

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting - AGENDA
Tuesday, July 17, 2007 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Reeder
	II. Oath of Office – (Miller)			Reeder
	III. Election of 2007-08 Chair & Vice Chair			
6:15 pm	Executive Session:			
	ORS 192.660 (1)(d) Labor Negotiations			Jones/Buckles
	ORS 192.660 (1)(e) Real Property Transactions			Jones/Middleton
6:45 pm	IV. Introduction of Guests			Chair
6:50 pm	V. Agenda Changes			
6:50 pm	VI. Public Hearing and Testimony			
	A.			
6:55 pm	VII. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, June 13, 2007	7.a1	X	Smith
	B. Personnel			
	1. New Hire Report (June 2007)	7.b1	X	Buckles ^A
	C. Approval to Hire		X	
	1. Approval to Hire (Hamlin, Buck, Magidson, Lane)	7.c1	X	Buckles ^A
	2. Approval to Hire (Wheeler)	7.c2	X	Buckles ^A
	D. Safe Deposit Box Access	7.d	X	Jones ^A
7:05 pm	VIII. Information Items			
	A. Campus Indicators-Graduation Trends	8.a*	X	Pierce
	B. 2 nd Reading – Executive Limitations - (EL5 – Asset Protection)	8.b		Andresen
	C. Summer School Enrollment	8.c		Moore ^A
7:15 pm	IX. Old Business			
	A. Meeting Underserved Population Needs	9.a		Middleton ^P
	1. Board Mtg. Presentation of April 2007	9.a1		
	2. Board Mtg. Info. Item of March 14, 07 – (Meeting Underserved Needs –Access Opps)	9.a2		
	3. Board Mtg. Handouts of March 14, 07 (OR Leadership Institute/Pop Charts/Asset Test Results)	9.a3		
	B. Legislative Impacts-Update			Middleton ^P
	C. Health/Science Center-Update			Middleton/Jones ^P
7:25 pm	X. New Business			
	A. Naming of Buildings & Areas of the Campus	10.a*	X	Middleton
	B. Faculty Bargaining Unit Agreement, 2007-10	10.b*	X	Buckles ^A
	C. ABE Bargaining Unit Agreement, 2007-09	10.c*	X	Buckles ^A
	D. Admin/Profesnl NonMangrl/Confidencl/Supervisory (Salary/Benefits, 2007-08)	10.d*	X	Buckles ^A

(New Business continued -)

	E.	Tech Prep Program Fees	10.e	X	Walsh/ Carnahan ^A
7:40 pm	XI.	Board of Directors' Operations			
	A.	Board Appointments	11.a		Chair
		1. Standing Committee/Appointments			
		a. President's Evaluation Committee			
		b. Board Self-Evaluation Committee			
		2. Consultative			
		a. Sub-Committee on Policy Review			
		b. Long Range Real Estate Committee			
		3. Liaison			
		a. College Affairs Committee Rep.			
		b. Foundation Rep.			
		c. Oregon Community College Assoc. (OCCA) Rep.			
		d. OSU-Cascades Advisory Board Appointment (Official Appt. made by OSU President)			
		e. ACCT Voting Delegate (Conference Attendee)			
	B.	August Board Meeting Cancellation	11.b	X	Chair
	C.	Date selection for Fall Board Retreat-October 2007			Chair
	D.	Board Member Activities			
8:10 pm	XII.	President's Report			
	A.	Accreditation Update			Middleton ^P
8:25 pm	XIII.	Dates			
	A.	ACCT Convention/ San Diego – September 26-29			
	B.				

* 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, June 13, 2007 – 2:30 PM
Culver School District Board Room, Culver, Oregon

PRESENT: Donald Reeder, Connie Lee, Dr. Joyce Garrett, Dr. Ronald Foerster, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Dana Bratton, John Overbay, Anthony Dorsch

INTRODUCTION OF GUESTS:

Charley Miller-Board Member Elect, Matt McCoy, Lowell Lamberton-2007-08 Faculty Forum President, Kathy Walsh, David Dona, Alicia Moore, Ron Paradis, Jim Jones, Gene Zinkgraf, Lisa Bloyer, Carol Moorehead, Dan Cecchini, Yoko Minoura-The Bulletin.

Adjourn Board of Directors' Public Meeting

FORMAL OPENING OF PUBLIC HEARING & TESTIMONY FOR 2007-08 BUDGET:

Budget Hearing Input: - None

ADOPTION OF THE COLLEGE BUDGET FOR 2007-08, BUDGET RESOLUTION I:

Dr. Joyce Garrett moved to Adopt the 2007-08 Budget, Resolution I – Exhibit 4.a, as approved by the Budget Committee on May 9, 2007 with Modifications:

- a) General Fund: increase in State Support of \$561,307.
- b) General Fund: decrease in Tuition Revenue of <\$145,018>.

Ms. Connie Lee seconded the motion.

Roll Call:

Yes – Garrett, Reeder, Lee, Foerster

MCU. Approved.

M06/07:1

APPROPRIATION OF 2007-08, BUDGET RESOLUTION II:

Ms. Connie Lee moved to adopt Appropriation Resolution II – Exhibit: 4.b.

Dr. Joyce Garrett seconded the motion.

Roll Call:

Yes – Garrett, Reeder, Lee, Foerster

MCU. Approved

M06/07:2

LEVY PROPERTY TAXES 2007-08, BUDGET RESOLUTION III:

Dr. Ronald Foerster moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 4.c. Dr. Joyce Garrett seconded the motion.

