



CENTRAL OREGON
community college

CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, June 10, 2015 – 5:30 PM
Crook County Open Campus, Prineville, OR

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:30 pm	I. Call to Order			Craska Cooper
5:31 pm	II. Introduction of Guests			Craska Cooper
5:35 pm	III. <u>Formal Opening</u> of Public Hearing & Testimony for 2015-16 Budget			
	A. Budget Hearing Input			
5:40 pm	IV. <u>Adjournment</u> of Public Hearing & Testimony for 2015-16 Budget			
5:41 pm	V. <u>Reconvene</u> Regular Public Board of Directors' Meeting			
	VI. Hearing for 2015-16 Budget			
	A. Adoption of the 2015-16 Budget			
	Budget Resolution I	6.a	X	Dona ^P
	B. Appropriation Resolution			
	Budget Resolution II	6.b	X	Dona ^P
	C. Levy Property Taxes			
	Budget Resolution III	6.c	X	Dona ^P
5:45 pm	VII. Agenda Changes			
5:46 pm	VIII. Public Hearing and Testimony			
	A.			
5:50 pm	IX. Consent Agenda***			
	A. Minutes			
	1. Budget – May 13, 2015	9.a1	X	Smith
	2. Regular – May 13, 2015	9.a2	X	
	3. Special Phone Mtg. – May 26, 2015	9.a3	X	
	B. Personnel			
	1. New Hire Report (May 2015)	9.b1	X	Sorenson ^A
	C. Approval to Hire			
	1. Parks and Zmyslinski-Seeing	9.c1	X	Sorenson ^A
	2. Huni and Boone	9.c2	X	Sorenson ^A
	D. 2015-16			
	1. Inter-fund Borrowing	9.d1	X	Dona ^A
	2. Custodian of Funds/Depository Banks	9.d2	X	Dona ^A
	3. Clerk/Budget Officer/Deputy Clerks	9.d3	X	Dona ^A
	E. Budget Appropriation Review, 2014-15	9.e & 9.e1	X	Bloyer ^A
	F. Faculty Rehires	9.f	X	Glenn ^A
	G. Administrative & Confidential Rehires	9.g	X	Sorenson ^A
5:51 pm	X. Information Items			
	A. Financial Statements	10.a		Bloyer ^A
	B. Construction Projects - Update	10.b		McCoy ^A
	C. Math Department – Update			Naffziger/Fisher ^P
	D. Housing Operations Report	10.d		Moore ^A

Date: June 10, 2015
Exhibit: 6.a
Approved: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #1

Prepared by: David Dona - Associate Chief Financial Officer

Subject: Adopt the College Budget for 2015-16	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The Budget Committee discussions for the 2015-16 budget focused on the State's appropriation for the community college support fund (CCSF), the State's new outcomes based funding formula, declines in student enrollment, and recent PERS rulings. The approved budget was developed with conservative estimates in the primary revenue and expenditure categories and includes an \$800,000 general fund contingency the Board could authorize for use if actual revenue exceed budgeted revenue.

No adjustments are recommended to the budget approved by the Central Oregon Community College Budget Committee on May 13, 2015. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate expenditures in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. In addition, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing [ORS 294.435].

B. Options/Analysis

1. Adopt the budget at this time
2. Do not adopt the budget at this time.

C. Timing

The budget must be adopted before July 1, 2015 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt the total budget for all funds of \$98,807,706 approved by the Budget Committee on May 13, 2015.

Date: June 10, 2015
 Exhibit: 6.b
 Approved: __Yes __No
 Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION #2

Prepared by: David Dona – Associate Chief Financial Officer

Subject: Make Appropriations for the 2015-16 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Appropriations provide local government with legal spending authority throughout the fiscal year. Separate appropriations are required for each fund in which you have budgeted expenditures [ORS 294.456(3)]. The resolution making appropriations must identify the appropriations by object classifications, which correspond to the expenditures categories in the budget.

GENERAL FUND

Instruction and Instructional Support	\$ 23,514,801	
Student Services	4,844,745	
College Support Services	5,431,003	
Campus Services	5,230,144	
Information Technology Services	4,624,239	
Financial Aid	280,079	
Contingency	<u>800,000</u>	
Total General Fund		\$ 44,725,011

DEBT SERVICE FUND

Principal	\$ 1,971,954	
Interest	3,306,351	
Materials and Services	<u>1,200</u>	
Total Debt Service Fund		\$ 5,279,505

CAPITAL PROJECTS FUND

Materials and Services	\$ 1,600,000	
Capital Outlay	4,965,300	
Transfers Out	<u>650,000</u>	
Total Capital Projects Fund		\$ 7,215,300

ENTERPRISE FUND

Personnel Services	\$ 1,014,516	
Materials and Services	6,350,055	
Capital Outlay	135,000	
Transfers Out	<u>2,128,188</u>	
Total Enterprise Fund		\$ 9,627,759

INTERNAL SERVICE FUND

Personnel Services	\$ 141,589	
Materials and Services	249,400	
Capital Outlay	11,000	
Transfers Out	<u>115,000</u>	
Total Internal Service Fund		\$ 516,989

RESERVE FUND

Materials and Services	\$ 110,000	
Transfers Out	<u>400,000</u>	
Total Reserve Fund		\$ 510,000

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 545,336	
State Grant Programs	210,724	
Other Grant Programs	101,618	
Contracts	546,809	
New Programs	<u>500,000</u>	
Total Special Revenue Fund		\$ 1,904,487

AUXILIARY FUND

Self-Sustaining Activities	\$ 2,509,099	
Non-General Fund Instruction	6,357,469	
Revolving Activities	1,020,140	
Contractual & Administrative Provisions	<u>666,641</u>	
Total Auxiliary Fund		\$ 10,553,34

FINANCIAL AID FUND

Federal Programs	\$ 15,563,500	
State Programs	1,650,000	
Institutional Programs	1,230,000	
Other Programs	<u>28,806</u>	
Total Financial Aid Fund		\$ 18,472,306

TRUST & AGENCY FUND

Materials and Services	<u>\$ 3,000</u>	
Total Trust & Agency Fund		\$ 3,000

TOTAL BUDGET APPROPRIATION\$ 98,807,706**B. Options/Analysis**

1. Make Appropriations at this time
2. Do not Make Appropriations at this time.

C. Timing

Making Appropriations must be completed before July 1, 2015 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby make appropriations in the amounts, expenditure categories and funds as detailed above in section A totaling \$98,807,706.

Date: June 10, 2015
 Exhibit: 6.c
 Approved: __Yes__ No
 Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION #3

Prepared by: David Dona, Associate Chief Financial Officer

Subject: Impose and Categorize taxes for 2015-16 Budget	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The governing body must declare through resolution the Measure 5 limitation category of each of its taxes [ORS 294.456]. This resolution is the basis for the certification of tax limitation category that is submitted to the assessor on the ED-50. The categorization of tax may be included in the resolution imposing the ad valorem tax.

	<u>Subject to the Education Limitation</u>	<u>Excluded from Education Limitation</u>
General Fund	\$0.6204 / \$1,000	
Debt Service Fund		\$2,917,063

B. Options/Analysis

1. Impose and categorize taxes at this time
2. Do not impose and categorize taxes at this time.

C. Timing

Taxes must be imposed and categorized before July 1, 2015 for the College to continue its operations.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby impose and categorize the taxes provided in the 2015-16 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations and in the amount of \$2,917,063 for general obligation bonds debt service for the tax year 2015-16. These taxes are imposed and categorized upon the assessed value of all taxable property within the district.



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, May 13, 2015 - 6:00 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Lester Friedman, Doug Ertner, Al Jamison, Mark Copeland, Laura Craska Cooper, David Ford, Charley Miller, Bruce Abernethy, Vikki Ricks, Anthony Dorsch, Joe Krenowicz, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Steve Curran, Gayle McConnell, Patricia Kearney

CALL TO ORDER: Mr. Lester Friedman-Budget Board Chair, called the meeting to order of the 2015-16 Budget Committee.

INTRODUCTION OF GUESTS:

Diana Glenn, Matt McCoy, Ron Paradis, Kevin Kimball, David Dona, Alicia Moore, Dan Cecchini, Sharla Andresen, Jim Bennett, Chad Harris, Julie Mosier, Kathy Smith, Carol Higginbotham-Faculty Forum Pres., Michael Fisher, Cady-Mae Hunt, Renee Brazeau-Asher, Jennifer Newby, Jim Weaver, Sally Sorenson, Lisa Bloyer, Steven Curley, and others.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Mr. Doug Ertner moved to approve the Budget Meeting Minutes of April 8, 2015.

