

## BUDGET COMMITTEE MEETING

### **AGENDA**

**Wednesday, March 13, 2013 6:00-7:30 PM**  
**Christiansen Board Room, Boyle Education Center**

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	<u><i>Presenter</i></u>
I. Call to Order	Friedman
II. Introduction of Guests	Friedman
III. Election of Chair	Friedman
IV. Budget Message – (Exhibit: 4)	Middleton
V. General Fund PowerPoint - (Exhibit: 5)	Dona
VI. 2013-14 Proposed General Fund Budget	Dona
○ Proposed General Fund Budget -(Exhibit: 6.a)	
○ General Fund Expenditures by Object Classification - (Exhibit: 6.b)	
○ Summary of General Fund Transfers -(Exhibit: 6.c)	

**VII. Information Item:**

**A. Achievement Compact - (Exhibit: 7.a\*) Middleton**

**B. Proposed 2013-14 Tuition & Fees -(Exhibit: 7.b) Kimball**

**VIII. Budget Calendar -(Exhibit: 8)**

**Next Meeting - Wednesday, April 10, 2013 – 6:00 PM**

**Christiansen Board Room, Boyle Education Center**

**IX. Adjourn**

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



**CENTRAL OREGON**  
community college

Exhibit: 4  
*Budget Committee Meeting*  
**March 13, 2013**

Office of the President

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TO: COCC Budget Committee

FROM: Dr. James Middleton, President

A handwritten signature in black ink that reads "Jim Middleton".

SUBJECT: **2013-14 Budget Message**

The budget development period is a time to evaluate the current year while forecasting for the coming year. The 2012/13 budget performance at COCC has been positive in spite of several challenges, including experiencing the first enrollment decline since 2006/07. We began with Summer 2012 which remained fiscally strong as well as a strong teaching/learning initiative, despite a slight decrease in projected enrollment. Beyond that, important elements of COCC operations were expanded through the 2012/13 budget including additional faculty, a new Veterinary Technician program, expanded student success initiatives and expansion of information technology infrastructure. This year has also brought the opening of our new signature Health Careers and Science Centers. Now in their second year of operation, Madras and Prineville Campuses continue to perform well and assist in serving the broader community. While these facilities are positive new assets, they bring, anticipated yet significant ongoing utilities, custodial and other operational costs.

Most significant for the current year, Fall and Winter terms produced enrollment nearly 3 percent below the projected level, reducing tuition and fee revenue. This decline must be taken seriously as national trends indicate community college enrollment has peaked and several of our Oregon sister colleges have experienced double digit enrollment declines this year. Significant enrollment declines can be disruptive to the institution and will have to be monitored closely next year.

In addition to enrollment uncertainties, 2013/14 will bring additional budgetary challenges. On the positive side, the State economy is improving and the Governor has recommended a Community College Support Fund allocation of \$428 million. This is up from the \$395 million of the past biennium, but still well below the \$500 million in 2007/08. Statewide and locally, property tax revenues are slowly rebounding which can provide additional income in the coming biennium. While increased State funding at the \$428 million level is critical and welcomed, PERS and medical insurance increases consume virtually all of this increase, meaning that any other expanded allocations can only be covered through tuition and fee increases. COCC continues to struggle to expand faculty,

support staff, technology and other resources to accommodate our dramatic enrollment growth over the past five years.

A broad array of PERS reform proposals are under consideration by the Oregon Legislature. Reforms could significantly reduce COCC's annual PERS costs, yet we do not anticipate any clarity on such changes until the end of the Legislative session. The Governor and new Chief Education Officer have prioritized moving from funding distributed solely based on enrollment - to funding at least partially driven by outcomes. As we construct the 2013/14 Budget, we cannot be certain if such changes will occur or the date at which these changes will first impact funding distribution.

The result of all of these variables is that the 2013/14 resources and demands are more challenging to project than in recent years. In response, the General Fund Budget Proposal being presented to the Budget Committee is responsively conservative yet still flexible.

Internally, we are still working on "catching" up with our enrollment. As a result, the various departments submitted about \$3 million in proposed new positions and programs for next year. Only 26 percent of requested budget augmentations were approved by the President's Executive Team, with significant additional proposals contingent on positive results in the factors outlined above. Administration is requesting a budget with sufficient spending authority to support moderately positive results from the factors outlined above; however, administration will put a substantial number of these expenditures "on hold" until Legislative, State funding and enrollment factors are clarified. Additionally, one-time transfers will be identified which could buffer revenue declines. If a substantial number of the factors turn negative, there will be additional pressure on the 2013/14 budget.

While COCC projects continued tuition and fee increases, we anticipate our in-district costs for students will remain near the lowest in the state. The College hopes to be able to moderate future tuition increases, if State funding can reach appropriate levels and/or if substantial PERS reform can reduce long-term obligations.

COCC is particularly challenged due to the stagnation of property tax revenue and declining State funding while our enrollment has exploded. In 2007, we projected that by 2012/13, COCC would receive more than \$4,100 in combined total public resources (State revenue + property taxes) per FTE. We are now projecting only slightly more than \$2,500 per student. This shift has required COCC to be more cost efficient and has had significant impact on some of our services to students and the community. Fortunately, COCC's history of conservative fiscal planning and efficient operations have sustained the institution well in this challenging period and placed the institution in a position relatively better than most other regional community colleges.

That said, the challenges are significant - COCC faculty and staff truly "stepped up" over the past few years to meet an extraordinary demand for educational

services. With significant growth, it is important to continue to increase staffing and other expenditures to maintain quality and respond to demand.

The 2012/13 Budget included strategic annual transfers from non-general funds to the general fund. This strategy strengthened the 2012/13 Budget and still maintained long-term viability of those non-general funds. The 2013/14 Budget proposes similar transfers.

The non-general funds are adequate for medium-range sustainability; however, we must carefully monitor facility repair and upgrade, preventative maintenance, capital equipment and other funds which may create long-term challenges if funded insufficiently in the short-term.

COCC remains a strong operational and fiscally sound institution. We have weathered the economic challenges better than most other Oregon community colleges. At the same time, we must understand that compromises forced by the economic crisis have spread resources thin, in some cases diminished services to students and community and created significant long-term challenges. While not certain, we believe our sound fiscal planning and an improving economic environment can support reinvestment in our educational excellence over the long term. If a substantial number of factors turn negative, there will be additional pressure on the 2013-14 budget and beyond.

The proposed 2013-14 budget includes new faculty positions, increased student recruitment and student support initiatives, increased instructional support, increased IT support, and increased facilities support. The proposed budget increases were identified as necessary and critical to serve students and staff. Although challenged over the long-term horizon, the proposed 2013-14 budget maintains a reserve above the Board mandated 10% level.

# March 2013

## Budget Committee Meeting

- Fund Types & Attributes
- Current Year General Fund Budget Up-date
- Revenue/Expenditure Forecast (REF:E.1)
- Proposed General Fund Budget

# Fund Types & Attributes

- The College has ten primary fund types
- Each fund has a specific purpose & activity as defined by local budget law
- General Fund: Primary objective is the precision of revenue and expense forecasting as a means of developing the operating budget
- Non-General Funds: Primary budget objective is to ensure adequate appropriation authority and compliance to the funds specific restrictions and operating parameters

# Primary Fund Types

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



# General Fund Definition

- The General Fund is the College's primary operating fund. It accounts for the financial operations of the College except those activities required to be accounted for in a specific fund type or other operating activities accounted for in their own discrete fund.

