging, etc.). Providing original receipt for all expenses is required for all items, per the Association's auditor.
- f) **OCCA Expense Form.** A completed expense form with receipts shall be submitted within 30 days of all travel to receive reimbursement.

- 26.2. **Board President.** When acting in their official role at an annual convention or other approved Association meetings, the president shall be reimbursed for in-state travel expenses (lodging, meals and mileage) in the same manner as employees.
- 26.3 **Executive Committee Members.** OCCA will reimburse members of the Executive Committee for actual and necessary expenses incurred while performing their official duties as members of the committee when in-state travel is required. Executive Committee members will be reimbursed for in-state travel expenses (lodging, meals and mileage) in the same manner as employees.
- 26.4. **Board of Directors.** Expenses incurred by all other members of the Board of Directors shall be reimbursed by their member colleges.
- 26.5 **Executive Committee.** OCCA will reimburse the president for actual and necessary expenses for participation in approved out-of-state meetings or conventions when the president is acting in their official role as president. OCCA will also reimburse Executive Committee members who attend out-of-state meetings at the request of the executive director and/or the Executive Committee.

 <p style="text-align: center;">OCCA Board Meeting February 5, 2021</p>	<u>Docket Number</u> E-2
	<u>Action</u> Discussion & Action
<u>Document Title</u> Legislative Update	<u>Presenter(s) / Title</u> John Wykoff

The 2021 Session of the Oregon Legislature officially began on January 19 with all Legislators and staff working from home due to the pandemic as well as safety concerns related to the presidential inauguration. Because of the ongoing pandemic, the 2021 legislative session will be unlike any before. In recent weeks, Legislative leadership has warned legislators that the necessity to work remotely will significantly slow the overall legislative process and urged policy committee chairs not to be overly ambitious.

In a normal legislative session, the full House and Senate would soon begin to be meeting in daily floor sessions to move bills along through the process. Because of the pandemic, legislators are not planning to begin floor sessions until the beginning of April with daily floor sessions slated to begin on April 9th. All committee work will remain remote at least until April. The building will be closed to the public likely at least into the spring.

OCCA has been working with colleges to adjust to the mostly online session and to restructure our advocacy efforts to reflect the unique and challenging nature of this session. Events such CTE day (now CTE Month) or the Community College Day at the capitol will now be virtual. We will also continue to grow our online advocacy and social media presence to advocate for the community college budget ask and other issues that arise.

Budget Ask


Community colleges are requesting \$702 million in funding for the Community College Support fund and an additional \$35 million to go toward innovation grants that would be dispersed by the office of Community College and Workforce Development (CCWD) within the Higher Education Coordinating Commission (HECC). Unfortunately, the Governor’s budget, released Dec 1, flat-funded both community colleges and public universities from the previous biennium. This would leave colleges with same funding level (\$641 million) they have had for the 2019-2021 biennium. However, the Legislative Fiscal Office, which provides budget analysis for the Legislature, reports that colleges would need \$673 million to maintain what that office calculates to be the community college current service level.

Most major budget decisions will not occur until the second quarterly Economic and Revenue forecast of the year delivered in May. The shifts between opening and closing many businesses during the pandemic have made forecast more unpredictable and legislators will want to see how the pandemic is affecting the economy as we head into the spring. The potential for additional federal recovery funding could also play a significant role in building the states biennial budget.

Major Policy Issues

With the constraints of an online session and the multiple crisis affecting the state, it doesn't appear that the legislature will take on some of the larger more complex issues they often do in a session. Much of the Legislature's time and energy will be directed toward addressing the pandemic and the resulting economic fallout as well as the repercussions from last year's disastrous fire season and preparing future fire seasons.

Some of the more significant higher-education issues likely to be addressed include continued work on credit transfer through common course numbering, a possible overhaul of the state's financial aid system, course material affordability and issues related to part-time faculty, among others.