Mr. Al Jamison seconded. MCU. Approved. M05/15:1

UPDATE ON PROPOSED 2015-16 BUDGET (Exhibit: 5.a):

Mr. David Dona-Associate Chief Financial Officer gave a PowerPoint presentation reviewing the recommended budget changes and their impact on the proposed budget and financial projections –

- Current year budget update
- Revenue/Expenditure Forecast
- 2015-16 Proposed Budget Review

Mr. Dona also reviewed the College's Fiscal Safety Measures and Contingencies –

- Retain a general fund reserve above the required 10% (~14%)
- Manage fiscal years 2014-15 and 2015-16 to a balanced operating position
- 2015-16 general fund budget includes an \$800K operating contingency
- Conservative revenue projections on tuition, state aid and net property tax revenue
- Conservative expenditure projections on health insurance, PERS, personnel services and operating expenditures
- All long-term obligations are in full compliance with debt covenants and continuing disclosure requirements
- Adequate spending appropriation for financial aid, grants and contracts
- Adequate reserves for facilities maintenance, repairs, and information technology.

RESOLUTION FOR APPROVAL – PROPOSED 2015-16 BUDGET (Exhibit: 6)

Mr. Mark Copeland moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2015-16 in the aggregate amount of \$98,807,706 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$2,917,063 be approved for the Debt Service Fund for the purpose of satisfying the required debt service of voter approved general obligation bonds issued by the district. Mr. Charley Miller seconded. MCU. Approved. M05/15:2

President Metcalf thanked Mr. David Dona-Associate CFO, Mr. Kevin Kimball-CFO, Ms. Lisa Bloyer-Accounting Director and their staff for the excellent work on the budget preparation. President Metcalf also thanked the Budget Committee Members for their commitment of time and contributions to the 2015-16 budget process.

Chair Friedman thanked the Budget Committee for their service and participation in the 2015-16 budget process. He also commended the staff for a job well done in their efforts putting together the 2015-16 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 6:45 PM

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 13, 2015- 7:15 pm
Christiansen Board Room
Boyle Education Center

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

INTRODUCTION OF GUESTS: Lester Friedman and Al Jamison-Budget Committee members, Diana Glenn, Matt McCoy, Sally Sorenson, Ron Paradis, Kevin Kimball, Alicia Moore, Michael Fisher, David Dona, Dan Cecchini, Chad Harris, Sharla Andresen, Carol Higginbotham-Faculty Forum Pres.; Kathy Smith, Lisa Bloyer, Steven Curley, Glenda Lantis, Renee Brazeau-Asher, Cady-Mae Hunt, Paul Israel, Abby Spegman of The Bulletin and others.

PUBLIC HEARING AND TESTIMONY: Mr. Paul Israel, President of Sunlight Solar Energy reviewed that his company submitted an RFP for the solar energy project at the Redmond campus.

CONSENT AGENDA:

Mr. Charley Miller moved to approve the April 8, 2015 Meeting Minutes. Mr. Joe Krenowicz seconded. MCU. Approved. M05/15:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Regular Meeting Minutes of April 8, 2015 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the April 2015 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Christopher Hazlett - Assistant Professor I of English (Exhibit: 5.b2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Construction Update – (Exhibit: 6.b)

The Board of Directors' were apprised of the monthly Construction Projects Updates -

- CCB Phase I Remodel
- Ochoco Remodel
- Residence Hall
- Information Technology.

Faculty Forum Report – Spring 2015 (Exhibit: 6.c)

The Board of Directors' were apprised of the Spring 2015 Faculty Forum Report (Exhibit: 6.c). The Board of Directors thanked Carol Higginbotham-FF President and Kathy Smith and expressed their appreciation of the great report.

Housing Operations Report (Exhibit: 6.d)

The Board of Directors' were apprised of the May 2015 Housing Operations Report (Exhibit: 6.d) Ms. Alicia Moore-Dean of Student and Enrollment Services reported that 114 students have submitted completed applications for admission to the residence hall. She stated that these are very good numbers for this early in the year.

Classified Staff Report (Exhibit: 6.e)

The Board of Directors' were apprised of the Overview of the Classified Association of COCC –

- Who are the classified staff
- How many people make up the Classified Assn.
- What are the qualifications

Several departments and Classified Staff were highlighted in the report.

COCC Crook County Open Campus-Update

Mr. Matt McCoy-Vice President for Administration reviewed that in 2002 COCC closed the rented center in Prineville. The passage of the 2009 bond measure included funds to help construct a new Prineville facility. The bond measure dollars along with money from a federal grant to Crook County made it possible to construct a building and operate it for the first three years. COCC now provides more than 80% of the services and classes in the building so the College is working with the County to fully take over operations. Mr. McCoy stated that the County is fully supportive of this, after seeing all that COCC has accomplished in the first 3 ½ years of operation. In particular, Matt was complimentary of President Metcalf (in the old days when she was Extended Learning Dean), Jerry Schulz (in that role now), David Dona-Associate CFO (helping with the contract and fiscal operations) and Suzie Kristensen (Campus Administrator in Prineville) for providing great leadership. President Metcalf then thanked Laura Craska Cooper (board chair and board member from Crook County) and Matt for their good work.

OLD BUSINESS:

Achievement Compact-First Reading (Exhibit: 7.a)

Mr. David Ford moved to approve the First Reading of the Achievement Compact (Exhibit: 7.a) Mr. Bruce Abernethy seconded. MCU. Approved. 05/15:2

Local Contract Review Board (Exhibits: 9.a, 9.a1-2-3-4-5-6-7)

Mr. Matt McCoy reviewed that the College issued a Request for Proposal Solar Power Purchase Agreement, following COCC Board approval of findings for alternate contracting methods, in their capacity as the Local Contract Review Board, at the December 2014 meeting. The RFP closed in February and three proposals were received. A notice of intent to award to Sunlight Solar pending Board approval was issued. The college received a formal written protest of the award. After discussion, the Board reached consensus to revisit the topic at the June 10 meeting.

NEW BUSINESS:

Coalition, OSU-Cascades Campaign (Exhibit: 11.a)

Mr. Charley Miller reviewed (Exhibit: 11.a) to join the community coalition of higher education and support OSU-Cascades Westside site selection.

Mr. Bruce Abernethy moved to approve that the Board of Directors' join the Coalition to support OSU-Cascades and its Westside site selection. Ms. Vikki Ricks seconded. MCU Approved. M05/15:3

Accreditation Core Themes (Exhibit: 11.b)

Mr. Matt McCoy reviewed that in December of 2009 the Board approved four accreditation core themes. In June of 2013 the Board adopted the 2013-18 Strategic Plan that has five themes. To remedy confusion and to simplify the College's approach to accreditation and planning, it is recommended that the Board adopt a fifth core theme for accreditation - institutional sustainability - the same as is currently used for planning.

Mr. Joe Krenowicz moved to approve and adopt institutional sustainability as the fifth accreditation core theme. Mr. David Ford seconded. MCU Approved. M05/15:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Abernethy	Accreditation Meeting with the Evaluators Reception for President Metcalf Keyes Trust Meeting
Mr. Ford	Reception for President Metcalf Chamber - Real Estate Forecast Breakfast OSU State of the University Address by OSU President Ed Ray
Mr. Dorsch	Scholarship Award presentation at Redmond High School
Ms. Ricks	Accreditation - met with Evaluators
Mr. Krenowicz	Reception for President Metcalf OSU State of the University Address by OSU President Ed Ray College Affairs Committee Meeting
Mr. Miller	Interviewed by Abby Spegman of The Bulletin The Bulletin endorsed Charley Miller for re-election Accreditation - met with Evaluators Reception for President Metcalf Ran Half Marathon Participated in Bend Foodie Crawl Chamber Real Estate Forecast Breakfast

OSU State of the University Address by OSU President Ed Ray
Advertised on Miller Lumber reader board about the upcoming
50th Anniversary Event on May 14

Ms. Craska Cooper Taught Wine Class at COCC
 Accreditation – met with Evaluators
 Reception for President Metcalf
 Conversation w/Matt McCoy re: COCC Prineville
 Conversations w/President Metcalf re: COCC

PRESIDENT'S REPORT:

AACC Convention-San Antonio

President Metcalf recently attended the American Association of Community Colleges-AACC Convention, she noted that she received good information on national issues, recruitment and student retention.

Cascades Hall

Mr. Kevin Kimball-CFO reported that the debt will be paid in full on May 1.

50th Anniversary Celebration Event – May 14

President Metcalf reminded and encouraged everyone to attend the upcoming event.

ADJOURN: 8:45 p.m.

