



**BUDGET COMMITTEE**  
**MEETING**

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

**AGENDA**

		<u>Exhibit</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			
	a. Budget Meeting – March 9, 2011	4.a*	X	Smith
V.	2011-12 General Fund – Questions			Dona
VI.	2011-12 Proposed	6		
	Non-General Fund Budget			Bloyer/Dona
	PowerPoint	6.a		
	Transfer Schedule	6.b		
VII.	Budget Calendar, Next Meeting –			
	<u>Wednesday, May 11, 2011 6:00 PM</u>			
	Christiansen Board Room, Boyle Education Center			
VIII.	Adjourn			

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

**Central Oregon Community College  
2011-12 Budget**

**Debt Service Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 191,595	\$ 86,336	\$ 112,869	\$ 18,189		
Tax Revenue - Current	1,613,406		2,403,596	2,468,775		
Tax Revenue - Prior	84,927	83,591	50,000	40,000		
PERS Reserve Charge	690,099	737,686	777,546	826,351		
Rental Income	481,344	482,898	489,040	487,874		
Interest Income	21,920	5,386	24,552	549		
Transfers In	301,398	246,490	303,105	299,142		
<b>Total Resources</b>	<b>\$ 3,384,689</b>	<b>\$ 1,642,387</b>	<b>\$ 4,160,708</b>	<b>\$ 4,140,880</b>		
<b>Requirements</b>						
Principal Payments	\$ 2,345,289	\$ 655,623	\$ 1,276,310	\$ 1,378,468		
Interest Payments	953,064	876,438	2,697,957	2,723,747		
Materials and Services			4,350	2,850		
Ending Fund Balance	86,336	110,326	182,091	35,815		
<b>Total Requirements</b>	<b>\$ 3,384,689</b>	<b>\$ 1,642,387</b>	<b>\$ 4,160,708</b>	<b>\$ 4,140,880</b>		

**Central Oregon Community College  
2011-12 Budget**

**Debt Service Fund - Resources and Requirements by Issue**

	2010 General Obligation Bonds	2003 Pension Obligation Bonds	1996 FFC Bonds	1997 FFC Bonds	2001 FFC Bonds	2005 Capital Lease	Fiscal Year 2011-12 PROPOSED Budget
<b>Resources</b>							
Beginning Fund Balance	\$	\$	\$ 3,000	\$ 7,218	\$ 3,400	\$ 4,571	\$ 18,189
Tax Revenue - Current	2,468,775						2,468,775
Tax Revenue - Prior	40,000						40,000
PERS Reserve Charge		826,351					826,351
Rental Income					487,874		487,874
Interest Income	250	193	15	46	22	23	549
Transfers In			77,688	156,454		65,000	299,142
<b>Total Resources</b>	<u>\$ 2,509,025</u>	<u>\$ 826,544</u>	<u>\$ 80,703</u>	<u>\$ 163,718</u>	<u>\$ 491,296</u>	<u>\$ 69,594</u>	<u>\$ 4,140,880</u>
<b>Requirements</b>							
Principal Payments	\$ 665,000	\$ 306,587	\$ 55,000	\$ 115,000	\$ 185,000	\$ 51,881	\$ 1,378,468
Interest Payments	1,819,025	519,957	21,388	45,595	304,840	12,942	2,723,747
Materials and Services			1,300	1,100	450		2,850
Ending Fund Balance	25,000		3,015	2,023	1,006	4,771	35,815
<b>Total Requirements</b>	<u>\$ 2,509,025</u>	<u>\$ 826,544</u>	<u>\$ 80,703</u>	<u>\$ 163,718</u>	<u>\$ 491,296</u>	<u>\$ 69,594</u>	<u>\$ 4,140,880</u>

**Central Oregon Community College  
2011-12 Budget**

**Capital Projects Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 13,117,876	\$ 8,309,412	\$ 49,485,000	\$ 38,520,777		
Grants	628,592	1,903,832	18,950,000	6,030,000		
Other Income	466,223	555,868	531,000	393,000		
Donations	500,000		2,160,000	400,000		
Bond Sale Proceeds		45,065,831				
Interest Income	199,680	21,203	714,480	124,822		
Transfers In	3,475,000	6,204,796	5,652,000	2,047,090		
<b>Total Resources</b>	<b>\$ 18,387,371</b>	<b>\$ 62,060,942</b>	<b>\$ 77,492,480</b>	<b>\$ 47,515,689</b>		
<b>Requirements</b>						
Personal Services	\$ 100,569	\$ 67,466	\$ 700,000	\$ 700,000		
Materials and Services	817,361	1,023,090	389,500	347,260		
Capital Outlay	8,856,669	5,121,942	48,666,576	35,573,338		
Transfers Out	303,360	3,065,829	4,712,320	806,454		
Ending Fund Balance	8,309,412	52,782,615	23,024,084	10,088,637		
<b>Total Requirements</b>	<b>\$ 18,387,371</b>	<b>\$ 62,060,942</b>	<b>\$ 77,492,480</b>	<b>\$ 47,515,689</b>		

**Central Oregon Community College  
2011-12 Budget**

**Capital Projects Fund - Resources and Requirements by Project**

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	<u>New Construction &amp; Renovation</u>	<u>Culinary Building</u>	<u>Bookstore Construction</u>	<u>G.O. Bond Projects</u>	<u>Repair and Replacement</u>	<u>Campus Village Infrastructure</u>
<b>Resources</b>						
Beginning Fund Balance	\$ 808,000	\$ 1,863,000	\$	\$ 33,301,777	\$ 15,000	\$
Grants				6,030,000		
Other Income						
Donations		400,000				
Interest Income	2,300	4,800	450	106,013	892	
Transfers In	401,884		200,000		341,883	300,000
<b>Total Resources</b>	<u>\$ 1,212,184</u>	<u>\$ 2,267,800</u>	<u>\$ 200,450</u>	<u>\$ 39,437,790</u>	<u>\$ 357,775</u>	<u>\$ 300,000</u>
<b>Requirements</b>						
Personal Services	\$	\$	\$	\$ 700,000	\$	\$
Materials and Services				50,000		
Capital Outlay	700,000	2,220,000	20,000	30,370,563	357,775	300,000
Transfers Out	400,000			250,000		
Ending Fund Balance	112,184	47,800	180,450	8,067,227		
<b>Total Requirements</b>	<u>\$ 1,212,184</u>	<u>\$ 2,267,800</u>	<u>\$ 200,450</u>	<u>\$ 39,437,790</u>	<u>\$ 357,775</u>	<u>\$ 300,000</u>

**Central Oregon Community College  
2011-12 Budget**

**Capital Projects Fund - Resources and Requirements by Project**

	Life Cycle Technology Replacement	Higher Ed Building Maintenance and Repair	IT Server/ Infrastructure	Redmond Campus	Chandler Lab	Fiscal Year 2011-2012 PROPOSED Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 200,000	\$ 478,000	\$ 552,000	\$ 892,000	\$ 411,000	\$ 38,520,777
Grants						6,030,000
Other Income		118,000		275,000		393,000
Donations						400,000
Interest Income	1,060	1,500	1,707	4,100	2,000	124,822
Transfers In	324,187		479,136			2,047,090
<b>Total Resources</b>	<b>\$ 525,247</b>	<b>\$ 597,500</b>	<b>\$ 1,032,843</b>	<b>\$ 1,171,100</b>	<b>\$ 413,000</b>	<b>\$ 47,515,689</b>
<b>Requirements</b>						
Personal Services	\$	\$	\$	\$	\$	\$ 700,000
Materials and Services			15,000	262,260	20,000	347,260
Capital Outlay	500,000	100,000	885,000	100,000	20,000	35,573,338
Transfers Out				156,454		806,454
Ending Fund Balance	25,247	497,500	132,843	652,386	373,000	10,088,637
<b>Total Requirements</b>	<b>\$ 525,247</b>	<b>\$ 597,500</b>	<b>\$ 1,032,843</b>	<b>\$ 1,171,100</b>	<b>\$ 413,000</b>	<b>\$ 47,515,689</b>

**Central Oregon Community College  
2011-12 Budget**

**Enterprise Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	FTE	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Residence Hall</b>							
<b>Resource</b>							
Beginning Net Working Capital	\$ 398,138	\$ 575,652	\$ 500,000		\$ 800,000		
Room and Board	580,644	627,573	776,160		807,206		
Interest Income	8,240	1,342	12,075		12,075		
<b>Total Resources</b>	<u>\$ 987,022</u>	<u>\$ 1,204,567</u>	<u>\$ 1,288,235</u>		<u>\$ 1,619,281</u>		
<b>Requirements</b>							
Personal Services	\$ 109,242	\$ 133,251	\$ 156,470	3.00	\$ 197,284		
Materials and Services	286,578	319,180	400,753		417,443		
Capital Outlay	15,550	10,944	25,000		20,000		
Ending Net Working Capital	575,652	741,192	706,012		984,554		
<b>Total Requirements</b>	<u>\$ 987,022</u>	<u>\$ 1,204,567</u>	<u>\$ 1,288,235</u>	<u>3.00</u>	<u>\$ 1,619,281</u>		

**Central Oregon Community College  
2011-12 Budget**

**Enterprise Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	FTE	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Bookstore</b>							
<b>Resource</b>							
Beginning Net Working Capital	\$ 1,408,417	\$ 1,488,018	\$ 879,000		\$ 1,157,000		
Bookstore Sales	2,998,811	3,959,165	4,685,532		5,555,532		
Other	18,333	24,230					
Interest Income	18,775	2,620	14,000		6,000		
<b>Total Resources</b>	<b>\$ 4,444,336</b>	<b>\$ 5,474,033</b>	<b>\$ 5,578,532</b>		<b>\$ 6,718,532</b>		
<b>Requirements</b>							
Personal Services	\$ 429,323	\$ 431,144	\$ 530,918	6.50	\$ 615,904		
Materials and Services	2,193,090	2,863,726	3,918,950		4,731,450		
Capital Outlay	333,905	20,119	25,000		25,000		
Transfers Out		100,000	100,000		100,000		
Ending Net Working Capital	1,488,018	2,059,044	1,003,664		1,246,178		
<b>Total Requirements</b>	<b>\$ 4,444,336</b>	<b>\$ 5,474,033</b>	<b>\$ 5,578,532</b>	<b>6.50</b>	<b>\$ 6,718,532</b>		
<b>Enterprise Fund Total</b>							
Beginning Net Working Capital	\$ 1,806,555	\$ 2,063,670	\$ 1,379,000		\$ 1,957,000		
Total Resources	3,624,803	4,614,930	5,487,767		6,380,813		
Total Requirements	3,367,688	3,878,364	5,157,091		6,107,081		
Ending Net Working Capital	<b>\$ 2,063,670</b>	<b>\$ 2,800,236</b>	<b>\$ 1,709,676</b>		<b>\$ 2,230,732</b>		



**Central Oregon Community College  
2011-12 Budget**

**Internal Service Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	FTE	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Centralized Services</b>							
<b>Resources</b>							
Beginning Fund Balance	\$ 163,822	\$ 220,107	\$ 160,000		\$ 205,500		
User Charges	192,393	287,109	295,000		300,000		
Interest Income	2,969	492	2,900		1,130		
<b>Total Resources</b>	<b>\$ 359,184</b>	<b>\$ 507,708</b>	<b>\$ 457,900</b>		<b>\$ 506,630</b>		
<b>Requirements</b>							
Personal Services	\$ 73,240	\$ 78,566	\$ 89,130	1.25	\$ 92,406		
Materials and Services	63,060	58,874	148,000		150,000		
Capital Outlay	2,777		25,000		20,000		
Ending Fund Balance	220,107	370,268	195,770		244,224		
<b>Total Requirements</b>	<b>\$ 359,184</b>	<b>\$ 507,708</b>	<b>\$ 457,900</b>	<b>1.25</b>	<b>\$ 506,630</b>		

**Central Oregon Community College  
2011-12 Budget**

**Internal Service Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	FTE	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Copier Activities</b>							
<b>Resources</b>							
Beginning Fund Balance	\$ 50,609	\$ 58,496	\$ 56,000		\$ 58,000		
User Charges	94,546	105,938	128,000		134,000		
Interest Income	984	128	990		295		
<b>Total Resources</b>	<u>\$ 146,139</u>	<u>\$ 164,562</u>	<u>\$ 184,990</u>		<u>\$ 192,295</u>		
<b>Requirements</b>							
Personal Services	\$ 35,474	\$ 35,816	\$ 39,060	0.75	\$ 41,595.00		
Materials and Services	52,169	61,221	86,797		91,800		
Capital Outlay			2,060		1,000		
Ending Fund Balance	58,496	67,525	57,073		57,900		
<b>Total Requirements</b>	<u>\$ 146,139</u>	<u>\$ 164,562</u>	<u>\$ 184,990</u>	<u>0.75</u>	<u>\$ 192,295</u>		
<b>Internal Service Fund Total</b>							
Beginning Fund Balance	\$ 214,431	\$ 278,603	\$ 216,000		\$ 263,500		
Total Resources	290,892	393,667	426,890		435,425		
Total Requirements	226,720	234,477	390,047		396,801		
Ending Fund Balance	<u>\$ 278,603</u>	<u>\$ 437,793</u>	<u>\$ 252,843</u>		<u>\$ 302,124</u>		

**Central Oregon Community College  
2011-12 Budget**

**Reserve Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Retiree Benefit Reserve</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 1,547,047	\$ 1,409,501	\$ 1,398,402	\$ 1,105,000		
Interest Income	26,639	2,734	18,028	5,058		
<b>Total Resources</b>	<u>\$ 1,573,686</u>	<u>\$ 1,412,235</u>	<u>\$ 1,416,430</u>	<u>\$ 1,110,058</u>		
<b>Requirements</b>						
Materials and Services	\$ 164,185	\$ 125,783	\$ 175,000	\$ 187,000		
Ending Fund Balance	1,409,501	1,286,452	1,241,430	923,058		
<b>Total Requirements</b>	<u>\$ 1,573,686</u>	<u>\$ 1,412,235</u>	<u>\$ 1,416,430</u>	<u>\$ 1,110,058</u>		
<b>PERS Reserve</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 1,484,035	\$ 1,510,759	\$ 1,525,000	\$ 2,024,500		
Interest Income	26,724	3,575	21,000	9,497		
Transfers In		500,000				
<b>Total Resources</b>	<u>\$ 1,510,759</u>	<u>\$ 2,014,334</u>	<u>\$ 1,546,000</u>	<u>\$ 2,033,997</u>		
<b>Requirements</b>						
Transfers Out	\$	\$	\$	\$ 250,000		
Ending Fund Balance	1,510,759	2,014,334	1,546,000	1,783,997		
<b>Total Requirements</b>	<u>\$ 1,510,759</u>	<u>\$ 2,014,334</u>	<u>\$ 1,546,000</u>	<u>\$ 2,033,997</u>		

**Central Oregon Community College  
2011-12 Budget**

**Reserve Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Reserve Fund Total</b>						
Beginning Fund Balance	\$ 3,031,082	\$ 2,920,260	\$ 2,923,402	\$ 3,129,500		
Total Resources	53,363	506,309	39,028	14,555		
Total Requirements	164,185	125,783	175,000	437,000		
Ending Fund Balance	<u>\$ 2,920,260</u>	<u>\$ 3,300,786</u>	<u>\$ 2,787,430</u>	<u>\$ 2,707,055</u>		

**Central Oregon Community College  
2011-12 Budget**

**Special Revenue Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Federal Grants</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 22,071	\$ 7,438	\$	\$		
Federal Grants	522,856	461,648	483,005	4,478,879		
Tuition and Fees	57,776	49,568	75,000	60,000		
Other Income	123					
Transfers In	24,220	33,978	33,316	34,639		
<b>Total Resources</b>	<u>\$ 627,046</u>	<u>\$ 552,632</u>	<u>\$ 591,321</u>	<u>\$ 4,573,518</u>		
<b>Requirements</b>						
Personal Services	\$ 547,811	\$ 516,637	\$ 436,238	\$ 421,453		
Materials and Services	67,030	32,909	55,083	4,096,647		
Capital Outlay	4,767		100,000	50,000		
Ending Fund Balance	7,438	3,086		5,418		
<b>Total Requirements</b>	<u>\$ 627,046</u>	<u>\$ 552,632</u>	<u>\$ 591,321</u>	<u>\$ 4,573,518</u>		

**Central Oregon Community College  
2011-12 Budget**

**Special Revenue Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>State Grants</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 8,905	\$ 8,905	\$ 95,000	\$		
State Grants	102,672	130,054	24,804	74,804		
<b>Total Resources</b>	<u>\$ 111,577</u>	<u>\$ 138,959</u>	<u>\$ 119,804</u>	<u>\$ 74,804</u>		
<b>Requirements</b>						
Personal Services	\$ 55,717	\$ 24,804	\$ 24,804	\$ 57,204		
Materials and Services	10,346	7,520	95,000	17,600		
Transfers Out	36,609	8,905				
Ending Fund Balance	8,905	97,730				
<b>Total Requirements</b>	<u>\$ 111,577</u>	<u>\$ 138,959</u>	<u>\$ 119,804</u>	<u>\$ 74,804</u>		
<b>Other Grants</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 1,425	\$ 23,195	\$	\$ 103,000		
Grant Income	64,000	68,200	32,000	32,000		
<b>Total Resources</b>	<u>\$ 65,425</u>	<u>\$ 91,395</u>	<u>\$ 32,000</u>	<u>\$ 135,000</u>		
<b>Requirements</b>						
Personal Services	\$ 42,230	\$ 17	\$ 26,400	\$ 45,800		
Materials and Services		8,849	5,600	19,200		
Ending Fund Balance	23,195	82,529		70,000		
<b>Total Requirements</b>	<u>\$ 65,425</u>	<u>\$ 91,395</u>	<u>\$ 32,000</u>	<u>\$ 135,000</u>		

