



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, September 11, 2013 – 6:00 PM
Madras Campus – Madras, OR

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

INTRODUCTION OF GUESTS: Don and Cindy Reeder, Madras City Council Members, County Commissioners, Don Reeder's co-workers and numerous Madras Community members, Courtney Snead, Jennifer Oppenlander, Matt McCoy, Charles Abasa-Nyarko, Shirley Metcalf, Kevin Kimball, David Dona, Michael Fisher, Ron Paradis, Alicia Moore, Jenni Newby, Lisa Bloyer, Joe Viola, Sally Sorenson, Dan Cecchini, Kathy Smith, Jerry Schulz and others.

WELCOME:

Chair Abernethy welcomed the meeting guests extending a special welcome to the Madras Community Members in attendance.

PUBLIC HEARING AND TESTIMONY:

Facility Naming - Handout: 9.c

President Middleton reviewed that under Board Policy GP 9 – the naming of any campus building, room, space or area of the Central Oregon Community College shall be at the discretion of the Board of Directors. “No one can question that COCC would not be the vibrant multi-campus institution it is today without the advocacy of Don Reeder.” The Madras campus would not be here today without Don's tireless efforts (along with his fellow board members, COCC Presidents and administrators). President Middleton recommended that the COCC Board of Directors name the “Community Room” the Don Reeder Community Room.

A wall plaque has been placed in the room with Don Reeder's picture commemorating the naming.

Mr. David Ford moved to approve the naming of the Madras Campus-community room the Don Reeder Community Room. Ms. Vikki Ricks seconded. MCU. Approved. M09/13:1

COCC Madras Campus Update & Partnership w/OSU

Ms. Courtney Snead-Director of the Madras Campus talked about the Campus growth and reviewed that when the Madras Campus opened in Fall of 2011 – 9 credit classes were offered with 94 students registered – for the Fall of 2013 - 24 credit classes are offered with 195 students registered.

Ms. Snead and Ms. Jennifer Oppenlander-OSU Madras Campus Coordinator reviewed the program successes for 2012-13 -

- Career and College Night at Kids Club

- Juntos/Together
- Education Council Advisory Group
- Sharing Partnership w/Nat'l Assn. of Branch Campus Administrators
- Nat'l Engagement Scholarship Consortium
- Gift of Literacy
- Summer Bridge
- Kiksht Credit Course
- Early Childhood Education Community Partnerships
- Welding Course Sequence
- Employment Skills Training.

CONSENT AGENDA:

Ms. Laura Craska-Cooper moved to approve the Consent Agenda (Exhibit: 5). Mr. Charley Miller seconded. MCU. Approved. M09/13:2

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of July 10, 2013 (Exhibit: 5.a1);

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

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Megan Bernard, as full-time Resident Director (Exhibit: 5.c1); Wesley Dymond, full-time Information Security Administrator (Exhibit: 5.c2); Shelley Huckins, full-time Payroll Supervisor (Exhibit: 5.c3); Kristine Roshau, full-time Instructional Technical Systems Specialist/Trainer (Exhibit: 5.c4).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Construction Update – (Exhibit: 6.b)

The Board of Directors' were apprised of the monthly (June 2013) Construction Projects Updates for -

- Information Technology (Grandview, Computer Lab, Computer Classroom)
- Grandview Renovation – Bend Campus
- Residence Hall – Bend Campus
- Technology Education Center – Redmond Campus
- Veterinary Tech Remodel – Redmond Campus.

Fall 2014 Enrollment & Related Budget Info. (Exhibit: 6.c)

President Middleton reviewed that enrollment levels drive much of the COCC budget and with the emerging enrollment declines, expenditures in the budget are being adjusted to reflect the changes.

He reported that positive resource impacts from the recent legislative session along with COCC's conservative budget processes, natural reductions linked to the enrollment decline and strategic reserves are sufficient to sustain COCC's fiscal health.

Regional Achievement Collaborative (Exhibit: 6.d)

President Middleton reported that the OEIB's 40/40/20 (Oregon Education Investment Board) Initiative requires a broad community commitment and collaboration across educational levels. OEIB has proposed additional funding to institute Regional Achievement Collaboratives to support outcome progress. Central Oregon (under the Better Together partnership) has applied for an award.

Accreditation Update (Exhibits: 6.e & 6.e1)

President Middleton reviewed that the NW Commission on Colleges and Universities (NWCCU) recently provided its findings related to COCC's Spring 2013 Chapter One submission in the accreditation process. He reported that the college is in compliance but needs to continue to maintain a positive momentum on accreditation standards.

Outcomes Based Funding (Exhibit: 6.f)

President Middleton reviewed Outcome Based Funding, in contrast to funding based solely on enrollment, is gaining momentum on a State and National level. Forty states have or are in process of implementing greater emphasis on outcomes rather than enrollment in distribution of public funds.

COCC Student Success Initiatives

Charles Abasa-Nyrako-Vice President for Instruction, Shirley Metcalf-Dean of Extended Learning and Alicia Moore-Dean of Students and Enrollment gave a PowerPoint presentation reviewing COCC and Student Success.

- Goal – making significant improvement in credit student success benchmarks for credit classes
 - Outcomes – through a campus wide priority process identifying strategies that increase student success
 - Process & Timeline – department meetings; survey of 128 participants; review of findings
- Next Steps – early enrollment deadlines and interventions; first year experience programs and automatic awarding of certificates and degrees.

La Pine Parks & Rec - Plaque

Mr. Jerry Schulz-Director of Continuing Education reported that the La Pine Parks & Recreation Department awarded COCC with a Plaque expressing their gratitude for COCC's contributions of computers and classes in the new computer lab in their newly renovated community center.

