



TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order  Executive Session: ORS 192.660 (1)(h) Potential Litigation			Ford
6:15 pm	II. Introduction of Guests			
6:20 pm	III. Agenda Changes			
6:21 pm	VI. Public Hearing and Testimony A.			
6:25pm	V. Consent Agenda*** A. Minutes 1. Regular – November 9, 2011 2. Regular – October 11, 2011 B. Personnel 1. New Hire Report (2011) C. 2 <sup>nd</sup> Reading-Board Goals	5.a1 5.a2  5.b1 5.c	X X  X X	Smith   Buckles <sup>A</sup> Middleton
6:30 pm	VI. Information Items A. Financial Statements <del>B. Institutional Effectiveness</del> C. Construction Projects - Update D. Report on Math Re-Design Prelim Outcomes E. Award - Journalist of the Year – (Wolf) F. DOD Tuition Assistance Program G. Achievement Compacts	6.a  6.c 6.d 6.e 6.f 6.g		Bloyer <sup>A</sup>  McCoy <sup>A</sup> Nelson <sup>P</sup> Moore <sup>P</sup> Moore <sup>P</sup> Middleton <sup>P</sup>
7:25 pm	VII. Old Business A. Chapter One & Two (Update)	7.a*		Hilgersom <sup>P</sup>
7:25 pm	VIII. New Business A. Contract Award for AV Equip. @ HCS Bldg. B. Media Attendance in Exec. Session	8.a 8.b	X X	McCoy <sup>P</sup> Paradis <sup>P</sup>
7:50 pm	IX. Board of Directors' Operations A. Board Member Activities			





CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, November 9, 2011 – 6:00 PM  
Community Room – COCC Madras Campus  
1170 E Ashwood Road – Madras, OR 97741

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PRESENT: David Ford, Charley Miller, Donald Reeder, Dr. Joyce Lynn Garrett, Bruce Abernethy, Anthony Dorsch, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

ABSENT: John Overbay

INTRODUCTION OF GUESTS: Courtney Snead-Madras Campus Coordinator, Jennifer Oppenlander-OSU Open Campus Coordinator for Jefferson County, Holli Van Wert-Chamber Executive Director, Wayne Pearson, EDCO, Janet Brown-Jefferson County Education Council member, Mike Morgan-City Administrator, Holly Gill-Reporter for the Madras Pioneer newspaper, Nick Snead-Madras Planning Commission, Karin Hilgersom, Matt McCoy, Kevin Kimball, David Dona, Ron Paradis, Joe Viola, Gene Zinkgraf, Michael Holtzclaw, Leslie Minor, Jennifer Newby, Shirley Metcalf, Alicia Moore, Dan Cecchini, Lisa Bloyer, Tom Barry-FF President, and others.

PUBLIC HEARING AND TESTIMONY:

Ms. Courtney Snead-Madras Campus Coordinator and Ms. Jennifer Oppenlander-OSU Open Campus Coordinator for Jefferson County gave a PowerPoint presentation detailing the successes at the new Madras Campus - course offerings and student headcount was highlighted.

Mr. Mike Morgan-City of Madras Administrator - expressed his appreciation to COCC for the new Madras campus. "The future success of Madras, Jefferson county and the future of the country is "education."

CONSENT AGENDA:

Dr. Joyce Lynn Garrett moved to approve the Consent Agenda (Exhibit: 5). Mr. Bruce Abernethy seconded. MCU. Approved. M11/11:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the September 2011 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract Floy Sitts (Exhibits: 5.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the September 2011 Financial Statements.

Construction Projects – Update (Exhibit: 6.c)

Vice President for Administration-Matt McCoy gave a Construction Projects Update.

Modification of Board Goals/Core Themes (Exhibit: 8.b)

The Board of Directors' reviewed and by consensus approved (Exhibit: 8.b) as a 1<sup>st</sup> Reading - the 2<sup>nd</sup> Reading will be brought back to the Board at the December meeting.

Status of Vision Concept Paper (Exhibit: 8.c)

Mr. Charley Miller moved to omit the VCP-Vision Concept Paper as a “formal” planning document but keep it available as a reference. Mr. Bruce Abernethy seconded. MCU.

Approved. M11/11:2

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- |               |  |
|---------------|--|
| Dr. Garrett   | Meeting w/President Middleton<br>Crook County Education Council Mtg.<br>OUS Educational Symposium<br>Crook County School Superintendent re: Director of Crook County Open Campus<br>Board Fall Retreat |
| Mr. Abernethy | ACCT Conference in Dallas, TX<br>Grand Opening of the Culinary Bldg.<br>Board Fall Retreat   |
| Mr. Miller    | ACCT Conference in Dallas, TX<br>Grand Opening of the Culinary Bldg.<br>Board Fall Retreat   |
| Mr. Reeder    | Board Fall Retreat<br>Grand Opening of the Culinary Bldg.<br>Presented to the Madras Campus - a black and white pencil drawing of the new<br>Madras Campus - by artist Jim Smith                       |
| Mr. Ford      | ACCT Conference in Dallas, TX<br>OSU Cascades Advisory Board Meeting<br>Board Fall Retreat   |

**PRESIDENT'S REPORT:**

- Threat Assessment & Prevention Team (Exhibit: 10.a1)  
President Middleton, Alicia Moore-Dean of Student and Enrollment Services and Ron Paradis-Director of College Relations – reviewed that during the past several years, the College staff has created a variety of strategies, teams and planning documents to address potential campus crisis situations. Alicia Moore and Ron Paradis summarized the initiatives.
- Promotions Task Force  
Dr. Karin Hilgersom-Vice President for Instruction, reviewed and described – the detailed steps and guidelines that are followed during the Promotions process.

**ADJOURNED:** 7:40 PM

APPROVED;

\_\_\_\_\_  
Mr. David Ford-Board Chair Elect

ATTEST TO;

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



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Tuesday, October 11, 2011 – 6:00 PM  
Christiansen Board Room  
Boyle Education Center

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

ABSENT: Anthony Dorsch, Dr. Joyce Lynn Garrett

INTRODUCTION OF GUESTS: Karin Hilgersom, Matt McCoy, Kevin Kimball, David Dona, Ron Paradis, Eric Buckles, Joe Viola, Gene Zinkgraf, Michael Holtzclaw, Brynn Pierce, Alicia Moore, Dan Cecchini, Lisa Bloyer, Tom Barry-FF President, Tobey Veenstra-The Broadside and others.

PUBLIC HEARING AND TESTIMONY: None.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibit: 5). Mr. Donald Reeder seconded. MCU. Approved. MI0/11:1

BE IT RESOLVED that the Board of Directors' approved the Meeting Minutes of September 14, and Special Conference Call Meetings of August 11 and August 4, 2011 (Exhibits: 5.a1, a2, a3);

BE IT RESOLVED that the Board of Directors' reviewed and approved the September 2011 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Regina Ricketts, Bonnie Jordan and Beth Wright (Exhibits: 5.c1, c2, c3);

BE IT RESOLVED that the Board of Directors' does hereby approve the appointment of Joe Viola as the College representative to the BMPO TAC (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the August 2011 Financial Statements.

Construction Projects – Update (Exhibit: 6.b)

Vice President Matt McCoy gave a Construction Projects Update.

Institutional Effectiveness – Underserved Students (Exhibit: 6.b)

The Board established as a College priority to serve students who are traditionally underserved. To help the College further define this student population – the Strategic Enrollment Management (SEM) team determined four traditionally underserved populations: Latino, Native American, first-generation, and low-income family students. The SEM team narrowed its efforts to Latino and Native American students at this time – due to incomplete tracking of first-generation and income status students. The IE report charts the indicator penetration rates of each group.

Mr. Bruce Abernethy complimented the informational content and format of the IE report.

Construction Projects – Update (Exhibit: 6.c)

The Board was apprised for the Colleges Construction projects.