 <p style="text-align: center;">OCCA Board Meeting February 5, 2021</p>	<u>Docket Number</u> E-2-a
	<u>Action</u> Adopt
<u>Document Title</u> Legislative and Regulatory Priorities	<u>Presenter(s) / Title</u> John Wykoff

The OCCA Legislative and Regulatory Policy Positions document is a guide for OCCA staff throughout the legislative session and the biennium. It is an internal document for staff and should not be considered an external messaging piece.

As with all decisions regarding specific bills or policy proposals, these individual issues and specific legislative bills will be addressed in the weekly legislative call during the legislative session with all colleges. However, the positions document is the basis from which staff approaches taking positions on pending legislation and issues.

The positions document is approved before annual odd-numbered year legislative sessions. Before coming to the full board, the document was reviewed and updated by the OCCA Legislative Committee and it then went onto the OCCA Executive Committee.

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2021-23OCCA Legislative and Regulatory Policy Positions

The Oregon Community College Association is committed to supporting positions that will advance the interests of Oregon's seventeen community colleges and more than 229,000 students statewide. As part of implementing a long-term strategic plan for community colleges, OCCA will advocate before the state legislature, HECC, and the federal government that advances the ideals identified by the colleges and stakeholders. This will include a focus on the following principles:

- **Funding** – OCCA will advocate aggressively for increased funding for the Community College Support Fund (CCSF) to support access and equitable student success and completion. Funding for colleges must begin from a stable and sustainable base for the support fund before any dollars at the state level are targeted for specific outcomes. Stable funding for community colleges' operations is essential to meeting the education and training needs of Oregonians and building the educational capacity needed to grow the economy.

State support for capital construction and deferred maintenance is critical for colleges' ability to create the capacity needed to meet enrollment and educational demands and to providing modern and relevant workforce training.

OCCA supports funding for the Oregon Opportunity Grant as a critical source of financial aid for students. However, OCCA supports efforts to ensure that funding for the grant program is split between the sectors equitably. OCCA recognizes that aid is just one aspect of access and does not guarantee the capacity needed to ensure students have equitable access to the courses, holistic supports, and services they need to fully engage educational opportunities.

- **Student Success** – OCCA will support efforts that allow community colleges to continue leading the way in developing and implementing strategies that drive success and completion for our students. OCCA recognizes that the impact of COVID-19, wildfires, social unrest and the continued deterioration of state support has eroded the colleges' ability to innovate, serve students effectively, and ensure successful outcomes.
- **Governance** – OCCA supports a community college structure that reinforces local autonomy to serve local community and workforce needs while maximizing responsiveness, collaboration, and accountability across the educational enterprise at the local and state levels.

OCCA supports the existing locally based system of community college governance. OCCA opposes efforts to restrict the ability of locally elected boards to respond to local community and student needs.

- **Access** – OCCA will support efforts to create equity in educational opportunities and to remove the barriers to access to post-secondary education and training for all Oregonians with a focus on eliminating barriers developed from a racially marginalized stance.
- **Equity** – OCCA supports increasing representation and success of communities who have been racially minoritized in our systems of post-secondary education. When considering new statewide education policy and initiatives, and when assessing current ones, policymakers should prioritize the elimination of inequities in educational outcomes as a primary funding and policy goal. Specifically, attention should be given to ensuring systemically marginalized communities have equitable access to and success in post-secondary education.
- **Workforce** – OCCA will support a comprehensive workforce development strategy that recognizes the fundamental role played by community colleges as providers of workforce training and education.
- **Collaboration** – OCCA will support efforts to promote collaboration that is efficient, effective, and sustainable among Oregon’s community colleges and their partners, including all segments of education, policymakers, business leaders, and elected officials.

Specific positions that OCCA will advance in the 2021-2023 biennium include:

Accelerated Learning – OCCA supports creating opportunities for secondary students to earn college credit while in high school. Expansion of such opportunities should be approached with the intention of offering courses that place students on a clear pathway. Such collaborative discussions must occur between colleges and their local K-12 districts and programs must be funded appropriately. College-level courses must meet the standards of actual college-level work.

