



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Tuesday, November 13, 2007 – 6:30 PM
Christensen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:30 pm	I. Call to Order			
	II. Introduction of Guests			
	III. Agenda Changes			
6:35 pm	IV. Public Hearing and Testimony			
	A. Legislative Update			Rep. Burley
6:55pm	V. Consent Agenda***			
	A. Minutes			
	1. October 10, 2007	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (October 2007)	5.b1	X	Buckles
	C. Approval to hire (Elms)	5.c	X	Walsh
	D. Reimbursement from future issue of Bonds	5.d	X	Jones
	E. Credit Cards	5.e	X	Bloyer
	F. Merchant Agreement	5.f	X	Bloyer
7:00 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators – IR Webpage Update	6.b*		Pierce ^A
	C. Information Technology Update (Facilities/Event Scheduling)	6.c		Middleton/McCoy ^P
	D. Academic Program Planning	6.d		Kuhar ^P
	1. Program Goals, Allied Health	6.d1		
	2. Draft-Long Range Plan, Allied Health/Nursing	6.d2		
7:30 pm	VII. Old Business			
	A. COCC Board of Directors-Priorities for 2007-09	7.a	X	Middleton ^P
	1. Priorities – Strategic Plan	7.a1		
7:45 pm	VIII. New Business			
	A. Architect Selection- (Allied Health/Science Bldg. & Ochoco Remodel)	8.a	X	Kuhar/Jones ^A
	B. Budget Transfer (From New Constr./Campus Renov. into Campus Center Bldg.)	8.b	X	Jones ^A
	C. <u>Adjourn</u> as COCC Board of Directors <u>Convene</u> as Local Public Contract Review Board			
	1. Opportunity for Public Testimony on Changes to COCC Purchasing Procedures			
	2. Background of Recommended Changes to CCRP	8.c2		
	3. Consider changes to COCC Purchasing Procedures – 8.c3		X	Mosier ^P
	D. <u>Adjourn</u> as Local Public Contract Review Board <u>Convene</u> as COCC Board of Directors			

8:00 pm IX. Board of Directors' Operations
A. Board Member Activities

8:15 pm X. President's Report
A.

Middleton

XI. Dates:

8:30 pm XII. 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. = indicates a Presentation will be provided.

A = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting MINUTES
Wednesday, October 10, 2007 – 6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: John Overbay, Connie Lee, Dr. Joyce Garrett, Charley Miller, Dr. Ronald Foerster, Donald Reeder, Anthony Dorsch, Ronald Bryant-Board Attorney, Dr. James E. Middleton-President, Julie Smith-Executive Assistant.

INTRODUCTION OF GUESTS: Jim Weaver, Matt McCoy, Kathy Walsh, Ron Paradis, Jim Jones, Gene Zinkgraf, Alicia Moore, Lisa Bloyer, David Dona, Lowell Lamberton, Diana Glenn, Mary Jeanne Kuhar, Dan Cecchini, Carol Moorehead, Andrea Henderson, Executive Director- OCCA, Emily Henderson, Sheila Miller-The Bulletin and others.

AGENDA CHANGES: *Addition:* Approval to Hire (Schoppa) Exhibit: 5.d;
Deletion: of Local Public Contract Review Board- 8.b.

PUBLIC HEARING AND TESTIMONY:

Ms. Andrea Henderson-Executive Director of the Oregon Community College Association (OCCA) visits each of the 17 community colleges throughout the state on a yearly basis, she gave a legislative update and reported on two upcoming strategic conversations.

Ms. Henderson reported that efforts will continue to push for investment in community colleges. The last Legislative funding requests from community colleges were for \$529M and \$500M was received; Capital Construction requests were for \$103M and \$40M was received. OCCA is continuing to push to receive the shortfall in the February 2008 Legislative session.

For the 2009 Legislative Session - the Governor has recently presented a budget for a minimum - 10% increase in the funding budget for community colleges.

Ms. Henderson emphasized that the community colleges should hold "strategic conversations" in their communities. "We need to have these conversations throughout the state so we can tell the Legislators what our communities want from our community colleges, rather than the Legislators telling us what they think the citizens want."

Ms. Henderson talked about the state's accountability/performance measurements, noting that legislators believe the local boards are responsible for assuring that their colleges are meeting the established measurements.

The Governor's vision for the year 2025 -

- 40% of Oregon's adult population will have a bachelor's degree;
- 40% certificates or AA degrees, and
- 20% high school diplomas.

She reported on the two executive orders that the Governor has issued for community colleges -

1. Set up of a 'revenue forecasting committee' that will help determine the current service level budget.

2. Task Force that will produce a quality education model for community colleges and the University System.

Ms. Henderson thanked Ms. Connie Lee for service as this year's Chair of OCCA.

Ms. Henderson reviewed that the annual OCCA Convention will be held in Sunriver, Oregon October 25-27.

The Board thanked Ms. Henderson for her attendance and report.

CONSENT AGENDA:

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the September 12, 2007 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the September 2007 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Justine Mallon, Full-time, assistant Director of the Bookstore (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Heather Schoppa, Full-time Assistant Director of Admissions & Records (Exhibit: 5.d).

Ms. Connie Lee motioned to approve the Consent Agenda. Dr. Joyce Garrett seconded the motion. MCU. Approved. M10/07:1

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

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

President Middleton reviewed that the college is experiencing its largest credit enrollment increase in over 10 years. The college is up 10% in both unduplicated credit student headcount and FTE from fall 2006. He noted that the official count will be available after the fourth week of the term.

