



CENTRAL OREGON **REVISED**  
 COMMUNITY COLLEGE  
 Board of Directors' Meeting – AGENDA  
 Wednesday, September 11, 2013 – 6:00 PM  
 Madras Campus – Madras, Oregon

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Abernethy
	II. Introduction of Guests			
6:15 pm	III. Agenda Changes			
6:16 pm	IV. Public Hearing and Testimony	5.a		
	A. COCC Madras Campus Update & Partnership w/OSU -Abasa/Snead/Oppenlander			
6:20 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular – July 10, 2013	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (July/August 2013)	5.b1	X	Sorenson <sup>A</sup>
	C. Approval to Hire			Sorenson <sup>A</sup>
	1. Bernard	5.c1	X	
	2. Dymond	5.c2	X	
	3. Huckins	5.c3	X	
	4. Roshau	5.c4	X	
6:25 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	6.b		McCoy <sup>A</sup>
	C. Fall 2014 Enrollment & Related Budget Info.	6.c		Middleton <sup>P</sup>
	D. Regional Achievement Collaborative	6.d		Middleton <sup>P</sup>
	E. Accreditation Update	6.e, 6.e1, 6.e2		Middleton/Abasa <sup>P</sup>
	F. Outcomes Based Funding	6.f		Middleton <sup>P</sup>
	G. COCC Student Success initiatives	6.g		Metcalf/Abasa/Moore <sup>P</sup>
	H. La Pine Parks & Rec – Plaque			Abasa/Schulz <sup>P</sup>
7:00 pm	VII. Old Business			
	A. Student Housing Update	7.a		McCoy <sup>P</sup>
7:15 pm	VIII. New Business			
	A. Budget Committee – GP 16	9.a	X	Paradis <sup>P</sup>
	B. Appointments-Presidential Search Advisory Cmte	9.b*	X	Abernethy <sup>P</sup>
	1. Advisory Committee Schedule	9.b1	X	Abernethy <sup>P</sup>
	C. Facility Naming	9.c*	X	Abernethy/Middleton <sup>P</sup>
7:30 pm	IX. Board of Directors' Operations			
	A. Board Members Activities			
7:45 pm	X. President's Report			
	A. Updates			
	1.			

## XI. Dates

- A. Monday, September 30 – Fall Term Begins - 1<sup>st</sup> Day of Classes
- B. Tuesday, October 1 – Anthony’s Homeport Restaurant presents “The Feast at the Old Mill” annual fundraising event for COCC’s Culinary program. Call COCC’s Foundation Office @ 541-383-7225 for tickets
- D. October 2-5 – ACCT Leadership Congress – Seattle, WA
- E. Wednesday, **October 9** – Board of Directors Meeting/Boardroom-Boyle Ed. Center
- F. October 11-12 – Fall Board Retreat - Bend
- G. October 24-26 OCCA-Oregon Community College Assn. Annual Conference - Welches, OR

## XII. ADJOURN to Executive Session

### XIII. Executive Session: ORS: 192.660 (1)(e), Real Property Transactions

8:10 pm XIV. Adjourn

\* Material to be distributed at the meeting (as necessary).

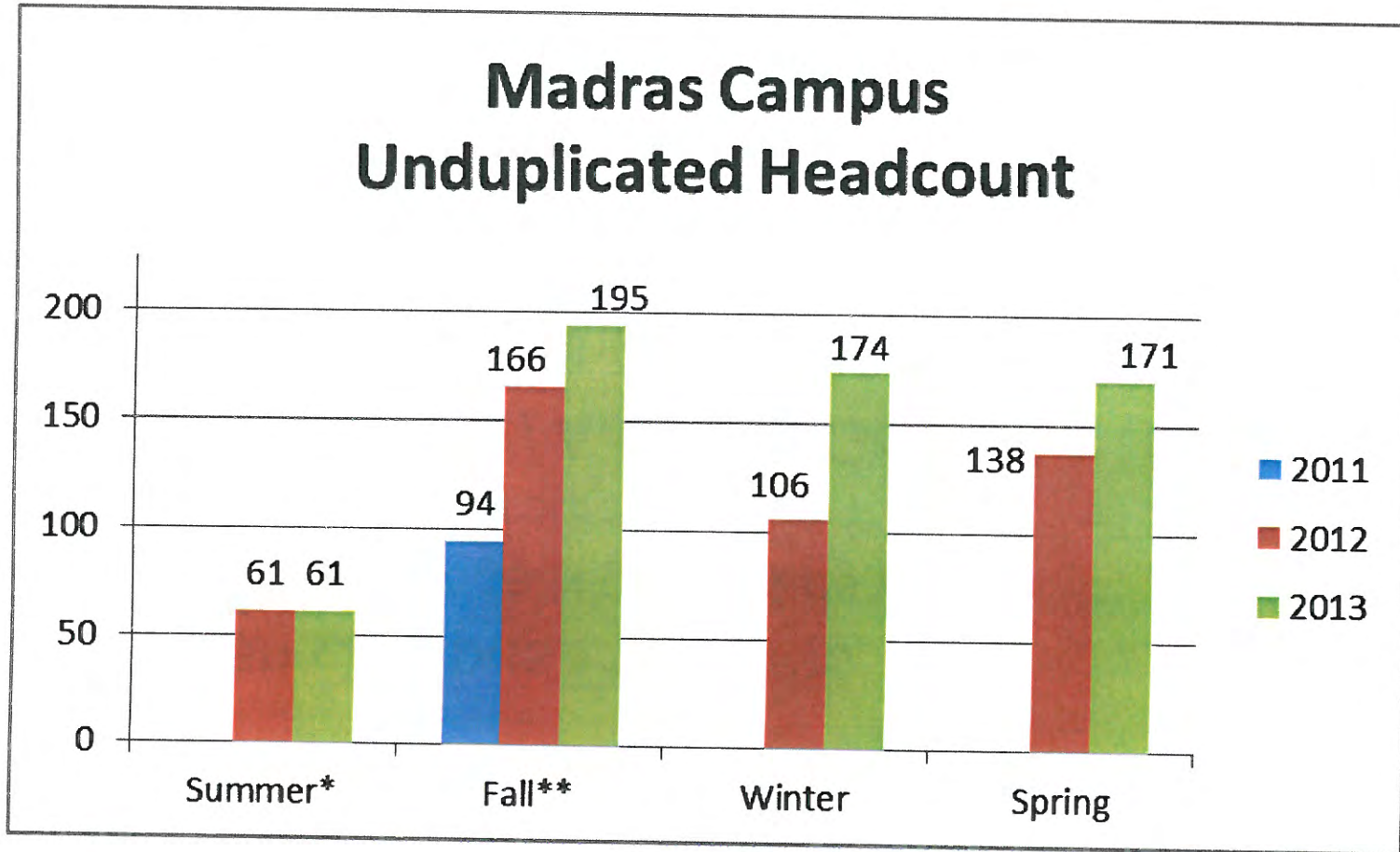
\*\* **Times** listed on the agenda are approximate to assist the Chair of the Board.

\*\*\* 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 Available for background information if requested.



## Madras Campus Unduplicated Headcount



\*Summer 2013 data is unofficial

\*\*Fall 2013 based on Sept 11, 2013 unofficial report



## 2012-13 Successes

- OSU Open Campus Programs
  - Career and College Night at Kids Club
  - Juntos/Together Program
- Education Council / Advisory Group
- Sharing our partnership successes nationally
  - National Association of Branch Campus Administrators
  - National Engagement Scholarship Consortium Conference
- Gift of Literacy
- Summer Bridge
- Kiksht credit course





# Partnership to End Poverty Funding

## Welding Course Sequence

- Spring 2012 – Spring 2013
- 29 students served
- \$5,120 scholarships awarded
- \$14,050 in equipment for MHS



## Employment Skills Training

- CNA-2 Certification Training
- Unemployed or underemployed job skill development series
- Leadership skill development series





## In the Works for 2013-14

- Madras Aquatic Center credit classes
- United Way / Volunteer Income Tax Assistance (VITA) Program
- Various programs with Madras High School
  - Advanced Diploma
  - Workshops for students meeting proficiencies
  - Internship / Job shadowing assistance
- Development of Agriculture courses
- Early Childhood Education Partnerships





