

CENTRAL OREGON
community college

BUDGET COMMITTEE MEETING

AGENDA

Wednesday, May 11, 2011 6:00 PM
Christiansen Board Room, Boyle Education Center

				<u>Exh.</u>	<u>Action</u>	<u>Presenter</u>
I.	Call to Order					Friedman
II.	Introduction of Guests					Friedman
III.	Public Hearing and Testimony					Friedman
IV.	Minutes Approval			4.a	X	Smith
	a. Budget Meeting – April 13, 2011					
V.	Update on Proposed 2011-12 Budget			5		Dona
VI.	Resolution for Approval					
	Proposed 2011-12 Budget			6	X	Dona
VII.	Adjourn					



Central Oregon Community College
BUDGET COMMITTEE MEETING
MINUTES

Wednesday, April 13, 2011 - 6:00 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Patricia Kearney, Joe Krenowicz, Gayle McConnell, Doug Ertner, Laura Cooper, Dr. Joyce Garrett, Charley Miller, Connie Lee, John Overbay, Anthony Dorsch, David Ford, Donald Reeder, Ed Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

ABSENT: Lester Friedman-Chair, Steve Curran

CALL TO ORDER: Mr. Charley Miller called the meeting to order of the 2011-12, Central Oregon Community College Budget Committee.

INTRODUCTION OF GUESTS:

Matt McCoy, Karin Hilgersom, Ron Paradis, Kevin Kimball, David Dona, Gene Zinkgraf, Julie Mosier, Eric Buckles, Alicia Moore, Lisa Bloyer, Ed Sea, Dan Cecchini, Julie Downing-Faculty Forum President, Joe Viola, Kirsteen Wolf-Terry Link-Brenda Pierce-Chris March-Madison Tilton-Tobey Veenstra-Lauren Hamlin/Student Government/Broadside & Voice-student newspapers, and others.

PUBLIC HEARING AND TESTIMONY: None.

MINUTES APPROVAL:

Ms. Laura Cooper moved to approve the Budget Meeting Minutes of March 9, 2011. Mr. David Ford seconded. MCU. Approved. M04/11:1

2011-12 GENERAL FUND – QUESTIONS: None.

2010-11 PROPOSED NON-GENERAL FUND BUDGET: (Handouts: 6, 6.a)

President Middleton summarized a letter he (and other colleges throughout the nation received) received from the chief operations officer of the federal student aid program. The letter expressed appreciation to the college “financial aid staff” and discussed the upcoming significant new regulations and challenges of financial aid along with expressing the legal obligation colleges have to supply adequate staff and adequately promote funding to eligible students. President Middleton gave a PowerPoint presentation which showed a graph highlighting significant changes in financial aid funding and college staffing from past years up to the current years’ high enrollment growth numbers.

Mr. David Dona-Associate Chief Financial Officer provided an updated graph showing that COCC continues to be the “most affordable” community college in Oregon when comparing annual in-district tuition and fees.

He gave a PowerPoint presentation and reviewed detailed budgets for each of the nine Non-General Funds:

- Debt Service Fund

- Capital Project Fund
- Enterprise Fund
- Internal Service Fund
- Reserve Fund
- Special Revenue Fund
- Auxiliary Fund
- Financial Aid Fund
- Trust & Agency Fund.

Mr. Dona noted that each of the nine funds have a specific purpose and activity as defined by local budget law and governmental accounting standards. The primary budget objective is to ensure adequate appropriation authority and compliance to the funds specific operating parameters. Each program or activity is required to be self-balancing and expenditures cannot exceed available resources.

Mr. Dona also reviewed the Summary of Transfers by Fund Schedule (Exhibit: 6.b).

BUDGET CALENDAR:

The next Budget Committee Meeting is scheduled for Wednesday, May 11, 2011 at 6:00 PM in the Christiansen Board Room, Boyle Education Center – Central Oregon Community College.

Chair Miller adjourned the Budget Committee Meeting.

ADJOURN: 7:00 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Chair
Budget Committee

Dr. James E. Middleton,
President

May 2011 Budget Committee Meeting

- Current Year Budget Up-date
- Revenue/Expenditure Forecast
- Proposed Budget Review

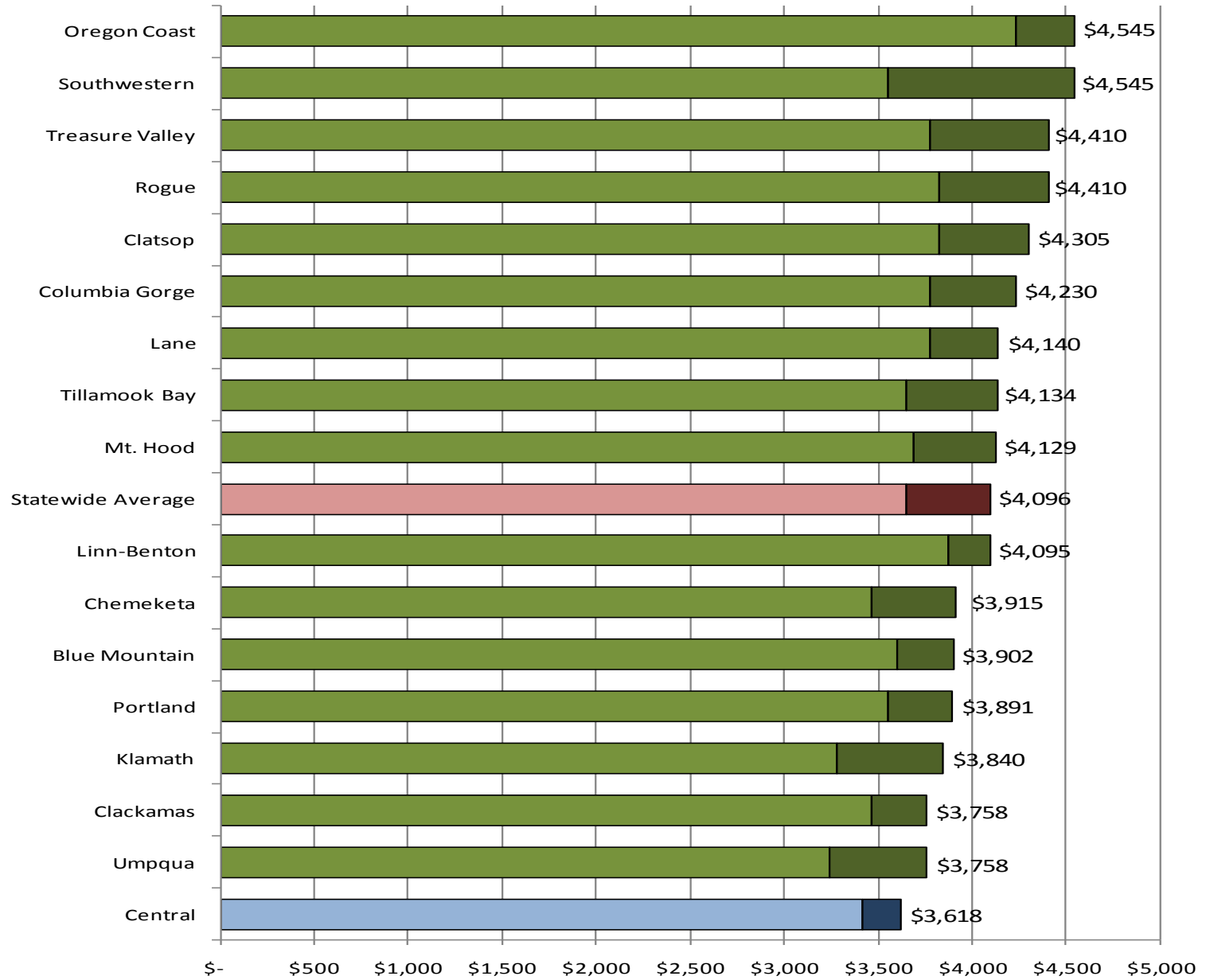
General Fund Budget vs. Projected (REF: L1)

General Fund		Fiscal Year 2010/11						
Budget vs. Projected			Budget		Projected		Change	
		%	2010/11	%	2010/11		Change	
						\$	%	
Revenue:								
1.	State Aid	13%	4,236,000	12%	3,957,514	(278,486)	a	-6.6%
	Property Taxes							
2.	Current Year Taxes	35%	11,751,000	35%	11,595,667	(155,333)	b	-1.3%
3.	Prior Year Taxes	2%	766,000	3%	853,105	87,105		11.4%
	Total Public Resources (1,2,3)	50%	16,753,000	49%	16,406,285	(346,715)		-2.1%
4.	Tuition	45%	14,850,854	45%	15,222,330	371,476	c	2.5%
5.	Fees	4%	1,187,146	4%	1,352,674	165,528		13.9%
	Other Revenue & Transfers-in							
6.	Interest	0.4%	125,000	0.0%	6,000	(119,000)	d	-95.2%
7.	Federal ABE Grant							
8.	Transfers-in / Miscellaneous	1%	350,000	2%	550,000	200,000	e	57.1%
9.	Subtotal	100%	33,266,000	100%	33,537,289	271,289		0.8%
Expenditures:								
10.	Salaries	52%	18,012,906	53%	18,012,906			0.0%
11.	Payroll Assessments	24%	8,294,394	24%	8,294,394			0.0%
12.	Material & Services	16%	5,438,833	14%	4,638,833	(800,000)	f	-14.7%
13.	Capital Outlay	1%	499,259	1%	499,259			0.0%
14.	Transfers-out	8%	2,727,952	8%	2,727,952			0.0%
15.	Subtotal	100%	34,973,344	100%	34,173,344	(800,000)		-2.3%
16.	Underutilization		0		(681,065)	(681,065)	g	
17.	Operating Surplus (Deficit)		(1,707,344)		45,010	1,752,354		102.6%
18.	Transfers-out: Supplemental				(500,000)		h	
19.	Projected Surplus (Deficit)		(1,707,344)		(454,990)	1,252,354		73.4%
Ending Balance 06/30/11					4,494,268			13%
Required 10% Reserve Requirement					3,417,334			10%

Notes:

- a CCSF projected at \$416m (budget \$450.5 -\$20.9m -\$13.6m).
- b Current year taxes actual imposed growth rate -.5% (budgeted at +1%).
- c Current year tuition (credits purchased +9.2%)
- d Interest revenue is shown net of fees. Interest rates have declined dramatically past 3 years.
- e Proposes summer term transfers-in of \$500k (budgeted \$350k). Miscellaneous income of \$50,000.
- f Assumes \$800k operating contingency remains uncommitted.
- g Represents budgeted savings projected at 2% of operating expenditures net of transfers and operating contingency.
- h Proposed \$500k supplemental transfer-out for telephone system.

**Oregon Community College
 Projected Annual 2011-12 In-District Tuition and Fees
 Updated May 6, 2011**



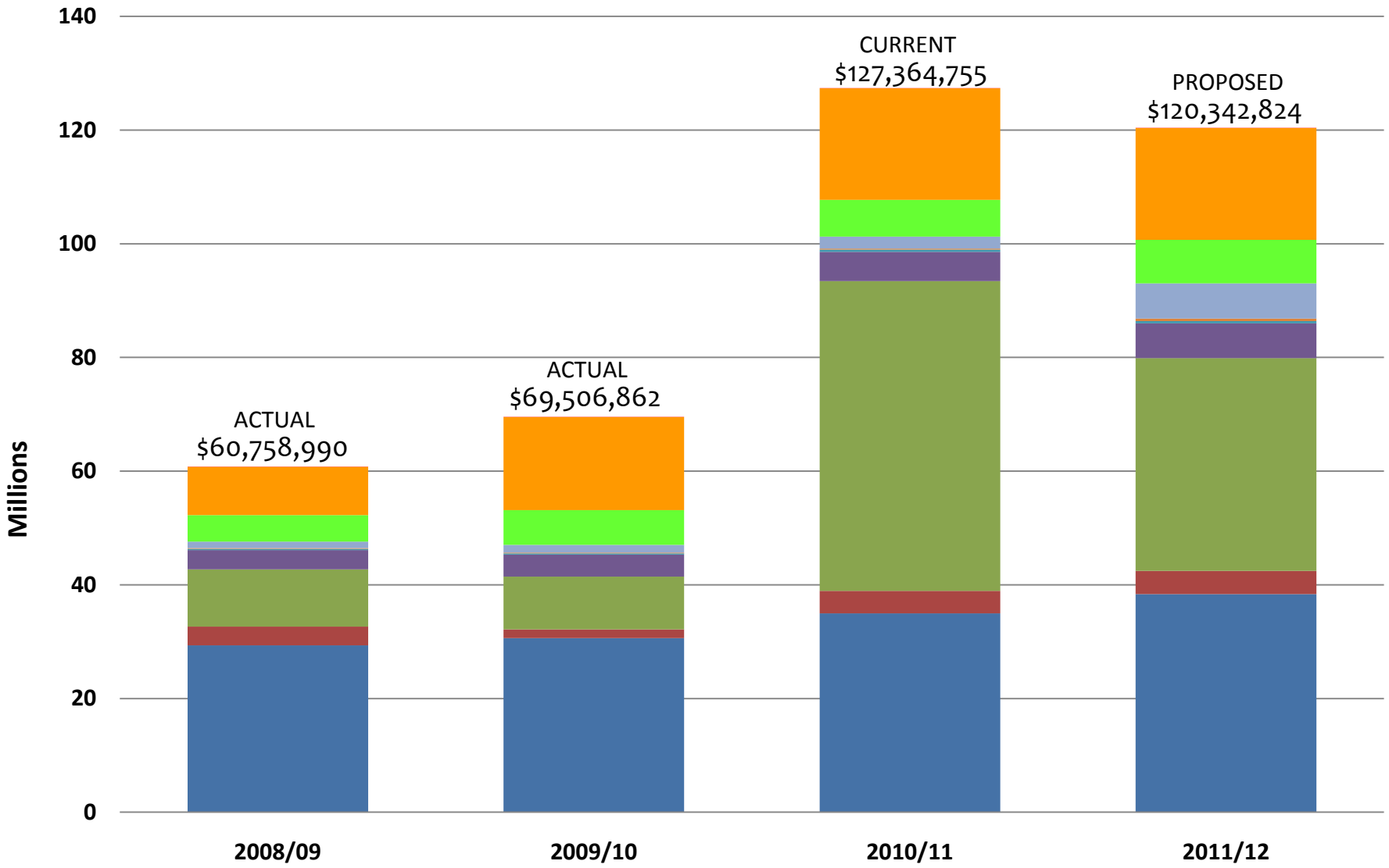
General Fund Revenue/Expenditure Projection (REF:L1)

