



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, June 12, 2013 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session ORS 192.660 (1)(i) Performance Evaluation of CEO			
6:10 pm	I. Call to Order			Reeder
6:10 pm	II. Introduction of Guests			Reeder
6:15 pm	III. <u>Formal Opening</u> of Public Hearing & Testimony for 2013-14 Budget			
	A. Budget Hearing Input			
6:25 pm	IV. <u>Adjournment</u> of Public Hearing & Testimony for 2013-14 Budget			
6:30 pm	V. <u>Reconvene</u> Regular Public Board of Directors' Meeting			
	VI. Hearing for 2013-14 Budget			
	A. Adoption of the 2013-14 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
6:40 pm	VII. Agenda Changes			
6:40 pm	VIII. Public Hearing and Testimony			
	A. CCWD Commissioner – Annual Visit			Preus ^P
	(Community College and Workforce Development)			
7:00 pm	IX. Consent Agenda***			
	A. Minutes			
	1. Budget – May 8, 2013	9.a1	X	Smith
	2. Regular – May 8, 2013	9.a2	X	
	3. Special Conf. Call Mtg. – May 29, 2013	9.a3	X	
	B. Personnel			
	1. New Hire Report (May 2013)	9.b1	X	Buckles ^A
	C. Approval to Hire			
	1. Abasa-Nyarko	9.c1	X	Sorenson ^A
	2. Allen	9.c2	X	Buckles ^A
	3. Full Time Faculty Rehires	9.c3	X	Metcalf ^A
	4. Franklin	9.c4	X	Sorenson ^A
	5. Contract Approval: Coleman, Giglio, Lamb, McCann, Williams, Pelly, Prade, Baldessari	9.c5	X	Sorenson ^A
	D. 2013-14			
	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, 2012-13	9.e	X	Bloyer ^A
	F. Bid Award-Unarmed Security Officer Services	9.f	X	Mosier ^A

Exhibit: 6.a
Date: June 12, 2013
Approved: Yes No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #1

Prepared by: David Dona - Associate Chief Financial Officer

A. Action Under Consideration

Adopt the College budget for 2013-14.

B. Discussion/History

The Budget Committee discussions for the 2013-14 budget focused on the unusually high level of uncertainties associated with the State's public education system overhaul, new outcomes based funding formula for community colleges, reforms to the Public Employee Retirement System (PERS), and statewide declines in student enrollment. These uncertainties made it more difficult to provide budget information with the standards of precision and confidence provided in the past. The approved budget was developed with conservative estimates in key revenue and expenditure categories. The tuition and fees revenue reflects a decline in credit enrollment equal to the decline experienced in the current year. If enrollment declines exceed projection, the loss of tuition and fees revenue could be offset with anticipated increased state aid support and reduced health insurance and PERS costs. The budget includes an \$800,000 general fund contingency that the Board could authorize to use for additional student success initiatives if revenue or expense savings exceed budget.

No adjustments are recommended to the budget approved by the Central Oregon Community College Budget Committee on May 8, 2013. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate any expenditure in a fund, but expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. Also, the Board cannot increase the property tax rate or amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing (ORS 294.435).

C. Options/Analysis

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

D. Timing

The budget must be adopted before July 1, 2013 for the College to continue its operations.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby adopt the total budget for all funds of \$118,765,347 approved by the Budget Committee on May 8, 2013.

F. Adjustments:

NA

Exhibit: 6.bDate: June 12, 2013Approved: 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, 2013 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Instruction and Instructional Support	\$ 22,623,017
Student Services	4,611,697
College Support Services	5,094,696
Campus Services	5,037,402
Information Technology Services	4,072,519
Financial Aid	276,507
Contingency	<u>800,000</u>
Total General Fund	\$ 42,515,838

DEBT SERVICE FUND

Principal	\$ 1,754,163
Interest	2,731,027
Materials and Services	<u>3,400</u>
Total Debt Service Fund	\$ 4,488,590

CAPITAL PROJECTS FUND

Personnel Services	\$ 503,633
Materials and Services	1,755,000
Capital Outlay	25,425,000
Transfers Out	<u>314,505</u>
Total Capital Projects Fund	\$ 27,998,138

ENTERPRISE FUND

Personnel Services	\$ 872,646	
Materials and Services	5,851,887	
Capital Outlay	520,000	
Transfers Out	<u>500,000</u>	
Total Enterprise Fund		\$ 7,744,533

INTERNAL SERVICE FUND

Personnel Services	\$ 138,670	
Materials and Services	250,400	
Capital Outlay	<u>21,000</u>	
Total Internal Service Fund		\$ 410,070

RESERVE FUND

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

SPECIAL REVENUE FUND

Federal Grant Programs	\$ 654,770	
State Grant Programs	119,112	
Other Grant Programs	214,264	
Contracts	541,720	
New Programs	<u>500,000</u>	
Total Special Revenue Fund		\$ 2,029,866

AUXILIARY FUND

Self-Sustaining Activities	\$ 2,127,874	
Non-General Fund Instruction	6,917,690	
Revolving Activities	774,347	
Contractual & Administrative Provisions	<u>577,616</u>	
Total Auxiliary Fund		\$ 10,397,527

FINANCIAL AID FUND

Federal Programs	\$20,563,500	
State Programs	1,150,000	
Institutional Programs	958,610	
Other Programs	<u>25,675</u>	
Total Financial Aid Fund		\$ 22,697,785

TRUST & AGENCY FUND

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

TOTAL BUDGET APPROPRIATION\$ 118,765,347

Exhibit: 6.c
Date: June 12, 2013
Approved: X 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 2013-14 adopted budget at the rate of \$0.6204 per \$1,000 of assessed value for operations and in the amount of \$2,793,703 for General Obligation Bonds debt service; and that these taxes are hereby imposed and categorized for the tax year 2013-14 upon the assessed value of all taxable property within the district.

	<u>Subject to the Education Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$0.6204 / \$1,000	
Debt Service Fund		\$ 2,793,703



Central Oregon Community College
BUDGET COMMITTEE MEETING
MINUTES
Wednesday, May 8, 2013 - 6:00 PM
Christiansen Board Room-Boyle Education Center

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

ABSENT: Anthony Dorsch, Steve Curran, Joe Krenowicz

PRESENT: Anthony Dorsch arrived at the meeting at 6:55 PM

CALL TO ORDER: Mr. Lester Friedman-Budget Board Chair, called the meeting to order of the 2013-14 Budget Committee.

INTRODUCTION OF GUESTS:

Matt McCoy, Shirley Metcalf, 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, Rebecca Plassmann, Jerry Schulz, Lisa Bloyer, Brynn Pierce, Adele McAfee-patron of the district, and others.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Mr. Doug Ertner moved to approve the Budget Meeting Minutes of April 10, 2013.

Mr. Mark Copeland seconded. MCU. Approved. M05/13:1

PERS & STUDENT SUCCESS UPDATES:

President Middleton gave a PowerPoint presentation and update noting that with the passage of Senate Bill 882 (which is related to PERS) adjustments, the College could save as much as \$450K in next year's budget and another \$300K on the assumption which is called for in the bill that the market will rebound – SB 882 has not yet been signed into law but there is a possibility of more savings from PERS that will come through legislation this year. The Insurance rates for next year will increase by approximately 4%; the budget has a 6% increase built in, and the employee groups contracts allow for up to an 8% rise in rates, which could save COCC approximately \$110K next year.

President Middleton reported that there are several Student Success initiatives that could be funded if additional state support is received.

STUDENT HOUSING UPDATE

President Middleton reviewed some of the key points that the proposed new student housing would bring to the college -

Purpose:

- Enhance the on-campus activity and vibrancy
- Provide resources (and related income streams) for on-campus resident conferences and workshops during the summer months

- Provide an “added reason” for Central Oregon students to “stay local” yet still have a “going away to college experience”
- Provide opportunity for future international student enrollment
- Create long-term revenue stream that recovers all construction and operational costs and provides additional resources to the general fund
- Provide asset for attracting out-of-district and out-of-state students who add diversity and pay higher tuition/fees

He noted that it is important to view the project as an investment – not unlike the decision to build Cascades Hall. At the June Board Meeting – the site and parking plan, building design, room layout and the schematic design phase will be presented. The Schematic Design costs and the Business Plan parameters will also be presented. The Board will then be asked for approval to move to the Design Document and to have staff develop the guaranteed maximum price which assists in affirming the Business Plan. Then a decision to issue bonds for the project expenditure will be forthcoming at a later Board meeting.

UPDATE ON PROPOSED 2013-14 BUDGET (Exhibit: 6):

Mr. David Dona-Associate Chief Financial Officer reported that the good news is that there are no new big surprises – he gave a PowerPoint presentation covering:

- Current Year Budget Update
- Revenue/Expenditure Forecast
- Proposed Budget Review.
 - Eight proposed budget changes were identified and discussed (5 to the General Fund, 2 to the Auxiliary Fund, and 1 to the Capital Projects Fund)

Mr. Dona reviewed the Fiscal Safety Measures and Contingencies –

- Retain a general fund reserve above the required 10% (~13%)
- General fund includes \$800K operating contingency
- Conservative projections on tuition, state aid, and net property tax revenue
- Conservative position on PERS Rates
- Identified \$500K of expenses that could be delayed, postponed or eliminated
- Health Insurance: budgeted +6% (actual ~3 – 5% range)
- Major long-term projects, activities and obligations are –
 - ❖ Debt Service – *funded*
 - ❖ Capital Projects – *funded*
 - ❖ Building Maintenance & Repair and Technology Replacement – *funded*
 - ❖ Enterprise and Internal Services Activities – *self-funded*
 - Residence Hall and Bookstore
 - Copy Center, 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 2013-14 BUDGET (Exhibit: 7)

Ms. Patricia Kearney motioned – Be It Resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College

District proposed budget for Fiscal Year 2013-14 in the aggregate amount of \$118,765,347 (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 \$2,793,703 be approved for the Debt Service Fund for the purpose of satisfying required debt service of general obligation bonds issued by the district. Ms. Gayle McConnell seconded. MCU. Approved. M05/13:2

Anonymous Letter – Residence Hall

President Middleton read an anonymous letter that was recently mailed to the COCC Board of Directors and Budget Committee members. The letter related to the plan to build a residence hall on the Bend campus.