OLD BUSINESS:

Student Housing Update (Handout: 7.a)

Mr. Matt McCoy gave an update on Student Housing – he reviewed the following:

- Current Project Path – design development phase
- Current Project Path is contractually two to four weeks late –
re: two major value engineering items
- GMP Presentation at 40/50% CD Submittal – a. firm up sub bids; b. CD Architect fees.

Board consensus is to extend a 2-4 week extension on the design documents.

Mr. McCoy noted that no additional costs will be incurred by the college in granting a 2-4 week extension.

Board consensus to schedule a "Special" Board of Director's Meeting for late October for the purpose of a full presentation on the Housing GMP/Guaranteed Maximum Price to the Board.

NEW BUSINESS:

Budget Committee – GP 12.1 – 1st Reading (Exhibit: 9.a)

Mr. Ron Paradis reviewed that to comply with Oregon Statue requiring boundaries for zones be done regularly to make sure zones are as close as possible to being equal in population. He reviewed three options to update the current policy. The Board will attempt to appoint one Budget Committee member from each Board zone. However, at the discretion of the Board, under special circumstances (such as boundary changes impacting incumbent budget committee members or no candidates from a particular zone), the Board can choose to make exceptions and appoint Budget Committee members who reside in the district but in a neighboring zone to represent that area.

Ms. Laura Craska-Cooper moved to adopt the revision of GP 12.1 Mr. Joe Krenowicz seconded. MCU. Approved. M09/13:3

Appointments-Presidential Search Advisory Committee (Exhibit: 9.b)

Chair Bruce Abernethy reviewed that to assist in the recruitment and screening for the upcoming search for a new president, the COCC Board of Directors is appointing a Presidential Search Advisory Committee. The group will have representation from the COCC employees, student body and the greater Central Oregon Community who will work with the Board of Directors and the search consultant firm to develop the profile of the ideal candidates and begin the recruiting process.

Mr. Charley Miller moved to appoint the members of the Presidential Search Advisory Committee as listed in Exhibit: 9.b&9.bl. Mr. David Ford seconded. MCU. Approved. M09/13:4

In My View-Editorial Section in the Bend Bulletin

Mr. Abernethy reported that he was approached by Bob Moore – Board Chair of High Desert ESD to collaborate on a letter for submission aiming at the Special Session of the state Legislature - to submit a letter to the "In My View" editorial (editorial section of the Bend Bulletin newspaper) that includes suggestions on increased PERS savings, increase in tax revenue and business tax credits. Mr. Abernethy asked for Board authorization to authorize him to work with Mr. Moore on final editing and submission of the letter that includes support from the COCC Board of Directors.

Call for the Vote –

4 – Yes (Ricks, Miller, Ford, Abernethy)

2 – No (Craska-Cooper, Dorsch)

1 – Abstain (Krenowicz)

MC. Approved.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Ford Attended Birthday and Anniversary Party of Board Member Abernethy
 COCC Foundation Scholarship Application Review
 Real Estate Committee Meetings
 Meeting w/President Middleton and Laura Craska-Cooper

Mr. Miller Lunch w/Bruce Abernethy and Laura Craska-Cooper
 Re: Presidential Search Process
 Real Estate Committee Meetings
 COCC Foundation Scholarship Application Review
 Presidential Search RFP Meeting

Ms. Ricks Real Estate Committee Meeting
 OSBA Conference Call
 La Pine Adult Community Ed. Mtg.

Mr. Dorsch Phone Call w/PERS

Ms. Craska-Cooper Real Estate Committee Meetings
 Conversation w/Bruce Abernethy re: Presidential Search
 Lunch w/Bruce Abernethy & Charley Miller re: Presidential Search
 Met w/President Middleton and David Ford
 Worked on RFP for Legal Services for the College

Mr. Krenowicz Conversation w/Bruce Abernethy re: Presidential Search -
 and other misc. board business

Mr. Abernethy Keyes Fund Meeting
 Real Estate Committee Meeting
 Presidential Search Conversations and Lunch with Board Members

Chair Abernethy asked for Board Members to submit topics for discussion for the upcoming Fall Board Retreat in October.

- Presidential Search Consultant attend the Retreat
- Purpose of interaction with the different outside organizations ex: OCCA, ACCT, OSBA etc.

ADJOURN to Executive Session: 9:20 PM

ADJOURN from Executive Session: 9:50 PM

APPROVED;

ATTEST TO;

Mr. Bruce Abernethy, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
October 9, 2013
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – September 2013

Name	Date Hired	Location	Job Title
Classified Full-Time			
Walden, Shelly	9/09/2013	Bend	Payroll Specialist
Classified Part-Time			
Britton, Cheryl	9/03/2013	Bend	DRCI Office Spec 3
Part-Time Faculty			
Carroll, Ryan R.	9/30/2013	Bend	Physics
Engebretson, Nancy	9/30/2013	Bend	Fine Arts & Comm
Garling, Tim	9/30/2013	Bend	Culinary Arts
Hostetler, Kirsten	9/30/2013	Bend	Library
Leaver, Lachlan	9/30/2013	Bend	Sociology
Sperl, Kevin	9/30/2013	Bend	CIS
Tyler, Hannah	9/30/2013	Bend	Nursing
Wirtz, Thomas	9/16/2013	Redmond	MATC

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 **DEBORAH GREGOIRE**, as a Part Time CAP Center Academic Advisor, Pre-Nursing.

B. Discussion/History

The employment contract for DEBORAH GREGOIRE is for an administrative position. This position was filled through a National College search. DEBORAH GREGOIRE will officially begin work on September 17, 2013.