Roll Call:

Yes-Garrett, Reeder, Lee, Foerster

MCU. Approved. M06/07:3

ADJOURNMENT OF PUBLIC HEARING FOR 2007-08 BUDGET

RECONVENE as - Executive Session:

ORS 192.660 (1)(d) Labor Negotiations

ORS 192.660 (1)(i) Performance Evaluation of CEO

ADJOURN Executive Session

RECONVENE Regular Public Board of Directors' Meeting

AGENDA CHANGES: *Addition: New Business: (Exhibit: 11.d)- Transfer from General Fund to Capital Projects Fund.*

PUBLIC HEARING AND TESTIMONY:

Mayor of Culver

Mr. Dan Harden-Mayor of Culver, Oregon gave historical background on the farming community of Culver, noting the town incorporated 97 years ago. The population of Culver 20 years ago was 420 and has grown to its current population count of 1160.

Thank You Letter- (Handout: 7.c)

Chair Reeder read a Thank You letter from Dr. Robert L. Barber-President Emeritus, past president of Central Oregon Community College, thanking the Board for their action in naming the COCC Library the Robert L. Barber Library.

CONSENT AGENDA:

Ms. Connie Lee moved to approve the Consent Agenda. Dr. Ronald Foerster seconded. MCU. Approved. M06/07:4

BE IT RESOLVED that the Board of Directors' reviewed and approved the Budget Committee Meeting Minutes of May 9, 2007 and the Meeting Minutes of May 9, 2007 (Exhibits: 8.a1 & 8.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the May 2007 New Hire Report (Exhibit: 8.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Carrie Coil-Full Time Foundation Accountant. (Exhibit: 8.b2);

BE IT RESOLVED that the Board of Directors' do hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 8.c1);

BE IT RESOLVED the Board of Directors' do hereby approve James E. Middleton, James R. Jones, and Matthew McCoy as custodian of funds and the financial institutions as depositories of District Funds as noted in (Exhibit: 8.c2);

BE IT RESOLVED that the Board of Directors' do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and that James R. Jones and Matthew McCoy be designated Deputy Clerks and Sharla Andresen be delegated limited signing authority as specified in Section B, for the period July 1, 2007 through June 30, 2008 (Exhibit: 8.c3);

BE IT RESOLVED that the Board of Directors' do hereby authorize the transfer of budget and a like amount of appropriation authority as specified in the attached budget change forms (Exhibit: 8.d);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Donna Raymond, Vicky Ryan and Lawrence Hahn for 2007-08 (Exhibit: 8.e);

INFORMATION ITEMS:

Financial Statements – (Exhibit: 9.a)

The Board of Directors' were apprised of the May 2007 Financial Statements.

Silver Paragon Award – (Exhibit: 9.c)

“Connecting with Our Community,” COCC’s fall schedule of classes/community newsletter, was recently honored with a Silver Paragon Award by the National Council for Marketing and Public Relations. This award recognizes the publication as the second-best community college class schedule in the country.

1st Reading – Executive Limitations-EL5 Asset Protection – (Exhibit: 9.d)

The proposed change - Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) allow personnel access to material amounts of funds without purchasing a fidelity bond or providing equivalent coverage.

2007-08 Maintenance Projects Schedule (Exhibits: 9.e & 9.e1)

Per Board Policy, EL5: Asset Protection, the College’s maintenance projects (schedule) must be reviewed at least annually. This policy ensures that College assets remain protected and adequately maintained.

NEW BUSINESS:

Tuition, 2007-08 (Exhibit: 11.a)

Set 2007-08 tuition rates for credit courses at \$63/credit hour for in-district tuition; \$86/credit hour for out-of-district tuition, and \$176/credit hour for out-of-state/international tuition. This represents No increase over the 2006-07 tuition rates.

Dr. Ronald Foerster moved to approve no increase to the 2007-08 credit tuition schedule, recommending continuation of the 2006-07 rates as follows: In-district tuition \$63/credit hour, Out of district tuition \$86/credit hour, and Out-of-state/international tuition \$177/credit hour. (Effective summer quarter 2007) (Exhibit: 11.a). Dr. Joyce Garrett seconded the motion. MCU. Approved. M06/07:5

Canvass of Votes – Election Results (Exhibit: 11.b)

Abstract of votes for the May 15, 2007 election for Zones 5, 6 and 7 – COCC Board of Directors.

Dr. Joyce Garrett moved to approve the May 15, 2007 election canvass of votes. Dr. Ronald Foerster seconded the motion. MCU. Approved. M06/07:6

President's Evaluation

President's Evaluation Committee: Dr. Joyce Garrett-Chair, Dana Bratton, John Overbay. Dr. Garrett reviewed the evaluation summary statement from the Board of Directors, noting that President Middleton's performance meets and exceeds expectations in all areas regarding the college's mission, vision and goals. The Board thanked President Middleton for his dedication to the advancement of COCC as it serves the citizens of Central Oregon.

President's Contract

Dr. Joyce Garrett moved to increase Dr. Middleton's salary 2.5% over his 2006-07 salary for the 12 month period of July 1, 2007 through June 30, 2008, and continuing thereafter during the term of this employment contract or any extension thereof, unless modified or changed by the parties; deferred compensation amended to read: at any time during the direct salary compensation year, Dr. Middleton shall be allowed to direct the College to reduce the amount of direct salary compensation by such amount as Dr. Middleton authorizes, and the College shall place 167% of such reduced direct compensation into a qualified deferred compensation (457) or tax sheltered annuity (403(b)) plan designated by Dr. Middleton. In no case shall the College's portion of the 167% exceed more than \$15,000.; In each three years of service, Dr. Middleton shall be allowed an additional forty days of sabbatical leave at one-hundred percent of his salary. Such sabbatical shall be taken within the three year period following accrual of such sabbatical leave, at a time as agreed upon between Dr. Middleton and the Board of Directors. Extend contract for additional one year period. Dr. Ron Foerster seconded. MCU. Approved. M06/07:7

Budget Transfer (Handout: 11.d)

Mr. David Dona-Associate Chief Financial Officer, requested the Board's approval to transfer \$500,000. from the general fund to the capital projects fund (new construction reserve). He reviewed that the College has a history of setting aside funds for its construction projects. Currently, the College is working to build up reserves in anticipation of new construction, capital repairs and maintenance projects.

