



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, July 13, 2011 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Miller
	II. Oath of Office – (Abernethy)	2*		Miller
	III. Election of 2011-12 Chair & Vice Chair			
	Executive Session:			
	ORS 192.660 (1)(d) Labor Negotiations			
	ORS 192.660 (1)(e) Real Property Transactions			
	ORS 192.660 (1)(f) Exempt Public Records			
6:20 pm	IV. Introduction of Guests			Chair
6:21 pm	V. Agenda Changes			
6:22 pm	VI. Public Hearing and Testimony			
	A. Loop Road Connection Project			Harper/Francher <input type="checkbox"/>
6:35pm	VII. Consent Agenda***			
	A. Minutes			
	1. Regular – June 6, 2011	7.a1	X	Smith
	B. Personnel			
	1. New Hire Report (June 2011)	7.b1	X	Buckles ^A
	C. Approval to Hire			
	1. Neubauer	7.c1	X	“
	2. Lim	7.c2	X	“
	3. Fuller	7.c3	X	“
	4. Newby	7.c4	X	“
	5. Podell	7.c5	X	“
	6. Jones	7.c6	X	“
	D. Benefit Increase-Admin./Conf./Superv/Non-Mgrl	7.d	X	Buckles ^A
6:40 pm	VIII. Information Items			
	A. Financial Statements	8.a		Bloyer ^A
	B. Construction Projects - Update	8.b		McCoy ^A
	C. Strategic Planning Update	8.c		McCoy <input type="checkbox"/>
	D. Campus Tobacco Policy – Update	8.d		Middleton <input type="checkbox"/>
	E. Accreditation Peer Evaluation	8.e		Middleton <input type="checkbox"/>
	1. Year One Peer Report	8.e1		
	F. Legislative Update	8.f*		Middleton <input type="checkbox"/>
	G. ASCOCC Budget & Update	8.g		Moore <input type="checkbox"/>
7:10 pm	IX. Old Business			
	A. New Housing Feasibility Study	9.a		McCoy/Moore/Price <input type="checkbox"/>
	B. 2 nd Reading: GP2:11 Real Estate & Legal Rep	9.b	X	Middleton
	C. 2 nd Reading: RFP for Legal Representation	9.c	X	Middleton



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Monday, June 6, 2011- 6:00pm
Christiansen Board Room
Boyle Education Center

PRESENT: Connie Lee, Dr. Joyce Garrett, Charley Miller, David Ford, Anthony Dorsch, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

ABSENT: Donald Reeder, John Overbay

Adjourn to Executive Session:

EXECUTIVE SESSION: ORS 192.660 (1)(d) Labor Negotiations

Adjourn Executive Session and Resume Regular Meeting:

INTRODUCTION OF GUESTS: Cam Preus and Elizabeth Cox/CCWD, Matt McCoy, Kevin Kimball, David Dona, Eric Buckles, Gene Zinkgraf, Karin Hilgersom, Ron Paradis, Lisa Bloyer, Jim Weaver, Diana Glenn, Carol Moorehead, Joe Viola, Tom Barry-Faculty Forum Pres., Daura Bowman, Susan Dosier, Dan Cecchini, Taran Underdal, and others.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2011-12 BUDGET

Budget Hearing Input: None

RECONVENE REGULAR PUBLIC BOARD OF DIRECTORS' MEETING

ADOPTION OF THE COLLEGE BUDGET FOR 2011-2012

BUDGET RESOLUTION – I (Exhibit: 6.a):

Dr. Joyce Lynn Garrett moved to adopt the 2011-2012 budget, Resolution I (Exhibit: 6.a) approved by the Budget Committee on May 11, 2011 with the following adjustment. Increase transfers-in to the General Fund and transfers out from the Auxiliary Fund (Summer Term) by \$56,000. Increase personal services in the General Fund \$56,000. This adjustment reduces the Auxiliary Fund's ending fund balance by \$56,000 and has no impact on the ending fund balance for the General Fund.

Ms. Connie Lee seconded. MCU. Approved. M06/11:1

APPROPRIATION RESOLUTION OF 2011-2012

BUDGET RESOLUTION – II (Exhibit: 6.b):

Mr. David Ford moved to adopt Appropriation Resolution II (Exhibit: 6.b). Mr. Anthony Dorsch seconded. MCU. Approved. M06/11:2

LEVY PROPERTY TAXES 2011-2012
BUDGET RESOLUTION – III (Exhibit: 6.c):

Ms. Connie Lee moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 6.c.
Mr. Anthony Dorsch seconded. MCU. Approved. M06/11:3

President Middleton thanked the Budget Committee members for their time and participation in 2011-2012 budget process. He also thanked the Accounting Staff for their good work in preparing the 2011-12 budget.

AGENDA CHANGES:

Additions: Public Hearing and Testimony: 8.b; New Business: 12.e

Deletions: Information Item: 10.c and New Business: 12.c

PUBLIC HEARING AND TESTIMONY:

Community College and Workforce Development (CCWD) Commissioner – Annual Visit

Ms. Cam Preus-Commissioner of CCWD distributed and reviewed Handout: 8.a - Oregon Community Colleges Budget Picture.

Kirsteen Wolf of The Broadside (COCC Student Newspaper)

Ms. Kirsteen Wolf-Editor in Chief of The Broadside student newspaper and liberal arts student at COCC, provided the Board with a handout binder of documents relating to concerns regarding ASCOCC - (Associated Students of Central Oregon Community College) student government.

Ms. Wolf highlighted three areas of concern regarding student government (ASCOCC) -

1. Disregard and non-compliance with Oregon Public Meeting and Records Law
2. Inappropriately establishing the Voice as a “news magazine,” and,
3. Disappointing behavior of some of the current council members towards other students, The Broadside and COCC administrative staff.

CONSENT AGENDA:

Dr. Joyce Lynn Garrett moved to approve the Consent Agenda (Exhibit: IX). Mr. Anthony Dorsch seconded the motion. MCU. Approved. M06/11:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Budget and Regular Meeting Minutes of May 11, 2011 (Exhibits: 9.a1 & 9.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the May 2011 New Hire Report (Exhibit: 9.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Wade DeBraal, Darren McCrea, Courtney Snead, Leslie Minor (Exhibits: 9.c1, 9.c2, 9.c3, 9.c4);

BE IT RESOLVED that the Board of Directors approves the employment contracts for – David Dralle, Owen Murphy, Emma Chaput, Jessica Russell, Joyce Thompson, Ming-Chang Huang, Eric Spieth, Deborah Malone, Matthew Novak, Steve Schlauch, Sara Henson, Christie Rubio, Stephanie Andre and Dawn Lane (Exhibit: 9.c5);

BE IT RESOLVED that the Board of Directors approves the employment contract for Shirley Metcalf (Exhibit: 9.c6);

BE IT RESOLVED that the Board of Directors do hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 9.d1);

BE IT RESOLVED that the Board of Directors do hereby approve James E. Middleton, Matthew J. McCoy and Kevin E. Kimball as custodians of funds and the aforementioned financial institutions as depositories of district funds (Exhibit: 9.d2);

BE IT RESOLVED that the Board of Directors do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period of July 1, 2011 through June 30, 2012 (Exhibit: 9.d3);

BE IT RESOLVED that the Board of Directors do hereby authorize the transfer of budget and equal amount of appropriation authority as specified in the attached budget change form (Exhibit: 9.e);

BE IT RESOLVED that the Board of Directors do hereby authorize the transfer of up to \$1,000,000 from the General Fund to the Capital Projects Fund (IT Server/Infrastructure, \$500,000 and New Construction, \$500,000 (Exhibit: 9.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 10.a)

The Board of Directors' were apprised of the March 2011 Financial Statements.

