



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting –  
**REVISED AGENDA**  
Tuesday, July 13, 2010 – 6:00 PM  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session: ORS 192.660 (1)(d) Labor Negotiations ORS 192.660 (1)(i) Performance Evaluation of CEO			
6:30 pm	I. Call to Order			Garrett
	II. Election of 2010-2011 Chair & Vice Chair			
	III. Introductions & Welcome			Middleton
	1. Dr. Karin Hilgersom, Vice President for Instruction			
	2. Dr. Michael Holtzclaw, Instructional Dean			
	IV. Introduction of Guests			Chair
6:40 pm	V. Agenda Changes			
6:45 pm	VI. Public Hearing and Testimony A.			
6:50 pm	VII. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, June 9, 2010	7.a1	X	Smith
	2. Special Board of Directors, July 6, 2010	7.a2	X	
	B. Personnel			
	1. New Hire Report (June 2010)	7.b	X	Buckles <sup>A</sup>
	C. Approval to Hire (Underdal)	7.c	X	Buckles <sup>A</sup>
	D. Approval to Hire (Lane)	7.d	X	Walsh
	E. Approval to Hire (Redgrave)	7.e	X	Buckles <sup>A</sup>
	F. Approval to Hire (Niswonger)	7.f	X	Buckles <sup>A</sup>
	G. Approval to Hire (Diaz)	7.g	X	Buckles <sup>A</sup>
	H. Approval to Hire (Sandoval)	7.h	X	Buckles <sup>A</sup>
	I. Approval to Hire (Bennett)	7.i	X	Buckles <sup>A</sup>
	J. Approval to Hire (Brecke)	7.j	X	Buckles <sup>A</sup>
	K. Approval to Hire (Zinkgraf)	7.k	X	Buckles <sup>A</sup>
	L. Approval to Hire (Viola)	7.l	X	Buckles <sup>A</sup>
6:55 pm	VIII. Information Items			
	A. Financial Statements	8.a		Bloyer <sup>A</sup>
	B. Updates: Summer Enrollment & Financial Aid			Moore/Metcalfe <sup>P</sup>
	C. State Board of Ed Actions-State Funding 2010-11			Middleton <sup>P</sup>
	D. Potential State Modification of Funding			Middleton <sup>P</sup>
	E. Federal Grant-Prineville Campus			Middleton <sup>P</sup>
	F. Construction Bidding Process	8.f		Zinkgraf/Viola <sup>P</sup>
7:15 pm	IX. Old Business			
	A. Health Careers and Science Buildings			YGH Architects Zinkgraf/Hayes/Holtzclaw <sup>P</sup>

8:00 pm	X.	New Business			
	A.	Approval-Employer Health Insurance Increase CACOCC	10.a	X	Buckles <sup>A</sup>
	B.	Approval-Health Insurance Increase-ABE	10.b	X	Buckles <sup>A</sup>
	C.	Approval – Salary/Health Care Contribution- Administrative, Professional/non-Managerial, Confidential and Supervisory	10.c	X	Buckles <sup>A</sup>
	D.	Presidential Contract			
	1.	Contract	10.d1*	X	Miller <sup>P</sup>
	2.	Board Report	10.d2*		
8:10 pm	XI.	Board of Directors' Operations			
	A.	Committee Assignments	11.a		Chair
	1.	Standing Committee/Appointments			
	a.	Board Self-Evaluation Committee			
	b.	President's Evaluation Committee			
	2.	Consultative			
	a.	Sub-Committee on Policy Review			
	b.	Long Range Real Estate Committee			
	3.	Liaison			
	a.	College Affairs Committee-Board Rep.			
	b.	COCC Foundation-Board Rep.			
	c.	Keyes Trust – (2 yr term)			
	d.	Oregon Community College Assoc. (OCCA) Rep.			
	e.	OSU-Cascades Advisory Board Appointment (Official Appt. made by OSU President)			
	f.	ACCT Voting Delegate (Conference Attendee)			
	B.	August Board Meeting Cancellation	11.b		Chair
	C.	Board Member Activities			
8:40 pm	XII.	President's Report			Middleton <sup>P</sup>
	A.	HEAT Report – Submission to State Board of Higher Ed			
	B.	Updates			
8:55 pm	XIII.	Dates			
	A.	Thursday-Friday, July 22-23, 2010 OCCA Board Workshop – “Nurturing and Sustaining Successful Boards” in Silverton, OR (Please contact Julie Smith for Registration)			
	B.	August Board of Directors Meeting – Cancelled			
	C.	Wednesday, September 8, 2010 – 6:00 PM - Board of Directors Meeting Christiansen Board Room/Boyle Education Center			
	D.	November 4-6, 2010 - OCCA Annual Conference Sunriver, OR (Please contact Julie Smith for Registration)			
9:00 pm	IVX.	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. <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  
MINUTES  
Wednesday, June 9, 2010 - 6:00pm  
Meadow Lakes Golf Course/Restaurant  
Prineville, Oregon

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

**INTRODUCTION OF GUESTS:** Kathy Walsh, Matt McCoy, Gene Zinkgraf, Alicia Moore, Ron Paradis, Joe Viola, Kevin Kimball, Carol Moorehead, Lisa Bloyer, Eric Buckles, Leslie Minor-President, Faculty Forum, David Dona, Diana Glenn, Mary Jeanne Kuhar, Dan Cecchini, Ed Sea, Gary Goodman-Prineville resident and Co-Chair of Oregon Open Campus Crook County Education Council, Ramona McCallister-the Central Oregonian newspaper, Sheila Miller from The Bulletin.

**ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING**

**FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2010-2011 BUDGET**

**Budget Hearing Input:** None.

**RECONVENE REGULAR PUBLIC BOARD OF DIRETORS' MEETING**

**ADOPTION OF THE COLLEGE BUDGET FOR 2010-2011**

**BUDGET RESOLUTION I (Exhibit: 4.a):**

**Mr. David Ford moved to adopt the 2010-2011 budget, Resolution I (Exhibit: 4.a) approved by the Budget Committee on May 12, 2010 with the following adjustment. Decrease state aid account \$400,000 and decrease transfers-out account by \$400,000. Change decreases general fund revenue and expenditures \$400,000 with no change to the general fund ending balance. Mr. John Overbay seconded. MCU. Approved. M06/10:1**

**APPROPRIATION RESOLUTION OF 2010-11, BUDGET RESOLUTION II (Exhibit: 4.b):**

**Ms. Connie Lee moved to adopt Appropriation Resolution II (Exhibit: 4.b). Mr. Donald Reeder seconded. MCU. Approved. M06/10:2**

**LEVY PROPERTY TAXES 2010-2011, BUDGET RESOLUTION III (Exhibit: 4.c)**

**Mr. Donald Reeder moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 4.c. Ms. Connie Lee seconded. MCU. Approved. M06/10:3**

President Middleton thanked the Budget Committee members for their time and participation in 2010-2011 budget process.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda (Exhibit: VIII). Ms. Connie Lee seconded the motion. MCU. Approved. M06/10:4

BE IT RESOLVED that the Board of Directors' reviewed and approved the Budget Committee and Regular Board Meeting Minutes of May 12, 2010 (Exhibits: 8.a1 & 8.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the May 2010 New Hire Report (Exhibit: 8.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Paul Amar, Full -time Residence Hall Director (Exhibit: 8.c1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Elizabeth Coleman, FT Temporary Instructor of Mathematics; Josh Evans-Assistant Professor I of Spanish; Bryan Griset-FT Temporary Instructor of CIS; Annemarie Hamlin-Assistant Professor II of English; Sara Henson-FT Temporary Instructor of Human Development; Michael McCann-FT Temporary Instructor of Geography; Linda Meurer-Assistant Professor I of Nursing; Chris Rubio-FT Temporary Instructor of English; Tony Russell-Assistant Professor I of English; Roger Von Dippe-FT Temporary Instructor of Art History (Exhibit: 8.c2);

BE IT RESOLVED that the Board of Directors' does hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 8.d1);

BE IT RESOLVED that the Board of Directors' approves James E. Middleton, Matthew J. McCoy, and Kevin Kimball as custodians of funds and the financial institutions as depositories of District funds as stated in (Exhibit: 8.d2);

BE IT RESOLVED that the Board of Directors' does hereby designate James E. Middleton as Budget Officer and Clerk of the District, and Kevin Kimball and Matthew J. McCoy as Deputy Clerks, and Sharla Andresen delegated limited signing authority as specified in Section B for the period July 1, 2010 through June 30, 2011 (Exhibit: 8.d3);

BE IT RESOLVED that the Board of Directors' authorizes the transfer of budget and a like amount of appropriation authority as specified in the budget change form-Attachment 8 (Exhibit: 8.e & Attachment 8.e);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of up to \$1,600,000 from the General Fund to the Capital Projects Fund (New Construction \$650,000) and Auxiliary Fund (Innovation \$250,000, Outreach Centers \$200,000) and Reserve Fund (PERS \$500,000) (Exhibit: 8.f);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College does hereby adopt the proposed 403(b) Plan document amendments adding four additional optional features; 1) 15 Years of Service Catch-up Elective Deferral Contributions, 2) Hardship Distributions, 3) In-service Distributions After Age 59 ½, and 4) Loans (Exhibit: 8.g);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College approves the rehire recommendations for administrative, confidential and supervisory staff for the 2010-2011 fiscal year (Exhibit: 8.h & Attachment: 8.h);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College has reviewed the purpose, activity, and balance in the Retiree Benefit Liability Reserve Fund and the PERS Reserve Fund and approves the continuation of these reserve funds (Exhibit: 8.i);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College approves the fee increases for delivery of ABE instruction services (Exhibit: 8.j);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College does hereby approve of the appointment of Debbie Hagan as Interim Director for Adult Basic Education (Exhibit: 8.k).

### INFORMATION ITEMS:

#### Financial Statements – (Exhibit: 9.a)

The Board of Directors' were apprised of the April 2010 Financial Statements.

#### Institutional Effectiveness – Minimizing Financial Barriers (Exhibit: 9.b)

President Middleton reviewed that the Board Priority of Access and Success is to strengthen student and community access to education opportunity and success by “minimizing financial barriers” to the extent possible. The measurements:

- How much financial aid does the College award students?
- How much of the total cost does financial aid cover?
- Recent COCC efforts aimed at minimizing the financial burden, and
- Recent Federal/State policies aimed at minimizing the financial burden.

Financial Aid targets have been proposed through the work of the Strategic Enrollment Management (SEM) Team. The level of funding made available to students through the Federal government is beyond College control; however, recent expansion of the Oregon Opportunity Grant serves as a significant resource to many students. The state has not yet funded this resource to its fullest capacity and more restrictions will negatively impact a student's 2010-11 financial aid package. In spite of the decline in the economy, the COCC Foundation has continued to raise the same amount or more funds each year for scholarships.

#### Administrative Emeritus Award – Dr. Kathy Walsh - (Exhibit: 9.c1)

President Middleton reviewed that Dr. Kathy Walsh, Vice President for Instruction, is retiring after 20 years of service to the College. During her tenure at the College, Dr. Walsh has exhibited a deep commitment to the College, the faculty, and students; and has been a tireless advocate for continuing the tradition of emphasis on outstanding instruction at COCC.