Applied Baccalaureates – OCCA supports colleges ability to offer applied baccalaureate degrees as well as the Bachelor of Science in Nursing degree. Such degrees should be funded outside the Community College Support Fund.

Capital Construction – OCCA supports the Higher Education Coordination Commission’s request for \$32.5 million in funding to match local funding for new capital projects as well as support for deferred maintenance and campus safety improvements. OCCA also supports the colleges in exploring alternative ways to meet the local match, particularly for those colleges who have been historically unable to attain a local match.

Career Technical Education – Community Colleges provide Oregon’s most robust and comprehensive source of career technical education (CTE) providing skills and training across the entire state. As state policy makers continue to look at investments in CTE at the K-12 level, they must also ensure those programs have pathways to post-secondary CTE programs. Investments at the K-12 level must also be coupled with investment in community college CTE to meet the increasing capacity needs that will follow.

Community College District Boundaries – OCCA supports maintaining or expanding community college districts to serve the needs of all Oregonians.

Community College Support Fund – OCCA supports the student success funding model as the basis for developing the appropriate level of public investment in community college operations. This represents the cost of providing quality education at all seventeen community colleges and expanding access to meet the state’s educational attainment goals. Colleges cannot sustain their current enrollments and maintain student

success if this trend continues. OCCA supports funding \$737 million in order to meet the capacity needs. This funding level would cover current service level and provide an additional \$35 million to support address inequities faced by systemically marginalized communities and to expand innovative best practices.

COVID 19 – OCCA supports increased funding from the state and federal governments to bear the increased costs and lost revenue associated with the COVID-19 pandemic. Colleges will require significant continued support to continue operating safely and to transition back to in-person instruction.

Data-Driven Policy – OCCA supports efforts to strengthen community college policies, practices, and student outcomes through effective data collection, disaggregation, and use.

Expanded Options/Dual Credit – OCCA supports efforts to equitably expand early college opportunities for qualified high school students capable of college-level work and make necessary changes to the existing Expanded Options program to ensure it meets students’ needs. OCCA believes programs should allow for local community college board control and funding should be provided to serve these students.

Food and Housing Insecurity – OCCA supports state funding and policy to help students overcome the increasing challenges of acquiring basic needs such as food and housing.

Individual College Initiatives – OCCA supports legislation brought by individual colleges to the extent the issue has no impact on other colleges.

The Kicker – The system for determining whether a portion of income tax dollars collected by the state will be returned to individuals and corporations is arbitrary and irrational. As budgets for vital services are being cut, rebate checks can be sent out simply because more revenue came in than was predicted by the state economist. It is completely disconnected from what is required to balance the state budget. OCCA supports kicker reform that would build toward a stronger rainy-day fund.

Need-Based Financial Aid – OCCA supports need-based financial aid that increases access to affordable, quality public post-secondary education in Oregon and maximizes state dollars to serve the greatest number of students at Oregon’s community colleges. OCCA opposes “merit-based” statewide financial aid and supports fully funding need-based aid in Oregon that provides access to post-secondary for all Oregon students and supports pipeline students and working adults. OCCA supports changes proposed by the HECC to modify the Opportunity Grant and Oregon Promise programs to more specifically address the different needs of pipeline students and returning adults. OCCA supports ensuring that any changes in structure also ensure equitable access regardless of whether a student enters from high school or is a returning adult.

Oregon Opportunity Grant – OCCA supports increasing state funding of need-based financial aid for community college students. Funding for the Opportunity Grant should be the first priority in state funding for financial aid programs. OCCA’s support for the program is contingent on the Oregon Office of Student Access and Completion (OSAC) maintaining equitable funding between the educational sectors so students have equitable access.

