



CENTRAL OREGON  
community college

CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, January 9, 2013 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Reeder
6:01 pm	II. <b>Introduction of Guests</b>			
6:05 pm	III. <b>Agenda Changes</b>			
6:07 pm	IV. <b>Public Hearing and Testimony</b>			
	A.			
6:10 pm	V. <b>Reports</b>			
	A. 2012 Audit Report	5.a*		Auditors <sup>P</sup>
	B. Update-General Fund Revenue & Expenditures	5.b*		Dona <sup>P</sup>
6:30 pm	VI. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular – December 12, 2012	6.a1	X	Smith
	B. Personnel			
	1. New Hire Report (Dec. 2012)	6.b1	X	Buckles <sup>A</sup>
	C. Mileage & Per-Diem Rates	6.c	X	Dona <sup>A</sup>
	D. Acceptance of 2012 Audit Report	6.d	X	Kimball <sup>A</sup>
6:35 pm	VII. <b>Information Items</b>			
	A. Financial Statements	7.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	7.b		McCoy <sup>A</sup>
6:40 pm	VIII. <b>Old Business</b>			
	A. CM/GC Findings Adoption (Construction Mgr./General Contractor)	8.a*	X	McCoy <sup>P</sup>
	B.			
7:00 pm	IX. <b>New Business</b>			
	A. Board Zones	9.a	X	Paradis <sup>P</sup>
	B. Facilities Master Plan-Update	9.b*		McCoy <sup>P</sup>
	C. President's Financial Certification	9.c* & 9.c1*	X	Bloyer/ Middleton <sup>A</sup>
	D. Board Vacancy	9.d*		Paradis/Middleton <sup>P</sup>
7:35 pm	X. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			
7:50 pm	XI. <b>President's Report</b>			
	A. Updates			
	1.			
	XII. <b>Dates</b>			
	1. Wednesday, February 13, 2013 – Board of Directors Meeting (Board Room/Boyle Education Center Bldg.)			

8:15 pm XIII. **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.



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, December 12, 2012 – 6:00 PM  
Christensen Board Room, Boyle Education Center

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

INTRODUCTION OF GUESTS: Karin Hilgersom, Matt McCoy, Kevin Kimball, Alicia Moore, Michael Fisher, Kathy Smith-Faculty Forum President, Leslie Minor, Shirley Metcalf, Joe Viola, David Dona, Dan Cecchini, Lisa Bloyer, Aimee Metcalf, Jenni Newby, Glenda Lantis, Jerry Schulz and others.

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda (Exhibit: 5). Mr. Bruce Abernethy seconded. MCU. Approved. M12/12:1

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of November 14, 2012 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the November 2012 New Hire Report (Exhibit: 5.b1).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the October 2012 Financial Statements.

Construction Update – (Exhibit: 6.b)

The Board of Directors' were apprised of the monthly (October 2012) Construction Projects Updates for the -

- Grandview Renovation Project
- Redmond Bldg. #1 Addition
- Residence Hall November 2012 Status Report
- Technology Education Center-November Update/Status Report.

Governor's Budget Proposal (Exhibit: 6.c)

President Middleton reviewed the PowerPoint presentation on the Governor's Budget Proposal-

Highlights included:

- Community College Support Fund allocation of \$428.4M (8.1% increase)
- Anticipated savings of \$44M for community colleges if PERS changes are approved
- Increase Opportunity Grants to \$113.4M (+17.2%) strengthening scholarship support for students
- Governance Changes
- Targeted Investments
- Capital Projects (\$244M allocated for community colleges and OUS capital projects)
- PERS Reform
- Outcomes based funding.

President Middleton also gave a PowerPoint presentation (Handout: 6.c1) recommendations to the (Oregon Education Investment Board (OEIB) –

Key Recommendations:

- Objective 1: Scale-up P-20 integration & cross-sector collaboration
- Objective 2: Enable state-wide strategic investments
- Objective 3: Position universities to increase private investment while protecting public mission
- Objective 4: Increase flexibility for innovation by education institutions
- Objective 5: Increase effectiveness of critical state functions
- Objective 6: Streamline and align staff and commissions to improve workflow and cost-effectiveness.

College Now (Exhibit: 6.d)

Ms. Jennifer Newby-Instructional Dean reviewed the “College Now” courses by High School and the enrollment by course from 2008-09 through 2012-13 – area High Schools participating are:

- Bend , Crook County, Culver, La Pine, Madras, Mountain View, North Lake, Redmond & Redmond Proficiency Academy, Sisters and Summit.

Non-Credit Enrollment (6.e)

Ms. Shirley Metcalf-Extended Learning Dean and Jennifer Newby-Instructional Dean gave a PowerPoint presentation on the 2011-12 Non-Credit Enrollment Report – providing class offerings, program information details, and student profiles for Adult Basic Skills and Community Learning.

**OLD BUSINESS:**

**Vision Statement (Exhibit: 7.a)**

**Vision Statement**

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

**Mr. Charley Miller moved to approve the revised Vision Statement #1. Mr. Bruce Abernethy seconded.**

Call for the Vote:

5 Vote Yes – David, Charley, Don, Bruce, John.

2 Vote No - Tony, Laura

**MC. Approved.** M12/12:2

President Middleton suggested to include the following wording as a caveat to the Vision Statement for the Chapter One Accreditation Report - Board consensus was in agreement - *“The Board continues to look for the best “Vision Statement” which re-enforces COCC’s strong emphasis on commitment across all of the geographic areas of the college district.”*

Facility Naming (Exhibit: 7.b)

**Mr. David Ford moved to approve the naming of the Health Careers Center-Room 301 as the John Overbay Conference Room. Mr. Charley Miller seconded. MC. Approved.** M12/12:3

Call for the Vote:

Yes – Ford, Miller, Abernethy, Dorsch, Craska-Cooper, Reeder

Abstain – Overbay.

The Board of Directors accepted the resignation of member John Overbay effective February 1, 2013. Mr. Overbay will be moving to Bend from Sunriver and out of the Zone 7 area that he serves as Board Member. John has served on the Board of Directors since 1999 – one of only eight members who have served on the Board for more than 12 years. John has also served as member of the COCC Foundation Board of Trustees for 20 years, and served as co-chair of the Foundation’s successful 50<sup>th</sup> Anniversary Campaign in 1999.

Chair Don Reeder presented John Overbay with an appreciation plaque and the framed Resolution-Exhibit: 7.b – “Naming” the Health Careers Center Conference Room 301 – the John Overbay Conference Room.

President Middleton also expressed his appreciation and thanked Mr. Overbay for his exemplary service as Board Member for Central Oregon Community College since 1999.

At the January meeting, the Board will declare the Zone 7 position vacant and determine the solicitation process for a temporary appointment that will run through June 30, 2013. The Zone 7 position will be up for election on the May 2013 ballot.

**BOARD OF DIRECTORS’ OPERATIONS:**

**Board Member Activities**

Mr. Ford                      Bend Chamber’s - Economic Forecast Breakfast  
Real Estate Committee Mtg.  
Bend Bulletin Editorial Board Mtg.

