



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, September 12, 2012 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Reeder
	II. Appoint New Board Member-Zone 2	2	X	Reeder
	A. Oath of Office	2.a*		
	III. Introduction of Guests			Chair
6:15 pm	IV. Agenda Changes			
6:16 pm	V. Public Hearing and Testimony			
	A.			
6:20 pm	VI. Consent Agenda***			
	A. Minutes			
	1. Regular – July 18, 2012	6.a1	X	Smith
	2. Special Conference Call Mtg. –August 2	6.a2	X	Smith
	3. Special Conference Call Mtg. -August 14	6.a3	X	
	4. Special Conference Call Mtg. -August 28	6.a4	X	
	B. Personnel			
	1. New Hire Report (July/August 2012)	6.b1	X	Buckles ^A
	C. Approval to Hire			
	1. Hitchcock, LaPoint, Bean, Tadday Morgan	6.c1	X	Buckles ^A
	2. Bubak	6.c2	X	Buckles ^A
	3. Towne, Rogers, Elliott, Harris, Ford	6.c3	X	Buckles ^A
6:25 pm	VII. Information Items			
	A. Financial Statements	7.a		Bloyer ^A
	B. Construction Projects - Update	7.b		McCoy ^A
	C. Institutional Effectiveness-Strategic Planning Phase 2 Progress Report			Pierce/Egertson/ McCoy ^P
	D. Jungers Culinary Center-Awards			Paradis/Stoller ^P
	E. Earth Advantage Certification			Paradis/Fischette ^P
	F. Accreditation Re-Affirmation	7.f		Middleton ^P
6:45 pm	VIII. Old Business			
	A.			
7:00 pm	IX. New Business			
	A. Re-Appointment – Budget Committee Members Zones 3 & 5	9.a	X	Smith ^A
	B. Banner Licensing	9.b	X	Cecchini ^A
	C. Redmond Building #1 Addition Contract	9.c*	X	McCoy ^P
7:20 pm	X. Board of Directors' Operations			
	A. Board Members Activities			

7:45 pm XI. **President’s Report**

- A. Updates
 - 1.

XII. **Dates**


- A. Wednesday, **September 19** @ 4:00-6:00 PM – Opening Celebration for Health Careers and Science Buildings
- B. Monday, **September 24** – Fall Term Begins-1st Day of Classes
- C. Tuesday, **October 2** – Anthony’s Homeport Restaurant presents “The Feast at the Old Mill” annual fundraising event for COCC’s Culinary program. Call COCC’s Foundation Office @ 541-383-7225 for tickets
- D. **Tuesday, October 9** – Board of Directors Meeting/Boardroom-Boyle Ed. Center
- E. October 10-13 – ACCT Leadership Congress –Conference – Boston, MA
- F. Friday, October 26/Saturday, October 27 – Board Retreat-Madras
- G. November 9-11 OCCA-Oregon Community College Assn. Annual Conference
 - Salem Conference Center

7:55 pm XIII. **Adjourn**

* Material to be distributed at the meeting (as necessary).

** **Times** listed on the agenda are approximate to assist the Chair of the Board.

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

 = indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

APPOINTMENT OF NEW BOARD MEMBER

Prepared by: David Ford, Charley Miller and John Overbay (Board Vacancy Committee)

A. Action Under Consideration

The Board of Directors has the opportunity and obligation to appoint a new Board Member to fill the remaining months of the term in Zone 2 that was vacated by Dr. Joyce Lynn Garrett, who resigned in June. The appointment runs through June 30, 2013.

B. Discussion/History

Zone 2 consists of all of Crook County, the northern portions of Klamath and Lake Counties that are included in the COCC District, and precincts 22 and 23 in eastern Deschutes County. The Board appointed a committee to screen applications, interview finalists and recommend a candidate to the Board. The committee consisted of Board members David Ford, Charley Miller and John Overbay. The position opening was advertised in The Bulletin.

C. Recommendation

The committee recommends the appointment of **Laura Craska Cooper**. Ms. Cooper has lived in Crook County for 13 years. She is an attorney with Ball Janik LLP in Bend where she has practiced law since 1999 and has been a partner since 2004. She has been a member of the COCC Budget Committee for the past two years.

D. Options

1. Appoint to fill the vacant Zone 2 position.
2. Appoint someone else to the position.
3. Leave the position vacant at this time.

E. Timing

Appointment is effective immediately - Ms. Laura Craska Cooper will be sworn in at the September 12, 2012 Board of Directors meeting.

F. Recommendation

Be It Resolved that the Central Oregon Community College Board of Directors appoints Laura Craska Cooper to Zone 2 of the COCC Board, effective immediately and through June 30, 2013.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, July 18, 2012 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Donald Reeder, David Ford, John Overbay, Bruce Abernethy, Charley Miller, Anthony Dorsch, Ed Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith- Executive Assistant.

ELECTION 2012-13 CHAIR & VICE CHAIR:

Mr. Charley Miller moved to elect Mr. Donald Reeder as Chair of the Board of Directors' for 2012-13. Mr. Bruce Abernethy seconded. MCU. Approved. M07/12:1

Mr. David Ford moved to elect Mr. Bruce Abernethy Vice Chair of the Board of Directors' for 2012-13. Mr. Charley Miller seconded. M07/12:2

Chair Reeder presented a 'gavel plaque' to Mr. David Ford in appreciation for his service as Board Chair for 2011-12.

INTRODUCTION OF GUESTS: Matt McCoy, Karin Hilgersom, Kevin Kimball, Michael Fisher, Alicia Moore, Leslie Minor, Lisa Bloyer, Joe Viola, Dan Cecchini, Eric Buckles, Aimee Metcalf, Brynn Pierce, Chris Egertson, Kelly Smith, Jerry Schulz, Patricia Hammer, Brooke Marmolejo, and others.

EXECUTIVE SESSION: ORS 192.660 (1)(i) Performance Evaluation of CEO

PUBLIC HEARING AND TESTIMONY: None.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibit: 6). Mr. David Ford seconded. MCU. Approved. M07/12:3

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of June 13, 2012 and the special Conference Call meeting Minutes of July 3, 2012. (Exhibits: 6.a1 & 6.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the June 2012 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Michael Fisher, as full-time Instructional Dean. (Exhibit: 6.c1);

BE IT RESOLVED that the Board of Directors' approve the employment contracts of Murray Godfrey- Assistant Professor I of History and William Cravis-Assistant Professor I of Fine Arts for the 2012-13 academic year. (Exhibit: 6.c2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

The Board of Directors' were apprised of the May 2012 Financial Statements.

Construction Update – (Exhibit: 7.b)

The Board of Directors' were apprised of the monthly (June 2012) Construction Projects Updates for the

- Boyle Education Center – Remodel
- Chandler Renovation Project
- Health Careers Bldg.
- Redmond Bldg. #1 Addition
- Technology Education Center
- Residence Hall June 2012 Status Report
- Science Bldg.
- Serpentine Parking Lot
- Technology Status.

Strategic Planning – Phase 1 Progress Report (Exhibit: 7.c)

Brynn Pierce-Director of Institutional Effectiveness, Chris Egertson-Research Analyst and VP Matt McCoy gave a PowerPoint presentation reviewing Phase 1 of the strategic planning process. Phase 1 consisted of analyzing COCC's internal and external environment. The successful outcomes of the Phase 1 process includes connecting with College stakeholders and becoming informed about COCC and the students/region it serves. The outcome of Phase 1 helps prepare for the Phase 2 review of the Mission, Vision, Values, and Core Themes/Goals.

Writing Center - Tutoring

Ms. Kelly Smith-Tutoring and Testing Center Director and Dr. Karin Hilgersom-VP for Instruction reviewed the history of the Tutoring Center, noting that Tutoring services are available on all four of COCC's campuses. Dr. Hilgersom noted that "tutoring" is a crucial element to student support helping students to not only understand classroom material more completely but also helping to improve test scores and grades.

Accreditation Review - Update

President Middleton reviewed that he met with the Accrediting Commission in Portland on July 10. The Commission expressed positive feedback with compliments of respect for the accomplishments COCC has made with student programs and campus facilities while maintaining fiscal stability all during its unprecedented enrollment growth.

NEW BUSINESS:

Executive Order 13607 for Service Members, Veterans, Spouses & Family Members (Exhibit: 9.a)

Ms. Alicia Moore-Dean of Student and Enrollment Services reviewed that President Obama issued an EO (Executive Order) 13607 on April 22, 2012. The EO is intended to provide information, support and protections to Servicemembers, veterans, spouses and family members through the principles (as detailed in Exhibit: 9.a) applying to students who are eligible to receive Federal military and VA educational benefits only.