In thousands (000's)		2005/07 BIENNIUM		2007/09 BIENNIUM		2009/11 BIENNIUM		2011/13 BIENNIUM		2013/15 BIENNIUM	
		Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
		2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Revenue:											
1.	State Aid:	6,347	5,202	6,165	5,479	4,204	3,958	5,610	6,229	6,656	6,656
	Property Taxes										
2.	Current Year Taxes	9,422	10,061	10,678	11,194	11,838	11,596	10,924	10,607	10,607	10,607
3.	Prior Year Taxes	362	360	409	533	805	853	921	995	1,075	1,161
	Total Public Resources (1,2,3)	16,131	15,623	17,252	17,206	16,847	16,406	17,455	17,831	18,338	18,424
4.	Tuition	7,179	7,290	8,097	10,077	13,151	15,222	16,820	18,266	19,582	20,934
5.	Fees	706	756	865	1,133	1,165	1,353	1,554	1,632	1,697	1,765
	Other Revenue & Transfers-in										
6.	Interest	220	262	197	63	4	6	8	10	12	14
7.	Federal ABE Grant	92									
8.	Transfers-in / Miscellaneous	120	15	260	25	43	550	800	800	800	800
9.	Subtotal	24,448	23,946	26,671	28,505	31,210	33,537	36,638	38,539	40,428	41,937
Expenditures:											
10.	Salaries	11,873	11,919	12,649	13,946	15,486	18,013	19,020	19,696	20,289	20,897
11.	Payroll Assessments	5,208	5,199	5,619	6,404	6,545	8,294	9,887	10,648	11,899	12,488
12.	Materials & Services	2,934	3,102	3,315	3,649	3,821	4,639	5,039	5,242	5,363	5,486
13.	Capital Outlay	405	436	512	497	377	499	486	491	501	511
14.	Transfers-out: Operating	3,881	3,058	2,952	2,643	2,385	2,728	2,848	3,135	3,183	3,227
15.	Subtotal	24,301	23,714	25,047	27,139	28,614	34,173	37,281	39,212	41,234	42,609
16.	Underutilization						(681)	(689)	(722)	(761)	(788)
17.	Operating Surplus (Deficit)	147	232	1,624	1,366	2,596	45	47	49	(45)	116
18.	Transfers-out: Supplemental		(2,500)		(2,200)	(2,000)	(500)	(275)			
19.	Projected Surplus (Deficit)	147	(2,268)	1,624	(834)	596	(455)	(228)	49	(45)	116
Ending Balance 06/30							4,494	4,266	4,314	4,269	4,385
Reserve Requirement (10%)							3,417	3,728	3,921	4,123	4,261

Summary of Funds

Funds	Adopted 2010/11	Proposed 2011/12	\$ Change	Key Changes
General Fund	34,973,344	38,355,518	3,382,174	Increase in staff costs \$2.6m, materials & services \$400k, transfers-out \$395k and decrease in capital -\$13k.
Debt Service Fund	3,978,617	4,105,065	126,448	Increase in net principal and interest payments related to long term debt \$126k.
Capital Projects Fund	54,468,396	37,427,052	(17,041,344)	Reduction in GO Bond projects -\$4.5m, Mazama remodel -\$1.2m, Culinary Building -\$4.3m, New Construction & Renovation -\$4.0m, and Federal Stimulus Projects -\$3.0m.
Enterprise Fund	5,157,091	6,107,081	949,990	Increase in materials & services \$829k and personal services \$125k and decrease in capital -\$5k.
Internal Service Fund	390,047	396,801	6,754	Increase in materials & services \$7k and decrease in capital -\$1k.
Reserve Fund	175,000	437,000	262,000	Increase in PERS transfer-out to GF \$250k and retiree insurance costs \$12k.
Special Revenue Fund	2,110,055	6,208,404	4,098,349	Increase in materials & services associated with targeted federal grant \$4m.
Auxiliary Fund	6,458,307	7,665,974	1,207,667	Increase in summer term costs \$415k, and costs associated with the culinary program and facility now accounted for in the auxiliary fund \$797k.
Financial Aid Fund	19,636,398	19,632,429	(3,969)	Decrease in materials & services -\$5.8k and increase in personal services \$1.9k.
Trust & Agency Fund	17,500	7,500	(10,000)	Decrease in materials & services -\$10k.
Total of All Funds	127,364,755	120,342,824	(7,021,931)	

Budget History By Fund



- General Fund
- Debt Service Fund
- Capital Projects Fund
- Enterprise Fund
- Internal Service Fund
- Reserve Fund
- Special Revenue Fund
- Auxiliary Fund
- Financial Aid Fund
- Trust & Agency Fund

Fiscal Safety Measures and Contingencies

- ❖ Retain a general fund reserve above required 10% (~13%)
- ❖ General fund includes \$800k operating contingency
- ❖ Conservative projections on tuition, state aid, and net property tax revenue.
- ❖ Major long-term projects, activities and obligations.
 - Debt Service - *funded*
 - Capital Projects - *funded*
 - Building Maintenance & Repair and Technology Replacement – *funded*
 - Enterprise and Internal Services Activities – *self-funded*
 - Residence Hall and Bookstore
 - Copy Center, Copier Fleet, Vehicles, and Computer Labs
 - Regional Activities – *funded*
 - Redmond Campus and Madras & Prineville Centers
 - Retiree health care liability and PERS reserve – *funded*
 - PERS reserve transfer-out to general fund of \$250k for 2011/12
 - Adequate spending authorization for financial aid, grants and contracts
- ❖ Health insurance: budgeted +10% vs. actual ~+7%
- ❖ Supplemental transfer-out (\$500k) from 2010/11 end-of-year general fund balance to capital projects fund for new telephone system.

Before The Vote (Budget Committee)

Are there questions about the implementation of the budget assumptions and priorities?

**CENTRAL OREGON COMMUNITY COLLEGE
BUDGET COMMITTEE**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

A. Action Under Consideration

Approval of the 2011-2012 Fiscal Year Budget, including the approval of the property tax rate and general obligation bond debt service levy.

B. Discussion/History

As part of the budgeting process, the Budget Committee has the following duties; a) specify the amount of tax revenue or tax rate for all funds, b) establish a maximum for total expenditures for each fund, c) approve the total taxes for the local government as an amount and/or rate and, d) approve the budget. The College's established permanent tax rate of \$0.6204 per thousand dollars of assessed property value is a result of voter approved Measure 50 (1997), a constitutional amendment. The amount to be levied for general obligation bond debt service is \$2,712,940. The Proposed Budget for all funds totals \$120,342,824.

C. Options/Analysis

1. Approve the Proposed Budget, tax rate, and bond levy at this time.
2. Do not approve the Proposed Budget, tax rate, and bond levy at this time.

D. Timing

Approval of the proposed 2011-2012 Fiscal Year Budget is requested at this time. Approval now will facilitate the remainder of the budget process, which involves adoption of the Budget by the Board of Directors in June after an additional public hearing.

E. Recommendation

Be it resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2011-2012 in the aggregate amount of \$120,342,824 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$2,712,940 be approved for the Debt Service Fund for the purpose of satisfying required debt service of general obligation bonds issued by the district.

F. Budget Impact

NA



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 11, 2011 – 6:30 PM
Christiansen Board Room, Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:30 pm	I. Call to Order			Miller
6:31 pm	II. Introduction of Guests			Miller
6:35 pm	III. Agenda Changes			
6:35 pm	IV. Public Hearing and Testimony			
	A. Better Roads for Bend			N. Bryant ^P
6:40pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular April 13, 2011	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (April 2011)	5.b1	X	Buckles ^A
	C. Emeritus			
	1. Diana Glenn	5.c1	X	Middleton
	2. Carol Moorehead	5.c2	X	Middleton
	D. Rehire: Administrative/Confidential Supervisory	5.d	X	Buckles ^A
	1. Rehire-Employee List	5.d1		
6:45 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Construction Projects - Update	6.b		McCoy ^A
	C. ABS (Adult Basic Skills) Program Review			Moorehead ^P
	D. COCC Values and Future Directions	6.d		Moore ^P
	E. Facilities Audit	6.e		Viola ^P
7:10 pm	VII. Old Business			
	A. 2nd Reading – 2011-13 Board Priorities	7.a	X	Middleton ^A
	B. 2nd Reading – GP2: Governing Style	7.b	X	
7:20 pm	VIII. New Business			
	A. Prineville Facility	8.a	X	McCoy ^P
	1. Operations MOU	8.a1		
	B. - - - -			
	C. Potential Board consideration of endorsement for “Better Roads for Bend” bond	8.c*	X	Miller ^P
7:35 pm	IX. Board of Directors’ Operations			
	A. Board Member Activities			
7:45 pm	X. President’s Report			
	A. Updates			



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, April 13, 2011- 7:00pm
Christiansen Board Room
Boyle Education Center

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

INTRODUCTION OF GUESTS: Matt McCoy, Karin Hilgersom, Ron Paradis, Kevin Kimball, David Dona, Gene Zinkgraf, Julie Mosier, Eric Buckles, Alicia Moore, Lisa Bloyer, Ed Sea, Dan Cecchini, Julie Downing-Faculty Forum President, Joe Viola, Kirsteen Wolf-Terry Link-Brenda Pierce-Chris March-Madison Tilton-Tobey Veenstra-Lauren Hamlin-Student Government/ The Broadside & Voice-student newspapers, Sheila Miller and Devon Williams-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY:

Mr. Ron Paradis-Director of College Relations reported that each April the OCCA (Oregon Community College Association) sponsors a student scholar's luncheon event in Salem – ("2011 All Oregon Academic Team"). Each Oregon community college sends two students – who will be recognized by the Governor for their outstanding academic ability and contributions to their college and community.

Mr. Paradis introduced this year's COCC student scholars: Mr. Arthur "Tyler" Pratt (who will be one of three student speakers at the luncheon) and Mr. Eric Sorenson, both students are winding up their careers at COCC, as science majors; and straight "A" students. Mr. Sorenson will be attending either OSU or UofO and Mr. Pratt will be going on to attend OIT-Oregon Institute of Technology.

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda (Exhibit: V). Ms. Connie Lee seconded the motion. MCU. Approved. M04/11:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of March 9, 2011, and April 5, 2011 (Exhibits: 5.a2 & 5.a3);

BE IT RESOLVED that the Board of Directors' reviewed and approved the March 2011 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approved the employment contract of Suzanne Kristensen-Full-time Prineville Campus Coordinator.

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the February 2011 Financial Statements.

Governor's Educational Investment Board (6.b)

President Middleton reviewed that Governor Kitzhaber ran for office on a platform with several key education commitments:

- Investment vision rather than Funding vision
- Shift fiscal allocation framework from Seat Time to Outcomes
- Movement from educational sectors as independent silos to an integrated infant-to-graduate-school, model.

K-12 goes to the legislature, community colleges, and universities

Senate Bill 909 is structured to support the following transformations:

- Creation of an Educational Investment Board
- Potential dissolution of State Board of Education and State Board of Higher Education
 - Creation of Early Learning Council, K-12 Coordinating Council and
 - Post secondary Coordinating Council

Proposed systems enable a more holistic look across traditional educational “silos.”

OLD BUSINESS:

ASCOCC Constitution (Exhibit: 7.a)

President Middleton reviewed that all students were notified (by numerous forms of communication) of the upcoming vote on the constitution. 349 voted with 81% supporting ratification of the new constitution. ASCOCC Executive Council member and legislative coordinator Terry Link – reported that the Council was in favor of the new constitution.

Ms. Alicia Moore-Dean of Student Services noted correction to Article IV, Section 3B as noted below.

Original Language:

Section 3. Election and Appointment of Officers

- A. Three Council members shall be selected via an election.
- B. Three additional Council members shall be appointed by the Appointment Committee (see Article VI, Section 5).

Corrected Language:

Section 3. Election and Appointment of Officers

- A. Three Council members shall be selected via an election.
- B. Three additional Council members shall be appointed by the Appointment Committee (see Article IX).

Dr. Joyce Garrett moved to approve the ASCOCC Constitution with the corrected language to Article IV, Section 3B. Mr. David Ford seconded. MCU. Approved.

Tuition & Fees – 2011-12 (Exhibit: 7.b)

Mr. Donald Reeder moved to approve and authorize the college to increase the 2011-12 tuition and fees rates as identified in Exhibit: 7.b. Mr. Anthony Dorsch seconded. MCU. Approved

1st Reading – 2011-13 Board Priorities (Exhibit: 7.c)

Board of Directors' consensus is for approval of the first reading of the 2011-13 Board Priorities.

