



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

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Ford
	II. Election of 2012-13 Chair & Vice Chair Executive Session: ORS 192.660 (1)(i) Performance Evaluation of CEO			Ford
6:15 pm	III. <b>Introduction of Guests</b>			Chair
6:20 pm	IV. <b>Agenda Changes</b>			
6:22 pm	V. <b>Public Hearing and Testimony</b> A.			
6:25 pm	VI. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Special Conference Call Mtg. –July 3, 2012	6.a1	X	Smith
	2. Regular – June 13, 2012	6.a2	X	
	B. Personnel			
	1. New Hire Report (June 2012)	6.b1	X	Buckles <sup>A</sup>
	C. Approval to Hire			
1. Fisher	6.c1	X	Buckles <sup>A</sup>	
2. Godfrey and Cravis	6.c2	X	Buckles <sup>A</sup>	
6:30 pm	VII. <b>Information Items</b>			
	A. Financial Statements	7.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	7.b		McCoy <sup>A</sup>
	C. Institutional Effectiveness-Strategic Planning Phase I Progress Report	7.c		Pierce/Egertson/McCoy <sup>P</sup>
	D. Writing Center – Tutoring			Smith/Lim <sup>P</sup>
	E. Accreditation Review – Update			Middleton <sup>P</sup>
	F. Culinary Building – Awards			Metcalf <sup>P</sup>
7:00 pm	VIII. <b>Old Business</b> A.			
7:15 pm	IX. <b>New Business</b>			
	A. Exec. Order 13607 for Service members, Veterans, Spouses & Family members	9.a	X	Moore <sup>P</sup>
	B. President's Evaluation	9.b*	X	Ford <sup>P</sup>
	C. Presidential Contract	9.c*	X	Ford <sup>P</sup>
7:35 pm	X. <b>Board of Directors' Operations</b>			
	A. <u>Board Appointments</u>	10.a*		Chair
	1. Standing Committee/Appointments a. President's Evaluation Committee b. Board Self-Evaluation Committee 2. Consultative			





CENTRAL OREGON  
community college

Exhibit: 6.a1  
July 18, 2012

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

**MINUTES**

Tuesday, July 3, 2012 @ 12:00 PM  
Christiansen Board Room,  
Boyle Education Center

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**Call to Order**

**PRESENT – IN PERSON:** Dr. James Middleton-President, Julie Smith, Executive Assistant, Cedar Goslin-The Broadside

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

**ABSENT:** Anthony Dorsch, Bruce Abernethy

**INTRODUCTION OF GUESTS:** Gene Zinkgraf-Director of Construction, Cedar Goslin-The Broadside

**Bid Award – Remodel of Boyle Education Center (Exhibit: 3)**

**Mr. Charley Miller moved to accept the bid of Griffin Construction of Prineville, OR for \$146,800 for the Boyle Education Center Building Remodel project and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award. Mr. Donald Reeder seconded.**

**Call for the Vote:**

**YES:** Overbay, Reeder, Miller, Ford

**MCU. Approved.** M07/12:1

ADJOURN: 12:10 PM

APPROVED;

ATTEST TO;

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Mr. David E. Ford, Board Chair

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Dr. James E. Middleton, President



Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, June 13, 2012- 6:00pm  
Christiansen Board Room  
Boyle Education Center

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

ABSENT: Dr. Joyce Lynn Garrett

INTRODUCTION OF GUESTS: Cam Preus-Commissioner for the CCWD/Community College and Workforce Development, Karin Hilgersom, Leslie Lim, Matt McCoy, Kevin Kimball, Alicia Moore, Ron Paradis, David Dona, Eric Buckles, Leslie Minor, Shirley Metcalf, Lisa Bloyer, Jim Weaver, Joe Viola, Kathy Smith-Faculty Forum Pres., Dan Cecchini, Erik Hidle-The Bulletin and others.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2012-13 BUDGET

Budget Hearing Input: None

RECONVENE REGULAR PUBLIC BOARD OF DIRECTORS' MEETING

ADOPTION OF THE COLLEGE BUDGET FOR 2012-2013

BUDGET RESOLUTION – I (Exhibit: 6.a):

*Mr. Donald Reeder moved to adopt the 2012-2013 budget, Resolution I (Exhibit: 6.a) approved by the Budget Committee on May 9, 2012.*

*Mr. John Overbay seconded. MCU. Approved. M06/12:1*

APPROPRIATION RESOLUTION OF 2012-2013

BUDGET RESOLUTION – II (Exhibit: 6.b):

*Mr. John Overbay moved to adopt Appropriation Resolution II (Exhibit: 6.b).*

*Mr. Bruce Abernethy seconded. MCU. Approved. M06/12:2*

LEVY PROPERTY TAXES 2012-2013

BUDGET RESOLUTION – III (Exhibit: 6.c):

*Mr. Bruce Abernethy moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 6.c. Mr. Anthony Dorsch seconded. MCU. Approved. M06/12:3*

President Middleton thanked the Budget Committee members for their time and participation in 2012-2013 budget process. He also thanked the Accounting Staff for their good work in preparing the 2012-13 budget.

**PUBLIC HEARING AND TESTIMONY:**

**Community College and Workforce Development (CCWD) Commissioner – Annual Visit**

Ms. Cam Preus-Commissioner of the CCWD distributed and reviewed Handout: 7.a – the 2011-2013 Oregon Community Colleges Budget Picture.

President Middleton thanked Commissioner Preus for her annual visit and presenting a review of the 2011-13 community colleges budget picture.

**AGENDA CHANGES:** ***Addition:*** CCWD Commissioner-Annual Visit; ***Deletion:*** ***Exhibit: 10.b***

**CONSENT AGENDA:**

***Mr. Charley Miller moved to approve the Consent Agenda (Exhibits: 9.a1-9.e).***

***Mr. Bruce Abernethy seconded the motion. MCU. Approved.*** M06/12:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Budget and Regular Meeting Minutes of May 9, 2012 (Exhibits: 9.a1 & 9.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the May 2012 New Hire Report (Exhibit: 9.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for John Liccardo, Sarah Fuller, Forrest Towne, Dianne Capozzola, and Jason Frost (Exhibits: 9.c1, 9.c2, 9.c3, 9.c4);

BE IT RESOLVED that the Board of Directors approves the rehire of administrative, confidential and supervisory staff for 2012-13 (Exhibit: 9.c5);

BE IT RESOLVED that the Board of Directors approves the rehire recommendations for faculty members for the academic year 2012-13 as identified in (Exhibit: 9.c6);

BE IT RESOLVED that the Board of Directors do hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 9.d1);

BE IT RESOLVED that the Board of Directors do hereby approve James E. Middleton, Matthew J. McCoy and Kevin E. Kimball as custodians of funds and the aforementioned financial institutions as depositories of district funds (Exhibit: 9.d2);

BE IT RESOLVED that the Board of Directors do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period of July 1, 2012 through June 30, 2013 (Exhibit: 9.d3);

BE IT RESOLVED that the Board of Directors do hereby authorize the transfer of budget and equal amount of appropriation authority as specified in the attached budget change form (Exhibit: 9.e).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 10.a)

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

Construction Update – (Exhibit: 10.c)

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

- Chandler Renovation
- Health Careers Building
- Redmond Building 1 Addition
- Technology Education Center
- Residence Hall
- Science Building
- Technology Status.

Maintenance Project List for 2012-13 (Exhibit: 10.d)

Mr. Joe Viola-Director of Campus Services gave a PowerPoint presentation and reviewed the proposed Maintenance Projects for 2012-13.

OLD BUSINESS:

Achievement Compacts 2012-13

President Middleton reviewed that the new Oregon Educational Investment Board (OEIB) has established "Achievement Compacts" as documents to be approved by each of Oregon's Community Colleges through a process paralleling the budget development process. The "Achievement Compacts" are to be submitted by the colleges to the OEIB by July 1 of each year. These Compacts are part of the broader state initiative to achieve the 40/40/20 goal and move Oregon to higher levels of educational achievement. COCC has reviewed the Compact structure with the Budget Committee at its spring 2012 meetings.

**Mr. Charley Miller moved to approve the President's recommendation to approve the Achievement Compact as drafted for submission to the OEIB by July 1, 2012 (Exhibit: 11.a).**

**Mr. John Overbay seconded. MCU. Approved. M06/12:2**

NEW BUSINESS:

2012/13 Salary & Benefits for Administrators & Confidential Employees (Exhibit: 12.a)

**Mr. John Overbay moved to approve the 3.0% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees effective July 1, 2012 and increase in the College's health care contribution (cap) to 90% (\$1,393.00) and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium (Exhibit: 12.a). Mr. Donald Reeder seconded. MCU. Approved. M06/12:3**

OSU-Cascades/COCC Letter of Intent (Exhibit: 12.b)

President Middleton reviewed the “letter of intent” reporting that the OSU-Cascades initiative to establish a separate campus and to offer the full four-years of the bachelor degree programs has received considerable local attention and is under review by the State Board of Higher Education. Any such transition will require modification of the current Memorandum of Understanding (MOU) between OSU-Cascades and COCC. He reviewed that clarification on issues in the “letter of intent” and modifications to the MOU will facilitate OSU-Cascades internal planning and processes with the State Board of Higher Education. Clarification will also assist COCC in its planning and in potential legislative funding strategies for transfer of Cascades Hall for COCC use.

**Mr. Donald Reeder moved to endorse the OSU-Cascades/COCC “Letter of Intent” guiding future relations and collaboration. Mr. John Overbay seconded. MCU. Approved. M06/12:4**

BREAK: 8:42 p.m.

RESUME: 8:50 p.m.

Pest Management Plan (Exhibit: 12.c)

Mr. Joe Viola-Director of Campus Services reviewed that Senate Bill 637 requires Community Colleges to adopt an integrated “pest management plan” by July 2012.

**Mr. Bruce Abernethy moved to approve the COCC Integrated Pest Management Plan (Exhibit: 12.c). Mr. Charley Miller seconded. MCU. Approved. M06/12:5**

Award-Audit Services (Exhibit: 12.d)

Mr. David Dona-Associate Chief Financial Officer reviewed that the Community College Rules of Procurement require the College to complete a competitive selection process for professional services (e.g., audit services) at intervals not greater than five years. The College has completed its competitive selection process for audit services using the Request for Proposals (RFP) method. The “selection committee” unanimously selected Kerkoch Katter & Nelson, LLP.

**Mr. Bruce Abernethy moved that the Board of Directors do hereby award the audit services contract (1399-12) to Kerkoch Katter & Nelson LLP for a three-year term, reserving the right to renew the contract for two additional one-year terms (Exhibit: 12.d). Mr. Charley Miller seconded. MCU. Approved. M06/12:6**

Contract Awards-Science Building Lab Equipment (Exhibit: 12.e)

Mr. Matt McCoy-Vice President for Administration reviewed that each instructional program has formulated a list of equipment needs for the new lab spaces in the Science building. All 258 items are being purchased through a competitive bid process. Thirteen vendors submitted bids with most being awarded at least a few items. JH Technologies and Colonial Scientific will represent purchases of 115 items.

**Mr. Donald Reeder moved to hereby direct that contracts be executed for \$124,646 to JH Technologies and for \$189,268 to Colonial Scientific for science lab equipment for the new Science Building. Mr. Bruce Abernethy seconded. MCU. Approved.**

Grant Agreement (Exhibit: 12.f)

Mr. Matt McCoy-Vice President for Administration reviewed that the college's enrollment growth has been unprecedented and as demand for programming in Redmond continues to increase, there is specific interest in providing Science and Math courses. The college is requesting approval to enter into an "Intergovernmental Grant Agreement" with the State of Oregon in the amount of \$500,000 for the renovation and building expansion for mathematics, biology and chemistry labs at the Redmond Campus – Building # 1.

Mr. Anthony Dorsch moved to approve entering into the Intergovernmental Grant Agreement with the State of Oregon for \$500,000 to remodel and add to Redmond Building #1 (Exhibit: 12.f). Mr. Bruce Abernethy seconded. MCU. Approved. M06/12:7

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Dorsch	None to Report
Mr. Miller	Meeting w/VP Becky Johnson – OSU-Cascades Attended Karnopp Peterson's Business 20/20 Executive Breakfast @ Tower Theatre Tour of COCC new buildings Attended Daughter's Graduation from Dartmouth College in Hanover, New Hampshire
Mr. Abernethy	Attended Karnopp Peterson's Business 20/20 Executive Breakfast @ Tower Theatre Attended Faculty Convocation
Mr. Overbay	Real Estate Committee Meeting Attended Granddaughter's Graduation at Mt. View High School
Mr. Reeder	Real Estate Committee Meeting
Mr. Ford	Attended Karnopp Peterson's Business 20/20 Executive Breakfast @ Tower Theatre Real Estate Committee Meeting Accelerate Bend launch event @ the Tower Theatre Meeting w/President Middleton for Agenda Review Mr. Ford gave a "historical reading of what happened on this date "June 13" and meeting attendees sang "Happy Birthday" to board member Charley Miller !

