

CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – *AGENDA*  
Wednesday, September 12, 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. Commissioner of Workforce Development – (Community College Funding and Legislative Wrap-Up)			Preus-Braly <sup>P</sup>
6:30 pm	V. Consent Agenda***			
	A. Minutes			
	1. July 17, 2007	5.a1	X	Smith <sup>A</sup>
	B. Personnel			
	1. New Hire Report (July/August)	5.b1	X	Buckles <sup>A</sup>
	C. Approve Contract (Price)	5.c	X	Buckles <sup>A</sup>
6:35 pm	VI. Information Items			
	A. Financial Statements – August 2007	6.a		Bloyer <sup>A</sup>
	September 2007	6.a1*		
	B. Campus Indicators – Financial Aid / Summer Term Enrollment	6.b *		Pierce <sup>A</sup>
7:00 pm	VII. New Business			
	A. NWCCU Accreditation - Interim Report from April 2007- Next Steps			Walsh <sup>A</sup>
7:15 pm	VIII. Board of Directors' Operations			
	A. Board Member Activities			
	B. Agenda – Priorities for October 12-13, Fall Board Retreat			
7:35 pm	IX. President's Report			Middleton <sup>P</sup>
	A. Fall 2007 Enrollment Indicators			
	X. Dates:			
	A. October 12-13, Fall Board Retreat-Sunriver			
	B. October 25-27, OCCA Annual Convention-Sunriver			

\* 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. <sup>P</sup> = 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, July 17, 2007 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

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

**OATH OF OFFICE:**

Chair Reeder 'swore in' newly elected Board Member, Mr. Charley Miller with the Oath of Office. The Board of Directors and President Middleton, welcomes Mr. Miller to the Board of Directors' of Central Oregon Community College.

**ELECTION 2007-08 CHAIR & VICE CHAIR:**

**Mr. Anthony Dorsch moved to cast a single ballot nominating Mr. John Overbay as Chair of the Board of Directors' for 2007-08. Ms. Connie Lee seconded. MCU. Approved. M07/07:1**

**Ms. Connie Lee moved to cast a single ballot nominating Dr. Ronald Foerster as Vice Chair for the Board of Directors' for 2007-08. Mr. Anthony Dorsch seconded. MCU. Approved. M07/07:2**

**Presentation:** President Middleton presented a gavel plaque to Mr. Donald Reeder for his good work and service as 2006-07 Board Chair.

6:15 pm - **Adjourn to Executive Session:** ORS 192.660 (1)(d) Labor Negotiations  
ORS 192.660 (1)(e) Real Property Transactions

**Adjourn Executive Session:**

6:45 pm – **Reconvene Regular Public Board of Directors' Meeting:**

**INTRODUCTION OF GUESTS:**

Jim Jones, Eric Buckles, Gail Sorensen, Alicia Moore, David Dona, Ron Paradis, Kathy Walsh, MaryJeanne Kuhar, Lowell Lamberton-2007-08 Faculty Forum President, Diana Glenn, Gene Zinkgraf, Lisa Bloyer, Carol Moorehead, Lonna Carnahan, Jim Weaver, John Shannon-Classified Association President, Dan Cecchini, Monique Balas-The Bulletin.

**PUBLIC HEARING AND TESTIMONY:** None

CONSENT AGENDA:

Ms. Connie Lee moved to approve the Consent Agenda. Mr. Charley Miller seconded. MCU. Approved. M07/07:3

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of June 13, 2007 (Exhibits: 7.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the June 2007 New Hire Report (Exhibit: 7.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Hamlin, Buck, Magidson and Lane (Exhibit: 7.c1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Paul Wheeler-Full Time Academic Advisor/Coordinator of Career Services (Exhibit: 7.c2);

BE IT RESOLVED that the Board of Directors' do hereby authorize the addition of James E. Middleton as person of authority to access the College's safe deposit box and remove Robert L. Barber's access. In addition, the Board affirms the authority of Julie A. Smith and James R. Jones to access the safe deposit box (Exhibit: 7.d);

BE IT RESOLVED that the Board of Directors' does hereby approve the 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 (Exhibit: 7.e).

INFORMATION ITEMS:

Campus Indicators-Graduation Trends (Exhibit: 8.a)

The Board of Directors' were apprised of the 2006-07 preliminary numbers that indicate a leveling off of certificate/degrees awarded.

