

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, October 11, 2006 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session Real Property Transactions – ORS 192.660 (1)(e)			Jones
6:15 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
6:20 pm	III. Agenda Changes			
6:21 pm	IV. Public Hearing and Testimony			
	A.			
6:25 pm	V. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, Sept. 13, 2006	5.a1	X	Smith
	2. Conference Call, Sept. 26, 2006	5.a2	X	Smith
	B. Personnel			
	1. New Hire Report (2006)	5.b1	X	Buckles ^A
	C. Approval to Hire (Lane)	5.c	X	Buckles ^A
	D. Approval to Hire (Aeschiliman)	5.d	X	Buckles ^A
	E. Approval to Hire (Marlowe)	5.e	X	Buckles ^A
6:30 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Institutional Effectiveness Report	6.b*		Pierce/McCoy ^P
	C. Auto Management Degree	6.c		Mays ^P
	D. IT (Information Technology) Update			Cecchini ^P
6:50 pm	VII. Old Business			
	A. Housing Update	7.a*		Gregory/McCoy ^P
	B. Widening of Regency Street			Zinkgraf ^P
	C. Awbrey Butte Property			Jones ^P
7:10 pm	VIII. New Business			
	A. Education Broadband Surplus	8.b*	X	McCoy ^P
7:25 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:35 pm	X. President's Report			
	A.			
7:45 pm	XI. Dates			
	A. October 20-21: Fall Board Retreat-Camp Sherman			
	C. October 23-25: OCCA Convention-Eagle Crest, Redmond (<u>Primary Attendees</u> : College Board Members and Administrators, - Please contact Julie Smith for Registration)			

* Material to be distributed at the meeting (as necessary). ** Times listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. ^P = indicates a Presentation will be provided. A = indicates the presenter is Aavailable for background information if requested.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, September 13, 2006 – 6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Dana Bratton, Anthony Dorsch, Donald Reeder, John Overbay, Dr. Joyce Garrett, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Connie Lee, Dr. Ronald Foerster

Moment of Silence

Mr. Donald Reeder-Board Chair, asked for a moment of silence in memory of Marine Lance Corporal Randy L. Newman of Bend, Oregon. Newman died August 20th in Al Anbar Province, Iraq. He was assigned to the 3rd Light Armored Reconnaissance Battalion, 1st Marine Division, I Marine Expeditionary Force of Twentynine Palms, California.

INTRODUCTION OF GUESTS:

Matt McCoy, Gail Tague-Classified Association President, Jon Bouknight-Faculty Forum President, Kathy Walsh, Alicia Moore, Ron Paradis, Carol Moorehead, Ross Tomlin, Richard Thompson, Jim Jones, Gene Zinkgraf, Mary Jeanne Kuhar, Eric Buckles, Jim Weaver, Lisa Bloyer, Eric Braun-Director of Student Life, Monique Balas-The Bulletin.

AGENDA CHANGES:

Additions: Information Items: 6.c1 & 6.c2 – Measures 41 and 48.

PUBLIC HEARING AND TESTIMONY: - None

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda. Mr. Dana Bratton seconded. MCU. Approved. M07/06:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of July 12, 2006 (Exhibit: 5.a1) and of Conference Call Meeting August 2, 2006 (Exhibit: 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the July/August 2006 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Rachel Knox-Assistant Director, Bookstore (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Jacob Agatucci-one year faculty replacement position (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' affirms the signature of Donald V. Reeder 2006-07 Board Chair, to secure the engagement of Kerkoch, Katter & Associates, LLP Certified Public Accountants, for the purpose of conducting the yearly audit of the college's 2005-06 financial statements (Exhibit: 5.e);

BE IT RESOLVED that the Board of Directors' do hereby approve the contracts for delivery of instructional services to Crook County High School and Sisters High School (Exhibit: 5.f);

BE IT RESOLVED the Board of Directors' do hereby approve Central Oregon Community College entering into a four year lease agreement with the University of Oregon for the Chandler Building (Exhibit: 5.g).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the August 2006 Financial Statements.