Mr. Charley Miller moved to approve Emeritus Status for Dr. Kathy Walsh. Mr. David Ford seconded. MCU. Approved. M06/10:5

2010-2011 Maintenance Projects Schedule (Exhibit: 9.d)

The Board of Directors' were apprised of the 2010-2011 Maintenance Projects.

Facility Projects – Update

President Middleton and Mr. Matt McCoy-Vice President for Administration, gave a PowerPoint presentation of the updated information regarding the Health Careers and Science buildings.

A “walking tour” of the updates and progress of the buildings on the Bend Campus will be scheduled for the regular July Board of Directors meeting.

Plans and preparations for the Madras and Prineville campuses are also well underway and Bids for the Culinary building will be opened on June 22.

2555 Campus Village Way – has been selected for the Culinary building road and the road Below the Culinary building has been named “Scholars Lane”.

OLD BUSINESS:

Bond Sale – Update (Exhibit: 10.a)

Mr. Kevin Kimball-Chief Financial Officer, reviewed that since the May Board meeting, the College has successfully sold the \$41.58 million in general obligation bonds. He noted that the sale was particularly successful due several factors as outlined in Exhibit: 10.a.

Bond Proceeds Investment Policy (Exhibit: 10.b & Attachment: 10.b)

Mr. Kimball reviewed that the Oregon Revised Statutes restricts college investments, including limiting maturities to 18 months or less. The College's investment policy also restricts investments to 18 months. By submitting and approving the bond short-term investment policy as prescribed by the Oregon Short Term Fund Board, the College would have the option to invest bond proceeds for terms of up to three years.

Mr. Charley Miller moved to approve the Bond Proceeds Investment Policy (Attachment: 10.b) as prescribed by the Oregon Short-Term Fund Board (Exhibit: 10.b & Attachment: 10.b). Mr. David Ford seconded. MCU. Approved. M06/10:6

NEW BUSINESS:

Faculty Contract (Exhibit: 11.a & 11.a1)

Ms. Connie Lee moved to approve the collective bargaining agreement between COCC and the COCC Faculty Forum for 2010-13 (Exhibit: 11.a & Handout: 11.a1). Mr. John Overbay seconded. MCU. Approved. M05/10:3

Leslie Minor-Faculty Forum President for 2009-2010, reported on the unprecedented 94% approval rating to ratify the 2010-13 contract. Dr. Minor thanked the Board of Directors and President Middleton on behalf of the faculty.

Architectural Services for Madras Campus (Exhibit: 11.b)

Mr. Matt McCoy reviewed that in 2001 the College entered into an agreement with the Bean Foundation that resulted in a donation of land to the College for the purpose of building a COCC

facility in Madras. This project will unveil the COCC Madras Campus with an 8,500 square foot building on the site. Funds for this project are provided for through Bond dollars and other sources. The College will negotiate and enter into a contract for architectural services for the Madras campus. Ten proposals were received for the project. The evaluation committee ranked Steel Associates as the best responsive proposal.

Mr. Donald Reeder moved to authorize President Middleton or his designee to negotiate and enter into a contract for Project Architectural Services for the Madras campus with Steele Associates (Exhibit: 11.b). Mr. Charley Miller seconded. MCU. Approved. M06/10:7

#### BOARD OF DIRECTORS' OPERATIONS:

##### Board Member Activities

Mr. Ford	Board Real Estate Committee Mtg Attended the Dr. Kathy Walsh retirement event Presented Mt. View High School Scholarships
Mr. Dorsch	Presented Sisters and Redmond High School Scholarships
Mr. Reeder	Presented Madras and Culver High School Scholarships Attended the Dr. Kathy Walsh retirement event
Ms. Lee	Presented COCC Foundation Scholarships Attended the Dr. Kathy Walsh retirement event
Mr. Miller	Attended the COCC Foundation's - President's Scholarship Luncheon Attended the Dr. Kathy Walsh retirement event Presented Summit High School Scholarships
Mr. Overbay	Attended the COCC Foundation's - President's Scholarship Luncheon Presented La Pine High School Scholarships
Dr. Garrett	Met w/President Middleton for Board Meeting-Agenda Review Attended the Open Campus Education Council meeting Attended the Dr. Kathy Walsh retirement event Phone Call with OCCA and Legal Council

#### PRESIDENT'S REPORT:

##### Enrollment

President Middleton reported again on the staggering College enrollment numbers noting that the College is 54% ahead in numbers as this time last year – with two weeks remaining before the Summer Enrollment ends. He noted that the 2010 Summer Enrollment numbers will equal the Fall Enrollment numbers of 1990.

Summer School enrollment alone will represent 3.5% growth for the entire 2009-10 year, with the 2010 Fall enrollment numbers already at 51% ahead of last year at this time.

ADJOURN: 8:40 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Dr. Joyce Lynn Garrett, Board Chair

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





CENTRAL OREGON COMMUNITY COLLEGE

*'SPECIAL'*

Board of Directors' Meeting

**MINUTES**

Tuesday, July 6, 2010

Christiansen Board Room,  
Boyle Education Center

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**Call to Order**

**PRESENT – IN PERSON:** Charley Miller, David Ford, Dr. James Middleton-President, Julie Smith  
Executive Assistant

**PRESENT – BY PHONE:** Connie Lee, John Overbay, Don Reeder, Joyce Garrett, Ed Fitch-Board  
Attorney

**ABSENT:** Anthony Dorsch

**INTRODUCTION OF GUESTS:** Michael Holtzclaw, Joe Viola, Diana Glenn, Mary Jeanne Kuhar,  
Kevin Kimball, Julie Mosier, Gene Zinkgraf, Rick Hayes, Terry Link and Hillary Borrud-The Bulletin

**NEW BUSINESS:**

President Middleton reviewed the combined equipment and construction bids for culinary and related costs, noting that total costs are significantly below the level anticipated by the project architect and COCC staff. Therefore, staff recommends approval of the bids without any of the deduct alternates.

