

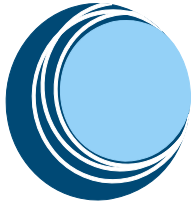
CENTRAL OREGON
community college

BUDGET COMMITTEE MEETING

AGENDA

Wednesday, March 10, 2010 6:00-7:00 PM
Christiansen Board Room, Boyle Education Center

	<u>Presenter</u>
I. Call to Order	Friedman
II. Introduction of Guests	Friedman
III. Election of Chair	Friedman
IV. Budget Message – (Exhibit: 4)	Walsh
V. Revenue/Expense Projection (Exhibit: 5)	Dona
VI. 2010-11 Proposed General Fund Budget (Exhibit: 6)	Dona
VII. Budget Calendar (Exhibit: 7) Next Meeting - <u>Wednesday, April 14, 2009 – 6:00 PM</u> Christiansen Board Room, Boyle Education Center	
VIII. Adjourn	



CENTRAL OREGON
community college

Exhibit: 4
Budget Committee Meeting
March 10, 2010

Office of the President

2600 NW College Way
Bend, OR 97701-5998
Ph. 541-383-7201
FAX. 541-383-7502

TO: COCC Budget Committee
FROM: Dr. James Middleton, President
SUBJECT: **2010-11 Budget Message**

The nation, the state and the region continue to struggle with the impacts of the economic recession. While there are signs of improvement, the recovery is expected to be slow. While the economic situation has compromised the vitality of various businesses and agencies, COCC operations have boomed. COCC has had some of the most dramatic enrollment growth of any community college in the country. Fiscally, this has increased tuition/fee revenue and strengthened COCC's proportion of State funding, and the college responded by providing additional classes and services to meet student needs. Still, enrollment growth has significantly strained institutional staff and resources. Our service to students and dedication to quality cannot be sustained without allocating additional resources for staff and operations. COCC staff productivity has increased dramatically with most areas accommodating enrollment increases with only marginal additional resources. Challenges that we face include:

1. Statewide enrollment increases have resulted in dollars per FTE (Statewide) dropping from over \$2,800/FTE at the beginning of the biennium to an estimated less than \$2,000/FTE by the end of the biennium, more than a 25% decrease.
2. Though the approval of Measures 66 & 67 eliminated immediate cuts, projections for State revenues are substantially below the level needed to maintain current services and programs in the 2011/13 biennium. Multi-year projections, anticipate no funding increase in 2011/13 and only a modest increase in 2013/15.
3. With heavy investment losses in the PERS program, we anticipate significant PERS cost increases in the coming years.
4. Increases in local property tax revenues have flattened and will grow slowly over time.

On the positive side:

5. COCC projects a positive cash flow in the coming year even with a significant expansion of staff. Challenges are greatest in the 13/15 biennium for which projections are still speculative.
6. COCC's enrollment growth created economy of scale in a range of operational area.
7. COCC's conservative fiscal management provides the institution with reserve levels that meet or exceed board requirements, a level that other colleges have struggled to achieve.

The proposed budget includes a substantial addition of new positions needed to deliver instruction and maintain quality operations. COCC enrollment is projected to virtually double over a four-year period by next year; expansion of staff is significantly below this level. Instruction, student services, student success support, facility operations, and informational technology staff are being added to deal with a backlog of work, to expand course offerings, and to maintain quality outcomes.

While the success of the COCC bond will provide new facilities in the coming years, we propose \$100,000 for potential lease of off-campus office and classroom space.

COCC's combined tuition and fees for in-district students remain the lowest in the State. Discussions at the fall Board Retreat recognized the challenges of maintaining services and quality with resources at this relatively lower level. The proposed budget includes a \$4 increase in tuition and the multi-year projections assume an additional \$4 increase for each of the following two years, to be followed by annual \$3 increases after that. These changes would bring COCC tuition and fees to the top of the bottom third of the seventeen community colleges – and potentially may still fall below that targeted level.

As stated last year, with the challenges of the economic downturn, Central Oregon citizens have likely never needed our services more. The proposed budget then is constructed to enable continued growth, to staff a range of positions with temporary and part-time staff in anticipation of possible enrollment declines after the economic recovery begins and to preserve long-term fiscal viability.

The budget strategies are prudent but depend on a complex interrelationship of fiscal assumptions. These assumptions will need to be monitored and budgets adjusted over the long-term as reality affirms or deviates from these assumptions.

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Instructional Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
89,096	88,328	93,375	51100	Administrative Salaries F/T	217,144	
4,951,145	5,247,911	5,913,446	51300	Faculty Salaries F/T	6,438,996	
976,704	1,191,989	1,523,578	51400	Faculty Salaries P/T	1,630,092	
530,768	658,185	877,144	51410	Adjunct Faculty	960,570	
396,273	425,570	472,894	51500	Classified Salaries F/T	500,675	
67,564	87,142	41,733	51600	Classified Salaries P/T	47,679	
168,298	227,203	276,441	51700	Irregular Wages	290,538	
41,613	42,861	182,359	51900	Prof. Non-Managerial - F/T	82,057	
34,585	54,363	41,422	51910	Prof. Non-Managerial - P/T	33,957	
2,939,482	3,323,284	3,800,576	52000	Payroll Assessments	4,316,252	
290,639	344,547	387,023	61000	Materials and Supplies	408,420	
239,328	258,188	221,981	62000	Outside and Contract Services	247,944	
25,086	25,966	44,606	64100	Administrative Travel	54,437	
33,272	30,023	50,463	64200	Professional Travel/Develop.	57,935	
37,711	45,580	57,120	64300	Student Field Experience	63,890	
1,025	2,972	26,853	66000	Insurance Expense	27,389	
1,119	1,001	-	69000	Financial Aid	-	
6,596	15,995	-	71000	Purchased Capital	-	
1,106,000	976,729	915,798	82000	Transfers-Out	980,167	
11,936,304	13,047,837	14,926,812		Total	16,358,142	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Instructional Support Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
349,764	397,880	383,358	51100	Administrative Salaries F/T	461,804	
2,000	2,000	2,000	51101	Other Taxable Compensation	2,000	
94,963	100,663	103,684	51300	Faculty Salaries F/T	105,507	
50,550	50,216	536,261	51400	Faculty Salaries P/T	533,290	
14,069	14,649	11,723	51410	Adjunct Faculty	11,957	
162,157	169,068	172,168	51500	Classified Salaries F/T	229,485	
36,806	44,344	41,870	51600	Classified Salaries P/T	51,269	
152,902	223,081	211,450	51700	Irregular Wages	245,200	
131,342	127,730	137,398	51900	Prof. Non-Managerial - F/T	185,127	
398,405	430,383	449,071	52000	Payroll Assessments	579,477	
62,004	91,011	60,265	61000	Materials and Supplies	65,169	
140,563	139,255	174,402	62000	Outside and Contract Services	178,763	
5,262	14,557	6,889	64100	Administrative Travel	9,193	
7,148	5,749	9,866	64200	Professional Travel/Develop.	11,896	
105,578	108,954	82,919	74000	Library Capital	103,692	
311,000	292,000	192,000	82000	Transfers-Out	202,000	
2,024,513	2,211,540	2,575,324		Total	2,975,829	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Student Services Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
316,299	320,888	342,691	51100	Administrative Salaries F/T	337,578	
-	-	1,000	51101	Other Taxable Compensation	1,000	
16,770	28,707	28,820	51400	Faculty Salaries P/T	29,276	
440,037	517,744	591,362	51500	Classified Salaries F/T	617,491	
27,943	30,438	47,015	51600	Classified Salaries P/T	82,233	
62,384	52,906	81,943	51700	Irregular Wages	93,321	
362,336	409,876	404,725	51900	Prof. Non-Managerial - F/T	605,396	
52,728	58,426	163,324	51910	Prof. Non-Managerial - P/T	183,239	
650,334	751,097	878,238	52000	Payroll Assessments	1,084,556	
98,058	117,619	108,594	61000	Materials and Supplies	122,634	
162,256	176,228	222,037	62000	Outside and Contract Services	265,177	
29,414	25,929	48,422	64100	Administrative Travel	49,390	
14,741	19,362	25,617	64200	Professional Travel/Develop.	38,729	
12,452	13,799	40,825	64300	Student Field Experience	56,050	
-	600	-	65000	Repair and Replacement	-	
-	9,810	10,000	66000	Insurance Expense	10,200	
121,250	151,000	1,000	82000	Transfers-Out	1,000	
2,367,002	2,684,429	2,995,613		Total	3,577,270	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

