



CENTRAL OREGON **REVISED**
COMMUNITY COLLEGE

Board of Directors' Meeting – AGENDA

Wednesday, June 11, 2014 – 6:00 PM

Christiansen Board Room, Boyle Education Center

| TIME** | ITEM | ENC.* | ACTION | PRESENTER |
|---------|---|------------|--------|---------------------------|
| 6:00 pm | I. Call to Order | | | Abernethy |
| 6:05 pm | II. Introduction of Guests | | | Abernethy |
| 6:10 pm | III. <u>Formal Opening</u> of Public Hearing & Testimony for 2014-15 Budget | | | |
| | A. Budget Hearing Input | | | |
| 6:15 pm | IV. <u>Adjournment</u> of Public Hearing & Testimony for 2014-15 Budget | | | |
| 6:25 pm | V. <u>Reconvene</u> Regular Public Board of Directors' Meeting | | | |
| | VI. Hearing for 2014-15 Budget | | | |
| | A. Adoption of the 2014-15 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 |
| 6:35 pm | VII. Agenda Changes | | | |
| 6:36 pm | VIII. Public Hearing and Testimony | | | |
| | A. | | | |
| 6:45 pm | IX. Consent Agenda*** | | | |
| | A. Minutes | | | |
| | 1. Budget – May 14, 2014 | 9.a1 | X | Smith |
| | 2. Regular – May 14, 2014 | 9.a2 | X | |
| | B. Personnel | | | |
| | 1. New Hire Report (May 2014) | 9.b1 | X | Sorenson ^A |
| | C. Approval to Hire | | | |
| | 1. Shew | 9.c1 | X | Sorenson ^A |
| | 2. Hovekamp | 9.c2 | X | Sorenson ^A |
| | 3. Waller, Elston, Palmer, Wampler | 9.c3 | X | Sorenson ^A |
| | D. 2014-15 | | | |
| | 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, 2013-14 | 9.e & 9.e1 | X | Bloyer ^A |
| | F. Emeritus | 9.f & 9.f1 | X | Middleton ^A |
| | G. OEBB Employee Benefits Health Plan 2014-15 | 9.g | X | Sorenson ^A |
| | H. Temporary Personnel Services | 9.h* | X | Sorenson ^A |
| | I. Faculty Rehire | 9.i* | X | Abasa-Nyarko ^A |
| | J. Administrative, Confidential, Supervisory Rehire | 9.j* | X | Sorenson ^A |
| 6:50 pm | X. Information Items | | | |
| | A. Financial Statements | 10.a | | Bloyer ^A |

Exhibit: 6.bDate: June 11, 2014Approved: __Yes __ No

Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #2

Prepared by: David Dona – Associate Chief Financial Officer

BE IT RESOLVED that the amounts for fiscal year beginning July 1, 2014 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

| | |
|---------------------------------------|----------------------|
| Instruction and Instructional Support | \$ 22,221,966 |
| Student Services | 4,623,155 |
| College Support Services | 5,139,591 |
| Campus Services | 5,158,489 |
| Information Technology Services | 4,509,606 |
| Financial Aid | 280,079 |
| Contingency | <u>800,000</u> |
| Total General Fund | \$ 42,732,886 |

DEBT SERVICE FUND

| | |
|--------------------------------|----------------------|
| Principal | \$ 7,740,159 |
| Interest | 2,715,778 |
| Materials and Services | <u>3,400</u> |
| Total Debt Service Fund | \$ 10,459,337 |

CAPITAL PROJECTS FUND

| | |
|------------------------------------|----------------------|
| Personnel Services | \$ 340,606 |
| Materials and Services | 9,284,000 |
| Capital Outlay | 22,890,413 |
| Transfers Out | <u>6,168,400</u> |
| Total Capital Projects Fund | \$ 38,683,419 |

ENTERPRISE FUND

| | | |
|------------------------------|----------------|---------------------|
| Personnel Services | \$ 792,335 | |
| Materials and Services | 5,067,887 | |
| Capital Outlay | 280,000 | |
| Transfers Out | <u>800,000</u> | |
| Total Enterprise Fund | | \$ 6,940,222 |

INTERNAL SERVICE FUND

| | | |
|------------------------------------|---------------|-------------------|
| Personnel Services | \$ 137,116 | |
| Materials and Services | 245,400 | |
| Capital Outlay | <u>11,000</u> | |
| Total Internal Service Fund | | \$ 393,516 |

RESERVE FUND

| | | |
|---------------------------|----------------|-------------------|
| Materials and Services | \$ 180,000 | |
| Transfers Out | <u>300,000</u> | |
| Total Reserve Fund | | \$ 480,000 |

SPECIAL REVENUE FUND

| | | |
|-----------------------------------|----------------|---------------------|
| Federal Grant Programs | \$ 524,859 | |
| State Grant Programs | 173,897 | |
| Other Grant Programs | 98,504 | |
| Contracts | 518,000 | |
| New Programs | <u>500,000</u> | |
| Total Special Revenue Fund | | \$ 1,815,260 |

AUXILIARY FUND

| | | |
|---|----------------|----------------------|
| Self-Sustaining Activities | \$ 2,218,265 | |
| Non-General Fund Instruction | 6,660,374 | |
| Revolving Activities | 769,383 | |
| Contractual & Administrative Provisions | <u>651,412</u> | |
| Total Auxiliary Fund | | \$ 10,299,434 |

FINANCIAL AID FUND

| | | |
|---------------------------------|---------------|----------------------|
| Federal Programs | \$18,563,500 | |
| State Programs | 1,650,000 | |
| Institutional Programs | 1,130,000 | |
| Other Programs | <u>25,735</u> | |
| Total Financial Aid Fund | | \$ 21,369,235 |

TRUST & AGENCY FUND

| | | |
|--------------------------------------|-----------------|-----------------|
| Materials and Services | <u>\$ 3,500</u> | |
| Total Trust & Agency Fund | | \$ 3,500 |

TOTAL BUDGET APPROPRIATION

\$ 133,176,809

Exhibit: 6.c
Date: June 11, 2014
Approved: __Yes__ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #3

Prepared by: David Dona, Associate Chief Financial Officer

BE IT RESOLVED that the Board of Directors of Central Oregon Community College District hereby imposes the taxes provided for in the 2014-15 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations and in the amount of \$2,804,081 for General Obligation Bonds debt service; and that these taxes are hereby imposed and categorized for the tax year 2014-15 upon the assessed value of all taxable property within the district.

| | <u>Subject to the Education Limitation</u> | <u>Excluded from Education Limitation</u> |
|-------------------|--|---|
| General Fund | \$0.6204 / \$1,000 | |
| Debt Service Fund | | \$2,804,081 |



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, May 14, 2014 - 6:00 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Lester Friedman, Patricia Kearney, Doug Ertner, Laura Craska Cooper, David Ford, Charley Miller, Bruce Abernethy, Vikki Ricks, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

ABSENT: Steve Curran, Al Jamison, Gayle McConnell, Mark Copeland, Joe Krenowicz

CALL TO ORDER: Mr. Lester Friedman-Budget Board Chair, called the meeting to order of the 2014-15 Budget Committee.

INTRODUCTION OF GUESTS:

Matt McCoy, Shirley Metcalf, Charles AbasaNyarko, Ron Paradis, Kevin Kimball, David Dona, Alicia Moore, Dan Cecchini, Kathy Smith-Faculty Forum Pres., Michael Fisher, Jennifer Newby, Jim Weaver, Joe Viola, Sally Sorenson, Lisa Bloyer, Steven Curley, Carol Higginbotham, and others.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Ms. Laura Craska-Cooper moved to approve the Budget Meeting Minutes of April 9, 2014.
Mr. Doug Ertner seconded. MCU. Approved. M05/14:1

CONTINUED DISCUSSION 2014-15 BUDGET – (Exhibit: 5):

President Middleton gave an “overview” PowerPoint presentation – noting that traditionally, there is little change from the March Budget presentation to the May Budget Committee action and the June Board of Directors action. However, the 2014-15 budget situation has become more fluid with a tuition freeze, further enrollment erosion, and potential expanded State revenue. These and further uncertainties require safeguard contingencies.

Goals and Results

- 2014/15 positive net fiscal position (result-positive 2014-15 fiscal position)
- Maintain general fund reserve above 10% target for at least three years (result-reserve remains above 10% for three years)
- Avoid (if possible) deficits in all years of projection (result-projected deficits after 2014-15).

UPDATE ON PROPOSED 2014-15 BUDGET (Exhibit: 5.a):

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

- Current year budget update
- Revenue/Expenditure Forecast
- Proposed Budget Changes.

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

- Retain a general fund reserve above the required 10% (~14%)
- General fund includes \$800K operating contingency
- Conservative projections on tuition, state aid and net property tax revenue
- Conservative position on PERS Rates
- Identified \$427K of expenses that could be delayed, postponed or eliminated
- Health Insurance: budgeted +5% (OEBC will release rates later in the month)
- Major long-term projects, activities and obligations –
 - ❖ Debt Service – *funded*
 - ❖ Capital Projects – *funded*
 - ❖ Building Maintenance & Repair and Technology Replacement – *funded*
 - ❖ Enterprise and Internal Services Activities – *self-funded*
 - Residence Hall, Food Service Operations (new), and Bookstore
 - Copy Center and Copier Fleet
 - ❖ Regional Centers – *funded*
 - Redmond, Madras & Prineville Campuses
 - ❖ Retiree health care liability – *funded*
 - ❖ Adequate spending authorization for financial aid, grants and contracts.

RESOLUTION FOR APPROVAL – PROPOSED 2014-15 BUDGET (Exhibit: 6)

Ms. Patricia Kearney moved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2014-15 in the aggregate amount of \$133,176,809 (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 \$2,804,081 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. Doug Ertner seconded. MCU. Approved. M05/14:2

President Middleton 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 Middleton also thanked the Budget Committee Members for their commitment of time and contributions to the 2014-15 budget process.

ACHIEVEMENT COMPACTS – REVIEW & APPROVAL (Exhibit: 7)

President Middleton gave a PowerPoint presentation reviewing the Achievement Compact (AC). Achievement Compacts are to be approved through a process paralleling the budget development and are to provide for broad institutional input. A preliminary “AC” presentation was completed at the March Budget Committee Meeting. The draft Achievement Compact has been shared with various constituencies and suggestions have been compiled and incorporated. President Middleton reviewed the proposed “AC” submission – the outline of rationale for individual items and requested the Budget Committees’ support for approval.

Ms. Laura Craska-Cooper moved to approve the Achievement Compacts based on input from the Budget Committee and other constituents. Mr. Bruce Abernethy seconded. MCU. Approved M05/14:3

Chair Friedman thanked the Budget Committee for their service and participation in the 2014-15 budget process. He also commended the staff for a job well done in their efforts putting together the 2014-15 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 7:10 PM

APPROVED;

ATTEST TO;

Mr. Bruce Abernethy, Board Chair

Dr. James E. Middleton, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 14, 2014- 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

ABSENT: Joe Krenowicz

INTRODUCTION OF GUESTS: Lester Friedman-Budget Committee member, Charles AbasaNyarko, Matt McCoy, Shirley Metcalf, Sally Sorenson, Ron Paradis, Kevin Kimball, Alicia Moore, Michael Fisher, David Dona, Dan Cecchini, Jennifer Newby, Kathy Smith-Faculty Forum Pres., Joe Viola, Lisa Bloyer, Steven Curley, Lori Willis, Darren McCrea, Scott Greenstone and Leon Pantenburg-The Broadside and others.

