



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, April 8, 2015 – 7:15 PM  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:15 pm	I. Call to Order			Craska Cooper
7:16 pm	II. Introduction of Guests			Craska Cooper
7:17 pm	III. Agenda Changes			
7:18 pm	IV. Public Hearing and Testimony			
	A.			
7:22 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting-March 17, 2015	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (March 2015)	5.b1	X	Sorenson <sup>A</sup>
	C. Approval to Hire			
	1. Approval to Hire (Layton, Denison-Furness, Franklin, Erickson, Ruettgers)	5.c1	X	Sorenson <sup>A</sup>
	2. Approval to Hire (Nunes)	5.c2	X	Sorenson <sup>A</sup>
	3. Approval to Hire (Bilbrey)	5.c3	X	Sorenson <sup>A</sup>
7:25 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Construction Projects – Update	6.b		McCoy <sup>A</sup>
	C. Housing Operations Report	6.c		Moore <sup>P</sup>
7:50 pm	VII. Old Business			
	A. Tuition & Fees	7.a	X	Kimball <sup>A</sup>
	1. T&F Informational Graphs	7.a1		
7:55 pm	VIII. New Business			
	A. Grandview Re-Roof Contract Award	8.a	X	McCoy <sup>A</sup>
	B. Residence Hall Furniture Purchase	8.b	X	Moore/McCoy <sup>A</sup>
	C. Ochoco Hall Furniture Purchase	8.c	X	McCoy <sup>A</sup>
8:20 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
8:30 pm	X. President's Report			Metcalf <sup>P</sup>
	A. Updates: Legislative, Accreditation and 50 <sup>th</sup> Anniversary Celebration Event			
	XI. Dates			
	A. 6:00pm – Wednesday, May 13- Budget Committee Meeting			
	7:00pm – Wednesday, May 13-Regular Board of Directors Meeting			
	B. 4:00 to 7:00pm–Thursday, May 14, 2015 – 50 <sup>th</sup> Anniversary Celebration on the Bend Campus			

- C. 5:00pm – Friday, May 29 – Faculty Convocation – Wille Hall-Campus Center  
& Elevation @ the Cascade Culinary Institute
- D. 7:00pm - Wednesday, June 10 - Board of Directors Meeting (Budget Adoption)
- E. 10:00am – Saturday, June 13 - COCC Commencement – Mazama Field

8:40 pm XII. **Adjourn** to Executive Session

- 8:45pm XIII. Executive Session: ORS 192.660 (2)(h) Legal Counsel  
Presenters: Ron Bryant, Sharla Andresen, Alicia Moore
- XIV. Adjourn Executive Session
  - XV. Re-Convene Regular Board of Directors Meeting-Open Session

9:00pm XVI. **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.

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



Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, March 17, 2015- 7:30pm  
Christiansen Board Room  
Boyle Education Center

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PRESENT: Laura Craska Cooper, Bruce Abernethy, Charley Miller, David Ford, Vikki Ricks, Anthony Dorsch, Joe Krenowicz, Ron Bryant -Board Attorney, Dr. Shirley Metcalf-Interim President, Julie Smith-Executive Assistant

HIRING OF CHIEF EXECUTIVE OFFICER (Exhibit: 4)

Laura Craska Cooper, Board Chair reviewed that at the March 6 special board meeting, the Board of Directors approved to have Chair Craska Cooper enter into contract negotiations with Dr. Shirley I. Metcalf to become the fifth President of Central Oregon Community College. The negotiations were completed and a contract has been drafted.

Mr. Anthony Dorsch moved to offer the contract to Dr. Shirley I. Metcalf to become the fifth President of Central Oregon Community College, effective Wednesday, March 18, 2015. Ms. Vikki Ricks seconded. MCU Approved. M03/15:1

President Metcalf was congratulated and received an exuberant standing ovation from the meeting attendees.

INTRODUCTION OF GUESTS:

Lester Friedman, Diana Glenn, Matt McCoy, Alicia Moore, Kevin Kimball, Sally Sorenson, Michael Fisher, David Dona, Carol Higginbotham-Faculty Forum President, Kathy Smith, Ron Paradis, Stacey Donohue, Michelle Decker, Ken Swartwout, Tina Redd, Michael Van Meter, Glenda Lantis, Chad Harris, Steve Curley, Julie Hood, Sarah Fuller, Murray Godfrey, Brian Bubak, Amy Harper, Cat Finney, Zelda Ziegler, Cady-Mae Hunt, Josh Evans, Chris Rubio, Becky Plassmann, Eddie Johnson, Ralph Phillips, Tom Barry, Tony and Lindsey Russell, Joe Viola, Dan Cecchini, Lisa Bloyer, Jim Weaver, Jenni Newby, Jerry Schulz, and others.

PUBLIC HEARING & TESTIMONY:

Faculty Recognition of Promotions/Tenure

Mr. David Ford moved to removed Exhibit: 10.c and 10.d from the Consent Agenda and to Approve the Faculty Promotions and Faculty Tenure recommendations (Exhibits: 10.c and 10.d). Mr. Joe Krenowicz seconded. MCU. Approved. M03/15:2

President Metcalf and Dr. Jenni Newby-Instructional Dean announced and introduced (those present) and congratulated the Faculty members who received/awarded Promotions and Tenure status:

**Promotions**

BE IT RESOLVED that the Board of Directors' approve the promotion of the faculty as recommended by the Promotion Committee (Exhibit: 10.c).

**Assistant Professor I to Assistant Professor II**

Brian Bubak – Emergency Medical Services, Bill Cravis – Art,  
Jennifer Cruickshank – Health & Human Performance, Sarah Fuller – Biology  
Murray Godfrey – History, Ken Swartwout – Computer & Information Systems  
Forrest Towne – Chemistry, Wayne Yeatman – Cascade Culinary Institute

**Assistant II to Associate Professor**

Kevin Grove – Physics & Engineering, Tim Peterson – Health & Human Performance  
Donna Raymond – Mathematics, Chris Rubio – Humanities,  
Dana Topliff – Nursing

**Associate to Professor**

Lew Cousineau – Computer & Information Systems,  
Michele Decker – Nursing, Julie Gonsalves – Biology,  
Amy Harper – Anthropology, Scott Hays – Business Administration,  
Bev Jackson – Health Information Technology

**Tenure**

BE IT RESOLVED that the Board of Directors' grants tenure to Dr. Justin Borowsky, Mr. Monte Cheney, Mr. Josh Evans, Dr. Annemarie Hamlin, Dr. Tony Russell (Exhibit: 10.d).

**CONSENT AGENDA:**

**Mr. Bruce Abernethy moved to approve the Consent Agenda. Mr. Charley Miller seconded. MCU. Approved. M03/15:3**

BE IT RESOLVED that the Board of Directors' approved the Regular Meeting Minutes of February 11, 2015 and Special Meeting Minutes of March 6, 2015 (Exhibits: 10.a1 and 10.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the February 2015 New Hire Report (Exhibit: 10.b1);

BE IT RESOLVED that the Board of Directors' approved the contracts for Jeremy Green-COCC Madras Campus Administrator (Exhibit: 10.e); and Jessica Winans-Director of E-Learning (Exhibit: 10.f);

BE IT RESOLVED that the Board of Directors' approved the Financial Certifications (Exhibits: 10.g and 10.g1).

**INFORMATION ITEMS:**

**Financial Statements – (Exhibit: 11.a)**

The Board of Directors' were apprised of the January 2015 Financial Statements.

Construction Projects – Update (Exhibit: 11.b)

The Board of Directors' were apprised of the February 2015 Construction Projects Update.

Tuition and Fees – (Exhibit: 11.c/Attachment Chart: 11.c/3pgs)

Mr. Kevin Kimball-Chief Financial Officer reviewed that preliminary information indicates that with COCC's proposed \$4 per credit tuition increase, and the \$.50 per credit technology fee increase, COCC's combined 2015-16 in-district tuition and fees would remain the third lowest for Oregon's community colleges.

In April, the Board will be asked to approve a recommendation to increase tuition and fee rates, as the 2015-16 academic year begins with summer term registration starting the end of April and fall term in early May.

Student Housing Operations (Exhibit: 11.d)

Ms. Alicia Moore-Dean of Student and Enrollment Services gave an update reviewing the critical path topics, details and calendar deadlines for the under construction new student housing project.

Student Success (Exhibit: 11.e)

Board member Vikki Ricks thanked the staff for the Student Success presentations and information that has been presented to the Board in the past several months. In 2013, as part of the College's commitment to student success, a COCC task force was developed to identify and prioritize initiatives which are believed to directly affect student success. The task force finalized their work in fall of 2014 and based on their findings, President Metcalf approved the recommendations – (Exhibit: 11.e).

**OLD BUSINESS:**

2<sup>nd</sup> Reading – Accreditation (Exhibits: 12.a & 12.a1)

President Metcalf gave an update and reviewed the Mid-Cycle Self Evaluation Report, noting that the report will be submitted to the Northwest Commission on Colleges and Universities (NWCCU) by Thursday, March 26, 2015.

Four board members are scheduled to meet with the Accreditation site visit evaluators on April 23.

**Mr. Bruce Abernethy moved to approve the 2<sup>nd</sup> Reading of the Mid-Cycle Self-Evaluation Report. Mr. David Ford seconded. MCU. Approved. M03/15:4**

**NEW BUSINESS:**

Naming of Campus Center Bldg. (Exhibit: 13.a)

Mr. Jim Weaver-Executive Director of the COCC Foundation reviewed the history of the 80 acres of land donated by Bob and Joyce Coats for the Bend campus.