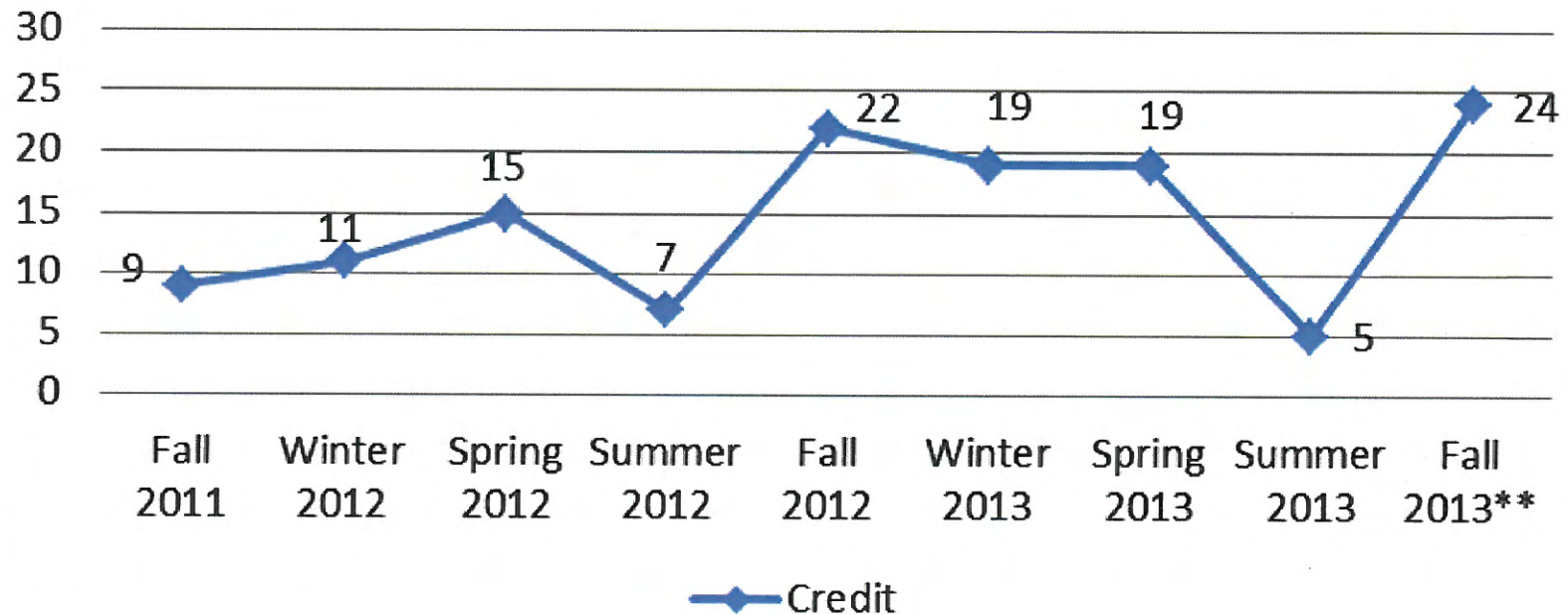
# CENTRAL OREGON community college



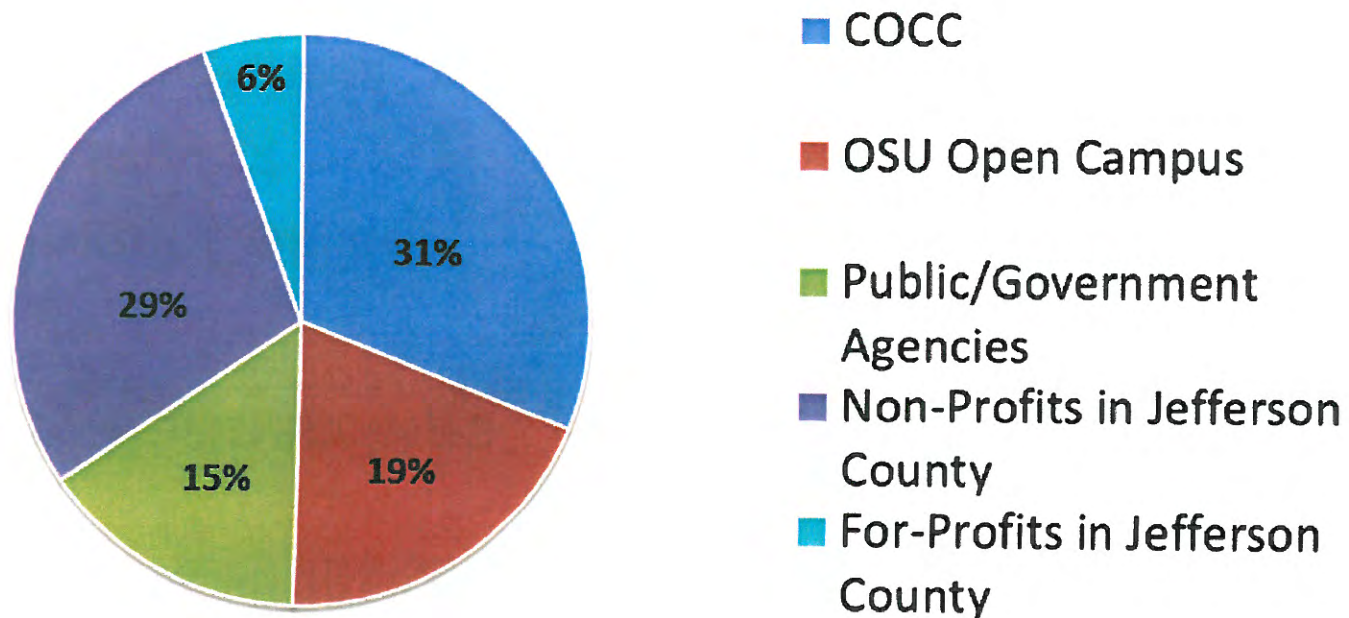
**COCC Madras Campus Update  
September 11, 2013**



## Number of credit classes offered at the Madras Campus



### COCC Madras Community Room Usage (fall 2011-summer 2013)



- 122 of the 177 room 'rentals' were non-COCC related events (69%)



# Early Childhood Education

## Community Partnerships

- Oregon Child Development Coalition
- Neighbor Impact
- Madras High School
- Culver School District
- Kids Club
- Learning Center
- Confederated Tribes of Warm Springs

## Credit Courses

- 10 credits in 10 Saturdays in Madras







**CENTRAL OREGON COMMUNITY COLLEGE**  
**Board of Directors' Meeting – MINUTES**  
**Wednesday, July 10, 2013 – 6:00 PM**  
**PacifiCorp Conference Room-MATC Bldg. – Redmond Campus**

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

**OATH OF OFFICE**

Mr. Joe Krenowicz of Madras, OR was elected to the COCC Board of Directors - representing Zone 1 - at the May 21, 2013 Special Election. Chair Abernethy swore in Mr. Joe Krenowicz with the "Oath of Office."

**ELECTION 2013-14 CHAIR & VICE CHAIR:**

**Mr. Charley Miller moved to elect Mr. Bruce Abernethy as Chair of the Board of Directors' for 2013-14. Mr. David Ford seconded. MCU. Approved. M07/13:1**

**Mr. Anthony Dorsch moved to elect Ms. Laura Craska-Cooper Vice Chair of the Board of Directors' for 2013-14. Mr. Charley Miller seconded. M07/13:2**

**INTRODUCTION OF GUESTS:** Tony Debone- Deschutes County Commissioner, 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, Rich Brecke, Tyler Leeds, Patricia Hammer, Kathy Smith, Jerry Schulz, and others.

**WELCOME:**

President Middleton welcomed newly hired Vice President for Instruction – Dr. Charles Abasa-Nyarko.

**PUBLIC HEARING AND TESTIMONY:**

Shirley Metcalf-Dean of Extended Learning gave a brief overview of accomplishments and key events of the Redmond Campus from the 1970's thru 2013 (Handout: 5.a).

**EXECUTIVE SESSION:**

ORS 192.660 (1)(h) Potential Litigation and ORS 192.660 (1)(e), Real Property Transactions

**CONSENT AGENDA:**

**Mr. Anthony Dorsch moved to approve the Consent Agenda (Exhibit: 8). Ms. Laura Craska-Cooper seconded. MCU. Approved. M07/13:3**

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of June 12, 2013 (Exhibit: 8.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the June 2013 New Hire Report (Exhibit: 8.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Jessica Hammerman, as full-time Assistant Professor I of History (Exhibit: 8.c1) and Frank Payne, as full time Assistant Director of the Bookstore (Exhibit: 8c2);

BE IT RESOLVED that the Board of Directors' accepts the bid of Pure Air Filter Sales and Services for \$32,538. for Air Filter Replacement Services and directs that a contract be executed (Exhibit: 8.d);

BE IT RESOLVED that the Board of Directors' approves the ASCOCC (Associated Students of Central Oregon Community College) Constitution as presented (Exhibit: 8.e & Attachment 8.e).

### INFORMATION ITEMS:

#### Financial Statements – (Exhibit: 9.a)

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

#### Construction Update – (Exhibit: 9.b)

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

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

#### Student Housing

President Middleton reported that the college is fundamentally on track with progress – a community input meeting was held June 26, which highlighted options for consideration of two entrance roads. The first planning session with the City of Bend will be held July 3.

#### Legislative & Budget Updates

- Budget - President Middleton reported that Oregon Community Colleges came in at the \$450M level with Oregon universities getting additional funding to reduce tuition; community colleges did not receive the additional funding.
- Capital Construction - the project was approved for retiring the debt on Cascades Hall. Exact details of funding will be resolved in the February 2014 session or beyond. Funding will come solely from XI-G bonds which must be matched 50/50.
- SB 270 - created independent Boards for PSU, UofO and possible OSU.
- HB 3120 – (accompanying bill) outlined roles and responsibilities for HECC (Higher Education Coordinating Commission).

Grandview Furniture (Exhibit: 9.e) Grandview is currently being remodeled from a cafeteria and kitchen space to classrooms and offices to house the Math Department. Classroom and Office furnishings and misc. equipment has been purchased.

Presidential Search Process

Board Members – Laura Craska-Cooper, Charley Miller and Bruce Abernethy are the Board Liaison Sub-Committee for the Presidential Search – they will provide updates as the process progresses.

NEW BUSINESS:

ASCOCC Budget & Update (Exhibit: 11.a)

Ms. Alicia Moore-Dean of Students and Enrollment Services reviewed that during the Spring term of each year – the ASCOCC Council coordinates a process to develop their budget for the upcoming academic year.

Mr. David Ford moved to approve the 2013-14 ASCOCC budget as presented. Ms. Vikki Ricks seconded. MCU. Approved. M07/13:4

Potential Real Estate Transaction

Mr. Anthony Dorsch moved to authorize President Middleton to negotiate or designate negotiation for potential real estate transaction as advised and directed in the Executive Session. Mr. Charley Miller seconded. MCU. Approved. M07/13:5

BOARD OF DIRECTORS' OPERATIONS:

Board Appointments/Committee Assignments (Exhibit: 12.a)

The Board of Directors were apprised of the Committee Assignments for 2013-2014.

August Board Meeting Cancellation (Exhibit: 12.b)

Ms. Laura Craska-Cooper moved to approve suspension of the rules in accordance with Policy GP 9 to cancel the scheduled August 14, 2013 Board of Directors' Meeting.

Ms. Vikki Ricks seconded. M07/13:6

Board Member Activities

Mr. Dorsch      Redmond Technology Education Center - Ground Breaking Ceremony

Mr. Ford          Redmond Technology Education Center - Ground Breaking Ceremony  
OSU Cascades Graduation Ceremony  
Met w/Kelly Sparks – OSU-Cascades new Associate VP for  
Finance & Strategic Planning  
Met w/President Middleton and CFO Kevin Kimball re: Student Housing  
Bill Smith and Mary Campbell re: Opportunities for the COCC property  
Attended Audit and Finance Committee Meeting



- Mr. Ford-continued**      Attended Real Estate Committee Meeting  
Sent emails to the Legislature  
re: additional revenue through HB 2456B and  
SB 857-A to provide additional PERS relief
- Mr. Miller**              Redmond Technology Education Center - Ground Breaking Ceremony  
President's Student Scholarship Luncheon  
Met w/President Middleton re: Student Housing  
Attended Real Estate Committee Meeting  
Attended Audit and Finance Committee Meeting  
Established Committee - Miller, Craska-Cooper, McCoy,  
Andresen, and Kimball to develop RFP for legal services as per board policy  
to bring a recommendation to the Audit and Finance Committee  
then bring a full recommendation to the Board
- Ms. Ricks**              Sent emails to the Legislature re: additional revenue through HB 2456B and  
SB 857-A to provide additional PERS relief  
Attended the La Pine Education Committee Meeting re: GED program  
Attended COCC Commencement  
President's Student Scholarship Luncheon
- Ms. Craska-Cooper**    Attended COCC Commencement  
Met w/President Middleton re: Access to the Campus Center and  
the Residence Hall  
Met w/Bill Smith and Mary Campbell re: Potential Development of COCC  
property  
Met w/Legislator Mike McLane re: budget issues for community colleges
- Mr. Abernethy**      Attended COCC Commencement  
President's Student Scholarship Luncheon  
Working on a regional collaborative grant (PK-20)

**PRESIDENT'S REPORT:**

- President Middleton welcomed new board member Joe Krenowicz and new VP for Instruction Dr. Charles Abasa-Nyarko
- Gerald Hamilton will serve as interim Commissioner of the CCWD
- Nancy Golden will serve as interim Chief Education Officer of the OEIB replacing Rudy Crew
- Enrollment Tracking and Budget Impacts –  
Summer School – down approx.. 8.1% from prior year  
Fall 2013 – Budgeted for 2.5% decline
- Better Together Submission  
Regional Achievement Compact submittal to OEIB on July 11
- September 11 Board of Directors' Meeting will be held at the Madras Campus.

**ADJOURN:**    8:20 PM

APPROVED;

ATTEST TO;

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Mr. Bruce Abernethy, Board Chair

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Dr. James E. Middleton, President

Exhibit: 5.b1  
September 11, 2013  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

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

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
<b>Classified Full-Time</b>			
Bessling, Kimberly	7/22/2013	Bend	Admin Assist - Foundation
Hatch, Talona	7/15/2013	Bend	Transt/Degree Evaluator
<b>Classified Part-Time</b>			
Pyott, Sheila	7/1/2013	Bend	Admin Assist I - Constr
<b>Temporary Hourly</b>			
Corlin, Megan	7/1/2013	Bend	Student Workers
Ruedi, Amber	7/1/2013	Bend	Student Workers
Valdovinos, Eric	7/1/2013	Bend	Student Workers

**NEW HIRE REPORT – August 2013**

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
<b>Classified Full-Time</b>			
Smith, Ethan	8/12/2013	Bend	Custodian

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 **MEGAN BERNARD**, as a Full Time Resident Director.

**B. Discussion/History**

The employment contract for MEGAN BERNARD is for an administrative position. This position was filled through a National College search. MEGAN BERNARD will officially begin work on August 1, 2013.

**C. Options/Analysis**

Approve the employment contracts for MEGAN BERNARD.  
Decline approval of the employment contracts for MEGAN BERNARD.

**D. Timing**

The Resident Director position for MEGAN BERNARD 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 MEGAN BERNARD.**

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Bernard is currently in the process of completing a BS in Biology at Oregon State University-Cascades and currently holds an AAOT in General Science from Central Oregon Community College. Ms. Bernard is currently the Interim Residence Hall Director at Central Oregon Community College. Other experiences include Vice President for ASOIT at the Oregon Institute of Technology; Assistant Residence Director, Resident Assistant, Summer Conference Assistant, and Summer Facilities Services Assistant at Central Oregon Community College.