PUBLIC HEARING AND TESTIMONY: Scott Greenstone-student and Leon Pantenburg-Advisor of The Broadside student newspaper – gave a PowerPoint presentation highlighting how important and necessary the student newspaper is to COCC student life. The presentation included acknowledgement of Ron Bryant, COCC's long-time Board Attorney, who was editor of The Broadside in 1955-56. Mr. Bryant was presented with a "Founding Fathers" award.

CONSENT AGENDA:

Ms. Laura Craska Cooper moved to approve the April 9 Meeting Minutes with corrections. Mr. Charley Miller seconded. MCU. Approved. M05/14:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Regular Meeting Minutes of April 9, 2014 as amended and the Special Meeting Minutes of April 14, 2014 (Exhibits: 5.a1 and 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the April 2014 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Jerry Bean-Assistant Professor 1 of Aviation; Michael Hansen-Assistant Professor 1 of Business; Merideth Humphries-Assistant Professor 1 of Biology; Jeff Wilhite-Assistant Professor 1 of Manufacturing Technology; Kristin Dorsey-Assistant Professor 1 of English; Jonathan Wolf-Assistant Professor 1 of Economics; Shannon Waller-Assistant Professor 1 of Pharmacy Technician Education (Exhibit: 5.b2-Revised).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the March 2014 Financial Statements.

Construction Update – (Exhibit: 6.b)

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

- Ochoco Remodel
- Redmond Technology Education Center
- Residence Hall
- Redmond Campus Solar Array
- Veterinary Tech Remodel.

Ochoco Hall Renovation (Handout: 6.c)

Mr. Matt McCoy-Vice President for Administration gave an update on the plans for remodel of Ochoco Hall and Cascades Hall. The projects have been divided into two phases -

- Phase I costs are approximately \$2M
- Phase II costs are approximately \$3.9M

Currently, approximately \$1.9M is available from the 2009 bond measure for this project but there is hope that the State Legislature might provide additional funding for maintenance - either in their 2015 or 2017 sessions.

Board Consensus - staff should consider issuing a bid that includes both phases, depending on the funding available to the college.

Accreditation Process Revision and Vet Tech Accreditation Update

Dr. Charles AbasaNyarko gave a PowerPoint presentation update on the status of the accreditation process. President Middleton added that the recent accreditation of COCC's new Veterinary Tech program came with a long list of commendations as well as a list of recommendations (most of which have already been accomplished). He thanked Dr. Jenni Newby for her good work on the project that resulted in accreditation for the program.

OLD BUSINESS:

Presidential Search-Proposed Timeline (Exhibit: 7.a)

Ms. Laura Craska-Cooper-incoming Board Chair, presented the proposed timeline schedule for the upcoming Presidential Search. With preliminary planning already completed from the previous 2013-14 search - interviews and a hire will most likely be finalized about one month earlier than last year. Mr. Joe Krenowicz and Mr. Charley Miller will serve on the search committee. The complete Search Committee appointments will be announced at the June 11 board meeting.

NEW BUSINESS:

2014-15 Juniper Residence Hall – Board (Exhibit: 8.a)

Mr. Kevin Kimball-Chief Financial Officer and Ms. Lori Willis-Director of Bookstore and Auxiliary Services, reviewed that Juniper Hall room and board rates are set each spring. The 3% room rate increase was approved at the April 9 board meeting for 2014-15. (Exhibit: 8.a) requests a 4.5% increase in the board rates for 2014-15.

Mr. Charley Miller moved to approve the 4.5% residence board rate increase for the 2014-15 academic year in the amounts shown in (Exhibit: 8.a). Ms. Laura Craska-Cooper seconded. MCU. Approved. M5/14:2

ResNet Services (Exhibit: 8.b)

Mr. Darren McCrea-Technology Project Manager reviewed that the college issued a formal solicitation for ResNet services. ResNet Services includes internet services to students living in the residence hall as well as wireless, and phone service in common areas. "Apogee" was the successful bidder to the ResNet services RFP. The services provided will also include a 24/7 support call center for students, a high-speed connection, and the ability for students to connect multiple devices. The cost will be recouped as part of student rates.

Ms. Laura Craska-Cooper moved to accept the bid of Apogee for ResNet Services for a five-year contract with an amount not to exceed \$210,000 for the initial year, and direct that a contract be executed. Mr. David Ford seconded. MCU. Approved. M5/14:3

Juniper Hall – Summer 2014 Room Rates (Exhibit: 8.c)

Ms. Alicia Moore-Dean of Student Services reviewed that COCC has traditionally not provided student housing during the summer quarter due to lack of student demand and availability of various student support services. However, demand for summer term student housing has increased during the last two years culminating in a manageable number of requests for this summer 2014. As the College has grown and support services expanded, staff now believes a summer, student-housing program is manageable and financially feasible.

Ms. Vikki Ricks moved to approve the \$1,300 Juniper Hall room rate charge for summer term. Mr. Charley Miller seconded. MCU. Approved. M/15:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

| | |
|------------|---|
| Ms. Ricks | COCC Foundation Board of Trustees Meeting OCCA Forum and Board Meeting in The Dalles, OR Special Board Meeting on April 14 |
| Mr. Ford | Special Board Meeting on April 14 President's Evaluation & Contracts Committee Meeting OSU-Cascades Advisory Committee Meeting Real Estate Committee Meeting OSU-Cascades CMCG Proposal/Interview |
| Mr. Miller | Special Board Meeting on April 14 President's Evaluation & Contracts Committee Meeting Redmond Economic Development luncheon |
| Mr. Dorsch | Special Board Meeting on April 14 Scholarship Award presentation at Redmond High School |

Ms. Craska-Cooper Special Board Meeting on April 14
Meeting w/Shirley Metcalf
Presidential Search Meeting w/Kevin Kimball and Ron Paradis
Meeting w/Matt McCoy

Mr. Abernethy Special Board Meeting on April 14
Presidential Search Meeting
Cascades Commitment Grant Meeting
Redmond Library – “Better Together” Meeting
Meeting w/Karen Roth re: Eastern Promise Grant
Meeting w/Tanya Bruce and Amy Howell re: Early Learning Professional
Development Grant
OSU-Cascades Meeting

PRESIDENT’S REPORT:

President Middleton gave a PowerPoint presentation reviewing the following topics -

OCCA & Colleges

Historically major focus has been Legislative
OCCA and Presidential representation more critical than ever
OCCA has increased their annual dues for 20-14-15: \$4,859

Non-Credit Certificates

Currently, community colleges are not authorized to offer non-credit certificates however, universities are. Legislation is being drafted for such certificates in certain focused areas of instruction as business and industry are in favor of such awards/certificates. This may lead to statewide standardization

Fiscal Proposal: 2015-17 Legislative Session

Current Biennium: \$450M
OCCA Proposal: \$650M

Outcome Based Funding

Areas of accountability

- Concurrent enrollment (HS students)
- Associate Degrees awarded
- 1-2 year certificates awarded
- < 1 year certificates awarded
- Remedial/Development Success.

Adjourn to Executive Session at 8:35 PM

Executive Session: ORS 192.660 (1)(d) Labor Negotiation

Adjourn Executive Session into Open Session

ADJOURN: 10:11 PM

APPROVED;

ATTEST TO;

Mr. Bruce Abernethy, Board Chair

Dr. James E. Middleton, President

Exhibit: 9.b1
June 11 2014
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – May 2014

| <u>Name</u> | <u>Date Hired</u> | <u>Location</u> | <u>Job Title</u> |
|-----------------------------|--------------------------|------------------------|-------------------------------------|
| Classified Full-Time | | | |
| Bacon, Lisa | 5/1/2014 | Bend | Financial Aid Specialist |
| Monette, Melissa | 5/19/2014 | Bend | Admission & Records, Office Spec |
| Reynolds, Darrin | 5/12/2014 | Bend | Grounds/Custodian Spec |
| Temporary Hourly | | | |
| Callaway, William | 5/1/2014 | Bend | Business Advisor |
| Goodwin, Anita | 5/1/2014 | Bend | Substitute |
| Heinrich, Gage | 5/19/2014 | Bend | |

Central Oregon Community College
Board of Directors

RESOLUTION

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

A. Action Under Consideration

Approve administrative employment contract for **JENNIFER SHEW**, as a HRIS/Business Module Manager.

B. Discussion/History

The employment contract for JENNIFER SHEW is for an administrative position. This position was filled through a National College search. JENNIFER SHEW will officially begin work on June 1, 2014.

C. Options/Analysis

Approve the employment contracts for JENNIFER SHEW
Decline approval of the employment contracts for JENNIFER SHEW.

D. Timing

The HRIS/Business Module Manager position for JENNIFER SHEW is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date through June 30, 2014. 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 approves the employment contract for JENNIFER SHEW.

F. Budget Impact

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

G. Miscellaneous

Ms. Shew holds a BA degree in Business Management from Western Washington University. She also completed her Project Management Certification from Project Management Institute. Ms. Shew has over ten years of experience in Systems Management, analyzing and developing business processes and designing interfaces between enterprise applications to increase efficiency

Central Oregon Community College
Board of Directors

RESOLUTION

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

A. Action Under Consideration

Approve administrative employment contract for TINA HOVEKAMP, as Director of Library Services.

B. Discussion/History

The employment contract for TINA HOVEKAMP is for an administrative position. This position was filled through a National College search. TINA HOVEKAMP will officially begin work on July 1, 2014.

In accepting this appointment, TINA HOVEKAMP is leaving a full-time, tenure-track position to accept this Administrative post. For the fiscal years 2014-15, 2015-16 and 2016-17, TINA will have the right to return to the faculty as a full-time Professor, Associate College Librarian Information. To exercise this right, TINA must notify the Vice President for Instruction of her intent to return to the faculty ranks no later than January 1 of any of those fiscal years. In this scenario, her return to the faculty would be effective the following fall term and any accrued vacation earned while on an Administrative contract would be paid to her upon her return to the faculty.

C. Options/Analysis

Approve the employment contracts for TINA HOVEKAMP.
Decline approval of the employment contracts for TINA HOVEKAMP.

D. Timing

The Director of Library Services position for TINA HOVEKAMP is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date 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 approves the employment contract for TINA HOVEKAMP.

F. Budget Impact

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

G. Miscellaneous

Dr. Hovekamp received her Master's in Library Science from Kent State University and her PhD in Information and Library Science from the University of North Carolina. Her professional background includes over 20 years of service in academic libraries, with significant experience in information literacy instruction, developing student-centered library services and learning environments, and library administration. She is currently the Interim Library Director at Central Oregon Community College.