Mr. Bruce Abernethy moved to authorize President Middleton and/or his designee to indicate COCC's intent to comply with Executive Order 13607, pending clarifying guidance from the necessary agencies. Mr. Charley Miller seconded. MCU. Approved. M07/12:2

President's Evaluation & Presidential Contract (Exhibits: 9.b & 9.c)

Mr. David Ford reviewed the President's Evaluation and the 2012 Amendment to the Contract for President James E. Middleton.

Mr. Charley Miller moved to approve the President's Evaluation and the Amended Contract (Exhibits: 9.b & 9.c). Mr. Bruce Abernethy seconded. MCU. Approved. M07/12:3

BOARD OF DIRECTORS' OPERATIONS:

Board Appointments/Committee Assignments (Exhibit: 10.a)

The Board of Directors were apprised of the Committee Assignments for 2012-2013.

August Board Meeting Cancellation

Mr. David Ford moved to approve suspension of the rules in accordance with Policy GP 9 to cancel the scheduled August 9, 2012 Board of Directors' Meeting.

Mr. John Overbay seconded. M07/12:4

Resignation – Board Member – Zone 2, Prineville

Chair Reeder read into the Minutes - Dr. Joyce Lynn Garrett's "letter of resignation" – "it is with regret that as Board Chair I accept this letter of resignation." Chair Reeder commented that Dr. Garrett was an excellent Board Member – her involvement with OCCA (Oregon Community College Association) as well as her service, commitment and strong support of the College - will be missed. President Middleton also expressed his appreciation of Dr. Garrett and her service as Board Member representing Crook County – he showed the "Thank You" plaque that will be mailed to Dr. Joyce Lynn Garrett.

Process for Zone 2-Board Member Vacancy Replacement

President Middleton reviewed options for replacement:

- Special Election
- Leave position vacant
- Appoint a replacement

David Ford, Charley Miller and John Overbay offered to be on the Board Vacancy committee.

Board consensus was to advertise in The Bulletin newspaper for applications, the Board Vacancy committee will review applications and make a recommendation to the Board for appointment as soon as possible.

Mr. David Ford moved to advertise to solicit applicants for the Board Vacancy for Zone 2.
Mr. Bruce Abernethy seconded. MCU. Approved. 07/12:5

Board Member Activities

Mr. Miller	Oregon Idea Committee Meeting President's Evaluation Committee Conference Call Special Board Meeting
Mr. Abernethy	COCC Commencement Met w/Tanya Bruce- COCC's new Grants Writer/Coordinator
Mr. Ford	COCC Commencement – Handing Out Diplomas Signed Diplomas Presidents Evaluation Committee Conference Call Special Board Meeting Phone Call w/Ron Bryant Brd Attorney re: Presidential Contract
Mr. Reeder	President's Evaluation Committee Conference Call Special Meeting
Mr. Overbay	Conference Call Special Board Meeting
Mr. Dorsch	Interviewed for spot on OPB's Oregon Field Guide

PRESIDENT'S REPORT:

- President Middleton thanked the Board of Directors for their continued support and affirmation in the President's Evaluation and Contract;
- Summer Enrollment – holding even compared with last year;
- Certificate of Occupancy for the new Science Center Building;
- Welcome to Aimee Metcalf in her new role as Assistant Director of College Relations;
- Desk Audit by CCWD of FTE submissions – “clean review”
Special thanks to Alicia Moore, Deans-Shirley Metcalf and Leslie Minor,
Jerry Schultz-Director of Continuing Ed. and Konnie Handschuch-Admin. Assistant
for materials prep for submission to CCWD.

ADJOURN: 8:15 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair Elect

Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL Conference Call'
Board of Directors' Meeting

MINUTES

Wednesday, August 2, 2012 @ 10:00 AM
Office of the President
Boyle Education Center

Call to Order

PRESENT – IN PERSON: Matt McCoy-VP for Administration, Julie Smith, Executive Assistant

PRESENT – BY PHONE: Bruce Abernethy, David Ford, Charley Miller, John Overbay, Donald Reeder
Ed Fitch-Board Attorney

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Rick Hayes-Construction Project Manager and
Gene Zinkgraf-Director of Construction

Bid Award – “Move Services” for Health Careers and Science buildings (Exhibit: 3)

Mr. Rick Hayes reviewed that the College will open two new buildings this fall – Health Careers and Science, and will be moving instructional labs and offices as well as placing newly purchased equipment and furnishings. The volume of items to be moved requires outside support in order to be ready for the start of fall term classes.

Mr. Charley Miller moved to accept the bid of Northwest Services of Bend, OR for \$107,000 for “Move Services” and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award.

Mr. Bruce Abernethy seconded.

Call for the Vote:

YES: Abernethy, Ford, Miller, Overbay, Reeder

MCU. Approved. M08/12:1

ADJOURN: 10:10 AM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL Conference Call'
Board of Directors' Meeting

MINUTES

Tuesday, August 14, 2012 @ 12:00 PM
Christiansen Board Room,
Boyle Education Center

Call to Order

PRESENT – IN PERSON: Dr. James Middleton-President, Julie Smith, Executive Assistant

PRESENT – BY PHONE: David Ford, Charley Miller, John Overbay, Donald Reeder
Anthony Dorsch, Ron Bryant-Board Attorney

ABSENT: Bruce Abernethy

INTRODUCTION OF GUESTS: Ron Paradis-Director of College Relations in-person,
Karin Hilgersom-VP for Instruction by phone.

Board Vacancy Appointment (Exhibit: 3)

Mr. David Ford – Board Vacancy committee member reported that three applications were received. He stated that given Ms. Cooper’s past experience with the college along with her service as Budget Committee member the committee recommends the appointment of Ms. Laura Craska Cooper to the Zone 2 board vacancy.

Mr. Charley Miller moved to appoint Laura Craska Cooper to Zone 2 of the COCC Board of Directors, effective through June 30, 2013 – upon swearing in with the Oath of Office at the September 12, 2012 meeting. Mr. John Overbay seconded.

Call for the Vote:

YES: Overbay, Dorsch, Reeder, Miller, Ford

MCU. Approved. M08/12:1

ADJOURN: 4:15 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON
community college

Exhibit: 6.a4
September 12, 2012

CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL Conference Call'
Board of Directors' Meeting

MINUTES

Tuesday, August 28, 2012 @ 4:00 PM
Christiansen Board Room,
Boyle Education Center

Call to Order

PRESENT – IN PERSON: Dr. James Middleton-President, Julie Smith, Executive Assistant

PRESENT – BY PHONE: David Ford, Charley Miller, John Overbay, Donald Reeder
Anthony Dorsch, Ron Bryant-Board Attorney

ABSENT: Bruce Abernethy

INTRODUCTION OF GUESTS: Ron Paradis-Director of College Relations in-person,
Karin Hilgersom-VP for Instruction by phone.

Board Vacancy Appointment (Exhibit: 3)

Mr. David Ford – Board Vacancy committee member reported that three applications were received. He stated that given Ms. Cooper's past experience with the college along with her service as Budget Committee member the committee recommends the appointment of Ms. Laura Craska Cooper to the Zone 2 board vacancy.

Mr. Charley Miller moved to appoint Laura Craska Cooper to Zone 2 of the COCC Board of Directors, effective through June 30, 2013 – upon swearing in with the Oath of Office at the September 12, 2012 meeting. Mr. John Overbay seconded.