The preliminary numbers follow a period of significant growth – between 1995-96 and 2005-06, COCC experienced a 93% overall increase in certificates and degrees conferred. The upward trend may be attributed to a campus-wide effort to promote degree completion, changes to the associate of arts – Oregon transfer degree that made the degree more attainable for many students and the formation of the CAP (Careers, Academic and Personal Counseling) center - whose primary mission is to provide academic advising assistance.

Summer School Enrollment (Exhibit: 8.c)

Ms. Alicia Moore-Interim Dean of Student & Enrollment Services, reported that the credit headcount and FTE numbers are up significantly for summer enrollment. 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.

President Middleton noted that the increase in summer enrollment is an approximate \$50K increase in additional revenue.

OLD BUSINESS:

Meeting Underserved Population Needs (Exhibit: 9.a, 9.a1,9.a2, 9.a30

President Middleton reviewed previous board meeting discussions regarding meeting the needs of 'underserved students'.

Mr. Don Reeder recommended a closure to the discussion and giving direction to staff on how to proceed.

Board consensus is that the staff and faculty performance is on target and to continue moving forward.

Legislative Impacts-Update (Handout: 9.b)

President Middleton reviewed the College's fiscal outlook, following the Legislative session - using PowerPoint presentation (Handout: 9.b).

He reported that the COCC is in better shape than was anticipated prior to the legislative session. He continued that the College's state income will decline over the next few years and the result will be that COCC will eventually receive less than 10 percent of its operating income from the state while other community colleges will see a much larger percentage increase.

He noted that COCC has frozen tuition for the coming year for in-district tuition - at the state average for community colleges - \$63 per credit; state average is \$63.60. When tuition and fees are combined, COCC is near the low end, ranking at 13<sup>th</sup> out of the 17 community colleges. For out-of-state students, COCC ranks ninth; out-of-district students, COCC charges the highest tuition in Oregon. He noted this is appropriate since COCC receives the smallest amount of funding from the state out of all the community colleges.

Health/Science Center-Update

Mr. Jim Jones-Vice President and Chief Financial Officer, gave an update on the plans for facility renovations and new facilities for the science and allied health programs. He noted that the initial estimates for building costs and renovations at approximately \$26 million. The state recently allocated \$5.8M to COCC towards the project. The college plans to seek voter approval of a general obligation bond to fund renovations and the new facility. In anticipation of presenting a general obligation bond to the voters, the college will be issuing an RFP (required by state law) to hire an architect to work with the college to identify the building and renovations anticipated in the project. When the architect is selected they will work with faculty and a project management team (Mary Jeanne Kuhar, Gene Zinkgraf, and Jim Jones).

NEW BUSINESS:

Naming of Buildings & Areas of the Campus

President Middleton reported that based on a recommendation from a college committee, the college will place a plaque in memory of Iris Buckle near the rhododendron bushes that have been planted northeast of the Boyle Education Center, in her honor. Iris was employed at the College for 19 years, from 1968 through 1987. She served in various positions and retired as the Registrar. During her tenure, she also served as president of the classified staff union. She represented her fellow employees and the College well during her years of service.

Naming of Buildings (Exhibit: 10.a)

President Middleton reviewed that Louis B. (Bart) Queary came to COCC in 1979 and served as division chair, dean of the college and, from 1989 through his retirement in 2002, vice president for instruction. He helped guide the development of 35 new degree and certificate programs and hired and mentored every member of the faculty.

Among his many accomplishments while at the college, he helped plan the development of the Pinckney Center for the Performing arts, the major remodel of the college's science labs and the building of the new library.

President Middleton recommended the naming of the southern Oregon Room for former COCC Vice President Louis B. (Bart) Queary.