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President



CENTRAL OREGON COMMUNITY COLLEGE
Special Board of Directors' Meeting – MINUTES
Tuesday, May 26, 2015 – 8:30 AM
Christiansen Board Room-Boyle Education Center

PRESENT By Phone: Laura Craska Cooper, Bruce Abernethy, Charley Miller, Vikki Ricks, Joe Krenowicz, Anthony Dorsch, Ron Bryant-Board Attorney

PRESENT: Dr. Shirley I. Metcalf-President, Julie Smith-Executive Assistant

ABSENT: David Ford

INTRODUCTION OF GUESTS: Matt McCoy, Kevin Kimball, Ron Paradis, Paul Israel, Sharla Andresen, Julie Mosier, Gene Zinkgraf, Dan Cecchini

CALL TO ORDER:

Adjourn Regular Board of Directors' Meeting
Convene as Local Contract Review Board

OLD BUSINESS:

Solar Array Purchase Power Agreement (Exhibit: 4.a)

Acceptance of the proposal at this time will enable the awardee to complete the project within the timeline required by statutes for green building technologies.

Mr. Bruce Abernethy moved to approve the Purchase Power Agreement with Sunlight Solar and authorizes President Metcalf, or her designee, to negotiate and sign a contract for a Solar Power Purchase Agreement with Sunlight Solar Energy. Ms. Vikki Ricks seconded. MCU Approved.

ADJOURN 8:45 AM

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, Interim President

Exhibit: 9.b1
June 10, 2015
Approve: ___ Yes ___ No
Motion: _____

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

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Administrative Full-Time			
Winans, Jessica	05/01/2015	Bend	Director of E-Learning
Classified Full Time			
Koon, Justin	05/20/2015	Bend	IT for Technical Support Specialist 3
Nigg, Gregory	05/11/2015	Bend	Testing & Tutoring
Perez, Lorina	05/17/2015	Bend	Custodian
Reed, Randall	05/17/2015	Bend	Custodian
Temporary Hourly			
Brown, Michelle	05/08/2015	Bend	Computer Lab Attend
Donnelly, Christina	05/01/2015	Bend	RNC & Bnd Pearson VUE
Ogle, Nikki	05/01/2015	Bend	Placement Test Proctor
Ortiz, Vicente	05/01/2015	Bend	Cont Educ

Central Oregon Community College
Board of Directors

RESOLUTION

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

A. Action Under Consideration

Approve the contract for **Elizabeth Parks** and **Amy Zmyslinski-Seelig**

B. Discussion/History

The Assistant Professor I of Speech position for Elizabeth Parks and the Assistant Professor 1 of Speech position for Amy Zmyslinski-Seelig are both replacement positions.

C. Options/Analysis

Approve the contract for either or both Elizabeth Parks and Amy Zmyslinski-Seelig

Decline approval of the contract for either or both Elizabeth Parks and Amy Zmyslinski-Seelig

D. Timing

For the 2015-16 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contract of Elizabeth Parks, Amy Zmyslinski-Seelig for the 2015-16 academic year.

F. Budget Impact

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

G. Miscellaneous

**Elizabeth Parks
Assistant Professor I of Speech**

Nearing the completion of her Ph.D. in Communication at the University of Washington, Ms. Parks holds MA and BA degrees in Communication from the University of Washington and Creighton University respectively. She also has a MA degree in Deaf Studies from Gallaudet

University and an AAS degree in Sign Language Interpreting from Iowa Western Community College. Ms. Parks currently serves as a Part Time Instructor of Communication at COCC.

Amy Zmyslinski-Seelig
Assistant Professor I of Speech

Ms. Zmyslinski-Seelig received her MS degree in Communication from North Dakota State University and is scheduled to complete her Ph.D. degree in Communication from the University of Wisconsin-Milwaukee in May 2015. She has taught numerous communication courses as a part of her graduate degree programs and has been commended for her efforts with several teaching awards.

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Sally Sorenson-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **JULIA HUNI**, College Now High School Liaison position.
Approve employment contract for **ZACHARY BOONE**, Executive Director for COCC Foundation position.

B. Discussion/History

The employment contracts for JULIA HUNI and ZACHARY BOONE are for administrative position. Both positions were filled through a Regional search.

C. Options/Analysis

Approve the employment contract for either or both JULIA HUNI, and ZACHARY BOONE
Decline approval of the employment contract for either or both JULIA HUNI, and ZACHARY BOONE.

D. Timing

The *College Now High School Liaison* position is appointed for a 10-month employment contract each fiscal year. For the 2014-15 fiscal year the initial employment contract period will be from May 8 – June 12, 2015. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

The *Executive Director for COCC Foundation* position is appointed for a 12-month employment contract each fiscal year. For the 2014-15 fiscal year the initial employment contract period will be from June 24, 2015 through June 30, 2015. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approve the employment contracts for JULIA HUNI and ZACHARY BOONE.

F. Budget Impact

The salaries conform to the current approved Administrative salary schedule.

G. Miscellaneous

Ms. Huni is currently an Adjunct Instructor of Computer and Information Systems instructor for COCC and serves as an ASPIRE mentor for Sisters High School students. She was previously Assistant Professor of Aerospace Studies at the University of Utah where she taught courses in National Security Studies and advised students. She holds a M.A. in National Security Studies from California State University, San Bernardino and a B.S. in Computer Science from the University of Portland.

Mr. Boone received his Masters of Public Administration at Portland State University, and Bachelor of Arts in International Affairs from Lewis & Clark. Mr. Boone currently holds the position of Associate Director for Deschutes Land Trust. He has worked in respected charities here locally since 2007, including as Executive Director for Ronald McDonald House. Mr. Boone's areas of experience encompass community engagement, Board & Committee support, planned giving, major donor fundraising, relationship cultivation, event planning, media relations, and volunteer management.

Date: June 10, 2015 _____
Exhibit: 9.d1 _____
Approve: ____ Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

Subject: Approve inter-fund borrowing between various projects and funds of the College.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The College is the grantee on a number of grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College applies for and is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College’s various funds “loan” money to the grant account.

This resolution, if approved by the Board, authorizes short-term interfund borrowing for the purposes described above. All such interfund borrowings shall be repaid by the end of the fiscal year. No interest shall be charged on such loans.

B. Options/Analysis

1. Approve interfund borrowing.
2. Do not approve inter-fund borrowing.

C. Timing

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2015-16, this resolution will need to be approved before July 1, 2015.

D. Budget Impact

Funds borrowed by another College program do not earn interest. Therefore, there is the opportunity cost of foregone interest. For this reason, the College attempts to minimize the amount of inter-fund borrowing.

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby authorize inter-fund borrowing between the various funds and programs of the College for the period of July 1, 2015 through June 30, 2016.

Date: June 10, 2015
 Exhibit: 9.d2
 Approve: Yes No
 Motion:

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

Subject: Designate custodians of funds and financial institutions.	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District funds. It is recommended that Shirley Metcalf, Matthew McCoy, and Kevin Kimball be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian initiating a check over \$20,000 requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2015-16 fiscal year:

Bank of America*	Bend and Redmond branches
Bank of the Cascades*	Bend, Redmond, Sisters, Prineville and Sunriver branches
Bank of the West*	Madras branch
Columbia State Bank*	Bend, Redmond and Madras branches
High Desert Bank*	Bend and Redmond branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union**	Bend, Redmond and Prineville branches
Northwest Community Credit Union**	Bend and Redmond branches
OnPoint Credit Union**	Bend branches
Oregonians Credit Union**	Prineville branch
Premier West Bank*	Bend and Redmond branches
SELCO Credit Union**	Bend and Redmond branches
SOFCU Credit Union**	Bend branch

South Valley Bank and Trust*	Bend, Sisters and LaPine branches
Umpqua Bank*	Bend branches
US Bank*	Bend, Redmond, Sisters, Prineville, LaPine, Madras and Portland (Main Office) branches
Washington Federal Savings*	Bend and Redmond branches
Chase Bank*	Bend, Redmond, Prineville, Sisters, and Sunriver branches
Wells Fargo Bank*	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
West Coast Bank*	Bend branch

* Member of FDIC

**Member of NCUA

B. Options/Analysis

1. Approve custodians of funds and depositories of District funds.
2. Approve other custodians of funds and depositories of District funds.

C. Timing

Approval before July 1, 2015 is required.

D. Budget Impact

NA

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve Shirley Metcalf, Matthew McCoy, and Kevin Kimball as custodians of funds and the aforementioned financial institutions as depositories of District funds.

Date: June 10, 2015
Exhibit: 9.d3
Approve: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

Subject: Approve Clerk, Budget Officer and Deputy Clerks for 2015-16	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Each year it is necessary for the Board of Directors to designate the Clerk, the Budget Officer, and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to several contracts in the area of clinical affiliations and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

- ✓ It is recommended that Shirley Metcalf be the designated Budget Officer and Clerk of the District for the period of July 1, 2015 through June 30, 2016.
- ✓ It is recommended that Kevin Kimball and Matthew McCoy be designated Deputy Clerks for the period July 1, 2015 through June 30, 2016. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreements and other routine contracts be delegated to Sharla Andresen, the College's Director of Contracts and Risk Management.