College Support Services Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
712,207	733,425	724,876	51100	Administrative Salaries F/T	722,262	
18,400	19,400	18,400	51101	Other Taxable Compensation	18,400	
279,871	295,596	298,280	51500	Classified Salaries F/T	312,995	
82,271	78,898	101,403	51600	Classified Salaries P/T	104,016	
46,899	26,927	43,188	51700	Irregular Wages	43,835	
335,657	421,844	458,370	51900	Prof. Non-Managerial - F/T	474,193	
4,112	25,411	47,856	51910	Prof. Non-Managerial - P/T	46,967	
794,821	929,409	969,698	52000	Payroll Assessments	1,026,436	
175,966	152,392	210,280	61000	Materials and Supplies	248,056	
394,854	511,892	585,599	62000	Outside and Contract Services	711,916	
38,346	35,714	33,553	64100	Administrative Travel	35,911	
11,168	12,062	21,755	64200	Professional Travel/Develop.	22,191	
520	9,631	10,849	65000	Repair and Replacement	11,174	
50,990	55,779	49,000	66000	Insurance Expense	54,148	
373,282	326,965	256,734	71000	Purchased Capital	333,025	
29,000	100,000	35,000	82000	Transfers-Out	201,000	
3,348,364	3,735,345	3,864,841		Total	4,366,525	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Plant Operations and Maintenance Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
79,714	82,106	91,799	51100	Administrative Salaries F/T	85,842	
536,976	632,824	688,799	51500	Classified Salaries F/T	784,153	
28,490	38,959	50,004	51600	Classified Salaries P/T	60,648	
18,029	24,720	31,715	51700	Irregular Wages	32,350	
137,688	83,110	92,705	51900	Prof. Non-Managerial - F/T	131,275	
450,274	533,860	590,105	52000	Payroll Assessments	709,327	
195,990	149,430	180,055	61000	Materials and Supplies	190,564	
249,470	223,768	165,735	62000	Outside and Contract Services	215,492	
556,888	668,447	718,327	63000	Utilities	772,274	
2,668	743	1,873	64100	Administrative Travel	1,910	
4,070	1,746	3,542	64200	Professional Travel/Develop.	3,613	
36,896	20,088	29,714	65000	Repair and Replacement	30,605	
106,139	90,000	104,027	66000	Insurance Expense	104,147	
925,570	2,446,528	1,116,051	82000	Transfers-Out	1,196,390	
3,328,862	4,996,329	3,864,451		Total	4,318,590	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Information Technology Svcs Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
84,237	100,658	89,398	51100	Administrative Salaries F/T	83,980	
293,601	310,610	315,063	51500	Classified Salaries F/T	324,767	
40,798	61,141	71,458	51700	Irregular Wages	72,887	
420,559	438,366	466,104	51900	Prof. Non-Managerial - F/T	711,455	
-	-	-	51910	Prof. Non-Managerial - P/T	26,000	
385,426	436,051	423,951	52000	Payroll Assessments	578,346	
36,122	48,103	40,075	61000	Materials and Supplies	42,288	
134,395	176,525	315,679	62000	Outside and Contract Services	354,852	
113,593	126,661	139,143	63000	Utilities	143,317	
3,020	2,636	4,707	64100	Administrative Travel	4,802	
9,772	6,848	13,436	64200	Professional Travel/Develop.	13,706	
33,407	22,669	57,938	65000	Repair and Replacement	59,676	
924	924	1,532	66000	Insurance Expense	1,563	
26,770	43,943	1,588	71000	Purchased Capital	-	
317,000	326,510	336,305	82000	Transfers-Out	346,395	
1,899,624	2,101,645	2,276,377		Total	2,764,034	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 5 3-10-10

Misc. General Fund Activity Summary

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
-	-	800,000	62000	Outside and Contract Services	800,000	
-	10,838	11,385	69000	Financial Aid	11,954	
142,000	550,730	195,000	82000	Transfers-Out	201,000	
<u>142,000</u>	<u>561,568</u>	<u>1,006,385</u>		Total	<u>1,012,954</u>	
<u><u>25,046,669</u></u>	<u><u>29,338,693</u></u>	<u><u>31,509,803</u></u>		Grand Totals	<u><u>35,373,344</u></u>	

**Central Oregon Community College
2010-11 Budget**

Exhibit: 6 - March 10, 2010

**General Fund Resources
Summary**

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
10,677,751	11,194,227	11,576,000	Property Taxes			
409,019	531,993	557,000	Current Year	11,893,000		
			Prior Year	621,000		
8,962,311	11,210,024	13,596,782	Tuition and Fees	16,287,000		
			State and Federal Sources			
6,165,320	5,479,179	3,509,000	State Aid for Operations	4,675,000		
-	15,000	-	Other State Grants	-		
			Sales and Services			
197,232	62,939	125,000	Interest Income	125,000		
10,013	10,018	-	Miscellaneous Income	-		
250,000	-	567,000	Transfers from Other Funds			
			Transfers-In	600,000		
26,671,646	28,503,380	29,930,782	Resources	34,201,000		
3,562,901	5,187,878	4,690,000	Beginning Fund Balance	4,764,000		
30,234,547	33,691,258	34,620,782	Total Resources	38,965,000		

**Central Oregon Community College
2010-11 Budget**

Exhibit: 6 - March 10, 2010

**General Fund Requirements
Summary**

Actual 2007-08	Actual 2008-09	Adopted 2009-10		Proposed 2010-11	Approved 2010-11	Adopted 2010-11
1,631,317	1,723,285	1,725,497	Administrative Salaries - Full Time	1,908,610		
20,400	21,400	21,400	Other Taxable Compensation	21,400		
5,046,108	5,348,574	6,017,130	Faculty Salaries - Full Time	6,544,503		
1,044,024	1,270,912	2,088,659	Faculty Salaries - Part Time	2,192,658		
544,837	672,834	888,867	Faculty Salaries - Adjunct	972,527		
2,108,915	2,351,412	2,538,566	Classified Salaries - Full Time	2,769,566		
243,074	279,781	282,025	Classified Salaries - Part Time	345,845		
489,310	615,978	716,195	Irregular Wages	778,131		
1,429,195	1,523,787	1,741,661	Professional/Non-Managerial	2,189,503		
91,425	138,200	252,602	Professional/Non-Managerial - Part Time	290,163		
5,618,742	6,404,084	7,111,639	Payroll Assessments	8,294,394		
858,779	903,102	986,292	Materials and Supplies	1,077,131		
1,320,866	1,485,856	2,485,433	Outside Services	2,774,144		
670,481	795,108	857,470	Utilities	915,591		
103,796	105,545	140,050	Administrative Travel	155,643		
80,171	75,790	124,679	Professional Travel/Development	148,070		
50,163	59,379	97,945	Student Field Experience	119,940		
70,823	52,988	98,501	Repair and Replacement	101,455		
159,078	159,485	191,412	Insurance	197,447		
1,119	11,839	11,385	Other Financial Aid	11,954		
406,648	386,903	258,322	Capital Outlay	333,025		
105,578	108,954	82,919	Library Capital	103,692		
2,951,820	4,843,497	2,791,154	Transfers-Out	3,127,952		
25,046,669	29,338,693	31,509,803	Requirements	35,373,344		
5,187,878	4,352,565	3,110,979	Ending Fund Balance	3,591,656		
30,234,547	33,691,258	34,620,782	Total Requirements	38,965,000		

Central Oregon Community College 2010/11 Budget Calendar

JAN 4th	General Fund current service level budget roll-up.
JAN 8th	General Fund budgets distributed using established budget parameters.
JAN 13th	Financial Forecast presented to Board of Directors and Budget Committee. Discussion of 2010/11 key budget assumptions and issues.
FEB 5th	Fax to the Bulletin: First Notice of Budget Committee Meeting.
FEB 12th	Publish first Notice of Budget Committee Meeting.
FEB 22nd	General Fund budgets due to Fiscal Services Department.
FEB 25th	Fax to the Bulletin: Second Notice of Budget Committee Meeting.
MAR 1st	Non-General Fund budgets due to Fiscal Services Department.
MAR 1st	Publish second Notice of Budget Committee Meeting.
MAR 10th	<i>Budget Committee Meeting</i> . Updated Financial Forecast presentation with initial budget message and discussion.
MAR 10th	Budget Committee work sessions as scheduled.
APR 14th	<i>Budget Committee Meeting</i> . Continue budget review and discussion.
MAY 12th	<i>Budget Committee Meeting</i> . Continue budget review and discussion. Consider approval of budget.
MAY 27th	Fax to the Bulletin: Notice of Budget Hearing (including summaries).
JUN 1st	Publish Notice of Budget Hearing (including summaries)
JUN 9th	Budget Hearing. Adopt budget, levy taxes, and make appropriations.