Call for the Vote:

YES: Overbay, Dorsch, Reeder, Miller, Ford

MCU. Approved. M08/12:1

ADJOURN: 4:15 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – July 2012

Name	Date Hired	Location	Job Title
Temporary Hourly			
Adams, RaeAnn	7/1/2012	Bend	Student Workers
Barnes, Ryan	7/7/2012	Bend	Lab Assistant
Beasley, Randi	7/1/2012	Bend	Student Workers
Brown, Owen	7/7/2012	Bend	Lab Assistant
Burkhart, Suzanne	7/7/2012	Bend	Lab Assistant
Gerdes, Rebekah	7/1/2012	Bend	Student Workers
Hummel, Matthew	7/7/2012	Bend	Lab Assistant
Klett, Kevin	7/9/2012	Bend	Student IT Tech I
Lanier, Kevin	7/7/2012	Bend	Lab Assistant
Lengele, Jason	7/7/2012	Bend	Lab Assistant
Mack, Adam	7/1/2012	Bend	Lab Assistant
Maton, Ashley	7/1/2012	Bend	Lab Assistant
Maton, Michelle	7/7/2012	Bend	Lab Assistant
O'Brien, Kevin	7/1/2012	Bend	Lab Assistant
Prull, Josh	7/1/2012	Bend	Lab Assistant
Rheault, Cody	7/1/2012	Bend	Lab Assistant
Schmidt, Syndra	7/1/2012	Bend	Student Workers
Stalliings, Gary	7/1/2012	Bend	Lab Assistant
Theroux, Seth	7/7/2012	Bend	Lab Assistant
Vance, Justin	7/1/2012	Bend	Lab Assistant
Whatley, Toni	7/1/2012	Bend	Sign Language Interpreter
Young, Casey	7/1/2012	Bend	Lab Assistant
Zornes, Thomas	7/1/2012	Bend	Lab Assistant
Temporary Salary Payment			
Olson, Patricia	7/14/12	Bend	STRIVE Teacher

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – August 2012

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Classified Full-Time			
Davis, Ken	8/20/2012	Bend	Maint Spec /Plumber
Hendrix, Charles	8/22/2012	Bend	Custodian
Henry, Caitlyn	8/20/2012	Bend	Custodian
Hildenbrand, Ryan	8/20/2012	Bend	Audio Visual Engineer
Hunt, Cady	8/6/2012	Bend	Office Specialist 1
Classified Part-Time			
Anderson, Kyle	8/1/2012	Bend	Information Systems Tech
Bucholz, Sarah	8/13/12	Redmond	Custodian
Part-Time Faculty			
Lucia, Justine	8/2/12	Bend	Community Learning
Temporary Hourly			
Apple, Tamara	8/3/2012	Bend	Placement Test Proctor
Cinco, Davin	8/13/12	Bend	Simulator Operator
Swazo, Gabriel	8/11/12	Bend	STRIVE Leadership Asst
Temporary Salary Payment			
Graham, Jason	8/13/12	Bend	STRIVE Teacher

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve the contract for **Bryan Hitchcock, Jeri LaPoint, Jerry Bean, Ralph Tadday** and **Andrea Morgan**.

B. Discussion/History

The one-year temporary instructor contract of Physics for Bryan Hitchcock is a replacement.

The one-year temporary instructor contract of Mathematics for Ralph Tadday is a replacement.

The one-year temporary instructor contract of Health Information Technology for Jeri LaPoint is a new position.

The one-year temporary instructor contract of Early Childhood Education for Andrea Morgan is a new position.

The one-year temporary instructor contract of Aviation for Jerry Bean is a new position.

C. Options/Analysis

Approve the contract for Bryan Hitchcock, Jeri LaPoint, Jerry Bean and Andrea Morgan.

Decline approval of the contract for Bryan Hitchcock, Jeri LaPoint, Jerry Bean, Ralph Tadday and Andrea Morgan.

D. Timing

For the 2012-13 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves the contracts of Bryan Hitchcock, Jeri LaPoint, Jerry Bean, Ralph Tadday and Andrea Morgan for the 2012-13 academic year.

F. Budget Impact

The salaries conform to the salary schedule approved by the Board and the Faculty Forum.

G. Miscellaneous

Bryan Hitchcock

One-Year Temporary Instructor – Mathematics

Mr. Hitchcock received his Bachelor's Degree in Mathematics from the University of Alaska and his Master's Degree in Mathematics from Western Washington University. In 2006 he began as a math tutor at University of Alaska Southeast and became an Assistant Professor of Mathematics for the institution in 2007.

Jeri LaPoint

One-Year Temporary Instructor – Health Information Technology

Ms. LaPoint received the Associate's Degree in Health Information Technology from COCC. She has been with St. Charles Healthcare of Bend as a Medical Records Technician since 2010.

Jerry Bean

One-Year Temporary Instructor – Aviation

Mr. Bean attended Oregon State University and graduated in 1972 with a degree in History and Naval Science. The next 25 years were spent as a Naval Aviator retiring at the rank of Captain. Navy high-lights: Top Gun instructor qualified, Squadron Commanding Officer, Chief Engineer of multiple programs for Naval Air Systems Command, flight instructor and manager of multiple education programs. Post Navy: School Board Member, active member Oregon School Board Association, Director Mt Hood Community College Aviation Program, Director Embry Riddle extended campus Portland Oregon, Graduated Embry Riddle with a MBA in Aviation, and Owner Bean Logging Inc.

Andrea Morgan

One-Year Temporary Instructor – Early Childhood Education

Ms. Morgan is currently and Adjunct Instructor of ECE at COCC. She has been at the college since 2007. She has an MA in Teacher Education from Eastern Oregon University, and she holds Oregon Licensure for Early Childhood and Elementary authorization.

Ralph Tadday

One-Year Temporary Instructor – Physics

Mr. Tadday has his Master's degree equivalent in Physics and the equivalent of a PH.D. in Physics (emphasis in physical chemistry) both from Ruprecht-Karls-University, Heidelberg, Germany. He has taught for COCC in the Science Department as an adjunct/part-timer for three years (Fall 2009 to current).

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director Human Resources

A. Action Under Consideration

Approve the contract for Brian Bubak.

B. Discussion/History

The Assistant Professor I of Emergency Medical Services contract for **Brian Bubak** is a replacement position.

C. Options/Analysis

Approve the contract for Brian Bubak.
Decline approval of the contracts for Brian Bubak.

D. Timing

For the 2012-13 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves the contracts of Brian Bubak for the 2012-13 academic year.

F. Budget Impact

The salaries conform to the salary schedule approved by the Board and the Faculty Forum.

G. Miscellaneous

Brian Bubak

Assistant Professor I of Emergency Medical Services

Mr. Bubak is a paramedic for Rural/Metro Ambulance out of Salem, Oregon since 2007. Prior to his work in Salem, he worked in as a paramedic in Hillsboro and an EMT/Firefighter for the Albany Fire Department. Brian has a Masters of Arts in photographic communication from Ohio University, a Bachelors of Science in business administration from University of Oregon and completed his paramedic certification at Chemeketa Community College. Brian has also taught as an adjunct assistant professor of journalism at University of Oregon's School of Journalism and Communication.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for **SILAS TOWNE**, as a Full-Time Supervisor, Science Lab Technicians and Tutors.

Approve administrative employment contract for **BARRY ROGERS**, as a Full-Time Senior Web Developer.

Approve administrative employment contract for **SETH ELLIOTT**, as a Full-Time Campus Public Safety & Security Supervisor.

Approve administrative employment contract for **DUSTY HARRIS**, as a Full-Time Assistant Director, Bookstore.

Approve administrative employment contract for **COURTNEY FORD**, as a Full-Time Director of Admissions & Registrar.

B. Discussion/History

The employment contract for SILAS TOWNE is for an administrative position. This position was filled through a Regional College search. SILAS TOWNE officially began work on September 4, 2012.

The employment contract for BARRY ROGERS is for an administrative position. This position was filled through a Regional College search. BARRY ROGERS officially begin work on August 8, 2012.

The employment contract for SETH ELLIOTT is for an administrative position. This position was filled through a Regional College search. SETH ELLIOTT officially began work on August 13, 2012.

The employment contract for DUSTY HARRIS is for an administrative position. This position was filled through a Regional College search. DUSTY HARRIS officially began work on August 1, 2012.

The employment contract for COURTNEY FORD is for an administrative position. This position was filled through a Regional College search. COURTNEY FORD officially began work on July 30, 2012.

C. Options/Analysis

Approve the employment contracts for SILAS TOWNE, BARRY ROGERS, SETH ELLIOTT, DUSTY HARRIS, and COURTNEY FORD.

Decline approval of the employment contracts for SILAS TOWNE, BARRY ROGERS, SETH ELLIOTT, DUSTY HARRIS, and COURTNEY FORD.

D. Timing

These positions are appointed for a 12 month employment contract each fiscal year. For the 2012-13 fiscal year the initial employment contract period will be from hire date through June 30, 2013. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for SILAS TOWNE, BARRY ROGERS, SETH ELLIOTT, DUSTY HARRIS, and COURTNEY FORD.

F. Budget Impact

The salary conforms to the salary schedule approved by the Board.

G. Miscellaneous

Mr. **Towne** most recently earned a Master's in Secondary Education from Grand Canyon University in Phoenix, Arizona. He also holds a Master's in Chemistry from the University of Oregon in Eugene and a Bachelor's degree in Chemistry from George Fox University in Newberg, Oregon. Prior to COCC, he worked for Pacific Northwest National Laboratory in Richland, Washington since 2005. In 2001, he worked for the Yosemite Sierra Summer Camp as a counselor.