Ms. Connie Lee moved to authorize the transfer of \$500,000. from the general fund to the capital projects funds (new projects reserve). Dr. Ronald Foerster seconded. MCU. Approved. M06/07:8

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

- Ms. Lee** Attended the OCCA Executive Committee Mtg.
Met w/CCWD Commissioner Cam Preus-Braly
Marshall High School Graduation
Keyes Trust Meeting
Summit High School Graduation – Scholarship presentation
Keynote Speaker at GED ceremony
- Mr. Reeder** Presented Scholarships at Culver High School
Wrote Letters-to-the Editor re: state funding
3 phone calls to Legislators re: state funding
Breakfast with Dr. Robert Barber re: Library Naming
Phone call to Julie Smith re: Culver Board Meeting and Tours
- Dr. Foerster** Presented Scholarships at Summit High School
Meeting with President Middleton re: budget
Attended City Club of Bend meeting
- Dr. Garrett** Presented scholarships at Crook County Christian High School
Attended April 30 Board Retreat
Meetings re: Culinary
Attended COCC Commencement

PRESIDENT'S REPORT

President Middleton thanked the Board of their support, noting “it’s a pleasure to be here and work with the Central Oregon community and students and to lead at this institution, COCC has great faculty, staff and a strong administrative team”.

President Middleton reviewed that COCC was the only community college in the state that did not receive an increase in funding from state resources for 2007-09, compared to 2005-07 (excepting those colleges which saw fund reductions due to enrollment decline).

President Middleton reported that Mr. Ross Tomlin-Dean of Instruction has resigned his position and will be taking a new position at Umpqua Community College as Vice President for Academic Affairs. The College congratulates Mr. Tomlin on his new position. Ms. Diana Glenn-Professor of Computer and Information Systems, has been assigned as Interim Dean of Instruction.

ADJOURN: 4:10 PM

APPROVED;

ATTEST TO;

Mr. Anthony J. Dorsch, Board Chair

Dr. James E. Middleton, President

Central Oregon Community College

New Hire Report

June 2007

Name	Date Hired	Job Title
Part-Time Faculty		
Patrick-Hines, Tara	6/25/2007	PT Instructor, ECE
Temporary Hourly		
Ahrendt, Ryan	6/1/2007	EMS Lab Assistant
Flanagan, Jamie	6/1/2007	EMS Lab Assistant
Guinn, Joshua	6/1/2007	EMS Lab Assistant
Kaczynski, Keith	6/21/2007	Computer Lab Asst.
Radcliffe, Lauren	6/6/2007	Massage Therapy Asst.
Sawyer, Joseph	6/1/2007	EMS Lab Assistant
Wilson, Andrew	6/12/2007	ITS Tech Support

Central Oregon Community College

RESOLUTION

Prepared by: Dr. Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contract for Annemarie Hamlin, Martin Buck, Eric Magidson and Dawn Lane

B. Discussion/History

The one-year temporary instructor of Composition contract for Annemarie Hamlin is a replacement position and filled by a national search.

The one-year temporary instructor of Automotive contract for Martin Buck is a sabbatical replacement position.

The one-year temporary instructor of CIS contract for Eric Magidson is a replacement position.

The one-year temporary instructor of Nursing contract for Dawn Lane is a replacement position.

C. Options/Analysis

Approve the contract for Annemarie Hamlin, Martin Buck, Eric Magidson and Dawn Lane.

Decline approval of the contract for Annemarie Hamlin, Martin Buck, Eric Magidson and Dawn Lane

D. Timing

For the 2007-08 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Annemarie Hamlin, Martin Buck, Eric Magidson and Dawn Lane for the 07-08 academic year.

F. Budget Impact

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

G. Miscellaneous

Annemarie Hamlin

One Year Temporary Instructor of Composition

Annemarie Hamlin taught composition and literature full time for the past 10 years at La Sierra University, in southern California. Annemarie received the Distinguished Faculty Award in 2005. Annemarie also taught for 2 years at Mt. San Antonica College in Walnut, California. She completed her BA at Pacific Union College, followed by an MA in 1991 and PhD in 1998 at Claremont Graduate College in California.

Martin Buck

One Year Temporary Instructor of Automotive

Martin Buck holds an A.A.S. degree in Automotive Technology from Mt. Hood Community College. He also holds a Ford ASSET (Automotive Student Service Educational Training) certification as well as Advanced Engine Performance, Evaluation Team, and Masters Certification from the National Institute for Automotive Service Excellence. For the past seven years Martin has taught automotive technology in high schools including Capital Center, Madras, and Crook County High Schools.

Eric Magidson

One Year Temporary Instructor of CIS

Before coming to COCC, Eric Magidson was the Director of Information Technology at Columbia Aircraft Manufacturing in Bend. He is the founder of Ordinal Associates, an IT Outpartner for local businesses. Eric also worked as an IT Manager and Commercial Accounts Manager for Lumbermen's Insurance and Financial Services.

Eric started his education at Central Oregon Community College, graduating with Associate of Science degree in Computer Information Systems. He has a Bachelor of Science in Information Technology from the Oregon Institute of Technology with minors in Accounting, Business, and Management Information Systems. Eric has several industry certifications from Microsoft and CISCO Systems. Eric was recognized with the "Accomplished Under 40 Award" by the Cascade Business News for outstanding business and civic professionals under age 40.