**Central Oregon Community College  
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**Special Revenue Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Contracts</b>						
<b>Resources</b>						
Beginning Fund Balance	\$	\$ 24,662	\$ 23,740	\$ 12,500		
Tuition and Fees				\$ 10,000		
Contract Income	387,946	766,538	843,190	1,014,500		
Other Income		4,353	20,000	25,000		
Transfers In		38,273				
<b>Total Resources</b>	<u>\$ 387,946</u>	<u>\$ 833,826</u>	<u>\$ 886,930</u>	<u>\$ 1,062,000</u>		
<b>Requirements</b>						
Personal Services	\$ 302,280	\$ 575,531	\$ 644,860	\$ 753,640		
Materials and Services	61,004	176,924	216,920	231,860		
Purchased Capital		1,570	5,150	15,000		
Ending Fund Balance	24,662	79,801	20,000	61,500		
<b>Total Requirements</b>	<u>\$ 387,946</u>	<u>\$ 833,826</u>	<u>\$ 886,930</u>	<u>\$ 1,062,000</u>		

**Central Oregon Community College  
2011-12 Budget**

**Special Revenue Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>New Programs</b>						
<b>Resources</b>						
Beginning Fund Balance	\$	\$	\$	\$		
Grants and Contracts Income			500,000	500,000		
<b>Total Resources</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>		
<b>Requirements</b>						
Materials and Services	\$	\$	\$ 500,000	\$ 500,000		
Ending Fund Balance						
<b>Total Requirements</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>		
<b>Grants and Contracts Fund Total</b>						
Beginning Fund Balance	\$ 32,401	\$ 64,200	\$ 118,740	\$ 115,500		
Total Resources	1,159,593	1,552,612	2,011,315	6,229,822		
Total Requirements	1,127,794	1,353,666	2,110,055	6,208,404		
Ending Fund Balance	<u>\$ 64,200</u>	<u>\$ 263,146</u>	<u>\$ 20,000</u>	<u>\$ 136,918</u>		



**Central Oregon Community College  
2011-12 Budget**

**Special Revenue Fund - Expenditures by Category**

	FTE	Personal Services	Materials & Services	Capital Outlay	Fiscal Year 2011-2012 PROPOSED Budget
<b>Federal Grants</b>					
ABE - Special Projects	4.50	\$ 304,583	\$ 10,000	\$	\$ 314,583
Carl Perkins		25,000	65,000	50,000	140,000
SBA Grant	0.50	30,250			30,250
SBA Grant Match	0.25	34,639			34,639
ABS Pathways		26,981	21,647		48,628
Trade Adjustment Assistance Grant			4,000,000		4,000,000
Ending Fund Balance					5,418
<b>Total Expenditures</b>		<u>\$ 421,453</u>	<u>\$ 4,096,647</u>	<u>\$ 50,000</u>	<u>\$ 4,573,518</u>
<b>State Grants</b>					
OEDD	0.75	\$ 24,804	\$	\$	\$ 24,804
Sisters Microenterprise Grant		32,400	17,600		50,000
Ending Fund Balance					
<b>Total Expenditures</b>		<u>\$ 57,204</u>	<u>\$ 17,600</u>	<u>\$ -</u>	<u>\$ 74,804</u>
<b>Local Grants</b>					
Cascade Health Services Support		\$ 35,000	\$ 5,000	\$	\$ 40,000
Latino Business Advisor		10,800	14,200		25,000
Ending Fund Balance					70,000
<b>Total Expenditures</b>		<u>\$ 45,800</u>	<u>\$ 19,200</u>	<u>\$ -</u>	<u>\$ 135,000</u>

**Central Oregon Community College  
2011-12 Budget**

**Special Revenue Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	Fiscal Year 2011-2012 <b>PROPOSED</b> Budget
<b>Contracts</b>					
Deer Ridge Correctional Institution	5.00	\$ 445,000	\$ 69,500	\$	\$ 514,500
OCF-Crook County School Mentoring		8,640	3,860		12,500
Family Resource Center	2.00	300,000	158,500	15,000	473,500
Ending Fund Balance					61,500
<b>Total Expenditures</b>		<u>\$ 753,640</u>	<u>\$ 231,860</u>	<u>\$ 15,000</u>	<u>\$ 1,062,000</u>
<b>Other</b>					
New Programs		\$	\$ 500,000	\$	\$ 500,000
Ending Fund Balance					
<b>Total Expenditures</b>		<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Self-Sustaining Activities</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 1,353,694	\$ 1,146,637	\$ 704,500	\$ 1,083,600		
Tuition and Fees	102,623	175,430	495,000	528,000		
Grants and Contracts	19,917	12,195				
Other Income	243,873	316,152	254,500	747,000		
Sales of Goods and Services	15,901	19,024	10,500	22,500		
Program and Fee Income	516,129	604,824	338,000	368,500		
Donations	30,206	17,362	35,000	39,500		
Interest Income	22,193	2,486	10,392	9,456		
Transfers In	121,558	453,999	157,000	127,000		
<b>Total Resources</b>	<b>\$ 2,426,094</b>	<b>\$ 2,748,109</b>	<b>\$ 2,004,892</b>	<b>\$ 2,925,556</b>		
<b>Requirements</b>						
Personal Services	\$ 410,423	\$ 489,318	\$ 422,526	\$ 382,904		
Materials and Services	544,759	519,747	671,080	705,750		
Capital Outlay	225,327	143,937	189,435	110,375		
Transfers Out	98,948	290,843	45,000	45,000		
Ending Fund Balance	1,146,637	1,304,264	676,851	1,681,527		
<b>Total Requirements</b>	<b>\$ 2,426,094</b>	<b>\$ 2,748,109</b>	<b>\$ 2,004,892</b>	<b>\$ 2,925,556</b>		

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Non-General Fund Instruction</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 2,063,380	\$ 2,051,314	\$ 1,784,500	\$ 1,131,000		
Tuition and Fees	782,121	1,923,015	2,785,000	3,895,000		
Grants and Contracts			30,000	30,000		
Sales of Goods and Services	12,231	11,889	10,000	13,000		
Program and Fee Income	258,568	225,523	560,000	540,000		
Interest Income	45,846	9,034	23,742	13,475		
Transfers In	1,006,729	1,135,798	1,000,167	1,075,501		
<b>Total resources</b>	<b>\$ 4,168,875</b>	<b>\$ 5,356,573</b>	<b>\$ 6,193,409</b>	<b>\$ 6,697,976</b>		
<b>Requirements</b>						
Personal Services	\$ 1,720,325	\$ 2,107,994	\$ 2,894,381	\$ 3,656,967		
Materials and Services	451,500	512,988	701,492	1,040,672		
Capital Outlay	7,099	51,903	81,630	86,000		
Transfers Out	54,220	735,445	403,316	619,639		
Ending Fund Balance	1,935,731	1,948,243	2,112,590	1,294,698		
<b>Total Requirements</b>	<b>\$ 4,168,875</b>	<b>\$ 5,356,573</b>	<b>\$ 6,193,409</b>	<b>\$ 6,697,976</b>		

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Entrepreneurial Instruction &amp; Training</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 134,602	\$	\$	\$		
Tuition and Fees	79,200					
Other Income	23,394					
Interest Income	4,466					
<b>Total resources</b>	<u>\$ 241,662</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u></u>	<u></u>
<b>Requirements</b>						
Personal Services	\$ 23,640	\$	\$	\$		
Materials and Services	37,439					
Capital Outlay	65,000					
Ending Fund Balance	115,583					
<b>Total Requirements</b>	<u>\$ 241,662</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u></u>	<u></u>

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Revolving Activities</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 522,058	\$ 847,371	\$ 600,000	\$ 1,000,000		
Grants and Contracts	1,013,539	602,543	541,858	550,535		
Other Income	149,927	122,971	162,000	162,000		
Interest Income	11,629	1,495	10,636	5,497		
Transfers In	30,000	34,750	14,540	12,000		
<b>Total Resources</b>	<b>\$ 1,727,153</b>	<b>\$ 1,609,130</b>	<b>\$ 1,329,034</b>	<b>\$ 1,730,032</b>		
<b>Requirements</b>						
Personal Services	\$ 687,608	\$ 379,921	\$ 444,521	\$ 459,812		
Materials and Services	188,064	52,642	55,725	66,000		
Capital Outlay	4,110					
Transfers Out		313,273				
Ending Fund Balance	847,371	863,294	828,788	1,204,220		
<b>Total Requirements</b>	<b>\$ 1,727,153</b>	<b>\$ 1,609,130</b>	<b>\$ 1,329,034</b>	<b>\$ 1,730,032</b>		

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Contractual &amp; Administrative Provisions</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 686,201	\$ 862,730	\$ 520,000	\$ 625,000		
Other Income	12,060	1,212	15,000	15,000		
Program and Fee Income	10,132	14,364	20,000	15,000		
Interest Income	70,790	69,580	77,367	73,770		
Transfers In	227,000	267,000	327,000	357,000		
<b>Total Resources</b>	<b>\$ 1,006,183</b>	<b>\$ 1,214,886</b>	<b>\$ 959,367</b>	<b>\$ 1,085,770</b>		
<b>Requirements</b>						
Personal Services	\$ 107,430	\$ 246,194	\$ 355,086	\$ 209,855		
Materials and Services	36,023	34,432	134,275	271,000		
Capital Outlay		16,169	10,300			
Transfers Out		211,000	49,540	12,000		
Ending Fund Balance	862,730	707,091	410,166	592,915		
<b>Total Requirements</b>	<b>\$ 1,006,183</b>	<b>\$ 1,214,886</b>	<b>\$ 959,367</b>	<b>\$ 1,085,770</b>		
<b>Auxiliary Enterprise Fund Total</b>						
Beginning Fund Balance	\$ 4,759,935	\$ 4,908,052	\$ 3,609,000	\$ 3,839,600		
Total Resources	4,810,032	6,020,646	6,877,702	8,599,734		
Total Requirements	4,661,915	6,105,806	6,458,307	7,665,974		
Ending Fund Balance	<b>\$ 4,908,052</b>	<b>\$ 4,822,892</b>	<b>\$ 4,028,395</b>	<b>\$ 4,773,360</b>		

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Fiscal Year 2011-2012 PROPOSED Budget</u>
<b>Self-Sustaining Activities</b>						
Medical Leave Assistance Program		\$ 13,000	\$	\$	\$	13,000
General Testing		810	19,250			20,060
Art Cards			7,000			7,000
Auto and Industrial Fees			15,000			15,000
Facility Fees	0.50	29,223	26,500			55,723
Club Sports		2,131	4,900			7,031
College Activities			35,000			35,000
Classified Training			6,000			6,000
Performing Arts		8,100	6,000			14,100
Box Office Activity			5,000			5,000
Special Programs - Administration	1.00	104,582	28,000			132,582
Vehicles			9,000			9,000
Physiology Lab Activities		10,800	6,000	15,000		31,800
Library Book Account				15,375		15,375
PCA Wellness			5,000			5,000
Outdoor Recreation Program			6,000			6,000
Accreditation			15,000			15,000
College Now			8,000			8,000
Media Activities			14,000			14,000
Tutor/Testing Activities		54,750	8,000			62,750
Student Honors Recognition			3,000			3,000
Allied Health Lab Fees			13,000			13,000
Innovation Account			80,000	20,000		100,000
Mazama Lab Fees		15,833	24,000	28,000		67,833



**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	Fiscal Year 2011-2012 <b>PROPOSED</b> Budget
Tool Room Deposits			3,000			3,000
Computer Lab Printers			15,000	15,000		30,000
Instructional Projects			18,000	2,000		20,000
Oregon Intl Education Consortium		12,800	90,500			103,300
Student Government		93,075	140,000	10,000	45,000	288,075
The Broadside		37,800	7,200			45,000
Blue Sky			40,400			40,400
Food Service Reserve			33,000			33,000
Cascade Culinary Club			15,000			15,000
CIS Software				5,000		5,000
Ending Fund Balance						1,681,527
<b>Total Expenditures</b>	<u>1.50</u>	<u>\$ 382,904</u>	<u>\$ 705,750</u>	<u>\$ 110,375</u>	<u>\$ 45,000</u>	<u>\$ 2,925,556</u>

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Fiscal Year 2011-2012 PROPOSED Budget</u>
<b>Non-General Fund Instruction</b>						
Summer Session		\$ 1,428,676	\$ 35,500	\$	\$ 500,000	\$ 1,964,176
International Programs		16,200	2,000			18,200
BDC Program Activities	0.50	78,174	37,000	4,000		119,174
Business Development & Training		11,000	12,750	5,000		28,750
ABE General Purpose	7.00	616,690	43,000			659,690
Outreach Centers		-			50,000	50,000
Culinary Program	2.00	490,744	177,000			667,744
Culinary Facility		54,000	75,000			129,000
Contracted Credit Classes		49,820	58,422			108,242
Community & Professional Education	9.75	873,863	558,000	25,000	54,639	1,511,502
Culinary Program Revolving Account					15,000	15,000
Licensed Massage Therapy			11,000	2,000		13,000
Aviation Program - Simulator Fees		37,800	31,000	50,000		118,800
Ending Fund Balance						1,294,698
<b>Total Expenditures</b>	<u>19.25</u>	<u>\$ 3,656,967</u>	<u>\$ 1,040,672</u>	<u>\$ 86,000</u>	<u>\$ 619,639</u>	<u>\$ 6,697,976</u>
<b>Revolving</b>						
Foundation Billings	3.00	\$ 262,535	\$	\$	\$	\$ 262,535
Partnership Collaborations	3.00	197,277.00	54,000.00			251,277
Cascades Hall Minor Maintenance			12,000.00			12,000
Ending Fund Balance						1,204,220
<b>Total Expenditures</b>	<u>6.00</u>	<u>\$ 459,812</u>	<u>\$ 66,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,730,032</u>

**Central Oregon Community College  
2011-12 Budget**

**Auxiliary Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	Fiscal Year 2011-2012 <b>PROPOSED</b> Budget
<b>Contractual and Administrative Provisions</b>						
Faculty Professional Improvement		\$	\$ 65,000	\$	\$	\$ 65,000
Adjunct Faculty Professional Improvement			16,000			16,000
Admin. Prof. Dev. & Sabbatical			30,000			30,000
Sabbatical - Faculty		49,855				49,855
Unemployment Reserve		160,000				160,000
Insurance Reserve Deductible			20,000			20,000
Keyes Education Fund			140,000		12,000	152,000
Ending Fund Balance						592,915
<b>Total Expenditures</b>	<u>-</u>	<u>\$ 209,855</u>	<u>\$ 271,000</u>	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 1,085,770</u>

**Central Oregon Community College  
2011-12 Budget**

**Financial Aid Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Federal Grants</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 9,629	\$ 9,772	\$ 9,000	\$ 9,000		
Grants	5,692,494	12,124,500	15,307,376	15,307,376		
Other Income	26,483	35,135	19,500	19,500		
Transfers In	38,067	33,095	45,000	45,000		
<b>Total Resources</b>	<b>\$ 5,766,673</b>	<b>\$ 12,202,502</b>	<b>\$ 15,380,876</b>	<b>\$ 15,380,876</b>		
<b>Requirements</b>						
Personal Services	\$ 149,005	\$ 129,700	\$ 172,376	\$ 172,376		
Materials and Services	5,607,896	12,055,180	15,199,500	15,199,500		
Ending Fund Balance	9,772	17,622	9,000	9,000		
<b>Total Requirements</b>	<b>\$ 5,766,673</b>	<b>\$ 12,202,502</b>	<b>\$ 15,380,876</b>	<b>\$ 15,380,876</b>		

**Central Oregon Community College  
2011-12 Budget**

**Financial Aid Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>State Grants</b>						
<b>Resources</b>						
Beginning Fund Balance	\$	\$	\$	\$		
Grants	1,822,619	3,296,181	3,300,000	3,300,000		
<b>Total Resources</b>	<u>\$ 1,822,619</u>	<u>\$ 3,296,181</u>	<u>\$ 3,300,000</u>	<u>\$ 3,300,000</u>		
<b>Requirements</b>						
Materials and Services	\$ 1,822,619	\$ 3,296,181	\$ 3,300,000	\$ 3,300,000		
Ending Fund Balance						
<b>Total Requirements</b>	<u>\$ 1,822,619</u>	<u>\$ 3,296,181</u>	<u>\$ 3,300,000</u>	<u>\$ 3,300,000</u>		
<b>Financial Aid - Institutional</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 89,625	\$ 127,915	\$ 120,000	\$ 165,000		
Foundation Contributions	797,108	739,088	740,000	740,000		
Interest Income	1,591	256	1,725	725		
Transfers In	112,663	161,905	156,000	159,120		
<b>Total Resources</b>	<u>\$ 1,000,987</u>	<u>\$ 1,029,164</u>	<u>\$ 1,017,725</u>	<u>\$ 1,064,845</u>		
<b>Requirements</b>						
Materials and Services	\$ 873,072	\$ 860,221	\$ 906,000	\$ 909,120		
Ending Fund Balance	127,915	168,943	111,725	155,725		
<b>Total Requirements</b>	<u>\$ 1,000,987</u>	<u>\$ 1,029,164</u>	<u>\$ 1,017,725</u>	<u>\$ 1,064,845</u>		

**Central Oregon Community College  
2011-12 Budget**

**Financial Aid Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Financial Aid - Other</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 133,860	\$ 127,270	\$ 105,000	\$ 66,970		
Trust and Interest Income	29,419	22,142	26,300	26,246		
<b>Total Resources</b>	<b>\$ 163,279</b>	<b>\$ 149,412</b>	<b>\$ 131,300</b>	<b>\$ 93,216</b>		
<b>Requirements</b>						
Personal Services	\$ 15,493	\$ 21,959	\$ 29,087	\$ 30,998		
Materials and Services	20,516	17,082	29,435	20,435		
Ending Fund Balance	127,270	110,371	72,778	41,783		
<b>Total Requirements</b>	<b>\$ 163,279</b>	<b>\$ 149,412</b>	<b>\$ 131,300</b>	<b>\$ 93,216</b>		
<b>Financial Aid Fund Total</b>						
Beginning Fund Balance	\$ 233,114	\$ 264,957	\$ 234,000	\$ 240,970		
Total Resources	8,520,444	16,412,302	19,595,901	19,597,967		
Total Requirements	8,488,601	16,380,323	19,636,398	19,632,429		
Ending Fund Balance	<b>\$ 264,957</b>	<b>\$ 296,936</b>	<b>\$ 193,503</b>	<b>\$ 206,508</b>		