# General Fund: 2012/13 Budget vs. Projected

Exhibit: 5

General Fund Budget vs. Projected	Budget 2012/13		Projected 2012/13		Change \$	Change %
	%		%			
<b>Revenue and Support:</b>						
1. State Aid	13%	\$ 5,001,000	13%	\$ 4,796,450	\$ (204,550) a	-4.1%
Property Taxes						
2. Current Year Taxes	29%	11,246,000	30%	11,599,013	353,013 b	3.1%
3. Prior Year Taxes	2%	873,000	2%	732,242	(140,758) c	-16.1%
Total Public Resources (1,2,3)	44%	17,120,000	45%	17,127,705	7,705	0.0%
4. Tuition	46%	17,698,000	45%	17,062,243	(635,757) d	-3.6%
5. Fees	5%	2,038,000	5%	1,997,240	(40,760) d	-2.0%
Other Revenue & Transfers-in						
6. Interest / Miscellaneous	0.3%	135,000	0.4%	146,000	11,000 e	8.1%
7. Transfers-in	4%	1,720,000	5%	1,720,000	0 f	0.0%
8. Subtotal	100%	\$38,711,000	100%	\$38,053,188	\$ (657,812)	-1.7%
<b>Expenditures:</b>						
9. Salaries	50%	\$20,181,506	51%	\$20,181,506	-	0.0%
10. Payroll Assessments	26%	10,632,729	27%	10,616,298	-	0.0%
11. Material & Services	16%	6,429,856	14%	5,629,856	(800,000) g	-12.4%
12. Capital Outlay	0%	150,000	0%	150,000	-	0.0%
13. Transfers-out	7%	2,955,683	7%	2,955,683	-	0.0%
14. Subtotal	100%	\$40,349,774	100%	\$39,533,343	\$ (800,000)	-2.0%
15. Underutilization				(914,442)	(914,442) h	
16. Operating Surplus (Deficit)		\$ (1,638,774)		\$ (565,713)	\$ 1,073,061	65.5%
17. Transfers-out: Supplemental		100,000		100,000	0 i	0.0%
18. Surplus (Deficit)		\$ (1,738,774)		\$ (665,713)	\$ 1,073,061	61.7%
19. Ending Balance 06/30				\$ 4,803,868	12%	
20. Required 10% Reserve Requirement				\$ 3,953,334	10%	

**Notes:**

- a CCSF projected at \$395m (\$410m with \$15m held in reserve) for the 2011/13 biennium.
- b Current year imposed property tax growth rate +.6%(budgeted at -1%).
- c Prior Year taxes began with smaller base from prior year.
- d Current year projected credits purchased -2.3% (budgeted +1%)
- e Includes BTOP grant support for Prineville instructional costs.
- f Transfers-in from 12 other funds.
- g Assumes operating contingency of \$800k remains uncommitted.
- h Underutilization (budget savings) projected at 2.5% of operating expenditures net of transfers-out and operating contingency.
- i Supplemental Transfers-out of \$100k for new construction.

# Revenue/Expenditure Forecast

- Identify financial trends early when there is time to plan and make changes
- Required by Board policy and accreditation standards
- Recommended by bond rating companies
  - *COCC's current S&P rating AA-*

# 2013/14 Key Assumptions

- CCSF appropriation of \$428m for 2013/15 biennium
  - \$395m current biennium funding level (\$410m reduced \$15m)
- Current year property tax growth rate: +2.0%
  - 2012/13 current year actual of +.6%
- Property tax collection rate: 93%
- Prior year property tax growth rate: +4%
- In-district per credit tuition increase: +\$5
- Other residency tuition categories increase: +5%
- Enrollment increase: +0% for all residency categories
  - (-2.3% current year projected)
- Fees include +\$.50/credit hour increase for technology fees
- Increase in staff positions: +3%
- Salary increase: +2%
- Increase in health insurance: +6%
- Increase in PERS rate: +5% for 2013/15 biennium
- Interfund Transfers-in of \$1.74m

# Future Key Assumptions

- Current year property tax growth rates: +2% for 2014/15, +3% for 2015/17 biennium.
- Property tax collection rates: 93% for 2014/15, 93% for 2015/17 biennium.
- Prior year property tax growth rates: +4% for all future years.
- Increases for per credit in-district tuition: +\$5 for 2014/15, +\$4 for 2015/17 biennium.
- Increase for other residency tuition categories: +5% for 2014/15, +4% 2015/17 biennium.
- Enrollment increases: +0% all future years
- Increase in staff positions: +1% for all future years
- Salary increases: +2% for all future years
- Increase in health insurance: +6% for all future years
- Increase in PERS rate: +5% for 2015/17 biennium.
- Includes new facilities costs of +\$74k beginning 2014/15 for new technology building.

# Future Key Assumptions (continued)

- Interfund Transfers-in:
  - 2014/15                      \$1.76m
  - 2015/16                      \$1.76m
  - 2016/17                      \$1.77m
- State Aid increasing +3% for 2015/17 biennium.

# General Fund Revenue/Expenditure Forecast

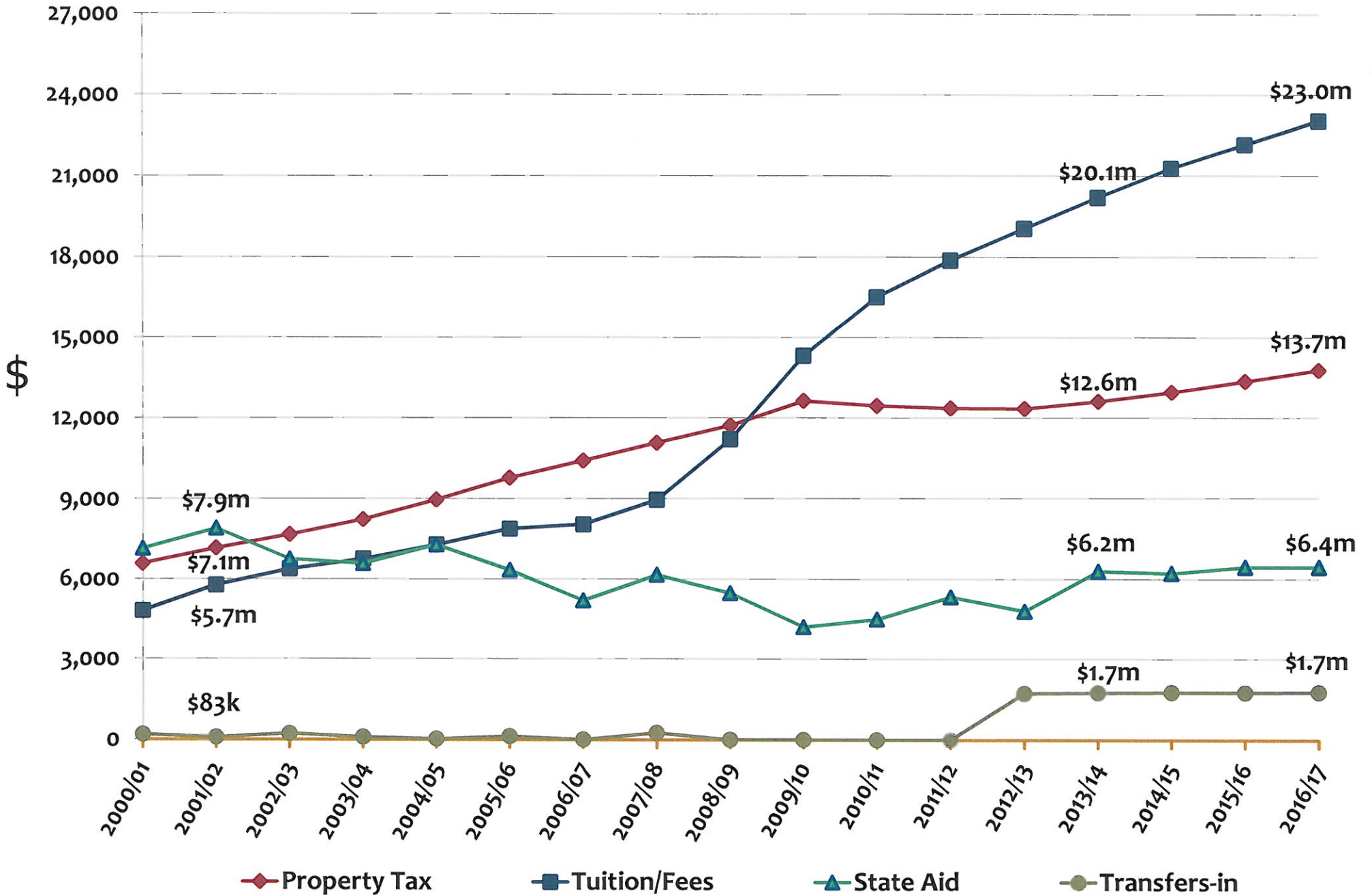
Exhibit: 5

Proposed 2013-14 Budget

In Thousands ( 000's)