Changes to FTE Guidelines (Exhibit: 6.c)

Ms. Alicia Moore-Dean of Student and Enrollment Services, reviewed how the State of Oregon's Department of Community Colleges and Workforce Development provides guidelines as to how Oregon's community colleges count reimbursable and non-reimbursable FTE (full-time equivalency). She noted that the last FTE Guidelines were updated in 2001. An FTE Guidelines Committee was formed to review the existing guidelines and recommend changes.

Ms. Moore reviewed the proposed changes.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Dorsch	Meeting w/Matt McCoy at the Dorsch residence re: college business
Mr. Reeder	None to report
Mr. Miller	OSU-Cascades Advisory Board – small group Orientation by Kathy Walsh and Matt McCoy
Dr. Garrett	Member of Facilities Committee for Crook County School District as COCC representative Attended Anthony's Homeport Fund Raising Event for the Culinary Capital Campaign
Ms. Lee	Attended the ACCT Conference in San Diego
Dr. Foerster	Attended the ACCT Conference in San Diego
Mr. Overbay	Phone call w/President Middleton re: Planning for October Board Meeting Agenda and Board Retreat Attended Anthony's Homeport – Culinary Capital Campaign fund raiser

Mr. Jim Weaver–Executive Director for the Foundation, reported that the Anthony's Homeport Culinary Capital Campaign fund raiser event, netted \$25,000 raising \$10,000 more than last year's event. Anthony's Homeport Restaurant, a strong supporter of the Culinary Capital Campaign, generously donated the restaurant, time, service and food for the event.

The Board of Directors', President Middleton and Mr. Weaver, expressed their appreciation and thanks to Anthony's Homeport for their generous support.

PRESIDENT'S REPORT:

Award

President Middleton reported that the National Association for Community Colleges for the Humanities has selected Dr. Stacey L. Donohue-Professor of English at COCC, as the 2007 distinguished educator of the year. Dr. Donohue will be formally recognized at the upcoming national convention in San Antonio, Texas.

Board Retreat

President Middleton distributed a draft of the COCC Comprehensive Institutional Plan, asking that the Board review for discussion at the upcoming Board Retreat – October 12-13.

ADJOURN: 7:30 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
November 13, 2007
Approve: __Yes__No
Motion: _____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – OCTOBER 2007

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Bodyfelt, Margaret	10/08/2007	Enrollment Specialist II
Green, Autumn	10/22/2007	Admin Support Specialist
Noll, Gary	10/23/2007	Maint. Spec., Electrician
Part-Time Faculty		
Pernotto, Mark	10/01/2007	Lib. Special Projects
Temporary Hourly		
Coffey, Shane	10/10/2007	Lab Assistant - Forestry
DeWilde, Kristine	10/01/2007	Lab Asst. for Photo Lab
Goetz, Heidi	10/15/2007	Auto-CAD Tutor
Jensen, Angela	10/01/2007	Clothed Model
Mazur, Erin	10/15/2007	German Tutor
Nielson, Donna	10/01/2007	Notetaker
Renfro, April	10/05/2007	Scribe for Disability Svcs.
Sanders, Shane	10/02/2007	French Tutor
Smith, Loren	10/04/2007	Substitute ESL Instructor
Stevens, Irene	10/08/2007	Clothed Art Model

Exhibit: 5.c
November 13, 2007
Approved: Yes ___ No ___
Motion: _____

Central Oregon Community College

RESOLUTION

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

A. Action Under Consideration

Approve the contract for Carla Elms.

B. Discussion/History

The two-term temporary instructor/Program Coordinator of Medical Assisting is a mid-year resignation replacement position.

C. Options/Analysis

Approve the contract for Carla Elms.

Decline approval of the contract for Carla Elms.

D. Timing

For Winter and Spring 2008 terms.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contract for Carla Elms for two terms beginning Winter 2008.

F. Budget Impact

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

G. Miscellaneous

Carla Elms

Two-Term Temporary Instructor/Program Coordinator Medical Assisting
Carla Elms is a Licensed Practical Nurse who has worked as a Medical Assistant in the Bend area for several years. Carla has a Bachelor's degree in Spanish and teaching experience in COCC's Continuing Education Program.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

Resolution

Prepared by: James R. Jones-Vice President and Chief Financial Officer

A. Action Under Consideration

Approval of a resolution declaring Central Oregon Community College District's intent to reimburse itself for certain expenditures with proceeds from a future issue of bonds.

B. Discussion/History

The Oregon Legislature has approved \$5.8 million towards the construction of an Allied Health and Science Building at COCC. The total cost to construct this building and remodel Ochoco Hall is estimated to be significantly more than that. For the College to be able to construct the building, the College will need to gain voter approval for the issuance of general obligation bonds. The debt service on these bonds will be paid through the levying of additional property tax. To prepare to bring this matter to the voters, the College needs to hire an architect, do programming for the building, prepare schematics and a cost estimate.

In doing the aforementioned work, the College will incur certain costs. These costs can be reimbursed by the proceeds from the bond measure if and when the voters approve it.

While soft costs can always be reimbursed if the bond measure passes, hard costs can only be reimbursed if the Board approves a resolution such as the one contained herein.

The College only has one general obligation bond issue outstanding. This is for the construction of the Robert L. Barber Library. It will be retired in June, 2009.

Options/Analysis

Approve this resolution declaring Central Oregon Community College's intent to reimburse itself for certain expenditures with the proceeds from a future issue of bonds.