B. Options/Analysis

- 1) Approve the Clerk, Budget Officer and Deputy Clerks.
- 2) Approve other persons as the Clerk, Budget Officer and Deputy Clerk.

C. Timing

The Clerk, Budget Officer, and Deputy Clerks must be designated by July 1, 2015.

D. Budget Impact

NA

E. Proposed Resolution

Be it hereby resolved that the Central Oregon Community College Board of Directors do hereby designate Shirley Metcalf as Budget Officer and Clerk, Kevin Kimball and Matthew McCoy the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2015 through June 30, 2016.

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS
RESOLUTION**

Prepared by: Lisa Bloyer – Director of Accounting

Subject Appropriation Review	
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

Every year at this time, the College performs a budget review of its appropriation units. Due to the difficulty in precise estimation of appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect actual and anticipated transaction activity. ***These changes reflect budget adjustments, not increases to the total budget.***

The required appropriation adjustments are the result of:

- General Fund - increased usage of Veteran’s Dependent and Over 65 tuition waivers.
- Auxiliary Fund – COCC match of bond dollars on early debt payoff.
- Capital Projects Fund – COCC required funding of ineligible bond project expenses.
- Enterprise Fund - hiring of a new position.
- Financial Aid Fund - increase in Foundation Scholarships and other program activity.
- Special Revenue Fund -increase in new grants received by the college.

These requested changes to the above appropriation units are necessary to meet the needs of the College and remain in compliance with local budget law. Therefore, an adjustment to the appropriation authority is requested to the accounts identified on the attached budget change form.

B. Options/Analysis

1. Approve budget and appropriation transfer.
2. Do not approve budget and appropriation transfer.

C. Timing

This action is required at this time in order to allow the College to remain in full compliance with local budget law.

D. Budget Impact

There is no impact on the total budget. Changes reflect adjustments to budget categories as identified in the attached budget change form.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby authorize the transfer of budget and an equal amount of appropriation authority as specified in the attached budget change form.

June 10, 2015
Approved: Yes ___ No ___
Motion: _____

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Diana Glenn – Interim Vice President for Instruction

A. Action Under Consideration

Approve rehire recommendations.

B. Discussion/History

Need for timely approvals to rehire faculty members who have been evaluated and are doing satisfactory work.

C. Options/Analysis

Approve the rehire recommendations.
Decline approval of rehire recommendations.

D. Timing

For the 2015-16 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve rehire recommendations for the academic year 2015-16 as identified on the attached memo.

F. Budget Impact

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

REHIRE RECOMMENDATIONS FOR 2015-16***PROBATIONARY FACULTY***

The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Dan Alberghetti	Stephanie Andre	Baldessari, Karl	Jerry Bean
*Brian Bubak	Emma Chaput	Elizabeth Coleman	*William Cravis
*Jennifer Cruickshank	Kristin Dorsey	Cindy Elston	*Sarah Fuller
Jessica Giglio	*Murray Godfrey	Jessica Hammerman	Michael Hansen
Karen Heckert	Sara Henson	Merideth Humphries	Mara Kerr
Jason Lamb	Dawn Lane	John Liccardo	Deborah Malone
Mick McCann	Owen Murphy	Matthew Novak	Beth Palmer
Paul Pelly	Fleur Prade	*Christine Rubio	Jessica Russell
Schneider, Alisa	Eric Spieth	*Ken Swartwout	*Forrest Towne
Michel Waller	Shannon Waller	Wendi Wampler	Jeff Wilhite
Malinda Williams	John Wolf	*Wayne Yeatman	

PROBATIONARY FACULTY

Considered for and awarded tenure this year. The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Justin Borowsky	Monte Cheney	Josh Evans	Annemarie Hamlin
Tony Russell			

The following tenured faculty members are recommended for rehire.

TENURED FACULTY

Non-Evaluation Year - Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Cora Agatucci	Jacob Agatucci	Thomas Barry	Art Benefiel
Ron Boldenow	Jon Bouknight	Peter Casey	*Lew Cousineau
Deb Davies	Julie Downing	Mark Eberle	Jim Ellis
Bruce Emerson	Cat Finney	Theresa Freihoefer	Michael Gesme

*Kevin Grove	*Amy Harper	Carson Haury	*Scott Hays
Carol Higginbotham	*Julie Hood Gonsalves	Bill Hoppe	Amy Howell
Chuck Hutchings	*Bev Jackson	Eddie Johnson	Julie Keener
David Liu	Eric Magidson	Ken Mays	Kathy McCabe
Bret Michalski	James Moodie	Jane Morrow	Charlie Naffziger
Doug Nelson	*Tim Peterson	Rebecca Plassmann	*Donna Raymond
Tina Redd	Bob Reynolds	Sean Rule	Kiri Simning
Kathy Smith	Eleanor Sumpter-Latham	*Dana Topliff	Monica Vines
Ricky Virk	Rebecca Walker-Sands	Andria Woodell	Zelda Ziegler

TENURED FACULTY

Evaluation Year - Annual Report of Activities and student, peer and designated evaluator evaluations have been completed and are on file in the Human Resources Office. Course materials have been reviewed. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan and summative evaluation report.

*Michele Decker	Stacey Donohue	James Knox
Lilli Ann Linford-Foreman	Lynn Murray	Sean Palagyi
Ralph Phillips		

TEMPORARY FACULTY

The following faculty are recommended for One-Year Temporary contracts for regular full time positions.

Angie Cole	Laura Hagan	Kirsten Hostetler	Sam La Duca
Paula Simone	David Trask	Siobhan Watson	

RETIREMENTS/SEPARATIONS

Steven Bidlake	Franz Helfenstein	Terry Krueger	Robin Martinez
Joyce Thompson	Margaret Triplett		

*indicates considered for and awarded promotion this year.

Approval to Rehire Administrative and Confidential Staff for 2015-2016

NAME	POSITION TITLE
Temporary (Based on DOC annual contract)	
Bauman, Tucker	ABS, DRCI Welding Program Coordinator
Narum, Janet	Director of Corrections Education, DRCI
Probationary (Note: Bold indicates new to the college or new to position in this FYE 06-30-15)	
Beaulieu, Mike	Campus Services Operations Supervisor
Bilbrey, Stephanie	Student Housing Marketing & Summer Conference Coordinator
Boone, Aaron	Senior Systems Administrator Account & Team Support Specialist
Boone, Zachary	Executive Director for COCC Foundation
Buccafurni, Lindsey	Admissions Coordinator
Curley, Steven	SBDC Director
Dymond, Wesley	Information Security Administrator
Elliott, Seth	Director of Campus Public Safety
Forbess, Jennifer	Tutoring Coordinator, Writing Center
Graham, Caren	Marketing & Operations Manager
Green, Jeremy	COCC Campus Administrator, Madras
Gunnell, Christa	Human Resources Employment Supervisor
Harris, Chad	Instructional Dean
Harris, Krissa	Academic Advisor, CAP Center
Hovekamp, Tina	Director of Library Services
Huckins, Shelley	Payroll Supervisor
Jones, Drew	Assistant Director, Recruitment & Outreach
Kjemhus-Spahr, Karen	COCC Foundation Accountant
Korn, Ginger	Business Systems Programmer
Lantis, Glenda	Director of Continuing Education
McCrea, Darren	Technology Project Manager
Metcalf, Aimee	Assistant Director of College Relations
Metcalf, Shirley	President
Mills, Chris	Student Module Manager / Analyst
Nichols, Brittany	Development Officer - Foundation
Olmeda-Chavez, Juan	Senior systems Administrator Account & Team Support Specialist
Parisi, Leslie	Academic Advisor CAP Center, Pre-Nursing
Payne, Frank	Assistant Director of the Bookstore
Rogers, Barry	Senior Web Developer
Roshau, Kristine	Instructional Technical Systems Specialist/Trainer
Sanders, Ashlee	Financial Aid Technical Specialist
Schulz, Gerald	Extended Learning Dean
Shew, JJ	HRIS/Business Module Manager
Sorenson, Sally	Director of Human Resources

Stock, Ryan	Facilities Maintenance Manager
Sylwester, Breana	Assistant Director, Financial Aid
9Towne, Silas	Supervisor, Science Lab Techs & Tutors
Whetstine, Courtney	Director of Admissions and Registrar
Winans, Jessica	Director of E-Learning

Regular (Note: Bold indicates satisfactory completion of 3-year probation and transfer to regular status in this position)