**Central Oregon Community College  
2011-12 Budget**

**Financial Aid Fund - Expenditures by Category**

	<u>FTE</u>	<u>Personal Services</u>	<u>Materials &amp; Services</u>	Fiscal Year 2011-2012 PROPOSED Budget
<b>Federal Grants</b>				
Perkins		\$	\$ 3,500	\$ 3,500
College Work Study		172,376	16,000	188,376
SEOG			140,000	140,000
PELL			15,000,000	15,000,000
Academic Competitiveness Grant			40,000	40,000
Ending Fund Balance				9,000
<b>Total Expenditures</b>		<u>\$ 172,376</u>	<u>\$ 15,199,500</u>	<u>\$ 15,380,876</u>
<b>State Grants</b>				
State Need		\$	\$ 3,150,000	\$ 3,150,000
Private Scholarship Awards - State			150,000	150,000
Ending Fund Balance				
<b>Total Expenditures</b>		<u>\$ -</u>	<u>\$ 3,300,000</u>	<u>\$ 3,300,000</u>
<b>Financial Aid - Institutional</b>				
Foundation		\$	\$ 899,120	\$ 899,120
COCC Financial Aid Fund			10,000	10,000
Ending Fund Balance				155,725
<b>Total Expenditures</b>		<u>\$ -</u>	<u>\$ 909,120</u>	<u>\$ 1,064,845</u>
<b>Financial Aid - Other</b>				
Native American Program	0.50	\$ 30,998	\$ 20,435	\$ 51,433
Ending Fund Balance				41,783
<b>Total Expenditures</b>		<u>\$ 30,998</u>	<u>\$ 20,435</u>	<u>\$ 93,216</u>

**Central Oregon Community College  
2011-12 Budget**

**Trust and Agency Fund - Resources and Requirements**

	Fiscal Year 2008-09 ACTUAL Amounts	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 CURRENT Budget	Fiscal Year 2011-12 PROPOSED Budget	Fiscal Year 2011-12 APPROVED Budget	Fiscal Year 2011-12 ADOPTED Budget
<b>Robert R. Clark Trust</b>						
<b>Resources</b>						
Beginning Fund Balance	\$ 395,088	\$ 396,056	\$ 395,000	\$ 383,000		
Interest Income	8,052	2,537	5,925	1,900		
<b>Total Resources</b>	<u>\$ 403,140</u>	<u>\$ 398,593</u>	<u>\$ 400,925</u>	<u>\$ 384,900</u>		
<b>Requirements</b>						
Materials and Services	\$ 7,084	\$ 5,959	\$ 17,500	\$ 7,500		
Ending Fund Balance	396,056	392,634	383,425	377,400		
<b>Total Requirements</b>	<u>\$ 403,140</u>	<u>\$ 398,593</u>	<u>\$ 400,925</u>	<u>\$ 384,900</u>		



# **April 2011 Budget Committee Meeting**

## **2011/12 Proposed Non-General Fund Budgets**

# Non-General Fund Attributes

- The College has nine non-general funds.
- Each fund has a specific purpose & activity as defined by local budget law and governmental accounting standards.
- Primary budget objective is to ensure adequate **appropriation authority** and compliance to the funds specific operating parameters.
- Each activity is required to be **self-balancing** and expenditures cannot exceed total resources.

## **Non-General Funds**

1. Debt Service Fund
2. Capital Projects Fund
3. Enterprise Fund
4. Internal Service Fund
5. Reserve Fund
6. Special Revenue Fund
7. Auxiliary Fund
8. Financial Aid Fund
9. Trust & Agency Fund

# Debt Service Fund

- **Statement of Purpose:** Accounts for the retirement of all long-term debt of the College. Property taxes and transfers are principle sources of revenues. As of July 1, 2011 total District long-term indebtedness will total \$58,692,000.
- **Debt Types:**
  - Full Faith and Credit Obligations (3)
    - *Redmond Campus and OSU Cascades Building*
  - Pension Obligation Bonds (1)
    - *PERS refinance*
  - Capital Lease (1)
    - *Energy efficiency improvements*
  - General Obligation Bonds (1)
    - Bend (Health Careers & Science Buildings, Mazama expansion, Ochoco & Grandview remodels)
    - Redmond (Technology Building)
    - Madras (Center)
    - Prineville (Center)

The College is in full compliance with all debt restrictions, limitations and disclosures.

# Capital Projects Fund

- **Statement of Purpose:** This fund accounts for major capital outlays for new buildings, campus remodels and equipment. Major sources of revenue are transfers from the General Fund, Auxiliary Fund and bond proceeds.
- **Activities:**
  - New Construction & Campus Renovation
    - *Road work, parking lots and building renovations*
  - Culinary Building
  - Bookstore Construction
  - 2010 GO Bond Projects
    - *Madras Center, Prineville Center, Health Careers Building, Science Building, Technology Center, and Ochoco/Grandview Remodels*
  - Campus Village Development
    - *Infrastructure for the campus village project*
  - Building Repair and Replacement
    - *Campus maintenance and repairs activities*
  - Life Cycle Technology Replacement (desktop, laptops, and multi-media classroom computers)
    - *4-5 year computer life cycle*

# Capital Projects Fund- continued

- **Activities:**
  - H.E. Building Maintenance & Repair Reserve
    - *OSU Cascades Building*
  - IT Server/Infrastructure
    - *New Telephone System in 2011*
  - Redmond Campus
  - Chandler Lab

# Enterprise Fund

- **Enterprise Funds**

Funds used by the College to account for services provided to students and the general public on a user charge basis, similar to a for-profit business. At a minimum, they are intended to cover costs.

- **Activities:**

- Residence Hall Operations

- *Managed by COCC*
- *Maximum occupancy of ~100 students*
- *COCC is one of three CC's with student housing*
- *Located in Juniper Hall*

- Bookstore Operations

- *Located in Newberry Hall*
- *Mail Services & Copy Center located within Bookstore*

# Internal Service Fund

- **Internal Service Funds**  
Funds that provide goods or services to other College departments on a cost recovery basis.
- **Activities:**
  - Centralized Services
    - *Copy Center located in the Bookstore*
  - Photocopy Machines (31)



# Reserve Fund

- **Statement of Purpose:** Reserve funds were established by the College to meet obligations associated with retiree benefit liabilities and the public employee retirement system (PERS).
- **Activities:**
  - Retiree Health Insurance Reserve
    - *Annual expense \$187k*
  - PERS Reserve
    - *General Fund transfer of \$250k*

# Special Revenue Fund

- **Statement of Purpose:** Grants and contracts from federal, state, and other sources are accounted for in this fund. The expenditures of these funds are legally restricted to the purposes defined in the grant or contract.
- **Activities:**
  - Federal Grants
    - *ABE Special Projects*
    - *Carl Perkins*
    - *SBA Programs*
    - *ABS Pathways*
    - *Trade Adjustment Assistance Grant (\$4m)*
  - State Grants
    - *OEDD*
    - *Sisters Micoenterprise Grant*
  - Other Grants
    - *Cascade Health Services*
    - *Latino business Advisor*
  - Contracts
    - *Deer Ridge Correctional Institute*
    - *Family Resource Center*
    - *OCF- Crook County School Mentoring*

# Auxiliary Fund

- **Statement of Purpose:** This fund accounts for a wide variety of ancillary activities in the College. Each program is expected to be self-balancing and expenditures cannot exceed available resources.
- **Self-Sustaining Activities: (examples)**
  - Vehicle Fleet – charge departments for college use of vans.
    - *Revenues used to maintain fleet and van replacement*
  - Computer Lab Printers – charge for printing in the labs.
    - *Revenues used to supply paper and toner cartridges to the computer labs*
  - *Student Government*
    - *Funded by student fees*
  - *Oregon International Education Consortium*
    - *7 community colleges provide study abroad programs funded by participant fees*

# Auxiliary Fund– continued

- **Non-General Fund Instruction: (examples)**
  - Summer Term
    - *Expanded to 10 week session*
  - Community & Professional Education
    - *Receives support from GF of \$415k*
  - Adult Basic Education
    - *Receives support from GF of \$590k*
  - Licensed Massage Therapy
    - *Revenues used to purchase supplies and equipment for the program*
  - Aviation Program
    - *Revenues used to upgrade software each year and maintain license*
  - Culinary Program
    - *Program and facility costs are now accounted for as a discrete program in Auxiliary Fund*

## Auxiliary Fund– continued

- **Revolving Activities: (examples)**
  - COCC Foundation Salaries
  - OSU Partnership Services
- **Contractual & Administrative Provisions: (examples)**
  - Faculty Sabbatical
    - *Pays for salary of faculty while on sabbatical*
  - Insurance Reserve Deductible
    - *Pays for deductible on property and casualty insurance claims*
  - Unemployment Reserve
    - *Pays for unemployment claims*

# Financial Aid Fund

- **Statement of Purpose:** The Financial Aid Fund is an expendable trust type. Student financial aid funds are received from federal, state, and local sources. These funds must be disbursed for the purposes and according to the rules and regulations of the grantor.

- Perkins Loans
- College Work-Study
- Supplemental Educational Opportunity Grants
- Pell Grants
- Academic Competitiveness Grants
- State Need Grants
- Private Scholarships
- COCC Foundation Grants & Financial Aid Program
- Native American Program

# Trust & Agency Fund

- **Statement of Purpose:** Accounts for permanent funds that are legally restricted, permitting only the earnings to be used in support of College programs.
- **Activities:**
  - Robert Clark Trust Fund
    - *Principal to be kept in perpetuity*
    - *Earnings to fund scholarships*

Transfers-out			Transfers-in						
Department	General Fund	Purpose of Transfer	Auxiliary Fund	Capital Projects Fund	Debt Service Fund	Financial Aid Fund	Special Revenue Fund	General Fund	Total Transfers-in
Instruction	(\$1,040,501)	ABE Program/ Community Education <i>Annual support for community education and adult basic education programs</i>	\$1,040,501						\$1,040,501
Instructional Support	(\$202,000)	Faculty Training/Accreditation	\$202,000						\$202,000
Student Life	(\$1,000)	Student Honors	\$1,000						\$1,000
Institutional Support	(\$86,000)	Classified/Administrative development and Innovation activities	\$86,000						\$86,000
Institutional Support	(\$150,000)	Unemployment Reserve <i>The College is self-insured for unemployment insurance.</i>	\$150,000						\$150,000
Plant Operations	(\$142,688)	Debt Service Payments <i>Standard transfer to the Debt Service Fund to cover energy efficiency project and portion of facilities used by COCC.</i>			\$142,688				\$142,688
Plant Operations	(\$401,884)	New Construction & Campus Renovation <i>Build sufficient reserves for anticipated projects and required State match.</i>		\$401,884					\$401,884
Plant Operations	(\$341,883)	Repairs & Maintenance <i>Reserves for anticipated repairs and maintenance.</i>		\$341,883					\$341,883
Information Technology Services	(\$553,323)	Computer lifecycle/IT Server/Infrastructure <i>Annual support for computer replacement and IT infrastructure.</i>		\$553,323					\$553,323
Financial Aid	(\$204,120)	Scholarships <i>Financial Aid match and honors scholarships</i>				\$204,120			\$204,120
<b>Total General Fund Transfers</b>	<b>(\$3,123,399)</b>								
Programs/Projects	Non-General Fund	Purpose of Transfer							
Capital Projects Fund (Redmond Op.)	(\$156,454)	Debt Service Payments <i>Ongoing transfer to the Debt Service Fund to cover portion of facilities used by renters.</i>			\$156,454				\$156,454
Auxiliary Fund (Community Education)	(\$34,639)	SBA Grant					\$34,639		\$34,639
Enterprise Fund (Bookstore)	(\$100,000)	Construction Projects <i>Transfer surplus ending balance to new bookstore construction.</i>		\$100,000					\$100,000
Auxiliary Fund (Summer Term)	(\$550,000)	Summer Term/Outreach Centers <i>To provide General Fund support.</i>						\$550,000	\$550,000
Reserve Fund (PERS Reserve)	(\$250,000)	PERS Reserve <i>To provide General Fund support.</i>						\$250,000	\$250,000
<b>Total Non-General Fund Transfers</b>	<b>(\$1,091,093)</b>								
<b>Fund Totals</b>	<b>(\$4,214,492)</b>		<b>\$1,479,501</b>	<b>\$1,397,090</b>	<b>\$299,142</b>	<b>\$204,120</b>	<b>\$34,639</b>	<b>\$800,000</b>	<b>\$4,214,492</b>





CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, April 13, 2011 – 7:00 PM  
Christiansen Board Room, Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:00 pm	I. Call to Order			Miller
7:01 pm	II. Introduction of Guests			Miller
7:05 pm	III. Agenda Changes			
7:05 pm	IV. Public Hearing and Testimony			
	A. COCC Student Scholars (Sorenson & Pratt)			Paradis <sup>P</sup>
7:05pm	V. Consent Agenda***			
	A. Minutes			
	2. Regular March 9, 2011	5.a2*	X	Smith
	3. Special Conf. Call Mtg. –April 5, 2011	5.a3	X	Smith
	B. Personnel			
	1. New Hire Report (March 2011)	5.b1	X	Buckles <sup>A</sup>
	C. Approval to Hire (Kristensen)	5.c	X	Buckles <sup>A</sup>
7:06 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Governor's Educational Investment Board and related proposals			Middleton <sup>A</sup>
7:20 pm	VII. Old Business			
	A. ASCOCC Constitution	7.a	X	Middleton <sup>A</sup>
	B. Tuition & Fees – 2011-12	7.b	X	Kimball <sup>A</sup>
	C. 1 <sup>st</sup> Reading – 2011-13 Board Priorities	7.c	X	Middleton <sup>A</sup>
7:35 pm	VIII. New Business			
	A. <u>Adjourn</u> as COCC Board of Directors Mtg.			
	B. <u>Convene</u> as Local Public Contract Review Board			
	1. Procurement Rule Changes	8.b1	X	Mosier <sup>P</sup>
	C. <u>Adjourn</u> as Local Public Contract Review Board			
	D. <u>Convene</u> as COCC Board of Directors Mtg.			
	E. Veterans' Tuition Waiver Program	8.e	X	Moore <sup>A</sup>
	F. Room & Board Rates 2011-12 Juniper Residence Hall	8.f	X	Moore <sup>A</sup>
	G. 1 <sup>st</sup> Reading – GP2: Governing Style Policy Matrix - Attachment	8.g	X	Lee
	H. Student Involvement Commitment	8.h	X	Middleton <sup>P</sup>
	I. Student Activity & Green Energy Fees	8.i	X	Moore <sup>P</sup>
7:55 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			





CENTRAL OREGON  
community college

Exhibit: 5.a3  
April 13, 2011

CENTRAL OREGON COMMUNITY COLLEGE  
'SPECIAL'  
Board of Directors' TeleConference Meeting  
**MINUTES**

Tuesday, April 5, 2011 – 2:45 PM  
President's Office  
Boyle Education Center

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**2:45pm - Call to Order by Chair Charley Miller**

**PRESENT – IN PERSON:** Donald Reeder, Dr. James Middleton-President, Julie Smith-Executive Assistant

**PRESENT – BY PHONE:** David Ford, Charley Miller, Connie Lee

**ABSENT:** John Overbay, Joyce Garrett, Anthony Dorsch

Also Present by Phone: Jon Williams-Economic Development Project Manager for City of Redmond

A. Concur w/12<sup>th</sup> Amendment to the Redmond Downtown Urban Renewal Plan as provided for by ORS: 457.470.

**Mr. Donald Reeder moved as per the Recommendation - to concur with the Twelfth Amendment to the Redmond Downtown Urban Renewal Plan as provided for by Oregon Revised Statutes 457.470. Mr. David Ford seconded.**

**Call for the Vote:**

**Yes:** Ford, Lee, Reeder, Miller

**MCU. Approved.** M04/11:1

**ADJOURN:** 2:50 PM

APPROVED;

ATTEST TO;

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Charley Miller-Board Chair

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James E. Middleton, President

Exhibit: 5.b1  
April 13, 2011  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – March 2011**

<b>Name</b>	<b>Date Hired</b>	<b>Job Title</b>
<b>Classified Full-Time</b>		
Hice, Malissa	3/15/2011	Financial Aid Specialist CS
<b>Temporary Hourly</b>		
Aitken, Bob	3/09/2011	COCC Van Driver
Barber, Jacob	3/03/2011	Student Workers
Bevins, Ryan	3/14/2011	Math Lab Assistant
Hook, Kyle	3/01/2011	EMS Lab Assistant
Johnson, Sanderson	3/01/2011	ABE Substitute
Ribeca, Steve	3/07/2011	Tech Support 3
Stevens, Scott	3/15/2011	ASCOCC Honorary Member
Tilton, Madison	3/01/2011	ASCOCC Honorary Member

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **SUZANNE KRISTENSEN**, Full-time Prineville Campus Coordinator.

**B. Discussion/History**

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

**C. Options/Analysis**

Approve the employment contract for SUZANNE KRISTENSEN.  
Decline approval of the employment contract for SUZANNE KRISTENSEN

**D. Timing**

This position is appointed for a 11 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from April 1 through June 30, 2011. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the employment contract for SUZANNE KRISTENSEN.

