

CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, December 13, 2006 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session - Real Property Transactions – ORS 192.660 (1)(e)			Middleton
6:20 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
	III. Agenda Changes			
6:25 pm	IV. Public Hearing and Testimony			
	A. ASCOCC			Sangston <sup>P</sup>
	B. US Bank Presentation			Killgore <sup>P</sup>
	C.			
6:50 pm	V. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, November 8, 2006	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (October/November 2006)	5.b1	X	Buckles <sup>A</sup>
	C. 2 <sup>nd</sup> Reading Board Monitoring/Evaluation	5.c	X	
	D. Budget Parameters/Calendar, 2007-08	5.d	X	Jones
	E. Mileage Reimbursement	5.e	X	Jones
6:55 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer <sup>A</sup>
	B. Campus Indicators – Program Mix	6.b*		Pierce
	C. Leadership Development Program			Buckles <sup>P</sup>
7:10 pm	VII. Old Business			
	A. Housing Update			McCoy <sup>P</sup>
	B. Budget Committee Vacancy			Paradis <sup>P</sup>
7:25 pm	VIII. New Business			
	A. Review of Governor's Proposed Budget			Middleton <sup>P</sup>
	B. Bend 2030 Plan			Middleton <sup>P</sup>
7:50 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
8:00 pm	X. President's Report			
	A. Student Service Staffing			Middleton <sup>P</sup>
	XI. Correspondence			
	A. Winner of the 2006 National Marketing and Public Relations Council	11.a		
	XII. Dates:			
	A. COCC Board of Directors Meeting – Wednesday, January 10, 2007			
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  
Wednesday, November 8, 2006 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

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**PRESENT:** Donald Reeder, John Overbay, Connie Lee, Dr. Ronald Foerster, Dana Bratton, Anthony Dorsch, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

**ABSENT:** Dr. Joyce Garrett

**INTRODUCTION OF GUESTS:**

Matt McCoy, Jon Bouknight-Faculty Forum President, Kathy Walsh, John Gregory, Ron Paradis, Ross Tomlin, Mary Jeanne Kuhar, Richard Thompson, Gene Zinkgraf, Jim Weaver, Eric Buckles, Carol Moorehead, Lisa Bloyer, Monique Balas-The Bulletin.

**AGENDA CHANGES:**

**Addition:** Public Hearing and Testimony- 5.a, Presentation of Plaque to John Gregory.

**PUBLIC HEARING AND TESTIMONY:**

Chair Reeder announced that Mr. John Gregory-Director of Fiscal Services, will be leaving the college and moving from the area to Idaho where he has accepted a position as Fiscal Operations Director of the Foundation at Idaho State University.  
Chair Reeder presented Mr. Gregory with a "Thank You" plaque commemorating his 18 years of outstanding service to Central Oregon Community College.

Mr. Gregory thanked the Board for the plaque, expressing that his 18 years at the college have been enriching and enjoyable.

**CONSENT AGENDA:**

**Mr. John Overbay moved to approve the Consent Agenda. Mr. Anthony Dorsch seconded. MCU. Approved. M11/06:1**

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of October 11, 2006 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the September/October 2006 New Hire Report (Exhibit: 5.b1).

**INFORMATION ITEMS:**

**Financial Statements – (Exhibit: 6.a)**

The Board of Directors' were apprised of the October 2006 Financial Statements.

### Campus Indicators – Fall 2006 Enrollment (Exhibit: 6.b)

President Middleton reviewed that the state as a whole is down in enrollment a little over 1%. He highlighted that COCC's concurrent enrollments are up significantly – noting that the college is making a significant connection with the districts high schools. The drop in enrollment comes from continuing and returning students, while new student numbers are up.

Mr. Richard Thompson-Dean of Student and Enrollment Services, reported that the outcome of the strategic enrollment plan is to identify the enrollment targets.

### Budget Committee Zone 3 Advertisement (Exhibit: 6.c)

The Board was apprised of the advertisement for the Zone 3 Budget Committee vacancy.

### Election Update

Mr. Ron Paradis-Director of College Relations, reviewed (Handout: 6.d) election results regarding “money measures”. Statewide - all of the five community colleges in Oregon which had Bond Measures on the ballot failed. Locally - two noteworthy announcements include the passage of the Deschutes County Sheriff's stable funding proposal and the Bend-La Pine Schools bond measure. He added that approximately half of the election measures asking Central Oregon residents for money were defeated.

