



CENTRAL OREGON
community college

Board of Directors' Meeting -
AGENDA
Wednesday, September 10, 2008
6:00 PM
Christiansen Board Room-Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Foerster
6:05 pm	II. Executive Session: ORS 192.660 (1)(e) Real Property Transactions			Middleton
6:15 pm	III. Introduction of Guests			Chair
6:20 pm	IV. Agenda Changes			
6:25 pm	V. Public Hearing and Testimony			
6:30 pm	VI. Consent Agenda***			
	A. Minutes			
	1. July Minutes	6.a1	X	Smith
	2. August Teleconference Minutes	6.a2	X	
	B. Approval to Hire			
	1. New Hire Report (June-August 2008)	6.b1	X	Buckles
	C. Contract Approval (Zavacki)	6.c	X	Walsh
	D. Contract Approval (Waltosz)	6.d	X	Walsh
	E. Contract w/Crook County High School	6.e	X	Moorehead
6:35 pm	VII. Information Items			
	A. Review of Internal Controls	7.a		Kerkoch Katter Nelson
	B. Campus Indicators- Institutional Effectiveness & Board Priorities	7.b*		Pierce ^A
7:00 pm	VIII. Old Business			
	A. Bond Explanatory Statement & Update	8.a*		Paradis ^P
7:15 pm	IX. New Business			
	A. Cascades Hall-Parking Lot Expansion	9.a	X	Middleton
	B. Renewal of Leases for Bldg. # 2 - Redmond Campus	9.b*	X	Middleton
7:30 pm	X. Board of Directors' Operations			
	A. Board Member Activities			
	B. OCCA Update			Lee/Garrett ^A
8:00 pm	XI. President's Report			
	A.			Middleton ^P
8:20 pm	XII. Adjourn			

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

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

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. ^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, July 9, 2008 – 6:00 PM
Christiansen Board Room, Boyle Education Center

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

ABSENT: Connie Lee

ELECTION 2008-09 CHAIR & VICE CHAIR:

Mr. Anthony Dorsch moved to cast a single ballot nominating Dr. Ronald Foerster as Chair of the Board of Directors' for 2008-09. Mr. Donald Reeder seconded. MCU. Approved. M07/08:1

Mr. Anthony Dorsch moved to cast a single ballot nominating Dr. Joyce L. Garrett as Vice Chair for the Board of Directors' for 2008-09. Mr. Donald Reeder seconded. MCU. Approved. M07/08:2

Presentation: President Middleton presented a gavel plaque to Mr. John Overbay for his excellent service as 2007-08 Board Chair.

6:10 pm - Adjourn to Executive Session:

ORS 192.660 (1)(d) Labor Negotiations

ORS 192.660 (1)(i) Performance Evaluation of CEO

Adjourn Executive Session:

6:20 pm – Reconvene Regular Public Board of Directors' Meeting:

INTRODUCTION OF GUESTS:

Matt McCoy, Eric Buckles, David Dona, Ron Paradis, Kathy Walsh, MaryJeanne Kuhar, Diana Glenn, Eddie Johnson, 2008-09 Faculty Forum President, Gene Zinkgraf, Joe Viola, Lisa Bloyer, Jim Weaver, Carol Moorehead, Brynn Pierce, Dan Cecchini, Sheila Miller-The Bulletin.

AGENDA CHANGES: (Additions: 8.b3 & 10.b; Delete: 8.e)

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda. Mr. Anthony Dorsch seconded. MCU. Approved. M07/08:3

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of June 11, 2008 and Conference Call Meeting of July 1, 2008 (Exhibits: 8.a1 & 8.a2);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Canham (Exhibit: 8.b1); Walker-Sands (Exhibit: 8.b2); and Bauman (Exhibit: 8.b3);

BE IT RESOLVED that the Board of Directors' does hereby authorize the change of mileage reimbursement rate to 58.5 cents per mile, effective July 10, 2008 (Exhibit: 8.c);

BE IT RESOLVED that the Board of Directors' does hereby approve contracting with IKON Office Solutions, Inc. for leasing digital photocopiers (Exhibit: 8.d).

INFORMATION ITEMS:

Campus Indicators-Institutional Effectiveness & Board Priorities (Exhibit: 9.a)

President Middleton reviewed "Access and Success" outlining initiatives to strengthen student and community access to educational opportunity and success. He noted that the College has many programs to try to minimize the financial barriers impeding student educational success.

Chair Foerster applauded the excellent report – thanking staff for their good work in providing valuable information to the Board.