2012 Fall Board Retreat – Date Selection

Mr. Donald Reeder proposed holding the Fall Retreat at the Inn at Cross Keys Station in Madras on October 26-27, 2012, all members approved by consensus - the dates and location.



PRESIDENT'S REPORT:

Updates:

October 2012 Board of Directors' Meeting Date Change

President Middleton requested moving the October Board of Directors' Meeting date from October 10 to **Tuesday, October 9** due to the October 10-13, 2012 ACCT Annual Leadership Congress in Boston, MA.

Accreditation – Formal Hearing w/Commission – July 10

President Middleton and Vice President Karin Hilgersom will attend the upcoming July 10 “Formal Accreditation Hearing before the NWCCU-Northwest Commission on Community Colleges and Universities in Portland.

OEIB-Oregon Education Investment Board's Appointment of Chief Education Officer

President Middleton announced that Dr. Rudy Crew, an education leader with a national reputation for innovation and results, is Oregon's first Chief Education Officer. The Oregon Education Investment Board unanimously approved Gov. John Kitzhaber's recommendation of Dr. Crew at a special meeting on Thursday, May 31.

Instructional Dean-Resignation and New Appointment

President Middleton announced that Instructional Dean- Dr. Michael Holtzclaw has resigned and will leaving the area to serve as instructional dean at Ohlone College in Fremont, California. Dr. Michael Fisher-Professor of Forest Resources Technology has been appointed as his replacement.

Institutional Viability Task Group

President Middleton reviewed that at the 2011 Fall Board Retreat; the “Achieving the Dream” program was considered and discussed. He reiterated that the College has experienced unprecedented growth in student enrollment, programing, campus size and structure – while the College has had very little growth in staffing. The IVTG committee has identified three key areas that will be implemented for improvement:

1. Clarification of Priorities;
2. Staff Training for efficiency in project management; and
3. Fine tuning of Documentation.

**ADJOURN: 8:40 PM**

APPROVED;

ATTEST TO;

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Mr. David E. Ford, Board Chair

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Dr. James E. Middleton, President

Exhibit: 6.b1  
July 18, 2012  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College  
Board of Directors**

**NEW HIRE REPORT – June 2012**

<b>Name</b>	<b>Date Hired</b>	<b>Location</b>	<b>Job Title</b>
<b>Classified Part-Time</b>			
Lennon, Andrea	6/1/2012	Bend	Graphic Design/Prod Spec
<b>Temporary Hourly</b>			
Butler, William	6/25/2012	Bend	Admissions & Records

Exhibit: 6.c1  
July 18, 2012  
Approval \_\_\_\_ Yes \_\_\_\_ No  
Motion \_\_\_\_\_

Central Oregon Community College  
Board of Directors  
**RESOLUTION**

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve administrative employment contract for **MICHAEL FISHER**, as a full-time Instructional Dean.

**B. Discussion/History**

The employment contract for MICHAEL FISHER is for an administrative position. This is a direct Presidential appointment with input from the spring 2011 Instructional Dean Screening Committee and the Faculty Forum. Michael Fisher is scheduled to officially begin on June 25, 2012.

**C. Options/Analysis**

Approve the employment contract for MICHAEL FISHER.  
Decline approval of the employment contract for MICHAEL FISHER

**D. Timing**

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from June 25, 2012 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the employment contract for MICHAEL FISHER.

**F. Budget Impact**

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

**G. Miscellaneous**

Prior to this appointment, Dr. Fisher served as Chair for the Natural and Industrial Resources department at Central Oregon Community College (COCC). He was also Professor for the Forest Resources Technology Program and began teaching for COCC in 1997. Prior to working at COCC, Dr. Fisher worked as a Range Conservationist and a Fire and Rangeland Technician. He has been active in the community, most recently serving as Vice President of the Upper Deschutes Watershed Council. Dr. Fisher completed his Ph.D. and Masters in Rangeland Resource Management from Oregon State University and has numerous publications related to Juniper control and watershed management. He also earned an A.S. Degree in Forest Technology from COCC.

Exhibit: 6.c2  
July 18, 2012  
Approved: Yes \_\_\_ No \_\_\_  
Motion:

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve the contract for **Murray Godfrey** and **William Cravis**.

**B. Discussion/History**

The Assistant Professor I of History contract for Murray Godfrey is a replacement position.

The Assistant Professor I of Fine Arts: Sculpture & 3D Design contract for William Cravis is a new position.

**C. Options/Analysis**

Approve the contract for Murray Godfrey and William Cravis.

Decline approval of the contracts for Murray Godfrey and William Cravis.

**D. Timing**

For the 2012-13 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts of Murray Godfrey and William Cravis for the 2012-13 academic year.

**F. Budget Impact**

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

**G. Miscellaneous**

**Murray Godfrey  
Assistant Professor I of History**

Mr. Murray is currently an instructor at Austin Community College and Alamo Community College District since 2010. He has a BA and an MA in History from Texas State University, San Marcos.

**William Cravis**

**Assistant Professor I of Fine Arts: Sculpture & 3D Design**

Mr. Cravis has most recently served as a visiting Assistant Professor of Ceramics at St. Cloud State University. He has earned the MFA from Carnegie-Mellon University and the BFA from the California College of Arts and Crafts. He has also taught 3-D foundations, ceramics and sculpture at Ohio University, Athens and at University of Wisconsin, Madison. William's work was recently shown at a solo exhibition in the Boston Center for the Arts. His work can also be seen in the "3rd Biennial Central Time Ceramics," a group show in Peoria, Ill.

Central Oregon Community College  
Monthly Budget Status  
Highlights of May 2012 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

**Cash and Investments**

The Colleges' operating cash balances currently total \$33.8 million. The May average yield for the Local Government Investment Pool remains unchanged at .60 percent.

The bond proceeds held in cash and investments total \$15.2 million as of the end of May. Approximately \$1.7 million was spent on bond related construction projects during the month.

**General Fund Revenues**

All budgeted transfers-in 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-out for the fiscal year at this point in time.

**Budget Compliance**

All general fund appropriation categories are within budget.

**Central Oregon Community College**  
**Cash and Investments Report**  
As of May 31, 2012

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
Pool account 4089	\$32,784,427.72		
Pool account 5482			\$1,204.69
Pool account 3624			\$381,863.75
Pool account 3816		\$6,830,419.68	
Pool account 3707		\$548,911.55	
Pool account 3844		\$572,550.08	
Pool account 3847		\$107,531.70	
May Average Yield .60%			
<b>Cash in USNB</b>	\$1,055,117.29		
<b>Cash in USNB - Bond Funds</b>		\$0.00	
<b>Cash on Hand</b>	\$3,900.00		
Total Cash	<u>\$33,843,445.01</u>	<u>\$8,059,413.01</u>	<u>\$383,068.44</u>
<b>Investments</b>			
<b>Commercial Paper</b>			
Yield .361%, due 6-5-12		\$5,000,000.00	
Yield .355%, due 6-11-12		\$2,196,107.22	
Total Investments	<u>\$0.00</u>	<u>\$7,196,107.22</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$33,843,445.01</u></u>	<u><u>\$15,255,520.23</u></u>	<u><u>\$383,068.44</u></u>

**Central Oregon Community College  
Monthly Budget Status  
May 2012**

**Exhibit 7a  
18-Jul-12**

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 10,924,000	\$ 11,089,950	\$ 165,950	101.52%	95.48%
Prior Taxes	939,000	663,338	(275,662)	70.64%	92.41%
Tuition and fees	18,323,000	17,967,421	(355,579)	98.06%	103.45%
State Aid	5,610,000	5,333,271	(276,729)	95.07%	57.34%
Interest & Misc. Income	8,000	90,526	82,526	1131.58%	35.97%
Transfer-In	856,000	856,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 36,660,000</b>	<b>\$ 36,000,506</b>	<b>\$ (659,494)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 16,752,368	\$ 14,486,450	\$ 2,265,918	86.47%	87.02%
Academic Support	2,856,604	2,242,068	614,536	78.49%	73.22%
Student Services	4,002,863	3,210,767	792,096	80.21%	79.13%
College Support	4,655,263	4,047,894	607,369	86.95%	88.89%
Plant Operations and Maintenance	3,461,348	2,909,654	551,694	84.06%	83.69%
Information Technology	2,747,718	2,385,300	362,418	86.81%	83.29%
Financial Aid	11,954	4,284	7,670	35.84%	74.33%
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>\$ 38,411,517</b>	<b>\$ 32,139,166</b>	<b>\$ 6,272,351</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,751,517)</b>	<b>\$ 3,861,340</b>	<b>\$ 5,612,857</b>		



**Central Oregon Community College**  
**Monthly Budget Status**  
**May 2012**

Exhibit 7a  
18-Jul-12

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,122,691	\$ 3,901,738	\$ (220,953)	94.64%	89.17%
Expenses	4,105,065	2,531,100	1,573,965	61.66%	62.30%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 17,626</b>	<b>\$ 1,370,638</b>	<b>\$ 1,353,012</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 6,229,822	\$ 1,153,400	\$ (5,076,422)	18.51%	49.26%
Expenses	6,208,404	1,336,420	4,871,984	21.53%	59.80%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 21,418</b>	<b>\$ (183,020)</b>	<b>\$ (204,438)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 8,994,912	\$ 9,043,859	\$ 48,947	100.54%	33.69%
Expenses	37,427,052	25,813,201	11,613,851	68.97%	36.66%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (28,432,140)</b>	<b>\$ (16,769,342)</b>	<b>\$ 11,662,798</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,380,813	\$ 4,382,939	\$ (1,997,874)	68.69%	79.92%
Expenses	6,107,081	3,848,754	2,258,327	63.02%	74.25%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 273,732</b>	<b>\$ 534,185</b>	<b>\$ 260,453</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,599,734	\$ 7,555,349	\$ (1,044,385)	87.86%	93.69%
Expenses	7,721,974	6,184,170	1,537,804	80.09%	79.02%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 877,760</b>	<b>\$ 1,371,179</b>	<b>\$ 493,419</b>		
<b>Reserve Fund</b>					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	358,690	78,310	82.08%	73.99%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (422,445)</b>	<b>\$ (358,690)</b>	<b>\$ 63,755</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,597,967	\$ 18,298,729	\$ (1,299,238)	93.37%	86.25%
Expenses	19,632,429	18,668,273	964,156	95.09%	88.94%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (34,462)</b>	<b>\$ (369,544)</b>	<b>\$ (335,082)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 435,425	\$ 318,247	\$ (117,178)	73.09%	74.83%
Expenses	396,801	246,604	150,197	62.15%	61.77%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 38,624</b>	<b>\$ 71,643</b>	<b>\$ 33,019</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,900	\$ 1,719	\$ (181)	90.47%	29.35%
Expenses	7,500	7,084	416	94.45%	69.05%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,600)</b>	<b>\$ (5,365)</b>	<b>\$ 235</b>		

# 1. Boyle Remodel- June Status Update

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## Scope

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

## Budget Status

Project is within budget.

## Change Order Activity

None to date

## Schedule Status

The COCC Board of Directors approved awarding of the Remodel Project to Griffin Construction of Prineville Oregon. The remodel project is scheduled to begin on Monday, July 16, 2012 with a completion date of September 16, 2012.

## COCC Stake Holder Group

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

## Contractor

Griffin Construction, LLC. 8361 NE Meadow Ridge Rd Prineville, OR 97754	Sam Griffin
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## Design Team

BLRB Architects	Mike Gorman
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# Chandler Renovation Project

## June 2012 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

PCO #21, reroute vent for toilet in unisex restroom at upper meeting room, for a price of \$584.00.

PCO #23, painted steel angles at ADA ramp, for a price of \$1,043.00.

PCO #24, replace sink fixture in relocated darkroom sink, for a price of \$672.00.