**Mr. Joe Krenowicz moved to approve that the Campus Center be named the Coats Campus Center, in honor of Bob and Joyce Coats extraordinary donation of land for the Bend campus. Mr. Bruce Abernethy seconded. MCU. Approved. 03/15:5**

President Metcalf noted that the upcoming May 14 - 50<sup>th</sup> Anniversary Celebration event, is based on 50 years of COCC on the Bend campus which was made possible by the 80 acre land donation by Bob and Joyce Coats.

ABS/OSEA Bargaining Agreement (Exhibit: 13.b)

Mr. David Ford moved to approve Section D, Key Components, as presented in (Exhibit: 13.b) to approve the ABS/OSEA collective bargaining agreement, effective retroactive to July 1, 2014. Mr. Charley Miller seconded. MCU. Approved. 03/15:6

**BOARD OF DIRECTORS' OPERATIONS:**

Mr. Krenowicz	College Affairs Committee Meeting Presidential Search Meetings Met new Madras Campus Director, Jeremy Green
Ms. Ricks	Presidential Search Meetings Site visit to Chicago for Presidential Candidate Tony Miksa OCCA Board Meeting and Forum Greater La Pine Community Education Meeting Attended COCC Foundation's "Meal of the Year"
Mr. Abernethy	Board Policy Review Meetings Attended Board Meeting by phone Attended "Meal of the Year"
Mr. Miller	Board Policy Review Meetings Presidential Contract Meeting Meeting w/Becky Johnson – OSU-Cascades Attended Special Board Meetings
Mr. Ford	Board Policy Review Meetings Presidential Contract Meeting Attended Special Board Meetings EDCO Real Estate Forecast Breakfast
Mr. Dorsch	Attended Special Board Meetings Phone call w/past COCC President Dr. Fred Boyle Phone call w/Kevin Kimball CFO
Ms. Craska-Cooper	Real Estate Committee Meeting President's Evaluation Committee Meeting Meetings w/President Metcalf and CFO Kevin Kimball Taught COCC Wine Tasting Class – through Community Ed. Attended the Women of the Year event at the Tower Theatre - Interim President Dr. Shirley Metcalf was nominated as 2015 "Woman of the Year" Phone Call Meetings w/Julie Golder and Ron Paradis Attended "Meal of the Year"

Board Policies Committee Report

Mr. Bruce Abernethy reviewed that the committee is reviewing the Board Policies to determine if any revisions or clarifications need to be made.

PRESIDENT'S REPORT:

COCC Foundation's 2015 "Taste of the Town" and Meal of the Year"

Mr. Jim Weaver-Executive Director for the COCC Foundation reported that the February 27 "Taste of the Town" and February 28 "Meal of the Year" events were a huge success. The two night events raised a net of \$382,000 for student scholarships – up more than \$50,000 from the previous record year.

50<sup>th</sup> Anniversary Celebration Event

Interim President Metcalf reviewed that the (4:00 to 7:00 p.m.) Thursday, May 14 50<sup>th</sup> Anniversary Celebration Event is fast approaching. The event is in celebration of the 80-acre land donation by Bob and Joyce Coats and will highlight Central Oregon Community College to the Central Oregon Community at-large and thanking the community for their support of the college. Several exciting activities are scheduled for attendees which will be taking place at several locations on campus, delicious theme food items will also be available to attendees. en thanking

**ADJOURN Regular Meeting: 9:00 PM**

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Laura Craska Cooper, Board Chair

\_\_\_\_\_  
Dr. Shirley I. Metcalf, Interim President

Exhibit: 5.b1  
April 8, 2015  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – March 2015**

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
<b>Administrative Full-Time</b>			
Green, Jeremy	03/01/2015	Bend	Campus Administrator
<b>Classified Part Time</b>			
Smith, Rebecca	03/01/2015	Bend	PT Info Systems Spec
<b>Part Time Faculty</b>			
Hoffman, Michael	03/19/2015	Bend	Social Science
Marsh, Tamra	03/01/2015	Bend	Nursing
<b>Temporary Hourly</b>			
Brown, Luke	03/02/2015	Bend	Mazama Supervisor
Giesler, Tim	03/01/2015	Bend	Grow Oregon Bus Ad
Palotay, Richard	03/01/2015	Bend	Bookstore Cashier
Reinmiller, Wilma	03/18/2015	Bend	Copy Center Clerk
Towner, Michael	03/01/2015	Bend	Simulator Operator



Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Sally A. Sorenson-Director of Human Resources

**A. Action Under Consideration**

Approve the contract for Amanda Layton, Jane Denison-Furness, Rebecca Franklin, Thor Erickson, and Kenneth Ruetters for full-time, Tenure-Track positions.

**B. Discussion/History**

The following appointments have been made as a result of the recruiting and hiring process for the 2015-16 academic year:

- The Assistant Professor I of Biology contract for Amanda;
- The Assistant Professor I of English, Developmental Literacy for Jane Denison-Furness;
- The Assistant Professor I of Forest Resources Technology for Rebecca Franklin;
- The Assistant Professor I of Culinary Arts for Thor Erickson;
- The Assistant Professor I of Sociology for Kenneth Ruetters;

**C. Options/Analysis**

Approve the contracts for Amanda Layton, Jane Denison-Furness, Rebecca Franklin, Thor Erickson, and Kenneth Ruetters.

Decline approval of the contracts for Amanda Layton, Jane Denison-Furness, Rebecca Franklin, Thor Erickson, and Kenneth Ruetters

**D. Timing**

For the 2015-16 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contract of Amanda Layton, Jane Denison-Furness, Rebecca Franklin, Thor Erickson, and Kenneth Ruetters for the 2015-16 academic year.

**F. Budget Impact**

The salaries conform to the salary schedule approved by the Board and the Faculty Forum in the current Collective Bargaining Agreement.

## **G. Miscellaneous**

### **Amanda Layton**

#### **Assistant Professor I of Biology**

Ms. Layton has a Master of Science in Exercise Science degree from Central Washington University. She started teaching human anatomy and physiology courses in the Science Department at COCC, and at The Sage School of Massage (Bend, OR), in 2011. At COCC, she also has taught an introductory general biology course for non-science majors (BI 101: Cells & Genes), and from 2011-2012 was the Exercise Physiology Lab Coordinator (part of our HHP Department).

### **Jane Denison-Furness**

#### **The Assistant Professor I of English, Developmental Literacy**

Ms. Jane Denison-Furness holds a Master's degree in Literature and Rhetoric and Communication from Northern Illinois University. Her MA thesis title is "Transcendental Mothers: Orienting the American Cultural Hearth." Ms. Denison-Furness has taught at Rockford University and Northern Illinois University and is currently teaching developmental education and composition at Rock Valley College. She is also a technical writer and is the author of several articles and conference presentations.

### **Rebecca Franklin**

#### **Assistant Professor I of Forest Resources Technology**

Dr. Rebecca Franklin earned a Ph.D. in Geosciences from the University of Arizona at their Laboratory of Tree-Ring Research and a B.S. in Forestry from Humboldt State University. The title of her dissertation is Climatic and Ecological Implications of Shrub-Chronologies at Rock Glacier Sites of the Eastern Sierra Nevada Range, California, U.S.A. She has taught full time at COCC since September of 2013. She has also taught at Oregon State Cascades Campus and the University of Arizona. She has worked in various capacities, including Botanist and Research Assistant, for the U.S. Forest Service Pacific Northwest and Pacific Southwest Research Stations.

### **Thor Erickson**

#### **Assistant Professor I of Culinary Arts**

Chef Erickson received his Associates of Arts degree in Culinary Arts and Hospitality Management from Columbia Community College in Columbia, California. He also completed an extensive study in Brewing Science, Enology, and Viticulture from the University of California in Davis, California. In 2013, Chef Erickson received the *Award of Excellence as International Cooking Teacher of the Year* by the International Association of Culinary Professionals. Chef Erickson's professional experience includes over 25 years as an Executive Chef, Banquet Chef, and restaurant consultant in Northern California and Oregon. He has been teaching as a Chef Instructor at Central Oregon Community College since 2009 and assisted in curriculum development for the Cascade Culinary Institute program and Elevation restaurant.

### **Ken Ruetters**

#### **Assistant Professor I of Sociology**

Dr. Ruetters earned his PhD from Oxford Graduate College and holds an MBA from California State University at Bakersfield. His research interests include ethnicity and sport as cultural expression and sports as a positive coping mechanism for at-risk youth. He founded a non-profit organization assisting professional athletes transition away from a sports career. Papers and presentations include "Life Beyond the Game" and "Is There Life After Soccer?" He currently teaches Sociology courses at Central Oregon Community College.

Exhibit: 5.c2  
April 8, 2015  
Approved: Yes \_\_\_ No \_\_\_  
Motion:

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Sally A. Sorenson-Director of Human Resources

**A. Action Under Consideration**

Approve the contract for **Alan Nunes**

**B. Discussion/History**

This position will be filled with a Temporary Full-Time Faculty member for 2015-16 academic year.

**C. Options/Analysis**

Approve the contract for Alan Nunes

Decline approval of the contract for Alan Nunes

**D. Timing**

For the 2015-16 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contract of Alan Nunes for the 2015-2016 academic year

**F. Budget Impact**

The salaries conform to the salary schedule approved by the Board and the Faculty Forum in the current Collective Bargaining Agreement.

**G. Miscellaneous**

**Alan Nunes, AAS, LMT**

**One Year Temporary Instructor of Licensed Massage Therapy**

Mr. Nunes holds an Associate of Science Degree in Massage Therapy from Central Oregon Community College, graduating with highest honors. Mr. Nunes attended the National Holistic Institute (NHI) in Berkeley, CA where he also graduated with Honors, receiving a Letter of Excellence. During his work at NHI, he served as a graduate teaching assistant and has previously taught at the Sage School of Massage in Bend. Mr. Nunes is currently employed as an Adjunct Instructor of Massage Therapy at COCC and is creator and owner of his own private massage therapy practice in Bend. Additionally, he is an accomplished artist, well known in the Central Oregon community.