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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Central Oregon Community College
Board of Directors

APPOINTMENT OF BUDGET COMMITTEE MEMBER

Prepared by: Ron Paradis-Director of College Relation for Dr. Joyce Garrett-Chair

A. Action Under Consideration

Appoint Juliane Reed to the vacant Budget Committee appointment for Zone 2.

B. Discussion/History

Karen Pringle, COCC Budget Committee member from Zone 2 has recently resigned. While she still resides in Central Oregon, she is working out of the area and does not think she can fulfill the responsibilities of being a member of the Budget Committee. Since the vacancy occurred only recently, the decision was made to seek nominations and make a recommendation to the Board for appointment, in time for this year's budget cycle.

C. Recommendation

Appoint Ms. Juliane Reed to the Zone 2 Budget Committee position.

D. Timing

Appointment can be effective immediately and will assure that Zone 2 is represented for this year's budget discussions.

E. Background

Juliane Reed was born and raised in Prineville, graduated from Crook County High School and attended Southern Oregon State University, graduating in 1990 with a BS in Business-Marketing and a minor in Speech-Communication. She spent seven years working in the insurance industry as an agent, following her start as a student intern with State Farm Insurance.

She returned to Central Oregon and worked for two local independent agents (Cascade Insurance Center and Sage Insurance Center) before working for Les Schwab in the Advertising Department. Juliane worked for Les Schwab as a media buyer from 1997-2002, negotiating and placing media schedules with various media outlets in the Northwest. Analysis of data, budgeting and working with large dollar investments was critical to the success of the media plan, as well as meeting the goals of the Les Schwab Company. She left Les Schwab in 2002 to work for BendBroadband (Central Oregon Cable Advertising) as an account executive. She has worked with the regional and national advertising agencies, providing them with research related to advertising in Central Oregon, and spent a year on the senior management team as the interim Local Sales Manager. She currently works as a Senior Account Executive, partnering with many local clients.

Juliane has served on the board for the Prineville Golf & Country Club and is involved with fundraising for the various athletic teams in Prineville. She says she believes in transparency and accountability at all times, especially when dealing with public funds.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, February 10, 2010 – 6:00 PM
Christensen Board Room, Boyle Education Center

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

PRESENT BY PHONE: Dr. Joyce Garrett

ABSENT: Donald Reeder

INTRODUCTION OF GUESTS: Kathy Walsh, Matt McCoy, Ron Paradis, Kevin Kimball, David Dona, Dan Cecchini, Alicia Moore, Gene Zinkgraf, Diana Glenn, Carol Moorehead, Mary Jeanne Kuhar, Lisa Bloyer, Jim Weaver, Leslie Minor-Faculty Forum President, Joe Viola, Brynn Pierce, Doug Nelson, Cameron Adams-Student, Terry Link-Student Government, Sheila Miller-The Bulletin.

AGENDA CHANGES:

Public Hearing and Testimony: *Addition:* Out-of-District Tuition Rates

Consent Agenda: *Addition:* Approval to Hire (Sea) Exhibit: 5.c

PUBLIC HEARING AND TESTIMONY:

Cameron Adams, spoke from a student's prospective regarding the out-of-district and out-of-state tuition policy.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibits: 5.a-1-3). Ms. Connie Lee seconded. MCU. Approved. M02/10:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Executive and Regular Meeting Minutes of January 13, 2010 (Exhibits: 5.a1 & 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the New Hire Report for January 2010 (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approved the employment contract for Edward Sea, Full Time Assistant Director of ITS/MIS Manager (Exhibit: 5.c).

INFORMATION ITEMS:

Financial Statements (Exhibit: 6.a)

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

2009-11 Board Priorities & Institutional Effectiveness Reporting Map and Institutional Effectiveness Report on Traditionally Underserved Students (Exhibit: 6.b & 6.b1)

Ms. Brynn Pierce-Institutional Researcher, used the COCC website to show the COCC Webpage and Reporting Map reviewing information and how the college tracks Board Priorities and Institutional Effectiveness.

Executive Sessions - Update

Mr. Ron Paradis-Director of College Relations, reviewed procedures, rules and guidelines of Executive Sessions, noting that the topics for discussion must only be what was advertised in the public meeting notice.

Career Technical Education Programs (Exhibit: 6.d)

Dr. Mary Jeanne Kuhar-Instructional Dean and Mr. Doug Nelson-Professor of Mathematics, reviewed the CCWD (Community College Workforce Development) request, that asks all community colleges to evaluate their math requirements for existing CTE degrees and certificates to determine if the required math courses fit the state requirements for 30 hours of college level computation. A statewide task force met to provide guidance, with representatives from COCC providing leadership developing the process. The year-long process demonstrated COCC's willingness of transfer and CTE faculty to work together to provide all students the best learning opportunity and environment needed to meet their education goals.

1st Reading – Board Policies, BPR 5: Appointment of Acting President and BPR 6: Order of Administrative Responsibility (Exhibit: 6.e)

The Board of Directors' were apprised of the language revisions.

OLD BUSINESS:

Veterans Tuition Waiver Policy/HB 2517 (Exhibit: 7.a)

Ms. Alicia Moore-Dean of Student and Enrollment Services, reviewed the history and background in alignment with Oregon House Bill 2571 – COCC Veteran Student Waiver Policy.

Dr. Joyce Garrett moved to approve – recognizing the sacrifice made by members of the U.S. Armed Forces, and wanting to expand educational and training opportunities of these students.

Be It Resolved that the Board of Directors' of Central Oregon Community College approves the amendment to the current Veterans' Tuition Waiver program as detailed in section A of Resolution 7.a, with the addition of implementing section 3. Mr. David Ford seconded. MCU. Approved. M02/10:2

Bond & Misc. Projects – Update (Handout: 7.b)

Mr. Matt McCoy-Vice President for Administration and Mr. Gene Zinkgraf-Director of Campus Services, distributed and reviewed the building projects timeline chart. Two additional project managers will be hired to assist the college in the construction of more than \$60M in projects over the next three years. Currently, there are eight major projects in the planning stages with four scheduled to be “under construction” by the summer of 2010.

They noted that the current stimulus projects have retained or created close to 200 jobs in the construction industry, with 34 of the 38 contractors coming from Central Oregon.

NEW BUSINESS:

General Purpose Classroom (Exhibit: 8.a)

President Middleton reviewed that in May 2008; COCC submitted requests for funding for both the Technology Education Center in Redmond and a General Purpose Classroom for the Bend Campus. With changes in the construction market, there is potential that construction could be significantly less than the 2008 estimated costs.

Ms. Connie Lee moved to direct staff to submit a proposal for the original \$7,154.154.

Mr. John Overbay seconded. MCU. Approved. M02/10:3

Ms. Connie Lee moved to hold a Special Board of Directors' Meeting on February 24, 2010 for the purpose of the Campus Village Development Agreement. Mr. Anthony Dorsch seconded. MCU. Approved. M02/10:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Overbay	Real Estate Committee meeting EDCO Economic Forecast Luncheon
Ms. Lee	EDCO Economic Forecast Luncheon Presidential Review Meeting Meeting w/Matt McCoy
Mr. Dorsch	Breakfast w/Matt McCoy Conversations w/County Commissioners
Mr. Ford	Real Estate Committee meeting EDCO Economic Forecast Luncheon Presidential Review Meeting
Mr. Miller	Presidential Review Meeting Meeting w/President Middleton and Matt McCoy EDCO Economic Forecast Luncheon Agenda Planning Meeting w/President Middleton
Dr. Garrett	In Salem working w/OCCA and the Legislative Session Met w/Matt McCoy in Salem Passed Legislative Amendment regarding Community Colleges Attended State Board of Education Meeting

PRESIDENT'S REPORT:

President Middleton gave updates on the following:

- Passage of Measures 66 & 67 and their impact on community colleges
- Faculty Convocation slated for Friday, May 7 – 5:15pm at the Bend Golf and Country Club
Board Members are invited and encouraged to attend
- EBL-Essential Budget Limit

- SB 442 Rural Education
- HEAT Initiatives
- COCC Madras and Prineville Campus Initiatives
- OSU- Extension – Open Campus Initiatives.