McAfee Letter – Residence Hall

Ms. Adele McAfee, patron of the District and candidate in the May 21 Special Election for the COCC Zone 4 Board of Directors position – read her letter into the Board Meeting Minutes regarding the proposed construction of a new residence hall on the college campus.

President Middleton thanked Mr. Kevin Kimball-CFO, Mr. David Dona-Associate 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 work in the budget process.

ACHIEVEMENT COMPACTS – PROGRESS/STATUS

President Middleton gave a PowerPoint presentation summarizing the “Achievement Compacts” - - 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 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.

Mr. Charley Miller moved to approve the Achievement Compacts based on input from the Budget Committee and other constituents. Mr. Mark Copeland seconded. MCU. Approved M05/13:3

Chair Friedman thanked the Budget Committee for their service and participation in the 2013-14 budget process. He also commended the staff for a job well done in their efforts putting together the 2013-14 Budget.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 7:25 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Chair
Donald V. Reeder, Board Chair

Dr. James E. Middleton, President



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, May 8, 2013- 7:00 pm
Christiansen Board Room
Boyle Education Center

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

INTRODUCTION OF GUESTS: Lester Friedman and Mark Copeland-Budget Committee members, Matt McCoy, Shirley Metcalf, Brynn Pierce, Chris Egertson, Eric Buckles, Ron Paradis, Kevin Kimball, Alicia Moore, Sally Sorenson, Michael Fisher, David Dona, Rebecca Plassmann, Dan Cecchini, Jennifer Newby, Kathy Smith-Faculty Forum Pres., Joe Viola, Lisa Bloyer, Jerry Schulz Jennifer Peters, Adele McAfee-patron of the district.

PUBLIC HEARING AND TESTIMONY: Ms. Adele McAfee attended the Budget Committee meeting and read a statement letter into the meeting minutes. She re-stated her comments and submitted her letter concerning a proposed new residence hall on the Bend campus.

CONSENT AGENDA:

Ms. Laura Craska Cooper moved to approve the April 10 Meeting Minutes with corrections. Mr. Charley Miller seconded. MCU. Approved. M05/13:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of April 10, 2013 as amended (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the April 2013 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Dan Alberghetti-Assistant Professor II of Computers and Information Systems (Exhibit: 5.b2);

BE IT RESOLVED that the Board of Directors approves the rehire recommendations for administrative, confidential and supervisory staff for the 2013-14 fiscal year. (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors approves the COCC Adult Basic Skills (ABS) Collective Bargaining Agreement. (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the March 2013 Financial Statements.

Construction Update – (Exhibit: 6.b)

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

- Redmond Technology Education Center
- Grandview Renovation
- Redmond Bldg. 1 Addition
- Residence Hall
- Veterinary Tech Remodel.

Student Success (Handout: 6.c)

Ms. Shirley Metcalf-Interim VP for Instruction and Ms. Alicia Moore-Dean of Students and Enrollment Services, gave a PowerPoint presentation on COCC and Student Success. They reviewed that the key points of the “focus on success” –

- 40-40-20
- Achievement Compacts
- Outcomes-based funding
- Strategic Planning
- Accreditation
- Institutional viability
- Financial aid changes

The “goal” is to make significant improvements in credit student success benchmarks for those students taking credit classes. The “outcome” would be through a campus-wide prioritization process, by identifying “two to five” strategies, which will increase student success. Strategies may be new or a redesign of current activities.

OLD BUSINESS:

1st Reading: Strategic Planning - Proposed (Exhibit: 7.a)

Mr. Matt McCoy-VP for Administration and Ms. Brynn Pierce-Director of Institutional Effectiveness gave a PowerPoint presentation reviewing the 1st Reading of COCC's 2013-2018 Strategic Plan

- The Process - and
- The Plan.

COCC has been recognized as one of the fastest growing community colleges in the country and to meet this growth, a strong, focused, inclusive planning effort has been critical. From the fall of 2011 through spring 2013, COCC worked to revise and update the College's strategic plan.

Mr. McCoy thanked the “Planning” committee members for their good work: Nancy Butler, David Dona, Stephanie Goetsch, Patricia Hammer, Jim Moodie, Jerry Schulz, Erica Waldbillig, Cody Yeager, Chris Egertson, Jennifer Peters and special thanks to Brynn Pierce “who is the heart of the project.” He also thanked the Board of Directors for their support and President Middleton for his leadership.

Mr. Charley Miller moved to approve the First Reading of the COCC 2013-2018 Strategic Plan. Mr. Anthony Dorsch seconded. MCU. Approved. 05/13:2

NEW BUSINESS:

Designated State Health Program-Intergovernmental Agreement (Exhibit: 8.a)

Mr. Kevin Kimball-Chief Financial Officer reviewed that in July 2012 the federal government approved Oregon's significant amendment request to its 1115 Medicaid demonstration waiver to allow the state to move forward with the Governor's health transformation initiative.

Mr. Charley Miller moved to authorize the College President or his designee to sign the DSHP intergovernmental agreement. Ms. Vikki Ricks seconded. MCU. Approved. M5/13:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- | | |
|-------------------|---|
| Mr. Ford | Attended COCC Wine Tasting Class - Instructor Laura Craska Cooper
Ways & Means Committee Hearing in Bend
Lunch w/Charley Miller, Bruce Abernethy re: Presidential Search options
VPI Candidate Reception
Phone Call w/Matt McCoy re: Strategic Planning
Meeting w/President Middleton re: Student Success
Real Estate Committee Meeting |
| Mr. Miller | Attended COCC Wine Tasting Class - Instructor Laura Craska Cooper
Lunch w/Charley Miller, Bruce Abernethy re: Presidential Search options
Attended all 3 VPI Candidate Receptions
Real Estate Committee Meeting
Oregon Idea Conference Call |
| Mr. Dorsch | Meeting w/Mr. Dorsch's re-election to the Board –
campaign manager Ron Munkres
Meeting with Ron Bryant-Board Attorney re: Presidential Evaluation |
| Mr. Abernethy | Working on two grants that involve COCC
Meeting - Teach Oregon – Grants and Culture of Higher Ed. grants
Lunch w/Charley Miller, Bruce Abernethy re: Presidential Search options
VPI Candidate Reception |
| Ms. Ricks | La Pine Adult Education Committee
VPI Candidate Reception
Meeting w/Gilchrist and North Lake High Schools counselors re: adding more
dual enrollment and online classes |
| Ms. Craska Cooper | Taught COCC Wine Tasting class
Attended all 3 VPI Candidate Receptions
Real Estate Committee Meeting
Meeting w/Alicia Moore re: orientation on student services |

PRESIDENT'S REPORT:

Updates:

Culinary:

The College has received notification that the Cascade Culinary Institute has been selected as the winner of the 2013 Sustainability Award from the Center for the Advancement of Food Service Education (CAFÉ). CAFÉ recognizes programs which have demonstrated sustainability and greening efforts within the curriculum and/or facility. CCI received a \$1000. Award and recognition will be given at the Annual National Leadership Conference in June 2013.

Science Building Award

A "Concrete" Award Plaque was received by the College in recognition for the new Science Building for "Excellence in Concrete".

ADJOURN: 8:45 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON
community college

Exhibit: 9.a3
June 12, 2013

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

MINUTES

Wednesday, May 29, 2013 @ 11:00 AM
Christiansen Board Room,
Boyle Education Center

Call to Order

PRESENT – IN PERSON: David Ford, Matt McCoy-Acting President, Julie Smith, Executive Assistant

PRESENT – BY PHONE: Donald Reeder, Bruce Abernethy, Charley Miller, Laura Craska Cooper, Vikki Ricks, Ron Bryant-Board Attorney

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: In-person: Richard Brecke-Construction Project Manager, Ron Paradis-Director of College Relations, Shirley Metcalf-Interim VP for Instruction

Purchase of Brightside Animal Event Center (Exhibit: 3)

Matt McCoy reviewed the need for a clinic site for COCC Veterinary Technology students to meet their lab requirements. The Brightside Animal Clinic Event Center building is located adjacent to the Brightside Animal Clinic - which will provide a readily available colony of animals for COCC Vet Tech students' clinical requirements. This adjacency offers benefits to both COCC and Brightside Animal Clinic, establishing a fruitful partnership. An appraisal of the facility was completed in March 2013 – in order for the sale to occur, a partition of the parcel on which the Brightside Animal Clinic and the Event Center building are located must be completed.

Mr. Charley Miller moved to partition the parcel on which the Brightside Animal Center and the Brightside Animal EVENT Center are located and approve the purchase of the Brightside Animal Event Center Building. Mr. Bruce Abernethy seconded.