The Oregon Promise – OCCA supports funding for the Oregon Promise and recent changes to place an Expected Family Contribution cap on the program that prioritizes students with the greatest need. OCCA supports prioritizing the neediest students in the Oregon Promise program and supports continued changes that will improve the programs ability to serve students who count on community colleges to begin their post-secondary education.

Part-time Students – OCCA supports financial aid that increases access and flexibility for part-time students.

Public Employee Retirement System (PERS) in a way that balances public employer costs with fair and sustainable employee benefits.

Revenue – OCCA supports additional revenue that would provide adequate and stable funding across the education continuum and to other critical state services.

Short-Term Degree and Certificate Programs Aid – OCCA supports financial aid that increases access to students enrolled in short-term degree and certificate programs.

Small Business Development Centers (SBDC) – OCCA supports continued state funding of SBDCs through general fund, lottery dollars, or both, provided the funding from the general fund is over and above the cost to fund community college operations through the support fund

State Mandates – OCCA opposes state unfunded mandates. OCCA reserves the right to review funded mandates before endorsement. OCCA supports the authority of local community colleges to decide policy and programs that best serve their local community.

Statewide Leadership Structure – OCCA strongly supports local governance of community colleges as the most efficient and effective means to stay connected to local educational and workforce training needs. OCCA recognizes that the relationship between state-level partners, such as the Higher Education Coordination Commission, are critical for addressing student success efforts statewide.

OCCA believes efforts to enhance coordination and delivery of post-secondary and higher education services must do the following: maintain locally elected boards of education, retain authority to set priorities and policies that govern local community college operations at the local level, recognize the diversity of Oregon’s community colleges, and avoid unfunded statewide mandates or regulations. Further, the statewide leadership structure must broadly support the comprehensive community college mission furthering access to Oregonians throughout the state and student success at all levels. Colleges must retain a direct relationship to both universities and K-12.


The Office of Community Colleges and Workforce Development should maintain its role and resources to work collaboratively to support the work of the colleges.

Statewide Workforce Initiatives – OCCA supports the designation of community colleges as the primary and preferred provider of workforce training and education in Oregon. OCCA supports community college leadership in the development and implementation of statewide workforce coordination efforts and community college representation at the state, regional, and local levels. OCCA also supports statewide initiatives aimed at addressing future workforce need and challenges.

Transfer – OCCA supports maximum academic and professional technical course transferability and articulation between Oregon’s post-secondary institutions. OCCA supports the option for continuation and expansion of formal transfer, co-admission/co-enrollment, and articulation agreements between community colleges, the public colleges and universities, and the independent colleges and universities as long as these efforts do not have detrimental impact on the community college mission. OCCA supported the passage of HB 2998 and continues to support the work the colleges and universities are doing to align selected programs so that students in one of these majors can transfer seamlessly, with junior standing in the major, and with no credit loss, from any of the 17 community colleges to any of the 7 public universities.

OCCA supports aligning course numbers in lower division courses with common outcomes that would be transferable across all 17-community college and the 7 public universities.

Tuition and Fees – OCCA supports local board authority to set tuition and fees that are appropriate for the students in their communities. Community college boards are locally elected and have fiduciary responsibility for their institutions and must retain local authority over tuition.

 OCCA Board Meeting February 5, 2021	<u>Docket Number</u> E-3
	<u>Action</u> Discussion & Action
<u>Document Title</u> Budget Committee Report and Audit Acceptance	<u>Presenter(s) / Title</u> Mark Mitsui

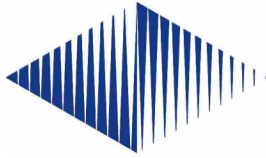
The OCCA audit for fiscal year 2019-20 was conducted by Grove Mueller & Swank, P.C. (GMS) in October 2020. GMS audited the basic financial statements OCCA for the year ending June 30, 2020.

