



TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Foerster
6:05 pm	II. Introduction of Guests			Foerster
6:10 pm	III. Agenda Changes			
6:10 pm	IV. Public Hearing and Testimony A.			
6:15 pm	V. Consent Agenda*** A. Minutes			
	1. January 14, 2009-Executive Minutes	5.a1	X	Smith
	2. January 14, 2009-Regular Meeting Minutes	5.a2	X	Smith
	B. Approval to Hire			
	1. New Hire Report (January 2009)	5.b1	X	Buckles
6:20 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer <sup>A</sup>
	B. Institutional Effectiveness	6.b*		Pierce <sup>A</sup>
	C. Community Learning Blog			Moorehead <sup>P</sup>
	D. Winter Term Enrollment			Moore <sup>P</sup>
6:40 pm	VII. Old Business			
	A. Update: State Budget & Capital Projects			Middleton <sup>P</sup>
	B. Review of Bond Options			Middleton/ Paradis <sup>P</sup>
	C. Zone Change-Application Fees	7.c*	X	McCoy <sup>A</sup>
6:55 pm	VIII. New Business			
	A. State & federal Economic Stimulus Projects: Benefits to COCC, Jobs for Oregon Workers			Middleton <sup>P</sup>
	B. Emergency Purchasing Procedures	8.b*	X	Jones <sup>P</sup>
7:20 pm	IX. Board of Directors' Operations			
	A. OCCA Update			Lee
	B. Board Member Activities			
7:40 pm	X. President's Report			
	A.			
	XI. Correspondence			
	A. Letter (Noise/Lighting)	11.a*		O'Connell

XII. Dates

- A. March 6, 6:00-11:00 pm COCC Foundation's "Taste of the Town"  
March 7, 5:30-11:30 pm COCC Foundation's "Meal of the Year"  
Location: Mazama Gymnasium
- B. March 11, 6:00 PM – COCC Budget Committee Meeting  
March 11, 7:00 PM - Regular Board of Directors' Meeting –  
COCC Redmond Campus in the  
PacifiCorp Conference Room/MATC Building

7:55 pm XIII. Adjourn

\* Material to be distributed at the meeting (as necessary).

\*\* Times listed on the agenda are approximate to assist the Chair of the Board.

\*\*\* Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided. A = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
2600 NW College Way – Bend, OR 97701

**EXECUTIVE SESSION MINUTES**  
BOARD OF DIRECTORS EXECUTIVE SESSION  
Christiansen Board Room, Boyle Education Center  
January 14, 2009

**BOARD ATTENDANCE**

Present:

Dr. Ronald Foerster, Dr. Joyce Garrett, Connie Lee, Charley Miller, John Overbay, Anthony Dorsch, Lisa Klemp-Board Attorney, Dr. James E Middleton-President, Julie Smith-Executive Assistant/Recording Secretary

Absent:

Donald Reeder

Guests Present:

Matt McCoy, Kathy Walsh, Ron Paradis, Eric Buckles, Gene Zinkgraf, Alicia Moore and Sheila Miller-The Bulletin.

**EXECUTIVE SESSION**

The Board of Directors convened in executive session to discuss Real Property Transactions ORS 192.660 (1)(e) and Exempt Public Records ORS 192.660(2)(b).

**CALL TO ORDER**

Dr. Ronald Foerster-Chair, called the executive session to order at time 6:00 PM.

REAL PROPERTY TRANSACTIONS

Mr. Matt McCoy-Vice President for Administration, reviewed real property matters.

EXEMPT PUBLIC RECORDS

President Middleton briefed the Board on exempt public records.

**ADJOURNMENT**

There being no further matters to discuss, executive session adjourned at 6:40 PM.

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Dr. Ronald E. Foerster, Chair

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



CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS' MEETING  
Wednesday, January 14, 2009 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

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**PRESENT:** Dr. Ronald Foerster, Connie Lee, John Overbay, Anthony Dorsch, Charley Miller, Dr. Joyce Garrett, Lisa Klemp-Board Attorney Representative, Dr. James Middleton-President, Julie Smith-Board Secretary.

**ABSENT:** Donald Reeder

**CALL TO ORDER:** Dr. Ronald Foerster-Chair

**ADJOURN TO EXECUTIVE SESSION:**

ORS 192.660 (1)(e) – Real Property Transactions  
ORS 192.660 (2)(b) – Exempt Public Records

**INTRODUCTION OF GUESTS:** Matt McCoy, Eric Buckles, Gene Zinkgraf, David Dona, Ron Paradis, Kathy Walsh, Alicia Moore, Mary Jeanne Kuhar, Diana Glenn, Eddie Johnson, 2008-09 Faculty Forum President, Joe Viola, Julie Mosier, Lisa Bloyer, Jim Weaver, Carol Moorehead, Brynn Pierce, Dan Cecchini, Terry Link-COCC student government and Sheila Miller-The Bulletin.