Washington Center/Learning Communities

Dr. Karin Hilgersom-VP for Instruction, Michael Holtzclaw-Instructional Dean, Kathy Smith-Math faculty and Cat Finney-Librarian/faculty - reviewed that COCC has two new Learning Communities – 1) taught by Tony Russell/Writing; Diana Raschio/college success; and Ricky Virk/HHP – aimed towards students who intend to matriculate to OSU-Cascades. 2) Coordinated by Karen Roth-Director of Multicultural Activities at the Redmond Campus for Latino students. A “Learning Community” is structured to build a community of learners among both students and faculty. Students come together with faculty and are shown how math and writing and other curriculums all link together in their education. Students who feel connected are more likely to persist with their education.

President Middleton added that developing this type of program for students who are struggling academically - helps to create an environment that will set them up for success.

Federal Community College Grant Awards

President Middleton reported that COCC had submitted a federal grant proposal as lead college for a 9-college proposal to strengthen math instruction. Only 33 grants were funded nationally, most funded grants focused on direct degree completion projects or other student support/advising initiatives.. The COCC project was not funded.

President Middleton thanked Ron Paradis and the Math Department for the quality and comprehensive work on the grant proposal.

Enrollment Update

President Middleton reported that as more of the enrollment-automated processes are implemented for handling student “wait lists” it makes it more difficult to do year-to-year enrollment comparisons. First week enrollment suggested 15% over the prior year, but the increase dropped to 2% by the third week of classes, summer school was still up by 12%.

SB 909 Learn Works Review

Senate Bill 909, which was approved by the legislature and signed by the Governor, is part of a broad commitment to re-inventing education in Oregon and was one of Governor Kitzhaber’s top priorities. The bill establishes the Oregon Education Investment Board (OEIB) and challenges educators to improve outcomes and processes to meet Oregon’s ambitious 40/40/20 goal. Prior to the OEIB being established, a Learn/Work committee was formed to review issues, and make recommendations for action to the OEIB.

President Middleton gave a PowerPoint presentation reviewing the pathways for curriculum proficiency based on learning structures and outcomes. The goal is to go from funding for educational activity to learner proficiency and other educational issues, this approach may have a significant impact on future funding.

**NEW BUSINESS:**

**Audit & Finance Committee Report**

President Middleton reviewed that traditionally, the staff works with the auditors on the audit, and it is then brought to the board for the final report. The newly formed "Audit & Finance Committee" (Board Sub-Committee) will meet with staff and the auditors for dialog early on in the budget process.

Mr. Charley Miller reviewed that the committee membership consists of three board members (David Ford, Joyce Garrett and Charley Miller) and two Budget Committee members. At their recent meeting the committee discussed the results of last year's audit; the description of the "opinion letters;" new accounting standards; new campus centers and the 2012-13 upcoming budget. The next meeting will be in December or January after the completion of the audit.

Mr. Miller complimented the good work of Kevin Kimball-CFO, David Dona-Associate CFO and Lisa Bloyer-Accounting Director.

**ABS Contract Approval (Exhibit: 8.b)**

**Mr. John Overbay moved to approve the COCC/ABS Labor Agreement for 2011-14 as described in Exhibit: 8.b. Mr. Donald Reeder seconded. MCU. Approved. M10/11: 2**

Be It Resolved that the Board of Directors of Central Oregon Community College hereby approves the COCC/ABS Labor Agreement for 2011-14 with the following terms:

- A salary increase and schedule increase of 3% for each of the first two years of the labor agreement;
- Maintenance of the current 90/10 split of the employer/employee contribution to the cost of health insurance;
- Increased funding for professional development;
- Clarification of the assignment of new classes and filling of vacancies;
- Clarification of the reduction in force and recall language;
- A three-year agreement on all non-economic contract language with a limited reopener in the 3<sup>rd</sup> year on salaries and the insurance contribution.

**Facilities Audit**

Vice President Matt McCoy, Mr. Joe Viola-Director of Campus Services and Mr. Matt Anderson-program manager for EMG (a Maryland company that specializes in facility assessment services) reviewed the findings of the recent comprehensive COCC "facilities audit." After an extensive visual audit, the overall opinion is that the campus buildings are in good shape. The estimated ten-year cost of \$11.4M would be to maintain the facilities at the highest level of maintenance and repairs. In the short-term COCC is already working to correct the most significant areas of concern. The top short-term priorities include the exterior of the Boyle Education Center and Mazama; concrete damage repair at Ponderosa; and Redmond building #3. In the long-term, the buildings with the greatest need of upgrades are Ponderosa and the Boyle Education Center.



**BOARD OF DIRECTORS' OPERATIONS:**

**Board Member Activities**

Mr. Overbay COCC Foundation Retreat and Dinner at the new Culinary Building  
Ribbon Cutting at the new Madras Campus  
Anthony's Homeport Restaurants-COCC Foundation Fund Raiser  
Real Estate Committee Meeting

Mr. Reeder Real Estate Committee Meeting -by phone  
Ribbon Cutting at the new Madras Campus

Mr. Abernethy Ribbon Cutting at the new Madras Campus  
Orientation – COCC Financial Dept. w/CFO & Associate CFO  
Anthony's Homeport Restaurants-COCC Foundation Fund Raiser  
College Affairs Committee Meeting  
Bend Chamber Breakfast on Education

Mr. Miller Audit & Finance Committee Meeting  
Attended two Oregon Higher Education Mtgs. Re: SB909  
Oregon Community Foundation Steering Committee Mtg. Re: SB909  
Chamber Legislative Forum re: SB909  
Prineville Campus – visit  
Madras Campus-visit

Mr. Ford Ribbon Cutting at the new Madras Campus  
Audit & Finance Committee Meeting  
Fall Retreat - Agenda Mtg. w/President Middleton  
Agenda Review w/President Middleton  
Real Estate Committee Meeting  
Bend Chamber Breakfast on Education

**Board of Directors' Fall Retreat**

November 4-5, 2011

**PRESIDENT'S REPORT:**

- 2010-11 Final FTE & Data Audit  
President Middleton reported that there were no changes or adjustments for COCC;
- The state economic conditions are still depressed - all departments of State government have been directed to prepare cut scenarios for the biennium – the November revenue forecast will be critical;
- Ben Cannon – the Governor's new education adviser - visited the COCC campus
- Bend Chamber of Commerce "Ribbon Cutting" ceremony and Dedication of the Culinary Bldg.

- Carol Mason resident of Bend, passed away June 19, 2011 leaving millions of dollars in real estate and a private airplane to the college. This donation is “possibly the largest donation to date” given to the college.

ADJOURNED in Memory of Carol Mason: 8:09 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. David Ford Board Chair Elect

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

Exhibit: 5.b1  
December 14, 2011  
Approval: \_\_Yes\_\_No  
Motion:\_\_\_\_

**Central Oregon Community College  
Board of Directors**

**NEW HIRE REPORT - November 2011**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Clark, Stephanie	11/21/2011	Admin Assistant 1 - CAP
Mattox, Krissa	11/28/2011	Admin Assist 1 CAP
<b>Temporary Hourly</b>		
Paplia, Amber	11/9/2011	Computer Lab Attendant I

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Jim Middleton-President

**A. Action Under Consideration**

Approval of modified COCC Board Goals.

**B. Discussion/History**

Both in Board Meetings and in the 2011 Board Retreat, staff have presented the need for revising the COCC Board Goals to improve correlation with COCC Core Themes which were developed in response to NWCCU Accreditation guidelines. A draft of the proposed revisions were distributed to a range of internal committees, the most recent and most appropriate is the College Affairs Committee which provided final input on the proposed revised Board Goals.

Goal outcomes have been shifted to focus on student rather than the community as in the existing Board Goals. The proposed changes have been reordered to match the order of Core Themes. The closing two elements of the Board Goals are "statements of values." These have been labeled values with the understanding that values cut across goals and do not, in general, result in specific indicators as to student outcome goals.

**C. Options/Analysis**

- 1) Approve the New Board Goals
- 2) Approve Alternative Revised Board Goals
- 3) Continue discussion – however, completion of the Accreditation Self Study required that this issue be resolved quickly in order to meet the submission deadline.

**D. Timing**

Approval at this time is important for completion of the Accreditation Self Study by the deadline of March 1 as the structure and content of the Self Study are driven in large part by these Board Goals.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby approve the revised Board Goals as follows:

Central Oregon Community College students will ...