Campus Indicators – Financial Aid Statistics & Summer Enrollment – (Exhibit: 6.b)

Mr. Jim Weaver-Executive Director of the Foundation, distributed Handout: 6.bl, that represents scholarships awarded over the past four years – noting that in fiscal year 2004 there were \$268,786. in scholarships awarded and for fiscal year 2007 there will be over \$576,159. in scholarships awarded. This increase represents the commitment towards education from the governing board and staff as well as the wonderful community support.

Mr. Weaver reported that the September 7 All-Staff-Retreat, hosted a “Dunk Tank” fund raiser for Foundation Scholarships and brought in \$400. “Dunk Tank” participants were Eric Buckles, Matt McCoy, Alicia Moore, Charlie Naffziger, Rob McDilda and Sean Rule. Mr. Weaver expressed his thanks for their willingness to “get wet” for a good cause.

President Middleton noted that there was a decline in Summer Enrollment.

Measures 48 & 41 (Handouts: 6.c1 & 6.c2)

Dr. Joyce Garrett summarized the resolution in opposition to ballot measures 48 and 41 from Rogue Community College. She asked the COCC Board to consider the drafting of a statement to also oppose the passage of Measures 48 & 41, noting that Board Members can take political stands whereas COCC Staff cannot in their roles as employees of the college. Board Consensus was for Dr. Garrett to prepare a resolution as well as a letter-to-the-editor opposing the two measures and bring to the October 11 Board Meeting.

President Middleton clarified that COCC staff can provide public information and data on political issues, but cannot take a position or do any advocacy or use any college services or materials. Board members as may take action as a group.

OLD BUSINESS:

Update on Student Housing-Feasibility Study(Handout: 7.a)

President Middleton reviewed that the goals of the student housing project is to

1. create a housing resource that provides educational access for Central Oregon citizens especially to students that want a "campus experience" and/or have major transportation hardships.
2. attract out-of-area and out-of-state students who will pay a higher tuition resulting in additional funding.
3. develop a project that provides income.

Mr. Matt McCoy-Vice President for Institutional Advancement, distributed and reviewed (Handout: 7.a) an update of the various project expenses. He reported that a recommendation will be presented at the October meeting.

NEW BUSINESS:

Budget Committee: Term Expirations (Exhibit: 8.a)

Mr. Ron Paradis-Director of College Relations, reviewed that there are two budget committee terms that have expired.

Board Consensus is to invite Dennis Sargent-Zone 3 and Lester Friedman-Zone 5, to continue their service of another term as COCC Budget Committee Members. If they decline, Mr. Paradis will advertise for the vacant position(s).

Employee Salary & Benefits

Faculty Labor Agreement (Exhibit: 8.b1)

Mr. John Overbay motioned to approve the collective bargaining agreement between the College and the Faculty Forum for 2006-2010 as discussed in (Exhibit: 8.b1). Dr. Joyce Garrett seconded. MCU. Approved. M09/06:2

Classified Labor Agreement (Exhibit: 8.b2)

Mr. John Overbay motioned to approve the COCC/Classified Association labor agreement for 2006-07 on the specific economic issues as discussed in (Exhibit: 8.b2). Mr. Anthony Dorsch seconded. MCU. Approved. M09/06:3

Mr. Matt McCoy thanked Ms. Gail Tague-President of the Classified Association, for her good work in the process.

Administrative/Exempt Contracts (Exhibit: 8.b3)

Mr. John Overbay motioned to approve the 3.76% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees with a commensurate adjustment to the salary schedule retro-active to July 1, 2006, a 2.9% increase in the College's health care contribution and require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium. Dr. Joyce Garrett seconded. MCU. Approved. M09/06:4

ABE Insurance Contributions (Exhibit: 8.b4)

Mr. John Overbay motioned to approve a 2.9% increase to the employer contribution for health insurance for eligible ABE Instructors for the 2006-07 insurance year.

