



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, September 9, 2015 – 6:00 PM  
Technology Education Center – Redmond Campus

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Ford
6:01 pm	II. <b>Agenda Changes</b>			
6:15 pm	III. <b>Public Hearing and Testimony</b>			
	A. Redmond Campus Update			Schulz <sup>P</sup>
6:35 pm	IV. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular – July 8, 2015	4.a1	X	Smith <sup>A</sup>
	B. Personnel			
	1. New Hire Report (July/August 2015)	4.b1	X	Sorenson <sup>A</sup>
	C. Approval to Hire			Sorenson <sup>A</sup>
	1. Approve Contract (Baughman)	4.c1	X	
	2. Approve Contract (Goetsch)	4.c2	X	
	3. Approve Contract (Hayes)	4.c3	X	
	4. Approve Contract (Leer)	4.c4	X	
6:40 pm	V. <b>Information Items</b>			
	A. Financial Statements	5.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	5.b		McCoy <sup>A</sup>
	C. Housing Operations Report	5.c		Moore <sup>A</sup>
7:00 pm	VI. <b>Old Business</b>			
	A.			
7:10 pm	VII. ADJOURN as Board of Directors CONVENE as Local Contract Review Board			
	VIII. <b>Local Contract Review Board</b>			
	A. Purchase of Level 5 Helicopter Simulator	8.a	X	Newby <sup>P</sup>
	1. Justification	8.a1		/Mosier
	IX. ADJOURN as Local Contract Review Board RE-CONVENE as Board of Directors			
7:20 pm	X. <b>New Business</b>			
	A. Cell Tower	10.a	X	McCoy <sup>P</sup>
	B. COIC Transportation MOU	10.b	X	McCoy <sup>P</sup>
7:40 pm	XI. <b>Board of Directors' Operations</b>			
	A. Board Members Activities			
7:50 pm	XII. <b>President's Report</b>			
	A. Updates			Metcalf
	1. Accreditation			





CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, July 8, 2015 – 6:00 PM  
Christiansen Board Room – Boyle Education Center Bldg.

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PRESENT: David Ford, Vikki Ricks, Bruce Abernethy, Anthony Dorsch, Joe Krenowicz, John Mundy, Ronald Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith- Executive Assistant.

ABSENT: Laura Craska Cooper

CANVASS OF VOTES:

Mr. Joe Krenowicz moved to approve the May 19, 2015 election canvass of votes for Zones 5 – John Mundy, Zone 6 – Bruce Abernethy and Zone 7 – Vikki Ricks (Exhibit: 1.a)  
Mr. David seconded. MCU. Approved. M07/15:1

OATH OF OFFICE:

Chair David Ford swore in new board member, Mr. John Mundy with the Oath of Office (Exhibit: 1.b)

ELECTION 2015-16 CHAIR & VICE CHAIR:

Chair

Mr. Bruce Abernethy moved to elect Mr. David Ford as Chair of the Board of Directors for 2015-16. Mr. Joe Krenowicz seconded. MCU. Approved. M07/15:2

Vice Chair

Mr. Anthony Dorsch moved to elect himself as Vice Chair of the Board of Directors for 2015-16.

Call for the Vote:

Yes = 2 (Mundy, Dorsch)

No = 4 (Krenowicz, Abernethy, Ricks, Ford)

Mr. Joe Krenowicz moved to elect Ms. Vikki Ricks as Vice Chair of the Board of Directors for 2015-16. Mr. Bruce Abernethy seconded.

Call for the Vote:

Yes = 4 (Krenowicz, Abernethy, Ford, Ricks)

No = 2 (Dorsch, Mundy)

Approved. MC. M07/15:3

INTRODUCTION OF GUESTS: Travis Parker, Matt McCoy, Ron Paradis, Kevin Kimball, Michael Fisher, Tanya Bruce, Chad Harris, David Dona, Carol Higginbotham, Alicia Moore, Sally Sorenson, Dan Cecchini, Cady Mae Hunt, Lisa Bloyer, Brady Hickman-Classified President, Joe Viola, Matt Novak, Abby Spelman-The Bulletin and others.

**PUBLIC HEARING & TESTIMONY:**

Special Recognition- Sgt. Travis Parker from the OSU-Cascades ROTC program, along with two guests from the Oregon National Guard made a surprise presentation to Dean Michael Fisher. Michael was presented with two certificates of appreciation for his mentorship, guidance and advocacy for the ROTC program. He was also presented with the Commander's Coin of Excellence.

OCCA & Legislative Annual Visit-Update

Andrea Henderson-Executive Director of the Oregon Community College Association (OCCA) gave a summary of the Legislative Session relating to Oregon's community colleges. She reported that Community colleges received \$550 million in funding for the upcoming biennium, which is a 22% increase over the previous year's allocation.

Andrea reviewed that the \$10 million set aside for "free community college" (which goes into effect Fall of 2016) for students has several stipulations for qualification – some of the student requirements include – recent high school or GED graduate and must enter college within six months of graduation; 2.5 GPA or above; completed the FAFSA for federal aid. The next Legislative Session begins in February 2016.

**CONSENT AGENDA:**

**Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibit: 6 a-c). Ms. Vikki Ricks seconded. MCU. Approved. M07/15:4**

BE IT RESOLVED that the Board of Directors approved the regular meeting Minutes of June 10, 2015 (Exhibit: 6.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the June 2015 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Lin Hong-Assistant Professor II of Chinese; Michelle McKay-Director, Redmond Campus; Daniel Brock-Residence Life Coordinator (Exhibits: 6.b2, 6.b3, 6.b4);

BE IT RESOLVED that the Board of Directors does hereby approve a 2.75% salary increase for administrative employees, effective July 2, 2015. In addition, the Board approves increasing the College's contribution (cap) for insurance to 90% (\$1,687) while continuing to require all administrative employees participating in the group health insurance to pay a minimum of 10% of the applicable premium effective October 1, 2015. (Exhibit: 6.c).

**INFORMATION ITEMS:**

Financial Statements – (Exhibit: 7.a)

The Board of Directors were apprised of the May 2015 Financial Statements.

Construction Update – (Exhibit: 7.b)

The Board of Directors were apprised of the monthly (June 2015) Construction Projects Updates for -

- CCB Phase 1 Remodel
- Ochoco Remodel
- Residence Hall
- Information Technology.

Housing Operations Report (Exhibit: 7.c)

The Board of Directors were apprised of the July 2015 Housing Operations.

Maintenance Projects 2015-16

The Board of Directors were apprised of the 2015-2016 Maintenance Projects Prioritization Schedule.

NEW BUSINESS:

Student Success Initiative: Title III Grant

President Metcalf, Tanya Bruce-Grant Coordinator-Interim ED/CAO, Jennifer Newby-Instructional Dean, and Alicia Moore-Dean of Student and Enrollment Services gave a PowerPoint presentation on the recently

Submitted \$2.25 million grant application to the Department of Education for a “Strengthening institutional program” grant. If awarded, the five-year grant would be for strengthening the college’s Developmental Writing and Math and for an expanded First Year Experience program.

August 12, 2015 – Board of Directors’ Meeting (Exhibit: 9.b)

Mr. Anthony Dorsch moved to cancel the scheduled August 12, 2015 Board of Directors’ meeting. Mr. John Mundy seconded. MCU. Approved. 07/15:5

Exercise Equipment Purchase (Handout: 9.c)

Mr. Bruce Abernethy moved to award the contract for the purchase of exercise equipment for Mazama Hall to Commercial Fitness for \$122,627. Ms. Vikki Ricks seconded. MCU. Approved.

M07/15:6

BOARD OF DIRECTORS’ OPERATIONS:

Board Appointments/Committee Assignments (Exhibit: 10.a)

The Board of Directors were apprised of the Committee Assignments for 2015-2016.

August Board Meeting Cancellation (Exhibit: 10.b)

Mr. Bruce Abernethy moved to approve suspension of the rules in accordance with Policy GP 9 to cancel the scheduled August 12, 2015 Board of Directors’ Meeting.

Mr. Joe Krenowicz seconded. M07/14:6

Board Member Activities

Mr. Dorsch      Contacted each Board Member to discuss Vice Chair election.

Mr. Krenowicz    Attended June13 COCC Commencement

Mr. Mundy      New Board Member Orientation w/President Metcalf & Director of College Relations-Ron Paradis  
COCC faculty presentation re: Transportation  
Student Enrollment update w/Alicia Moore  
COCC’s Financial Planning meeting w/CFO Kevin Kimball and Associate CFO David Dona  
Pride Foundation contact regarding Central Oregon

- Mr. Abernethy** 50<sup>th</sup> Anniversary Celebration  
COCC Foundation's Reception for new Executive Director  
Presented honor scholarships – Sisters & Mt. View High Schools  
Attended Faculty Convocation  
Lunch meeting w/new board member John Mundy,  
    Laura Craska Cooper and Bruce Abernethy  
Attended Jim Weaver Retirement Party  
President's Scholarship Luncheon
- Ms. Ricks** Attended the Greater La Pine Education Committee Meeting  
Distributed to local La Pine businesses - COCC class course pamphlets
- Mr. Ford** 50<sup>th</sup> Anniversary Celebration  
OSU-Cascades Advisory Board meeting  
Lunch meeting w/new board member John Mundy,  
    Laura Craska Cooper and Bruce Abernethy  
Agenda Review meeting w/President Metcalf

Committee Appointments

The Board of Directors were apprised of the committee appointments.