In connection with their testing, nothing came to their attention that caused them to believe that OCCA was not in substantial compliance with certain provisions of law, regulations, contract, and grants. Furthermore, there were no noted material weaknesses nor significant deficiencies in internal controls. No Management Letter was necessary.

The auditors provided OCCA a final report of their findings on December 28, 2020. A link of the full report is here:
<https://www.dropbox.com/s/kmd2yxvf5nu2975/OCCA%202020%20Audit%20Final.pdf?dl=0>. A copy of the Governance Letter can be found below.

The OCCA Budget Committee reviewed the final audit documents on January 21, 2021. The Committee unanimously voted to move the 2019-20 audit to the full OCCA Board for their consideration and acceptance.

Attached is a summary of OCCA's revenues and expenses as of January 25, 2021.



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

www.gmscpa.com

(503) 581-7788 • FAX (503) 581-0152

475 Cottage Street NE, Suite 200 • Salem, Oregon 97301-3814

December 28, 2020

Board of Directors
Oregon Community College Association
260 13th Street NE
Salem, Oregon 97301

We have audited the financial statements of Oregon Community College Association (the Association) as of and for the year ended June 30, 2020, and have issued our report thereon dated December 28, 2020. Professional standards require that we advise you of the following matters relating to our audit:

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 17, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Association solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate and our firm, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Association is included in the notes to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation, the net pension liability, the OPEB liability (asset), and related deferred inflows and outflows. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Attached is a list of misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Association's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 28, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the Association, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the Association, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Association's auditors.

We applied certain limited procedures to management's discussion and analysis, the Association's PERS schedules and OPEB schedules, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information with management's responses to our inquiries, basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the management's discussion and analysis, the Association's PERS schedules and OPEB schedules and do not express an opinion or provide any assurance on the RSI.

We were also engaged to report on the schedule of revenues and expenditures and changes in fund balance – budget to actual for the Oregon Community College Association (General) fund and the Oregon Student Success Center fund, which is required supplementary information. With respect to this information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. Furthermore, we compared and reconciled the information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This report is intended solely for the information and use of the Board of Directors and management of Oregon Community College Association and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



CERTIFIED PUBLIC ACCOUNTANTS

Client: **69880 - Oregon Community College Association**
 Engagement: **Audit 2020 - Oregon Community College Association**
 Period Ending: **6/30/2020**
 Trial Balance: **TB**
 Workpaper: **1400.02 - Copy of Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		6101		
To reverse the PY severance payment recorded at the government wide level in the second prior year.				
2011-00-00	Accd. payroll taxes & benefits:Other Accrued Payroll		20,000.00	
3960	Budget to GAAP			20,000.00
Total			20,000.00	20,000.00

December 28, 2020

Grove, Mueller & Swank, P.C.
475 Cottage Street NE, Suite 200
Salem, OR 97301

This representation letter is provided in connection with your audit of the financial statements of Oregon Community College Association (the Association) as of June 30, 2020 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the Association in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 28, 2020

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 17, 2020, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues and general revenues.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With respect to the required supplementary information accompanying the financial statements:
 - We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
 - We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GAAP.
 - The methods of measurement or presentation have not changed from those used in the prior period.
 - We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

- With respect to the preparation of the financial statements and related notes, as well as the maintenance of the Association's capital asset schedule, we have performed the following:
 - Made all management decisions and performed all management functions;
 - Assigned a competent individual to oversee the services;
 - Evaluated the adequacy of the services performed;
 - Evaluated and accepted responsibility for the results of the services performed;
 - Established and maintained internal controls, including monitoring ongoing activities.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, meeting minutes, and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the Association's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The Association has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the Association is contingently liable.

- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
 - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Camille Preus

Camille Preus, Executive Director

Katie Archambault

Katie Archambault, Operations and Policy Analyst

Oregon Community College Association

BALANCE SHEET

As of January 25, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000-01 General Checking-Columbia Bank	80,475.93
1000-02 Petty Cash on Hand	65.53
1000-03 OSSC Checking - Columbia Bank	950.94
1010-00 Cash, LGP, Standard Ins. #4593	141,470.28
1015-00 Cash, LGP, OSSC, #3731	2,186.99
1020-00 Cash, LGP, other #4335	753,599.02
1025-00 OCCSA - US Bank - Restricted	8,469.46
Total Bank Accounts	\$987,218.15
Accounts Receivable	
1200-00 Accounts receivable	56,473.54
Total Accounts Receivable	\$56,473.54
Other Current Assets	
12000 Undeposited Funds	0.00
1210-00 Other Accounts Receivable	0.00
1535-00 Prepaid Expenses	13,500.00
Total Other Current Assets	\$13,500.00
Total Current Assets	\$1,057,191.69
Fixed Assets	
1500-00 Furniture and Equipment	50,058.19
1520-00 Land and Buildings	427,907.00
1600-00 Accumulated depreciation	-168,964.26
Total Fixed Assets	\$309,000.93
Other Assets	
1800-00 Deferred Outflow	176,264.00
1801-00 Deferred Outflows - OPEB	2,219.00
Total Other Assets	\$178,483.00
TOTAL ASSETS	\$1,544,675.62
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 Accounts payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
US Bank - Credit Card	-387.62
Total Credit Cards	\$ -387.62
Other Current Liabilities	
2010-00 Accd. payroll taxes & benefits	0.00
2010-05 Employee Draw	0.00

Oregon Community College Association

BALANCE SHEET

As of January 25, 2021

	TOTAL
2011-00 Other Accrued Payroll	20,000.00
2014-00 WBF Payable	67.47
2015-00 SUTA Payable	172.39
2016-00 FUTA Payable	336.00
2017-00 OR Statewide Transit Payable	155.90
2018-00 PERS Payable	4,512.87
2021-00 FWT/FICA Payable	0.00
2022-00 OR SWT Payable	0.00
2023-00 CA PR Tax Payable	0.00
2060-00 Deferred comp, employee	0.00
Total 2010-00 Accd. payroll taxes & benefits	25,244.63
2020-00 Accrued Vacation	42,120.00
2031-00 Dues Legislative Assessment	0.00
2041-00 Dues Membership OCCA	0.00
2046-00 Dues OPC	0.00
2080-00 Special Assessment	0.00
2081-00 Unearned Revenue - OELA Reimb	2,846.42
2095-00 OCCMPR Payable	4,070.29
2096-00 OCCSA Payable	8,469.46
2300-00 Net Pension Asset (Liability)	249,270.00
2310-00 OPEB Liability	72,479.00
2311-00 Net OPEB Asset	-2,229.00
Sales Tax Agency Payable	0.00
Total Other Current Liabilities	\$402,270.80
Total Current Liabilities	\$401,883.18
Long-Term Liabilities	
2350-00 Deferred Inflow	5,263.00
2351-00 Deferred Inflows - OPEB	1,110.00
Total Long-Term Liabilities	\$6,373.00
Total Liabilities	\$408,256.18
Equity	
3000-00 Investment in fixed assets	309,002.31
3050-00 Available for Expenditure	37,501.56
3100 Building & Land Reserve	37,787.94
3130 Operating Reserve	114,150.00
32000 Retained Earnings	404,759.24
3960 Budget to GAAP	-170,748.00
3970 Reserved for Accrued Vacations	-42,119.26
Opening Bal Equity	0.00
Net Income	446,085.65
Total Equity	\$1,136,419.44
TOTAL LIABILITIES AND EQUITY	\$1,544,675.62