Mr. Dorsch                      Read college related articles in The Bulletin newspaper

Mr. Miller                      Bend Chamber’s - Economic Forecast Breakfast  
Vision Statement Mtg.  
Real Estate Committee Mtg.  
Conference Call – Oregon Idea

- Ms. Craska Cooper      Vision Statement Mtg.  
Board Member Orientation Mtg. w/Matt McCoy  
Real Estate Committee Mtg.
- Mr. Overbay              Mr. Overbay stated that he was “too overwhelmed” to report
- Mr. Abernethy            Early Childhood Forum at the Health Careers Center Bldg.  
Oregon Health Council Community Advisory Mtg. – Prineville  
Cascade Culinary Institute-Event – “Better Together”
- Mr. Reeder                Conversation with Ed Ray/OSU President and  
Becky Johnson/OSU-Cascades Vice President re: Cascades Hall  
Agenda Review Phone Meeting w/President Middleton

**PRESIDENT’S REPORT:**

COCC Leadership Staffing

President Middleton announced that in mid-February, Dr. Karin Hilgersom-VP for Instruction will be leaving the college for a Presidency in upstate New York. He expressed his appreciation to Dr. Hilgersom for her good work at the college over the past two and half years.

A national search for the vacated VPI position will soon get underway in hopes of having a hire by July.

President Middleton announced and thanked Ms. Shirley Metcalf-Dean of Extended Learning who will be filling in as “interim” VP for Instruction until a replacement is hired.

**ADJOURN:      8:30 PM**

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. Donald V. Reeder, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President

Exhibit: 6.b1  
January 9, 2013  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

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

**NEW HIRE REPORT – December 2012**

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
<b>Classified Full-Time</b>			
Perez, Catherine	12/18/2012	Bend	Phys Sci LabTech
Roberts, Peter	12/10/2012	Bend	Custodian
<b>Classified Part-Time</b>			
Lewis, Caitlin	12/10/2012	Bend	Biology Lab Tech
March, Christopher	12/03/2012	Bend	Campus Pub Safety Off
<b>Temporary Hourly</b>			
McCullough, Patrick	12/3/2012	Bend	Comp Lab Attendant II

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: David Dona – Associate Chief Financial Officer

**A. Actions Under Consideration**

- Notification of **mileage rate**.
- Approve **meal per-diem rates**.

**B. Discussion/History**

The College's general business procedures (B-2-6.1) require the Board be notified of the personal car mileage rate annually. The College uses the approved federal rate established by the Internal Revenue Service (IRS). The Federal mileage rate for 2013 increased to \$0.565 per mile from the 2012 rate of \$0.555 per mile.

General business procedures (B-2-6.1) require the reimbursement for the cost of employee meals shall be at the rate established by the Board. The College uses the U.S. General Services Administration (GSA) standard federal rate for Oregon in-state per-diem rates, which remained unchanged from the prior year. The out-of-state per-diem rates (125% of in-state rates) also remained unchanged from prior year. The proposed in-state and out-of-state per-diem rates are provided below:

	<u>In-State Rates*</u>	<u>Out-of-State Rates**</u>
Breakfast	\$ 7	\$ 9
Lunch	\$ 11	\$ 14
Dinner	\$ 23	\$ 29
Total	<u>\$ 41</u>	<u>\$ 52</u>

\* In-state rates are equal to the GSA federal standard rates for Oregon.

\*\* Out-of-state rates are 125% of GSA federal in-state rates (actual federal rates are determined by specific location).

**C. Options/Analysis**

1. Approve proposed per-diem rates.
2. Do not approve proposed per-diem rates.

**D. Timing**

Approval of this resolution would maintain current meal per-diem rates.

**E. Recommendation**

Be it hereby resolved that the Board of Directors of Central Oregon Community College does hereby authorize the proposed per-diem meal rates as shown in section B.

**F. Budget Impact**

Costs associated with mileage rate and meal per-diem rates will be managed within the current adopted budget.



Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Action Under Consideration**

Accept the College's audit report for the year ended June 30, 2012

**B. Discussion/History**

The College contracts with an independent account firm to obtain an annual financial audit. During this last year, the College went through a competitive selection process and Kerkoch Katter & Nelson, LLP were awarded the contract to provide auditing services, for the College, for up to the next five years. The College's financial records are audited every year by an independent accounting firm for several reasons including the following.

- It is good business practice.
- It is required by the State (ORS 341.709).
- It is required by federal regulations as a condition to receive federal funds including financial aid.
- It is required by College's bond covenants.

Kerkoch Katter & Nelson, LLP, the College auditor, completed the 2012 audit in December. The auditors met with the Audit and Finance Committee on January 3, 2013 where they discussed the 2012 audit report and findings in detail.

The College is required to provide copies of the audit report to the State of Oregon, rating agencies, and other interested parties. The College must also post audit report on the EMMA system (Electronic Municipal Market Access). Administration needs the board to accept the audit report prior to distributing the report.

**C. Options/Analysis**

- 1) Accept the audit report as presented.
- 2) Accept the audit report with the changes identified.
- 3) Do not Accept the audit report.

**D. Timing**

Kerkoch Katter & Nelson, LLP finished the audit and finalized their report in December. This is the first board meeting the report has been available. Administration needs to distribute the audit report on a timely basis and board acceptance is required prior to distribution.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community does hereby accept the audit report for the year ended June 30, 2012 as presented.

Central Oregon Community College  
Monthly Budget Status

## **Highlights of November 2012 Financial Statements**

### **Cash and Investments**

The Colleges' operating cash balances currently total \$37.2 million. The November average yield for the Local Government Investment Pool remains unchanged at .60 percent.

The bond proceeds held in cash and investments total \$8.8 million as of the end of November.

### **General Fund Revenues**

Winter term registration opened in November, increasing tuition and fee revenue by \$4.7 million from October. The college received \$10.1 million in property tax payments representing 90 percent of the budgeted current tax revenues. All transfers have been posted for the year including \$300,000 from the PERS reserve account.

### **General Fund Expenses**

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

### **Budget Compliance**

Financial Aid expense in the general fund is over budget due to the new policy regarding Veterans & Dependents waivers. The college will present a budget transfer at the February 2013 board meeting. All other budget categories are in compliance.

Central Oregon Community College

Cash and Investments Report  
As of November 30, 2012

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	\$35,770,743.41		
Pool account 5482			\$343,901.96
Pool account 3624			\$378,145.35
Pool account 3816		\$6,446,239.08	
Pool account 3707		\$87,158.49	
Pool account 3844		\$67,806.08	
October Average Yield .60%			
<b>Cash in USNB</b>	\$1,410,789.49		
<b>Cash in USNB - Bond Funds</b>		\$0.00	
<b>Cash on Hand</b>	\$3,900.00		
Total Cash	<u>\$37,185,432.90</u>	<u>\$6,601,203.65</u>	<u>\$722,047.31</u>
 <b>Investments</b>			
<b>Commercial Paper</b>			
Yield .508%, due 1-15-13		\$2,193,338.89	
Total Investments	<u>\$0.00</u>	<u>\$2,193,338.89</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$37,185,432.90</u></u>	<u><u>\$8,794,542.54</u></u>	<u><u>\$722,047.31</u></u>

