



**CENTRAL OREGON COMMUNITY COLLEGE**  
**Board of Directors' Meeting – AGENDA**  
**Tuesday, December 11, 2007 – 6:00 PM**  
 Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Overbay
	II. Introduction of Guests			
	III. Agenda Changes			
6:10 pm	IV. Public Hearing and Testimony			
6:15pm	V. Consent Agenda***			
	A. Minutes			
	1. October 30, 2007 – Conference Call Mtg.	5.a1	X	Smith
	2. November 13, 2007	5.a2	X	Smith
	B. Personnel			
	1. New Hire Report (November 2007)	5.b1	X	Buckles <sup>A</sup>
6:20 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer <sup>A</sup>
6:25 pm	VII. Old Business			
	A. Bid - Campus Center Bldg.	7.a	X	Jones
	B. Update: Instructional Assessment-Math Dept.			Walsh <sup>P</sup>
6:50 pm	VIII. New Business			
	A. Mileage Reimbursement	8.a	X	Bloyer
	B. New Applicant Tracking/Recruitment Software	8.b		Buckles/Sorensen <sup>P</sup>
7:05 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:20 pm	X. President's Report			Middleton <sup>P</sup>
	A. Summary of Educational Testing Service - College Board's policy information report - <u>America's Perfect Storm: Three Forces Changing Our Nation's Future</u>			
	XI. Dates			
	A. <u>Wednesday, January 9, 2008 – Board of Directors' Meeting in the PacifiCorp Room-MATC Bldg., Redmond Campus</u>			
7:35 pm	XII. 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. <sup>P</sup> = indicates a Presentation will be provided.

A = indicates the presenter is <sup>A</sup>available for background information if requested. Please Note: At any time during this meeting, an executive session may be called to address issues relating to ORS 192.660(1)(e), real property transactions; ORS 192.660(2)(h), pending or threatened litigation; or ORS 192.660(2)(b), personnel issues.



CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS' MEETING  
MINUTES

Tuesday, October 30, 2007 – 1:30 PM

Conference Call

Christiansen Board Room – Boyle Education Center

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Call to Order by Chair Overbay

Roll Call:

John Overbay – present  
Ron Foerster – absent  
Joyce Garrett – present by phone  
Tony Dorsch – present by phone  
Charley Miller – present by phone  
Connie Lee – present by phone  
Don Reeder – present by phone

Also present: Gene Zinkgraf, Matt McCoy, Jim Jones, Jim Middleton-President,  
Julie Smith-Executive Assistant

Bid Award for Exercise Physiology Lab (Exhibit: 3)

Mr. Gene Zinkgraf-Director of Campus Services, reviewed (Exh. 3) noting that the project consists of work associated with the move of the Exercise Physiology Laboratory building, from one location on campus to another location on campus which includes: site work, new foundation, entry addition etc.

Two bids for the project were received.

Mr. Donald Reeder moved that the Board of Directors do hereby accept the bid of \$133,904.00 from HSW Builders, LLC for the work associated with the move of the Exercise Physiology lab building to a new location on campus. Dr. Joyce Garrett seconded. MCU. Approved.

Roll Call:

Yes - Overbay, Garrett , Miller, Lee, Reeder, Dorsch

Adjourn: 1:45pm

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. John Overbay, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Tuesday, November 13, 2007 – 6:30 PM  
Christensen Board Room, Boyle Education Center

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**PRESENT:** Connie Lee, John Overbay, Dr. Ronald Foerster, Dr. Joyce Garrett, Anthony Dorsch, Charley Miller, Donald Reeder, Alison Trimble of Bryant Emerson & Fitch-Attorneys at Law, Dr. James E. Middleton-President, Julie Smith-Executive Assistant.

**INTRODUCTION OF GUESTS:** State Representative Chuck Burley, Debie Griffin-Assistant to Representative Burley, Matt McCoy, Kathy Walsh, Michelle Decker, Sharla Andresen, Eric Buckles, Alicia Moore, Dan Cecchini, Mary Jeanne Kuhar, Jim Jones, Ron Paradis, Scott Paulson, Carol Moorehead, Julie Mosier, Lisa Bloyer, David Dona, Diana Glenn, Eddie Johnson and others.

**AGENDA CHANGES:** *Addition: Executive Session ORS 192.660(1)(e)-Real Property Transactions*

**PUBLIC HEARING AND TESTIMONY:**

State Representative Chuck Burley reviewed that COCC received a legislative appropriation of \$5.8M towards the College's proposed Allied Health and Science building. He reported on some of the upcoming topics that will be addressed during the February 2008 Legislative session.

President Middleton thanked Representative Burley for his good work assuring the Capital Projects allocation for COCC and for his attendance and legislative update.