Do not approve the resolution.

D. Timing

Action is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District hereby approves the following resolution:

Section 1. The Central Oregon Community College District (the "District") expects to make expenditures from its available funds to pay for the costs of the Allied Health and Science Building, Ochoco remodel, Grandview remodel and Madras College Center projects (the "Projects").

Section 2. The District reasonably expects to issue bonds or other obligations (the "Reimbursement Bonds") and to use the proceeds of the Reimbursement Bonds to reimburse the District for the expenditures it makes from its available funds for the Projects.

Section 3. To permit interest on the Reimbursement Bonds to be excludable from gross income, the Internal Revenue Code of the United States requires that the District declares its intent to reimburse itself from Reimbursement Bond proceeds within 60 days after the first expenditures to be reimbursed are made.

Section 4. The District expects that the principal amount of the Reimbursement Bonds will not exceed \$34,000,000.

F. Other

This resolution has been reviewed and approved by COCC's bond counsel, KNL Gates.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
RESOLUTION

Prepared by: Lisa Bloyer-Accounting Director

A. Actions Under Consideration

Central Oregon Community College (COCC) wishes to enter into an agreement with the Bank of the Cascades to issue credit cards in COCC's name.

B. Discussion/History

COCC's practice for several years has been to make business credit cards available to select departments based on business need. The Bank of the Cascades has added a requirement to their Visa Business Card Agreement that organizations must obtain Board approval, through a resolution, before entering into the Agreement.

COCC has in place certain audit checks to ensure the credit cards are being used appropriately. Those checks include:

- The Vice President & CFO approves all new requests for department credit cards based on business need
- Each department must review a copy of the monthly statement and inform Fiscal Services of any discrepancies
- Transaction slips supporting each transaction are filed and stored either by individual departments or forwarded to Fiscal Services
- Each year selected credit card transactions are audited by COCC's external auditor

C. Options/Analysis

1. Approve the issuance of business credit cards
2. Disapprove the issuance of business credit cards

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District do hereby approve the issuance of business credit cards in the name of COCC.

E. Budget Impact

None

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
RESOLUTION

Prepared by: Lisa Bloyer-Accounting Director

A. Action Under Consideration

Resolution authorizing Central Oregon Community College (COCC) to enter into a Merchant Agreement with the Bank of the Cascades (BOTC) to allow COCC to accept credit card payments for tuition, fees, bookstore charges, and miscellaneous charges.

B. Discussion/History

It has been the long-standing practice of COCC to accept Visa, MasterCard, and Discover credit cards as a form of payment for tuition, fees, bookstore purchases, and miscellaneous charges. The Bank of the Cascades has added a requirement to their Merchant Agreement that organizations must obtain Board approval, through a resolution, before entering into the Agreement. This Resolution would allow COCC to continue this practice of accepting credit card payments.

C. Options/Analysis

1. Approve the acceptance of credit cards as a form of payment
2. Disapprove the acceptance of credit cards as a form of payment

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College District do hereby approve the acceptance of credit cards as a form of payment.

E. Budget Impact

No additional budgetary impact. COCC does pay a fee of approximately 2.25% to BOTC on credit card transactions. This fee would continue. It is felt that the fee is an acceptable cost of doing business because of the convenience to students and the reduction in returned checks the College would otherwise receive.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: James Middleton-President
and Matt McCoy-Vice President for Institutional Advancement

A. Issue

Scheduling of events at any large institution is too often a complex and time consuming process. Recognizing this challenge college staff have worked with the Information Technology department to improve online facility scheduling system and enhance COCC's capacity to share timely and accurate information internally and with the college's community.

B. Discussion/History

Board "Facility Development" priority indicates, "Expand and improve institutional facilities to support ... link with the broader community.

And Board "Respond to regional student and business needs priority indicates, "Maintain open communication with various community groups and businesses,

- Define potential new or modified programs and services*
- Assess the operational and fiscal viability of such programs and services*
- Implement as possible within fiscal and operational capacity.*

The enhanced facility scheduling system better enables community members to schedule events at the college and to develop their awareness of college events. In addition, it assists community members in confirming time and place of events about which they are interested.

Board "Fiscal Viability" priority indicates, "Ensure efficient and cost-effective operations."

The enhanced facility scheduling system decreases the amount of staff time needed to schedule and manage events at the college. It also assists in maximizing efficient use of college facilities.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Mary Jeanne Kuhar-Instructional Dean

A. Issue

Academic program planning in career and technical field is a complex interplay of employer need, student interest, instructional facility space, sufficient instructional and support staff, and appropriate lab and clinical space. Efficient and effective program development requires long lead time to identify potential additions or modifications to the program portfolio, to assess the implementation challenges for specific programs, and, particularly in health care field, to ensure compliance with regulatory guidelines.

B. Discussion/History

Academic staff consult with health care employers and advisors on a continuing basis. Based on that interchange, the Allied Health and Nursing Programs Long Range Plan (2007-17) has been developed. Achieving the identified goals will require facility expansion, lab development, expanded staffing, and close coordination with the health care employers.

Board "Access and Success" Priority indicates, To achieve targeted progress with access and success, the Board believes that strategic partnerships will be increasingly important. The Board expects continuing progress in partnerships with:

- *K-12 partners*
 - As programs are developed, COCC will seek to build appropriate articulation with regional high schools
- *University partners – OSU-Cascades in particular*
 - As programs are developed, COCC will seek to build appropriate pathways to bachelor and graduate degree programs.
- *Regional employers*
 - The plan is the product of close collaboration with regional employers. Program implementation will require continuing collaboration, especially for clinical experiences for students.
- *State agencies and the Oregon CC System*

- New health program will need to meet State and national accreditation standards. Several of the programs included in the plan develop collaboration with other Oregon community colleges to use educational resources efficiently.