Mr. Anthony Dorsch moved to designate the southern Oregon Room as the Louis B. (Bart) Queary Room, in recognition of his strong commitment to higher education in Central Oregon and his 23 years of service to the students and citizens of Central Oregon Community College. Mr. Donald Reeder seconded the motion. MCU. Approved. M07/07:4

- *Faculty Bargaining Unit Agreement, 2007-10 (Exhibit: 10.b)*

Mr. Donald Reeder moved to approve the COCC Faculty Forum Labor Agreement amendments for 2007-10 on the salary schedule, insurance contribution and program viability as detailed in Exhibit: 10.b. Dr. Joyce Garrett seconded the motion. MCU. Approved. M07/07:5

- *ABE Bargaining Unit Agreement, 2007-09 (Exhibit: 10.c)*

Dr. Joyce Garrett moved to approve the COCC/ABE Labor Agreement for 2007-09 as described in Exhibit: 10.c). Mr. Anthony Dorsch seconded. MCU. Approved. M07/07:6

- *Administrative/Professional- Non Managerial/Confidential/Supervisory- Salary/Benefits, 2007-08 (Exhibit: 10.d)*

Mr. Charley Miller moved to approve the salary increase and schedule adjustment and health care contribution for the administrative, professional/non-managerial, confidential and supervisory employees – retro-active to July 1, 2007 as detailed in Exhibit: 10.d. Dr. Joyce Garrett seconded. MCU. Approved. M07/07:7

- *Tech Prep Program Fees (Exhibit: 10.e)*

Dr. Kathy Walsh-Vice President for Instruction and Ms. Lonna Carnahan-College Now/Tech Prep and Perkins Coordinator, reviewed the discussion/history of the College Now/Tech Prep program asking the Board to consider a \$10 per class fee.

Mr. Donald Reeder moved to approve that the College Now/Tech Prep fee be decreased to \$10 per class beginning with Fall 2007 courses. Dr. Ronald Foerster seconded. MCU. Approved. M07/07:8

Master Developer (Exhibit: 10.f)

Mr. Donald Reeder noted potential 'conflict of interest' as he has clients who are in contractual relationships with Brooks Resources.

Mr. Jim Jones-Vice President and Chief Financial Officer, reviewed that the College began a Request for Qualifications (RFQ) process to identify a master developer for approximately 20 acres of land near the intersection of Mt. Washington Drive and Shevlin Park Road in late 2006. The College received three responses to the RFQ.

Mr. Anthony Dorsch moved to approve William Smith Properties, Inc. as the preferred master developer for approximately 45 acres of land along the north side of Shevlin Park Road and in the vicinity of the Mt. Washington Drive and Shevlin Park Road roundabout. Mr. Charley Miller seconded. MCU. Approved. M07/07:9

- *Classified Employee Bargaining Agreement 2007-2009 (Exhibit: 10.g)*

Mr. Donald Reeder moved – subject to ratification by the Classified Association, does hereby approve the COCC/Classified Association terms of the labor agreement for 2007-09 on specific economic issues as detailed in Exhibit: 10g. Dr. Joyce Garrett seconded. MCU. Approved. M07/07:10

BOARD OF DIRECTORS' OPERATIONS

Board Appointments, 2007-08

Standing Committees

- *Board Self-Evaluation Committee 2007-08*  
Dorsch-Chair, Foerster, Miller
- *President's Evaluation Committee – 2007-08*  
Reeder-Chair, Lee, Dorsch
- *COCC Memorial Education, (Keyes Trust) – 2 yr. term, 2007-09*  
Garrett

Consultative Committees

- *Sub Committee on Policy Review*  
Lee-Chair, Garrett, Dorsch
- *Long Range Real Estate Committee*  
Reeder-Chair, Overbay, Miller

### Internal Liaisons

- College Affairs  
Miller
- Foundation  
Overbay

### External Liaisons

- Oregon Community College Association-OCCA  
Garrett
- OSU-Cascades Advisory Board – (Official Appointment made by OSU President)  
Garrett
- ACCT Voting Delegate (Assoc. of Community Colleges & Trustees)-Conference Attendee  
Foerster

### August Board Meeting Cancellation - (Exhibit: 11.b)

Dr. Ronald Foerster moved to suspend the rules in accordance with Policy GP 9, to cancel the scheduled August 8, 2007 Board of Directors' meeting. Dr. Joyce Garrett seconded. MCU. Approved. M07/07:11

### Fall Board Retreat

Board Consensus to hold the annual Fall Board Retreat in Sunriver, Oregon on October 12-13, 2007.