Construction Update – (Exhibit: 10.b)

The Board of Directors' were apprised of the monthly Construction Projects Updates for the

- Jungers Culinary Center
- Prineville Campus
- Madras Campus
- Health Careers Building
- Science Building.

2010-11 SEM Report (Exhibit: 10.d)

Mr. Ron Paradis-Director of College Relations gave a PowerPoint presentation outlining updates of the Strategic Enrollment Management plan and current activities.

Change in Status

Mr. Matt McCoy-Vice President for Administration announced that Mr. Gene Zinkgraf-Director of Construction will be officially retiring from the college as of June 30, 2011 - Gene has been employed at the college since 1987 – serving as Director of Placement & Personnel; Director of Auxiliary Services; Director of Campus Services and finally Director of Construction. He will however, continue to oversee the current college construction projects into 2012. VP McCoy and President Middleton acknowledged and thanked Gene for the excellent job he has done as the college's Director of Construction as well as the good job he has done in the previous positions he's held here at the college.

COCC Accreditation-Year One/Peer Evaluation Report (Exhibit: 10.f)

President Middleton gave a PowerPoint presentation reviewing that the Board has been involved in approval of COCC's recent accreditation submission of "Chapter One" under the new standards. The College has recently received a review of the "Chapter One" submission and based on the review, will consider modifications or detailing of the mission statement and actions that will highlight links between the mission, vision, strategic plan and assessment of which all issues have been anticipated by staff.

Institutional Effectiveness-Continual Improvement (Exhibit: 10.g)

To ensure the College is staying true to its mission and providing students and the community, the opportunities defined, the Board believes that strategic planning and systematic assessment are key. The COCC Board of Directors and College staff are committed to focusing on clear goals, assessing evidence of progress toward achieving these goals, and adjusting programs and services based on documented outcomes.

EL 4, Financial Condition (Exhibits: 10.h, 10.h1 10.h2)

The Board was apprised of the Board of Directors and President's financial certifications.

Maintenance Project List for 2011-12 (Exhibit: 10.i)

Mr. Joe Viola-Director of Campus Services, reviewed the proposed Maintenance Projects for 2011-12.

OLD BUSINESS:

2nd Reading – GP2: Governing Style (Exhibit: 11.a)

Mr. David Ford moved to approve the second reading for GP2: Governing Style. Mr. Anthony Dorsch seconded. (Exhibit: 11.a). MCU. Approved. 06/11:2

NEW BUSINESS:

First Reading: GP2:11 Real Estate and Legal Representation (Exhibit: 12.a)

The Board of Directors were apprised of the First Reading of GP2:11-Real Estate and Legal Representation.

Potential RFP for Legal Representation (Exhibit: 12.b)

The Board of Directors were apprised of the First Reading of the RFP-Request for Proposal for legal services.

2011-12 Salary Adjustments- Administrative, Confidential and Supervisory (Exhibit: 12.d)

Mr. David Ford moved to approve the 3.0% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees effective July 1, 2011. Dr. Joyce Garrett seconded. M:06/11:3

Certification of Election Results (Handout: 12.e)

Mr. David Ford moved to approve the official certification of election results from the May 17, 2011 election. Dr. Joyce Garrett seconded. M06/11:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- | | |
|-------------|---|
| Mr. Dorsch | Presented COCC Student Scholarships at Redmond High School
Met w/Jon Stark of Redmond Economic Development (and others)
re: OIT
Redmond Tech Center – Open House
Visit w/Ron Munkres |
| Mr. Ford | Redmond Tech Center – Open House
Met w/Jon Stark of Redmond Economic Development, Ron Munkres and others
re: OIT
Real Estate Committee Meeting |
| Dr. Garrett | Presented COCC Student Scholarships at Crook County
and Madras High Schools
Crook Count Educational Council Mtg. w/President Middleton as speaker |
| Mr. Miller | Bend Chamber Dinner
Re-elected to COCC Board of Directors
Rotary Club w/Ron Paradis as speaker |
| Ms. Lee | Redmond Tech Center – Open House
Wine Tasting Class taught by Budget Committee member Laura Cooper
Chef Fritz Culinary Event
Met w/Jon Stark of Redmond Economic Development, Ron Munkres and others
re: OIT
Conversation w/Kirk Schueler re: OIT and OSU-Cascades
Real Estate Committee Meeting
Presented COCC Student Scholarships at Summit High School |

The Board of Directors' and President Middleton expressed gratitude to Connie for her stellar participation and involvement in serving the college, students and the community of Central Oregon during her tenure on the Board of Directors.

Chair Miller presented Ms. Connie Lee with an appreciation plaque for her years (2001-2011) of outstanding service on the Central Oregon Community College's - Board of Directors.

PRESIDENT'S REPORT:

Updates:

Retiring

Thank You to Carol Moorehead-Dean for Continuing Education and Extended Learning and to Diana Glenn-Instructional Dean for their years of excellent service to the college, students and community of Central Oregon Community College.

The Broadside- Award

The Broadside-student newspaper recently received seven awards, including four first place awards, from The Society of Professional Journalists.

William "Bill" Hoppe- Associate Professor of Art - Award

Bill Hoppe was awarded and named "Higher Education Art Teacher of the Year." This award recognizes the work Bill has done with K-12 programs and teachers in Bend and through the Pinckney Art Gallery here at COCC.

Small Business Development Center (SBDC)

COCC's SBDC remains one of the highest performing centers in the state.

President's Self-Evaluation- (2010-11 Year in Review)

President Middleton reviewed that the President is responsible for institutional outcomes and the Board evaluation is instrumental to these outcomes. While the outcomes and initiatives presented are key to the Presidential Self-Evaluation – they also represent the collective commitment, creativity and dedication of the faculty, staff and administration of COCC. President Middleton expressed thanks to the entire faculty and staff for their outstanding efforts and hard work this past year.

ADJOURN: 8:30 PM

APPROVED;

ATTEST TO;

Mr. Charley Miller, Board Chair

Dr. James E. Middleton, President

Exhibit: 7.b1
July 13, 2011
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – June 2011

Name	Date Hired	Job Title
Classified Full-Time		
Rapp, Lonida	6/13/2011	Office Specialist 1
Classified Part-Time		
Miller, Kendra	6/06/2011	Retail Assist/Bookstore-RDM
Part-Time Faculty		
Bruder, Brandy	6/07/2011	
Cornutt, Delvin	6/07/2011	
Dauch, Emilie	6/07/2011	
Goodman, Ludmila	6/07/2011	
Hanson, Rodney	6/07/2011	
Houchens, John	6/07/2011	
Carrillo, Frank	6/20/2011	
Temporary Hourly		
Oliva, Mark	6/01/2011	Tool Room Assistant
Puga, Victor	6/01/2011	Tool Room Assistant
Inman, Marissa	6/13/2011	Gen Merchandise Assist
Heisler, Joseph	6/20/2011	Computer Lab Attendant
Johns, Cindy	6/20/2011	Computer Lab Attendant
Ryder, Larry	6/20/2011	Computer Lab Assistant
Pancoast, David	6/21/2011	Technical Support Assist

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **SUSAN NEUBAUER**, Full-time Adult Basic Skills Distance Education Coordinator.

B. Discussion/History

The employment contract for SUSAN NEUBAUER is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for SUSAN NEUBAUER.
Decline approval of the employment contract for SUSAN NEUBAUER

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from July 1 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms Neubauer received both her Bachelor's Degree in Biology/Agriculture and Certificate of Education from Colorado State University. Prior to accepting this full-time position at COCC, Ms. Neubauer had already successfully served six months as the part-time Distance Education Coordinator at COCC. Prior to joining COCC, she worked for NorthStar Center as an Academic Instructor as a substitute teacher for the Bend La-Pine School District.