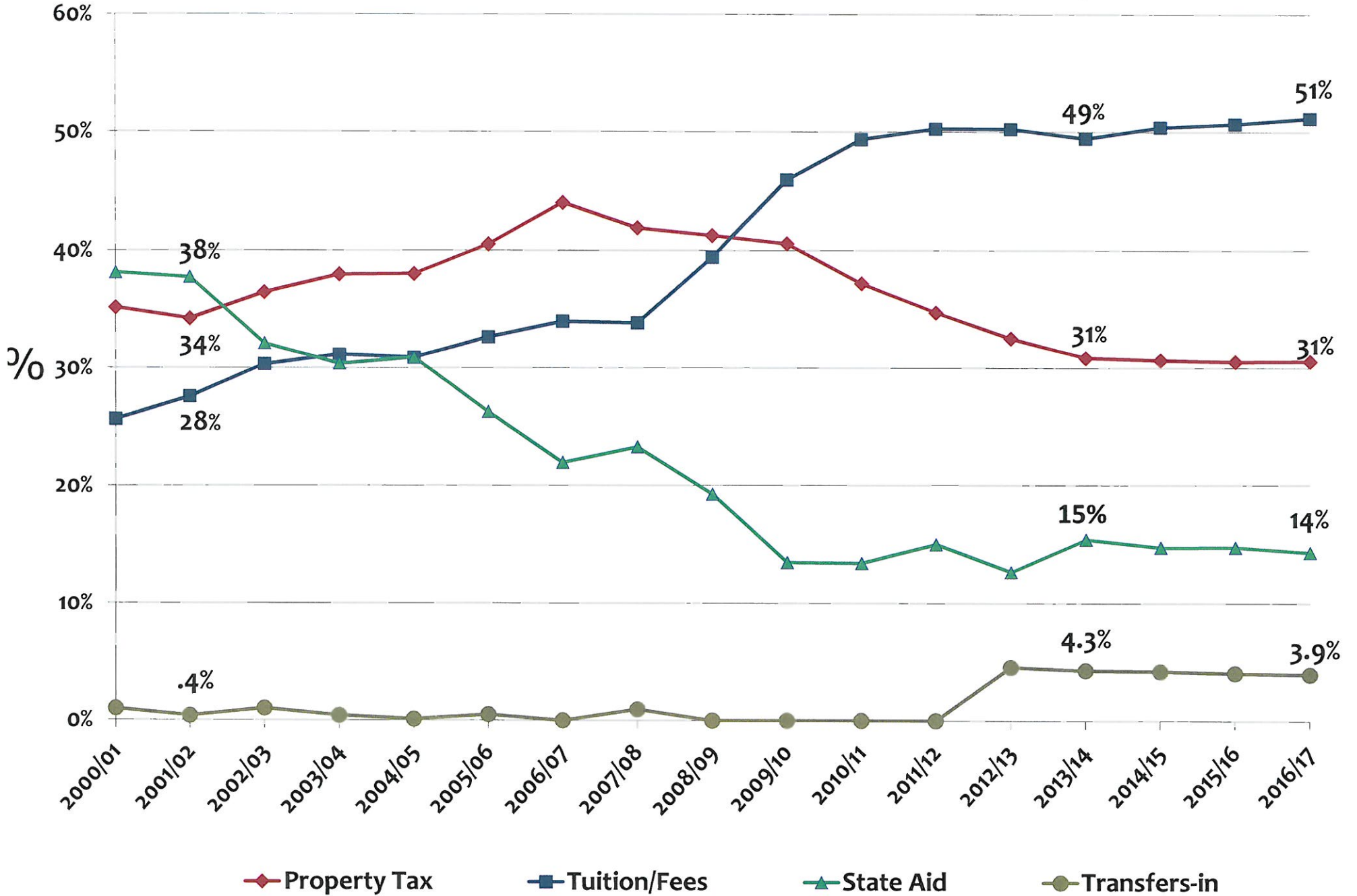
	2009/11 BIENNIUM		2011/13 BIENNIUM		2013/15 BIENNIUM		2015/17 BIENNIUM	
	Actual 2009/10	Actual 2010/11	Actual 2011/12	Projected 2012/13	Projected 2013/14	Projected 2014/15	Projected 2015/16	Projected 2016/17
<b>Revenue and Support:</b>								
1. State Aid:	\$ 4,204	\$ 4,493	\$ 5,333	\$ 4,796	\$ 6,291	\$ 6,217	\$ 6,442	\$ 6,442
Property Taxes								
2. Current Year Taxes	11,838	11,695	11,651	11,599	11,895	12,133	12,497	12,872
3. Prior Year Taxes	805	765	714	732	762	792	824	857
4. Total Public Resources (1,2,3)	16,847	16,953	17,698	17,128	18,948	19,142	19,762	20,170
5. Tuition	13,151	15,141	16,243	17,062	18,151	19,168	19,989	20,815
6. Fees	1,165	1,382	1,636	1,997	2,090	2,153	2,218	2,284
Other Revenue & Transfers-in								
7. Interest / Miscellaneous	47	74	129	146	75	75	80	80
8. Transfers-in	0	0	0	1,720	1,745	1,765	1,760	1,770
9. Subtotal	\$ 31,210	\$ 33,550	\$ 35,706	\$ 38,053	\$ 41,009	\$ 42,303	\$ 43,809	\$ 45,120
<b>Expenditures:</b>								
10. Salaries	\$ 15,486	\$ 17,090	\$ 18,208	\$ 20,182	\$ 20,808	\$ 21,377	\$ 21,956	\$ 22,546
11. Payroll Assessments	6,545	7,383	9,120	10,616	12,122	12,834	14,394	15,084
12. Materials & Services	3,821	4,234	4,567	5,630	5,962	6,129	6,273	6,421
13. Capital Outlay	377	560	558	150	150	150	150	150
14. Transfers-out: Operating	2,385	2,781	2,860	2,956	2,910	2,831	2,762	2,776
15. Subtotal	\$ 28,614	\$ 32,048	\$ 35,313	\$ 39,533	\$ 41,952	\$ 43,322	\$ 45,535	\$ 46,976
16. Underutilization				(914)	(976)	(1,012)	(1,069)	(1,105)
17. Operating Surplus (Deficit)	\$ 2,596	\$ 1,502	\$ 393	\$ (566)	\$ 33	\$ (6)	\$ (657)	\$ (751)
18. Transfers-out: Supplemental	2,000	1,000	375	100				
19. Surplus (Deficit)	\$ 596	\$ 502	\$ 18	\$ (666)	\$ 33	\$ (6)	\$ (657)	\$ (751)
20. Ending Balance 06/30				\$ 4,804	\$ 4,837	\$ 4,831	\$ 4,174	\$ 3,423
21. Reserve Requirement (10%)				\$ 3,953	\$ 4,195	\$ 4,332	\$ 4,553	\$ 4,698