Call for the Vote:

YES: Reeder, Miller, Ford, Abernethy, Craska Cooper, Ricks

MCU. Approved. M05/13:1

ADJOURN: 11:30 AM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Exhibit: 9.b1
June 12, 2013
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – May 2013

Name	Date Hired	Location	Job Title
Classified Full-Time			
Michaels, Jessica	5/22/2013	Bend	HR Assistant
Weller, Eric	5/30/2013	Bend	Enrollment Spec
Temporary Hourly			
Chambers, Kelly	5/6/2013	Bend	Auto CAD Tutor
Slanchik, Nancy	5/16/2013	Bend	Student Workers

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally Sorenson-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for **CHARLES ABASA-NYARKO**, as a full-time **Vice President for Instruction**.

B. Discussion/History

The employment contract for CHARLES ABASA-NYARKO is for an administrative position. This position was filled through a National College search. CHARLES ABASA-NYARKO will officially begin work on July 1, 2013.

C. Options/Analysis

Approve the employment contracts for CHARLES ABASA-NYARKO.
Decline approval of the employment contracts for CHARLES ABASA-NYARKO.

D. Timing

The Vice President for Instruction position for CHARLES ABASA-NYARKO is for a 12-month employment contract. For the upcoming fiscal year, the initial employment contract period will be from hire date of July 1, 2013 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 CHARLES ABASA-NYARKO.

F. Budget Impact

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

G. Miscellaneous

Dr. Abasa-Nyarko holds a PhD in International Studies from the University of South Carolina in Columbia, a Master's in Political Science from Brigham Young University in Provo, Utah, and a Bachelor's degree in Political Science with Economics from the University of Ghana in Legon, Ghana. Currently, Dr. Abasa-Nyarko serves as the Executive Planner and Project Manager at Baltimore City Community College. Prior to his work at Baltimore City Community College, Dr. Abasa-Nyarko worked with the Government of Ghana to establish a community college. He was the Vice President for Academic Affairs at Bunker Hill Community College in Boston, served as both the Vice President of Academic Service and Vice President of Academic and Student Services at Gloucester County College in New Jersey. Dr. Abasa-Nyarko has experience as a Dean of Arts and Sciences, Co-Chief Academic Officer and has several years' experience as both an Assistant and Associate Professor of International Relations, American Politics, and Public Administration.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for **KALEA ALLEN**, as a part-time, .75 FTE CASE **Career Coach**, Part-Time.

B. Discussion/History

The employment contract for KALEA ALLEN is for an administrative position. This position was filled through a National College search. KALEA ALLEN will officially begin work on April 9, 2013.

C. Options/Analysis

Approve the employment contracts for KALEA ALLEN.
Decline approval of the employment contracts for KALEA ALLEN.

D. Timing

The CASE Career Coach position for KALEA ALLEN 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, 2013. 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 KALEA ALLEN.

F. Budget Impact

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

G. Miscellaneous

Ms. Allen completed her Master of Arts in Social Science and Bachelor of Arts in Social Science at California State University at Chico, CA. Prior to employment at COCC Ms. Allen was an Academic Advisor & Student Services Coordinator, Academic Evaluator, Summer Orientation Senior Staff Peer Adviser and Co-Director, and Getting Connected Student Director for CSU, Chico. She is currently a member of the National Academic Advising Association.

Exhibit: 9.c3
June 12, 2013
Approved: Yes ___ No ___
Motion: _____

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Shirley Metcalf – Interim Vice President for Instruction

A. Action Under Consideration

Approve rehire recommendations.

B. Discussion/History

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

C. Options/Analysis

Approve the rehire recommendations.
Decline approval of rehire recommendations.

D. Timing

For the 2013-14 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 2013-14 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 2013-14

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.

Stephanie Andre	*Justin Borowsky	Brian Bubak
Emma Chaput	*Monte Cheney	William Cravis
Jennifer Cruickshank	*Josh Evans	Sarah Fuller
Murray Godfrey	Annemarie Hamlin	Sara Henson
Mara Kerr	Aimee Kirkendol	Dawn Lane
Deborah Malone	Owen Murphy	Matthew Novak
Christine Rubio	Jessica Russell	*Tony Russell
Eric Spieth	Ken Swartwout	Joyce Thompson
Forrest Towne	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.

Jacob Agatucci	Theresa Freihofer	Kevin Grove
Eric Magidson	Tim Peterson	*Tina Redd
Dana Topliff	*Monica Vines	

The following tenured faculty members are recommended for rehire.

TENURED FACULTY

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

Cora Agatucci	*Ron Boldenow	Lew Cousineau	Michele Decker
Stacey Donohue	Mark Eberle	*Jim Ellis	Cat Finney
LilliAnn Foreman	Carson Haury	Carol Higginbotham	Julie Hood Gonsalves
Bill Hoppe	Amy Howell	Eddie Johnson	James Knox
Terry Krueger	*David Liu	Kathy McCabe	Bret Michalski
James Moodie	Lynn Murray	Charlie Naffziger	Doug Nelson
Sean Palagyi	Margaret Peterson	Ralph Phillips	Rebecca Plassmann
Donna Raymond	Bob Reynolds	Sean Rule	Kiri Simning
Kathy Smith	Margaret Triplett	Ricky Virk	Andria Woodell

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.

Thomas Barry	Art Benefiel	Steve Bidlake
Jon Bouknight	Peter Casey	Jeff Cooney
Deb Davies	Julie Downing	Bruce Emerson
Michael Gesme	Amy Harper	Scott Hays
Franz Helfenstein	Tina Hovekamp	Karen Huck
Chuck Hutchings	Bev Jackson	Julie Keener
Jim Kress	Robin Martinez	Ken Mays
Jane Morrow	Eleanor Sumpter-Latham	Rebecca Walker-Sands
Zelda Ziegler		

TEMPORARY FACULTY

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

Thor Erickson	Charles Lawrence	Andrea Morgan
Ken Ruettgers	Dennis Simenson	Paula Simone
Siobhan Watson		

*indicates considered for and awarded promotion this year.

Exhibit: 9.c4
June 12, 2013
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 **Rebecca Franklin**.

B. Discussion/History

The one-year temporary instructor contract of Forest Resources Technology for Rebecca Franklin is a replacement.

C. Options/Analysis

Approve the contract for Rebecca Franklin.

Decline approval of the contract for Rebecca Franklin.

D. Timing

For the 2013-14 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts of Rebecca Franklin for the 2013-14 academic year.

F. Budget Impact

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

G. Miscellaneous

Rebecca Franklin

One-Year Temporary Instructor – Forest Resources Technology

Rebecca holds a PhD in Geosciences from the University of Arizona and Laboratory of Tree-Ring Research. She earned her BS Degree in Forestry from Humboldt State University and has both teaching and research experience in the areas of Dendroclimatology, Dendroecology, and Global Change. She was awarded a National Science Foundation Teaching Fellow to assist in development of student directed science lessons and has held several positions as a Botanist, Field Assistant/Technician and Research Assistant.

Central Oregon Community College
Board of Directors

RESOLUTION

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

A. Action Under Consideration

Approve the contract for Elizabeth Coleman, Jessica Giglio, Mick McCann, Malinda Williams, Paul Pelly, Fleur Prade, Karl Baldessari, and Jason Lamb.

B. Discussion/History

The Assistant Professor I of Mathematics contract for Elizabeth Coleman is a replacement position.

The Assistant Professor I of Mathematics contract for Jessica Giglio is a new position.

The Assistant Professor I of Geography contract for Mick McCann is a new position.

The Assistant Professor I of English contract for Malinda Williams is a replacement position.

The Assistant Professor I of Automotive contract for Paul Pelly is a new position.

The Assistant Professor I of French contract for Fleur Prade is a new position.

The Assistant Professor I of Aviation contract for Karl Baldessari is a replacement position.

The Assistant Professor I of Art History contract for Jason Lamb is a new position.

C. Options/Analysis

Approve the contract for Elizabeth Coleman, Jessica Giglio, Mick McCann, Malinda Williams, Paul Pelly, Fleur Prade, Karl Baldessari, and Jason Lamb.

Decline approval of the contract for Elizabeth Coleman, Jessica Giglio, Mick McCann, Malinda Williams, Paul Pelly, Fleur Prade, Karl Baldessari, and Jason Lamb.

D. Timing

For the 2013-14 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve the contract of Elizabeth Coleman, Jessica Giglio, Mick McCann, Malinda Williams, Paul Pelly, Fleur Prade, Karl Baldessari, and Jason Lamb for the 2013-14 academic year.

F. Budget Impact

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

G. Miscellaneous

Elizabeth Coleman

Assistant Professor I of Mathematics

Liz earned a Bachelor's Degree in Mathematics from Humboldt State and a Master's Degree in Environmental Systems with an Emphasis in Math Modeling from Humboldt State. She has taught math at COCC and Linn-Benton Community College.

Jessica Giglio

Assistant Professor I of Mathematics

Jessica earned a Bachelor's Degree in Mathematics from Lake Forest College and a Master's Degree in Mathematics from Oregon State. She has taught math at Central Washington University, Oregon State, Linn-Benton Community College and Clatsop Community College.

Mick McCann

Assistant Professor I of Geography

Mr. McCann holds a Master of Arts in Geography from Georgia State University. He is currently a Full-Time Temporary Instructor of Geography at COCC, where he has taught as a part time, adjunct, or full-time Temporary Instructor since 2001. He has also taught Spanish at Mountain View High School.

Malinda Williams

Assistant Professor I of English

Malinda ("Mindy") Williams is currently a full-time lecturer in the Writing Program at the University of Denver. Dr. Williams has substantial and varied teaching experience as an adjunct and as a teaching assistant. Areas of instruction include Literature, Technical Writing, and Composition. Dr. Williams has professional publication and presentations to her credit; she holds an M.A. in English from California State University, Chico and a Ph.D. in English from University of Denver.