Exhibit: 9.c3
June 11, 2014
Approved: Yes ___ No ___
Motion:

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Sally A. Sorenson-Director of Human Resources

A. Action Under Consideration

Approve the contract for Michel Waller, Cindy Elston, Beth Palmer and Wendi Wampler.

B. Discussion/History

The Assistant Professor I of Anthropology contract for Michel Waller is a new position.

The Assistant Professor II of Veterinary Technician Education-DVM contract for Cindy Elston is a new position.

The Assistant Professor I of Veterinary Technician Education-CVT contract for Beth Palmer is a new position.

The Assistant Professor I of Engineering and Physics contract for Wendi Wampler is a new position.

C. Options/Analysis

Approve the contract for Michel Waller, Cindy Elston, Beth Palmer and Wendi Wampler.

Decline approval of the contract for Michel Waller, Cindy Elston, Beth Palmer and Wendi Wampler.

D. Timing

For the 2014-15 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve the contract of Michel Waller, Cindy Elston, Beth Palmer and Wendi Wampler for the 2014-15 academic year.

F. Budget Impact

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

G. Miscellaneous

Michel Waller

Assistant Professor I of Anthropology

Dr. Waller holds a PhD in Anthropology from the University of Oregon and an MS in Anthropology from Iowa State University. His specialization is primate behavior, ecology, evolution, and conservation in Africa. He has conducted fieldwork on the ranging behavior of Bonobos in the Central African Republic of Congo and on chimpanzee –human competition for resources in Senegal. He is currently an Adjunct Anthropology Instructor at COCC. He also teaches at the University of Oregon and he teaches online anthropology courses for Ashford University.

Cindy Elston

Assistant Professor II, Veterinary Technician, DVM

Dr. Elston holds a Doctor of Veterinary Medicine from the Ohio State University College of Veterinary Medicine, a Masters in Public Health from the University of Louisville. Currently, she works as a Learning Manager for Banfield Pet Hospital. Prior to her current position, she worked as an Associate Professor of Veterinary Science Technology at the State University of New York, Delphi, as an Adjunct Professor of Biology at Jefferson Community and Technical College and as a Veterinary Assistant Instructor at Pima Medical Institute in Seattle as a Veterinary Assistant Instructor. She has worked as an Associate and Relief Veterinarian in Seattle, Washington in various animal hospitals. She has experience working with large, farm, research, and small animals.

Beth Palmer

Assistant Professor I Veterinary Technician, CVT

Beth Palmer holds an AAS in Veterinary Technology from Portland Community College. Currently, she is working as a FT Temporary Faculty member and Interim Program director of the Veterinary Technician Program at COCC. Beth has 10 years of experience working as a Certified Veterinary Technician in Oregon. Her specialty is surgery. She has worked in private clinics as well as shelter medicine. She helped set up the Willamette Humane Society Spay/Neuter clinic in Salem and has worked with several hospitals to train staff and volunteers working shelter medicine.

Wendi Wampler

Assistant Professor I of Engineering and Physics

Dr. Wampler has a Ph.D. in Physics from Purdue University, and two B.S. degrees, also from Purdue: one in Chemical Engineering and one in Physics. Since 2012, Dr. Wampler has been teaching physics courses at Linn Benton Community College.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

A. Action Under Consideration

Approve interfund borrowing between various projects and funds of the College.

B. Discussion/History

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.

C. Options/Analysis

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

D. Timing

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2014-15, this resolution will need to be approved before July 1, 2014.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby authorize interfund borrowing between the various funds and programs of the College for the period of July 1, 2014 through June 30, 2015.

F. 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 interfund borrowing.

Exhibit: 9.d2
Date: June 11, 2014
Approve: Yes No
Motion:

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

A. Action Under Consideration

Designate custodians of funds and financial institutions, which can serve as depositories for District funds.

B. Discussion/History

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 James E. Middleton (for the period of July 1st - September 5th), Shirley Metcalf (for the period of September 1st - June 30th), Matthew J. McCoy, and Kevin E. 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 2014-15 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

C. Options/Analysis

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

D. Timing

Approval before July 1, 2014 is required.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve James E. Middleton (for the period of July 1st - September 5th), Shirley Metcalf (for the period of September 1st - June 30th), Matthew J. McCoy, and Kevin E. Kimball as custodians of funds and the aforementioned financial institutions as depositories of District funds.

F. Budget Impact

None

Exhibit: 9.d3
Date: June 11, 2014
Approve: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

A. Action Under Consideration

Approve Clerk, Budget Officer, and Deputy Clerks for the College District.

B. Discussion/History

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 the designated Budget Officer and Clerk of the District is as follows:
 - James E. Middleton for the period of July 1, 2014 through September 5, 2014, and
 - Shirley Metcalf for the period of September 1, 2014 through June 30, 2015.
- ✓ It is recommended that Kevin E. Kimball and Matthew J. McCoy be designated Deputy Clerks for the period July 1, 2014 through June 30, 2015. 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.

C. Options/Analysis

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

D. Timing

The Clerk, Budget Officer, and Deputy Clerks need to be designated by July 1, 2014.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby designate James E. Middleton as Budget Officer and Clerk of the District from July 1, 2014 through September 5, 2014 and Shirley Metcalf as Budget Officer and Clerk from September 1, 2014 through June 30, 2015. Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2014 through June 30, 2015.

F. Budget Impact

None

Exhibit: 9.e
Date: June 11, 2014__
Approve: ____Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer – Director of Accounting

A. Action Under Consideration

Approve transfer of budget and an equal amount of authority within the **appropriation** units of the Capital Project Fund , Enterprise Fund, and Financial Aid Fund.

B. Discussion/History

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 Capital Projects Funds appropriation adjustments are required to reflect actual construction expenditures, and adjustments of required construction matching funds. The Enterprise Fund appropriation adjustment will allow the transfer of additional resources to the Capital Projects Fund. The Financial Aid Fund appropriation adjustment is due to the receipt of unanticipated State and Foundation Scholarship funds.

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.

C. Options/Analysis

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

D. Timing

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

E. Recommendation

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

F. Budget Impact

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

Central Oregon Community College - BUDGET CHANGE FORM

Budget Year 2013-14

(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp X Perm ___

| Appropriation Unit | Banner Index | Account Number | Amount Increase | Amount Decrease |
|---|--------------|----------------|-----------------|-----------------|
| Capital Projects - Materials & Services | | 62000 | 275,000.00 | |
| Capital Projects - Transfers Out | | 82000 | 810,000.00 | |
| Capital Projects - Capital outlay | | 71000 | | 1,085,000.00 |
| Enterprise Fund - Transfers Out | | 82000 | 400,000.00 | |
| Enterprise Fund -Materials & Services | | 62000 | | 400,000.00 |
| Financial Aid - State Programs | | 62000 | 150,000.00 | |
| Financial Aid - Institutional Programs | | 62000 | 150,000.00 | |
| Financial Aid - Federal Programs | | 62000 | | 300,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | \$ 1,785,000.00 | \$ 1,785,000.00 |

Total of Debits + Credits **\$ 3,570,000.00**

Reason for Budget Change: Year-End Appropriation Review

| | | |
|------|----------|----------------------------------|
| Date | 3-Jun-14 | Lisa Bloyer |
| Date | | Change Requested By |
| Date | | Vice President's/Dean's Approval |
| Date | 3-Jun-14 | David Dona |
| Date | | Reviewed by Associate CFO |
| Date | | President's Approval |
| Date | | Board's Approval |

Exhibit: 9.f
Date: June 11, 2014
Approved: ___Yes___No
Motion: ___

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Charles Abasa-Nyarko, Vice President for Instruction

A. Action Under Consideration

Approve **emeritus status** for retiring faculty: **Tom Carroll, Karen Huck, James Kress, Christine Ott-Hopkins and Margaret Peterson**

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: Tom Carroll, Karen Huck, James Kress, Christine Ott-Hopkins and Margaret Peterson

Decline approval of emeritus status for retiring faculty: Tom Carroll, Karen Huck, James Kress, Christine Ott-Hopkins and Margaret Peterson

D. Timing

Effective with their retirement as of June 14, 2014

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for retiring faculty: Tom Carroll, Karen Huck, James Kress, Christine Ott-Hopkins and Margaret Peterson

F. Budget Impact

None.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton, President

A. Action Under Consideration

Approve **emeritus status** for retired Database Administrator, **Bill Simpkins**.

B. Discussion/History

Bill was hired as a software programmer at COCC in 1983. Sara Paulson was hired at the same time and as a team they created the first simple business software programs at COCC. Over the next 20+ years the two of them created evermore complex and full featured business systems for COCC, Bill as the programmer and Sara as the business analyst. Following Sara's retirement in 2004 Bill took on an even more critical role as sole IT expert for any programming for the following 10 years, allowing the College to make many productivity enhancements to the Banner Enterprise Resource Planning system.

For his first 20 years at COCC Bill carried the ball on many of the critical systems at the College, typically working 10 hours a day, seven days a week. His dedication to the College is unflinching. Never one to brag, Bill is probably the ultimate unsung hero. Bill has a brilliant mind for software. He was extremely resourceful, and a very creative programmer, able to research and solve the most stubborn IT issues.

C. Options/Analysis

Approve emeritus status for Bill Simpkins
Decline approval of emeritus status for Bill Simpkins

D. Timing

Effective at the end of the 2013-14 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for **Bill Simpkins**.

F. Budget Impact None.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally Sorenson, Director of Human Resources

A. Action Under Consideration

Accept the recommendation of the Insurance Committee to **continue the current health plan options for medical, dental and vision coverage through OEGB for the Plan Year 10/01/2014 – 09/30/2015.**

Unless otherwise negotiated and approved by the Board, the College's monthly contribution is limited to 90% of the plan or \$1,427.49 whichever is less. The employee contribution will not be less than 10% of the monthly premium.

B. Discussion/History

The Insurance Committee attended a presentation by OEGB on Monday, May 19th to hear about the available insurance plan options for medical, dental, and vision coverage for the upcoming benefit plan year from 10/01/2014 through 09/30/2015. The Insurance Committee met on Friday, May 30th to review the insurance plan options, discuss all of the options that OEGB offers and determine whether to recommend adding any additional plans. Ultimately the Committee recommended to continue offering the same plans as last year with no changes.

Currently the College is contributing up to the cap of \$1,427.49/month for full-time, benefit-eligible employees, with an employee contribution of not less than 10%.

C. Options/Analysis

- **Approve** the Insurance Committee's recommendation to continue offering the current health plan options (Medical Plans: B, C, D, E and H, Dental Plan #2 and Willamette Dental; and Moda Vision Plan).
- **Amend** the recommendation from the Insurance Committee to offer additional OEGB plans, or remove one or more of the current plan options.
- **Decline** approval of the recommendation from the Insurance Committee.

D. Timing

OEGB requires that the College's final benefit plan elections be filed online by Human Resources on or before Friday, June 13, 2014, to be effective at the beginning of the benefit plan year on 10/01/2014.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves the recommendation by the COCC Insurance Committee to renew the five health plans, two dental plans, and vision plan for the 2014-15 benefit plan year.