NEW BUSINESS:

Adjourn as COCC Board of Directors Mtg.

Convene as Local Public Contract Review Board

Procurement Rule Changes (Exhibit: 8.b1)

Ms. Julie Mosier-Purchasing Coordinator reviewed that each time the state of Oregon's Attorney General's office reviews and, if appropriate, amends the CCRP model rules, it is required for each local agency that has adopted a set of CCRP model rules to review their own rules and determine if those rules are still applicable and correlate with the A/G model rules. In response to recent statutory revisions and administrative changes in the A/G's model rules, it is necessary for the College to make minor modification to its CCRP model rules.

Ms. Connie Lee moved to approve the proposed changes to the Community College Rules of Procurement (CCRP) (Exhibit: 8.b1). Mr. David Ford seconded. MCU. Approved.

Adjourn as Local Public Contract Review Board

Re-Convene as COCC Board of Directors Meeting

Veterans' Tuition Waiver Program (Exhibit: 8.e)

Ms. Alicia Moore-Dean of Student Services reviewed the changes to COCC's Veterans' Tuition Waiver program noting that it is important that the recommended change to the age criteria is intended to align COCC's policy to the same criteria used by the Veterans Administration, U.S. Department of Education and other Oregon community colleges.

Dr. Joyce Garrett moved to approve the changes to the Veterans' Dependent/Spouse Tuition Waiver program as detailed in Exhibit: 8.e). Mr. Donald Reeder seconded. MCU. Approved.

Room & Board Rates 2011-12 Juniper Residence Hall (Exhibit: 8.f)

Ms. Alicia Moore-Dean of Student Services reviewed that the COCC Board of Directors' set the Juniper Hall room and board rates each spring. She reported that staff in reviewing rates from other Oregon institutions – rates range from a three to ten percent increase. Staff recommends a 3.5% increase in board and a 4.0% increase in room rates.

Mr. David Ford moved to approve a 3.5% increase for the 2011-12 residence hall board rates and a 4.0% increase for the 2011-12 residence hall room rates (Exhibit: 8.f). Dr. Joyce Garrett seconded. MCU. Approved.

1st Reading – GP2: Governing Style (Exhibit: 8.g)

Board of Directors' consensus is for approval of the first reading of GP2: Governing Style (Exhibit: 8.g).

Student Involvement Commitment (Exhibit: 8.h)

President Middleton reviewed that based on prior years student elections, the College has assigned and collected both a student activity fee and Green Energy fee. With the proposed revisions to the ASCOCC Constitution, these fees will be presented to the Board annually for approval.

An addition will be made to Board Policy expressing intent to solicit feedback from ASCOCC and students regarding potential future changes to the ASCOCC Constitution or modifications of the ASCOCC student activity fee or Green Energy Fee.

Dr. Joyce Garrett moved to approve as policy the Board of Directors' intention to involve students in any changes to the student activity and Green Energy fees (Exhibit: 8.h). Mr. John Overbay seconded. MCU. Approved.

Student Activity and Green Energy Fees (Exhibit: 8.i)

Ms. Alicia Moore reviewed that COCC students approved both a \$1.50 per credit (maximum of 12 credits) "student incidental fee" which has shifted to a "student activity" fee and a \$0.25 per credit (maximum of 12 credits) fee dedicated towards the purchase of Blue Sky power in the spring of 2006; the fee is called a "green energy" fee. Fees collected in excess of Blue Sky expenses are dedicated towards campus sustainability projects.

Mr. John Overbay moved to approve the \$1.50 "student activity" and the \$0.25 "green energy" fees for 2011-12 as described in (Exhibit: 8.i). Mr. David Ford seconded. MCU. Approved.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- | | |
|-------------|--|
| Dr. Garrett | Attended the ACCT National Legislative Summit in Washington DC
Two OCCA Board meetings
Testified before the Senate Education Committee
Madras Campus Ground Breaking ceremony
Working on three Grants for OCCA
Student Government Leadership Training
Assisting OCCA w/staff training and development
Elected to the OCCA Executive Committee |
| Ms. Lee | Working on reviewing and revising Board Policies as member of the
Board Policy Review committee
Special Board TeleConference Meeting |
| Mr. Dorsch | Madras Campus Ground Breaking ceremony
Conversations w/Ron Munkers re: OIT |

Mr. Reeder Madras Campus Ground Breaking ceremony
Special Board TeleConference Meeting
Real Estate Committee Meeting

Mr. Miller OSU Task Force
Phone Conference Calls w/Oregon Idea Board
Madras Campus Ground Breaking ceremony

Mr. Overbay COCC Foundation Board of Trustees Meeting
Real Estate Breakfast meeting at The Riverhouse
Bend Chamber Mtg. re: the Governor's education bill
EDCO Forecast luncheon at The Riverhouse
Met w/potential candidate for COCC Board of Directors
Real Estate Committee Meeting

Mr. Ford EDCO Luncheon
OSU-Cascades Advisory Board Mtg.
OSU-Cascades Capacity Task Force Mtg.
Madras Campus Ground Breaking ceremony
Special Board TeleConference Mtg.
Real Estate Committee Mtg.

PRESIDENT'S REPORT:

Updates:

Governor's proposal for Oregon Education Investment Board

President Middleton reported that later in April or May, the State Board of Education will likely be approving a "growth management" funding proposal.

- Wait Lists – as of last Friday, 275 students were wait listed – this is the lowest number the college has wait-listed in four semesters
- Attended the annual AACC (American Association of Community Colleges) conference

ADJOURN: 8:30 P.M.

APPROVED;

ATTEST TO;

Mr. Charley Miller, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
May 11, 2011
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – April 2011

Name	Date Hired	Job Title
Classified Full-Time		
Dumas, Julia	4/25/2011	Bookstore Buyer, General Merchandise
Non-Faculty (Non-benefitted)		
Bremner, Erin	4/27/2011	ABC's of Parenting
Nelson, Marcia	4/27/2011	ABC's Parenting
Salazar, Mayra	4/3/2011	Make Parenting a Pleasure
Part-Time Faculty		
Burleigh, David	4/2/2011	Part-Time Faculty
Karr, Paul	4/18/2011	Part-Time Faculty
Temporary Hourly		
Binks, Jennifer	4/6/2011	Forestry Tutor
Fillmore, Suzann	4/1/2011	Culinary Assistant
Nikander, Debbie	4/1/2011	Tues Night Dinner Staff
Rosenfield, Robyn	4/4/2011	Lab Assistant
Scharpf, Christopher	4/6/2011	Simulator Instructor
Secor, Daniel	4/6/2011	Spanish Tutor
Steketee, Nole	4/4/2011	SMART Lab Attendant
Tucker, Shanda	4/6/2011	Psychology Tutor
Temporary Salary Payment		
Carter, Maggie	4/9/2011	Instructor: Intro-Loving Your Life

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton, President

A. Action Under Consideration

Approve emeritus status for retiring Dean of Instruction, **Diana Glenn**.

B. Discussion/History

Diana Glenn began as a faculty member in Office Administration in 1986. She continued in that role until 2007 earning the rank of full-professor during this time period. In 2007, Diana served as Interim Dean, until her permanent appointment as Instructional Dean in 2008. Diana Glenn has held numerous leadership roles at COCC including Faculty Forum President and Department Chair of the Computer Information Systems Department. Diana's 25 year history with COCC has been exemplary, and is evidenced by her long and successful teaching career and also by her willingness and dedication to effective leadership.

C. Options/Analysis

Approve emeritus status for Diana Glenn

Decline approval of emeritus status for Diana Glenn

D. Timing

Effective with her retirement at the end of the 2010-11 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for Diana Glenn.

F. Budget Impact

None.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton, President

A. Action Under Consideration

Approve emeritus status for retiring Dean of Instruction, **Carol Moorehead**.

B. Discussion/History

Carol Moorehead served as the "Center Director" located in Sisters for Central Oregon Community College beginning in 1979. In 1980, she was promoted to Program Coordinator for Community Education, and with one 3 year break in service (1985-1989), she continued in that role between 1989 until 2000 when she was promoted to Associate Dean for the North Campus and Extended Learning. In 2005, Carol was appointed as Dean of Continuing Education and Extended Learning. Carol's 30 year history with COCC, and her service to COCC, has been both pioneering and exemplary.

C. Options/Analysis

Approve emeritus status for Carol Moorehead

Decline approval of emeritus status for Carol Moorehead

D. Timing

Effective with her retirement at the end of the 2010-11 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College district approves emeritus status for Carol Moorehead.

F. Budget Impact

None.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

A. Action Under Consideration

A request for approval to rehire administrative, confidential and supervisory staff on the appropriate renewal documents for 2011-2012.

B. Discussion/History

Annual employment contracts are issued to administrative, confidential and supervisory employees in June of each year for the following fiscal year. The conditions for the issuance of all such employment contracts, which include satisfactory performance, are contained in the Board-approved *Handbook for Exempt, Confidential and Supervisory Employees*. A list of administrative, confidential and supervisory employees for rehire is attached

One-Year contracts include the following:

- Temporary Contracts: Administrators funded by grant money or on temporary assignments.
- Probationary contracts: issued during the first three years of a regular exempt appointment.
- Regular appointment contracts: issued with the fourth year appointment.

Three-Year Contract requirements:

- Continuing contracts require the recommendation of the President. They are issued to administrators who have worked a total of ten years for COCC in an administrative position and are at Level 26 or above on the current administrative salary schedule.

C. Options/Analysis

Approve rehire recommendations for administrative, confidential and supervisory staff on employment contracts as appropriate.

Decline the rehire recommendations for administrative, confidential and supervisory staff on employment contracts as appropriate.

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approve the rehire recommendations for administrative, confidential and supervisory staff for the 2011-2012 fiscal year.

E. Budget Impact

Funds for administration, confidential and supervisory salaries are contained in the approved 2011-2011 budget.

Approval to Rehire Administrative, Confidential and Supervisory Staff for 2011-2012

NAME	POSITION TITLE
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Temporary

Brecke, Richard	Construction Project Manager (Temp)
Floyd, Jeffrey	Sr, Network Administrator (interim status planned again for 11/12)
Hayes, Rick	Construction Project Manager (Temp)
Manriquez, Stephanie	LMT Program Director (Temp)
Yeager, Cody	Director-Corrections Education DRCI (temp-grant)
Zinkgraf, Gene	Director of Construction (retire11/12; continue under 1039)

Probationary*

Amar, Paul*	Juniper Residence Hall Director
Barry, Seana*	Assistant Director - Admissions & Records
Bellusci, Sharon*	Student Services Technology Coordinator
Bennett, James*	Security Coordinator
Boehme, Laura*	Assistant Director ITS / Infrastructure
Chavez, John*	Academic Advisor
Connor, Justine*	Native American Program Coordinator
Darwin, Julian*	Culinary Program Manager
DeSilva, Michelle*	Emerging Technologies Librarian
Diaz, Jessica de la O*	Oregon Leadership Institute Coordinator
Dickman, Diana*	Academic Advisor/Allied Health
Dula, Tracy*	Coordinator of Career Services
Egertson, Chris*	Research Analyst
Hagan, Deborah	Director of Secondary Programs
Hilgersom, Karin*	Vice President for Instruction
Holder, Thurmon*	Academic Advisor
Holtzclaw, Michael*	Instructional Dean
Homan, Cynthia*	Web Developer / Systems Programmer
Kimball, Kevin*	Chief Financial Officer
Mattson, Neal*	Custodial Supervisor - Nights
Niswonger, Paul*	Linux Systems / Oracle DBA
Redgrave, Christopher*	Director of Manufacturing Program
Roy, Nannette Lynn*	MIS Business Systems Programmer
Sandoval, Evelia*	Latino Student Program Coordinator
Schulz, Gerald (Jerry)*	Office Operations Manager - Com Learn
Sea, Edward*	Assistant Director, ITS / MIS
Shawna Elsberry*	Director of Student Retention
Suzanne Kristensen*	Prineville Campus Coordinator
Underdal, Taran*	Student Activities Coordinator
Wheeler, Paul*	Student Housing Coordinator

NAME	POSITION TITLE
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Regular

Andresen, Sharla	Financial and Contracts Analyst
Bauman, Tucker	Welding Program Coordinator DRCI (Temp)
Beyer, Pamela	Financial Aid Technical Specialist
Bowling, Michael	Institutional Systems Analyst
Cagney, Patricia	CAP Center Academic Advisor
Cecchini, Daniel	Director of Information Technology
Coil, Carrie	Foundation Accountant
Dona, David	Associate CFO
Donnell, Scott	Web Designer
Douglass, William	Director Club Sport, Intramural Recreation
Ertle, Vicki	Director of Family Resource Center (Temp)
Gibson, Andrea	Development Officer - Foundation
Hagenbach, David	Sign Language Interpreter
Jeffreys, Cynthia	Systems Integrator
Jumper, Nancy	Community Learning Program Manager
Klett, Barbara	Instructional Technology Coordinator
Knox, Rachel	Community Learning Program Manager
Lantis, Glenda	Community Learning Program Manager
Lucia, Justine	Assistant Director Bookstore
McCampbell, Susan	Assistant Director, Student Financial Aid
McDilda, Robert	Safety and Security Supervisor
Metcalf, Aimee	Director of Admissions and Registrar
Mosier, Julie	Purchasing Coordinator
Multop, Kevin	Director of Student Financial Aid
Ortiz, Lori	Payroll Specialist
Pederson, Jeffrey	Systems Administrator
Pierce, Brynn	Institutional Researcher
Price, Gordon	Director of Student/Campus Life
Richards, Jeff	Coordinator of User Services
Roth, Karen	Director of Multicultural Activities
Smith, Kellie	Tutoring and Testing Center Director
Sorensen, Gail	Assistant Director, Human Resources
Stennett, Paul	Community Learning Program Manager
Suyematsu, Jessie	Applications Analyst/Programmer
Sylwester, Breana	Financial Aid Advisor
Wagner, Mary	Project Manager - College Relations
Walker, Anne	Disability Services Coordinator
Weaver, James	Executive Director, Foundation
Wilcox, Jim	Business Counselor

Currently on 3-Year Contracts

Bilyeu, David	Director of Library Services
Buckles, Eric	Director of Human Resources
McCoy, Matthew	Vice President for Administration
Moore, Alicia	Dean of Students and Enrollment Services
Paradis, Ron	Director of College Relations
Simpkins, Bill	Database Administrator
Viles, Vickery	Director of CAP Center
Willis, Lori	Director of the Bookstore

Under Consideration for 3-Year Contracts

Bloyer, Lisa	Director of Accounting
Wickham, Beth	Director of Cont. Ed & BDC

Confidential/Supervisory

Hoffman, John	Maintenance Supervisor-Buildings
Mattson, Neal	Custodial Supervisor – Nights
Stephen Newcomb	Administrative Assistant - VPI
Smith, Julie	Executive Secretary – President / Board of Directors

Central Oregon Community College
Monthly Budget Status

Highlights of March 2011 Financial Statements

Cash and Investments

The Colleges' operating cash balances are currently \$27.2 million. The March average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$29 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. The Commercial Paper investment matured in March and the funds deposited in the Local Government pool, increasing the pool balance to \$10 million. The bond proceeds held in cash and investments total \$39.5 million as of the end of March.