COCC Update – Deer Ridge Correctional Institution (Exhibit: 9.b)

Ms. Carol Moorehead-Dean for Continuing Education and Extended Learning, reviewed the Spring 2008, College agreement to provide educational services to inmates at the Deer Ridge Correctional Institute in Madras. New staff includes:

- Director for Corrections Education (DRCI) – Cody Yeager
- Adult Basic Skills/GED Instructor (DRCI) - Butch Flathers
- Welding Technology Program Coordinator (DRCI) – Tucker Bauman
- Administrative Assistant, Educational Programs (DRCI) – JoAnn McDaniel

Spring term – 37 students were provided on site instruction in Adult Basic Skills and GED preparation.

OLD BUSINESS:

Resolution for Bond Measure (Exhibit: 10.a & Attachment: 10.a)

Mr. Ron Paradis-Director of College Relations, reviewed that passage of the Bond Measure would provide funds for capital construction and improvements including –

- Construction of a new health careers and science building
- Creation of additional lab/student learning space
- Renovation of areas vacated by programs moved to new facility
- Construction of regional student outreach education centers in local communities – including Madras and Prineville

- Renovation of other district buildings that will address enrollment increases
- Renovation of College buildings to improve access for students with disabilities
- Payment of fees associated with issuance of the Bonds.

Mr. Paradis noted the wording correction in Exhibit: 10a-Attachment to bullet three of the Summary to read –

Creation of additional lab and student learning space and clinics for health career programs such as nursing, dental assisting and ~~emergency~~ medical ~~services~~ assisting.

Dr. Joyce Garrett moved to accept the “Notice of Bond Election” with wording change as discussed (delete “emergency” and replace “services” with “assisting”).

Mr. Donald Reeder seconded. MCU. Approved. M07/08:4

Letter of Intent – William Smith Properties (Exhibit: 10.b)

President Middleton reviewed that the October 2007 “Letter of Intent” with William Smith Properties for 240 days of planning - expired June 8, 2008. He reported that good progress is underway but additional time is needed for planning and zoning concerns, an extension to February 1, 2009 is requested.

Mr. Donald Reeder moved to approve the extension of the “Letter of Intent” with William Smith Properties, to February 1, 2009. Dr. Joyce Garrett seconded.

MCU. Approved. M07/08:5

Employee Health Insurance (Handout: 10.c)

President Middleton reviewed the recommendation to continue the employee contribution amounts for the College group health insurance at the current levels in recognition of the faculty and staff's contribution to historically high enrollment increases in 2007-08.

Discussion:

Mr. Dorsch noted his intent to abstain since a relative works for the insurance provider.

Dr. Joyce Garrett moved to approve the current levels of employee group health insurance contributions for the 2008-09 fiscal year. Mr. John Overbay seconded.

Call for the Vote:

Yes – 5

Abstain – 1 (Dorsch)

MC. Approved. M07/08:6

Presidential Contract (Exhibit: 11.a)

The Board of Directors' thanked President Middleton for excellent job performance as President of Central Oregon Community College.

Mr. John Overbay moved to approve the 3.0% increase to the base salaries for the President and increase the College's health care contribution (cap) to the same level as all other employee groups and continue to require the President to pay a minimum of 10% of the applicable premium as is the case with other employee groups. The contract will be extended by one additional year. Dr. Joyce Garrett seconded. MCU. Approved. M07/08:7

Approve Contract with Blackboard Software (Exhibit: 11.b)

Dr. Kathy Walsh-Vice President for Instruction, reviewed that “Blackboard” software, is an “ease-of-access” online course student support system which enables posting of assignments, grades, tests, classroom activities, and communications from instructors. Access of “Blackboard” reduces travel to the college and phone tag between students and instructors. COCC’s enrollment growth is greatly enhanced by the using of the “Blackboard” online system.

Mr. Donald Reeder moved to approve contracting with Blackboard for Learning System Enterprise software license; ASP Services Learning System (hosting of the system), including, extra storage, setup, services test, SSL services; and integration data services. Mr. Charley Miller seconded . MCU. Approved. M07/08:8

BOARD OF DIRECTORS' OPERATIONS:

Board Appointments 2008-09 (Exhibit: 12.a)

Standing Committees

- Board Self-Evaluation Committee 2008-09
Dorsch-Chair, Lee, Reeder
- President's Evaluation Committee – 2008-98
Overbay-Chair, Dorsch, Miller
- COCC Memorial Education, (Keyes Trust) – 2 yr. term, 2007-09
Garrett

Consultative Committees

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

Internal Liaisons

- College Affairs
Miller
- Foundation
Overbay

External Liaisons

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

August Board Meeting Cancellation - (Exhibit: 12.b)

Dr. Joyce Garrett moved to suspend the rules in accordance with Policy GP 9, to cancel the scheduled August 13, 2008 Board of Directors' meeting. Mr. Donald Reeder seconded. MCU. Approved. M07/08:9

President Middleton announced that there will be a brief Conference Call Meeting in August (to be determined) to discuss the renovation project for the Ponderosa Building, Food Service Equipment for the Campus Center and Room and Board Rates for 2008-09.