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Kristensen has eight years of experience working in Continuing Education at Pacific University where she planned, implemented, and evaluated educational programs for health professionals. She also managed the summer school program there for three years, performing a wide range of administrative duties in a college setting including providing general academic advising for summer term students. She has prior experience in initiating outreach activities and event planning to draw from as she begins coordinating the activities at the Prineville Campus. In addition, her experience as Marketing Director for Brasada Ranch from 2001-2009 will be useful in the recruitment/outreach aspects of this position.

Central Oregon Community College  
Monthly Budget Status  
**Highlights of February 2011 Financial Statements**

**Cash and Investments**

The Colleges' operating cash balances are currently \$29 million. The February average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$32.9 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. \$7 million of bond proceeds are invested in the Local Government Investment Pool. The bond proceeds held in cash and investments total \$39.9 million as of the end of January. Construction expenditures are currently about \$1 million per month.

**General Fund Revenues**

Spring term registration opened on February 25 increasing tuition and fee revenue \$4.1 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.

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

Exhibit 6.a  
13-Apr-11

<u><b>General Fund</b></u>	<u><b>Adopted Budget</b></u>	<u><b>Year to Date Activity</b></u>	<u><b>Variance Favorable (Unfavorable)</b></u>	<u><b>Percent of Budget</b></u>	<u><b>Percent of Prior Year Budget</b></u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 11,751,000	\$ 10,485,012	\$ (1,265,988)	89.23%	89.97%
Prior Taxes	766,000	622,325	(143,675)	81.24%	112.25%
Tuition and fees	16,038,000	15,402,190	(635,810)	96.04%	95.45%
State Aid	4,236,000	2,428,896	(1,807,104)	57.34%	84.32%
Interest & Misc. Income	125,000	37,648	(87,352)	30.12%	8.67%
Transfer-In	350,000	350,000	-	100.00%	44.09%
<b>Total Revenues</b>	<b>\$ 33,266,000</b>	<b>\$ 29,326,071</b>	<b>\$ (3,939,929)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 15,377,975	\$ 9,005,865	\$ 6,372,110	58.56%	58.14%
Academic Support	2,773,829	1,345,527	1,428,302	48.51%	48.35%
Student Services	3,576,270	2,022,301	1,553,969	56.55%	61.75%
College Support	4,165,525	2,826,646	1,338,879	67.86%	67.59%
Plant Operations and Maintenance	3,122,200	1,880,428	1,241,772	60.23%	62.04%
Information Technology	2,417,639	1,471,350	946,289	60.86%	65.65%
Financial Aid	11,954	5,638	6,316	47.16%	93.60%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,727,952	2,727,952	-	100.00%	100.00%
<b>Total Expenses</b>	<b>\$ 34,973,344</b>	<b>\$ 21,285,707</b>	<b>\$ 13,687,637</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,707,344)</b>	<b>\$ 8,040,364</b>	<b>\$ 9,747,708</b>		

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

Exhibit 6.a  
13-Apr-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>
<b>Debt Service Fund</b>					
Revenues	\$ 4,047,839	\$ 3,236,053	\$ (811,786)	79.95%	77.92%
Expenses	3,978,617	2,106,423	1,872,194	52.94%	71.26%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 69,222</b>	<b>\$ 1,129,630</b>	<b>\$ 1,060,408</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 2,011,315	\$ 742,283	\$ (1,269,032)	36.91%	27.61%
Expenses	2,110,055	873,163	1,236,892	41.38%	40.30%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (98,740)</b>	<b>\$ (130,880)</b>	<b>\$ (32,140)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 28,007,480	\$ 6,372,592	\$ (21,634,888)	22.75%	59.35%
Expenses	54,468,396	14,019,199	40,449,197	25.74%	43.06%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (26,460,916)</b>	<b>\$ (7,646,607)</b>	<b>\$ 18,814,309</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 5,487,767	\$ 3,240,765	\$ (2,247,002)	59.05%	66.71%
Expenses	5,157,091	2,839,490	2,317,601	55.06%	66.07%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 330,676</b>	<b>\$ 401,275</b>	<b>\$ 70,599</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 6,877,702	\$ 5,454,755	\$ (1,422,947)	79.31%	66.15%
Expenses	6,458,307	3,805,370	2,652,937	58.92%	62.26%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 419,395</b>	<b>\$ 1,649,385</b>	<b>\$ 1,229,990</b>		
<b>Reserve Fund</b>					
Revenues	\$ 39,028	\$ -	\$ (39,028)	0.00%	0.00%
Expenses	175,000	95,093	79,907	54.34%	46.57%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (135,972)</b>	<b>\$ (95,093)</b>	<b>\$ 40,879</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,595,901	\$ 11,871,781	\$ (7,724,120)	60.58%	64.57%
Expenses	19,636,398	12,298,842	7,337,556	62.63%	66.76%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (40,497)</b>	<b>\$ (427,061)</b>	<b>\$ (386,564)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 426,890	\$ 198,596	\$ (228,294)	46.52%	72.40%
Expenses	390,047	178,083	211,964	45.66%	54.81%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 36,843</b>	<b>\$ 20,513</b>	<b>\$ (16,330)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 5,925	\$ 1,285	\$ (4,640)	21.69%	24.01%
Expenses	17,500	7,292	10,208	41.67%	20.96%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (11,575)</b>	<b>\$ (6,007)</b>	<b>\$ 5,568</b>		



Central Oregon Community College

Exhibit 6a  
13-Apr-11

Cash and Investments Report  
As of February 28, 2011

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$28,174,823.77
Pool account 5482	\$336,631.61
Pool account 3624	\$386,627.27
Pool account 3707	\$6,731.98
Pool account 3816	\$7,049,884.88

February Average Yield .50%

Cash in USNB \$791,666.58

Cash on hand \$3,900.00

Total Cash \$36,750,266.09

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	\$5,009,000.00

General Electric

Yield .6600%, due 3-15-11	<u>\$3,482,675.00</u>
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Total Investments \$32,965,992.00

Total Cash and Investments \$69,716,258.09

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Jim Middleton-President

**A. Action Under Consideration**

Formal Board approval of the Constitution of the Associated Students of Central Oregon Community College (ASCOCC).

**B. Discussion/History**

Revision of the ASCOCC Constitution was a joint initiative of ASCOCC and the College beginning in fall 2010. Students and administrative staff completed this process and developed a joint proposal. An outline of proposed modifications was presented to the Board at the March 2011 meeting. The proposed constitution was posted for student comments and no substantive recommendations were received. A few minor typographical errors were completed after this review. COCC students had an opportunity to vote on the proposed constitution between April 5-8. Results were as follows:

349 students voted with the following results:

Recommend	284	81%
Not Recommend	64	18%
No Answer	1	.3%

Additionally, the ASCOCC Council formally votes on the proposed constitution on April 8. With this input and any additional comments at the April meeting, College staff are presenting the Constitution to the Board at the April Meeting.

**C. Options/Analysis**

- 1) Approve the proposed ASCOCC Constitution
- 2) Reject the proposed ASCOCC Constitution
- 3) Postpone action
- 4) Continue discussion
- 5) Propose alternative process or action

**D. Timing**

Formal action on the ASCOCC Constitution at the April 2011 meeting will facilitate a May election of 2011/12 ASCOCC Officers under the new constitution.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby approve the ASCOCC Constitution as proposed.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Issue**

2011-12 Tuition and Fee Rates

**B. Discussion/History**

COCC's in-district tuition rate is currently \$70 per credit. Prior to a \$4 per credit increase in 2010-11 and \$3 per credit increase in 2009-10, the College held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09).

In the 2002 summer, COCC implemented a \$2 per credit technology fee that was assessed to all students (maximum of 10 credits per quarter). Since 2002, the student technology fee at COCC has remained unchanged, and during that same time period, information technology costs have more than doubled at the College.

On February 10, 2010 and in alignment with Oregon House Bill 2571, the COCC Board of Directors established a new Non-Resident Veteran tuition rate in recognition of the sacrifices made by members of the U.S. Armed Forces and wanting to expand educational and training opportunities for these students. The Non-Resident Veteran tuition rate is the In-District tuition rate plus half of the difference between the In-District and Out-of-District tuition rates.

At the October Board Retreat, the Board had a general discussion regarding possible 2011-12 tuition and fee rate increases, the impact on the College and students, and how COCC's combined tuition and fee rates compare to other Oregon community colleges. A proposed tuition and fee rates for 2011-12 was provided to the board as an information item at the March board meeting. The proposed tuition and fee rates have been included within the proposed General Fund 2011-12 budget. The 2009-11 board priorities include, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels."

For 2010-11, COCC's combined in-district tuition and fees are the lowest of all Oregon community colleges. With the proposed \$6 per credit tuition increase, the in-district tuition for 2011-12 would be \$76 per credit. Along with the proposed \$1 per credit technology fee increase assessed on 15 credits, the annual combined cost of tuition and fees for the 2011-12 academic year, for an in-district student taking 15 credits, would be \$3,618. Updated information indicates that with COCC's proposed tuition and fee increases, COCC's combined in-district tuition and fees for the 2011-12 academic years will remain the lowest of all Oregon community colleges.

Following the Board’s guidance, COCC’s tuition and fee rates would remain below the ceiling of being in the lowest third of the 17 Oregon community colleges.

**C. Timing**

The board is be asked at this time to approve the recommendation to increase tuition rates, as the 2011-12 academic year begins with summer term and summer term registration starts at the end of April. Also, the new college catalog identifies the 2011-12 tuition and fee rates, and the printing deadline is mid-April.

In addition, tuition and fee revenues are a critical and significant component of the General Fund budget. It is necessary for the board to approve a tuition and fee rate in April to allow the college to produce a balanced General Fund budget for the Budget Committee to review and potentially approve at the May board meeting.

**D. Budget Impact**

Tuition and fee revenue is a major component of the College’s revenues, as it comprises more than 48% of the College’s total general fund revenues in the 2010-11 budget and just over 50% of the projected revenues in the 2011-12 budget. The College anticipates that the \$6 per credit increase for in-district tuition and the 6% increase in other tuition rates will generate approximately \$1,240,000. A \$1 technology fee increase, as well as raising the number of credits the fee is assessed to 15, will generate approximately \$270,000.

The increased revenues in the 2011-12 budget provides funding for the additional services included in the 2011-12 budget. These additional services included increased educational opportunities, instructional staff, student and support services, information technology services and costs, and facility operating costs (includes the new Madras and Prineville education centers opening in fall term).

**E. Options**

1. Approve the resolution as presented.
2. Approve a resolution with revised tuition rates.
3. Defer action until May.

**F. Recommendations**

In order to meet the needs of COCC’s growing student population and expanding facilities, and make progress towards Board priorities, be it resolved that the Board of Directors of Central Oregon Community College authorize the increased 2011-12 tuition and fees rates as identified below.

	<u>2010-11</u>	<u>2011-12</u>
In-District	\$ 70/cr.	\$ 76/cr.
Non-Resident Veteran	\$ 83/cr.	\$ 89/cr.
Out-of-District	\$ 96/cr.	\$101/cr.
Border State	\$ 96/cr.	\$101/cr.
Out-of-State	\$195/cr.	\$206/cr.
Technology Fee	\$2/cr.– up to 10/cr.	\$3/cr.–up to 15 cr.

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Jim Middleton-President

**A. Action Under Consideration**

First 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, the attached draft is currently proposed for Board consideration as First Reading for 2011-13 Board Priorities.

In a related manner, the Accreditation Coordinating Team met recently and is refining the planning structure in a manner which will use the two-year Board Priorities as the central element bridging institutional policy level mission, vision, goals with implementation plans and subsequent outcome assessment.

**C. Options/Analysis**

- 1) Approve the proposed 2011-13 Board Priorities as First Reading with Second Reading and approval targeted for the May 2011 Board Meeting.
- 2) Modify the proposed 2011-13 Board Priorities
- 3) Continue discussion

**D. Timing**

Final action is proposed for the May 2011 Board Meeting.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby approve the proposed 2011-13 Board Priorities as first reading with subsequent final approval for consideration at the May 2011 Board meeting.

**Board Priorities 2011-13**  
**PROPOSED REVISIONS TO FIRST READING**

*Italics denote changes proposed at the fall 2010 Board Retreat.*

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' POLICIES <b>REVIEW AND APPROVAL MATRIX</b>	<b>APPROVAL</b>	<b>LAST DATE REVISED</b>	<b>LAST DATE OF REVIEW</b>	<b>NEXT DATE OF REVIEW</b>
GP 1	Board Mission	6/9/1993	FALL 2002	10/1/2010	
GP2	Governing Style	6/9/1993	6/9/2004		11-Apr
GP3	Board Job Description	6/9/1993			11-Apr
GP4	Chairperson/Vice Chairperson	6/9/1993	3/13/1996		11-Apr
GP5	Board Committee Principles	6/9/1993		10-Nov	
GP6	Committee Structure	6/9/1993	11/10/2010		
GP7	Annual Board Planning Cycle	6/9/1993	6/13/2001		11-Apr
GP8	Board Members' Code of Conduct	6/9/1993	2/8/1995	Mar-11	
GP9	Board Operations	6/9/1993	11/14/2001	Feb-11	
GP10	Policy Requirements		7/13/1994	Nov-10	
GP11	Board Monitoring/Evaluations		11/10/2010		
GP12	Board Vacancies	2/8/1995		Nov-10	
GP12-1	Budget Committee	11/12/1998		Nov-10	
GP13	Board Professional Improvement	3/13/1996	11/10/2010		
GP14	New Board Member Orientation	3/13/1996		Nov-10	
BPR 1	Delegation to the President	6/9/1993			2011-2012
BPR 2	President's Job Description	6/9/1993			2011-2012
BPR 3	Monitoring Presidential Performance	6/9/1993			2011-2012
BPR 4	Emergency Executive Succession	6/9/1993	2/8/1995		2011-2012
BPR 5	Appointment of Acting President	3/13/1991	2/10/2010		2011-2012
BPR 6	Order of Administrative Responsibility	3/13/1991	2/10/2010		2011-2012
EL1	General Executive Constraints	6/9/1993		Jan-11	
EL2	Staff Treatment	6/9/1993		Jan-11	
EL3	Budgeting		1/12/2011		
EL4	Financial Condition	6/9/1993	3/9/2011		
EL5	Asset Protection	6/9/1993	3/9/2011		
EL6	Compensation and Benefits		3/9/2011		
EL7	Communication and Counsel to the Board	6/9/1993		Jan-11	
E1	Ends Policy	2/8/1995	Fall 2002	10/1/2010	
S1	Statutory Requirements		7/13/1994		



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: Julie Mosier-Purchasing Coordinator

**A. Action Under Consideration**

**Acceptance of proposed changes** to the Central Oregon Community College's Rules of Procurement originally adopted by the Board in March, 2005. The changes are intended to keep the College in agreement with the Participating Oregon Community Colleges (POCC) annual revision of the Rules of Procurement as amended by the POCC and the Oregon Revised Statutes and Oregon Administrative Rules.

**B. Discussion/History**

In 2005 the legislature made substantive changes to the Public Contracting Code; ORS 279. The changes eliminated many of the exceptions in purchasing that local agencies had utilized. In response to those changes a task group of community college members created a set of rules, as allowed by ORS 279A.120. The rules, referred to herein as CCRP (Community College Rules of Procurement) enable the collective group of community colleges to reinstate several exceptions to the procurement code that best served the College and public interest.

The CCRP is fashioned in three sections; 100, 200, and 300. It was written with the intention that sections 100 and 200 would be consistent between participating community colleges and that section 300 could be modified by each individual college. To date, 13 of the 17 Oregon Community Colleges have adopted these rules.

Each time the Attorney General's (A/G) 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 modifications to its CCRP model rules, adopted by the Board in March, 2005. These minor revisions, and housekeeping measures, are reflected in the document attached. Upon approval by the Board, these changes will be incorporated into the College's CCRP and become effective immediately.

**C. Options/Analysis**

- 1) Approve recommended changes to the Community College Rules of Procurement (CCRP).
- 2) Do not approve recommended changes to the (CCRP).

**D. Timing** - Approval for the aforementioned changes is requested at this time.

**E. Recommendation** - Be It Resolved that the Board of Directors do hereby approve the proposed changes to the Community College Rules of Procurement (CCRP).

**F. Budget Impact** None.

### **OAR Title changes**

The titles are change in the rules to reflect changes in the OAR titles made by the Attorney General's office. Last year changes to titles occurred for the following OARS:

137-046-0440	137-047-0550
137-047-0250	137-047-0800
137-047-0257	137-048-0130
137-047-0262	

### **Section 100 definition changes:**

Definitions change to reflect changes in the applicable revised statute or administrative rule, to correct an error or to further clarify the meaning of the defined term.

### **Changes to Section 200 rules**

Potential changes to section 200 rules are agreed upon by all POCC members and are reviewed collectively by the POCC member's local contract review board so that all rules in the 200 section remain consistent between members.

Changes to the Section 200 rules may result from additions to the revised statutes or clarifications to existing statutes, or amplification to the language provided in the rule for greater clarity.

CCR.204- Bid Security: Language has been added to reflect the addition of ORS200.055 as a result of SB479.

CCR.208- Equipment Repair and Overhaul: Updated ORS reference and language added for clarity.

CCR.212- Intellectual Property: Updated ORS reference.

CCR.218- Perishables: Updated ORS reference and language added for clarity.

CCR.222- Price Regulated Items: Updated ORS reference.

CCR.214- Request for Proposals: Updated ORS reference and language added for clarity.

CCR.216- Requirements Contracts: Language added for clarity.

CCR.228 Resale- items for: Updated ORS reference and language added for clarity.

CCR.230 Telecommunications Services: Updated ORS reference and language added for clarity

CCR.250- Personal Services Contracts: Updated ORS reference and language added for clarity

CCR.280- Alternative Contracting Methods: Updated ORS reference and language added for clarity.

CCR.282- First-tier Subcontractors; Disclosure and Substitution: Correcting outdated reference.

### **Changes to Section 300 rules**

The rules in section 300 are specific to COCC. Some are revisions of the 200 rules, and some are additions to the rules.