General Fund Revenues

Spring term registration continues, increasing tuition and fee revenue by one million over the prior month.

General Fund Expenses

The expenses include all approved inter-fund transfers for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Cash and Investments Report
as of March 31, 2011

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$26,729,674.45
Pool account 5482	\$332,762.87
Pool account 3624	\$386,781.46
Pool account 3707	\$56,558.84
Pool account 3816	\$10,075,272.27

March Average Yield .50%

Cash in USNB \$467,348.29

Cash on hand \$3,900.00

Total Cash \$38,052,298.18

Investments

Fannie Mae:

Yield .4048%, due 4-28-11	\$2,520,825.00
Yield .4271%, due 5-16-11	\$1,494,190.00
Yield .5062%, due 8-15-11	\$3,107,910.00

Federal Farm Credit Bank:

Yield .4500%, due 7-18-11	\$2,843,532.00
Yield .5381%, due 9-30-11	\$4,000,600.00
Yield .5587%, due 10-28-11	\$4,000,600.00

Federal Home Loan Bank:

Yield .4698%, due 6-22-11	\$3,001,200.00
Yield .6397%, due 11-21-11	\$3,505,460.00
Yield .6752%, due 12-1-11	<u>\$5,009,000.00</u>

Total Investments \$29,483,317.00

Total Cash and Investments \$67,535,615.18

Central Oregon Community College
Monthly Budget Status
March 2011

Exhibit 6.a
11-May-11

<u>General Fund</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>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,751,000	\$ 11,074,885	\$ (676,115)	94.25%	95.02%
Prior Taxes	766,000	651,213	(114,787)	85.01%	117.97%
Tuition and fees	16,038,000	16,481,575	443,575	102.77%	103.24%
State Aid	4,236,000	2,428,896	(1,807,104)	57.34%	84.32%
Interest & Misc. Income	125,000	39,032	(85,968)	31.23%	9.37%
Transfer-In	350,000	350,000	-	100.00%	44.09%
Total Revenues	\$ 33,266,000	\$ 31,025,601	\$ (2,240,399)		
Expenses by Function					
Instruction	\$ 15,377,975	\$ 10,593,120	\$ 4,784,855	68.89%	68.24%
Academic Support	2,773,829	1,534,286	1,239,543	55.31%	56.23%
Student Services	3,576,270	2,309,564	1,266,706	64.58%	70.08%
College Support	4,165,525	3,118,040	1,047,485	74.85%	76.26%
Plant Operations and Maintenance	3,122,200	2,111,719	1,010,481	67.64%	69.94%
Information Technology	2,417,639	1,631,280	786,359	67.47%	73.97%
Financial Aid	11,954	6,800	5,154	56.88%	103.17%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,727,952	2,727,952	-	100.00%	100.00%
Total Expenses	\$ 34,973,344	\$ 24,032,761	\$ 10,940,583		
Revenues Over/(Under) Expenses	\$ (1,707,344)	\$ 6,992,840	\$ 8,700,184		

**Central Oregon Community College
Monthly Budget Status
March 2011**

Exhibit 6.a
11-May-11

<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>
Debt Service Fund					
Revenues	\$ 4,047,839	\$ 3,578,075	\$ (469,764)	88.39%	90.69%
Expenses	3,978,617	2,130,658	1,847,959	53.55%	72.91%
Revenues Over/(Under) Expenses	\$ 69,222	\$ 1,447,417	\$ 1,378,195		
Grants and Contracts Fund					
Revenues	\$ 2,011,315	\$ 811,284	\$ (1,200,031)	40.34%	31.80%
Expenses	2,110,055	1,010,312	1,099,743	47.88%	47.36%
Revenues Over/(Under) Expenses	\$ (98,740)	\$ (199,028)	\$ (100,288)		
Capital Projects Fund					
Revenues	\$ 28,007,480	\$ 6,963,187	\$ (21,044,293)	24.86%	60.94%
Expenses	54,468,396	15,351,998	39,116,398	28.19%	46.78%
Revenues Over/(Under) Expenses	\$ (26,460,916)	\$ (8,388,811)	\$ 18,072,105		
Enterprise Fund					
Revenues	\$ 5,487,767	\$ 4,200,881	\$ (1,286,886)	76.55%	86.19%
Expenses	5,157,091	3,562,784	1,594,307	69.09%	77.78%
Revenues Over/(Under) Expenses	\$ 330,676	\$ 638,097	\$ 307,421		
Auxiliary Fund					
Revenues	\$ 6,877,702	\$ 5,853,420	\$ (1,024,282)	85.11%	71.52%
Expenses	6,458,307	4,246,607	2,211,700	65.75%	68.47%
Revenues Over/(Under) Expenses	\$ 419,395	\$ 1,606,813	\$ 1,187,418		
Reserve Fund					
Revenues	\$ 39,028	\$ -	\$ (39,028)	0.00%	0.00%
Expenses	175,000	108,026	66,974	61.73%	48.44%
Revenues Over/(Under) Expenses	\$ (135,972)	\$ (108,026)	\$ 27,946		
Financial Aid Fund					
Revenues	\$ 19,595,901	\$ 12,246,755	\$ (7,349,146)	62.50%	66.60%
Expenses	19,636,398	12,387,897	7,248,501	63.09%	67.28%
Revenues Over/(Under) Expenses	\$ (40,497)	\$ (141,142)	\$ (100,645)		
Internal Service Fund					
Revenues	\$ 426,890	\$ 223,934	\$ (202,956)	52.46%	89.51%
Expenses	390,047	205,335	184,712	52.64%	63.46%
Revenues Over/(Under) Expenses	\$ 36,843	\$ 18,599	\$ (18,244)		
Trust and Agency Fund					
Revenues	\$ 5,925	\$ 1,439	\$ (4,486)	24.29%	26.26%
Expenses	17,500	8,126	9,374	46.43%	20.96%
Revenues Over/(Under) Expenses	\$ (11,575)	\$ (6,687)	\$ 4,888		

1. Culinary Building – April Status Report

Scope

COCC will construct a new teaching facility for its culinary instructional program – the Cascade Culinary Institute (CCI). The building will house culinary instructional facilities and a dining lab/restaurant which will be open to the public. The building will be 15,205 sq. ft. in size and will support significant expansion professional training as well as “amateur” courses for community members. The facility will house three kitchens, two multipurpose and one baking kitchen. The curriculum will include a basic core curriculum with cooking or baking options and specialized programs in Sports and Health Nutrition or Sustainable Food Management.

Budget Status

Project within budget.

Change Order Activity

Change orders, totaling \$233,770.00, have been approved to date. \$67,624.00 of which is for the Campus Village Infrastructure Project and \$163,645.00 for the Culinary Building. The College has approved four Additional Services Requests from YGH Architects totaling \$128,920.00; a majority of which is related to the Campus Village Infrastructure Project and reimbursable over the duration of the project. The remainder of the amount is for the Culinary Building.

Schedule Status

The schedule has slipped due to permit changes, underground waste re-design, late start, and weather. New finish date is now anticipated to be in late August.

Activity This Month

Mechanical/Plumbing/Electrical Rough-in Continues
Site lighting is nearly complete
Road and Curb Grading Continues
Curbs Pour Began
Glu Lam Installation Completed
Window and Door Installation Began
TPO Roofing Complete
Exterior Building Wrap Installed
Sheet-Rocking Begins

Activity Next Month

Road and curb grading continues, curb rocking and pouring continues, mechanical/electrical/plumbing rough-in continues, window and door installation continues, metal roofing to be installed, sheet-rocking continues, kitchen equipment Install begins and wall tile install begins, Exterior siding install begins.

Culinary Building – April Status Report

COCC Stake Holder Group

Jim Middleton - COCC President
Diana Glenn – Instructional Dean
Julian Darwin – Culinary Faculty
Jeff Floyd – Construction IT Specialist
Julie Mosier – Purchasing Coordinator

Gene Zinkgraf – COCC Project Manager

Contractor

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, Oregon 97702

Bret Matteis	-	General Manager
Ron Edgerton	-	Vice President
Rob Kelleher	-	Project Manager
Rob Ring	-	Superintendent

Design Team

Yost Grube Hall Architecture
Pinnacle Architecture
Kpff Consulting Engineers
WHPacific Engineering

Sparling Engineering
Mark Day and Associates
Food Facilities Concepts, Inc.
Mazzetti Nash Lipsey Burch Engineering

Special Inspectors

Special testing

FEI Testing & Inspections Inc.
Bend, Oregon

Commissioning

Heery International
Portland ,Oregon

Culinary Building – April Status Report



Culinary Building – April Status Report



1. Prineville Center – April Status Report

Scope

The Crook County/Central Oregon Community College Computer Education Center in Prineville is a collaborative partnership between COCC, Oregon State University Extension Services, Oregon University System Open Campus and Crook County. The building will be approximately 12,000 square feet and include seven flexible meeting rooms and classrooms, and offer 65 wired and wireless public computer stations. The facility will also have broadband access with speeds of up to 100 Mbps and SMART Interactive Technologies that will make quality distance education possible for place-based Crook County residents. In addition, there will be a BIT (Business Information Technology) mobile unit with a satellite connection that will provide internet and distance education services to those living in remote areas of the County who do not have easy access to Prineville.

Budget Status

Project within budget.

Change Order Activity

Eight Change Orders, totaling \$74,555.86, have been approved to date.

Schedule Status

Project on Schedule for a Fall 2011 opening

Activity This Month

Lower/Upper Roof Decking
Fire Sprinkler Rough-in
Exterior Wall Framing
Interior Wall Framing
Electrical, Plumbing and Mechanical Rough-in
Exterior Building Wrap
Soffit Framing
Set Glulams

Activity Next Month

Electrical, Plumbing and Mechanical rough to Continue, Install TPO Roofing, Set Exterior Windows and Doors, Brick Exterior and Install Store Fronts.

Design Team

Steele Associates Architects

Contractor

CS Construction

Prineville Center – April Status Report



Prineville Center – April Status Report



Prineville Center – April Status Report



Madras Campus Building – April 2011 Update

Scope

The building consists of approximately 10,100 square feet of classroom, administrative, office, 2 dedicated classrooms, 1 classroom/computer lab, 1 Community/Classroom with 100 person capacity, and a 1,000sf mechanical/electrical/storage basement. Parking facilities for approximately 100 cars and all site improvements needed to support the building are also included.

Budget Status

The project was awarded to Kirby Nagelhout Construction Company (KNCC) for \$2,048,000. A construction contingency of \$204,800 is being carried for construction changes and unknown conditions. The current total project budget being carried by Fiscal Services is \$3,282,614 and the projected overall costs are \$3,272,572. The \$10,000 shortfall here can be absorbed by potential savings in FF&E or by project contingency.

Change Order Activity

No Change Orders have been executed since the last report, there are approved change items totaling a net credit of \$4,455 awaiting inclusion in the next change order.

The A/E team received additional services payments this month totaling \$18,220. These added services included more site visits by the architect (owner request), added services required to gain City of Madras plans approval, changing utility providers, and preparation of easement descriptions.

Schedule Status

Construction remains on schedule.

Recent Activity

Framing started this month and is nearly complete. Rough-in for Mechanical, Electrical, and Plumbing have proceeded as required alongside framing. Site work has been postponed until after framing and exterior building systems are complete, this will allow them more room to work.

The Construction Celebration Ceremony was held on the 2nd. It was well attended by City, County and State Officials as well as interested community members and stake holders.

Madras Campus Building – April 2011 Update

Activity Next Month

Framing will continue in earnest and complete in the first week of next month. This will allow roofing and exterior enclosure activities to start. Overhead Mechanical, Plumbing, and Electrical rough-in will continue. KNCC's primary focus now is to complete the buildings enclosure so that drywall and other systems that require a dry environment can proceed.

Schedule

Construction started 2/14/11. The building remains on target for an opening in Fall Quarter of 2011.