Andresen, Sharla	Director of Contracts & Risk Management
Barry, Seana	Assistant Director - Admissions & Records
Bellusci, Sharon	Student Services Technology Coordinator
Bennett, Jim	Assistant Director of Campus Public Safety
Boehme, Laura	Director ITS Infrastructure
Bowling, Michael	Senior MIS Analyst Programmer
Bruce, Tanya	Grants Coordinator
Cecchini, Daniel	Chief Information Officer
Darwin, Julian	Cascade Culinary Institute Program Coordinator
DeBraal, Wade	Assistant Network Administrator
DeSilva, Michele	Emerging Technologies Librarian
Dona, David	Associate CFO
Donnell, Scott	Web Designer
Douglass, William	Director Club Sport, Intramural Recreation
Dula, Tracy	Coordinator of Career Services
Egertson, Chris	Research Analyst
Elsberry, Shawna	Director of Student Retention
Fisher, Michael	Instructional Dean
Floyd, Jeff	Senior Network Administrator
Frost, Jason	Assist Dir. of Admissions and Records – Curriculum and Technology
Hagan, Deborah	Director of Secondary Programs
Hagenbach, David	Sign Language Interpreter
Hayes, Tyler	Financial Aid Advisor
Jeffreys, Cynthia	Systems Integrator
Jenkins, Annie	Disability Services Coordinator
Jordan, Bonnie	Academic Advisor, CAP Center
Jumper, Nancy	Community Learning Program Manager
Kalanquin, Diana	Academic Advisor/Allied Health
Kimball, Kevin	Chief Financial Officer
Knox, Rachel	Community Learning Program Manager
Kristiansen, Suzie	COCC Campus Administrator, Prineville
Matsumura, Jessie	Senior MIS Analyst Programmer
McCoy, Christopher	Custodian Supervisor (Night Shift)
Mosier, Julie	Purchasing and Contracts Analyst
Multop, Kevin	Director of Student Financial Aid
Newby, Jennifer	Instructional Dean
Niswonger, Paul	Linux Systems / Oracle Database Administrator
Pantenburg, Leon	Student Newspaper Advisor
Pierce, Brynn	Director of Institutional Effectiveness

Podell, Keri	Academic Advisor, CAP Center
Price, Gordon	Director of Student/Campus Life
Richards, Jeff	Engineering Systems Coordinator
Ricketts, Gina	Native American Program Coordinator
Roth, Karen	Director of Multicultural Activities
Roy, Lynn	Lead Business Systems Programmer
Sandoval, Evelia	Latino Student Program Coordinator
Sea, Edward	Director of Application & Web System Development
Smith, Kellie	Director of Tutoring and Testing Center
Sphatt, Nick	Director of Emergency Medical Services & Structural Fire
Stennett, Paul	Community Learning Program Manager
Viola, Joe	Director of Campus Services
Wheeler, Paul	Student Housing Coordinator
Wilcox, Jim	Business Counselor, SBDC
Wright, Beth	Placement Test Coordinator

Currently on 3-Year Contracts

Bloyer, Lisa	Director of Accounting
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Dean of Student and Enrollment Services
Paradis, Ron	Executive Director of College Relations
Viles, Vickery	Director of CAP Center
Willis, Lori	Director of the Bookstore and Auxiliary Services

NAME	POSITION TITLE
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Confidential

Newcombe, Stephen	Administrative Assistant - VPI
Peters, Jennifer	Administrative Assistant II – VP for Administration
Smith, Julie	Executive Secretary – President and Board of Directors

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

Cash and Investments

The Colleges' operating cash balances currently total \$30.2 million. The April average yield for the Local Government Investment Pool remains unchanged.

The bond proceeds held in cash totals \$5.5 million as of the end of April. The construction spend rate is approximately \$1.4 million per month.

General Fund Revenues

There have been no significant changes in revenues since the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

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

Budget Compliance

General fund financial aid expense is over budget (\$7,516) due to increased tuition waivers for students who are a Veteran's dependent, and waivers for students over age 65. Transfers out are over budget (\$9,005) due to changes to the collective bargaining agreement. A budget correction will occur with the appropriation review. All other appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of April 30, 2015

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 29,792,081		
5482 - Debt service fund			\$ 487,177
3624 - Robert Clark Trust			\$ 371,534
3816 - General obligation bond funds		\$ 1,044,267	
3844 - Technology Center retention		\$ 51,568	
3707 - Residence Hall bond funds		\$ 3,741,646	
3948 - Residence Hall retention		\$ 690,400	
April Average Yield .50%			
Cash in USNB	\$ 469,768		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 30,266,450</u>	<u>\$ 5,527,880</u>	<u>\$ 858,711</u>

Central Oregon Community College
Monthly Budget Status
April 2015

Exhibit 10a
10-Jun-15

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 13,022,000	\$ 12,859,045	\$ (162,955)	98.8%	99.6%
Prior Taxes	773,000	429,420	(343,580)	55.6%	57.7%
Tuition and fees	16,980,000	17,210,113	230,113	101.4%	96.3%
State Aid	7,783,000	5,724,757	(2,058,243)	73.6%	107.1%
Interest & Misc. Income	75,000	1,497	(73,503)	2.0%	128.4%
Transfer-In	2,104,000	2,079,000	(25,000)	98.8%	100.0%
Total Revenues	\$ 40,737,000	\$ 38,303,831	\$ (2,433,169)		
Expenses by Function					
Instruction	\$ 18,508,768	\$ 14,784,184	\$ 3,724,584	79.9%	77.9%
Academic Support	2,944,131	2,247,692	696,439	76.3%	71.2%
Student Services	4,613,570	3,508,038	1,105,532	76.0%	73.4%
College Support	4,964,861	3,816,589	1,148,272	76.9%	77.9%
Plant Operations and Maintenance	4,527,569	3,189,941	1,337,628	70.5%	71.0%
Information Technology	3,975,475	2,983,570	991,906	75.1%	74.8%
Financial Aid	52,897	60,413	(7,516)	114.2%	96.2%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,345,615	2,354,620	(9,005)	100.4%	100.4%
Total Expenses	\$ 42,732,886	\$ 32,945,047	\$ 9,787,839		
Revenues Over/(Under) Expenses	\$ (1,995,886)	\$ 5,358,784	\$ 7,354,670		

Central Oregon Community College
Monthly Budget Status
 April 2015

Exhibit 10a
 10-Jun-15

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 10,274,513	\$ 4,753,431	\$ (5,521,082)	46.3%	94.2%
Expenses	10,459,337	8,478,906	1,980,431	81.1%	58.1%
Revenues Over/(Under) Expenses	\$ (184,824)	\$ (3,725,475)	\$ (3,540,651)		
Grants and Contracts Fund					
Revenues	\$ 1,739,289	\$ 790,808	\$ (948,481)	45.5%	37.7%
Expenses	1,815,260	1,103,843	711,417	60.8%	46.7%
Revenues Over/(Under) Expenses	\$ (75,971)	\$ (313,034)	\$ (237,063)		
Capital Projects Fund					
Revenues	\$ 15,829,844	\$ 5,185,826	\$ (10,644,018)	32.8%	78.3%
Expenses	38,683,419	17,032,816	21,650,603	44.0%	39.3%
Revenues Over/(Under) Expenses	\$ (22,853,575)	\$ (11,846,990)	\$ 11,006,585		
Enterprise Fund					
Revenues	\$ 6,247,103	\$ 3,743,485	\$ (2,503,618)	59.9%	58.3%
Expenses	6,940,222	3,935,703	3,004,519	56.7%	45.0%
Revenues Over/(Under) Expenses	\$ (693,119)	\$ (192,217)	\$ 500,902		
Auxiliary Fund					
Revenues	\$ 9,215,862	\$ 6,787,660	\$ (2,428,202)	73.7%	76.1%
Expenses	10,299,434	7,694,093	2,605,341	74.7%	71.8%
Revenues Over/(Under) Expenses	\$ (1,083,572)	\$ (906,433)	\$ 177,139		
Reserve Fund					
Revenues	\$ 11,455	\$ -	\$ (11,455)	0.0%	0.0%
Expenses	480,000	364,611	115,389	76.0%	78.9%
Revenues Over/(Under) Expenses	\$ (468,545)	\$ (364,611)	\$ 103,934		
Financial Aid Fund					
Revenues	\$ 21,343,788	\$ 14,149,217	\$ (7,194,571)	66.3%	69.6%
Expenses	21,369,235	14,415,138	6,954,097	67.5%	71.0%
Revenues Over/(Under) Expenses	\$ (25,447)	\$ (265,921)	\$ (240,474)		
Internal Service Fund					
Revenues	\$ 390,902	\$ 218,127	\$ (172,775)	55.8%	66.5%
Expenses	393,516	225,308	168,208	57.3%	63.9%
Revenues Over/(Under) Expenses	\$ (2,614)	\$ (7,181)	\$ (4,567)		
Trust and Agency Fund					
Revenues	\$ 1,888	\$ 1,508	\$ (380)	79.9%	83.1%
Expenses	3,500	3,000	500	85.7%	83.3%
Revenues Over/(Under) Expenses	\$ (1,612)	\$ (1,492)	\$ 120		

Information Technology Update – May 2015

Current Projects

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

Schedule Status

The low-voltage installations for the new **Residence Hall** as well as the **Ochoco** remodel project are both progressing nicely and are on schedule at this time.