C. Options/Analysis

Approve the employment contracts for DEBORAH GREGOIRE.
Decline approval of the employment contracts for DEBORAH GREGOIRE.

D. Timing

The CAP Center Academic Advisor, Pre-Nursing position for DEBORAH GREGOIRE is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date through June 30, 2014. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

For six years, Ms. Gregoire has worked as an academic advisor and administrator at the University of Alaska Southeast where she supported students seeking both associate's and bachelor's degrees. She has prior experience at Skagit Valley College in Washington as well as with several non-profit organizations. She is a member of NACADA and has presented at the regional conferences. Ms. Gregoire has a bachelor's degree political science from Lewis & Clark College and a certificate in non-profit management from Skagit Valley College.

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 Laura Hagen, Samuel La Duca, Amanda Layton, and Shannon Waller.

B. Discussion/History

The one-year temporary instructor contract of Culinary for Laura Hagen is a new position.

The one-year temporary instructor contract of Culinary for Samuel La Duca is a new position.

The one-year temporary instructor contract of Biology for Amanda Layton is a new position.

The one-year temporary instructor contract of Pharmacy Technician for Shannon Waller is a new position.

C. Options/Analysis

Approve the contract for Laura Hagen, Samuel La Duca, Amanda Layton, and Shannon Waller.

Decline approval of the contract for Laura Hagen, Samuel La Duca, Amanda Layton, and Shannon Waller.

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 Laura Hagen, Samuel La Duca, Amanda Layton, and Shannon Waller for the 2013-14 academic year.

F. Budget Impact

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

G. Miscellaneous

Laura Hagen

One-Year Temporary Instructor – Culinary

Chef Hagen calls on 26 years of experience in restaurants, high-volume commercial bakeries, product training, bakery sales and marketing. Her pastry career began at thirteen when she stowed away in the back of her parents' station wagon, and showed ready to work alongside her mom, who is still chief baker of pies at the Poodle Dog Restaurant in Fife, Washington. In addition to an iron strong pair of forearms, Chef Hagen developed a lifelong love and appreciation of baking. In the early-nineties, a move to Northern California inspired and perpetuated her passion. She worked many venues including, high-end restaurants, catering, and European bakeries. She had the fortune to train with a hot bed of talent including Iron Chef Cat Cora with whom Hagen collaborated while head Pastry Chef at Bistro Don Giovanni in Napa. Eventually, Hagen left the kitchen to train institutional and in-store baking staff for H.C. Brill in California, the upper Midwest and Oregon. She became an account manager, developing a keen understanding of the economics of high-volume pastry production while working with buyers and managers at Unified Grocers, Sysco, BakeMark, Puratos, Safeway and Winco Foods. A move to Bend in 2009 reawakened her creative desires and she became the Executive Pastry Chef at Staccato. In 2011 she represented 900 Wall at Bend's Tour du Chocolate, winning "Best Dessert" and "Best Presentation". Over the past two decades, she has learned the daily miracle of producing delicate desserts and bread in the most challenging environments. This underlying principle guides her, as she shares the importance of developing menus that servers are eager to sell, and which contribute strongly to the restaurant's bottom line. She believes that chefs should consider dessert as something customers look forward to rather than an afterthought and most importantly, that bread is life!

Samuel La Duca

One-Year Temporary Instructor – Culinary

A passion for hospitality runs in the La Duca family. When his family relocated from New York to Boca Raton, Florida to pursue the restaurant business, Sam was introduced at the tender age of 11 to all facets of food service. He assisted in opening two seafood restaurants in south Florida, working every position from dishwasher to host, server to bartender. He obtained his Associate of Science Degree in Hospitality Management from Valencia College in Orlando, while working for the Walt Disney Company specializing in Outdoor Food and Beverage. He went on to manage Clamsters and Saddle Jacks restaurant for nine years. La Duca relocated to Oregon with his family in 2004, progressing with employer Red Robin from Server to General Manager in three years. After two years, he and his team were among the top 10 percent in sales of 450 franchisees nationwide. La Duca earned his Bachelor's Degree in Business Management from Western Governors University. Sam is a certified Alcohol Education trainer for OLCC, as a Food Allergy Safe trainer and a certified trainer through the Federation of Dining and Restaurant Professionals. La Duca believes successful food service depends on developing strong connections with guests and exceeding their dining expectations.

Amanda Layton

One-Year Temporary Instructor – Biology

Amanda earned a Bachelor of Arts degree in Exercise Science from Willamette University and a Master of Science degree in Exercise Science from Central Washington University. Her coursework included biology, human anatomy and human physiology courses. Amanda started

teaching at COCC as a Part-time instructor in the Biology Division of the Science Department in the Fall Term of 2011, was appointed to an Adjunct Faculty position for the 2012-2013 academic year, and with the approval of COCC's Board of Directors, will be appointed to a Full-time Temporary Faculty position for the 2013-14 academic year. From her first term, Amanda has demonstrated strong teaching skills in her Human Anatomy & Physiology, Anatomy & Function, and non-majors General Biology classes. Her student evaluations have been consistently positive, with many responses "glowing". During classroom observations by the Science Department Chair, Amanda displayed these strong teaching skills and the creation of a learning environment to help all students in the class succeed. When the unexpected need to cover more Human Anatomy & Physiology arose early in September, Amanda was a clear choice, requiring her appointment to the Full-time Temporary Faculty position with her increased teaching load.

Shannon Waller

One-Year Temporary Instructor - Pharmacy Technician

Shannon holds a Pharmacy Technician Certification from Apollo College that she earned in 1999. In 2006, Shannon earned an Associate's degree from Solano Community College in Liberal Arts. Shannon became a Part Time Instructor for the Pharmacy Technician program at COCC April of 2010 and was hired on as the Part Time Pharmacy Technician Director/Instructor April of 2012.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Pending a successful protest period, award Bid #1435-13 Alarm Monitoring and Maintenance Services to Performance Systems Integration for the initial contract term of two years for \$41,332. The contract also has three additional one-year options for renewal at the expiration of the initial two-year contract.