**Central Oregon Community College  
Monthly Budget Status  
November 2012**

**Exhibit 7.a  
09-Jan-13**

<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	\$ 11,246,000	\$ 10,148,688	\$ (1,097,312)	90.24%	85.99%
Prior Taxes	873,000	557,529	(315,471)	63.86%	48.71%
Tuition and fees	19,736,000	11,437,851	(8,298,149)	57.95%	60.27%
State Aid	5,001,000	2,520,168	(2,480,832)	50.39%	46.38%
Grants & Contracts	86,000	1,000	(85,000)	1.16%	n/a
Interest & Misc. Income	49,000	111,160	62,160	226.86%	114.76%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 38,711,000</b>	<b>\$ 26,496,396</b>	<b>\$ (12,214,604)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 17,488,075	\$ 5,445,181	\$ 12,042,894	31.14%	29.47%
Academic Support	2,974,760	1,054,710	1,920,050	35.46%	34.87%
Student Services	4,232,422	1,558,164	2,674,258	36.81%	34.69%
College Support	4,600,019	1,813,514	2,786,505	39.42%	42.11%
Plant Operations and Maintenance	4,098,218	1,363,834	2,734,384	33.28%	35.52%
Information Technology	3,187,700	1,387,703	1,799,997	43.53%	44.43%
Financial Aid	12,897	14,736	(1,839)	114.26%	7.09%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	91.33%
<b>Total Expenses</b>	<b>\$ 40,449,774</b>	<b>\$ 15,693,525</b>	<b>\$ 24,756,249</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,738,774)</b>	<b>\$ 10,802,871</b>	<b>\$ 12,541,645</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**November 2012**

Exhibit 7.a  
9-Jan-13

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,289,429	\$ 3,406,897	\$ (882,532)	79.43%	75.02%
Expenses	4,289,358	971,542	3,317,816	22.65%	22.99%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 71</b>	<b>\$ 2,435,355</b>	<b>\$ 2,435,284</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,983,640	\$ 330,586	\$ (1,653,054)	16.67%	7.12%
Expenses	2,093,600	513,650	1,579,950	24.53%	8.02%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (109,960)</b>	<b>\$ (183,064)</b>	<b>\$ (73,104)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 10,508,677	\$ 2,836,628	\$ (7,672,049)	26.99%	28.85%
Expenses	27,633,820	3,274,279	24,359,541	11.85%	34.42%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (17,125,143)</b>	<b>\$ (437,651)</b>	<b>\$ 16,687,492</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,204,787	\$ 1,797,456	\$ (5,407,331)	24.95%	27.47%
Expenses	7,986,819	2,622,678	5,364,141	32.84%	39.84%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (782,032)</b>	<b>\$ (825,222)</b>	<b>\$ (43,190)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,064,223	\$ 5,640,300	\$ (3,423,923)	62.23%	61.35%
Expenses	9,745,764	5,196,415	4,549,349	53.32%	45.68%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (681,541)</b>	<b>\$ 443,885</b>	<b>\$ 1,125,426</b>		
<b>Reserve Fund</b>					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	354,356	125,644	73.82%	71.51%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (467,261)</b>	<b>\$ (354,356)</b>	<b>\$ 112,905</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 22,561,313	\$ 7,831,551	\$ (14,729,762)	34.71%	38.06%
Expenses	22,605,568	7,870,608	14,734,960	34.82%	39.14%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (44,255)</b>	<b>\$ (39,057)</b>	<b>\$ 5,198</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 398,715	\$ 124,356	\$ (274,359)	31.19%	28.52%
Expenses	573,990	289,552	284,438	50.45%	23.58%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (175,275)</b>	<b>\$ (165,196)</b>	<b>\$ 10,079</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,886	\$ 897	\$ (989)	47.56%	39.53%
Expenses	7,500	2,293	5,207	30.57%	30.56%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,614)</b>	<b>\$ (1,396)</b>	<b>\$ 4,218</b>		

# Grandview Renovation Project December 2012 Status Report

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## Scope

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

## Budget Status

Total project budget is not to exceed \$1,300,000. A detailed budget breakdown will be available once the final programming concepts have been finalized.

## Change Order Activity

None.

## Schedule Status

Design	July 2012 to December 2012
Bid/Award	January & February 2013
Construction	March 2013 to July 2013
Move in	August to September 2013

## Activity in December

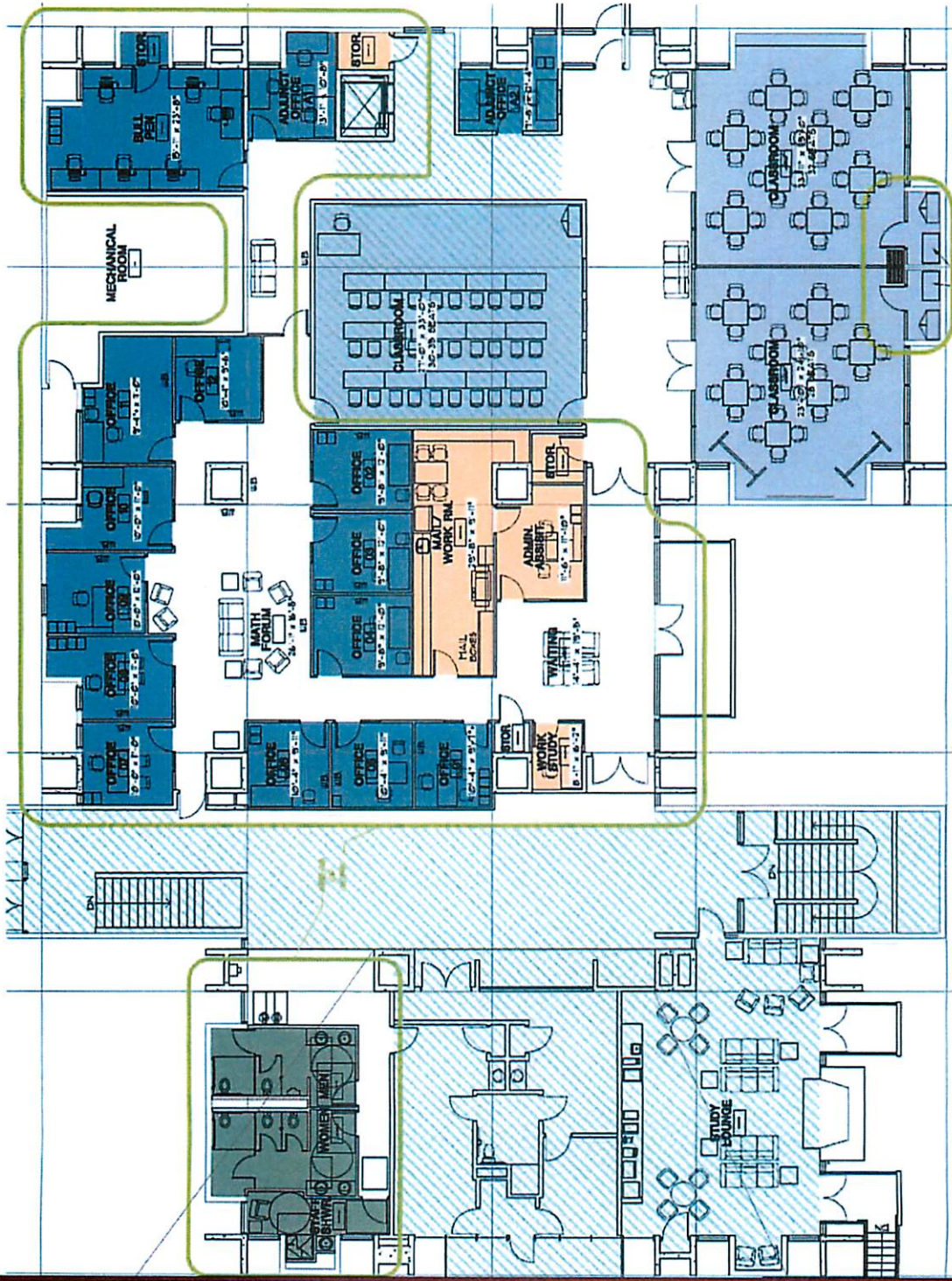
Reviewed existing facility with Mechanical, Electrical, and Plumbing sub-consultants.  
Conducted design meeting with Math Faculty for final input regarding programmatic elements.  
Met with City of Bend Planning department and determined rating requirements/separation requirements for renovation. Hallways will have to be rated and the existing kitchen are fire sprinkler is of no benefit to renovation.