Exhibit: 7.c2
July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Leslie Lim**, Half-time Writing Center Tutor Coordinator

B. Discussion/History

The employment contract for Leslie Lim is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for Leslie Lim.
Decline approval of the employment contract for Leslie Lim

D. Timing

This position is appointed for a 10.5 month employment contract each fiscal year. For the 2011-12 fiscal year, the initial employment contract period will be from July 5 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Lim has a Master of Arts degree from California State University, Fullerton in English. Her graduate project at Cal State Fullerton resulted in her publication, "The Travel and Immigration Guide to Candeel Park: A Collection of Poems." She earned a Bachelor of Arts degree from California State University, Fullerton in English. She has taught English in Anyang & Cheongju, South Korea. Her background in tutoring began as a Pre-Collegiate Assistant for Student Success while working toward her Bachelor's degree at California State, Fullerton. She currently serves as an adjunct faculty member for the Humanities Department and a Writing Center tutor at Central Oregon Community College.

Exhibit: 7 c3
July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Sarah Fuller**, Half-time Math Center Tutor Coordinator

B. Discussion/History

The employment contract for Sarah Fuller is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for Sarah Fuller.
Decline approval of the employment contract for Sarah Fuller

D. Timing

This position is appointed for a 10.5 month employment contract each fiscal year. For the 2011-12 fiscal year, the initial employment contract period will be from September 6 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Fuller holds a Master's in Ecology, Evolution, & Behavior from the University of Minnesota, with a Graduate Minor in Quaternary Paleoecology. Her Bachelor's degree is in Botany from the University of Maryland (*summa cum laude*). She also earned an Associate's degree from Bryn Athyn College (with honors) in Math/Science. Presently, Ms. Fuller manages the science laboratories for the University of Oregon for Human Anatomy, Physiology, and Microbiology; and teaches courses in General Biology and Forestry for COCC.

Exhibit: 7.c4
Date: July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Jennifer Newby**, Full-time Instructional Dean

B. Discussion/History

The employment contract for Jennifer Newby is for an administrative position. This position was filled through an external National College search.

C. Options/Analysis

Approve the employment contract for Jennifer Newby.
Decline approval of the employment contract for Jennifer Newby

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year, the initial employment contract period will be from August 15 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

This June, Ms. Newby expects to complete a Ph.D. in Education with an emphasis on Community College Leadership from Oregon State University. She earned both a Master's and Bachelor's in Spanish Language and Literature from Washington State and Whitman College respectively. Ms. Newby is currently a State Education Leadership Specialist with the Oregon Department of Community Colleges and Workforce Development. Previous to working with CCWD, she served as both an Interim Dean and a Manager of Adult Basic Skills Division at Portland Community College. Prior to entering administration full-time, Ms. Newby taught Spanish at Portland Community College, St. Mary's High School, and Chapman University Academic Centers.

Exhibit: 7.c5
July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Keri Podell**, Full-time Academic Advisor.

B. Discussion/History

The employment contract for Keri Podell is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for Keri Podell.
Decline approval of the employment contract for Keri Podell

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year, the initial employment contract period will be from July 1 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Podell earned an Associate of Arts degree from COCC and a Bachelor's degree in Business Management from Linfield College. For nine years she worked with NeighborImpact as a Services Planning Specialist and then as the Emergency Services Director where she oversaw the regional Food Bank, Energy Assistance, Rent Assistance, Transitional Housing, and Bend Shelter programs.

Exhibit: 7.c6
July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **ANNE JONES**, Full-time Admissions Coordinator.

B. Discussion/History

The employment contract for ANNE JONES is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for ANNE JONES.
Decline approval of the employment contract for ANNE JONES

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from August 1 through June 30, 2012. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Jones received her Bachelor's degree in Industrial Organizational Psychology and Master's degree in Education – Counseling and Guidance. She is currently the Education/Organizational Development Coordinator for Saint Charles Health System.

Exhibit: 7.d
July 13, 2011
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

A. Action Under Consideration

Approval to increase the 2011-12 employer contribution for health insurance by 6.77% for all eligible administrative, confidential, supervisory and professional non-managerial employees consistent with the amounts negotiated with the Faculty Forum and Classified Association members for the 2011-12 insurance year. This increase will maintain the 90/10 split in the College/employee contributions to premium costs.

B. Discussion/History

Both the 2009-13 COCC/CACOCC and the 2010-13 Faculty Forum labor agreements contain a re-opener clause for the 2011-12 and 2012-13 health insurance contribution. All other terms of the agreements are in place until June 30, 2013. As a result of the re-opener agreement, the College will increase its contribution to health insurance premiums by 6.77% for 2011-12 for both the Faculty and the Classified employees. Consistent with the College practice of treating all employee groups in the same manner, the College is recommending an increase of 6.77% to the College's contribution for health insurance for all eligible administrative, confidential, supervisory and professional non-managerial employees.

C. Options/Analysis

Approve the recommendation as proposed.

Decline approval of the recommendation as proposed.

D. Timing

Approval requested at this Board meeting.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approve a 6.77% increase to the employer contribution for health insurance for all eligible administrative, confidential, supervisory and professional non-managerial employees for the 2011-12 insurance year.

F. Budget Impact

Sufficient funds were provided in the 2011-12 budget for the increase in the health care contribution.

Central Oregon Community College
Monthly Budget Status
Highlights of May 2011 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

Cash and Investments

The Colleges' operating cash balances are currently \$27.8 million. The May average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$25.5 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. An investment in a Fannie Mae security matured in May and the funds deposited in the Local Government Investment Pool Bond Fund account. The bond proceeds held in cash and investments total \$36.7 million as of the end of May.

General Fund Revenues

There has been no significant revenue activity since April.

General Fund Expenses

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

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Exhibit: 8.a
13-Jul-11

Cash and Investments Report
As of May 31, 2011

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$26,741,701.85
Pool account 5482	\$1,098.67
Pool account 3624	\$382,289.58
Pool account 3816	\$10,995,821.21
Pool account 3707	\$78,186.30
Pool account 3844	\$51,540.14
Pool account 3848	\$117,815.50
Pool account 3847	\$34,756.96

May Average Yield .50%

Cash in USNB \$1,087,483.94

Cash in USNB - Bond Funds \$0.00

Cash on hand \$3,900.00

Total Cash \$39,494,594.15

Investments

Fannie Mae:

Yield .5062%, due 8-15-11 \$3,107,910.00

Federal Farm Credit Bank:

Yield .4500%, due 7-18-11 \$2,843,532.00

Yield .5381%, due 9-30-11 \$4,000,600.00

Yield .5587%, due 10-28-11 \$4,000,600.00

Federal Home Loan Bank:

Yield .4698%, due 6-22-11 \$3,001,200.00

Yield .6397%, due 11-21-11 \$3,505,460.00

Yield .6752%, due 12-1-11 \$5,009,000.00

Total Investments \$25,468,302.00

Total Cash and Investments \$64,962,896.15

Central Oregon Community College
Monthly Budget Status
May 2011

Exhibit: 8.a
13-Jul-11

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,751,000	\$ 11,219,930	\$ (531,070)	95.48%	96.62%
Prior Taxes	766,000	707,838	(58,162)	92.41%	127.76%
Tuition and fees	16,038,000	16,591,883	553,883	103.45%	105.47%
State Aid	4,236,000	2,428,896	(1,807,104)	57.34%	119.80%
Interest & Misc. Income	125,000	44,965	(80,035)	35.97%	26.24%
Transfer-In	350,000	350,000	-	100.00%	0.00%
Total Revenues	\$ 33,266,000	\$ 31,343,512	\$ (1,922,488)		
Expenses by Function					
Instruction	\$ 15,567,304	\$ 13,547,303	\$ 2,020,001	87.02%	87.36%
Academic Support	2,584,500	1,892,378	692,122	73.22%	70.10%
Student Services	3,576,270	2,830,061	746,209	79.13%	85.16%
College Support	4,165,525	3,702,834	462,691	88.89%	89.62%
Plant Operations and Maintenance	3,122,200	2,612,873	509,327	83.69%	84.00%
Information Technology	2,417,639	2,013,575	404,064	83.29%	87.67%
Financial Aid	11,954	8,885	3,069	74.33%	127.14%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,727,952	2,727,952	-	100.00%	97.94%
Total Expenses	\$ 34,973,344	\$ 29,335,861	\$ 5,637,483		
Revenues Over/(Under) Expenses	\$ (1,707,344)	\$ 2,007,651	\$ 3,714,995		