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 **WESLEY DYMOND**, as a Full Time Information Security Administrator.

**B. Discussion/History**

The employment contract for WESLEY DYMOND is for an administrative position. This position was filled through a National College search. WESLEY DYMOND will officially begin work on August 12, 2013.

**C. Options/Analysis**

Approve the employment contracts for WESLEY DYMOND.  
Decline approval of the employment contracts for WESLEY DYMOND.

**D. Timing**

The Information Security Administrator position for WESLEY DYMOND 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 WESLEY DYMOND.**

**F. Budget Impact**

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

**G. Miscellaneous**

Mr. Dymond has an AS in Electronic Engineering, and a BS in Automated Manufacturing, from ITT Technical Institute. His certifications include IBM AS/400 System Administration and Operations, and JDE ERP Technical Foundations. Mr. Dymond has twenty years of experience working in IT, incorporating myriad network infrastructure, security, and server technologies. Prior to working for COCC, Mr. Dymond's work experience includes working as an IT Consultant for Les Schwab, a Network Administrator for Bank of the Cascades, as well as Danner Shoe Manufacturing Co, and an iSeries System Administrator III for Columbia Sportswear.

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 **SHELLEY HUCKINS**, as a Full Time Payroll Supervisor.

**B. Discussion/History**

The employment contract for SHELLEY HUCKINS is for an administrative position. This position was filled through a National College search. SHELLEY HUCKINS will officially begin work on August 1, 2013.

**C. Options/Analysis**

Approve the employment contracts for SHELLEY HUCKINS.  
Decline approval of the employment contracts for SHELLEY HUCKINS.

**D. Timing**

The Payroll Supervisor position for SHELLEY HUCKINS 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 SHELLEY HUCKINS.

**F. Budget Impact**

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

**G. Miscellaneous**

Mrs. Huckins has worked closely in the COCC payroll these past five years, and has also held other positions at the College in Fiscal Services and Student Services. Ms. Huckins holds both an Associate of Applied Science degree and Bachelor of Science degree from Oregon Institute of Technology. Her payroll knowledge, combined with extensive Banner experience, and familiarity with the College will provide a smooth transition from Payroll Specialist to Payroll Supervisor.

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 **KRISTINE ROSHAU**, as a Full Time Instructional Technical Systems Specialist / Trainer.

**B. Discussion/History**

The employment contract for KRISTINE ROSHAU is for an administrative position. This position was filled through a National College search. KRISTINE ROSHAU will officially begin work on August 19, 2013.

**C. Options/Analysis**

Approve the employment contracts for KRISTINE ROSHAU.  
Decline approval of the employment contracts for KRISTINE ROSHAU.

**D. Timing**

The Instructional Technical Systems Specialist / Trainer position for KRISTINE ROSHAU is for a 11-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 KRISTINE ROSHAU.**

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Roshau holds an MLIS degree in Library and Information Science from University of Washington, and a BA in English from Concordia University. Ms. Roshau is currently Instructional Technologist at Concordia University, documenting, organizing, and delivering information pertaining to or related to technology on campus. Ms. Roshau supports and educates faculty and students through planning, designing, and delivering online support resources for technical systems. Other experiences include researching and writing training tools for Concordia's internal knowledge base system, and creating learning materials for online programs.

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

**Cash and Investments**

The Colleges' operating cash balances currently total \$28 million. The July 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 July.

**General Fund Revenues**

Tuition and fee revenues represent fall term enrollment as of the end of July. All budgeted transfers-in have been posted for the year including \$300,000 from the PERS Reserve.

**General Fund Expenses**

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

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of July 31, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
Pool account 4089	\$26,967,390.91		
Pool account 5482			\$1,551.71
Pool account 3624			\$372,790.98
Pool account 3816		\$7,094,523.35	
Pool account 3844		\$46,036.64	
April Average Yield .54%			
<b>Cash in USNB</b>	\$1,202,239.60		
<b>Cash in USNB - Bond Funds</b>		\$0.00	
<b>Cash on Hand</b>	\$4,300.00		
Total Cash	<u>\$28,173,930.51</u>	<u>\$7,140,559.99</u>	<u>\$374,342.69</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
 July 2013

Exhibit 6a  
 11-Sep-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>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 11,895,000	\$ -	\$ (11,895,000)	0.00%	0.00%
Prior Taxes	790,000	72,024	(717,976)	9.12%	12.40%
Tuition and fees	19,723,000	4,942,762	(14,780,238)	25.06%	26.76%
State Aid	6,291,000	-	(6,291,000)	0.00%	0.00%
Interest & Misc. Income	75,000	38	(74,962)	0.05%	0.70%
Transfer-In	1,745,000	1,745,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 40,519,000</b>	<b>\$ 6,759,824</b>	<b>\$ (33,759,176)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 18,752,536	\$ 384,175	\$ 18,368,361	2.05%	2.16%
Academic Support	2,949,282	208,056	2,741,226	7.05%	6.84%
Student Services	4,602,112	284,122	4,317,990	6.17%	6.07%
College Support	4,833,106	413,446	4,419,660	8.55%	7.52%
Plant Operations and Maintenance	4,302,983	308,043	3,994,940	7.16%	6.41%
Information Technology	3,548,862	553,371	2,995,491	15.59%	11.20%
Financial Aid	52,897	5,930	46,967	11.21%	16.11%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,674,060	2,656,741	17,320	99.35%	100.00%
<b>Total Expenses</b>	<b>\$ 42,515,838</b>	<b>\$ 4,813,882</b>	<b>\$ 37,701,956</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,996,838)</b>	<b>\$ 1,945,941</b>	<b>\$ 3,942,779</b>		



**Central Oregon Community College**  
**Monthly Budget Status**  
**July 2013**

Exhibit 6a  
11-Sep-13

	<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>
<b><u>Other funds:</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 4,372,766	\$ 323,049	\$ (4,049,717)	7.39%	7.59%
Expenses	4,488,590	90,318	4,398,272	2.01%	2.03%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (115,824)</b>	<b>\$ 232,731</b>	<b>\$ 348,555</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,917,602	\$ 53,461	\$ (1,864,142)	2.79%	2.21%
Expenses	2,029,866	81,818	1,948,048	4.03%	3.22%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (112,264)</b>	<b>\$ (28,358)</b>	<b>\$ 83,906</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 30,498,168	\$ 1,743,194	\$ (28,754,974)	5.72%	25.21%
Expenses	27,998,138	648,319	27,349,819	2.32%	5.86%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 2,500,030</b>	<b>\$ 1,094,875</b>	<b>\$ (1,405,155)</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,201,733	\$ 61,509	\$ (7,140,224)	0.85%	0.84%
Expenses	7,744,533	558,698	7,185,835	7.21%	9.52%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (542,800)</b>	<b>\$ (497,189)</b>	<b>\$ 45,611</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,997,435	\$ 3,980,194	\$ (6,017,241)	39.81%	46.53%
Expenses	10,397,527	2,370,928	8,026,599	22.80%	30.01%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (400,092)</b>	<b>\$ 1,609,267</b>	<b>\$ 2,009,359</b>		
<b>Reserve Fund</b>					
Revenues	\$ 11,740	\$ -	\$ (11,740)	0.00%	0.00%
Expenses	480,000	307,744	172,256	64.11%	64.88%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (468,260)</b>	<b>\$ (307,744)</b>	<b>\$ 160,516</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 22,672,398	\$ 1,940,275	\$ (20,732,123)	8.56%	9.84%
Expenses	22,697,785	1,793,761	20,904,024	7.90%	9.10%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (25,387)</b>	<b>\$ 146,514</b>	<b>\$ 171,901</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 389,095	\$ 10,802	\$ (378,293)	2.78%	2.90%
Expenses	410,070	24,327	385,743	5.93%	32.13%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (20,975)</b>	<b>\$ (13,525)</b>	<b>\$ 7,450</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,900	\$ 161	\$ (1,739)	8.47%	9.65%
Expenses	3,000	-	3,000	0.00%	0.00%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,100)</b>	<b>\$ 161</b>	<b>\$ 1,261</b>		

## Information Technology Update – August 2013

### Current Projects

The construction of the **Redmond Technology Center** is going along well and the **Grandview, Boyle** and **Mazama** remodels are well underway. 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. 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, Mazama** and **Grandview** are on schedule at this time.

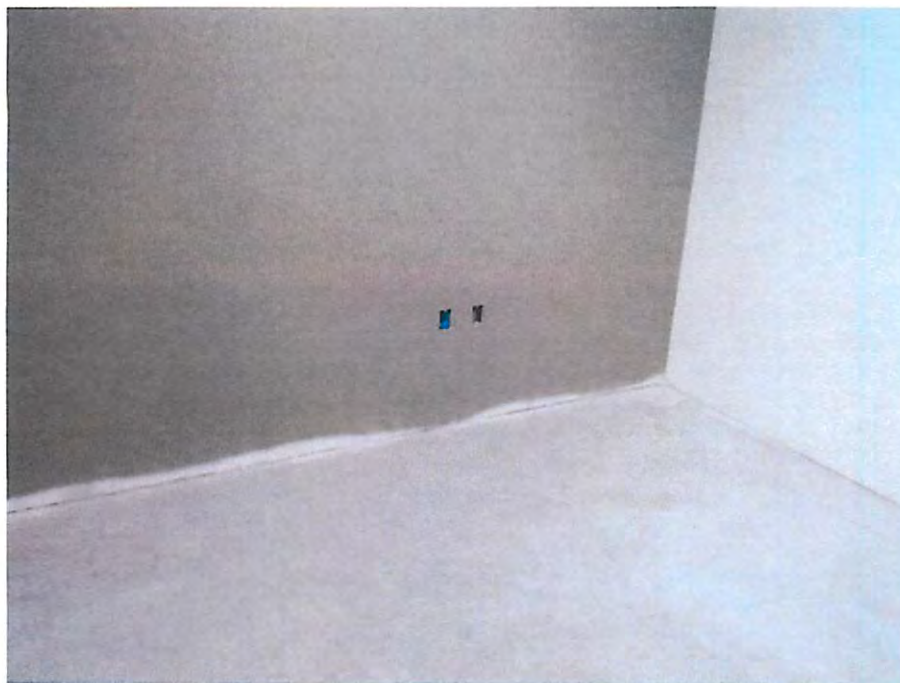
### Activity in July and August

We have been working with the General Contractor and low-voltage Contractors to clarify construction documents and expectations as well as to review installation methods and materials for **Grandview** and the **Redmond Technology Center** to ensure we have a quality installation. The low-voltage conduit and back-boxes at **Grandview** have been installed and the contractor has begun terminating faceplates within the offices. The floorboxes have been set on the first floor of the **Redmond Technology Center** in anticipation of concrete. We have also finalized **A/V design** for the **Redmond Technology Center** and anticipate sending this project out for bid in mid-October. Both the **Boyle** and **Mazama** remodels are underway and should be complete in time for classes this Fall.