**A. Bid Approval – Mazama Addition Construction (Exhibit: 3.a)**

**Mr. David Ford moved to accept the bid of HSW Builders for \$1,717,000 for the Mazama Addition Construction project and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award. Mr. Donald Reeder seconded.**

**Call for the Vote:**

**Yes:** Overbay, Reeder, Lee, Garrett, Ford

**Abstain:** Miller

**MC. Approved.** M07/10:1

**B. Bid Approval – Culinary Building Construction (Exhibit: 3.b)**

**Mr. Donald Reeder moved to accept the bid of HSW Builders for \$4,989,000 for the Culinary Building Construction project and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award. Mr. John Overbay seconded.**

**Call for the Vote:**

**Yes:** Overbay, Reeder, Lee, Garrett, Ford

**Abstain:** Miller

**MC. Approved.** M07/10:2

C. Bid Approval – Culinary Kitchen Equipment (Exhibit: 3.c)

Mr. Donald Reeder moved to accept the bid of Bargreen Ellingson for \$706,656 for the Culinary Kitchen Equipment project and direct that a contract be executed. Mr. Charley Miller seconded.

Call for the Vote:

Yes: Overbay, Reeder, Lee, Garrett, Ford, Miller

MCU. Approved. M07/10:3

ADJOURN: 5:50 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Board Chair

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

Exhibit: 7.b  
July 13, 2010  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – JUNE 2010**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Benson, Eric	6/7/2010	Maintenance Worker - Redmond
Butler, Nancy	6/7/2010	Enrollment Specialist
Ross, Jamie	6/7/2010	Transcript/Degree Evaluator
<b>Classified Part-Time</b>		
Bowen, Kristie	6/14/2010	Enrollment Specialist
<b>Non-Faculty Instruction PT</b>		
Quigley, Kristine	6/1/2010	
<b>Temporary Hourly</b>		
Carino, Taj	6/16/2010	
Dellinger, Jason	6/17/2010	
Drake, Sunni	6/17/2010	
Edwards, Andrew	6/15/2010	
Grube, Brandy	6/17/2010	
Lovell, Lisa	6/17/2010	
Olsen, Kyder	6/9/2010	
Sliger, Amanda	6/8/2010	
Tirado, Stephen	6/17/2010	
Uselman, Jared	6/21/2010	
Wood, Jamie	6/16/2010	
<b>Temporary Salary Payment</b>		
Dunscomb, Donald	6/1/2010	

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles, Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for Taran Underdal, Full-time Student Activities Coordinator.

**B. Discussion/History**

The employment contract for Taran Underdal is for an administrative position. This position was filled through an external Regional College search. Taran was an internal candidate.

**C. Options/Analysis**

Approve the employment contract for Taran Underdal.  
Decline approval of the employment contract for Taran Underdal

**D. Timing**

This position is appointed for a 11 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from August 1, 2010 through June 30, 2011. 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 Taran Underdal.

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Underdal holds a Bachelor's Degree in General Agriculture from OSU and is pursuing a Master's Degree in Counseling at OSU. Ms. Underdal joined COCC in 2006 and has served as an Admission Advisor / Recruiter for the past four years. Before coming to COCC, she was an Admissions Advisor for OSU and held other student related positions before becoming an Advisor.

Exhibit: 7.d  
July 13, 2010  
Approved: Yes \_\_\_ No \_\_\_  
Motion: \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

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

**A. Action Under Consideration**

Approve the contract for Dawn Lane.

**B. Discussion/History**

The Full-time Temporary Instructor of Nursing contract for Dawn Lane is a new position.

**C. Options/Analysis**

Approve the contract for Dawn Lane.

Decline approval of the contract for Dawn Lane.

**D. Timing**

For the 2010-11 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Dawn Lane for the 2010-11 academic year.

**F. Budget Impact**

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

**G. Miscellaneous**

Dawn Lane  
One-Year Temporary Instructor of Nursing

Dawn Lane has taught full time for COCC for four previous academic years, as well as teaching part time since 1999. She received her RN from White Bear Community College, Minnesota and her Bachelor of Science degree in Nursing from Oregon Health Science University in Portland. Included in her 25 years of nursing experience are five years at St. Charles Medical Center, Bend. Prior to joining St. Charles, she served as the Director of Staff Development at Bachelor Butte Nursing Center for two years.

Exhibit: 7.e  
July 13, 2010  
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 **Christopher Redgrave**, Full-time Director of Manufacturing Program.

**B. Discussion/History**

The employment contract for Christopher Redgrave is for an administrative position. This position was filled through an external Regional College search.

**C. Options/Analysis**

Approve the employment contract for Christopher Redgrave.  
Decline approval of the employment contract for Christopher Redgrave

**D. Timing**

This position is appointed for a 10 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from September 1 through June 30, 2011. 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 Christopher Redgrave.

**F. Budget Impact**

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

**G. Miscellaneous**

Chris Redgrave has a Bachelor of Science in Industrial Engineering with a specialization in Manufacturing Engineering from North Dakota State University. Mr. Redgrave has 23 years experience in manufacturing including Vice President of Operations and Manufacturing with Columbia Aircraft Manufacturing Corporation. He has been a consultant with several startup ventures providing assistance with business plan development, manufacturing cost development, and program planning. He has considerable experience in product design and holds 7 US patents. Mr. Redgrave conducts Lean Manufacturing seminars throughout the United States.