**CONSENT AGENDA:**

Mr. Miller requested that Exhibit: 5.d-Reimbursement from future issue of Bonds, be removed from the Consent Agenda and moved to New Business.

**Dr. Joyce Garrett moved for approval of the Consent Agenda with the removal of Exhibit: 5.d-moving it to New Business. Mr. Charley Miller seconded. MCU. Approved. M11/07:1**

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the October 10, 2007 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the October 2007 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Carla Elms, Two-term instructor/program coordinator of Medical Assisting (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the issuance of business credit cards in the name of COCC (Exhibit: 5.e);

BE IT RESOLVED that the Board of Directors' approves the acceptance of credit cards as a form of payment (Exhibit: 5.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the October 2007 Financial Statements.

Campus Indicators – IR Webpage Update (Exhibit: 6.b)

President Middleton reviewed that in an attempt to make College information more readily accessible and to best support the College's assessment and strategic planning efforts, substantial changes have been made to COCC's Institutional Research-(IR) Web page.

Information Technology Update (Exhibit: 6.c)

Ms. Julie Mosier-Purchasing & Scheduling Coordinator, gave an online demonstration of COCC's Web Viewer, showing the newly implemented scheduling software used for scheduling rooms/venues - for classes, events, meetings, etc. throughout the college campuses. The new scheduling system enhances COCC's capacity to share timely and accurate information internally and with the community.

President Middleton praised and thanked Ms. Mosier and Mr. Scott Paulson-Project Analyst/Developer, for their initiative and good work updating the college's website scheduling system.

Academic Program Planning (Exhibit: 6.d)

President Middleton reviewed PowerPoint presentation showing a chart outlining the number of programs in health related fields over the history of the College. He noted that through the mid-1990s, the only programs in this area were in Nursing and Health Information Technology; since then the College has added Emergency Medical Services, Dental Assisting, Medical Assisting, Massage Therapy and most recently Radiological Technology, in cooperation with Linn Benton Community College.

Dr. Mary Jeanne Kuhar-Instructional Dean, noted that the plan calls for several new programs over the upcoming years and expansion of many of the existing ones. She reported that the college is at capacity due to building constraints and need for more partners for placements for students to earn their degrees. The science labs currently are increasingly "backed up," this comes at a time when students in the health-related programs and those who intend to transfer to other colleges are in need of more science opportunities.

Program Goals, Allied Health (Exhibit: 6.d1)

Dean Kuhar reviewed the Programs Goals –

- Allied Health and Science Building
- Increased program capacity
- Career ladders
- Access to Continuing Education opportunities
- Allied Health facility will be a community resource

Draft-Long Range Plan, Allied Health and Nursing (Exhibit: 6.d2)

Instructional Dean Mary Jeanne Kuhar, reviewed the program history and information for the Allied Health and Nursing Programs - Draft Long Range Plan 2007-2017.

President Middleton praised the Nursing faculty for the new report that shows all 33 of COCC's nursing students who took the state board exams last year passed. This makes COCC one of only four of the 21 colleges in Oregon to have perfect results. He continued that nationwide, statistics show that 86% of those who take the exam pass; in Oregon, 91% of community college nursing students pass and 89% of baccalaureate nursing students pass.

OLD BUSINESS:

COCC Board of Directors' Priorities for 2007-09 (Exhibits: 7.a & 7.a1)

President Middleton reviewed that at the recent October 12-13 Board Retreat, the Board reviewed the COCC Comprehensive Plan which includes Board Goals, Vision Concept Paper and Strategic Plan.

Mr. Donald Reeder moved to approve the Board of Directors' Priorities for 2007-09 as described in Attachment: 7.a1. Ms. Connie Lee seconded. MCU. Approved. M11/07:2

NEW BUSINESS:

Reimbursement from Future Issue of Bonds (Exhibit: 5.d)

(Exhibit: 5.d moved from Consent Agenda to New Business for discussion)

Mr. Charley Miller asked for clarification.

Mr. Jones reviewed that federal statutes allow for reimbursement of expenses the college incurs prior to the passage of a Bond if the Board of Directors pass a resolution stating the intent within 60 days of the expenditures.

Mr. Charley Miller moved to approve the following:

Section 1. The Central Oregon Community College District (the "District") expects to make expenditures from its available funds to pay for the costs of the Allied Health and Science Building, Ochoco remodel, Grandview remodel and Madras College Center projects (the "Projects").

Section 2. The District reasonably expects to issue bonds or other obligations (the "Reimbursement Bonds") and to use the proceeds of the Reimbursement Bonds to reimburse the District for the expenditures it makes from its available funds for the Projects.