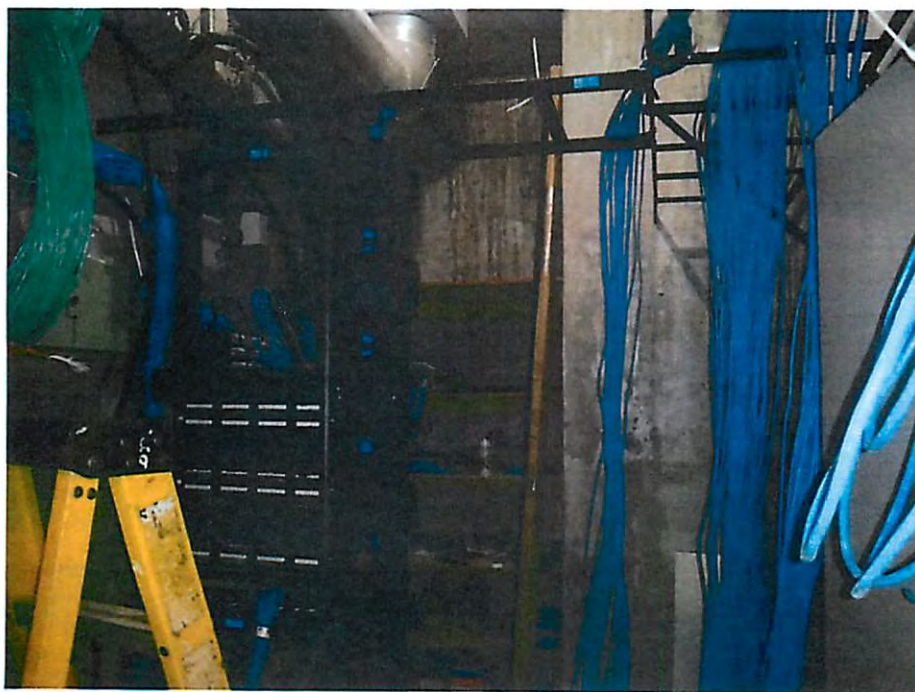
## Information Technology Update – August 2013

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### Photos – Grandview Remodel



*Low-voltage & Electrical – Typical Office, Grandview*



*Rack & low-voltage cable install – MDF, Grandview*



## Information Technology Update – August 2013

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### Photos – Boyle Remodel



New Computer Lab – BEC 159



Computer Classroom – BEC 156



## Information Technology Update – August 2013

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### Photo – Redmond Technology Center



*Floorbox and Conduit Installation – South wing, Redmond Technology Center*

### Upcoming Activities – September

The low-voltage data, security, and fire cable will be terminated for the **Grandview** remodel. The COCC ITS department will follow behind these contractors and will install speakers and projectors, as well as audio and video wire above ceiling. The electrical contractor will continue installing floorboxes and conduit at the **Redmond Technology Center**. COCC ITS staff will install 30+ computers as well AV systems to complete the **Boyle Remodel** in time for Fall classes. Design and cost estimates for the **Redmond Technology Center A/V** installation will be submitted for manufacturer certification before going out to bid.

## Information Technology Update – August 2013

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**COCC Construction PM** - Rich Brecke, 541-330-4375, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC Construction PM** - Rick Hayes, 541-330-4391, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC IT Project Manager** - Darren McCrea, 541-383-7741, email: [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

### **General Contractor, Grandview Remodel**

Sunwest Builders, Inc.  
2642 SW 4<sup>th</sup> 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 August 2013 Status Report

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### 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 #17, delete bathroom wing walls and replace with partitions, approved with a credit of \$298.57.
- COR #19, electrical and data outlet revisions per ASI #01, approved with a cost of \$251.28.
- COR #21, electrical and finish revisions to room 226 removing cedar, approved with a cost of \$2,990.18.
- COR #22, accommodate electrical conduit to electrical panel B, approved with a cost of \$1,309.90.
- COR #24, new mirrors for restrooms, approved with a cost of \$857.70.
- COR #25, change to fire rated walls, frames, and doors at restrooms, approved with a cost of \$3,885.94.
- COR #26, reroute ductwork below bathrooms due to waste piping, approved with a cost of \$682.50.
- COR #27, add stainless steel corner guards, approved with a cost of \$959.70.
- COR #28, delete jamb and head trim at offices, approved with a credit of \$360.00.
- COR #29, added paint at adjunct and one accent wall, approved with a cost of \$900.59.
- COR #30, additional signs per submittal review, approved with a cost of \$2,287.65.
- COR #31, provide two additional fire extinguishers, approved with a cost of \$497.75.
- COR #33, upgrade data equipment from 7 to 8 feet, approved with a cost of \$393.75.
- COR #34, provide four additional shades at Sisters Classrooms, approved with a cost of \$1,646.75.
- COR #35, provide power connections to fire smoke dampers, approved with a cost of \$886.41.
- COR #36, provide reverse ACT soffits at 216 and 228, approved with a cost of \$353.43.
- COR #37, change carpet to quick ship to work with schedule, approved with a credit of \$1,272.78.
- COR #40, provide new flooring and base in existing corridors, approved with a cost of \$8,080.72.

### Schedule Status

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

### Activity in August

- Substantially completed all work in the remodeled areas.
- Removed multi-zone unit and set new unit on August 26.
- Complete touchup and begin moving in office furnishings on August 26.

### Activity planned for September

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

## Grandview Renovation Project August 2013 Status Report

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### PHOTOS





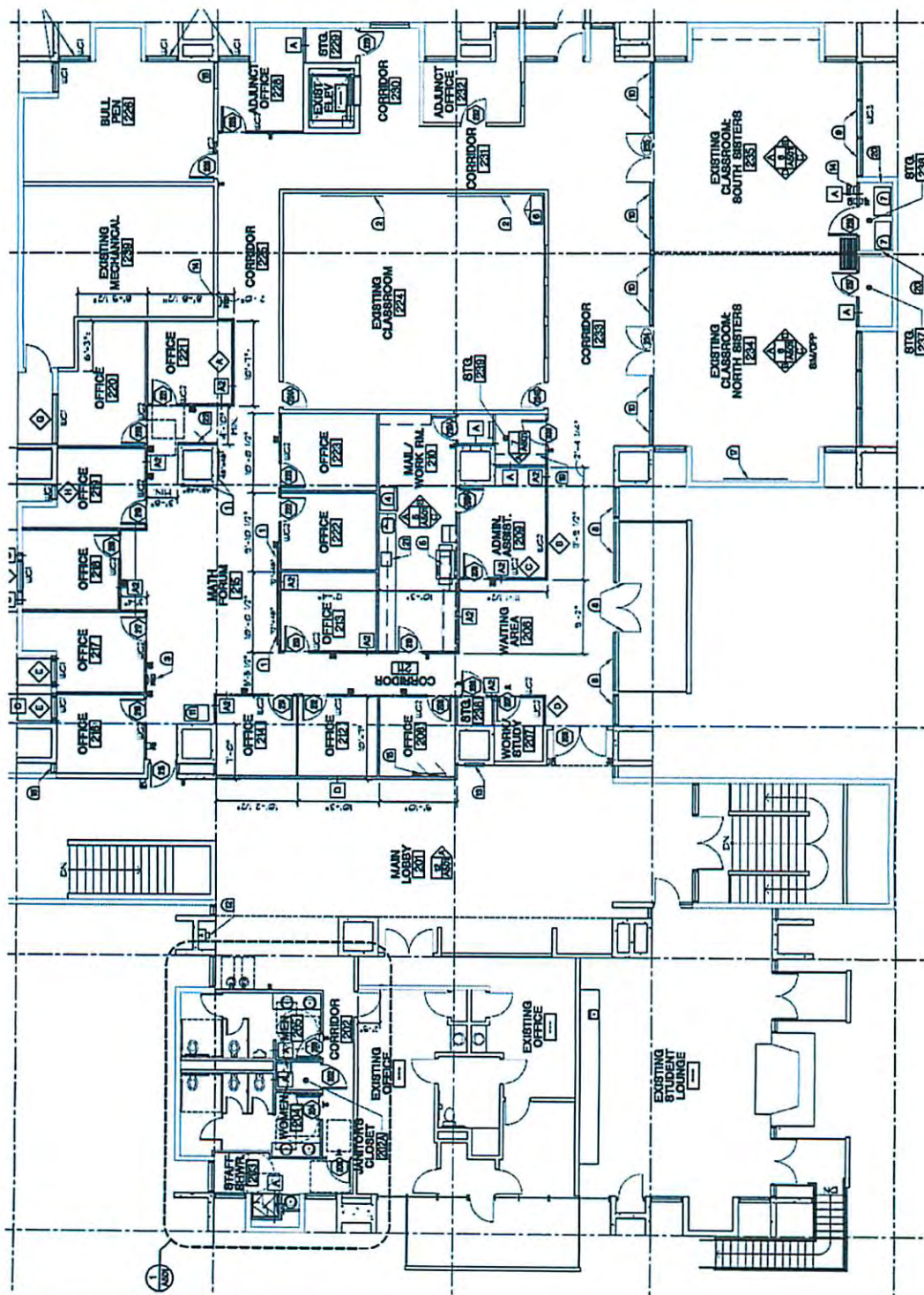
## Grandview Renovation Project August 2013 Status Report

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# Grandview Renovation Project August 2013 Status Report

## FLOOR PLAN





## Grandview Renovation Project August 2013 Status Report

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### Project Participants

#### COCC Administration

Matt McCoy	Vice President for Administration	<a href="mailto:mmccoy@cocc.edu">mmccoy@cocc.edu</a>
Jennifer Newby	Instructional Dean - Math	<a href="mailto:jnewby@cocc.edu">jnewby@cocc.edu</a>
Michael Fisher	Instructional Dean – Business	<a href="mailto:mfisher@cocc.edu">mfisher@cocc.edu</a>
Doug Nelson/	Math Department Chair	<a href="mailto:dnelson@cocc.edu">dnelson@cocc.edu</a>
Charlie Naffziger	Math Department Chair	<a href="mailto:cnaffziger@cocc.edu">cnaffziger@cocc.edu</a>
Jim Ellis	Business Department Chair	<a href="mailto:jellis@cocc.edu">jellis@cocc.edu</a>
Rick Hayes	Construction Project Manager	<a href="mailto:rhayes@cocc.edu">rhayes@cocc.edu</a>
Darren McCrea	Construction IT Manager	<a href="mailto:dmccrea@cocc.edu">dmccrea@cocc.edu</a>
Julie Mosier	Purchasing Coordinator	<a href="mailto:jmosier@cocc.edu">jmosier@cocc.edu</a>

#### 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](mailto:jwellman@steele-arch.com)  
[solson@steel-arch.com](mailto:solson@steel-arch.com)

#### General Contractor

Sunwest Builders, Inc.  
2642 SW 4<sup>th</sup> St.  
Redmond, OR 97756  
Adam Bowles, Project Manager  
Jeff Bilyeu, Project Superintendent  
541-548-7341  
[AdamB@sunwestbuilders.com](mailto:AdamB@sunwestbuilders.com)  
[jbilyeu@sunwestbuilders.com](mailto:jbilyeu@sunwestbuilders.com)

## Residence Hall August 2013 Status Report

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### **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 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 July/August**

Completed Pre-Application meeting with the City of Bend on July 3, 2013.

Continued Design Development progress meetings.

Made progress on interior and exterior finishes selection.

Conducted public information meeting.

Studied access points off of Mount Washington Drive, through Campus Village, and off of an access road near the Library. Utilized Kittelson engineering for traffic opinion. Mount Washington Drive to remain access point.

Drafted commissioning RFP. RFP to be issued in late August/early September.

### **Activity planned for September**

Complete Design Development phase, receive DD estimate from Mahlum, and receive estimate from Lease Crutcher Lewis.

Receive commissioning proposals.

Issue Technology residential network provider RFP.



## Residence Hall August 2013 Status Report

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Conceptual preliminary building perspective.





# Residence Hall August 2013 Status Report

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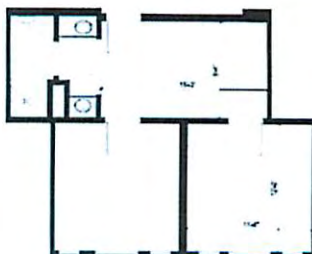
# Residence Hall August 2013 Status Report



**RA SINGLE**  
SINGLE BEDROOM 102 SF  
BATHROOM 38 SF  
TOTAL 263 SF NET  
315 SF GROSS



**QUAD SINGLES**  
SHARED ROOM 137 SF  
SINGLE BEDROOM 102 SF  
SINGLE BEDROOM 102 SF  
SINGLE BEDROOM 102 SF  
BATHROOM 78 SF  
TOTAL 728 SF NET  
852 SF GROSS



**QUAD DOUBLES**  
SHARED ROOM 137 SF  
DOUBLE BEDROOM 138 SF  
DOUBLE BEDROOM 138 SF  
BATHROOM 78 SF  
TOTAL 692 SF NET  
876 SF GROSS

## Residence Hall August 2013 Status Report

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### **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 August 2013 Status Report

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### 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 12<sup>th</sup> 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](mailto:bsmith@feitesting.com)

Testing Agency TBD



## Technology Education Center – August 2013 Update

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### 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

Three small change issues were presented this month. See change order log for more information.