Project Participants

COCC Stakeholder Group

Carol Moorehead - Dean of Continuing Education
Matt McCoy - VP of Administration
Rich Brecke - Project Manager
Jeff Floyd - Construction IT Specialist
Julie Mosier - Purchasing Coordinator

Ron Hand - WH Pacific (Civil)
Fred Kroon - WH Pacific (Civil)
Douglas Schwarz - Froelich Consulting Engineers (S)
Rob Matteson - Interface Engineering (MEP)

Design Team

Scott Steele - Steel Associates Architects
Jeff Wellman - Steel Associates Architects
Steve Olson - Steel Associates Architects

Construction Team

Mike Taylor (General Manager) - KNCC
Chris Pahl (Project Manager) - KNCC
Alec Hansen (Project Super.) - KNCC

Madras Campus Building – April 2011 Update



Madras Campus Building – April 2011 Update



Health Careers Building – April 2011 Update

Scope

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

Budget Status

The current fiscal budget for the project is \$16.7 million. Current projected project costs fall within this budget.

Change Order Activity

Total executed change orders to date amount to \$92,062. Approved change items that will be included in the next change order total \$48,500. This level of change order activity is consistent with a project at this stage of construction and within COCC's expectations.

The current contract amount is \$10,632,062 with construction contingency at \$1,134,033.

Schedule Status

Project remains on schedule to complete in April of 2012.

Recent Activity

Structural concrete finished in the last week of the month. Structural steel deliveries started on 4/28/11 and will continue as needed for steel erection over the next 6-7 weeks. Under slab rough-in and slab on grade preparation will continue until steel erection starts and work on items within the swing radius of the crane stops until it is safe to continue.

Waterproofing and insulation of the exterior walls and installation of the foundation drains completed this month. Backfill on the East walls started in the middle of the month.

Activity Next Month

Structural steel will be the majority of work performed over the next 6-7 weeks. As the steel progresses and it is safe to work on the first floor slab, MEP's will continue.

Site work and grading for the hardscape between Pioneer and the Health Careers building will start this month with the goal of completing the majority of the work before school is out. This will allow access to be maintained into Pioneer when the Science building contractor takes over the area South of Pioneer for the ADA improvements that are part of that project.

Health Careers Building – April 2011 Update

Project Participants

COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean
Deb Davies - Faculty, Dental Assisting
Jane Morrow - Faculty, Nursing
Gene Zinkgraf - Director of Construction
Jim Jones - Project Manager
Rich Brecke - Project Manager
Jeff Floyd - Construction IT Specialist
Julie Mosier - Purchasing Coordinator

Design Team

Mark Stoller - Yost Grube Hall Architects
Jonathan Bolcher - Yost Grube Hall Architects
Steve Neiger - Yost Grube Hall Architects
Mark Rossi - Pinnacle Architecture
Ron Hand - WH Pacific
Mark Peckover - Sparling Engineering
Amy Jarvis - M+NLB Engineering

Contractor Group

Bret Matteis - HSW General Manager
Rob Ring - HSW Superintendent
Rob Kelleher - HSW Sr. Project Manager
Brian Powell - HSW Project Manager

Health Careers Building – April 2011 Update



Last lift of the east tower formwork.



East walls ready for structural steel

Health Careers Building – April 2011 Update



Waterproofing, insulation, footing drain, and backfill at east walls.



West stair tower complete and ready for structural steel.

Science Building – April Status Report

Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces.

Approximately 47,000 SF of new space planned

Budget Status

Project within budget.

Change Order Activity

CR #1/PR #1 for Additional flagging and temp fence approved for \$7,621.13.

CR #2/PR #2 for additional temporary 42 space gravel lot approved for \$56,923.35.

CR #3 for two additional 2x4 project information signs approved for \$477.33.

CR #4 for expansion fittings at roof drains approved for \$1,120.95.

CR #5R for additional waterline and hydrant due to existing waterline in wrong location approved for \$48,872.74.

CR 6R for changes to the electrical utility reroute configuration approved for \$33,419.65.

CR #7 to be priced for flagging for an additional week at the beginning of spring term.

CR #8 to be priced for City of Bend Plan Review comments required during Permit Review.

Schedule Status

On schedule.

Activity in April

Foundation work completed for 80% of the project including the tall concrete retaining walls. Tall retaining walls placed and stripped on Grids A and 7. Retaining wall formwork continues on Grids 7 and 8 going south. Begin under slab sewer trench excavation. Elevator pit completed, waterproofed, and backfilled. Utility reroute work different than anticipated and so this work will occur in early May. Utility crossovers for water, power, and data will be planned for late June and coordinated with Juniper Hall and the upper campus buildings.

Activity planned for May

Complete foundation work. Complete retaining walls and core shear walls at Grids D and E. Waterproof and backfill on uphill side of project near Deschutes Hall. Begin forming exposed board formed face concrete walls on Grid 4 that are exposed to the two story hallway/lounge/study area on the West elevation. Complete underslab rough-in and pour the majority of first floor slabs. Complete utility reroute around project site not including final connections.

Science Building – April Status Report

Photos



Science Building – April Status Report

Project Participants

COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean
Gene Zinkgraf - Director of Construction
Julie Hood - Biology
Eddie Johnson - Biology
Mark Eberle - Biology
Nathan Hovekamp - Biology
Christine Ott-Hopkins - Biology
Jim Moodie - Biology
Jeff Cooney - Biology
Zelda Ziegler - Chemistry
Carol Higginbotham - Chemistry
Bob Reynolds - Geology
Bruce Emerson - Physics
Kevin Grove - Physics/Chemistry
Elaine Simay-Barton - Lab Tech/Dept. Admin
Emily Smith - Lab Tech
Mark Gregory - Lab Tech
Dan Cecchini - Director of IT
Jeff Floyd - Construction IT Specialist
Gary Kontich - Networking Specialist
Bruce Thompson - Telecommunications Specialist
Julie Mosier - Procurement Manager

Design Team

Mark Stoller - Yost Grube Hall Architecture
Jonathan Bolch - Yost Grube Hall Architecture
Tom Robbins - Yost Grube Hall Architecture
Liz Bray - Yost Grube Hall Architecture
Linda Cameron - Yost Grube Hall Architecture
Roz Estime - Estime Group
Jim Cox - Estime Group
Ron Hand - W&H Pacific Civil Engineers
Josh Richards - KPFF Consulting Engineers
Amy Jarvis - Mazetti Nash Lipsey Burch Mechanical Engineers
Mike White - Sparling Electrical Engineers
Jim Graham - Sparling Electrical Engineers (Low Voltage)
Not yet identified - Lango Hansen Landscape Architecture and W&H Pacific

Commissioning Agent

Louis Starr - Heery International

Special Inspection and Testing

Todd Smith - FEI Testing

COCC Project Manager - Rick Hayes 541-330-4391 email rhayes@cocc.edu

General Contractor

Kirby Nagelhout Construction Company

20635 NE Brinson Blvd

Bend, OR 97701

541-389-7119

Mike Taylor, General Manager, miket@knccbend.com

Dave Watson, Project Manager, davew@knccbend.com

Mark Miller, Project Superintendent, markm@knccbend.com

Greg Ponder, Project Engineer, gregp@knccbend.com

Mazama Classroom Addition – April Status Report

Scope

Five new general use classrooms, offices, and support space. Fire Sprinkler system and Fire Alarm and Detection System extended into new and existing Mazama spaces.

9,654 SF of new space

Budget Status

Project within budget.

Change Order Activity

Change order's and other required work outside of HSW contract was completed within the contingency budget of \$174,981.

Schedule Status

Project complete and operational. Landscaping and concrete sandblasting remaining work items to complete.

Activity in April

Final Change Order resolution.

Activity Planned in May

Final Payment to occur when Landscaping and concrete sandblasting is complete.

Record Document submittal to Campus Services.

Mazama Classroom Addition – April Status Report

Pictures



Mazama Classroom Addition – April Status Report

Schedule

Construction Documents	June 15, 2010
CD Submittal	June 15, 2010
Advertise for Bids	June 16, 2010
CD review complete	June 28, 2010
Pre-Bid Conference	June 24, 2010
Issue final addendum	June 28, 2010
Bid Opening	July 1, 2010
NOI for Project	July 1, 2010
Board Meeting	July 6, 2010
Notice to Proceed	July 16, 2010

Construction

Complete utility work

To Physiology September 17, 2010

Complete work in

Existing Mazama September 17, 2010

Substantial Completion December 15, 2010

Punch list Phase

First day of classes January 3, 2011 (Punchlist work after January 3 in off hours)

Final Completion May 2011

Mazama Classroom Addition – April Status Report

Project Participants

COCC Stakeholder Group

Diana Glenn - Instructional Dean
Carol Moorehead - Dean of Continuing Education & Extended Learning
Gene Zinkgraf - Director of Construction
Margaret Peterson - Chair of Health and Human Performance
Michael Fisher - Natural Resources Faculty
Dan Cecchini - Director of IT
Jeff Floyd - Construction IT Specialist
Gary Kontich - Networking Specialist
Bruce Thompson - Telecommunications Specialist
Julie Mosier - Procurement Manager

Design Team

Don Stevens - Barber Barrett Turner Architects
Kevin Shaver - Barber Barrett Turner Architects
Keith D'Agostino - D'Agostino Parker Civil Engineers
Doug Schwarz - Froelich Consulting Engineers
Laura Breit - R&W Engineering, Mechanical Division
Dennis Hall - R&W Engineering, Electrical Division
David Olsen - Harper Houf Petersen Righellis (Landscape Architecture)

COCC Project Manager - Rick Hayes 541-330-4391 email rhayes@cocc.edu

Contractor

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, Oregon 97702
O 541-388-9898
F 541-388-2898

Bret Matteis - General Manager 541-610-2308 email bmatteis@hswbuilders.com
Ron Edgerton - Vice President 541-703-7004 email redgerton@hswbuilders.com
Rob Kelleher - Project Manager 541-508-8654 email rkelleher@hswbuilders.com
Rob Ring - Superintendant 541-610-2307 email rring@hswbuilders.com
Matt Wyckoff - Engineer 541-419-4794 email mattw@hswbuilders.com

Special Inspector

Carlson Testing
710a NE 1st Street
Bend, OR 97701
O 541-330-9155

Scott Jordan, General Manager

Ted Kornowski, Project Manager 541-306-8631 TKornowski@bendbroadband.com

**Central Oregon Community
College Board of Directors**

Information Item

Prepared by: Matt McCoy, Vice President for Administration; Alicia Moore, Dean of Student & Enrollment Services; Ron Paradis, Director of College Relations

COCC Values and Future Directions

During the past several years, COCC has experienced unprecedented changes, not only in terms of enrollment and new construction, but also with significant growth amongst our various employee groups, albeit due to retirements and/or new hires. During this period of change and growth, the College wants to preserve the things that make COCC a great place to work and at the same time, recognize the value that new employees bring to the workplace. To support this concept, the fall 2010 all-campus retreat theme was "Traditions & Transformations: Cultivating Our Campus Culture" and both the keynote speaker and retreat workshops focused on honoring the past and welcoming the future.

During the retreat, all employees participated in small group discussions to confirm the College's current values and set the course for the College's future values path. Each group was facilitated by a campus team composed of a classified staff, an administrator and a faculty member; the various facilitators represented all aspects of the campus. As an outcome of these efforts, faculty and staff identified more than 100 different values and future directions. During the 2010-11 academic year, the facilitators met to refine the list as well as define the key values. The results of these discussions are attached. The next step in this process is to determine how to best utilize this information with current, new and prospective employees. An update will be provided at the June board meeting.

It is important to recognize the facilitators, as this important work could not have been accomplished without their time and energy:

Terri Botts, Student Services
Dan Cecchini, Information Technology
Michele DeSilva, Library
Jo Fief, Information Office
Michael Fisher, Natural Resources
Michael Gesme, Fine Arts
Theo Giannioses, Natural Resources
Stephanie Goetsch, Information Technology
Carol Higginbotham, Science
Nancy Jumper, Community Learning
Don Kahle, Campus Services
Justine Lucia, Bookstore
Stella Mackey, Admissions & Records

Ken Mays, Industrial Resources
Leslie Minor, Social Sciences
Patricia O'Neill, Social Sciences
Jennifer Peters, VP for Administration Office
Margaret Peterson, Health & Human Performance
Brynn Pierce, Institutional Research
Kiri Simning, Nursing
Kathy Smith, Math
Gail Sorenson, Human Resources
Taran Underdal, Student Life
Vickery Viles, CAP Center
Jim Weaver, COCC Foundation
Sallie Wetherbee, Social Sciences

CENTRAL OREGON COMMUNITY COLLEGE VALUES & FUTURE DIRECTIONS

Since the founding of Central Oregon Community College in 1949, instructional and institutional quality has been at the core of all that we do. Through a year-long engagement with representation from all sectors of the campuses, a set of principal values central to the institution were identified and are listed below. By acknowledging and embracing these values, we confirm them as paramount to the current and future design of COCC. We further commit to honoring these values and promoting them as the College continues to evolve.

Student Focused in All That We Do

By providing opportunities and support that promote student success, COCC remains student-focused in decisions made from the classroom to the boardroom.

Caliber of Faculty and Staff

Through preparation, proficiency, experience, education and passion relating to their field or function in support of the College mission, our faculty and staff are leaders in their fields.

Open Door Philosophy

COCC provides an atmosphere that is friendly, collegial, welcoming and supported through open communication.

Reputation

COCC has established a positive reputation in the communities it serves. The College is acknowledged for the high caliber of instruction, wide variety of programs and classes, strong fiscal stewardship, positive community outreach and involvement, well designed and maintained facilities and outstanding events and activities for students, staff and the community.