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Sally Sorenson, Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **STEPHANIE BILBREY**, Student Housing Marketing and Summer Conference Coordinator position.

**B. Discussion/History**

The employment contract for STEPHANIE BILBREY is for an administrative position. This position was filled through a Regional search.

**C. Options/Analysis**

Approve the employment contract for STEPHANIE BILBREY.  
Decline approval of the employment contract for STEPHANIE BILBREY.

**D. Timing**

This position is appointed for an 12-month employment contract each fiscal year. For the 2014-15 fiscal year the initial employment contract period will be from April 10, 2015 through June 30, 2015. 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 approve the employment contract for STEPHANIE BILBREY.

**F. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

**G. Miscellaneous**

Ms. Bilbrey received her Bachelor's degree in Business Management from the University of Louisville. She has served as the Convention Services Manager at the Riverhouse Hotel and Convention Center, here in Bend and previous experience includes serving as the Audience Development and Special Events Manager at the Actors Theater in Louisville, Kentucky.

Central Oregon Community College  
Monthly Budget Status  
Highlights of February 2015 Financial Statements

**Cash and Investments**

The Colleges' operating cash balances currently total \$36.4 million. The February average yield for the Local Government Investment Pool remains unchanged.

The bond proceeds held in cash totals \$8.5 million as of the end of January. The construction spend rate is approximately \$1.6 million per month.

**General Fund Revenues**

There were no significant revenue changes between January and February. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

The expenses include the approved inter-fund transfers-out for the fiscal year required at this point in time.

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

**Cash and Investments Report**

As of February 28, 2015

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 35,452,539		
5482 - Debt service fund			\$ 486,790
3624 - Robert Clark Trust			\$ 371,244
3816 - General obligation bond funds		\$ 1,043,415	
3844 - Technology Center retention		\$ 51,544	
3707 - Residence Hall bond funds		\$ 6,912,498	
3948 - Residence Hall retention		\$ 536,249	
February Average Yield .50%			
<b>Cash in USNB</b>	\$ 974,149		
<b>Cash on Hand</b>	\$ 4,600		
Total Cash	<u>\$ 36,431,288</u>	<u>\$ 8,543,707</u>	<u>\$ 858,034</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
February 2015

Exhibit 6a  
08-Apr-15

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 13,022,000	\$ 12,322,332	\$ (699,668)	94.6%	95.1%
Prior Taxes	773,000	371,421	(401,579)	48.1%	52.1%
Tuition and fees	16,980,000	12,016,474	(4,963,526)	70.8%	66.9%
State Aid	7,783,000	5,719,757	(2,063,243)	73.5%	82.0%
Interest & Misc. Income	75,000	711	(74,289)	1.0%	128.0%
Transfer-In	2,104,000	2,079,000	(25,000)	98.8%	100.0%
<b>Total Revenues</b>	<b>\$ 40,737,000</b>	<b>\$ 32,509,694</b>	<b>\$ (8,227,306)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 18,508,768	\$ 11,177,168	\$ 7,331,600	60.4%	58.4%
Academic Support	2,944,131	1,747,492	1,196,639	59.4%	54.7%
Student Services	4,613,570	2,755,493	1,858,077	59.7%	58.4%
College Support	4,964,861	3,136,846	1,828,015	63.2%	62.3%
Plant Operations and Maintenance	4,527,569	2,575,649	1,951,920	56.9%	54.9%
Information Technology	3,975,475	2,415,619	1,559,856	60.8%	61.5%
Financial Aid	52,897	39,470	13,427	74.6%	61.5%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,345,615	2,354,620	(9,005)	100.4%	99.8%
<b>Total Expenses</b>	<b>\$ 42,732,886</b>	<b>\$ 26,202,357</b>	<b>\$ 16,530,529</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,995,886)</b>	<b>\$ 6,307,338</b>	<b>\$ 8,303,224</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
February 2015

**Exhibit 6a**  
8-Apr-15

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 10,274,513	\$ 4,382,159	\$ (5,892,354)	42.7%	85.8%
Expenses	10,459,337	2,849,228	7,610,109	27.2%	49.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (184,824)</b>	<b>\$ 1,532,931</b>	<b>\$ 1,717,755</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,739,289	\$ 510,740	\$ (1,228,549)	29.4%	30.4%
Expenses	1,815,260	830,266	984,994	45.7%	37.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,971)</b>	<b>\$ (319,526)</b>	<b>\$ (243,555)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 15,829,844	\$ 5,026,859	\$ (10,802,985)	31.8%	7.4%
Expenses	38,683,419	13,031,176	25,652,243	33.7%	29.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (22,853,575)</b>	<b>\$ (8,004,318)</b>	<b>\$ 14,849,257</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,247,103	\$ 2,854,087	\$ (3,393,016)	45.7%	43.0%
Expenses	6,940,222	3,065,830	3,874,392	44.2%	40.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (693,119)</b>	<b>\$ (211,743)</b>	<b>\$ 481,376</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,215,862	\$ 5,783,395	\$ (3,432,467)	62.8%	65.5%
Expenses	10,299,434	6,693,415	3,606,019	65.0%	61.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,083,572)</b>	<b>\$ (910,021)</b>	<b>\$ 173,552</b>		
<b>Reserve Fund</b>					
Revenues	\$ 11,455	\$ -	\$ (11,455)	0.0%	0.0%
Expenses	480,000	354,762	125,238	73.9%	75.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (468,545)</b>	<b>\$ (354,762)</b>	<b>\$ 113,783</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 21,343,788	\$ 10,325,145	\$ (11,018,643)	48.4%	52.4%
Expenses	21,369,235	10,763,155	10,606,080	50.4%	53.3%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (25,447)</b>	<b>\$ (438,010)</b>	<b>\$ (412,563)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 390,902	\$ 159,056	\$ (231,846)	40.7%	56.3%
Expenses	393,516	171,894	221,622	43.7%	50.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,614)</b>	<b>\$ (12,837)</b>	<b>\$ (10,223)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,888	\$ 1,217	\$ (671)	64.5%	58.8%
Expenses	3,500	2,000	1,500	57.1%	55.6%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,612)</b>	<b>\$ (783)</b>	<b>\$ 829</b>		



## CCB Phase 1 Remodel – March 2015 Update

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### **Scope**

When the Campus Center Building was built, future capacity was included for the possible residence hall. Since the Residence Hall will be coming online in Fall of 2015, the planned capacity needs to be added to come online at the same time. The remodel will include added servery stations, dry and cold storage, seating and catering storage.

### **Budget Status**

The budget is \$575,000.

### **Change Order Activity**

N/A.

### **Schedule Status**

The remodel will be done over Summer Quarter 2015 and be open for Fall Quarter 2015.

### **Recent Activity**

Project documents are underway.

### **Activity Next Month**

Plans will continue, a mid design estimate will be produced. Bidding is scheduled for mid May to June.

# CCB Phase 1 Remodel – March 2015 Update

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## Project Participants

### COCC Stakeholder Group

Kevin Kimball	-	CFO
Alicia Moore	-	Dean of Student and Enrollment Services
Lori Willis	-	Auxiliary Services Director
Gordon Price	-	Director of Student Life
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

### Design Team

Scott Steele	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects
Darek Olson	-	Steele Associates Architects

### Contractor Group

TBD

## Ochoco Remodel – March 2015 Update

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### **Scope**

The remodeled has been split into two phases. The first phase will house the Humanities Department; create a new computer lab, an Anthropology/Geography Lab, and a Language Lab. Also included in the first phase is a full roof replacement as well as new air handlers serving the first floor and the middle section of the building. The first phase is confined to the first floor of the Ochoco Building.

### **Budget Status**

The current total project budget is \$2,412,641.

### **Change Order Activity**

There have not been any significant new issues this month. Please see Change Order Log.

### **Schedule Status**

The project will be opening for Fall of 2015. A delay to the air handler equipment has caused the end date for construction to extend to 5/18/15. This extension will not affect the project opening date and is non-compensable.

### **Recent Activity**

Painting is nearly complete. Low voltage wiring is underway. MEP rough-in continues. ADA improvements to the parking lot are underway. FF&E is nearly finalized. The first of two new Air Handling units will arrive this month.

### **Activity Next Month**

Painting will finish. Ceiling Grid will start an overhead finishes will start going in.

## Ochoco Remodel – March 2015 Update

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Painted Offices



ADA Parking Improvement

# Ochoco Remodel – March 2015 Update

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## Project Participants

### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Jenni Newby	-	Instructional Dean
Amy Harper	-	World Languages and Cultures Department Chair
Stacy Donahue	-	Humanities Department Chair
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

### Design Team

Mark Rossi	-	Pinnacle Architecture
Peter Baer	-	Pinnacle Architecture

### Contractor Group

Samuel Griffin	-	Sr. Project Manager - Griffin Construction, LLC
Jamus Fewell	-	Superintendent - Griffin Construction, LLC
Dave Martin	-	Project Manager - Griffin Construction, LLC
Sam Griffin	-	CEO - Griffin Construction, LLC

## Residence Hall March 2015 Status Report

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### Scope

Residence Hall project will provide approximately 330 beds for student housing, 320 of which are revenue generating. A floor and a half of support and common space will be provided within the middle section of the project. The building will be Earth Advantage Multi-Family Gold level certified. The project and parking lots will be accessed via a private drive off of Mount Washington Drive. 150 parking stalls will be provided. Summer programs will utilize the facilities and will be a revenue-generating source of community enrichment.

### Budget Status

Project Budget included.

### Change Order Activity (In addition to the GMP)

None.

### Schedule Status

The project is on schedule and has a completion and move-in of summer 2015.