# Revenue History (000's)

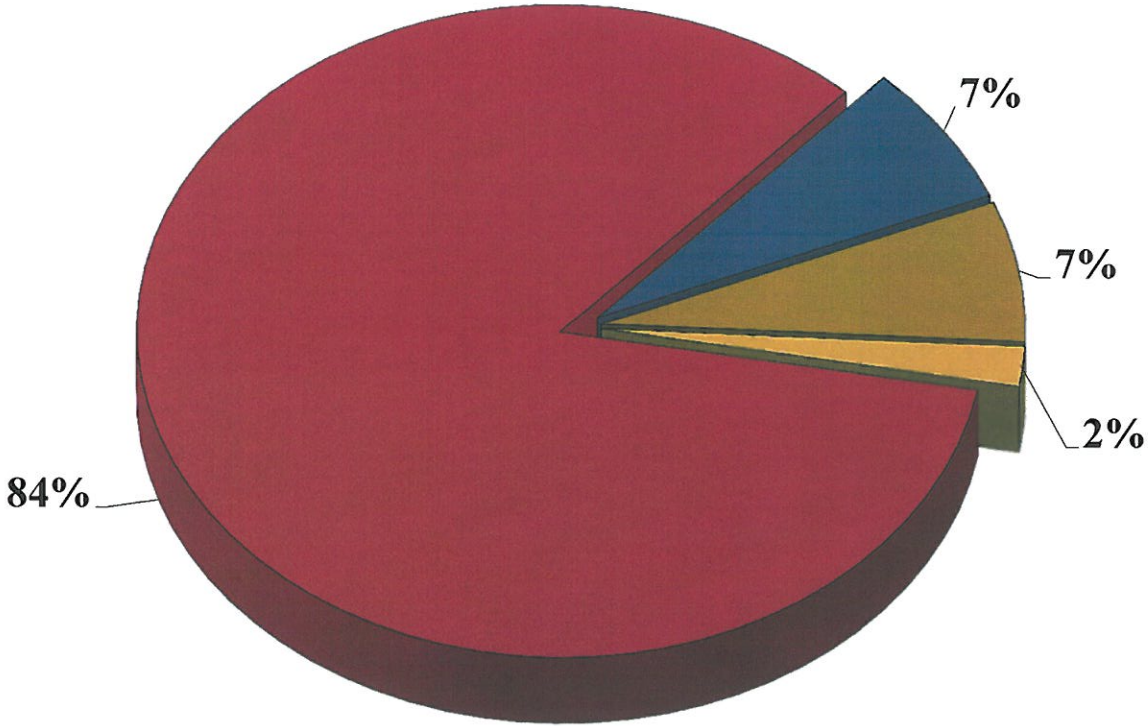




# Revenue History (% of Budget)

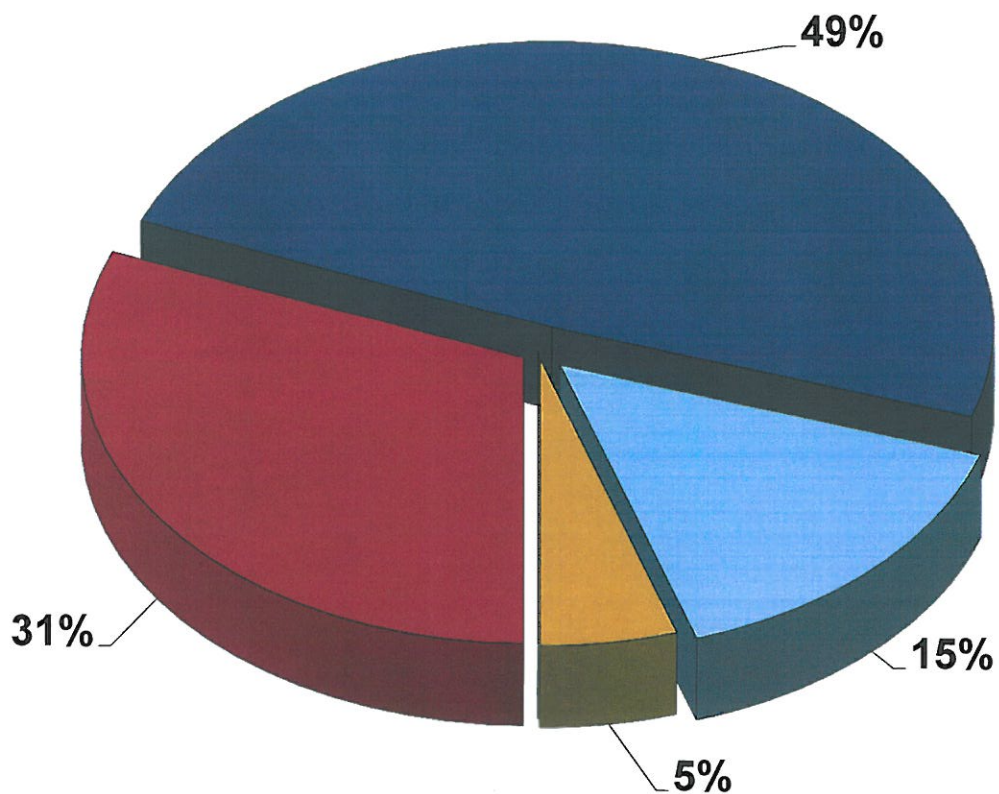


# Property Taxes By County 2012/13



■ Deschutes   ■ Crook   ■ Jefferson   ■ Klamath, Lake & Wasco

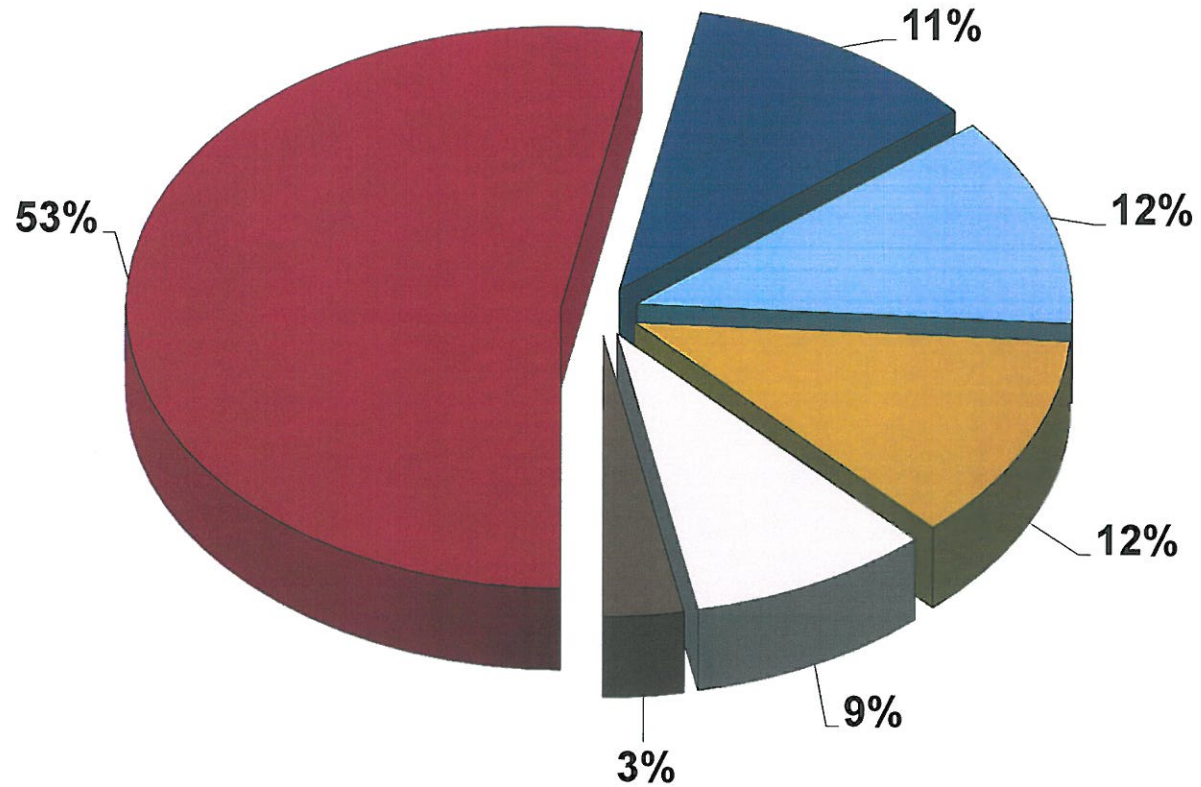
# Revenue by Type - 2013/14



■ Property Taxes  
■ State Aid

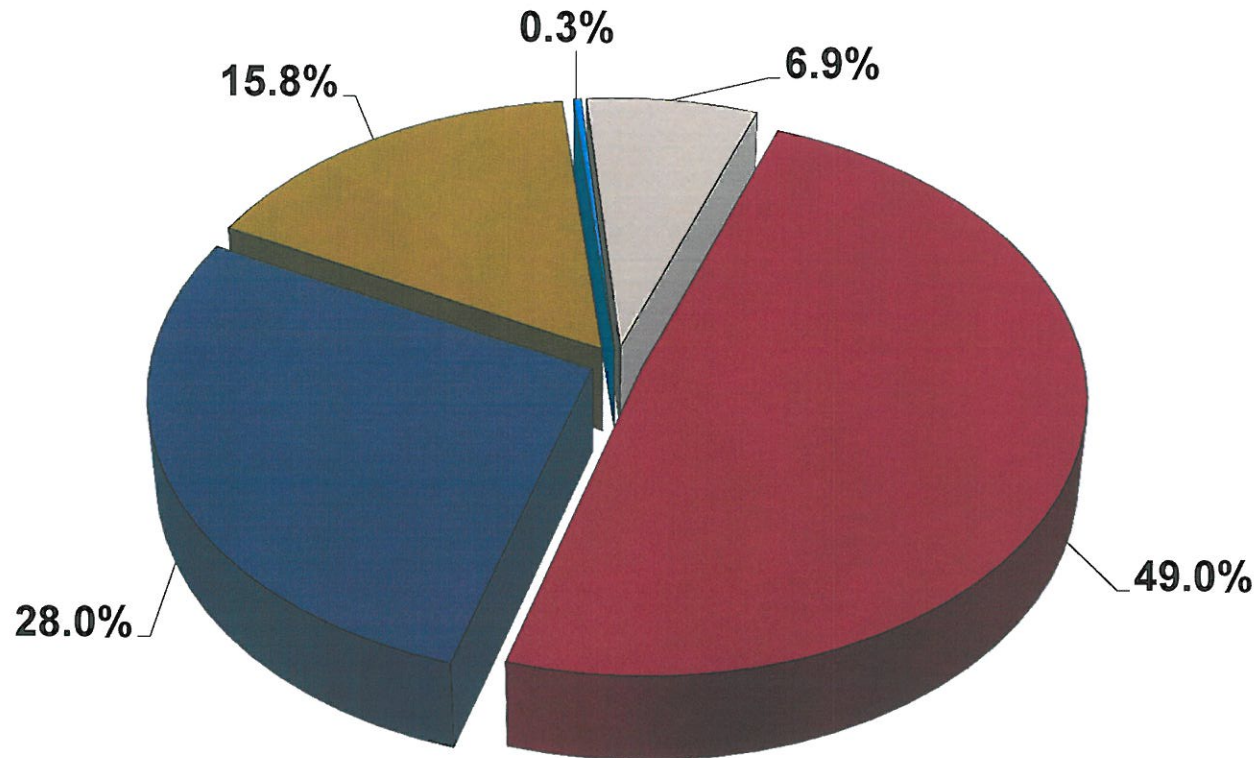
■ Tuition & Fees  
■ Transfers-In & Miscellaneous

# Expenditures by Function - 2013/14



- Instruction/Instructional Support
- Student Services
- College Support Services
- Plant Operations
- Information Technology
- Misc.

# Expenditures by Category- 2013/14



- Salaries
- Payroll Assessments
- Materials & Services
- Capital Outlay
- Transfers-out

# General Fund Summary

General Fund Budget: (Expenditures by Function)	CURRENT	PROPOSED	\$ Change	% Change
	FY 2012/13	FY 2013/14		
Instruction	\$ 18,486,216	\$ 19,596,161	\$ 1,109,945	6.0%
Instructional Support	3,074,120	3,163,162	89,042	2.9%
Student Services	4,242,007	4,611,697	369,690	8.7%
College Support Services	4,855,519	5,064,274	208,755	4.3%
Campus Services	5,017,818	5,167,824	150,006	3.0%
Information Technology Services	3,701,090	4,072,519	371,429	10.0%
Contingency & Financial Aid	1,073,004	1,076,507	3,503	0.3%
<b>Total General Fund Expenditures</b>	<b>\$ 40,449,774</b>	<b>\$ 42,752,144</b>	<b>\$ 2,302,370</b>	<b>5.7%</b>

General Fund Budget: (Expenditures by Category)	CURRENT	PROPOSED	\$ Change	% Change