Paul Pelly

Assistant Professor I of Automotive

Paul is currently a full time temporary instructor of Automotive Technology at Central Oregon Community College. He has over 34 years in the automotive industry with extensive experience with on-board networking, hybrid vehicles and hydrogen technologies. Paul holds an AAS Degree in Automotive Technology from Portland Community College and is an ASE Master and Level 1 Technician. He is also certified in Advance Hybrid Technology.

Fleur Prade
Assistant Professor I of French

Ms. Prade holds a Master of Arts in French Studies from Middlebury College in Vermont. She is currently a PhD candidate in French Civilization at Pennsylvania State University. She has taught French and Italian language courses at Tulane University.

Karl Baldessari
Assistant Professor I of Aviation

Karl holds a Bachelors of Science degree from the U. S. Coast Guard Academy in New London and he graduated from the US Naval Aviation Training school in Pensacola, FL as an US Coast Guard Aviator. In addition, Karl has earned several postgraduate degrees in aviation from the Naval Post Graduate School in Monterey, California and from the Naval War College in Washington D.C. He is the current interim aviation program director for the COCC aviation department and has significant teaching experience. Karl is an experienced coast guard helicopter pilot with both commercial and civilian instructor certifications. Other significant positions include being the General Manager for Epic Aircraft in Bend Oregon and as a production manager of high-performance aircraft for Cessna.

Jason Lamb
Assistant Professor I of Art History

Jason Lamb completed his Master's in Art History at Northern Illinois University. He currently teaches an art survey course at Bradley University and art history courses at both Illinois Central College and Heartland College. Mr. Lamb is also a practicing visual artist with a background in painting and video graphic design.

**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, 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 2013-14 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
Home Federal Bank*	Bend, Prineville, La Pine and Terrebonne 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 La Pine branches
Sterling Savings Bank*	Bend and Redmond branches
Umpqua Bank*	Bend branches
US Bank*	Bend, Redmond, Sisters, Prineville, La Pine, 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, 2013 is required.

E. Recommendation

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

F. Budget Impact None

Exhibit: 9.d3
Date: June 12, 2013
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 affiliation 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 James E. Middleton be designated the Budget Officer and Clerk of the District, and Kevin E. Kimball and Matthew J. McCoy the Deputy Clerks for the period July 1, 2013 through June 30, 2014. In addition, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreement 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, 2013.

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, and Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2013 through June 30, 2014.

F. Budget Impact

None

**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 and Special Revenue 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 Special Revenue Fund appropriation adjustment is due to the receipt of unanticipated state and local grants.

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 2012-13

(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		62000	500,000.00	
Capital Projects - Transfers Out		82000	200,000.00	
Capital Projects - Capital outlay		71000		700,000.00
Special Revenue - State Grants		62000	10,000.00	
Special Revenue - Other Grants		62000	55,000.00	
Special Revenue - New Programs		62000		65,000.00
Total			\$ 765,000.00	\$ 765,000.00
			Total of Debits + Credits	
				\$ 1,530,000.00

Reason for Budget Change: Year end appropriation review

30-May-13

Lisa Bloyer

Date

Change Requested By

Date

Vice President's/Dean's Approval

30-May-13

David Dona

Date

Reviewed by Associate CFO

Date

James E Middleton

President's Approval

Date

Board's Approval

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Award Bid #1425-13 Unarmed Security Officer Services to Security Pros for an estimated base annual amount of \$71,948, not including shifts filled for illness and vacations. The initial contract is for a two-year period but the contract also has three additional one-year options for renewal at the expiration of the initial two-year contract. The contract price can be renegotiated at that time upon agreement of both parties.

B. Discussion/History

The Public Safety Department provides 24/7 security to the Bend campus, and regular patrols to all other branches. In order to maintain that level of security the College makes use of contracted security vendors for weekend and graveyard patrols, as well as fill-in shifts for holidays and illness. An Invitation to Bid was issued and five responsive bids were received, ranging from \$71,948 to 102,294.

C. Options/Analysis

Accept the bid and award the contract to Security Pros for \$71,948.
Not accept the bid from Security Pros.

D. Timing

Approval at this time will enable the vendor to begin work on July 1, 2013, when the existing contract ends.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the bid of Security Pros for \$71,948 for Unarmed Security Officer Services and direct that a contract be executed.

F. Budget Impact

Funds for this service are budgeted within the Public Safety accounts.

Central Oregon Community College
Monthly Budget Status
Highlights of April 2013 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$35.6 million. The April average yield for the Local Government Investment Pool remains unchanged at .54 percent. .

The bond proceeds held in cash total \$8.2 million as of the end of April.

General Fund Revenues

Tuition and fee revenues remain flat from the prior month. All transfers have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

The year to date expenses include the approved inter-fund transfers out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of April 30, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$33,727,272.98		
Pool account 5482			\$1,579.57
Pool account 3624			\$378,980.78
Pool account 3816		\$8,142,290.69	
Pool account 3844		\$67,914.81	
April Average Yield .54%			
Cash in USNB	\$1,929,139.59		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$4,300.00		
Total Cash	<u>\$35,660,712.57</u>	<u>\$8,210,205.50</u>	<u>\$380,560.35</u>

Central Oregon Community College
Monthly Budget Status
 April 2013

Exhibit 10a
 12-Jun-13

<u>General Fund</u>	<u>Adjusted 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	\$ 11,246,000	\$ 11,241,398	\$ (4,602)	99.96%	100.87%
Prior Taxes	873,000	694,677	(178,323)	79.57%	66.00%
Tuition and fees	19,736,000	19,261,431	(474,569)	97.60%	98.06%
State Aid	5,001,000	3,544,831	(1,456,169)	70.88%	95.07%
Grants & Contracts	86,000	51,339	(34,661)	59.70%	N/A
Interest & Misc. Income	49,000	51,318	2,318	104.73%	1234.44%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
Total Revenues	\$ 38,711,000	\$ 36,564,994	\$ (2,146,006)		
Expenses by Function					
Instruction	\$ 17,550,715	\$ 13,864,771	\$ 3,685,944	79.00%	76.80%
Academic Support	2,872,120	2,116,259	755,861	73.68%	70.20%
Student Services	4,232,422	3,208,818	1,023,604	75.82%	72.98%
College Support	4,600,019	3,569,537	1,030,482	77.60%	79.86%
Plant Operations and Maintenance	4,098,218	2,848,815	1,249,403	69.51%	76.15%
Information Technology	3,187,700	2,443,766	743,934	76.66%	80.00%
Financial Aid	52,897	40,292	12,605	76.17%	35.84%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	91.33%
Total Expenses	\$ 40,449,774	\$ 31,147,941	\$ 9,301,833		
Revenues Over/(Under) Expenses	\$ (1,738,774)	\$ 5,417,053	\$ 7,155,827		

Central Oregon Community College
Monthly Budget Status
April 2013

Exhibit 10a
12-Jun-13

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Debt Service Fund					
Revenues	\$ 4,289,429	\$ 4,132,676	\$ (156,753)	96.35%	94.15%
Expenses	4,289,358	2,566,487	1,722,871	59.83%	53.44%
Revenues Over/(Under) Expenses	\$ 71	\$ 1,566,189	\$ 1,566,118		
Grants and Contracts Fund					
Revenues	\$ 1,983,640	\$ 1,035,317	\$ (948,323)	52.19%	16.07%
Expenses	2,093,600	1,055,895	1,037,705	50.43%	19.32%
Revenues Over/(Under) Expenses	\$ (109,960)	\$ (20,578)	\$ 89,382		
Capital Projects Fund					
Revenues	\$ 10,508,677	\$ 3,305,376	\$ (7,203,301)	31.45%	101.83%
Expenses	27,633,820	5,409,666	22,224,154	19.58%	63.58%
Revenues Over/(Under) Expenses	\$ (17,125,143)	\$ (2,104,290)	\$ 15,020,853		
Enterprise Fund					
Revenues	\$ 7,204,787	\$ 4,283,942	\$ (2,920,845)	59.46%	67.73%
Expenses	7,986,819	4,419,564	3,567,255	55.34%	60.83%
Revenues Over/(Under) Expenses	\$ (782,032)	\$ (135,622)	\$ 646,410		
Auxiliary Fund					
Revenues	\$ 9,064,223	\$ 7,859,392	\$ (1,204,831)	86.71%	80.99%
Expenses	9,745,764	7,628,450	2,117,314	78.27%	73.31%
Revenues Over/(Under) Expenses	\$ (681,541)	\$ 230,942	\$ 912,483		
Reserve Fund					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	399,881	80,119	83.31%	79.62%
Revenues Over/(Under) Expenses	\$ (467,261)	\$ (399,881)	\$ 67,380		
Financial Aid Fund					
Revenues	\$ 22,561,313	\$ 17,682,356	\$ (4,878,957)	78.37%	72.55%
Expenses	22,605,568	18,007,439	4,598,129	79.66%	94.43%
Revenues Over/(Under) Expenses	\$ (44,255)	\$ (325,083)	\$ (280,828)		
Internal Service Fund					
Revenues	\$ 398,715	\$ 299,143	\$ (99,572)	75.03%	60.48%
Expenses	573,990	416,424	157,566	72.55%	56.23%
Revenues Over/(Under) Expenses	\$ (175,275)	\$ (117,281)	\$ 57,994		
Trust and Agency Fund					
Revenues	\$ 1,886	\$ 1,733	\$ (153)	91.89%	80.79%
Expenses	7,500	6,668	832	88.91%	94.45%
Revenues Over/(Under) Expenses	\$ (5,614)	\$ (4,935)	\$ 679		

Information Technology Update – May 2013

Current Projects

Both the **Grandview** remodel and the **Redmond Technology Center** are off and running at a brisk pace. The **Grandview** remodel will include a large SMART Lab classroom located in the former North and South Sisters rooms. This remodel also includes a bullpen, Adjunct Office and 14 new faculty offices for the Math Department. The **Redmond Technology Center** will be a new 34,000 square foot, two-story building on our Redmond Campus and will house 9 classrooms, 3 computer labs, 4 skills labs and several conference rooms. In addition, we are currently in the Design phase for the **Audio-Visual Installation** within the **Redmond Technology Center** and plan to issue an RFP for this work later in the year.