PRESIDENT'S REPORT:

- American Society of Primates International Convention  
Dr. Matt Novak-Assistant Professor II of Psychology gave a PowerPoint presentation overview of the recent American Society of Primatology International Conference which he and COCC hosted in June at the Riverhouse in Bend.
- IT Update  
Mr. Dan Cecchini-Chief Information Officer showed a video of Professor Dan Alberghetti from CIS showing the new lab in Pioneer Hall, which allows students to get state-of-the-art Cisco training that helps them prepare for jobs in the computer industry. Dan stressed the importance of collaboration between IT and CIS.

ADJOURN: 8:15 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. David Ford, Board Chair

\_\_\_\_\_  
Dr. Shirley I. Metcalf, President

Exhibit: 4.b1  
September 9, 2015  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – July and August 2015**

<b>Name</b>	<b>Date Hired</b>	<b>Location</b>	<b>Job Title</b>
<b>Classified Full-Time</b>			
Gonzalez, Judith	7/06/2015	Bend	Enrollment Specialist
<b>Administrative Full-Time</b>			
McKay, Michelle Director	7/20/2015	Bend	Redmond Campus
Brock, Daniel Coordinator	8/03/2015	Bend	Residence Life
<b>Temporary Hourly</b>			
Manly, Joclyn	8/13/2015	Bend	Tutoring & Testing

**Central Oregon Community College  
Board of Directors: Resolution**

**Prepared by: Sally Sorenson-Director of Human Resources**

<b>Subject</b>	Approve the contract for <b>CHRISTOPHER BAUGHMAN as Assistant Professor 1 of Manufacturing Technology.</b>
<b>Strategic Plan Themes and Objectives</b>	
Workforce Development	<p><b>WD.1</b> - Maximize support services, from entrance to completion, to promote successful completion of Manufacturing Technology programs to meet the needs of local industry (and beyond).</p> <p>Students who complete Manufacturing Technology (MATC) courses will have the skills to succeed in Welding, Manual Machining, CNC Machining, and Programming courses.</p>

**A. Background**

The Assistant Professor I MATC was filled through a national search.

**B. Options/Analysis**

- Approve the contract for CHRISTOPHER BAUGHMAN as Assistant Professor I of Manufacturing Technology.
- Decline approval of the employment contract for CHRISTOPHER BAUGHMAN as Assistant Professor I of Manufacturing Technology.

**C. Timing**

For the 2015-16 academic year

The Assistant Professor I of Manufacturing Technology position is appointed for a 9-month employment contract each fiscal year. For the 2015-16 fiscal year, the initial employment contract period will be from September 15, 2015 to June 15, 2016. As with all other full-time faculty employees, a new contract will be prepared for the next academic year.

**D. Budget Impact**

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

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approve the contract of CHRISTOPHER BAUGHMAN for the 2015-16 academic year as Assistant Professor I of Manufacturing Technology.

**F. Miscellaneous**

Mr. Baughman has an Associate's degree in Occupational Studies of HVAC/R from Westwood College of Technology as well as AWS Certificates to be a Certified Welding Educator and a Certified Welding Inspector. He taught as an Instructor of Welding Technology at Western Wyoming community College in Rock Springs, Wyoming.



**Central Oregon Community College  
Board of Directors: Resolution**

**Prepared by Sally Sorenson, Director of Human Resources**

<b>Subject:</b>	Approve employment contract for <b>STEPHANIE GOETSCH</b> for the Community Learning Program Manager.
<b>Strategic Plan Themes and Objectives:</b>	
Institutional Sustainability	This position: <b>IS.2</b> - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region. The Program Manager's research, development and community contacts initiate program relevance, viability, and profitability.
Lifelong Learning	This position: <b>LL.4</b> - Support lifelong learning for College employees by designing and advancing educational opportunities. The Program Manager plans, develops and schedules classes and special events through a variety of topics designed to meet community interests and needs.

**A. Background**

This is a replacement position. The Community Learning Program Manager is a 10-month, professional staff position, and will be located on the Redmond Campus at Central Oregon Community College. The mission of Continuing Education is to increase individual and organizational success through the provision of education and training programs and services for businesses and the community. The Program Manager is responsible for researching and developing a profitable component of the Continuing Education Department while working to further the mission of the College by providing training and enrichment classes in the communities served by Central Oregon Community College.

**B. Options/Analysis**

- Approve the employment contract for STEPHANIE GOETSCH as Community Learning Program Manager.
- Decline approval of the employment contract for STEPHANIE GOETSCH as Community Learning Program Manager.

**C. Timing**

The Program Manager position is appointed for a 10-month employment contract each fiscal year. For the 2015-16 fiscal year the initial employment contract period will be from September 1, 2015 to June 30, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**D. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

#### **E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors does hereby approve the employment contract for STEPHANIE GOETSCH as Community Learning Program Manager.

#### **F. Miscellaneous**

Ms. Goetsch has a Master of Education in Adult Education and Training from Oregon State University, and a Bachelor of Science in General Social Science from University of Oregon. She has been at COCC since 2005, serving as the Administrative support to the ITS and HR. While serving in this role Ms. Goetsch has been responsible for assisting with employee trainings, department website design, technical support, development of written processes, and manage multiple projects. Prior to COCC, Ms. Goetsch was a Sales Representative for a small local company responsible for general sales, budget, contracts, creating marketing materials, and inventory control. Ms. Goetsch is engaged in service to the College by serving on committees, advisory teams and community memberships such as CACOCC Executive Council, Association Bargaining Spokesperson, College Affairs, Student Affairs, Strategic Planning, Broadside Advisory Board, ASCOCC Student Government, Presidential Search Committee, and Oregon Employment Council of CO.

**Central Oregon Community College  
Board of Directors: Resolution**

**Prepared by: Sally Sorenson, Director of Human Resources**

<b>Subject:</b>	Approve employment contract for <b>TYLER HAYES</b> as <b>Coordinator of Student Engagement</b> .
<b>Strategic Plan Themes and Objectives:</b>	
Transfer and Articulation	<p>This position:</p> <p><b>TA.1</b> - Maximizes support services, from entrance to transfer, to promote access and success for students intending to transfer. Student engagement has been proven key to student success through planning activities which engage students and improves retention and completions.</p> <p><b>TA.2</b> - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.</p>

**A. Background**

This is a replacement position. The Coordinator of Student Engagement is a 11-month, professional staff position within the Student Services Office at Central Oregon Community College: Under the leadership and general supervision of the Director of Campus Services and Student Life, serves as the advisor to the Associated Students of Central Oregon Community College; provides budget and payroll oversight and authorization for Student Government accounts; coordinates and oversees student/campus activities and events (both small- and large-scale), student leadership training program, welcome-week programming for all students, Coats Campus Center reception staffing, campus digital imaging activities. In partnership with the Director of Retention, this position assists in the coordination of new student orientation; Oversees campus lost-and-found program; works with various campus staff to partner on-campus and community programs and events. Coordinator of Student Engagement supervises a 1.0 FTE classified position and irregular wage employees for night and weekend building coverage for the Coats Campus Center.

**B. Options/Analysis**

- Approve the employment contract for TYLER HAYES as Coordinator of Student Engagement.
- Decline approval of the employment contract for TYLER HAYES as Coordinator of Student Engagement.

**C. Timing**

The Coordinator of Student Engagement position is appointed for a 11-month employment contract each fiscal year. For the 2015-16 fiscal year the initial employment contract period will be from September 1, 2015 to June 30, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**D. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contracts for **TYLER HAYES** as Coordinator of Student Engagement.

**F. Miscellaneous**

Mr. Hayes received his Bachelor's Degree in Mathematics from San Diego Christian College and his Masters in Higher Education Academic Advising from Kansas State University. Mr. Hayes joined the Admissions and Records department at COCC in May 2010 as an Admissions Specialist and he has since worked as a Transcript and Degree Evaluator and more recently the Financial Aid Advisor. Prior to coming to COCC, Mr. Hayes worked at Bank of the Cascades. While working in his most recent position as Financial Aid Advisor, he was responsible for organizing and staffing on-campus and off-campus events such as FAFSA Nights, Financial Aid Nights, Scholarship Day, FAFSA Workshops and SALT events.