- F. Budget Impact** - The 2014-15 budget as approved by the budget committee includes a 5% increase in the College's monthly insurance contribution. The premium for the 2014-15 benefit plan year increased by 8.4%.

Exhibit: 9.h

Date: June 9, 2014

Approval ____ Yes ____ No

Motion:

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

Prepared by: Sally Sorenson- Director of Human Resources

A. Action Under Consideration

Pending a successful protest period, Authorize President Middleton or his designee to enter into a contract Award resulting from solicitation #1452-14 Temporary Personnel Services to Barrett Business Services, Inc (BBSI) for an initial contract period of three years.

B. Discussion/History

The College uses short-term temporary personnel in a variety of situations at the College, most notably in Campus Services. The current contract for Temporary Services expires on June 30th; a formal solicitation was issued resulting in five proposals and the College has determined BBSI to be the highest-ranked proposer.

The contract will include a mark-up percent of 33% on hourly temporary personnel recruited by BBSI and sent on assignment to the College. Following the initial contract period the College has the option to renew for two additional one-year periods, and the vendor may at that time request a price adjustment to be based on the appropriate Consumer Price Index division at that time.

C. Options/Analysis

- 1) Accept the proposal and authorize President Middleton or his designee to sign contract #1452-14 Temporary Personnel Services with BBSI.
- 2) Not accept the proposal from BBSI and go out for a new solicitation.

D. Timing

Approval at this time will enable the College to award the vendor in time to start services with BBSI by the time the current contract expires.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the proposal for Temporary Personnel Services for an initial three-year contract paying a markup rate of 32%, with two possible one-year terms, and direct that a contract be executed.

F. Budget Impact

The cost of temporary services is included in departmental budgets; consequently awarding this contract will have no budget impact.

Exhibit: 9.i
Date: June 11, 2014
Approved: Yes ___ No ___
Motion: _____

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Charles Abasa-Nyarko – 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 2014-15 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 2014-15 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 2014-15

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 | Baldassari, Karl | Justin Borowsky |
| Brian Bubak | *Emma Chaput | Monte Cheney | Elizabeth Coleman |
| William Cravis | Jennifer Cruickshank | Josh Evans | Sarah Fuller |
| Jessica Giglio | Murray Godfrey | *Annemarie Hamlin | Jessica Hammerman |
| *Sara Henson | *Mara Kerr | Jason Lamb | *Dawn Lane |
| John Liccardo | *Deborah Malone | *Mick McCann | *Owen Murphy |
| *Matthew Novak | Paul Pelly | Fleur Prade | Christine Rubio |
| *Jessica Russell | Tony Russell | Schneider, Alisa | *Eric Spieth |
| Ken Swartwout | Joyce Thompson | Forrest Towne | Malinda Williams |
| 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.

Note: No faculty were up for tenure this year

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.

| | | | |
|-----------------|--------------------------|---------------------|-------------------|
| *Jacob Agatucci | *Thomas Barry | Art Benefiel | Steve Bidlake |
| Ron Boldenow | Peter Casey | Lew Cousineau | Deb Davies |
| Michele Decker | Stacey Donohue | Mark Eberle | Jim Ellis |
| Bruce Emerson | Cat Finney | *Theresa Freihoefer | Michael Gesme |
| Kevin Grove | Amy Harper | Scott Hays | Franz Helfenstein |
| Bill Hoppe | Amy Howell | Bev Jackson | Eddie Johnson |
| *James Knox | LilliAnn Linford-Foreman | David Liu | Eric Magidson |
| Robin Martinez | Ken Mays | Bret Michalski | James Moodie |

| | | | |
|--------------|------------------------|----------------------|-------------------|
| Jane Morrow | Lynn Murray | Doug Nelson | Sean Palagyi |
| Tim Peterson | Ralph Phillips | Rebecca Plassmann | Donna Raymond |
| Tina Redd | Bob Reynolds | Sean Rule | Kiri Simning |
| *Kathy Smith | Eleanor Sumpter-Latham | Dana Topliff | Margaret Triplett |
| Monica Vines | Ricky Virk | Rebecca Walker-Sands | 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.

| | | |
|-----------------|--------------------|----------------------|
| Cora Agatucci | Jon Bouknight | Julie Downing |
| Carson Haury | Carol Higginbotham | Julie Hood Gonsalves |
| Chuck Hutchings | Julie Keener | Terry Krueger |
| Kathy McCabe | Charlie Naffziger | Andria Woodell |

TEMPORARY FACULTY

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

| | | | |
|---------------|------------------|-------------|-------------|
| Thor Erickson | Rebecca Franklin | Laura Hagan | Sam La Duca |
| Paula Simone | Siobhan Watson | | |

*indicates considered for and awarded promotion this year.

Exhibit: 9.j
Date: June 11, 2014
Approval ___Yes___No
Motion_____

RESOLUTION

Prepared by Sally Sorenson, Director of Human Resources

A. Action Under Consideration

A request for approval to rehire administrative, confidential and supervisory staff on the appropriate renewal documents for 2014-2015.

B. Discussion/History

Annual employment contracts are issued to administrative, confidential and supervisory employees in June of each year for the following fiscal year. The conditions for the issuance of all such employment contracts, which include satisfactory performance, are contained in the Board-approved *Handbook for Exempt, Confidential and Supervisory Employees*. A list of administrative, confidential and supervisory employees for rehire is attached

One-Year contracts include the following:

- Temporary Contracts: Administrators funded by grant money or on temporary assignments.
- Probationary contracts: issued during the first three years of a regular exempt appointment.
- Regular appointment contracts: issued with the fourth year appointment.

Three-Year Contract requirements:

- Continuing contracts require the recommendation of the President. They are issued to administrators who have worked a total of ten years for COCC in an administrative position and are at Level 26 or above on the current administrative salary schedule.

C. Options/Analysis

Approve rehire recommendations for administrative, confidential and supervisory staff on employment contracts as appropriate.

Decline the rehire recommendations for administrative, confidential and supervisory staff on employment contracts as appropriate.

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approve the rehire recommendations for administrative, confidential and supervisory staff for the 2014-2015 fiscal year.

E. Budget Impact

Funds for administration, confidential and supervisory salaries are contained in the approved 2014-2015 budget.

F. Miscellaneous

9.j

**Approval to Rehire Administrative, Confidential and
Supervisory Staff for 2014-2015 (Revised 06/11/14)**

| NAME | POSITION TITLE |
|------|----------------|
|------|----------------|

Temporary

| | |
|-----------------|---|
| Friant, Kalea | CASE Career Coach (Part Time) |
| Bauman, Tucker | ABS – DRCI Welding Program Director |
| Brecke, Richard | Construction Project Manager |
| Bruce, Tanya | Grants Coordinator |
| Hayes, Rick | Construction Project Manager |
| McCrea, Darren | Bond Technology Project Manager |
| Narum, Janet | Director of Corrections Education, DRCI |

Probationary

| | |
|---------------------|---|
| Armour, John | Curriculum and Workforce Data Coordinator |
| Beaulieu, Mike | Campus Services Operations Supervisor |
| Bernard, Megan | Student Life / Juniper Hall, Resident Director |
| Boone, Aaron | ITS Systems Administrator |
| Capozzola, Dianne | Assistant Director of Human Resources |
| Cervantes, Willin | Latino College Preparation Program Coordinator |
| Curley, Steven | SBDC Director |
| Dymond, Wesley | Information Security Administrator |
| Elliott, Seth | Campus Public Safety Supervisor |
| Fisher, Michael | Instructional Dean |
| Ford, Courtney | Director of Admissions and Registrar |
| Frost, Jason | Assist Dir. of Admissions and Records – Curriculum and Technology |
| Gunnell, Christa | Human Resources Employment Supervisor |
| Graham, Caren | Marketing & Operations Manager |
| Gregoire, Deborah | PT Academic Advisor |
| Harris, Chad | Instructional Dean |
| Hayes, Tyler | Financial Aid Advisor |
| Hovekamp, Tina | Director of Library Services |
| Jones, Drew | Assistant Director, Recruitment & Outreach |
| Jordan, Bonnie | PT Academic Advisor |
| Kristensen, Suzanne | COCC Campus Administrator, Prineville (Regular Status) |
| Parisi, Leslie | Tutoring Coordinator, Writing Center |
| McCoy, Christopher | Custodial Supervisor - Nights |
| Metcalf, Aimee | Assistant Director of College Relations |
| Metcalf, Shirley | Extended Learning Dean |
| Mills, Chris | Student Module Manager / Analyst |
| Newby, Jennifer | Instructional Dean |
| Nichols, Brittany | Development Officer - Foundation |
| Pantenburg, Leon | PT Student Newspaper Advisor |
| Ricketts, Gina | Native American Program Coordinator |
| Rogers, Barry | Senior Web Developer |
| Roshau, Kristine | Instructional Technical Systems Specialist |

P.J.

| | |
|------------------------|--|
| Schulz, Gerald (Jerry) | Director of Continuing Education |
| Shew, Jennifer | HRIS/Business Module Manager |
| Sorenson, Sally | Director of Human Resources |
| Sphatt, Nick | Director of EMS & Structural Fire |
| Stock, Ryan | Facilities Maintenance Manager |
| Sylwester, Breana | Assistant Director, Financial Aid |
| Towne, Silas | Supervisor, Science Lab Techs & Tutors |
| Wright, Beth | PT Placement Test Coordinator |

Regular

| | |
|----------------------|---|
| Andresen, Sharla | Director of Contracts & Risk Management |
| Barry, Seana | Assistant Director - Admissions & Records |
| Bellusci, Sharon | Student Services Technology Coordinator |
| Bennett, Jim | Security Coordinator |
| Beyer, Pamela | Financial Aid Technical Specialist |
| Boehme, Laura | Assistant Director ITS / Infrastructure |
| Bowling, Michael | Institutional Systems Analyst |
| Chavez, John | Academic Advisor |
| Cecchini, Daniel | Director of Information Technology |
| Coil, Carrie | Foundation Accountant (<u>retiring Summer 2014</u>) |
| Darwin, Julian | Culinary Program Manager |
| DeBaal, Wade | Assistant Network Administrator |
| DeSilva, Michele | Emerging Technologies Librarian |
| Kalanquin, Diana | Academic Advisor/Allied Health |
| 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 |
| Floyd, Jeff | Senior Network Administrator |
| Hagan, Deborah | Director of Secondary Programs |
| Hagenbach, David | Sign Language Interpreter |
| Huckins, Shelley | Payroll Supervisor |
| Jeffreys, Cynthia | Systems Integrator |
| Jumper, Nancy | Community Learning Program Manager |
| Kimball, Kevin | Chief Financial Officer |
| Knox, Rachel | Community Learning Program Manager |
| Kristiansen, Suzie | COCC Campus Administrator, Prineville |
| Lantis, Glenda | Community Learning Program Manager |
| Manriquez, Stephanie | Program Director – LMT (.75 FTE) |
| Matsumura, Jessie | Applications Analyst/Programmer |
| Mosier, Julie | Purchasing Coordinator |
| Multop, Kevin | Director of Student Financial Aid |
| Niswonger, Paul | Linux Systems / Oracle Database Administrator |
| Pederson, Jeffrey | Systems Administrator |
| Pierce, Brynn | Director of Institutional Effectiveness |
| Podell, Keri | PT Academic Advisor |