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

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **Paul Niswonger**, Full-time Linux Systems / Oracle Database Administrator.

**B. Discussion/History**

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

**C. Options/Analysis**

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

**D. Timing**

This position is appointed for a 12 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from August 16, 2010 through June 30, 2011. 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 Paul Niswonger.

**F. Budget Impact**

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

**G. Miscellaneous**

Mr. Niswonger received his Associate's Degree in CIS/Micro Computer Specialist/Computer Programmer from Umpqua Community College where he has been working since 2004 as the Banner Systems DBA and Programming Supervisor. Before joining Umpqua Community College, He served as a Senior Programmer/Analyst at Regence BlueCross-BlueShield of Oregon for ten years.

Exhibit: 7.g  
July 13, 2010  
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 **Jessica de la O Diaz**, Part-Time Oregon Leadership Institute (OLI) Coordinator.

**B. Discussion/History**

The employment contract for Jessica de la O Diaz is for an administrative position. This position was filled through an external Regional College search.

**C. Options/Analysis**

Approve the employment contract for Jessica de la O Diaz.  
Decline approval of the employment contract for Jessica de la O Diaz

**D. Timing**

This position is appointed for a 10 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from August 16, 2010 through June 15, 2011. 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 Jessica de la O Diaz.

**F. Budget Impact**

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

**G. Miscellaneous**

Jessica De la O Diaz has been the college mentor and high school mentee instructor for the Oregon Leadership Institute at COCC for the past year. She brings experience as a counselor and Resident Director for the Upward Bound Program and the Educational Opportunity Program at the University of California, Santa Barbara. She holds a Ph.D. and Master of Arts in Education from UC Santa Barbara and a Bachelors degree in Psychology from San Diego State.



Exhibit: 7.h  
July 13, 2010  
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 **Evelia Sandoval**, Part-Time Latino Student Program Coordinator.

**B. Discussion/History**

The employment contract for Evelia Sandoval is for an administrative position. This position was filled through an external Regional College search.

**C. Options/Analysis**

Approve the employment contract for Evelia Sandoval.  
Decline approval of the employment contract for Evelia Sandoval

**D. Timing**

This position is appointed for a 11 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from August 16, 2010 through June 30, 2011. 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 Evelia Sandoval.

**F. Budget Impact**

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

**G. Miscellaneous**

Evelia Sandoval completed her Masters degree in Higher Education Administration from the University of Kansas in 2009. During her graduate work, she worked in Student Housing and as an intern for the Provost's Office where she assisted the Multicultural Center in their efforts to recruit and retain Latino students. She also has experience working as a Program Coordinator doing community outreach and education, workshops, trainings, and conferences for Latina women in rural Washington communities to empower them in their own community outreach efforts.

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

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **James Bennett**, Full-time Security Coordinator.

**B. Discussion/History**

The employment contract for James Bennett is for an administrative position. This position was filled through an external Regional College search.

**C. Options/Analysis**

Approve the employment contract for James Bennett.  
Decline approval of the employment contract for James Bennett

**D. Timing**

This position is appointed for a 12 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from July 1, 2010 through June 30, 2011. 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 James Bennett.

**F. Budget Impact**

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

**G. Miscellaneous**

Mr. Bennett received an Associate's degree in Business Administration from the College of San Mateo, California. He is currently the Public Information Officer for the Sunriver Fire and Rescue. Mr. Bennett also volunteered his time to Chair the Public Safety Committee for the Sunriver Owner's Association. Mr. Bennett is the Founding Partner of Crime Prevention Outreach LLC, which provides consulting and materials for crime prevention, community policing and public education/outreach. Previous to moving to Central Oregon he worked at the Mountain View Police Department in California for 19 years.

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

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **Richard Brecke**, Full-time Temporary Construction Project Manager.

**B. Discussion/History**

The employment contract for Richard Brecke is for an administrative position. This position was filled through an external Regional College search.

**C. Options/Analysis**

Approve the employment contract for Richard Brecke.  
Decline approval of the employment contract for Richard Brecke

**D. Timing**

This position is appointed for a 12 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from July 15, 2010 through June 30, 2011. 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 Richard Brecke.

**F. Budget Impact**

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

**G. Miscellaneous**

Richard Brecke has a Bachelor of Science in Construction Engineering management from Oregon State University. He is an LEED accredited professional. Mr. Brecke completed the preconstruction project the Advanced Clinical Training Center for University of Nevada in Las Vegas. He also provided support on all phases of design and pre-construction for the fire station and classroom building at the College of Southern Nevada. Mr. Brecke directed the project at the McCarran International Airport Satellite D NE Wing. The project consisted of adding 9 more gates and the construction of a two story, 130K sq. ft. building. He consistently meets client requirements for timely completion and within cost projections.

Exhibit: 7.k  
July 13, 2010  
Approval \_\_\_ Yes \_\_\_ No  
Motion \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Matt McCoy-Vice President for Administration

**A. Action Under Consideration**

Approve employment contract for **Gene Zinkgraf** as Director of Construction.

**B. Discussion/History**

The employment contract for Gene Zinkgraf is for an administrative contract. This position was filled through a lateral move by Gene Zinkgraf from Director of Campus Services to the newly created position of Director of Construction. The Director of Construction will oversee the Construction Office which is formed to manage the multiple bond funded College projects anticipated during the next three years.

**C. Options/Analysis**

Approve the employment contract for Gene Zinkgraf.  
Decline approval of the employment contract for Gene Zinkgraf.

**D. Timing**

This administrative position is appointed for a full time 12 month employment contract for the 2010-11 fiscal year effective July 1, 2010 through June 30, 2011.