Dawn Lane

One Year Temporary Instructor of Nursing

Dawn M. Lane grew up in St. Paul, Minnesota. She received her associate degree in nursing at Lakewood Community College in White Bear Lake, Minnesota June 06, 1980. After practicing in a wide variety of clinical settings for 23 years, including the U.S. Army Reserve Nurse Corp, she returned to school to complete a Bachelor of Science degree in Nursing. She completed her undergraduate degree at Oregon Health and Sciences University in June, 2003. She is currently pursuing a Masters degree in Nursing in the Family Nurse Practitioner tract with Gonzaga University in Spokane, Washington. Dawn began teaching the CNA program at COCC in 1999.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for Paul Wheeler, Full-time Academic Advisor/Coordinator of Career Services.

B. Discussion/History

The employment contract for Paul Wheeler is for an administrative position. This position was filled through an external College search.

C. Options/Analysis

Approve the employment contract for Paul Wheeler.
Decline approval of the employment contract for Paul Wheeler

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2007-08 fiscal year his employment will begin on July 30, 2007 through June 30, 2008.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Mr. Wheeler earned a B.S. with a major in math from the University of Idaho and a M.Ed. in Counseling Education from Plymouth State University, including graduate coursework in career counseling. He comes to COCC from Plymouth State University where he has worked in residential life for seven years. This position provided him experience with direct services to students in career discussions and goal setting, crisis situations, discipline issues, and retention. Mr. Wheeler served on numerous committees at the University including work on residence director selection and training, the University's first year experience program, and summer orientation. Mr. Wheeler was awarded New Hampshire's 2005 Outstanding Mid Level Professional by NASPA, Student Affairs Administrators in Higher Education.

Exhibit: 7.d
July 17, 2007
Approval ____ 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

Along with Julie A. Smith-Executive Assistant-President & Board of Directors and James R. Jones-Vice President & Chief Financial Officer

Add - James E. Middleton-President as authorized to access the College safe deposit box.

Remove – Robert L. Barber as authorized to access the College safe deposit box.

B. Discussion/History

The college secures a safe deposit box at the Western Bank a division of Washington Mutual Bank, located at 450 NW Franklin - Bend, Oregon.

The purpose of the safe deposit box is to store “microfiche” - scanned historical copies of

- Official Board Minutes
- Student Records

C. Options/Analysis

Approve adding Dr. Middleton and removing Dr. Barber from the list of persons approved to access the safe deposit box.

Disapprove this change and/or make another change.

D. Recommendation

BE IT RESOLVED that the Central Oregon Community College Board of Directors' do hereby authorize the addition of James E. Middleton as a person with authority to access the College's safe deposit box and remove Robert L. Barber's access. In addition the Board of Directors' affirms the authority of Julie A. Smith and James R. Jones to access the safe deposit box.

Exhibit: 8.b
July 17, 2007
Approve: ____ Yes ____ No
Motion: ____

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
RESOLUTION

Prepared by: Sharla Andresen-Financial & Contract Analyst & AA/EEO Officer

A. Action Under Consideration

Second reading, proposed revision of Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow unbonded personnel access to material amounts of funds.

B. Discussion/History

First reading was approved at the June 13, 2007 Board of Directors Meeting.

C. Options/Analysis

Approve proposed change to Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow personnel access to material amounts of funds without purchasing a fidelity bond or providing equivalent coverage.

Disapprove proposed change to Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow personnel access to material amounts of funds without purchasing a fidelity bond or providing equivalent coverage.

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District do hereby approve proposed change to Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow personnel access to material amounts of funds without purchasing a fidelity bond or providing equivalent coverage.

E. Budget Impact

This change will save the College approximately \$375 per year with no reduction in protection to the College.

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

Prepared by: Alicia Moore, Interim Dean of Student & Enrollment Services
 Carol Moorehead, Dean of Continuing Education

Summer Term Enrollment 2006 vs. 2007				
Credit Headcount	Summer 2006	Summer 2007	% Difference 06 vs. 07	# Difference 06 vs. 07
Concurrent High School Students	39	44	12.8%	5
New, First Time Freshman	63	76	20.6%	13
New, Transfer In Students	107	108	0.9%	1
Continuing Students	631	658	4.3%	27
Students Returning After an Absence of a Year or More	62	69	11.3%	7
Total Credit Headcount	902	955	5.9%	53

Credit FTE	126.67	142.12	12.2%	15
Noncredit FTE	28.28	25.40	-10%	-2.88
Total FTE	154.95	167.52	7.5%	12.57

Comments/Observations:

- Credit headcount and FTE are up significantly. The growth is attributed to expanded advertising and outreach efforts by Admissions & Records Office and College Relations and a new scholarship opportunity coordinated by Admissions & Records, Financial Aid and the Foundation. The scholarship is designed to encourage high performing spring term students to continue taking classes summer term and/or work towards an earlier degree completion goal.
- We lost 27 students during the first two weeks of the term of summer 2006, but gained 14 students for the same period this year. While it's too soon to assess, the gain is partially attributed to the new scholarship which requires students to enroll in a minimum of six credits.
- While summer credit headcount and FTE will not be finalized until after the end of summer term, it is anticipated that in comparing annual 2005-06 to 2006-07 numbers, that overall credit headcount will increase by 1% and FTE will be down by 1%.
- Adult Basic Education enrollment is up over last summer: an additional ELL course is offered in Redmond; the Bend GED class has 17 more students this summer than last; and enrollment in Bend ELL classes is also up. The FTE and headcount for summer 2007 should increase as registration in high school courses and GED Practice Test will continue throughout the term.
- Enrollment in Community Learning classes is down this summer compared to last summer: last summer, Community Learning offered several high enrollment customized trainings on customer service (120 students), OYCC leadership training (72 students) and Lean Manufacturing for Northland (57 students); and the Business Development Center's "How to Start a Business" classes had much higher enrollment numbers last summer. Several contracted trainings are scheduled for later this summer and as a result, FTE will increase as the term progresses.