9.j

| | |
|------------------|---|
| Price, Gordon | Director of Student/Campus Life |
| Richards, Jeff | Engineering Systems Coordinator |
| Roth, Karen | Director of Multicultural Activities |
| Roy, Lynn | MIS Business Systems Programmer |
| Sandoval, Evelia | Latino Student Program Coordinator |
| Sea, Edward | Assistant Director, ITS / MIS |
| Smith, Kellie | Director of Tutoring and Testing Center |
| Snead, Courtney | COCC Campus Administrator, Madras |
| Stennett, Paul | Community Learning Program Manager |
| Underdal, Taran | Student Activities Coordinator |
| Viola, Joe | Director of Campus Services |
| Jenkins, Annie | Disability Services Coordinator |
| Wheeler, Paul | Student Housing Coordinator |
| Wilcox, Jim | Business Counselor |

Currently on 3-Year Contracts

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

Confidential/Supervisory

| | |
|-------------------|--|
| Newcombe, Stephen | Administrative Assistant - VPI |
| Smith, Julie | Executive Secretary – President and Board of Directors |
| Peters, Jennifer | Administrative Assistant 2 – VP for Administration |

Central Oregon Community College
Monthly Budget Status
Highlights of April 2014 Financial Statements

Prepared by: Lisa Bloyer-Director of Accounting

Cash and Investments

The Colleges' operating cash balances currently total \$37.9 million. The April average yield for the Local Government Investment Pool remains unchanged at .54 percent.

The 2010 General Obligation Bond proceeds held in cash total \$1.2 million as of the end of March. COCC issued \$20.9 million in Full Faith & Credit bonds this month to construct the new Residence Hall. The bond proceeds were invested in the Local Government Investment Pool, commercial paper, and the US Bank bond account .

General Fund Revenues

The College received the final State Aid payment of \$1.58 million this month. Tuition and fee revenues remain flat from the prior month. All inter-fund transfers-in have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

The expenses include the scheduled annual inter-fund transfers-out for the fiscal year. Transfers-out have exceeded the budget due to the additional financial support provided to the COCC Foundation.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of April 30, 2014

| College Portfolio | <u>Operating Funds</u> | <u>Bond Funds</u> | <u>Trust/Other Funds</u> |
|--------------------------------------|----------------------------|-----------------------|------------------------------|
| Cash in State Investment Pool | | | |
| Pool account 4089 | \$34,347,950 | | |
| Pool account 5482 | | | \$555 |
| Pool account 3624 | | | \$374,209 |
| Pool account 3816 | | \$888,669 | |
| Pool account 3844 | | \$357,845 | |
| Pool account 3707 | | \$11,275,325 | |
| April Average Yield .54% | | | |
| Cash in USNB | \$3,576,066 | | |
| Cash in USNB - Bond Funds | | \$793,637 | |
| Investments | | | |
| Commercial Paper | | \$8,000,000 | |
| Coupon Rate .20% | | | |
| Cash on Hand | \$4,300 | | |
| Total Cash | <u>\$37,928,316</u> | <u>\$21,315,476</u> | <u>\$374,765</u> |

Central Oregon Community College
Monthly Budget Status
 April 2014

Exhibit 10.a
 11-Jun-14

| <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 | \$ 11,895,000 | \$ 11,843,309 | \$ (51,691) | 99.6% | 100.0% |
| Prior Taxes | 790,000 | 455,729 | (334,271) | 57.7% | 79.6% |
| Tuition and fees | 19,723,000 | 18,998,616 | (724,384) | 96.3% | 97.6% |
| State Aid | 6,291,000 | 6,739,794 | 448,794 | 107.1% | 70.9% |
| Interest & Misc. Income | 75,000 | 96,285 | 21,285 | 128.4% | 59.7% |
| Transfer-In | 1,745,000 | 1,745,000 | - | 100.0% | 100.0% |
| Total Revenues | \$ 40,519,000 | \$ 39,878,734 | \$ (640,266) | | |
| Expenses by Function | | | | | |
| Instruction | \$ 18,752,536 | \$ 14,608,776 | \$ 4,143,760 | 77.9% | 79.0% |
| Academic Support | 2,949,282 | 2,099,978 | 849,304 | 71.2% | 73.7% |
| Student Services | 4,602,112 | 3,377,874 | 1,224,238 | 73.4% | 75.8% |
| College Support | 4,833,106 | 3,762,849 | 1,070,257 | 77.9% | 77.6% |
| Plant Operations and Maintenance | 4,302,983 | 3,054,331 | 1,248,652 | 71.0% | 69.5% |
| Information Technology | 3,548,862 | 2,654,940 | 893,922 | 74.8% | 76.7% |
| Financial Aid | 52,897 | 50,890 | 2,007 | 96.2% | 76.2% |
| Contingency | 800,000 | - | 800,000 | 0.0% | 0.0% |
| Transfers Out | 2,674,060 | 2,684,596 | (10,536) | 100.4% | 100.0% |
| Total Expenses | \$ 42,515,838 | \$ 32,294,233 | \$ 10,221,605 | | |
| Revenues Over/(Under) Expenses | \$ (1,996,838) | \$ 7,584,501 | \$ 9,581,339 | | |

Central Oregon Community College
Monthly Budget Status
April 2014

Exhibit 10.a
11-Jun-14

| | <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>Other funds:</u> | | | | | |
| Debt Service Fund | | | | | |
| Revenues | \$ 4,372,766 | \$ 4,120,940 | \$ (251,826) | 94.2% | 96.4% |
| Expenses | 4,488,590 | 2,608,899 | 1,879,692 | 58.1% | 59.8% |
| Revenues Over/(Under) Expenses | \$ (115,824) | \$ 1,512,042 | \$ 1,627,866 | | |
| Grants and Contracts Fund | | | | | |
| Revenues | \$ 1,917,602 | \$ 722,079 | \$ (1,195,523) | 37.7% | 52.2% |
| Expenses | 2,029,866 | 947,010 | 1,082,856 | 46.7% | 50.4% |
| Revenues Over/(Under) Expenses | \$ (112,264) | \$ (224,931) | \$ (112,667) | | |
| Capital Projects Fund | | | | | |
| Revenues | \$ 30,498,168 | \$ 23,865,022 | \$ (6,633,146) | 78.3% | 31.5% |
| Expenses | 27,998,138 | 11,005,498 | 16,992,640 | 39.3% | 19.6% |
| Revenues Over/(Under) Expenses | \$ 2,500,030 | \$ 12,859,524 | \$ 10,359,494 | | |
| Enterprise Fund | | | | | |
| Revenues | \$ 7,201,733 | \$ 4,195,113 | \$ (3,006,620) | 58.3% | 59.5% |
| Expenses | 7,744,533 | 3,482,410 | 4,262,123 | 45.0% | 55.3% |
| Revenues Over/(Under) Expenses | \$ (542,800) | \$ 712,704 | \$ 1,255,504 | | |
| Auxiliary Fund | | | | | |
| Revenues | \$ 9,997,435 | \$ 7,607,876 | \$ (2,389,559) | 76.1% | 86.7% |
| Expenses | 10,397,527 | 7,462,391 | 2,935,136 | 71.8% | 78.3% |
| Revenues Over/(Under) Expenses | \$ (400,092) | \$ 145,485 | \$ 545,577 | | |
| Reserve Fund | | | | | |
| Revenues | \$ 11,740 | \$ - | \$ (11,740) | 0.0% | 0.0% |
| Expenses | 480,000 | 378,655 | 101,345 | 78.9% | 83.3% |
| Revenues Over/(Under) Expenses | \$ (468,260) | \$ (378,655) | \$ 89,605 | | |
| Financial Aid Fund | | | | | |
| Revenues | \$ 22,672,398 | \$ 15,788,973 | \$ (6,883,425) | 69.6% | 78.4% |
| Expenses | 22,697,785 | 16,107,171 | 6,590,614 | 71.0% | 79.7% |
| Revenues Over/(Under) Expenses | \$ (25,387) | \$ (318,198) | \$ (292,811) | | |
| Internal Service Fund | | | | | |
| Revenues | \$ 389,095 | \$ 258,832 | \$ (130,263) | 66.5% | 75.0% |
| Expenses | 410,070 | 262,124 | 147,946 | 63.9% | 72.6% |
| Revenues Over/(Under) Expenses | \$ (20,975) | \$ (3,293) | \$ 17,682 | | |
| Trust and Agency Fund | | | | | |
| Revenues | \$ 1,900 | \$ 1,579 | \$ (321) | 83.1% | 91.9% |
| Expenses | 3,000 | 2,500 | 500 | 83.3% | 88.9% |
| Revenues Over/(Under) Expenses | \$ (1,100) | \$ (921) | \$ 179 | | |

Information Technology Update – May 2014

Current Projects

The **Redmond Technology Center** is a 34,000 square foot, two-story building under construction on our Redmond Campus. The building includes 9 classrooms, 3 computer labs, and 4 skills labs. The **A/V Systems** project will provide state-of-the-art audio and video systems as well as recording capability for several of the classrooms in the **Redmond Technology Center**. In addition to office space, the **Vet. Tech.** remodel will provide a pharmacy, x-ray room and hands-on lab experience for students. Depending upon final design, the **Ochoco** remodel could provide office space for faculty from both the Humanities and World Languages & Culture Departments. The **Residence Hall** project is an approximately 83,000 square foot, multi-level structure that will provide cable television, internet and wifi service to 80 suites and 330 beds. The **ResNet Services** project for the new **Residence Hall** will provide students with cable television, internet and wifi services as well as 24x7 technical support, should it be needed.

Schedule Status

The **Redmond Technology Center**, **Residence Hall**, **Vet., Tech. Remodel**, and the **Redmond Technology Center AV Systems** projects are all on schedule at this time.

Activity in May

The CAT6 data cable installation and all terminations within the **Redmond Technology Center** are complete. In addition, the backbone fiber connection from the Redmond Campus has been connected to our network through Redmond Building 1, allowing the COCC ITS Department to install network equipment so that the HVAC, lighting, door access control, alarm, fire panel, and irrigations systems could begin operation and commissioning. While the AV Contractor is not scheduled to begin work on the **A/V Systems installation** until the first week of June, they have been able to install speakers as well as microphone and video control wire within the **Redmond Technology Center**. Design and low-voltage scope for the **Ochoco & Veterinary Technician remodels** are continuing to take shape. Discussions and review of low-voltage design and implementation for the **Residence Hall** project are ongoing. The COCC Board of Directors approved a proposal from Apogee for **ResNet Services**.