**Central Oregon Community College  
Board of Directors: Resolution**

**Prepared by: Sally Sorenson-Director of Human Resources**

<b>Subject</b>	Approve the contract for <b>WENDY LEER</b> as <b>Assistant Professor I of Health Information Technology</b> .
<b>Strategic Plan Themes and Objectives</b>	
Workforce Development	<b>WD.1</b> - Maximize support services, from entrance to completion, to promote successful completion of HIT program, which meets the need of local industry (and beyond.)

**A. Background**

The Assistant Professor I HIT was filled through a national search.

**B. Options/Analysis**

- Approve the contract for WENDY LEER as Assistant Professor I of Health Information Technology.
- Decline approval of the employment contract for WENDY LEER as Assistant Professor I of Health Information Technology.

**C. Timing**

For the 2015-16 academic year

The Assistant Professor I of HIT position is appointed for a 9-month employment contract each fiscal year. For the 2015-16 fiscal year the initial employment contract period will be from September 15, 2015 through June 15, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**D. Budget Impact**

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

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approves the contract of **WENDY LEER** for the 2015-16 academic year as Assistant Professor I of Health Information Technology.

**F. Miscellaneous**

Ms. Leer holds a Bachelor of Arts in Healthcare Administration from Ashford University. She taught for COCC from 1998-2014 as both a full-time and part-time instructor. She also has 10 years of industry experience as the owner of her own healthcare administrative consulting business.

Central Oregon Community College  
Monthly Budget Status  
Highlights of July 2015 Financial Statements

**Cash and Investments**

The Colleges' operating cash balances currently total \$26.9 million. The July average yield for the Local Government Investment Pool increased slightly to .54 percent.

The bond proceeds held in cash totals \$1.9 million as of the end of July.

**General Fund Revenues**

Tuition and fee revenues represent fall term enrollment as of the end of July. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

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

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of July 31, 2015

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 25,782,895		
3624 - Robert Clark Trust			\$ 370,994
3816 - General obligation bond funds		\$ 1,045,615	
3707 - Residence Hall bond funds		\$ 476,206	
3948 - Residence Hall retention		\$ 396,766	
July Average Yield .54%			
<b>Cash in USNB</b>	\$ 1,114,635		
<b>Cash on Hand</b>	\$ 4,600		
Total Cash	<u>\$ 26,902,130</u>	<u>\$ 1,918,587</u>	<u>\$ 370,994</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
**July 2015**

**Exhibit 5a**  
09-Sep-15

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 14,180,000	\$ -	\$ (14,180,000)	Ibloyer	0.0%
Prior Taxes	623,000	91,081	(531,919)	14.6%	11.5%
Tuition and fees	16,679,000	3,902,459	(12,776,541)	23.4%	25.1%
State Aid	9,110,000	-	(9,110,000)	0.0%	0.0%
Interest & Misc. Income	70,000	147	(69,853)	0.2%	0.0%
Transfer-In	1,874,500	1,874,500	-	100.0%	98.8%
<b>Total Revenues</b>	<b>\$ 42,536,500</b>	<b>\$ 5,868,187</b>	<b>\$ (36,668,313)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 19,343,813	\$ 401,374	\$ 18,942,439	2.1%	2.3%
Academic Support	3,136,473	253,116	2,883,357	8.1%	7.1%
Student Services	4,835,160	291,857	4,543,303	6.0%	6.2%
College Support	5,264,718	464,030	4,800,688	8.8%	9.5%
Plant Operations and Maintenance	4,599,224	342,056	4,257,168	7.4%	6.8%
Information Technology	4,090,108	665,770	3,424,338	16.3%	8.9%
Financial Aid	52,897	2,363	50,534	4.5%	5.8%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,602,618	2,585,299	17,320	99.3%	99.3%
<b>Total Expenses</b>	<b>\$ 44,725,011</b>	<b>\$ 5,005,865</b>	<b>\$ 39,719,146</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,188,511)</b>	<b>\$ 862,322</b>	<b>\$ 3,050,833</b>		



**Central Oregon Community College**  
**Monthly Budget Status**  
 July 2015

Exhibit 5a  
 9-Sep-15

	<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>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 5,332,461	\$ 1,346,650	\$ (3,985,811)	25.3%	8.7%
Expenses	5,279,505	16,256	5,263,249	0.3%	8.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 52,956</b>	<b>\$ 1,330,394</b>	<b>\$ 1,277,438</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,850,369	\$ 29,450	\$ (1,820,919)	1.6%	1.7%
Expenses	1,904,487	54,030	1,850,457	2.8%	2.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (54,118)</b>	<b>\$ (24,579)</b>	<b>\$ 29,539</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 2,037,398	\$ 2,025,953	\$ (11,445)	99.4%	9.8%
Expenses	7,215,300	451,172	6,764,128	6.3%	3.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,177,902)</b>	<b>\$ 1,574,782</b>	<b>\$ 6,752,684</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 8,612,326	\$ 127,403	\$ (8,484,923)	1.5%	0.8%
Expenses	9,627,759	2,176,254	7,451,505	22.6%	7.7%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,015,433)</b>	<b>\$ (2,048,851)</b>	<b>\$ (1,033,418)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,502,382	\$ 3,843,572	\$ (5,658,810)	40.5%	34.7%
Expenses	10,553,349	2,345,276	8,208,073	22.2%	25.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,050,967)</b>	<b>\$ 1,498,296</b>	<b>\$ 2,549,263</b>		
<b>Reserve Fund</b>					
Revenues	\$ 9,336	\$ -	\$ (9,336)	0.0%	0.0%
Expenses	510,000	401,213	108,787	78.7%	64.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (500,664)</b>	<b>\$ (401,213)</b>	<b>\$ 99,451</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 18,445,575	\$ 1,205,111	\$ (17,240,464)	6.5%	7.3%
Expenses	18,472,306	1,025,922	17,446,384	5.6%	6.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (26,731)</b>	<b>\$ 179,189</b>	<b>\$ 205,920</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 390,767	\$ 7,672	\$ (383,095)	2.0%	0.4%
Expenses	516,989	123,883	393,106	24.0%	1.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (126,222)</b>	<b>\$ (116,211)</b>	<b>\$ 10,011</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,809	\$ 160	\$ (1,649)	8.9%	8.5%
Expenses	3,000	-	3,000	0.0%	0.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,191)</b>	<b>\$ 160</b>	<b>\$ 1,351</b>		

## CCB Phase 1 Remodel – Aug. 2015 Update

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### **Scope**

When the Campus Center Building was built, future capacity was included for the possible residence hall. Since the Residence Hall will be coming online in Fall of 2015, the planned capacity needs to be added to come online at the same time. The remodel will include added servery stations, dry and cold storage, seating and catering storage.

### **Budget Status**

The budget is \$575,000. See attached updated cost projection.

### **Change Order Activity**

There were a couple of minor change orders over the last month. See attached.

### **Schedule Status**

The remodel will be done over Summer Quarter 2015 and be open for Fall Quarter 2015.

### **Recent Activity**

The project is nearing completion. Rough-in, framing, drywall, paint, floor covering and MEP finishes all occurred this month. The Contractor is currently working on final finish items and installation of kitchen equipment. FF&E is scheduled to arrive on 8/28.

### **Activity Next Month**

The project will be complete. Final inspections and Health inspection will allow COCC to start using the project.

## CCB Phase 1 Remodel – Aug. 2015 Update

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### Project Participants

#### COCC Stakeholder Group

Kevin Kimball	-	CFO
Alicia Moore	-	Dean of Student and Enrollment Services
Lori Willis	-	Auxiliary Services Director
Gordon Price	-	Director of Student Life
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

#### Design Team

Scott Steele	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects
Darek Olson	-	Steele Associates Architects

#### Contractor Group

Matt Stockton	-	Project Manager - KNCC
Ed Parker	-	Superintendent - KNCC
Mike Taylor	-	VP - KNCC
Mark Miller	-	General Superintendent - KNCC

## CCB Phase 1 Remodel – Aug. 2015 Update

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New Servery Stations



New Freezer

August 26, 2015

## COCC Redmond Campus Solar Array Project Status Report

### Update since the last written Status Report on July 29, 2015

1. On May 26, 2015 The Central Oregon Community College Board of Directors, acting as the Local Contract Review Board, passed a resolution approving the Power Purchase Agreement with Sunlight Solar and authorizes President Metcalf, or her designee, to negotiate and sign a contract for a Solar Power Purchase Agreement with Sunlight Solar Energy.
2. Staff and COCC Counsel continue to negotiate the Solar Power Purchase Agreement with Sunlight Solar Energy.

### Project Description

COCC has approximately \$816,000.00 in legislatively required 1.5% for Solar Technology obligations, stemming from construction projects which have been completed or are currently in the Construction Phase. Funds to fully cover the obligation are currently budgeted for. COCC has until one year after construction of the Residence Hall is completed (2015) to fulfill its 1.5% Obligation.

### Project Actions to Date

In early 2010 COCC hired Mazzetti Nash Lipsey Burch of Portland Oregon, to perform Solar Feasibility Study of the Bend, Redmond and Madras Campuses. The Solar Study indicated high solar potential for the Redmond and Madras Campuses. The Bend Campus was shown to have marginal solar potential.