B. Discussion/History

The College has alarm systems in all College-owned buildings that require 24/7 monitoring. Additionally, The Public Safety Office is moving to a proactive service model, and the proposed contract will include annual inspection and testing as well as preventative maintenance, providing much needed service for the systems that in some cases are more than a decade old. A Request for Proposal was issued and four responsive bids were received. Performance Systems Integrated was the highest-ranked proposer. While the initial term of the contract holds a value that is under the \$100,000 threshold, if the contract is extended for the remaining years the total contract value will likely exceed that threshold and thus is being presented to the Board.

C. Options/Analysis

Accept the bid and award the contract to Performance Systems Integrated for \$41,332 at the completion of the protest period.

Not accept the bid from Performance Systems Integrated.

D. Timing

Approval at this time will enable the College to transition to the new vendor by the end of the existing contract while maintaining constant monitoring during the process.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the bid of Performance Systems Integrated and Services for \$41,332 for Alarm Monitoring and Maintenance Services and direct that a contract be executed.

F. Budget Impact

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

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

Cash and Investments

The Colleges' operating cash balances currently total \$24.7 million. The August average yield for the Local Government Investment Pool remains unchanged at .54 percent.

The bond proceeds held in cash total \$7.1 million as of the end of August.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of August, a \$1.2 million increase over the prior month. The College received the first state aid payment of the year for \$1.7 million. All transfers have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

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

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of August 31, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$23,592,895.40		
Pool account 5482			\$1,542.42
Pool account 3624			\$372,951.96
Pool account 3816		\$7,097,767.11	
Pool account 3844		\$46,047.76	
August Average Yield .54%			
Cash in USNB	\$2,637,472.90		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$4,300.00		
Total Cash	<u>\$26,234,668.30</u>	<u>\$7,143,814.87</u>	<u>\$374,494.38</u>

Central Oregon Community College
Monthly Budget Status
 August 2013

Exhibit 6a
 09-Oct-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	\$ 11,895,000	\$ -	\$ (11,895,000)	0.00%	0.00%
Prior Taxes	790,000	165,746	(624,254)	20.98%	25.07%
Tuition and fees	19,723,000	6,177,431	(13,545,570)	31.32%	32.21%
State Aid	6,291,000	1,768,804	(4,522,196)	28.12%	24.98%
Interest & Misc. Income	75,000	5,118	(69,882)	6.82%	78.00%
Transfer-In	1,745,000	1,745,000	-	100.00%	100.00%
Total Revenues	\$ 40,519,000	\$ 9,862,098	\$ (30,656,902)		
Expenses by Function					
Instruction	\$ 18,752,536	\$ 816,757	\$ 17,935,779	4.36%	4.27%
Academic Support	2,949,282	390,894	2,558,388	13.25%	12.66%
Student Services	4,602,112	595,942	4,006,170	12.95%	13.11%
College Support	4,833,106	739,177	4,093,929	15.29%	16.26%
Plant Operations and Maintenance	4,302,983	577,559	3,725,424	13.42%	12.72%
Information Technology	3,548,862	749,616	2,799,246	21.12%	19.36%
Financial Aid	52,897	6,191	46,706	11.70%	18.66%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,674,060	2,656,741	17,320	99.35%	100.00%
Total Expenses	\$ 42,515,838	\$ 6,532,876	\$ 35,982,962		
Revenues Over/(Under) Expenses	\$ (1,996,838)	\$ 3,329,222	\$ 5,326,060		

Central Oregon Community College
Monthly Budget Status
August 2013

Exhibit 6a
9-Oct-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	\$ 4,372,766	\$ 829,851	\$ (3,542,915)	18.98%	19.43%
Expenses	4,488,590	394,151	4,094,439	8.78%	8.77%
Revenues Over/(Under) Expenses	\$ (115,824)	\$ 435,700	\$ 551,524		
Grants and Contracts Fund					
Revenues	\$ 1,917,602	\$ 106,141	\$ (1,811,461)	5.54%	2.21%
Expenses	2,029,866	175,347	1,854,519	8.64%	7.02%
Revenues Over/(Under) Expenses	\$ (112,264)	\$ (69,206)	\$ 43,058		
Capital Projects Fund					
Revenues	\$ 30,498,168	\$ 1,823,950	\$ (28,674,218)	5.98%	26.24%
Expenses	27,998,138	1,603,369	26,394,769	5.73%	3.91%
Revenues Over/(Under) Expenses	\$ 2,500,030	\$ 220,581	\$ (2,279,449)		
Enterprise Fund					
Revenues	\$ 7,201,733	\$ 417,117	\$ (6,784,616)	5.79%	1.34%
Expenses	7,744,533	1,195,088	6,549,445	15.43%	18.07%
Revenues Over/(Under) Expenses	\$ (542,800)	\$ (777,971)	\$ (235,171)		
Auxiliary Fund					
Revenues	\$ 9,997,435	\$ 4,282,239	\$ (5,715,196)	42.83%	49.45%
Expenses	10,397,527	3,342,770	7,054,757	32.15%	39.66%
Revenues Over/(Under) Expenses	\$ (400,092)	\$ 939,469	\$ 1,339,561		
Reserve Fund					
Revenues	\$ 11,740	\$ -	\$ (11,740)	0.00%	0.00%
Expenses	480,000	315,857	164,143	65.80%	67.38%
Revenues Over/(Under) Expenses	\$ (468,260)	\$ (315,857)	\$ 152,403		
Financial Aid Fund					
Revenues	\$ 22,672,398	\$ 1,941,175	\$ (20,731,223)	8.56%	9.88%
Expenses	22,697,785	1,843,150	20,854,635	8.12%	9.67%
Revenues Over/(Under) Expenses	\$ (25,387)	\$ 98,025	\$ 123,412		
Internal Service Fund					
Revenues	\$ 389,095	\$ 22,965	\$ (366,130)	5.90%	5.24%
Expenses	410,070	47,092	362,978	11.48%	36.19%
Revenues Over/(Under) Expenses	\$ (20,975)	\$ (24,127)	\$ (3,152)		
Trust and Agency Fund					
Revenues	\$ 1,900	\$ 322	\$ (1,578)	16.94%	19.30%
Expenses	3,000	-	3,000	0.00%	0.00%
Revenues Over/(Under) Expenses	\$ (1,100)	\$ 322	\$ 1,422		