Activity in May

The low-voltage and electrical contractors have completed their installation of CAT6 network cable and coaxial television cable as well as backbone fiber within the **Residence Hall**. Completion of this work allowed the COCC IT Department to get network connectivity between the **Residence Hall** and the main Campus to allow for testing and commissioning of the elevator, fire panel, power monitoring, code blue, building access and environmental control systems. In addition, the low-voltage contractor has tested their network cable installation for transmission and packet loss and addressed the low-voltage punch list for the **Ochoco** remodel.

Information Technology Update – May 2015

Photos – Residence Hall



Television Installation – Residence Hall, Lounge Area



Network Rack Installation – Residence Hall, MDF

Information Technology Update – May 2015

Photo – Ochoco Remodel



Power and Data – Ochoco, Workroom

Upcoming Activities for June

Contractors will begin pulling a separate high-speed fiber circuit from Mt. Washington for Apogee's ResNet services and the security contractor will begin site prep. for the installation of the surveillance camera and recording system in the **Residence Hall**. BendBroadband will also begin installation of their amplifiers and taps to provide cable television service for the suites and public spaces. With office furniture not scheduled until late June for **Residence Hall** and early July for **Ochoco**, staff PC and phone installations may not get underway until mid-July. However, the COCC IT Department will begin installing wireless access points in the **Residence Hall** and **Ochoco** and continue to migrate network equipment and existing network cable infrastructure in support of the **Ochoco** and **Pioneer** remodels.

Information Technology Update – May 2015

- COCC Construction PM** - Rich Brecke, 541-330-4375, email: rbrecke@cocc.edu
- COCC Construction PM** - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu
- COCC Technology PM** - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Residence Hall

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

General Contractor, Ochoco Remodel

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

Residence Hall May 2015 Status Report

Scope

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

Budget Status

Project Budget included.

Change Order Activity (In addition to the GMP)

CR #79, Added fire sprinkler protective cages within residential units, for an added cost of \$6,971.

CR #87, Additional removal/replacement of asphalt path near Tennis Courts for an ADA compliant route up to Campus Center, for an added cost of \$8,038.

CR #89, Add 2" of pea gravel with weed killer at uphill side of Lower Bar, for an added cost of \$789.

Schedule Status

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

Activity in May

Completed low voltage wiring throughout with PAE completing punchlist review. MDF/IDF punchdown work remaining, including final speed testing.

All hallway carpet set.

All interior painting complete except at stairwells and areas of touchup.

Interior casework substantially complete.

Kitchen appliances set. Working through a controls issue with the common kitchen.

Flooring complete throughout except for detail work at the common area and rubber skirts at stairwells.

Plumbing and light fixtures set throughout residential areas. Some work remaining in common area.

Paving and concrete flatwork at exterior complete. Completing striping, signage, and lighting.

50th anniversary tours completed May 14th.

Landscape work began at exterior.

Accept MDF and IDF and set up VOIP phone lines for elevator testing.

Elevator setup completed. Inspection early June.

Areas completed have been punchlisted.

Activity planned for June

Complete work in IDF/MDF and test low voltage cables.

Install TV's and lockets on all doors.

Complete all remaining work throughout exterior.

Complete all punchlist reviews and follow inspections.

Begin FFE move-in on June 1.

Complete commissioning, functional testing, and owner trainings.

Contractor demobilization from site.

Trees added along Mt Washington Dr will be installed in July.

Residence Hall May 2015 Status Report



Resident Director Apartment



Middle bar Flex Room

Residence Hall May 2015 Status Report



Residence Hall May 2015 Status Report



Residence Hall May 2015 Status Report



Residence Hall May 2015 Status Report

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

Residence Hall May 2015 Status Report

Project Participants

COCC Steering Committee

Shirley Metcalf, President
Kevin Kimball, Chief Financial Officer
Gordon Price, Director Student Life
Joe Viola, Director Campus Services

Matt McCoy, Vice President for Administration
Alicia Moore, Dean of Students
Paul Wheeler, On-Campus Housing Coordinator
Rick Hayes, Project Manager

Design Consultant

Mahlum Architecture, 1231 NW Hoyt, Suite 102, Portland, Oregon 97209
Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager
Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

Construction Manager General Contractor

Lease Crutcher Lewis, 550 SW 12th Avenue, Portland, OR 97205
Tony Church, Senior Project Manager
Ted Gayman, Superintendent

Mike Levesque, Project Manager
Isaac Smith, Project Engineer

Civil Survey Consultant

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

Geotechnical Engineer

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

Commissioning Agent

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

Testing Agency

Carlson Testing, Inc., 8430 SW Hunziker, Tigard, Oregon 97223
Scott Jordan, Manager

May 27, 2015

COCC Redmond Campus Solar Array Project Status Report

Update since the last written Status Report on March 25, 2015

1. Request for Proposal - 1478-14 Solar Power Purchase Agreement (SPPA): The FRP closed in February and the College received three proposals. Pacific Crest Affordable Housing (PCAH), Oakleaf Energy Partners, and Sunlight Solar Energy submitted Proposals. Following extensive evaluation by the RFP scoring team, the College selected Sunlight Solar Energy as the highest-ranking Proposer. The College issued the Notice of Intent to Award, and received a protest by PCAH on April 20, 2015. PCAH rescinded the protest on May, 19, 2015.
2. On May 26, 2015 The Central Oregon Community College Board of Directors, acting as the Local Contract Review Board, passed a resolution approving the Power Purchase Agreement with Sunlight Solar and authorizes President Metcalf, or her designee, to negotiate and sign a contract for a Solar Power Purchase Agreement with Sunlight Solar Energy.
3. Staff is currently in negotiations with Sunlight Solar Energy for the SPPA Contract.

Project Description

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

Project Actions to Date

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

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

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

One of the sites is located in the Runway Protection Zone (RPZ) for Roberts Field. The second site is located in an area designated, on the Roberts Field Master Plan, as a future RPZ. The third site is located adjacent to the future RPZ. Due to the sites being in or near the Roberts Field Protection Zones, the College submitted was required to submit Notices of Proposed Construction or Alteration to the FAA for its comments on the proposed sites for the project. While COCC has yet to receive official comments from the

FAA, it has been brought to our attention that the FAA has concerns regarding the sites in the current and future RPZ. There does not appear to be a concern on the FAA's part with the site outside the future RPZ.

Project Delivery Options

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

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

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

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

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

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

Power Purchase Agreement Investigations by the College to date.

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

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

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

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



HOUSING OPERATIONS REPORT Board of Directors' Meeting – June 2015

STRATEGIC PLAN CONNECTION

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

STAFFING UPDATE

Residence Life Coordinator (live-in professional staff position, traditionally called an “RD”): Position recruitment closed May 11. 18 qualified applications received and currently being reviewed. Anticipate interviews early June.

Community Advisors (traditionally called “RAs”, student positions): Three staff returning from this year; six of seven remaining positions filled. Will conduct a secondary process to hire the final position.

Administrative Assistant: Job description to be developed by end of May; anticipate posting by July 1.

OCCUPANCY UPDATE

Student Contracts, as of June 1:

- 12 students started an application but have not yet finished it
- 44 students have submitted a complete application but have not yet paid a deposit
- 2 students have a complete application, submitted a deposit, and submitted information allowing staff to complete a background check.
- 130 students have all steps above and are ready for room assignment
 - 32 are returning students
 - 24 are OSU-Cascades students
 - Students could be both a returning and an OSU-Cascades student

BUDGET

Operational Budget

See attachment A for details. Several estimated budget items have been verified:

Item	Original Budget	Updated Budget	Variance Fav/(UnFav)
Utilities (now itemized)	\$ 425,000	\$ 412,831	\$ 12,169
<ul style="list-style-type: none"> • Electricity and Gas: \$155,000 • Water: \$17,200 • Sewer: \$16,900 • Garbage: \$13,161 			

<ul style="list-style-type: none"> • Network Services (TV, security camera connection, and student wireless): \$210,569 			
Insurance	\$ 7,000	\$ 10,000	(\$ 3,000)

TIMELINE/CRITICAL PATH DECISIONS

Milestone/Activities Summary

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

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

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

OPERATIONAL UPDATES

Address Designation

The residence hall address is 2200 NW Mt. Washington Drive, Bend, OR 97703. Staff are working with US Postal Service to designate this as a non-commercial address, which permits the College to forward mail after move out.