**AGENDA CHANGES:** *Additions: Reports- Auditor's Report and Revenue and Expenditure Forecast -Exhibit: 4.a.a.*

**PUBLIC HEARING AND TESTIMONY:** none

**REPORTS**

**Auditor's Report, Year End June 30, 2008 (Handout: 4.a.a)**

**Auditor's Report, 2006-07 (Handout Exhibit: 3.a)**

Mr. Doug Kerkoch, and Mr. Larry Nelson of Kerkoch Katter & Nelson, LLP Certified Public Accountants, reviewed highlights of the audit and reported that all state requirements were in compliance for the 2007-08 college audit. The auditors gave the college a "Clean Opinion" noting the high fiscal services standards and exemplary support of the college's financial departments – accounts payable, payroll and financial aid –

- Jim Jones-Vice President & Chief Financial Officer
- David Dona-Associate Chief Financial Officer
- Lisa Bloyer-Accounting Manager
- Lori Ortiz-Payroll, and
- Jan Fisher-Accounts Payable.

The Board of Directors' and President Middleton, thanked and complimented the entire fiscal services staff for their good work.

Revenue and Expenditure Forecast (Handout: 4.b)

Mr. David Dona-Associate Chief Financial Officer, reviewed the key assumptions for 2009-10;

- Property taxes – + 5% (lowest in 10 years)
- Prior year taxes – + 6%
- \$1.50 increase for in-district tuition
- 4% increase in out-of-district/state tuition
- 2% enrollment increase
- \$250k transfer-in from PERS Reserve
- 3% increase in staff positions
- 12% increase in health insurance
- 2%-3.5% inflationary expenditure increase

2010-11 and 2012-13:

- CCSF Appropriation for 2011-13 biennium of \$509m (+5%)
- Property taxes +5% 2010-11, +6% 2011-13 biennium
- Prior year taxes +6%
- \$1.50 increase for in-district tuition
- 4% increase in out-of-district/state tuition
- \$250k transfer-in 2010-11, \$300k transfer-in 2011-13 biennium from PERS Reserve
- 0.5% increase in staff positions
- 12% increase in medical insurance
- 2%-3.5% inflationary expenditure increase
- No income yet from alternative resources

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda. Mr. John Overbay seconded. MCU. Approved. M01/09:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of December 10, 2008 (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the December 2008 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approved the contract for Allen Van Dyke-Part time Native American Program Coordinator (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors approve COCC's participation in the statewide apprenticeship consortium (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements (Exhibit: 6.a)

The Board of Directors' were apprised of the December 2008 Financial Statements.

The Broadside (COCC Student Newspaper) (Handout: 6.b)

Erin Marlow-Advisor for The Broadside (student newspaper) and John MacAulay-Editor-In-Chief gave an update of the goals and progress of the paper. Mr. MacAulay reported that the newspaper is now a weekly publication.

Enrollment Recruiting Materials (Handout: 6.c)

Mr. Ron Paradis-Director of College Relations reviewed that every five years, the college does a "redo" of recruiting materials. He distributed new admissions recruiting material that's built around the theme/slogan - "The Best Place to Further Your Education: Period!"

Institutional Effectiveness (Exhibit: 6.d)

Exhibit: 6.d provided information on Latino and Native American students.

Upcoming Board Elections (Exhibit: 6.e)

Mr. Ron Paradis reviewed that four of the seven zones (1, 2, 3, & 4) for COCC Board of Directors positions are "up for election" on the upcoming May 2009 ballot.

Update on Winter Term Enrollment

Ms. Alicia Moore-Dean of Student and Enrollment Services, gave a preliminary enrollment report for winter quarter that showed head count numbers up from last winter by 24% and FTE (full time equivalent) numbers are up 32%.

EL 4, Financial Condition (Exhibits: 6.g, 6.g1 & 6.g2)

The Board of Directors were apprised of the "Financial Condition" which includes:

- Certification document to the President and signed by the finance department;
- Certification document to the Board of Directors and signed by the President.

OLD BUSINESS:

Update: 2009-11 State Budget & Capital Projects Proposal

President Middleton reported that the Legislative Session has begun in Salem.

He reviewed the "good news" and the "bad news" -

- Economic projections are expected to worsen;
- The Governor's proposed budget for community colleges of \$485M is down 3% from the last biennium - but is still the "hoped for" amount;
- Growing support among Legislators for a higher allocation for community colleges;
- Potential "deferred maintenance projects" to be funded;
- COCC's capital projects list includes a Technology Center.

NEW BUSINESS

Local Public Contract Review Board (Exhibits: 8.c2, 8.c2(1), 8.c3)

Ms. Julie Mosier-Purchasing, Procurement and Facilities Scheduling Coordinator, reviewed Proposed changes to the Community College Rules of Procurement (CCRP).