Board “Facility Development” priority indicates, “Expand and improve institutional facility to support enrollment growth, enable innovative programming in response to community/student needs, strengthen ... and leverage regional voter support for a construction bond needed to fund the Health and Sciences Center...”

The Plan is an important instructional base for planning and designing new construction and renovation of existing campus facilities.

Board “Fiscal Viability” priority indicates, “Ensure efficient and cost-effective operations.”

The Plan outlines programming initiatives in collaboration with businesses and health care providers and with other Oregon community colleges to ensure appropriate efficiency.

Board “Respond to regional student and business needs priority indicates, “Maintain open communication with various community groups and businesses,

- *Define potential new or modified programs and services*
- *Assess the operational and fiscal viability of such programs and services*
- *Implement as possible within fiscal and operational capacity.*

The Plan identified potential new, expanded and modified programs and services and is designed to set the framework for assessing options and implement those which are feasible.

Allied Health and Nursing Programs DRAFT Long Range Plan Summary

Goal 1: The Allied Health and Nursing programs will be housed in a new Allied Health and Science Building and a newly remodeled Ochoco Hall.

Goal 2: The Allied Health and Nursing programs will be responsive to community workforce needs by increasing capacity in existing programs and adding new health care professional programs as community needs shift.

Goal 3: Allied Health programs will provide career ladders for students so they may continue to add skills and advanced degrees to their baseline health related training.

Goal 4: COCC Allied Health programs will provide access to Continuing Education Opportunities for the degree and certificate programs offered at the college.

Goal 5: The COCC Allied Health facility will be a community resource for basic health care and professional training.

Table 1: Potential Program Growth within 10 years

Program	Existing/Proposed	Format	Current # of students	Proposed # of students	Existing Partnerships	Possible Partnerships
Dental Assisting	Existing	Site based	24	32-36	VIM, CO dental community	ODS
LMT	Existing	Site based	40/20*	40/40**	Rebound PT, community chiropractic clinics	CHC
Medical Assisting	Existing	Site based	24	32-36	CO medical offices/clinics	
Nursing/ADN	Existing	Site based+	72	144 (by 2015)	CHC	CEAHEC Rural hospitals
Nursing/CNA	Existing	Site based	60	60 + 20 (CNA 2)	CEAHEC and CO long term care facilities	CHC
Radiology Technician	Existing/distance ed partnership LBCC	Distance ed + regional	3	4-6	LBCC, CORA, Pioneer and Mt. View Hosp.	CHC
Med lab Technician	Proposed/distance ed partnership PCC	Distance ed + regional		3-6	PCC, Pioneer and Mt. View Hosp.	CHC
Dental Hygiene	Proposed partnership	Regional		20?		ODS
Dental Hygiene	Proposed/distance ed	Distance ed + regional		3-4		LBCC
Pharmacy Technician	Proposed	Site based		16-20		CHC and CO pharmacies
Physical Therapy Assistant	Proposed	Site based		16-20	Physical Therapy Associates	CHC, The Center, Rebound
Noninvasive Cardiovascular Technology	Proposed	Site + distance ed		8-12 statewide		Heart Institute of Cascades, other regional/state hospitals

* 2 cohorts of 20 students in day program; 1 cohort of 20 evening students

** 2 cohorts of 20 students in day program; 2 cohorts of 20 evening students

+ One distance cohort of 17 students graduated 2006

(September 5, 2007; revised November 7, 2007)

**Allied Health and Nursing Programs
DRAFT Long Range Plan
2007-2017**

Program History: The Nursing Program at COCC began in the 1950's with Practical Nursing and was the sole Allied Health program until 1978. That year, students began instruction in two newly approved associate degree programs: Associate Degree in Nursing (ADN) and Health Information Technology. The Allied Health Department was created (separate from the Nursing Department) with the addition of Dental Assisting (1997) and Medical Assisting (1998). Shortly thereafter, Health Information Technology became part of the Allied Health department. Massage Therapy (LMT) and Emergency Medical Technician (EMT) programs moved on campus from the Training Center in 2002 and were integrated into the department as well. All programs have enjoyed robust enrollment and excellent job opportunities within the Central Oregon Area. At this time, COCC is poised to expand existing programs and add others through new onsite programs as well as distance partnerships with other Oregon community colleges and OUS partners.

Long-range Vision/Proposal: COCC through its Allied Health (AH) and Nursing Programs will be a regional leader in providing access to formal educational opportunities and on-going continuing education activities in the area of health education. In this capacity, COCC will be viewed as a community resource with an innovative and responsive eye to the future health care workforce needs in Central Oregon. Through community partnerships with the regional healthcare providers, CEAHEC, other Oregon community colleges and OUS institutions, COCC will expand training opportunities beyond the Bend campus.

Goal 1: The Allied Health and Nursing programs will be housed in a new Allied Health and Science Building and a newly remodeled Ochoco Hall. These new facilities will expand capacity of existing AH programs, allow the development of new "high demand" programs, support and strengthen community partnerships, and encourage collegial support and synergy among faculty members. Additionally, science courses which are critical prerequisites to Allied Health and Nursing programs will be able to expand capacity and thus enlarge the pipeline of students wishing to enter these programs.