Date Selection for Fall Board Retreat-August or September 2008

President Middleton recommends Thursday, August 21 as a one-day Retreat, and holding a half-day Retreat after the November Bond election.

Board consensus is to schedule August 21, as a one-day Retreat.

Board Member Activities

Mr. Reeder	Phone call w/Real Estate committee Met w/COCC Yes at St. Charles in Bend
Mr. Miller	Presented Awards at Summit High School Conversation w/Diana Sloane-Vice Provost-OSU Cascades Attended College Affairs Committee Meeting Phone call w/President Middleton Attended Real Estate Committee Meeting
Mr. Dorsch	Board Meeting Conference Call Phone call w/Bruce Bischof Phone call w/Matt McCoy
Dr. Garrett	Attended GED/ABE ceremony in Prineville Attended OSU-Cascades Advisory Board Meeting Attended Board Meeting Conference Call Attended OCCA Board Member Training Conference at the Oregon Coast

Mr. Overbay Attended COCC Commencement
Signed COCC Diplomas on three occasions
Meeting w/President Middleton – Agenda Planning
Attended Board Meeting Conference Call
Attended COCC future planning meeting

Dr. Foerster Conversations with all Board Members re: Committee assignments
Attended Board Meeting Conference Call
Several conversations w/President Middleton
Hosted political meeting at personal residence

PRESIDENT'S REPORT

Summer School Enrollment

President Middleton reported enrollment is up 28% over summer term of last year – and that 2007's enrollment was currently showing a potential 19% increase over the prior year. He noted that 60% of the FTE enrollment increases are from online courses.

College Graphic Branding

Mr. Ron Paradis-Director of College Relations, revealed the new COCC logo, noting that student and staff input contributed to making the selection. Three Billboards are on display with the new logo – with the theme “Find Yourself” for community awareness that you can achieve anything at COCC.

ADJOURN: 8:20 PM

APPROVED;

ATTEST TO;

Dr. Ronald Foerster, Board Chair

Dr. James E. Middleton, President



Central Oregon Community College
BOARD OF DIRECTORS' MEETING

MINUTES

Friday, August 1, 2008 – 9:45AM

Conference Call

Christiansen Board Room – Boyle Education Center

9:50am - Call to Order by Chair Foerster

Roll Call:

Ron Foerster – present by phone
Tony Dorsch – present by phone
Joyce Garrett – present by phone
Connie Lee – present by phone
Charley Miller – present by phone
John Overbay – present by phone
Don Reeder – absent

Also present: Gene Zinkgraf, Joe Viola, Ron Paradis, Gordon Price, Jim Middleton-President, Jennifer Peters – Recording Secretary

A. Bid Award for Renovation Project for Ponderosa Building (Exhibit: 3.a)

Mr. Gene Zinkgraf, Director of Campus Services, reviewed (Exh. 3.a) noting that the project would add two 34-seat general purpose classrooms to the general classroom schedule, bring the Ponderosa women's restroom to current ADA compliance, and move the College's Copy Center and Mail Services department to a redesigned space in the College Bookstore. Six bids for the project were received.

Dr. Joyce Garrett moved that the Board of Directors do hereby accept the bid of \$127,699.00 from Kirby Nagelhout Construction Company for the Ponderosa Hall Classroom/Restroom Renovation project. Mr. John Overbay seconded. Motion Carries Unanimously. Approved.

Roll Call:

Yes - Overbay, Garrett, Dorsch, Lee, Miller, Foerster

B. Bid Award for Food Service Equipment for Campus Center (Exhibit: 3.b)

Mr. Gene Zinkgraf, Director of Campus Services, reviewed (Exh. 3.b) noting that food service equipment for the new Campus Center building would be purchased in two phases. The first phase equipment purchase, which is covered by this bid, would include coolers, freezers, prep station, soup and salad bar, grill station, ethnic station, grab and go, dish washing equipment and equipment for the upper level Café. Two bids for the project were received.

Dr. Joyce Garrett moved that the Board of Directors do hereby accept the bid of \$530,533.74 from Bargreen Ellingson for the Campus Center Food Service Equipment. Mr. Charley Miller seconded. MCU. Approved.