- Have academic achievements and learning skills necessary to transfer and articulate successfully beyond the community college level ( CT 1: Transfer)
- Have the workforce knowledge and skills necessary for their careers (CT 2: Workforce)
- Have academic achievements and basic learning skills necessary to successfully pursue education at the community college level (CT 3: Basic Skills)
- Have access to and participate in wide-ranging lifelong learning opportunities to enhance wellness, quality of life, and cultural appreciation. (CT 4: Lifelong Learning)

COCC as an institution will support the values of

- Working collaboratively to achieve shared purposes
- Supporting diversity, and interacting effectively with state, regional, national and global communities

## Analysis of Proposed Changes

CURRENT	PROPOSED	FINAL VERSION
Because of COCC, Central Oregon communities will ...	Because of COCC, Central Oregon communities will ... <b>Central Oregon Community College students will ...</b>	<b>Central Oregon Community College students will ...</b>
Have an adult population with the proficiencies and learning skills necessary for lifelong employment at a family living wage level	Have an adult population with the <b>workforce knowledge</b> proficiencies and <b>learning</b> skills necessary for lifelong employment at a family living wage level. Or Have an adult population with the <b>workforce knowledge</b> proficiencies and <b>learning</b> skills necessary for <b>their careers</b> . <del>lifelong employment at a family living wage level</del>	<b>Have the workforce knowledge and skills necessary for their careers.</b>
Have an adult population with academic achievements and learning skills necessary to successfully pursue education at and beyond the CC level	Have an adult population with academic achievements and <b>basic</b> learning skills necessary to successfully pursue education at <del>and beyond</del> the community college level	<b>Have academic achievements and basic learning skills necessary to successfully pursue education the community college level</b>
	Have an adult population with academic achievements and learning skills necessary to <b>transfer and articulate</b> successfully pursue education at <del>and beyond</del> the community college level	<b>Have academic achievements and learning skills necessary to transfer and articulate successfully beyond the community college level</b>
Have wide-ranging opportunities to enhance learning, wellness, quality of life, and cultural appreciation	Have <b>access to and participate in</b> wide-ranging <b>lifelong learning</b> opportunities to enhance <b>learning</b> , wellness, quality of life, and cultural appreciation	<b>Have access to and participate in wide-ranging lifelong learning opportunities to enhance, wellness, quality of life, and cultural appreciation</b>
	COCC as an institution will support the values of	<b>COCC as an institution will support the values of...</b>
Work collaboratively to achieve shared purposes	Working collaboratively to achieve shared purposes	<b>Working collaboratively to achieve shared purposes</b>
Support diversity, and interact effectively with state, regional, national and global communities	<del>Supporting</del> <b>promoting</b> diversity, and interacting <b>ing</b> effectively with state, regional, national and global communities	<b>Promoting diversity, and interacting effectively with state, regional, national and global communities</b>



Central Oregon Community College  
Monthly Budget Status  
Highlights of October 2011 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

**Cash and Investments**

The Colleges' operating cash balances currently total \$23.8 million. The October average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$8.5 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. An investment matured in October and the funds were deposited in the Local Government Investment Pool Bond Fund account. The bond proceeds held in cash and investments total \$24.3 million as of the end of October. Approximately \$2.5 million was spent on bond related construction projects in October.

**General Fund Revenues**

The College received the second State Aid payment of \$1.3 million in October. All transfers have been posted for the year including \$250,000 from the PERS reserve account.

**General Fund Expenses**

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

**Budget Compliance**

All appropriation categories are within budget.



Central Oregon Community College

Exhibit: 6.a  
14-Dec-11

Cash and Investments Report  
As of October 31, 2011

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$22,352,988.50
Pool account 5482	\$490,156.67
Pool account 3624	\$383,041.45
Pool account 3816	\$11,150,936.41
Pool account 3707	\$290,240.59
Pool account 3844	\$232,304.74
Pool account 3848	\$55,965.01
Pool account 3847	\$107,268.17

October Average Yield .50%

Cash in USNB \$1,446,557.93

Cash in USNB - Bond Funds \$4,000,000.00

Cash on Hand \$3,900.00

Total Cash \$40,513,359.47

Investments

Federal Home Loan Bank:

Yield .6397%, due 11-21-11	\$3,505,460.00
Yield .6752%, due 12-1-11	<u>\$5,009,000.00</u>

Total Investments \$8,514,460.00

Total Cash and Investments \$49,027,819.47

**Central Oregon Community College**  
**Monthly Budget Status**  
**October 2011**

**Exhibit 6a**  
14-Dec-11

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 10,924,000		\$ (10,924,000)	0.00%	0.00%
Prior Taxes	939,000	355,332	(583,668)	37.84%	49.40%
Tuition and fees	18,323,000	6,143,646	(12,179,354)	33.53%	35.04%
State Aid	5,610,000	2,601,679	(3,008,321)	46.38%	34.48%
Interest & Misc. Income	8,000	8,986	986	112.33%	8.87%
Transfer-In	856,000	856,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 36,660,000</b>	<b>\$ 9,965,643</b>	<b>\$ (26,694,357)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 16,657,868	\$ 3,411,147	\$ 13,246,721	20.48%	20.52%
Academic Support	2,951,104	735,706	2,215,398	24.93%	23.87%
Student Services	4,023,863	1,113,109	2,910,754	27.66%	27.51%
College Support	4,655,263	1,641,447	3,013,816	35.26%	36.29%
Plant Operations and Maintenance	3,461,348	977,689	2,483,659	28.25%	28.26%
Information Technology	2,747,718	1,029,245	1,718,473	37.46%	34.92%
Financial Aid	11,954	847	11,107	7.09%	26.28%
Contingency	800,000		800,000	0.00%	0.00%
Transfers Out	3,123,399	2,852,749	270,650	91.33%	100.00%
<b>Total Expenses</b>	<b>\$ 38,432,517</b>	<b>\$ 11,761,939</b>	<b>\$ 26,670,578</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,772,517)</b>	<b>\$ (1,796,296)</b>	<b>\$ (23,779)</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**October 2011**

Exhibit 6a  
14-Dec-11

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,122,691	\$ 1,034,662	\$ (3,088,029)	25.10%	24.95%
Expenses	4,105,065	942,834	3,162,231	22.97%	22.91%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 17,626</b>	<b>\$ 91,828</b>	<b>\$ 74,202</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 6,229,822	\$ 352,045	\$ (5,877,777)	5.65%	13.73%
Expenses	6,208,404	372,648	5,835,756	6.00%	17.60%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 21,418</b>	<b>\$ (20,603)</b>	<b>\$ (42,021)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 8,994,912	\$ 2,383,816	\$ (6,611,096)	26.50%	20.92%
Expenses	37,427,052	10,302,578	27,124,474	27.53%	15.82%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (28,432,140)</b>	<b>\$ (7,918,762)</b>	<b>\$ 20,513,378</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,380,813	\$ 1,732,689	\$ (4,648,124)	27.15%	32.57%
Expenses	6,107,081	1,800,797	4,306,284	29.49%	35.29%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 273,732</b>	<b>\$ (68,108)</b>	<b>\$ (341,840)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,599,734	\$ 4,916,812	\$ (3,682,922)	57.17%	62.09%
Expenses	7,721,974	3,104,691	4,617,283	40.21%	38.20%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 877,760</b>	<b>\$ 1,812,121</b>	<b>\$ 934,361</b>		
<b>Reserve Fund</b>					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	298,770	138,230	68.37%	27.67%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (422,445)</b>	<b>\$ (298,770)</b>	<b>\$ 123,675</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,597,967	\$ 6,845,931	\$ (12,752,036)	34.93%	31.41%
Expenses	19,632,429	7,458,178	12,174,251	37.99%	33.58%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (34,462)</b>	<b>\$ (612,247)</b>	<b>\$ (577,785)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 435,425	\$ 48,498	\$ (386,927)	11.14%	24.13%
Expenses	396,801	55,491	341,310	13.98%	24.34%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 38,624</b>	<b>\$ (6,993)</b>	<b>\$ (45,617)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,900	\$ 605	\$ (1,295)	31.84%	11.56%
Expenses	7,500	2,292	5,208	30.56%	20.25%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,600)</b>	<b>\$ (1,687)</b>	<b>\$ 3,913</b>		

12-14-2011

# Chandler Renovation Project November 2011 Status Report

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## Scope

Renovate space for use by Community Learning and the Small Business Development Center. Convert a classroom into a computer lab. Create a larger Administrative/reception area for five stations. Divide the garage bays. Create more female bathroom capacity. Remedy internal ramp ADA concerns. Create large meeting room in upper building.