**Central Oregon Community College
Monthly Budget Status
May 2011**

Exhibit: 8.a
13-Jul-11

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<u>Other funds:</u>					
Debt Service Fund					
Revenues	\$ 4,047,839	\$ 3,609,331	\$ (438,508)	89.17%	87.66%
Expenses	3,978,617	2,478,658	1,499,959	62.30%	93.87%
Revenues Over/(Under) Expenses	\$ 69,222	\$ 1,130,673	\$ 1,061,451		
Grants and Contracts Fund					
Revenues	\$ 2,011,315	\$ 990,788	\$ (1,020,527)	49.26%	55.69%
Expenses	2,110,055	1,261,816	848,239	59.80%	59.32%
Revenues Over/(Under) Expenses	\$ (98,740)	\$ (271,028)	\$ (172,288)		
Capital Projects Fund					
Revenues	\$ 28,007,480	\$ 9,435,778	\$ (18,571,702)	33.69%	62.73%
Expenses	54,468,396	19,966,400	34,501,996	36.66%	53.56%
Revenues Over/(Under) Expenses	\$ (26,460,916)	\$ (10,530,622)	\$ 15,930,294		
Enterprise Fund					
Revenues	\$ 5,487,767	\$ 4,385,812	\$ (1,101,955)	79.92%	90.66%
Expenses	5,157,091	3,829,280	1,327,811	74.25%	85.98%
Revenues Over/(Under) Expenses	\$ 330,676	\$ 556,532	\$ 225,856		
Auxiliary Fund					
Revenues	\$ 6,877,702	\$ 6,443,652	\$ (434,050)	93.69%	80.19%
Expenses	6,458,307	5,103,582	1,354,725	79.02%	78.54%
Revenues Over/(Under) Expenses	\$ 419,395	\$ 1,340,070	\$ 920,675		
Reserve Fund					
Revenues	\$ 39,028	\$ -	\$ (39,028)	0.00%	0.00%
Expenses	175,000	129,488	45,512	73.99%	15.89%
Revenues Over/(Under) Expenses	\$ (135,972)	\$ (129,488)	\$ 6,484		
Financial Aid Fund					
Revenues	\$ 19,595,901	\$ 16,901,163	\$ (2,694,738)	86.25%	95.84%
Expenses	19,636,398	17,464,349	2,172,049	88.94%	97.53%
Revenues Over/(Under) Expenses	\$ (40,497)	\$ (563,186)	\$ (522,689)		
Internal Service Fund					
Revenues	\$ 426,890	\$ 319,427	\$ (107,463)	74.83%	109.71%
Expenses	390,047	240,940	149,107	61.77%	78.37%
Revenues Over/(Under) Expenses	\$ 36,843	\$ 78,487	\$ 41,644		
Trust and Agency Fund					
Revenues	\$ 5,925	\$ 1,739	\$ (4,186)	29.35%	30.70%
Expenses	17,500	12,084	5,416	69.05%	34.05%
Revenues Over/(Under) Expenses	\$ (11,575)	\$ (10,345)	\$ 1,230		

1. Culinary Building – June Status Report

Scope

COCC will construct a new teaching facility for its culinary instructional program – the Cascade Culinary Institute (CCI). The building will house culinary instructional facilities and a dining lab/restaurant which will be open to the public. The building will be 15,205 sq. ft. in size and will support significant expansion professional training as well as “amateur” courses for community members. The facility will house three kitchens, two multipurpose and one baking kitchen. The curriculum will include a basic core curriculum with cooking or baking options and specialized programs in Sports and Health Nutrition or Sustainable Food Management.

Budget Status

Project within budget.

Change Order Activity

Change orders, totaling \$451,465.00, have been approved to date. \$79,333.00 of which is for the Campus Village Infrastructure Project and \$315,784.00 for the Culinary Building. The College has approved four Additional Services Requests from YGH Architects totaling \$132,520.00; a majority of which is related to the Campus Village Infrastructure Project and reimbursable over the duration of the project. The remainder of the amount is for the Culinary Building.

Schedule Status

The schedule has slipped due to permit changes, underground waste re-design, late start, and weather. New finish date is now anticipated to be in late August.

Activity This Month

Mechanical/Plumbing/Electrical Rough-in Nearly Completed
Site Lighting Completed
Road and Curb Grading Continued
Curb Pour Began
Window and Door Installation Began
Exterior Building Wrap Installed
Exterior Siding AND Shingles Installed
Sheetrock/Taping Continued
Interior Painting Began
Grid Ceiling Installation Began
AV Rough-in Began
Floor and Wall Tile Installation Continued

Activity Next Month

Road and curb grading continues, Interior window and door installation continues, metal roofing install to be completed, kitchen equipment install continues, restroom tile tiling continues, exterior trim continues, ceiling grid and tile installation continues, HVAC work continues

Culinary Building – June Status Report

COCC Stake Holder Group

Jim Middleton - COCC President
Diana Glenn – Instructional Dean
Julian Darwin – Culinary Faculty
Jeff Floyd – Construction IT Specialist
Julie Mosier – Purchasing Coordinator

Gene Zinkgraf – COCC Project Manager

Contractor

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, Oregon 97702

Bret Matteis - General Manager
Ron Edgerton - Vice President
Rob Kelleher - Project Manager
Rob Ring - Superintendant

Design Team

Yost Grube Hall Architecture
Pinnacle Architecture
Kpff Consulting Engineers
WHPacific Engineering

Sparling Engineering
Mark Day and Associates
Food Facilities Concepts, Inc.
Mazzetti Nash Lipsey Burch Engineering

Special Inspectors

Special testing

FEI Testing & Inspections Inc.
Bend, Oregon

Commissioning

Heery International
Portland ,Oregon

Culinary Building – June Status Report



Culinary Building – June Status Report



Culinary Building – June Status Report



1. Prineville Center – June Status Report

Scope

The Crook County/Central Oregon Community College Computer Education Center in Prineville is a collaborative partnership between COCC, Oregon State University Extension Services, Oregon University System Open Campus and Crook County. The building will be approximately 12,000 square feet and include seven flexible meeting rooms and classrooms, and offer 65 wired and wireless public computer stations. The facility will also have broadband access with speeds of up to 100 Mbps and SMART Interactive Technologies that will make quality distance education possible for place-based Crook County residents. In addition, there will be a BIT (Business Information Technology) mobile unit with a satellite connection that will provide internet and distance education services to those living in remote areas of the County who do not have easy access to Prineville.

Budget Status

Project within budget.

Change Order Activity

Twenty-Three (23) Change Orders, totaling \$104,547.86, have been approved to date.

Schedule Status

Project on Schedule for a Fall 2011 opening

Activity This Month

- Electrical Panel Make-up
- Installation of Grid Ceiling
- Interior Doors Hung
- Exterior Window Trim
- Tile in Restrooms
- Exterior Building Wrap Completed
- Set Exterior Windows and Doors
- Drywall Installation Completed
- Interior Painting
- Store Fronts Installation Completed
- Brick Exterior Install Completed

Activity Next Month

Metal Flashings/Soffits/Exteriors Continues, Flooring Installation Continues, Painting Continues, Site Curbs and Entry Pads, Exterior Window Trim Continues, Restroom Trimming Continues, Placement of Fire Sprinkler Heads, Install Kitchen Casework and Landscaping.