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: James E Middleton - President

A. ISSUE: Underserved Students

B. DISCUSSION / HISTORY:

At the March and April Board meetings, the Board review goals and elements from the Vision Concept Paper which guide college initiatives to better serve traditionally “underserved” students. The President provided the general framework; administrative leadership then outlined programs, initiatives and performance data relative to various initiatives. It is now appropriate for the Board to return to the earlier framework to determine:

1. If goals, vision and expectations are appropriate and sufficiently clear
2. If college staff should modify time and resource allocations to improve performance

The following matrix was provided to the Board in April to guide such analysis.

	College Performance on Target	College Performance and Resource Allocation Need to be Adjusted
Board Goals, Vision and Expectations Adequate	A. <i>Good goals</i> <i>Performance on target</i> <i>Keep going</i>	B. <i>Good goals</i> <i>Need to reposition resources, time, and improve outcomes</i>
Board Goals, Vision and Expectation Need to be Modified	C. <i>Goals inadequate</i> <i>Clarify targets – then evaluate performance</i>	D. <i>Goals inadequate</i> <i>Also need to reposition resources, time, and improve outcomes</i>

Board Options

- Modify board goals, vision and expectations relative to traditionally underserved populations
- Affirm current board goals, vision and expectations relative to traditionally underserved populations
- Identify new performance parameters for college staff to be accomplished within a specific time frame.
- Affirm that current initiatives and anticipated outcomes are adequate given existing time and fiscal resources.

April 2007 Board Meeting Presentation

Serving “Underserved” Populations

1

Board Goals

- Be a district-wide community
- Have adult population with learning skills for family-wage employment
- Have adult population with academic achievement and skills for education beyond CC level
- Work collaboratively
- Have wide-ranging opportunities to enhance learning
- Support diversity

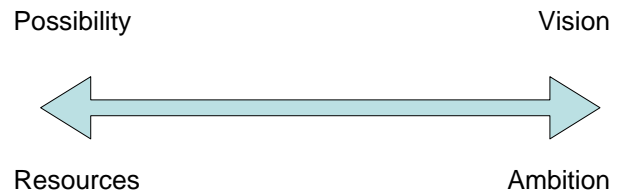
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Vision Concept Paper

- All COCCD programs will aim to expand the reach of lifelong learning opportunities throughout the district
- COCC remains committed to providing educational opportunities for adult learners at all levels of skill and knowledge
- COCC will make innovative use of distance education technologies
- In the next five years, the College will expand learning opportunities beyond Bend where significant growth in demand for education is anticipated.
 - Progress will be shaped by (a) cost effectiveness of initiatives, (b) focused grants, financial contributions and community partner support (c) demand/opportunities for programs meeting specific localized needs.
- College will collaborate with local high schools to provide options for achieving college credit for students while in high school
- COCC will reduce or remove barriers which might limit educational opportunities for any group of individuals within our service district.

3

The Challenge



4

The Response

Create Strategic Frameworks to guide decisions within the Vision/Resource challenges.

- Outreach/Recruitment/Student Support (Alicia)
- Targeted programs (Kathy)
- Scheduling of courses – which one's where

Review these frameworks – then Board discussion.

5

Board Options

	College Performance on Target	College Performance and Resource Allocation Need to be Adjusted
Board Goals, Vision and Expectations Adequate	A. Good goals Performance on target Keep going	B. Good goals Need to reposition resources, time, and improve outcomes
Board Goals, Vision and Expectation Need to be Modified	C. Goals inadequate Clarify targets – then evaluate performance	D. Goals inadequate Also need to reposition resources, time, and improve outcomes

6

Meeting Underserved Needs through Access Opportunities

March 14, 2007

Introduction

Central Oregon Community College has a strong commitment to serving the needs of all area residents and increasing access by removing barriers to education, whether they are barriers created by distance, finances, academic background, race or ethnicity. Through both long-standing and new and innovative programs and services, COCC hopes to increase participation among members of the various groups who have been traditionally underserved.

Demographics

[SEE ATTACHED POPULATION/ENROLLMENT TABLES]

Current - Ongoing Initiatives

Adult Basic Education & College Preparation - Academic preparation for students needing basic skills training and/or preparation for completing a GED or high school diploma; includes English language learning.

- ELL - English Language Learning for people from other countries, who want to learn to speak, read and write English; includes Even Start, a family literacy program.
- Citizenship Prep - Instruction in English for immigrants who want to earn their US citizenship
- GED Prep/College Prep - General Education Development for people who have not completed high school and want to take the GED exam; skills improvement in reading, writing, and math.
- High School Diploma - Adult high school for those wanting to earn a COCC high school diploma. High School Courses Program - High school courses for public school students with counselor referrals who want to take courses to meet their high schools' requirements
- COCC Computer Labs - Open labs free to COCC students and to the public in Prineville, Madras and La Pine.
- Transitions to College – For basic skills students considering enrolling in College classes

Advising & Counseling - COCC's CAP Center provides career, academic and personal counseling to all students, as well as coordinating COCC's placement testing services. CAP Center counselors, along with assistance from faculty advisors and Admissions & Records Staff, are the first-point-of-contact for all incoming certificate- or degree-seeking students, coordinate the pre-advising workshop, offer placement testing on the Bend and Redmond campuses as well as in all in-district high schools. The CAP Center also contracts with St. Charles Medical Center to provide mental health counseling and has an on-site certified career counselor; all services are free to all students.