Information Technology Update – September 2013

Current Projects

The construction of the **Redmond Technology Center** is going along well and the **Grandview** and **Boyle** remodels are complete. 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** and a complete overhaul of the **MDF** in this building. 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. We are just finishing the remodel of **BEC 156, 157 & 159** to provide a computer classroom and computer lab on the lower end of **Campus**. Design for the **Audio-Visual Installation** within the **Redmond Technology Center** is almost complete and is estimated to go out for bid in mid-October of 2013.

Schedule Status

The **Redmond Technology Center**, **Boyle Education Center**, and **Grandview** are on schedule at this time.

Activity in September

All low-voltage cable and infrastructure for **Grandview** has been installed, terminated and tested. The audio-visual systems (speakers, projectors, etc.,) in all three classrooms have been installed and the **MDF** was upgraded to support students and faculty. Floorboxes have been installed on the first and second floors of the South wing of the **Redmond Technology Center**. We have also finalized **A/V design** for the **Redmond Technology Center** and anticipate sending this project out for bid in mid-October. IT has installed and tested computers for both the **Computer Classroom** and **Drop-in Lab**, completing the **Boyle** remodel. The **Mazama** remodel is underway, but will not be ready in time for classes this Fall. This was a late project and there just hasn't been enough time to complete work in these two classrooms.

Information Technology Update – September 2013

Photos – Grandview Remodel



AV Installation – South Sisters, Grandview



Faculty Office Bullpen (previously the Cedar Room), Grandview

Information Technology Update – September 2013

Photos – Boyle Remodel



New Computer Lab – BEC 159



Computer Classroom – BEC 156

Technology – September Update

Information Technology Update – September 2013

Photo – Redmond Technology Center



Interior Framing and Conduit Installation – South wing, Redmond Technology Center

Upcoming Activities – October

As interior framing progresses, the electrical contractor will continue installing floorboxes, conduit and backboxes for data rough-in at the **Redmond Technology Center**. The A/V Design for the **Redmond Technology Center** has been certified by the manufacturer and will go out to bid in early October. The COCC Network group will start work on migrating users to the new MDF rack in **Grandview**. Design discussions for the **Ochoco** remodel should begin this month. Work will also continue on the **Mazama** remodel, including installation of new sounds systems, dual projection screens and teaching lecterns.

Information Technology Update – September 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 September 2013 Status Report

Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space using mobile laptop carts allowing conversion of South Sisters to a SMART math lab.

Budget Status

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

Change Order Activity

COR #12, structure conflict with duct routing, approved with a cost of \$6,026.87.
COR #32, change accent wall color scheme, approved with a cost of \$1,874.43.
COR #38, demo and infill drywall panels at lactation for tile, approved with a cost of \$583.78.
COR #39, provide access control at door 215, approved with a cost of \$2,367.59.
COR #41, lighting control for existing corridors, approved with a cost of \$834.87.
COR #42, change accent wall at 5 offices, approved with a cost of \$3,392.28.
COR #43, reimbursement for fire alarm fines, approved with a credit of \$750.00.
COR #44, provide carpet and base at adjunct 232, approved with a cost of \$610.31.
COR #45, sand, putty, and repaint existing windows, approved with a cost of \$2,247.00.
COR #46, clean exterior windows of Grandview Hall, approved with a cost of \$1,375.50.
COR #47, synchronize horn strobes/replace 16 devices, approved with a cost of \$1,397.55.
COR #48, provide new FEC at corridor 225, approved with a cost of \$133.65.
COR #49, abatement of ACM fittings in classroom 114 ceiling space, approved with a cost of \$525.00.
COR #50, reimbursement for COB egress lighting inspection fees, approved with a cost of \$414.66.
COR #51, provide bus bar and grounding at IT racks, approved with a cost of \$177.87.