### Activity in March

Completed low voltage wiring in lower bar and set ceiling grid on levels 3 and 4.  
Hung hallway doors with hardware..  
Set hallway carpet in lower bar on floors 3 and 4.  
Painted middle bar floors 3 through 5.  
Set flooring in suites in middle bar and at 4<sup>th</sup> floor of upper bar.  
Completed plumbing fixture installation and begin light fixture installation in middle bar at floors 4 and 5.  
Completed rough-ins, insulation, and sheetrock at upper bar at floors 3 through 5.  
Completed siding at majority of upper bar.  
Set majority of electrical switchgear.  
Begin site work in preparation for curbswork and paving.  
Install new ADA compliant ramp between Mazama and the track.

### Activity planned for March

Complete low voltage wiring in lower bar and set ceiling grid at floors 1 and 2.  
Complete low voltage wiring in middle bar and set ceiling grid at floors 3 through 5.  
Hang hallway doors.  
Set hallway carpet in lower bar on floors 1 and 2.  
Set hallway carpet in middle bar on floors 4 and 5.  
Paint middle bar floors 1 and 2.  
Set flooring at levels 1 and 2 at middle bar.  
Begin setting flooring at upper bar 5<sup>th</sup> and 3<sup>rd</sup> floors.  
Complete plumbing fixture installation and begin light fixture installation in middle bar.  
Complete sheetrock and painting at upper bar.  
Complete siding.  
Install curb, gravel, and partially pave parking lot.

## Residence Hall March 2015 Status Report

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Middle bar Flex Room

## Residence Hall March 2015 Status Report

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## Residence Hall March 2015 Status Report

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## Residence Hall March 2015 Status Report

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Hallway at Lower Bar



Middle Bar lower level lounge

## Residence Hall March 2015 Status Report

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<b>Schedule</b>	<b>Start</b>	<b>Finish</b>
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	October 2013	January 2014
Commissioning Consultant Selection	November 2013	December 2013
Board decision: 25% Construction Documents	October 2013	October 2013
25% Construction Documents	October 2013	November 2013
Lease Crutcher Lewis Bidding/Reconciling	December 2013	January 2013
GMP Presentation	January 2014	January 2014
Construction Documents	January 2014	March 2014
Special Inspection Consultant procurement	February 2014	March 2014
Permit Review/Approval	March 2014	May 2014
Construction	April 2014	July 2015
Furnishing Move-in	July 2015	August 2015

## Residence Hall March 2015 Status Report

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### Project Participants

#### COCC Steering Committee

James Middleton, President

Kevin Kimball, Chief Financial Officer

Gordon Price, Director Student Life

Joe Viola, Director Campus Services

Matt McCoy, Vice President of Administration

Alicia Moore, Dean of Students

Paul Wheeler, On-Campus Housing Coordinator

Rick Hayes, Project Manager

#### Design Consultant

Mahlum Architecture, 1231 NW Hoyt, Suite 102, Portland, Oregon 97209

Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager

Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

#### Construction Manager General Contractor

Lease Crutcher Lewis, 550 SW 12<sup>th</sup> Avenue, Portland, OR 97205

Tony Church, Senior Project Manager

Ted Gayman, Superintendent

Mike Levesque, Project Manager

Isaac Smith, Project Engineer

#### Civil Survey Consultant

KPFF Consulting Engineers, 111 SW Fifth Avenue, Suite 2500, Portland, OR 97204-3628

Troy Tetsuka, Survey Manager

#### Geotechnical Engineer

FEI Testing & Inspection, Inc., 62979 NE Plateau Drive, #3, Bend, OR 97701

Bill Smith, Geotechnical Engineer,

#### Commissioning Agent

Hugh Cx, 4800 SW Meadows Rd, Suite 300, Lake Oswego, Oregon 97035

Doug Brown, Principal

#### Testing Agency

Carlson Testing, Inc., 8430 SW Hunziker, Tigard, Oregon 97223

Scott Jordan, Manager

March 25, 2015

## COCC Redmond Campus Solar Array Project Status Report

### Update since the last written Status Report on February 23, 2015

1. Request for Proposal - 1478-14 Solar Power Purchase Agreement was issued on January 14, 2015. At the request of prospective proposers, the RFP closing date was extended from February 12, 2015 to February 26, 2015. The new date for issuing the Notice of Award is April 9<sup>th</sup> instead of March 20. It is anticipated that the start date of the project will now be early May 2015.
2. COCC received three (3) responsive proposals from the solicitation. The RFP Evaluation Committee members are currently performing individual evaluations of the proposals and plan to meet April 1, 2015 to rank the proposals.

### Project Description

COCC has approximately \$816,000.00 in legislatively required 1.5% for Solar Technology obligations, stemming from construction projects which have been completed or are currently in the Construction Phase. Funds to fully cover the obligation are currently budgeted for. COCC has until one year after construction of the Residence Hall is completed (2015) to fulfill its 1.5% Obligation.

### Project Actions to Date

In early 2010 COCC hired Mazzetti Nash Lipsey Burch of Portland Oregon, to perform Solar Feasibility Study of the Bend, Redmond and Madras Campuses. The Solar Study indicated high solar potential for the Redmond and Madras Campuses. The Bend Campus was shown to have marginal solar potential.

Based on solar potential and current electrical load (including an estimated load for the Technology Education Center), the Redmond Campus was chosen as the site to install a ground mount solar array (250-500kW) to meet the College's solar obligation.

COCC Staff prioritized three (3) sites on the Redmond Campus for installation of the solar array.

One of the sites is located in the Runway Protection Zone (RPZ) for Roberts Field. The second site is located in an area designated, on the Roberts Field Master Plan, as a future RPZ. The third site is located adjacent to the future RPZ. Due to the sites being in or near the Roberts Field Protection Zones, the College submitted was required to submit Notices of Proposed Construction or Alteration to the FAA for its comments on the proposed sites for the project. While COCC has yet to receive official comments from the FAA, it has been brought to our attention that the FAA has concerns regarding the sites in the current and future RPZ. There does not appear to be a concern on the FAA's part with the site outside the future RPZ.

### Project Delivery Options

A 500kW system is estimated to cost between \$1.2 million and \$2.2 million

COCC has investigated two options for the design, installation and maintenance of the Solar Array Project:

1. COCC would finance, design, install, maintain and retain full ownership of the system.
2. COCC would enter into a Power Purchase Agreement (PPA) with a third party provider. The College would have minimal costs associated with this option. With this option the third party would finance, design, maintain and own the system. COCC would agree to purchase the generated energy at an agreed to price with annual price increases over a certain period of time. (Normally 20years).

The agreed to price, and annual increases, would be less than what the College currently pays Pacific Power for energy and any future Pacific Power rate increases.

It is the recommendation of the College Staff to proceed with the PPA Option. This recommendation is based on a number of issues.

1. The PPA option is legislatively allowed to fulfill the 1.5% Solar Technology Obligation.
2. The PPA Option would allow COCC to use the funds currently budgeted for the obligation for other purposes.
3. The third party provider would be responsible for the maintenance and all upgrades to the system during the life of the project. There should be no need for COCC to hire new or additional staff to maintain the system.
4. Utility cost for the Redmond campus would be less than if the energy was purchased from Pacific Power.

#### Power Purchase Agreement Investigations by the College to date.

COCC is a member of HGACBuy, a government procurement organization operated by the Houston-Galveston Area Council. This Organization has complemented a contract negotiation with SolarWorld and a select group of SolarWorld's Authorized installers providing of Solar System procurement through the PPA Option.

This membership enables COCC to contract with SolarWorld without the need for COCC issuing a formal Request for proposal for the PPA acquisition.

E2Solar, of Bend, is an authorized installer for SolarWorld. COCC would work directly with E2Solar should the PPA option be pursued.

COCC Staff have discussed the project with representatives of both SolarWorld and E2Solar.

# Information Technology Update – March 2015

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## Current Projects

Phase 1 of the **Ochoco** remodel will provide office space for the Humanities Department as well as Anthropology, Language and Computer labs. The **Residence Hall** project is an approximately 83,000 square foot, multi-level structure that will include cable television, internet and Wi-Fi service to 80 suites and 330 beds. The **Pioneer 232** remodel will provide new network and computer labs as well as additional office space for the CIS Department.

## Schedule Status

The low-voltage installations for the new **Residence Hall** as well as the **Pioneer 232** and **Ochoco** remodel projects are all on schedule at this time.

## Activity in March

The low-voltage and electrical contractors continue their installation of CAT6 network cable on the lower bar and television cable and low-voltage infrastructure pathways in the middle bar of the **Residence Hall**. The COCC IT Department has completed installation of data racks in **Ochoco** to allow the contractor to begin pulling CAT6 network cable in support of the computer lab, offices and classrooms for the **Ochoco** remodel. The COCC IT Department has completed installation of the network racks and low-voltage CAT6 network cable necessary to support the new computer classroom and MDF spaces as part of the **Pioneer** remodel.