Apogee Site Visit

Apogee, the internet service provider for residents, met with campus residence life and IT staff. The session was primarily a “meet and greet”, but brief discussions took place regarding communication and marketing of service to residents.

Move-In Date

Students will move into the residence hall on Thursday, September 24, with some activities that evening. Students will participate in Bobcat Orientation on Friday, with residence hall orientation beginning Friday afternoon, September 25 through Sunday, September 27.

OSU-Cascades Students

OSU-Cascades adjusted their academic calendar. In fall 2015, OSU-Cascades will begin classes on the Thursday prior to their traditional start dates; in fall 2016 and beyond, OSU-Cascades classes will begin on the Wednesday prior. As such, OSU-Cascades students will need to move in the hall earlier than the traditional residence hall opening date. Staff are beginning discussions with OSU-Cascades to determine support and services needed prior to all students moving in the hall. We anticipate OSU-Cascades students moving in on Sunday, September 20 (tentative).

Campus Public Safety

Housing staff have been involved with on-going discussions with Campus Public Safety (CPS) regarding emergency procedures, response processes, when CPS will be involved with hall operations, and related activities.

Campus Services

Housing staff will submit work orders via COCC's HelpDesk ticketing system for maintenance, grounds, and other issues managed by Campus services. Doing so will allow Campus Services to submit monthly bills to housing for reconciliation and payment. Additionally, staff are discussing if, how and when students may use the system. One possible option includes allowing students to submit a work order, with housing staff screening work orders prior to submission. Discussions on going.

Security Cameras

Security cameras will be placed in various locations in and around the building such as lobbies, parking lots, main entrances, and exits. Video footage can be accessed by Campus Public Safety and/or authorized Housing and Student Life staff as needed to monitor situations of concern, respond to emergencies, or adjudicate issues via COCC's student conduct process. Records will be maintained in accordance with the College's surveillance camera policy.

MARKETING ACTIVITIES

Timing	Activity	Lead	Notes
May 1	High School VIP Lunch (primarily principals, assistant principals, and counselors)	Admissions & Records	Annual activity to showcase new COCC and OSU-Cascade programs and services. Primary focus on student housing.
May 14	50 TH Anniversary Celebration	President's Office	Approximately 150-200 guests toured the residence hall during the 50 th anniversary celebration
Early May	Postcard	Admissions & Records	Sent to students who applied to COCC and met specific criteria: <ul style="list-style-type: none">• 21 and younger• 50 or fewer credits• 2.0 GPA or higher
Mid-May and beyond	Phone calling campaign	Housing	On-going communication with students who have initiated an application and those who submitted an application but not a deposit

Other activities include:

- Housing staff coordinated special activities to encourage current residence hall students to submit a contract for next academic year. Activities include waiver of the application fee, no additional security deposit (existing deposit carries over from this year), and ability to choose their own room.
- Staff will be hosting a series of campus tours for faculty and staff during the last week of May and early June.
- Increasing housing presence on the COCC Admissions Facebook page.
- Currently developing student testimonials for future marketing use.

Attachment A: Student Housing - Financial Report
2015-16 Budget to Projected Report as of May 27, 2015

		Budget 2015-16	Projected 2015-16	Assu mptio ns	Variance (Budget v. Actual)	Percent Change
Operating Revenue						
1.	Other Income	4,867	4,624	a	(243)	-5.0%
2.	Program and Fee Income	2,162,000	2,000,700	b	(161,300)	-7.5%
3.	User Fees and Charges	110,000	38,000	c		
Total Operational Revenue		\$2,276,867	2,043,324		(161,543)	-7.1%
Operating Expenses						
4.	Salary Expenses	215,671	207,129	d	8,542	4.0%
5.	Payroll Assessments	170,938	162,294	e	8,644	5.1%
6.	Materials and Supplies	93,000	74,496	f	18,504	19.9%
7.	Outside Contract Services	280,935	250,652	g	30,283	10.8%
8.	Utilities	412,831	362,142	h	50,689	12.3%
9.	Travel	5,000	5,000		-	0.0%
10.	Repair and Replacement	46,000	23,000	i	23,000	50.0%
11.	Insurance	10,000	10,000		-	0.0%
12.	Purchased Capital	15,000	3,750	j	11,250	75.0%
13.	Contingency	20,000	-		20,000	100.0%
14.	Total Operational Expenses	1,269,375	1,098,463		170,912	13.5%
15.	Net Operating Income	\$1,007,492	944,861		9,369	0.9%
Transfers Out						
16.	Transfers Out - Debt Service	1,261,988	1,261,988		-	0.0%
18.	Transfers Out - Reserve	80,000	80,000		-	0.0%
19.	Total Transfers-Out	1,341,988	1,341,988		-	0.0%
20.	Net Budget Surplus (Deficit)	(334,496)	(397,127)		(62,631)	18.7%
21.	Beginning Working Capital Balance	1,000,000	1,000,000		\$ -	0.0%
22.	Ending Working Capital Balance	\$ 665,504	\$ 602,873		\$ (62,631)	-9.4%
Budget Assumptions:						
a	Laundry and vending revenues at 95%					
b	Room charges and fees at 95%					
c	Only includes application fee as other fees are too speculative to project					
d	Some staff positions at 12 months; others prorated to anticipated employment dates					
e	Payroll assessments prorated to align with salary assumptions					
f	Custodial and maintenance supplies at 75%; all other M & S at 95%					
g	OCS item calculation ranges from 50% (student support services) to 100%					
h	Utilities currently not itemized; dollar amount is estimated for all utilities based on industry standards					
i	Repair and replacement assumes first year expenses minimal; calculated at 50%					
j	Purchased capital assumes first year expenses minimal; calculated at 25%					

**ATTACHMENT B: NEW STUDENT HOUSING:
CRITICAL PATH TOPICS, DETAILS, AND DEADLINES**

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

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

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

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

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

Prepared by: Matt McCoy, Vice President for Administration

Subject	Achievement Compact
Strategic Plan Themes	Strategic Plan Objectives
Institutional Sustainability	IS.1 - Expand and refine data, research and assessment systems and infrastructure to support student success. IS.3 - Develop a scalable approach to assessing student learning at the degree, program and course levels.

A. Background

This is the fourth year of the State requiring the completion of an Achievement Compact. The Compact is a set of measurements intended to both inform discussions on achieving specific outcomes and identify key indicators of achievement at the local and state level. Although the Achievement Compact will likely not continue after 2015-16, the set of measurements may be incorporated into other mechanisms linked to outcomes based funding and performance measuring.

The internal process for developing the COCC's Achievement Compact numbers is managed by the Institutional Effectiveness Office and includes oversight by the College Planning Team, consideration by the College Affairs Committee and COCC Budget Committee, and final consideration/approval by the Board. The 2015-16 Achievement Compact is attached.

B. Options/Analysis

Approve the 2015-16 COCC Achievement Compact.
Do not approve the 21015-16 COCC Achievement Compact.

C. Timing

Approval of the Achievement Compact at this time will enable submittal to the State in a timely manner.

D. Budget Impact

There is not budget impact.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approve the 2015-16 Achievement Compact.

COCC Achievement Compact 2015-16 Achievement Compact (AC) Development Timeline:

	College Planning Team (CPT) and Theme Teams (TT)
	College Affairs
	Board/Budget

Date	Task	Responsible Party
February 1, 2015	Review and approval with local board (Legislation) <i>No response from OEIB on this date so considered moot</i>	
February 12, 2015	COCC receives OFFICIAL 2013-14 baseline AC numbers	State
February/March 2015	Validate 2013-14 baseline numbers and populate 2014-15 projections and 2015-16 targets	Institutional Effectiveness (IE) office
March 4, 2015	College Planning Team <i>Review status of the 2015-16 AC</i>	Matt McCoy
March 17, 2015	COCC Board of Directors and Budget Committee <i>Present the 2015-16 AC Development Timeline</i>	Shirley Metcalf / Matt McCoy
April 1, 2015	College Planning Team <i>Review status of the 2015-16 AC</i>	Matt McCoy
April/May 2015	College Planning Theme Teams: Institutional Sustainability, Transfer and Articulation, Workforce Development, Basic Skills and Lifelong Learning <i>Review status of the 2015-16 AC</i>	College Planning Theme Team Co-Chairs
April 3, 2015	College Affairs for 1 st Reading	Matt McCoy
April 8, 2015	COCC Board of Directors and Budget Committee <i>Present the 2015-16 AC</i>	Shirley Metcalf / Matt McCoy
Mid- April 2015	2014-15 projections and 2015-16 targets refreshed by incorporating spring 2015 enrollment	IE Office
May 6, 2015	College Planning Team – May Meeting <i>Finalize COCC's 2015-16 Achievement Compact</i>	Matt McCoy
May 8, 2015	College Affairs for 2 nd Reading	Matt McCoy
May 13, 2015	COCC's 2015-16 FINAL AC to Board for 1st Reading	Shirley Metcalf / Matt McCoy
June 10, 2015	COCC's 2015-16 Achievement Compact approved by Board	Shirley Metcalf / Matt McCoy
June 30, 2015	COCC's 2015-16 Achievement Compact Submitted to HECC	Shirley Metcalf / IE Office