Diversity

COCC furthers its commitment to diversity through an ongoing atmosphere of mutual support and respect and fostering an awareness, acceptance and encouragement of different cultures, values and viewpoints.

Campus Traditions

COCC sponsors intentional activities to celebrate our accomplishments build and maintain internal connections, honor our campus community and recognize our common purpose.

Work/Life Balance

COCC is committed to work/life balance by promoting flexibility, respect for importance of personal time and sensitivity to supporting coworkers in their personal and professional needs.

Comprehensive Services

COCC provides comprehensive services to our various constituencies: for students, offering programs and services to support student success; for the external community, supporting lifelong learning by providing opportunities for growth and advancement; and for the internal community, supporting employees with family wage jobs, opportunity for growth and development, and support of life/work balance.

Internal Connections

Strong communication exists between students, faculty and staff, committees, and all governance structures. The college will maintain an inclusive environment safe to new ideas at all times.

External Connections

COCC creates external and community connections, to include partnering with higher education partners, K-12, and regional businesses and nonprofits throughout the district and beyond.

Innovation

COCC values a creative environment and encourages development of new and progressive ideas to continually improve quality throughout all aspects of the College. By establishing a secure place for the open sharing of ideas, COCC promotes inclusion of College-wide representation in discussions, welcoming new approaches from new and varied sources to advance the College of tomorrow.

**Central Oregon Community
College Board of Directors**

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Central Oregon Community College
Board of Directors

INFORMATION ITEM

C.O.C.C. Facility Condition Assessment

Prepared by: Joe Viola – Director of Campus Services

A. Issue: Award the C.O.C.C. Facility Condition Assessment contract to EMG, an architectural and engineering firm specializing in facility assessments.

B. Discussion/History

The last Facility Condition Assessment was completed for Central Oregon Community College in 1998.

The Facility Condition Assessment will identify and document the present physical condition of campus facilities including grounds, facilities, and infrastructure, through systematic inspections and observations by engineers and architects.

It will determine the present condition and estimated life expectancy of the various building systems and components, and establish anticipated maintenance and replacement costs.

This will include the Bend, and Redmond campuses.

The Facility Condition Assessment will be used for preventative maintenance schedules, capital renewal planning, and capital budgeting.

There were (12) responsive proposers to the RFP.

The Committee unanimously selected EMG based on its experience, expertise and cost, in addition to the value of the report and usefulness of the data produced.

The cost of the Facility Condition Assessment is \$79,205.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Jim Middleton-President

A. Action Under Consideration

Second Reading approval of 2011-13 Board Priorities.

B. Discussion/History

The Board planning cycle mandates the Board establishing its planning agenda in the spring coinciding with the Legislative Biennial Session. The Board completed a first draft of 2011-13 Board Priorities at the fall annual Board Retreat. Suggested revisions to this draft intended to interface more effectively with the accreditation process, were proposed by administration at the March Board Meeting. Board members Charley Miller and Connie Lee provided constructive feedback subsequent to this meeting. Based on that input, at the April 13, 2011 meeting, the Board approved the First Reading for 2011-13 Board Priorities.

C. Options/Analysis

- 1) Approve the proposed 2011-13 Board Priorities as Second Reading with Second Reading
- 2) Modify the proposed 2011-13 Board Priorities
- 3) Continue discussion

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby approve the proposed 2011-13 Board Priorities as second reading.

Board Priorities 2011-13
PROPOSED REVISIONS TO FIRST READING

Underlined elements denote administrative proposed changes to strengthen linkage between Board Priorities and College planning and accreditation processes.

ACCESS

Strengthen student and community access to lifelong learning opportunities through strategic recruitment and outreach, financial affordability, and management of course and program offerings.

- By expanding access throughout the district including strategies for educational services in geographic areas which may be underserved including long-term strategies for the La Pine and Sisters regions.
- By expanding strategies which respond to students' scheduling challenges and diverse learning styles
- By supporting enrollment of student groups that have been traditionally underserved
- By minimizing financial barriers to enrollment to the extent possible and assisting students so they have manageable debt loads.

SUCCESS

Support and promote student achievement of their educational goals.

- By designing and implementing systems for tracking and strengthening student retention and achievement of academic goals
- By monitoring and improving students' persistence and certificate/degree completion, especially for identified student groups which have lagged the institutional average persistence and achievement averages.

STRATEGIC PARTNERSHIPS AND RESPONSE TO REGIONAL NEEDS

To respond to regional student and community needs and achieve targeted progress in Board priority areas, the Board believes that strategic partnerships will be increasingly important. Therefore, the Board expects continued progress in partnerships with:

- **K-12 partners**
- **University & Community College partners**
 - Improve partnerships and articulation with OSU-Cascades
 - Explore appropriate partnerships with other colleges & universities
 - Explore and implement as appropriate partnership strategies to provide bachelor degree options for students in COCC CTE programs
- **Regional Employers**
 - Define and evaluate potential new or modified programs/services
- **Regional/State/CCWD organizations and agencies**
 - Link college staff and initiatives to the community through support and leadership roles in organizations and community activities.

CONTINUAL IMPROVEMENT

Through comprehensive planning and assessment, ensure the College is providing relevant, quality programs and services to best support student learning and educational achievement

- Connect Board & Institutional planning efforts and integrate w/ COCC's Core Themes: Transfer and Articulation, Workforce Development, Basic Skills, Lifelong Learning.
- Connect new and established indicators of success to institutional strategic planning and accreditation efforts.
- Further develop and support student learning outcomes assessment at the Degree, Program and Course levels.
- Incorporate an evaluation/assessment process into existing and new programs and initiatives.

INSTITUTIONAL VIABILITY

- Develop and implement sustainable systems which balance comprehensive quality programs and services with appropriate tuition and fee levels.
- Develop alternative revenue streams for the college.
- Ensure efficient and cost-effective operations.
- Work to maximize to the extent possible fiscal and other support from the State.
- Assess institutional wide impacts of recent rapid enrollment expansion and implement responses to ensure institutional viability and quality.
- Expand and improve institutional facilities to meet student enrollment demands, to create instructional space conducive to student learning and to strengthen sense of community on campuses and in the community.
 - Design and construct sustainable institutional facilities and establish third-party sustainability certification as appropriate.
 - Evaluate options for improved and expanded student housing and implement a construction plan if the Board endorses the project.
- By balancing initiatives to support access with initiatives to measure and improve the success rate of students in achieving their stated educational objectives.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Policy Review Committee

A. Issue

Second Reading on revision of Board Policy

- GP 2: Governing Style

B. Discussion/History

The Board Policy Committee submits second reading of GP2-Governing Style.

GP 2: GOVERNING STYLE

Approved: June 9, 1993; June 9, 2004; May 11, 2011

The board will be actively involved in the governance of the college, being proactive rather than reactive, staying adequately informed on relevant issues and approaching its task with a style which emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and staff roles, collective rather than individual decisions and while learning from present and past experience be future rather than past or present thinking.

More specifically, the Board will:

1. Operate in all ways mindful of its civic trusteeship obligation to the citizens of its district.
2. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy making principles, respect of roles, speaking with one voice and adherence to ethical practices.
3. The Board will keep adequately informed about relevant global and local educational and other issues, actively gathering information to fulfill this role.
4. Direct, control and inspire the organization through the careful establishment of the broadest organizational values and perspectives through written policies.
5. Focus chiefly on intended long term impacts on the world outside the organization (*ends*), not on the administrative or programmatic means of attaining those effects.
6. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.
7. Use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute their individual values for the group's values.

8. Monitor and regularly discuss the board's own process and performance. Insure the continuity of its governance capability by retraining and redevelopment.

A. Self-monitoring will include at least a biannual comparison of board activity and discipline to its Governance Process and Board-Staff Relationship policies.

B. Continual redevelopment will include orientation of new members in the board's adopted governance process and periodic board discussion of process improvement.

9. Be accountable to the general public for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no officer, individual or committee of the board to usurp this role or hinder this commitment.

10. Acting as a committee of the whole, the Board shall retain the following functions of an Audit Committee:

1) The appointment, and compensation any public accounting firm employed by the College in connection with the attest function.

2) Establishment of procedures for:
a) The receipt, retention and treatment of complaints received by the College regarding accounting, internal controls and auditing matters.

b) The confidential, anonymous submission by employees regarding questionable accounting or auditing matters.

3) The appointment, compensation and oversight of independent counsel or other advisor as deemed necessary to carry out its audit duties.

C. Options

1. Approve the second reading recommendations
2. Do Not approve the second reading recommendations.

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the second reading for GP2: Governing Style.

Exhibit: 8.a
May 11, 2011
Approval ____ Yes ____ No
Motion:

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Matthew McCoy-Vice President for Administration

A. Action Under Consideration

Authorize the President or his designee to enter into an agreement (“Agreement”) with Crook County and the Crook County Agriculture Extension Services District to operate and manage the Crook County/COCC Computer and Education Center (“Center”) in Prineville, Oregon.

B. Discussion/History

The College has worked for decades to establish a permanent facility in Prineville to serve the residents of Crook County and neighboring areas of the District. In 2009 the voters of the COCC District approved a bond measure that provides \$1 million in construction funds to build a facility of approximately 3500 square feet in Prineville. Simultaneously, Crook County was awarded a federal Broadband Technology Opportunities Program grant to construct and operate a public computer center. Combining the federal funds with College funds and other support is enabling the construction of a facility of approximately 12,000 square feet.

When open in the fall of 2011, the facility will offer programming from COCC, Crook County Extension Services, and Oregon Open Campus¹, and provide a venue for the community, business groups and others.

The facility will be jointly operated and managed by Crook County, COCC, and the Crook County Extension Services. An operation and management agreement for the Center was developed by Crook County, COCC, and the Crook County Extension Services based on a framework of sharing operational costs and jointly managing the Center. The full Agreement and first year draft budget are attached for the Board’s consideration.

C. Options/Analysis

Authorize the President or his designee to enter into an operation and management agreement with Crook County and the Crook County Extension Service District for operation and management of the Crook County/COCC Computer and Education Center in Prineville, Oregon.

Do not authorize the President or his designee to enter into an operation and management agreement with Crook County and the Crook County Extension Service District for operation and management of the Crook County/COCC Computer and Education Center in Prineville, Oregon.

D. Timing

Approval at this time will enable the operation and management structure to be put in place for the Center in anticipation of the Center opening in fall of this year.

E. Recommendation

Be it resolved that the Board of Directors do hereby authorize the President or his designee to enter into an operation and management agreement with Crook County and the Crook County Extension Service District for operation and management of the Crook County/COCC Computer and Education Center in Prineville, Oregon.

College legal counsel will review the Agreement prior to signing.

F. Budget Impact

Funding for the COCC portion of the operation of the Crook County/COCC Computer and Education Center is budgeted in the 2011 COCC budget, as well as partially funded by the federal Broadband Technology Opportunities Program grant.

¹ Oregon Open Campus is described on its webpage at <http://oregonopencampus.org/> as “an emerging partnership between Oregon State University, Oregon’s community colleges, the Association of Oregon Counties, regional economic development groups, and K-12 education systems, libraries, and local businesses. [Their] goal is ...to provide local access to learning that meets the needs of individuals, families, businesses, and communities”.

Agreement for Joint Operation and Management Crook County/COCC Computer and Education Center (“Center”)

This Agreement for Joint Operation and Management of the Crook County/Central Oregon Community College Computer and Education Center (“Center”) building, herein after referred to as “Agreement”, is entered into as of _____(date), by and between Central Oregon Community College (“COCC”), Crook County, a political subdivision of the State of Oregon (“County”) and Crook County Agriculture Extension Service District (“Service District”). COCC, County and Service District hereby agree as follows:

PURPOSE OF AGREEMENT

COCC, County and Service District enter into this Agreement to jointly operate and manage an educational facility in Prineville, Oregon. This Agreement will define and set forth the continuing relationship between the parties with respect to the use, maintenance, and management of the facility.

SCOPE OF AGREEMENT

The terms of this Agreement shall govern the rights and responsibilities of COCC, County and Service District with respect to the Center. The following areas define and set forth the relationship between COCC, County and Service District for the use, maintenance and management of the Center.

1. Allocation of Space
2. License to Use and Management of Dedicated Space
3. Annual Operation Budget
4. On-Going Operating Expenses and Revenues
5. Management of Common Space
6. Facilities Use Policy
7. Management Fees
8. Management Decisions Requiring Special Approval
9. Maintenance, Repairs, Alterations and Improvements
10. Emergency Repairs
11. Signage
12. Emergency Facility Closure Process
13. Student Discipline and Code of Conduct
14. Bulletin Boards and Posting
15. Dispute Resolution
16. Building Security
17. Access Control Policy
18. Crisis Planning
19. Information Technology/Media
20. Disposition of Hazardous Materials

21. Marketing and Public Relations
22. Food Service/Vending
23. Mail and Shipping/Receiving
24. Copiers and Printers
25. Insurance
26. Grant Compliance
27. Termination
28. Distribution of Assets Upon Termination

TERM OF AGREEMENT

This Agreement shall remain in effect as long as COCC, County and Service District remain parties to this Agreement unless amended in writing by the parties or terminated in accordance with the Agreement.

This Agreement shall be reviewed annually by the Operations Team which is comprised of agreed-upon representatives from COCC, County and Service District involved with the daily operations of the Center. Members of the Operations Team will be appointed by the Management Team. The Management Team consists of the Crook County Judge or designees, the COCC VP for Administration or designees, and the Crook County Extension Service District Administrator or designees.