### Schedule Status

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

### Recent Activity

Concrete walls have transitioned to the North Wing and will continue into next month. Structural steel and decking for the 2<sup>nd</sup> floor was completed, joists are also expected this month. Slab on grade at the South Wing is proceeding and some early overhead ductwork and rough-in has started.

### Activity Next Month

Concrete walls and structural steel will continue. Slabs on grade and on deck will continue. Exterior framing will start. Sitework and site utilities will continue. Airport Way work may begin as onsite civil work tapers off.

## Technology Education Center – August 2013 Update

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Structural Steel Starts at South Wing



Concrete Walls Continue



# Technology Education Center – August 2013 Update

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Slab on Grade at South Wing



Steel and Concrete at Core Classrooms



## Technology Education Center – August 2013 Update

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### 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– August 2013 Update**

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### **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. Based on the time it could take (up to 18 weeks) to complete the partition, a Fall 2013 opening will be difficult to achieve.

### **Recent Activity**

No forward progress was made this month. All partition documents are ready. The County is considering their options in relation to how this sale is handled, as they are the actual property owner. Partitioning and remodel work is on hold until they make their decision.

### **Activity Next Month**

Partitioning process will continue, and building surveys will be conducted pending the County's forward progress.

## **Veterinary Tech Remodel at BAC– August 2013 Update**

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### **Project Participants**

#### **COCC Stakeholder Group**

<b>Matt McCoy</b>	-	<b>VP for Administration</b>
<b>Shirley Metcalf</b>	-	<b>Interim VP for Instruction</b>
<b>Jenni Newby</b>	-	<b>Instructional Dean</b>
<b>Lynn Russell</b>	-	<b>Veterinary Technician Program Director</b>
<b>Rich Brecke</b>	-	<b>Project Manager</b>
<b>Darren McCrea</b>	-	<b>Construction IT Specialist</b>
<b>Julie Mosier</b>	-	<b>Purchasing Coordinator</b>

#### **Design Team**

<b>Scott Steele</b>	-	<b>Steele Associates Architects</b>
<b>Stephen Hockman</b>	-	<b>Steele Associates Architects</b>
<b>Krista Appleby</b>	-	<b>Steele Associates Architects</b>
<b>Summer Oman</b>	-	<b>Steele Associates Architects</b>

#### **Contractor Group**

**TBD**

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: James Middleton-President

**A. Issue**

Enrollment levels drive much of the COCC budget. With emerging enrollment declines, expenditures in the budget are being adjusted to reflect these changes. Positive resource impacts from the recent legislative session as well as COCC's conservative budget processes, natural reductions linked to enrollment decline, and strategic reserves are sufficient to sustain COCC's fiscal health. Current conditions, budget modifications and future initiatives will be summarized.

**B. Discussion/History**

With greater opportunity for employment as economic conditions improve, college enrollments in general and community college enrollment specifically are declining. Even with a substantial decline possible in 2013-14, COCC enrollment is anticipated to be over 75% above the low enrollment point in 2006. Economic recovery and related population growth in Central Oregon should provide long-term stability. Attention to student success and retention should also stabilize long-term enrollment levels.

However, budget expenditure adjustments of approximately \$1 million are being instituted in response to anticipated enrollment decline. An overview of such adjustments will be provided.



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** James Middleton-President

**A. Issue**

OEIB's 40/40/20 (OEIB-Oregon Education Investment Board) initiative requires broad community commitment and collaboration across educational levels. Achievement compacts and special funding to energize collaboration are emerging as tools.

**B. Discussion/History**

In addition to setting achievement compacts, OEIB has proposed additional funding to institute Regional Achievement Collaboratives to support outcome progress. Central Oregon (under the Better Together partnership) applied for such an award.

The attached press release outlines recent success with that grant application.

## **Oregon Education Investment Board (OEIB) Launches Regional Achievement Collaborative**

The Oregon Education Investment Board has launched a pilot program to help meet key student outcomes such as getting children ready for kindergarten, creating opportunities for high school students to earn college credit, and ensuring smooth transitions into career and college. Eleven regions across the state were selected to participate in Regional Achievement Collaboratives (RACs), where they will work together to improve outcomes across the educational continuum and overall educational quality throughout the region.

Regions selected to participate in the pilot were chosen based on depth of partnerships, commitment to P-20, and potential for implementing innovating and effective projects. Each region will receive facilitation support through the Oregon Solutions Network and funding ranging between \$40,000 and \$50,000. Through the Regional Achievement Collaboratives, each region will share best practices and strategies and report on their progress to the Oregon Education Investment Board and the Governor.

“I am excited for the OEIB to learn from these regional collaboratives,” said Dr. Nancy Golden, Interim Chief Education Officer. “This pilot provides a great opportunity to hear about successes and barriers from the ground up, and to create a policy and investment strategy that can move the whole state toward our goal of higher attainment for all students by 2025.”

On October 10, Governor Kitzhaber will launch the Regional Collaborative Pilot at a convention in Salem. “Our experience with transforming Oregon’s health care system has shown us that regional, ground-up strategies are incredibly powerful. With this project, we hope to build shared accountability and a model for innovative problem-solving that will lead to better outcomes for Oregon kids.”

The 11 pilot programs are:

ConnectED Lane County

Cradle to Career (Multnomah County)

The Eastern Oregon Collaborative (Umatilla, Morrow & Union Counties)

College Ready (Tillamook County)

Southern Oregon Success (Jackson & Josephine Counties)

Poverty to Prosperity (Malheur, Harney & Baker Counties)

Mid-Willamette Valley Regional Achievement Collaborative (Yamhill, Marion & Polk Counties)

Central Oregon Better Together (Central Oregon / Cascades)

Douglas County Partners for Student Success

Klamath Promise Initiative

Columbia Gorge Regional Center of Innovation

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: James Middleton-President

**A. Issue**

The Northwest Commission on College and Universities (NWCCU) recently provided its findings related to COCC's Spring 2013 Chapter One submission in the accreditation process. While COCC remains in compliance, the college needs to maintain positive momentum on accreditation standards.

**B. Discussion/History**

COCC's accreditation was reaffirmed in Summer 2012 based on the Spring 2012 Comprehensive Visit and full Self Study under the new accreditation guidelines and standards. While several commendations were provided, three recommendations were identified for COCC's improvement.

Under the new accreditation cycle, COCC was required to provide to NWCCU the Year One/Chapter One in Spring 2013. Chapter One's primary focus is on Mission, Core Themes, Core Theme Objectives and Core Theme Indicators. The Chapter One submission included reference to COCC's substantial work on Strategic Planning from 2011 through 2013.

The attached notice from NWCCU documents the Summer 2013 reaffirmation of COCC's accreditation and outlines additional recommendations specific to elements of Chapter One.

COCC's next submission will be the **Year Three / Chapter Two** (Resources and Capacity) filing in Spring 2015. COCC will need to update progress on the recommendations as part of this submission.

A brief overview of the recommendations will be provided at the meeting. The detailed report from the NWCCU evaluators will also be provided at the meeting.

September 11, 2013



8060 165th Avenue NE, Suite 100  
Redmond, WA 98052-3981  
425 558 4224  
Fax: 425 376 0596  
www.nwccu.org

July 31, 2013

Dr. James E. Middleton  
President  
Central Oregon Community College  
2600 NW College Way  
Bend, OR 97701

Dear President Middleton:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that the accreditation of Central Oregon Community College has been reaffirmed on the basis of the Spring 2013 Year One *Mission and Core Themes* Evaluation which was expanded to address Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report.

In reaffirming accreditation, the Commission requests that the College again address Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report and the related Recommendation 1 of the Spring 2013 Year One Peer-Evaluation Report in an addendum to its Spring 2015 Year Three *Resources and Capacity* Self-Evaluation Report. In addition, the Commission requests that the College address Recommendations 2, 3, and 4 of the Spring 2013 Year One Peer-Evaluation Report as an updated response to Standard One in its Spring 2015 Year Three *Resources and Capacity* Self-Evaluation Report. With respect to Recommendation 2, the Commission revised this Recommendation as follows:

Recognizing the College's efforts in clarifying mission fulfillment, the Evaluation Committee recommends that Central Oregon Community College identify benchmarks of mission fulfillment, or institutional accomplishments, that are clearly defined by the institution's purpose, characteristics, and expectations (Standard 1.A.2).

A copy of the Recommendations is enclosed for your reference.

In making this request, the Commission finds that Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report are areas where Central Oregon Community College remains substantially in compliance with Commission criteria for accreditation, but in need of improvement. In addition, the Commission determined that Recommendations 1, 2, 3, and 4 of the Spring 2013 Year One Peer-Evaluation Report are areas where Central Oregon Community College is substantially in compliance with Commission criteria for accreditation, but in need of improvement.



President James E. Middleton  
Page Two  
July 31, 2013

If you have questions, please do not hesitate to contact me.

Best wishes for a rewarding academic year.

Sincerely,

A handwritten signature in cursive script that reads "Sandra E. Elman". There is a small mark below the signature that appears to be "rb".

Sandra E. Elman  
President

SEE:rb

Enclosures: Recommendations (2013 and 2012)

cc: Dr. Shirley L. Metcalf, Interim Vice President of Instruction

**Year One *Mission and Core Themes* Peer-Evaluation Report  
Spring 2013  
Central Oregon Community College  
Recommendations (Revised)**

1. The evaluation committee recommends that the three recommendations set forth in the Spring 2012 Comprehensive Peer-Evaluation Report still need to be addressed by Central Oregon Community College, with specific attention paid to how the College will measure and address daily operations as to their relation and support of the institution's mission (see enclosed Spring 2012 Recommendations).
2. Recognizing the College's efforts in clarifying mission fulfillment, the evaluation committee recommends that Central Oregon Community College identify benchmarks of mission fulfillment, or institutional accomplishments, that are clearly defined by the institution's purpose, characteristics, and expectations (Standard 1.A.2). (Revised Recommendation 2)
3. The evaluation committee recommends that the College ensure that rationales clearly address and support their objectives and indicators (Standard 1.B.2).
4. The evaluation committee recommends that the College provide more specificity as to how indicators will be measured (Standard 1.B.2).

**Comprehensive Peer-Evaluation Report  
Spring 2012  
Central Oregon Community College  
Recommendations**

1. The evaluation committee recommends that the College identify learning outcomes for all transfer and applied courses, programs, and degrees, and develop a systematic method for applying the results to improve student learning (Standards 2.C.2, 2.C.11 and 4.A.3; Eligibility Requirement 22).
2. Recognizing that all institutional activities should support core themes, the committee recommends that the College recognize and document how institutional activities support the College's mission and core themes (Standard 3.B.1).
3. The committee recommends that the College articulate a more comprehensive methodology for assessing core theme fulfillment. For example, indicators might include student learning outcomes, program outcomes, national standardized tests, feedback from transfer institutions and employers, and student satisfaction, etc. (Standard 1.B).

# **Year One Peer-Evaluation Report**

**Central Oregon Community College  
Bend, Oregon  
Spring 2013**

**A confidential report of findings prepared for the  
Northwest Commission on Colleges and Universities**



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## Evaluation Committee

**Dr. Robert Morin (Chair)**

Professor of Political Science  
Western Nevada College  
Carson City, Nevada

**Dr. Darren Divine**

Vice President  
College of Southern Nevada  
Las Vegas, Nevada

**Ms. Barbara Grover**

Assistant Provost for Institutional Effectiveness  
Salt Lake Community College  
Salt Lake City, Utah

## Introduction

Central Oregon Community College (COCC) is a two-year public community college with 11,334 students enrolled in college-credit classes during the 2011-2012 academic year. While the main campus is located in Bend, OR, COCC also operates campuses in the nearby communities of Redmond, Madras, and Prineville. The COCC district covers a 10,000-square-mile area including all of Crook, Deschutes, and Jefferson Counties, as well as the southern part of Wasco County and the northern portions of Klamath and Lake Counties. A seven-member board of directors, elected from geographic zones, governs the College, which employs 117 full-time faculty, 50 adjunct faculty, as well as approximately 200 part-time instructors.