## Activity planned for January

Review Construction Documents progress drawings and estimate.  
Finalize Bid and Permit Documents and Specifications.  
Solicit for Special Inspection and Testing agency.  
Begin Bid Period.

# Grandview Renovation Project December 2012 Status Report

## FLOOR PLAN



# Grandview Renovation Project December 2012 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>
Gene Zinkgraf	Special Projects Manager	<a href="mailto:gzinkgraf@cocc.edu">gzinkgraf@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>
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>

### 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)

### Testing Agency

TBD

### General Contractor

TBD



# Information Technology Update – December 2012

## Current Projects

The remodel and addition of new classroom and lab spaces in **Redmond Building One** are under way. The first phase of this project consists of remodeling Conference Room 130 and Classroom 128 to create a 32-seat Computer Lab and, at the same time, remodeling Classroom 120 and Skills Center 122 to create a new Science Lab. In addition to these two new classroom spaces, we are upgrading and expanding the size of the existing Data Closet (IDF) to support the new spaces and additional computers. The second phase of the project will include the addition of a new Chemistry Lab as well as a general purpose Classroom.

The remodel design of the second floor of **Grandview** is being finalized. Plans currently include additional computer labs, classrooms and faculty office space.

The **Redmond Technology Center** is currently in redesign. Anticipated bid for construction is February of 2013 and June or July for the Audio-Visual work.

## Schedule Status

**Redmond Building One** is currently on schedule and we anticipate having the remodel phase completed in time for Winter Quarter. The **Grandview** remodel and the **Redmond Technology Center** are both still in design with bids anticipated to go out in the first quarter of 2013.

## Activity in December

### REDMOND BUILDING ONE REMODEL

Phase One of the **Redmond Building One Remodel** is on schedule. We have been working with contractors to ensure that the work onsite meets our needs. The furniture contractor completed FF&E installation the first week of December. The low-voltage sub-contractor has installed new data wiring to both of the remodeled classrooms. The COCC IT department has is close to completing the AV wiring to support the Audio-Visual and Assisted Listening equipment and is coordinating placement of speakers and projectors in ceiling grid with the contractors.

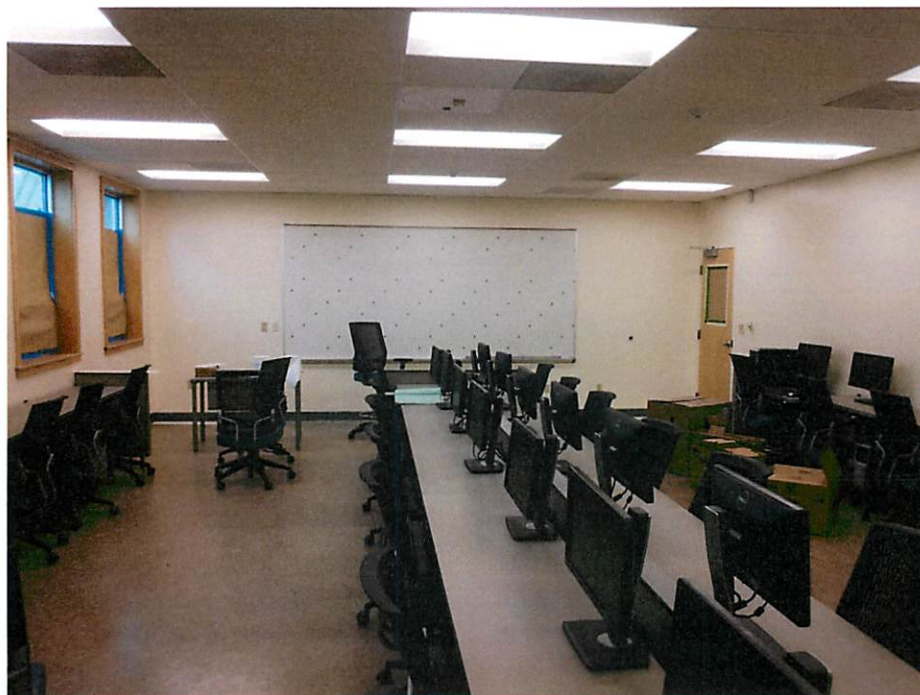
# Information Technology Update – December 2012

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## Photos – Redmond Building One



FF&E Install – *Classroom 122, Redmond Building One*



## Information Technology Update – December 2012

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*F&E Install– Classroom 128, Redmond Building One*

### Photos – Redmond Building One



*Data Closet Expansion – MDF, Redmond Building One*

### Upcoming Activities – December

Most construction for Phase One of the **Redmond Building One Remodel** is wrapping up as we go into the Christmas break. The COCC IT Department is currently working with the General Contractor to install PC's and Printers for the new computer lab as well as new audio-visual equipment in both Science Lab 122 and Computer Lab 128 as well as new network equipment in the expanded MDF. This work should be complete just after the Christmas break. Phase Two of this project will be the addition of the previously mentioned Chemistry Lab and a General Classroom. Construction for this phase should be complete in March. Review of design and infrastructure for the **Grandview** remodel and the **Redmond Technology Center** continues.

## Information Technology Update – December 2012

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**COCC Director of Construction** - Gene Zinkgraf, 541-330-7796, email: [gzinkgraf@cocc.edu](mailto:gzinkgraf@cocc.edu)

**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, Redmond Building One**

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

## Redmond Building 1 Add. – December 2012 Update

### **Scope**

The project is a 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 52 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 32 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

### **Budget Status**

The overall budget for the building is \$1,622,014. This is a Bond funded project with additional funds provided by the state. Construction bids for the project were over the assigned budget, the low bid was awarded at \$934,000. The team will look for ways to bring the project back toward the budget via deductive changes during construction and changes to the FF&E plan.

### **Change Order Activity**

Change activity this month was minor, one change exceed \$4,000. All approved changes to date total \$6,100. See change order log for additional information.

### **Schedule Status**

The project is scheduled to open for classes Spring Term of 2013. Phase 1 will open for Winter Quarter 2013.

### **Recent Activity**

Phase 1 (Remodel) is now complete with only a few minor Punchlist items to go. AV installations are proceeding and will be complete by the end of the month. Users are moving teaching materials in and readying their spaces for Winter classes.

The addition will be dried in by the end of the month and interior work will begin as soon as that occurs. A power shutdown to bring the new panels online went as planned on December 19th.

### **Activity Next Month**

Classes begin in Phase 1 on January 7<sup>th</sup>.

Interior work will start on the addition and roof top equipment will be installed.

## Redmond Building 1 Add. – December 2012 Update

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### Project Participants

#### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

#### Design Team

Jeff Wellman	-	Steele Associates Architects
Scott Steele	-	Steele Associates Architects
Emily Freed	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects

#### Contractor Group

Jason Terry	-	Kirby Nagelhout Construction
Pete Showers	-	Kirby Nagelhout Construction
Mark Miller	-	Kirby Nagelhout Construction
Jeff Deswert	-	Kirby Nagelhout Construction

## Redmond Building 1 Add. – December 2012 Update

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Room 122 General Science Lab



Room 128 Computer Lab

## Redmond Building 1 Add. – December 2012 Update

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Roof Joists in Place on Addition



Masonry Complete



## Residence Hall December 2012 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. There are financial parameters that must be met for the project to proceed past the Schematic Design phase.