Changes to the Agreement can be made at any time via addition, deletion or modification of the attachments. Any amendments/attachments to this Agreement must be in writing and approved by the designated parties of COCC, County and Service District. Any written mailed documentation for the Agreement shall be addressed as follows:

For COCC:

Matthew J. McCoy
VP for Administration
Central Oregon Community College
2600 NW College Way
Bend, OR 97701

For County:

Judge Mike McCabe
Crook County Courthouse
300 NE 3rd St., Rm. 10
Prineville, OR 97754

For Service District:

Tim Deboodt
Extension Service District Administrator
Crook County Extension
498 SE Lynn Blvd
Prineville, OR 97754

In WITNESS WHEREOF, Central Oregon Community College, Crook County, a political subdivision of the State of Oregon, and Crook County Agriculture Extension Service District have executed this Agreement effective as of the date first written above.

Central Oregon Community College

**Crook County and
Crook County Agriculture
Extension Service District**

By: _____
Matthew J. McCoy
VP for Administration

By: _____
Judge Mike McCabe

By: _____
Commissioner Ken Fahlgren

By: _____
Commissioner Seth Crawford

SECTION 1. Allocation of Space

The parties agree to an allocation of usable space as depicted in Attachment A when allocation is completed.

SECTION 2. License to Use and Management of Designated Space

As indicated in Attachment A, classrooms and other rooms may be designated as either COCC, County or Service District assigned spaces. The managing entity assigned to a specific room has priority in using that room. However, the other managing entities have the right to use the room if available. COCC, County and Service District agree to work together to allow maximum classroom usage. Any conflicts will be brought to the designated on-site administrators for each institution for resolution.

SECTION 3. Annual Operation Budget

The parties agree to establish an annual operation budget for the Center. Budget categories to be considered, include, but are not limited to the categories provided in Attachment B.

The budget will be reviewed and modified annually. The budget process shall begin in December prior to the beginning of the next fiscal year. In order for each party to include necessary funding in its budget, the preliminary operating budget of the Center shall be completed by the February preceding the start of the next fiscal year.

The Center will provide job training and educational programs designed to create a computer literate, highly skilled and well educated workforce. Revenues from the operation of the building will be comprised of building rentals, grant monies and usage fees. Building revenue will be held by County in a Center account. For the duration of the BTOP Grant, County will reimburse from the Center account grant qualifying program providers for grant qualifying instructional costs.

Any revenue funds remaining in the Center account, during the duration of the BTOP Grant and beyond, will be used for payment of expenses incurred in relation to operation and maintenance of the Center. In the event that revenues from operation of the Center do not cover the cost of operation and maintenance of the Center, COCC, County and Service District agree to contribute to the payment of the operation and maintenance of the Center as set forth in the Center annual budget.

Funds generated from specific program offerings by COCC, County or Service District will be each entity's revenue to expend as they see fit.

SECTION 4. On-Going Operating Expenses and Revenues

On-going building operating expenses and building rental revenues will be shared between COCC, County and Service District. Annual expenses will be budgeted for and approved by COCC, County and Service District. Proportional shares shall be agreed to by the parties for the initial operation budget of the Center. Future proportional shares will be based on actual usage history. Any taxes and assessments specific to the Center will be shared as agreed to by the parties.

SECTION 5. Management of Common Space

A. Common Areas Scheduling

Scheduling of the classrooms, meeting rooms and common areas shall be collaboratively scheduled by the Operations Team, with the following considered:

- 1) First priority - educational and job training programs, and courses provided by COCC, County and Service District.
- 2) Second priority - student activities defined as activities associated with school sanctioned clubs or student government events.
- 3) Third priority - community and other uses. If no activity is scheduled, the public may reserve the facility for use up to 120 days in advance, following the guidelines and fee schedule set forth in the Center Facilities Use Policy. (Section 6.)
- 4) Faculty and office space for full-time and adjunct faculty will be assigned and administered by the Operations Team.
- 5) Welcome area desk/space will be assigned and administered by the Operations Team.

B. Student Activities

Student Activities include sanctioned student, student clubs or student government events.

C. Hours of Operation

General building hours will be 8 AM to 5 PM Monday through Friday, with building operations available on an as needed basis Saturday, Sunday and evenings. Specific hours of operation will be established according to the approved calendars and staffing capabilities of COCC, County and Service District.

SECTION 6. Facilities Use Policy

A. General Policies

- 1) Use of the Center facilities will at all times be consistent with COCC, County and Service District's primary purposes of instruction, research, and public

- service. This policy covers both internal users (students, faculty, and staff) and external users (the public at large and anyone not defined as an internal user).
- 2) Alcoholic beverages are not permitted in the facilities. An exception to this policy can be granted by the President of COCC or the Judge of the County Court.
 - 3) Smoking is prohibited within the facilities and within twenty feet of any facility exterior.
 - 4) No weapons, explosives, ammunition or fireworks are allowed on the facility premises. An exception to this policy can be granted by the President of COCC or the Judge of the County Court.
 - 5) A kitchen is available for use. All food and materials stored in the kitchen must be removed and the kitchen cleaned by the end of each day or scheduled event unless prior approval granted from the building administrator.
 - 6) Rentals outside general business hours will be considered on a case-by-case basis. Additional fees may apply.
 - 7) The Center designated parking is available for external users of the building.
 - 8) Fundraising events by external groups may be allowed upon approval by the Operations Team.
 - 9) Adult supervision is required if minors (18 years and under) are present at any event. Children under high school age (14 years and under) are not permitted within the facility unless directly supervised by a responsible adult. An adult may be asked to remove any child or children who are being disruptive. If an event involves more than six minors, a minor supervision plan must be submitted to Center scheduler for approval prior to the event.
 - 10) Facility Use Agreements (Attachment C) will be denied or revoked by the Management Team or their designee if there is evidence that the proposed activity or event will prohibit admission to any person(s) on the basis of any status protected by law.
 - 11) Persons who, because of a physical or learning disability, need special accommodation should contact the Center Administrator in advance of their need for accommodation.
 - 12) Authorization to use the facilities by a third party may be revoked by the Management Team or their designee upon violation of any policy, rule or procedure.

B. Rental Procedure for External Users

- 1) External users, including those sponsored by internal users, are required to secure a liability insurance policy in an amount equal to the then current limit as stated in ORS 30.260, et seq. This requirement may be modified only for nonprofit activities consistent with Center's instructional, research or public service objectives that involve minimum exposure or risk to the facility. The certificate of insurance must be provided to Center Administrator with the Facilities Use Agreement and Contract.
- 2) A cleaning/damage/security deposit (Deposit) of \$300.00 is required and is payable at the time the Center Facilities Use Agreement and Contract is

submitted. The Deposit is refundable if the facility is left in its original condition. The Deposit may be returned within 30 days after the final date of the event, or may be held on file for future events if requested by renter. If the facility is not returned to the original condition, fees will be charged to restore the rented area to its original condition, normal wear and tear excepted and will be due 30 days upon invoicing.

- 3) In the event of a cancellation, the Deposit is 100% refundable if the reservation is cancelled at least five (5) working days prior to the event. If the reservation is cancelled less than 5 working days prior to the event, 50% of the Deposit is refundable. If the reservation is cancelled 24 hours or less prior to the event the Deposit is nonrefundable.
- 4) Reservations for Center facilities are not considered reserved until the Center Administrator or designee has received all the required documentation and associated payments and has signed the Center Facilities Use Agreement.
- 5) Reservations may be canceled by the Management Team or designee at any time if deemed necessary in the best interest of COCC, County and/or Service District. If a reservation is canceled by the management Team or designee the deposit is refundable.

C. Additional Fee Information

- 1) The Center Administrator or designee reserves the right to require as necessary support services for any facility rental, and add this requirement to the Facilities Use Agreement. In that event, an external user shall be required to pay a Support Services Fee equal to the cost of support services for the event.
- 2) The Center Administrator or designee reserves the right to require security as deemed necessary. In that event, an external user shall be required to pay a Security Fee equal to the cost of security services for the event.

D. Rentals Rates

Rental rates will be established by the Management Team or its designee. A minimum of a 2 hour rental is required to reserve a space. A \$25.00 fee is applied to each rental if set-up and/or clean-up required. If the building is closed, an additional \$25.00 fee will be applied to the rental rate for each rental. A Facilities Use Agreement is provided as Attachment C for use in renting space at the Center.

E. Non Profit Organizations

Facility use fees for non-profit organization activities may be waived as long as the activities are open and at no cost to the general public. However, if a fee is charged for admittance to an event, the regular facility use fee schedule may apply at the discretion of the Center Administrator.

SECTION 7. Management Fees

COCC, County and Service District is equally responsible for managing the Center, therefore, no management fees will be assessed.

SECTION 8. Management Decisions Requiring Special Approval

Requests for management decisions requiring special approval will be submitted to the Vice President for Administration, Central Oregon Community College or their designee, the Crook County Judge or their designee, the Service District Chair or their designee for a decision or determination of appropriate institutional procedure to expedite a decision.

SECTION 9. Maintenance, Repairs, Alterations and Improvements

Responsibilities for administering, providing or contracting for building maintenance, repairs, alterations and improvements for the Center shall be divided between the facilities management organizations of the managing entities as agreed to by the parties. (See Attachment D)

Costs incurred by an institution for the above building operations and maintenance services shall be divided among the parties as agreed.

A. Fixtures, Furnishings and Equipment

Within spaces controlled by COCC, County, and Service District it shall be the responsibility of the controlling party of a particular space to repair, replace or improve damaged or missing fixtures furnishing and equipment within that space. Within common spaces, costs incurred for repair, replacement or improvement of damaged or missing fixtures, furnishing and equipment shall be paid from the Fixtures, Furnishings and Equipment (FF&E) Reserve funded through contributions established in the annual budget.

SECTION 10. Emergency Repairs

Emergency repairs to building systems in the Center shall be contracted for by the managing entity having responsibility for the applicable building system, according to the Responsibility Matrix. When circumstances warrant expeditious repairs, emergency repairs should be made by any of the parties to the Agreement. Costs incurred by an entity for emergency repairs shall be divided among the parties as agreed.

SECTION 11. Signage

Signage on the Center building and property is subject to review by the Center Operations Team. No signs shall be installed on the Center building and property without the approval of the parties or their designees.

All signs installed in the Center building shall conform to the sign system developed for the original construction of the building. No signs shall be installed inside the Center building and property without the approval of the Center Operations Team.

SECTION 12. Emergency Facility Closure Process

These procedures outline the implementation of a temporary closure due to inclement weather, power outages, bomb threat, or other hazardous or emergency conditions which make traveling to, or being present at, the campus unsafe. These closures may include cancellation of classes, closure of the facility, delayed opening or early dismissal of students and staff.

The Center Administrator shall be responsible for determining when closing the building is appropriate. The Center Administrator shall consult with building occupants regarding potential facilities closure. Factors to be considered when making the final decision include, but are not limited to:

- Safety of students, staff, and other facility patrons.
- Road conditions and weather forecast.
- Other campus impacts (COCC and OSU locations in the region).
- K-12 local school closures and delays.

When the possibility of closure exists, students, staff and other facility patrons should listen to local radio or TV stations for an announcement of closure, check email, or check the COCC, County and Service District websites for a message.

The Center Operations Team is responsible for following his/her own party's protocol for making and communicating such decisions.

SECTION 13. Student Discipline and Code of Conduct

Each program provider is responsible for enforcing its own student discipline policy and student code of conduct in the event of a violation by a student. If an infraction occurs in a classroom, the faculty member or supervising party is responsible for following their organization's appropriate procedure. If an infraction occurs in a common area, the appropriate program provider personnel will be informed of the infraction. On-site administrators (either at the building-level or institution/County-level) shall be notified of major infractions. Each program provider is responsible for meeting the reporting requirements of their organization. If an infraction includes students from more than one program, each program is responsible for applying their policy and procedure to their student.

SECTION 14. Bulletin Boards and Posting

COCC, County or Service District departments and affiliated Center organizations may post without prior approval on Center bulletin boards or other approved mechanisms. All posters, flyers or other material must bear the name of the sponsoring organization. Nothing may be posted on walls, doors (excluding office doors) windows or other objects or elsewhere at the Center. The exception to this procedure is the posting of important academic announcements or changes in the COCC, County or Service District schedule or hours of operation, which may be posted on doors.

Non-affiliated individuals or organizations wishing to post materials at the Center must contact the Center administrator or designee for approval. Any posting promoting an organization or gathering that is not in compliance with the COCC Equal Employment Opportunity/Affirmative Action Policy (HR-3-0) or County policy will not be approved for posting. Additionally, the Center Administrator has the right to reject any postings that are not relevant to an educational function of the Center, a student activity and/or a community service.

It is the responsibility of the organization that posts information to remove all posters after the termination of the promoted event. The College may remove any posting not in compliance with this procedure.

SECTION 15. Dispute Resolution

Building occupants are expected to treat each other with mutual respect and professionalism. Should a situation arise where building occupants are unable to agree, the following guidelines will be used to come to mutual agreement:

- Building occupants should follow procedures already in place within their organization.
- Building occupants should make every effort to resolve disagreements at any level, with the goal of maintaining cooperative relationships.
- Disagreements between groups or individuals of building occupants that are unable to resolve disputes should be referred to their supervisors and/or the on-site administrator for each party.
- Disputes still unresolved should be referred to the designated contacts for each party. Disputes that remain unresolved should be referred to the Vice President for Administration of COCC or their designee, the County Judge or their designee, and the Service District Chair or their designee.
- The parties will attempt to cooperatively resolve any disagreements that arise over the terms of this Agreement. If the parties are unable to resolve a disagreement, they will use mediation first. Any cost for mediation shall be shared equally by the parties or as determined in the mediation process. A written record shall be prepared of any agreement reached in mediation and shall be provided to each

party. If the parties are unable to resolve a disagreement through mediation, the disagreement shall be resolved through arbitration.