Information Technology Update – May 2014

Photos – Redmond Technology Center



Chemical Fire Suppression Testing –MDF, 2nd Floor



Speaker Installations – Community Room

Information Technology Update – May 2014



Data Cable Terminations – MDF 209

Upcoming Activities – June

Testing and certification of the data cable and fiber installations at the **Redmond Technology Center** should continue through the first week of June. The ITS Department will also begin testing systems and installing additional network equipment and wireless access points. The AV Contractor will arrive onsite full time to continue the **A/V Systems installation** within the **Redmond Technology Center**. Design and low-voltage scope for the **Veterinary Technician** remodel should be near completion. Work with Apogee, the **ResNet Services** provider, to review infrastructure within the **Residence Hall** should begin. Design and review of the **Ochoco** remodel is on hold until we have further direction.

Information Technology Update – May 2014

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, Redmond Technology Center

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

General Contractor, AV Systems Installation

Delta Systems Integration, Inc.
2450 NW Eleven Mile Avenue
Gresham, OR 97030
503-907-0137

General Contractor, Residence Hall

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

Ochoco Remodel – May 2014 Update

Scope

The remodeled Ochoco building will house both the Humanities and World Languages and Cultures departments. The primary focus will be on providing new office spaces to gather the departments into one area of the building. Both departments are currently widely dispersed across campus. Secondary goals for the project include improvements to the current classrooms and possible lab space for the departments. Secondary goals are dependent on how far the budget will stretch.

Budget Status

The current total project budget is \$1,778,000. See the attached for current estimates for the two scenarios that are currently being considered. The need for large scale asbestos mitigation was not expected and has impacted the budget. Funding is currently dedicated for Phase I only. Additional funds may be identified to complete the whole remodel.

Change Order Activity

N/A.

Schedule Status

The project will now be opening for Fall of 2015 regardless of the scope that is settled on. Bid date is projected for 9/18/14.

Recent Activity

Permit drawings are being prepared. A bidding strategy is being discussed. .

Activity Next Month

Drawings will go in for permit. Bid documents will be prepared for an August 20th RFP.

Ochoco Remodel – May 2014 Update

Project Participants

COCC Stakeholder Group

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

Design Team

| | | |
|-------------|---|-----------------------|
| Mark Rossi | - | Pinnacle Architecture |
| Mindy Lyman | - | Pinnacle Architecture |
| Peter Baer | - | Pinnacle Architecture |

Contractor Group

TBD

Residence Hall May 2014 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 Mount Washington Drive, via a private 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

None this month.

Schedule Status

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

Activity in May

Obtained Partial Public Works and Utilities permit approval. Waterline is being installed but improvements in Mt Washington Drive
Obtain phase 1 building permit for foundation work and under slab electrical. Receiving courtesy inspections for under slab plumbing.
Project schedule of values finalized. Project schedule is still under review.
Completed commissioning kickoff meeting.
Groundbreaking ceremony occurred on May 14, 2014.
Completed parking lot and drive subgrades.
Began building area subgrade creation and footing excavation at lower bar.
Began footing pours at lower bar.
Recommended Apogee to be awarded the ResNet contract.
Completed the majority of road and parking lot subgrade.
Constructed 40% of the rock retaining walls.

Activity planned for June

Complete road and parking lot subgrade and rock retaining walls.
Obtain all remaining permits for project.
Finalize project schedule.
Install gravel at area of the parking lot for contractor trailers and parking.
Continue building pad creation and footing excavation at middle bar.
Complete footings at lower bar.
Begin footing pours at middle bar.
Waterproof retaining walls at lower and middle bars.

Residence Hall May 2014 Status Report



Residence Hall May 2014 Status Report



Residence Hall May 2014 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 2014 Status Report

Project Participants

COCC Steering Committee

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

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

Design Consultant

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

Construction Manager General Contractor

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

Technology Education Center – May 2014 Update

Scope

A 34,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

Budget Status

The budget for the overall project is \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon.

Change Order Activity

Minor change order activity this month is detailed in the attached change order log.

Schedule Status

The project started on April 22nd and is on schedule to open for Fall Classes of 2014.

Recent Activity

Temporary Certificate of Occupancy was awarded on 5/29. Substantial completion is pending however COCC is free to install furniture and to proceed with our AV installations. Landscape planting is nearly complete, paving and striping is complete. Final clean is proceeding and building commissioning is underway.

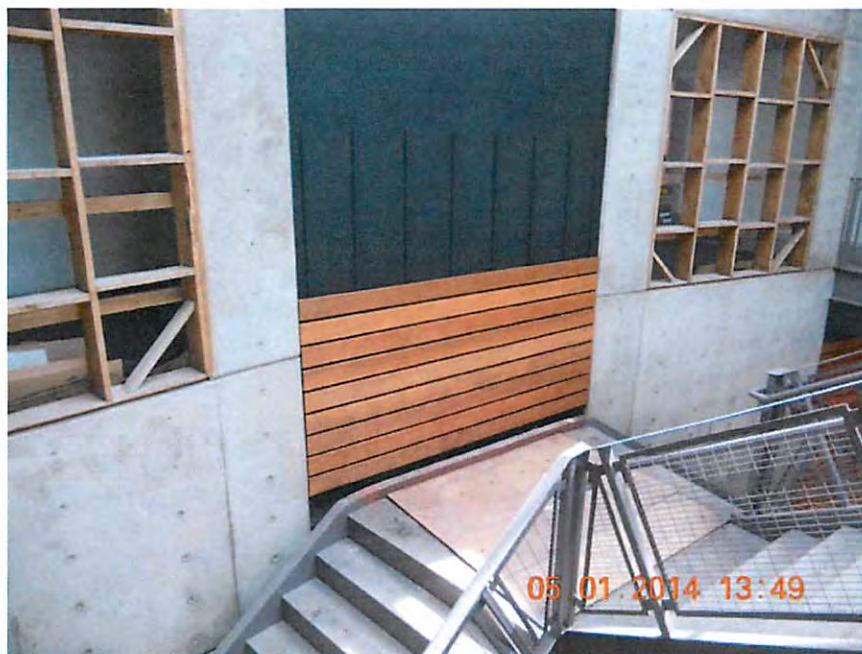
Activity Next Month

Punchlist, final touch-ups, finalize commissioning. Final Completion.

Technology Education Center – May 2014 Update



Main Entrance



Main Stairs

Technology Education Center – May 2014 Update



Paving Complete



Main Lobby Balcony

Technology Education Center – May 2014 Update

Project Participants

COCC Stakeholder Group

| | | |
|--------------------------|---|----------------------------------|
| Shirley Metcalf | - | Extended Learning Dean |
| Matt McCoy | - | VP for Administration |
| Jerry Schulz | - | Director of Continuing Education |
| Chris Redgrave | - | Director of MATC |
| Gene Zinkgraf | - | Director of Construction |
| Rich Brecke | - | Project Manager |
| Darren McCrea/Jeff Floyd | - | Construction IT Specialist |
| Julie Mosier | - | Purchasing Coordinator |

Design Team

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

Contractor Group

| | | |
|------------------|---|--|
| Bill Maguire | - | Project Manager, Kirby Nagelhout Construction |
| Mike Carter, Jr. | - | Project Superintendent, Kirby Nagelhout Construction |
| Mark Miller | - | General Superintendent, Kirby Nagelhout Construction |
| Jeff Deswert | - | President, Kirby Nagelhout Construction |

Veterinary Tech Remodel at BAC– May 2014 Update

Scope

This project entails purchasing the BrightSide Animal Center Event Center and performing some minimal remodel within the building to achieve the Veterinary Tech minimum program needs for a laboratory space. A future phase would add a Lab/Classroom, expanded Pharmacy Lab and a complete Surgery area. Phase 2 will remain on hold until funding is identified.

Budget Status

The project budget, which includes land and building acquisition, is \$486,000.

Change Order Activity

N/A.

Schedule Status

The Vet Tech Lab space will be ready for Fall Quarter of 2014.

Recent Activity

COCC completed the building purchase. Drawings are in to the City for Permit. Brightside Animal Center is moving out of the building and will be out by June 9th. IT is coordinating the connectivity requirements for the new equipment.

Activity Next Month

Pull remodel permit. Start of remodel.

Veterinary Tech Remodel at BAC– May 2014 Update

Project Participants

COCC Stakeholder Group

| | | |
|-----------------|---|--|
| Matt McCoy | - | VP for Administration |
| Shirley Metcalf | - | Interim VP for Instruction |
| Jenni Newby | - | Instructional Dean |
| Beth Palmer | - | Interim Veterinary Technician Program Director |
| Rich Brecke | - | Project Manager |
| Darren McCrea | - | Construction IT Specialist |
| Julie Mosier | - | Purchasing Coordinator |

Design Team

| | | |
|-----------------|---|------------------------------|
| Scott Steele | - | Steele Associates Architects |
| Stephen Hockman | - | Steele Associates Architects |
| Krista Appleby | - | Steele Associates Architects |
| Summer Oman | - | Steele Associates Architects |

Contractor Group

| | | |
|------------|---|------------------|
| Kevin Link | - | SunWest Builders |
|------------|---|------------------|

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Joe Viola, Director of Campus Services

A. Issue

2014-2015 Maintenance Projects (Schedule) Prioritization

B. Discussion/History

Per Board Policy, EL5: Asset Protection - Central Oregon Community College's maintenance projects (schedule) must be reviewed at least annually. This policy ensures that College assets remain protected and adequately maintained.

Attached you will find the proposed Maintenance Projects for 2014-2015. This proposed maintenance project list contains projects identified by our Maintenance staff, as well as input from administrators, faculty, and students. Being carried over from last year are the proposed Mazama Upgrades, and Pence-Pinckney repairs.

Projects on the Maintenance Projects 2014-2015 list, were prioritized by the Director of Campus Services, and submitted to the Institutional Support Committee (ISC) on May 1, 2014. The I.S.C. is composed of faculty, staff, and students. The ISC discussed the projects, and recommended a final prioritization. This list was refined based on the available funding in the REPAIR account, and submitted to the President.

The Central Oregon Community College Maintenance Projects are listed as Priority 1, 2, and 3, and separated for the Bend, Redmond, and Madras campuses. The Madras Campus does not have any Priority 1 recommended maintenance projects on the list for this year, since it is only two years old.

\$575,500 is budgeted in the 2014-2015 Proposed Budget for Maintenance Projects on the Bend Campus. This budget amount, with anticipated carry forward from the 2013-2014 Budget, will closely cover the cost of all Priority 1 Maintenance Projects noted on the attached Maintenance Projects Schedule.

The Redmond Campus Priority 1 Projects will need to be funded by revenue generated from the current tenants. Past maintenance reserves were removed from the Redmond Operations account to pay off debt. The projected revenue is sufficient to fund the Redmond Campus Priority 1 Projects listed on the Maintenance Projects list.