Schedule Status

Redmond Building One is complete. Both the **Redmond Technology Center** and **Grandview** remodel kicked-off last month and are on schedule at this time.

Activity in May

We have been working with the General Contractor to clarify construction documents, exterior low-voltage pathways and expectations for the **Redmond Technology Center**. We are also continuing to review and revise **A/V design** for the **Redmond Technology Center** and have prequalified four **A/V** contractors for this project. All older, obsolete data and phone cable was removed for the demolition phase of the **Grandview** remodel and we have been working with the General Contractor on interior low-voltage pathways and quality standards.

Information Technology Update – May 2013

Photos – Grandview Remodel



Core drillings for future low-voltage chases – *MDF, Grandview*



Future low-voltage chase construction – *Office Area, Grandview*

Information Technology Update – May 2013

Photo – Redmond Technology Center



Construction Site from Vault – Redmond Technology Center

Upcoming Activities – June

Low-voltage CAT6 pathways for phone and data as well as access control pathways should be complete and prepped for installation at the **Grandview** remodel. Site trenching for fiber connectivity from the new data vault between **Redmond Building One** and the **Redmond Technology Center** should also be complete. Design and cost estimates for the **Redmond Technology Center A/V** installation should also be near completion.

Information Technology Update – May 2013

COCC Construction PM - Rich Brecke, 541-330-4375, email: rhayes@cocc.edu

COCC Construction PM - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu

COCC IT Project Manager - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Grandview Remodel

Sunwest Builders, Inc.
2642 SW 4th Street
Redmond, OR 97756
541-548-7341

General Contractor, Redmond Technology Center

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

Grandview Renovation Project

May 2013 Status Report

Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space in proximity to Math Department offices.

Budget Status

Total project budget is not to exceed \$1,313,577. See budget summary for current expenditures status.

Change Order Activity

- COR #1, gypcrete underlayment in lieu of specified, approved for a credit of \$2,000.00
- COR #2, project identification sign, approved for a cost of \$436.15.
- COR #3, North and South Sisters plan review required change to corridor wall and carpet replacement, under review with a proposed cost of \$29,443.77.
- COR #3D, demolition of glass wall at North & South Sisters, approved for a cost of \$1,593.96.
- COR #4, replacement of landscape water service and RPBD, voided.
- COR #5, removal of ceiling tiles at structure, under review with a proposed cost of \$327.75.
- COR #6, concrete pourback required at depressed slab areas discovered during demolition, not yet priced.
- COR #7, ceiling and light fixture changes per RFI #5, not yet priced.
- COR #8, infill wall framing at Grid Line E, under review with a proposed cost of \$981.92.
- COR #9, new HM frame at door 215 and fire wall extension, not yet priced.
- COR #10, asbestos abatement required at North/South Sisters Classroom floor, approved for a cost of \$7,245.00.
- COR #11, concrete cutting of beams, not yet finalized and not yet priced.
- COR #12, structure conflict with ductwork routing, not yet finalized and not yet priced.
- COR #13, dry landscape and site revisions at loading dock/front of building, not yet priced.

Schedule Status

Construction	April 2013 to August 2013
Multizone replacement	August 24 to September 15
Move in	September 2013

Activity in May

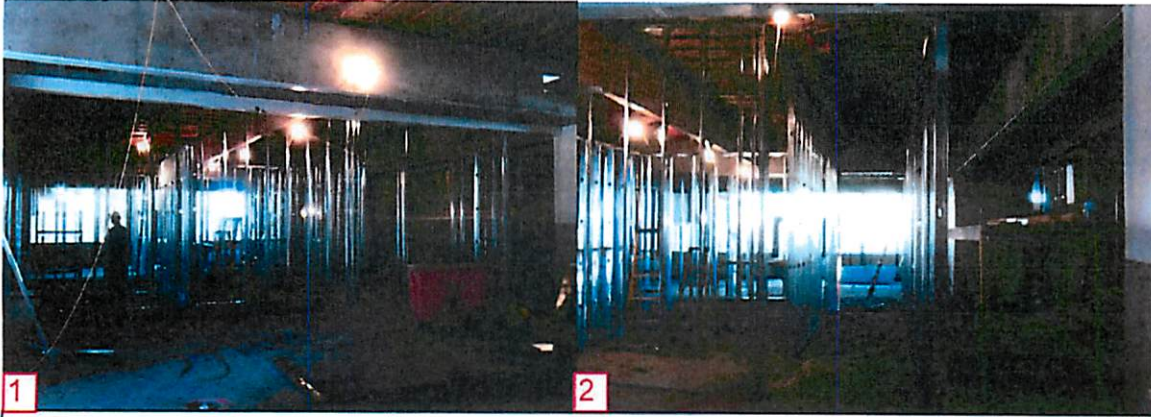
- Demolition substantially complete.
- Framing has begun in new office area.
- Asbestos tile adhesive removed during carpet demolition at the North/South Sisters Classroom.
- Concrete coring and cutting began for new plumbing/ductwork.

Activity planned for June

- Complete wall framing and infill framing at roof.
- Install hollow metal frames and exterior windows.
- Complete electrical, plumbing, and mechanical rough-ins.

Grandview Renovation Project May 2013 Status Report

PHOTOS



1 Future "Math Forum" area 2 Hallway from offices to Reception area



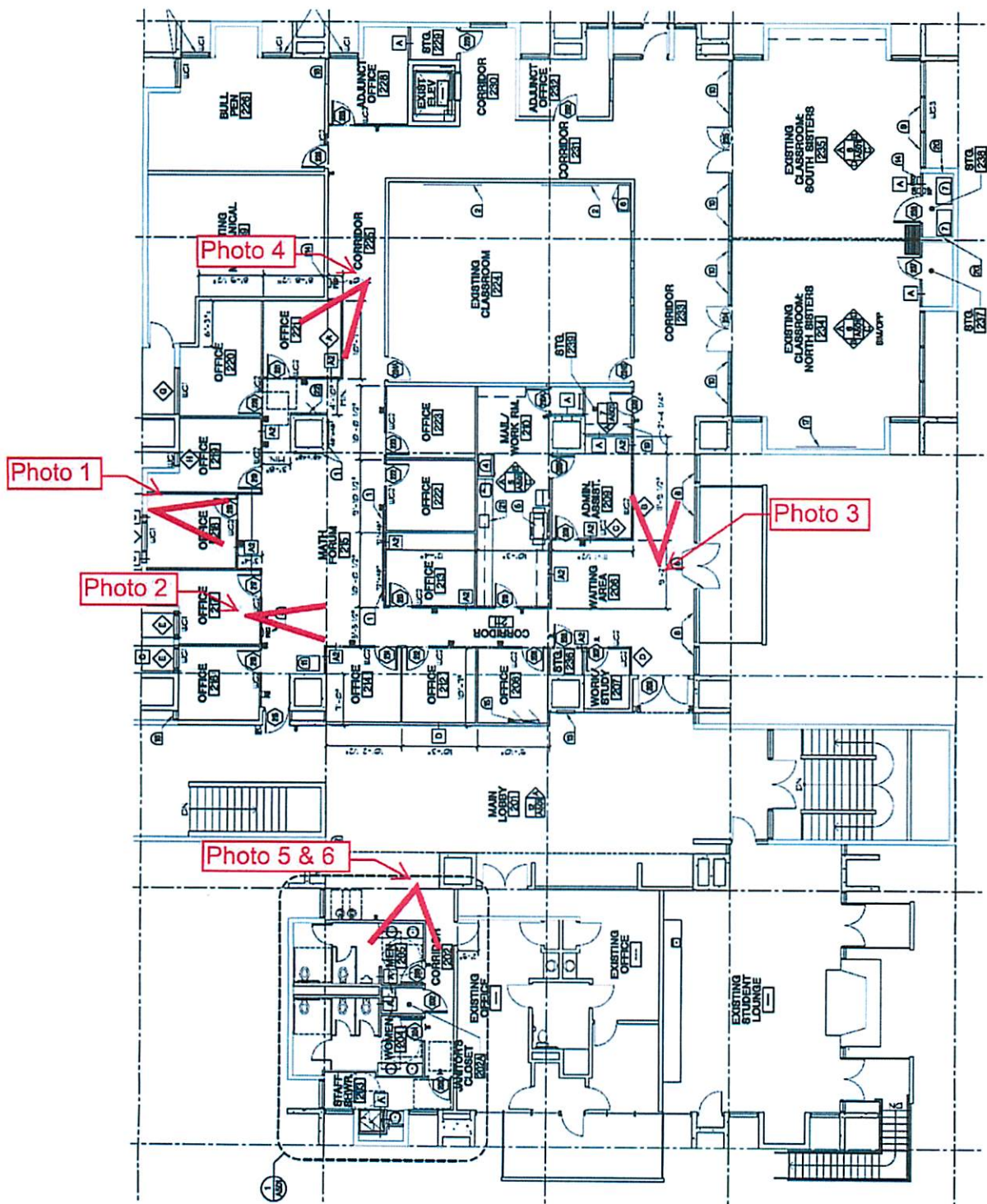
3 Asbestos abatement in N/S Sisters classrooms. 4 Old loading zone to become offices.