	FY 2012/13	FY 2013/14		
Salaries	\$ 20,151,506	\$ 20,808,114	\$ 656,608	3.3%
Payroll Assessments	10,622,729	12,122,084	1,499,355	14.1%
Materials & Services	6,432,833	6,761,580	328,747	5.1%
Capital Outlay	187,023	150,000	(37,023)	-19.8%
Transfers-out	3,055,683	2,910,366	(145,317)	-4.8%
<b>Total General Fund Expenditures</b>	<b>\$ 40,449,774</b>	<b>\$ 42,752,144</b>	<b>\$ 2,302,370</b>	<b>5.7%</b>

**General Fund - Resources**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
<b><u>RESOURCES</u></b>						
<b>Property Taxes</b>						
Current Year	\$ 11,694,978	\$ 11,651,164	\$ 11,246,000	\$ 11,870,000		
Prior Year	765,143	713,604	873,000	787,000		
<b>Tuition and Fees</b>	16,527,767	17,884,283	19,736,000	20,241,000		
<b>State and Federal Sources</b>						
State Aid for Operations	4,495,668	5,333,271	5,001,000	6,291,000		
Federal Grants	16,359	103,777	86,000			
<b>Other Sources</b>						
Interest Income	2,782	1,758	3,000	5,000		
Miscellaneous Income	47,158	18,155	46,000	70,000		
<b>Transfers from Other Funds</b>						
Interfund Transfers- In			1,720,000	1,745,000		
Total	\$ 33,549,855	\$ 35,706,012	\$ 38,711,000	\$ 41,009,000	\$ -	\$ -
Beginning Fund Balance	\$ 4,949,258	\$ 5,451,851	\$ 4,900,000	\$ 5,000,000		
<b>TOTAL RESOURCES</b>	<b>\$ 38,499,113</b>	<b>\$ 41,157,863</b>	<b>\$ 43,611,000</b>	<b>\$ 46,009,000</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund - Expenditures by Function