### Schedule Status

<b>Design</b>	September 2011 to January 2012
<b>Bid/Award</b>	February 2012
<b>Construction</b>	March 2012 to June 8, 2012

### Activity in June

**Bathrooms:** Completed.

**Office area and Computer Lab:** Began installation of furnishings on June 4<sup>th</sup> and completed on June 8<sup>th</sup>. Computer installation to begin June 11<sup>th</sup>.

**Upper Room:** Completed.

**Exterior ramps:** Completed.

**Garage and Low voltage:** Completed. Replaced the small garage door at the greenhouse by PO to Overhead Garage Door Company.

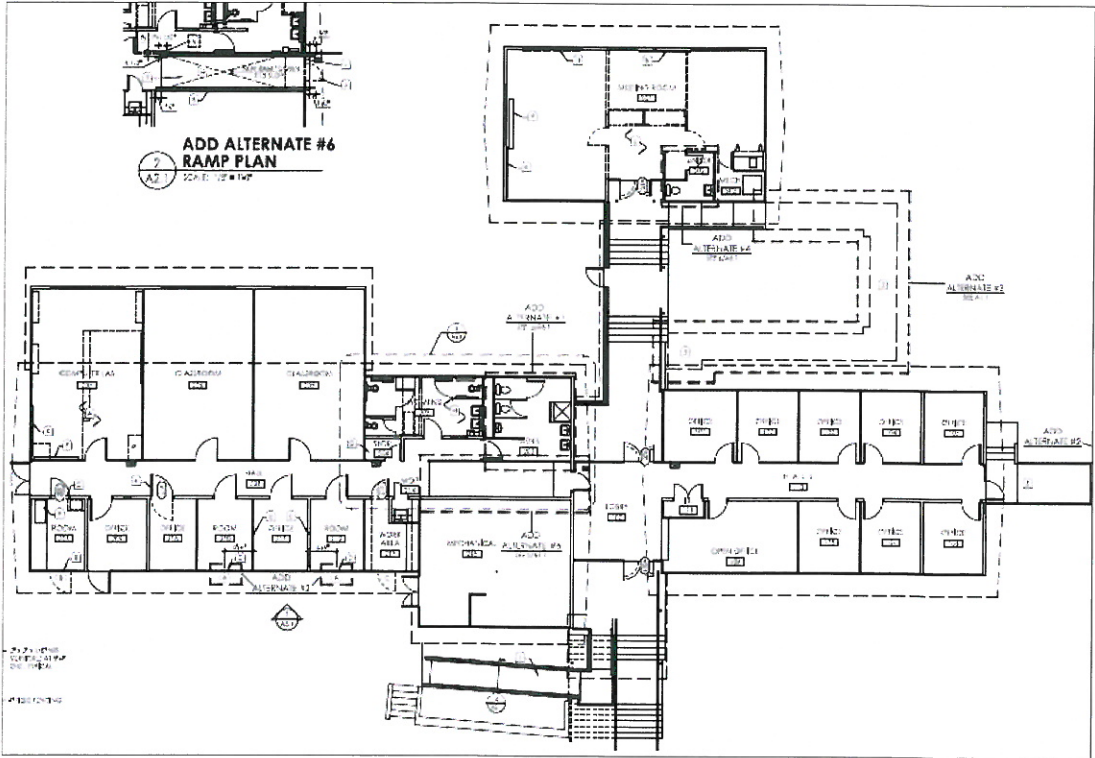
**Exterior Painting:** Completed.

**Users began move in on June 18<sup>th</sup> and began operation of the facility on June 25<sup>th</sup> as scheduled.**

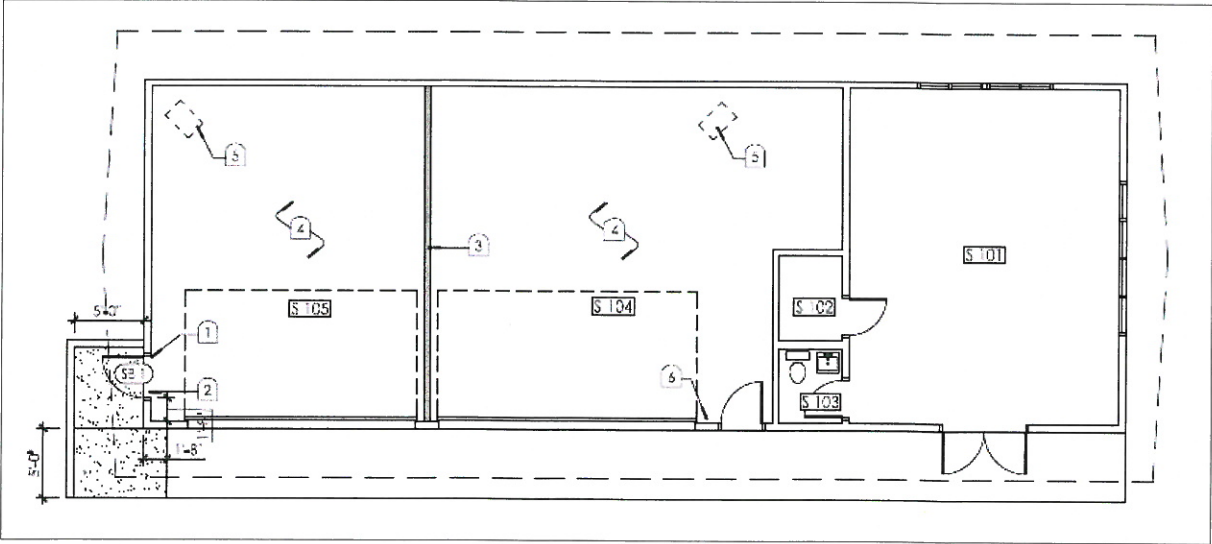
### Activity planned for July

Receive as-builts, operation and maintenance manuals, close-out documentation, and make final payment to Griffin Construction.

# Chandler Renovation Project June 2012 Status Report



Chandler Building Floor Plan



Chandler Garage Plan, not to same scale as Building floor plan.

# Chandler Renovation Project June 2012 Status Report

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07.02.2012 09:37

Upper meeting room complete.



07.02.2012 09:34

Ramp complete to upper meeting room including landscaping.

# Chandler Renovation Project June 2012 Status Report



Computer lab complete.



Entry ramp work and landscape complete. Railing painted and benches cleaned and sealed.

## Chandler Renovation Project June 2012 Status Report

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Garage division and exterior door installation complete. Exterior painting complete.



Furnishings in place and move in complete.

# Chandler Renovation Project June 2012 Status Report

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## Project Participants

### COCC Administration

Matt McCoy	Vice President for Administration	<a href="mailto:mmccoy@cocc.edu">mmccoy@cocc.edu</a>
Gene Zinkgraf	Director of Construction	<a href="mailto:gzinkgraf@cocc.edu">gzinkgraf@cocc.edu</a>
Shirley Metcalf	Instructional Dean	<a href="mailto:smetcalf@cocc.edu">smetcalf@cocc.edu</a>
Beth Wickham	Small Business Development Center	<a href="mailto:bwickham@cocc.edu">bwickham@cocc.edu</a>
Jerry Schulz	Director of Continuing Education	<a href="mailto:jschulz@cocc.edu">jschulz@cocc.edu</a>
Paul Stennett	Continuing Education	<a href="mailto:pstennett@cocc.edu">pstennett@cocc.edu</a>

### 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  
Mike Nothwang, Project Architect  
541-382-5535  
[dstevens@bbtarchitects.com](mailto:dstevens@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)

### Testing Agency

Carlson Testing Inc.  
Ted Kornowski, Special Inspector

### General Contractor

Griffin Construction LLC  
8361 NE Meadow Ridge Road  
Prineville, OR 97754  
Sam Griffin, Manager  
541-948-1225  
Mark Aleksich, Superintendent  
541-948-7120  
[sam@griffinconstructionllc.com](mailto:sam@griffinconstructionllc.com)



## Health Careers Building – June 2012 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**

No new change orders were presented this month. There are currently 6 outstanding changes 4 credits, 2 prices in negotiation.

### **Schedule Status**

The project has received its Certificate of Occupancy; the Construction Contract is in its closeout phase. AV and FF&E installs are on schedule.

### **Recent Activity**

AV system installation continued this month. FF&E deliveries continued. Move planning also continued in preparation for the RFQ to hire a mover to pack and move the programs into the building. Design continued on the plaza landscaping along College Way, should go out to bid in July.

### **Activity Next Month**

Final cleaning, AV installation completes, Equipment continues to arrive. Moving starts.

# Health Careers Building – June 2012 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 – June 2012 Update

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### **Scope**

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

### **Budget Status**

The current overall budget for the building will be \$1,365,906 with construction costs of approx. \$760,000. This is a Bond funded project with additional funds provided by the state. The current projected overall project cost based on the 60% design drawings is \$1,404,248. This is slightly over the budget, but given the conservative nature of the construction estimates and equipment budgets we feel comfortable with the current design.

### **Change Order Activity**

No change order activity this month

### **Schedule Status**

Project is progressing. Design will be complete in June. Bidding will occur during August. Construction is tentatively scheduled to start September 13 and complete in time for Spring classes in 2013.

### **Recent Activity**

Design has progressed. Drawings are ready to submit for permitting.

### **Activity Next Month**

City of Redmond permit review, completion of final bid documents.

# Redmond Building 1 Addition – June 2012 Update

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## Project Participants

### COCC Stakeholder Group

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

### Design Team

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

### Contractor Group

Not Identified Yet	-	TBD
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# Technology Education Center – June 2012 Update

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## **Scope**

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

## **Budget Status**

The budget for the building will be \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon. See attached updated 75% CD Budget.

## **Change Order Activity**

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

## **Schedule Status**

Project remains on schedule for bidding in July, start in August and completion September of 2013.

## **Recent Activity**

Construction Documents continued this month. The project was submitted for permitting this month; a 3 week review time is expected based on commitments from the City of Redmond. CCWD reviewed the Permit set and has given their approval of the final drawings. The project will be procuring planting materials via a separate contract. This went out for proposals in June.

## **Activity Next Month**

Construction Documents will continue to July 12<sup>th</sup> when the project is advertised for bidding. An addendum will be issued containing the City review comments and revisions as well as any approved substitutions, final details, and other items from COCC and peer review. A site walk will occur on July 18<sup>th</sup>. Rich will be on vacation during the last week of July.

# Technology Education Center – June 2012 Update

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## Project Participants

### COCC Stakeholder Group

Karin Hilgersom	-	VP of Instruction
Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
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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## Residence Hall June 2012 Status Report

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### **Scope**

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

### **Budget Status**

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

### **Change Order Activity**

None.

### **Schedule Status**

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

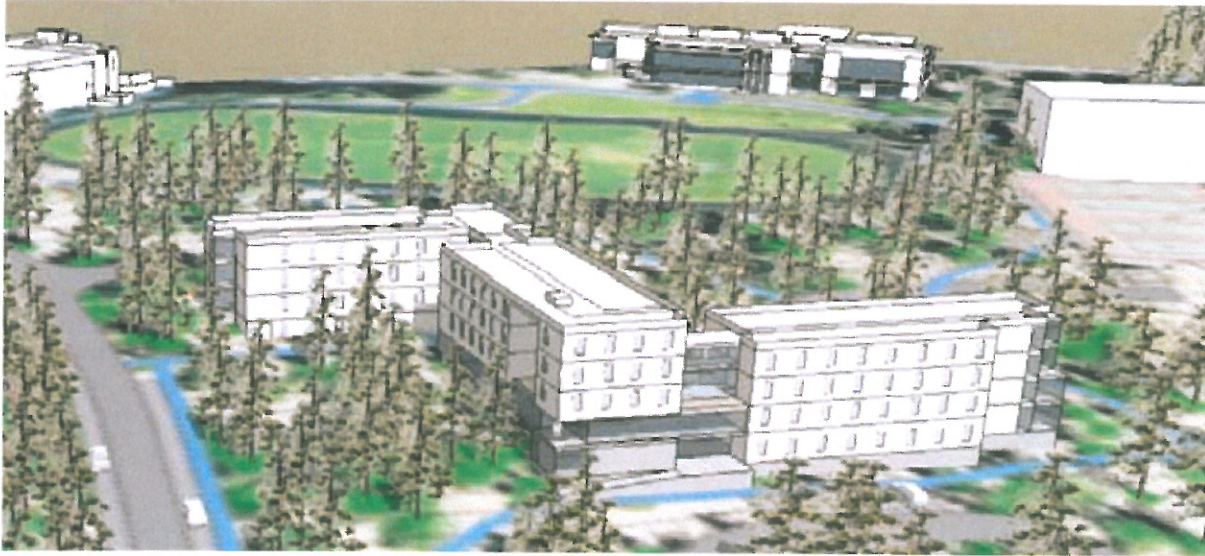
### **Activity in June**

Updated Real Estate committee regarding status of project and proforma. To be reviewed again at August Real Estate Committee meeting. Began draft of a white paper to summarize all of the issues and benefits of a new residence hall.