**E. Recommendation**

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

**F. Budget Impact**

The salary is within the College budget for 2010-2011.

Exhibit: 7.I  
July 13, 2010  
Approval\_\_\_\_Yes\_\_\_\_No  
Motion\_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Matt McCoy-Vice President for Administration

**A. Action Under Consideration**

Approve employment contract for **Joseph Viola** as Interim Director of Campus Services.

**B. Discussion/History**

The previous Director of Campus Services, Gene Zinkgraf, is now the Director of Construction. Following a national search, Joe Viola was selected to serve as the Interim Director of Campus Service. A determination on the permanent filling of the position will be made at the conclusion of the year.

**C. Options/Analysis**

Approve the employment contract for Joe Viola.  
Decline approval of the employment contract for Joe Viola.

**D. Timing**

This administrative position is appointed for a full time 12 month employment contract for the 2010-11 fiscal year effective July 1, 2010 through June 30, 2011.

**E. Recommendation**

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

**F. Budget Impact**

The salary is within the College budget for 2010-2011.

**G. Miscellaneous**

Mr. Viola has been a Project Manager at COCC since 2007. He received his Bachelor of Science/Finance degree from the University of Connecticut and has continued his education in construction project management and architecture. Mr. Viola has over 25 years of experience in both high-end residential and commercial construction in California, including: Pepperdine University School of Business, 13 buildings for Carson Towne Center, and the administration building for Foothill Transit Bus Depot.

Central Oregon Community College  
Monthly Budget Status  
Highlights of May 2010 Financial Statements

**Cash and Investment**

Cash and investment balances are stable at \$27.8 million. The May average yield is .55%, which is unchanged from the prior month.

**General Fund Revenues**

There have been no significant revenue changes from the prior month.

**General Fund Expenses**

The financial statements reflect all necessary inter-fund transfers. Financial aid expense is over budget due to awarding more Veteran's waivers than anticipated.

**Budget Compliance**

The budget includes the Supplemental Budget changes approved by the Board at the December meeting. With the exception of Financial Aid all appropriation categories are within budget.

**Central Oregon Community  
College**

Exhibit: 8.a  
July 13, 2010

**Cash and Investment Report  
As of May 31, 2010**

**College Portfolio**

**Cash in State Investment Pool**

Pool account 4089	\$26,568,361.71
Pool account 5482	\$330,597.67
Pool account 3624	\$394,757.54
Pool account 3707	\$93,275.57

April Average Yield .55%

**Cash in  
USNB**

\$458,806.23

**Cash on hand**

\$3,900.00

Total Cash

\$27,849,698.72

**Central Oregon Community College**  
**Monthly Budget Status**  
**May 2010**

Exhibit: 8.a  
13-Jul-10

<b><u>General Fund</u></b>	<b><u>Adopted Budget</u></b>	<b><u>Year to Date Activity</u></b>	<b><u>Variance Favorable (Unfavorable)</u></b>	<b><u>Percent of Budget</u></b>	<b><u>Percent of Prior Year Budget</u></b>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 11,576,000	\$ 11,184,402	\$ (391,598)	96.62%	92.47%
Prior Taxes	557,000	711,647	154,647	127.76%	143.20%
Tuition and fees	13,596,782	14,340,066	743,284	105.47%	127.22%
State Aid	3,509,000	4,203,862	694,862	119.80%	71.51%
Interest & Misc. Income	125,000	32,803	(92,197)	26.24%	15.58%
Transfer-In	567,000	-	(567,000)	0.00%	100.00%
<b>Total Revenues</b>	<b>\$ 29,930,782</b>	<b>\$ 30,472,780</b>	<b>\$ 541,998</b>		
<b>Expenses by Function</b>					
Instruction	\$ 14,011,014	\$ 12,240,591	\$ 1,770,423	87.36%	91.85%
Academic Support	2,383,324	1,670,764	712,560	70.10%	87.35%
Student Services	2,994,613	2,550,291	444,322	85.16%	85.86%
College Support	3,829,841	3,432,406	397,435	89.62%	87.23%
Plant Operations and Maintenance	2,748,400	2,308,608	439,792	84.00%	96.80%
Information Technology	1,940,072	1,700,932	239,140	87.67%	88.46%
Financial Aid	11,385	14,475	(3,090)	127.14%	98.53%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,791,154	2,733,788	57,366	97.94%	100.00%
<b>Total Expenses</b>	<b>\$ 31,509,803</b>	<b>\$ 26,651,855</b>	<b>\$ 4,857,948</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,579,021)</b>	<b>\$ 3,820,925</b>	<b>\$ 5,399,946</b>		