CCR.320 Property Disposition: change to Donations of Property to expand the type of non-profit organizations eligible to receive surplus property from the College.

**PROPOSED CHANGES TO THE  
COMMUNITY COLLEGE RULES OF PROCUREMENT  
DATED JANUARY 19, 2005,**

**DRAFTED BY THE PARTICIPATING OREGON COMMUNITY COLLEGES (POCC),  
AND SUBMITTED FOR ADOPTION SUMMER 2010,  
PENDING BOARD APPROVAL.**

(06/08/10)

**KEY: DELETIONS**

Deletions to the current Community College Rules of Procurement (CCRP), are highlighted in **YELLOW** and are shown with a line drawn through them.

**ADDITIONS**

Additions are shown in **RED** font and are underlined.

**COMMENTARY**

Commentary appears in bold/italics and is **highlighted in gray**. Commentary will not remain in the final, published form of the document after adoption of these proposed changes.

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**The current Participating Oregon Community College (POCC), Rules of Procurement can be found at  
<http://www.occa17.com/mc/page.do?sitePageId=98519>**

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## **SECTION 300 SUPPLEMENTARY PROVISIONS – CONTRACTING RULES**

*These Community College Rules of Procurement were drafted by participating statewide community college representatives with the intent that Sections 100 and 200 be adopted in their entirety and remain unchanged by their respective institutions unless modified by participating committee members at a later date and subsequently ratified by all their Local Contract Review Boards. Section 300 has been specifically set aside to address the unique philosophies, cultures, and/or concerns of the various community colleges, voting districts, and Local Contract Review Boards. In the event of conflict between rules or sections within these Community College Rules of Procurement, the rules in Section 300 (excluding Appendix B), shall take precedence over the rules in Sections 100 and/or 200 except as otherwise expressly provided in Sections 100 and 200; in all cases, Sections 100, 200, and 300 (excluding Appendix B), shall take precedence over Appendix B.*

CCR.301	Consultant Selection: Architectural, Engineering, Land Surveying and Related Services Contracts ( <i>See also OAR 137, Division 48, contained in Appendix B.</i> )
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### **APPENDIX A: PROCUREMENT-RELATED COLLEGE PROCEDURES/POLICIES INCORPORATED HEREIN BY REFERENCE**

Unless otherwise indicated, the “College’s Procedures and/or Policies incorporated herein by reference” shall mean the College’s Policies and Procedures that have been adopted and which are in effect at the time of the procurement transaction and/or contract award.

1150 POL	Duties and Responsibilities of the Board
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Sections 100, 200, and/or 300 (excluding Appendix B), in these Community College Rules of Procurement shall prevail in every instance where there is a conflict or similarity between the Oregon Attorney General’s Model Public Contract Rules, (Appendix B), and these Community College Rules of Procurement, effective March 1, 2005, subsequently reviewed/modified pursuant to ORS279A.065(5)(b). *Rules from the Oregon Attorney General’s Model Public Contract Rules that have been identified but which are shown with a line drawn through them have been stricken and have not been adopted by the College.*

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## SECTION 100 - GENERAL INFORMATION

Purpose and Statutory Authority CCR.102

- (1) **Purpose.** These rules prescribe public contract Special Procurements (exemptions), whereby a Local Contract Review Board may approve a special procurement (pursuant to ORS 279B.085), personal services contracting rules, competitive procurement process rules, and supplementary provisions for community colleges, who have formally adopted through board resolution, these Community College Rules of Procurement, hereinafter referred to as Rules or CCRP.
- (2) **Statutory Authority.** These Rules are authorized by Public Contracting Code 279A.050 (*Procurement Authority*), 279A.055 (*Personal Services Contracts*), 279A.060 (*Local Contract Review Boards*), and 279A.070 (*Rules*). All references to PCC shall mean Public Contracting Code as defined in ORS 279A.010(1)(bb). (*Note: Under ORS 279A.065(4), public contracting agencies in Oregon will be operating under the State of Oregon Attorney General's Model Rules unless they have taken special action to opt out and adopt their own contracting rules.*)
- (3) These Community College Rules of Procurement (CCRP), were drafted through a statewide, collaborative effort by representatives of Participating Oregon Community Colleges (POCC). Pursuant to the POCC participatory agreement, Sections 100 and 200 of the CCRP shall remain unchanged unless modified by the POCC at a later date and subsequently ratified by each institution's Local Contract Review Board. Any member of the POCC that adopts changes to Sections 100 and/or 200 of the CCRP that have not been mutually agreed upon and adopted by all other POCC members, shall by and through its actions, no longer qualify as a member of the POCC cooperative procurement group and shall not represent itself as such.

### Definitions for these Community College Rules of Procurement

CCR.104

The following terms, when they appear capitalized in these Community College Rules of Procurement, shall have the meaning set forth below unless otherwise indicated:

- (1) **"Addendum" or "Addenda"** means an addition ~~to~~ or deletion ~~to~~ ~~from~~, a material change in, or general interest explanation of a Solicitation Document. ~~Addenda shall be labeled as such and distributed to all interested persons in accordance with these rules.~~
- (2) **"Auxiliary Funds"** means funds intended to be profit making and/or self-sustaining for providing product or services to the College's customers. (See also "Enterprise Funds.") Examples of Auxiliary Fund or Enterprise Fund operations may include: bookstores; food services; printing services; medical/dental/science stores; student automotive and mechanical stores; and miscellaneous student stores for the resale of books and computers for instruction.
- (3) **"Award" or "Intent to Award"** means, as the context requires, either the act or occurrence of the College's identification of the Person with whom the ~~e~~College will enter into a Contract following the resolution of any protest of the College's selection of that Person, and the completion of all Contract negotiations.
- (4) **"Best Value, Arriving at"** means evaluation or assessment of performance factors and other aspects of service and product quality, as well as pricing, which may include, but not be limited to, combinations of quality, services, time, ~~and total cost of ownership considerations, and the probability of the Offeror performing the requirements stated in the Solicitation over the useful life of the acquired item.~~ ~~The changes to this definition have been derived from DAS rules.~~
- (5) **"Bid"** means a ~~competitive offer~~ ~~Written~~ in response to an Invitation to Bid ~~in which price, delivery (or project completion), and conformance to specifications will be the predominant award criteria.~~
- (6) **"Bidding/Proposing Period"** means the span of time between the date of the Solicitation Document and the time and date set for receipt of Offers. The time period shall be stated in the Solicitation Document. Generally a period of fourteen (14) calendar days shall be provided, but in no case shall the time provided be less than five (5) calendar days.
- (7) **"Closing"** means the date and time specified in a Solicitation Document as the deadline for submitting Offers.
- (8) **"Code"** means the Public Contracting Code, as defined in ORS 279A.010.
- (9) **"College"** means Community College District or Community College Service District established under ORS chapter 341, hereinafter known as the specific College whose name appears on the Solicitation Document and/or subsequent Contract and whose Local Contract Review Board has adopted by resolution or ordinance these Community College Rules of Procurement.
- (10) **"Competitive Range"** means the Offerors with whom the College will conduct discussions or ~~negotiate~~ ~~negotiations~~ if the College intends to conduct discussions or negotiations in accordance with its own rules.
- ~~(11) "Competitive Sealed Bidding" means the issuing of Invitations to Bid, which follow the formal process for advertising, submitting bids, and conducting of public bid openings as required by ORS 279B.055.~~
- ~~(12) "Competitive Sealed Proposals" means the issuing of Request for Proposals, which follow the formal process for advertising, submitting proposals, and conducting of public openings as required by ORS 279B.060.~~
- ~~(13)~~ **"Contract"** means a "Public Contract," as defined in ORS 279A.010(1)(z), a sale or other disposal, or a purchase, lease, rental or other acquisition, by a contracting agency of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. "Public Contract" does not include grants. The "Contract" includes the College's Solicitation Document and the accepted portions of a Solicitation Document, whether attached or incorporated by reference, between the College and Contractor describing the work to be done and the obligations of the parties. Depending upon the goods and services being procured, the College may use "Contract" as

meaning a purchase order, price agreement, or other contract document in addition to the College's Solicitation Document and the accepted portions of a Solicitation Document. If the Contract is for a public improvement or public work, the "Contract" may consist of the College's Solicitation Document, including any addenda, the general and special and/or supplementary conditions or other conditions governing the work, the accepted portions of the Solicitation Document, the performance and payment bond (if required), certificates of insurance, plans, technical specifications, approved shop drawings, Construction Change Directive or written order for a minor change in the Work, Notice of Award, Notice to Proceed, and any contract amendments, including approved change orders.

- (124) **"Contract Price"** means, as the context requires, (i) the maximum monetary obligation that the College either will or may incur under a Contract, including bonuses, incentives, approved alternates, ~~fully executed change orders or amendments,~~ and contingency amounts, if the Contractor fully performs under the Contract, ~~(ii) the maximum not to exceed amount of payments specified in the Contract,~~ or (iii) ~~the unit prices for Goods or Services set forth in the Contract.~~
- (135) **"Contract Review Authority"** means the College's Local Contract Review Board as set forth in ORS 279A.060.
- (146) **"Contract Value"** - in determining the applicability of dollar threshold requirements for competitive procurements within these Community College Rules of Procurement, "Contract Value" means the gross amount of goods and/or services procured by or for the College and shall take into consideration, but not be limited to, the following elements: (1) Contract Price; (2) total amount estimated to be generated, if contract is anticipated to be revenue generating; (3) economic value, and (4) total estimated expenses incurred for which the College would be required to report to the Internal Revenue Service (e.g., 1099).
- (157) **"Contractor"** means the Person with whom the College enters into a Contract and shall be synonymous with "Independent Contractor" (i.e., a person or business that provides services to the College in which the College neither controls nor has the right to control the means or manner by which work is performed). The College may control the results of the services, but not control the means or manner of the Contractor's performance of the Work.
- (168) **"Cost"** means not only the product price but also other items of expense such as the actual or reasonably estimated costs related to quality or conversion, and may include such actual or estimated items as shipping, delivery, setup, installation, and training.
- (179) **"Descriptive Literature"** means Written information submitted with the Offer that addresses the Goods and Services included in the Offer.
- (1820) **"Disadvantaged Business Enterprise (DBE)"** means a small business concern pursuant to ORS 200.005(1), which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- (1921) **"Effective Date of Contract"** means the date established in the Contract for the Contractor's work to begin, or the date the Contract has been fully executed and received all required approvals, whichever date is later.
- (202) **"Electronic Advertisement"** means notice of the College's request for Offers or ~~Request for eQuotes,~~ available over the Internet via (a) The World Wide Web or some other Internet protocol; or (b) the College's electronic procurement system. ~~An Electronic Advertisement may include a Solicitation Document.~~
- (213) **"Electronic Offer"** means a response to the College's request for Offers or ~~Request for eQuotes~~ submitted to the College via email or through the College's Electronic Procurement System.
- (224) **"Electronic Procurement System"** means an information system that Persons may access through the Internet, using the World Wide Web or some other Internet protocol, or that Persons may otherwise remotely access using a computer, that enables ~~Persons to send Electronic Offers and~~ the College to post Electronic Advertisements, receive Electronic ~~eOffers,~~ and conduct other activities related to a procurement.
- (235) **"Emergency"** means circumstances that were not reasonably foreseen by the governing body of the College, its President or another officer authorized by the College, and create a substantial risk of loss, damage or interruption of services; a substantial threat to property, public health, welfare or safety of the environment that requires prompt execution of a ~~eContract~~ to remedy the condition or deal with the risk.
- (246) **"Enterprise Funds"** means funds intended to be profit making and/or self-sustaining for providing product or services to the College's customers. (See also "Auxiliary Funds.") Examples of Auxiliary Fund or Enterprise Fund operations may include: bookstores; food services; printing services; medical/dental/science stores; student automotive and mechanical stores; and miscellaneous student stores for the resale of books and computers for instruction.
- (257) **"Evidence of Competition"** means College documentation demonstrating competitive solicitation of responses/~~eOffers~~ from Person(s) in selecting a Contractor in accordance with the College's public contracting rules.
- (28) ~~"Expert Witness" means Contracts for services of witnesses for the purposes of evaluating a claim or cause of action, preparing for or assisting with actual or likely litigation or otherwise assisting in resolving a dispute. This includes a person possessing specialized knowledge, skills, or experience of a particular subject or profession engaged to assist or consult on the College's presentation of its case in legal, administrative, and other official proceedings, regardless of whether the Contractor is called to testify. This definition falls within the definition of "Personal Services."~~
- (269) **"Facsimile"** means electronic equipment that communicates and reproduces both printed and handwritten material.
- (2730) **"Gift"** means something of economic value given to a public official or ~~a relative or member of the household of the public official~~ ~~the public official's relative~~ without ~~an exchange of~~ valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, ~~and~~ which is not extended to others who are not public officials or the relatives ~~or members of~~

the household of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative or for valuable consideration less than that required from others who are not public officials.

*These changes more closely align with ORS 244.020 ("Definitions" in Ethics chapter).*

(2831) "Goods and Services" or "Goods or Services" have the meaning set forth in ORS 279A.010(1)(j).

(2932) "Interstate Agreement" means any agreement between the College and a unit of local government or state agency of another state.

(303) "Invitation to Bid" (ITB) means all the documents used for soliciting Solicitation Document issued to invite Offers from prospective Contractors pursuant to either ORS 279B.055 or 279C.335, in accordance with ORS 279A.010(2)(bb). (See also "Competitive Sealed Bidding.")

(314) "Life Cycle Costing" means the total cost of ownership; including the total cost of acquiring, operating, maintaining, supporting, and, if applicable, determining the cost of a product for its estimated useful life, including its disposal.

(325) "Local Contract Review Board" (LCRB) means the LCRB and/or Board of Education as established by Board resolution or ordinance by each respective College adopting these Community College Rules of Procurement, to serve as its public contract review authority.

(336) "Lowest Responsible Bidder" as defined in ORS 279A.010(1)(r) means: (a) the lowest bidder whose Offer substantially complies with the requirements and criteria set forth in the Invitation to Bid and with all prescribed public procurement procedures and requirements; or (b) When the Invitation to Bid specifies or authorizes the award of multiple contracts to the responsible bidders, the bidder whose bids substantially comply with the requirements and criteria set forth in the Invitation to Bid and with all prescribed public procurement procedures and requirements and who qualify for the award of a public contract under the terms of the Invitation to Bid (279B.055(10); and who has met the standards of responsibility set forth in ORS 279B.110(2) or 279C.375, has not been debarred or disqualified by the College under ORS 279B.130 or 279C.440, and is not on the list created by the Oregon Construction Contractors Board under ORS 701.227, if the advertised contract is a Public Improvement Contract.

*The verbiage "and who has met the . . ." has been gleaned from both statute and DAS rules.* Depending upon the requirements of the Solicitation Document, "Lowest Responsible Bidder" may also mean one who, in the determination of the Advocate for Minority, Women and Emerging Small Businesses, has undertaken both a policy and practice of actively pursuing participation by minority and women-owned business in all bids, both public and private, submitted by such bidder, pursuant to ORS 200.025 and 200.045 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225. *The verbiage "or a business enterprise. . ." has been added as a result of SB 479.*

(347) "Model Rules" means the State of Oregon's Attorney General's model rules of procedure for Public Contracting, which are set forth in OAR Chapter 137, divisions 46, 47, 48, and 49, and required under ORS 279A.065.

(358) "ORPIN" System: The on-line electronic Oregon Procurement Information Network (ORPIN) administered through the State Procurement Office of the Procurement, Fleet and Surplus Services Division of the Oregon Department of Administrative Services.

(369) "ORS" means Oregon Revised Statutes.

(3740) "Offer" means a Written offer to provide Goods or Services in response to a Solicitation Document that is binding on the Offeror.

(3841) "Offeror" means a Person, who submits an Offer.

(3942) "Opening" means the date, time and place announced specified in the Solicitation Document for the public opening of Written sealed Offers.

(403) "PCC" means Public Contracting Code as it is defined in ORS 279A.010(1)(bb).

(414) "Person" means any of the following with legal capacity to enter into a Contract: individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation or any other legal or commercial entity.

(425) "Personal Property" means everything subject to ownership, which is not real property and has exchangeable value; includes all chattels and movables, such as boats and vessels, merchandise and stock in trade, furniture and personal effects, goods, livestock, vehicles, farming implements, movable machinery, movable tools and movable equipment pursuant to ORS 307.020.

(436) "Personal Services Competitive Solicitation" means a documented process providing an equal and open opportunity to qualified parties, which culminates in a selection based on criteria that include, but are not limited to, the Contractor's availability, capacity, experience, reputation, responsiveness to time limitations, responsiveness to solicitation requirements, quality of previous performance and fees or costs.

