

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

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			
	II. Introduction of Guests			
	III. Agenda Changes			
6:10 pm	IV. Public Hearing and Testimony			
	A. OCCA Executive Director (Oregon Community College Assoc.)			Henderson [P]
6:15 pm	V. Consent Agenda***			
	A. Minutes			
	1. September 12, 2007	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (September)	5.b1	X	Buckles ^A
	C. Approval to Hire (Mallon)	5.c	X	Buckles ^A
6:25 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators – Fall Enrollment Trends	6.b*		Pierce ^A
	C. Changes to FTE Guidelines	6.c*		Moore [P]
6:35 pm	VII. Old Business			
6:40 pm	VIII. New Business			
	A. Budget Committee Positions			Paradis [P]
	B. <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. Consider changes to COCC Purchasing Procedures – 8.b2			Mosier [P]
	<u>Adjourn</u> as Local Public Contract Review Board			
	C. <u>Convene</u> as COCC Board of Directors			
	1. Rules of Procurement	8.c1	X	Mosier ^A
7:00 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:15 pm	X. President's Report			Middleton [P]
	A.			
	XI. Dates:			
	A. October 12-13, 2007 – Fall Board Retreat - Sunriver, OR			
	B. October 25-27, OCCA Annual Convention-Sunriver, OR			

* 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, September 12, 2007 – 6:00 PM
Christiansen Board Room, Boyle Education Center

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

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Matt McCoy, Jim Jones, Eric Buckles, Gail Sorensen, Alicia Moore, David Dona, Ron Paradis, Kathy Walsh, Dan Cecchini, Gordon Price, MaryJeanne Kuhar, Lowell Lamberton-Faculty Forum President, Diana Glenn, Lisa Bloyer, Carol Moorehead, Cam Preus-Commissioner of Workforce Development, Michael Pohyar-ASCOCC and others.

PUBLIC HEARING AND TESTIMONY:

ASCOCC - Ms. Alicia Moore-Dean of Student and Enrollment Services, introduced Mr. Gordon Price, new Director of Student Life. Mr. Price introduced Michael Pohyar-ASCOCC executive council member. Mr. Pohyar reported on the upcoming goals for the ASCOCC for the 2007-08 year, with the primary focus on establishing more of a “sense of community” for COCC students .

Commissioner of Workforce Development for Community Colleges

Ms. Cam Preus-Commissioner of Community Colleges and Workforce Development, reported that the 2005-07 biennium budget for Oregon community colleges was equal to the budget for 1999-2001, noting that the new biennium, (began July 2007) allocations are up 17% and that tuition in Oregon is the third highest among the 15 western states. She noted that the Governor’s educational plan calls for

- 40% of all adults over the age of 25 to have a bachelor’s degree or higher
- 40% associates degree or at least some college
- 20% at least a high school diploma.

Ms. Preus reviewed (Handout: 4.b) which charts community college funding and what to expect during the coming biennium.

Ms. Preus thanked Board Member Ms. Connie Lee for her service as Executive Committee President of the Oregon Community College Association (OCCA). She said that Ms. Lee adds “great value to the work of the community college and is doing a remarkable job.”

CONSENT AGENDA:

Mr. Don Reeder moved to approve the Consent Agenda. Dr. Joyce Garrett seconded. MCU. Approved. M09/07:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of July 17, 2007 (Exhibits: 5.a1);

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

BE IT RESOLVED that the Board of Directors' approves the employment contract for Gordon Price-Director of Student and Campus Life (Exhibit: 5.c1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Theresa Freihofer- Instructor of Business (Exhibit: 5.d);

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Campus Indicators-Financial Aid Trends & Summer term Enrollment (Exhibit: 6.b)

President Middleton reviewed that from 2004-05 to 2006-07, student loans have increased 6.8% while grants and scholarships awarded have fluctuated. He noted that over the last three years, loans have remained on average 60% of total amount paid in financial aid with grants and scholarships making up 40%.

He reported that summer enrollment numbers show a projected increase this fall of a least five percent. He noted that enrollment in credit classes on the Redmond campus has doubled, with more than 500 students expected this fall, and the number of high school students taking COCC classes has tripled to over 200.