Design Team - Steele Associates Architects

Contractor - CS Construction

Prineville Center – June Status Report



Prineville Center – June Status Report



Prineville Center – June Status Report



Madras Campus Building – June 2011 Update

Scope

The building consists of approximately 10,100 square feet of classroom, administrative, office, 2 dedicated classrooms, 1 classroom/computer lab, 1 Community/Classroom with 100 person capacity, and a 1,000sf mechanical/electrical/storage basement. Parking facilities for approximately 100 cars and all site improvements needed to support the building are also included.

Budget Status

The project was awarded to Kirby Nagelhout Construction Company (KNCC) for \$2,048,000. A construction contingency of \$204,800 is being carried for construction changes and unknown conditions. The current total project budget being carried by Fiscal Services is \$3,282,614 and the projected overall costs are \$3,272,572. The \$10,000 shortfall here can be absorbed by potential savings in FF&E or by project contingency.

Change Order Activity

Change Order #3 totaling \$3,911 will be executed this month. This change order is made up of 15 change issues including credits and added costs associated with various systems and finishes throughout the building. The largest of these changes was for \$5,000 related to increased fire protection measures required by the Fire Marshall. Change orders to date, including those written to the design team, total \$70,300.

Schedule Status

Construction remains on schedule to start moving FF&E into the building on August 26th. The building is scheduled to open for classes on September 19th.

Recent Activity

The building was dried-in this month. All interior work pushed ahead in earnest. Drywall is now nearly complete and taping is about 65%. Gas has been connected to the building and power is now live and ready to energize when the interior panels are ready. HVAC equipment is installed and controls are starting to be completed. Various site-work still continues in preparation for curbs, gutter and asphalt paving.

Activity Next Month

Wall finishes will complete next month. Ceiling grid will commence and complete as will the associated electrical and mechanical finishes. Doors will be installed as soon as the building is conditioned as will casework. In general finishes will commence in July and continue into August.

Madras Campus Building – June 2011 Update

Schedule

Construction started 2/14/11. The building remains on target for a Substantial Completion date of 8/26/11, Final Completion will be 9/16/11.

Project Participants

COCC Stakeholder Group

Carol Moorehead - Dean of Continuing Education
Courtney Snead - Madras Campus Coordinator
Matt McCoy - VP of Administration
Rich Brecke - Project Manager
Jeff Floyd - Construction IT Specialist
Julie Mosier - Purchasing Coordinator

Design Team

Scott Steele - Steel Associates Architects
Jeff Wellman - Steel Associates Architects
Steve Olson - Steel Associates Architects
Ron Hand - WH Pacific (Civil)
Fred Kroon - WH Pacific (Civil)
Douglas Schwarz - Froelich Consulting Engineers (S)
Rob Matteson - Interface Engineering (MEP)

Construction Team

Mike Taylor (General Manager) - KNCC
Chris Pahl (Project Manager) - KNCC
Alec Hansen (Project Super.) - KNCC

Madras Campus Building – June 2011 Update



Masonry.



Computer Lab (SE Corner)

Madras Campus Building – June 2011 Update



Community Room.



Exterior Nearly Complete.

Health Careers Building – June 2011 Update

Scope

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

Budget Status

The current fiscal budget for the project is \$16.7 million. Current projected project costs fall within this budget.

Change Order Activity

New change order activity this month had been very light again with only 4 new change requests totaling \$14,500 being presented by the contractor. Several large changes from earlier in the year have been approved after several rounds of revision and negotiation. These include:

- 1) Stair Rail Change - \$37,000
- 2) City Review Comments - \$30,900
- 3) Miscellaneous change including Bike Racks, Structural Steel, Urinals and Insulation - \$29,000

Total approved change orders to date amount to \$217,486 with \$188,000 of these having been included in a Contract Change Order.

Schedule Status

The project is on schedule to complete April 30, 2012.

Recent Activity

This month saw structural steel completed, concrete on metal decks completed, and exterior framing commence. Some interior HVAC and electrical rough in continue, but code does not allow much to occur before the roof is in place. The slab on grade (1st floor) is 45% complete.

Also complete this month was the new ADA crosswalk at College Way. This scope required the street to be closed and by City requirement could only remain closed for 5 days. The Contractor executed their work very well and produced a fine product on schedule, opening the road by 4pm on Friday the 15th.

Activity Next Month

Exterior framing will complete next month. Preparations for roofing will be the contractor's focus, as well as completing the stairs inside the building. Slab on grade will complete, and rough-in will continue as allowed by the building code. Work will restart on the re-designed ADA walk near Pioneer Hall.

Health Careers Building – June 2011 Update

Project Participants

COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean
Deb Davies - Faculty, Dental Assisting
Jane Morrow - Faculty, Nursing
Gene Zinkgraf - Director of Construction
Rich Brecke - Project Manager
Jeff Floyd - Construction IT Specialist
Julie Mosier - Purchasing Coordinator

Design Team

Mark Stoller - Yost Grube Hall Architects
Jonathan Bolcher - Yost Grube Hall Architects
Steve Neiger - Yost Grube Hall Architects
Mark Rossi - Pinnacle Architecture
Ron Hand - WH Pacific
Mark Peckover - Sparling Engineering
Amy Jarvis - M+NLB Engineering

Contractor Group

Bret Matteis - HSW General Manager
Rob Ring - HSW Superintendent
Rob Kelleher - HSW Sr. Project Manager
Brian Powell - HSW Project Manager

Health Careers Building – June 2011 Update



Steel Erection Nearly Complete



Roof Slab 30% Complete

Health Careers Building – June 2011 Update



New ADA Crossing at College Way



Slab on Grade Prep. And Exterior Stud Framing

Science Building – June Status Report

Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces.

Approximately 47,000 SF of new space planned

Budget Status

Project within budget.

Change Order Activity

CR #8 for City of Bend Plan Review comments required during Permit Review pricing under review/negotiations.

CR #9 for an additional cleanout at Prep Lab 155 pricing rejected. Cleanout required as an ancillary scope of work.

CR #10 for floor drains changes per RFI #25 and #30 pricing under review/negotiations.

CR #11R for acid tank venting per RFI #19 pricing in the amount of \$2,231.22 approved.

CR #12 for RFI #23 response regarding tying in acid waste risers shown pricing rejected. Work required as an ancillary to scope.

CR #13 for hydro-seeding of perimeter of temp parking lot pricing rejected. This work completed outside of KNCC contract.

CR #14 for cast iron risers in lieu of acid waste for Penthouse drains per RFI 29 pricing approved in the amount of \$3,046.64.

CR #15, overexcavation of footings at Grid 1, approved in the amount of \$1,898.68.

CR #16, increase size of sanitary sewer outside of building from 4" to 6" as required, approved in the amount of \$369.86.

CR #19, changed medium voltage loop wiring layout and type of floor boxes, approved in the amount of a credit of \$1,408.00.

CR #21, L-3 faucet type change, approved in the amount of a credit of \$337.00.

CR #22, delete Siemens as an approved Fire Alarm system, approved as a no cost change.

CR #23, sidewalk demolition and connection into Health Careers scope of work, approved in the amount of \$1,875.10.

CR #26, chamfering and returning board formwork at ends of landscape retaining walls, approved in the amount of \$886.91.

CR #28, installation of Protecrete Densifier plus repeller at all exterior concrete flatwork, approved in the amount of \$6,947.85.

Schedule Status

On schedule.

Activity in June

Complete board formed concrete walls. Complete misc concrete shear walls at Penthouse level.

Continue retaining wall waterproofing and backfill. Complete under slab rough-in. Begin slab pours.