From March 1, 2013 to May 17, 2013, a three-person peer-evaluation team from the Commission conducted a Year One Peer-Evaluation of Central Oregon Community College in a distance environment. The structure of the evaluation consisted of a teleconferenced meetings through audio conferencing authorized by the Commission. The peer evaluation was conducted based upon the Commission's 2010 Accreditation Standards and Eligibility Requirements.

The College's accreditation was reaffirmed in July 2012 on the basis of the Spring 2012 Comprehensive Evaluation which was expanded to address Recommendation 1 of the Spring 2011 Year One peer evaluation report. In reaffirming COCC's accreditation, the Commission requested that the Spring 2013 Year One Self-Evaluation Report include an addendum to address Recommendations 1, 2, and 3 of the Spring 2012 Comprehensive Peer-Evaluation Report.

### Report on Recommendation 1

Recommendation 1 is as follows:

*"The Evaluation Committee recommends that the Institution identify learning outcomes for all transfer and applied courses, programs, and degrees, and develops a systematic method for applying the results to improve student learning (2.C.2, 2.C.11, 4.A.3, Eligibility Requirement 22)."*

- The Evaluation Committee is concerned that although COCC reports a program review process is underway to support this recommendation, and will be completed by the end of 2014, no evidence to support or illustrate this progress was included in this report.

### Report on Recommendation 2

Recommendation 2 is as follows:

*“Recognizing that all institutional activities should support core themes, the Evaluation Committee recommends that the institution recognize and document how institutional activities support the College mission and core themes. (3.B.1)”*

- The Evaluation Committee is concerned that the College still has not documented how institutional activities recognize and support the College’s Mission and Core Themes. Although updating the College’s Strategic Plan is a good start, it is still not readily apparent how the Colleges everyday operations and activities are guided and shaped by COCC’s Mission.

### **Report on Recommendation 3**

Recommendation 3 is as follows:

*“The Evaluation Committee recommends that the institution articulate a more comprehensive methodology for assessing core theme fulfillment. For example, indicators might include student learning outcomes, program outcomes, nationally normed tests, feedback from transfer institutions and employers, and student satisfaction, etc. (1.B)”*

- The faculty and staff of COCC have started identifying assessment methodology, but are encouraged to update and refine their plans. Specific areas that could benefit from refinement are found later in this report.

### **Assessment of the Self-Evaluation Report**

Central Oregon Community College submitted a lengthy Year One Self-Evaluation Report that clearly demonstrates the significant amount of time and effort put forth in addressing and documenting their accreditation efforts. The report clearly identifies the institution’s Themes, Objectives, and Indicators. However, the Evaluation Committee was concerned that the report is long on narrative, and short on details, especially in regards to rationales for the Objective Indicators.

### **Report on Eligibility Requirements**

#### **Eligibility Requirement Two – Authority**

Central Oregon Community College was chartered by the State of Oregon’s Board of Education on September 28, 1965, and thus fulfills Eligibility Requirement 2.

#### **Eligibility Requirement Three – Mission and Core Themes**



b.e.2

The COCC Board of Directors approved the current COCC Mission Statement on November 14, 2012, and the current vision statement on December 12, 2012. The COCC Core Themes were approved by the Board on December 9, 2009. In December 2011, the COCC Board of Directors revised the Board goals to clarify the alignment between these goals and the four Core Themes: (1) transfer and articulation, (2) workforce development, (3) basic skills, and (4) lifelong learning. As such, COCC fulfills Eligibility Requirement 3.

## Section One

### Report on Standard 1.A: Mission

#### Mission Statement (1.A.1)

Central Oregon Community College’s Mission Statement is “Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong educational opportunities.”

#### Acceptable threshold of Mission Fulfillment (1.A.2)

COCC is still in the process of establishing specific benchmarks for the Objectives and Indicators, although the method for measuring our success is captured by a color-coded rating: Red signifies achievement that has not yet met the minimum benchmark threshold, yellow signifies achievement at an acceptable level, and green signifies that aspirational achievement has been reached. COCC defines mission fulfillment as achieving at least acceptable—yellow—status in 70% of the achievement indicators in each of the four core Theme areas.

- The Evaluation Committee is very concerned that specific benchmarks have to yet been identified and quantified. Although the foundation of this assessment has been framed, there is yet much work to do in order to transform this process into a meaningful and useful assessment tool of COCC’s Mission.

### Report on Standard 1.B: Core Themes

#### Core Theme Identification (1.B.1)

The COCC Board adopted four Core Themes in December 2009 that manifest the essential elements of COCC’s mission as articulated in the Board goals and priorities.

- Transfer and Articulation
- Workforce Development
- Basic Skills

- Lifelong Learning

### **Core Theme Objectives and Indicators (1.B.2) Transfer and Articulation**

COCC has identified three Objectives, and eighteen supporting Indicators, connecting the College's Mission with Transfer Preparation:

- 1.1: Maximize entry, support, and exit services to promote access and success for students intending to transfer.
  - Although this Objective identifies student services to promote access and success for students, none of the 6 Indicators except for 1.1a appear to directly assess student services. All of the stated Indicators measure student success, and are thus seemingly used as an indirect measure of the student services meant to support that success.
  - In the rationale section, it is noted that: "By also tracking transfer students who do not complete a credential prior to transfer, the College can better understand student behavior and plan accordingly." It is unclear how simply tracking these students will allow COCC to alter their processes and procedures to address future non-completers.
- 1.2: Maintain and strengthen student opportunities to make reasonable progress toward degree completion and/or transfer.
  - Several of the Indicators for Objective 1.2 raise issues that may diminish their usefulness as assessment Indicators.
    - 1.2.c - it is unclear how "non-traditional" is defined at COCC.
    - 1.2.d - This assessment tool appears to be limited to concurrently enrolled High School students.
    - 1.2.e - This assessment tool appears to be limited to concurrently enrolled High School students.
  - The rationale section does not seem to correspond well to the Indicators of this Objective, and in short does not adequately explain how or why COCC believes these Indicators help measure Objective 1.2
- 1.3: Provide students with a rigorous, high-quality general education experience.
  - Half of the six Indicators for Objective 1.3 utilize student satisfaction surveys for data collection and assessment. Although such surveys can be useful in addressing some questions, the evaluation committee is concerned with such a heavy reliance on student surveys.



- In it unclear how the percentage of full-time faculty submitting course assessment results makes a direct, or independent analysis of rigor. It would seem that the percentage should always equal 100%, and the assessment value comes from what is contained within the reports.

### **Core Theme Objectives and Indicators (1.B.2) Workforce Development**

COCC has identified five Objectives, and twenty-one supporting Indicators, connecting the College's Mission with Workforce Development:

2.1: Services for CTE students will maximize entry, support, and exit services to promote successful completion of CTE programs.

- This appears to be essentially the same Objective as 1.1, and thus it is unclear how this is an objective unique, and thus appropriate, to this particular Core Theme.
- Indicator 2.1.b is not clear as to what supplemental services would be provided or when they would be provided.
- The rationale section does not seem to correspond well to the Indicators of this Objective, and in short does not adequately explain how or why COCC believes these Indicators help measure Objective 2.1.

2.2: COCC will deliver CTE curricula that align with current industry standards.

- All Indicators appear to be relevant and appropriate, however, 2.2c – 2.2e all appear to measure the same general variable. It would seem logical to integrate these all into a single Indicator.

2.3: Students actively participating in CTE programs will achieve the sought after program credential.

- It appears that this Objective simply states that all CTE students will complete their program.
  - Is this not an Objective you want for all programs? How is this Objective unique to the CTE program, and thus not applicable to all other programs at the institution?

2.4: COCC will prepare students for employment through the acquisition of knowledge, discipline-specific skills, and employability skills necessary to meet current industry needs.

- Well Done - No comments or suggestions.

2.5: COCC will cultivate current and future industry partnerships and assist industry partners in regional economic development.

- Although the Objective and associated Indicators are appropriate and well presented, the Rationale does not appear to support the Indicators, and it is extremely unclear how the stated rationale relates back to, and supports, COCC's Mission.

**Core Theme Objectives and Indicators (1.B.2) Basic Skills**

COCC has identified four Objectives, and eleven supporting Indicators, connecting the College's Mission with Basic Skills:

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

- Well Done - No comments or suggestions.

3.2: Students who complete Adult Secondary Education (ASE) level courses will have the skills necessary to obtain a GED.

- It is unclear how 3.2.a would be measured; however, 3.2.b appears to be an adequate indicator that is readily measurable, thus would suggest eliminating 3.2.a altogether.

3.3: Adult Secondary Education (ASE) completers will have the skills to succeed in credit writing and math courses.

- Well Done - No comments or suggestions.

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.

- Well Done - No comments or suggestions

**Core Theme Objectives and Indicators (1.B.2) Lifelong Learning**

COCC has identified five Objectives, and fifteen supporting Indicators, connecting the College's Mission with Lifelong Learning:



4.1: Broaden learning opportunities based on assessed campus, community, and industry needs.

- It is unclear the differences between 4.1.a and 4.1.b. as these both appear to address the same material. What is the functional difference between trainings and work skills?

4.2: Increase overall, lifelong learning participation.

- In 4.2.a, the term “Activities” appears to be extremely broad. Can the institution track, and thus by definition have defined, all of these “activities?”

4.3: Increase accessibility, instructional delivery, and registration options in Community Learning.

- 4.3.c – It would seemingly be more appropriate to measure non-credit online enrollment rather than successful non-credit online registrations. The latter seems to imply you are comparing successful vs. unsuccessful enrollments.

4.4: Improve marketing effectiveness.

- 4.4.c – Need to include some measure for assessing the use of Social Media.

4.5: Design and advance learning opportunities for faculty and staff.

- Well Done - No comments or suggestions.

## Summary

The faculty, staff, and administration at Central Oregon Community College have illustrated through the production of their Year One Self-Evaluation Report they have put considerable time, effort, and thought into crafting the Mission and Core Themes of their institution. Although the institution has identified four Objectives, in general the Indicators used to assess those goals, and the definitions of specific benchmarks to measure goal attainment need to be revisited, and refined.

## Commendations and Recommendations

### Commendations:

**Recommendations:**

1. The Evaluation Committee recommends that the recommendations set forth in the prior report need to still be addressed by COCC, with specific attention paid to how the College will measure and address daily operations as to their relation and support of the institution's mission.
2. The Evaluation Committee recommends that COCC identify quantifiable achievement benchmarks.
3. The Evaluation Committee recommends that COCC ensure rationales clearly address and support their objectives and indicators.
4. The Evaluation Committee recommends that COCC provide more specificity as to how Indicators will be measured.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: James Middleton-President

**A. Issue**

Outcomes Based Funding

**B. Discussion/History**

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.

The President will outline current status in Oregon and with emerging Federal proposals.



## COCC & Student Success



### COCC Board of Directors' Meeting: September 2013

Charles Abasa-Nyrako, Vice President for Instruction  
Shirley Metcalf, Dean of Extended Learning  
Alicia Moore, Dean of Student & Enrollment Services



## Why focus on this now?

- 40-40-20
- Achievement Compacts
- Outcomes-Based Funding
- Strategic Planning and Accreditation
- Institutional Viability
- Financial Aid Changes

**... and it's the right thing to do.**

# COCC & Student Success Planning

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## Goal

Make significant improvement in **credit student** success benchmarks for those students taking COCC **credit classes**.

## Outcome

Through a campus-wide prioritization process, identify “two to five” strategies which will increase student success. Strategies may be new or a redesign of current activities.