Mr. **Rogers** holds a certification and instructor certification in the AIX System Administrator v4.3 and IBM TCP/IP Networking. Mr. Rogers has over twenty-five years of experience in the computer industry consisting of web development, system administration, networking, relational database development, programming, teaching, quality assurance testing, end user support, and technical support. Prior to coming to COCC he worked for GL Solutions as a Developer.

Mr. **Elliott** completed a Master's Degree in Business Administration from Corban University. His most recent experience was as the Director of Campus Safety at Corban University. Prior experience also includes Behavior Specialist for Salem Keizer Public Schools from 2006-2011 and Therapeutic Assistant for the Greater Albany Public Schools from 1996-2005. He is a Certified Protection Specialist, Executive Security International MANDT Crisis Intervention System instructor, Crisis Prevention Institute Non-violent Crisis Intervention instructor, Certified Krav Maga Instructor (Israeli hand-to-hand combat system), Armed and Unarmed instructor certification from Oregon DPPST. He is a member of Association of Threat Assessment Professionals.

Mr. **Harris** completed a Bachelor of Science in Business Administration with a minor in Economics, at Western Oregon University. He has over fourteen years of experience in operations and sales management. Previous work history in the local community has been with Dick's Sporting Goods (aka Joe's) for eleven years as Lead Sales and Operations Manager.

Ms. **Ford** completed her Master's in Educational Counseling at San Diego's National University. Her work history in Admissions and Records at National University includes Associate Registrar and Director of Student Services. She received the Admissions Center of the Year award in 2008, and Bronze Level Award for Student Services in 2008. Ms. Ford is a member of both AACRAO and PACRAO.

Central Oregon Community College
Board of Directors

Central Oregon Community College
Monthly Budget Status

Highlights of July 2012 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

Cash and Investments

The Colleges' operating cash balances currently total \$28 million. The July average yield for the Local Government Investment Pool remains unchanged at .60 percent.

The bond proceeds held in cash and investments total \$11.8 million as of the end of July. Approximately \$1.3 million was spent on bond related construction projects during the month.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of July. All budgeted transfers-in have been posted for the year including \$300,000 from the PERS Reserve.

General Fund Expenses

The expenses include the approved inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report
As of July 31, 2012

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$26,590,937.12		
Pool account 5482			\$1,185.89
Pool account 3624			\$377,429.96
Pool account 3816		\$8,276,003.80	
Pool account 3707		\$87,024.34	
Pool account 3844		\$656,932.85	
Pool account 3847		\$107,619.25	
July Average Yield .60%			
Cash in USNB	\$1,462,168.97		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$3,900.00		
Total Cash	<u>\$28,057,006.09</u>	<u>\$9,127,580.24</u>	<u>\$378,615.85</u>
Investments			
Bankers Acceptance			
Yield .365%, due 9-4-12		\$499,555.00	
Commercial Paper			
Yield .508%, due 1-15-13		\$2,193,338.89	
Total Investments	<u>\$0.00</u>	<u>\$2,692,893.89</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$28,057,006.09</u></u>	<u><u>\$11,820,474.13</u></u>	<u><u>\$378,615.85</u></u>

Central Oregon Community College
Monthly Budget Status
July 2012

Exhibit 7.a
12-Sep-12

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,246,000	\$ -	\$ (11,246,000)	0.00%	0.00%
Prior Taxes	873,000	108,213	(764,787)	12.40%	20.32%
Tuition and fees	19,736,000	5,282,197	(14,453,803)	26.76%	30.43%
State Aid	5,001,000	-	(5,001,000)	0.00%	0.00%
Grants & Contracts	86,000	-			0.00%
Interest & Misc. Income	49,000	341	(48,659)	0.70%	1.20%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
Total Revenues	\$ 38,711,000	\$ 7,110,751	\$ (31,514,249)		
Expenses by Function					
Instruction	\$ 17,455,663	\$ 377,635	\$ 17,078,028	2.16%	1.55%
Academic Support	3,007,172	205,784	2,801,388	6.84%	5.77%
Student Services	4,232,422	256,852	3,975,570	6.07%	5.69%
College Support	4,600,019	346,093	4,253,926	7.52%	8.64%
Plant Operations and Maintenance	4,098,218	262,771	3,835,447	6.41%	8.39%
Information Technology	3,187,700	357,148	2,830,552	11.20%	10.43%
Financial Aid	12,897	2,078	10,819	16.11%	0.00%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	100.00%
Total Expenses	\$ 40,449,774	\$ 4,864,044	\$ 35,585,730		
Revenues Over/(Under) Expenses	\$ (1,738,774)	\$ 2,246,707	\$ 4,071,481		

Central Oregon Community College
Monthly Budget Status
July 2012

Exhibit 7.a
12-Sep-12

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Debt Service Fund					
Revenues	\$ 4,289,429	\$ 325,396	\$ (3,964,033)	7.59%	7.69%
Expenses	4,289,358	87,149	4,202,209	2.03%	2.02%
Revenues Over/(Under) Expenses	\$ 71	\$ 238,247	\$ 238,176		
Grants and Contracts Fund					
Revenues	\$ 1,983,640	\$ 43,889	\$ (1,939,751)	2.21%	1.65%
Expenses	2,093,600	67,427	2,026,173	3.22%	2.84%
Revenues Over/(Under) Expenses	\$ (109,960)	\$ (23,538)	\$ 86,422		
Capital Projects Fund					
Revenues	\$ 10,508,677	\$ 2,649,209	\$ (7,859,468)	25.21%	20.11%
Expenses	27,633,820	1,618,798	26,015,022	5.86%	9.46%
Revenues Over/(Under) Expenses	\$ (17,125,143)	\$ 1,030,411	\$ 18,155,554		
Enterprise Fund					
Revenues	\$ 7,204,787	\$ 60,559	\$ (7,144,228)	0.84%	0.57%
Expenses	7,986,819	760,635	7,226,184	9.52%	1.87%
Revenues Over/(Under) Expenses	\$ (782,032)	\$ (700,076)	\$ 81,956		
Auxiliary Fund					
Revenues	\$ 9,064,223	\$ 4,217,699	\$ (4,846,524)	46.53%	51.94%
Expenses	9,745,764	2,924,704	6,821,060	30.01%	15.65%
Revenues Over/(Under) Expenses	\$ (681,541)	\$ 1,292,995	\$ 1,974,536		
Reserve Fund					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	311,420	168,580	64.88%	6.11%
Revenues Over/(Under) Expenses	\$ (467,261)	\$ (311,420)	\$ 155,841		
Financial Aid Fund					
Revenues	\$ 22,561,313	\$ 2,220,959	\$ (20,340,354)	9.84%	10.27%
Expenses	22,606,568	2,056,299	20,550,269	9.10%	9.49%
Revenues Over/(Under) Expenses	\$ (45,255)	\$ 164,660	\$ 209,915		
Internal Service Fund					
Revenues	\$ 398,715	\$ 11,564	\$ (387,151)	2.90%	2.51%
Expenses	573,990	184,435	389,555	32.13%	6.35%
Revenues Over/(Under) Expenses	\$ (175,275)	\$ (172,871)	\$ 2,404		
Trust and Agency Fund					
Revenues	\$ 1,886	\$ 182	\$ (1,704)	9.65%	2.92%
Expenses	7,500	-	7,500	0.00%	0.00%
Revenues Over/(Under) Expenses	\$ (5,614)	\$ 182	\$ 5,796		

1. Boyle Remodel- August Status Update

Scope

The Boyle Hall project will include an improved information office, new student lounge and updated finishes.

Budget Status

Project is within budget.

Change Order Activity

Architectural/Consultant – Three Additional Service Requests have been approved, totaling \$12,580.00. ASR's were approved to add Mechanical, Electrical, Lighting Design and skylight glare remediation.

Construction– Two Changes Orders have been approved, totaling \$7,242.00. CO's were approved for additional Code required fire sprinkler work, electrical and low voltage electrical work and additional Owner requested work.

Schedule Status

Project is on schedule for a September 16, 2012 completion.

Drywall is complete, flooring is nearly complete, painting is nearly complete, Work stations and furniture are installed, door frame installation is awaiting department office moves and the BEC mall skylight light shelf has been installed. Lighting retrofit in the mall is on hold until the new light fixtures arrive; the fixtures are expected to arrive in mid-September. Light fixture work will be accomplished after hours and will not have an impact on the operational use of the kiosk or the Admissions/Financial Aid work areas.