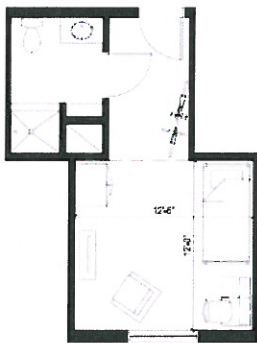
### **Activity planned for July**

Clarify the white paper for review with Real Estate committee in August.

# Residence Hall June 2012 Status Report

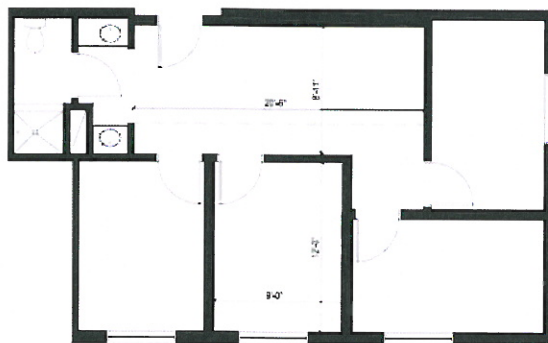


Conceptual preliminary building perspective.



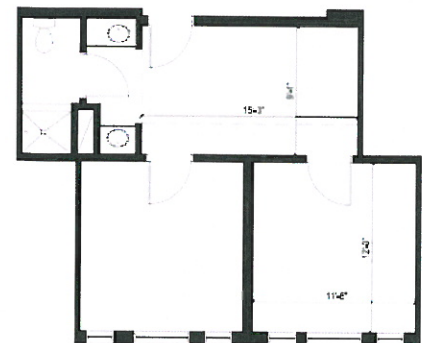
**R.A. SINGLE**

SINGLE BEDROOM	202 SF
BATHROOM	58 SF
<b>TOTAL</b>	<b>260 SF NET</b>
	315 SF GROSS



**QUAD SINGLES**

SHARED ROOM	197 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
BATHROOM	79 SF
<b>TOTAL</b>	<b>708 SF NET</b>
	852 SF GROSS



**QUAD DOUBLES**

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
SINGLE BEDROOM	138 SF
BATHROOM	79 SF
<b>TOTAL</b>	<b>492 SF NET</b>
	576 SF GROSS

Typical unit types.



## Residence Hall June 2012 Status Report

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### Project Participants

#### COCC Steering Committee

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

#### Design Consultant

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

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

#### Civil Survey Consultant

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

#### Geotechnical Engineer

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

**Testing Agency**   TBD

# Science Building – June 2012 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 #149, south sidewalk at existing parking lot removal priced but voided due to code complications.  
CR #150, RFI #320 for an additional ADA door actuator, for a price of \$184.38.  
CR #151, PR 14 – curved handrail to area of refuge, for a price of \$10,496.57.  
CR #153, PR 39 – breakmetal trim at R14 and R15 in Lab tech offices, for a price of \$775.93.  
CR #154, RFI #321 – change circuiting to glassware warewashers to match units, for a price of \$2,236.71.  
CR #156, additional irrigation and sod at upper campus entrance, for a price of \$3,067.01.  
CR #159, exterior artwork gravel base, for a price of \$1,762.15.  
CR #160, additional topsoil at upper grass area, for a price of \$2,141.45.

## Schedule Status

As of July 1<sup>st</sup>, project is on schedule for a Final completion on July 20<sup>th</sup>. A temporary certificate of occupancy was granted on June 14<sup>th</sup> allowing the office furnishings to begin to be moved in as of June 25<sup>th</sup>.

## Activity in June

Completed exterior concrete, asphalt paving, site lighting, and irrigation/landscaping. Set railing at stairs and precast stair treads. Set exterior handrail and patio wood screen wall. Completed exterior glass trim and sunshades. Completed interior wood trim, wall paneling, and display cabinetry except glass at display cabinetry. Installed carpet in common areas and classrooms complete. Completed all glass wall systems except small section in the hallway. Completed ceiling tile and mechanical trim at west common areas and classrooms. Completed tile at unisex bathroom and drinking fountain walls. Installed fluid applied flooring in Cadaver and Chemical storage rooms. Installed remainder of tackboards, markerboards, and chalkboards. Obtained elevator inspection. Obtained Temporary Certificate of Occupancy to allow move in to occur as scheduled. Reviewed/punchlisted the Administration area on June 13<sup>th</sup> and 14<sup>th</sup>. Reviewed/punchlisted the remainder of the building between June 19<sup>th</sup> and June 21<sup>st</sup>. Began trainings during the week of June 11<sup>th</sup>.

## Activity planned to be complete by July 20th

Complete display cabinetry glazing. Complete all glass wall systems in hallway. Complete and obtain all building final inspections. Obtain permanent Certificate of Occupancy.

# Science Building – June 2012 Status Report

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## Photos



West Elevation



East Elevation

## Science Building – June 2012 Status Report

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Second floor classroom.



Second floor West Elevation group study room

## Science Building – June 2012 Status Report

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Physics/Geology Lab complete with minor cleaning needed.



Lower entry vestibule.

## Science Building – June 2012 Status Report

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Upper campus entry.

### Schedule

Design through NTP	January 2010 through February 23, 2011
<b>Construction</b>	<b>February 24, 2011 to June 15, 2012</b>
Substantial Completion	June 15, 2012
Punch list Phase	June 18 to July 20, 2012
Final Completion	July 20, 2012
Equipping and Furnishing	July 23 to August 31, 2012
Staff setup/move-in	September 5 to 21, 2012
First day of classes	September 24, 2012

# Science Building – June 2012 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 [rhayes@cocc.edu](mailto:rhayes@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)  
Chris Pahl, Project Manager, [ChrisP@knccbend.com](mailto:ChrisP@knccbend.com)  
Mark Miller, Project Superintendent, [markm@knccbend.com](mailto:markm@knccbend.com)  
Greg Ponder, Project Engineer, [greggp@knccbend.com](mailto:greggp@knccbend.com)

## Serpentine Parking Lot Project June 2012 Status Report

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### Scope

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

### Budget Status

Project Budget included and project bid within budget.

### Change Order Activity

None.

### Schedule Status

Alex Hodge Construction anticipates beginning the project in early July and completing the project by August 3<sup>rd</sup>.

### Activity in June

Project was designed by W&H Pacific in April and May.

Site Plan application and grading permits were approved in May.

Project was put out to bid and awarded to Alex Hodge for \$49,000.00.

Insurances and bonds have been received and determined to be acceptable and the contract has been executed.

### Activity planned for July

Complete construction staking.

Complete excavation and drainage area construction.

Install cast in place curbs.

Install electrical conduit and light pole bases.

Complete asphalt paving.



## Serpentine Parking Lot Project June 2012 Status Report

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# Technology Status Report – June 2012

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## Scope

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

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

The existing 6610 square foot Chandler Building is currently undergoing a remodel of the offices, computer lab and meeting space that will include new projection and multi-media systems, installation of an 18-seat computer lab and a complete re-wire of the entire building while will allow connectivity back to the main campus and our VoIP phone system.

## Schedule Status

The Health Careers audio-visual installation began May 1, 2012 and has an anticipated completion date of July 31, 2012. In addition to the audio-visual installation, we have quite a few IT projects within the Health Careers building that will also occur over the Summer months with completion dates in August and September.

With the assistance of KNCC, we were able to begin both the Information Technology and Audio-Visual installations at Science prior to our anticipated start date of June 18, 2012. Both Delta AV and the COCC IT Projects are on schedule for completion in September of 2012.

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

# Technology Status Report – June 2012

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## Activity in June

### HEALTH CAREERS BUILDING:

The audio-visual contractor has completed installation of approximately 90% of their equipment, including all speakers, PTZ (Pan-Tilt-Zoom) cameras, and equipment racks in the teaching lecterns and casework locations. The COCC IT department has installed phones, computers and printers in all of the new and part-time locations and is now working with faculty to move existing phones and computers. In addition, our network group has connected and programmed the Code Blue emergency phone system. Both the COCC IT Staff and Delta AV, the audio-visual contractor, are extremely busy, but currently on schedule.

### SCIENCE BUILDING:

The COCC IT Staff has installed all network switches and a battery back-up UPS for the building data network. As a result, all MEP systems (Lighting, Access Control, Air and Heating) requiring access to our network has been connected and is operational. The AV Contractor was not scheduled to begin work until June 18<sup>th</sup> but worked with KNCC to complete wiring and speaker installations early, giving them almost a two-week head start. Installation of projectors, LCD panels and equipment racks continues and is on schedule.

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

**The Chandler remodel** is complete and included multiple office moves as well as the design and installation of a full multi-media meeting room and an 18-seat computer lab. **The Boyle Education (BEC) remodel** will begin next week, but the IT Department is already working to test network cable and upgrade audio and visual systems in these classrooms. Technology specifications and infrastructure have been reviewed with the architect in anticipation of **the Redmond Technology Center** going out to bid this month. Close behind will be the **Redmond Building One remodel and addition** and those plans are being reviewed as well.

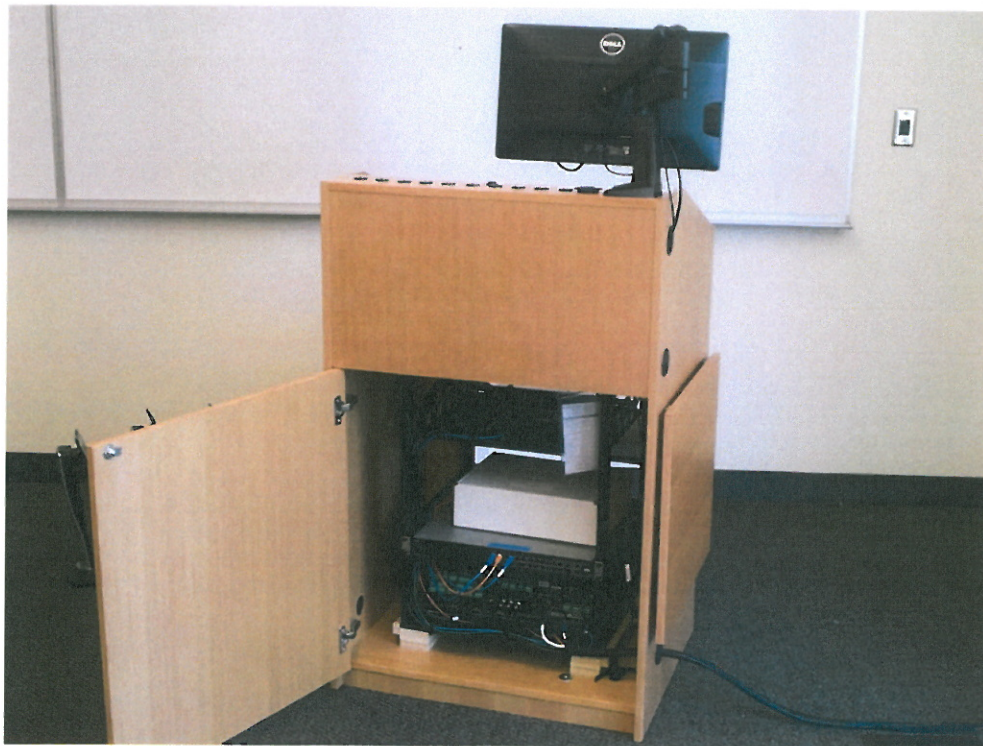
# Technology Status Report – June 2012

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## Photos – Health Careers



*AV Monitor Install – Health Careers, Dental Operator*



*Installation of AV Equipment Rack – Health Careers, Classroom Lectern*

## Technology Status Report – June 2012

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*Installation of A/V Equipment Rack in Casework – Health Careers, Nursing*



*Completion of Adjunct Faculty Office – Health Careers, 2<sup>nd</sup> Floor*

## Technology Status Report – June 2012

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### Photos – Science



*Installation of AV Rack and LCD Panel – Science Building, Lab 120*



*Above Counter Data Ports – Science Building, Lab 140*

# Technology Status Report – June 2012

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## Photos – Chandler



*Computer Lab – Chandler Building, Room 207 (Before)*



*Computer Lab – Chandler Building, Room 207 (After)*

## Technology Status Report – June 2012

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*Audio-Visual Cabinet – Chandler Building, Meeting Room 301*

### Upcoming Activities

Delta AV, the audio-visual contractor, is on schedule to complete their work at the **Health Careers Building** by the end of July. Work this month will include installation of trim plates over touch panels, adjustment of sound and camera equipment, programming and testing of AV switchers and camera controls. The last week of July will be spent in final testing. Delta AV will also have completed installation of almost all AV hardware at the **Science Building** in the month of July. This work includes installation of all LCD panels, speakers, projectors and equipment racks in the classrooms and lab areas. In addition to the annual installation and relocation of more than 400 PC's for staff and faculty that happens each year, the COCC IT Staff will continue moving and installing new computers, wifi access points, telephones and printers for the Health Careers and Science buildings. This work will be ongoing through the Summer term.