Oregon Community College Association

OCCA General Fund Budget

FY 2020-21

Adopted by OCCA Board May 15, 2020 | Actuals as of January 25, 2021

OCCA Board Meeting February 5, 2021

OCCA Operating Account

Standard Insurance De-Mutualization Fund

	2020-21 Adopted Budget	Actuals July 1- January 25, 2020	Over Budget
Revenue			
Membership Dues	\$ 1,056,651.76	\$ 1,056,651.76	\$ 0.00
Prior-Year Carry Over - Quinn Thomas	\$ 39,000.00	\$ 39,000.01	\$ 0.01
Annual Conference	\$ 75,000.00	\$ 12,700.00	\$ (62,300.00)
Other Meetings/Events	\$ 2,500.00	\$ -	\$ (2,500.00)
Teagle Foundation (OCCA pass through)	\$ -	\$ 17,000.00	\$ 17,000.00
Board Training	\$ 3,500.00	\$ -	\$ (3,500.00)
Legislative Summit	\$ 8,000.00	\$ -	\$ (8,000.00)
All-Oregon Academic Team	\$ 7,200.00	\$ -	\$ (7,200.00)
Contract Services Agreement	\$ 103,000.00	\$ 62,939.13	\$ (40,060.87)
LGP Interest	\$ 9,000.00	\$ 4,259.32	\$ (4,740.68)
Misc. Income	\$ 400.00	\$ -	\$ (400.00)
Strong Start to Finish Grant	\$ 162,750.00	\$ -	\$ (162,750.00)
Prior-Year Carry Over - Strong Start to Finish	\$ 82,825.00	\$ 209,702.00	\$ 126,877.00
Reimbursed Income	\$ -	\$ -	\$ -
Prior-Year Carry Over	\$ 13,716.32	\$ 13,716.32	\$ -
Total Revenue	\$ 1,563,543.08	\$ 1,415,968.54	\$ (147,574.54)
Expenditures			
All-Oregon Academic Team	\$ 7,200.00	\$ -	\$ 7,200.00
Annual Conference	\$ 60,000.00	\$ 311.60	\$ 59,688.40
Capital Outlay	\$ 2,000.00	\$ 849.99	\$ 1,150.01
Strong Start to Finish Grant	\$ 237,825.00	\$ 91,068.75	\$ 146,756.25
Teagle Foundation (OCCA pass through)	\$ -	\$ 17,000.00	\$ (17,000.00)
Contract Services	\$ 184,956.00	\$ 85,646.59	\$ 99,309.41
Dues and Subscriptions	\$ 13,000.00	\$ 9,610.35	\$ 3,389.65
Insurance	\$ 6,150.00	\$ 2,802.17	\$ 3,347.83
Legislative Activities	\$ 14,400.00	\$ 1,133.10	\$ 13,266.90
Marketing/Public Relations (Quinn Thomas)	\$ 99,000.00	\$ -	\$ 99,000.00
Office Administration	\$ 32,125.00	\$ 17,035.06	\$ 15,089.94
Personnel Salaries & Benefits	\$ 831,442.00	\$ 446,741.77	\$ 384,700.23
Presidents Council	\$ 13,726.56	\$ 5,526.55	\$ 8,200.01
Professional Development	\$ 6,500.00	\$ 290.00	\$ 6,210.00
Professional Services (Auditor)	\$ 11,500.00	\$ 11,250.00	\$ 250.00
Staff & Committee Expenses	\$ 32,200.00	\$ 3,607.49	\$ 28,592.51
Workshops/Other Meetings	\$ 2,500.00	\$ -	\$ 2,500.00
Total Expenditures	\$ 1,554,524.56	\$ 692,873.42	\$ 861,651.14
Held for Contingency Reserve	\$ 9,018.52	\$ 9,018.52	\$ -
TOTAL NET	\$ -	\$ 714,076.60	\$ 714,076.60

	2020-21 Adopted Budget	Actuals July 1-January 25, 2021	Over Budget
Revenue			
Carry-over	\$ 140,804.47	\$ 140,805.03	\$ 0.56
LGP Interest	\$ 1,800.00	\$ 665.30	\$ (1,134.70)
Total Revenue	\$ 142,604.47	\$ 141,470.33	\$ (1,134.14)
Expenditures			
House Capital Improvements	\$ 15,000.00	\$ 8,700.00	\$ 6,300.00
Office Administration	\$ -	\$ 0.05	\$ (0.05)
Held for Contingency Reserve	\$ 127,604.47	\$ 132,770.28	\$ 5,165.81
Total Net	\$ -	\$ -	\$ -