Outcome 1A: A new Allied Health and Science facility will enhance capacity of Anatomy and Physiology, Anatomy and Function, Microbiology, and introductory Chemistry courses required for entry into AH and other science based programs.

Outcome 1B: A new Allied Health and Science facility will bring together health-related resources, such as high tech equipment, faculty expertise, and laboratory facilities. By sharing a common facility, faculty in Allied Health, Nursing and Science will have improved communications regarding how key science courses support specific program learning in the Allied Health and Nursing programs.

Background Information: In the past decade, there has been tremendous growth and change in the College's health-related programs, primarily in response to changes in the larger arena of the health-care industry. The Oregon Employment Department recently issued a 10-year Occupational Projections Report, which states that job growth in Oregon from 2004 to 2014 is expected to increase 15%. In the health care fields, growth is expected to increase 24.8%, more than any other major occupational group, creating an additional 25,758 health care job opportunities in Oregon by 2014. The need for additional trained and certified health workers has been established, and candidates are waiting to enter these fields. COCC wants to be better prepared to provide education and trained graduates for this growing job market.

During the previous ten years, COCC added new programs (Dental and Medical Assisting), and incorporated others such as LMT and EMT into the academic program structure. The college has also seen growth and change in long-standing programs such as Nursing and HIT. These programs have grown and changed in a period when our facilities are already in full use. Currently, Allied Health programs are spread out across campus with little room for appropriate storage, offices, equipment, and students. At this point, there is no room to adequately house the current needs of the programs, and future growth will place an even greater burden on the facilities and staff. Pre-requisite science classes often have long waiting lists and it is difficult for all students wishing to take these courses to complete them in one year. In addition to enhancing capacity of the current nursing program, the June 2007 Oregon Employment Department lists Pharmacy Technician, Dental Hygienist and Physical Therapy Assistant as "high demand" occupations. A new facility will allow the development of additional "high demand" health occupation programs.

Outcome 1C: Allied Health programs with community connections will occupy ground floor space in the new building facilitating public access and visibility.

Background: In 2005, COCC formed a partnership with Volunteers in Medicine. From that collaborative effort, the Community Dental Clinic, staffed by volunteer dentists and COCC faculty and students, has provided dental care to un-insured Central Oregon residents. A new facility will enhance and support health care opportunities for Central Oregon residents. Potential also exists for LMT to expand its Community Clinic.

Goal 2: The Allied Health and Nursing programs will be responsive to community workforce needs by increasing capacity in existing programs and adding new health care professional programs as community needs shift.

Outcome 2A: Nursing capacity in the AAS program (currently at 72 students) will expand by up to 16 additional students each year (increase from 36 to 54) by 2010 and double to a total of 144 (72 new students each year) by 2015.

Outcome 2B: The Nursing Department will partner with local and state resources to increase the number of students who complete CNA 1 preparation. Additionally, COCC will work with regional partners such as CHC, CEAHEC, and local skilled nursing facilities to assist students wishing to obtain CNA 2 training in the areas of Acute Care, Restorative Care and Dementia Care.

Background Information: The nursing shortage that is occurring in Oregon was anticipated and documented in 2001 by Dr. Christine Tanner, “Oregon’s Nursing Shortage: A Public Health Crisis in the Making”. This resulted in several state wide efforts to increase the number of students in the educational pipeline at all levels (CNA, LPN, ASN, BSN and MSN) as well as put into place career pathways that allow students to enter the work force for a time and then re-enter the educational pathway to continue with advanced training. The Oregon State Nursing Board has developed curriculum for two levels of CNA certification and Central Oregon long term care employers as well as CHC wish to employ persons with additional skills in Acute Care, Restorative Care and Dementia Care (CNA 2 certification).

Outcome 2C: The Allied Health Department will work with local and statewide partners to provide preparation and entry into accredited Dental Hygiene programs that allow students to complete their training in the Central Oregon area. COCC will provide advising and articulated pre-requisite coursework for students pursuing this career opportunity.

Background Information: The Central Oregon dental community has been most supportive of the current Dental Assisting Program and very interested in the development of a Dental Hygiene Program. The cost of beginning a site based Dental Hygiene program was considered prohibitive when previously explored. Since then, the College has been approached by Oregon Dental Services (ODS) and Linn Benton Community College. ODS is building an office in Bend and plans to begin offering a Dental Hygiene Program in winter 2009. Additionally, LBCC has applied for a grant to extend their existing site based Dental Hygiene program into a distance program with several small cohorts around the state, including Central Oregon. These complimentary programs will open both local and distance education opportunities for COCC students.

Outcome 2D: The Allied Health Department will actively explore and develop if feasible a certificate program for Pharmacy Technician.

Background Information: The above is listed as a High Demand occupation (median wage \$13.86) with an expected 67 job openings from 2004-2014 in the Central Oregon region. Currently, COCC Community Education offers a 45 hour non credit course that prepared students for the Pharmacy Technician Certification Board’s PTCB exam. A credit certificate program will allow students to have a stronger background in anatomy and physiology, medical terminology, communication skills (written and verbal) and technical math.

Outcome 2E: The Allied Health Department will actively explore and develop if feasible a program for Physical Therapy Assistant (PTA).