Bookstore Online Access - May purchase textbooks and selected supplies online:
www.cocc.edu/bookstore Processed three ways: 1) pre-paid picked-up at bookstore, 2) pre-paid

shipped to student, or 3) reserved (held in the bookstore), picked-up, and paid for in the bookstore (highest use). Considering possibility of all students using their bookstore credit for pre-paid or shipped online orders - currently cannot because of signature verification requirements. Financial aid students can reserve books online and pick up at the bookstore. Secured site overseen by COCC ITS Dept., managed by bookstore, allows Visa, MC, Discover, checks and cash payments.

College Bound - College Bound is an event aimed at encouraging fifth graders from lower-income Central Oregon elementary schools that college is possible, no matter their background. The Admissions & Records Office coordinates up to ten professionals to speak with students about different careers and the importance of education to those careers. Students apply to COCC, get a letter of admission, get a scholarship to attend COCC for a day; and spend a day on the COCC campus taking classes from COCC faculty, meeting with current students, touring the campus and related activities. COCC also sponsors a mini-graduation ceremony for students and their parents. The event started in 1999 and participants of the first program started classes fall 2006.

“College Knowledge” Workshops & “College Success Program”, Redmond High School - COCC hosts various “college knowledge” workshops throughout Central Oregon, with topics focusing on searching for scholarships; choosing a college; differences between public and private, two-year and four-year institutions; financial aid; and related college and university information. The goal of these workshops is to provide participants with the tools needed to make the right decision about their higher education options. In cooperation with Redmond High School, COCC’s Admissions & Records Office started a year-long workshop series in fall 2006, with eight workshops scheduled throughout the academic year.

Continuing Education

- **Business Development Center** - Offers *free* business advising at the Redmond campus weekly. Clients come from Madras, Prineville and Redmond.
 - **Small Business Management** program enrollment and visits to the business sites including businesses outside of Bend.
- **On-line Classes** – Continuing Education provides access to hundreds of non-credit skill building classes on-line averaging 40 students enrolled per month.

Developmental Course Work - Nationwide, fully 50% of high school graduates enter community colleges needing remediation in basic skills areas (reading, writing, and/or math) before they are able to succeed in college level work. To enable high school students the opportunity to take additional math and writing courses in high school to prepare for college, we are giving placement tests in many high schools early in a high school student’s career. We offer literacy-based writing courses and a range of developmental mathematics courses, beginning in ABE and continuing into over a year of non-transfer credit instruction. Because the need for such courses is even higher in certain outlying areas of the district, we are experimenting with a variety of modes of delivery to make these courses available. For the past three years we have provided all developmental levels of math in and on-line format with tutoring assistance at both the Bend and Redmond campuses. We find that the courses further both longer term college completion goals and short term employability goals.

Financial Aid Services - COCC’s Office of Student Financial Aid coordinates the federal financial aid programs (Stafford loans, Parent Plus Loans, Pell Grants, Oregon Opportunity Grants, Oregon Educational Opportunity Grants and Work-Study) and the Foundation Scholarship program; provides personal financial aid and financial assistance counseling; coordinates the Turner and Luminary Fund emergency scholarship program; and offers financial aid, scholarship and financial planning workshops.

Library Online Access - Approximately 4,000 e-books, 500 e-journals, 50 databases. 24/7 access to our catalog, the Summit catalog, e-reference, e-reserves, e-interlibrary loan requests. This does not include such things as links to online government publications through the catalog or our government documents website.

Mosaic - COCC and OSU-Cascades coordinate an on-campus recruiting event for high school students of color. The primary purpose of the event is to give students an opportunity to visit the Bend

campus and get a feel for college-life by participating in classes taught by COCC and OSU-Cascades faculty, meeting with current COCC students, touring the campus and related activities. Nearly 100 high school students and their counselors attended Mosaic this year.

Native American Program - COCC's Native American program works to ensure a successful college experience for Native American students by providing personal support services, culturally enriching activities, academic advising and registration assistance. Another function of the Native American Program (NAP) is to bring forth concerns and recommendations and act upon them to foster a welcoming and positive learning environment, as well as working to increase understanding of native issues both on campus and beyond.

Radiology Technician – With the help of DOLETA funding, Linn Benton Community College and COCC partnered to provide a distance education opportunity for students living in Central Oregon to obtain an AAS degree in Radiation Technology. Students were assisted in completing program prerequisites by the Allied Health Advisor in the CAPS Center. Rural hospitals in Madras and Prineville identified incumbent workers who were part of the first cohort of students. The program plans to admit additional 3-4 student cohorts fall of 2007 and potentially fall 2008.

Testing & Tutoring - This student centered learning resource provides tutoring (at no additional charge to credit students) in twenty subjects with 74 hours/week availability. Tutoring in eight areas is available on the Redmond Campus, to reduce the geographic challenge for students, and we are considering ways of providing service in more locations via distance (at this point, phone tutoring is available for students unable to get to either campus). Various ethnicities are served through the provision of math and Spanish language tutoring in the Multi-Cultural Center, ESL tutoring in the writing lab.

Veteran Services - COCC provides a full-time position dedicated to helping veterans with their educational funding, coordinating visits with a Veterans' Affairs advisor, tracking veteran progress towards degrees and helping to ensure they meet federal veteran funding requirements.

Current – Recent Initiatives

“Achieve Your Dream” Scholarship Program - In spring 2006, COCC created the “Achieve Your Dream” scholarship targeted toward students with a “mid” level of financial need (meaning that they are not in a low enough income bracket to qualify for grants, but aren't in so high of a bracket that they can pay college expenses out-of-pocket), as research shows that this population tends to be the group that will put off their education due to financial constraints and lack of federal aid. The \$1,000 scholarship was awarded to 59 students for fall term and initial assessment results show that compared to the overall student population, AYD students registered for and completed a higher number of credits, had a slightly higher GPA and had a higher retention rate. As a result, Admissions & Records and Financial Aid will continue to work with the Foundation to strategically award scholarship dollars to help the institution reach its enrollment targets and more importantly, help students meet their educational goals.