### Change Order Activity

None.

### Schedule Status

CM/GC selection to be completed by March of 2013.

Design will resume upon selection of the CM/GC.

The project will begin construction in the early part of 2014.

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

### Activity in December

Advertised for CM/GC public hearing.

Finalized draft Findings for public distribution as requested.

Conducted public hearing regarding CM/GC findings on December 18<sup>th</sup> at 5:30 PM in CCB 116. There was no public or media in attendance.

Began to draft RFP for CM/GC solicitation.

Initiated discussions with Mahlum Architects regarding CM/GC process and resumption of design services.

### Activity planned for January

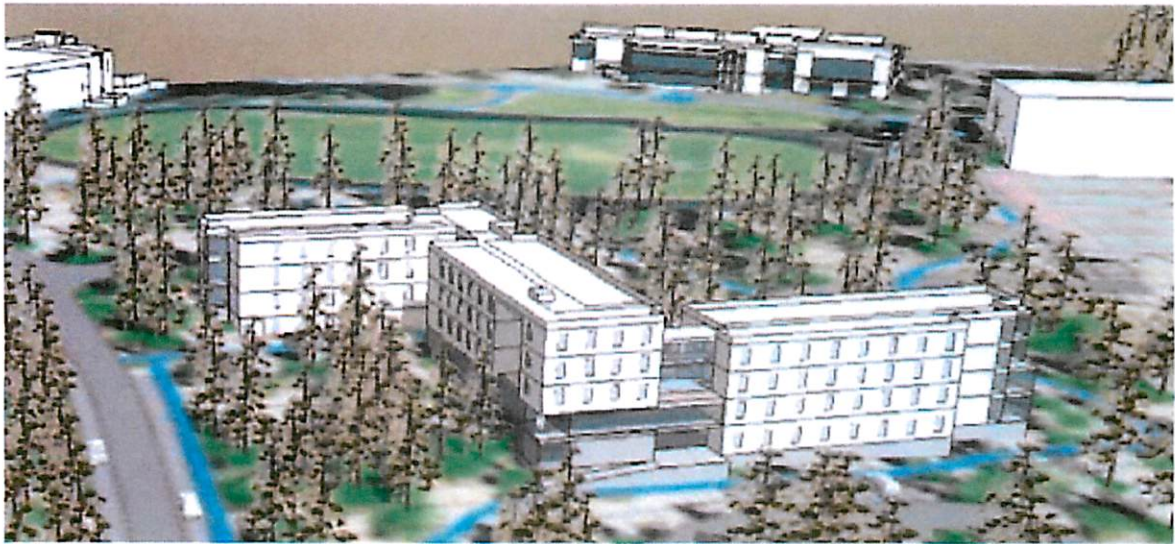
Obtain Board of Directors approval of resolution adopting Findings.

Continue to draft RFP for CM/GC.

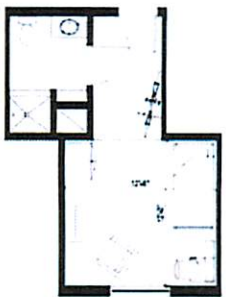
Advertise for CM/GC.

Discuss resumption of services and CM/GC scope change with Mahlum Architects.

# Residence Hall December 2012 Status Report



Conceptual preliminary building perspective.



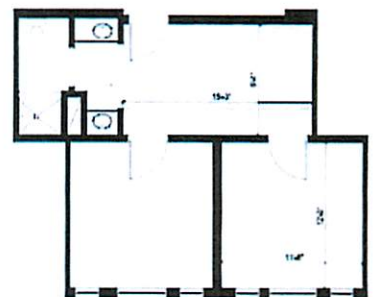
**R.A. SINGLE**

SINGLE BEDROOM	262 SF
BATHROOM	48 SF
<b>TOTAL</b>	<b>260 SF NET</b>
	315 SF GROSS



**QUAD SINGLES**

SHARED ROOM	197 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
BATHROOM	79 SF
<b>TOTAL</b>	<b>708 SF NET</b>
	852 SF GROSS



**QUAD DOUBLES**

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATH ROOM	79 SF
<b>TOTAL</b>	<b>492 SF NET</b>
	576 SF GROSS

## Residence Hall December 2012 Status Report

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### Project Participants

#### COCC Steering Committee

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
Gene Zinkgraf	Director of Construction
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

#### 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 – December 2012 Update

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### **Scope**

A 37,000 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 building will be \$13.1 Million. This includes a \$5.7 Million match from the State of Oregon. Currently the projected project cost exceeds the budget.

### **Change Order Activity**

No additional Change Order Activity has occurred since the March 2012 Update.

### **Schedule Status**

Due to higher than expected construction bids and subsequent rejection of all bids, the project will be delayed by 1 year. The new opening date is Fall Term of 2014.

### **Recent Activity**

Design documents are being revised to reflect the Value Engineering items that were accepted for inclusion into the design. 75% progress documents will be ready for COCC to review on January 16th.

### **Activity Next Month**

Revisions to the design documents will continue.

# **Technology Education Center – December 2012 Update**

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## **Project Participants**

### **COCC Stakeholder Group**

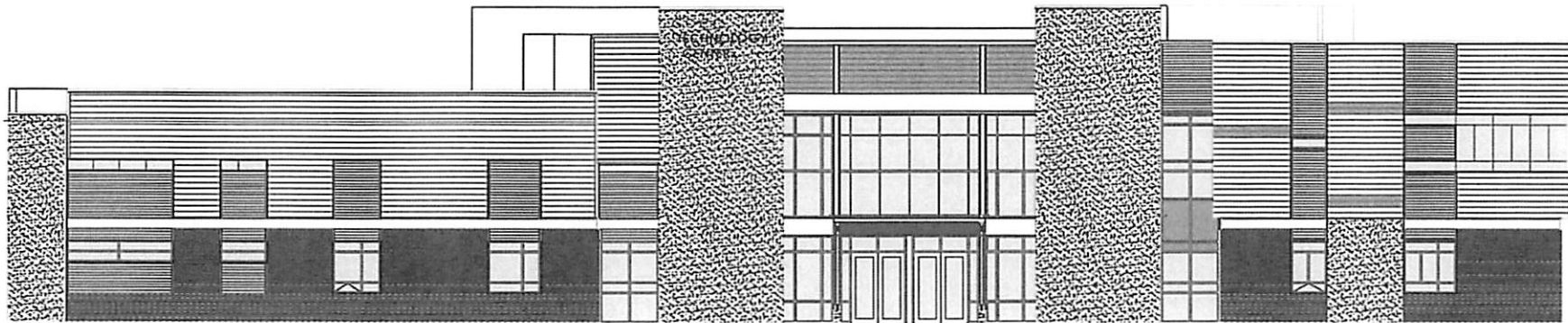
Karin Hilgersom	-	VP of Instruction
Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julie Mosier	-	Purchasing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