Final - Adopted May 15, 2020
Actuals as of January 25, 2021

Oregon Community College Association

OSSC General Fund Budget

FY 2020-21


Adopted by OCCA Board May 15, 2020 | Actuals as of January 25, 2021

OCCA Board Meeting February 5, 2021

	2020-21 Adopted Budget	Actuals July 1- January 25, 2021	Over Budget
Revenue			
Grants from OCF and FFF	\$ 150,000.00	\$ -	\$ (150,000.00)
Interest	\$ 1,000.00	\$ 78.82	\$ (921.18)
Reimbursed Income	\$ 12,200.00	\$ 1,113.40	\$ (11,086.60)
Prior-Year Carry Over - OELA	\$ 394.80	\$ 2,394.80	\$ 2,000.00
Prior-Year Carry Over	\$ 45,384.11	\$ 39,694.32	\$ (5,689.79)
Total Revenue	\$ 208,978.91	\$ 43,281.34	\$(165,697.57)
Expenditures			
Guided Pathways Total	\$ 120,000.00	\$ 32,750.00	\$87,250.00
JFF Coaching	\$ -	\$ 7,156.25	-\$7,156.25
Other Meetings	\$ 7,000.00	\$ -	\$7,000.00
Rural Cultural Competency	\$ 15,000.00	\$ 12,750.00	\$2,250.00
Supplies and Subscriptions	\$ 1,000.00	\$ 716.73	\$283.27
Scholarships	\$ 1,000.00	\$ -	\$1,000.00
Dues, Memberships	\$ 400.00	\$ -	\$400.00
Executive Director Travel	\$ 7,000.00	\$ 300.00	\$6,700.00
Contract Services	\$ 30,000.00	\$ 4,071.60	\$25,928.40
Office Administration	\$ 50.00	\$ 4.03	\$45.97
OELA	\$ 27,200.00	\$ -	\$27,200.00
Total Expenditures	\$ 208,650.00	\$ 57,748.61	\$ 150,901.39
Reserved for carry over	\$ 328.91	\$ 328.91	
TOTAL NET	\$ -	\$ (14,467.27)	

Final - Adopted May 15, 2020

Actuals as of January 25, 2021

 <p style="text-align: center;">OCCA Board Meeting February 5, 2021</p>	<u>Docket Number</u> E-4
	<u>Action</u> Discussion
<u>Document Title</u> Nominating Committee Report	<u>Presenter(s) / Title</u> Ed Dodson

Procedure: The Nominating Committee shall prepare a slate of officers consisting of the vice-president, treasurer, and at-large members (and, if necessary, the president or secretary) to be presented to the Board at the meeting prior to the meeting where the election of officers is to occur. Additional nominations may be made. *OCCA Bylaws Article V*

President – Stephen Crow

Current board member at Treasure Valley Community College. He currently serves as the president on the OCCA Executive Committee.

Vice-President – Kim Morgan

Current board member at Columbia Gorge Community College. She currently serves as vice-president on the OCCA Executive Committee.

Secretary – Mark Mitsui

President of Portland Community College. Replacing Chris Breitmeyer who is moving to Chair of OPC and ex-officio member of the OCCA Executive Committee.

Treasurer – Jessica Howard

President of Chemeketa Community College.

Member at Large (2 year term) – Alan Unger

Current board member at Central Oregon Community College.

Member at Large (1 year term) – Richard Emery (invited)

Current board member at Oregon Coast Community College.

Immediate Past President – Annette Mattson

Current board Member at Mt Hood Community College. Currently serves as past president on the OCCA Executive Committee.