Mr. Matt McCoy-Vice President for Institutional Advancement, reviewed that the college has good working relationships with many of the local county commissioner and city council candidates who were re-elected or newly elected. He noted that good “supporter” connections are important as the college looks to expand services in Bend and throughout the college district in the coming years.

At the state level, Ted Kulongoski was re-elected Governor. He has expressed strong support for education.

### OCCA Convention Update

Ms. Connie Lee reviewed that the 2006 OCCA Annual Convention was held at Eagle Crest Resort in Redmond, Oregon. Ms. Lee summarized event highlights:

- ▶ James Sager – Governor's Education and Workforce Policy Advisor
- ▶ Noah Brown – President of ACCT Association of Community College Trustees
- ▶ Leadership Counseling
- ▶ Retention Programming
- ▶ Plus and Minus on Baccalaureate degrees
- ▶ Revision of the High School Diploma
- ▶ Congressman David Wu – Luncheon Speaker (Head of the Congressional Community College Caucus)
  - controlling the cost of textbooks to students-
- ▶ Howard Cherry Awards Banquet
  - Mr. John Overbay was awarded a plaque for 8 years of service on the COCC Board of Directors
- ▶ Clickers – use of COCC “clickers” were used in a questionnaire

President Middleton reported that he gave Congressman Wu a tour of the COCC campus and gave presentations regarding:

- ▶ Touchmark (w/Mr. Jim Jones-Vice President and Chief Financial Officer)
- ▶ Shared Responsibility Model (w/Ms. Nancy Goldschmidt-OHSU)

Ms. Lee reported that the 2007 OCCA Convention will be held in Medford, Oregon.

#### Support for Academic Programs

Dr. Kathy Walsh-Vice President for Instruction, and Dr. Jon Bouknight-Faculty Forum President, gave a presentation about the development of a matrix for success in academic programs, noting the importance of faculty and administration working together. Dr. Walsh highlighted key factors –

- systematic support for academic programs – providing remedies and resources for programs which need assistance in meeting the matrix for success.
- articulating a process for review and support - as per the new faculty contract which contains a “memorandum of understanding” agreement calling for the articulation of the “process” by the college;
- defining an affirmed matrix, then engaging a process of scanning data indicators – ex: enrollment, cost per FTE, employment numbers, transfer numbers, licensing numbers, packet of indicators.

The outcome aimed for is to provide a profile of success and implement strategies to enable all our academic programs to reach the standard.

Dr. Bouknight added that this process is a proactive and challenging job, noting that the faculty is fortunate to be working with Dr. Walsh. He added that there will be ample input from the faculty using an open transparent process in looking at ways to make the college more responsive to community needs.

President Middleton added that the greatest benefit of this process is the continuous improvement of the academic programs in making “good things” better as it will bring data that will assist the college in marketing strategies.

#### OLD BUSINESS:

##### Bean Foundation Property (Exhibit: 7.a)

Chair Reeder declared “conflict of interest” and will not vote on Exhibit 7.a - as he is the legal counsel representing the Bean Foundation.

Mr. Matt McCoy displayed a map (on the screen) of the Bean Foundation property, reviewing that to provide additional higher education to the northern portion of the College District, including Madras and Warm Springs, the College entered into an agreement with the Bean Foundation of Madras, Oregon. He explained that under the conditions of the agreement, the College must designate a 15 acre parcel out of the available 47 acres as a site for a minimum of 8500 square feet building within five years of the property being conveyed to the College.

Mr. Anthony Dorsch moved that parcel one – 15.3 acres of Bean Foundation property be designated for conveyance to the College. Ms. Connie Lee seconded. MC. Approved.

Yes – Bratton, Foerster, Lee, Overbay, Dorsch

Abstain - Reeder

## BOARD OF DIRECTORS' OPERATIONS

### Board Monitoring/Evaluation – 1<sup>st</sup> Reading – (Exhibit: 9.a)

The Board was apprised of the 1<sup>st</sup> Reading for revision of Board Policy GP II: Board Monitoring/Evaluation.