## Process & Timeline

- Department meetings: 30 academic and administrative departments
- Survey: 128 participants
- Review of findings and campus announcement

# Survey Results

## Early Enrollment Deadlines & Interventions

- Early admissions, testing, advising and registration deadlines
- Potential interventions: short-term math, study strategies and college success classes; writing intensive tutoring; financial aid workshops; and career planning classes or workshops.

## First-Year Experience (FYE) Program

- Streamlining admissions processes
- Increasing financial aid outreach
- Student success courses (mandatory or optional)
- Degree plans (mandatory or optional)
- Career planning (mandatory or optional)
- Orientation (mandatory or optional)

## Automatically Awarding Certificates and Degrees



# Next Steps

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## Implementation Teams

- Early Enrollment Deadlines & Interventions (scope and implementation plan by end of spring 2014)
- First-Year Experience Program (scope and implementation plan by end of spring 2014)
- Automatically Awarding Certificates and Degrees (implemented by spring 2014)

## Title III Grant

# Task Force Members

- **Low Cousineau:** CIS Faculty & Chair of ChairMoot
- **Stacey Donohue:** Humanities Faculty & Strategic Planning Committee
- **Shawna Elsberry:** Director of Student Retention
- **Sara Henson:** Human Development Faculty
- **Michael Fisher:** Instructional Dean
- **Shirley Metcalf:** Interim Vice President for Instruction
- **Alicia Moore:** Dean of Student & Enrollment Services
- **Kathy Smith:** Math Faculty, Faculty Forum President & Institutional Viability Task Force

①

## Current Project Path

Design Development (DD) Estimate and Guaranteed Maximum Price (GMP) presented by Lease Crutcher Lewis (LCL) at the October 9<sup>th</sup> board meeting. This is per the current contract and limits exposure to the College for Architectural Construction Documents (CD) fees without a binding agreement with the contractor. Depending on the quality of the DD documents and number of VE items to be review/vetted, a GMP meeting the \$16M budget constraint may not be possible to be provided at the October 9<sup>th</sup> Board meeting.

Primary benefit is early price certainty.

Primary detriment is the contractors use of contingencies and allowances in the GMP budget to protect themselves from higher than expected subcontractor scope bids. As a result of the uncertainty, the GMP may be higher and the College may end up selling more in bonds than necessary to complete the project.

②

## Current Project Path Two to Four Weeks Late

There currently are two major Value Engineering items, the core area structural system and the outside hallway air ductwork to the residential units that may cause the DD documents to lack sufficient quality for a GMP to be offered by LCL for the October Board meeting. This could cause a delay of two to four weeks, requiring either a special board meeting or presentation at the November 13 Board meeting. Since DD would not be considered complete until these items are resolved, LCL would still be conforming to current contract structure but be a few weeks late with the GMP. This is the likely path with the current status of the project.

Primary benefits and detriments remain the same for the "Current Project Path", though the overall schedule would be affected by two to four weeks, leaving less time for move-in and startup of the facility in summer of 2015.

③

## GMP Presentation at 40/50% CD Submittal

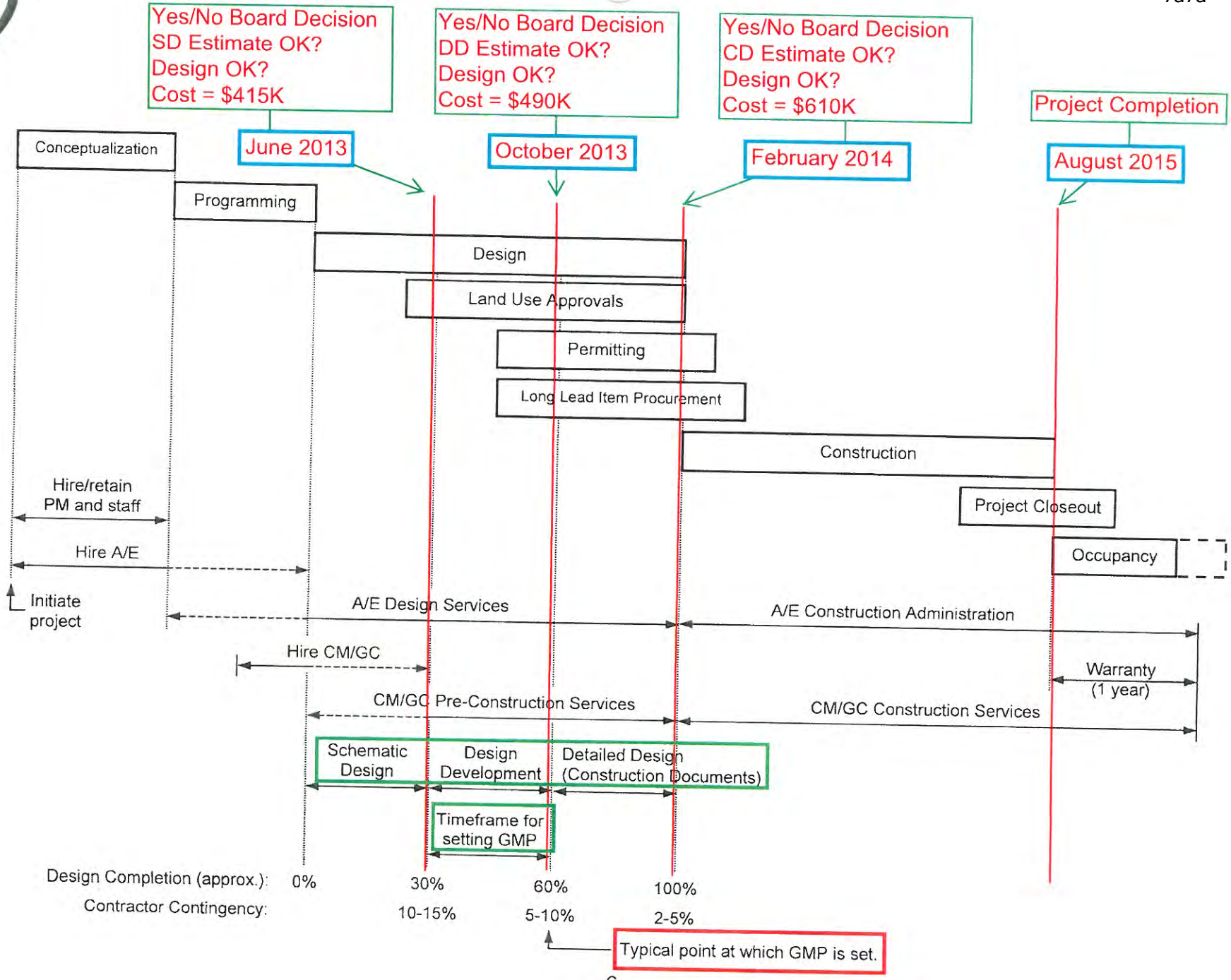
LCL has proposed that the GMP determination and proposal occur as late in the process as possible, allowing the detail in the documents to be developed to reduce the number of assumptions that must be made in the GMP determination. It is assumed that less contingencies and allowances would be needed with complete scopes of work from detailed documents.

Primary benefit is that sub bids would be firm for many scopes reducing LCL's need for some contingency and allowances which may result in the least amount of bonds sold for the project.

Primary detriment is the exposure of the College to the CD Architects fees if the College decides in December to terminate the project.

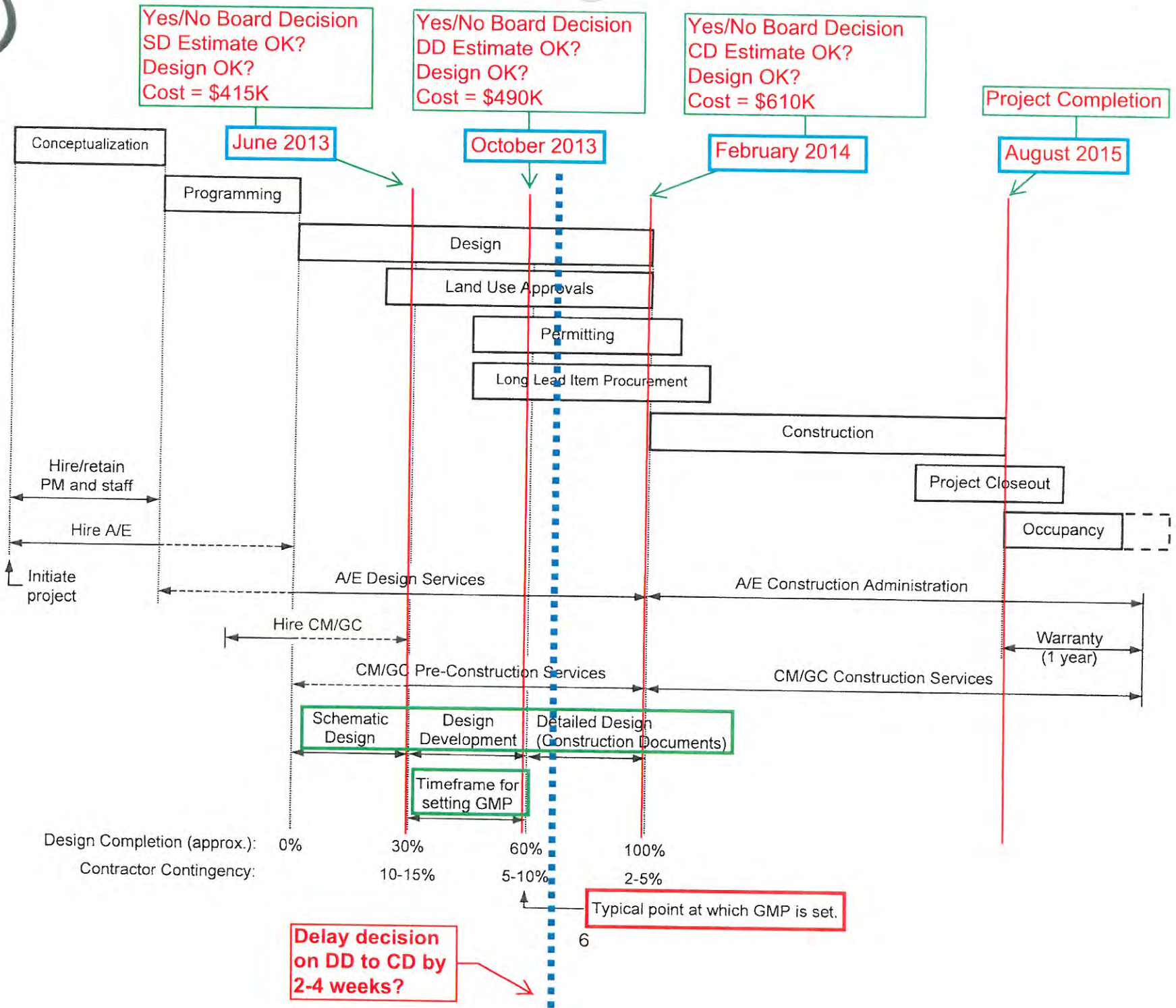
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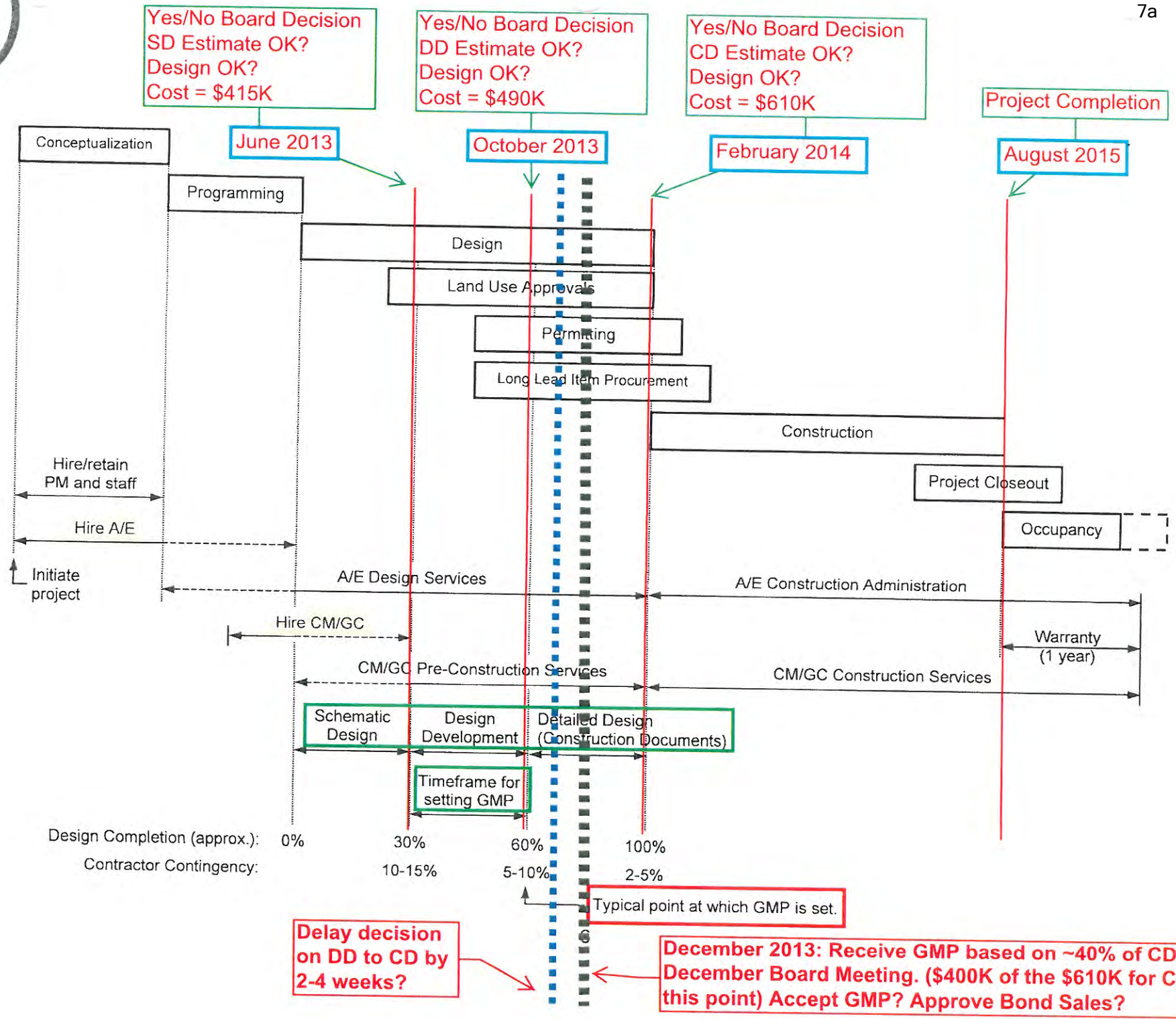
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7.02