Background Information: Currently, only one other community college in Oregon offers PTA training leading to an AAS degree. This occupation is an area of high demand with an expected 21 job openings from 2004-2014 in the Central Oregon region. In 2004, the average PTA salary in Oregon was \$42,259. Therapeutic Associates (a partnership with offices in Central Oregon, Portland and Seattle) is willing to partner with COCC for program development and student clinical site placement. Given the recreation rich nature of our area and the growing population in the tri-county area (along with the increasing numbers of elderly individuals in our state), this program seems ripe for a feasibility study and on site program development.

Outcome 2F: The Allied Health Department will work with Portland Community College (PCC) to bring a distance education program for Medical Lab Technician to Central Oregon.

Background information: PCC used grant funding to develop a distance education curriculum for their site based Medical Lab Technician (MLT) program. This partnership allows students to take first year courses in science, math and general education at COCC and their second year coursework through PCC. Didactic training is online and labs are done either in the region or by students traveling to Portland about once per month. Clinical rotations will occur in Central Oregon hospitals. To date, the rural hospitals in Madras and Prineville have been anxious to begin this partnership. CHC has been somewhat reluctant to commit given current work load constraints. At the current time, it may be necessary for students to travel out of region for Microbiology and Blood Bank rotations.

Outcome 2G: COCC will maintain open communication with community healthcare partners and implement new programs when possible based on assessment of net program costs, potential for student placement, projected enrollment, availability of instructional and clinical space, and potential support partnerships.

Background information: COCC has been approached by The Heart Institute of the Cascades to consider development of a regional Noninvasive Cardiovascular Technology program. At this time, only 48 accredited schools exist within the United States and there is a high demand for echocardiography technicians. Developing a highly technical program will require additional college and community resources and likely regional partnerships.

Goal 3: Based on sound understanding of the educational requirements for allied health occupations, Allied Health and Nursing programs will provide career ladders for students so they may continue to add skills and advanced degrees to their baseline health related training.

Outcome 3A: Nursing will work with the state wide Career Pathways effort to develop pathways for nursing (starting with CNA and leading to PhD) that embrace the variety of options available through public and private university nursing programs.

Background: Cascade Healthcare Community has indicated a willingness to develop a highly effective model partnership with COCC. COCC is in the unique position to assist students entering the health care field at the entry level, but CHC has a strong desire to encourage their employees to attain a bachelor's degree within a reasonable period of time. Career pathways (currently a strong focus at the state and national levels) will aid this effort and make clear to students the process for continuing their education.

Outcome 3B: At least one health related "upside down" baccalaureate degree will be offered in Central Oregon (either onsite or by distance education partnerships) by fall 2010.

Background: One potential degree option could be a generic Health Sciences degree (currently in development by OSU), with possibilities for skill-related minors such as Nursing, EMS or Dental Hygiene as options. Other options include a Bachelor of Management degree through OIT.

Goal 4: COCC Allied Health programs will provide access to Continuing Education Opportunities for the degree and certificate programs offered at the college.

Outcome 4A: Each Allied Health program will coordinate, jointly with other programs and the community, at least one CEU opportunity for its professionals every two years.

Background: The Dental Assisting faculty and staff have provided yearly training for local DA's in updated radiology techniques. This program has been so well received that it was forced to move off campus June 2007 due to lack of space in the Dental Assisting lab. The LMT community has expressed interest in workshops that would allow them to earn CEU's at COCC. It is hoped that expanding the size of the LMT classrooms will allow this programming to occur on weekends and other times during scheduled terms.

Goal 5: The COCC Allied Health facility will be a community resource for basic health care and professional training.

Outcome 5A: COCC will work with community health organizations to offer dental care, massage therapy & health care services and screenings to the public at low or reduced costs.

Outcome 5B: Where possible, COCC will make our Allied Health classrooms, laboratories and resources available to the health care community for use as a specialized training venues.

September 5, 2007

Revised November 7, 2007

Exhibit: 7.a
November 13, 2007
Approved: ___Yes___No
Motion: ___

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: James E. Middleton-President

A. Action Under Consideration

Approve Board Priorities for 2007-09

B. Discussion / History

At the 2007 Board Retreat on October 12-13, the Board reviewed the COCC Comprehensive Plan which includes Board Goals, Vision Concept Paper and Strategic Plan. From this discussion, the Board identified tentative goals for the 2007/08 and 2008/09 academic years and indicated the President should formalize wording of specific priorities. The 2007-09 Priorities are being presented for Board approval.

*The Priorities for 2007-09 respond to the listed assessment priority:
“Develop and implement comprehensive planning and assessment systems that define institutional direction, assess student learning, and modify programs, systems and activity based on that assessment.*

C. Options / Analysis

The Board may approve the Priorities for 2007-09 as present.
The Board may disapprove the Priorities for 2007-09 as present.
The Board may modify the Priorities for 2007-09.

D. Timing

Priorities will be applied to the 2007-08 and 2008-09 academic years.

E. Recommendation

BE IT RESOLVED that the Board of Directors of Central Oregon Community College does hereby approve its Priorities for 2007-09 as described in Attachment 7.a1.

F. Budget Impact

Any budgeting imports will be identified and assessed as specific priorities are brought to the Board.

COCC Board of Directors -- Priorities for 2007-09

The Board expects tangible progress across a broad spectrum of the Strategic Plan.

The Board expects college staff to make significant focused progress on the following priorities and, relative to these priorities, expects communication, assessment, and identification of policy issues which require further Board review.

Access and Success – Strengthen student and community access to educational opportunity and success.