(447) "Personal Services Contract" or "Contract for Personal Services" means a eContract or member of a class of eContracts for Personal Services, other than a eContract for the services of an Architect, Engineer, Land Surveyor or Provider of Related Services as defined in ORS 279C.100 (which are subject to ORS 279C.105, ORS 279C.110 or ORS 279C.120, and which are defined as Personal Services Contracts pursuant to ORS 279C.100(5)); that the College's Local Contract Review Board has designated as a Personal Services Contract pursuant to ORS 279A.055, whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, including, without limitation, a eContract for the services of a(n): accountant; physician, dentist or lawyer; educator; consultant(s) for information technology professional, travel, banking, investing, collections, or other consultant; broadcaster or artist (including a photographer, filmmaker, painter, weaver, or sculptor). "Personal Services" is also defined in ORS 279C.100, and that definition applies only to ORS 279C.100 to 279C.125, for Architectural, Engineering, Land

Surveying Services or Related Services, Contracts for Architectural, Engineering and Land Surveying Services, and Related Services are designated as a special class of Personal Services Contracts, defined in ORS 279C.100(5). (See also Personal Services Contracting Rules section within these Community College Rules of Procurement for an expanded definition.) *This definition has been modified to ensure that the College has “designated” A & E and related services to be “Personal Services”(279C.100(5)).*

- (458) **“Personal Services Contractor”** means an Independent Contractor that performs a Contract for Personal Service(s) for the College, when the College has no right to and does not control the means and manner of performing the contract, except as to the delivery schedule, determining compliance with the Statement of Work, and accepting or rejecting the deliverables or results required under the Contract.
- (469) **“Prequalification of Offeror”** means a process followed by the College, in advance of issuance of Solicitation Documents, to determine the qualifications of prospective Offerors to perform a Public eContract.
- (4750) **“Product Sample”** means the exact Goods or a representative portion of the Goods offered by in an the Offeror , or the Goods requested in response to the Solicitation Document as a sample. Unless otherwise provided in the Solicitation Document, the Product Sample shall be the exact product or a representative portion of that product offered by the Offeror.
- (4851) **“Proposal”** means an Written Offer in response to a Request for Proposals.
- (4952) **“Public Contract”** means a sale or other disposal, or a purchase, lease, rental or other acquisition, by the College of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. (ORS 279A.010(1)(z)).
- (503) **“Public Notice”** means a public notice of Solicitation Document that is published electronically or at least once in at least one newspaper of general circulation in the area where the eContract is to be performed, in at least one trade newspaper of statewide circulation if the Solicitation Document is for a public improvement and the contract has an estimated cost in excess of \$125,000 and in as many additional issues and publications as the College determines is likely to be cost effective or is published electronically. *This definition has been gleaned from statute (ORS 279B.055(4) and 279C.360(1)).*
- (51) **“Recycled Materials”** means recycled paper (as defined in ORS 279A.010(1)(gg)), recycled PETE products (as defined in ORS 279A.010(1)(hh)), and other recycled plastic resin products and recycled products (as defined in ORS 279A.010(1)(ii)).
- (524) **“Request for Proposals”** or **“RFP”** means all documents used for soliciting Proposals in accordance with either ORS 279B.060 or 279C.110, where proposal evaluation and contract award is based on criteria such as proposer qualifications and experience, product features and characteristics, service quality and efficiency, and conformance with the specifications and requirements of the Solicitation Document. Price may be evaluation criterion for an RFP, but will not necessarily be the predominant basis for contract award.
- (535) **“Request for Qualifications”** means a Written document issued by the College, to which Contractors respond in Writing by describing their experience with and qualifications for the Services, Personal Services or Architectural, Engineering or Land Surveying Services, or Related Services, described in the document. the College’s circumstances and the type of service(s) desired, setting forth all significant evaluation factors and their relative importance, written qualifications, and, if appropriate, price. The Request for Qualifications will not result in a Contract but is intended to establish a list of qualified Contractors from which to seek Offers and select a Contractor.
- (546) **“Request for Quotations/Quotes”** or **“RFQ”** means a Written or oral request for prices, rates or other conditions under which a potential Contractor would provide Goods or perform Services, Personal Services or Public Improvements described in the request. the solicitation by the College of Offers from competing vendors in an effort to obtain competitive quotes. The solicitation may be by advertisement or by the College initiating a request to vendors to make an Offer in accordance with the provisions of Small Procurements and Intermediate Procurements as these categories are defined in ORS 279B.065 and 279B.070, pursuant to the rules established by the College’s Local Contract Review Board for competitive thresholds. The solicitation may be accomplished by advertisement or by the College initiating a request to vendors to make an offer. The solicitation and the offer may be electronic, in writing, or oral.
- (557) **“Requirements Contract”** means a price agreement that constitutes a firm eOffer by the Contractor, regardless of whether any order or purchase has been made or any performance has been tendered under the price agreement and is enforceable for the period stated in the price agreement and is not revocable by the Contractor. A price agreement does not constitute an exclusive dealing commitment on the part of the College or the Contractor unless the price agreement expressly so provides. (ORS 279B.140)
- (568) **“Responsible”** means meeting the standards set forth in OAR 137-047-0640 or 137-049-0390(2), and not debarred or disqualified by the College under OAR 137-047-0575 or 137-049-0370.
- (578) **“Responsible Offeror”** (also, **“Responsible Bidder”** or **“Responsible Proposer,”** as applicable), means a Person that has submitted an Offer and meets the standards set forth in OAR 137-047-0640 or 137-049-0390(2), ORS 279B.005 and/or ORS 279B.110, and that has not been debarred or disqualified by the College under OAR 137-047-0575 or 137-049-0370. When used alone, **“Responsible”** means meeting the aforementioned standards.
- (589) **“Responsive Offer”** means, as the context requires, a (also, “Responsive Bid”, or “Responsive Proposal,” or other as applicable), means an Offer that substantially complies in all material respects with applicable solicitation requirements. When used alone, **“Responsive”** means having the characteristic of substantially complying in all material respects with applicable solicitation requirements.
- (5960) **“Service Contract”** means a eContract that calls primarily for a eContractor’s time and effort rather than for an end product.

- (61) ~~“Signed” means, as the context requires, that a Written document contains a Signature or that the act of making a Signature has occurred.~~
- (602) ~~“Signature” means any Written mark, word or symbol that is made or adopted by a Person with the intent to be bound and that is attached to or logically associated with a Written document to which the Person intends to be bound and executed or adopted by a Person with the intent to be bound.~~
- (613) “Signed” means, as the context requires, that a Written document contains a Signature or that the act of making a Signature has occurred.
- (62) “Solicitation” means: (a) a request by the College for the purpose of soliciting Offers. This request may take the form of an Invitation to Bid, a Request for Proposal, a Request for Quotation, a Request for Qualifications or a similar document; or (b) the process of notifying prospective Offerors that the College requests such Offers; or the Solicitation Document itself. *The changes to this definition have been derived from DAS rules.*
- (633) ~~“Solicitation Document” means an Invitation to Bid, Request for Proposals, Request for Quotations, or other similar document issued to invite eOffers from prospective eContractors pursuant to ORS Chapter 279B or 279C, and includes all documents incorporated by reference. The following are not Solicitation Documents if they do not invite Offers from prospective Contractors: a Request for Qualifications, a prequalification of bidders, or a request for product prequalification.~~
- (64) **“Special Procurement”** means, unless the context requires otherwise, a Class Special Procurement, a Contract-Specific Special Procurement or both (ORS 279B.085). A “Class Special Procurement” means a contracting procedure that differs from the procedures described in ORS 279B.055, 279B.060, 279B.065 and 279B.070 and is for the purpose of entering into a series of contracts over time for the acquisition of a specified class of goods or services (ORS 279B.085(1)(a)). “Contract-Specific Special Procurement” means a contracting procedure that differs from the procedures described in ORS 279B.055, 279B.060, 279B.065 and 279B.070 and is for the purpose of entering into a single contract or a number of related contracts for the acquisition of specified goods or services on a one-time basis or for a single project (ORS 279B.085(1)(b)).
- (65) **“Specification”** means any description of the physical or functional characteristics, or of the nature of a supply, service or construction item, including any requirement for inspecting, testing or preparing a supply, service or construction item for delivery and the quantities or qualities of materials to be furnished under a Contract. Specifications generally will state the result to be obtained and may, on occasion, describe the method and manner of doing the Work to be performed. Specifications may be incorporated by reference and/or through attachment to the Contract.
- (66) **“Standard Fee Contract”** means a contract awarded for service to be performed for a standard fee, when the standard fee is established by the College, and a like eContract is available to all qualified applicants.
- (67) **“Statement of Work”** means a ~~ww~~Written statement that specifically describes the phases of ~~ww~~Work or services, major tasks, or areas of responsibility the Contractor is to perform at a particular site, or within a particular locale during a stated period of time, according to a schedule of delivery. The statement must identify specific objectives that the Contractor is to attain or describe, in detail, and the deliverables that the Contractor is to provide.
- (68) **“Telecommunications”** means 1-way and 2-way transmission of information over a distance by means of electromagnetic systems, electro-optical systems, or both.
- (69) **“Work”** means the furnishing of all materials, equipment, labor and incidentals necessary to successfully complete any individual item in a Contract or the entire Contract, and successful completion of all duties and obligations imposed by the Contract.
- (70) **“Writing”** means letters, characters and symbols inscribed on paper by hand, print, type or other method of impression, intended to represent or convey particular ideas or meanings. “Writing,” when required or permitted by law, or required or permitted in a Solicitation Document, also means letters, characters and symbols made in electronic form and intended to represent or convey particular ideas or meanings.
- (71) **“Written”** means existing in Writing.

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### **Bid Security and Bond Requirements, Waiver of**

**CCR.204**

Pursuant to ORS 279C.390, the College may, at its discretion, exempt certain contracts or classes of contracts from all or a portion of the requirement for bid security and from all or a portion of the requirement that good and sufficient bonds be furnished to ensure performance of the contract and payment of obligations incurred in the performance.

The College may waive bid security requirements and/or performance/payment bond requirements pursuant to ORS 279C.390 and this rule under the following conditions:

- (1) If the contract is for a public improvement or a public work and the amount of the contract does not exceed \$75,000 or another threshold as indicated by rule amendment in Section 300, and the contractor has filed a public works bond with the State of Oregon Construction Contractors Board;
- (2) If the contract is not for a public improvement; or if the contract is for a public improvement that resulted from an alternative contracting method and the contract is only for pre-construction services;
- (3) Where bidders are drawn exclusively from a list of certified Emerging Small Businesses maintained by the Advocate for Minority, Women and Emerging Small Business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225 and the College has been provided funds by the

legislature for the purpose of assisting Emerging Small Businesses; *The verbiage beginning with “enterprise certified under ORS 200.055” has been added as a result of SB 479, and now also appears in OAR 137-046-0210.*

- (4) In cases of emergency, or when the interest or property of the College or the public agency or agencies for whose benefit the contract was awarded probably would suffer material injury by delay or other cause and a declaration of such emergency has been made in accordance with rules adopted under ORS 279A.065.

The College shall not use Bid or Proposal security to discourage competition. The Offeror shall forfeit Bid or Proposal security after award of the contract if the Offeror fails to execute the contract and promptly return it with any required Performance Bond and Payment Bond.

### Conclusion of Compliance with Law

It is unlikely that this Special Procurement will result in favoritism in the awarding of public contracts or substantially diminish competition since all vendors, including Oregon businesses, are able to compete. it is reasonably expected to result in substantial cost savings to the College or to the public (ORS 279B.085(4)(b)(A)(~~aa~~)), and it will enable the College to otherwise substantially promote the public interest (ORS 279B.085(4)(b)(B)), by reducing costs of bidding and maximizing participation from Emerging Small Businesses.

This rule satisfies the requirements of ORS 279C.390 wherein a Local Contract Review Board may exempt certain contracts or classes of contracts from all or a portion of the requirement for bid security and from all or a portion of the requirement that good and sufficient bonds be furnished to ensure performance of the contract and payment of obligations incurred in the performance. Consequently, findings otherwise required by law are unnecessary here.

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### Equipment Repair & Overhaul (Including Maintenance Agreements)

CCR.208

- (1) The College may enter into a public contract for equipment repair, maintenance agreements, or overhaul of equipment without competitive bidding, subject to the following conditions:
- (a) Service and/or parts required are unknown, and the cost cannot be determined without extensive preliminary dismantling or testing; and/or
  - (b) Service and/or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source;
  - (c) Maintenance agreements must be procured from the provider of the equipment and/or software being maintained in order to be valid, preserve warranties, provide the best possible service, or conform to other similar agreements being provided by the same provider for maximizing economy and/or servicing functions;
  - (d) The College shall conduct its procurement for equipment repair, maintenance agreements, or overhaul of equipment pursuant to methods and parameters established in (2) of this rule.
- (2) The following limitations shall apply:
- (a) At the discretion of the College, if it is practical to competitively procure equipment repair, maintenance agreements, or overhaul of equipment using quotations or other forms of Solicitation Documents then these competitive processes shall be utilized. If not, the file should be documented with the reasons for invoking this exemption from competitive procurement, specifically supporting the impracticality of a competitive procurement.
  - (b) If the contract exceeds or is anticipated to exceed the thresholds for Small or Intermediate Procurements as these thresholds are defined in Section 300, the College shall document in its procurement file the reasons why a competitive procurement process was deemed impractical, and the College may directly enter into the contract.

### Findings of Fact

The need for equipment repair or overhaul of equipment cannot always be anticipated by College staff. If a piece of equipment is broken or not working properly, the College incurs the cost of down time, possible replacement equipment rental fees, staff time, and other inconveniences or liabilities to its programs.

1. Generally, there are a limited number of vendors, who are able to perform repair or overhaul on a particular piece of equipment, because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place, which will guarantee some savings to the College in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
2. The dollar limits on the use of this Special Procurement ensure that when the cost of the equipment repair or overhaul is expected to exceed threshold amounts for Small and Intermediate Procurements as these are defined in Section 300, the College will competitively procure, or if that is not practical or cost effective, declare an emergency or obtain a specific exemption from the president of the College or the president's designee, with notification to the LCRB to proceed with the purchase of the needed repair or overhaul.

**Conclusion of Compliance with Law**

It is unlikely that this Special Procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition and is reasonably expected to result in substantial cost savings to the College for such contracts as required by ORS 279B.085(4)(a), because the dollar amount of the exempted purchase (i.e., Special Procurement), may not exceed the thresholds established in Section 300 for Intermediate Procurements without additional notification and/or approval from the LCRB and/or the College president or the president’s designee. Where it is practical, the College will competitively procure equipment repair, maintenance agreements, and overhaul of equipment; where it is impractical, written justification, provided by the department, will become part of the public record of the contract.

The awarding of public contracts pursuant to this exemption is reasonably expected to will result in a cost savings to the College, as required by ORS 279B.085(4)(b)(A), because the College incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This Special Procurement only applies to equipment already owned by the College. Time is of the essence in contracts for equipment repair, maintenance agreements, and equipment overhaul. The College must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment down time and provide uninterrupted levels of service to support the College’s educational initiatives.

\* \* \* \* \*

**Intellectual Property (Periodicals, Library Books, Proprietary Software Licenses, Art, and Other Products of the Creative Process)**

**CCR.212**

If the contract is for the purchase of Intellectual Property, which shall include, but not be limited to, Periodicals, Library Books, Subscription Services, Proprietary Software Licenses, Art, and Other Products of the Creative Process, the College may contract for the purchase of the product(s) without competitive procurement, regardless of dollar amount when the product(s) are protected under copyright law, and/or there is only one known supplier (e.g., manufacturer, copyright holder), available for such products.

Examples of copyrighted materials typically covered by this Special Procurement include, but are not limited to: magazines and other periodicals; textbooks; workbooks; curriculum kits; reference materials; audio tapes; video tapes; calculators such as those used for aircraft navigation; and most software and products of the visual, aural and written arts. It should be noted that if there is more than one supplier of copyrighted materials (especially software), and the product(s) are not being purchased directly from the writer, manufacturer or other original source, every attempt should be made to establish a competitive selection process in order to achieve the greatest economy.

**Findings of Fact**

1. By design, Intellectual Property is protected for the use of a single owner. Copyrighted products may not be duplicated by others without the express permission or license of the copyright holder.
2. Instructional initiatives define the various materials, which the college will purchase for use in its educational programs, and it is not uncommon for Intellectual Property to be produced by only one supplier (i.e., sole source), who may be the copyright holder or licensee.

**Conclusion of Compliance with Law**

This rule will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of Intellectual Property is controlled by the copyright holder/owner, and may only be permitted through a sole source. This rule provides additional parameters for consideration that are complementary to the Public Contracting Code where competition does exist. It is not intended to diminish the College’s ability to consider other factors or limit fair and open competition when arriving at best value. It is the policy of the State of Oregon that public contracting activities should provide effective outcomes that represent optimal value to the contracting agency, and to the greatest extent feasible, be consistent with market practices (ORS 279B.010(1)).

Additionally, pursuant to ORS 279A.025(2)(g)(h), the Public Contracting Code does not apply to contracts for the procurement or distribution of textbooks; consequently, findings otherwise required by law are unnecessary when the procurement or distribution of Intellectual Property is specifically for textbooks—a subcategory of Intellectual Property.

\* \* \* \* \*

**Life Cycle Costing/Best Value**

**CCR.216**

- (1) In determining the lowest bid or best proposal, in the award of a contract, the College may use the concept of life cycle costing if it complies with section (2) of this rule:
- (2) (a) At the time of writing specifications for the product, the College shall identify those factors which will have cost implications over the life of the product, and which, for evaluation purposes, will be used to adjust the bid or proposal price of the product;

- (b) The solicitation document shall set out clearly the factors and methodology to be used in life cycle cost adjustments; and
- (c) The results of life cycle costing adjustments shall be applied to the bid or proposal price of the product(s) offered, and the bid or proposal that results in the lowest overall ownership cost or “best value” as it is determined by ORS 279A.015(5), taking into account the life cycle costing adjustments, and other aspects of service and product quality, as well as pricing.

**Conclusion of Compliance with Law**

This rule provides additional parameters for consideration that are complementary to the Public Contracting Code while supporting impartial and open competition. It is not intended to diminish the College’s ability to consider other factors when arriving at best value. As such, it is not an exemption or Special Procurement to the competitive bidding requirements of law. It is the policy of the State of Oregon that public contracting activities should provide effective outcomes that represent optimal value to the contracting agency, and to the greatest extent feasible, be consistent with market practices (ORS 279B.010(1)). Consequently, findings otherwise required by law are unnecessary here.

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**Perishables (Chemicals, Food, Laboratory Supplies)**

**CCR.218**

Competitive procurement need not be used for the procurement of perishables under this Special Procurement provided that the perishability and commensurate quality is of greater importance than the cost to the College.

**Comment**

If longevity is not an issue and multiple sources exist, standard procurement practices shall be utilized.