**Central Oregon Community College**  
**Monthly Budget Status**  
**April 2010**

Exhibit: 8.a  
13-Jul-10

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Debt Service Fund</b>					
Revenues	\$ 1,621,953	\$ 1,421,791	\$ (200,162)	87.66%	93.21%
Expenses	1,632,066	1,532,061	100,005	93.87%	100.00%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (10,113)</b>	<b>\$ (110,270)</b>	<b>\$ (100,157)</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 2,046,273	\$ 1,139,562	\$ (906,711)	55.69%	45.26%
Expenses	2,036,203	1,207,778	828,425	59.32%	56.63%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 10,070</b>	<b>\$ (68,216)</b>	<b>\$ (78,286)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 12,314,690	\$ 7,725,617	\$ (4,589,073)	62.73%	37.78%
Expenses	15,693,199	8,405,853	7,287,346	53.56%	49.87%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (3,378,509)</b>	<b>\$ (680,236)</b>	<b>\$ 2,698,273</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 4,619,653	\$ 4,187,952	\$ (431,701)	90.66%	90.33%
Expenses	4,229,322	3,636,380	592,942	85.98%	84.75%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 390,331</b>	<b>\$ 551,572</b>	<b>\$ 161,241</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 6,332,113	\$ 5,077,918	\$ (1,254,195)	80.19%	109.14%
Expenses	7,049,900	5,537,151	1,512,749	78.54%	85.31%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (717,787)</b>	<b>\$ (459,233)</b>	<b>\$ 258,554</b>		
<b>Reserve Fund</b>					
Revenues	\$ 49,565	\$ -	\$ (49,565)	0.00%	0.00%
Expenses	702,650	111,635	591,015	15.89%	81.01%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (653,085)</b>	<b>\$ (111,635)</b>	<b>\$ 541,450</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 16,587,366	\$ 15,896,765	\$ (690,601)	95.84%	88.19%
Expenses	16,634,430	16,223,262	411,168	97.53%	91.70%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (47,064)</b>	<b>\$ (326,497)</b>	<b>\$ (279,433)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 314,838	\$ 345,415	\$ 30,577	109.71%	77.62%
Expenses	291,317	228,311	63,006	78.37%	71.47%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 23,521</b>	<b>\$ 117,104</b>	<b>\$ 93,583</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 7,719	\$ 2,370	\$ (5,349)	30.70%	56.56%
Expenses	17,500	5,959	11,541	34.05%	70.84%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (9,781)</b>	<b>\$ (3,589)</b>	<b>\$ 6,192</b>		

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: Gene Zinkgraf-Director of Construction

**A. Issue Construction Bid Process**

In the upcoming months, COCC will be intensively involved with a wide range of facility projects. Staff wants to clarify for the Board of Directors the processes for developing, evaluating, and adjusting bids. Under Board Policy Governance - these processes are delegated responsibilities to the President and staff.

This 'Information Item-Presentation' is intended to help the Board of Directors identify specific areas where additional information about the process is needed or for the Board of Directors to identify or define any modified direct policy role for the Board or Real Estate committee, relative to the bid process.

**B. Discussion/History**

**PROCESS**

- The Architect, working with the College Project Manager and the Procurement Coordinator, select the dates for the solicitation. Ideally this starts with an issue date and works forward, but with pressing timelines it can start with a Bid open date and work backwards. Dates are structured as follows:
  - Issue Date
  - 2nd Advertisement date ( and any subsequent advertisements deemed appropriate)
  - Walk through Date
  - Deadline for clarification/substitution requests – min. 7 days prior to Bid open.
  - Deadline for last addenda- min. 72 hours prior to Bid open.
  - Bid opening. This date and time must take into account the limitations for bids with First-Tier subcontractor Disclosures.
    - First-Tier Subcontractor Disclosures may only be received between 2-5pm on Tuesdays, Wednesdays and Thursdays per ORS279C.370
  - The advertisement for bids clearly states who contractors are to contact in the event there are questions or concerns regarding the bid or bid documents. This contact is normally the Architect for the project. The Architect is directed to contact the COCC Project Manager (PM) with

contractor concerns. The PM investigates the issue for final disposition. For example; if the concern is with the bid date, the PM would discuss the issues with the Director of Construction as well as the Architect. In the event the bid date concern is with a single contractor, the PM may choose to contact other contractors, bidding on the project, to ascertain if the concern is more widespread. Traditionally, the PM will consult with the project management team to assess the appropriateness of any bid schedule adjustment. The PM and Director of Construction would then make a recommendation to the VP for Administration to change the date or not. In the event the bid date is changed, the new bid date would be sent to all plan holders as an addendum.

- Advertisement requirements
  - The threshold for formal solicitation of public improvements is \$100,000. At that amount an advertisement must be published at least once in a locally, generally read paper. The College utilizes the Bend Bulletin for this. If the site of the project is in another part of the District the College will additionally publish an advertisement in the local paper for that community.
  - At \$125,000 there is also a requirement to publish the notice in a state-wide general circulation paper. The College uses the Daily Journal of Commerce for these opportunities.
  - The above meets the requirements of ORS279C for advertisement of public improvements. The College strives to exceed that requirement by posting notices of all formal solicitations to Oregon plan centers that have requested to be on a distribution list, and to all vendors that have registered on the College database.
- The Pre-bid walkthrough is typically mandatory at the College. This visit provides the following:
  - An opportunity to introduce members of the project team
  - Give an overview of the project and a site walk
  - Solicit questions from attendees to determine any issues that might need clarification or a possible addendum.
  - Review bid process, dates, and any additional issues such as extra paperwork required for a particular funding source.

## **DOCUMENTS**

- The Purchasing Coordinator works with the Project Manager and Architect to produce bid documents.
- Invitation to Bid, Instructions to Bidders, Bid form and Legal Notice are drafted, typically by Purchasing Coordinator, and sent to Architect for inclusion in Division 00 of the Project Manual.
- All appropriate additional Divisions of the Project Manual are drafted by Architect and sent to Project Manager for review.
- Once approved, Bid documents and drawings are sent to reproduction firm, along with instructions for disbursement to contractors and Plan Centers.

- Any additional communication, such as Addenda, is drafted by Architect, approved by Project Manager and if appropriate by Purchasing Coordinator and disbursed via selected reproduction firm.