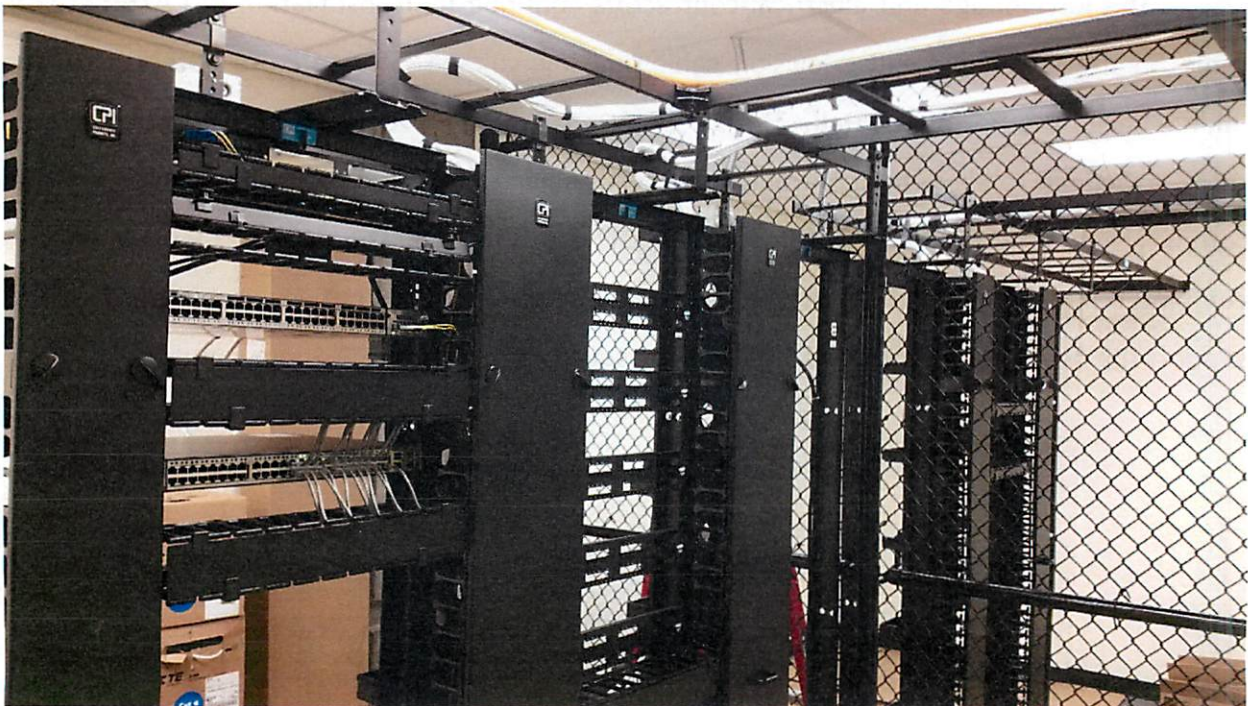
## Information Technology Update – March 2015

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### Photos – Pioneer Remodel



*Speaker, Projector and PC Installations by COCC IT Staff in Progress – Pioneer 232*



*Installation of Network Racks and Equipment by COCC IT Staff In Progress – Pioneer MDF*



## Information Technology Update – March 2015

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### Photo – Residence Hall



*CAT6 Network Cable Installation in Progress – Lower Bar, Residence Hall*

### Upcoming Activities for April

Contractors will complete installation of CAT6 network cable and coaxial television cable in the lower bar of the **Residence Hall** and begin installation of CAT6 network cable in the middle bar of the **Residence Hall**. In addition, fiber and copper backbone cabling will be pulled to connect the **Residence Hall** with our campus telecommunications systems. The low voltage contractor will complete installation of CAT6 network cable and begin terminating wall plate and floor box connections. In addition, the COCC IT Department will begin migrating network equipment in support of the **Ochoco** remodel. The COCC IT Department will also terminate and test their audio-visual systems, network terminations, and computer installations, and continue to migrate network equipment into the new MDF in support of the **Pioneer** remodel.

## Information Technology Update – March 2015

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**COCC Construction PM** - Rich Brecke, 541-330-4375, email: [rbrecke@cocc.edu](mailto:rbrecke@cocc.edu)

**COCC Construction PM** - Rick Hayes, 541-330-4391, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC Technology PM** - Darren McCrea, 541-383-7741, email: [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

### **General Contractor, Residence Hall**

Lease Crutcher Lewis, LLC  
550 SW 12<sup>th</sup> Avenue  
Portland, OR 97205  
503-223-0500

### **General Contractor, Ochoco Remodel**

Griffin Construction, LLC  
8361 NE Meadow Ridge Rd.  
Prineville, OR 97754  
541-447-7237

### **General Contractor, Pioneer Remodel**

Griffin Construction, LLC  
8361 NE Meadow Ridge Rd.  
Prineville, OR 97754  
541-447-7237



## HOUSING OPERATIONS REPORT Board of Directors - April 2015

### STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7  
Transfer and Articulation: Objective TA.1  
Workforce Development: Objective WD.1

### STAFFING UPDATE

**Housing Marketing and Summer Conferences Coordinator:** After undergoing a national search, COCC hired Stephanie Bilbrey as its Housing Marketing and Summer Conferences Coordinator. Ms. Bilbrey received her bachelor's degree in business management from the University of Louisville. She has served as the Convention Services Manager at the Riverhouse Hotel and Convention Center in Bend; previous experience includes serving as the Audience Development and Special Events Manager at the Actors Theater in Louisville, Kentucky. Ms. Brillbrey will begin on April 13, 2015.

**Resident Assistants ("RA", student positions):** Hiring process to start by mid-April and complete by end of May. Three of the current RAs will continue in their same positions next year.

**Resident Director ("RD", live-in professional staff position):** Job description is currently being updated and anticipate posting in mid-April, with a start date of mid-July.

### OCCUPANCY UPDATE

#### Student Contracts

As of March 25:

- 11 students started an application but have not yet finished it
- 38 students have submitted a complete application but have not yet paid a deposit
- 25 students have a complete application, submitted a deposit, and submitted information allowing staff to complete a background check
- 6 students have all steps above and are ready for room assignment

#### Furniture Installation

It is anticipated that the building will be completed ahead of schedule and as such, the College can begin installation of room and other furniture in June. College staff anticipate the following schedule:

- Room furnishings: June 1 -14
- Mattress installation: June 15 – 21
- Common area and office furnishings: June 22 – 27

#### Juniper Hall Summer Use

During each summer, Juniper Residence Hall hosts a variety of conference groups. COCC is continuing this service through summer 2015. However, staff will cease summer conference work on August 14 to allow staff adequate time to move to the new facility, implement staff training, and prepare the building for opening.

**BUDGET**

**Operational Budget**

Kevin Kimball (CFO), Gordon Price (Director of Student and Campus Life), and Paul Wheeler (Student Housing Coordinator) have been meeting with various individuals on campus to develop a detailed student housing budget, using the pro forma details as their guiding document. Revenues include room and board fees and user fees and charges. Expenses include salaries, materials and supplies, outside and contract services, utilities, travel, repair and replacement, insurance, capital, reserve contribution, and contingency.

Based on feedback from the March 2015 Real Estate Committee meeting, the information presented in March has been redesigned to better reflect ending fund balance and occupancy scenarios. See Attachment A.

**Furniture Budget**

COCC’s residence hall common area furnishings include the lobby lounge, flex room, game room/community kitchen, TV room, staff offices, and individual floor lounges, study rooms, and nooks. Through the State of Oregon’s contract process, COCC identified Workplace Resource as the vendor for this purchase. The College initially budgeted approximately \$336,000 for these furnishings and the final actual cost is approximately \$288,000. A resolution for the award of this contract will be presented to the Board of Directors at its April meeting.

**TIMELINE/CRITICAL PATH DECISIONS**

COCC staff developed a document to outline milestone/critical path decisions which include six primary milestones, listed below. Note that this iteration separates “move-in preparation” into two new categories, housing operations and residence life operations:

- Detailed Budget Development (anticipated completion February 20, 2015)
- Student Contract Distribution (anticipated completion March 1, 2015)
- Staffing (anticipated completion June 12, 2015)
- Housing Operations (completion date July 1 and August 1, 2015)
- Residence Life Operations (completion date September 1, 2015)
- Post-Move In Considerations (future)

See Attachment B for a copy for an updated version of the milestone/critical path document.

**Department Policy/Practice Decisions**

Student housing contracts typically include a series of departmental policy/practice requirements. To prepare the COCC residence hall contract for student distribution, staff reviewed existing practice and in some cases recommended changes, as follows:

Topic	Current Practice	New Practice
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Housing Application Fee	\$50	\$100
Security Deposit	\$250	\$200
Housing Dates, including holiday breaks	Student housing closed during Thanksgiving, winter, and spring breaks.	Students may continue to live in housing during breaks, upon request, and for an additional fee.
Early arrival/late departure	Students may arrive early and/or stay after contract dates upon request and approval.	Same as current, although fees will apply.
Room/roommate assignments	Manual matching process based on three questions.	Student housing software has student questionnaire paired with an algorithm to match compatible students.
Termination clause	\$750 cancellation fee	\$1,000 cancellation fee
Health and safety room inspections	Approximately once per term and in emergency situations	Schedule to be determined
Guests	No guests on school nights	Same
Background checks	Required prior to room assignment	Same

In addition to the above departmental policies which are included in the student contract, staff reviewed whether to institute an immunization requirement. Based on a review of other institutions' practices, staff recommended to continue not requiring immunizations.

## MARKETING ACTIVITIES

As of this writing, the College is considering the following marketing activities:

- Letter and poster mailing to all students in our prospective student database who indicate they will be graduating from high school this year
- Letter and poster mailing to all high school counselors in the Northwest
- Letter and poster mailing to all currently registered students in our target population
- Ads in in-district newspapers

In addition to the above COCC activities, OSU-Cascades is also sending information electronically to all admitted students. Additionally, they anticipate sending a letter (with poster) to all students who have applied to OSU-Cascades and all admitted students at the end of March.