Mr. Jim Weaver-Executive Director of the COCC Foundation invited the Board of Directors' to attend the upcoming annual student scholarship signature events:

- "Taste of the Town" Friday, March 5 at 6:00 pm
- "Meal of the Year" Saturday, March 6 at 5:30pm
the Mazama Gymnasium is the location for both events.

ADJOURN: 9:00 PM

APPROVED;

ATTEST TO;

Mr. Charley Miller -Board Vice Chair

Dr. James E. Middleton, President

Exhibit: 11.b1
March 10, 2010
Approve: ___ Yes ___ No
Motion: _____

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

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Dunlap, Kristi	2/1/2010	Admin Assistant I
Temporary Hourly		
Davidson, John	2/1/2010	Automotive Tutor
Greenbaum, Netania	2/8/2010	Office Assistant
Halliday, James	2/3/2010	Student Workers
McCullough, Colin	2/7/2010	Student Workers
Skyler, Maggie Mae	2/1/2010	Math Paper Grader
Terry, Curtis	2/5/2010	Fire Science Tutor
Temporary Salary Payment		
Anderson, R.	2/1/2010	
Cundey, Carin	2/6/2010	

Exhibit: 11.c
March 10, 2010
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for Gerald Schulz, Full-time Office Operations Manager for Community Learning.

B. Discussion/History

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

C. Options/Analysis

Approve the employment contract for Gerald Schulz.
Decline approval of the employment contract for Gerald Schulz

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2009-10 fiscal year the initial employment contract period will be from February 22, 2010 through June 30, 2010. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Mr. Schulz holds his Bachelor's degree in Chemistry from the University of California at Santa Barbara. Previously, Mr. Schulz owned and operated a computer training company headquartered in California. Over the last four years, Mr. Schulz served as President/Consultant of Computer Solutions of Bend, LLC, providing IT services, network administration and troubleshooting activities for businesses and individuals throughout Central Oregon. Mr. Schulz has also taught MS project classes for COCC's Community Learning department.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

*Prepared by: Julie Smith-Executive Assistant
President and Board of Directors*

A. Action Under Consideration

Second Reading on revisions of Board Policies:
BPR 5: Appointment of Acting President
BPR 6: Order of Administrative Responsibility

B. Discussion/History/Changes

BPR 5: APPOINTMENT OF ACTING PRESIDENT

In the absence of the College President, an individual holding either of the following positions: Vice President for Administration or Vice President for Instruction, may be designated by the College President to serve as Acting President of Central Oregon Community College for short periods of time, not to exceed 30 consecutive working days at a time. Acting President of Central Oregon Community College for periods in excess of 30 working days shall be selected by the Board of Directors.

BPR 6: ORDER OF ADMINISTRATIVE RESPONSIBILITY

In the absence of the College President and when an Acting President has not been named, administrative responsibility shall reside with:

1. Vice President for Instruction
2. Vice President for Administration

In the absence of the above, the president or his/her designee shall designate the person who has administrative responsibility.

C. Options/Analysis

1. Approve Second Reading of Changes
2. Do not approve Second Reading Changes

D. Recommendation

Be It Resolved that the Board of Directors' of Central Oregon Community College does hereby approve the Second Reading changes to Board Policies BPR 5: Appointment of Acting President and BPR 6: Order of Administrative Responsibility.

E. Budget Impact

None

Central Oregon Community College
Monthly Budget Status

INFORMATION

Highlights of January 2010 Financial Statements

Prepared by: Lisa Bloyer, Accounting Director

Cash and Investment

Cash and investment balances have increased by \$4 million from the prior month to \$31 million. The January average yield is .618%, which is a slight decrease from the prior month's yield of .684%.

General Fund Revenues

The College received the second State Aid payment for \$1 million in January, which represents 84% of the annual budget. Growth in enrollment continued for winter term resulting in additional tuition and fee revenue of \$513,000 as compared to the December reporting period. The transfer of \$67,000 from the Summer Term fund and \$250,000 from the PERS Reserve fund have been delayed pending a review of operating results later in the year. The current year budget percentages for year to date revenues reflect the effects of the supplemental budget changes, which increased revenues related to enrollment growth.

General Fund Expenses

The financial statements reflect all necessary inter-fund transfers. The current year budget percentages for year to date expenditures reflect the effects of the supplemental budget changes, which increased expenses related to enrollment growth.

Budget Compliance

The budget includes the Supplemental Budget changes approved by the Board at the December meeting. All appropriation categories are within budget.

Central Oregon Community College

Exhibit 12.a
March 10, 2010

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

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$30,131,470.49
Pool account 5482	\$330,040.51
Pool account 3624	\$397,752.38
Pool account 3707	\$188,616.01

January Average Yield .618%

Cash in USNB	\$71,200.00
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Cash on hand	<u>\$3,900.00</u>
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Total Cash	<u><u>\$31,122,979.39</u></u>
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Central Oregon Community College
Monthly Budget Status
January 2010

Exhibit 12.a
10-Mar-10

<u>General Fund</u>	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Over/ (Under) Budget</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,576,000	\$ 10,295,497	\$ 1,280,503	88.94%	84.97%
Prior Taxes	557,000	478,062	78,938	85.83%	124.60%
Tuition and fees	13,596,782	9,571,835	4,024,947	70.40%	83.61%
State Aid	3,509,000	2,958,816	550,184	84.32%	71.51%
Interest & Misc. Income	125,000	8,840	116,160	7.07%	2.80%
Transfer-In	567,000	250,000	317,000	44.09%	100.00%
Total Revenues	\$ 29,930,782	\$ 23,563,050	\$ 6,367,732		
Expenses by Function					
Instruction	\$ 14,011,014	\$ 6,825,628	\$ 7,185,386	21.85%	51.11%
Academic Support	2,383,324	998,254	1,385,070	29.86%	54.22%
Student Services	2,994,613	1,619,494	1,375,119	29.59%	53.75%
College Support	3,829,841	2,263,087	1,566,754	34.31%	58.84%
Plant Operations and Maintenance	2,748,400	1,448,409	1,299,991	34.68%	60.39%
Information Technology	1,940,072	1,126,009	814,063	35.77%	56.87%
Financial Aid	11,385	9,658	1,727	20.62%	53.91%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers	2,791,154	2,791,154	-	100.00%	100.00%
Total Expenses	\$ 31,509,803	\$ 17,081,693	\$ 14,428,110		
Revenues Over/(Under) Expenses	\$ (1,579,021)	\$ 6,481,357	\$ (8,060,378)		