# Technology Status Report – June 2012

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**COCC Director of Construction** - Gene Zinkgraf, 541-330-7796, email: [gzinkgraf@cocc.edu](mailto:gzinkgraf@cocc.edu)

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

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

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

## **General Contractor, Health**

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

## **General Contractor, Science**

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

## **General Contractor, Chandler Remodel**

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

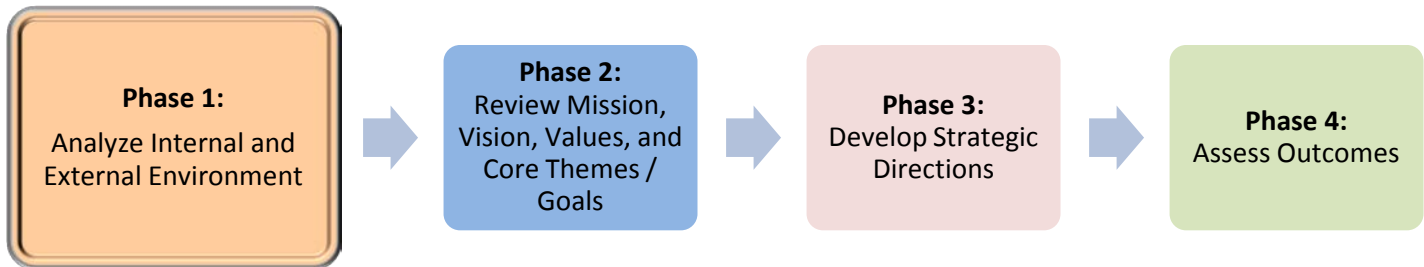
## **General Contractor, Boyle Remodel**

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

## Setting Strategic Direction at COCC...

### OVERVIEW

From fall 2011 through spring 2013, Central Oregon Community College is undertaking an 18-month strategic planning effort. The process consists of four phases and will result in recommendations to the Board and President for updating the College's strategic plan to implement beginning 2013-2014:



The Strategic Planning Committee (SPC) convened fall 2011 and consists of the following staff and faculty:

**Nancy Butler**, Classified, Admissions and Records  
**David Dona**, Administration, Fiscal Services  
**Stacey Donohue**, Faculty, Humanities  
**Stephanie Goetsch**, Classified, Information Technology  
**Patricia Hammer**, Faculty, Mathematics  
**Jim Moodie**, Faculty, Biology  
**Jerry Schulz**, Administration, Continuing Education  
**Erica Waldbillig**, Classified, Office of Chief Financial Officer  
**Cody Yeager**, Administration/Faculty, Deer Ridge  
 Correctional Institution (DRCI)

#### *Strategic Planning Committee Planning Team:*

**Matt McCoy**, VP for Administration, Co-Chair  
**Brynn Pierce**, Institutional Effectiveness, Co-Chair  
**Chris Egertson**, Institutional Effectiveness  
**Jennifer Peters**, Office of VP for Administration

### PHASE 1

Phase 1 of the strategic planning process consisted of analyzing COCC's internal and external environment. From September 2011 through March 2012, the SPC identified College stakeholders – the people and organizations who affect or can be affected by the College's actions – and gathered feedback regarding the College's strengths, weaknesses, and future directions (summary provided below).

The SPC also completed an environmental scan that included information on the College, the service district, and external demands influencing the College in the near future. Information reviewed included the following: an overall profile of Central Oregon, the State of Oregon, and the Nation ■ employment and economic outlooks ■ COCC student demographics and success data ■ COCC's approach to assessing achievement ■ and, recent initiatives and trends in higher education. For more detail on the information reviewed, visit [Phase 1 – Background Information](#).

Successful outcomes of this phase include connecting with and listening to College stakeholders and the SPC becoming well informed about COCC and the students and region it serves. The outcomes of Phase 1 helped the SPC prepare for Phase 2: Review Mission, Vision, Values, and Core Themes/Goals.

## GATHERING FEEDBACK

In the fall of 2011, the SPC committed to gathering feedback from internal and external College stakeholders. Feedback was collected using online surveys, focus groups and individual interviews. The same questions were utilized with all three methods, asking respondents to: (1) rate **importance and satisfaction** of twelve College functions and (2) share their **comments and perceptions** of the College by answering six open-ended questions. The complete set of questions is available in Appendix A.

Online surveys were administered to both internal and external stakeholders. External stakeholders included district community members (700 respondents); K-12 superintendents, school boards, and high school counselors (32 respondents); local businesses, chambers of commerce, city mayors, county managers, and Career and Technical Education advisory committee members (65 respondents). Internal groups consisted of COCC credit students (500 respondents), and faculty and staff (120 respondents).

Focus groups were conducted with COCC students, faculty and staff. All groups were invited to participate in various focus groups held in Bend, Redmond, Madras and Prineville. Twenty focus groups were conducted with 219 participants, gleaned over 1,000 comments.

Individual interviews were conducted with COCC Board members and President, COCC Foundation Board of Trustees, the Chief Executive Officer of OSU-Cascades, and a few additional community partners. The feedback from the individual interviews was incorporated into the survey summaries.

## WHAT WE LEARNED

### Importance and Satisfaction

Respondents ranked importance and satisfaction of twelve COCC functions:

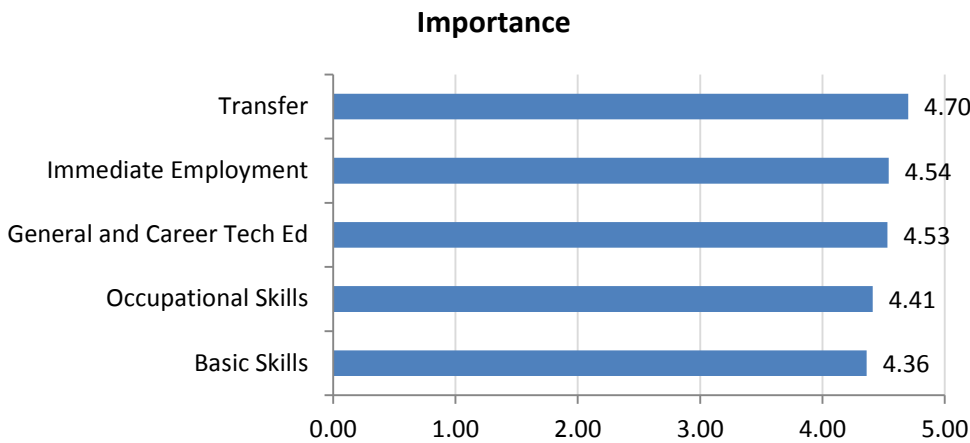
1. Offer programs to prepare students for **immediate employment**
2. Offer **transfer** programs
3. Offer courses to **enhance occupational skills**
4. Promote **economic development**
5. Offer **basic skills** - reading, writing, math
6. Provide **career planning, counseling and survival skills**
7. Provide both **general education** and **CTE** (Career and Technical Education)
8. Offer activities for **continuing professional education** needs
9. Provide courses for **personal enrichment** and recreation
10. Offer programs in **Redmond, Madras and Prineville**
11. Facilitate **fundraising** to supplement public funding
12. Serve as a **community resource** for gatherings / cultural events

A summary analysis of the **importance, satisfaction and gap** rankings is provided on page 3. A more detailed list of the importance, satisfaction and gap rankings, by stakeholder group, is available in Appendix B and available in even greater detail on the Strategic Planning Webpage by visiting [Phase 1 - Survey Analysis](#).

COCC Setting Strategic Direction  
Phase 1 Progress Report

2011-2013

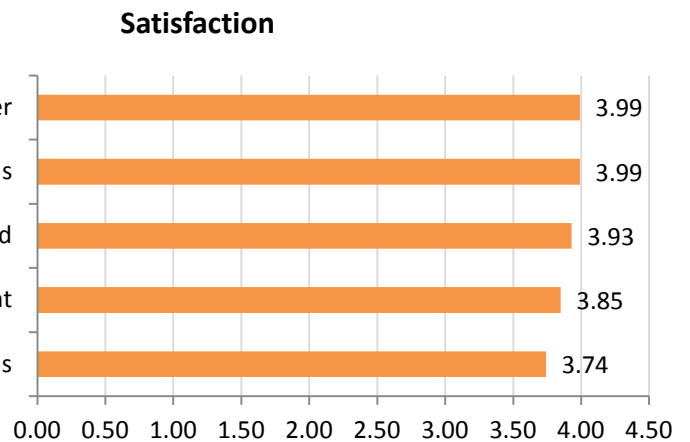
The five College functions that ranked the highest on a five-point **importance** scale (1 low, 5 high) were:



**Importance Analysis:**

Offering **Transfer** opportunities ranked highest in importance followed by offering programs that provide **Immediate Employment**, offering both **General and Career Tech Education**, providing courses to enhance **Occupational Skills**, and providing **Basic Skills** in math, writing, and reading.

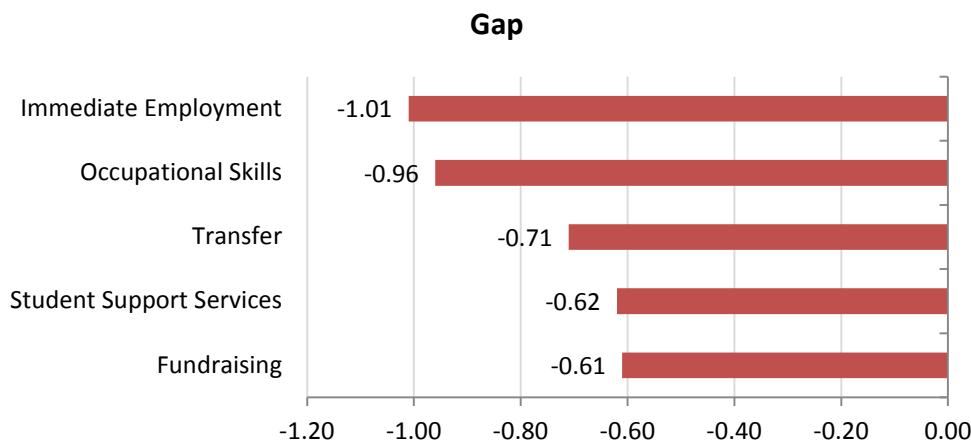
The five College functions that ranked highest on a five-point **satisfaction** scale (1 low, 5 high) were:



**Satisfaction Analysis:**

The same functions that rated highest in importance also rated the highest in satisfaction, with the exceptions of offering programs that provide **Immediate Employment** and offering **Personal Enrichment** courses.

Another important factor in analyzing importance and satisfaction is the **gap analysis**, which examines the difference between satisfaction and importance. Large gaps show possible areas of improvement.



**Gap Analysis:**

**Job-related functions** had the largest gaps between satisfaction and importance, possibly a sign of the economic times.

**Transfer** also had a large gap even though that function ranked the highest in both importance and satisfaction.

## **Comments and Perceptions:**

Respondents shared their perceptions of the College by answering six open-ended questions.

The open-ended feedback was analyzed in two groups: (1) individual comments received through **surveys**, and (2) a summation of group comments received through **focus groups**. Due to the magnitude of the feedback and nature of the analysis, a qualitative approach was applied. The concepts referenced most often, from both analysis groups, are summarized below. A more detailed breakout of both survey and focus group feedback, by stakeholder group, is available in Appendix C.