Based on solar potential and current electrical load (including an estimated load for the Technology Education Center), the Redmond Campus was chosen as the site to install a ground mount solar array (250-500kW) to meet the College's solar obligation.

COCC Staff prioritized three (3) sites on the Redmond Campus for installation of the solar array.

One of the sites is located in the Runway Protection Zone (RPZ) for Roberts Field. The second site is located in an area designated, on the Roberts Field Master Plan, as a future RPZ. The third site is located adjacent to the future RPZ. Due to the sites being in or near the Roberts Field Protection Zones, the College submitted was required to submit Notices of Proposed Construction or Alteration to the FAA for its comments on the proposed sites for the project. While COCC has yet to receive official comments from the FAA, it has been brought to our attention that the FAA has concerns regarding the sites in the current and future RPZ. There does not appear to be a concern on the FAA's part with the site outside the future RPZ.

### Project Delivery Options

A 500kW system is estimated to cost between \$1.2 million and \$2.2 million

COCC has investigated two options for the design, installation and maintenance of the Solar Array Project:

1. COCC would finance, design, install, maintain and retain full ownership of the system.
2. COCC would enter into a Power Purchase Agreement (PPA) with a third party provider. The College would have minimal costs associated with this option. With this option the third party would finance, design, maintain and own the system. COCC would agree to purchase the generated energy at an agreed to price with annual price increases over a certain period of time. (Normally 20years).  
The agreed to price, and annual increases, would be less than what the College currently pays Pacific Power for energy and any future Pacific Power rate increases.  
It is the recommendation of the College Staff to proceed with the PPA Option. This recommendation is based on a number of issues.

1. The PPA option is legislatively allowed to fulfill the 1.5% Solar Technology Obligation.
2. The PPA Option would allow COCC to use the funds currently budgeted for the obligation for other purposes.
3. The third party provider would be responsible for the maintenance and all upgrades to the system during the life of the project. There should be no need for COCC to hire new or additional staff to maintain the system.
4. Utility cost for the Redmond campus would be less than if the energy was purchased from Pacific Power.

Power Purchase Agreement Investigations by the College to date.

COCC is a member of HGACBuy, a government procurement organization operated by the Houston-Galveston Area Council. This Organization has complemented a contract negotiation with SolarWorld and a select group of SolarWorld's Authorized installers providing of Solar System procurement through the PPA Option.

This membership enables COCC to contract with SolarWorld without the need for COCC issuing a formal Request for proposal for the PPA acquisition.

E2Solar, of Bend, is an authorized installer for SolarWorld. COCC would work directly with E2Solar should the PPA option be pursued.

COCC Staff have discussed the project with representatives of both SolarWorld and E2Solar.

# Information Technology Update – August 2015

## Current Projects

Phase 1 of the **Ochoco** remodel will provide office space for the Humanities Department as well as Anthropology, Language and Computer labs. The **Residence Hall** project is an approximately 83,000 square foot, multi-level structure that will include cable television, internet and Wi-Fi service to 80 suites and 330 beds. The **Campus Center** remodel will provide additional seating capacity and office space as well as expand the kitchen and storage areas.

## Schedule Status

The low-voltage installations for the new **Residence Hall** as well as the **Ochoco** and **Campus Center** remodels are on schedule at this time.

## Activity in August

The security sub-contractor has completed installation of the surveillance camera and recording system. BendBroadband has finalized testing and balancing of television signals in all suites and public locations. Apogee, the ResNet internet provider, is working to fine-tune wireless coverage within the building and prepare for September move-ins. The COCC IT Department has completed several peripheral projects, including the installation of a power-monitoring display and has installed several Wireless Access Points to support staff within the **Residence Hall** building. In **Ochoco**, the COCC IT Department has completed installation of the AV systems and continues to move, install and re-install staff PC's, phones and printers, as well as Wireless Access Points in anticipation of faculty returning during the month of September.

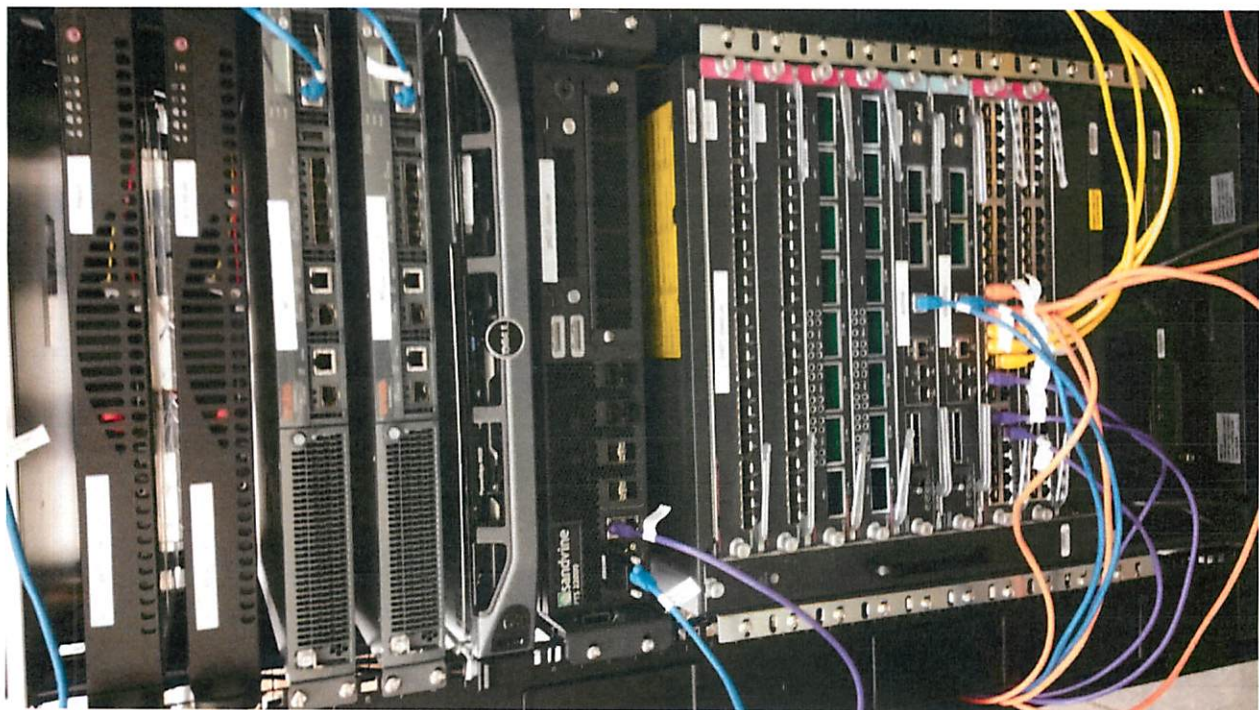
# Information Technology Update – August 2015

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## Photos – Residence Hall



*BendBroadband Installation Complete – Residence Hall, Lower Bar*



*Apogee Network installation underway – Residence Hall, MDF*



## Information Technology Update – August 2015

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### Photo – Ochoco Remodel



*Computer Installation – Ochoco, Computer Lab 142*

### Upcoming Activities for September

In the new **Residence Hall**, the security contractor will complete commissioning and training of the surveillance camera and recording system. Apogee and BendBroadband will make a final walk-thru of the building and be available onsite for student move-in dates. The COCC IT Department will also make final inspections of computer, copier, printer, phone and WAP installations. In **Ochoco**, the COCC IT Department complete their installations and relocation of staff PC's, phones and printers, as well as WAP's and make a final inspection of these spaces prior to staff returning. The low-voltage contractor will also have completed installation of new network locations in support of the **Campus Center Remodel**.

# Information Technology Update – August 2015

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

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

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

## **General Contractor, Residence Hall**

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

## **General Contractor, Ochoco Remodel**

Griffin Construction, LLC  
8361 NE Meadow Ridge Rd.  
Prineville, OR 97754  
541-447-7237

## **General Contractor, Campus Center Remodel**

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

# Residence Hall August 2015 Status Report

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## **Scope**

Residence Hall project will provide approximately 330 beds for student housing, 320 of which are revenue generating. A floor and a half of support and common space will be provided within the middle section of the project. The building will be Earth Advantage Multi-Family Gold level certified. The project and parking lots will be accessed via a private drive off of Mount Washington Drive. 150 parking stalls will be provided. Summer programs will utilize the facilities and will be a revenue-generating source of community enrichment.

## **Budget Status**

Project Budget included.

## **Change Order Activity (In addition to the GMP)**

None.

## **Schedule Status**

Project Final Certificate of Occupancy issued on July 22, 2015.

## **Activity in August**

Security cameras installed.

Power monitoring system installed and working.

Minor punchlist corrections substantially completed. Items do remain.

Trees and irrigation installed along Mt Washington Dr.

## **Activity planned for September**

Complete all punchlist items.