COCC Stake Holder Group

Jim Middleton - COCC President
Ron Paradis – Director of College Relations
Julie Mosier – Purchasing Coordinator
Darren McCrea – Technology Project Manager
Gene R Zinkgraf – Project Manager

Contractor

Griffin Construction, LLC.
8361 NE Meadow Ridge Rd
Prineville, OR 97754

Sam Griffin

Design Team

BLRB Architects

Mike Gorman

Grandview Renovation Project August 2012 Status Report

Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space in proximity to Math Department offices.

Budget Status

Total project budget is \$1,300,000. A detailed budget breakdown will be available in the September status report. Complete conceptual estimate for two floor plans, which will assist in final project scoping and budgeting.

Change Order Activity

None.

Schedule Status

Design	July 2012 to December 2012
Bid/Award	January & February 2013
Construction	March 2013 to July 2013
Move in	August to September 2013

Activity in August

Finalized optimum concept plan, Option #7.

Getting option #7 and option #1 estimated to decide which design is feasible within the budget.

Located asbestos survey and forward to Steel Associates Architects.

Activity planned for September

Obtain option estimates.

Review with Steering Committee and decide which option to pursue.

Steele Associates Architects to work up fee proposal based on option to pursue.

Execute Architectural services agreement and begin design phase.

Grandview Renovation Project August 2012 Status Report

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Gene Zinkgraf	Director of Construction	gzinkgraf@cocc.edu
Jennifer Newby	Instructional Dean - Math	jnewby@cocc.edu
Michael Fisher	Instructional Dean – Business	mfisher@cocc.edu
Doug Nelson	Math Department Chair	dnelson@cocc.edu
Rick Hayes	Construction Project Manager	rhayes@cocc.edu
Darren McCrea	Construction IT Manager	dmccrea@cocc.edu

Design Consultant

Steele Associates Architects
760 NW York Drive, Suite 200
Bend, OR 97701
Jeff Wellman, Project Architect
Steve Olson, Project Architect
541-382-9867
jwellman@steele-arch.com

Testing Agency

TBD

General Contractor

TBD

Health Careers Building – August 2012 Update

Scope

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

Budget Status

The current fiscal budget for the project is \$16.6 million. Current projected project costs fall within this budget.

Change Order Activity

All changes have now been settled. Overall the contractor presented \$745,960 in change orders and \$598,991 was approved. This is 5.69% of the original contract and falls within a reasonable range for construction projects. See the change order log for more detail.

Schedule Status

The project is now being occupied by the users; the Construction Contract is in its closeout phase.

Recent Activity

Moving commenced this month and is roughly 80% complete. The plaza was bid out and the contractor has started survey and layout. Interior artwork was installed and the exterior art is in production.

Activity Next Month

The plaza will be substantially complete and the building will go into service. A grand opening is scheduled for September 19, 2012.

Health Careers Building – August 2012 Update

Project Participants

COCC Stakeholder Group

Jenni Newby	-	Instructional Dean
Deb Davies	-	Faculty, Dental Assisting
Jane Morrow	-	Faculty, Nursing
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Mark Stoller	-	Yost Grube Hall Architects
Jonathan Bolcher	-	Yost Grube Hall Architects
Steve Neiger	-	Yost Grube Hall Architects
Mark Rossi	-	Pinnacle Architecture
Ron Hand	-	WH Pacific
Mark Peckover	-	Sparling Engineering
Amy Jarvis	-	M+NLB Engineering

Contractor Group

Eden Maloney	-	Move Management, HEERY International
Bret Mattels	-	HSW General Manager
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

Redmond Building 1 Addition – August 2012 Update

Scope

The project is a 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 48 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 34 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

Budget Status

The current overall budget for the building will be \$1,404,248 with estimated construction costs of approx. \$760,000. This is a Bond funded project with additional funds provided by the state. As all bids exceeded the construction estimate, the projected project costs now exceed the budget.

Change Order Activity

No change order activity this month

Schedule Status

Construction will begin in September after summer classes have concluded. The project will complete in March of 2013.

Recent Activity

COCC received bids for the project on August 30th. The bids exceeded the construction budget by \$176,000 (23%). Options are under review a recommendation will be made at the September Board Meeting

Activity Next Month

Pending review of funding options, deductive alternate actions, and Board Approval the project will start in September.

Redmond Building 1 Addition – August 2012 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Jeff Wellman	-	Steele Associates Architects
Matt Appleby	-	Steele Associates Architects

Contractor Group

Not Identified Yet	-	TBD
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Residence Hall August 2012 Status Report

Scope

Residence Hall project is to provide approximately 325 beds for student housing. A small amount of support and common space will be provided within the project. The building is anticipated to be Earth Advantage Multi-Family Gold or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

Budget Status

Project Budget included. There are financial parameters that must be met for the project to proceed past the Schematic Design phase.

Change Order Activity

None.

Schedule Status

Design progress was suspended nearing the end of Schematic Design in order to verify project financial parameters and have a thorough review of the project benefits and risks. The project now has a completion and move-in of summer 2015.

Activity in August

Updated Real Estate committee regarding status of project, Proforma, and distributed a draft of the white paper.

Activity planned for September

Distribute the white paper to Deans and Directors.
Distribute residence hall information to departments and faculty.
Review status of project with Real Estate committee.

Residence Hall August 2012 Status Report



Conceptual preliminary building perspective.



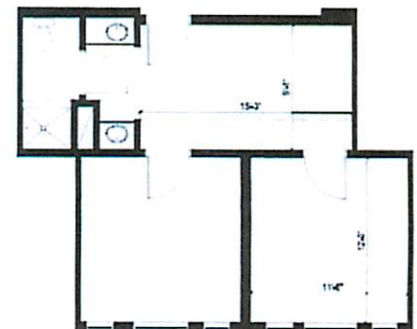
R.A. SINGLE

SINGLE BEDROOM	202 SF
BATH-ROOM	58 SF
TOTAL	260 SF NET
	315 SF GROSS



QUAD SINGLES

SHARED ROOM	197 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
BATHROOM	79 SF
TOTAL	708 SF NET
	852 SF GROSS



QUAD DOUBLES

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATHROOM	79 SF
TOTAL	492 SF NET
	578 SF GROSS

Typical unit types.

Residence Hall August 2012 Status Report

Project Participants

COCC Steering Committee

Matt McCoy	Vice President of Administration
Kevin Kimball	Chief Financial Officer
Alicia Moore	Dean of Students
Gordon Price	Director of Student Life
Joe Viola	Director of Campus Services
Gene Zinkgraf	Director of Construction
Rick Hayes	Project Manager

Design Consultant

Mahlum Architecture
1231 NW Hoyt, Suite 102
Portland, Oregon 97209
541-224-4032

Mark Cork, Principal Anne Schopf, Design Partner Kurt Haapala, Senior Project Manager
Pinnacle (Associate Architects) Peter Baer, Principal and Mark Rossi, Project Manager

Civil Survey Consultant

KPFF Consulting Engineers
111 SW Fifth Avenue, Suite 2500
Portland, OR 97204-3628
503-227-3251 Troy Tetsuka, Survey Manager

Geotechnical Engineer

FEI Testing & Inspection, Inc.
62979 NE Plateau Drive, #3
Bend, OR 97701
Bill Smith, Geotechnical Engineer, 541-382-4844 bsmith@feitesting.com

Testing Agency TBD

Science Building – August 2012 Status Report

Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces. Approximately 49,000 GSF of new space under construction.

Budget Status

Project within budget. See project budget for detail.

Change Order Activity

CR #174, field survey for swale verification, approved in the amount of \$381.51.
CR #175, scribe base at chalkboards and markerboards, approved in the amount of \$1,591.38.
CR #176, window screen notching for position sensors, approved in the amount of \$246.94.
CR #177, RFI 336 additional electrical for DALI system rewiring, approved in the amount of \$379.74.
CR #178, RFI 335 move solenoid valves inside to the conditioned space, approved in the amount of \$1,130.43.
CR #179, add alarms vacuum pumps into controls system, not approved as work required by base contract.
CR #180, add domestic water flow meter to controls system, approved in the amount of \$1,229.20.
CR #181, PR 44 changes to EVP-1 for weather protection measures, approved in the amount of \$5,224.40.
CR #183, neoprene filler pieces at base of storefront sill to carpet, approved in the amount of \$1,171.05.
CR #184, PR 45 for concrete sealer at precast concrete treads, approved in the amount of \$1,537.35.
CR #185, PR 46 for prefinished metal sill extensions in lieu of MDF sills, rejected. Amount of \$7,453.06 too much!
CR #186, PR 47 for guardrail between stairs and code blue station, approved in the amount of \$1,880.32.
CR #188, extend irrigation and mulch around existing curved art wall, approved in the amount of \$2,408.71.