Roll Call:

Yes – Overbay, Garrett, Dorsch, Lee, Miller, Foerster

C. Juniper Residence Hall Room and Board Rates 2008-09 (Exhibit: 3.c)

Mr. Gordon Price, Director of Student Life, reviewed (Exh. 3.c) noting that as a result of a recent RFP initiated by COCC, management of COCC's residence life program was returned to an in-house operation. Based on a review of the area rental market, as well as the room and board fees of other Oregon colleges and universities, COCC staff recommends a 3% increase in its room rates. Discussion followed and concerns were expressed in increasing fees the first year that management was returned to the college.

Mr. John Overbay moved that the Board of Directors adopt a 3% increase for the 2008-09 Juniper Hall Residence Hall room rates, increasing the annual rate from \$7,084 to \$7,324. Dr. Joyce Garrett seconded the motion. Mr. Charley Miller and Mr. Ron Foerster dissent. Motion Carries. Approved.

Roll Call:

Yes – Overbay, Garrett, Dorsch, Lee

No – Miller, Foerster

Adjourn: 10:10am

APPROVED:

ATTEST TO:

Mr. Ronald Foerster, Board Chair

Dr. James E. Middleton, President

Exhibit:
 August 13, 2008
 Approve: ___Yes ___No
 Motion:

Central Oregon Community College

Board of Directors

**New Hire Report
 June 2008 and July 2008**

Name	Date Hired	Job Title
Classified Full-Time		
Pharr, Nicholas	7/17/2008	Custodian
Van Diest-Kolb, Heather	7/24/2008	Admin Assist CAP
Classified Part-Time		
McDaniel, JoAnn	7/7/2008	DRCI Office Sec
Quick, Kevin	7/31/2008	Custodian
Non-Faculty Instruction PT		
Flathers, Robert	7/1/2008	Non-Faculty Instruction
Winicki, Shari	7/1/2008	Non-Faculty Instruction
Part-Time Faculty		
Cox, Douglas	6/23/2008	
Hendrix, Dawn	6/23/2008	
Temporary Hourly		
Asti, Gordon	6/15/2008	
Canales, Juan	7/16/2008	Computer Lab Attendant
Finlay, Kirk	7/15/2008	Student Workers
Grieb, Derek	7/1/2008	Student Workers
Jordan, Howard	6/23/2008	
Kelso, Kristin	7/8/2008	Student Workers
Neuner, Laura	6/18/2008	
Petersen, Catlyn	6/16/2008	Proctor
Riddle, Vickie	6/12/2008	Student Workers
Salazar, Rafael	7/1/2008	Student Workers
Skladal, Lauren	6/23/2008	Library Student Assistant
Steece, Shawn	7/10/2008	Student Workers
Voss, Melinda	6/23/2008	Library Student Assistant
Temporary Salary Payment		
Herrold, Jacob	6/12/2008	
Scribner, Robert	6/10/2008	

Exhibit: 6.c
Date: September 10, 2008
Approved: ___Yes___No
Motion: ___

Central Oregon Community College

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Request leave without pay for full time faculty member, Nancy Zavacki, for personal reasons.

B. Discussion / History

Nancy Zavacki has requested leave without pay for the academic year 2008-09.

This request is in accordance with Article 9.3 – Unpaid Leave, of the Collective Bargaining Agreement between Central Oregon Community College Board of Directors and the Faculty Forum.

C. Options / Analysis

Approve the request for leave without pay for Nancy Zavaki.

Decline approval of the request for leave without pay for Nancy Zavacki.

D. Timing

Action requested at this board meeting

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the request for leave without pay for Nancy Zavacki.

F. Budget Impact

None

Central Oregon Community College

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contract for Laurie Waltosz

B. Discussion/History

This is for a one-year temporary Instructor of Nursing.

C. Options/Analysis

Approve the contract for Laurie Waltosz.

Decline approval of the contract for Laurie Waltosz.

D. Timing

For the 2008-09 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contract for Laurie Waltosz.

F. Budget Impact

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

G. Miscellaneous

Laurie Waltosz
Temporary Instructor of Nursing

Laurie Waltosz received her Bachelor of Science, Nursing degree from the University of Portland. While in the military, Ms. Waltosz developed skills as a staff nurse, supervisor and a mentor in Medical-Surgical, Labor and Deliver and Postpartum care. She also has extensive training in Oncology/Hematology. Laurie especially enjoyed being a mentor to less experienced nurses.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Carol Moorehead-Dean for Continuing Education and Extended Learning

A. Action Under Consideration

Approve the College's Contract for Educational Services with Crook County High School

B. Discussion/History

The Oregon Department of Education requires a governing board of a school district and community college to annually review contracts for use of Community College Instructors in High Schools to ensure requirements outlined in OAR 589-008-0200 have been met. Contracts approved by both boards are then forwarded to the State Board of Education for annual review.