Turn over As Builts and Operation and Maintenance Manuals.

Building begins to be used by returning and new students!

# Residence Hall August 2015 Status Report

## COCC Residence Hall Project

### Budget Summary (Rev.)

CONSTRUCTION BUDGET	Budget	Expended to date (July 30, 2015)	Remaining to spend	Encumbered	Budget Remaining	% of total
Target Guaranteed Maximum Price	\$ 15,882,951	\$ 15,434,768	\$ 448,183	\$ 15,882,951	\$ -	
83,500 sf	\$ 190.2 /sf					
<b>TOTAL CONSTRUCTION BUDGET</b>	<b>\$ 15,882,951</b>				\$ -	75.0%
<b>Expenses &amp; Fees</b>						
<b>COCC Expenses</b>						
	% of Construction Costs					
Moving Costs	0.16%	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
Project Management	2.01%	\$ 318,489	\$ 294,676	\$ 23,813	\$ 294,676	\$ 23,813
Owner Project Contingency	0.98%	\$ 155,958	\$ -	\$ 155,958	\$ -	\$ 155,958
<b>COCC Total</b>		<b>\$ 499,447</b>			<b>\$ -</b>	<b>2.4%</b>
<b>Jurisdictional Expenses</b>						
Permitting & Design Review	2.05%	\$ 325,000	\$ 317,966	\$ 7,034	\$ 317,966	\$ 7,034
System Development Charges	4.41%	\$ 700,000	\$ 660,000	\$ 40,000	\$ 660,000	\$ 40,000
Traffic Mitigation	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
<b>City Total</b>		<b>\$ 1,025,000</b>			<b>\$ -</b>	<b>4.8%</b>
<b>Furnishings, Fixtures &amp; Equipment</b>						
Furniture & Equipment	6.61%	\$ 1,050,000	\$ 927,522	\$ 122,478	\$ 927,522	\$ 122,478
AV and Technology	1.64%	\$ 260,000	\$ 50,958	\$ 209,042	\$ 50,958	\$ 209,042
CCTV and Access Controls	0.60%	\$ 95,000	\$ 4,095	\$ 90,905	\$ 35,576	\$ 59,424
Artwork (Interior and Exterior)	0.21%	\$ 30,000	\$ -	\$ 50,000	\$ -	\$ 50,000
<b>FF&amp;E Total</b>		<b>\$ 1,455,000</b>			<b>\$ -</b>	<b>6.9%</b>
<b>Fees</b>						
Architect & Consultants	9.66%	\$ 1,534,360	\$ 1,494,404	\$ 39,956	\$ 1,534,360	\$ -
Reimbursables	0.48%	\$ 75,511	\$ 29,174	\$ 46,338	\$ 75,511	\$ -
Earth Advantage	0.19%	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000
Survey	0.12%	\$ 19,000	\$ 25,070	\$ (6,070)	\$ 25,070	\$ (6,070)
Traffic Study	0.10%	\$ 16,000	\$ 11,707	\$ 4,293	\$ 11,707	\$ 4,293
Geotechnical	0.09%	\$ 15,000	\$ 4,333	\$ 10,667	\$ 4,333	\$ 10,667
Commissioning	0.62%	\$ 98,000	\$ 19,218	\$ 78,783	\$ 52,240	\$ 45,760
Testing	0.50%	\$ 80,000	\$ 40,025	\$ 39,975	\$ 33,834	\$ 46,166
Advertisements and Reproductions	0.08%	\$ 12,000	\$ 5,885	\$ 6,115	\$ 5,885	\$ 6,115
Office Supplies & Equipment	0.03%	\$ 5,000	\$ 753	\$ 4,247	\$ 753	\$ 4,247
Owner's Course of Construction Insuranc	0.72%	\$ 114,254	\$ 60,017	\$ 54,237	\$ 60,017	\$ 54,237
Brailsford & Dunleav/transfers in	0.34%	\$ 54,522	\$ 54,522	\$ -	\$ 54,522	\$ -
Misc	0.09%	\$ 15,000	\$ 22,614	\$ (7,614)	\$ 22,614	\$ (7,614)
<b>Fees Total</b>		<b>\$ 2,068,647</b>			<b>\$ -</b>	<b>9.8%</b>
1.5% for Solar	1.47%	\$ 233,489	\$ -	\$ 233,489	\$ 233,489	\$ -
<b>Total Expenses &amp; Fees</b>		<b>\$ 5,281,583</b>	<b>\$ 19,457,706</b>	<b>\$ 1,706,828</b>	<b>\$ 20,283,984</b>	<b>\$ 880,550</b>
<b>TOTAL PROJECT COST</b>		<b>\$ 21,164,534</b>				

## Residence Hall August 2015 Status Report

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<b>Schedule</b>	<b>Start</b>	<b>Finish</b>
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	October 2013	January 2014
Commissioning Consultant Selection	November 2013	December 2013
Board decision: 25% Construction Documents	October 2013	October 2013
25% Construction Documents	October 2013	November 2013
Lease Crutcher Lewis Bidding/Reconciling	December 2013	January 2013
GMP Presentation	January 2014	January 2014
Construction Documents	January 2014	March 2014
Special Inspection Consultant procurement	February 2014	March 2014
Permit Review/Approval	March 2014	May 2014
Construction	April 2014	July 2015
Furnishing Move-in	July 2015	August 2015

# Residence Hall August 2015 Status Report

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## Project Participants

### COCC Steering Committee

Shirley Metcalf, President

Kevin Kimball, Chief Financial Officer

Gordon Price, Director Student Life

Joe Viola, Director Campus Services

Matt McCoy, Vice President for Administration

Alicia Moore, Dean of Students

Paul Wheeler, On-Campus Housing Coordinator

Rick Hayes, Project Manager

### Design Consultant

Mahlum Architecture, 1231 NW Hoyt, Suite 102, Portland, Oregon 97209

Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager

Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

### Construction Manager General Contractor

Lease Crutcher Lewis, 550 SW 12<sup>th</sup> Avenue, Portland, OR 97205

Tony Church, Senior Project Manager

Mike Levesque, Project Manager

Ted Gayman, Superintendent

Isaac Smith, Project Engineer

### Civil Survey Consultant

KPFF Consulting Engineers, 111 SW Fifth Avenue, Suite 2500, Portland, OR 97204-3628

Troy Tetsuka, Survey Manager

### Geotechnical Engineer

FEI Testing & Inspection, Inc., 62979 NE Plateau Drive, #3, Bend, OR 97701

Bill Smith, Geotechnical Engineer,

### Commissioning Agent

Hugh Cx, 4800 SW Meadows Rd, Suite 300, Lake Oswego, Oregon 97035

Doug Brown, Principal

### Testing Agency

Carlson Testing, Inc., 8430 SW Hunziker, Tigard, Oregon 97223

Scott Jordan, Manager



## HOUSING OPERATIONS REPORT Board of Directors' Meeting – September 2015

### STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7  
Transfer and Articulation: Objective TA.1  
Workforce Development: Objective WD.1

### SAVE THE DATE: COCC RESIDENCE HALL RIBBON CUTTING

#### Thursday, September 17

3:30 – 5:00 pm: Guided tours  
5:00 – 5:15 pm: Ribbon Cutting Ceremony  
5:15 – ???: Open House

### PROSPECTIVE STUDENT TOURS

Tours with prospective students continue, both on an ad hoc basis, as well as during new student advising days. After a recent tour, staff received the following email from a parent, who also participated in the tour:

*I'd like to again thank you for the time you took from your busy schedule to detail for us the many unique options available to incoming students in the process of considering housing. As I mentioned to you, I was quite impressed in the considerations to creating opportunities for residents to feel welcomed, respected, and included in the new residence hall. On top of the physical innovations in the hall itself, opportunities in allowing autonomy in roommate selections and personal preferences are further notable refinements that are equally impressive. We're hoping that our daughter will feel the same, and I'm quite assured she will. Much of this will have to do with your efforts in her important first impression, of which we are quite grateful.*

Many thanks to the Residence Life and Admissions and Records staff for their great work in creating a welcoming and positive environment for prospective students (and families!).

### OCCUPANCY UPDATE

Student Contracts, as of August 31:

- 4 new student started an application but has not yet finished it
- 19 students have submitted a complete application but have not yet paid a deposit
- 7 students have a complete application, submitted a deposit, and submitted information allowing staff to complete a background check.

- 249 students have all steps above and are ready for room assignment
  - 32 are returning students
  - 33 are OSU-Cascades students
  - 53 students are in-district
  - 203 students are non-residents (out-of-district, out-of-state)
  - Students could be both a returning and an OSU-Cascades student

Ultimately, the number of submitted and completed applications total 256, which brings us to 80% of our occupancy goal.