## Budget Status

Budget attached.

## Change Order Activity

None.

## Schedule Status

Design	September 2011 to January 2012
Bid/Award	February 2012
Construction	February 2012 to June 2012

## Activity in November

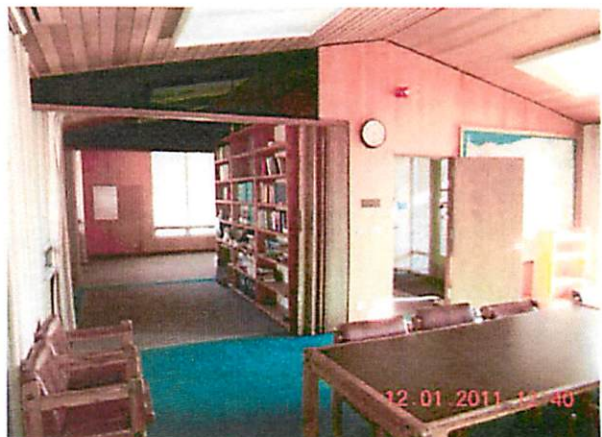
Continued design meetings.  
Clarified scope of possible ADA improvements.  
Obtained rough cost estimates for the various scopes of work.  
Decided on scope for base bid and bid alternates.  
Finalized computer lab layout.  
Discussed with the Bend Science Station possibly relocating their storage/dark room to create space either for a unisex ADA bathroom or for a larger bathroom renovation for fixture count and ADA compliance.

## Activity planned for December

Continue design meetings.  
Receive Schematic Design Submittal.  
Provide Schematic Design submittal feedback to BBT for use in Construction/Permit Documents Phase.  
BBT to provide revised design phase schedule.  
Project to bid in January.  
Construction to begin in February.

# Chandler Renovation Project November 2011 Status Report

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# Chandler Renovation Project November 2011 Status Report

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## Project Participants

### COCC Administration

Shirley Metcalf      Instructional Dean  
Beth Wickham Small Business Development Center

[smetcalf@cocc.edu](mailto:smetcalf@cocc.edu)  
[bwickham@cocc.edu](mailto:bwickham@cocc.edu)

### COCC Project Manager

Rick Hayes  
541-330-4391  
Email [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

### Design Consultant

BBT Architects  
1160 SW Simpson Avenue, Suite 100  
Bend, OR 97702  
Don Stevens, Principal  
Don Tompos, Project Architect  
541-382-5535  
[dstevens@bbtarchitects.com](mailto:dstevens@bbtarchitects.com)  
[dtompos@bbtarchitects.com](mailto:dtompos@bbtarchitects.com)

### Surveyor

Harper Houf Peterson Righellis Inc.  
1133 NW Wall Street, Suite 201  
Bend, OR 97701  
John McCoy, Project Surveyor  
541-318-1161  
[JohnM@hhpr.com](mailto:JohnM@hhpr.com)

### General Contractor

TBD

### Testing Agency

TBD

# 1. Culinary Building – November Status Report

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## Scope

COCC will construct a new teaching facility for its culinary instructional program – the Cascade Culinary Institute (CCI). The building will house culinary instructional facilities and a dining lab/restaurant which will be open to the public. The building will be 15,205 sq. ft. in size and will support significant expansion professional training as well as “amateur” courses for community members. The facility will house three kitchens, two multipurpose and one baking kitchen. The curriculum will include a basic core curriculum with cooking or baking options and specialized programs in Sports and Health Nutrition or Sustainable Food Management.

## Budget Status

Project within budget.

## Change Order Activity

Change orders, totaling \$533,995.00, have been approved to date. \$124,282.00 of which is for the Campus Village Infrastructure Project and \$409,713.00 for the Culinary Building. The College has approved four Additional Services Requests from YGH Architects totaling \$132,520.00; a majority of which is related to the Campus Village Infrastructure Project and reimbursable over the duration of the project. The remainder of the amount is for the Culinary Building.

## Schedule Status

The Certificate of Occupancy (COO) for the Culinary Building was received on November 3, 2011. COCC was notified on November 30, 2011 that the final landscape installation was complete and that the associated landscape performance bond would be released in early December.

## COCC Stake Holder Group

Jim Middleton - COCC President  
Diana Glenn – Instructional Dean  
Julian Darwin – Culinary Faculty  
Jeff Floyd – Construction IT Specialist  
Darren McCrea – Construction IT Specialist  
Julie Mosier – Purchasing Coordinator

Gene Zinkgraf – COCC Project Manager

## Contractor

HSW Builders  
730 SW Bonnett Way, Suite 3000  
Bend, Oregon 97702

Bret Matteis	-	General Manager
Ron Edgerton	-	Vice President
Rob Kelleher	-	Project Manager
Rob Ring	-	Superintendent

# Culinary Building – November Status Report

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## **Design Team**

Yost Grube Hall Architecture  
Pinnacle Architecture  
Kpff Consulting Engineers  
WHPacific Engineering

Sparling Engineering  
Mark Day and Associates  
Food Facilities Concepts, Inc.  
Mazzetti Nash Lipsey Burch Engineering

## **Special Inspectors**

### **Special testing**

FEI Testing & Inspections Inc.  
Bend, Oregon

### **Commissioning**

Heery International  
Portland ,Oregon



# Health Careers Building – November 2011 Update

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## Scope

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

Approximately 48,000 SF of new space.

## Budget Status

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

## Change Order Activity

Change order activity this month has been light. We received 5 new change order requests this month. Only 1 exceeded \$2,000.

- 1) Fire Proofing for Steel in the Mechanical Room. The City of Bend required that several additional structural steel members receive fireproofing. \$6,241

## Schedule Status

The project is on schedule to complete April 30, 2012.

## Recent Activity

Framing, drywall, taping, painting and interior rough-in continued this month on all levels of the building. There are a few windows that have yet to receive glazing and they will be sequenced in as weather allows and replacement pieces arrive (these openings have been covered temporarily.) The elevator installation started this month.

Exterior finishes continue to be installed as weather allows. The primary weather barrier is complete on the building so these finishes can be completed anytime. Asphalt and other hardscape at the North side of the building were installed this month.

## Activity Next Month

Framing, drywall, taping and paint will be the primary activities occurring again next month. Grid for the acoustic ceilings will start installation; this will allow the MEP overhead finishes to start as well. Exterior finishes will continue as weather allows. MEP equipment room build-out will also continue.

# Health Careers Building – November 2011 Update

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North Side



SE Corner

# Health Careers Building – November 2011 Update

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2<sup>nd</sup> Floor Hall Ready for Paint



Northwest Corner

# Health Careers Building – November 2011 Update

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## Project Participants

### COCC Stakeholder Group

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

### Design Team

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

### Contractor Group

Bret Matteis	-	HSW General Manager
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

# Redmond Building 1 Addition – November 2011 Update

## Scope

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

## Budget Status

The overall budget for the building will be \$840,906 with construction costs of approx \$485,000. This is a Bond funded project. The current projected overall budget based on the 30% design drawings is \$1,032,290 with construction costs at \$617,500. While the estimate exceeds the current allocated budget, the design incorporates only those items included on the project charter and we do not feel that scope creep is the culprit here. The estimate is sufficiently detailed and individual items fall within expected ranges. We believe that the majority of this overage is due to a higher than expected per square foot cost for the Wet Lab spaces.

## Change Order Activity

- 1) N/A.

## Schedule Status

Design is proceeding with the goal of bidding the project in March or April of 2012. The project will be open for classes January of 2013.