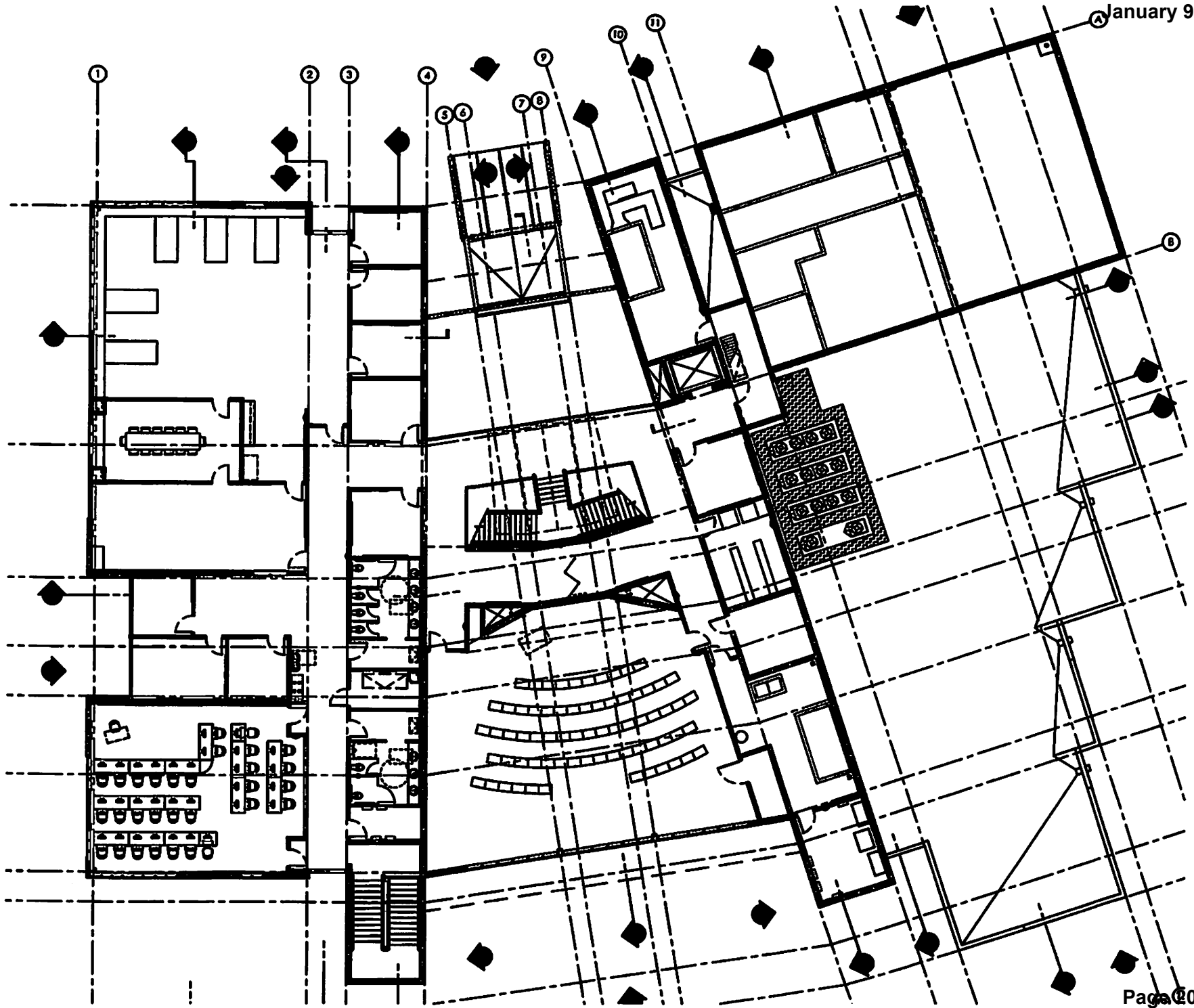
Not Identified Yet	-	TBD
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Central Oregon Community College  
Board of Directors  
**RESOLUTION**

Prepared by: Ron Paradis-Director of College Relations

**A. Action Under Consideration**

Oregon law (ORS 341.175) prescribe that the boundaries of director zones be adjusted as necessary to make the population of each zone as nearly equal as possible. Historically, COCC (and other public entities) have used voter registrations as the most accurate way to determine population on a regular basis and as the easiest method for updating zones. Beginning 10 years ago, however, the College has analyzed the relationship between the most recent Census and number of registered voters. For each of the larger population areas (all of Crook County, all of Jefferson County, the City of Bend, the City of Redmond and the remainder of Deschutes County), we established a “multiplier” that represents the relationship between registered voters and actual population. This was originally done with the 2000 Census and was recently updated with the 2010 Census. This allows the College to determine zones based on population.

**B. Discussion/History**

Zone boundaries have been analyzed every few years, most recently in 2003 using the 2000 Census.

10 years ago, the major adjustments including taking the Sisters area out of Zone 3 as Redmond had grown in population to the point of not being able to still include Sisters and the rest of northwest Deschutes County in that zone; readjusting Zone 7 to include all of western Deschutes County from the southern to the northern boundary; and moving the portions of Klamath and Lake Counties in the COCC District from Zone 7 to Zone 2 (primarily Crook County).

While this allowed the zones to come into compliance with state law, it created some cases where you had to travel great distance and through other zones in order to get from one part of a zone to another.

For this round of rezoning, the following three goals were used:

- Follow Oregon law and keep the population of each zone as close as possible (preferably within five percent of the average size and never more than 10 percent from the average);
- When possible, keep counties and cities whole (don't split between zones);
- Make it so that zones are more easily travelled from one end to the other without having to go outside the zone.

### **C. Analysis/Options**

We researched three possible general directions:

- Keep the zones generally the same as they are currently, just updating based on population shifts and changes in precinct boundaries (Plan A).
- Move the Sisters and northwest Deschutes County area into the larger Bend zone(s); move Klamath and Lake Counties into Zone 7 (Plan B).
- Move the Sisters and northwest Deschutes County area into Zone 1 (with Jefferson County); move Klamath and Lake Counties into Zone 7 (Plan C).

Within each plan, we then looked at whether to keep the Bend area (currently Zones 4, 5 and 6) as one large zone with elections at large, go to three separate zones (with specific geographic area for each one) or have one that is part of Bend and part of the area outside of Bend and the other two being at large in Bend.

### **D. Recommendation**

After analyzing the three options, we recommend Plan B. The major changes:

- Move the four precincts in northwest Deschutes County (Sisters, Black Butte and the surrounding area), and three precincts between Bend and Sisters (13, 37 and 14), all along Highway 20, into the Bend-area Zone(s);
- Add the portions of Klamath and Lake Counties that are part of the COCC District to Zone 7;
- Adjust other precincts in Deschutes County as necessary to make the zones as equal in population as possible.

Additionally, we recommend taking the five precincts at the north and northwest edge of Bend and combine them with the seven precincts mentioned above to form a single-member zone. The remainder of Bend (and precinct 8) would then become one zone with two positions.

### **E. Resolution**

Be it resolved that the Central Oregon Community College Board of Directors do hereby approve the updated configuration of Zones as outlines on the attached document.

### **F. Budget Impact**

Minimal.