## STAFFING UPDATE

**Administrative Assistant:** The projected budget for the residence hall includes a .5 FTE, 12-month administrative assistant position. The housing budgeted projected approximately \$16,000 in annual salary and \$14,500 in payroll assessment and benefits. Staff have decided to put hiring this position on hold for two reasons:

- **Timing:** If staff were to begin the hiring process now, interviews would tentatively take place during the first week of the term when attention needs to focus on other activities.
- **Budget:** Many of the costs associated with the residence hall are fixed in that few of the costs will vary to any significant degree based on occupancy. We will hold in filling this position until there is more certainty about occupancy, working with Residence Life staff and work study students to provide appropriate front desk coverage.

**Custodial Operations:** Hiring for the second custodial position will be completed in early September.

## MARKETING ACTIVITIES

### Incoming Resident Welcome Packet

COCC mailed an information at the end of August to approved residents which included arrival instructions, move-in guide, Bend Visitor guide, welcome lanyard and welcome letter from Dr. Metcalf. College Relations did an incredible job designing the guide. Staff are also exploring a free tool to create a parallel phone app to convey much of the same information.

### General Marketing

Marketing efforts towards prospective students continue but staff added significant work towards increased communication with students who have completed the application process. A general review of August marketing activities are listed below.

Event/Effort	Date	Details
Facebook Ads	Ongoing	
Pandora Ads	Two weeks in August	Re-run of existing parent and student add
Cascade Business News	August 5	Print and web coverage from local media <a href="http://cascadebusnews.com/cocc-unveils-21-million-residence-hall/">http://cascadebusnews.com/cocc-unveils-21-million-residence-hall/</a>
Interest Email	August 18	Sent an email to recently enrolled students who expressed an interest in student housing.
New Student Advising	August 21	Conducted tours on-demand throughout day



OSU-Cascades' First Year Student Orientation	August 28	Conducted tours on-demand throughout day
Welcome Packet	August 28	Mailed packet to students/families containing: <ul style="list-style-type: none"> <li>• Move-in Guide (What to Bring, Arrival, Shipping, etc.)</li> <li>• President Welcome</li> <li>• Professional staff and CA bios</li> <li>• Campus map + residence hall directions</li> <li>• Residence hall lanyard</li> <li>• Bend Visitor Guide</li> </ul>

## OPERATIONAL UPDATES

### Housing Operations

OSU-Cascades: Andrew Davis (OSU) and team will coordinate much of the programming and logistics associated with the September 20 move-in day and subsequent orientation days for OSU-Cascades students. Housing and Residence Life continue to work with OSU and Sodexo on food service needs prior to official residence hall foodservice start date of September 24.

Front Desk: Front desk operations/hours primarily will be covered through expanded Community Assistant hours. The CAs were originally planned to cover front desk hours for four hours per week each and will now be expected to each cover six hours per week. This will permit the front desk to remain staffed continuously from 8 am – 8 pm, Monday-Friday, as originally planned.

Room/Roommate Assignments: Room and roommate assignments were completed in two phases in August utilizing the Symplicity Residence software. The software assisted in moving this process from an entirely manual process to one that is nearly all automated.

### Residence Life

Emergency Procedures: Review and modifications of policies and procedures are still on-going. Housing and Residence Life staff are meeting regularly with Campus Public Safety.

Resident Student Orientation: The resident student orientation planned for the Saturday after the opening of the residence hall is in final stages of re-development and will focus on the creation of community standards for each of the ten living communities. This interactive discussion utilizes the concept of “community circles”, will be facilitated by each of the CAs, and uses intentional questions focused on having each community develop a common set of expectations for living together.

Community Assistant Training: Planning is nearly complete and student staff have begun moving in to the residence hall. All staff will be on campus by September 12 to begin training. Training topic include, but are not limited to:

- Community development
- Diversity and inclusivity
- Mental health
- Threat assessment

- Conflict management
- General resources maximization
- Emergency procedures

Student staff will visit many of the different campus resources COCC offers to learn how to use them for programming and referrals for students. All training is set up in a way to have as much discussion about the topics as possible to allow for staff reflection.

Student Activity Calendar: Staff are meeting with various campus resources to develop a calendar of activities for residence hall students, above and beyond what the CAs typically provide. Examples include career services, academic advising, and tutoring.

**Central Oregon Community College  
Board of Directors:  
Resolution**

**Prepared by: Jennifer Newby, Chief Academic Officer/Julie Mosier, Purchasing and Contracts Analyst**

<b>Subject</b>	Helicopter Simulator Sole Source Exemption Purchase
<b>Strategic Plan Themes and Objectives</b>	
Workforce Development	<b>WD.2</b> - Deliver CTE curricula that meets current industry standards. <b>WD.3</b> - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.

**A. Background**

The Aviation Program hopes to replace their current helicopter simulator with a FAA certified, Level 5 simulator. Thorough research indicated that there is only one vendor in the United States who currently has a simulator with the necessary specifications available (see attached findings). To confirm this research, a Request for Information (RFI) was advertised in the Daily Journal of Commerce on August 14, asking for information from any vendor with a simulator meeting the College's specifications. Additionally, a notice of this RFI was sent to all known vendors with related simulators. Only one vendor responded with a simulator meeting all requirements set forth in the RFI. Therefore, it has been determined that the simulator required by the Aviation Program is a sole source purchase. Per Oregon Revised Statute ORS 279B.075 an exemption for sole source purchases must be made by the Local Contract Review Board.

**B. Options/Analysis**

- Approve the exemption and authorize the President or her designee to negotiate the purchase of the R44 FAA Level 5 Simulator from FRASCA Flight Simulation for approximately \$400,000.
- Not approve the exemption and require the President or her designee to issue a competitive solicitation for a FAA-certified Level 5 Simulator.

**C. Timing**

Purchase at this time will allow COCC to take advantage of the current negotiated price (\$400,000.) and delivery options. Additionally, purchase at this time should permit implementation, no later than Spring term 2016.

**D. Budget Impact**

Funds in the Aviation Program budget have been identified for this purchase.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors, acting in their capacity as the Local Contract Review Board, approve the exemption and authorize the President or her designee to negotiate the purchase of the R44 FAA Level 5 Simulator from FRASCA Flight Simulation for approximately \$400,000.

**\*279B.075 Sole-source procurements.** (1) A contracting agency may award a contract for goods or services without competition when the Director of the Oregon Department of Administrative Services, the local contract review board or a state contracting agency, if it has procurement authority under ORS 279A.050, or a person designated in writing by the director, board or state contracting agency with procurement authority under ORS 279A.050, determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

(2) The determination of a sole source must be based on written findings that may include:

(a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

(b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;

(c) That the goods or services are for use in a pilot or an experimental project; or

(d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency. [2003 c.794 §55; 2005 c.103 §8c]

Date: August 31, 2015

To: Michael Fisher

From: Karl Baldessari/Theresa Freihoefer

**RE: HELICOPTER FLIGHT SIMULATOR ACQUISITION JUSTIFICATION**

The following summarizes the need to purchase a Level 5 Helicopter Flight Simulator for COCC's Aviation program.

- Our old simulator is classified as an Advance Aviation Training Device (AATD), was purchased second-hand (approximately 7 years ago) and is showing its age. Cost of annual maintenance is increasing, and the quality of its performance is decreasing.
- Our student enrollment has increased incrementally over the past 5 years, with approximately 65% of our (200) students pursuing degrees in the helicopter discipline. This simulator will serve the larger demographic in our program.
- A Level 5 Flight Training Device (FTD) provides the opportunity for students to complete more training at a lower cost. This is critical to the future of this program because we will not be able to rely on the traditionally heavy veteran population that we have experienced up to this point. Level 5 represents a "class" of aircraft, and also requires a document called a qualification and approval guide that contains FTD design criteria. At this level, the device is starting to look more like the aircraft you are going to fly. Aerodynamic programming and systems modeling is required. This programming & modeling distinguishes an FTD from an AATD, and consequently permits a larger volume of training.

*A Bill has been introduced to Congress, calling for changes to Veteran education benefits (specific to aviation training). The Veterans Administration (VA) has clearly indicated there will be changes to these benefits during the 2015-2016 academic year. Five aviation programs have been suspended during the past 2 months due to non-compliance with VA regulations. This situation has been created by the unreasonably high cost of training at many other colleges across the nation (not enough non-veterans to offset Veteran student caps). Although increasingly difficult to manage, COCC has remained in compliance with all VA regulations, and could possibly be one of the few remaining/ viable 2-year college programs.*

- A level 5 simulator significantly contributes to our ability to attract non-veteran students and respond to inevitable changes to VA education benefits (see above). Deferring to a less capable simulator negates any cost benefit.
- The addition of a Level 5 simulator increases the safety factor, with more time spent on the ground, in a completely controlled environment (space to house the simulator is already located at no cost to COCC). Similarly, a simulator is not subject to weather delays or cancellations, improving the overall flight completion rate per student.
- A Level 5 simulator places us on an even playing field with Aeronautical Universities, and ahead of all 2-year college aviation programs.
- This simulator will be funded, in its entirety, from existing aviation simulator, non-general funds (no impact to the COCC general fund). ROI estimated at 2-3 years with full ability to cover recurring budgets during that time.