- Any controversy or claim arising out of or relating to this Agreement, including, without limitation, the making, performance, or interpretation of this Agreement, shall be settled by arbitration in Prineville, Oregon, in accordance with ORS 36.300-36.365, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy.
- In the event the parties are unable to agree upon the arbitrator, they shall submit a list of names of three people to each other. Each party shall strike two names and the remaining name on each party's selection shall be placed in a container and the name drawn shall be the arbitrator who shall thereafter consider all of the issues, shall make the decision to resolve the issue and such decision shall be final and binding. The cost of this arbitration shall be shared equally by the parties.

SECTION 16. Building Security

Building Security services shall be provided or contracted for and administered by County. Building security policies shall be jointly developed by the Center Operations Team. Costs incurred for building security services shall be divided as indicated in Attachment C.

SECTION 17. Access Control Policy

The Center Administrator shall be responsible for establishing procedures to govern the issuance and control of keys in collaboration with representatives of COCC, County, and Service District. Items to consider include, but are not limited to the following:

- Keying of locks for the Center;
- Installation and maintenance of all interior and exterior door locks;
- Issuance of keys;
- Maintenance and accurate records and controls to provide accountability for all keys issued; and
- Issuance of departmental key activity and building key activity reports to department heads and building managers, respectively, upon request.

SECTION 18. Crisis Planning

A crisis plan will be jointly developed and maintained by Center Operations Team. The plan will be reviewed by local public safety officials when appropriate.

SECTION 19. Information Technology/Media

Responsibilities for administering, providing or contracting for technology services for the Center shall be divided between the facilities management organizations of the managing entities as agreed to by the parties. See Attachment E

SECTION 20. Disposition of Hazardous Materials

All local, state and federal regulations will be followed in the collection and disposition of hazardous materials. Cost of collection and disposal will be borne by the occupant generating the material.

SECTION 21. Marketing and Public Relations

Joint marketing of the Center will be coordinated by the Center Administrator in collaboration with the appropriate marketing representative at COCC, County and Service District. Group marketing programs will be pursued whenever appropriate and possible. Appropriate linkages between each managing entity's website will be maintained to encourage co-enrollment and ease of transfer. The cost of all unanimously-agreed marketing activities will be shared equally.

SECTION 22. Food Service/Vending

Beverage and snack vending for the Center will be contracted by the Operations Team. Revenue from the beverage and vending operations will be used to offset shared operations costs of the facilities and will be accounted for by County.

SECTION 23. Mail and Shipping/Receiving

Each party will be responsible for its own mail, shipping and receiving.

SECTION 24. Copiers and Printers

Copier/printer lease and maintenance costs, as well as revenue, for the Center will be split on an equal basis except for those costs that can be specifically attributed to a particular entity.

SECTION 25. Insurance

Insurance requirements are outlined in the Joint Tenancy Agreement that is incorporated here by reference.

COCC, County and Service District shall carry their own liability insurance per their policies and procedures as indicated in the Joint Tenancy Agreement.

Property insurance for the Center will be purchased through County's insurance carrier with the cost allocated between the parties as agreed in the annual Center budget. Proof of each party's insurance will be provided to other parties annually.

SECTION 26. Grant Compliance

Funding for the Center includes Broadband Technology Opportunities Program (BTOP) grant funds, and as such, parties to this agreement serving as grant recipients, subrecipients and contractors agree to comply with the BTOP programmatic requirements, administrative requirements in 15 CFR Part 14 or Part 24 (as applicable), cost principles, audit requirements, Department of Commerce (DOC) Standard Terms and Conditions, and American Recovery and ARRA Award Terms, among other award conditions for the duration of the BTOP grant.

SECTION 27. Termination

A party may terminate this Agreement upon serving written notice to the other parties not less than 120 days prior to effective date of termination. In the event of termination the provisions of the Joint Tenancy Agreement between Crook County and COCC shall control the use of the Center.

Written notice for the purpose of terminating this agreement shall be served upon the parties as listed below:

For COCC:

Matthew J. McCoy
VP for Administration
Central Oregon Community College
2600 NW College Way
Bend, OR 97701

For County:

Judge Mike McCabe
Crook County Courthouse
300 NE 3rd St., Rm. 10
Prineville, OR 97754

For Service District:

Tim Deboodt
Extension Service District Administrator
Crook County Extension
498 SE Lynn Blvd
Prineville, OR 97754

SECTION 28. Distribution of Assets Upon Termination

FF&E purchased by a party's own funds will remain the possession of that party and will be removed upon termination. All FFE purchased with the Broadband Technologies Opportunities Program grant funds or grant matching funds will remain in the building and shall not be removed by any party terminating this agreement.

ATTACHMENT A

**Crook County/COCC Computer and Education Center
Allocation of Designated and Common Space**

	Qty.	Room Numbers
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SHARED SPACES

Student Services/Administration

Support Services

COUNTY DESIGNATED SPACE

Academic Spaces

Student Services/Administration

Community/Business Resource Center

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COCC DESIGNATED SPACE

Academic Spaces

Student Services/Administration

Community/Business Resource Center

SERVICE DISTRICT DESIGNATED SPACE

Academic Spaces

Student Services/Administration

Community/Business Resource Center

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UNASSIGNED SPACE

Common Areas

Building Support

ATTACHMENT B

Crook County/COCC Computer and Education Center

OPERATING BUDGET					
Item	Approved \$	COCC	County	Service District	Notes **
Fixed Costs					
Electric					
Gas					
Garbage					
Sewer					
Water					
Contracted Security					
Contracted Custodial					
Snow Removal					
Pest Control					
Maintenance					
HVAC					
Phones					
IT/Media: Annual Software Maintenance Fees					
Maintenance on 500 Network licenses					
Equipment Replacement					
1 Technician + Temp/Overtime					
Security					
Business Center Increase SBDC Counselors					
Photocopiers/Paper					
Insurance					
Accounting					
Contingency					
Room Scheduling Revenue					
Vending Revenue					
Capital/Maintenance Reserve					

**Crook County/COCC Computer and Education Center
Facilities Use Agreement**

Organization: _____
Representative Responsible: _____
Mailing Address: _____
Contact Number(s): _____
Email Address: _____
Facility Requested: _____
Detailed Information on Event: _____

Date and Time of Event: _____
(The facility will be available only at the specified date and time)
Specific time the room(s) should be: Unlocked _____ Locked _____
Estimated Number of Participants: _____
Food Provided? Yes _____ No _____
(Organization responsible for arranging their own catering)

Please check one of the following:
_____ COCC, County or Service District Sanctioned Club _____
_____ Non-Profit Organization (Federal ID#: _____)
_____ For-Profit Organization

Please make checks payable to “Crook County Oregon Open Campus” and send the signed Facilities Use Agreement and payment to: _____.

User agrees to:

1. Indemnify and hold harmless COCC, County and Service District from any and all liability, damage, expense and causes of action arising from any injury to persons or property occasioned by any act or omission by User, its agents, invitees and employees in the User’s use of the facilities, including but not limited to, any discrimination acts, suits or actions pursuant to the Americans with Disabilities Act arising out of User’s use of the Center’s premises or facilities.
2. Submit no less than 50 percent down payment to Center within 10 days of receipt of contract for facility use. Remaining balance will be due within 30 days of receipt of invoice following facility use end date
3. Unless waived by Center, User must provide to Center a Certificate of Commercial General Liability Insurance from an insurer licensed to do business

in Oregon, which has a 30-day advance notice naming the Center as an additional insured. Facility Users who have paid or volunteer workers performing duties at facilities rented through Center must provide, in advance of their duties, proof of Worker's Compensation Insurance.

- 4. Request for facilities usage is not confirmed until User has signed and returned this document. Use of special equipment requires submission of technical needs before final approval.

I have read in full and understand the Center Facilities Use Policy and this Facilities Use Agreement, and agree to pay the amount of \$_____. I agree to assume responsibility for assuring that the group I represent, its individual members, and others in attendance at the above-event will abide by the rules and regulations set forth. I also agree to assume any and all liability that flows from this event.

I agree to all of the terms and conditions set forth in this Agreement.

Signature of Representative: _____

Printed Name of Representative: _____

Date: _____

TO BE COMPLETED BY Center Administrator:

- 1. Facilities Use Contract – Date Received _____
- 2. Liability Insurance Policy – Date Received _____
- 3. Calculation of Rental Fees
 - a. Rental Rate: Room(s) Reserved _____ \$ _____
 - b. Set-Up Fees _____ \$ _____
 - c. Security Deposit (\$100.00) _____ \$ _____
 - d. Support Services Fee, if required _____ \$ _____
 - e. Security Fee, if required _____ \$ _____
 - f. \$25.00 after hours fee _____ \$ _____
- Total Rental Fees** _____ **\$** _____
- 4. Date Rental Fee Received _____
- 5. Date of Cancellation, if applicable _____
- 6. Date of Deposit Refund, if applicable _____

Signature of Center Administrator _____

Crook County/COCC Computer and Education Center

Responsibility Matrix

Building Maintenance, Repairs, Alterations and Improvements Responsibilities	Responsible Entities		
	<u>County</u>	<u>COCC</u>	<u>Service District</u>
Access Controls/Door Hardware			
Alarm Systems			
Electrical			
Elevator Service			
General Maintenance			
HVAC			
Roof			
Temperature Controls			
Custodial Services			
Landscape Maintenance			
Utilities (inside property lines)			

**Crook County/COCC Computer and Education Center
Technology Services and Support Agreement**

[Insert Technology Services Contract regarding desktop services, network and wireless services, help desk and support staffing here]

Telecommunications Services

The design and programming of the telephone system shall be collaboratively developed by the technical staff and respective consultants, including those from COCC, County and Service District. Operations, upgrade, maintenance, and repair will be the responsibility of the managing entities as follows:

- Costs for upgrade, maintenance, and repair of the telephone system used in the Center facility will be shared between the parties as identified in annual operating budget.
- Normal switch programming will be performed by County technicians or designee. If for County staff (e.g. additional telephones, etc.) time will be charged at a rate of \$_____.
- Additional handsets will be of the same make/model as the current Center standard when appropriate.
- Costs for upgrade, maintenance, and repair of handsets will be the responsibility of the managing entity controlling the designated space in which the handset is housed. Long-distance calls will be computed periodically and sent for payment to the managing entity where such calls originated.

Technology Replacement and Enhancement

The parties agree to a four year lifecycle replacement for computers and other appropriate technology equipment. It is further agreed that the parties will budget for the necessary replacement of equipment, software and networking infrastructure to ensure the reliability of technology systems and services provided on the campus facilities. The technical support staff from the respective entities will collaboratively evaluate new requests, proposed equipment changes, or new technology being considered for use in the facilities.

- Each party will be responsible for one-third of the replacement cost for network and telephone infrastructure and equipment in all common spaces. Each party will be responsible for the costs for designated spaces and their own faculty and staff equipment and software. Shared equipment replacement will be done through annual contributions to reserve funds designed specifically for the replacement of equipment. Contributions to reserve fund will be made annually by the parties as agreed. County will manage all reserve funds as so designated.
- IT and Media services department heads will collaborate to develop a proposed schedule and budget for technology refresh.

- The budget will forecast multiple years so that the managing entities may plan for necessary expenditures. The proposed schedule and budget will be reviewed and approved in writing by the appropriate contact at each managing entity for operations and fiscal management.
- A Technology Reserve, funded by the annual budget, will be established for the purchase of spare parts and consumables such as projector lamps needed to maintain the equipment in the facility.

Equipment Theft and Insurance

For information regarding insurance, see Section 25. The following provisions apply to this section:

- Building occupants are responsible for notifying designated operations contacts at each managing entity of any equipment thefts. These contacts will then notify the designated contact for insurance claim processing, adjust inventory records, and order and install replacement units.
- All computer equipment with which it is feasible, including but not limited to LCD projectors, computers, monitors and document cameras, shall be locked down with cable locking devices to prevent casual theft.

Equipment Ownership and Disposal

Unless controlled by the requirements of the Broadband Technologies Opportunities Program grant regarding federal ownership in operating equipment (10 years) and general purpose computers and peripheral equipment (5 years), ownership of equipment purchased through construction FF&E funds is split between the parties and shall be considered to belong with the building. An inventory of equipment should be established at the opening of the Center and updated annually by the Center Administrator.

- Building equipment may not be moved to another facility except by unanimous agreement of the managing entities.
- Equipment disposal shall be handled by County according to their surplus property handling procedures.
- Proceeds from the sale of used equipment shall be deposited in the Technology Reserve for future technology investments for the Center.
- When equipment is retired from use, the parties may elect to repurpose their proportion of that equipment for use in another facility.
- Equipment purchased by one of the institutions and used in the facility belongs to the purchasing institution. That institution may relocate the equipment, and is responsible for disposal of surplus property. Initially, all equipment purchased for the building is bought by the County.

Acceptable Use Agreements, Security and Lab Policies

The Center shall have an acceptable use, lab and security policy in place. The following shall guide policies applying and describe the disciplinary process that will be followed when policies are violated.

- For Faculty and Staff the policy and disciplinary process for the party that employs the person shall apply.

- For students the policies and disciplinary process for the institution where the student is enrolled the majority of the time will apply.
- Policy documents will be amended to have similar intent in areas that would present conflict in resolving matters for dual enrolled students.