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
<b>Instruction</b>						
Humanities Office	\$ 50,618	\$ 56,188	\$ 60,786	\$ 64,069		
Writing/Literature	1,429,918	1,610,679	1,763,657	1,848,350		
Foreign Languages	361,043	318,680	381,771	454,724		
Speech	293,704	390,065	432,239	456,180		
Social Science Office	58,103	65,285	66,988	73,036		
Music	272,824	301,326	316,281	329,770		
Art	467,116	454,272	507,971	535,989		
Theatre Arts	43,365	49,567	48,933	51,806		
Fine Arts and Communication Office	66,076	68,728	78,255	82,277		
Business Administration	540,744	559,107	618,262	644,809		
Culinary Program	278,894	35,000				
Business Administration Office	49,350	53,530	55,844	59,545		
Hospitality, Tourism & Recreation	7,610	7,375	5,845	6,690		
Journalism	7,261	5,472	8,187	8,328		
World Languages and Cultures Office			17,100	19,383		
Philosophy	5,720	11,732	12,591	16,762		
Addiction Studies	86,082	99,154	115,272	121,484		
Anthropology	121,883	155,606	151,652	164,909		
Criminal Justice	117,368	145,164	108,883	130,624		
Economics	111,945	118,879	124,717	133,946		
Education	120,494	132,639	139,114	227,068		
Geography	78,440	104,397	121,651	112,920		
History	254,147	176,664	237,145	251,459		
Human Development	123,886	113,180	190,650	220,947		
Political Science	13,459	22,656	19,924	26,620		
Psychology	297,594	410,686	419,587	395,710		
Sociology	228,083	174,866	189,387	203,395		
Oregon Leadership Institute	46,470	57,806	65,224	68,636		
Adult Basic Education	573,101	594,644	570,294	581,600		
Regional Svcs. & R.C. Operations	958,904	650,890	670,003	593,514		
Regional Svcs. & M.C. Operations	1,076	122,853	152,962	175,296		
Regional Svcs. & P.C. Operations	16,624	64,778	86,308	175,016		



**General Fund - Expenditures by Function**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
Engineering & Engr. Tech.	\$ 3,300	\$ 626	\$ 5,631	\$ 92,433		
Science Office	68,488	72,400	78,037	80,883		
Mathematics	1,478,275	1,528,270	1,703,687	1,778,771		
Biological Science	823,288	869,289	1,016,513	1,197,393		
Chemistry	290,054	308,037	388,012	416,671		
Physics	171,260	196,289	232,653	146,415		
Geology	106,005	112,583	120,255	129,228		
Nursing	802,829	842,833	941,120	985,803		
Health & Human Performance Office	102,452	131,807	152,144	158,271		
Health & Human Performance	716,458	861,882	845,858	982,453		
Math Office	53,850	57,723	59,790	65,767		
Allied Health	19,440	70,747	105,810	69,104		
Computer and Information Systems	896,182	958,353	1,026,948	1,092,179		
Licensed Massage Therapy	240,925	212,551	221,594	230,434		
Emergency Medical Services	341,083	373,341	425,792	377,673		
Dental Assisting	199,670	224,704	228,254	248,064		
Medical Assisting	70,005	77,750	119,728	119,781		
Dietary Management	26,974	8,510	12,744	12,977		
Allied Health Office	49,711	19,495	13,776	13,970		
Pharmacy Technician	33,441	30,513	29,856	34,447		
Veterinary Technician Program			112,930	124,969		
CIS Office		39,644	59,689	52,757		
Nursing Office	47,643	51,772	55,940	62,366		
HHP: Health Classes			53,405	28,553		
HHP: Recreation (O.R.L.T.)	183,013	151,983	169,856	179,993		
Ponderosa Office	56,054	62,377	62,661	66,139		
Forestry Technology	400,034	438,349	428,136	426,578		
Automotive	326,818	334,841	356,142	373,713		
Office Administration		449	3,398			
Health Information Technology	226,625	242,623	342,706	273,103		
Manufacturing Processes	291,330	326,211	349,919	418,062		
Apprenticeship	11,368	9,543	20,410	10,007		
Wildland Fire Management	56,828	65,836	71,820	73,708		

**General Fund - Expenditures by Function**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
Structural Fire Science	\$ 77,162	\$ 67,019	\$ 101,904	\$ 146,422		
Geographical Information Systems	124,920	142,398	148,262	155,249		
Aviation Program	173,997	176,493	225,106	244,335		
Military Science			1,200	1,200		
Regional Credit Instruction-Madras		87,684	61,054	71,968		
Regional Credit Instruction-Prineville		90,273	49,175	54,623		
Regional Credit Instruction-Redmond	360,105	456,013	288,325	303,122		
Library Skills	72,799	67,234	58,493	61,715		
<b>Total Instruction</b>	<b>\$ 15,984,288</b>	<b>\$ 16,900,313</b>	<b>\$ 18,486,216</b>	<b>\$ 19,596,161</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Instructional Support</b>						
Office of VP of Instruction	\$ 831,216	\$ 566,741	\$ 717,764	\$ 548,300		
Library	882,576	1,044,199	1,084,978	1,140,451		
Catalog and Class Schedule	32,499	44,335	28,618	28,618		
Commencement & Convocation	30,087	27,196	21,840	21,867		
Tutoring and Testing	381,862	486,905	472,291	488,974		
Plan/Eval/Accreditation	5,000	5,000	5,000	5,000		
Academic Computing Support	170,395	190,617	203,477	313,690		
Instructional Deans	360,780	436,840	540,152	616,262		
<b>Total Instructional Support</b>	<b>\$ 2,694,415</b>	<b>\$ 2,801,833</b>	<b>\$ 3,074,120</b>	<b>\$ 3,163,162</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Expenditures by Function**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
<b>Student Services</b>						
Admissions	\$ 265,663	\$ 274,097	\$ 319,769	\$ 1,064,985		
Counseling Center	70,170	66,605	69,862	72,862		
Student Life	256,942	272,716	303,597	350,101		
Financial Aid	514,997	607,222	662,391	691,865		
Career Services and Job Placement	98,799	101,612	110,823	120,184		
Student Outreach & Contact	159,551	119,928	195,313	271,385		
Registrar	486,927	494,328	680,082			
Multicultural Activities	103,163	114,689	148,945	188,266		
Intramurals	112,546					
Club Sports	83,730	219,166	216,834	226,498		
Enrollment Cashiering	58,626	64,191	68,630	74,904		
Disability Services	176,492	224,828	223,379	238,040		
Office Dean of Student & Enrollment Svcs	487,751	382,960	523,029	432,057		
Advising	470,250	628,469	623,670	666,073		
Placement Testing			95,683	96,898		
Student Retention				117,579		
<b>Total Student Services</b>	<b>\$ 3,345,607</b>	<b>\$ 3,570,811</b>	<b>\$ 4,242,007</b>	<b>\$ 4,611,697</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Expenditures by Function**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
<b>College Support Services</b>						
Governing Board	\$ 69,078	\$ 78,300	\$ 88,157	\$ 90,518		
President's Office	308,734	336,165	335,882	353,973		
Fiscal Services	529,192	586,162	605,595	644,451		
Campus Safety and Security	434,408	457,854	555,558	590,632		
Human Resources	375,921	449,551	476,750	525,295		
Mail Services	197,515	208,871	251,663	262,876		
College Relations	486,141	554,154	630,792	661,589		
Chief Financial Officer	358,186	392,187	408,032	487,956		
Legal, Audit and Professional Svcs	85,271	74,534	85,000	65,000		
Elections	15,679		18,600	25,000		
General Institutional Support	733,012	938,657	515,406	446,000		
Liability and Other Insurance	173,618	207,062	222,000	225,000		
Institutional Effectiveness	141,227	181,364	294,897	301,562		
Vice President for Administration	326,618	339,135	361,874	378,609		
Organizational Development	3,110	5,276	5,313	5,813		
<b>Total College Support Services</b>	<b>\$ 4,237,710</b>	<b>\$ 4,809,272</b>	<b>\$ 4,855,519</b>	<b>\$ 5,064,274</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Campus Services</b>						
Custodial Services	\$ 877,879	\$ 911,947	\$ 1,165,773	\$ 1,230,362		
Utilities	721,695	840,500	1,093,007	1,063,007		
Fire & Boiler Insurance	78,320	74,138	109,125	115,446		
Maintenance of Grounds	256,039	328,207	311,536	372,465		
Maintenance of Buildings	584,073	613,596	741,947	795,336		
Plant Additions	755,606	743,767	775,305	688,811		
Plant Administration	191,789	184,659	283,883	299,302		
Redmond Campus Infrastructure	337,135	276,417	387,288	390,928		
Campus Shuttle	66,199	91,279	102,854	112,114		
Madras Campus Infrastructure		43,498	35,000	47,000		
Prineville Campus Infrastructure		49,730	12,100	53,053		
<b>Total Campus Services</b>	<b>\$ 3,868,735</b>	<b>\$ 4,157,738</b>	<b>\$ 5,017,818</b>	<b>\$ 5,167,824</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Expenditures by Function**