College Now/Tech Prep - The College Now/Tech Prep program offers high school students, working with their high school teachers, the opportunity to gain the essential skills needed for many technical fields.

College Now/Transfer - COCC is working with area high schools to offer college-level general education transfer courses in the high school. Courses are articulated with College faculty and taught by high school teachers exclusively for high school students.

Continuing Education

- **Customized Training** - We recently trained eighty individuals for the Madras school district in Spanish for Educators; provided ELL training in Prineville for Contact Lumber

- **Continuing Education /Community Learning** - In a partnership with the Crook County Foundation we are offering Leadership Crook County, a nine month program to develop the skills of future community leaders. We are delivering Spanish for Educators in Redmond.
- **Redmond Student Services** - Services to students in Redmond have expanded to keep pace with the growing population; advising, placement testing, financial aid information are all available along with registration and cashiering.
- **Services to Warm Springs** - In collaboration with OSU's Extension Services and the Early Childhood Education program at Cascades campus, COCC is providing placement testing, advising and classes for students who have determined they want to seek post-secondary education.

Expanded Online/Hybrid Course – Recognizing a desire from students to have choices about educational delivery options, COCC offers selected courses in online and/or hybrid formats. Online courses are delivered via web-based technology and offer students the opportunity to complete all coursework through this format. Hybrid courses (as offered currently) combine face to face instruction with additional web based learning opportunities. This year, 46 online and 12 hybrid courses are offered. For 2007/2008, these options expand with the addition of 10 new online and 25 new hybrid courses.

Expanded Options - This program allows students to take college classes and the high school pays for associated tuition, fees and books.

High School Options

- Concurrent enrollment – High School students can Take up to 11 credits at COCC whether the class is offered on the Bend or Redmond campuses, or in other locations in Central Oregon. Students pay full tuition and fees and register just like any other college student.
- Contracted Concurrent - Some high schools may opt to contract with COCC to offer a specific transfer course to a group of their students. Tuition and fees will vary, based on the contract with the high school. We are currently providing classes on request in the Sisters and Crook County High Schools.

Multicultural Center / Diversity Coordinator - COCC created a Multicultural Center, accessible for all students, approximately five years ago. The primary mission of the center is to provide a safe and supportive atmosphere for all students and create a greater awareness of diversity issues. Beginning fall 2006, COCC also created a half-time temporary Diversity Coordinator position whose primary responsibilities include providing personal and academic support services for students, working with Human Resources to ensure that applicant pools reflect the diversity of Central Oregon, working with faculty on multicultural curriculum projects and coordinating special events to increase the understanding of diversity issues for the campus and community.

Oregon Leadership Institute - This program works with the local Latino community to expand and extend COCC's Latino educational and developmental mentoring program. Because of an influx of Hispanics into Central Oregon, COCC is motivated to continue these efforts by increasing the number of high school and middle school students exposed to the program. This program expansion, generously supported by a grant from the Braemar Charitable Trust, helps provide younger students with tools for academic success, leadership and civic engagement. Approximately 30 students per term attend on campus sessions with COCC faculty and students that emphasize leadership, team work, conflict resolution, career exploration and community participation.

Future Initiatives

Continuing Education - QuickBooks software is now available in Madras, Sisters, Prineville, La Pine and Redmond. We have applied for a grant to supplement these classes in rural areas by providing individual coaching for the businesses and to assist them with implementation. We have applied for a

grant through USDA for scholarships for rural area students enrolled in health care courses such as Phlebotomy and Pharmacy Tech training.

Expanded Courses in Redmond - To better serve the northern region of the district, in 2007-08 COCC is doubling the number of credit classes offered on the Redmond Campus and leading to the AAOT.

Facilities Plan - The facilities Master Plan of 2002-12 being updated to aid in vision for the near future - 2006 to 2012. Review committee updating plan for Awbrey Butte Campus to accord with vision of a campus inviting to students and visitors, conducive to learning, and promoting a sense of secure and usable place. Planned facilities beyond Bend – Madras, Prineville and possibly other areas – remain as previously recommended. Update intended to integrate new or improved buildings and way finding with existing site contours, maximize pedestrian use and minimize vehicle traffic, integrate signage, and place new buildings to create inviting walkways and comfortable gathering areas. Update will be presented to the College through internal governance process for review and refinement before finalizing.

Gilchrist High School – COCC is a partner with GHS as it seeks funding for a National Rural Scholars Program to assist underserved low-income youth to improve academic performance, graduate from high school and obtain a college education.

La Pine Business Training - Continuing Education along with La Pine's chamber of commerce is surveying membership to determine what additional business related classes should be scheduled.

Madras Willow Creek Community School - COCC staff sits on the curriculum design committee and will be providing curriculum articulation assistance to help assure graduates are "college ready".

"Step Up to College" - In collaboration with local school districts COCC is developing a program to offer classes and services to former high school dropouts. Students earn a high school diploma and college credits.

Student & Community Outreach Coordinator - COCC is currently in the process of hiring a Student & Community Outreach Coordinator position whose primary responsibilities will be to provide enrollment and academic support to COCC students from the Prineville, Madras and Redmond communities. This position will also coordinate recruiting and outreach activities and represent the College at various community events. Anticipated hiring date is mid-March.