5 Bathrooms demolished and ready for framing. 6 Roof structure of bathrooms

Grandview Renovation Project May 2013 Status Report

FLOOR PLAN



Grandview Renovation Project May 2013 Status Report

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Jennifer Newby	Instructional Dean - Math	jnewby@cocc.edu
Michael Fisher	Instructional Dean – Business	mfisher@cocc.edu
Doug Nelson	Math Department Chair	dnelson@cocc.edu
Jim Ellis	Business Department Chair	jellis@cocc.edu
Rick Hayes	Construction Project Manager	rhayes@cocc.edu
Darren McCrea	Construction IT Manager	dmccrea@cocc.edu
Julie Mosier	Purchasing Coordinator	jmosier@cocc.edu

Design Consultant

Steele Associates Architects
760 NW York Drive, Suite 200
Bend, OR 97701
Jeff Wellman, Project Architect
Steve Olson, Project Architect
541-382-9867
jwellman@steele-arch.com
solson@steel-arch.com

General Contractor

Sunwest Builders, Inc.
2642 SW 4th St.
Redmond, OR 97756
Adam Bowles, Project Manager
Jeff Bilyeu, Project Superintendent
541-548-7341
AdamB@sunwestbuilders.com
jbilyeu@sunwestbuilders.com

Technology Education Center – May 2013 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

A number of small change items have come up relating to steel structure and embeds these are expected to be relatively minor individually. One change has the potential to be \$20k-\$30k, the water line that transects the site needs to be moved down to achieve cover after final grade is set. Pricing is pending on this change.

Schedule Status

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

Recent Activity

Footing exaction continued this month and 2/3rds of the footings formed and placed. Drywells and drainage swales are being installed and a rock crusher is onsite to crush the rock from the site to use for engineered fill and slab on grade subgrade materials.

KNCC has moved their project office trailer onsite and now the project management staff is onsite full time.

Activity Next Month

Concrete walls will start. Site drainage and utility work will continue. Structural steel is scheduled to arrive onsite at the end of the month.

Technology Education Center – May 2013 Update



Elevator Pit Excavation



South Footings Placed

Technology Education Center – May 2013 Update



Drywell Installed



Final Portion of Footings Marked for Excavation

Technology Education Center – May 2013 Update

Project Participants

COCC Stakeholder Group

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

Design Team

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

Contractor Group

Michael McLandress	-	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 2013 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

A target budget of \$450,000 to \$470,000 was assigned to the project.

Change Order Activity

N/A.

Schedule Status

Phase 1 is intended for a Fall 2013 opening pending finalization of the land partition, purchase of the building and completion of improvements.

Recent Activity

On May 29th 2013 the COCC Board of Directors voted to purchase the Event Center.

Activity Next Month

We will re-engage the Architect to rethink the current design to use the entire facility instead of just the 1200sf that we had originally intended to remodel. Actual work on the property and purchase of any equipment will await finalization of the building purchase.

Veterinary Tech Remodel at BAC—May 2013 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Interim VP for Instruction
Jenni Newby	-	Instructional Dean
Lynn Russell	-	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

TBD

Residence Hall May 2013 Status Report

Scope

Residence Hall project is to provide approximately 330 beds for student housing. A small amount of support and common space will be provided within the project. The building is anticipated to be Earth Advantage Multi-Family Gold or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

Budget Status

Project Budget included.

Change Order Activity

Mahlum Add Services #4 for Energy Trust Early Design assistance approved for \$3,350.00.

Schedule Status

Schematic Design and Estimate Presentation to occur at the June 12 Board Meeting.

Design Development Presentation and GMP proposal to occur at the October Board Meeting.

Construction Documents Presentation and authorization to begin construction to occur at the February Board Meeting.

The project will begin construction in March of 2014.

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

Activity in May

Schematic Design Value Engineering process continued with culmination on May 22, 2013 where options were accepted that maintained program and brought the project into budget.

Finalized Stage One contract and continued negotiations on Stage Two contract with fee and GC adjustments by Lease Crutcher Lewis.

Reviewed building security requirements with Kevin Kimball and Seth Elliott.

Reviewed building Information Technology infrastructure requirements with Dan Cecchini, Jeff Floyd, and Darren McCrea.

Requested Traffic Impact Analysis proposal from Kittelson & Associates. Proposal under review.

Activity planned for June

Conduct Campus information and feedback sessions on June 11.

Schematic Design presentation at the June 12 Board Meeting.

Begin discussions with the City of Bend regarding Systems Development Charges.

Initiate Residential Network provider RFP.

Finalize terms of Stage Two contract.

Conduct Design Development Charette Meetings on June 26 and June 27.

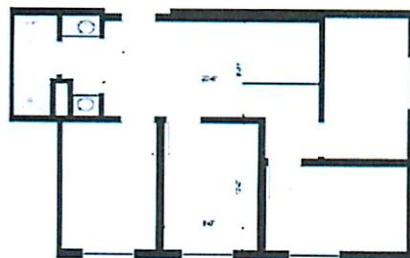
Conduct Public Information meeting for the neighbors and neighborhood associations on the evening of June 26.

Residence Hall May 2013 Status Report



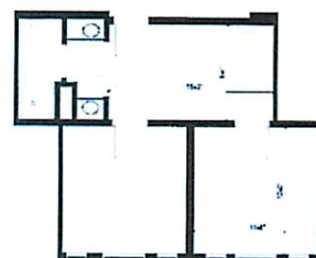
RA, SINGLE

SINGLE BEDROOM	202 SF
BATH ROOM	58 SF
TOTAL	260 SF NET
	318 SF GROSS



QUAD SINGLES

SHARED ROOM	197 SF
SINGLE BEDROOM	104 SF
SINGLE BEDROOM	104 SF
SINGLE BEDROOM	104 SF
BATHROOM	73 SF
TOTAL	708 SF NET
	852 SF GROSS



QUAD DOUBLES

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATH ROOM	73 SF
TOTAL	482 SF NET
	576 SF GROSS

Residence Hall May 2013 Status Report

Project Participants

COCC Steering Committee

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

Design Consultant

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

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

Construction Manager General Contractor

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

Tony Church, Senior Project Manager Mike Levesque, Project Manager
Jeff Spencer, Senior Estimator

Civil Survey Consultant

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

Geotechnical Engineer

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

Testing Agency TBD

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Joe Viola, Director of Campus Services

A. Issue

2013-2014 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 2013-2014. Some of the planned projects included in the general Maintenance and Grounds line items were taken from the College's 2011 Facility Condition Assessment, which listed recommended repairs and priorities. In addition, this proposed maintenance project list contains projects identified by our Maintenance staff, as well as input from administrators, faculty, staff and students.

Projects on the Maintenance Projects 2013-2014 list, were prioritized by the Director of Campus Services, and submitted to the Institutional Support Committee (ISC) on May 22, 2013. The I.S.C. is composed of faculty, staff, and students. The ISC discussed the projects, and is recommending this final prioritization.

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 one year old.

\$348,721 is budgeted in the 2013-2014 Proposed Budget for Maintenance Projects. This budget amount, with anticipated carry forward from the 2012-2013 Budget, will sufficiently cover the cost of all Priority 1 Maintenance Projects noted on the attached Maintenance Projects Schedule. Funds are available in the Redmond Operations Account to fund all Redmond Campus Priority 1 Projects noted on the same schedule.

The 2011 Facility Condition Assessment identified \$2,350,270 repairs as needed "Short Term Repairs for Buildings". The proposed attached Maintenance Projects 2013-2014 list includes remaining items from those identified repairs, based on priority and available funds.

Central Oregon Community College - Maintenance Projects 2013-2014			
	ISC Priorities		
			ISC Priority
Project	(* = Annual project)	Estimated Cost	(1=High,3=Low)
Bend Campus			
Landscape/Landscape Repair - Campus Wide*		15,000	1
Concrete Work -Campus Wide*		20,000	1
Asphalt repair/replacement campus wide*		10,000	1
Snow Removal*		18,000	1
Security Measures (Upgrade Cardlock)*		5,000	1
ADA projects*		35,000	1
Energy Upgrades*		10,000	1
Interior Painting*		15,000	1
Exterior Painting - Bend campus*		40,000	1
Carpet/Flooring Replacement*		15,000	1
(26) Carpool spaces designated with striping and signage		6,240	1
Mazama Upgrades to flooring, ceiling tiles, ventilation, paint.		35,000	1
Mazama Architect and Design		15,000	1
Faculty Office Windows		1,500	1
Hydration Stations (2)		3,000	1
Tripping Hazards Stairs, Sidewalks		5,000	1
Fire Reduction - As Needed		5,000	1
JCI Upgrade HVAC controls in Ponderosa (\$65K)		65,000	1
Address Pinckney safety concerns: bleachers, electrical, storage		25,000	1
(20) tables dedicated to CCB for all events		2,600	1
	Total Priority 1 Projects Bend Campus	346,340	
Redmond Campus			
Interior and Exterior Painting		10,000	1
Carpet and Flooring Replacement		10,000	1
Landscape/Landscape Repair		10,000	1
	Total Priority 1 Projects Redmond Campus	30,000	
	Grand Total Priority 1 Projects	376,340	
Bend Campus			
Library Lighting Upgrades at Entry		10,000	2
Asphalt Repair/Replacement Campus Wide		50,000	2
Wille Hall Blinds at rear windows		8,000	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
Pence JCI Upgrade HVAC controls		51,000	2

Ponderosa - Shed Roof covering ADA Walkway	20,000	2
Redmond Campus		
Renovate Rooftop Units 1 & 2	100,000	2
Madras Campus		
Landscaping upgrade at entrance	10,000	2
	Total Priority 2 Projects	618,000
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
Hitchcock Remodel	750,000	3
Enhance Shuttle Bus Stops (10)	50,000	3
Library Sound Panels	20,000	3
Library Clock Chimes Repair	5,000	2
	Total Priority 3 Projects	1,543,000
	Total Priority 1,2,3 Projects	2,537,340

**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. Preliminary Compact presentation was completed at the March Budget Committee Meeting. The draft Compact has been shared with various constituencies; suggestions have been incorporated.