Central Oregon Community College
Monthly Budget Status
January 2010

Exhibit 12.a
10-Mar-10

	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Over/ (Under) Budget</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<u>Other funds:</u>					
Debt Service Fund					
Revenues	\$ 1,621,953	\$ 1,256,734	\$ 365,219	77.48%	82.51%
Expenses	1,632,066	1,162,950.0	469,116	71.26%	35.47%
Revenues Over/(Under) Expenses	\$ (10,113)	\$ 93,784	\$ (103,897)		
Grants and Contracts Fund					
Revenues	\$ 2,046,273	\$ 517,488	\$ 1,528,785	25.29%	22.30%
Expenses	2,036,203	718,906	1,317,297	35.31%	32.25%
Revenues Over/(Under) Expenses	\$ 10,070	\$ (201,418)	\$ 211,488		
Capital Projects Fund					
Revenues	\$ 12,314,690	\$ 7,140,640	\$ 5,174,050	57.98%	55.65%
Expenses	15,693,199	6,356,913	9,336,286	40.51%	40.71%
Revenues Over/(Under) Expenses	\$ (3,378,509)	\$ 783,727	\$ (4,162,236)		
Enterprise Fund					
Revenues	\$ 4,619,653	\$ 3,011,023	\$ 1,608,630	65.18%	65.06%
Expenses	4,229,322	2,700,659	1,528,663	63.86%	61.09%
Revenues Over/(Under) Expenses	\$ 390,331	\$ 310,364	\$ 79,967		
Auxiliary Fund					
Revenues	\$ 6,332,113	\$ 3,728,371	\$ 2,603,742	58.88%	61.73%
Expenses	7,049,900	4,029,182	3,020,718	57.15%	53.41%
Revenues Over/(Under) Expenses	\$ (717,787)	\$ (300,811)	\$ (416,976)		
Reserve Fund					
Revenues	\$ 49,565	\$ -	\$ 49,565	0.00%	0.00%
Expenses	702,650	312,166	390,484	44.43%	68.11%
Revenues Over/(Under) Expenses	\$ (653,085)	\$ (312,166)	\$ (340,919)		
Financial Aid Fund					
Revenues	\$ 16,587,366	\$ 10,461,832	\$ 6,125,534	63.07%	92.32%
Expenses	16,634,430	10,912,135	5,722,295	65.60%	99.53%
Revenues Over/(Under) Expenses	\$ (47,064)	\$ (450,303)	\$ 403,239		
Internal Service Fund					
Revenues	\$ 314,838	\$ 204,349	\$ 110,489	64.91%	33.40%
Expenses	291,317	131,892	159,425	45.27%	42.24%
Revenues Over/(Under) Expenses	\$ 23,521	\$ 72,457	\$ (48,936)		
Trust and Agency Fund					
Revenues	\$ 7,719	\$ 1,697	\$ 6,022	21.98%	39.89%
Expenses	17,500	3,668	13,832	20.96%	16.67%
Revenues Over/(Under) Expenses	\$ (9,781)	\$ (1,971)	\$ (7,810)		

Every Nonprofit Wants To **MAXIMIZE YOUR IMPACT** Here's Your Chance to Learn 6 Secrets to Greater Impact

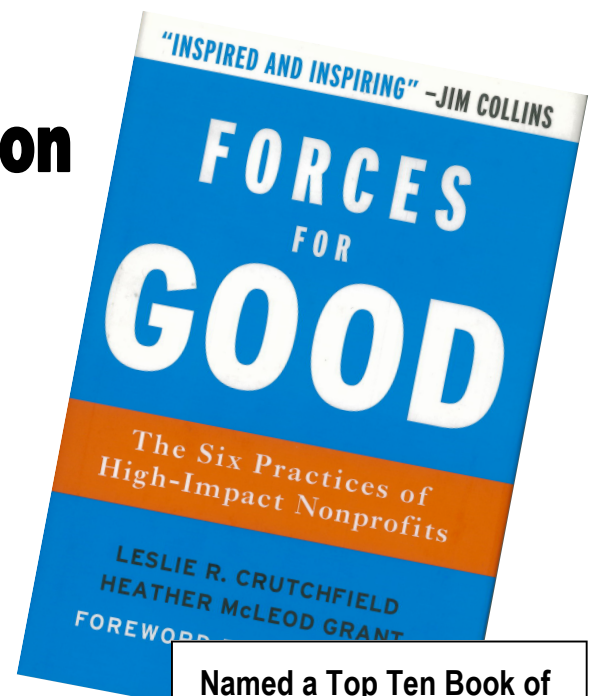
Based on four years of research and in-depth study of a dozen high-impact organizations, *Forces for Good* outlines what really leads to impact—a new roadmap for nonprofits to succeed on their own terms. The book's co-author, Heather Grant, will be in Bend to share her insights and the six practices that she feels can help each nonprofit in Central Oregon increase its impact.

May 5, 2010
Tower Theatre, Bend
541-317-0700 or towertheatre.org

7:00 p.m.
\$30 per person



Heather McLeod Grant



Named a Top Ten Book of
2007 by *The Economist*.

**Central Oregon Community College
Board of Directors**

INFORMATION ITEM

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

As part of its commitment to being involved with community organizations, the College was asked to appoint a COCC staff member to serve on the Partnership to End Poverty's Board of Directors. Alicia Moore, Dean of Student and Enrollment Services, has been the College's designee since March 2008 and most recently, was elected chair of the Partnership board.

The Partnership to End Poverty has partnered with COCC on a variety of initiatives. Highlights include:

- Adult Basic Education: The Partnership contributed \$40,000 towards the addition of several Adult Basic Education classes in Warm Spring and LaPine.
- Central Oregon 2-1-1: Together with several community partners, the Partnership launched Central Oregon 2-1-1 in February 2009. 2-1-1 is a toll free number which provides information on housing, food, clothing, employment and other core services needed to help in times of need. COCC was the first sponsor of 2-1-1, contributing \$2,500 to the annual operating cost. This service has been a tremendous resource to COCC faculty and staff as they help guide students towards their educational goals.
- Free Tax Preparation/Earned Income Tax Credit (EITC): The Earned Income Tax Credit is the federal government's largest anti-poverty initiative and can bring in over \$20 million to Central Oregon families and, thus the economy. COCC students have volunteered to prepare taxes and the College has donated the use of its computer labs for the free service.
- Bank on Central Oregon: Bank on Central Oregon is a program which allows low income individuals to open a checking or savings account at a variety of Central Oregon banks for free or for a low fee. Without such services, the average individual will spend as much as 5% of their annual income at check cashing stores. COCC hosted the kick-off event, which included local, state and national political representatives, as well as business leaders from throughout Central Oregon.
- Volunteer Connect: The Partnership helped launch Volunteer Connect, an online referral system matching potential volunteers with Central Oregon nonprofit organizations.

Formerly Volunteer Insights, Volunteer Connect has worked with COCC instructors to offer service learning components as part of several classes and programs.

In addition to the above activities, the Partnership recognized COCC as their “Public Sector Partner of the Year” in 2009.

The Partnership to End Poverty’s strategic plan includes a goal towards building capacity and providing support for organizations that help to reduce poverty. Towards this aim, the Partnership is coordinating **“Maximize Your Impact”, a lecture by Heather Grant, author of “Forces for Good: The Six Practices of High-Impact Nonprofits”, on Wednesday, May 5, 7:00 pm at the Tower Theatre (\$30 per person, 541.317.0700 or towertheatre.org)**. The lecture is geared towards executive directors and board members, and will provide key insights on how to have the best impact possible; not only for individual organizations, but for the constituencies they serve.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Kevin E. Kimball – Chief Financial Officer

A. Issue

2010-11 Tuition and Fee Rates

B. Discussion/History

COCC's in-district tuition rate is currently \$66 per credit. Prior to a \$3 per credit increase in the 2009-10 fiscal year, the College held tuition rates flat for three years (2006-07, 2007-08, and 2008-09).

At the December board retreat, the board had a general discussion regarding possible 2010-11 tuition rates and how COCC's combined tuition and fee rates compare to other Oregon community colleges. The board established a board priority to, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels."

For 2009-10, COCC has the lowest combined in-district tuition and fees of all Oregon community colleges. The board discussed moving COCC's in-district tuition and fee rates from the bottom to the top of the lowest third of the 17 community colleges over the next few years. College staff recommend achieving this target over a three year period.

In order to meet the needs of COCC's growing student population and make progress towards board priorities, College staff propose the following tuition rates for 2010-11.

	<u>2009-10</u>	<u>2010-11</u>
In-district	\$ 66/cr.	\$ 70/cr.
Out-of-district	\$ 91/cr.	\$ 96/cr.
Border State	\$ 91/cr.	\$ 96/cr.
Out-of-State	\$186/cr.	\$195/cr.

C. Timing

In April, the board will be asked to approve a recommendation to increase tuition rates, as the 2010-11 academic year begins with summer term, and summer term registration starts at the end of April.