**Findings of Fact**

This rule permits such items as foodstuffs and scientific supplies, which have definitive shelf lives, and associated attributes such as quality and longevity, to be purchased without strict competitive processes based upon price. Shelf life and the associated attributes may be the determining factors.

The rule enables the buyer to decide on a source based upon time since manufactured, remaining shelf life, and interim quality, since various states of decay can affect the product.

**Conclusion of Compliance with Law**

It is unlikely that this Special Procurement will result in favoritism in the awarding of public contracts or substantially diminish competition, since all vendors, including Oregon businesses, are able to compete, it is reasonably expected to result in substantial cost savings to the College (ORS 279B.085(4)(b)(A)(a)), and it will enable the College to otherwise substantially promote the public interest (ORS 279B.085(4)(b)(B)), through expediting its procurement processes without compromising integrity for cost.

\* \* \* \* \*

**Price Regulated Items (Including Gas, Diesel Fuel, Heating Oil, Lubricants, Asphalts, Distilled Alcohol, Postage, and Certain Utilities)**

**CCR.222**

The College may, without competitive bidding, contract for the direct purchase of goods or services where the rate or price for the goods or services being purchased is established by federal, state, or local regulatory authority (ORS 279A.025(2)(~~f~~)(g) and ORS 279A.025(2)(~~f~~)(j)).

**Comment**

If competition exists and it is practical to solicit quotations, bids, or proposals for Price Regulated Items, then these procurement methods should be utilized in an effort to obtain best value.

**Conclusion of Compliance with Law**

Competition is not generally a relevant issue in the procurement of goods or services where the provider’s rate or price of the goods or services being purchased is established by federal, state, or local regulatory authority, and the goods or services are provided through a sole source. Examples include: Postage, Sewer/Water Service, Garbage Service, Electricity, Etcetera. Since there is virtually no competition available within these price regulated items, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts. Consequently, findings otherwise required by law are unnecessary here.

**Request for Proposals**

**CCR.224**

The College may, at its discretion, use Request for Proposal competitive procurement methods subject to the following conditions:



- (1) The procurement is advertised and a written solicitation document is issued that invites the submission of sealed, written offers to be opened publicly at a designated time and place; and
- (2) Contractual requirements are stated clearly in the solicitation document; and
- (3) Evaluation criteria to be applied in awarding the contract and the role of an evaluation committee are stated clearly in the solicitation document. Criteria used to identify the proposal that best meets the College needs may include but are not limited to cost, quality, service, compatibility, product reliability, operating efficiency and expansion potential, and proposer's qualifications and experience; and
- (4) The solicitation document clearly states all complaint processes and remedies available; and
- (5) The solicitation document states the provisions for proposers to comment on any specifications that they feel limit competition.

#### **Conclusion of Compliance with Law**

As the RFP process is an alternate method of competitive source selection and not an exemption from the competitive procurement requirements of law, the College has determined that findings of fact are not required. It is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition, and it is reasonably expected to result in substantial cost savings to the College or to the public ~~for such contracts as required by~~ (ORS 279B.085(4)(b)(A)(a)). The awarding of contracts pursuant to this process will result in best value to the College based on selection by the College of the most responsive proposal that meets the stated evaluative criteria. Consequently, findings otherwise required by law are unnecessary here.

\* \* \* \* \*

#### **Requirements Contracts and Price Agreements**

**CCR.226**

- (1) Requirements contracts, for the purposes of this Rule, mean price agreements, services agreements, and sales that may be established for the purposes of minimizing paper work, achieving continuity of product, securing a source of supply, reducing inventory, combining college requirements for volume discounts, standardization among agencies, and reducing lead time for ordering. The College may enter into requirements contracts whereby it is agreed to purchase supplies and/or services for an anticipated need at a predetermined price provided the contract is let by a competitive procurement process pursuant to the requirements of ORS 279ABC and these Rules or is a contract for the procurement of products or services from a qualified nonprofit agency for individuals with disabilities pursuant to ORS 279.850.
- (2) The College may purchase the supplies and/or services from a contractor awarded a requirements contract without first undertaking additional competitive solicitation.
- (3) The term of the contract including renewals, must not exceed the maximum term stated in the original solicitation.

#### **Conclusion of Compliance with Law**

This rule provides additional parameters for consideration that are complementary to the Public Contracting Code while supporting impartial and open competition as much as is practical. It is the policy of the State of Oregon that public contracting activities should provide effective outcomes that represent optimal value to the contracting agency, and to the greatest extent feasible, be consistent with market practices (ORS 279B.010(1)). Pursuant to ORS 279A.065(5)(a) and ORS 279A.070, a contracting agency may, in the exercise of authority granted under ORS 279A.050, adopt rules necessary to carry out the provisions of the Public Contracting Code; consequently, findings otherwise required by law are unnecessary when the College has determined it is in its best interests to purchase supplies and/or services utilizing a competitively procured requirements contract or price agreement.

\* \* \* \* \*

#### **Resale – Items for**

**CCR.228**

Competitive procurement processes need not be used for the procurement of product or services being purchased strictly for resale. This Special Procurement applies to products or services that are specifically for resale as opposed to internal use or consumption.

#### **Findings of Fact**

1. College Enterprise, Auxiliary Fund, and/or General Fund operations that compete in the open market need to be able to purchase products or services for resale without undue restrictions.
2. In order to compete in the open market, these operations must be knowledgeable, proactive, and stay abreast of current trends, consumer wants, tastes and desires, and be able to meet those needs in their offerings. Additionally, fund operators must be free to purchase products or services for resale that the consumers want even if it means having a limiting factor such as brand, functionality, price, or quality.
3. These operations must work as efficiently as possible to hold down their own costs as well as to present the goods or services to the public at a fair market price. Thus, they will be looking for the goods for resale at the most competitive prices and highest quality within their parameters.
4. In awarding contracts, these operations must ensure the appropriate amount of the product or service will be in stock or be readily available, received, or provided at the appropriate time. Ensuring that the products or services are available and of the proper freshness and quality may prevent the operation from conducting timely competitive buying.

### Conclusion of Compliance with Law

It is unlikely that this exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition, ~~for such contracts as required by~~ and it is reasonably expected to result in substantial cost savings to the College or to the public (ORS 279B.085(4)(a)). Additionally, this Special Procurement will substantially promote the public interest as required by ORS 279B.085(4)(b)(B), in a manner that could not practically be realized under the requirements of ORS 279B.050, 279B.055, 279B.060, 279B.065, 279B.070 (Methods of Source Selection).

\* \* \* \* \*

### Telecommunications Services

CCR.230

- (1) This rule is intended to allow the College to secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service, performance requirements while minimizing administrative and service delivery costs.
- (2) In determining the appropriate procurement method for telecommunications services, the College must determine whether competition exists. The College may consider the following factors:
  - (a) The extent to which alternative providers exist in the relevant geographic and service market. The relevant market will vary with the geographic area and from service category to service category, depending on changes in the regulatory environment and competitive marketplace. Thus, the relevant market will depend on the facts and circumstances of each case. For example, an alternative local access service or private line provider might offer services in Portland, but not in Salem or the rest of the state;
  - (b) The extent to which alternative services offered are comparable or substitutable in technology, service provided, and performance. (For example, if the College requires digital services, analog services are not comparable or substitutable, or if the College requires fiber optic technology, then copper, microwave, or satellite transmission technology may not be comparable or substitutable);
  - (c) The extent to which alternative providers can respond to the College's interests in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management, and limiting College liability. For example, to be considered as the College's telephone long distance provider, any long distance service vendor must be able to meet, support, and interface with the College's centralized automated billing requirements. The College must document for the record the findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the College may solicit the information either through informal telephone or written contacts or through a formal request for information.
- (1) Upon determining that competition does not exist for the relevant service and geographical area, the College may proceed to secure the service on a sole source basis, as described in these Rules.

### Findings of Fact

1. In some cases, the use of competitive procurement processes is either not practicable, advantageous, or in the College's best interest due to unforeseen circumstances, unreasonable costs, difficulty in locating vendors even after extensive searches, or where time constraints occur that are due to circumstances beyond reasonable control.
2. All practical measures will be taken to encourage competition when possible.
3. The chief fiscal officer or designee will report to the Local Contract Review Board the reason(s) that competitive procurement processes were deemed to be impracticable and what steps, where possible, were taken to encourage competition if the acquisition meets or exceeds \$100,000. A copy of the waiver shall be placed on file in the Purchasing office or other designated official location.

### Conclusion of Compliance with Law

It is unlikely that this exemption from competitive procurement processes will encourage favoritism in the awarding of public contracts or substantially diminish competition ~~for such contracts as required by~~ and it is reasonably expected to result in substantial cost savings to the College or to the public (ORS 279B.085(4)(a)), since it would be an Exception, and would be due to extenuating circumstances. Additionally, this Special Procurement will substantially promote the public interest in a manner that could not practically be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, or 279B.070 or under any rules adopted thereunder. (Stat. Auth: ORS 279B.075 and 279B.085, Sole-Source Procurements and Special Procurements, respectively.)

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## PERSONAL SERVICE CONTRACTING RULES

*The modification to CCR.250(1) is intended to add further clarification that A & E and related services are Personal Services contracts, but that they are not subject to this particular rule nor are they they subject to the Cost Analysis requirements of HB 2867 for contracts for services that exceed \$250,000.*

### Personal Services Contracts

CCR.250

#### I. Definition - General

- (1) A **Contract** for "Personal Services" is a **Public Contract** that calls for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound professional judgment are typically the primary considerations when selecting a Personal Services Contractor, with price being secondary.
  - (a) Contracts for Architectural, Engineering and Land Surveying Services and Related Services are designated as a special class of Personal Services Contracts, defined in ORS 279C.100 (5), and that definition applies only to ORS 279C.100 to 279C.125. Contracts for Architectural, Engineering and Land Surveying Services and Related Services are not subject to the provisions of rule CCR.250 of the Community College Rules of Procurement, but are, instead, subject to the provisions of Division 48 of the Oregon Attorney General's Model Public Contract Rules as adopted by the College, and the Community College Rules of Procurement adopted by the College, excluding rule CCR.250. ORS 279C.100(5) defines "Personal Services" to mean the services of a person or persons that are designated by a LCRB as personal services. This modification makes that designation.
- (2) The College may waive the requirement for a competitive selection process and directly negotiate a Personal Services Contract, if the contract price is not more than the Minimum Threshold as this threshold is defined in Section 300-Supplementary Provisions. Regardless of the dollar value of the contract, the College may, at its discretion, enter into a Personal Services Contract without complying with formal or informal solicitation requirements if an Emergency, as defined in CCR.206 exists.
  - (a) Unless there are compelling reasons not to do so, competitive selection processes for Personal Services contractors should take place at intervals not greater than five years after initial completion and acceptance of services.
  - (b) The screening and selection procedures for the award of Personal Services Contracts are governed by ORS 279A.055 and are subject to the competitive procurement provisions of the Personal Services Contracting rules and procedures adopted herein. Every contract for Personal Services shall be based upon these screening and selection procedures developed by the College. Personal Services Contracts are considered "public contracts" as defined in ORS 279A.010.
- (3) The College may enter into Personal Services Contracts with an independent contractor when:
  - (a) The work to be performed requires specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic, or management discretion or judgment;
  - (b) The College will not control the means or manner of the contractor's performance, but must rely on the Contractor's specialized skills, knowledge and expertise to accomplish the work. Note: The College's reservation of the right to determine and modify the delivery schedule, evaluate the quality of completed performance, and accept or reject the completed performance does not mean that the College will control the means and manner of performance; and
  - (c) Selecting a Contractor primarily on the basis of qualifications, rather than price, in accordance with the provisions of the Personal Services Contracting Rules and Procedures adopted herein would most likely meet the College's needs and result in obtaining satisfactory contract performance and optimal value for the College.
- (4) Pursuant to ORS 279A.055(2), the College has the authority to designate certain service contracts or classes of service contracts as Personal Services Contracts. Personal Services Contracts may include, but are not limited to, contracts for services performed in a professional capacity such as:
  - (a) Contracts for the services of an accountant;
  - (b) Contracts for the services of an attorney;
  - (c) Contracts for the services of a physician or dentist,
  - (d) Contracts for the services of an information technology consultant,
  - (e) Contracts for the services of a broadcaster;
  - (f) Contracts for services as an artist in the performing or fine arts including, but not limited to, any person identified as a photographer, filmmaker, painter, weaver, or sculptor;
  - (g) Contracts for services that are specialized, creative and research-oriented;
  - (h) Contracts for services as a consultant;
  - (i) Contracts for educational services;
  - (j) Contracts for investment services;
  - (k) Contracts for travel services;
  - (l) Contracts for banking services;
  - (m) Contracts for auditing services;
  - (n) Contracts for student loan and college receivables;
  - (o) Contracts for real estate services (ORS 279A.025(2))~~(e)~~(f);
  - (p) Contracts for property management;

- (q) Contracts for employee benefit insurance (ORS 279A.025(2)(r));
- (r) Contracts for investments (ORS 279A.025(2)(q)(~~e~~)(C));
- (s) Contracts for energy savings performance contracts (ORS 279C.335(1)(f));
- (t) Contracts for agents of record (examples where agents of record may be used are advertising, general insurance, sales of surplus property, workers compensation insurance, etcetera);
- (u) Contracts for speakers, lecturers, and performers; and
- (v) Contracts for human custodial care services;
- (w) Contracts for food service management; and
- (x) Contracts for telecourse providers.

(5) Personal Services Contracts do not include:

- (a) Contracts, even though in a professional capacity, if primarily for equipment, supplies or materials, e.g., a contract to supply all hardware and standard software is not a Personal Services Contract, but a contract with a technology consultant to design or develop a new computer system is a Personal Services Contract;
- (b) Contracts with a temporary service or personnel agency to supply labor, which is of a type that can generally be done by any skilled worker (e.g., janitorial, security guard, crop spraying, laundry, and landscape maintenance service contracts)
- (c) Contracts for services of a trade-related activity, even though a specific license is required to engage in the activity. Examples are repair and/or maintenance of all types of equipment or structures.

## II. Screening and Selection Procedures and Assistance

These rules set forth procedures for the College to follow when entering into Personal Services Contracts.

- (1) The policy of the College is to select Contractors based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. The purpose of this rule is to specify the College's policies and procedures for screening and selection of Contractors to perform Personal Services.
- (2) The College shall comply with the procedures set out in these rules for screening and selecting Contractors to perform Personal Services Contracts.
- (3) The College shall provide Evidence of Competition for all Public Contracts where competition exists or justify entering into contracts by direct negotiation if an exemption from the screening and selection process is utilized. While qualifications are the primary criteria, whenever the College determines that the services offered by two or more individuals or firms are equally able to meet the College's needs and are of equal value, the College shall award the contract to the individual or firm offering the service at the lowest price.
- (4) The College may procure Personal Services from Contractors who are under contract with another governmental entity pursuant to a Cooperative Agreement as permitted and subject to ORS 279A.200 to 279A.225, if such action is expressly permitted under the original contract and if the administering agency's solicitation and award process for the original contract is an open and impartial competitive process and uses source selection methods substantially equivalent to those specified in ORS 279B.055, 279B.060 or uses a competitive bidding process substantially equivalent to the competitive bidding process in ORS chapter 279C.

## III. Solicitation Requirements

### A. General

- (1) All formal solicitations must satisfy the requirements of this rule. Request for Proposals and Request for Qualifications must be in writing and must be advertised in accordance with the following procedures:
  - (a) All advertisements for a formal solicitation shall be placed in at least one newspaper of general circulation and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition. At the option of the College, the College may publish its public notices electronically instead of, or in addition to, a newspaper of general circulation. The advertisement(s) for a formal solicitation shall be first published and appear at least once, no fewer than fourteen (14) calendar days before close of the solicitation, unless the governing body of the College, its President, or another officer authorized by the College declares in writing that a shorter period is deemed necessary in the public interest for a particular procurement. Conversely, the College shall broaden and extend public notice if deemed necessary to serve the public's interest for a particular procurement; and
  - (b) All advertisement(s) shall describe, at a minimum, a brief summary of the proposed contract, the services sought, where copies of the solicitation may be obtained, and the deadline for submitting a proposal.
- (2) The Solicitation Document must provide that the College may, at any time during the solicitation process, reject any or all proposals or cancel the solicitation without liability if it is in the public interest to do so.
- (3) Unless compensation is expressly provided for in the Solicitation Document, the Request for Proposals or Request for Qualifications must provide that the College is not responsible for any costs of any Offeror incurred while submitting Offers and that all Offerors who respond to solicitations do so solely at their own expense
- (4) The Solicitation Document must:

- (a) Notify proposers of potential Solicitation Document addenda. Failure to provide such notice in any solicitation may prevent addenda from being incorporated into any resulting contract, and include protest procedures for all formal solicitation and selection.

## B. Formal Selection Procedures

The College shall use a formal selection procedure whenever the cost of the services is estimated or anticipated to be equal to or more than the Intermediate Threshold for Personal Services contracts as this threshold is defined in Section 300-- Supplementary Provisions. Under these formal procedures, Requests for Proposals (RFP) or Requests for Qualifications must be advertised in at least one newspaper of general circulation or through electronic means as indicated in Section 200, Rule 202, and in as many other issues or electronic procurement systems, and publications as may be necessary or desirable to achieve adequate competition.