At the May Budget Committee Meeting, the President proposed “1st Reading” of the Compact submission.

The Board of Directors at their June 12 meeting - will approve the 2nd Reading of the Achievement Compacts based on previous input from the Budget Committee and other constituents.

C. Recommendation

Be It Resolved that the Board of Directors do hereby approve the Achievement Compacts “2nd Reading” as presented in Exhibit: 11.a-Attachments.

Central Oregon Community College Achievement Compact for 2013-14

Outcome Measures	2011-12 Actual		2012-13 Projected		2013-14 Target	
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Adult HS diplomas/GEDs	215	N/A	387	N/A	354	N/A
Certificates/Oregon Transfer Modules	472	299	526	326	576	357
Associate degrees	652	339	716	394	768	446
Transfers to four-year institutions	1594	458	1690	490	1716	503
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Enrolled Dev. Ed. Writing who complete (%)	62%	62%	62%	62%	62%	62%
Enrolled in Dev. Ed. Math who complete (%)	64%	62%	64%	64%	65%	65%
Who earn 15/30 college credits in the year (#)	5143/2443	3220/1597	5057/2348	3186/1550	5155/2387	3248/1575
Who pass a national licensure exam (#/%)	246 / 90%	N/A	248 / 90%	N/A	251 / 90%	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Are dual enrolled in Oregon high schools	906	43	1000	45	1100	50
Are dual enrolled in OUS	866	136	970	165	989	173
Who transfer to OUS	1246	358	1316	382	1350	396
Employment (under development)						
Local Priorities (Optional for each district)						
<i>Number and/or percentage of students who:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
What is the level of public investment in the district?						
	2011-12 Actual	2012-13 projected		2013- 14 Target		
<i>State funds</i>	5,333,271	4,796,450		6,291,276		
<i>Local Property tax revenue</i>	12,364,768	12,331,255		12,656,476		
<i>Total state and local operating funds</i>	17,698,039	17,127,705		18,947,752		

Central Oregon Community College Achievement Compact for 2013-14
For Underrepresented Students 2011-12

Outcome Measures Actuals for 2011-12	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	*	15	19	9	*	285
Associate degrees	*	37	16	*	*	323
Transfers to four-year institutions	11	60	26	*	*	395
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 (%)	60%	59%	52%	75%	83%	62%
Enrolled in Dev. Ed. Math who complete (%)	53%	62%	63%	68%	67%	63%
Who earn 15/30 college credits in the year (#)	41/17	312/152	112/50	19/11	32/13	3062/1537
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	*	30	DS	*	7	*
Are dual enrolled in OUS	*	36	16	*	*	91
Who transfer to OUS	*	50	22	*	*	309
Employment (under development)						

*Data Surpressed

Central Oregon Community College Achievement Compact for 2013-14
For Underrepresented Students 2012-13

Outcome Measures Projected 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	*	42	22	*	*	321
Associate degrees	*	31	15	*	*	358
Transfers to four-year institutions	9	62	34	*	*	423
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 (%)	62%	62%	62%	62%	62%	62%
Enrolled in Dev. Ed. Math who complete (%)	64%	64%	64%	64%	64%	64%
Who earn 15/30 college credits in the year (#)	35/16	262/116	118/49	8/3	13/7	3085/1479
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	*	51	14	*	7	*
Are dual enrolled in OUS	7	47	22	*	*	97
Who transfer to OUS	*	52	28	*	*	329
Employment (under development)						

*Data Surpressed

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

Outcome Measures Targets 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	*	46	24	*	*	357
Associate degrees	*	33	16	*	*	392
Transfers to four-year institutions	9	63	34	*	*	438
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 (%)	62%	62%	62%	62%	62%	62%
Enrolled in Dev. Ed. Math who complete (%)	65%	65%	65%	65%	65%	65%
Who earn 15/30 college credits in the year (#)	36/17	267/118	120/50	9/3	14/7	1503/3144
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	*	56	16	*	7	*
Are dual enrolled in OUS	*	47	21	*	*	99
Who transfer to OUS	*	53	29	*	*	351
Employment (under development)						

*Data Surpressed

The Process

Central Oregon Community College has been recognized as one of the fastest growing community colleges in the country. To meet this growth, a strong, focused, inclusive planning effort is critical. From fall 2011 through spring 2013, COCC worked to revise and update the College's strategic plan.

The first phase of the strategic planning process consisted of analyzing COCC's internal and external environment. From September 2011 through March 2012, the College identified key stakeholders and gathered feedback regarding the College's strengths, weaknesses, and future directions.

The second phase of the process consisted of using the information gathered in the first phase to review and revise current Mission, Vision, Values and Core Themes/Goals. The Strategic Planning Committee started the review process in March 2012 and provided suggested revisions to the Board and College community in September 2012.

The COCC Board of Directors reviewed the proposed revisions and...

- ✓ approved a new **Mission** Statement in November 2012
- ✓ approved a new **Vision** Statement in December 2012
- ✓ accepted the inclusion of the **Values and Future Directions** – statements developed in 2010-11 through college-wide participation - in the Strategic Plan
- ✓ accepted merging the **Core Themes** (minus Institutional Sustainability) – designations adopted by the Board in 2009 in support of accreditation – with the COCC goals and using core theme as the official description

The third phase of the process established two things. First, converted the Boards 2011-13 Board Priorities into a new area entitled Institutional Sustainability; and second, set the strategic direction for each core theme area by establishing strategic objectives.

The complete strategic plan was approved by the Board in June 2013 with implementation beginning 2013-14.

The Plan

Mission Statement

Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong educational opportunities.

Vision Statement

To achieve student success and community enrichment, COCC fosters student completion of academic goals, prepares students for employment, assists regional employers and promotes equitable achievement for the diverse students and communities we serve.

Values and Future Directions

Student Focused in All That We Do COCC remains student-focused in decisions made, from the classroom to the boardroom, providing opportunities and support that promote student success.

Reputation COCC has established a positive reputation in the communities it serves. The College is acknowledged for the high caliber of instruction, wide variety of programs and classes, strong fiscal stewardship, positive community outreach and involvement, well-designed and maintained facilities and outstanding events and activities for students, staff and the community.

Caliber of Faculty and Staff Through preparation, proficiency, experience, education and passion relating to their field or function, COCC faculty and staff are leaders in their fields.

Diversity COCC furthers its commitment to diversity through an ongoing atmosphere of mutual support and respect and fostering an awareness, acceptance and encouragement of different cultures.

Open Door Philosophy COCC provides an atmosphere that is friendly, collegial, welcoming and supported through open communication.

Campus Traditions COCC sponsors intentional activities to celebrate our accomplishments, build and maintain internal connections, honor our campus community and recognize our common purpose.

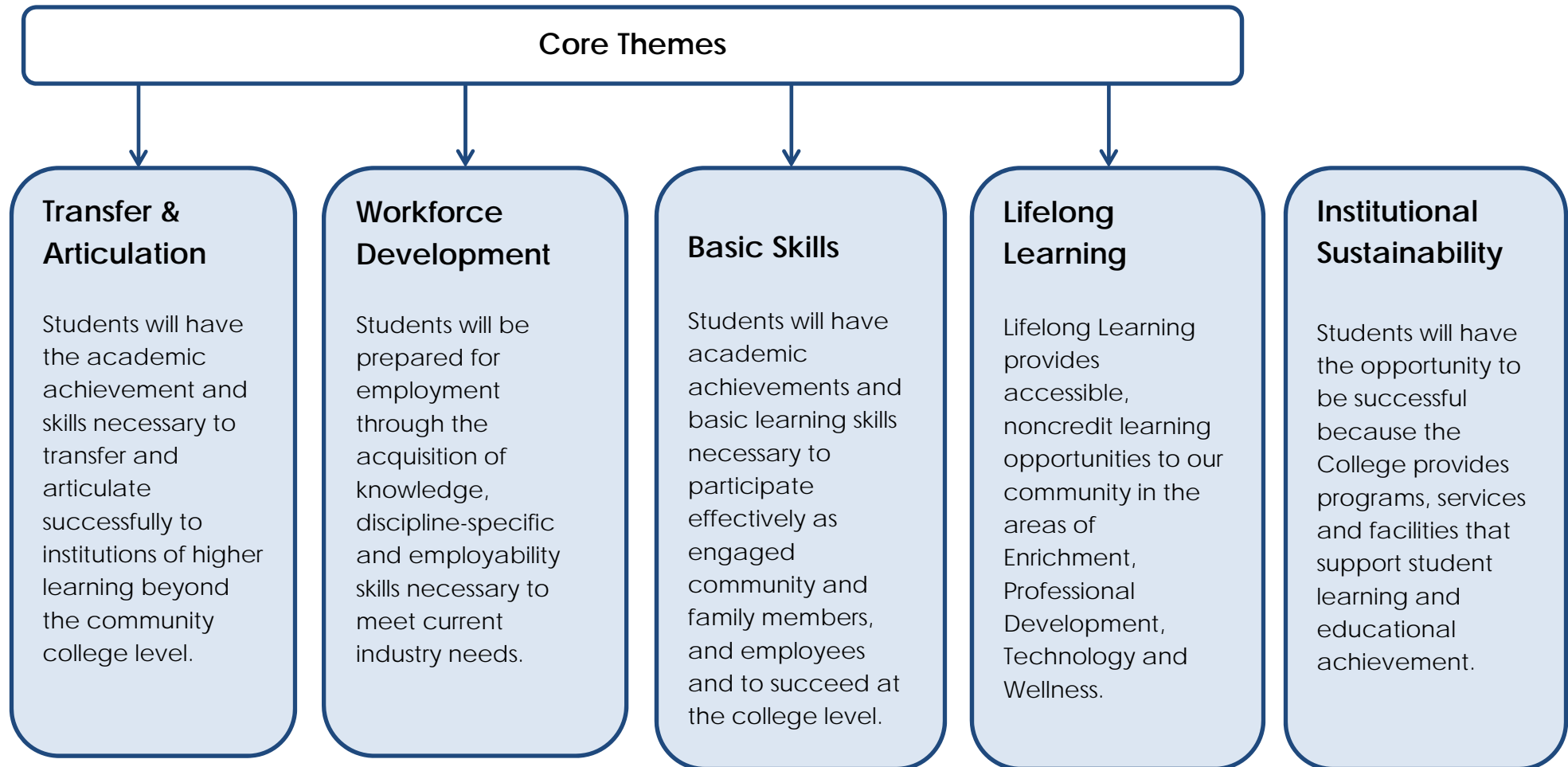
Work/Life Balance COCC is committed to work/life balance by promoting flexibility, respect for importance of personal time and sensitivity to supporting coworkers in their personal and professional needs.