Schedule Status

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

Activity in September

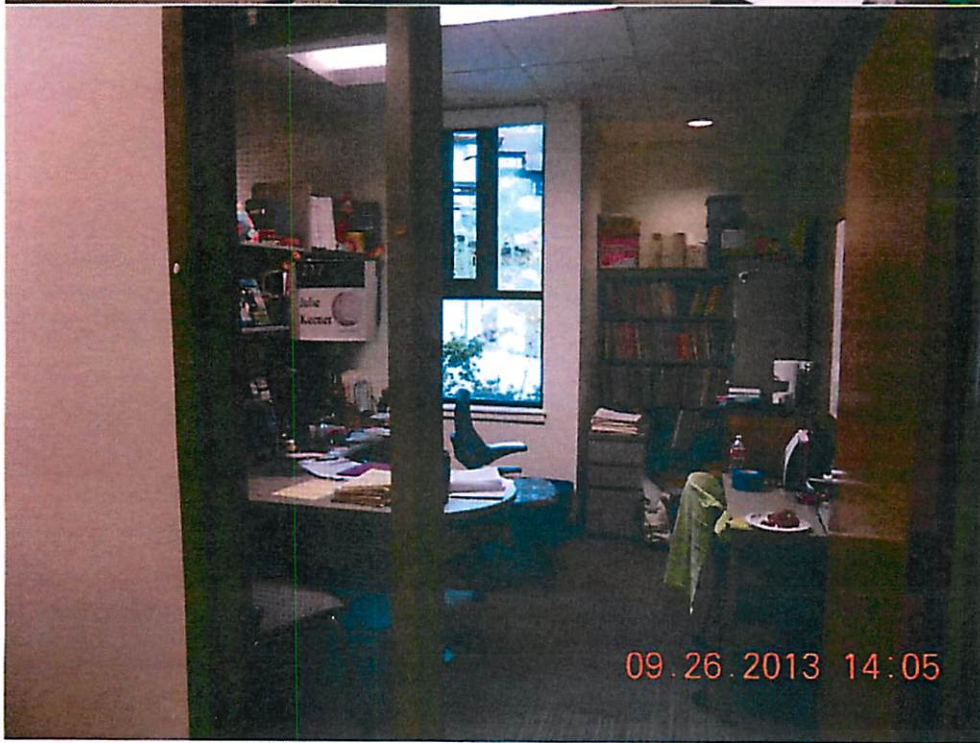
Complete punchlist work.
Complete multi-zone installation.
Contractor final cleanup.
Install furnishings.
Install computers and phones.
Move over faculty boxes and department supplies.

Activity planned for October

Complete minor punchlist items.
Receive O&M's and as-builts.
Enjoy the building aka begin the warranty process.

Grandview Renovation Project September 2013 Status Report

PHOTOS

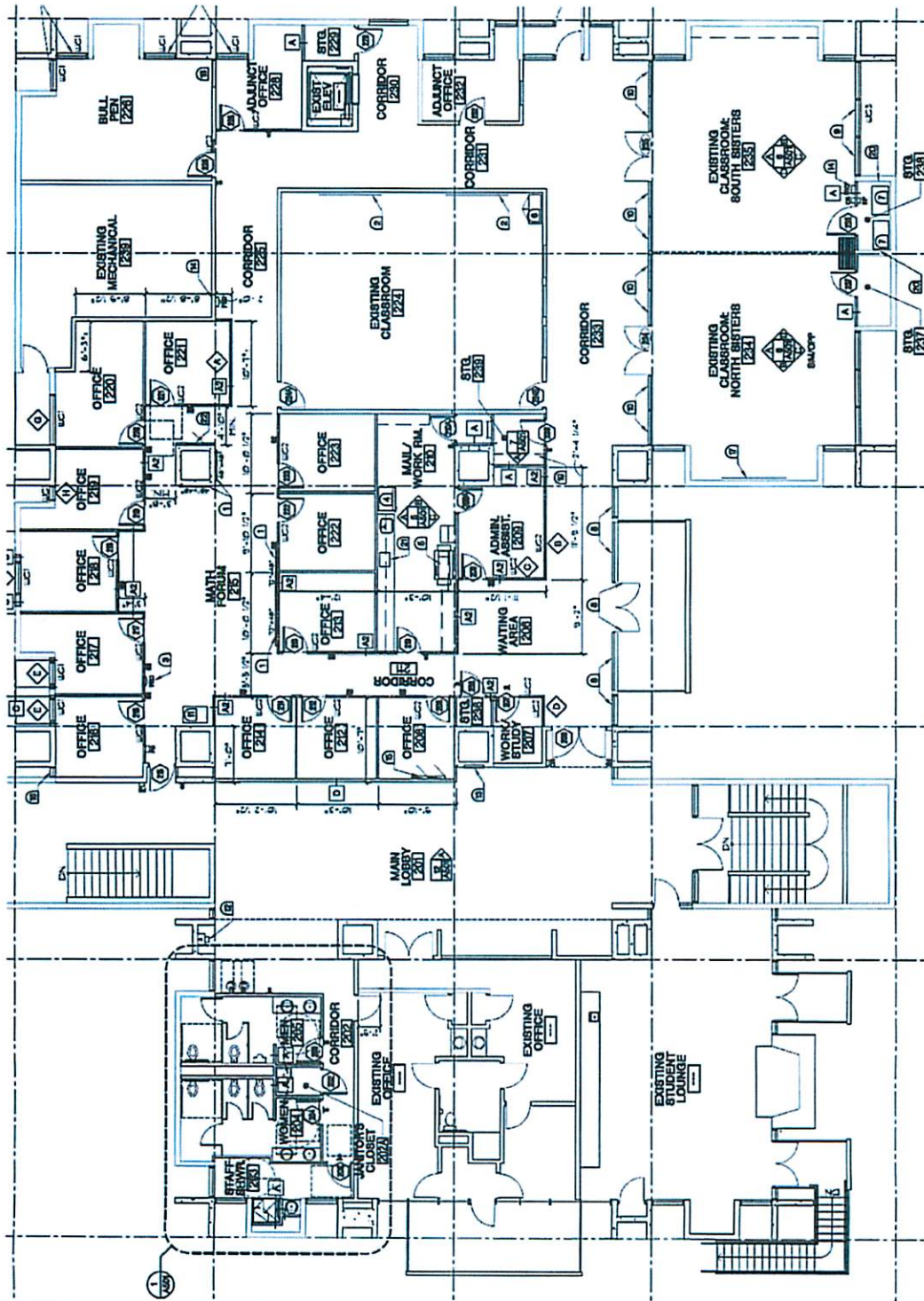


Grandview Renovation Project September 2013 Status Report



Grandview Renovation Project September 2013 Status Report

FLOOR PLAN



Grandview Renovation Project September 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
Charlie Naffziger	Math Department Chair	cnaffziger@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

Ochoco Remodel – September 2013 Update

Scope

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

Budget Status

The current total project budget is \$1,778,000. Projected construction costs are \$1,066,000.