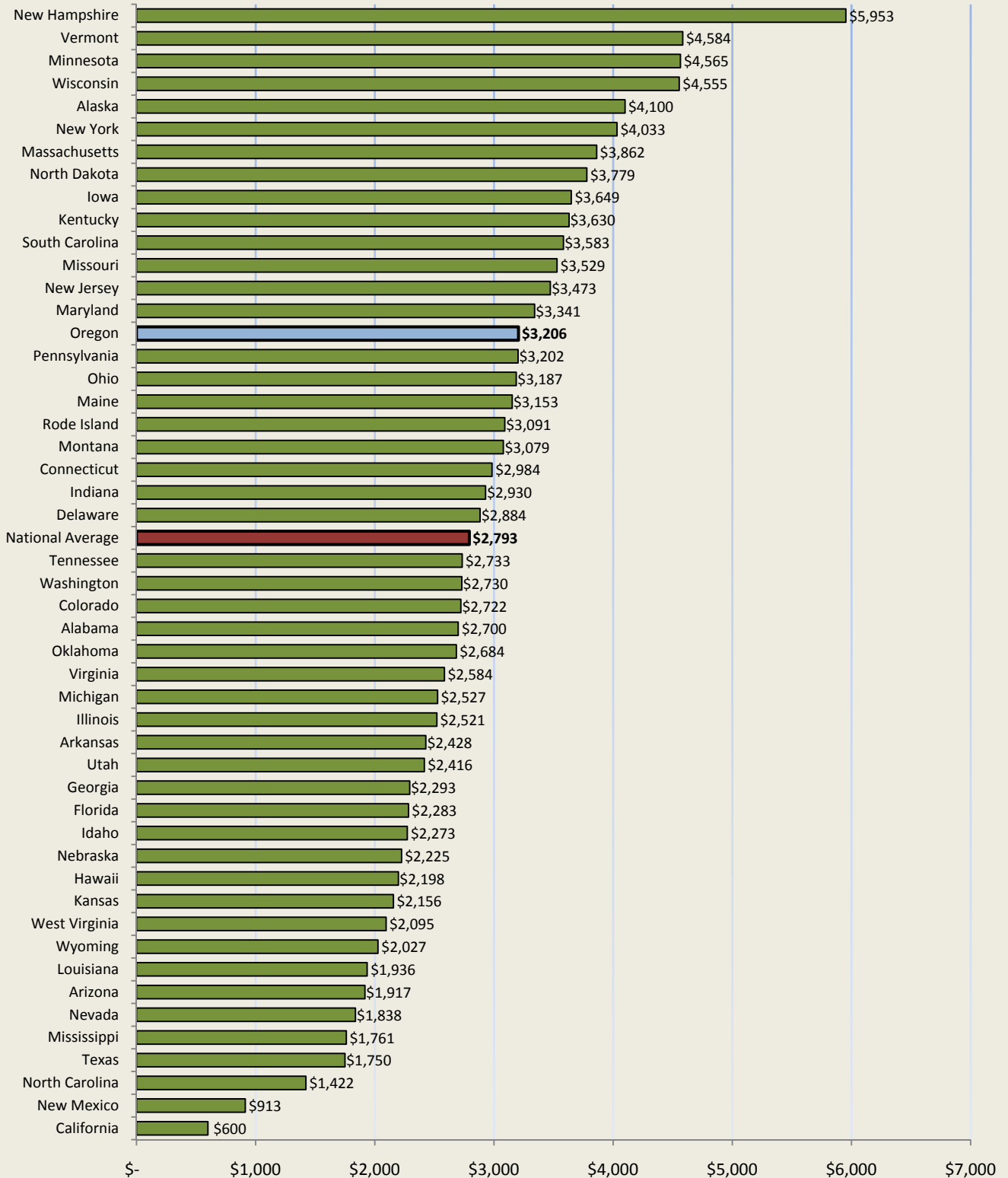
In addition, the 2010-11 college catalog identifies the 2010-11 tuition and fee rates, and the printing deadline is mid-April.

D. Budget Impact

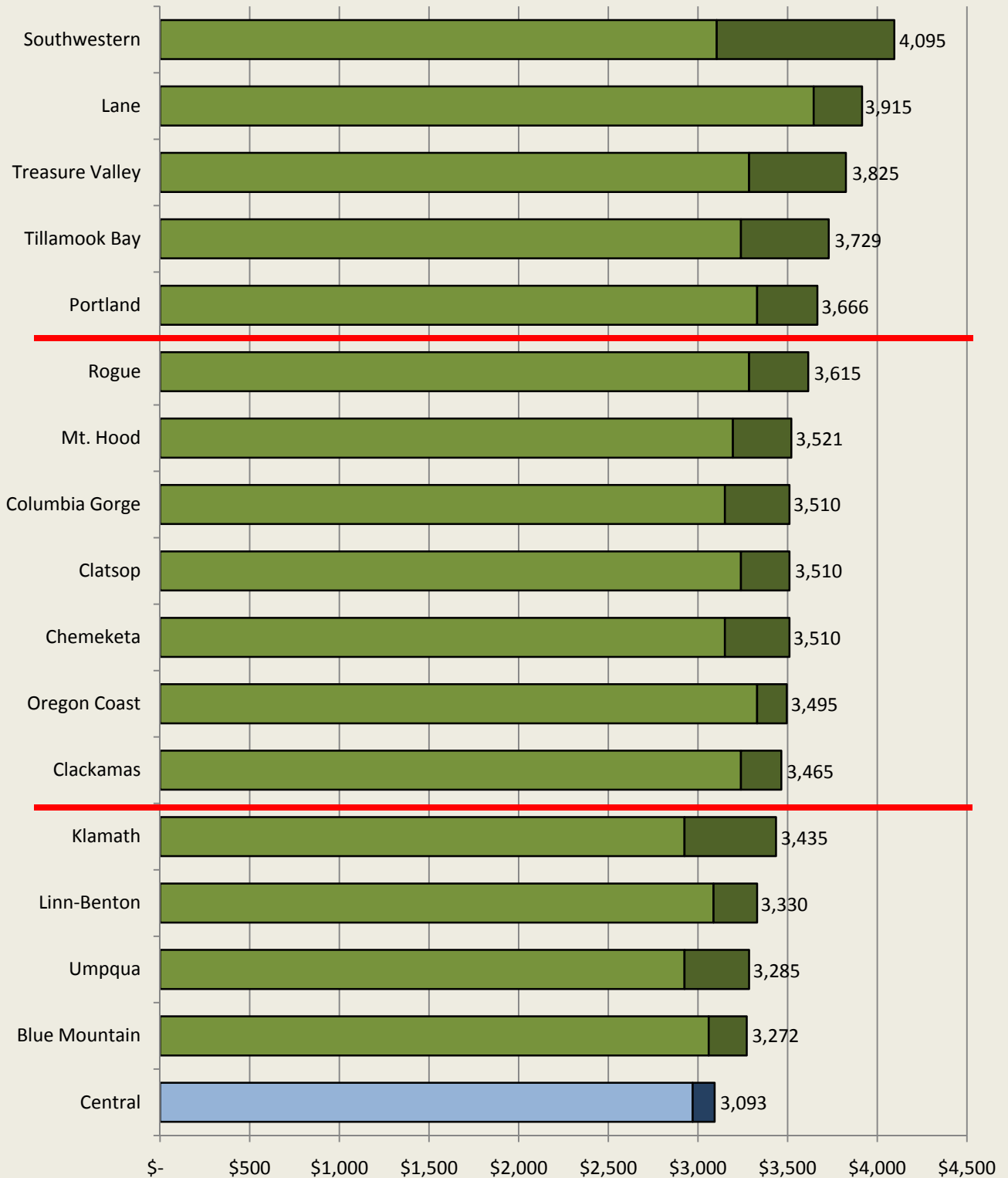
Tuition and fee revenue is a major component of the College's revenues, as it comprises more than 42% of the total revenues in the 2009-10 budget and 47.6% of the projected 2010-11 budget. The College anticipates that the \$4 per credit increase for in-district tuition and the 5% increase in other tuition rates will generate approximately \$829,000.

The increased revenues in the 2010-11 budget provides funding for the additional services included in the 2010-11 budget. These additional services included increased educational opportunities, instructional staff, increased student services, and support services.