## **Survey and Focus Group Open-Ended Feedback:**

### **1. When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Affordable</li> <li>• Great college and programs</li> <li>• Great place to work</li> <li>• Great faculty/staff</li> <li>• Focus is on teaching and students</li> </ul> | <ul style="list-style-type: none"> <li>• Great place to start/continue education</li> <li>• High quality education</li> <li>• Community resource</li> <li>• Crowded (hard to get into classes, need more resources, spread too thin)</li> </ul> |
|---|---|

### **2. What are some things you would change or improve about this institution and why?**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Improve parking</li> <li>• Ensure programs lead to jobs, students are gaining skills for immediate employment, track students to employment</li> <li>• Improve communication (between campus locations, with students, with employees)</li> <li>• Improve internal processes and documentation</li> <li>• Increase diversity (students and employees)</li> </ul> | <ul style="list-style-type: none"> <li>• Increase or maintain partnerships with community, K-12, businesses, and 4-year schools</li> <li>• Ensure high-quality instruction</li> <li>• Increase student resources/services at all campus locations</li> <li>• Add more programs and courses (at all campuses, at all times, traditional and online)</li> <li>• Add childcare</li> </ul> |
|---|--|

### **3. If you have hopes or aspirations for COCC, what are they?**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Continue growing in all communities</li> <li>• Continue to improve partnership with OSU-Cascades</li> <li>• Increase capacity and course offerings at all campus locations</li> <li>• Improve communication (between campus locations, with students, with employees)</li> <li>• Increase online/distance learning options</li> <li>• Improve efficiency</li> <li>• Maintain high quality</li> </ul> | <ul style="list-style-type: none"> <li>• Expand new and relevant programs at all campus locations</li> <li>• Increase/strengthen all partnerships</li> <li>• Stay affordable</li> <li>• Add childcare</li> <li>• Increase student resources/services at all campus locations</li> <li>• Become a 4-year college</li> </ul> |
|---|--|

## COCC Setting Strategic Direction Phase 1 Progress Report

# 2011-2013

#### 4. From your perspective, how can the College improve student success?

##### a. What are key issues we need to tackle in order to improve student success?

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Affordability</li> <li>• Increase student support services (at all campuses)</li> <li>• Educate students on available resources</li> <li>• Promote student accountability</li> <li>• Ensure students are placed in correct courses and prerequisites are enforced</li> <li>• Ensure faculty are of best quality</li> </ul> | <ul style="list-style-type: none"> <li>• Increase student engagement</li> <li>• Better partnerships with K-12</li> <li>• Stay accessible by increasing capacity and offering courses at different times</li> <li>• Increase student orientation activities</li> <li>• Increase/improve academic advising</li> <li>• Disperse financial aid better</li> </ul> |
|---|--|

##### b. What gets in the way of COCC students being successful?

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Underprepared (academically, emotionally)</li> <li>• Financial reasons</li> <li>• Can't get classes (availability)</li> <li>• Lack of student accountability</li> </ul> | <ul style="list-style-type: none"> <li>• Student resources (not using them, not enough, poor quality)</li> <li>• Lack of reliable transportation</li> <li>• Personal challenges (childcare and family issues)</li> </ul> |
|--|--|

#### 5. What piece(s) of advice would you give college leadership regarding the future of COCC?

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Continue growing – increase course capacity and availability</li> <li>• Maintain quality</li> <li>• Stay affordable</li> <li>• Improve internal and external communication</li> <li>• Address diversity</li> </ul> | <ul style="list-style-type: none"> <li>• Focus on students</li> <li>• Be more visible/accessible/approachable, get out around campus and have the student experience</li> <li>• Listen to students, employees and community and act on feedback</li> <li>• Be progressive, creative, visionary, honest</li> </ul> |
|---|---|

### NEXT STEPS

In Phase 2, the Strategic Planning Committee will thoroughly review the current strategic planning documents including the Mission, Vision, Values and Core Themes/Goals. The feedback gathered in Phase 1 will anchor this review. The Committee will recommend revising the Strategic Plan, where determined appropriate, to reflect the findings of Phase 1 and to greater align the existing strategic document. As with Phase 1, the Committee's findings in Phase 2 will be reported to the President and Board so that the Board can begin to consider revising the existing Strategic Plan.

In Phase 3, the SPC will assist the College in developing realistic, achievable and measurable strategic objectives linked to the proposed Strategic Plan revisions. The results of this work will also be reported to the President and Board for their use in considering updates to the Strategic Plan.

### STRATEGIC PLANNING COMMITTEE

The report and chart information was prepared by the Strategic Planning Committee. For more information supporting this report and the complete strategic planning process, visit: [Setting Strategic Direction at COCC](#)

## Appendix A: Complete Survey

**COCC Setting Strategic Directions****2011-2012**

Listed below is a series of statements concerning functions performed at COCC. Please indicate below **how important you think it is for COCC to provide each of these functions** (left grid) and **how well COCC is performing each of these functions** (right grid)

How ***important*** do you think it is for COCC to provide each of these functions?

Not important (1) ----- Very important (5)

How ***well*** is COCC performing each of these functions?

Poor (1) ----- Excellent (5)

Importance					COCC function	Performance				
1	2	3	4	5	Offer programs and services to prepare students for immediate employment.	1	2	3	4	5
1	2	3	4	5	Offer associate degree programs with credits that can be transferred to a four-year program.	1	2	3	4	5
1	2	3	4	5	Offer courses to enhance or upgrade occupational skills.	1	2	3	4	5
1	2	3	4	5	Serve as a community resource in promoting economic development in Central Oregon.	1	2	3	4	5
1	2	3	4	5	Offer basic reading, writing and mathematics skills to prepare adults for college level classes or the workforce.	1	2	3	4	5
1	2	3	4	5	Provide career planning, counseling and college survival skills.	1	2	3	4	5
1	2	3	4	5	Provide both general education and technical/vocational skills training.	1	2	3	4	5
1	2	3	4	5	Offer conferences, seminars, lectures, and workshops to meet continuing professional education needs.	1	2	3	4	5
1	2	3	4	5	Provide self-supporting short courses for personal enrichment and recreation.	1	2	3	4	5
1	2	3	4	5	Offer instructional programs in Redmond, Madras, and Prineville.	1	2	3	4	5
1	2	3	4	5	Facilitate fundraising activities to supplement public funding.	1	2	3	4	5
1	2	3	4	5	Serve as a community resource for gatherings and cultural events.	1	2	3	4	5

## Appendix A: Complete Survey

### Please answer the following open-ended questions...

- **When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?**
  
  
  
  
  
  
  
  
  
  
- **What are some things you would change or improve about this institution and why?**
  
  
  
  
  
  
  
  
  
  
- **If you have hopes or aspirations for COCC, what are they?**
  
  
  
  
  
  
  
  
  
  
- **From your perspective, how can the College improve student success?**

**What are key issues we need to tackle in order to improve student success?**

**What gets in the way of COCC students being successful?**

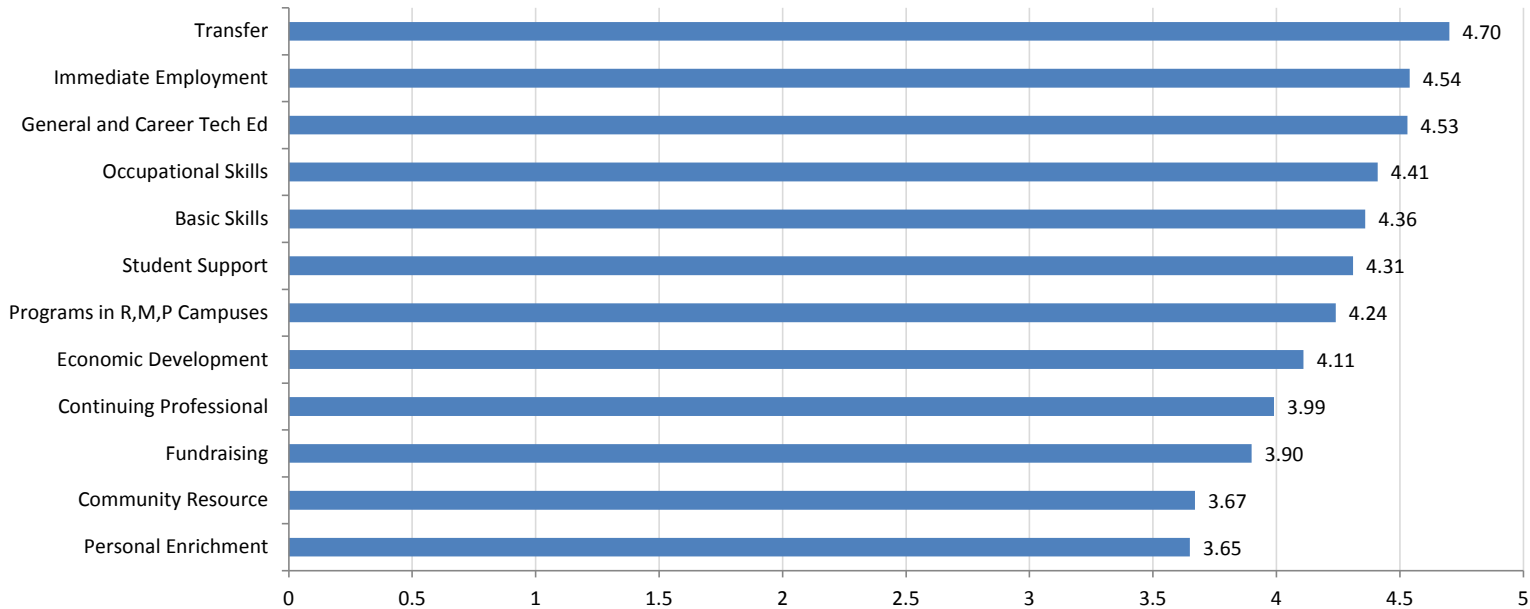
- **What piece(s) of advice would you give college leadership regarding the future of COCC?**



**Survey Results: Ranking Twelve Functions of the College**  
**IMPORTANCE**  
 Respondents ranked IMPORTANCE of twelve functions of the College on a scale of 1 (low) to 5 (high)  
 Below are the top five most important functions by Internal and External Stakeholders as well as the Overall Importance when all stakeholder groups are combined

Top five MOST IMPORTANT functions of the College by stakeholder group									
Internal					External				
Faculty	Classified	Admin/ President/ Board	Student		K-12 Counselor	K-12 Board	WEB	Community Phone Survey	Business/ Community/ OSU-Cascades
Transfer	Transfer	Immediate Employ	Transfer		Transfer	Transfer	Immediate Employ	Transfer	Immediate Employ
Immediate Employ	Occupational skills	Both Gen Ed/CTE	Immediate Employ		Both Gen Ed/CTE	Programs in R,M,P	Transfer	Provide Gen Ed/CTE	Transfer
Both Gen Ed/CTE	Immediate Employ	Transfer	Both Gen ED/CTE		Student Support	Immediate Employ	Both Gen Ed/CTE	Immediate Employ	Gen Ed/CTE
Occupational skills	Programs in R,M,P	Student Support	Basic Skills		Immediate Employ	Both Gen Ed/CTE	Occupational Skills	Occupational Skills	Occupational Skills
Student Support	Basic Skills	Basic Skills	Occupational Skills		Occupational Skills	Student Support	Basic Skills	Programs in R,M,P	Basic Skills

**Overall Importance (all groups combined)**



**Analysis:**  
 The lists in the table above show the top five functions by stakeholder group. The chart to the left shows the overall (all groups combined) rankings of the functions of the College. As you can see by comparing the lists above to the overall rankings to the left, there are lots of similarities in the rankings.

Offering **Transfer** opportunities ranked highest in importance followed by offering programs that provide **Immediate Employment**, offering both **General and Career Tech Education**, providing courses to enhance **Occupational Skills**, and providing **Basic Skills** in math, writing and reading.