3



Design Completion (approx.): 0% 30% 60% 100%

Contractor Contingency: 10-15% 5-10% 2-5%

**Delay decision on DD to CD by 2-4 weeks?**

**December 2013: Receive GMP based on ~40% of CD at December Board Meeting. (\$400K of the \$610K for CD to this point) Accept GMP? Approve Bond Sales?**



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**ACTION ITEM  
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 done 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 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.

The Board has three choices:

- To comply with existing policy, move three Budget Committee members from one zone to another, and force one member off the Committee;
- Open all positions in which the incumbent no longer lives in the zone to which he or she was appointed, creating vacancies in six of the seven zones (including those whose terms expired or are already vacant);
- Adopt the following policy, allowing for appointments at the October meeting and then filling the one vacant position between now and Jan. 1, 2014.

**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 a resolution for appointment of Budget Committee members at the October meeting, and for advertising of vacant positions during that month as well, meaning a full Budget Committee can be in place prior to Jan. 1.



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

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

Prepared by: Bruce Abernethy-Chair

**A. Action Under Consideration**

Appointment of the Presidential Search Advisory Committee.

**B. Background**

To assist in the recruitment and screening processes for the upcoming search for a new president, the COCC Board of Directors is appointing a Presidential Search Advisory Committee. The group – with representation from COCC employees, student body and the greater Central Oregon Community – will work with the Board, search consultant (to be appointed later this month) and on- and off-campus communities to develop the “profile” of the ideal candidates, and begin the recruiting process. The group also will screen applications and recommend a list of finalists to the Board of Directors, likely in February 2014.

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

**C. Recommendation**

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

**D. Timing**

Appointment at this time will allow the group to begin working and assure the search can be completed in a timely manner.



COCC Presidential Search Advisory Committee  
Sept. 11, 2013

**Bruce Abernethy:** Chair, COCC Board of Directors; grant writer for the Bend – La Pine Schools; former Mayor of Bend; former board member of Bend Park and Recreation District and Bend – La Pine Schools; resident of Central Oregon since 1993.

**Ron Boldenow:** Professor of Forest Resources Technology; chair of the Natural and Industrial Resources Department at COCC; Chair of the Oregon Society of American Foresters; Ph.D. in wildland resource science, University of California, Berkeley; at COCC since 1999.

**Dana Bratton:** Principal, Bratton Appraisal Group; former member of the COCC Board of Directors; former president of the Bend Chamber of Commerce; founder of the Bend Real Estate Forecast Breakfast; bachelor's degree in finance and real estate, University of Oregon, 1976.

**Janet Brown:** Jefferson County Manager ,Economic Development for Central Oregon; small business owner; former Jefferson County Commissioner and Madras City Councilor; former field representative for U.S. Senator Ron Wyden; former policy director of the Partnership to End Poverty.

**Laura Craska-Cooper:** Vice chair, COCC Board of Directors; attorney with Ball Janik LLP; chair of the board of Housing Works; former law clerk for the United States Court of Appeals, Ninth Circuit; secretary/treasurer of the Prineville Hospital Foundation; resident of Crook County since 1998.

**Teresa Freihoefer:** Assistant Professor of Business; MBA from Pepperdine University; teaches entrepreneurship and management courses; 15 years experience as a project development manager and marketer at Mattel Toys and Ertl; at COCC since 2007.

**Stephanie Goetsch:** President of Classified Association of COCC; administrative assistant in Information Technology Services; has lived in Central Oregon for 40 years; graduated from COCC in 1992; enrolled in a master's degree program in education at OSU; at COCC since 2005.

**Kevin Grove:** Assistant Professor of Physical Science/Physics; M.S. in chemical engineering from Montana State University; teaches physics and engineering courses; helped start the sustainability committee at COCC; at COCC since 2007.

**Camden King:** Senior Managing Partner and President, Bluespeed Executive Search, Inc.; member of the Redmond City Council; prior to moving to Redmond, ran the sales and marketing division of a large Silicon Valley recruiting firm.

**Matt McCoy:** Vice President for Administration at COCC, overseeing planning, institutional effectiveness, information technology, campus services and construction, and COCC Foundation; J.D. from the University of Arizona; former Counsel to the U.S. Senate Judiciary Committee; at COCC since 1998.

**Shirley Metcalf:** Extended Learning Dean at COCC, overseeing campuses in Redmond, Madras and Prineville, and other administrative areas; served as interim vice president for instruction last year; Ed.D. in management from Northern Illinois University; at COCC since 2011.

**Kevin Multop:** Director of Student Financial Aid; bachelor's degree in humanities and master's degree in theology; has worked in financial aid at three colleges in Oregon over the last 20 years; on the advisory board for the Oregon Opportunity Grant; at COCC since 2001.

**John Rexford:** Superintendent, High Desert Education Service District; former deputy superintendent for Bend – La Pine Schools; recipient of Eagle Award for Outstanding School Business Officials by the Association of School Business Officials International (2009).

**Betsy Skovborg:** Vice President at Bigfoot Beverages; board member of COCC Foundation; former board member of Bend Chamber of Commerce; former SMART Reader; her father, Craig Moore, was a member of the Screening Committee in 2003-04.

**Kathy Smith:** Associate Professor of Mathematics; teaches math classes ranging from lowest level of developmental courses to differential equations; Ph.D. in mathematics from Oregon State University; president of the COCC Faculty Forum; at COCC since 2001.

**Student to be named later.**

Administrative support: Ron Paradis: Director of College Relations; bachelor's degree in journalism from UO; MBA; at COCC since 1991.

**Central Oregon Community College  
Presidential Search Schedule  
(as of September 3, 2013)**

<b>Task</b>	<b>Date</b>
RFP advertisement for consultant (search firm) released	August 8
Due date for proposal from consultant(s)	August 27
Consultant finalists named	Sept. 11
Board Formally Appoints Search Advisory Committee	Sept. 11
Consultant interviews	Sept. 18
Advisory Committee meeting	Sept. 20
Decision on consultant	Sept. 20
Consultant begins work	Sept. 25
Consultant works with Board/Advisory Committee, reviews timeline, develops input and recruitment plans	September/October
Advisory Committee - Consultant meeting	October 10
Board Retreat (consultant there if desired)	October 11-12
Community (on and off campus) input meetings	October 14 through November 1
Advisory Committee meeting – recommend Institutional Profile and Candidate Profile (job description)	Week of Nov. 4
Board approves Institutional Profile and Job Description	November 13
Recruitment phase	November/December/January
Advertising begins	November 25
Review of candidates begins	January
Initial candidate application deadline	January 17
Search Firm submits recommended list/meets with Advisory Committee	January 24
Advisory Committee recommends finalists	January 30
In-depth reference checks done	February 10
Advisory Comm. confirms recommendations	February 11
Board approves names of finalists	February 12
Candidate on-campus interviews	Late February/Early March
Visits to campuses of finalists	March
Informal decision/negotiations	Mid/late March
Formal decision/announcement	April 9



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**ACTION ITEM  
NAMING OF THE COMMUNITY ROOM, MADRAS CAMPUS**

Prepared by: Jim Middleton-President / Ron Paradis-Director of College Relations

**A. Action Under Consideration**

Naming of the Community Room at the COCC Madras Campus.

**B. Policy**

Board Policy GP 9, section 8 states:

The naming of any campus, building, room, space, or area of Central Oregon Community College shall be at the discretion of the Board of Directors.

**C. Background**

No one can question that COCC would not be the vibrant multi-campus institution it is today without the advocacy of Don Reeder. The campus here in Madras, the building we are in and certainly this room where we are meeting tonight would not be here without Don's tireless yet low profile efforts within the Jefferson County community, with his fellow board members and with COCC presidents and administrators.

Dedicated to the mission of COCC, Don worked tirelessly for years – even decades – to advance educational opportunities throughout the COCC District. He has been uniquely adept at an ethical and operational balance between advocacy for his local constituents and the good of the entire district. Don's view of COCC is not Madras/Jefferson County centric, but rather a view that considers what is best for *Central Oregon* Community College, including Madras and Jefferson County.



Don has served on the COCC board of Directors for 16 years, and as chair on three separate occasions. He has served his community for even longer, as an active community member and an attorney and now partner in the law firm of Glenn, Reeder and Gassner, since 1981. He represents Central Oregon farmers, ranchers, business and non-profit organizations.

Specifically for this campus, Don deserves more credit than we can ever give him. He has worked with the COCC Board of Directors, with the City of Madras and Jefferson County, and with the citizens of not only his area, but the entire COCC District. He assisted with advocacy on the bond measure that helped fund construction, and he was instrumental with the donation of the land from the Bean Foundation. He specifically coordinated with Jefferson County on their \$100,000 donation that resulted in the expansion of this room for countless community meetings, event and other gatherings.

As one colleague said, "Don is the last one to want the spotlight, but the first one that deserves the recognition." Tonight, however, is the night we point that spotlight appropriately and brightly on Don Reeder.

**D. Recommendation**

As President, I hereby recommend that the COCC Board of Directors name this room the Don Reeder Community Room.

**E. Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby name this room, currently Madras Center Room 117, the Don Reeder Community Room.

**F. Additional Note**

In recognition of Don's view of always looking and thinking long-term, the quote on the plaque is one from Robert Louis Stevenson:

"Don't judge each day by the harvest you reap  
but by the seeds that you plant."