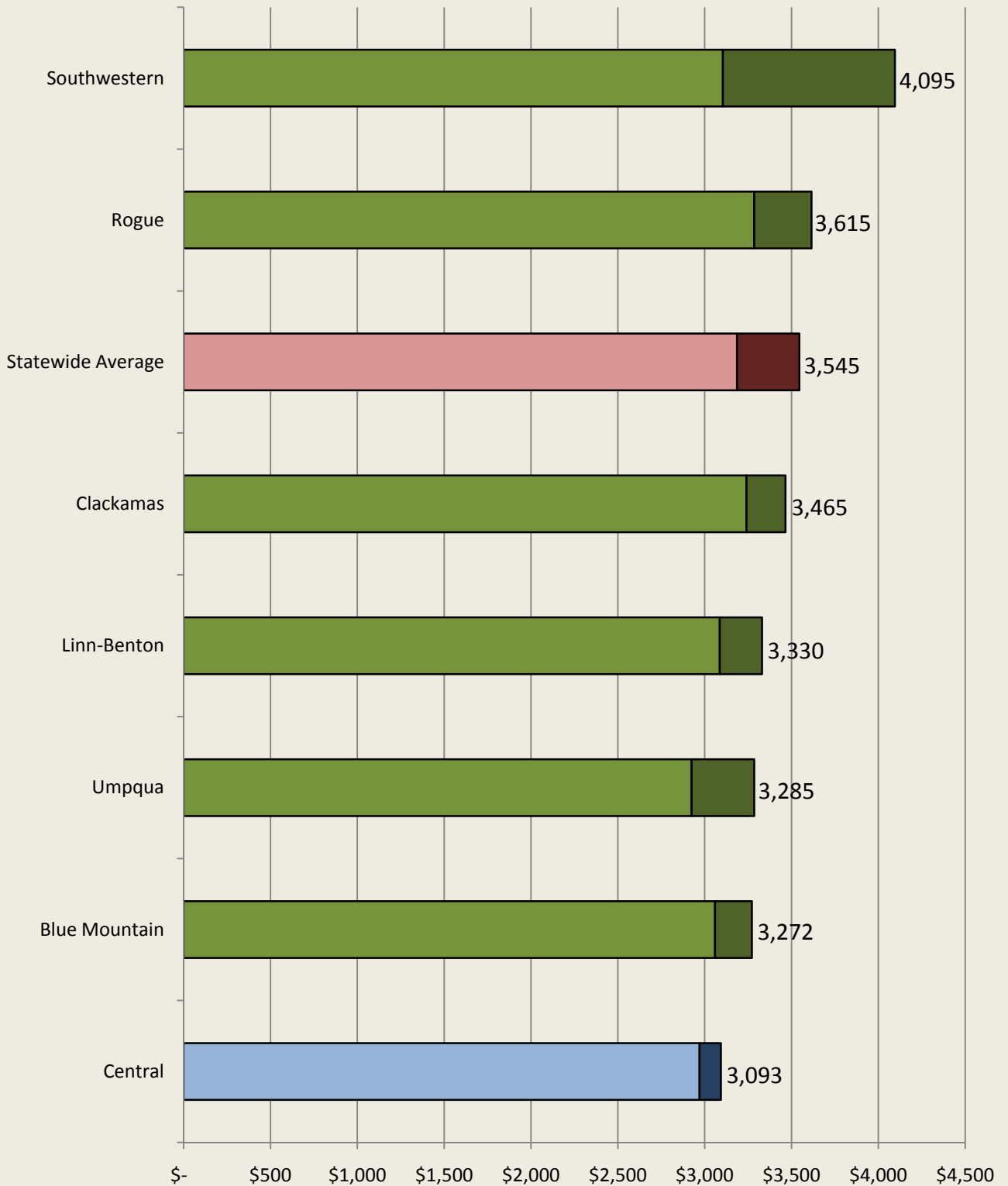
Community Colleges Resident Undergraduate Tuition and Required Fees 2008-09



Oregon Community Colleges In-District Tuition and Fees 2009-10



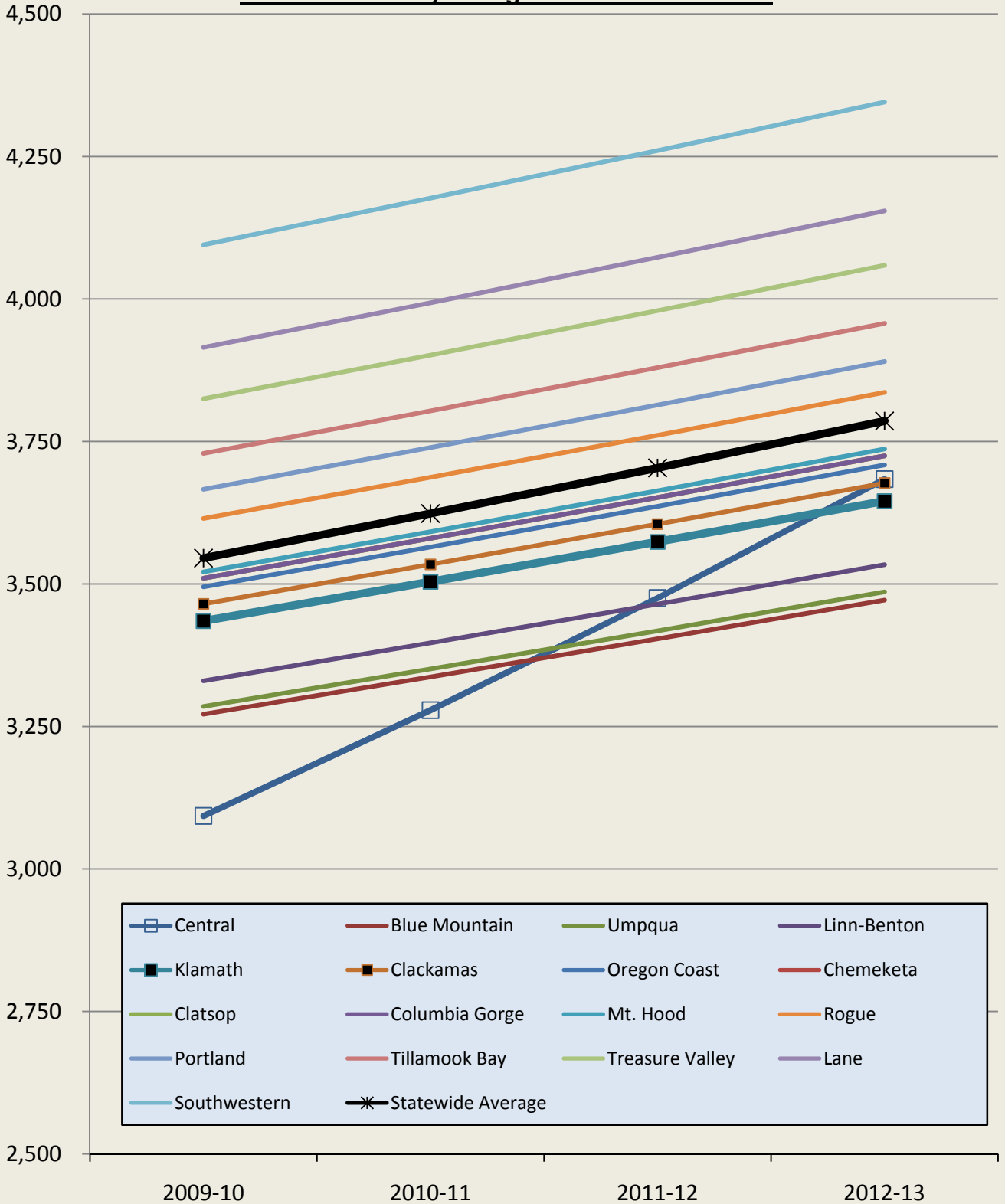
Comparable Oregon Community Colleges In-District Tuition and Fees 2009-10



Data provided by Department of Community Colleges and Workforce Development - 2009 Fall Term Date