## Recent Activity

Design is currently at approximately 30%.

## Activity Next Month

Design will continue through the end of the year. Due to current scheduling in the building construction will not begin until June of 2012.

# Redmond Building 1 Addition – November 2011 Update

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## Project Participants

### COCC Stakeholder Group

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

### Design Team

Jeff Wellman	-	Steel Associates Architects
Steve Olson	-	Steel Associates Architects
James Taylor	-	Steel Associates Architects

### Contractor Group

Not Identified Yet	-	TBD
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# Science Building – November 2011 Status Report

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## Scope

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

## Budget Status

Project within budget. See project budget for detail.

## Change Order Activity

CR #42R2, revise mechanical curbs, approved for \$6,136.38.  
CR #44, ASI #7 AHU-1 flue vent through roof, approved for \$2,289.80.  
CR #47, RFI #148 claim for \$1,974.40 of additional damp proofing, rejected as required by documents.  
CR #48R, RFI #138 for added heat trace at roof drain, approved for \$2,350.85.  
CR #50R, ASI 006 DALI lighting changes, approved for \$657.40.  
CR #53R, PR 19 for Deionized water rough-in clarifications, approved for \$2,146.49.  
CR #58, PR 22 for electrical/data revisions at Administration area, approved for \$901.05.  
CR #59, replace 20 feet of storm drain with C900 per code officials, approved for \$441.38.  
CR #60, Ochoco stair/walkway replacement to connect to new crosswalks, approved for \$33,016.65.  
CR #62, Change hardware to Lab Tech Hall doors to storeroom function, approved for \$721.06.  
CR #63, submittal changes (F2 light fixtures) cost of \$3,959.74, rejected as required by specifications.  
CR #65, Fire treat WDS-8 at West overhang/soffits in lieu of dry pipe fire sprinkler, approved for \$0.00.  
CR #66R, Changes to DALI lighting submittal, approved for \$915.32.

## Schedule Status

On schedule.

## Activity in November

Completed roofing, finishing up on East side vestibule roofs. Set boilers and Air handling units in mechanical room. Completed metal stud wall framing at second floor. Soffit work to continue. Continued rough-ins at second floor. Completed rough-ins at first floor at North half of building. Completed exterior sheathing and Tyvek weather barrier. Installed masonry on North end of building above classroom windows. Began masonry on South end of building. Temporarily weather protected window openings. Set elevator shaft wall system in preparation for elevator install to begin. Sheetrocked electrical rooms in an effort to set electrical equipment to provide construction power within the building and appropriate power for elevator installation. Began insulation at first floor. Completed North and East side concrete walkways and large concrete bases for stonework at lower main entry. Finalized connection of telecom at Metolius. Received AV Package Bids. Began Ochoco stairway work.

# Science Building – November 2011 Status Report

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## Activity planned for December

Set prefinished flashings at base of shingle siding areas, complete Z furring and insulation, and begin installation of shingle siding at roof areas. Begin metal siding at open-air mechanical rooftop area. Complete masonry block installations. Begin composite metal panel installation. Begin fabrication of window systems. Begin sheetrock installation at North half of first floor. Complete rough-ins and prepare South half of first floor for drywall installation. Set electrical equipment at first floor and make power available for elevator installation. Complete all second floor-framing activities and complete most of rough-ins. Continue mechanical equipment installations and connections at rooftop areas.

## Photos





# Science Building – November 2011 Status Report

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# Science Building – November 2011 Status Report

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# Science Building – November 2011 Status Report

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# Science Building – November 2011 Status Report

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## Project Participants

### COCC Stakeholder Group

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

### Design Team

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

### Commissioning Agent

James Warner - Heery International

### Special Inspection and Testing

Todd Smith - FEI Testing

**COCC Project Manager** - Rick Hayes 541-330-4391 email [rhaves@cocc.edu](mailto:rhaves@cocc.edu)

**COCC IT Project Manager** - Darren McCrea 541-383-7741 email [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

### General Contractor

Kirby Nagelhout Construction Company  
20635 NE Brinson Blvd  
Bend, OR 97701  
541-389-7119  
Mike Taylor, General Manager, [miket@knccbend.com](mailto:miket@knccbend.com)  
Dave Watson, Project Manager, [davew@knccbend.com](mailto:davew@knccbend.com)  
Mark Miller, Project Superintendent, [markm@knccbend.com](mailto:markm@knccbend.com)  
Greg Ponder, Project Engineer, [gregp@knccbend.com](mailto:gregp@knccbend.com)

# Technology Education Center – November 2011 Update

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## Scope

A 30,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

## Budget Status

The budget for the building will be \$11.4 Million. This includes a \$5.7 Million match from the State of Oregon.

## Change Order Activity

- 1) N/A.

## Schedule Status

Design is proceeding with the goal of bidding the project in July of 2012 and an ultimate project completion for September of 2013.

## Recent Activity

Schematic Design is underway and will complete at the end of the month. Weekly design meetings are being held to keep everyone up to date on design progress and to address any issues that might come up.

The sustainability charette required by the Earth Advantage program was held this month. During the meeting we discovered that the project can easily meet the requirements for Gold Certification, we also realized that Platinum Certification is also within reach and we will be reviewing whether the Project would like to target a Platinum Certification.

The user groups were re-engaged this month and BBT presented an overview of the project as it stands now. The users were pleased with the proposed layout. BBT will sit with each of the user groups to get more detail on how they will use their spaces and to address any other questions they may have on program needs.

## Activity Next Month

Schematic Design will proceed into the 2<sup>nd</sup> week in December.

# Technology Education Center – November 2011 Update

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## Project Participants

### COCC Stakeholder Group

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

### Design Team

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

### Contractor Group

Not Identified Yet	-	TBD
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# New Construction and Remodeling Projects Audio, Video and Information Technology November 2011 Update

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## HEALTH CAREERS BUILDING:

The bid opening for the Audio-Visual portion of the Health Careers construction project was November 10<sup>th</sup>. We have been working closely with architects, sub-contractors and the general contractor to ensure that we have the best possible cabling and data room infrastructure in place to meet the needs of current technology as well as future technology and our pending audio-visual installation. Reviewed building, room by room, with purchasing and project manager to ensure there will not be any gaps in design. We have also been working with faculty to give them an overview of the technology and ensure their needs have been met. Additional issues addressed this month have included laying out computer room installation, data cable routing issues, data floorbox clarifications, and reviewing A/V and Assisted Listening designs. Contractor will begin pulling data cable throughout this building next Monday.

## SCIENCE BUILDING:

The bid opening for the Audio-Visual portion of the Science construction project was November 10<sup>th</sup> as well. While not as Audio-Visual intensive as the Health Careers building, the technology installation is still quite extensive and we have been working closely with the entire project team to ensure that COCC has the best possible infrastructure in place to meet both current and future technology needs. Additional issues addressed this month have included defining data cable paths, adding additional cable routes, clarifying data floorbox installations, specifying proper blocking for mounting heavier objects, and reviewing installation of conduit connections between the new Science Building and our network hub in Metolius.

## JUNGERS CULINARY BUILDING:

Since completing construction of the Jungers Culinary Building, there have been several technology projects completed, including the installation of an intricate, leading-edge point-of-sale system from MICROS, the installation of Opentable - an online internet reservation system, and the installation of a wireless radio network with connection back to our main campus. This radio network uses our EBS wireless spectrum and is part of a new wireless back-up network, which we are in the process of implementing. This wireless back-up network will include the COCC Main Campus, the Jungers Culinary Building, Redmond and Madras.

# New Construction and Remodeling Projects Audio, Video and Information Technology November 2011 Update

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## REMODEL AND UPGRADE PROJECTS (Redmond Addition, Chandler, Campus Projects):

Reviewed and provided input for the design and partial remodel of the network switch room for the Redmond Building One expansion. Continued to research video distribution technology for new construction projects; this technology is something that College Relations is interested in implementing campus-wide. Initial sites for testing may include the new Health Careers or Jungers Culinary Buildings. Reviewed, surveyed and provided input for the new computer lab and data infrastructure needed to complete remodeling of the Chandler Lab.