### Board Member Activities

- |             |  |
|-------------|--|
| Ms. Lee     | President of OCCA as of July 1, 2007   |
| Mr. Dorsch  | Presentation of Foundation Scholarships at Redmond High School<br>Met w/President Middleton at the Redmond Campus  |
| Mr. Miller  | Lunch w/Dana Bratton re: Board Member Orientation<br>New Board Member Orientation w/President Middleton and<br>John Overbay<br>Donated lumber to the COCC Forestry Club - Shed |
| Dr. Garrett | Continuing work with non-profit organization for Grant Proposals   |
| Mr. Reeder  | Meetings w/Matt McCoy<br>Involved w/fund raising – Long Range Real Estate development  |

Dr. Foerster            Spoke w/President Middleton on several occasions

Mr. Overbay            Presented Scholarships at La Pine High School  
Charley Miller – New Board Member Orientation  
Meeting to Review Meeting Agenda  
Call to Dr. Foerster re: proposals  
Calls to Mr. Reeder and Mr. Dorsch –  
re: Board Committee Appointments

**PRESIDENT'S REPORT**

Accreditation Update

President Middleton reported that the Accreditation Update is postponed until the September meeting.

President Middleton reviewed (Handout: 12.a)  
Budget Notes # 1 & # 2 the 2007-09 Legislative Approved Budget.

President Middleton reviewed (Handout: 12.b)  
“New Government Ethics Law Close to Reality” that will be signed in August.

President Middleton noted that Ms. Cam Preus-Braly, Commissioner for the CCWD-  
Department of Community Colleges and Workforce Development, will attend the September  
12, 2007 meeting as part of her annual visit to each of the 17 Oregon Community Colleges.

ADJOURN:    8:25 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. John Overbay, Board Chair

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



Exhibit: 5.b1  
September 12, 2007  
Approved: \_\_\_Yes\_\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**NEW HIRE REPORT – JULY 2007**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Givens, Patricia	7/30/2007	General Merchandise Buyer
<b>Part-Time Faculty</b>		
Bates, Brian	7/10/2007	Part-Time Faculty
Ryan, Vicky	7/2/2007	EMT Classes
<b>Temporary Hourly</b>		
Paris, Nicole	7/9/2007	
Wagner, Carissa	7/10/2007	Information Office Worker

**New Hire Report - August 2007**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Pearson, Calisa	8/27/2007	Custodian
Starnes, Jared	8/23/2007	Custodian
<b>Part-Time Faculty</b>		
Wall, Geoffrey	8/1/2007	
<b>Temporary Hourly</b>		
Johnson, Kenneth	8/1/2007	Lab Assist. (Adm & Records)
Richards, Lisa	8/9/2007	Computer Lab Attend.

Exhibit: 5.c  
September 12, 2007  
Approval: \_\_\_\_ Yes \_\_\_\_ No  
Motion: \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles, Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for Gordon Price, Full-time, Director of Student Life/Campus Life.

**B. Discussion/History**

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

**C. Options/Analysis**

Approve the employment contract for Gordon Price.  
Decline approval of the employment contract for Gordon Price

**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 August 27, 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 Gordon Price.

**F. Budget Impact**

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

**G. Miscellaneous**

Mr. Price received his Bachelor of Arts degree in Interdisciplinary studies from Western Oregon University. Mr. Price currently serves as a Financial Aid Advisor here at COCC where he has been since late 2006. This past year he also served as the Diversity Coordinator part-time. Prior to joining COCC, he was the Academic & Mentor Advisor for two years at Chemeketa Community College. Mr. Price has worked with young adults in various capacities since 1995, including serving as a Case Manager at Youth and Family Service offices, a Teen Coordinator at the Boys & Girls Club in Oregon, and as a Mental Health Technician/Recreation Assistant at Sierra Region Center in Nevada.

**Central Oregon Community College  
Monthly Budget Status  
Highlights of August 2007 Financial Statements**

**Cash and Investment**

Cash and investment balances remain strong at approximately \$24.5 million. The average August yield remains stable at 5.24%.

**Revenues**

The college received the first quarterly State Aid payment of \$1.6 million dollars. Tuition and fees reflect fall term registration activity.

**Expenses**

Expenditures are aligning to the budget. The financial statements reflect all inter-fund transfers.

**Budget Compliance**

All appropriation categories are within budget.