Complete utility reroute. Begin steel erection. Begin steel decking installation. Begin second floor slab rough-in between Grids A and D. Place site concrete retaining walls. Install crosswalks at Pioneer/Modoc/Metolius and complete most of the sidewalks near Modoc. Complete tree removal/grubbing, and demolition in preparation for new ramp/stair/walk work near Pioneer.

Activity planned for July

Complete Steel erection and metal decking. Begin elevated slab rough-in and concrete pours. Complete first floor underslab rough-in at slab on grade and place concrete floors that will receive floor coverings. Complete waterproofing and backfill at perimeter of building. Complete utility reroute permanent connections. Strip formwork at site retaining walls at patio. Backfill and grade patio area. Install sewer line at Loop road. Complete rampwork and the majority of sidewalk work adjacent to Pioneer.

Science Building – June Status Report

Photos



Science Building – June Status Report

Project Participants

COCC Stakeholder Group

Michael Holtzclaw	-	Instructional Dean
Gene Zinkgraf	-	Director of Construction
Julie Hood	-	Biology
Eddie Johnson	-	Biology
Mark Eberle	-	Biology
Nathan Hovekamp	-	Biology
Christine Ott-Hopkins	-	Biology
Jim Moodie	-	Biology
Jeff Cooney	-	Biology
Zelda Ziegler	-	Chemistry
Carol Higginbotham	-	Chemistry
Bob Reynolds	-	Geology
Bruce Emerson	-	Physics
Kevin Grove	-	Physics/Chemistry
Elaine Simay-Barton	-	Lab Tech/Dept. Admin
Emily Smith	-	Lab Tech
Mark Gregory	-	Lab Tech
Dan Cecchini	-	Director of IT
Jeff Floyd	-	Construction IT Specialist
Gary Kontich	-	Networking Specialist
Bruce Thompson	-	Telecommunications Specialist
Julie Mosier	-	Procurement Manager

Design Team

Mark Stoller	-	Yost Grube Hall Architecture
Jonathan Bolch	-	Yost Grube Hall Architecture
Tom Robbins	-	Yost Grube Hall Architecture
Liz Bray	-	Yost Grube Hall Architecture
Linda Cameron	-	Yost Grube Hall Architecture
Roz Estime	-	Estime Group
Jim Cox	-	Estime Group
Ron Hand	-	W&H Pacific Civil Engineers
Josh Richards	-	KPFF Consulting Engineers
Amy Jarvis	-	Mazetti Nash Lipsey Burch Mechanical Engineers
Mike White	-	Sparling Electrical Engineers
Jim Graham	-	Sparling Electrical Engineers (Low Voltage)
Not yet identified	-	Lango Hansen Landscape Architecture and W&H Pacific

Commissioning Agent

Louis Starr	-	Heery International
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Special Inspection and Testing

Todd Smith	-	FEI Testing
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COCC Project Manager - Rick Hayes 541-330-4391 email rhayes@cocc.edu

General Contractor

Kirby Nagelhout Construction Company

20635 NE Brinson Blvd

Bend, OR 97701

541-389-7119

Mike Taylor, General Manager, miket@knccbend.com

Dave Watson, Project Manager, davew@knccbend.com

Mark Miller, Project Superintendent, markm@knccbend.com

Greg Ponder, Project Engineer, gregp@knccbend.com

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Strategic Planning

Prepared by: Matthew McCoy, Vice President for Administration

A. Issue: Long-Term Strategic Planning

B. Discussion/History:

Periodically, the College engages in a comprehensive strategic planning process that reviews existing strategic planning, and develops and updates the College's strategic plan. In the fall of this year the College will again initiate a process that engages multiple constituencies to develop the next version of the College Strategic Plan. Attached for informational purposes is a draft planning process document that will assist a strategic planning committee in designing and implementing the process, leading to the new strategic plan.

Exhibit: 8.d
Date: July 13, 2011

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Dr. James Middleton-President

A. Issue Potential Changes to COCC Tobacco Policy

B. Discussion/History

A task force reviewed current status of COCC smoking/tobacco policy and made recommendation to the College Affairs Council which subsequently passed the recommendation to the President. To assess additional factors, the President requested City of Bend consideration of a tobacco ban for College Way, the City owned right of way bisecting the campus.

The President will provide a brief report on the City response and outline next steps.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Dr. James Middleton-President

A. Issue: Year One Peer-Evaluation Report: NWCCU Accreditation

B. Discussion/History: As noted in a presentation at the June 2011 Board Meeting, COCC filed its Year One Accreditation Report by March 1, 2011, and received the preliminary response on May 20, 2011.

The official approved report has not been received and is available for review by the Board.

Key issues to be address in the pending comprehensive report include:

- Reducing complexity of planning documents and their interrelationship
- Ensuring that indicators of meaningful and measurable and clearly connect to the indicators of achievement.

Year One Peer-Evaluation Report

Central Oregon Community College

Bend, OR

March 1 – May 20, 2011

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

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Evaluation Committee

Dr. Jane A. Karas (Chair)
President
Flathead Valley Community College

Ms. Barbara Grover
Assistant Vice President for Institutional Effectiveness
Salt Lake Community College

Dr. Todd Schwarz
Instructional Dean
College of Southern Idaho

Introduction

Central Oregon Community College was founded in 1949 and is the longest-standing community college in Oregon. COCC District covers a 10,000-square-mile area including all of Crook, Deschutes, and Jefferson Counties, and parts of Wasco, Klamath and Lake Counties. The district is governed by a seven-member board of directors, elected from geographic zones. COCC's 200-plus acre main campus is located in Bend and is supplemented by the campus in Redmond. A recent \$41 million construction bond will fund several new construction projects, including two small branch campuses. A variety of degrees and certificates are available for purposes of transfer and career-technical education along with a many non-credit community education offerings. The College is projecting more than 108% enrollment growth between 2006-07 and 2010-2011.

Assessment of the Self-Evaluation Report

During March, April, and May, 2011, a three-person peer-evaluation team from the Northwest Commission on Colleges and Universities (hereafter referred to as the Commission) conducted a Year One Comprehensive Peer-Evaluation of Central Oregon Community College. In accordance with Commission procedures, the review was carried out using the off-site virtual environment. The evaluation consisted of a virtual organizational meeting followed by virtual evaluation meetings using audio conferencing as authorized by the Commission. Further, the evaluation was conducted based upon the *2010 Accreditation Standards and Eligibility Requirements* published by the Commission.

COCC submitted and the Evaluation Committee received a hard copy of the College's *Year One Self-Evaluation Report* in a timely manner. The Report was accompanied by a copy of the COCC 2010-2011 Catalog, but no other supporting documentation/addenda. Such documentation would have been helpful, for example had there been more exhibits in terms of items mentioned in the narrative (e.g. p. 7 "Illustrations of rubrics and assessment results are collected in a databank for review") it may have contributed to determining that the proposed indicators were indeed "meaningful, assessable, and verifiable."

The Evaluation Committee understood that the Commission's request to provide an executive summary of eligibility requirements (ER) 2 and 3 with this report was a late addition to the guidelines for writing the *Year One Self-Evaluation Report*. Therefore, the Committee encourages COCC to follow the guidelines released March 2, 2011 to ensure that its next report addresses the eligibility requirements as noted in the guidelines. No mention was made of eligibility requirements in the Report.

The *Year One Self-Evaluation Report* submitted by COCC was properly organized and logically sequenced according to Standard 1: Mission, Core Themes, and Expectations. The Report provided background using the

Introduction, Institutional Context, and Preface that described the organizational activity and preparation for the new Commission standards. Information regarding past, current, and planned activities relating to the self-evaluation process was clearly stated and described.

Section One

Introduction

The mission of the College of Central Oregon presented in the *Year One Self-Evaluation Report* reads as follows:

Central Oregon Community College will be a leader in regionally and globally responsive adult, lifelong, postsecondary education for Central Oregon.