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** Jim Middleton-President

**A. Issue**

Improving student outcomes, facility use and fiscal efficiency of math instruction.

**B. Discussion/History**

Previous presentations outlined recent COCC commitment to redesigning COCC math instruction. New strategies keyed to addition of a dedicated computer lab, redesign of faculty responsibilities, and mediated instruction were implemented for Spring 2010.

Doug Nelson, math department head, will provide an update of results from the Spring 2010 and Fall 2011 performance.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM:**

Prepared by: Alicia Moore-Dean of Students and Enrollment Services

**ASSOCIATED COLLEGIATE PRESS REPORTING OF THE YEAR AWARD**

**Kirsteen Wolf**

Each year, the Associated Collegiate Press, awards several awards to college and university newspapers and their reporters. The awards include Story of the Year, Reporter of the Year, Photo Excellence, Design of the Year, cartooning Awards and Advertising Awards.

COCC is pleased to announce that Kirsteen Wolf, was recently awarded the 2011 Associated Collegiate Press's two-year college Reporter of the Year award. This award recognizes individuals at two-year institutions for their outstanding writing and editorial leadership and recognizes Ms. Wolf's role in several articles published in *The Broadside* during the 2010-11 academic year. Excerpts from the judges' comments include:

- *"Kirsteen's entries were as varied as they were in-depth. She tackled several issues with on-campus organizations using public records and relevant sources to support her narrative."*
- *"I found myself drawn into her story and easily understood the ambiguity she explained in her piece. The follow-up to her first piece was just as informative and necessary to the story as a whole as her first story and I found myself wanting to know more."*
- *"She took a contentious issue between students and administrators and instead of presenting the story as a "he said, she said" issue, she gave both sides equal factual weight and presented a balanced story. I am impressed with her dedication and look forward to seeing more of her work."*

Ms. Wolf was the 2010-11 and 2011-12 *Broadside* Student Newspaper Editor.

The four-year institution Reporter of the Year award was awarded to Matt Stevens from the University of California ~ Los Angeles.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM:  
PROPOSED DEPARTMENT OF DEFENSE TUITION ASSISTANCE  
MEMORANDUM OF UNDERSTANDING**

Prepared by: Alicia Moore, Dean of Student & Enrollment Services

**Background**

Active duty military personnel, active duty national guard, and military reserve personnel are eligible for Department of Defense's (DOD) Military Tuition Assistance (TA) program. The TA program provides "first dollar in" tuition assistance to eligible Service members up to \$250 per credit and \$4,500 annually. Qualifying courses and degree programs may be academic or technical and can be taken from two- or four-year institutions on a military installation, in the civilian community, or online.

In Oregon, approximately 1,000 National Guard members received TA assistance in 2010-11, representing nearly \$1.4 million in tuition assistance; during this same timeframe, COCC disbursed nearly \$60,000 in tuition assistance to qualified students. Generally, this is the only military education assistance these students have; most do not yet qualify for VA education benefits.

Under the *current* program, college and university staff involvement is very limited; at COCC, this is approximated at less than one hour per week for a staff member in the fiscal services department.

In mid-July, institutions were notified that in order for students to continue receiving TA benefits, institutions must sign a Memorandum of Understanding (MOU), thereby agreeing to various DOD and individual Service branch requirements. The intent of the MOU is to provide greater accountability and oversight for disbursement of TA funds and establish criteria by which institutions can participate. Highlights of the MOU requirements include that institutions must:

- Assess one single tuition rate for all Service members enrolled in a course;
- Notify the DOD of any changes in tuition rates no fewer than 90 days prior to implementation of new tuition rates;
- Report a variety of student-specific information, including a student's educational plan, grades, certificate or degrees completed and other areas;
- Participate in a Military Voluntary Education Review (i.e., audit);
- Guarantee that courses will be accepted into a higher-level degree program; and
- Respond to unspecified reports and requests from the DOD within 14 days of the request.

Multiple other requirements exist, including additional conditions associated with individual MOU addendums for each of the Air Force, Army, Marine Corp and Navy.

**Institutional Perspectives**

Higher education institutions were not consulted in the drafting of the MOU and many institutions have objected to its terms. Highlights of the concerns include:

- Institutional autonomy: The MOU mandates several requirements that are overly intrusive to the daily operations and traditionally within the purview of institutional discretion. Among these includes that institutions:
  - May not add, change or delete course requirements once a student's educational plan has been submitted for a period of five years.
  - Must assess one single tuition rate to all Veterans, regardless of institutional residency or State Veteran tuition policies; and
  - Must provide 90 days notice of changes in tuition rates, including justification for that change.
- Burdensome reporting requirements: While institutions support the need for more accountability and oversight of TA funds, the requirements listed in the MOU differ from existing VA reporting requirements and each branches' addendum differs from one another.
- Lack of information on reporting system: The MOU requires that institutions report information regarding student progress, invoice each branch differently and provide as-of-yet-determined reports to the DOD and individual Service branches. However, little is known about the reporting system(s) used to support these requirements and hence, determining staffing impacts is difficult.
- Vague and unclear language: Perhaps of most concern is the overly vague language in and open to broad interpretation nature of with the MOU. The requirements need to be more strongly defined in order to gain consistency in how they are applied amongst institutions and how they are interpreted by various branches.

In response to a meeting with several higher education associations, the DOD provided a clarification memo to address some institutional concerns. While the clarification memo alleviates many of these concerns, the language in the MOU itself has not changed. Concern remains as to which language institutions will be held accountable. Due to these concerns, as of mid-November, only 14% of institutions nationwide have signed the MOU.

### **Recent National Actions**

The American Council on Education, on behalf of five other higher education associations, sent a letter to Secretary of Defense Panetta asking the DOD to pull back the MOU or delay implementation. A link to this letter is

<http://www.dodmou.com/Files/Ltr%20to%20Institutions%20and%20DoD%20MOU%20with%20clarifications20Oct11.pdf>

In response to this national effort, Karen Smith (Oregon Community College Association) provided the following recommendation on November 22 to the presidents of Oregon's community colleges:

*At this point, I recommend that you hold off on signing the MOU for another week or so until we learn if efforts to delay this will be successful at the national level. I would recommend, however, that you review the MOU with the clarifications and be prepared to make a decision on whether or not to sign by December 31 if these efforts fail.*

Finally, on Friday, December 2, Senator Tom Harkin (D – Iowa), drafted a letter urging the DOD to delay implementation and work with the Veterans Administration and higher education institutions to craft a new MOU that best addresses DOD concerns. The letter is open for other Senators to sign.

Members of Congress and the White House are now engaged and may have an opportunity to address this issue before Congress adjourns for the holidays.

**COCC Recommendations**

COCC staff are working to be able to respond to the requirements of the MOU should COCC decide to sign. This includes redirecting approximately .25 to .5 FTE of staff time to test and implement the new requirements and determine how to best coordinate long-term staffing needed to support the MOU.

Given the vague nature of the MOU, staff is reluctant to sign as is. However, the impact on students by not signing the MOU far outweighs these concerns and in the end, staff will wait until mid-December to see if modifications are provided. If no modification is provided, COCC will sign the MOU and attempt to include a COCC-specific addendum that incorporates language from the clarification memo and COCC's interpretation of various requirements for areas of outstanding concern. This full package will then be submitted to the DOD.

While signing the MOU is an administrative responsibility, it has student, community, and political impacts. As such, staff seeks Board concurrence or feedback on proposed next steps.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** James Middleton-President

**A. Issue**

State initiatives impacting COCC, most specifically the anticipated Achievement Compacts tentatively to be in place for the 2012/13 year.

**B. Discussion/History**

COCC's Board will need to monitor both the political process and legislative requirements implementing OEIB mandates.