Section 3. To permit interest on the Reimbursement Bonds to be excludable from gross income, the Internal Revenue Code of the United States requires that the District declares its intent to reimburse itself from Reimbursement Bond proceeds within 60 days after the first expenditures to be reimbursed are made.

Section 4. The District expects that the principal amount of the Reimbursement Bonds will not exceed \$34,000,000.

Ms. Connie Lee seconded. MCU. Approved. M11/07:3

Architect Selection (Exhibit: 8.a)

Dr. Mary Jeanne Kuhar-Instructional Dean, and Mr. Jim Jones-Vice President and Chief Financial Officer, reviewed that the college issued an RFP to select an architect for the Allied Health and Science Building and Ochoco Remodel project in August of 2007.

Mr. Donald Reeder moved to approve the selection of Yost Grube Hall Architecture and Pinnacle Architecture as architects for the Allied Health and Science Building and Ochoco Remodel Project. In addition, President Middleton is authorized to negotiate and execute all documents necessary to complete the award. This Presidential authorization would be subject to prior College legal counsel review and approval of the documents. Ms. Connie Lee seconded. MCU. Approved. M11/07:4

Budget Transfer (Exhibit: 8.b)

Mr. Jim Jones summarized that the College has been working towards construction of a Campus Center Building for some time, noting that in December of 2007, the College will request Board approval to go out-for-bid on the project.

Mr. Charley Miller moved to approve the transfer of \$1,800,000 from the New Construction and Campus Renovation account in the Capital Projects fund to the Campus Center account in the Capital Projects fund. It is further resolved that the proceeds from the eventual sale of the five acres atop Awbrey Butte will be placed in the New Construction and Campus Renovation account. Dr. Ronald Foerster seconded. MCU. Approved. M11/07:5

ADJOURN as COCC Board of Directors

CONVENE as Local Public Contract Review Board

Opportunity for Public Testimony on Changes to COCC Purchasing Procedures - None.

Background of Recommended Changes to CCRP (Exhibit: 8.c2)

Ms. Julie Mosier-Purchasing & Scheduling Coordinator, reviewed the recommended changes to the Community College Rules of Procurement-(CCRP).

Consider Changes to COCC's Purchasing Procedures (Exhibit: 8.c3)

Ms. Mosier summarized that in the spring of 2004 a task force was brought together from the Oregon community colleges, to create a statewide document that would provide continuity in purchasing and contracting decisions throughout the state's community college system.

Ms. Connie Lee moved to approve the proposed changes to the CCRP. Dr. Joyce Garrett seconded. MCU. Approved. M11/07:6

ADJOURN as Local Public Contract Review Board

CONVENE as COCC Board of Directors

## BOARD OF DIRECTORS' OPERATIONS

### Board Member Activities

- Dr. Foerster** Attended COCC Robert L. Barber Library Dedication; October Board Retreat/Sunriver; OCCA Convention in Sunriver and Mtg. w/President Middleton
- Dr. Garrett** Attended October Board Retreat/Sunriver; OCCA Convention in Sunriver and October 30 Board Conference Call Meeting
- Ms. Lee** Attended October Board Retreat/Sunriver; OCCA Convention in Sunriver; COCC Robert L. Barber Library Dedication; Chamber Education Breakfast; Treasurer of "COCC YES" Bond Campaign; October 30 Board Conference Call Meeting;
- Mr. Reeder** Attended October Board Retreat/Sunriver; October 30 Board Conference Call Meeting; COCC Robert L. Barber Library Dedication; Meeting w/Matt McCoy and David Evans re: COCC Campus in Madras
- Mr. Dorsch** Attended October Board Retreat/Sunriver; COCC Robert L. Barber Library Dedication; Spoke w/Vickie Fleming-Superintendent of Redmond Sch. Dist.; Central Oregon Symphony production; October 30 Board Conference Call Meeting
- Mr. Miller** Attended October Board Retreat/Sunriver; OCCA Convention in Sunriver; Culinary Event at Middleton Home; COCC Robert L. Barber Library Dedication; Economic Forecast Breakfast; Special Speaker for OSU-Cascades business class; October 30 Board Conference Call Meeting
- Mr. Overbay** Attended Central Oregon Symphony production; October Board Retreat/Sunriver; OCCA Convention in Sunriver; Board Real Estate Committee Meeting; Phone Call w/President Middleton re: Agenda Planning for November Board Mtg.; COCC Robert L. Barber Library Dedication; COCC Foundation Board of Trustees Meeting; COCC Redmond Campus – re: Oregon Tax Audit

### PRESIDENT'S REPORT:

#### Culinary Capital Campaign

President Middleton reviewed that the September 18, 2007 Culinary Capital Campaign event at Anthony's HomePort Restaurant in the Old Mill District in Bend, raised \$25K. Because of the generosity of Budd Gould, owner of Anthony's Restaurants, as well as all management and staff involved, ALL of the proceeds from the September event went to the Culinary Capital Campaign. President Middleton thanked Anthony's HomePort Restaurant for their tremendous support.