This Maintenance Projects 2014-2015 list includes "Annual Projects", projects identified in the 2011 Facility Condition Assessment, which included \$2,350,270 "Short Term Repairs for Buildings", and some projects carried over from the previous year. The total for all Priority 1 Projects is \$695,000.

| Central Oregon Community College - Maintenance Projects 2014-2015 | | |
|---|----------------------|--------------------------------|
| | ISC Priorities | |
| | | |
| Project | (* = Annual project) | ISC Priority (1=High,3=Low) |
| | Estimated Cost | |
| Bend Campus | | |
| Landscape/Landscape Repair - Campus Wide* | 20,000 | 1 |
| Concrete Work -Campus Wide* | 20,000 | 1 |
| Asphalt repair/replacement campus wide* | 15,000 | 1 |
| Snow Removal* | 18,000 | 1 |
| Security Measures (Upgrade locksets)* | 5,000 | 1 |
| ADA projects* | 35,000 | 1 |
| Energy Upgrades* | 15,000 | 1 |
| Interior Painting* | 20,000 | 1 |
| Exterior Painting - Bend campus* | 45,000 | 1 |
| Carpet/Flooring Replacement* | 15,000 | 1 |
| Fire Reduction - As Needed* | 5,000 | 1 |
| Physical Plant Safety /Storage Upgrades | 9,000 | 1 |
| Mazama Upgrades to flooring, ceiling tiles, ventilation, paint. | 35,000 | 1 |
| Mazama Upgrades to Upper Level Common Area | 35,000 | 1 |
| Grandview Roof Repair/Replacement (Partial) | 100,000 | 1 |
| Chandler Parking Lot Lights to LED | 15,000 | 1 |
| Boyle Education Center Exterior Wall waterproofing repairs | 75,000 | 1 |
| Tripping Hazards Stairs, Sidewalks | 5,000 | 1 |
| JCI Upgrade HVAC controls in Pence/Pinckney | 51,000 | 1 |
| Address Pinckney safety concerns: bleachers, electrical, storage | 30,000 | 1 |
| Library Carillon repaired | 7,500 | 1 |
| Total Priority 1 Projects Bend Campus | \$ 575,500 | |
| Redmond Campus | | |
| Interior and Exterior Painting | 10,000 | 1 |
| Carpet and Flooring Replacement | 10,000 | 1 |
| Building 2 roof replacement | 80,000 | 1 |
| Building 3 Window Leaks | 10,000 | 1 |
| Landscape/Landscape Repair | 10,000 | 1 |
| Total Priority 1 Projects Redmond Campus | \$ 120,000 | |
| Grand Total Priority 1 Projects | \$ 695,500 | |
| Bend Campus | | |
| Repair Stairs outside Metolius | 65,000 | 2 |
| Asphalt Repair/Replacement Campus Wide | 70,000 | 2 |
| Window coverings throughout Pence | 3,000 | 2 |
| Renovate Modoc Fan Coil Units | 30,000 | 2 |
| Repair entry roadway College Way to upper BEC parking Lot | 15,000 | 2 |
| Mazama Air Conditioning to Addition | 50,000 | 2 |
| Replace Pinckney Center Wood Floor | 150,000 | 2 |
| Campus Trail Design: chips, signs, connection to City Trail | 25,000 | 2 |
| Mazama JCI Control Upgrades | 40,000 | 2 |
| Metolius JCI Control Upgrades | 40,000 | 2 |
| Library JCI control upgrades | 16,000 | 2 |
| BEC sidewalk to bus stop | 36,000 | 2 |
| Upgrade ventilation in lower level Grandview | 25,000 | 2 |
| Hitchcock Remodel | 750,000 | 2 |
| Redmond Campus | | |
| Renovate Rooftop Units 1 & 2 | 100,000 | 2 |
| Madras Campus | | |
| Landscaping upgrade at entrance | 10,000 | 2 |
| Total Priority 2 Projects | \$ 1,425,000 | |
| Library Lighting Upgrades at Entry | 10,000 | 3 |
| JCI Upgrade HVAC controls in Deschutes | 30,000 | 3 |
| JCI Upgrade HVAC controls in Jefferson | 30,000 | 3 |
| JCI Upgrade HVAC controls in Modoc | 21,000 | 3 |
| Replace Ext. Windows | 36,000 | 3 |
| Pave & Light Juniper Lot | 25,000 | 3 |
| Replace window coverings | 6,000 | 3 |
| Pinckney IT: projector, screen, PA system, upgraded lighting | 50,000 | 3 |
| Pinckney Renovation and Remodel | 500,000 | 3 |
| Ponderosa -A/C - Ponderosa 205 (CIS) | 5,000 | 3 |
| Mazama cedar siding replacement at west wall | 10,000 | 3 |
| Repair/Replace Metal handrails | 5,000 | 3 |
| Enhance Shuttle Bus Stops (10) | 50,000 | 3 |
| Total Priority 3 Projects | \$ 778,000 | |
| Total Priority 1,2,3 Projects | \$ 2,898,500 | |

Exhibit: 11.a
June 11, 2014
Approval _____ Yes _____ No
Motion:

**CENTRAL OREGON COMMUNITY COLLEGE
Budget Committee Meeting**

Resolution

Prepared by: Jim Middleton-President

A. Issue

Achievement Compacts – Approval of 2nd Reading

B. Discussion/History

The Achievement Compacts are to be approved through a process paralleling the budget development and are to provide for broad institutional input. The draft Compact has been shared with various constituencies; suggestions have been incorporated.

At the May Budget Committee Meeting, the Achievement Compact was approved by the Budget Committee..

C. Recommendation

Be It Resolved that the Board of Directors do hereby approve the Achievement Compacts for submission to EOIB as presented in Exhibit: 11.a- Attachments.

Central Oregon Community College Achievement Compact for 2014-15

| Outcome Measures | 2012-13 Actual | | 2013-14 Projected | | 2014-15 Target | |
|---|----------------|------------------|-------------------|------------------|----------------|------------------|
| Are students completing their courses of study and earning certificates and degrees? | | | | | | |
| Number of students completing: | All | Underrepresented | All | Underrepresented | All | Underrepresented |
| Adult HS diplomas/GEDs | 373 | N/A | 485 | N/A | 400 | N/A |
| Certificates/Oregon Transfer Modules | 491 | 357 | 528 | 380 | 526 | 374 |
| Associate degrees | 697 | 367 | 720 | 375 | 718 | 366 |
| Transfers to four-year institutions | 1732 | 618 | 1722 | 603 | 1581 | 538 |
| Programs of study (under development) | | | | | | |
| Are students making progress at the college? | | | | | | |
| Number (&/or % where indicated) of students: | All | Underrepresented | All | Underrepresented | All | Underrepresented |
| Enrolled Dev. Ed. Writing who complete (%) | 63% | 61% | 63% | 63% | 63% | 63% |
| Enrolled in Dev. Ed. Math who complete (%) | 64% | 63% | 65% | 65% | 66% | 66% |
| Who earn 15/30 college credits in the year (#) | 5134/2360 | 3106/1471 | 4700/2205 | 2820/1367 | 4300/2018 | 2537/1231 |
| Who pass a national licensure exam (#/%) | 248/88% | N/A | 251/90% | N/A | 254/90% | N/A |
| Are students making connections to and from the college? | | | | | | |
| Number of students who: | All | Underrepresented | All | Underrepresented | All | Underrepresented |
| Are dual enrolled in Oregon high schools | 1044 | 110 | 901 | 64 | 950 | 71 |
| Are dual enrolled in OUS | 971 | 168 | 1016 | 152 | 1045 | 146 |
| Who transfer to OUS | 1349 | 484 | 1340 | 481 | 1230 | 430 |
| Employment (under development) | | | | | | |
| Local Priorities (Optional for each district) | | | | | | |
| Number and/or percentage of students who: | All | Underrepresented | All | Underrepresented | All | Underrepresented |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| What is the level of public investment in the district? | | | | | | |
| | 2012-13 Actual | | 2013-14 Projected | | 2014-15 Target | |
| State funds | 4,818,740 | | 6,775,891 | | 7,436,547 | |
| Local Property tax revenue | 12,461,138 | | 13,033,906 | | 13,677,670 | |
| Total state and local operating funds | 17,279,878 | | 19,809,797 | | 21,114,217 | |

Central Oregon Community College Achievement Compact for 2014-15
For Underrepresented Students 2012-13

| Outcome Measures Actuals for 2012-13 | 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 | * | 34 | 10 | * | 21 | 342 |
| Associate degrees | * | 32 | 14 | * | * | 333 |
| Transfers to four-year institutions | 7 | 84 | 36 | * | 10 | 541 |
| 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 (%) | 50.0% | 100.0% | 100.0% | 0.0% | 0.0% | 61.4% |
| Enrolled in Dev. Ed. Math who complete (%) | 40.0% | 67.9% | 68.4% | 0.0% | 42.9% | 62.8% |
| Who earn 15/30 college credits in the year (#) | 36/11 | 365/159 | 95/38 | 22/8 | 82/29 | 2888/1394 |
| 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 | * | 69 | * | * | 25 | * |
| Are dual enrolled in OUS | * | 47 | 22 | * | * | 101 |
| Who transfer to OUS | * | 69 | 24 | * | 7 | 424 |
| Employment (under development) | | | | | | |

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

Central Oregon Community College Achievement Compact for 2014-15
For Underrepresented Students 2013-14

| Outcome Measures Projected 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? | | | | | | |
| <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 | * | 42 | 22 | * | 21 | 364 |
| Associate degrees | * | 32 | 16 | * | * | 339 |
| Transfers to four-year institutions | 9 | 71 | 34 | * | 10 | 534 |
| 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 (#) | 33/13 | 268/119 | 99/46 | 14/* | 28/11 | 2632/1279 |
| 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 | * | 36 | 8 | * | 15 | * |
| Are dual enrolled in OUS | * | 52 | 16 | * | 8 | 78 |
| Who transfer to OUS | * | 58 | 27 | * | * | 335 |
| Employment (under development) | | | | | | |

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

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

| Outcome Measures Targets 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 | * | 42 | 22 | * | 21 | 358 |
| Associate degrees | * | 32 | 16 | * | * | 330 |
| Transfers to four-year institutions | 8 | 65 | 32 | * | 9 | 474 |
| 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 (#) | 30/12 | 245/109 | 90/42 | 13/* | 26/10 | 2365/1150 |
| 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 | * | 48 | 12 | * | 23 | * |
| Are dual enrolled in OUS | * | 54 | 20 | * | 8 | 73 |
| Who transfer to OUS | * | 53 | 25 | * | * | 295 |
| Employment (under development) | | | | | | |

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

Exhibit: 12.a
Date: June 11, 2015
Approval ____ Yes ____ No
Motion: _____

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Kevin E. Kimball – Chief Financial Officer

A. Action Under Consideration

Property Tax Exemption for Senior Housing

B. Discussion/History

John N. Gilbert, Co-Operating Manager with Pacific Crest Affordable Housing, contacted the College and requested a 20 year property tax exemption for senior affordable housing in Prineville. The proposed IronHorse Lodge low income senior housing project is a two phase apartment project with 26 units in each building. More detail about the project is included in the attached letter from Mr. Gilbert.

From discussion with the Crook County Assessor's office, the IronHorse Lodge project will be classified as "low income affordable housing" and will be taxed at a special low rate. The Assessor's office estimates that the financial impact on COCC by granting the property tax exemption would be less than \$200 per year.