The mission was augmented by a four-bullet *Vision Statement* that is descriptive of how the constituency of the district would benefit from COCC activities. Other elements (e.g. “Board Priorities,” “Board Goals,” and *Vision Concept Paper*) are intended to work in concert to provide a conceptual framework for the operation of COCC.

Report on Eligibility Requirements

As stated in the Assessment of the Self-Evaluation Report, the Committee encourages COCC to follow the guidelines released March 2, 2011 to ensure that its next report addresses the eligibility requirements as noted in the guidelines. No mention was made of eligibility requirements in the Report.

Report on Standard 1.A Mission

Standard 1.A.1.

The COCC mission statement is regularly reviewed and approved by the governing board (2010) and is appropriate for an institution of higher learning, in particular that of a community college. The mission statement is published in the catalog and the college website. Because the general intent of the mission as presented is to be “a leader...in postsecondary education for Central Oregon,” it provides a framework for the Core Themes, but is not particularly descriptive of the Core Themes. For example, it mentions only “adult” and “lifelong” as descriptors of the postsecondary education experience.

The mission statement is augmented by a Vision Statement that further clarifies the direction for its efforts. There is some inherent confusion in all the documents and processes. It is difficult to understand all the vagaries and intent of Board Priorities, Board goals, Mission, Vision Statement, definition of mission fulfillment,

Vision Concept Paper, Institutional Effectiveness Reports, community responses, future Institutional Scorecard, Strategic Priorities, Strategic Enrollment Management Plan, and Instructional Plan.

Standard 1.A.2.

The definition of mission fulfillment as described are also those listed on the COCC website as being the “Board Goals” that are constructed to align with the *Vision Statement*. It was clear that these were kept in mind as the objectives for the Core Themes were presented. Because the mission fulfillment description is identical to the goals, and the goals are taken from the Vision Statement, and the Vision Statement supports and clarifies the mission there is great alignment amongst these elements.

The desired outcomes are well defined, but they may be difficult to measure, e.g. “works collaboratively,” “has wide-ranging opportunities,” and “interacts effectively.”

Concern 1: The various documents and processes relating to mission, goals, vision, fulfillment of mission, effectiveness, priorities, plans, and the future Institutional Scorecard are complex and confusing. (Standard 1.A.1)

Concern 2: While the desired outcomes are well defined and described, they must be measureable. (Standard 1.A.2)

Report on Standard 1.B Core Themes

Central Oregon Community College identifies four Core Themes:

1. Transfer and Articulation
2. Workforce Development
3. Basic Skills
4. Lifelong Learning

While the Evaluation Committee noted that the themes were apparently developed by a newly formed College group (Accreditation Coordinating Team or ACT) that was comprised of a wide spectrum of campus representatives, the actual process applied to identify the Core Themes was unclear. They were vetted and approved by the Board of Directors in December 2009.

Standard 1.B.1.

The Core Themes presented were descriptive of and inclusive of the community college mission. While the COCC mission statement is broad and focuses on being a leader regionally and globally in “postsecondary education,” the Core Themes are actually refinements and specific, strategic elements of the mission. In this sense they do “manifest essential elements of [its] mission.” To say that they “collectively encompass its mission” is not specifically accurate in that the Core Themes are very practical segments or elements of college activity. How they may or may not relate to COCC being a “leader” lies in how the Core Themes are implemented, not in what they are or how they are described. When the Vision Statement that accompanies the Mission Statement is considered, the Core Themes appear to be more encompassing.

The COCC mission specifically mentions leadership in global responsiveness, but it was difficult to determine through the Core Themes how this would be accomplished. The only statement the Committee noted to support this important element of the mission was a comment made in Objective 3 of the Lifelong Learning Core Theme that states that “COCC is committed to providing Central Oregonians with the means to attain both locally strong and globally responsible perspectives.” However, that is not entirely congruent with the mission as stated. It is suggested that the objectives and consequent measures be evaluated to further support this element of the mission statement.

Standard 1.B.2.

Each of the Core Themes were more fully described in the report and objectives for each presented. These objectives included indicators of achievement. The objectives were well-aligned with the COCC Board Goals (Definition of Mission Fulfillment).

The indicators were not found to be strong in terms of being “meaningful, assessable, and verifiable.” To clarify, the indicators included such terms as “evaluative opinion,” “ongoing analysis,” “rigorously linked to effectiveness,” “assessment of library space,” “systematic evaluation,” “encouraged,” “supported,” “apparent and significant,” “indirect indicators,” and “regular review of success rates.” While these measures are somewhat descriptive, they are not what would normally be considered quantitative, measurable, assessment of performance.

The Committee suggests that Objective 1 of Lifelong Learning be considered for possible inclusion in the Transfer and Articulation Core Theme as it speaks to dual credit/concurrent enrollment.

Concern 3: While the desired outcomes are well defined and described, they must be meaningful, measureable, and provide a clear connection

between the indicators of achievement and objectives. (Standard 1.B.2)

Summary

The mission statement for Central Oregon Community College is appropriate for a comprehensive community college. It is complemented by an array of documents and descriptors that guide the organizational activities of the College. From this mission, COCC has identified four core themes. These core themes are further described by objectives, indicators of achievement, and rationale. The Evaluation Committee was able to respond to each element of Commission Standard One based on the *Year One Self-Evaluation Report* provided. There was insufficient information to determine adherence to Eligibility Requirements 2 and 3.

Recommendations

1. Though the College has identified objectives, indicators of success, and rationale for each of its three core themes, the Evaluation Committee recommends that the College provide indicators that are meaningful and measurable, and that provide a clear connection between the indicators of achievement and objectives. (Standards 1.B.1 and 1.B.2)

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
INFORMATION ITEM**

Prepared by: Jim Middleton, President

ASCOCC 2011-12 Budget and General Update

Budget

During this past year, COCC and ASCOCC have engaged in a series of discussions regarding the ASCOCC Constitution, budget and related areas. Through on-going work with the ASCOCC Advisor, Director of Student Life and the Dean of Student & Enrollment Services, the 2010-11 Council prepared a detailed 2011-12 budget. This budget shall serve as an interim budget to be reviewed and potentially modified by the new Council Members.

Highlights of the budget include:

- 23% of budget is dedicated to salary-related expenses and 9% to other operational expenses.
- 41% of the budget (\$121,000) is dedicated to direct-to-student support services including:
 - Student clubs and programs (examples include Anime Club, Theater Club, Crafter's Guild, Gay Straight Alliance, Criminal Justice Club, Aviation Club, Latino Student Club, Visiting Scholars)
 - BAT/CET Passes (COCC and ASCOCC jointly subsidize the cost of bus passes for students and sell the pass to students at a reduced rate)
 - The Broadside, COCC's and OSU-Cascades' Student Newspaper
- \$22,000 in unallocated revenues, with funds to be directed by the 2011-12 Council
- \$15,000 in reserve expenses, which can only be accessed with permission from the Dean of Student & Enrollment Services
- Reduction in funding to Club & Intramural Sports program and elimination of funding to Cascades Adventures, two areas that administration recommends further review by the 2011-12 Council.
- \$36,000 in funding for The Voice, an ASCOCC publication, is set aside for future consideration. The College has asked ASCOCC for a proposal outlining The Voice's mission, relationship to ASCOCC, relationship to existing publications board, how and where the publication will be produced, role of an advisor and related items; this budget recommendation will be reviewed upon receiving this proposal.

Operational Documents

During summer term 2011, the ASCOCC Advisor and Director of Student Life will draft new ASCOCC by-laws, Code of Ethics, operations manual (focus on fiscal, human resources and other operational policies and procedures), draft charge for the ASCOCC Advisory Committee, and draft charge for the ASCOCC Budget Committee. Both the 2010-11 and 2011-12 councils will be asked for feedback on these documents, with near-final drafts targeted for September 1.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
RESOLUTION**

Prepared by: Kevin Kimball, Chief Financial Officer
Matt McCoy, Vice President for Instruction
Alicia Moore, Dean of Student & Enrollment Services
Gordon Price, Director of Student Life

A. Action Under Consideration

Direct staff to proceed with selection of an architect for the design of, and construction cost estimates for, student housing facilities.