### Survey Results: Ranking Twelve Functions of the College SATISFACTION

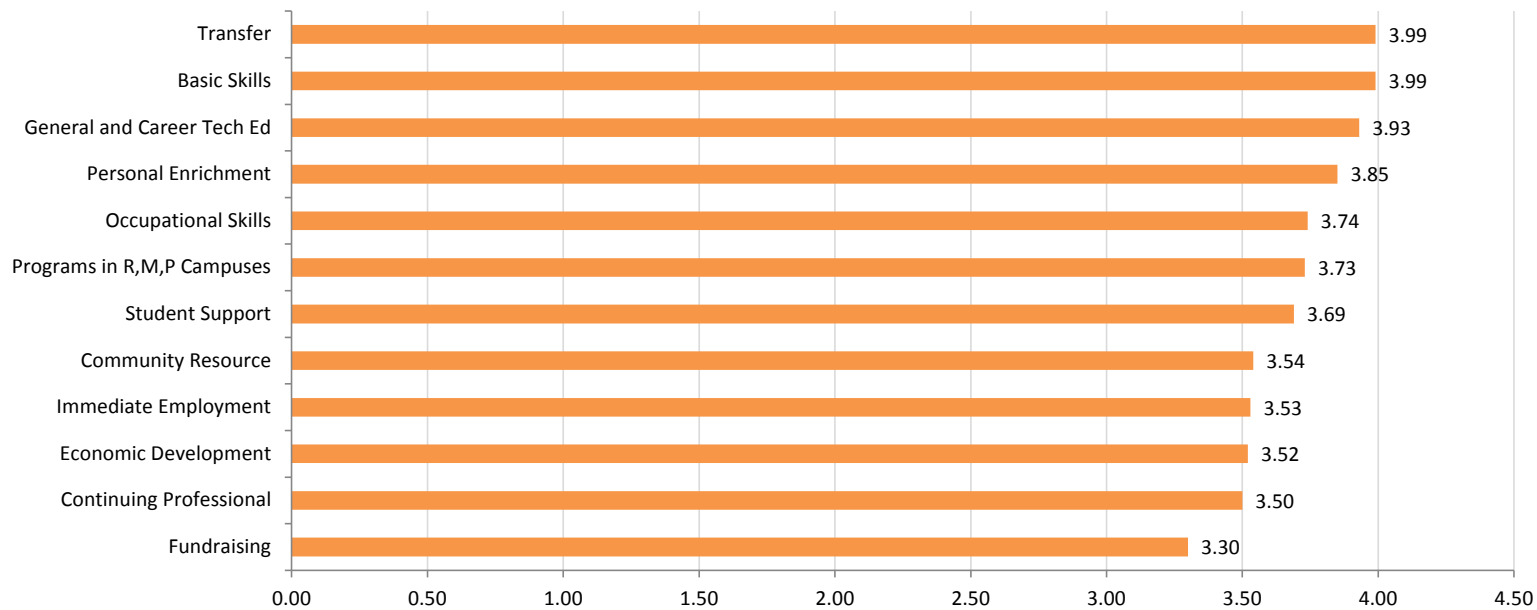
Respondents ranked their SATISFACTION of twelve functions of the College on a scale of 1 (low) to 5 (high)

Below are the top five functions with the highest Satisfaction by Internal and External Stakeholders as well as the Overall Satisfaction when all stakeholder groups are combined

#### Top five functions with the highest SATISFACTION by stakeholder group

Internal				External				
Faculty	Classified	Admin/ President/ Board	Student	K-12 Counselor	K-12 Board	WEB	Community Phone Survey	Business/ Community/ OSU- Cascades
Gen Ed/CTE	Basic Skills	Personal Enrichment	Basic Skills	Transfer	Fundraising	Transfer	Transfer	Basic Skills
Transfer	Personal Enrichment	Both Gen Ed/CTE	Transfer	Both Gen Ed/CTE	Programs in R,M,P	Basic Skills	Both Gen Ed/CTE	Both Gen Ed/CTE
Personal Enrichment	Fundraising	Transfer	Both Gen Ed/CTE	Basic Skills	Community Resource	Student Support	Programs in R,M,P	Transfer
Basic Skills	Transfer	Basic Skills	Personal Enrichment	Personal Enrichment	Basic Skills	Personal Enrichment	Personal Enrichment	Personal Enrichment
Student Support	Both Gen Ed/CTE	Immediate Employ	Occupational Skills	Occupational Skills	Both Gen Ed/CTE	Both Gen Ed/CTE	Basic Skills	Programs in R,M,P

#### Overall Satisfaction (all groups combined)



**Analysis:**  
The lists in the table above show the top five functions by stakeholder group. The chart to the left shows the overall (all groups combined) rankings of the functions of the College. As you can see by comparing the lists above to the overall rankings to the left, there are lots of similarities in the rankings.

The same functions that rated highest in importance also rated the highest in satisfaction, with the exceptions of offering programs that provide **Immediate Employment** not being in the top five and offering **Personal Enrichment** courses.

### Survey Results: Ranking Twelve Functions of the College

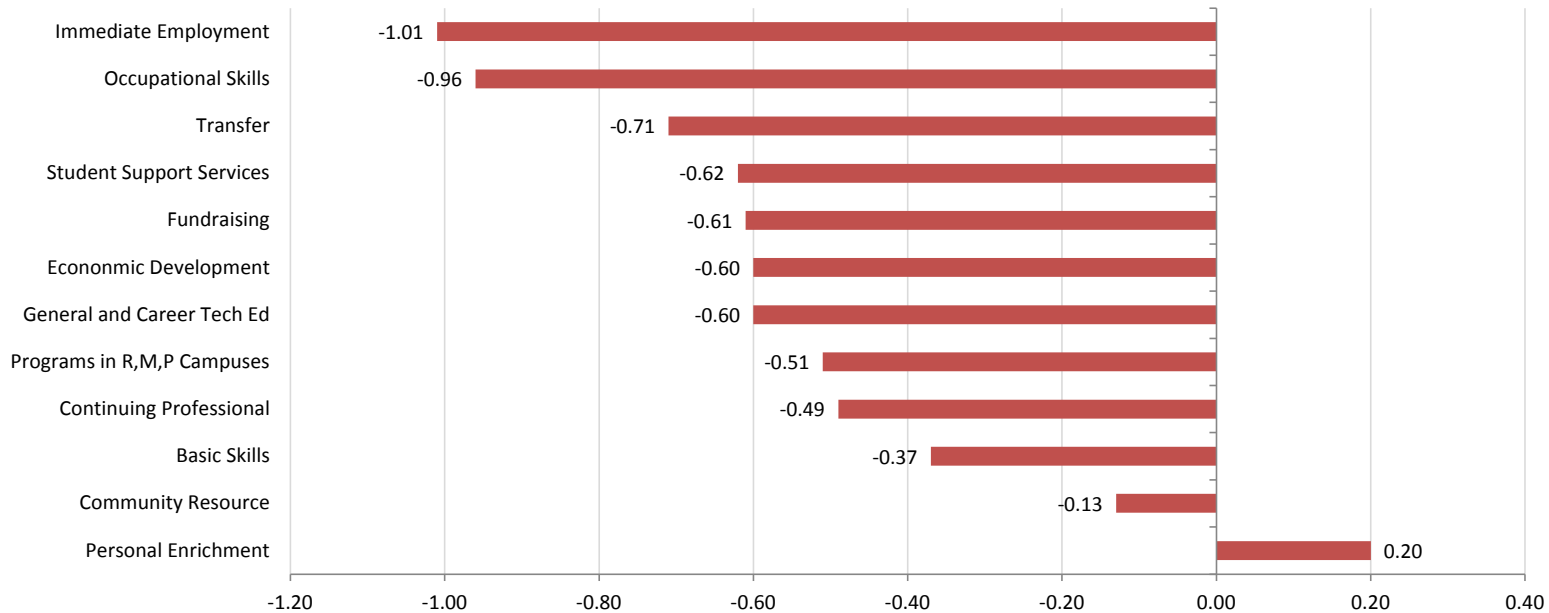
#### GAP ANALYSIS

Gap analysis measures the difference between satisfaction and importance for each function of the College. Functions with large gaps show possible areas of improvement. Below are the top five functions with the largest gap by Internal and External Stakeholders as well as the Overall Gap when all stakeholder groups are combined

#### Top Five functions with the Largest Gap (Satisfaction minus Importance) by Stakeholder Group

Internal				External				
Faculty	Classified	Admin/ President/ Board	Student	K-12 Counselor	K-12 Board	WEB	Community Phone Survey	Business/ Community/ OSU-Cascades
Occupational Skills	Immediate Employ	Immediate Employ	Immediate Employ	Community Resource	Transfer	Immediate Employ	Immediate Employ	Immediate Employ
Immediate Employ	Occupational Skills	Occupational Skills	Occupational Skills	Occupational Skills	Occupational Skills	Occupational Skills	Transfer	Occupational Skills
Economic Dev	Student Support	Student Support	Transfer	Student Support	Immediate Employ	Programs in R,M,P	Occupational Skills	Transfer
Programs in R,M,P	Economic Dev	Basic Skills	Fundraising	Transfer	Programs in R,M,P	Both Gen Ed/CTE	Both Gen Ed/CTE	Both Gen Ed/CTE
Community Resource	Programs in R,M,P	Programs in R,M,P	Student Support	Fundraising	Both Gen Ed/ CTE	Transfer	Student Support	Economic Dev

#### Overall Gap Analysis (all groups combined)



#### Analysis:

The lists in the table above show the top five functions by stakeholder group. The chart to the left shows the overall (all groups combined) rankings of the functions of the College.

**Job-related functions** saw the largest gaps between satisfaction and importance; surely a sign of our economic times.

**Transfer** - students and the external stakeholder groups all showed large gaps between satisfaction and importance, while the internal stakeholders did not.

**Personal Enrichment** - showed a positive result meaning that satisfaction was ranked higher than importance.

## Survey Results: Open-Ended Feedback from COCC Employees and Board (n=121)

### When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Great – college, programs, place to work
- Excellent faculty and staff
- Community resource
- Affordable
- Growing pains – staff spread too thin, need to fix infrastructure, better long term planning
- Offer better pay
- Ensure continued quality of education

### What are some things you would change or improve about this institution and why?

- Increase FT to PT faculty ratio
- Improve all levels of communication
- Improve processes/infrastructure
- Increase weekend/evening courses
- Give adjunct faculty more support
- More CTE programs
- More student success focus/tracking
- Improve parking
- Improve student activities
- Enforce prerequisites

### If you have hopes or aspirations for COCC, what are they?

- Become a 4-year university
- Build better relationship with OSU-Cascades
- Maintain infrastructure
- Further expansion in outlying areas
- Build relevant programs
- Foster community partnerships
- Add childcare
- Increase campus security
- Remain focused on student and their success
- Stay affordable and dedicated to faculty/staff

### What gets in the way of COCC students being successful?

- Academically underprepared
- Personal and family issues
- Emotionally underprepared (not ready to commit, self-entitled, not accountable)
- Lack of money
- Can't get classes
- Advisors not available, not up-to-speed on requirements

### What are key issues the College needs to tackle in order to improve student success?

- More support for students: childcare, tutors, career counseling, academic advising, streamlined enrollment process
- Emphasize importance and rigor of studies and student accountability
- Mandatory prerequisites and ensure students have basic skills before taking credit course
- More parking
- Increase FT to PT faculty ratio

### What piece(s) of advice would you give college leadership regarding the future of COCC?

- Maintain high quality
- Listen and act on feedback
- Stay student focused and invest in student success
- Promote best practices
- Improve communication with students, between departments, and with community businesses and leaders

## Survey Results: Open-Ended Feedback from Students (n=500)

### When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Great college - beautiful campus
- Great/helpful faculty and staff
- Local resource
- Lots of good resources
- Great place to start/continue education
- Poor parking
- Crowded
- Can't get classes
- Some poor teachers/staff
- Need more student resources (at all campuses)

### What are some things you would change or improve about this institution and why?

- Poor Parking
- Increase course offerings at all campuses
- More online courses
- Increase evening courses
- More/better advising
- Expand in-demand programs
- Don't change program requirements so often
- Increase student resources (computer labs and hours it is open, library hours, career planning, tutoring)

### If you have hopes or aspirations for COCC, what are they?

- Keep growing (in all communities)
- Become four-year university
- Expand course offerings
- Expand degree offerings
- More parking
- Add daycare

### What gets in the way of COCC students being successful?

- Course availability
- Financial
- Themselves
- Lack of motivation
- Parking
- Poor advising
- Childcare
- Poor instruction

### What are key issues the College needs to tackle in order to improve student success?

- Flexible class schedules
- Student Self-Motivation
- Quality Control
- Student Support – advising, tutoring, counseling
- Faculty/Staff engagement
- Cost of education
- Parking

### What piece(s) of advice would you give college leadership regarding the future of COCC?

- Doing great job
- Focus on students
- Listen to students and gather feedback
- Increase course availability
- Stay affordable
- Continue to grow
- Be more visible
- Be honest

## Survey Results: Open-Ended Feedback from K-12 Counselors (n=21)

When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Great college
- Great faculty
- Great opportunity to start and train
- Local resource
- Great programs
- Crowded
- Great staff

What are some things you would change or improve about this institution and why?