NEW BUSINESS:

NWCCU Accreditation – Interim Report

President Middleton gave a PowerPoint presentation -Accreditation Overview - which highlighted the recent Accreditation visit from the regional accreditation association. COCC's accreditation was affirmed with the notation that COCC was "moving in the right direction" noting that COCC "has to show more definitive progress on outcome assessment, with emphasis in instruction."

Dr. Kathy Walsh-Vice President for Instruction, summarized the internal work on student learning; assessment at the course, program and degree level.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Ms. Lee	OCCA Executive Board Retreat State Board Retreat New Board Member Retreat Foundation Culinary Campaign Reception All Staff Retreat
Dr. Garrett	Attended reception for OSU-Cascades CEO – Diana Sloane Spoke w/Director of Elementary Ed. Program at OSU-Cascades Facilities Planning Committee for Crook County School District
Mr. Reeder	Meetings w/Matt McCoy and President Middleton Re: fund raising
Mr. Miller	Reviewed Foundation Scholarship Applications Attended Culinary Capital Campaign reception Meeting w/OSU-Cascades CEO – Diana Sloane Orientation w/Mr. Jim Jones
Dr. Foerster	Meeting w/John Overbay and President Middleton Re: Board Retreat Attended OSU-Cascades Reception Arrangements to attend ACCT San Diego Congress
Mr. Overbay	Meeting w/Ron Foerster and President Middleton Re: Board Retreat and Board Meeting Agenda Meeting w/Touchmark Meeting w/President Middleton Re: Touchmark

Agenda – Priorities for October 12-13 Board Retreat (Handout: 8.b

President Middleton reviewed the tentative Agenda for the upcoming Board Retreat.

Mr. Miller, Dr. Garrett, Ms. Lee and Mr. Overbay requested that they be registered for the upcoming October OCCA Annual Convention in Sunriver, Oregon.

PRESIDENT'S REPORT

Fall 2007 Enrollment Indicators

President Middleton reviewed PowerPoint presentation given at the All Staff Retreat that highlights COCC's enrollment increases/successes -

- Summer Term
- Redmond Campus
- Financial Aid Scholarships

He noted that much of the success is due to the major increase in the college's marketing efforts.

ADJOURN: 8:05 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
October 10, 2007
Approve: __Yes__No
Motion:_____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – SEPTEMBER 2007

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Anders, W	9/5/2007	Custodian
Botts, Terri	9/4/2007	Admin Assist II
Helmbrecht, Eugen	9/4/2007	Performance Technician
Temporary Hourly		
Bruce, Matthew	9/4/2007	Textbook Clerk
Campbell, Arlee	9/17/2007	Student Ambassador
Elliott, Stacie	9/17/2007	Math/Biology Tutor
Jones, Jeric	9/1/2007	Sign Language Interpreter
McCallum, Deana	9/12/2007	Bookstore Cashier
Mitchell, Nicole	9/17/2007	Notetaker
Thorson, Danae	9/17/2007	Student Ambassador
Wallace, Monty	9/12/2007	Computer Lab Assistant

Central Oregon Community College

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for
Justine Mallon, Full-time, Assistant Director of the Bookstore.

B. Discussion/History

The employment contract for Justine Mallon is for an administrative position. This position was filled through an external national College search.

C. Options/Analysis

Approve the employment contract for Justine Mallon.
Decline approval of the employment contract for Justine Mallon

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2007-08 fiscal year the initial employment contract period will be from October 29, 2007 through June 30, 2008. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Mallon received her Bachelor's degree in Communication Arts from the University of Wisconsin. She has been employed for the past seven years as a Retail Manager at Whittaker Mountaineering in Washington where her responsibilities include customer relations, supervising, purchasing, merchandising, and advertising. Previous experience includes two years as a supervisor at Mt. Hood Meadows Nordic Center and three years as an Executive Administrative Assistant with Mt. Hood Meadows Ski Resort.

RECOMMENDED CHANGES TO THE 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 and 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.