B. Discussion/History

In April 2011, COCC engaged Brailsford & Dunlavey (B&D) to perform a comprehensive housing feasibility study. That study confirms strong market demand for suite-style housing at the College targeted towards traditional first year students.

In making this conclusion, B & D conducted a market demand analysis, student interest survey and student focus groups, and reviewed COCC's draft financial pro forma. The study concludes that given certain attainable assumptions as outlined in the financial analysis, that construction and operation of new student housing is feasible. A detailed review of this information was presented to the Real Estate Committee prior to this Board of Directors' meeting.

If the COCC Board of Directors approves this resolution, staff will report back on the residence hall design and construction cost estimate to the Board in spring 2012 (approximate). The Board will then determine whether or not to move forward with the selection of a project contractor.

C. Options/Analysis

- Approve the resolution directing staff to proceed with issuing an RFP for the selection of an architect for student housing design and cost estimate.
- Reject the resolution directing staff to proceed with issuing an RFP for the selection of an architect for student housing design and cost estimate.

D. Timing

In order to complete this project by the projected timeline of fall 2013, staff is requesting approval at this time, again noting that the Board will have the opportunity to review the construction cost estimate and residence hall design prior to approving staff to issue an RFP for a contractor.

G. Budget Impact

The funds needed for architectural services to design student housing have been budgeted.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton-President

A. Action Under Consideration

Second Reading: Addition of new GP2: 11 policy statement on hiring of college legal real estate representation.

B. Discussion/History

At the fall 2010 Board Retreat, Board members expressed interest in establishing policy for appointment of legal and real estate representation which parallels the Board's role in appointment of college auditor. Through the 2010/11 year, there was not full clarity relative to the ability of sub-units of the college to seek and appoint such representation without Board approval. In line with fall Board Retreat discussion, the President recommends that the Board adopt clear policy defining the Board's primary role in such appointment.

C. Options/Analysis

- 1) Approve the proposed GP2:11 as a second reading
- 2) Reject the proposed GP2:11
- 2) Continue discussion and/or develop alternative wording

D. Timing

Approval at the July Board meeting could assist in having clear parameters for the 2011/12 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby approve as a second reading GP2:11 as follows:

Unless otherwise specifically delegated by the Board, the Board shall have sole responsibility for appointment of legal counsel or real estate agencies that represent the college in whole, any College department or College unit.

- No college funds including resources collected through student fees or other program or department fees may be used for legal counsel or real estate representation without prior approval of the Board or designee.
- Any legal representation available to the college that may be a related benefit from college, department, or college unit membership in regional or national organizations shall be coordinated through the college legal counsel approved by the Board.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton-President

A. Action Under Consideration

Consideration of formal Request for Proposal (RFP) for legal services.

B. Discussion/History

Second Reading: to considering a new GP2:11 policy related to legal and real estate representation. In line with this potential new policy, the Board may wish to consider releasing a formal Request for Proposal for legal services in the spirit of seeking RFP responses on a periodic basis as is done with audit services. Such a potential RFP is not intended as criticism of current legal services but is part of a potential cycle of periodic formal reconsideration.

C. Options/Analysis

- 1) Approve second reading for the development and release of a formal Request for Proposals for legal services.
- 2) Reject development and release of such a RFP.
- 2) Continue discussion.

D. Timing

Time is not critical. Tentative dates in the recommendation may be adjusted.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby request that College with the assistance of two Board members develop and distribute a Request for Proposal for future legal services. Results of the RFP should be presented to the Board for consideration by the Board by the December 2011 Board Meeting. Board Members _____ and _____ are assigned to work with administrative staff in developing content of the RFP.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lori Willis-Director of Bookstore & Copy Center

A. Action Under Consideration

Authorize Dr. James Middleton, COCC President, or his designee, to approve the contract with Pacific Office Automation for the lease of Networked Digital Copiers and Multifunction Devices for the Bend, Redmond, Madras and Prineville campuses.

B. Discussion/History

The Community College Rules of Procurement (adopted by COCC in 2005) in accordance with ORS 279A.065 (5)(a) and ORS 279A.070 require the College to complete a competitive selection process for professional services (e.g., leasing services) at intervals not greater than five years. The Copy Center has completed a competitive selection process for leasing digital photocopiers using the Request for Proposals (RFP) method. This method included the forming of an evaluation committee of five college staff members representing different functional and academic areas of the college. Committee members completed an independent review and then meet as a group to discuss results. Key evaluation criteria included the following:

- ✓ Equipment/Software qualifications
- ✓ Implementation and training
- ✓ Service and support
- ✓ Fees and costs

The copier evaluation committee unanimously recommends Pacific Office Automation (POA). This contract requires Board approval as the estimated contract total is greater than \$100,000.

C. Options/Analysis

Authorize Dr. Middleton to sign the contract as presented.
Reject the contract proposal.
Recommend other options.

D. Timing

Due to the time intensive changeover of copiers' throughout the College action is requested at this meeting.

E. Recommendation

Be it resolved that the governing Board of Directors do hereby give Dr. Middleton, or his designee, authorization to approve the proposed Networked Digital Copiers & Multifunctional Devices contract with Pacific Office Automation.

F. Budget Impact

Annual contract price is estimated to be \$125,000 however actual annual pricing will depend on usage of the devices installed as a monthly “per copy charge” is a factor.

Exhibit: 10.b
July 13, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Joe Viola-Director of Campus Services

A. Action Under Consideration:

Purchase of building heating and cooling control upgrades for the Boyle Education Center.

B. Discussion/History:

The heating and cooling control system that is currently installed in the Boyle Education Center is approximately 20 years old, and was installed when the building was originally constructed. The Digital System Controls (DSC's) that are currently installed are no longer supported by the Johnson Controls Metasys system, parts are no longer available. The Direct Digital Control (DDC) Metasys system is the web based heating and cooling control system being used by COCC. This upgrade will change out the older pneumatic controllers that are failing, replace them with new digital controllers, install new variable frequency drives, and reprogram the system with new software and graphics. The result will be a more reliable, energy efficient, and user friendly system.

C. Options/Analysis:

The DDC upgrade is a proprietary system by Johnson Controls. The Johnson Controls Metasys system is currently serving the College well. All the infrastructure is in place to continue with this system. Continuing with Johnson Controls would prevent even more costly upgrades associated with changing to a completely new controls system.

D. Timing:

After Johnson Controls receives a purchase order from COCC, it will take approximately 8 weeks for the installation of the upgrades. To be substantially completed before the start of the Fall 2011 Term, the purchase order will need to be issued this week.

E. Recommendation:

Approve the purchase of the Johnson Controls DDC upgrades to the Boyle Education Center.

F. Budget Impact:

Cost is \$126,785 and funds are currently budgeted for this purchase.

Exhibit: 11.b
July 13, 2011
Approved: ___Yes ___No
Motion: _____

Central Oregon Community College
BOARD OF DIRECTORS

RESOLUTION

Prepared by: Julie Smith-Executive Assistant,
President & Board of Directors

A. Action Under Consideration

Cancel August 2011 Board of Directors' Meeting

B. Discussion/History

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

C. Options/Analysis

Cancel August 2011 Board of Directors' meeting.

Convene August 2011 Board of Directors' meeting.

D. Timing

This decision needs to be made prior to the scheduled August 10, 2011 Board of Directors' meeting.

E. Recommendation

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 10, 2011 Board of Directors' meeting.

F. Budget Impact Minimal