- Add more courses – online and at all campuses
- Need higher course rigor
- Increase relationship with K-12 (more flexibility to set up dual enrolled courses, more outreach to HS students, have COCC admissions counselors train K-12 counselors)

If you have hopes or aspirations for COCC, what are they?

- Increase capacity
- More workforce programs
- Increase distance learning options
- Strengthen dual enroll programs
- Continue partnership with OSU-Cascades

What gets in the way of COCC students being successful?

- Academically underprepared
- Need life/practical skills course
- Can't get classes
- Can't take classes in correct sequence
- Lack of support (financially and from home)

What are key issues the College needs to tackle in order to improve student success?

- Increase capacity
- More support services (tutoring, financial aid outreach, career counseling, academic advising, study skills)
- Increase student engagement
- Continue close partnership with high schools

What piece(s) of advice would you give college leadership regarding the future of COCC?

- Create a panel of college students who do outreach with area high schools
- Continue being thoughtful and focused
- Increase capacity
- Keep up with demand

## Survey Results: Open-Ended Feedback from K-12 Board, Superintendents (n=11)

When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Community asset
- Offers workforce training
- Essential to creating four-year university
- Offers great programs
- Affordable
- Great partnership with OSU-Cascades
- Rapid growth
- Local high schools being ignored

What are some things you would change or improve about this institution and why?

- Partner better with high schools by allowing more dual-credit courses, less stringent requirements on high school teachers and improving collaboration with ASPIRE.
- Put more focus on students by offering courses when/where students can take them, thus ensuring that it doesn't take too long to get degrees or workforce skills.

If you have hopes or aspirations for COCC, what are they?

- Maintain accessibility
- Stay affordable
- Support diverse student population
- Increase course offerings beyond Bend
- Continue to work with OSU-Cascades
- Increase HS Dual Credit offerings
- Emphasize degree/programs that offer family wage careers and help attract large employers to the region

What gets in the way of COCC students being successful?

- Financial
- Travel time
- Underprepared
- Programs not aligning with job market

What are key issues the College needs to tackle in order to improve student success?

- Better partnerships with K-12
- Offer programs on other campuses
- Career Counseling
- Expand programs that are in demand

What piece(s) of advice would you give college leadership regarding the future of COCC?

- Continue meeting needs of community by creating and improving relationships and being a community resource
- Stay affordable
- Stay progressive – don't be afraid of change

## Survey Results: Open-Ended Feedback from Weblink (n=14)

When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Great college
- Great faculty and staff
- Comprehensive – offers great programs for everyone
- Needs to provide more student engagement

What are some things you would change or improve about this institution and why?

- Ensure affordability
- Provide quality and enough classes
- Fix financial aid policies
- Add parking and security
- Better basic skills assessment

If you have hopes or aspirations for COCC, what are they?

- Continue being fiscally conservative
- Continue meeting needs of community
- Increase higher education connections and opportunities
- Better basic skills assessment
- Focus on job placement
- Build new residence halls

What gets in the way of COCC students being successful?

- Paying for college
- Not prepared academically
- Not using available resources at the college
- College needs to focus on quality of instruction, not quantity
- Personal issues

What are key issues the College needs to tackle in order to improve student success?

- Transportation options between campuses
- Provide more support services to outlying areas
- Provide more online classes
- Better assess each student in basic skills and class placement
- Move to e-textbooks
- Perform exit interviews with dropouts
- Teach students accountability

What piece(s) of advice would you give college leadership regarding the future of COCC?

- Be student focused
- Don't try to be all things to all people
- Provide better career placement
- Become a tobacco free campus
- Better connection with K-12
- Provide better basic skills testing and placement
- Be novel
- Provide more short-term and non-credit career options
- Research job markets for all programs



## Survey Results: Open-Ended Feedback from Business/Community/OSU-Cascades (n=74)

### When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- Good college
- Good faculty and staff
- Good programs
- Local and regional resource
- Provides quality educational opportunities – both transfer and workforce training
- Affordable
- Respected in community
- Crowded

### What are some things you would change or improve about this institution and why?

- Add more classes (both traditional and online)
- Need better parking
- Offer programs that lead to jobs
- Increase partnerships with four-year schools
- Ensure graduates have skills for immediate employment
- Increase partnerships with communities and businesses
- Hire knowledgeable instructors

### If you have hopes or aspirations for COCC, what are they?

- Continue expansion in all communities
- Continue partnership with OSU-Cascades
- Offer new and relevant programs
- Provide quality education to both transfer and workforce students
- Increase CTE programs

### What gets in the way of COCC students being successful?

- Academically underprepared
- Can't get classes
- Financial reasons
- Personal and family reasons
- No jobs
- Lack commitment/motivation
- Need career counseling and advising help
- Lack student housing
- Transportation difficulties
- Transfer difficulties

### What are key issues the College needs to tackle in order to improve student success?

- Be affordable
- Be accessible
- Student housing
- Promote student accountability
- Provide hands-on training opportunities
- Strong advising and tutoring

### What piece(s) of advice would you give college leadership regarding the future of COCC?

- Keep up the good work
- Keep expanding – but make sure have staffing and quality doesn't suffer
- Stay true to mission
- Support faculty
- Be more accessible
- Stay in touch with community needs
- Be creative, visionary, think big

## Focus Group Results: Student Feedback (7 focus groups 76 student participating)

When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- High quality experience/faculty
- Good place to start, explore, continue
- Good programs, clubs, activities
- Crowded – hard to get classes
- Lack diversity with faculty and students
- More support for Veterans
- More resources/classes outside of Bend
- Lots of older students

What are some things you would change or improve about this institution and why?

- Add more programs, classes, student support services, transportation between campuses, partnerships and internship opportunities with businesses at all campuses
- Improve parking
- More gathering/study spaces across campuses
- Improve communication between campuses
- Increase diversity (students, faculty)
- Increase support for Veterans

If you have hopes or aspirations for COCC, what are they?

- Add more classes, programs at all campuses
- Become 4-year school
- Continue growth
- Increase community/business partnerships
- Career planning
- Increase diversity

What gets in the way of COCC students being successful?

What are key issues the College needs to tackle in order to improve student success?

- Childcare
- Increase and improve advising
- Educate students on resources
- Ensure faculty are of best quality
- Increase student resources at all campuses
- Personal challenges
- Transportation
- Financial Aid (disburse before term starts)
- Provide Healthcare

What piece(s) of advice would you give college leadership regarding the future of COCC?

- Better communication (to students, campuses)
- Listen to students
- Be more visible/approachable
- Get out on campus to have student experience
- Keep growing, keep up the great work

## Focus Group Results: Faculty/Staff Feedback (13 focus groups, 143 staff participating)

When you talk about COCC to a friend or colleague, what do you say? How do you describe COCC?

- High quality education, faculty, staff
- Affordable
- Fast growth - crowded
- Great place to work
- Community resource
- Focus on students and teaching
- Good place to start, resume education
- Small class sizes
- New culinary building
- Very busy/overworked

What are some things you would change or improve about this institution and why?

- Expand student services (childcare, healthcare)
- Increase student activities
- Increase services district wide
- Improve communication
- Increase partnerships
- Beautify the campuses
- Maintain buildings
- Increase diversity
- Create workflow systems
- Improve parking

If you have hopes or aspirations for COCC, what are they?

- Add programs on all campuses
- Increase services district wide
- Increase efficiency
- Increase online/distance learning
- Define goals
- Remain relevant in higher ed
- Smoke free campus
- Improve communication
- Increase partnerships
- Embrace COCC culture

What gets in the way of COCC students being successful?

What are key issues the College needs to tackle in order to improve student success?

- Class availability
- Better orientations and pre-enrollment services
- Define and focus on student success
- Enforce prerequisites
- Lack of student accountability
- Increase support services
- Better advising
- General life (childcare, lack of money/support, personal issues)
- Disburse Financial Aid earlier
- Need for basic skills
- Need for overall improvement (student support, staff training, use of technology, access, class availability)

What piece(s) of advice would you give college leadership regarding the future of COCC?

- Be honest with students
- Better communication
- Address diversity
- Hold Board meetings in all areas
- Interact more with campus/students
- Maintain fiscal responsibility
- Continue to be innovative, creative
- Find other sources of funding
- Seek broad-based input
- Increase partnerships
- Invest in faculty/staff
- Address faculty/staff struggles

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION:**

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

**I. Action under Consideration**

Determine whether or not COCC should indicate their intent to comply with President Obama's Executive Order 13607: Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members.

**II. Discussion/History**

Institutional Requirements

President Obama issued EO 13607 on April 22, 2012. The EO is intended to provide information, support and protections to servicemembers, veterans, spouses and family members through the following principles (applies to students who are eligible to receive Federal military and VA educational benefits only):

- a) Provide prospective students with a personalized and standardized information to show the total cost of the educational program; the amount covered by Federal educational benefits; the type and amount of financial aid they may qualify for; estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.
- b) Inform students of the availability of Federal financial aid and alert students of potential eligibility for aid before packaging or arranging private student loans or alternative financing.
- c) End fraudulent and unduly aggressive recruiting techniques.
- d) Allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.
- e) Agree to refund policies that aligns with the refund of unearned federal student aid rules.
- f) Provide educational plans that detail how students will fulfill all the requirements necessary to graduate and the expected timeline of completion.
- g) Designate a point of contact for academic and financial advising (including access to disability counseling) to assist service members, veterans and their families with the successful completion of their studies and with their job searches.

The above text is nearly duplicative of the language in the EO; no additional details or clarifications have been provided.

DOD, VA and DOE requirements

In addition to the above institutional requirements, the EO requires that the Departments of Defense (DOD), Veterans Affairs (VA) and Education (DOE) develop data-driven performance measurements for institutions; develop a system by which Veterans and Servicemembers may compare institutional affordability and performance, as well as a centralized system for these students to file complaints; create institutional audit systems; and trademark the term “GI Bill”.

It is important to note that this EO is separate from the Department of Defense MOU discussed at the December 2011 board meeting. The language associated with the DOD MOU has not yet been finalized and how its requirements will intersect with this EO is unknown.

Educational Associations Feedback & VA Response

As of this time, several educational associations are cautioning institutions against indicating their intent to comply due to the lack of details associated with the principles. However, the VA has consistently stated that they are requesting a statement of a school's *intent* to comply with the principles only, not an assessment of its current compliance or ability to do so.

**III. Timing**

Institutions are asked to indicate their “intent to comply” with these principles by August 1, 2012, noting that institutions have until June 30, 2013 to be in compliance with requirements. The intent to comply is a simple emailed statement to the Department of Veterans Affairs.

**IV. Recommendation**

COCC staff recommendation is to authorize President Middleton and/or his designee to indicate COCC’s intent to comply with Executive Order 13607, pending clarifying guidance from the necessary agencies.

**V. Options**

Authorize President Middleton and/or his designee to notify the Veterans Administration of COCC’s intent to comply with Executive Order 13607.

Authorize President Middleton and/or his designee to notify the Veterans Administration of COCC’s intent to comply with Executive Order 13607, pending clarifying guidance from the necessary federal agencies.

Do not authorize President Middleton and/or his designee to notify the Veterans Administration of COCC’s intent to comply with Executive Order 13607.

**VI. Budget Impact**

Due to lack of details associated with the principles, budget impact is not known at this time. If institutions are allowed to broadly interpret the principles, budget impact could be negligible. However, it is important that the Board be aware that further guidance regarding the EO, along with pending VA regulatory changes and potential DOD MOU requirements, may require the institution adjust and/or add staffing in order to comply with various federal agency veteran requirements.

Exhibit: 10.b  
July 18, 2012  
Approved: \_\_\_Yes \_\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College  
BOARD OF DIRECTORS

**RESOLUTION**

Prepared by: Julie Smith-Executive Assistant,  
President & Board of Directors

**A. Action Under Consideration**

Cancel August 8, 2012 Regular Board of Directors' Meeting

**B. Discussion/History**

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

**C. Options/Analysis**

Cancel August 2012 Regular Board of Directors' meeting.

Convene August 2012 Regular Board of Directors' meeting.

**D. Timing**

This decision needs to be made prior to the scheduled August 8, 2012 Board of Directors' meeting.

**E. Recommendation**

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 8, 2012 Board of Directors' meeting.

**F. Budget Impact** Minimal