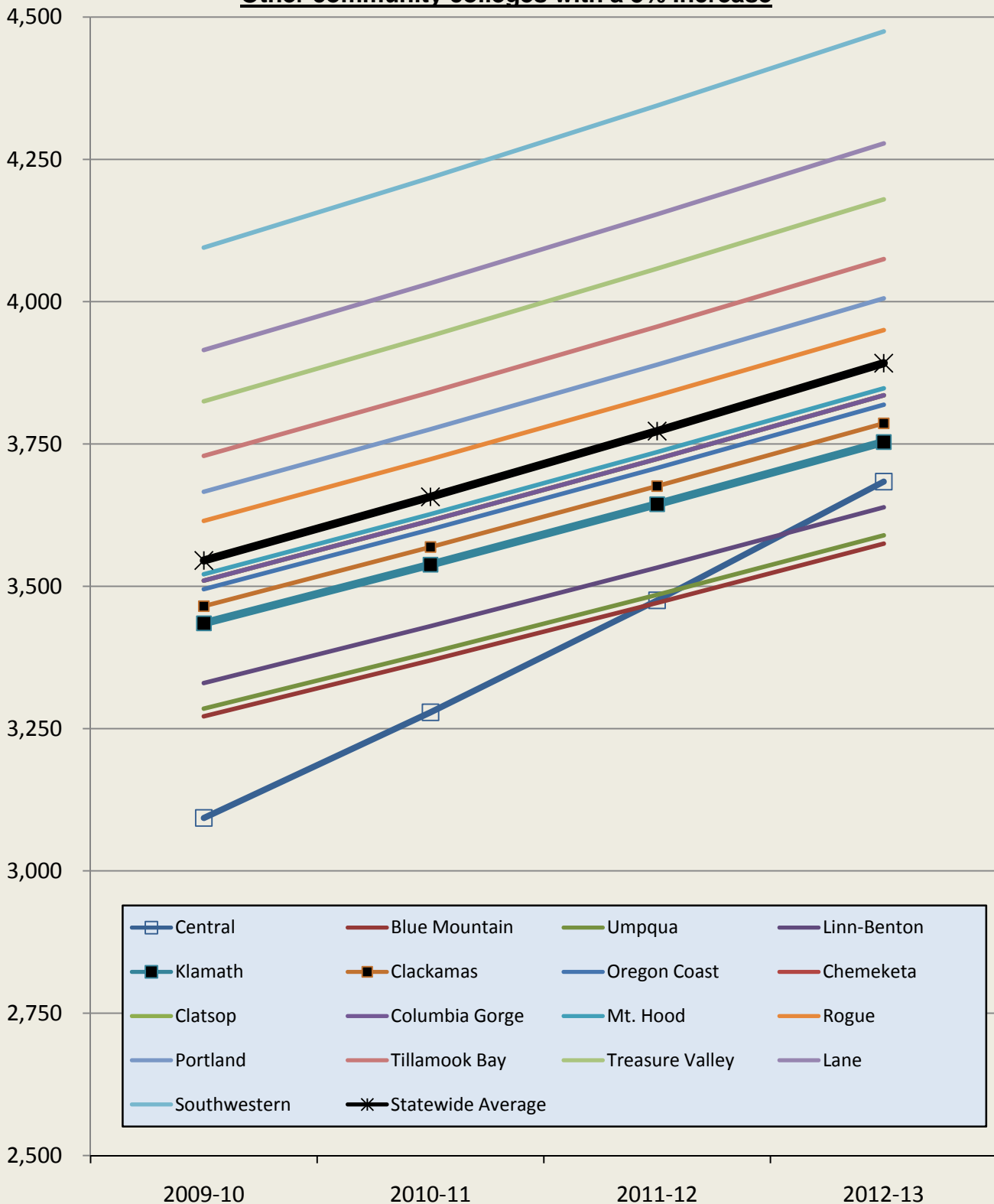
Oregon Community Colleges Projected Annual In-District Tuition and Fees

**COCC with a 6% (\$4.00 Per Credit) Increase
Other community colleges with a 2% Increase**



Oregon Community Colleges Projected Annual In-District Tuition and Fees

COCC with a 6% (\$4.00 Per Credit) Increase
Other community colleges with a 3% Increase



**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

Resolution

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

A. Action under Consideration

Authorize Dr. James Middleton, COCC President, or his designee, to approve the contract with SunGard Higher Education for the purchase of the **DegreeWorks** module and associated implementation consulting services.

B. Discussion/History

COCC uses SunGard's Banner information system for admissions, registration, financial aid, payroll, accounting and other administrative support areas. Most recently, SunGard offered clients a new degree audit module called DegreeWorks. DegreeWorks is designed to provide institutions with a degree audit system, electronic academic advising portfolio and course planning system. An overview of DegreeWorks:

- Certificate and Degree Awarding: Once a student's transfer courses are added to Banner, COCC's transcript evaluation team will be able to run certificate and degree evaluations electronically, allowing for a much more responsive and efficient process (currently, all certificate and degree evaluations are done by hand.)
- Student and Advisor Web Interface: DegreeWorks provides students and advisors with a very intuitive and user-friendly web interface, which enables users to easily identify remaining certificate or degree requirements, as well as run different scenarios to consider alternate degree options. While COCC's current degree audit system has a web interface, it is not user-friendly and contains many fields not utilized by community colleges. As a result, it is rarely used by students or advisors.
- Electronic Advising Portfolio: Because DegreeWorks interfaces with the class schedule, it enables students and advisors access to accurate, consistent and real-time course information, allowing them to "click and drop" courses from the class schedule to the student's current or future term schedule. DegreeWorks also allows advisors to save notes about student academic plans, advisor requirements or other advising-related issues.

- Course Planning System: DegreeWorks allows students and advisors to develop a multi-year academic plan and track progress towards that plan electronically. Departments may then use aggregate course plans to better determine future term course needs.

The above bullets are the central solutions that a product such as DegreeWorks brings. However, it is important to also note the following features:

- Natural Language Programming: DegreeWorks utilizes “natural” programming language, making it easier and less time consuming for staff to code certificate degree requirements than the College’s current degree audit module.
- Reporting Features: DegreeWorks allows institutions to develop customized reports to assist with retention and/or degree completion rates. For example, an institution can run degree audits for former students who are x-credits short of completing a certificate or degree, share this information with them and encourage them to return to the College.
- Electronic Exceptions: Easy-to-use, web-based “exception” processing, allowing department chairs or program coordinators to electronically approve course substitutions.

Having these services available electronically will increase our response time to student requests, improve web-based services to meet student expectations and save considerable staff time:

- Multiple Degree Checks: Staff currently spends significant time updating a student’s certificate/degree evaluation or doing an evaluation towards an alternative certificate or degree, so much so that a student’s file is often reviewed multiple times over the course of the student’s career. Because these are currently done manually, it is a time consuming endeavor. A more robust, user-friendly system would allow students and advisors to have a web self-service option, removing this responsibility from Admissions & Records staff.
- Increase in Transfer Students and Number of Transcripts Received: COCC’s enrollment growth and impact on transcript/degree evaluation staff is further impacted by the increase in transfer students (+13% in the previous two academic years) and the increase in the number of actual transcripts received (+42% in the previous two academic years.) The necessity to enter transfer credits so that they are usable within a degree audit system and viewable via the web for students and advisors becomes more and more critical as this population grows.

The proposed contract with SunGard includes the cost of the software, consulting time for training end-user staff on how to code complex certificate and degree requirements, and the cost associated with SunGard staff initially coding all certificate and degree requirements into the system. This last element—that is, having SunGard staff do all of

the initial coding—will allow the College to have the system implemented within six to eight months. Colleges who chose to not contract for this element and do the coding with current staff found that implementation time increased to two to three years, as staff were new to using the product and had to maintain current responsibilities.

COCC's IT staff is ready to begin their portion of the implementation by the beginning of April and COCC Admissions & Records staff are prepared for their training and implementation to begin in May.

The contract has been reviewed by the College's Financial and Contracts Analyst and meets COCC requirements.

C. Options/Analysis

Authorize Dr. Middleton to sign the contract as presented.

Reject the contract proposal as presented.

Recommend other options.

D. Timing

Action requested at this meeting.

E. Recommendation

Be it resolved that the governing Board of Central Oregon Community College gives Dr. James Middleton, or his designee, authorization to approve the proposed DegreeWorks contract with SunGard Higher Education.

F. Budget Impact

DegreeWorks Initial Licensing Fee (represents a 35% discount from the base price)	\$37,050
Full-Service Implementation and Training (~ 579 hours of on- and off-site work)	\$104,000
Annual Licensing Fee	\$5,557
Total Contract Price	\$146,607

\$27,145 of the contract cost is budgeted from 2009-10 mid-year budget additions, with the remaining fees from various non-general fund accounts.

Exhibit: 17.a
March 10, 2010

February 16, 2010

President Middleton
Board of COCC Education and
Fellow members of the COCC Budget Committee:

Unable to make all the budget committees this coming spring, I recognize that I need to resign from the committee.

I do want you all to know how much I appreciate your dedication to the school and people of the district.

I am currently raising funds for a new branch campus of SOCC in Brookings, Oregon. My role on the budget committee of COCC, has been very educational and relevant to my current work.

When my work is done here, consider that I continue to be an advocate for COCC and I value all the community colleges located in rural areas of Oregon.

My best wishes to you in your continuing dedication to community education.

Karen Pringle