Internal Connections Strong communication exists between students, faculty and staff, committees, and all governance structures. The college will maintain an inclusive environment safe to new ideas at all times.

External Connections COCC creates external and community connections, to include partnering with higher education partners, K-12, and regional businesses and nonprofits throughout the district and beyond.

Comprehensive Services COCC provides comprehensive services to our various constituencies: for students, offering programs and services to support student success; for the external community, supporting lifelong learning by providing opportunities for growth and advancement; and for the internal community, supporting employees with family wage jobs, opportunity for growth and development, and support of life/work balance.

Innovation COCC values a creative environment and encourages development of new and progressive ideas to continually improve quality thought out all aspects of the College. By establishing a secure place for the open sharing of ideas, COCC promotes inclusion of College-wide representation in discussions, welcoming new approaches from new and varied sources to advance the College of tomorrow.



Transfer & Articulation

Objective 1.1: Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer.

Objective 1.2: Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.

Objective 1.3: Provide students a high-quality general education.

Workforce Development

Objective 2.1: Maximize support services, from entrance to completion, to promote successful completion of CTE programs.

Objective 2.2: COCC will deliver CTE curricula that meets current industry standards.

Objective 2.3: Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.

Objective 2.4: COCC will cultivate current and future industry partnerships and assist industry partners in regional economic development and job creation.

Basic Skills

Objective 3.1: Students who complete English Language Learner (ELL) courses will have the skills to succeed in Adult Basic Education (ABE) and Adult Secondary Education (ASE) courses.

Objective 3.2: Students who complete ASE level courses will have the skills necessary to obtain the GED.

Objective 3.3: Students who complete ASE level courses will have the skills to succeed in credit writing and math courses.

Objective 3.4: Students who successfully complete developmental writing and/or math courses will succeed in higher-level credit writing and math courses appropriate to their certificate or degree programs.

Lifelong Learning

- Objective 4.1:** Broaden lifelong learning opportunities based on assessed campus, community, and industry needs.
- Objective 4.2:** Increase overall, lifelong learning participation.
- Objective 4.3:** Increase accessibility, instructional delivery, and registration options in Continuing Education.
- Objective 4.4:** Support lifelong learning for College employees by designing and advancing educational opportunities.

Institutional Sustainability

- Objective 5.1:** Expand and refine data, research and assessment systems and infrastructure to support student success.
- Objective 5.2:** Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.
- Objective 5.3:** Develop a scalable approach to student learning outcome review and assessment at the degree, program and course levels.
- Objective 5.4:** Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.
- Objective 5.5:** Further develop and enhance employees and operational systems to ensure institutional quality and viability.
- Objective 5.6:** Further develop and enhance facilities to ensure institutional quality and viability.
- Objective 5.7:** Evaluate options for student housing and establish and implement a construction plan if Board endorses project.
- Objective 5.8:** Support enrollment and success of underrepresented students.
- Objective 5.9:** Expand access throughout the district with long-term strategies for educational services in underserved areas.
- Objective 5.10:** Maintain student affordability while ensuring efficient and cost effective operations.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

NEW BUSINESS - INFORMATION

Prepared by: Tanya Bruce, Grants Coordinator

A. Issue

U.S. Department of Labor, Trade Adjustment Assistance Community College and Career Training Grant Program - Round 3 (TAACCCT-3)

B. Discussion/History

COCC has been invited to be part of a consortium grant proposal titled "STEM UP Oregon". The purpose of the grant project is to create/strengthen STEM programs. The consortium consists of all 17 Oregon community colleges plus Oregon Tech, with Mt. Hood Community College as lead. The budget for the consortium is \$25,000,000. The budget for COCC's portion of the proposal is \$1,547,288. The project period is October 1, 2013 - September 30, 2017 (4th year is for evaluation only).

COCC proposes to use these grant funds to support the new non-destructive testing and inspection (NDT/I) degree program to be housed in the new Redmond Technology Center. The budget includes three 1.0 FTE administrative positions, NDT/I equipment, NDT/I supplies, and marketing for the program. The three new positions are for a NDT/I Program Director, a Co-op Coordinator to establish internships for NDT/I and Manufacturing students, and a Grants Manager, who will also do program evaluation.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally Sorenson, Director of Human Resources

A. Actions Under Consideration

1. Approval of a 2.9% increase to the base salaries of administrative, professional/non-managerial, confidential and supervisory employees effective July 1, 2013.
2. Approve an increase of the College contribution (cap) to health insurance to equal 90% (\$1,427.49) of the premium of the elected plan and continue to require all administrative, professional/non-managerial, confidential and supervisory employees to pay a minimum of 10% of the applicable premium.

B. Discussion/History

Salary Increase: The recommended salary increase for this group of employees is consistent with the economic settlements reached with other employee groups. The agreement with classified staff provides a 3% increase. Full-time faculty will receive an average of 2.9%. The recommended 2.9% for professional/non-managerial, confidential and supervisory employees matches the lowest of the amounts allocated to any of these other groups.

Health Care Contribution: The recommended increase to the health care contribution and the requirement for all employees to pay a minimum of 10% of the applicable premium of the elected plan are consistent with the terms negotiated with the Faculty Forum and other employee groups. The College has historically maintained the same contribution level for all employees groups.

C. Options/Analysis

Approve the 2.9% increase to base salaries and increase the College's contribution (cap) for health insurance to 90% (\$1,427.49) while continuing to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.

Decline approval of the 2.9% increase to base salaries and the increase in the College's contribution (cap) for health insurance to 90% and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium. If the 2.9% salary and health benefit recommendations are declined, the Board would need to either approve alternative amounts or hold salary and medical benefits at the current level for these employee groups.

D. Timing

The increase to the salary base for the administrative, professional/non-managerial, confidential and supervisory employees will be effective July 1, 2013. The increase in the health care contribution and the requirement for all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium is effective October 1, 2013 to coincide with the increase in the health insurance premiums for 2013-14. The President has deferred a recommendation on salary/benefit decisions for these groups until there was greater 2013-15 Legislative Session clarity on the Community College Support Fund allocation, any action to reduce PERS costs, and additional detail on medical increase charges by OEBB. Data from these variables indicates revenue and cost controls sufficient to recommend salary/benefit changes for these groups consistent with those already decided for other groups.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 2.9% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees effective July 1, 2013 and increase the College's health care contribution (cap) to 90% (\$1,427.49) and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.

F. Budget Impact

Sufficient funds are provided in the 2013-14 Budget for the increase in salaries and health care contribution.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Rich Brecke, Project Manager

A. Action Under Consideration

Authorize President Middleton or his designee to negotiate and enter into a **contract for project #1427-13 Ochoco Hall Remodel Design Services** with Pinnacle architectural firm of Bend, Oregon.

B. Discussion/History

Ochoco Hall is one of the oldest buildings on campus, and was vacated when the Health Careers and Science buildings opened last fall. Once renovated, Ochoco will house both the Humanities and World Languages and Cultures Departments, and provide space for over 60 full-time, adjunct and part-time faculty.

There were three proposals evaluated for the project. The evaluation committee scored each proposal, chose finalists and interviewed two firms. At the conclusion, the evaluation committee ranked Pinnacle as the best responsive proposal.

C. Options/Analysis

Authorize President Middleton or his designee to negotiate and enter into a contract for Architectural Services with Pinnacle Architecture.

Do not authorize President Middleton or his designee to negotiate and enter into a contract for Architectural Services with Pinnacle Architecture.

D. Timing

Approval at this time will enable the architectural firm to begin work immediately in order to bid out and complete the project in time for a substantial completion at the beginning of fall term 2014.

E. Recommendation

Be it resolved that the Board of Directors do hereby authorize President Middleton or his designee to negotiate and enter into a contract for Project Architectural Services for the Ochoco Hall Remodel with Pinnacle Architecture and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award.

F. Budget Impact

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