**Attachment A: Student Housing - Financial Report  
2015-16 Budget to Projected Report as of April 1, 2015**

	<b>Budget 2015-16</b>	<b>Projected 2015-16</b>	<b>Assu mptio ns</b>	<b>Variance (Budget v. Actual)</b>	<b>Percent Change</b>
<b>Operating Revenue</b>					
1. Other Income	2,800	2,660	a	(140)	-5.0%
2. Program and Fee Income	2,162,000	2,000,700	b	(161,300)	-7.5%
3. User Fees and Charges	110,000	38,000	c		
<b>Total Operational Revenue</b>	<b>\$2,274,800</b>	<b>2,041,360</b>		<b>(161,440)</b>	<b>-7.1%</b>
<b>Operating Expenses</b>					
4. Salary Expenses	215,671	207,129	d	8,542	4.0%
5. Payroll Assessments	170,938	162,294	e	8,644	5.1%
6. Materials and Supplies	93,000	74,496	f	18,504	19.9%
7. Outside Contract Services	281,050	250,767	g	30,283	10.8%
8. Utilities	425,000	367,100	h	57,900	13.6%
9. Travel	5,000	5,000		-	0.0%
10. Repair and Replacement	46,000	23,000	i	23,000	50.0%
11. Insurance	7,000	7,000		-	0.0%
12. Purchased Capital	15,000	3,750	j	11,250	75.0%
13. Contingency	20,000	-		20,000	100.0%
<b>Total Operational Expenses</b>	<b>1,278,659</b>	<b>1,100,536</b>		<b>178,123</b>	<b>13.9%</b>
<b>15. Net Operating Income</b>	<b>\$996,141</b>	<b>940,824</b>		<b>16,683</b>	<b>1.7%</b>
<b>Transfers Out</b>					
16. Transfers Out - Debt Service	1,261,988	1,261,988		-	0.0%
18. Transfers Out - Reserve	80,000	80,000		-	0.0%
<b>19. Total Transfers-Out</b>	<b>1,341,988</b>	<b>1,341,988</b>		<b>-</b>	<b>0.0%</b>
<b>20. Net Budget Surplus (Deficit)</b>	<b>(345,847)</b>	<b>(401,164)</b>		<b>(55,317)</b>	<b>16.0%</b>
21. Beginning Working Capital Balance	1,000,000	1,000,000		\$ -	0.0%
<b>22. Ending Working Capital Balance</b>	<b>\$ 654,153</b>	<b>\$ 598,836</b>		<b>\$ (55,317)</b>	<b>-8.5%</b>
<b>Budget Assumptions:</b>					
a	Laundry and vending revenues at 95%				
b	Room charges and fees at 95%				
c	Only includes application fee as other fees are too speculative to project				
d	Some staff positions at 12 months; others prorated to anticipated employment dates				
e	Payroll assessments prorated to align with salary assumptions				
f	Custodial and maintenance supplies at 75%; all other M & S at 95%				
g	OCS item calculation ranges from 50% (student support services) to 100%				
h	Utilities currently not itemized; dollar amount is estimated for all utilities based on industry standards				
i	Repair and replacement assumes first year expenses minimal; calculated at 50%				
j	Purchased capital assumes first year expenses minimal; calculated at 25%				

**Attachment B: Milestone/Activity Chart**

<b>Milestone</b>	<b>Task</b>	<b>Description</b>	<b>Anticipated Start</b>	<b>Deadline</b>	<b>Resource</b>	<b>Actual Completion Date</b>
<b>Student Contract</b>	Software Implementation	Application, contract tracking, prospective student communication tracking	12/1/14	3/1/15	Sharon	3/4/15
<b>Student Contract</b>	Determination on mandatory live-in requirement	Campus wide discussion. Requires change in enrollment practices. Could affect occupancy rates	12/1/14	3/1/15	Gordon/Paul	1/9/15
<b>Student Contract</b>	Room rates	Budget impact, community comparison	1/5/15	2/11/15	Alicia	2/11/15
<b>Student Contract</b>	Board rates	Food service contract	1/5/15	2/11/15	Lori/Paul	2/11/15
<b>Student Contract</b>	Review existing residence life/housing policies: <ul style="list-style-type: none"> <li>• Application</li> <li>• Move-in/move-out</li> <li>• Security deposit</li> <li>• Early arrival/late departure</li> <li>• Break housing</li> <li>• Room assignments</li> <li>• Termination clauses</li> <li>• Health and safety room inspections</li> <li>• Guests</li> <li>• Background check</li> </ul>	Review existing policies, updating as needed for a larger student population and consideration of “newness” of building.	1/23/15	3/1/15	Paul/Gordon	3/4/15
<b>Student Contract</b>	Add immunization requirement	Does COCC wish to require for residents/currently no for residents and students	1/5/15	3/1/15	Gordon/Alicia	1/23/15
<b>Budget</b>	Maintenance	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/Paul/ Joe	2/20/15
<b>Budget</b>	Snow removal	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/Paul/ Joe	2/23/15
<b>Budget</b>	Grounds	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/Paul/ Joe	2/23/15

<b>Budget</b>	Custodial	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/Paul/ Joe	2/23/15
<b>Budget</b>	Trash	Ticketing/payment process, determine responsibility with housing and Campus Svcs, removal within res hall	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
<b>Budget</b>	Campus Public Safety	Determine billing model	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
<b>Budget</b>	Security Cameras	Determine equipment upkeep and service, purchased in construction	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
<b>Budget</b>	IT Support	Determine billing model and relationship of support	11/1/14	2/20/15	Housing Leadership Team	2/23/15
<b>Budget</b>	ResNet	Determine cost and ongoing support	11/1/14	2/20/15	Gordon/Paul/ Darren	2/23/15
<b>Budget</b>	Impacts to other support services (Library, gym, etc.)	Determine budget allocation regarding potential impact on other departments (e.g., gym, library, CAP Center/billing model)	11/1/14	2/20/15	Gordon	2/23/15
<b>Budget</b>	Laundry	RFP, determine where revenue will go (housing or AUX)	11/1/14	2/20/15	Gordon/Lori/ Kevin	2/23/15
<b>Budget</b>	OSU-C Contribution?	\$ or # of students	11/1/14	2/20/15	Alicia	12/15/15
<b>Budget</b>	Finalized detailed budget to Alicia for review by Housing Leadership Team	Completion of above topics	11/1/14	2/10/15	Paul/Gordon	2/26/15
<b>Budget</b>	Finalized detailed budget to Fiscal Services	Completion of above topics	11/1/14	2/20/15	Alicia/Gordon	2/26/15
<b>Staffing Model</b>	Hire Resident Director	Job description review, process, finalize; post mid-April, anticipate start mid-July	3/15/15	6/1/15	Paul	
<b>Staffing Model</b>	Hire Resident Assistants	Job description review and start recruiting process by mid-April and complete by end of May; start date mid-September	3/1/15	6/1/15	Paul	
<b>Staffing Model</b>	Hire Summer Conferences/Marketing Coordinator	Position filled	1/9/15	6/12/15	Gordon	3/20/15
<b>Staffing Model</b>	Determine custodial support	Review job description, determine duties, responsibilities and reporting	2/1/15	6/12/15	Paul/Joe	2/18/15
<b>Staffing Model</b>	Hire Office Manager	Create job description and post position by June 1, anticipate early August start date	4/15/15	7/15/15	Paul	



<b>Housing Operations</b>	Micro fridge rentals?	Could generate revenue, Does COCC wish to provide preinstalled or make available for rental. Summer conference usage	1/4/15	6/1/15	Paul	
<b>Housing Operations</b>	Key/fob distribution	Determine who handles support/storage	4/1/15	7/1/15	Paul	
<b>Housing Operations</b>	Trash removal	Determine when, how, where, who. Internal and external	4/1/15	7/1/15	Paul/Joe	
<b>Housing Operations</b>	Recycling removal	Determine when, how, where, who. Internal and external	4/1/15	7/1/15	Paul/Joe	
<b>Housing Operations</b>	Parking permits	Review current process evaluate any changes to process	4/1/15	7/1/15	Seth/Gordon	
<b>Housing Operations</b>	Address Designation, mail, FedEx, UPS delivery	Delivery and access to new bldg..	4/1/15	7/1/15	Paul/ Lori/ Steve	
<b>Housing Operations</b>	Student ResNet account set up and communication	Communicate with Apogee re: set up, support, web page access and materials	4/1/15	8/1/15	Darren/Gordon	
<b>Housing Operations</b>	Staff office set up	When to set up and what equipment to be moved or purchased	4/1/15	8/1/15	Julie, Construction/ Campus Services	
<b>Housing Operations</b>	Determination on when to cease operations in Juniper Hall	Current summer conference support, timeline to move housing office	4/1/15	8/1/15	Alicia	2/15/15
<b>Housing Operations</b>	Package tracking software	Process of tracking packages, purchased and in use now	8/1/14	8/1/15	Paul	9/15/14
<b>Housing Operations</b>	Front desk operations	Determine responsibilities, duties, hours.	4/1/15	8/1/15	Paul	
<b>Housing Operations</b>	Ribbon cutting	Who, what, when	6/1/15	8/1/15	Ron/ Alicia	
<b>Residence Life Operations</b>	OSU student move-in and activities	Determine early move in process, activities	1/4/15	9/1/15	Paul	
<b>Residence Life Operations</b>	Emergency procedures	Review and evaluate current policy/procedures	5/1/15	9/1/15	Gordon/Paul/ Seth/Jim	
<b>Residence Life Operations</b>	Student handbook	Outline and descriptions of policies, expectations and resources for residents	5/1/15	9/1/15	Paul	
<b>Residence Life Operations</b>	Staff training	Yearly training model, topics and timeline	5/1/15	9/1/15	Paul	
<b>Residence Life Operations</b>	Community development/programming model	Determine model, practices	5/1/15	9/1/15	Paul/ RD	

<b>Residence Life Operations</b>	Student orientation	Determine model and timeline	5/1/15	9/1/15	Paul/RD	
<b>Future Considerations</b>	Living/Learning Communities	Determine themes, connection with faculty and academics	Winter 2016	Fall 2016	Paul/ Gordon	
<b>Future Considerations</b>	Summer Conferences	Program development, model, integration with campus departments	4/1/15	Summer 2016	Gordon	
<b>Future Considerations</b>	Impacts to other support services (Library, gym, etc.)	Evaluate impacts, if any, on other departments (e.g, gym, library, CAP Center/billing model)	11/1/15	2/1/16	Gordon/Alicia	

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Issue**

**2015-16 Tuition and Fee Rates**

**B. Discussion/History**

For 2014-15, COCC has the third lowest combined in-district tuition and fee rate amongst Oregon community colleges. Preliminary information indicated that with COCC's proposed \$4 per credit tuition increase and the \$.50 per credit technology fee increase, COCC's combined 2015-16 in-district tuition and fees would remain the third lowest. During the last month, seven Oregon Community College have approved their 2015-16 in-district tuition and fee rates. With the updated information, there has been little impact on the information provided in March and COCC is project to remain the 3<sup>rd</sup> most affordable community college in Oregon.