Central Oregon Community College

**Board of Directors – Zones**

Proposal: January 9, 2013

Total number of registered voters:	206,517
Ideal average per zone:	29,502
Within 2% (ideal)	28,912 – 30,092
Within 5% (realistic)	28,027 – 30,977
Within 10% (max)	26,555 – 32,452

	<b><u>Plan A</u></b>	<b><u>Plan B</u></b>	<b><u>Plan C</u></b>
Zone 1	28,275 (low by 4.2%)	28,275 (low by 4.2%)	28,329 (low by 4.0%)
Zone 2	28,128 (low by 4.7%)	29,321 (low by 0.6%)	28,398 (low by 3.8%)
Zone 3	30,451 (high by 3.2%)	30,451 (high by 3.2%)	30,451 (high by 3.2%)
Zone 7	28,148 (low by 4.6%)	28,883 (low by 2.1%)	28,883 (low by 2.1%)
Zones 4, 5 and 6	30,505 (high by 3.4%)	29,862 (high by 1.2%)	30,152 (high by 2.2%)

**Plan B – Zones 4, 5 and 6**

Zones 4 and 5	60,063/30,032 (high by 1.8%)
Zone 6	29,524 (high by 0.1%)

**Plan A (minimal changes)**

Zone 1

Jefferson and Wasco Counties	22,272	
Precincts 18 and 48	6,003 =	28,275

Zone 2

Crook County	20,839	
Klamath and Lake Counties	3,486	
Precincts 10 and 43	3,803 =	28,128

Zone 3

Redmond	26,687	
Precinct 31	3,764 =	30,451

Zone 7

La Pine area (23, 24, 39, 40, 51)	9,677	
Sunriver area (16, 38)	4,556	
Sisters area (15, 22, 30, 45)	6,057	
North Central (14)	2,387	
West Central (42, 49)	5,471 =	28,148

Zones 4, 5 and 6

Bend	77,905	
North of Bend (8, 13, 19, 37, 41)	8,233	
East of Bend (12, 21)	5,377 =	91,515/30,505

**Plan B**

Zone 1

Jefferson and Wasco Counties	22,272	
Precincts 18 and 48	6,003 =	28,275

Zone 2

Crook County	20,839	
Precincts 19, 41 and 12	8,482 =	29,321

Zone 3

Redmond	26,687	
Precinct 31	3,764 =	30,451

Zone 7

Klamath and Lake Counties	3,486	
La Pine area (23, 24, 39, 40, 51)	9,677	
Sunriver area (16, 38)	4,556	
South/West Central (10, 21, 42, 43, 49)	11,164 =	28,883

Zones 4, 5 and 6

Bend	77,905	
North of Bend (8, 13, 37)	3,238	
Sisters area (15, 22, 30, 45)	6,057	
North Central (14)	2,387 =	89,587/29,862

## Plan C

### Zone 1

Jefferson and Wasco Counties	22,272	
Sisters area (15, 22, 30, 45)	6,057=	28,329

### Zone 2

Crook County	20,839	
Precincts 18, 48 and 19	7,559 =	28,398

### Zone 3

Redmond	26,687	
Precinct 31	3,764 =	30,451

### Zone 7

Klamath and Lake Counties	3,486	
La Pine area (23, 24, 39, 40, 51)	9,677	
Sunriver area (16, 38)	4,556	
South/West Central (10, 21, 42, 43, 49)	11,164 =	28,883

### Zones 4, 5 and 6

Bend	77,905	
North of Bend (8, 13, 37)	3,238	
North Central (14)	2,387	
Northeast of Bend (41, 12)	6,926 =	90,456/30,152

**Plan B – Zones 4, 5 and 6**

Zones 4 and 5 (all of Bend not included in Zone 6; plus precinct 8) 60,063/30,032

Zone 6

Sisters area (15, 22, 30, 45) 6,057

Northwest of Bend (13, 37, 14) 5,542

North/northwest Bend (35, 11, 20, 7, 1) 17,925 = 29,524

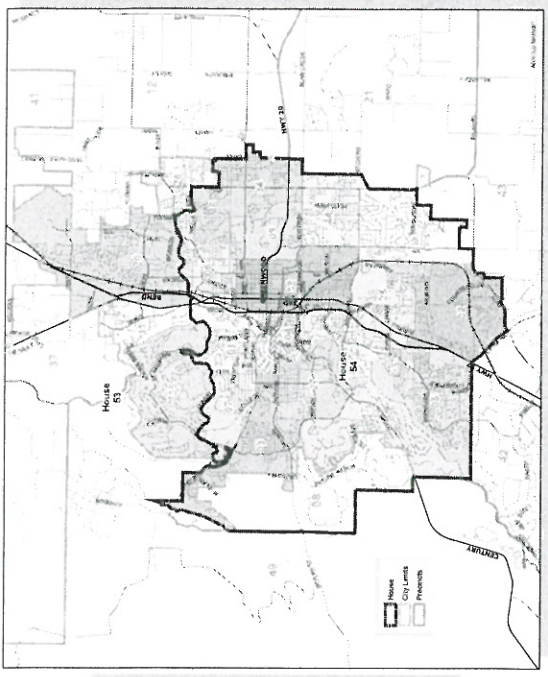




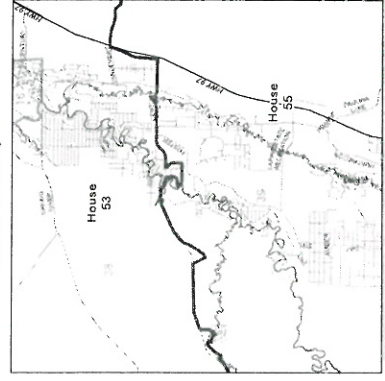
# Senate Districts, House Representative Districts and Voting Precincts