Dr. Joyce Garrett seconded. MCU. Approved. M09/06:5

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- Dr. Garrett** Involved with the TABOR and Federal Substitution initiatives
Attended Chamber of Commerce Education Committee Mtg./Prineville
Serves as a representative for COCC to the Crook County
 School District Facilities Planning Board
Met w/President Middleton
Meeting w/Becky Johnson and constituents re: COCC and Juniper Ridge
- Mr. Overbay** Attended Real Estate Meeting in Ron Bryant's Office – Redmond
 Re: Touchmark
Attended the COCC Foundation Retreat
- Mr. Dorsch** Phone call w/ Vickie Fleming-Superintendent of Schools-Redmond
Phone call w/Board Chair from Rogue Community College
Phone call w/Matt McCoy re: Rogue Community College
- Mr. Bratton** Attended Real Estate Committee Meeting at Ron Bryant's Office
 Re: Touchmark
Attended COCC Foundation Retreat
Contacted Julian Darwin to setup a Christmas Lunch in Grandview
 w/60 Real Estate Brokers and Developers to help the Foundation
Six month process writing a home rule charter for the
 Deschutes County and served as Vice Chair of the Committee
- Mr. Reeder** Chaired August 2, 2006 Board Conference Call
Conference Call w/President Middleton – Agenda Planning
Attended Real Estate Committee Meeting at Ron Bryant's Office
 in Redmond
Spoke w/Board Chair of Rogue Community College in Prineville
 Re: Funding Formula

PRESIDENT'S REPORT:

President Middleton summarized the Federal Commission on the Future of Higher Education Report, Draft 4 on 8/9/06 (Exhibit: 10.a), noting that the commission expressed significant concern regarding student educational access. The Commission views the complex maze of forms that students must fill out to get approved for Financial Aid, as unacceptable, noting that a more streamlined process must be achieved.

President Middleton reported that Central Oregon Community College's contribution to student educational access includes -

- instructional innovations
- high school partnerships – district wide
- Touchmark partnership
- Expanding University partnership

ADJOURN: 8:00 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' "SPECIAL CONFERENCE CALL" MEETING
Tuesday, September 26, 2006, - 4:00 PM
Christiansen Board Room - Boyle Education Center

TIME**	ITEM	ENC.*	ACTION PRESENTER
4:00 pm	I. Call to Order		Reeder
	II. Roll Call		Smith
	<u>Dana Bratton - Present</u>		
	Tony Dorsch - Absent		
	Ron Foerster - Absent		
	Joyce Garrett - Absent		
	<u>Connie Lee - Present</u>		
	<u>John Overbay - Present</u>		
	<u>Don Reeder - Present</u>		

Also calling in - Ron Bryant-Board Attorney

Present in Board Room: Jim Middleton, Jim Jones, Gene Zinkgraf, Matt McCoy, Ron Paradis, Kathy Walsh, Debra Simonson, Monique Balas-The Bulletin, Julie Smith-Board Secretary.

III. Adjourn to Executive Session

ORS 192.660 section 1, subsection e, Real Property Transactions

IV. Open Session

A. Observatory Court Property

Mr. John Overbay motioned to extend the response time to the counter-offer for the Observatory Court property to 5:00 PM, Friday, October 13, 2006. Mr. Dana Bratton seconded.

Roll Call for the Question:

Yes - Bratton, Lee, Overbay, Reeder

MCU. Approved.