With the passage of HB 5101 in the 2013 special legislative session, the State of Oregon increased community college support funds by \$15 million dollars, in the second year of the biennium, to limit tuition and fee increases. COCC held tuition and fees rates flat for 2014-15. Prior to 2014-15, COCC held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09). For the five year between 2009 and 2015, the College approved annual in-district tuition rate increases of \$3, \$4, \$6, \$6 and \$5.

As directed with the passage of House Bill 2571 in June 2009, the College established a new tuition rate for non-resident veterans. The non-resident veteran rate cannot exceed 50% of the difference between the resident and non-resident rates.

At the October 2015 Board Retreat, board members had a general discussion regarding possible 2015-16 tuition and fee rate increases, the impact on students and the College and how COCC's combined tuition and fee rates compare to other Oregon community colleges. The College strives to develop and implement sustainable systems that balance comprehensive quality programs and needed services with appropriate tuition and fee levels.

The proposed tuition and fee rate increases for 2015-16 were provided to the board as an information item at the March board meeting.

**C. Timing**

The Board is being asked to approve a recommendation to increase tuition and fee rates, as the 2015-16 academic year begins with summer term, and summer term registration starts at the end of April and fall term registration starts in early May.

**D. Budget Impact**

Tuition and fee revenues are a major component of the College resources, as they comprised over 51% of the total General Fund actual revenues for 2012-13 and 49% for 2012-13. Tuition and fee revenues are 42% of the 2014-15 budget resources and 39% of the proposed 2015-16 General Fund budget resources. The College anticipates that the recommended tuition and fee rate increases will generate approximately \$680,000, and these revenues are included in the proposed 2015-16 General Fund budget.

The increased cost, for a student taking 15 credits a term, would be \$60 per term in tuition and \$7.50 in fees. The increased cost of tuition and fees will be included in the total cost of attendance and may increase a student's total financial aid package.

**E. Options**

1. Approve the resolution as presented.
2. Approve a resolution with revised tuition rates.
3. Defer action until May.

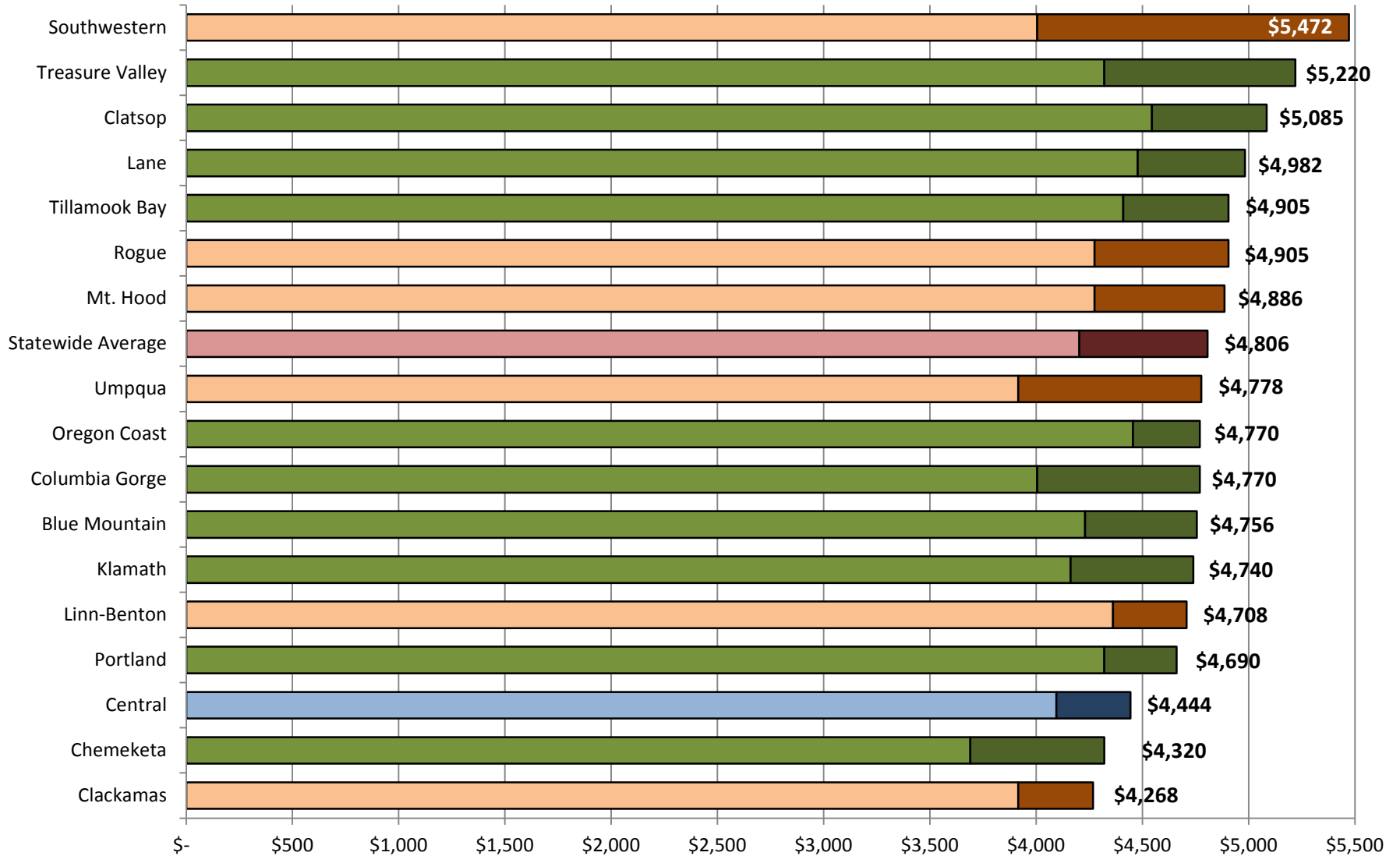
**F. Recommendations**

Be It Resolved, that the Board of Directors of Central Oregon Community College recognizes that as the College strives to develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels, it is recommended that the 2015-16 tuition rate for in-district students be increased by \$4 per credit, the out-of-district/border state rate be increased by \$5 per credit, and the out-of-state/international rate increased by \$9 per credit. In addition, it is recommended that the 2015-16 technology fee be increased by \$.50 per credit.

	<u>2014-15</u>	<u>2015-16</u>
In-district	\$ 87/cr.	\$ 91/cr.
Non-resident Veteran	\$100/cr.	\$105.50/cr.
Out-of-district	\$115/cr.	\$120/cr.
Border State	\$115/cr.	\$120/cr.
Out-of-State/International	\$237/cr.	\$246/cr.
Technology Fee	\$5.50/credit	\$6.00/credit

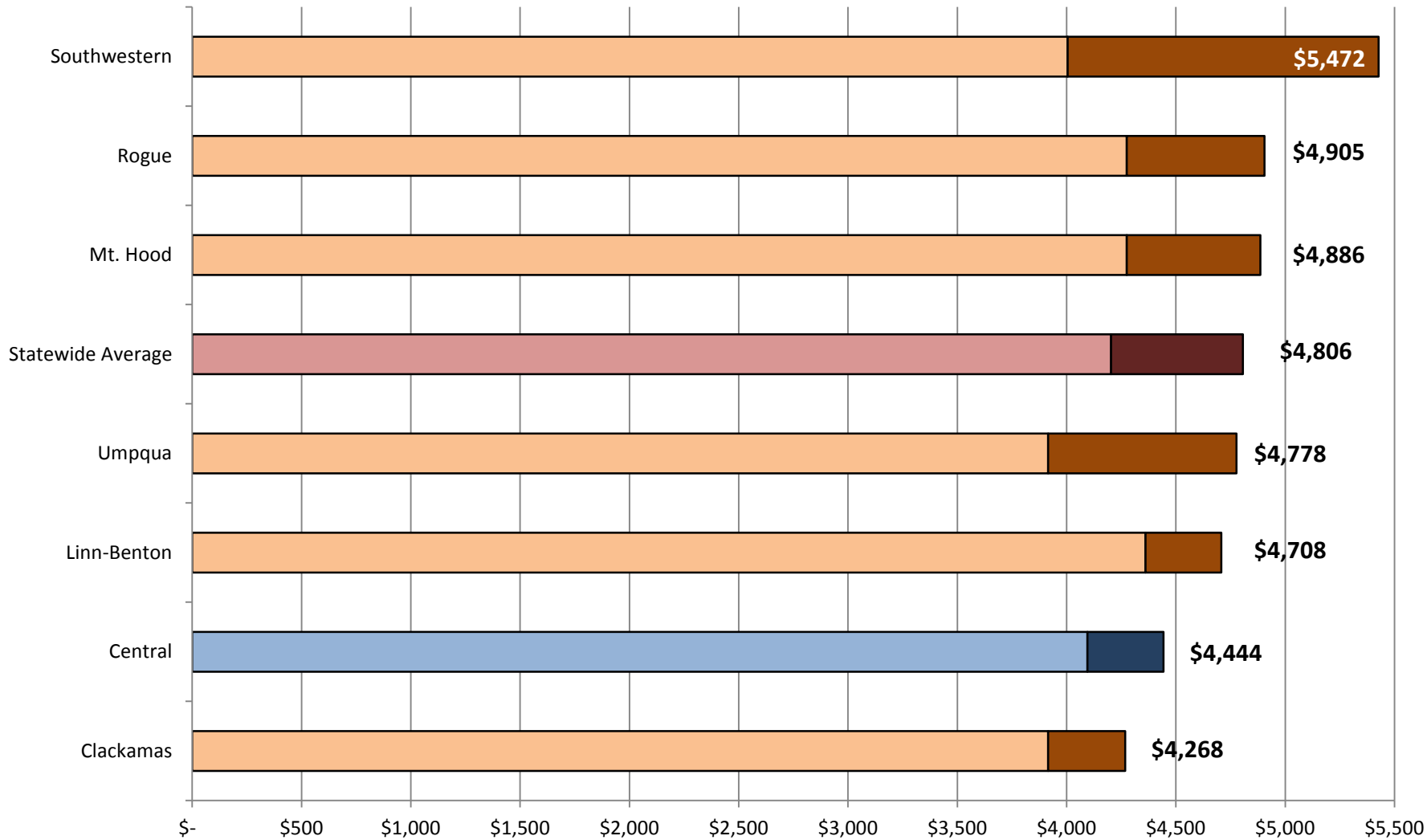
**Oregon Community College  
 Projected Annual 2015-16 In-District Tuition and Fees  
 Updated March 24, 2015**