**CENTRAL OREGON COMMUNITY COLLEGE**  
**MONTHLY BUDGET STATUS**  
**August 2007**

Exhibit 6.a  
12-Sep-07

**REVENUE BY FUND:**

FUND	ADOPTED BUDGET	YTD RECEIPTS	% OF BUDGET	% OF PRIOR YTD BUDGET	% OF FISCAL YR
GENERAL FUND	\$ 25,987,289	\$ 4,497,082	17.30%	16.61%	16.67%
DEBT SERVICE FUNDS	\$ 3,133,767	\$ 349,504	11.15%	9.55%	16.67%
GRANTS AND CONTRACTS FUNDS	\$ 1,403,708	\$ 50,623	3.61%	2.81%	16.67%
CAPITAL PROJECTS FUNDS	\$ 9,934,000	\$ 4,935,269	49.68%	42.17%	16.67%
ENTERPRISE FUND FUNDS	\$ 3,130,000	\$ 24,745	0.79%	3.79%	16.67%
AUXILIARY FUNDS	\$ 4,768,844	\$ 1,668,988	35.00%	31.36%	16.67%
RESERVE FUNDS	\$ 150,000	\$ -	0.00%	101.32%	16.67%
FINANCIAL AID FUNDS	\$ 5,769,791	\$ 260,117	4.51%	2.56%	16.67%
INTERNAL SERVICE FUNDS	\$ 312,800	\$ 24,691	7.89%	3.94%	16.67%

**REVENUE BY SELECT CATEGORY:**

DISTRICT TAX					
CURRENT TAX	\$ 10,983,000		0.00%	0.00%	16.67%
PRIOR TAX	\$ 350,000	\$ 172,048	49.16%	45.23%	16.67%
STATE AID	\$ 6,254,307	\$ 1,655,012	26.46%	26.60%	16.67%
TUITION AND FEES	\$ 7,999,982	\$ 2,419,372	30.24%	29.10%	16.67%

**EXPENDITURE BY FUND:**

FUND	ADOPTED BUDGET	YTD EXPENSES	% OF BUDGET	% OF PRIOR YTD BUDGET	% OF FISCAL YR
GENERAL FUND	\$ 25,908,307	\$ 4,755,409	18.35%	24.78%	16.67%
DEBT SERVICE FUNDS	\$ 3,196,520	\$ 312,891	9.79%	7.21%	16.67%
GRANTS AND CONTRACTS FUNDS	\$ 1,400,551	\$ 90,619	6.47%	3.53%	16.67%
CAPITAL PROJECTS FUNDS	\$ 17,237,540	\$ 2,370,615	13.75%	0.78%	16.67%
ENTERPRISE FUNDS	\$ 2,974,000	\$ 379,906	12.77%	23.79%	16.67%
AUXILIARY FUNDS	\$ 6,573,884	\$ 2,484,841	37.80%	50.06%	16.67%
RESERVE FUNDS	\$ 466,000	\$ 289,901	62.21%	13.98%	16.67%
FINANCIAL AID FUNDS	\$ 5,810,840	\$ 153,164	2.64%	1.86%	16.67%
INTERNAL SERVICE FUNDS	\$ 392,500	\$ 144,876	36.91%	10.03%	16.67%

**SUMMARY BUDGET STATUS****EXPENDITURE BY MAJOR FUNCTION:**

FUNCTION	ADJUSTED BUDGET	YTD EXPENSES	% OF BUDGET	% OF PRIOR YTD BUDGET	% OF FISCAL YR
INSTRUCTION	\$ 11,338,712	\$ 463,824	4.09%	4.09%	16.67%
ACADEMIC SUPPORT	\$ 1,816,138	\$ 204,020	11.23%	12.87%	16.67%
STUDENT SERVICES	\$ 2,413,939	\$ 303,216	12.56%	13.64%	16.67%
COLLEGE SUPPORT	\$ 3,384,312	\$ 588,401	17.39%	13.41%	16.67%
PLANT OPERATIONS & MAINTENANCE	\$ 2,313,303	\$ 395,655	17.10%	15.27%	16.67%
INFORMATION TECHNOLOGY	\$ 1,673,333	\$ 289,723	17.31%	18.47%	16.67%
CONTINGENCY	\$ 400,000	\$ -	0.00%	0.00%	16.67%
TRANSFERS	\$ 2,568,570	\$ 2,510,570	97.74%	100.00%	16.67%
		TOTAL EXPENSES			
				4,755,409	