- The Simulator has a one-year warranty and all maintenance costs following that time can be handled within the budget; there are no licensing fees involved with this simulator. Any upgrades or changes to the software are elective. The average life-span is 10 years plus and this simulator is certified by the FAA (Federal Aviation Administration).
- Financials:
  - Aviation Simulation Fund – Non-General Account - (From David Dona)

	<b>Reference: Aviation Program - Simulator (Fund 63579)</b>		
			<b>2015-16</b>
			<b>Budget</b>
	Total Revenue	\$	238,853
	Materials/Services	\$	(123,017)
	a Purchased Capital	\$	(200,000)
	a Additional Capital for simulator (\$400K total)	\$	(200,000)
	Transfers-out	\$	(105,000)
	Net Operating	\$	(389,164)
	Beginning Balance	\$	564,677
	Ending Balance	\$	175,513
	a New helicopter simulator purchase for \$400K		



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

**Prepared by: Matt McCoy, Vice President for Administration**

<b>Subject</b>	Entering into an <b>cell tower</b> site lease agreement
<b>Strategic Plan Themes</b>	<b>Strategic Plan Objectives</b>
Institutional Sustainability	<b>IS.4</b> - Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.

**A. Background**

In 2000 the College entered into a cell tower site lease for a location on the COCC Bend Campus. Ownership of the tower and lease of the site has changed over time. CCTM1 LLC (Crown Castle), a company that owns cell towers and leases space on the towers to service providers, currently owns the lease and tower.

Crown Castle would like to replace the existing tower, upgrade the technology and expand the square footage of the leased site. Additionally, Crown Castle will have the right to increase the height of the structure to that allowed by local and Federal zoning. Because the revenue from the new lease could exceed the minimum amount requiring Board approval for entering into contracts, the Board is considering this lease.

The lease structure includes an initial lump sum payment of \$75,000, plus monthly lease payments beginning at \$2,5000 that increase by 3% annually (5% every fifth year) over the term of the lease which, if extended by lessee, could expire on August 31, 2045.

**B. Options/Analysis**

Authorize the President or her designee to enter into a site lease agreement.

Decline to authorize the President or her designee to enter into a site lease agreement.

**C. Timing**

Authorizing entering into an agreement at this time enables the process to move forward.

**D. Budget Impact**

Entering into a lease will provide an alternative revenue source to the College.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors authorize President Metcalf, or her designee, to enter into a cell tower site lease agreement with Crown Castle.



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

**Prepared by: Matt McCoy, Vice President for Administration**

<b>Subject</b>	Entering into an intergovernmental agreement (IGA) between COCC and Central Oregon Intergovernmental Council (COIC)
<b>Strategic Plan Themes</b>	<b>Strategic Plan Objectives</b>
Institutional Sustainability	<p><b>IS.2</b> - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region</p> <p><b>IS.4</b> - Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability</p> <p><b>IS.10</b> - Maintain student affordability while ensuring efficient and cost effective operations</p>
Transfer and Articulation	<p><b>TA.1</b> - Maximize support services, from entrance to transfer, to promote access and success for students intending to transfer</p>
Workforce Development	<p><b>WD.1</b> - Maximize support services, from entrance to completion, to promote successful completion of CTE programs</p> <p><b>WD.4</b> - Cultivate current and future industry partnerships and assist industry partners in regional economic development and job creation</p>
Life Long Learning	<p><b>LL.2</b> - Increase overall, lifelong learning participation</p> <p><b>LL.3</b> - Increase accessibility, instructional delivery, and registration options in Continuing Education</p>

**A. Background**

In November of 2014, a small group of interested parties was invited to develop a mechanism for funding transit expansion in Bend. Co-chaired by County Commissioner Tammy Baney and previous CEO of BendBroadBand, Amy Tykeson, the group included representatives from the City of Bend, St. Charles Health System, OSU-Cascades, Bend Parks and Recreation District, COIC and COCC. With the overall goals of enhancing services and increasing scheduled routes, the group settled on a three-year strategy to fund the transit expansion. See details of scope expansion and budget in attached Exhibit A.

COCC students and employees are the largest users group of Bend transit. COCC and ASCOCC student government have provided transit funding in the past (most recently approximately \$30,000 per year). The current proposal is an increase of approximately \$20,000 per year. For these funds COCC would see increased benefits including:

- 112 buses connecting directly to/from the Bend campus daily – an increase from 32
- Direct connection to OSU-Cascades new campus
- System-wide reduction of headways from 40 minutes to 30 minutes, added new routes, and extended hours of operation
- Ridership metrics reporting
- COCC employees utilization of group pass program in Bend
- Discounted passes available to COCC students

A draft IGA is included in this information packet as further background.

**B. Options/Analysis**

Authorize the President or her designee to enter into an intergovernmental agreement between COCC and Central Oregon Intergovernmental Council to increase bus transportation within Bend to the Bend COCC Campus and other locations.

Decline to authorize the President or her designee to enter into an intergovernmental agreement between COCC and Central Oregon Intergovernmental Council.

**C. Timing**

Authorizing entering into an IGA with COIC at this time will contribute to the expansion of Bend Transit beginning this fall.

**D. Budget Impact**

Funds for supporting the agreement are budgeted in the 2015-16 general fund, and will be budgeted for the remaining two years of the IGA. Additionally, the COCC student government, ASCOCC, has committed funds to transportation in the past and it is anticipated funds will continue to be allocated at an estimated level of \$12,000 per year that will reduce the College's requirement by the amount allocated by ASCOCC.

**E. Proposed Resolution**

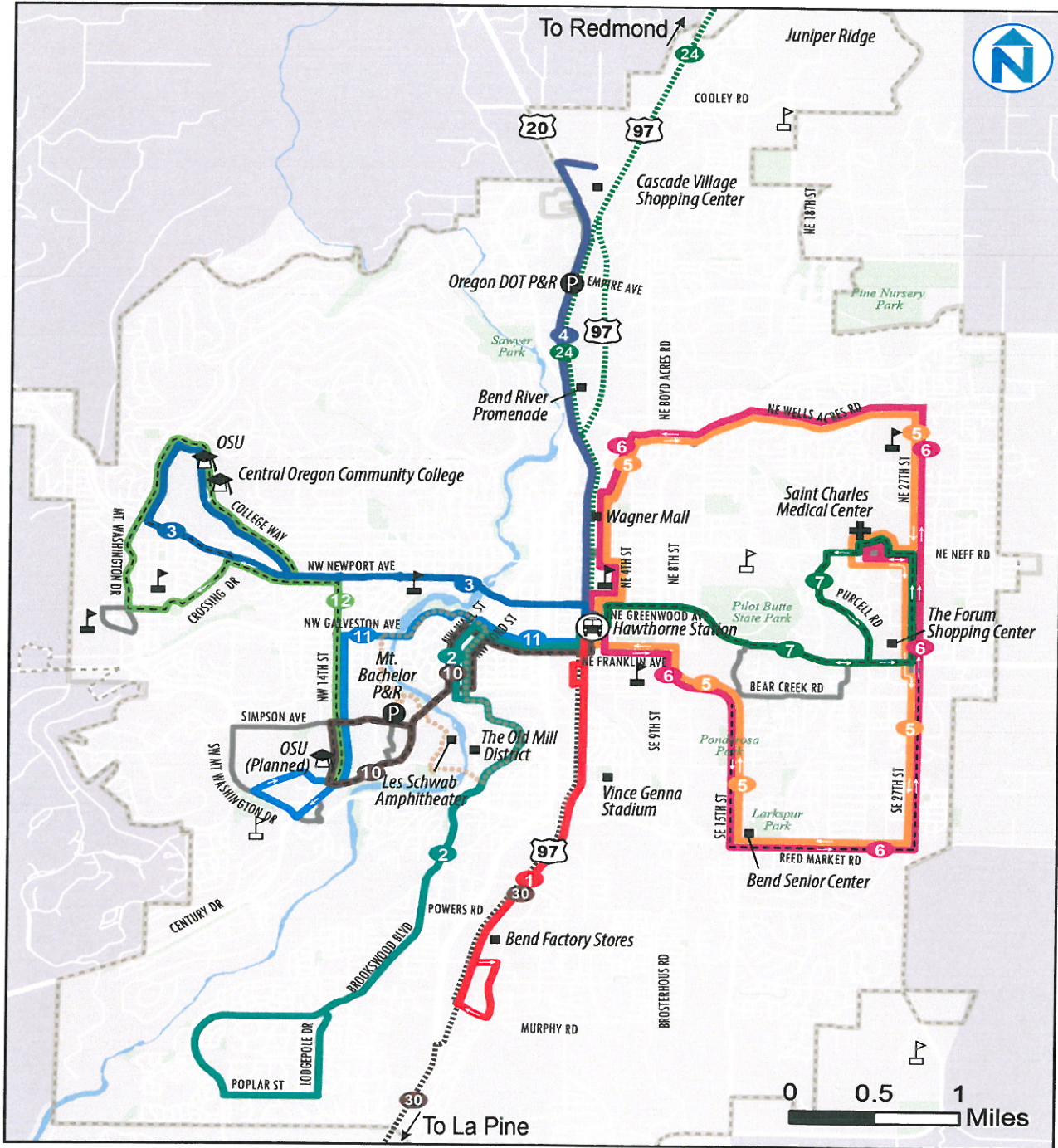
Be it resolved that the Central Oregon Community College Board of Directors authorize President Metcalf, or her designee, to enter into an intergovernmental agreement between COCC and Central Oregon Intergovernmental Council to increase bus transportation within Bend to the Bend COCC Campus and other locations.