	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 ACTUAL Amounts	Fiscal Year 2012-13 CURRENT Budget	Fiscal Year 2013-14 PROPOSED Budget	Fiscal Year 2013-14 APPROVED Budget	Fiscal Year 2013-14 ADOPTED Budget
<b>Information Technology</b>						
Information Technology Services	\$ 1,076,380	\$ 1,318,842	\$ 1,529,028	\$ 1,483,350		
Management Information Systems	529,979	600,080	630,312	668,023		
User Services	518,645	537,466	606,230	780,638		
Enterprise Computing Services	177,818	208,274	264,730	425,871		
Network/Telecom & Media Services	402,455	492,105	579,308	554,881		
Web Development	1,345	83,144	91,482	95,081		
Regional IT Services - Prineville				64,675		
<b>Total Information Technology</b>	<b>\$ 2,706,622</b>	<b>\$ 3,239,911</b>	<b>\$ 3,701,090</b>	<b>\$ 4,072,519</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Financial Aid</b>						
Financial Aid Transactions	\$ 209,885	\$ 208,404	\$ 273,004	\$ 276,507		
<b>Total Financial Aid</b>	<b>\$ 209,885</b>	<b>\$ 208,404</b>	<b>\$ 273,004</b>	<b>\$ 276,507</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingency</b>						
Contingency	\$ -	\$ -	\$ 800,000	\$ 800,000		
<b>Total Contingency</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Requirements</b>	<b>\$ 33,047,262</b>	<b>\$ 35,688,282</b>	<b>\$ 40,449,774</b>	<b>\$ 42,752,144</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>	<b>\$ 5,451,851</b>	<b>\$ 5,469,581</b>	<b>\$ 3,161,226</b>	<b>\$ 3,256,856</b>		
<b>Total Requirements</b>	<b>\$ 38,499,113</b>	<b>\$ 41,157,863</b>	<b>\$ 43,611,000</b>	<b>\$ 46,009,000</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund - Expenditures by Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
<b>Instruction</b>							
Humanities Office	1.1	\$ 60,315	\$ 3,754	\$	\$	\$	\$ 64,069
Writing/Literature	20.4	1,825,839	22,511				1,848,350
Foreign Languages	5.0	440,845	13,879				454,724
Speech	4.6	452,150	4,030				456,180
Social Science Office	1.2	67,196	5,840				73,036
Music	4.0	306,202	23,568				329,770
Art	7.5	507,906	28,083				535,989
Theatre Arts	0.4	51,069	737				51,806
Fine Arts and Communication Office	1.2	75,036	7,241				82,277
Business Administration	7.3	624,116	20,693				644,809
Business Administration Office	1.0	57,087	2,458				59,545
Hospitality, Tourism & Recreation	0.1	4,856	1,834				6,690
Journalism	0.1	7,149	1,179				8,328
World Languages and Cultures Office	0.8	16,883	2,500				19,383
Philosophy	0.3	16,234	528				16,762
Addiction Studies	1.6	118,538	2,946				121,484
Anthropology	2.0	163,519	1,390				164,909
Criminal Justice	1.6	128,633	1,991				130,624
Economics	1.1	132,264	1,682				133,946
Education	2.8	222,662	4,406				227,068
Geography	1.6	110,928	1,992				112,920
History	2.7	249,325	2,134				251,459
Human Development	2.9	201,165	19,782				220,947
Political Science	0.5	25,920	700				26,620
Psychology	4.6	382,682	13,028				395,710
Sociology	2.4	201,497	1,898				203,395
Oregon Leadership Institute	0.5	51,467	17,169				68,636
Adult Basic Education					581,600		581,600
Regional Svcs. & R.C. Operations	3.7	300,457	19,152		273,905		593,514
Regional Svcs. & M.C. Operations	2.6	165,796	9,500				175,296
Regional Svcs. & P.C. Operations	1.0	103,816	71,200				175,016
Engineering & Engr. Tech.	1.0	90,075	2,358				92,433

**General Fund - Expenditures by Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
Science Office	1.0	\$ 68,617	\$ 12,266	\$	\$	\$	\$ 80,883
Mathematics	21.6	1,753,938	24,833				1,778,771
Biological Science	12.9	1,136,466	60,927				1,197,393
Chemistry	4.7	404,569	12,102				416,671
Physics	1.4	138,074	8,341				146,415
Geology	1.1	122,640	6,588				129,228
Nursing	12.7	939,753	46,050				985,803
Health & Human Performance Office	3.3	150,232	8,039				158,271
Health & Human Performance	10.6	911,157	71,296				982,453
Math Office	1.0	64,740	1,027				65,767
Allied Health	1.8	67,807	1,297				69,104
Computer and Information Systems	11.9	1,050,757	41,422				1,092,179
Licensed Massage Therapy	4.2	216,361	14,073				230,434
Emergency Medical Services	5.6	268,233	109,440				377,673
Dental Assisting	2.9	229,980	18,084				248,064
Medical Assisting	1.8	105,948	13,833				119,781
Dietary Management	0.2	11,897	1,080				12,977
Allied Health Office	0.4	9,914	4,056				13,970
Pharmacy Technician	0.5	21,202	13,245				34,447
Veterinary Technician Program	1.7	96,637	28,332				124,969
CIS Office	1.0	52,257	500				52,757
Nursing Office	1.2	60,735	1,631				62,366
HHP: Health Classes	0.5	28,553					28,553
HHP: Recreation (O.R.L.T.)	2.2	175,884	4,109				179,993
Ponderosa Office	1.0	62,088	4,051				66,139
Forestry Technology	4.4	373,512	53,066				426,578
Automotive	5.1	354,211	19,502				373,713
Office Administration							
Health Information Technology	3.3	255,981	17,122				273,103
Manufacturing Processes	5.1	365,898	52,164				418,062
Apprenticeship	0.2	9,442	565				10,007
Wildland Fire Management	1.1	59,418	14,290				73,708
Structural Fire Science	1.7	124,810	21,612				146,422

**General Fund - Expenditures by Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
Geographical Information Systems	1.4	\$ 146,151	\$ 9,098	\$	\$	\$	\$ 155,249
Aviation Program	3.2	232,396	11,939				244,335
Military Science	1.0		1,200				1,200
Regional Credit Instruction-Madras	0.8	64,568	7,400				71,968
Regional Credit Instruction-Prineville	5.0	52,223	2,400				54,623
Regional Credit Instruction-Redmond	0.5	288,836	14,286				303,122
Library Skills		60,923	792				61,715
<b>Total Instruction</b>	<b>227.6</b>	<b>\$ 17,698,435</b>	<b>\$ 1,042,221</b>	<b>\$ -</b>	<b>\$ 855,505</b>	<b>\$ -</b>	<b>\$ 19,596,161</b>
<b>Instructional Support</b>							
Office of VP of Instruction	3.6	\$ 328,459	\$ 22,841	\$	\$ 197,000	\$	\$ 548,300
Library	13.2	911,435	129,016	100,000			1,140,451
Catalog and Class Schedule			28,618				28,618
Commencement & Convocation	0.1	1,358	20,509				21,867
Tutoring and Testing	14.4	483,598	5,376				488,974
Plan/Eval/Accreditation					5,000		5,000
Academic Computing Support	2.9	245,774	67,916				313,690
Instructional Deans	5.7	591,055	25,207				616,262
<b>Total Instructional Support</b>	<b>39.9</b>	<b>\$ 2,561,679</b>	<b>\$ 299,483</b>	<b>\$ 100,000</b>	<b>\$ 202,000</b>	<b>\$ -</b>	<b>\$ 3,163,162</b>