Exh. 7.a1



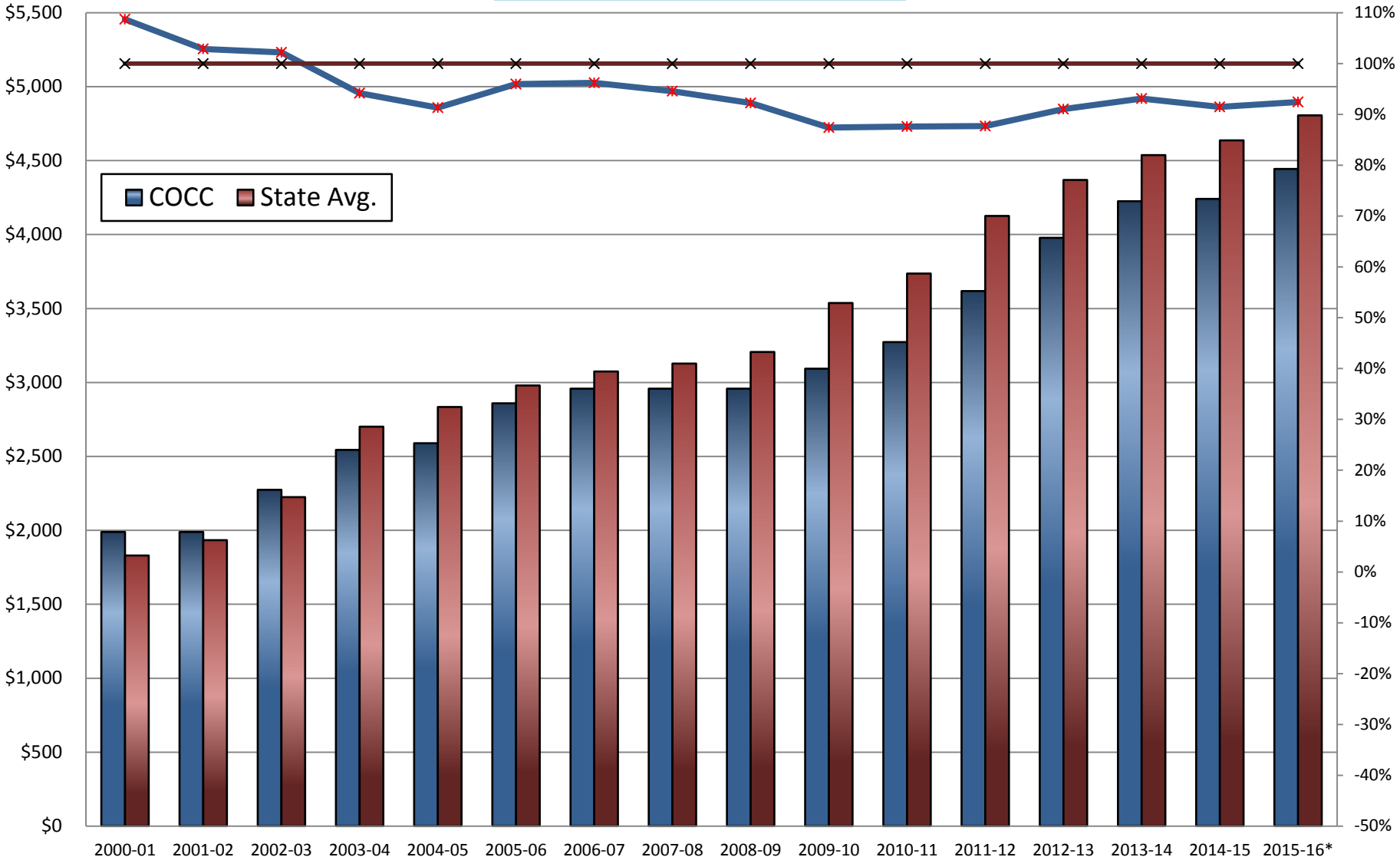
Note: Light color is tuition and dark color is mandatory fees.

**Comparable Oregon Community Colleges  
 Projected Annual 2015-16 In-District Tuition and Fees  
 Updated March 24, 2015**



Note: Light color is tuition and dark color is mandatory fees.

**Comparison of COCC and State Average  
Total In-District Tuition and Fees  
2000-01 through 2015-16\***



\* 2015-16 are projected amounts updated as of March 24, 2015.

COCC BOARD OF DIRECTORS

**RESOLUTION**

**Grandview Hall Re-Roof Project**

Prepared by: Julie Mosier, Purchasing Coordinator  
/ Matt McCoy, Vice President for Administration

**A. Action Under Consideration**

Award Bid # 1480-15 Grandview Re-Roof Project, to Eagle Roofing, of Bend Oregon, for \$212,200.

**B. Discussion/History**

There were four bids received for the project, which included one additive alternate. The College decided to accept the alternate which resulted in a low responsive bid from Eagle Roofing.

**C. Options/Analysis**

Award the contract to Eagle Roofing for \$212,200.  
Not award the contract to Eagle Roofing and re-bid the project.

**D. Timing**

Approval at this time will enable the Contract to be completed and work to be completed in the summer.

**E. Recommendation**

Be it resolved that the Board of Directors do hereby accept the bid of Eagle Roofing for \$212,000 for the Grandview Re-Roof project and direct that a contract be executed.

**F. Budget Impact**

Funding for this project has been budgeted in College General Construction funds.



COCC BOARD OF DIRECTORS  
**RESOLUTION**  
**Purchase of Furniture for New Residence Hall**

Prepared by: Julie Mosier, Purchasing Coordinator

**A. Action Under Consideration**

Award contract to Workplace Resource for purchase of Residence Hall lounge and office furniture for \$287,555.

**B. Discussion/History**

Furniture selected for the new residence hall will be purchased through cooperative contracts available to the College. This includes contracts with the State of Oregon as well as several national non-profit cooperatives. The College has memberships with numerous cooperatives which provide access to a wide variety of contracts for commercial grade furniture. The cooperative model uses a lead agency to competitively bid each contract offered through a given cooperative; prior to accessing a contract, the College ensures that each contract used has been solicited in accordance with Oregon purchasing code. Based on this work, the College has selected Workplace Resource as the vendor for this furniture purchase.

Furniture for the building includes the following areas:

- Game Room and living room/TV lounge
- Entry lounge areas
- Staff offices and workroom
- Flex room
- Study rooms and nooks on each floor
- Bridge lounges on each floor

**C. Options/Analysis**

Award the contract to Workplace Resource for \$287,555.  
Not award the contract to Workplace Resource.

**D. Timing**

Approval at this time will enable the vendor to place orders immediately in order for the College to receive and install the goods in accordance with the building schedule.

**E. Recommendation**

Be it resolved that the Board of Directors do hereby direct that a contract be executed for \$287,555 to Workplace Resource for the office, lobby and lounge furniture for COCC's new residence hall.

**F. Budget Impact**

Funding for the purchase of new residence hall furniture is provided by full faith and credit bonds sold by the College. Total price for this contract is approximately \$45,000 less than initially budgeted.

COCC BOARD OF DIRECTORS  
**RESOLUTION**  
**Purchase of Furniture for Ochoco Hall**

Prepared by: Julie Mosier, Purchasing Coordinator

**A. Action Under Consideration**

Award contract to Workplace Resource for purchase of Ochoco Hall office and instructional furniture for \$ 194,063.

**B. Discussion/History**

Furniture selected for the new residence hall will be purchased through cooperative contracts available to the College. This includes contracts with the State of Oregon as well as several national non-profit cooperatives. The College has memberships with numerous cooperatives which provide access to a wide variety of contracts for commercial grade furniture. The cooperative model uses a lead agency to competitively bid each contract offered through a given cooperative; prior to accessing a contract, the College ensures that each contract used has been solicited in accordance with Oregon purchasing code. Based on this work, the College has selected Workplace Resource as the vendor for this furniture purchase.

Furniture for the building includes the following areas:

- 20 full and part time offices
- computer lab
- language and anthropology labs
- conference room

**C. Options/Analysis**

Award the contract to Workplace Resource for \$194,063.  
Not award the contract to Workplace Resource.

**D. Timing**

Approval at this time will enable the vendor to place orders immediately in order for the College to receive and install the goods in accordance with the building schedule.

**E. Recommendation**

Be it resolved that the Board of Directors do hereby direct that a contract be executed for \$194,063 to Workplace Resource for the office, lobby and lounge furniture for COCC's new residence hall

**F. Budget Impact**

Bond funds have been allocated for this purchase.