Change Order Activity

N/A.

Schedule Status

The schedule will depend heavily on what the overall scope ends up being. Primary goals stated so far are:

- 1) Any work in classrooms must be complete by Fall 2014.
- 2) Other improvements including office opening shall be complete no later than December 1, 2014. The project team will make a Fall 2014 opening a goal provided the scope and phasing allows for it.

Recent Activity

The steering committee had its first meeting on September 20th. Programming has commenced and the Architect is beginning their pre-design work.

Activity Next Month

Programming will complete and Schematic Design will start.

Ochoco Remodel – September 2013 Update

Project Participants

COCC Stakeholder Group

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

Design Team

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

Contractor Group

TBD

Residence Hall September 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

None this month.

Schedule Status

Design Development Presentation and GMP proposal to occur at a special Board Meeting on October 23, 2013.

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 September

Concluding Design Development phase which will not be considered complete until Board approval. receive DD estimate from Mahlum, and receive estimate from Lease Crutcher Lewis.

Drafted commissioning RFP. RFP to be issued in early September.

Submitted site plan application to the City of Bend.

Attended completeness check meeting with the City of Bend on September 26, 2013

Activity planned for October

Receive commissioning proposals.

Respond to City of Bend items resulting from completeness check on September 26, 2013.

Receive reconciled Design Development phase estimates from Mahlum and Lease Crutcher Lewis.

Complete estimate review and Value Engineering process for budget conformance.

Review project status with Real Estate committee at specially scheduled meeting on October 16, 2013.

Present Design Development status of project and Lease Crutcher Lewis GMP at specially scheduled board meeting on October 23, 2013.

Residence Hall September 2013 Status Report

Conceptual preliminary building perspective.



Residence Hall September 2013 Status Report

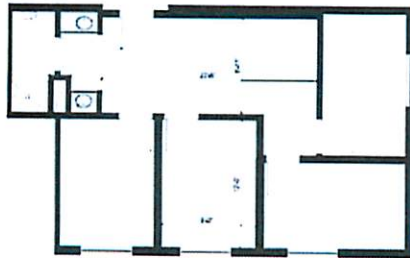


Residence Hall September 2013 Status Report



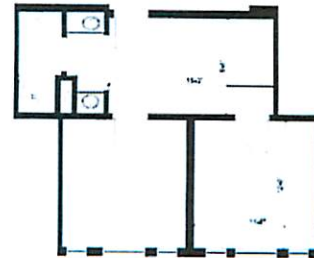
RA SINGLE

SINGLE BEDROOM	202 SF
BATHROOM	58 SF
TOTAL	260 SF NET
	313 SF GROSS



QUAD SINGLES

SHARED ROOM	157 SF
SINGLE BEDROOM	165 SF
SINGLE BEDROOM	166 SF
SINGLE BEDROOM	166 SF
SINGLE BEDROOM	165 SF
BATHROOM	79 SF
TOTAL	738 SF NET
	852 SF GROSS



QUAD DOUBLES

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATHROOM	79 SF
TOTAL	492 SF NET
	576 SF GROSS

Residence Hall September 2013 Status Report

Schedule	start	finish
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	September 2013	December 2013
Commissioning Consultant Selection	September 2013	October 2013
Board decision to proceed with Construction Documents	October 2013	October 2013
Construction Documents	October 2013	February 2014
Permit Application	January 2014	March 2014
Special Inspection Consultant procurement	January 2014	February 2014
Construction	March 2014	July 2015
Furnishing Move-in	July 2015	September 2015

Residence Hall September 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

Commissioning Agent TBD
Testing Agency TBD

Technology Education Center – Sept. 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

There were about 20 changes submitted this month that are capturing changes that occurred during steel detailing. The majority of them are small. The largest approved this month was the change order associated with the City review comments to the civil drawings and Airport way improvements, ~\$27,000. See change order log for more information.

Schedule Status

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

Recent Activity

Concrete walls in the north wing continued. Structural steel continued in the Core section of the building. Slab on grade at the south wing completed this month as did the 2nd floor slab on the south. Roof trusses at the south and Core have been installed and roof deck at the south is in. Interior and exterior framing commenced at the south wing on both floors. MEP rough-in at the south is also well underway.

Activity Next Month

Concrete walls and structural steel will continue. Slabs on grade and on deck will continue. Exterior framing will continue. MEP rough-in will continue. Sitework and site utilities will continue. Airport Way work will begin.

Technology Education Center – Sept. 2013 Update



Exterior Enclosure Mock-up



Ductwork on the 1st floor South Wing

Technology Education Center – Sept. 2013 Update



Polished Concrete Slab on Grade Placement



View from the "Front Door"

Technology Education Center – Sept. 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– Sept. 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

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

Change Order Activity

N/A.

Schedule Status

As the schedule and occupancy are dependent on the partition, project completion is a moving target. We do anticipate being able to open for Winter 2014 if all goes well.

Recent Activity

The College was given the go ahead by the county for the land purchase. The partition application was completed and is in for approval with the City of Redmond, no timeframe on approval is known right now. The Architect and Consultants are under contract and planning for the remodel is underway. The Consultants have completed their surveys and those reports are pending.