- By expanding geographic access in outlying communities
- By expanding strategies which respond to students' challenges due to their personal schedule and other commitments
- By refining and implementing a Strategic Enrollment Management system with data driven enrollment targets
- By supporting enrollment of student groups that have been traditionally underserved
- By minimizing financial barriers to the extent possible

To achieve targeted progress with access and success, the Board believes that strategic partnerships will be increasingly important. Therefore, the Board expects continuing progress in partnerships with:

- K-12 partners
- University partners – OSU-Cascades in particular
- Regional employers
- State agencies and the Oregon CC system

Facility Development – Expand and improve institutional facilities to support enrollment growth, enable innovative programming in response to community/student needs, strengthen sense of campus community and link with the broader community.

- Leverage regional voter support for a construction bond needed to fund the Health and Sciences Center partially funded through State funding and to fund additional facility repurposing, instructional effectiveness and efficiency, service to outlying communities and ADA accessibility.
- Attract alternative financial contributions to support priority facility initiatives.

Assessment – Develop and implement comprehensive planning and assessment systems that define institutional direction, assess student learning, and modify programs, systems and activity based on that assessment.

Fiscal Viability – In response to anticipated reductions in State funding and economic fluctuations and with the goal of achieving above targets:

- Develop alternative revenue streams for the college
- Ensure efficient and cost-effective operations
- Work to maximize to the extent possible fiscal support from the State.

Respond to regional student and business needs.

- Maintain open communication with various community groups and businesses,
 - define potential new or modified programs and services,
 - assess the operational and fiscal viability of such programs and services
 - implement as possible within fiscal and operational capacity.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: MaryJeanne Kuhar-Instructional Dean
and James R. Jones-Vice President and Chief Financial Officer

A. Action Under Consideration

Approve the selection of Yost Grube Hall Architecture (YGH) of Portland and Pinnacle Architecture Inc. of Bend as architects for the Allied Health and Science Building and Ochoco Remodel project. Authorize President Middleton to negotiate and execute all documents necessary to complete the award. This Presidential authorization would be subject to prior College legal council review and approval of the documents.

Discussion/History

The College issued a Request for Proposals (RFP) to select an architect for the Allied Health and Science Building and Ochoco remodel project in August, 2007. The scope of work is divided into two phases. Phase One consists of programming and conceptual design for the buildings and the development of a total project budget. Phase Two would consist of additional design work, development of contract documents, bidding and the construction management phases of the project. Moving to Phase Two is dependent upon financing. If the College is not pleased with the architect's work, it will not be obligated to use the architects in Phase Two.

The College received seven responses to the RFP, six of which were deemed complete and responsive. The proposals were reviewed by a selection committee and three firms were invited for interviews.

The selection committee was comprised of Deb Davies, faculty member Allied Health, Jane Morrow, faculty member Nursing, Carol Higginbotham, faculty member Science, Gene Zinkgraf, Director of Campus Services, Mary Jeanne Kuhar, Instructional Dean and James Jones, Vice President and CFO.

After the interviews, all members of the selection committee participated in extensive reference checks. One site visit occurred.

The committee unanimously recommends that the architectural firms of Yost Grube Hall Architecture of Portland and Pinnacle Architecture Inc. of Bend be selected for the project. This partnership brings together extensive experience in the construction of Science and Health facilities with a local presence. The two firms have partnered together in the past.

The architects' proposed fee for the Phase One work is \$160,980. Phase Two work for construction of the new building is presently a range between 7.9% and 8.6%. Phase Two work for the Ochoco remodel is a range between 7.3% and 8.3%. It is the College's intent that this range be eliminated and a single percentage for the new construction work and a single percentage for the remodel work be in the signed contract.

Exhibit: 8.b
November 13, 2007
Approve: _____ Yes _____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: James R. Jones-Vice President and Chief Financial Officer

A. Action Under Consideration

Approve the transfer of \$1,800,000 from the New Construction and Campus Renovation account in the Capital Projects fund to the Campus Center Building account in the Capital Projects fund.

B. Discussion/History

The College has been working towards construction of a Campus Center Building for some time. It is expected that in December 2007 the College will seek Board of Directors approval to go out for bid on the project. The schedule has the bid being awarded in March 2008 with construction beginning shortly after that.

Earlier the Board had designated the proceeds from the sale of the five acres atop Awbrey Butte go towards the Campus Center Building. The five acres have not sold and project resources are currently short estimated project requirements by \$1.8 million. This is the net amount that was estimated to be realized from the sale of the property. The College will need to find additional resources or put the project on hold.

The New Construction and Campus Renovation account has a balance of approximately \$2.5 million. It is recommended that \$1.8 million be transferred to the Campus Center Building account so that this project may proceed. It is further recommended that when the five acres eventually sell, the proceeds be placed in the New Construction and Campus Renovation account as they will no longer be needed for the Campus Center Building project.

Options/Analysis

Approve the funds transfer as identified above and the eventual redirection of proceeds from the sale of the five acres on Awbrey.

Do not approve the funds transfer and eventual proceeds redirection.

D. Timing

Action is requested at this time. It is important that this issue be resolved so that the Campus Center Building project can either proceed or be placed on hold.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District does hereby approve the transfer of \$1,800,000 from the New Construction and Campus Renovation account in the Capital Projects fund to the Campus Center account in the Capital Projects fund. It is further resolved that the proceeds from the eventual sale of the five acres atop Awbrey Butte will be placed in the New Construction and Campus Renovation account.

F. Budget Impact

The account balance in the New Construction and Campus Renovation account will be reduced by \$1.8 million. The account balance in the Campus Center Building account will be increased by the same amount. As the construction of the Campus Center Building proceeds, that account balance will diminish.