Clerk's Office  
Deschutes County

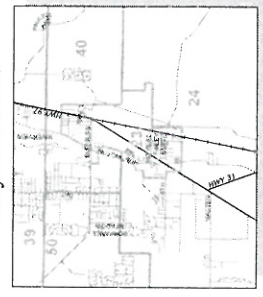
City of Bend



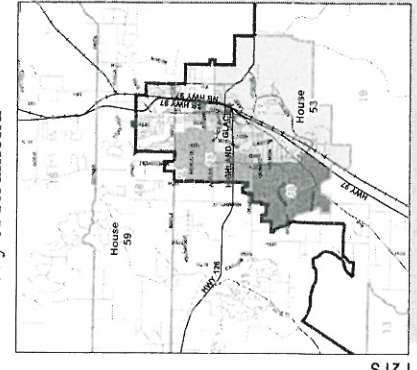
South County



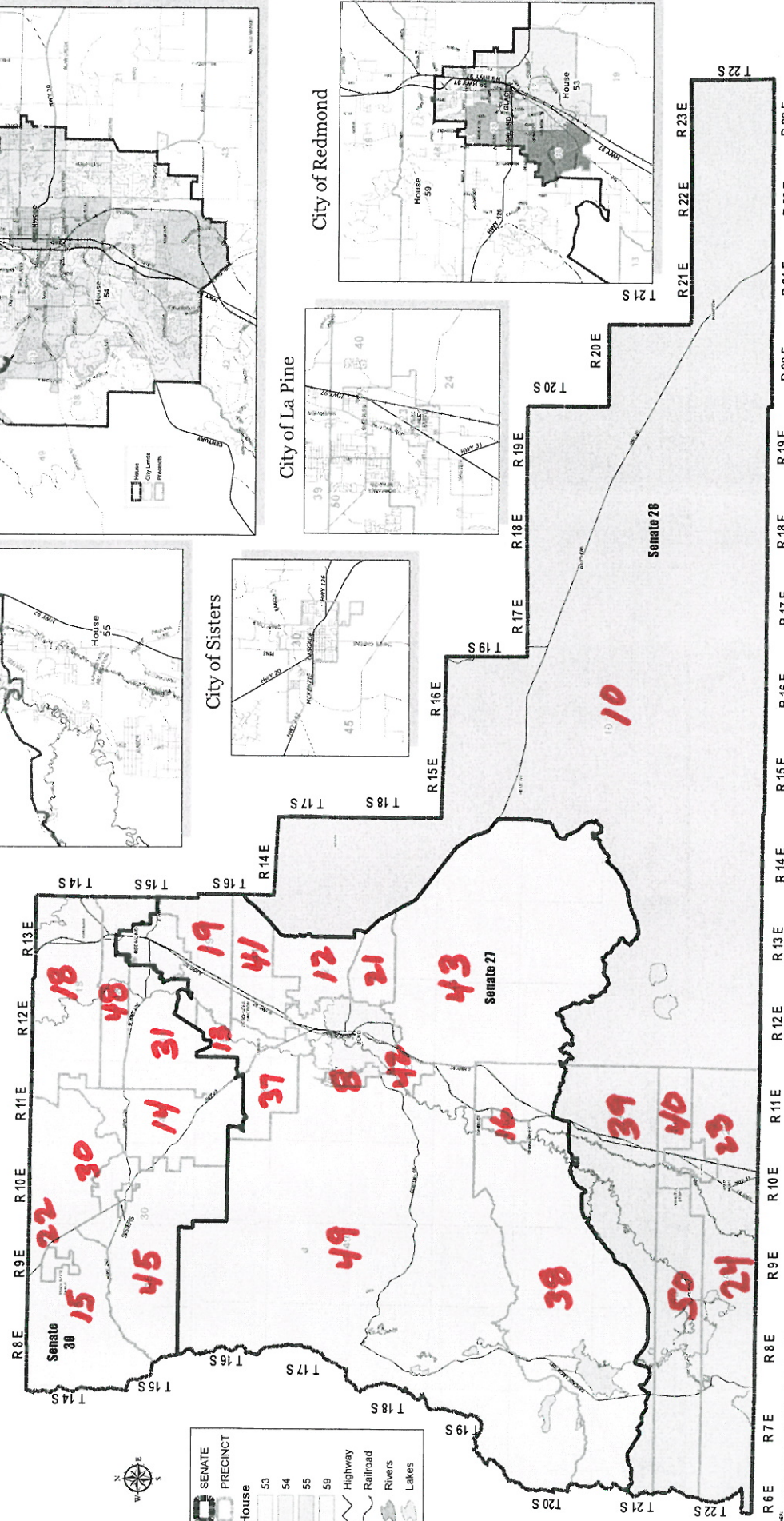
City of La Pine



City of Redmond



Map Date: February 1, 2012



	SENATE PRECINCT
	House
	53
	54
	55
	59
	Highway
	Railroad
	Rivers
	Lakes

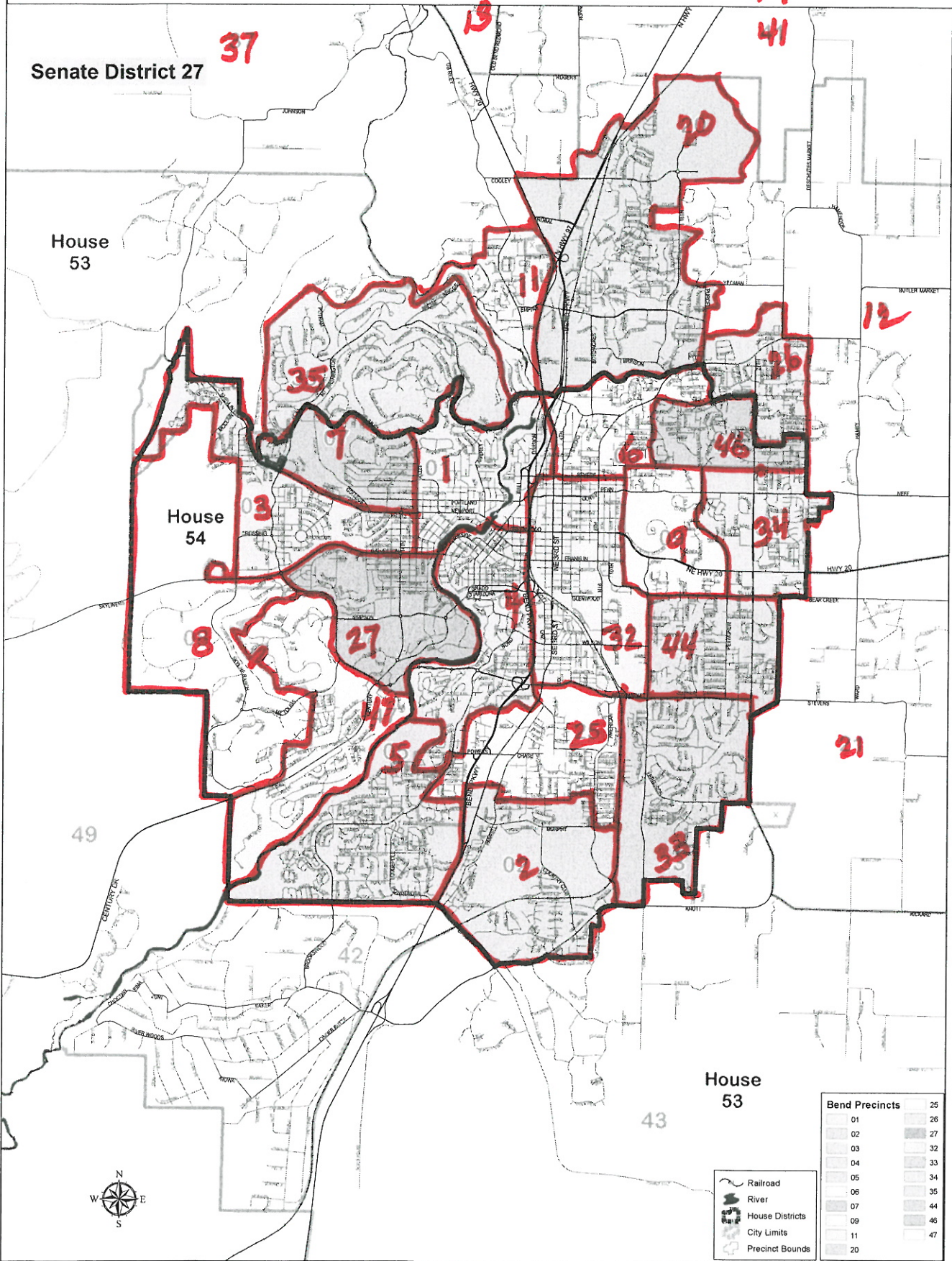
DISCLAIMER: While the map was prepared from the best available data, the County does not warrant the accuracy of the information shown on this map. The County is not responsible for any errors or omissions on this map. The County is not responsible for any damages, including consequential damages, arising from the use of this map. The County is not responsible for any damages, including consequential damages, arising from the use of this map.

Sisters  
15, 22,  
30, 45

Pa Attach. 2 pg 2



# Bend Area Voting Precincts



Bend Precincts	
01	25
02	26
03	27
04	32
05	33
06	34
07	35
08	44
09	46
11	47
20	

**DISCLAIMER**  
 The information on this map was derived from digital databases on Deschutes County's GIS. Care was taken in the creation of this map, but it is provided "as is". Deschutes County cannot accept any responsibility for errors, omissions, or positional accuracy in the digital data or the underlying records. There are no warranties, express or implied, including the warranty of merchantability, or fitness for a particular purpose, accompanying this product. However, notification of any errors will be appreciated.

**Clerk's Office**  
 County Clerk, Deschutes County, OR

Map Date: February 1, 2012