V. Adjourned - 4:45 PM

Exhibit: 5.b1
 October 11, 2006
 Approve: ___ Yes ___ No
 Motion: _____

Central Oregon Community College

New Hire Report

August - September 2006

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Celeen, Megan	9/15/2006	Enrollment Spec
Duff, Veronica	8/28/2006	Office Specialist 2
Genz, Deanna	9/11/2006	Acctg Asst Payroll
Schoppa, Heather	8/15/2006	Admissions Office
Shelden, Charles	9/20/2006	Custodian
Smith, Emily	9/11/2006	Lab Technician
Smith, Jesse	9/18/2006	Dev. Assist- Fndtn
Non-Faculty Instruction PT (Adjunct)		
Brawley, Suzann	9/18/2006	Non-Faculty
MacInnis, Anita	9/18/2006	ABE Instructor
Part-Time Faculty		
Ellis, Karen	9/1/2006	
LeLouis, Mary	8/7/2006	
Temporary Hourly		
Allen, Sean	9/22/2006	Computer Lab
Binder, Barbara	8/1/2006	Bookstore Cashier
Givens, Patricia	8/1/2006	Bookstore Cashier
Gladden, Matthew	9/18/2006	Choir Accompanist
Harris, Brian	9/12/2006	IT Tech
Hattig, Jordan	9/19/2006	Library Aide
Horn, Brandee	9/1/2006	Bookstore Cashier
Hulsey, Stormie	9/1/2006	Bookstore Cashier
Jackson, Heather	9/1/2006	Bookstore Cashier
Martin, April	8/1/2006	LRC Nursing
McClay, Julie	9/1/2006	Bookstore Cashier
Semadeni, Claire	9/11/2006	Library Aide
Sinclair, Kathleen	8/1/2006	Bookstore Cashier
Triplett, Jennifer	9/1/2006	Program Asst
Whittier, Myranda	8/10/2006	Bookstore Cashier
Workstudy		
Alonso, Dinora	9/18/2006	Computer Lab
Boyd, Patrick	9/18/2006	Computer Lab
Conner, Vanessa	9/18/2006	IT - Lab Attendant
Johnson, Ryan	9/18/2006	Computer Lab
LaVallee, Shawn	9/18/2006	HHP Office
McKeeman, Scott	9/18/2006	
Pelroy, Heather	9/18/2006	Preschool Teacher
Purcell, William	9/18/2006	Computer Lab
Rowe, Christopher	9/18/2006	Library Aide
Woods, Auralea	9/18/2006	Library Aide

Exhibit: 5.c
October 11, 2006
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve temporary employment contract for Dawn Lane, Learning Resource Center Coordinator.

B. Discussion/History

The employment contract for Dawn Lane is for an administrative position. This position is a temporary appointment.

C. Options/Analysis

Approve the employment contract for Dawn Lane.
Decline approval of the employment contract for Dawn Lane.

D. Timing

For the 2006-2007 Fiscal Year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Dawn Lane.

F. Budget Impact

The salary conforms to the salary schedule approved by the Board. The position is grant funded.

G. Miscellaneous

Ms. Lane has been a Full-time Temporary Instructor of Nursing for COCC for the 2005-06 academic year. Prior to this appointment, she has served as an Adjunct Faculty member in the Nursing Department at COCC since 1999. Prior to her teaching positions, Ms. Lane was a Staff Nurse at St. Charles Medical Center for five years and at Twin Cities Community Hospital in California for over two years. She also served as the Director of Staff Development at Bachelor Butte Nursing Center for two years before joining St. Charles. Ms. Lane received her Bachelor's of Science in Nursing at Oregon Health & Sciences University in Portland and is currently pursuing her Master's Degree in Nursing.

Exhibit: 5.d
October 11, 2006
Approval____Yes____No
Motion_____

Central Oregon Community College
RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Sione Aeschiliman**, Full-time, Temporary, Institutional Assessment Specialist.

B. Discussion/History

The employment contract for Sione Aeschiliman is for an administrative position. This position was filled through an external College search.

C. Options/Analysis

Approve the employment contract for Sione Aeschiliman.
Decline approval of the employment contract for Sione Aeschiliman

D. Timing

For the period October 5, 2006 – June 30, 2007. (total 12 month contract over 2 fiscal years)

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Sione Aeschiliman.

F. Budget Impact

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

G. Miscellaneous

Ms. Aeschliman received her Master's degree in English from Portland State University after completing her Bachelor's degree in English from Lewis & Clark College. Ms. Aeschliman has served as Visiting Faculty at both Clark University and at Westfield State College in MA teaching composition & literature courses. Her assessment experience includes serving as an Assessment Initiative Graduate Assistant at Portland State. She also had a wide variety of support, office, and customer service experience.

Exhibit: 5.e
October 11, 2006
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for Erin Marlowe, Full-time, Student Newspaper Advisor.