Student Services in Redmond - Since the fall of 2005, a financial aid staff member has spent two days per week at the Redmond campus providing personal financial aid assistance to students and a CAP Center academic advisor is scheduled for four hours per week for on-site academic advising. Beginning fall 2006, Enrollment Services and the CAP Center partnered to expand student services at the Redmond Campus by providing workshops on topics such as financial aid, choosing a major, searching for scholarships; hosting orientation sessions about COCC's nursing program; scheduling admissions advising appointments and COCC open house/admissions programs; and related activities. Over 75 students participated in these programs.

TheCollegePlace/ECMC - COCC recently partnered with the Educational Credit Management Corporation (ECMC) to provide administrative overhead, office space and related support for "The College Place". TCP's primary purpose is to provide college information to Central Oregon high school students or other community members from low-income families, first-generation college students, minority student or other at-risk populations. While the goal is to encourage all students that college is possible, regardless of the student's choice of institutions, efforts in other areas of the country show a positive enrollment impact for the host institution.

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

Prepared by: Kathy Walsh, Vice President for Instruction
Lonna Carnahan, College Now/Tech Prep and Perkins Coordinator

A. Action under Consideration

Set College Now/Tech Prep fees to \$10 per class. This represents a \$10 per class decrease over fees from the 2002-03 through 2006-07 fees.

B. Discussion/History

In operation since 2000-01, COCC's College Now/Tech Prep (CN/TP) program offers high school students the opportunity to earn college credit for COCC professional technical courses while in high school; courses may lead to an associate of applied science degree or certificate of completion. Qualified high school instructors teach CN/TP courses in their classroom during regular high school hours. Courses are currently offered in allied health, automotive, aviation, biology, business administration, computer information systems, criminal justice, culinary, dental assisting, drafting, early childhood education, forestry, manufacturing and nursing.

The program began in 2000-01 and for its first two years, charged \$10 per course and generated approximately 61 FTE in 2001-02. In 2002-03, the College increased the College Now/Tech Prep fee to \$20 per class and enrollment dropped to 32 FTE that year. Since the fee increase, enrollment held steady at an average of 34 FTE/year. It has only been in the prior two years that FTE has begun to reach past enrollment records.

The High Desert Educational Services District (ESD) partners with COCC in regards to Carl Perkins Title II Grant. The funding formula for this grant recently changed and is now partially based on the number of College Now/Tech Prep registrations at each community college. Therefore, the more College Now/Tech Prep registrations, the more money flows into the Regional Tech Prep Grant. In order to raise awareness of higher education options and enrollment in the program, the ESD recently proposed that COCC lower its CN/TP fee to \$10 per class and offered to pay the difference of the lost income in 2007-08 (up to \$6,000) and will increase this amount in future years as enrollment grows.

Changing the CN/TP fee aligns well with recent actions to make college more accessible to students (no increase in COCC's 2007-08 tuition rates and an increase in state financial aid dollars) as well as with efforts to increase the awareness of higher education options for area high school students (creation of the College Now/Transfer and Expanded Options programs and the development of the Student & Community Outreach Coordinator position). Past research has shown that 42% of seniors who participate in COCC's College Now/Tech Prep courses while in high school matriculate to COCC's credit classes.

C. Options/Analysis

Approve the College Now/Tech Prep tuition rates as proposed
Not approve the College Now/Tech Prep tuition rates as proposed
Recommend other actions or amounts.

D. **Timing**

Approval is requested at this time.

E. **Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College approves that the College Now/Tech Prep fee be decreased to \$10 per class beginning with Fall 2007 courses.

F. **Budget Impact**

No impact.

Central Oregon Community College
Board of Directors

BOARD APPOINTMENTS, 2007-08

STANDING COMMITTEES

Board Self-Evaluation Committee

2007-08

2006-07 Foerster-Chair, Dorsch, Lee
2005-06 Overbay-Chair, Garrett, Dorsch
2004-05 Lee-Chair, Bratton, Reeder

President's Evaluation Committee

2007-08

2006-07 Garrett-Chair, Overbay, Bratton
2005-06 Lee-Chair, Bratton, Reeder
2004-05 Dorsch-Chair, Overbay, Garrett

COCC Memorial Education, (Keyes Trust) 2 yr. term

2007-09

2005-07 Lee
2003-05 Lee
2001-03 Carnahan

CONSULTATIVE

Sub Committee on Policy Review

2007-08

2006-07 Garrett-Chair, Lee, Foerster, Middleton
2005-06 Bratton-Chair, Lee, Dorsch, Middleton
2004-05 Bratton-Chair, Lee, Dorsch, Middleton

Long Range Real Estate Committee

2007-08

2006-07 Bratton-Chair, Overbay, Reeder
2005-06 Overbay, Bratton, Reeder
2004-05 Bratton, Overbay, Reeder

INTERNAL LIAISONS

College Affairs

2007-08

2006-07 Foerster
2005-06 Foerster
2004-05 Board Rotation (members will be informed of Mtg. dates)

Foundation

2007-08
2006-07 Bratton/Overbay
2005-06 Overbay
2004-05 Bratton

EXTERNAL LIAISONS

Oregon Community College Association – (OCCA)

2007-08
2006-07 Lee
2005-06 Garrett
2004-05 Lee

OSU-Cascades Advisory Board – Appointment Made by OSU President

2007-08
2006-07 Garrett
2005-06 Reeder
2004-05 Reeder

ACCT Voting Delegate

2007-08
2006-07 Garrett-Conference Attendee
2005-06 Garrett - Conference Attendee
2004-05 Reeder/Bratton – Conference Attendees

Exhibit: 11.b
July 17, 2007
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 2007 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

Hold August 2007 Board of Directors' meeting.

Cancel August 2007 Board of Directors' meeting.

D. Timing

This decision needs to be made prior to the scheduled August 8, 2007 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 8, 2007 Board of Directors' meeting.

F. Budget Impact Minimal