- (1) Request for Qualifications. A Request for Qualifications may be used to determine whether competition exists to perform the needed services or to establish a list of qualified Contractors prior to issuing an RFP (Note: It is not mandatory that the College issue a Request for Qualifications; it may elect to forego using a Request For Qualifications before issuing an RFP.)
  - (a) At a minimum, the Request for Qualifications shall describe the particular specialty desired, the qualifications the Contractor(s) must have in order to be considered, and the evaluation factors and their relative importance. The Request for Qualifications may require information including, but not limited to: the Contractor's particular capability to perform the required services; the number of experienced staff available to perform the required services, including specific qualifications and experience of personnel; a list of similar services the Contractor has completed, with references concerning past performance; and any other information necessary to evaluate Contractor qualifications.
  - (b) A qualifications pre-submission meeting (voluntary or mandatory) may be held for all interested Contractors to discuss the proposed services. If the meeting is mandatory, the Request for Qualifications shall include the date, time and place of the meeting(s).
  - (c) Unless the Request for Qualifications establishes that competition does not exist or unless the solicitation process is canceled or all qualification statements rejected, all respondents (who met the published qualifications) shall receive a notice (or other materials as appropriate) of any required services and have an opportunity to submit an Offer in response to the College's subsequent RFP.
- (2) Request for Proposals. The RFP is used as a formal competitive solicitation that describes specific services to be performed within a defined period of time. The solicitation sets forth criteria and methods for screening, selecting and ranking the best proposal(s). The RFP may result in contracts with more than one provider.
  - (a) The RFP must either describe the situation and background for which Offers are being requested and state the outcome(s) desired, or propose a Statement of Work. The RFP must describe any conditions affecting the delivery of the services and the time period in which the services are to be completed. The RFP must, at a minimum, address the following information:
    - (i) Minimum standards and qualifications required to be met by the Offeror(s) to be eligible to provide the services;
    - (ii) The evaluation process and criteria to be used to select the Contractor(s), including the weight or points applicable to each criterion. Information must include the manner in which the Offeror's cost and pricing proposal will be evaluated;
    - (iii) A requirement to provide a list of similar services completed by the proposer(s) with references concerning past performance;
    - (iv) The closing date and time of the solicitation and the delivery location(s) for proposals;
    - (v) Reservation of the right to seek clarifications of each proposal, and the right to negotiate the Statement of Work within the scope of work described in the RFP;
    - (vi) Reservation of the right to reject any or all Proposals, if such rejection would be in the public interest;
    - (vii) Reservation of the right to cancel the solicitation, if such cancellation would be in the public interest;
    - (viii) Contractual provisions that will be contained in the resulting contract;
    - (ix) The possibility of interviews; and
    - (x) Any other information to be used to evaluate, rank and select the best proposer(s). This should include, but is not limited to: anticipated contract award date, and at the College's discretion, funding information and budget requirements.
  - (b) A pre-proposal meeting (voluntary or mandatory) may be held for all prospective Contractors to discuss the proposed services, solicitation provisions and contract requirements. The RFP shall include the date, time and place of the meeting(s).
  - (c) An evaluation committee shall evaluate Proposals. The College's Purchasing Department shall provide the evaluation committee with guidelines for completing evaluations consistent with the process described in the RFP. The evaluation committee may consist of College employees and, if desired, members of the community with experience in related services. Evaluators shall be selected on the basis of their ability to provide an objective,

impartial evaluation of the proposals. If there is a conflict of interest, the evaluator shall declare this in writing and shall be excluded from participating in the evaluation.

- (d) The proposal evaluation committee shall review, score and rank all responsive proposals according to the evaluation criteria in the RFP, which may include, but are not limited to, the following:
  - (i) Availability and capability to perform the work;
  - (ii) Experience of key staff on comparable projects, or in performing comparable services;
  - (iii) Demonstrated ability to successfully complete similar projects or perform similar services on time and within budget;
  - (iv) References from past clients, public and private;
  - (v) Performance history in meeting deadlines, submitting accurate estimates, producing quality work, and meeting financial obligations;
  - (vi) Status and quality of any required licensing or certification;
  - (vii) Knowledge and understanding of the required services as shown through the proposed approach to staffing and scheduling needs;
  - (viii) Fees or costs;
  - (ix) Results from oral interviews, if conducted;
  - (x) Availability of any specific required resources or equipment;
  - (xi) Geographic proximity to the project or the area where the services will be performed;
  - (xii) Identity of proposed subcontractors and their qualifications; and
  - (xiii) Any other criteria deemed relevant to the provision of services.
- (e) Final ranking will be based on the evaluation criteria consistent with the process described in the RFP. Price will be considered, but will not necessarily govern selection of the Contractor(s).
- (f) Contracts entered into under the formal selection procedure may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within, or directly related to, the scope of the project or the scope of the services described in the solicitation document.

#### C. Informal Selection Procedures

The College may use an informal selection process to obtain services if the estimated fee or contract price is less than the Minimum Threshold for Personal Services Contracts as this threshold is defined in Section 300-Supplementary Provisions.

- (1) The informal selection process shall solicit Offers from at least three qualified contractors offering the required services. Prospective contractors may be drawn from the ORPIN System and/or from the certified list of the Advocate for Minority, Women and Emerging Small Business or its list of Contractors. The College may place the solicitation on the ORPIN System and/or use the system-generated potential Offer list to meet the three (3) responses/proposals requirement for informal solicitations.
- (2) The informal selection process shall be competitive. The selection and ranking may be based on criteria including, but not limited to, each Offeror's:
  - (a) Particular capability to perform the services required;
  - (b) Experienced staff available to perform the services required, including each Offeror's recent, current, and projected workloads;
  - (c) Performance history;
  - (d) Approach and philosophy used in providing services;
  - (e) Fees or costs;
  - (f) Geographic proximity to the project or the area where the services are to be performed; and
  - (g) Work volume previously awarded by the College, with the object of effecting an equitable distribution of contracts among qualified Contractors, provided such distribution does not violate the policy of selecting the most highly-qualified Contractor to perform the services at a fair and reasonable price.
- (3) All proposals received shall be reviewed and documented and the most qualified Contractor(s) selected.
- (4) If the scope of the services is revised to the extent that the estimated cost of the services is considered to be equal to or more than the Minimum Threshold as this threshold is defined in Section 300-Supplementary Provisions, and the services are still required, the College shall either (a) terminate the contract and issue a new solicitation using the formal selection procedures or procedures allowed by subsequent rules set forth in this Section, unless waived under the provisions of Section CCR.250(I)(2), or (b) seek approval by the College's Local Contract Review Board for contract amendment.

#### D. Selection by Negotiation

- (1) The College may procure Personal Services with Contractors directly through negotiation if the contract price is less than the Minimum Threshold as this threshold is defined in Section 300-Supplementary Provisions.
- (2) If the scope of the services is revised to the extent that the estimated cost of the services is equal to or more than the Minimum Threshold as this threshold is defined in Section 300-Supplementary Provisions, the College shall solicit for a new Contractor(s) using applicable selection procedures under these rules.

### Conclusion of Compliance with Law

The requirements of this rule ensure that competition will be carefully addressed and protected, if the College finds it is in the public's best interest to competitively procure Personal Services. This rule satisfies the requirements of Oregon Revised Statute ORS 279A.055 wherein the College may enter into Personal Services contracts, subsequent to the Local Contract Review Board's designation of certain service contracts or classes of service contracts as personal services contracts. Consequently, findings otherwise required by law are unnecessary here.

\* \* \* \* \*

### Alternative Contracting Methods

CCR.280

The College may, at its discretion, exempt public improvement contracts from competitive bidding requirements utilizing Alternative Contracting Methods (ORS 279C.335(2)(3)(a)). These methods shall take into account market realities and modern practices that are consistent with the public policy of encouraging competition. Examples of Alternative Contracting Methods are Request for Proposals for the selection of construction manager/general contractor firms (CM/GC), and Design/Build firms.

The College shall prepare written findings that support the use of this exemption from competitive bidding and obtain approval from its Local Contract Review Board. A public hearing shall be held before final adoption (ORS 279C.335(5)(4)(a)) of the exemption. The findings must show compliance with ORS 279C.330, and shall include, but not be limited to, information regarding:

- (a) Operational, budget and financial data;
- (b) Public benefits;
- (c) Value engineering;
- (d) Specialized expertise required;
- (e) Public safety;
- (e) Market conditions;
- (f) Technical complexity; and
- (g) Funding sources but shall not be based solely on funding sources, such as a particular bond fund, or by the method of procurement.

### Conclusion of Compliance with Law

The College must demonstrate that the use of this exemption will not is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and will likely result in substantial cost savings to the College or the public (ORS 279C.335(2)(a)). The requirements of this rule ensure that competition will be carefully addressed and protected, if the College's Local Contract Review Board finds it is in the public's best interest to use an Alternative Contracting Method. Consequently, findings otherwise required by law are unnecessary here.

\* \* \* \* \*

**CCR.282 contains an outdated reference.**

### First-Tier Subcontractors; Disclosure and Substitution

CCR.282

This rule amends (i.e., additions are indicated by *italics* and deletions are indicated by a line drawn through the word(s) that has been stricken.), Appendix B of these Community College Rules of Procurement (i.e., State of Oregon, Department of Justice, Model Public Contract Rules adopted on December 27, 2005, by the State of Oregon, Department of Justice, General Counsel Division, effective January 1, 2010~~06~~, Division 49), as follows:

OAR 137-049-0360(2)(b) shall be replaced with:

*“(b) The College may, at its discretion, Open Bids publicly immediately after the Bid Closing; ~~and~~ or it may open Bids publicly immediately following the deadline for submission of the first-tier subcontractor disclosure forms, or some other time as permitted or not prohibited by Oregon Revised Statutes.”*

### Conclusion of Compliance with Law

As this amendment to the Attorney General's Public Contract Rules is not a Special Procurement or exemption from the competitive procurement requirements of law, the College has determined that findings of fact are not required.

\* \* \* \* \*

**Central Oregon Community College  
Board of Directors**

**RESOLUTION**

Prepared by: Alicia Moore, Dean of Student & Enrollment Services

**A. Action under Consideration**

Approve the following changes to COCC's Veterans' Tuition Waiver Program:

Criteria	COCC Policy	Proposed Change
Age	Dependents: Spouses and children between the ages of 18 – 26	Dependents: Spouses and children between the ages of 18 – 23
Credit Limit	Maximum of 16 credits per quarter, nine quarters or 93 credits, whichever comes first	Maximum of 135 credits or completion of associates degree.

**B. Discussion/History**

Senate Bill 1066 (2008) required Oregon University System institutions to implement a tuition waiver program for spouses and dependents of veterans who died while on active duty, who died as a result of a military service-connected disability, or who were 100% disabled because of their military service. While community colleges were excluded from this requirement, several proactively implemented a tuition waiver program for this population, including COCC (approved by COCC's Board of Directors in spring 2009). Since that time, the Oregon Community College Association Board of Directors worked to clarify the criteria for the tuition waiver program and recently provided direction to all of Oregon's community colleges. Requested changes to the age and credit limit align with OCCA's recommendations.

It is important to note 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.

**C. Options/Analysis**

Approve changes to the Veterans' Dependent/Spouse Tuition Waiver as proposed.  
Do not approve changes to the Veterans' Dependent/Spouse Tuition Waiver as proposed.  
Recommend other actions or criteria.

**D. Timing**

Approval is requested at this time.

**E. Recommendation**

Recognizing the sacrifice children and spouses of deceased or disabled members of the U. S. Armed Forces have made in service to their country, be it resolved that the COCC Board of



Directors of Central Oregon Community College approves the changes to the Veterans' Dependent/Spouse Tuition Waiver program as detailed in this resolution.

**F. Budget Impact**

Changes to the age criteria will affect approximately five students and positively impact COCC's budget by \$10,000 annually.

Based on current enrollment numbers and patterns, an additional 12 students will benefit from the change to the credit limit, increasing the amount of tuition waivers by approximately \$15,000 annually.

**CENTRAL OREGON COMMUNITY COLLEGE  
 BOARD OF DIRECTORS  
RESOLUTION**

Prepared by: Alicia Moore, Dean of Students and Enrollment Services

**A. Action under Consideration**

2011-12 Juniper Residence Hall room and board rates.

**B. Discussion/History**

COCC’s Board of Directors set the Juniper Hall room and board rates each spring. To establish COCC’s proposed rate, staff review the room and board rates at other Oregon institutions. In comparing current rates to proposed 2011-12 rates, increases at other Oregon institutions range from a three to ten percent increase. A strict “apples to apples” comparison, however, is difficult as each institution has different factors in determining their combined room and board rates (different meal plan options; different room configurations; larger quantity of overall housing).

COCC contracts with Sodexo America for on-campus food service, which includes a mandatory meal plan for residence hall students. Due to increase in food prices and staff benefit costs, Sodexo proposed a 3.5% increase for the board plan. Working from this base, COCC staff wanted to minimize the room rate increase, while acknowledging increase in various expenses. As such, staff proposes a 4.0% increase in room rates. Note that the room rates cover items such as wireless internet access, cable TV access, program and event costs, staffing costs and a building reserve fund.

Proposed 2011-12 room and board rates are:

	<b>2010-11 Room</b>	<b>2010-11 Board</b>	<b>Total</b>	<b>2011-12 Proposed Room</b>	<b>2011-12 Proposed Board</b>	<b>2011-12 Proposed Room &amp; Board Total</b>
Fall	\$2,020	\$1,208	\$3,228	\$2,104	\$1,252	\$3,356
Winter	\$1,752	\$1,132	\$2,884	\$1,824	\$1,172	\$2,996
Spring	\$676	\$1,132	\$1,808	\$704	\$1,172	\$1,876
	\$4,448	\$3,472	\$7,920	\$4,632	\$3,596	\$8,228

**C. Options/Analysis**

Approve proposal as is.  
 Recommend a different rate.

**D. Timing**

Action requested at this meeting so that staff may contact prospective students about 2011-12 room and board rates and issue contracts to ready students, as well as have accurate information listed in the 2011-12 catalog.

**E. Recommendation**

Be it resolved that the governing Board of Central Oregon Community College adopt a 3.5% increase for the 2011-12 residence hall board rates and a 4.0% percent increase for the 2011-12 residence hall room rates.

**F. Budget Impact**

This rate change will increase the residence hall operations account by approximately 3.8% over last year's estimated revenues.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**OLD BUSINESS**

Prepared by: Board Policy Committee

**A. Issue**

**Board Policy Committee Report**

**First Reading** on revision of Board Policy

- GP 2: Governing Style

**B. Committee Report:**

As requested by the Board of Directors the policy committee is submitting a review and approval matrix of board policies.

The committee would like to complete this year's policy review by submitting a revision to GP2 and recommending that no changes be made to GP3, GP4 and GP7. This would complete a review of all board GP (Governance Process) and EL (Executive Limitations) policies for this year.

The policy committee is recommending that the BPR (Board-President Relationship) policies be reviewed during the next fiscal year.

**C. First Reading: Recommended Changes to GP 2 Governing Style**

**GP 2: GOVERNING STYLE**

Approved: June 9, 1993; June 9, 2004; April 13, 2011-1<sup>st</sup> Reading

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 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** ~~perform~~ the **following** functions of ~~an the~~ Audit Committee ~~including~~:
  - 1) The appointment, **and** compensation ~~and oversight of the work of~~ 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.

#### **D. Options**

1. Accept the recommendation as a first reading
2. Do Not accept the recommendation as a first reading
3. Propose other modified content as a first reading

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Jim Middleton-President

**A. Action Under Consideration**

Addition of a Board policy expressing intent to solicit feedback from ASCOCC and students regarding potential future changes to ASCOCC Constitution or modifications of the ASCOCC student activity fee or Green Energy Fee.

**B. Discussion/History**

Based on prior year 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. In the Constitution revision process student leaders expressed desire for students to have a continuing role in any future modification of these fees. The President committed to making formal recommendation to the Board affirming intent to so communicate and involve students.

**C. Options/Analysis**

- 1) Approve as policy the Board's intention to involve students in any changes to the student activity and Green Energy fees.
- 2) Disapprove such a policy statement
- 3) Continue discussion or proposed modified process or policy content

**D. Timing**

Taking action at the April 2011 meeting complements potential Board action on formally approving the ASCOCC Constitution.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby affirm Board intention to receive and respond to student input on student activity and Green Energy fees and to solicit student government and student body advisory votes if the Board initiates changes to the Constitution or these student fees, recognizing that fiscal exigency or other factors may at times limit such input.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: Alicia Moore, Dean of Student & Enrollment Services

**A. Issue**

2011-12 Student Activity and Green Energy Fee Rates

**B. Discussion/History**

During spring term 1993, the College faced the need for institutional budget cuts and as a result, funding for a full-time nurse practitioner (COCC's only on-campus student health service) was eliminated. Not wanting to see this service eliminated, COCC students approved a \$1.50 per credit (maximum of 12 credits) "student incidental fee" for purposes of continuing this service. Since that time, the use of the fee has shifted and is now primarily used for student activities and services. Traditionally, the College has disbursed the fee to COCC's student government for coordination of such activities or services, although on occasion, portions of the fee were used by the Office of Student Life to coordinate similarly-focused events.

After an extensive information campaign by a COCC chapter of OSPIRG (Oregon Student Public Interest Research Group) and a student recycling club and with support of COCC's student government, COCC students approved a \$0.25 per credit (maximum of 12 credits) fee dedicated towards the purchase of Blue Sky power in spring 2006 ; the fee is called a "green energy" fee. Fees collected in excess of Blue Sky expenses are dedicated towards campus sustainability projects.

**C. Timing**

Approval of the student activity and green energy fees are requested at the April board meeting, as the fees go into effect for the 2011-12 academic year begins and registration begins in at the end of April. Also, the COCC college catalog identifies the 2011-12 tuition and fee rates, and the printing deadline is mid-April.

**D. Budget Impact**

For the 2010-11 academic year, the student activity fee generated approximately \$287,000 and the green energy fee, \$48,000. Increases or decreases to this revenue will vary based on annual enrollment, but is projected to increase by approximately 4% for 2011-12.

**E. Options**

1. Approve the resolution as presented.
2. Approve a resolution with changes.
3. Disapprove the resolution.
4. Defer action until a later meeting.

**F. Recommendations**

Be It Resolved that the Board of Directors of Central Oregon Community College authorize the following student fees for 2011-12:

Student activity fee: \$1.50 per credit, maximum of 12 credits

Green energy fee: \$0.25 per credit, maximum of 12 credits