### Bend CET Expansion Scope of Work and Budget

- All Bend fixed routes open until 8pm (the last drop-off is currently 6:20pm)
- All routes moved from 40-minute headways to 30 minute headways (with a few redundant routes moving to 60 minute headways and other routes at 60 minutes during non-peak times)
- New routes:
  - Route 7 providing direct access from Hawthorne Station east to the medical district area
  - Route 12 providing direct connection between the OSU-CC and COCC campuses
  - Route 10 providing service west from Hawthorne Station and downtown Bend to the Colorado/Simpson high tech employment and recreational areas, and to the proposed OSU-CC campus (every 60 minutes; staggered with Route 11)
  - Route 11 is “completed” (it currently does not run all day), serving the Galveston corridor, 14<sup>th</sup> Ave, and OSU-CC (every 60 minutes; staggered with Route 10). The route is also modified, dropping the existing low-productivity loop which runs west from Century Drive on Simpson Ave. and returns on Mt. Washington.
  - Add Saturday service for Route 11.
- Modified routes:
  - Route 6-5 is modified to provide bi-directional service along the southern loop of existing Route 5-6. Both of these routes are converted to 60 minute bus frequency since the new Route 7 meets much of the need, and the two routes together provide bi-directional service.
  - Routes 1, 2, 3, and 4 are converted to 30-minute bus frequencies. The terminal loop on Route 3 is shortened to remove service to the Northwest Crossing area, since this is now served by Route 12.

<b>Total Cost of CET Expansion</b> (for 3-year project period)	<b>\$3,401,300</b>
<b>Revenues</b> (for 3-year project period)	
COIC (new federal funding)	\$900,000
CET Budget - Current	\$300,000
St. Charles Health System	\$300,000
OSU Cascades	\$300,000
COCC	\$150,000
State of Oregon	\$270,000
City of Bend	\$900,000
Deschutes County	\$48,000
New fare revenue (estimated)	\$165,000
Advertising revenue (estimated)	\$150,000
<b>Revenue Total</b>	<b>\$3,483,000</b>
Contingency	\$81,700

# BEND TRANSIT EXPANSION - PROPOSED SYSTEM



**Existing or Modified Local Bus Routes**

- Rt 1: South 3rd Street
- Rt 2: Brookwood
- Rt 3: Newport
- Rt 4: North 3rd Street
- Rt 5: Wells Acres/Reed Mkt.
- Rt 6: Reed Mkt./Wells Acres
- Rt 11: Galveston
- No Longer Served
- - - New Route Segments

**New Local Bus Routes**

- Rt 7: Greenwood
- Rt 10: Colorado
- - - Rt 12: NW 14th

**Existing Regional Bus Routes**

- - - Rt 24: Bend - Redmond
- - - Rt 30: La Pine - Bend

**Existing Seasonal Service**

- - - Ride the River

- Hawthorne Station
- Community Connector Stop
- High School
- Middle School
- Bend City Limits
- Bend UGB Boundary
- Bend MPO Boundary

**INTERGOVERNMENTAL AGREEMENT BETWEEN CENTRAL OREGON  
INTERGOVERNMENTAL COUNCIL AND CENTRAL OREGON COMMUNITY COLLEGE**

This Intergovernmental Agreement (“Agreement”) is between the Central Oregon Intergovernmental Council, an intergovernmental entity organized under ORS Chapter 190 (“COIC”), and Central Oregon Community College (“COCC”).

**RECITALS**

- A. ORS 190.003 through 190.110 authorize state and local governmental entities and agencies to enter into intergovernmental agreements for the performance of any or all functions which a party to the Agreement has the authority to perform.
- B. COIC operates Cascades East Transit (“CET”), which provides transit services, including local bus service within the city of Bend. Both parties desire expanded CET fixed route service within Bend for the benefit of COCC students and faculty, in addition to serving the community as a whole.
- C. To help fund a CET expansion, COCC will provide direct payment to COIC for increased fixed route services.

**TERMS OF AGREEMENT**

1. Effective Date/Duration

This Agreement shall be effective on July 1, 2015 and continue through June 30, 2018.

2. COIC Obligations

- a. COIC will implement the CET service expansion elements as described in the “Bend CET Expansion Scope of Work and Budget” document attached as Exhibit A.
- b. COIC will begin the expanded services on or before September 21, 2015, and maintain the expanded services throughout the term of this agreement.
- c. COIC will provide all employees of COCC with the benefits of the CET Employee Group Pass Program. COCC employees will have unlimited access to Bend fixed route CET (Zone 1) at no cost. Bend Dial-a-Ride and recreational services such as Mt. Bachelor and Ride the River are not included within Zone 1.
- d. COIC will provide COCC with Bend fixed route CET (Zone 1) bus passes for distribution to students. COIC shall provide fares to COCC on a monthly basis at values consistent with the CET Fare Policy. The monthly allocation of fares will be calculated by deducting the cost of the employee group pass program from the overall COCC funding contribution, as defined in agreement section 3.a, and dividing that amount by 12. COCC shall sell the passes to COCC students at no more than CET’s published fares for those

passes. Passes are non-refundable; COCC will not return un-used passes for refund or credit against future pass purchases. Passes will have an expiration date.

- e. COIC will provide detailed information to COCC regarding transportation services available to students and employees. As needed COIC will supply promotional material, rider guides, flyers, rider training events, and specialized displays.

### 3. COCC Obligations

- a. COCC will pay COIC \$50,000 per year (\$150,000 over the life of the agreement) as its share of the CET expansion operations costs, with payments made quarterly within 30 days of receipt of invoices from COIC.
- b. COCC will provide COIC a list of employees annually on or around July 1. COIC will use the employee list as the basis for calculating the cost of the employee group pass program. The employee group for the basis of calculating costs shall include employees who reside and work in Bend.
- c. COIC will provide the first quarterly invoice to COCC shortly after full execution of this Agreement for the July 1 to September 30, 2015, quarter. COIC will provide invoices quarterly thereafter on or about the first day of the quarter.
- d. COCC will provide a contact person for COIC to work with regarding ongoing rider outreach, engagement, and training.

### 4. Joint Obligations for Capital Improvements

- a. COCC and COIC will work collaboratively to design capital improvements to support the CET expansion.
- b. COCC and COIC will work collaboratively to secure grant or other funding to pay for necessary improvements.

### 5. Ongoing Communications

- a. COIC and COCC will meet at least twice yearly to review system performance, ride data, budget data, rider outreach and training, and other operational aspects of Bend fixed route system.
- b. COIC will report to COCC on student and employee ridership numbers on the CET Bend fixed route system.
- c. COIC will consult with COCC in the event that any changes to CET Bend fixed route services are being considered.

- d. COIC and COCC agree that authority to approve changes to CET services rests solely with the COIC Board of Directors.

6. Termination

- a. **For Cause.** COIC may terminate this agreement if COCC fails to make any payment when due or if COCC fails to comply with any other provision of this agreement within 20 days of notice from COIC of the non-compliance.

COCC may terminate this agreement if the COIC service to COCC agreed to by the parties is terminated by COIC or if COIC ceases operations or if COIC fails to comply with any provision of this agreement within 20 days of written notice from COCC of the non-compliance.

- b. **Not for Cause.** This agreement may be terminated by either party upon 30 days written notice prior to the end of the quarter.
- c. **Effect of Termination.** Termination will not affect the obligations of the parties under this agreement to make payment for services and to provide services through the termination date.

7. Indemnification and Hold Harmless

Both parties do hereby release and discharge each other, their employees, agents, officers, and directors, for any and all claims, demands, causes of action, damage, loss of services, costs, and expenses in any way resulting from any and all injury to person or property arising directly or indirectly out of the activities of this agreement.

Further, both parties indemnify and hold forever harmless each other, their employees, agents, officers, and directors from any and all injuries, damages, costs, attorney's fees whatsoever which may arise out of the activities of this agreement.

DATED \_\_\_\_\_

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

\_\_\_\_\_  
By: Andrew Spreadborough  
Its: Executive Director

CENTRAL OREGON COMMUNITY COLLEGE

\_\_\_\_\_  
by: Shirley Metcalf  
Its: President