The total fee proposed by the YGH/Pinnacle partnership was the lowest of the three firms brought in for interview.

Options/Analysis

Approve the selection of the aforementioned architects as architects for the Allied Health and Science Building and Ochoco Remodel project. Authorize President Middleton to negotiate and execute all documents necessary to complete the award. This Presidential authorization would be subject to prior College legal council review and approval of the documents.

Do not approve the aforementioned architects as architects for the Allied Health and Science Building and Ochoco Remodel project.

D. Timing

Action is requested at this time. The College would like to schedule 2-3 days of work between the architects and staff in December to begin programming the space. The College hopes to complete the Phase One work by April, 2008, to achieve targeted progress toward project completion. Therefore, it is important that work proceed as soon as practicable.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District do hereby approve the selection of Yost Grube Hall Architecture and Pinnacle Architecture as architects for the Allied Health and Science Building and Ochoco Remodel Project. In addition, President Middleton is authorized to negotiate and execute all documents necessary to complete the award. This Presidential authorization would be subject to prior College legal council review and approval of the documents.

F. Budget Impact

The College has sufficient funds in the Capital Projects fund to pay for the Phase One costs.

**Central Oregon Community College
Journal Entry
October-07**

Exhibit: 8.b
13-Nov-07

(month and year)

Prepared by: James R. Jones

Date prepared: 10/24/2007

No. _____

Approved by: _____

Date approved: _____

Page ___ of ___

Account Name	Banner Index	Account Number	Debit Amount	Credit Amount
General Construction - transfer out	CONSTR	82100	1,800,000.00	
Campus Center - transfer in	STUBLD	81100		1,800,000.00
		Total	1,800,000.00	1,800,000.00
			Total of Debits + Credits	3,600,000.00

Justification: Transfer funds from New Construction to Campus Center Building in order to start construction of
Campus Center Building

Journal Description: _____

Central Oregon Community College

Information:

RECOMMENDED CHANGES TO THE Community College Rules of Procurement- CCRP:

1. Definition of “Best Value”- **NEW**
The proposed definition of “Best Value” is a hybrid developed from statute and NIGP’s dictionary of terms.
2. Note Citation change made to ORS 279B.085(3). This statute was revised last legislative session. It incorporated a new provision for the Secretary of State or the office of the State Treasurer into subsection (3), which shifted the former “(3)” to “(4)”.
3. Modification to the definition of “Contract Value” now includes reference to “economic value”.
4. “Donated Materials and Services” (CCR.205)- **NEW RULE**
(Portland Public Schools’ rules and findings were developed by Miller/Nash law firm.)
5. “Federal Contracts, Purchases under” (CCR.210) – **NEW RULE**
6. “Telecommunications Services” (CCR.230) – **NEW RULE**
(Portland Public Schools’ rules and findings were developed by Miller/Nash law firm.)
7. Modification to “Personal Services” (CCR.250)- elimination of erroneous reference.
8. Change to CCR.280 from “Alternate Contracting Methods” to “Alternative Contracting Methods” so language is consistent with A/G’s.
9. “Donated Public Improvements” (CCR.281)- **NEW RULE**
Similar to CCR.205
10. Change to CCR.320 modifying entities that can receive surplus from College.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Julie Mosier- Purchasing & Scheduling Coordinator

A. Action Under Consideration

Acceptance of proposed changes to the Central Oregon Community College's Rules of Procurement originally adopted by the Board in March, 2005. The changes are intended to keep the College in agreement with the Participating Oregon Community Colleges (POCC) annual revision of the Rules of Procurement as amended by the POCC and the Oregon Revised Statutes and Oregon Administrative Rules.

B. Discussion/History

Beginning in spring, 2004 a task force was brought together from Oregon community colleges. The focus of this group was to create a statewide document that would provide continuity in purchasing and contracting decisions throughout the state's community college system, with only minor variations due to institutional philosophies or needs. In March 2005 the Board, convened as the Local Contract Review Board, adopted the Community College Rules of Procurement (CCRP). This document incorporates rules regarding competitive procurement, personal/professional services, and special procurements. Special procurements are those goods or services that are exempt from competitive processes and which are authorized by the Board in its capacity as the College's Local Contract Review Board.

The CCRP is fashioned in three sections; 100, 200, 300. It was written with the intention that sections 100 and 200 would be consistent between participating community colleges and that section 300 could be modified by each individual college. To date, 13 of the 17 Oregon Community Colleges have adopted these rules.

Pursuant to ORS 279A.065, as changes to the Public Contracting Code occur (ORS Chapters 279A, 279B, and 279C), the Attorney General's model rules must be reviewed and subsequently modified if applicable. In response to recent statutory revisions and administrative changes in the A/G's model rules, it is necessary for the College to make minor modifications to its CCRP, adopted by the Board in March, 2005. These minor revisions and housekeeping measures are reflected in the document attached. Upon approval by the Board, these changes will be incorporated into the CCRP and become effective immediately.

C. Other

Mr. Ron Bryant (Board Attorney) has reviewed and approved these changes.

D. Options/Analysis

- 1) Approve recommended changes to the Community College Rules of Procurement (CCRP).
- 2) Do not approve recommended changes to the (CCRP).

E. Timing

Approval for the aforementioned changes is requested at this time.

F. Recommendation

Be it resolved that the Board of Directors do hereby approve the proposed changes to the CCRP.

G. Budget Impact

None.