C. Options

1. Approve the resolution as presented.
2. Do not approve the resolution.
3. Defer action until July.

D. Timing

Pacific Crest Affordable Housing application for state funding through OHCS is due at the end of June. COCC board approval at the June board meeting allows this information to be included in the state application.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College does hereby approve the request from Pacific Crest Affordable Housing for a 20 year property tax exemption for the Prineville senior affordable housing project referred to as the IronHorse Lodge project.

F. Budget Impact

Potential reduction of property tax revenues would total \$200 or less per year.

PACIFIC CREST AFFORDABLE HOUSING

The Firehall
5 NW Minnesota Avenue
Suite 210
Bend, Oregon 97701
T (541) 383-2505
F (541) 383-3618

May 2, 2014

Central Oregon Community College
2600 NW College Way
Bend, OR 97701

RE: Request for 20 Year Property Tax Exemption for Senior Affordable Housing in Prineville

Dear COCC Board,

The purpose of this letter is to formally request that Central Oregon Community College exempt its portion of property taxes for a period of 20 years for IronHorse Lodge (the "Project"), a two phase apartment project for low income seniors in Prineville. Each phase includes a 26 unit apartment building. This request is contingent upon the Project being awarded funding from the State of Oregon's Housing and Community Services department ("OHCS") for each phase.

Background on Tax Exemptions

State of Oregon Revised Statute (ORS) 307.515 to 307.537 permits local taxing authorities to exempt property taxes for qualifying affordable multi-family rental projects for a period of 20 years. Under the statute, qualifying projects can receive a 100% exemption if taxing districts accounting for 51% or more of the total property taxes, agree to the exemption. At the current property tax rates, the City of Prineville (18.4%), the Crook County School District (29.1%), and one other taxing district constitute over 51%.

In order for a project to apply for tax exemption under ORS 307.515 to 307.537, the local jurisdiction must first adopt a tax exemption program. The City of Prineville adopted this program for affordable multi-family rental housing in July, 2013.

Timing

Applications for funding through OHCS are anticipated to be due around June 30, 2014. Notification of funding is expected in September of 2015 and construction is anticipated to begin in late April of 2015, with occupancy in December of that year.

Who will IronHorse Lodge serve?

IronHorse Lodge will serve seniors aged 55 and older earning less than 60% of Area Median Income (“AMI”) for Crook County.

We anticipate the following demographic profile for the project:

- 55 – 90 years old
- average age of 70 - 75 years old
- 90% single person households
- 75% - 85% female
- Income range \$8,000 - \$25,500 per year
- Income is predominantly from Social Security
- Average income approximately \$12,000 per year

How affordable are the rents?

The rents are tied to AMI, which is established annually by HUD (US Department of Housing and Urban Development), a federal agency. HUD publishes maximum rents each year based on household size, income, and cost of local utilities. All rents are federally mandated to remain below the maximum limits set by HUD for the duration of the affordability period.

We establish our rent thresholds as low as possible to best serve a community’s needs, and our rents are generally well below the maximum limits set by HUD. The rents at IronHorse Lodge are planned to be affordable to households earning either 30% of AMI, 40% of AMI, or 50% of AMI, depending on the unit.

Today, the monthly rents including all utilities for 1-bedroom units would range from \$298 to \$498, and the monthly rents including all utilities for 2 bedroom units would be \$597.

Historically, our rents are approximately 35% below market rents for comparable apartments.

What is the demand for this kind of project?

Our preliminary research indicates that there is a strong demand for affordable housing for senior households in Crook County earning 60% of AMI, or less. A third party market study is underway and we are confident that the analysis will confirm our initial findings.

How long is the affordability period?

The affordability period will be 60 years.

Who will ensure that the rents really do stay affordable?

OHCS awards the federal and state funds required to develop affordable housing throughout Oregon. OHCS legally obligates the developer to keep the project affordable

for the full period of affordability. OHCS has a compliance division that thoroughly reviews each subsidized project on an ongoing basis for the duration of the affordability period to ensure that rents do not exceed affordability limits, that resident incomes are in compliance with income limit requirements, and that property standards are met.

Who benefits from the savings if there is a full tax exemption?

By statute, the full amount of the savings is required to be passed through to the tenants in the form of reduced rent. In the case of IronHorse Lodge a full tax exemption would result in annual savings of approximately \$5,104 per year for each phase, if built today. This savings would be passed through to the tenants by reducing rents by approximately \$16.36 per unit per month.

What does \$16.36 per month mean to the residents?

For our residents, it means more than most of us can imagine. It equates to over 1.5% of the expected average annual income for the residents. When the cost of everyday, necessary items such as gas and milk are escalating at a faster rate than the minimal fixed incomes upon which our residents depend, \$16.36 helps tremendously.

Will a tax exemption help IronHorse Lodge become a reality?

Very much so. The net cash flow after debt service for affordable housing projects is remarkably low. If we held rents at their current projected thresholds without a tax exemption, our net cash flow would become negative and the project's borrowing capacity would be severely impacted. Therefore, we would have to raise rents in order to fill the funding gap. Even with higher rents there may be an insurmountable gap.

Additionally, receiving the tax exemption shows local support for our proposed project, which is important to OHCS and enhances our application for funding. This is meaningful, because the competition for funding is fierce.

Thus, the tax exemption is crucially important to the feasibility of IronHorse Lodge.

Who is Pacific Crest Affordable Housing?

Pacific Crest Affordable Housing is an award-winning, community-minded, for-profit developer of affordable housing. Our mission is to create high quality, environmentally sustainable affordable housing that is comfortable, safe, and secure, thus allowing residents to age comfortably in place. Pacific Crest has developed four apartment buildings for low-income seniors in Central Oregon: 1) Mountain Laurel Lodge, a 54-unit building on Century Drive in Bend, 2) Discovery Park Lodge, a 53-unit building in NorthWest Crossing in Bend, 3) Little Deschutes Lodge phases I & II, each a 26-unit building adjacent to the senior center in La Pine. The Cities of Bend and La Pine, respectively, and the Bend – La Pine School District helped make all four of these projects possible by approving property tax exemptions.

Photos of Pacific Crest's projects are attached.

Do all affordable housing projects apply for tax exemptions?

No. Approximately 75% - 90% of the affordable housing units developed each year are developed by housing authorities and non-profit organizations, which are exempt from property taxes under other Oregon Revised Statutes. ORS 307.515 to 537 was put in place to give the same benefit to projects developed by for-profit entities utilizing and regulated under the same funding programs.

Financial Impact on the COCC

The financial impact on the COCC's operations would be approximately \$193 per year for each phase if they were built today (see the attached Hypothetical SAV Calculation and Tax Estimate for this calculation).

What are the benefits of having IronHorse Lodge?

Besides providing affordable housing for low income seniors, IronHorse Lodge will provide the following benefits:

- 1) Educational opportunities for students in Prineville. The project is planned to include extensive sustainability features, including solar systems, geothermal heating and cooling, and an onsite constructed wetlands wastewater treatment facility. The Little Deschutes Lodge buildings in La Pine have been used by elementary school teachers and college instructors to demonstrate the principles of environmental science and sustainable building. The planned wastewater treatment system, in particular, will provide opportunities for students to learn about biology and ecology. The proximity of IronHorse Lodge to the new elementary school will facilitate such educational opportunities.
- 2) Seniors as volunteers. We will explore ways for our residents to volunteer and help out in classrooms, especially the new elementary school, which will be nearby. A volunteer program could make things easier for teachers and it could be a great way for seniors to stay active and engaged with the community.
- 3) Keeping generations together. Many of our residents are either able to stay in the area with their families, or they are able to move to the area to be with their children and grandchildren, because our projects provide affordable housing options. We believe this is invaluable to the community, families and, in particular, children. Values are passed down and children develop stronger "roots."
- 4) Your tax district would be able to show seniors that it is working for them too. This could be helpful when seeking votes from a traditionally difficult constituency for levies or bond measures.

Will such an exemption open the floodgates to other requests?

No. Such exemptions are only possible for multi-family rental projects developed by for-profit developers that qualify under the City of Prineville's criteria. Since the City of Bend and the City of La Pine adopted their tax exemption programs under ORS 307.515 to

307.537 (in 2003 and 2008, respectively), no other projects have requested exemption in either city.

We are very excited about the prospect of developing IronHorse Lodge. We know first hand the depth of the need for affordable senior housing within the Prineville community and that the residents of such projects are truly grateful for having the opportunity to live securely and confidently in a market that increasingly "prices out" those on fixed incomes.

Thank you very much for your consideration of our request. Should you have any further questions, please do not hesitate to contact us at 541-383-2505.

Very truly yours,

John N. Gilbert
Co-Operating Manager

Exhibit 12 B
June 11, 2014
Approved: ___ yes ___ no
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

**ACTION ITEM
APPOINTMENT OF
PRESIDENTIAL SEARCH ADVISORY COMMITTEE**

Prepared by: Laura Craska-Cooper

A. Action Under Consideration

Appointment of the Presidential Search Advisory Committee.

B. Background

To assist in the recruitment and screening processes for the upcoming search for a new president, the COCC Board of Directors is appointing a Presidential Search Advisory Committee. The group – with representation from COCC Board, faculty, staff and the greater Central Oregon Community (and a student to be named later) – will work with the search consultant and will screen applications and recommend a list of finalists to the Board of Directors, likely in January 2015.

The responsibility of hiring a new president rests solely with the Board of Directors, but this Committee will assist in the process, up to and including the recommendation of finalists.

C. Recommendation

Be it resolved that the Board of Director of Central Oregon Community College do hereby appoint the members of the Presidential Search Advisory Committee as listed with this document.

12.b

COCC Presidential Search Advisory Committee
June 11, 2014

Rick Allen: Former mayor of Madras; currently the interim City Manager of the City of La Pine.

Tom Barry: Professor of Sociology; former President of the COCC Faculty Forum.

Laura Craska-Cooper: Incoming chair, COCC Board of Directors; attorney with Ball Janik LLP.

David Dona: Associate CFO; part-time faculty member in business.

Theresa Freihoefer: Assistant Professor of Business; chair of the business, aviation and culinary department.

Stephanie Goetsch: Former President of Classified Association of COCC; administrative assistant in Information Technology Services.

Carol Higginbotham: President of the COCC Faculty Forum; Professor of Chemistry.

Nicole MacTavish: Principal, Redmond High School; earned her doctorate from Seattle University.

Matt McCoy: Vice President for Administration at COCC; J.D. from the University of Arizona.

Charley Miller: Member of the COCC Board of Directors since 2007; owner of Miller Lumber.

Vikki Ricks: Member of the COCC Board of Directors since 2013; life-long educator, having taught in Idaho and Oregon.

Betsy Skovborg: Vice President at Bigfoot Beverages; board member of COCC Foundation.

Vickery Viles: Director of the CAP Center (Career, Academic and Personal counseling).

Student to be named later.

Administrative support: Ron Paradis: Director of College Relations.