### **BID OPENING / AWARD**

- Project Manager and Purchasing Coordinator host Bid opening.
  - Bid clock is used for all Bids; this determines the local time as recognized by Contractors.
  - At the time set for the opening, doors are closed, time is announced and Project Manager or Director of Construction opens and reads out all bids. Purchasing Coordinator or Construction Office Administrative Assist records bids.
  - Bid results are published to contractors present at opening, and plan centers.
  - Bids are reviewed by Purchasing Coordinator and Project Manager and responsive apparent low bidder is identified. If necessary, communication with counsel is used to confirm that apparent low bidder is responsive, e.g. that all requirements of the solicitation have been met.
  - Determination of Responsibility Questionnaire is sent to apparent low bidder.
  - Notice of Intent to Award is sent to all contractors who have submitted bids. The NOI opens the protest period for the award. This is a 7 day period unless circumstances require a different time period.
  - Resolution is drafted to submit to the Board to approve award of contract.

(With the Construction Office configured in a “studio style”, other project managers and the Director of Construction have opportunities to be involved throughout the decision making process. In addition, the Construction Office has a weekly construction meeting where all projects are discussed within the group. Construction Office employees, as well as the Vice President of Administration and Director of Campus Services are involved in these meetings.)

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles, Director of Human Resources

**A. Action Under Consideration**

Approval to increase the 2010-11 employer monthly amounts contributed for health insurance by 6.9% for all eligible classified employees consistent with the amounts negotiated with the Faculty Forum for the 2010-11 insurance year. This increase will maintain the 90/10 split in the College/employee contributions to premium costs.

**B. Discussion/History**

The 2009-11 COCC/CACOCC labor agreement contains a re-opener clause for the 2010-11 health insurance contribution. The other non-economic terms of the agreement are in place until June 30, 2013 with a re-opener on salaries in the 2011-12 fiscal year. Consistent with the College practice of treating all employee groups in the same manner, the College and the classified unit have tentatively agreed to increase the College's contribution to health insurance by 6.9% pending Board approval.

**C. Options/Analysis**

- Approve the recommendation as proposed.
- Decline approval of the recommendation as proposed.

**D. Timing**

Approval requested at this Board meeting.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves a 6.9% increase to the employer contribution for health insurance for eligible classified employees in the 2010-11 insurance year.

**F. Budget Impact**

Sufficient funds were provided in the 2010-11 budget for the increase in the classified employee health care contribution.

Exhibit: 10.b

July 13, 2010

Approval \_\_\_\_ Yes \_\_\_\_ No

Motion \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles, Director of Human Resources

**A. Action Under Consideration**

Approval to increase the 2010-11 employer monthly amounts contributed for health insurance by 6.9% for all eligible ABE Instructors (as members of OSEA Chapter 700) consistent with the amounts negotiated with the Faculty Forum for the 2010-11 insurance year. This increase will maintain the 90/10 split in the College/employee contributions to premium costs

**B. Discussion/History**

The 2009-11 COCC/ABE labor agreement contains a re-opener clause for the 2010-11 health insurance contribution. The other economic and non-economic terms of the agreement are in place until June 30, 2011. Consistent with the College practice of treating all employee groups in the same manner, the College and the ABE unit have tentatively agreed to increase the College's contribution to health insurance by 6.9% pending Board approval.

**C. Options/Analysis**

- Approve the recommendation as proposed.
- Decline approval of the recommendation as proposed.

**D. Timing**

Approval requested at this Board meeting.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves a 6.9% increase to the employer contribution for health insurance for eligible ABE Instructors for the 2010-11 insurance year.

**F. Budget Impact**

Sufficient funds were provided in the 2010-11 budget for the increase in the ABE health care contribution.

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles-Director of Human Resources

**A. Actions Under Consideration**

1. Approval of a 2.0% increase to the base salaries of administrative, professional/non-managerial, confidential and supervisory employees retroactive to July 1, 2010.
2. Approve the increase the College contribution (cap) to health insurance to 90% of the premium (\$1216.00) and continue to require all administrative, professional/non-managerial, confidential and supervisory employees to pay a minimum of 10% of the applicable premium.

**B. Discussion/History**

Salary Increase and Schedule Adjustment: The recommended salary increase for this group of employees is consistent with the economic settlements reached with other employee groups.

Health Care Contribution: The recommended increase to the health care contribution and the requirement for all employees to pay a minimum of 10% of the applicable premium (\$1216.00) are consistent with the terms negotiated with the Faculty Forum and other employee groups. The College has historically maintained the same contribution level for all employees groups.

**C. Options/Analysis**

Approve the 2.0% increase to base salaries and increase the College's contribution (cap) for health insurance to 90% (\$1216.00) while continuing to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.

Decline approval of the 2.0% increase to base salaries and the increase in the College's contribution (cap) for health insurance to 90% and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.

**D. Timing**

The increase to the salary base for the administrative, professional/non-managerial, confidential and supervisory employees will be retro-active to July 1, 2010. The increase in the health care contribution and the requirement for all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium is effective October 1, 2009 to coincide the increase in the health insurance premiums for 2010-11.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 2.0% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees retro-active to July 1, 2010 and increase in the College's health care contribution (cap) to 90% (\$1216.00) and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.

**F. Budget Impact**

Sufficient funds were provided in the 2010-11 budget for the increase in salaries and health care contribution.

Exhibit: 11.b  
July 13, 2010  
Approved: \_\_\_Yes \_\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College  
BOARD OF DIRECTORS

**RESOLUTION**

Prepared by: Julie Smith-Executive Assistant,  
President & Board of Directors

**A. Action Under Consideration**

Cancel August 2010 Board of Directors' Meeting

**B. Discussion/History**

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

**C. Options/Analysis**

Convene August 2010 Board of Directors' meeting.

Cancel August 2010 Board of Directors' meeting.

**D. Timing**

This decision needs to be made prior to the scheduled August 11, 2010 Board of Directors' meeting.

**E. Recommendation**

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 11, 2010 Board of Directors' meeting.

**F. Budget Impact** Minimal