Activity Next Month

Partitioning process will continue, design and planning for the remodel will continue. A water line may be installed if we hear from the City on the Partition.

Veterinary Tech Remodel at BAC– Sept. 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

Oregon Legislative Special Session 2013 passed the following five bills.

1. SB 861 – PERS COLA Reduction

- Modifies cost-of living adjustment the PERS system beginning July 1, 2014
 - 1.25% COLA on the first \$60,000
 - 0.15% COLA on any amount over \$60,000
 - Authorizes supplemental payment to begin in 2014
 - First .25% supplement payments not to exceed \$150
 - Payment authorized through 2019
 - Supplement to be paid from the PERS Contingency reserve account
 - No impact on rates
 - COLA change replaces SB 822 budget not to reduce rates by up to 1.9%
 - Provides for expedited review by the Oregon Supreme Court
- Impact on Tier1, Tier 2, and OPSERP; no impact on IAP program
- PERS unfunded liability (UAL) will fall by \$11.3 billion, excluding employer side accounts.
- **No rate reduction** for the 2013-15 biennium.
- Project PERS rate increase of approximately 2%-3% for the 2015-17 biennium.
- Saving anticipated for rates beyond the 2015-17 biennium.

2. SB 862 – Reforms Certain PERS Polices

- Excludes increase in salary for insurance coverage pay
 - Provides for PERS garnishment or other collection process from individuals convicted of a felony
 - Modifies retirement options available to members of the Legislative Assembly
 - Provides for expedited review by the Oregon Supreme Court
- Changes are not anticipated to have any impact on PERS rates

3. SB 863 – GMO Crops

- Prohibits local government from enacting or enforcing local measure or law that inhibits or prevents production or use of specified seed.
- Preempts local bans of agricultural seed except in counties where local ordinances have already qualified for the ballot

4. HB 3601 – Tax Bill (raises \$244 million in new revenue)

- Increases corporate tax rates for 2013
- Modifies personal exemption credits and reforms senior medical deduction
- Increases cigarette tax

- Lower tax rates for small and family-owned businesses

5. HB 5101 – Increases biennial appropriations

- Increases State School Fund by \$100 million
 - **Increase community college support by \$15 million to limit tuition and fee increases**
 - Increase the Oregon University System by \$25 million to limit tuition increases
 - Increase Department of Human Services by \$10 million
 - Increase Senior Services by \$26 million
 - Increase Department of Transportation by \$5 million
 - Increase Oregon Health Authority by \$10 million
- Funding increase is for the second year of the 2013-15 biennium

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

**ACTION ITEM – SECOND READING
POLICY ON BUDGET COMMITTEE**

Prepared by: Ron Paradis-Director of College Relations

A. Action Under Consideration

Update Board Policy (GP 12.1) related to Budget Committee representation.

B. Background

Last Winter, the Board approved new boundaries for the zones from which members are elected. This was to comply with Oregon statute, which requires this to be done regularly to make sure zones are as close as possible to being equal in population.

The next step was to determine the impact to the Budget Committee. ORS 294.414, which covers Budget Committees in the state, requires that Budget Committee members live in the District, but it says nothing about them needing to represent the various areas/zones covered by the District.

Current Board policy, however, states the following:

GP 12-1: BUDGET COMMITTEE

Approved: November 12, 1998

The COCC Budget Committee shall consist of the members of the Board plus one member from each of the seven zones appointed by the Board for a term of three fiscal years. When a vacancy occurs on the Budget Committee, the Board shall meet in regular session and elect a person to fill the vacancy from any of the qualified voters of the zone from which the vacancy occurs. The Board shall request

nominations from the public at large and shall prescribe the format in which the nominations are to be presented.

With the changes in zone boundaries, some Budget Committee members now live in zones other than the one he or she represents.

C. Recommendation

The recommendation is to adopt the following as GP (Governance Process) 12.1.

The COCC Budget Committee will follow the provisions of ORS 294.414. The Board will attempt to appoint one Budget Committee member from each Board zone. However, at the discretion of the Board, under special circumstances (such as boundary changes impacting incumbent Budget Committee members or no candidates from a particular zone), the Board can choose to make exceptions and appoint Budget Committee members who reside in the District but in a neighboring zone to represent that area.

D. Resolution

BE IT RESOLVED that the Board of Directors of Central Oregon Community College do hereby approve GP 12.1: Budget Committee, as outlined in section C of this resolution.

E. Timing

Action at this time will allow for appointment of Budget Committee members prior to Jan. 1, 2014.

Central Oregon Community College
Budget Committee
as of July 1, 2013

<u>ZONE</u>	<u>Name</u>	<u>Date</u>	<u>Description</u>
Zone 1	Joe Krenowicz	6-30-2014	Elected to COCC Board
Zone 2	Mark Copeland	6-30-2013	Eligible for re-appointment
Zone 3	Doug Ertner	6-30-2015	Now in Zone 1
Zone 4	Gayle McConnell	6-30-2013	Now in Zone 2
Zone 5	Lester Friedman	6-30-2015	No change
Zone 6	Steve Curran	6-30-2014	Now in Zone 7
Zone 7	Patricia Kearney	6-30-2013	Now in Zone 6

Recommendation for 2013-14

Zone 1	Doug Ertner	6-30-2014	From Zone 3
Zone 2	Mark Copeland	6-30-2016	Reappointed
Zone 3	_____	6-30-2015	Vacant
Zone 4	Gayle McConnell	6-30-2016	Reappointed (out of Zone)
Zone 5	Lester Friedman	6-30-2015	No change
Zone 6	Patricia Kearney	6-30-2014	From Zone 7
Zone 7	Steve Curran	6-30-2016	From Zone 6