Schedule Status

The vast majority of punchlist items have been completed. Move-in activities progressing well.

Activity in August

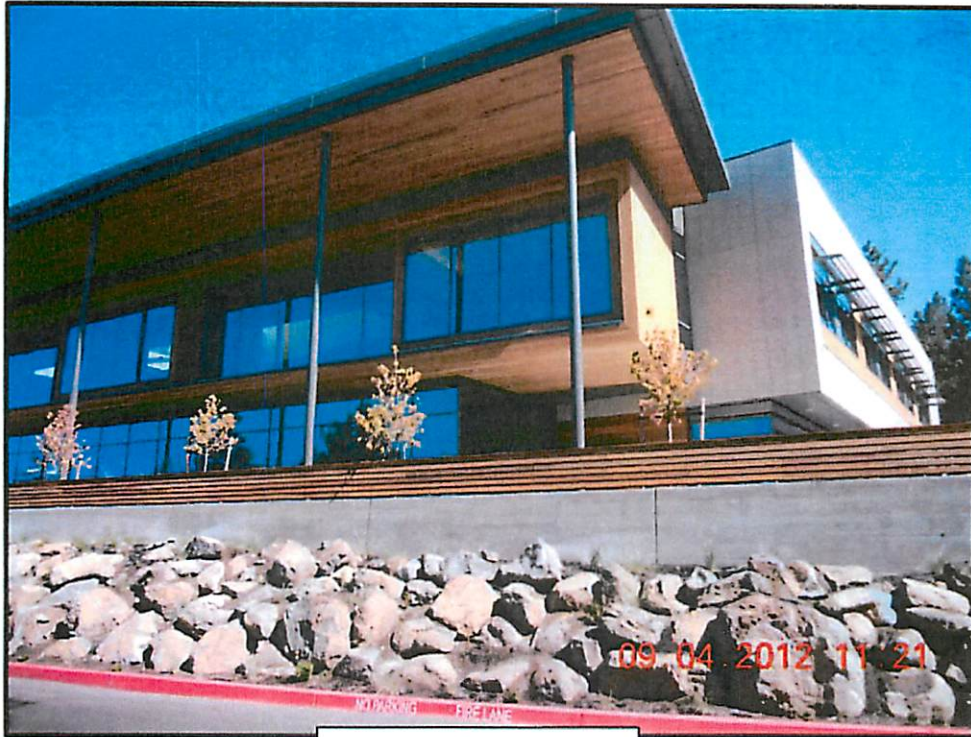
Complete display cabinetry glazing.
Complete precast stair landing plank replacement.
Complete all glass system hardware trim installation.
Complete majority of punchlist items.

Activity planned for September

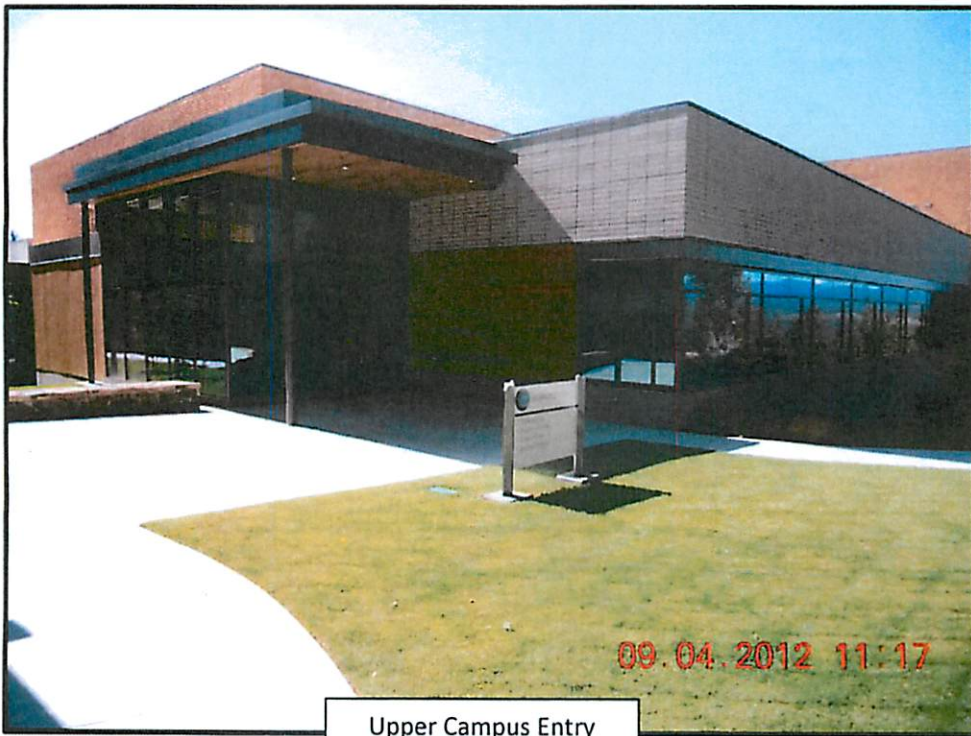
Complete all punchlist items and late added CR work.
Complete move-in and setup.
Building opening/dedication on September 19th.
Organize extra stock materials in storage areas.

Science Building – August 2012 Status Report

Photos



West Elevation



Upper Campus Entry

Science Building – August 2012 Status Report



Second Floor Group Study Room



Main Stairway

Science Building – August 2012 Status Report



Administrative Offices and adjacent hall



Exterior art in progress

Science Building – August 2012 Status Report

Project Participants

COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean
Gene Zinkgraf - Director of Construction
Julie Hood - Biology
Eddie Johnson - Biology
Mark Eberle - Biology
Nathan Hovekamp - Biology
Christine Ott-Hopkins - Biology
Jim Moodie - Biology
Jeff Cooney - Biology
Zelda Ziegler - Chemistry
Carol Higginbotham - Chemistry
Bob Reynolds - Geology
Bruce Emerson - Physics
Kevin Grove - Physics/Chemistry
Elaine Simay-Barton - Lab Tech/Dept. Admin
Emily Smith - Lab Tech
Mark Gregory - Lab Tech
Dan Cecchini - Director of IT
Jeff Floyd - Construction IT Specialist
Gary Kontich - Networking Specialist
Bruce Thompson - Telecommunications Specialist
Julie Mosier - Procurement Manager

Design Team

Mark Stoller - Yost Grube Hall Architecture
Jonathan Bolch - Yost Grube Hall Architecture
Tom Robbins - Yost Grube Hall Architecture
Liz Bray - Yost Grube Hall Architecture
Linda Cameron - Yost Grube Hall Architecture
Roz Estime - Estime Group
Jim Cox - Estime Group
Ron Hand - W&H Pacific Civil Engineers
Josh Richards - KPFF Consulting Engineers
Amy Jarvis - Mazetti Nash Lipsey Burch Mechanical Engineers
Mike White - Sparling Electrical Engineers
Jim Graham - Sparling Electrical Engineers (Low Voltage)
Not yet identified - Lango Hansen Landscape Architecture and W&H Pacific

Commissioning Agent

James Warner - Heery International

Special Inspection and Testing

Todd Smith - FEI Testing

COCC Project Manager - Rick Hayes 541-330-4391 email rhaves@cocc.edu

COCC IT Project Manager - Darren McCrea 541-383-7741 email dmccrea@cocc.edu

General Contractor

Kirby Nagelhout Construction Company
20635 NE Brinson Blvd
Bend, OR 97701
541-389-7119
Chris Prah, Project Manager, ChrisP@knccbend.com
Mark Miller, Project Superintendent, markm@knccbend.com
Greg Ponder, Project Engineer, gregp@knccbend.com

Serpentine Parking Lot Project August 2012 Status Report

Scope

Provide permanent parking stalls at the gravel lot approved during the Science project. The perimeter will receive concrete curbs, the lot will be paved, three light poles will be installed, a gate will be provided at the entry, and surface drainage and retention will be provided on the North side of the lot.

Budget Status

Project Budget included and project bid within budget.

Change Order Activity

Change Order #2 to modify staking and grading to work with variance in existing grading, approved for \$2,872.00.

Schedule Status

Project substantially complete.

Activity in August

Complete asphalt paving.
Complete backfill and final grading.
Stripe parking lot.

Activity planned for September

Set gate at entry.
Closeout project.

Activity planned for October

Installation of native seed mix at disturbed areas.