Both the Governor and the Legislature have been involved in proposing changes to Oregon's educational system target to improving outcomes and achieving the 40/40/20 target. The Oregon Education Investment Board will shortly be developing legislative proposals that, if approved, will result in achievement compacts to be completed between the state and each K-12 district, community college, and state university. Specifically, notes from the press release relative to the Governor's meeting with the Oregon Educational Investment Board, the Governor called on the Oregon Education Investment Board to undertake several administrative and policy initiatives, including:

- Proposing legislation for the February 2012 session to give the Chief Education Officer direction and control over education-related agency directors for the purpose of designing and organizing the state's pre-kindergarten through post-secondary education system;
- Proposing legislation for the February 2012 session to implement achievement compacts with education institutions to specify outcomes and measures of progress for all Oregon primary, secondary and post-secondary students;
- Developing legislation for the 2013 legislative session to consolidate boards and commissions and streamline management of the statewide system to free-up resources to support teaching and learning. Principles include arriving at a single entity for the direction and coordination of Oregon's university system.
- Developing legislation for the 2013 legislative session – in coordination with the Oregon University System and consultation with universities – to allow independent, institutional boards for one or more Oregon universities.

OCCA was invited to participate in drafting recommendations for such Achievement Compacts. Both Alicia Moore and Dr. Middleton have served on the task force providing such input.

The following material is to update the COCC Board on the emerging framework for such achievement compacts, issues related to that framework, and anticipated required action over the next six months.

Item #1:

OIEB Draft

*OIEB Working Draft*

EDUCATION ACHIEVEMENT COMPACT

This Achievement Compact is entered into between the State of Oregon, acting through the Oregon Educational Investment Board, and \_\_\_\_\_, a provider of educational services, for school year 2012-13.

Part 1: The 40/40/20 vision and Role of Compacts

1. Oregon intends to develop one of the best-educated citizenries in the world. The State of Oregon, has established an educational policy that by 2025, 100% of Oregon students will have successfully earned an education degree, which represents achievement of a quality education. Specifically, the state will achieve the following (known as 40/40/20) for Oregonians aged 25-34 in 2025:

- 40 percent of adult Oregonians will have earned a bachelor's degree or higher;
- 40 percent of adult Oregonians will have earned an associate's degree or postsecondary credential as their highest level of educational attainment; and
- 20 percent of all adult Oregonians will have earned at least a high school diploma, an extended or modified high school diploma, or the equivalent of a high school diploma as their highest level of educational attainment.

2. Absent a significant change in policy and investment, Oregon is headed for 30/18/42 (and 10 percent dropouts) rather than 40/40/20. To achieve 40-40-20 by 2025, it is essential to create a trajectory for all learning organizations that is consistent with that goal.

3. Education resources are currently not aligned with the 40-40-20 vision. To achieve the goal, It is necessary to (1) Build a learning continuum, rather than a collection of disconnected institutional silos, (2) Invest in learners and learning outcomes instead of head counts and grade levels, and (3) ensure that students are learning at their best pace and achieving their full potential.

4. The State will use Achievement Compacts as partnership agreements to define the roles and commitments of the State and the educational service providers.

5. All providers of educational services that receive state funds are required to enter into Achievement Compacts as a requirement for receipt of state funds in 2012-13, and subsequent years. The purpose of the Compact is to specify the desired outcomes and measures of progress to be quantified by the educational entity, and the State's commitment to provide funding, support and accountability measures. The results measured and data collected from districts will enable the comparison of outcomes and progress within each district and between like districts (those with similar student populations by demographic and socio-economic criteria) over time, as well as progress toward the 2025 goal.

6. Toward the goal of 40/40/20 by 2025, the OEIB has set outcome benchmarks:

-Outcome: Early Learning

By about age 5, learners have the cognitive, social, emotional and behavioral skills necessary for kindergarten.

-Outcome: Literacy and Numeracy

By about age 9, learners are proficient in literacy and numeracy and can apply those skills in a variety of context

- Outcome: Ready for Rigor

By their mid-teens all learners are establishing academic behaviors; acquiring reading, writing, math, thinking skills; and developing core knowledge that allow them to explore new challenging learning experiences across varied content areas.

- Outcome: Ready for College or Career Entry

By their late teens, learners earn a full option diploma and have the skills necessary to enter college or a career.

-Outcome: Locally and Globally Competitive

the majority of learners will obtain a post-secondary degree or certificate that attests to their ability to think and learn, and provides them with a durable competitive advantage in the local and global economy.

7. It is the parties' goal to maximize the flexibility of the education service provider in achieving the desired outcomes, so long as acceptable progress is demonstrated.

8. Each party acknowledges that the 40/40/20 goal is a statewide goal, requiring all to succeed. This Compact, together with all other such compacts, represents the State's commitment to learners, and the commitment of each learner organization to help achieve that commitment and the commitment of the educational service provider to achieve the goals specified below and to work with the State and OEIB.

Part 2: State Investment [More discussion needed regarding what the Legislature may or may not agree to for future budgets and when to bring forward proposals for 2013-15]

The State intends to provide a predictable baseline of funding to sustain capacity over time and to use an outcomes focus for its investments, organized around learner and learning outcomes. In addition to the baseline funding, the State will provide funds to achieve targeted outcomes and grants to support strategic innovation initiatives.

For school year 2012-13, all funding will be allocated to sustain capacity. Funding for targeted outcomes and innovation initiatives will commence in subsequent school years.

Part 3: Provider Commitment

\_\_\_\_\_ (the district) commitments are set forth in Attachment 1. (DOCUMENTS WE HAVE BEEN CALLING THE COMPACTS)

Part 4: State Commitment

Parties to Compacts in 2012-13 will not be required to file the state's Division 22 reports for that school year.

If the state is forced to reduce its capacity funding during the school year, the district shall have the option to amend its Compact.

Part 5: Accountability for Results



Future funding and flexibility will be tied to three levels of accountability: (1) "Performing" (on pace for 40/40/20 by 2025), (2) "Underperforming" in relation to 40/40/20 by 2025, and (3) "Behind/no progress or falling" in relation to 40/40/20 by 2025.

Parties to Compacts deemed Performing, will receive maximum flexibility for the delivery of education services \_\_\_\_\_ [more discussion needed] with possible "targeted outcomes grants" to develop/demonstrate what got them there.

Parties deemed Underperforming will receive capacity funding with diagnostics tied to areas where they are below the 2025 trajectory. Funding shall be conditioned on an acceptable plan to get on trajectory in three years.

Parties deemed persistently underachieving [terminology?] will receive capacity funding, but the use of such funding may be subject to approval by the OEIB until acceptable progress can be demonstrated. The respective community must approve/own the plan [how is this to be done?]

#### Part 5: Additional Goals

Part 3 of this Compact sets forth the specific commitments to be measured. In addition to these measurable outcomes, the parties agree that there will be a good faith effort to pursue policies that are supportive of such goals. These include:

1. Recognition that educators have the most significant impact on student learning and educators need to be the drivers of change. Systems must support educators to do their best work.
2. Continuous innovation and improvement of education delivery.
3. Recognition that for budget years 2013-15 there will be a significant redesign in the way Oregon budgets and invests in education and other services, with the budget process organized around the outcomes defined by the board. [To be discussed further]
4. Commitment to work to maximize the percent of spending on direct delivery of education and minimize administrative and facility costs.

#### Part 6: Supplemental Information [More discussion needed]

Attached is information setting forth:

- The last 3 years of actual results for each category on Attachment 1
- A 13 year projection of results needed to achieve 40-40-20 by 2025
- ??

Measures proposed by OEIB members for CC's:

- Percentage of spring HS graduates enrolled in postsecondary education the year following graduation.
- Number of students whose first college enrollment includes a HS diploma plus college credit
- Number of developmental education credits earned
- Number of certificates/degrees awarded
- Number of students who transferred to a four year institution
- Number of career and technical education students employed one year after graduation
- Number of graduates employed and earning at least a living wage
- Number of small business starts.