Ms. Connie Lee moved to approve the proposed changes to the CCRP. Mr. John Overbay seconded. MCU. Approved. M01/09:2

BOARD OF DIRECTORS' OPERATIONS:

OCCA Update

Ms. Connie Lee reported that the Oregon Community College Association (OCCA) will continue to work with the Legislature for increased funding in three areas:

- Oregon Opportunity Grant (scholarships for students)
- General Fund Allocation (annual) and,
- Capital Projects.

Board Member Activities

Mr. Dorsch	Spoke with local government officials
Mr. Miller	Attended Real Estate Committee Meeting Attended College Affairs Committee Meeting Met w/Matt McCoy re: Real Estate Attended December Board Retreat
Dr. Garrett	Attended two OSU-Cascades Advisory Board Meetings Attended December Board Retreat
Mr. Overbay	Attended Real Estate Committee Meetings Attended December Board Retreat
Ms. Lee	Attended December Board Retreat OCCA Conference OCCA Board Meeting Student Success Oversight Committee Meeting Oregon Business Leadership Summit Meeting w/Brynn Pierce-Institutional Advancement
Dr. Foerster	Attended December Board Retreat Meeting w/President Middleton – Agenda Planning Spoke with constituents regarding the COCC Bond Measure Member of Juniper Ridge Advisory Board

PRESIDENT'S REPORT

Budget Calendar (Handout: 10.a and Parameters for 2009-10 (Handout: 10.b

President Middleton reviewed the upcoming 2009-10 Budget Calendar and Budget Parameters.

Season of NonViolence

Alicia Moore reviewed that a series of events honoring Dr. Martin Luther King, Jr., Mahatma Gandhi, and Cesar Chavez for their work to advocate human rights using non-violent methods – the January and February events are sponsored by:

- Multicultural Center

- Office of Student Life
- Diversity Committee
- Native American Program.

ADJOURN: 9:00 PM

APPROVED;

ATTEST TO;

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Dr. Ronald E. Foerster, Chair

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Dr. James E. Middleton, President



Exhibit: 5.b1  
February 11, 2009  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

Central Oregon Community College

Board of Directors

**NEW HIRE REPORT – JANUARY 2009**

<b>Name</b>	<b>Date Hired</b>	<b>Job Title</b>
<b>Classified Full-Time</b>		
Glover, Joshua	1/21/2009	Maintenance Worker-Buildings
Newcombe, Stephen	1/5/2009	Admin Assistant I
<b>Classified Part-Time</b>		
Martinez-Daniel, Nichole	1/13/2009	Office Specialist 2
<b>Part-Time Faculty</b>		
Callahan, Regina	1/6/2009	Part-Time Faculty
Cornett, Jeffrey	1/5/2009	Part-Time Faculty
Dylla, Richard	1/5/2009	Part-Time Faculty
Goodman, Nathan	1/5/2009	Kinesiology I
Kimmel, Kathleen	1/6/2009	Part-time faculty
Porter, Sonja	1/9/2009	Part-Time Faculty
Raschmann, Jurgen	1/5/2009	Part-Time Faculty
Richins, Katianne	1/10/2009	Part-Time Faculty
Ruby, Bonnie	1/6/2009	Part-Time Faculty
Steinbaugh, Kyle	1/6/2009	Part-Time Faculty
Waller, Michel	1/6/2009	Part-Time Faculty
Webster, Gary	1/7/2009	Part-Time Faculty
<b>Temporary Hourly</b>		
Ballard, Mary	1/5/2009	Student Workers
Barsamian, Melanie	1/15/2009	Student Workers
Coey, Ashley	1/21/2009	EMT Lab Assistant
Crowe, Stefanie	1/30/2009	Unclothed Model
Dean, Evan	1/5/2009	EMT Lab Assistant
Gillette, Teresa	1/21/2009	EMT Lab Assistant
Gonzalez, Augustus	1/15/2009	Student Workers
Mahar, Melissa	1/5/2009	Teaching Assistant
Mattson, Melissa	1/5/2009	Notetaker
Mueller, Cruz	1/5/2009	Notetaker
Palmer, Jon	1/5/2009	Student Workers
Pinley, Jeffery	1/5/2009	Textbook Assistance
Read, Daniel	1/21/2009	EMT Lab Assistant
Sears, William	1/4/2009	Scribe
Shook, Jason	1/5/2009	Photo Lab Assistant
Van Dyke, Randy	1/7/2009	Student Workers
Vanderburg, Kristopher	1/13/2009	Student Workers
Vieira-Griffin, Bridget	1/5/2009	Notetaker
Webb, Mitchell	1/21/2009	EMT Lab Assistant