B. Discussion/History

The employment contract for Erin Marlowe is for an administrative position. This position was filled through an external College search.

C. Options/Analysis

Approve the employment contract for Erin Marlowe.
Decline approval of the employment contract for Erin Marlowe

D. Timing

For the period September 18, 2006 – June 18, 2007.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Erin Marlowe.

F. Budget Impact

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

G. Miscellaneous

Ms. Marlowe received her Master's in Journalism from the University of Missouri after completing her Bachelor's degree in Political Science from the University of Oregon. Ms. Marlowe is currently employed by The Bulletin as a Reporter. Prior to joining The Bulletin, she held the positions of Assistant City Editor and Reporter at the Columbia Missourian in Columbia, MO for a year. She has also served as a Reporter for two radio stations during 2004. Ms. Marlowe also has experience working with students from her work in several positions at Universities as well as with the Oregon & Alaska Public Interest Research Groups.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Ken Mays - Professor of Automotive Technology

A. Issue

**New Degree Option - AAS in Automotive Management
Starting - Fall 2006**

B. Discussion/History

Packaged as a blend between business and automotive, this degree meets the ongoing need for employees who will start as an assistant manager for automotive, diesel, and recreational sports/marine dealerships or repair facilities. Graduates would work in a variety of roles including service advising, customer relations, assistant manager, and possibly manager. The graduate may also split the job as a technician and advisor. With the growing automotive businesses, in size and numbers, we find an upcoming need for specialty in operations.

A program that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services, call centers/help desks, and customer relations. Includes instruction in customer behavior; specialized information technology and systems management; developing and using customer service databases; user surveys and other feedback mechanisms; strategic and performance planning and analysis; operations management; personnel supervision; and communications and marketing skills.

Automotive Management AAS Degree for COCC

<u>Fall Term</u>	<u>Freshman Year</u>	
<u>Course No.</u>	<u>Title</u>	<u>Credit</u>
AUT 106	Automotive Program Orientation	1
AUT 107	Mechanical Systems I	3
AUT 110	Small Gas Engines	3
AUT 101	Basic Electricity for Automotive	2
AUT 208	Automotive Brakes	3
AUT 204	Steering and Suspension	<u>3</u>
		15
<u>Winter Term</u>		
<u>Course No.</u>	<u>Title</u>	
AUT 102	Auto Electric I	4
AUT 103	Auto Electric II	2
AUT 205	Engine Performance I	2
DSL 105	Diesel Performance I	2
WR 121	English Composition	3
*HHP 252A	Fitness/First Aid	<u>3-4</u>
HHP 295		16-17

Spring Term

<u>Course No.</u>	<u>Title</u>	
AUT 111	Computerized Engine Controls	4
AUT 104	Automotive Electric III	2
AUT 253	Automotive Air Conditioning	3
AUT 206	Engine Performance II	2
*CIS131	Computer Literacy Component	<u>0-4</u>
		11-15
Credits	First Year	42-46

Summer Term

<u>Course No.</u>	<u>Title</u>	
AUT 216	**Co-op Work Experience	4

Fall Term **Sophomore Year**

<u>Course No.</u>	<u>Title</u>	
BA 051	Applied Accounting I	3
BA 101	Intro to Business	4
BA 206	Management Fundamentals I	3
---	General Ed Requirement	3
*MTH 60 or MTH 85	Algebra or Technical Math	<u>4</u>
		17

Winter Term

<u>Course No.</u>	<u>Title</u>	
BA 178	Customer Service Class	3
WR 214	Business Communication	3
---	General Ed Requirement	6
*BA285,SP218	Human Relations Component	<u>3</u>
		15

Spring Term

<u>Course No.</u>	<u>Title</u>	
BA 223	Marketing Principles	4
BA 207	Management II	4
BA 286	Managing Business Process	4
BA 280	Co-op Work Experience Business	<u>3</u>
		15
Credits	Second Year	47

Total Credits 94-98

* Options for this requirement

**Automotive CWE may be taken after two quarters, including summer. Do not enroll in CWE without first being cleared by your instructor. Exceptions are made based on individual student goals.