### Board Member Activities

Mr. Overbay	Attended Board Retreat in Camp Sherman Attended Real Estate Committee Meeting
Mr. Dorsch	Wrote a letter on behalf of the Lynn Lundquist Campaign Attended Board Retreat in Camp Sherman Participated in the Fall Term Band Concert at the Tower Theatre
Mr. Bratton	Attended the Robert Maxwell event in the COCC Library Attended Real Estate Committee Meeting
Ms. Lee	Read and appreciated The Broadside (student newspaper) article regarding student living in Juniper Hall Attended Board Retreat in Camp Sherman Attended OCCA Executive Committee Meeting Attended OCCA Annual Convention in Eagle Crest Attended three presentations of the “Nature of Words” Met w/Matt McCoy, Brynn Pierce and Chris Egertson regarding the Institutional Effectiveness
Dr. Foerster	Attended Board Retreat in Camp Sherman Attended presentations of the “Nature of Words” Sponsored COCC “Young Writers”
Mr. Reeder	Attended Board Retreat in Camp Sherman Phone Calls re: Agenda Planning for Nov. 8 board meeting and for Oct. 20-21 Board Retreat w/Dr. Middleton Met w/Matt McCoy in Madras Attended Real Estate Committee Meeting Attended OSU Advisory Committee Meeting w/Dr. Ed Ray-featured speaker Attended Board Retreat in Camp Sherman

### PRESIDENT'S REPORT

President Middleton reviewed that he is serving on the search committee for the OSU-Cascades CEO-Provost – (Jay Casbon's replacement).

He reported that 43 of COCC's 45 nursing graduates passed the Registered Nurse National Board Exam, giving COCC a pass rate of 96.6 percent. This percentage compares to a state average of 92.4 percent for community college graduates and a 90.6 percent rate for those who graduated from baccalaureate programs.

President Middleton thanked John Gregory for his outstanding service to the college as Director of Fiscal Services and wished him the very best in his new position at Idaho State University.

ADJOURN: 7:55 PM

APPROVED;

ATTEST TO;

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

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

Exhibit: 5.b1  
December 13, 2006  
Approve: \_\_Yes\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College  
New Hire Report  
October - November 2006

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
<b><u>Classified Full-Time</u></b>		
DeSilva, Michele	11/6/2006	Circ Mgr/Tech Fac.
Kimmel, Natalie	10/5/2006	OS2- Cont Educ
Knabe, David	10/17/2006	Custodian
Manzo, Stephanie	10/5/2006	OS2 – Cont Educ
Wright, Eric	10/16/2006	Custodian
<b><u>Non-Faculty Nonbenefitted Ins</u></b>		
King, Benjamin	10/15/2006	
<b><u>Part-Time Faculty</u></b>		
Ellis, Karen	11/1/2006	
Godsey, Alanna	11/1/2006	
Misztal, Tomasz	10/13/2006	
Smith-Marchi, Janel	11/1/2006	
<b><u>Temporary Hourly</u></b>		
Boyd, Patrick	10/31/2006	Computer Lab
Boydston, Rachel	10/1/2006	Notetaker
Brown, Anna	10/19/2006	Childcare Provider
Chouinard, Anne	11/14/2006	ABE Substitute
Crawford, Shannon	11/13/2006	Perf Tech Asst
Danielli, Paolo	10/16/2006	Tutor
Gardiner, Virginia	11/6/2006	
Hardman, Danielle	10/1/2006	Notetaker
Hunter, Angelina	11/1/2006	Childcare Provider
Kenfield, Jeremiah	11/1/2006	EMT Lab Asst
Ling-Scott, Darcey	10/1/2006	Childcare Provider
Martin, Julia	10/12/2006	library aide
McCarthy, Seth	10/20/2006	Tutor
Melendez, Hugo	10/1/2006	Tutor
Morfin, Niguel	11/20/2006	Lab Asst - Auto
Nist, Julie	11/3/2006	Tech Services Aide
Pickle, Sandra	11/1/2006	Office Support
Satterfield, Dondrea	10/3/2006	Childcare
Scofield, Kellie	10/16/2006	Tutor
VanDis, Katrina	11/6/2006	Tutor
Walls, Mark	10/1/2006	Childcare Provider
Zeller, Erin	10/18/2006	Mazama Spvsr

**Temporary Salary Payment**

Arnett, Eve	10/16/2006
Brown, Jack	10/6/2006
Josifek, Jeffrey	10/28/2006
Lezin, Arthur	10/16/2006
Mattie, David	10/1/2006



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: Julie Smith-Executive Assistant  
President and Board of Directors'

**A. Action Under Consideration**

2<sup>nd</sup> Reading, Approval of proposed revision to  
Board Policy GP11: Board Monitoring/Evaluation

**B. Discussion / History**

Old Language: The Board will review and evaluate the President's  
performance at the June Board meeting.

New Language: The Board will review and evaluate the President's  
performance at the **MAY** Board meeting. Prior to the June Board  
meeting the Board Chair and Board Vice Chair will confer with the  
college legal counsel over the review of the President's contract. The  
college legal counsel will confer with the President to develop a mutually  
agreeable contract. A contractual revision may not always result from  
the annual review. Board approval of contract revisions will occur at the  
June Board meeting.