Serpentine Parking Lot Project August 2012 Status Report



Technology Education Center – August 2012 Update

Scope

A 37,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

Budget Status

The budget for the building will be \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon. Currently the projected project cost exceeds the budget.

Change Order Activity

No additional Change Order Activity has occurred since the March 2012 Update.

Schedule Status

Due to higher than expected construction bids and subsequent rejection of all bids, the project will be delayed by 1 year. The new opening date is Fall Term of 2014.

Recent Activity

COCC received bids for the project on August 9th. All bids exceeded the budget and exceeded the 75% estimate by 35%. All bids were rejected and the project is now in the process of re-design in an effort to bring the project back into compliance with the project budget. A VE list has been developed and is being costed.

Activity Next Month

Value Engineering is underway and will continue through the month of October.

Technology Education Center – August 2012 Update

Project Participants

COCC Stakeholder Group

Karin Hilgersom	-	VP of Instruction
Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julle Mosier	-	Purchasing Coordinator

Design Team

Don Stevens	-	BBT Architects
Kevin Shaver	-	BBT Architects
Doug Schwartz	-	Froelich Consulting Engineers (Structural)
ML Vidas	-	Vidas Architecture (Earth Advantage Consulting)
Grant Hardgrave	-	Hickman Williams and Associates (Civil)
Marcia Vallier	-	Vallier Design Associates (Landscape)
John Van Bladeren	-	MFIA Inc. (MEP Design)

Contractor Group

Not Identified Yet	-	TBD
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Technology Status Report – August 2012

Scope

The new 48,000 square foot Health Careers Building includes almost 800 individual data ports and cable runs as well as touch panel controlled video and audio switching, PTZ cameras, and state-of-the-art audio and video playback capabilities in various practice and simulation labs, general purpose classrooms and administrative & faculty spaces.

The new 49,000 square foot Science Building includes over 1000 individual data ports and cable runs as well as high-definition projectors, Blu-Ray players, document cameras and AV switchers to support general purpose classrooms, labs and administrative & faculty spaces.

The Boyle Education Center is currently undergoing a remodel of four classrooms that will include upgraded projection and multi-media systems as well as the construction of a two-person information kiosk in the mall area.

Schedule Status

The Health Careers audio-visual installation began May 1, 2012 and installation and programming of all hardware is complete. Final testing and architectural punch are scheduled for the week of September 17th. In addition to the audio-visual installation, we have quite a few IT projects within the Health Careers building that are also on schedule with completion dates in August and September.

We were able to begin both the Information Technology and Audio-Visual installations at Science prior to our anticipated start date of June 18, 2012. All hardware and the majority of programming is complete and both Delta AV and the COCC IT Projects are on schedule for completion in September of 2012.

In addition to these new buildings, COCC IT Staff are working on multiple Summer and late Fall remodels, including the current remodel of the Boyle Education Center, Grandview, Ochoco and Redmond Building One projects.

Technology Status Report – August 2012

Activity in August

HEALTH CAREERS BUILDING:

The audio-visual contractor has completed installation of all equipment, including all speakers, PTZ (Pan-Tilt-Zoom) cameras, microphones, projectors and equipment racks in the teaching lecterns and casework. Final walk-through with the AV Designer is schedule for the week of September 17th. The COCC IT department has installed VoIP phones, computers and printers in all of the new and part-time locations and is now working with faculty to move existing phones and computers. In addition, our network group has connected and programmed the Code Blue emergency phone system and installed wireless access points throughout the building.

SCIENCE BUILDING:

The audio-visual contractor has completed installation of all equipment, including projectors, LCD panels, speakers and equipment racks. Final walk-through with the AV Designer is schedule for the week of September 17th. The COCC IT department has completed installation of wireless access points, VoIP phones, computers and printers in all of the new and part-time locations and is now working with faculty to move existing phones and computers.

OTHER PROJECTS (Redmond Technology, Campus Projects, etc.):

The Boyle Education (BEC) remodel is scheduled for completion in mid-September. However, the IT Department was able to get in early and upgrade audio and visual systems in four classrooms this summer. In addition to these classroom upgrades, the remodel will include the construction of an information kiosk in the mall area and the relocation and upgrade of computer workstations for the Adult Basic Skills department. Bids for **Redmond Building One** came in earlier this month and we have been working with the architect to ensure that we have good infrastructure and design documentation. Close behind **Redmond Building One** will be the **Grandview** remodel with **Ochoco** and **Pioneer** remodels potentially on the horizon.