President Middleton reported that the Culinary Capital Campaign has raised approximately \$2M to date.

President Middleton thanked Mr. Dan Cecchini- Director of Information Technology, for his leadership and the great work the IT (Information Technology) department is doing on campus.

ADJOURN to Executive Session

Executive Session: ORS 192.660(1)(e) – Real Property Transactions

ADJOURN: 8:45 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. John Overbay, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** James R. Jones-Vice President and Chief Financial Officer

**A. Action Under Consideration**

Approve going out for bid for construction of the Campus Center Building.

**B. Discussion/History**

At the July, 2006 meeting of the COCC Board of Directors, the College was directed to proceed with the Campus Center Building through the contract documents phase of architectural design. The College has done so and is now seeking Board of Directors approval to bid the project. The project will be delivered through the traditional design-bid-build method of project delivery.

A construction cost estimate was prepared by Architectural Cost Consultants, LLC at the 90% construction document phase. It indicates that the College should have sufficient funds accumulated to cover the cost of the project. The entire cost of the 31,000 square foot building including furniture, fixtures and equipment, parking and relocating the Exercise Physiology Laboratory is estimated to be \$11,200,000. The building will house offices and meeting rooms for Student Life, ASCOCC, the Broadside student newspaper, a café, recreation room, two seminar rooms, food service and a dining room for 350 people. A donation of \$750,000 from the estate of Fran Wille has allowed the College to add a rehearsal space for the Central Oregon Symphony. This space will function as a recital/meeting space when not used by the Symphony. Approximately fifty parking spaces will be added in a new lot across College Way from the Campus Center Building.

If going out for bid is approved, bids are scheduled to be due on February 8, 2008. The Board of Directors will consider the bids and may award the construction project to the lowest responsible bidder at its February meeting. Construction should take about one year.

The construction of the Campus Center Building will free up space in Grandview that can be converted into general instructional space and faculty offices. In addition, construction of the Campus Center Building is a necessary if the College is to add additional student housing in the future. The project is consistent with the College's Facilities Masterplan.

**Options/Analysis**

Approve the College going out for bid for the Campus Center Building project.

Do not approve the College going out for bid for the Campus Center Building project.

**D. Timing**

Action is requested at this time.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College District do hereby approve the College going out for bid for the Campus Center Building project.

**F. Budget Impact**

The College will be constructing the Campus Center Building without incurring any additional debt.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** Lisa Bloyer-Accounting Manager

**A. Action Under Consideration**

Approve a change in the College's **mileage reimbursement rate** to coincide with a change in the federal rate. The mileage rate will change from 48.5 cents to 50.5 cents per mile effective January 1, 2008.

**B. Discussion/History**

It has been the College's practice to adjust its mileage reimbursement rate whenever there is a change in the approved federal rate. Effective January 1, 2008, the federal mileage reimbursement rate will change to 50.5 cents per mile.

**C. Options/Analysis**

Approve the increase in the mileage reimbursement rate to 50.5 cents per mile.

Disapprove the increase.

Set the mileage reimbursement rate at another amount.

**D. Timing**

This action is requested at this time.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College does hereby authorize the change of the mileage reimbursement rate to 50.5 cents per mile effective January 1, 2008.

**F. Budget Impact**

The proposed Fiscal Year Budget for 2007-2008 should be adequate to accommodate the proposed change in reimbursement rates.

Central Oregon Community College  
Board of Directors

**INFORMATION ITEM**

Prepared by: Eric Buckles, Director of Human Resources

**A. Issue**

The long-standing recruitment procedure for College faculty and staff has been cumbersome and time consuming for all parties involved. Although the appropriate levels of approval were incorporated, the process required three different documents to open, interview and hire a candidate. This involved up to nine signatures and a variety discussions and meetings to finalize the process. Applicants to the College were also required to submit hardcopy applications and supporting documentation to the Human Resources department.

In April, the Human Resources Department purchased applicant tracking software and with support from the Information Technology Department, implemented a **paperless on-line application procedure** in October 2007.

**B. Discussion / History**

A Board priority indicates **fiscal viability** in response to anticipated reductions in State funding and economic fluctuations and with the goal of achieving above targets by ensuring efficient and cost-effective operations.

*Members of the public interested in working at the College can complete an application and submit all supporting documents on-line. All internal recruiting documents are created and approved on-line. Screening committees can also review applications on-line to determine the best qualified candidates to interview.*

*The new recruitment software has greatly increased the efficiency and timeliness of our process for both hiring departments and candidates.*