Community measures:

- Number of unemployed in community, percentage of that number with college degrees
- Total community "looking for work" population
- Total number of jobs in the community
- Number of jobs requiring a degree or certificate for interview
- Average income
- Average number of school age children per household
- ]Number of school age learners without English speaking skills
- Percentage of population served by social service network
- Number of employers, number of small business employers

Item #2:

**DRAFT OCCA letter of OEIB relative to Achievement Compacts:**

*Thank you very much for all the leadership and work on reforming our education system. OCCA and Oregon's community colleges are proud to be part of this effort and greatly hope for its success. In that spirit, there are some concerns regarding the proposed compact structure in the document entitled Education Achievement Compact.*

*As you know OCCA has consistently supported the concept of 40-40-20 as an appropriate "aspirational" goal of the state of Oregon. We have also long acknowledged, however, that this "aspirational" goal is not achievable in the current context of funding and delivery capacity at all levels of education, especially since this aspirational goal may be the one of the globally most ambitious educational targets. We are not suggesting that Oregon abandon the goal of 40-40-20, but rather acknowledge the aspirational nature of the goal and measure instead the progress we are making on the trajectory toward 40-40-20 and not imply that anything less than proportionate progress to this aspirational goal is "under performing." This would allow us to set more realistic targets and move the state forward in a positive manner rather than setting all education sectors up for failure at the start of this fundamental change in the direction of state policy and how resources are targeted to meet this direction. We are committed to working with you to identify where we are currently, what we can do to make progress, and what resources will be required at the state and local level to accomplish movement toward the goal of 40-40-20. We believe structuring the compact in this context will have a greater impact on the success of education reform efforts.*

*The following are some specific concerns we have about the proposed compact structure. First, while we understand the rationale to limiting the 40-40-20 to the population age 25-34 in 2025, we are concerned with the unintended consequences for community colleges. We have an open access mission to serve all Oregonians of all ages. In this time of declining state*

resources, having an explicit direction from the state to limit the goals to a specific age group we fear could lead to an expectation, explicit or implicit, that we change our policies and structures to favor access to the younger generation. This will result in a fundamental change in the mission of Oregon's community colleges and fails to recognize the role community colleges play in retraining and educating older Oregonians. In fact, our average student age is \_\_\_\_\_ and \_\_\_\_\_ percentage of our students are over the age of 25. *Setting a goal focused only on the 25-34 cohort could unintentionally indicate that community colleges should focus our entire effort on those currently 23-years-of-age or younger (those who will be 34 or less by 2020). Clearly, this is not the intent of the 40/40/20 initiative but could inadvertently become so if assessment and eventually funding have the 25-34 focus only.*

Secondly, we are concerned with language around defining "performing schools" as "on pace" to reach 40-40-20. At this point, none of the community colleges are "on pace" and will not be without *globally distinctive* significant system redesign and new funding. We are concerned with creating a structure that places all colleges as "underperforming" at the outset. This does not recognize the tremendous progress that has been made by the colleges that have embraced the goal of 40-40-20 over the last three years, nor does it provide a positive incentive to continue those efforts toward *an aspirational goal that under present circumstances is clearly unattainable.*

An alternate would be to define "performing schools" as those which are clearly meeting their targets set in the compact and which reflect continuous system redesign and movement forward on the trajectory toward meeting the *aspirational* goal of 40-40-20.

Third, we are concerned with the overall tone and language in the draft compact which is heavily state-directed with little detail of what the state will do in carrying out its part of the agreement in relation to locally-governed community colleges which are not highly regulated in state statute. We would hope the final product will look more like a two-sided, mutual partnership that reflects the framework as articulated by the governor.

Thank you for the opportunity to comment and we look forward to working with you further.

### Item #3:

Summary of OCCA group discussion of the OEIB sample achievement compact, community measurements and the 40-40-20 trajectory:

- Limiting the age range to 25-34 is a problem.
- "On pace" to 40-40-20 is a problem with inadequate funding – no one can accomplish this. 40-40-20 is an aspiration, not reality.
- Very state-directed, no partnerships implied.
- Needs to say "state will."
- Return on investment by program area is a problem, may depend on how long faculty has worked.
- Community measures – we can't be held to that – What's the return on investment to get that data? Would need to hire more administrative overhead to track it. Community measures should just be indicators.
- 40-40-20 is not a straight line and there are good years and bad years.
- 4-year degrees should relate to the economy as well as community colleges.

**Item #4:**

OCCA Working Group

The \_\_\_\_\_ Community College Board of Education and the Oregon Investment Board enter into this mutual Achievement Compact and agree to work together as partners to support the State identified goal of 40/40/20; to create economic, social, and community vitality; to support individuals in achieving their highest potential; and to return public benefit to the state as a whole from its investment in community colleges. The purpose of this Compact is to create a framework for measuring outcomes for the students who attend community colleges in Oregon, while at the same time recognizing and valuing the mission of \_\_\_\_\_ Community College and the students, businesses, and community members it serves.

The Compact focuses on three areas: completion, quality and community connections. \_\_\_\_\_ Community College agrees to set appropriate targets in the areas identified in the compact. The Oregon Education Investment Board agrees to develop and revise policies and to advocate for providing the level of state funding required to ensure these target can be met.

<b>Completion</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>
1. Number of GED's awarded	✓			
2. Number of certificates/OTMs awarded	✓			
3. Number of associate degrees awarded	✓			
4. Number of students who transfer to a 4 year	✓			
5. Student success in specific sub population				
<b>Quality</b>				
1. Percentage of dually enrolled high school students who matriculate to any college or university	✓			
2. Percentage of GED completers who continue on to collegiate work	✓			
3. Percentage CTE students passing national licensure tests	✓			
4. Percentage of CTE students employed 12 months after graduation	✓			
5. Percentage of transfer students whose OUS GPA is at or above the average of native OUS students – refine to match data we get from OUS	✓			
<b>Connections</b>				
1. Number of dual enrolled high school students	✓			
2. Percentage of local high school spring graduates enrolled in post-secondary education within one year following high school graduation (Should be measured in K-12, CC, and OUS)	✓			
3. Percentage of employers satisfied from employer satisfaction survey (Will not be available first year – methodology needs to be developed) – move down to connections	✓			
4. Extent to which CTE programs that meet local industry needs by industry cluster (this may not be ready the first year)	✓			
5. Number of dual enrolled OUS students	✓			
<b>Future Community Needs &amp; Opportunities</b>				
(Local board will provide information in this section )				

<p>✓ = 20% High School Diploma          ✓ = 40% Certificate/Associate's Degree          ✓ = 40% Bachelor's Degree</p>
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Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Darren McCrea-Technology Project Manager

**A. Action Under Consideration**

Award Bid for \$560,493.85 for the provision and installation of AV equipment for both Health Careers and Science buildings per ITB #1387-11 to Delta AV of Portland Oregon.

**B. Discussion/History**

The AV equipment will encompass smart classrooms, and conference rooms throughout both buildings. There were two bids submitted for the project; the second bid was \$614,948.87.

Funds for this project are provided through the Construction fund and Bond dollars as appropriate.

**C. Options/Analysis**

Accept the bid and award the contract to Delta AV for \$560,493.85  
Not accept the bid from Delta AV and re-bid the goods and services.

**D. Timing**

Approval at this time will enable the College to begin working with Delta AV immediately in order to complete the project for both buildings prior to the start of fall term 2012.

**E. Recommendation**

Be it resolved that the Board of Directors do hereby accept the bid of Delta AV for \$560,493.85 for the provision and installation of AV equipment for Health Careers and Science buildings and direct that a contract be executed.

**F. Budget Impact**

As Bond funds and other non general funds will be used for this project, it is anticipated that there will be no impact to the budget.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**ACTION ITEM – Media Attendance at Executive Session**

Prepared by: Ron Paradis-Director of College Relations

**A. Action Under Consideration**

Approval of a policy related to media attendance in Executive Session (see attached).

**B. Detail**

Oregon law allows for media attendance in most Executive Sessions. However, the law does not define media. Many local and state boards have adopted policies defining media. This has become an issue in the last few years, particularly with the advent of “blogging,” thus graying the line between media and interested observer. This policy is based on other policies implemented locally and statewide, but adapted to COCC.

The purpose of this policy is to define, in an unbiased way, media. It is NOT to attempt to keep media out of Executive Session.

**C. Options**

Approve the policy as is.  
Provide input for adjustment.  
Do not approve the policy.

**D. Timing**

There is no urgency at this time. However, we would hope to have a policy in place prior to being challenged in this area.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve exhibit 8.b., “Media Attendance at Executive Session.”