Technology Status Report – August 2012

Photos – Health Careers



A/V Control Station – Health Careers, Nursing

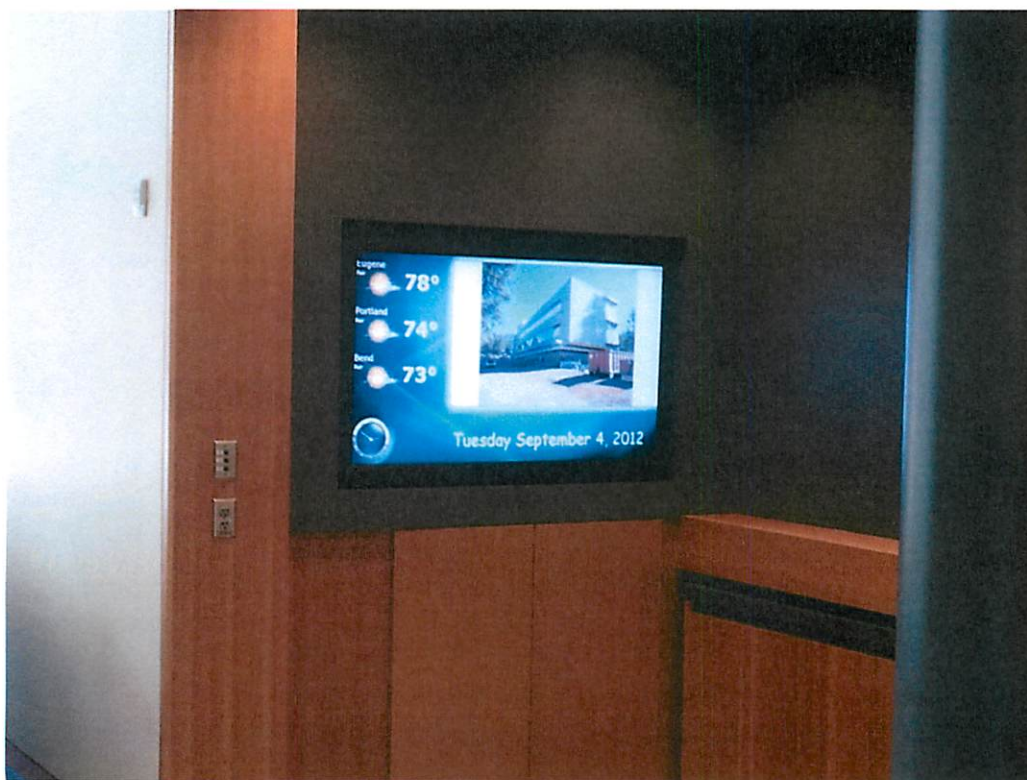


Dual Projectors – Health Careers, Classroom 330

Technology Status Report – August 2012



Conference Microphone & Touchpanel – Health Careers, Conference Room



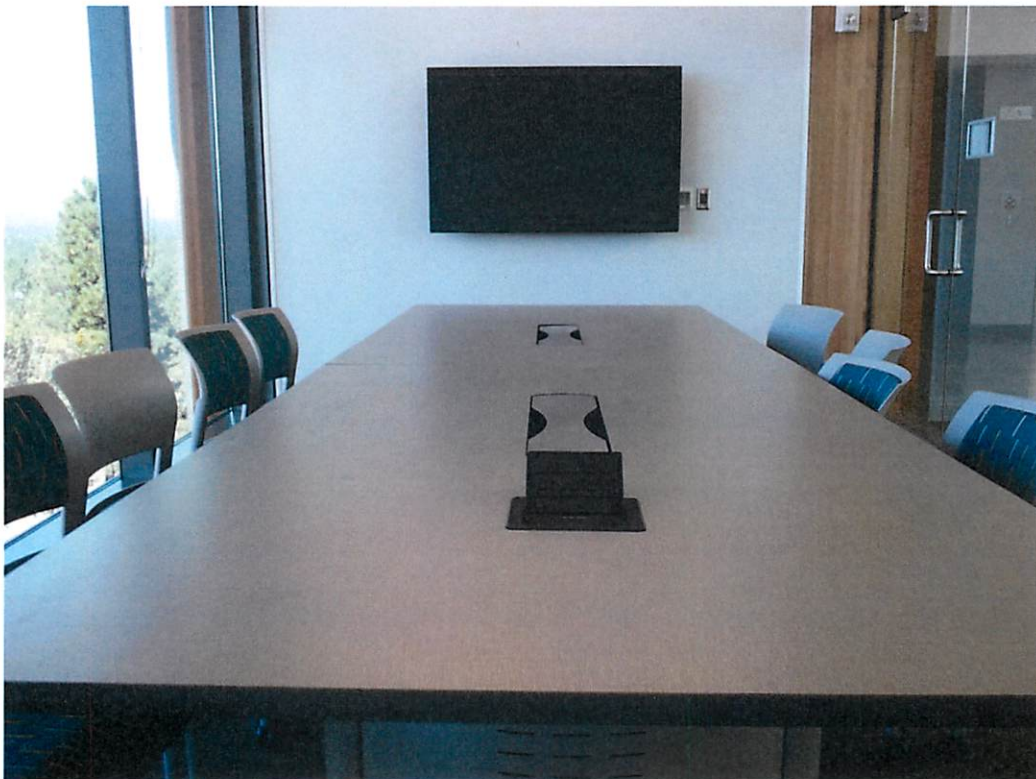
Video Information Display – Health Careers, First Floor Lobby

Technology Status Report – August 2012

Photos – Science



Lab Tech. Spaces – Science Building, First Floor



Conference Room – Science Building

Technology Status Report – August 2012

Photos – Boyle Education Center



New Workstations – Boyle Education Center, Adult Basic Skills

Upcoming Activities

Delta AV, the audio-visual contractor, is currently performing minor programming changes and addressing finishing issues in the **Health Careers and Science Buildings** to prepare for a walk-through with the AV Designer in mid-September. Work this month will include final equipment testing and adjustments, addressing programming requests from and providing training on the various systems to faculty and staff. In addition to installing more than 400 PC's for staff and faculty this summer, the COCC IT Staff will wrap up the installation of new computers, wireless access points, telephones and printers for the Health Careers and Science buildings.

Technology Status Report – August 2012

COCC Director of Construction - Gene Zinkgraf, 541-330-7796, email: gzinkgraf@cocc.edu

COCC Construction PM - Rich Brecke, 541-330-4375, email: rhayes@cocc.edu

COCC Construction PM - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu

COCC IT Project Manager - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Health

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, OR 97702
541-388-9898

General Contractor, Science

Kirby Nagelhout Construction Company
20635 NE Brinson Blvd
Bend, OR 97701
541-389-7119

General Contractor, Boyle Remodel

Griffin Construction LLC
8361 NE Meadow Ridge Road
Prineville, OR 97754
541-948-1225

AV Contractor, Health & Science Buildings

Delta AV Systems
2450 NW Eleven Mile Avenue
Gresham, OR 97030
503-907-0137

8060 165th Avenue N.E., Suite 100
Redmond, WA 98052-3981
425 558 4224
Fax: 425 376 0596
www.nwccu.org



July 20, 2012

Dr. James E. Middleton
President
Central Oregon Community College
2600 NW College Way
Bend, OR 97701

Dear President Middleton: *Jim-*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that the accreditation of Central Oregon Community College has been reaffirmed on the basis of the Spring 2012 Comprehensive Evaluation which was expanded to address Recommendation 1 of the Spring 2011 Year One *Mission and Core Themes* Peer-Evaluation Report.

In reaffirming accreditation, the Commission requests that the College expand its Spring 2013 Year One *Mission and Core Themes* Self-Evaluation Report to include an addendum to address Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report. A copy of the Recommendations is enclosed for your reference.

In making this request, the Commission finds that Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report are areas where Central Oregon Community College is substantially in compliance with Commission criteria for accreditation, but in need of improvement.

The Commission commends the Board of Directors for its high degree of engagement and support of the College, its mission, and the communities served by the institution, as well as the dedication of the faculty and staff to the mission and their commitment to student success. Moreover, the Commission commends the College for its recognition and development of extensive community partnerships as they contribute to and further the College mission. The Commission also applauds the College for its on-going commitment to the development, management, and protection of financial resources. Similarly, the Commission commends the College for having a facilities project development process which recognizes the role that facilities play in mission fulfillment and that is inclusive of the campus and the community. The Commission finds laudatory the breadth, depth, and currency of the library's information resources made available to students, faculty, and staff, in addition to its commitment to keeping up-to-date information technologies available to its users, and its work in addressing the general education outcome of "technology and information literacy." Lastly, the Commission finds noteworthy the planning and implementation of instructional programs, facilities, and institutional processes that are responsive to regional workforce development needs.

President James E. Middleton
Page Two
July 20, 2012

If you have questions, please do not hesitate to contact me.

Best wishes for a rewarding academic year.

Sincerely,



Sandra E. Elman
President

SEE:rb

Enclosure: Recommendations

cc: Dr. Karin Hilgersom, Vice President for Instruction
Mr. Donald V. Reeder, Board Chair
Ms. Camille Preus, Commissioner, Oregon Department of Community Colleges and
Workforce Development

**Comprehensive Peer-Evaluation Report
Spring 2012
Central Oregon Community College
Recommendations**

1. The evaluation committee recommends that the College identify learning outcomes for all transfer and applied courses, programs, and degrees, and develop a systematic method for applying the results to improve student learning (Standards 2.C.2, 2.C.11 and 4.A.3; Eligibility Requirement 22).
2. Recognizing that all institutional activities should support core themes, the committee recommends that the College recognize and document how institutional activities support the College's mission and core themes (Standard 3.B.1).
3. The committee recommends that the College articulate a more comprehensive methodology for assessing core theme fulfillment. For example, indicators might include student learning outcomes, program outcomes, national standardized tests, feedback from transfer institutions and employers, and student satisfaction, etc. (Standard 1.B).

Central Oregon Community College

Board of Directors

RESOLUTION

Prepared by: Julie Smith-Executive Assistant to the President and Board of Directors

A. Action Under Consideration

The Board of Directors has the responsibility to appoint members of the COCC **Budget Committee**.

Positions representing Zones 3 and 5 expired last June.

Incumbents, **Doug Ertner-Zone 3** and **Lester Friedman-Zone 5** have offered to continue in their positions.

B. Discussion/History

It is the Board's choice on how to appoint members of the Budget Committee. Since both incumbents whose terms are expired have expressed an interest in continuing to serve, the recommendation is to reappoint.

C. Timing

Appointment at this time would allow seating of the newly appointed members, well ahead of the beginning of the 2013-14 budget process.

D. Recommendation

BE IT RESOLVED that the Board of Directors of Central Oregon Community College do hereby reappoint to the Budget Committee:

Doug Ertner – Zone 3 (three year term-expires 6-30-2015);

Lester Friedman – Zone 5 (three year term-expires 6-30-2015).

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Dan Cecchini – Director of Information Technology Services

A. Action Under Consideration

Approve the payment of the **Annual Banner Licensing and Support Contract** from Ellucian.

B. Discussion/History

The College Enterprise Resource Planning (ERP) and Student Information System (SIS) is the Banner system from Ellucian (formerly SunGard Higher Education). This software suite is the core of mission critical functions managed by the College, including payroll, budgeting, student transcripts, grades, financial aid, etc. In 2007 the College committed to a contract for Banner through 2016, and has an annual payment to which it is contractually obligated during the life of this contract. When the contract was signed in 2007 the annual cost was less than \$100,000. The rapid and expansive growth of the technology infrastructure at the College over the past six years includes significant growth in the annual licensing and support payments for the Banner system. The size of those payments now exceeds \$100,000 annually; the current cost is \$101,000. These annual payments are billed and made in arrears for the service provided from the period of October 1, 2011 to September 30, 2012.

This resolution, if approved by the Board, authorizes the College to make payment for the annual Banner licensing to Ellucian for 2012-13. If this resolution is not approved, the College will be in default of the contract for licensing and support already used for the past 12 months and will not be licensed to use the Banner ERP/SIS system going forward.

C. Options/Analysis

1. Approve payment of the annual licensing for 2012-13 Ellucian.
2. Do not approve payment of the annual licensing for 2012-13 to Ellucian.

D. Timing

This is an item, which because of the \$100,000 threshold, requires approval by the Board of Directors. The payment for this licensing is due to Ellucian September 30, 2012.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby authorize the 2012-13 payment to Ellucian for the Banner ERP system.

F. Budget Impact

The funds have already been budgeted for this payment, so there is no budget impact for this payment.