This year COCC is developing contracts with the Crook County School District to provide these classes: Math 111 - College Algebra, Math 112 – Trigonometry, PSY 201 – Mind & Brain, PSY 202 – Mind & Society and SOC 201 - Intro to Sociology at Crook County High School.

All requirements of the Community College in OAR 589-008-0200 have been met.

C. Options/Analysis

Approve these educational services contracts.
Disapprove and discontinue these programs.

D. Timing

Contracts may be submitted to the State Board for approval after a teacher has been assigned to teach. However, the State Board reserves the right to find any contract in violation of current statutes or administrative rules notwithstanding the teachers' starting date. These contracts are for fall 2008, winter 2009 and spring 2009.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve these contracts for delivery of instructional services.

F. Budget Impact

Discontinuation of programs would reduce income and state reimbursement for FTE.

Central Oregon Community College
Board of Directors

INFORMATION ITEM

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

June 30, 2008

Central Oregon Community College
2600 NW College Way
Bend, OR 97701

We have applied the procedures enumerated below, which were agreed to by Central Oregon Community College for the period July 1, 2007 and ending June 30, 2008. Central Oregon Community College management is responsible for the accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We obtained an understanding of the internal accounting procedures in the payroll, accounts payable, and third party billing departments. We tested transactions within these departments and found all items to be in compliance with the internal accounting procedures established by Central Oregon Community College.

During our procedures, we also assessed the internal accounting control procedures in the above areas. We believe the following would improve these internal accounting control procedures:

- Typically when a new employee is hired, an employee identification number is created by the human resources department. We noted that a few times during the year the payroll department needed to create an employee's identification number for a new employee. This accounting control could be enhanced if only human resources created identification numbers or if the payroll department was required to create the number, a notification would be required to be sent to the Director of Accounting.
- Currently, once the accounts payable Accounting Assistant has approved and printed out the accounts payable, payments are sent directly to the vendor. The accounts payable accounting control may be enhanced if a supervisory level position reviewed the processed accounts payable checks before they were sent to the vendor.

June 30, 2008

Page 2

We were not engaged to, and did not conduct an audit of internal control procedures, the objective of which would be the expression of an opinion, on the internal control procedures. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Central Oregon Community College and is not intended to be and should not be used by anyone other than those specified parties.

Sincerely,

Kerkoch Katter & Nelson, LLP
Certified Public Accountants

Bend, Oregon
June 30, 2008

Central Oregon Community College

RESOLUTION

Prepared by: Gene R Zinkgraf-Director of Campus Services

A. Action Under Consideration

Award Bid # 1290-08 – Cascades Hall Parking Lot Expansion to Knife River of Bend Oregon.

B. Discussion/History

In 2007-08, credit enrollment at COCC grew by 15% -- the college's greatest single year increase, taking the college to a historical enrollment level (the Bend Campus showing a 12% increase in total credit and non-credit headcount enrollment). Applications for fall 2008 are showing potentially even higher growth. Weekly comparisons of fall 2007 enrollment compared to fall 2008 are averaging more than 20% higher.

Existing parking will absorb some of this growth but these lots are inadequate to handle this level of increase. The proposed spaces being added in by this parking lot expansion project represent a 3.7% increase in total spaces – a minimal increase in light of the current and projected enrollment growth. The new parking lot associated with the Campus Center will provide minimal initial relief as construction workers park in the vicinity of the new building.

There were three (3) bids received for the Cascades Hall Parking Lot Expansion Bid. Knife River submitted the low responsive bid of \$244,052. The other responsive bid was received from Del Barber Excavations, Inc in the amount of \$281,644. A bid from Kirby Nagelhout Construction was found to be non-responsive and rejected.

C. Options/Analysis

Accept the bid and award the contract to Knife River for \$244,052.00

Not accept the bid from Knife River and either re-bid or cancel the project.

D. Timing

Approval at this time will enable the contractor to begin work immediately and complete the project at the earliest possible time.

E. Recommendation

Be it resolved that the Board of Directors does hereby accept the bid of \$244,052 from Knife River for Bid #1290-08 - Cascades Hall Parking Lot Expansion - 2008.

F. Budget Impact

Funds for the Cascades Hall Parking Lot Expansion -2008 project are budgeted in the Building Repair Reserve within the Capital Projects Fund.