Central Oregon Community College Achievement Compact for 2015-16

Outcome Measures		2013-14 Actual		2014-15 Projected		2015-16 Target	
Are students completing their courses of study and earning certificates and degrees?							
<i>Number of students completing:</i>							
Adult HS diplomas/GEDs	All	Underrepresented	All	Underrepresented	All	Underrepresented	All
Certificates/Oregon Transfer Modules	268	N/A	0	N/A	0	N/A	N/A
Associate degrees	462	328	526	347	483	319	319
Transfers to four-year institutions	866	469	766	380	702	348	348
Programs of study (under development)	1722	443	1668	460	1600	442	442
Are students making progress at the college?							
<i>Number (&/or % where indicated) of students:</i>							
Enrolled Dev. Ed. Writing who complete (%)	All	Underrepresented	All	Underrepresented	All	Underrepresented	All
Enrolled in Dev. Ed. Math who complete (%)	60%	59%	63%	63%	63%	63%	63%
Who earn 15/30 college credits in the year (#)	62%	60%	65%	65%	66%	66%	66%
Who pass a national licensure exam (#/%)	4827/1267	2756/1370	4345/2049	2555/1254	4128/1946	2427/1191	2427/1191
Are students making connections to and from the college?							
<i>Number of students who:</i>							
Are dual enrolled in Oregon high schools	All	Underrepresented	All	Underrepresented	All	Underrepresented	All
Are dual enrolled in OUS	910	84	1060	87	1120	92	92
Who transfer to OUS	1013	164	1058	160	1102	166	166
Employment (under development)	1418	366	1404	393	1360	381	381
Local Priorities (Optional for each district)							
<i>Number and/or percentage of students who:</i>							
	All	Underrepresented	All	Underrepresented	All	Underrepresented	All
What is the level of public investment in the district?							
	2013-14 Actual		2014-15 Projected		2015-16 Target		
State funds	6,739,794		7,575,397		9,109,866		
Local Property tax revenue	12,914,696		13,924,044		14,803,071		
Total state and local operating funds	19,654,490		21,499,441		23,912,937		

**Central Oregon Community College Achievement Compact for 2015-16
For Underrepresented Students 2013-14**

Outcome Measures Actuals for 2013-14	African-American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-Racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
Number of students completing:						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	38	16	*	8	323
Associate degrees	*	38	16	*	*	352
Transfers to four-year institutions	9	97	26	*	18	313
Programs of study (under development)						
Are students making progress at the college?						
Number (&/or % where indicated) of students:						
Enrolled Dev. Ed. Writing who complete (%)	48.0%	61.1%	52.8%	62.5%	0.0%	58.9%
Enrolled in Dev. Ed. Math who complete (%)	50.9%	58.5%	53.4%	68.2%	0.0%	60.8%
Who earn 15/30 college credits in the year (#)	27/0	369/183	84/36	23/11	0/0	2492/1253
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
Number of students who:						
Are dual enrolled in Oregon high schools	*	52	9	*	0	*
Are dual enrolled in OUS	6	58	16	*	9	74
Who transfer to OUS	9	78	22	*	16	256
Employment (under development)						

*In accordance with federal regulations, cell sizes fewer than six are suppressed

**Central Oregon Community College Achievement Compact for 2015-16
For Underrepresented Students 2014-15**

Outcome Measures Projected for 2014-15	African American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-Racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	38	16	*	8	323
Associate degrees	*	38	16	*	*	352
Transfers to four-year institutions	8	75	30	*	*	375
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	63.0%	63.0%	63.0%	63.0%	63.0%	63.0%
Enrolled in Dev. Ed. Math who complete (%)	65.0%	65.0%	65.0%	65.0%	65.0%	65.0%
Who earn 15/30 college credits in the year (#)	30/12	274/123	91/41	13/*	22/10	2385/1188
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	*	54	*	*	17	*
Are dual enrolled in OUS	*	49	20	*	*	91
Who transfer to OUS	*	66	25	*	*	316
Employment (under development)						

*In accordance with federal regulations, cell sizes fewer than six are suppressed

Central Oregon Community College Achievement Compact for 2015-16
For Underrepresented Students 2015-16

Outcome Measures Targets for 2015-16	African American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	35	15	*	7	296
Associate degrees	*	35	15	*	*	323
Transfers to four-year institutions	8	72	29	*	*	360
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	63%	63%	63%	63%	63%	63%
Enrolled in Dev. Ed. Math who complete (%)	66%	66%	66%	66%	66%	66%
Who earn 15/30 college credits in the year (#)	29/12	260/117	87/39	12/*	21/10	2266/1129
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	*	57	9	*	12	*
Are dual enrolled in OUS	*	51	21	*	*	95
Who transfer to OUS	*	64	24	*	*	306
Employment (under development)						

*In accordance with federal regulations, cell sizes fewer than six are suppressed

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Ron Paradis, Executive Director of College Relations on behalf of Committee
Members: Michael Fisher, Instructional Dean; Brynn Pierce, Director of Institutional Effectiveness; and Kathy Smith, Professor of Mathematics

A. Action Under Consideration

Approve emeritus status for retired President **Dr. James E. Middleton**

B. Discussion/History

Dr. James E. Middleton served as President of Central Oregon Community College from July 2004 through September 2014. As Board member, Bruce Abernethy said in nominating Middleton for a statewide community college award in 2013, "From his comprehensive visions and shared leadership style to an ability to forge and forward dynamic community partnerships, he has more than ably held the reins as COCC embarked upon an unprecedented period of growth and success."

During his tenure, COCC was identified as one of the 50 fastest growing community college in the country – three years in a row. While enrollment doubled, he led the College in its successful effort to serve that record number of students through effective use of physical and fiscal resources.

He provided leadership that helped the College pass a \$41.6 million bond measure and the COCC Foundation raise more than \$3 million in a capital campaign. These two efforts lead the construction of three major facilities on the Bend Campus – the Jungers Culinary Institute and the Health Careers and Science Centers, the development of the new campuses in Madras and Prineville, and the construction and recent opening of the Redmond Technology Education Center.

The bond measure was passed during the recent recession and helped keep hundreds of Central Oregonians employed in the construction field during a time when most construction activity came to a standstill.

Despite the economic challenges during his tenure, COCC remained in a strong financial position with tuition and fees among the lowest in the state and solid reserves.

The COCC Foundation remains one of the largest and most successful in the state and more than doubled its endowment during his tenure.

Dr. Middleton worked closely with COCC's relatively new higher education partner, OSU-Cascades, as it grew and expanded; and forged closer relationships with local K-12 superintendents as well.

Statewide, he was often called upon to serve on critical community college committees and task forces as a strong voice for the community college mission. He was also tapped to be on the Oregon State Board of Higher Education. Locally, in addition to several committees related to education, he was an elected member of the Bend Chamber of Commerce Board of Directors.

C. Process

COCC emeritus process for administrators calls for a committee to review nominees. The committee consists of a vice president or dean, two additional administrators and a faculty member. If the committee judges that a continued association with an eligible administrator is in the best interest of the College, it shall recommend emeritus status and communicate that recommendation to the President.

While the normal minimum tenure to be considered is 15 years, the committee met, reviewed the material and has recommended approval.

D. Options/Analysis

Approve emeritus status for Dr. James E. Middleton
Decline approval of emeritus status for Dr. Middleton

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves **emeritus status** for **Dr. James E. Middleton**.

F. Budget Impact

None

Exhibit: 12.b
Date: June 10, 2015
Approved: ___ Yes ___ No
Motion: ___

Central Oregon Community College

RESOLUTION

Prepared by: Diana Glenn, Interim Vice President for Instruction

A. Action Under Consideration

Approve emeritus status for retiring faculty: **Terry Krueger** and **Franz Helfenstein**

B. Discussion/History

The Promotions Committee received nominations for faculty emeritus and has made recommendations for the above named faculty for their deep commitment to the College, the students and the community over their multiple years of service.

C. Options/Analysis

Approve emeritus status for retiring faculty: Terry Krueger and Franz Helfenstein

Decline approval of emeritus status for retiring faculty: Terry Krueger and Franz Helfenstein

D. Timing

Effective with their retirement as of June 13, 2015

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty: Terry Krueger and Franz Helfenstein

F. Budget Impact

None.