**C. Options / Analysis**

Approve policy revision  
Decline approval of policy revision

**D. Timing**

Approval allows for immediate implementation

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community  
College does hereby approve the proposed language change to GP 11.

**F. Budget Impact**

None

**CENTRAL OREGON COMMUNITY COLLEGE**  
**INTEROFFICE COMMUNICATION**  
**Office of the Vice President and Chief Financial Officer**

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Date: December 13, 2006  
To: Campus  
From: Jim Jones-Vice President and Chief Financial Officer

Subject: **FY 2007-08 Budget Parameters**

It will soon be time to prepare the general fund budget for fiscal year 2007-08. I have outlined below the President and Executive Team's general approach to building next year's budget. While the process is generally the same, there is a slightly different approach this year. We will build the budget in a two-step process.

Firstly, our analysis has indicated that in the past several years the overall amount budgeted has exceeded our expenses in several line items. This is a good result and reflects careful budget management at the departmental level. It does mean that we can strategically reduce budgets without any impact on department operations – it also means there will be less end-of-year residuals. End-of-year residuals are important, but larger than needed residuals may mean that we neglect funding a critical activity expecting that there are insufficient resources. I have asked Executive Team members to work with budget area managers to reduce expense allocations in areas where there have been residual funds in the past several years.

Secondly, after these preliminary reductions have been made, we recognize all budgets should be adjusted to reflect inflationary pressures. The following across the board increases will be included by Fiscal Services in the initial roll-up of the 2007-08 budget. These adjustments will be made to the reduced allocations from step one above or to your prior year expenditures if review by the budget supervisor indicates that step one reductions are not appropriate.

Irregular wages – 4%

*This anticipates impacts from increases in the minimum wage.*

Material and supplies – 0%

Outside services – 0%

*These are two areas where we need to work on economizing.*

Travel – 3%

*This anticipates impacts of increases in the federal reimbursement rates and overall increases in travel and lodging expenses.*

Capital outlay – 3%

*This anticipates general inflationary increase in regular purchases.*

**CENTRAL OREGON COMMUNITY COLLEGE**

**2007-08 BUDGET CALENDAR**

**2007**

- January 3 Initial current service level (CSL) general fund expense budget roll up. Departments should start review of current non-general fund budgets for any changes.
- January 8 General Fund budgets distributed and reviewed based upon development parameters.
- January 10 Cash flow presentation to Board of Directors and Budget Committee members based upon current funding assumptions. Discussion of 2007-08 budget themes and key issues.
- February 9 Fax to the Bulletin: Notice of Budget Committee Meeting.
- February 14 First Notice of Budget Committee Meeting.
- February 16 Non-general fund budgets due to Fiscal Services
- February 28 Fax to the Bulletin: Notice of Budget Committee Meeting.
- March 1 All general fund changes due to Fiscal Services.
- March 5 Second Notice of Budget Committee Meeting.
- March 14 First meeting of Budget Committee. Updated Cash Flow presentation; Budget Message and initial budget presentation and discussion.
- March 15-  
May 7 Budget Committee work sessions as scheduled.
- April 11 Budget Committee Meeting. Continue budget review and discussion.
- May 9 Budget Committee Meeting. Continue budget review and discussion. Consider approval of budget.
- June 1 Fax to the Bulletin: Notice of Budget Hearing (including summaries).
- June 6 Notice of Budget Hearing to appear in The Bulletin (including summaries).
- June 13 Budget Hearing: Adopt budget, levy taxes, and make appropriations.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** Lisa Bloyer-Accounting Manager

**A. Action Under Consideration**

Approve the change of the college mileage reimbursement rate from .445 cents to .485 cents per mile effective January 1, 2007.

**B. Discussion/History**

It has been the College's practice to adjust its mileage reimbursement rate in concert with federal mileage reimbursement rate. Effective January 1, 2007, that reimbursement rate will change to .485 cents per mile. This adjustment is enacted to correspond to an increase in prices for vehicles and gasoline.

**C. Options/Analysis**

Approve the increase for the mileage reimbursement rate.  
Do not approve the increase.

**D. Timing**

Action is requested at this time.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize the change of the mileage reimbursement rate to .485 cents per mile effective January 1, 2007.

**F. Budget Impact**

The proposed Fiscal Year Budget for 2006/2007 overall will be adequate to accommodate the change in reimbursement rates.