**General Fund - Expenditures by Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
<b>Student Services</b>							
Admissions	14.8	\$ 999,628	\$ 65,357	\$	\$	\$	\$ 1,064,985
Counseling Center		-	72,862				72,862
Student Life	4.3	291,571	48,945		9,585		350,101
Financial Aid	9.3	662,926	28,939				691,865
Career Services and Job Placement	1.5	107,508	12,676				120,184
Student Outreach & Contact	2.2	139,941	131,444				271,385
Registrar							
Multicultural Activities	2.0	150,020	38,246				188,266
Club Sports	2.7	136,353	90,145				226,498
Enrollment Cashiering	1.1	70,986	3,918				74,904
Disability Services	3.8	219,663	18,377				238,040
Office Dean of Student & Enroll Svc	4.7	399,074	32,983				432,057
Advising	8.3	624,438	41,635				666,073
Placement Testing	1.2	63,798	33,100				96,898
Student Retention	1.1	100,479	17,100				117,579
<b>Total Student Services</b>	<b>57.0</b>	<b>\$ 3,966,385</b>	<b>\$ 635,727</b>	<b>\$ -</b>	<b>\$ 9,585</b>	<b>\$ -</b>	<b>\$ 4,611,697</b>

**General Fund - Expenditures by Category**

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
<b>College Support Services</b>							
Governing Board	0.5	\$ 42,084	\$ 48,434	\$	\$	\$	\$ 90,518
President's Office	1.6	329,398	24,575				353,973
Fiscal Services	6.8	628,151	16,300				644,451
Campus Public Safety	6.8	438,137	152,495				590,632
Human Resources	5.1	418,150	107,145				525,295
Mail Services	1.3	79,176	183,700				262,876
College Relations	6.9	537,387	124,202				661,589
Chief Financial Officer	4.6	465,182	22,774				487,956
Legal, Audit and Professional Svcs			65,000				65,000
Elections			25,000				25,000
General Institutional Support		220,000	120,000	50,000	56,000		446,000
Liability and Other Insurance			75,000		150,000		225,000
Institutional Effectiveness	3.6	265,683	35,879				301,562
Vice President for Administration	2.0	279,423	43,596		55,590		378,609
Organizational Development			5,813				5,813
<b>Total College Support Services</b>	<b>39.2</b>	<b>\$ 3,702,771</b>	<b>\$ 1,049,913</b>	<b>\$ 50,000</b>	<b>\$ 261,590</b>	<b>\$ -</b>	<b>\$ 5,064,274</b>
<b>Campus Services</b>							
Custodial Services	20.0	\$ 1,142,005	\$ 88,357	\$	\$	\$	\$ 1,230,362
Utilities			998,007		65,000		1,063,007
Fire & Boiler Insurance			115,446				115,446
Maintenance of Grounds	4.5	252,803	119,662				372,465
Maintenance of Buildings	8.0	546,516	248,820				795,336
Plant Additions					688,811		688,811
Plant Administration	3.1	264,642	34,660				299,302
Redmond Campus Infrastructure	3.3	191,482	118,838		80,608		390,928
Campus Shuttle	2.3	97,919	14,195				112,114
Madras Campus Infrastructure			47,000				47,000
Prineville Campus Infrastructure			53,053				53,053
<b>Total Campus Services</b>	<b>41.2</b>	<b>\$ 2,495,367</b>	<b>\$ 1,838,038</b>	<b>\$ -</b>	<b>\$ 834,419</b>	<b>\$ -</b>	<b>\$ 5,167,824</b>

## General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2013-2014 PROPOSED Budget
<b>Information Technology</b>							
Information Technology Services	3.0	\$ 310,317	\$ 649,376	\$ -	\$ 523,657	\$ -	\$ 1,483,350
Management Information Systems	6.2	634,036	33,987	-	-	-	668,023
User Services	12.6	705,934	74,704	-	-	-	780,638
Enterprise Computing Services	4.3	405,646	20,225	-	-	-	425,871
Network/Telecom & Media Services	4.8	357,547	197,334	-	-	-	554,881
Web Development	1.0	92,081	3,000	-	-	-	95,081
Regional IT Services - Prineville			64,675	-	-	-	64,675
<b>Total Information Technology</b>	<b>31.9</b>	<b>\$ 2,505,561</b>	<b>\$ 1,043,301</b>	<b>\$ -</b>	<b>\$ 523,657</b>	<b>\$ -</b>	<b>\$ 4,072,519</b>
<b>Financial Aid</b>							
Financial Aid Transactions		\$ -	\$ 52,897	\$ -	\$ 223,610	\$ -	\$ 276,507
<b>Total Financial Aid</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 52,897</b>	<b>\$ -</b>	<b>\$ 223,610</b>	<b>\$ -</b>	<b>\$ 276,507</b>
<b>Contingency</b>							
Contingency		\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
<b>Total Contingency</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>
<b>Total General Fund Expenses</b>	<b>436.8</b>	<b>\$ 32,930,198</b>	<b>\$ 5,961,580</b>	<b>\$ 150,000</b>	<b>\$ 2,910,366</b>	<b>\$ 800,000</b>	<b>\$ 42,752,144</b>

Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13  
Time: 08:43

General Fund Summary (by object classification)

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	1,992,454	2,063,334	2,115,396	2,285,191	0	0
51101 Other Taxable Compensation	29,720	34,365	23,620	24,340	0	0
51102 Taxable Mileage Allowance	13,541	32,389	35,399	41,999	0	0
51200 Administrative Salaries P/T	32,183	38,055	34,142	35,692	0	0
51300 Faculty Salaries F/T	6,230,321	6,427,093	6,872,269	7,047,125	0	0
51400 Faculty Salaries P/T	1,889,782	1,983,546	2,443,757	2,421,717	0	0
51410 Adjunct Faculty	938,966	1,025,055	1,011,490	956,263	0	0
51500 Classified Salaries F/T	2,632,002	2,761,810	3,161,325	3,390,278	0	0
51600 Classified Salaries P/T	338,190	352,733	474,828	435,130	0	0
51700 Irregular Wages	758,460	910,215	991,851	987,802	0	0
51700 Irregular Wages	0	0	0	64,275	0	0
51900 Prof. Non-Managerial - F/T	2,040,031	2,324,835	2,696,639	2,810,507	0	0
51910 Prof. Non-Managerial - P/T	194,602	254,517	290,790	307,795	0	0
52000 Payroll Assessments	7,382,902	9,120,803	10,622,729	12,122,084	0	0
61000 Materials and Supplies	1,074,347	1,049,296	1,206,390	1,329,648	0	0
62000 Outside and Contract Services	1,866,495	1,967,269	3,066,455	3,215,680	0	0
63000 Utilities	790,347	966,218	1,251,201	1,253,701	0	0
64100 Administrative Travel	113,120	131,794	191,267	210,096	0	0
64200 Professional Travel/Develop.	101,763	135,834	202,777	215,010	0	0
64300 Student Field Experience	52,457	74,493	115,047	119,047	0	0
65000 Repair and Replacement	84,713	99,294	120,037	145,122	0	0
66000 Insurance Expense	141,385	130,247	226,762	220,379	0	0
67000 Items for Resale	0	5,881	0	0	0	0
69000 Financial Aid	8,885	6,488	52,897	52,897	0	0
71000 Purchased Capital	456,272	453,437	87,023	50,000	0	0
74000 Library Capital	103,944	104,659	100,000	100,000	0	0
82000 Transfers Out	3,780,571	3,234,623	3,055,683	2,910,366	0	0
	33,047,453	35,688,283	40,449,774	42,752,144	0	0
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Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13

Time: 08:43

## Instructional Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	238,309	184,622	146,273	209,609	0	0
51101 Other Taxable Compensation	0	720	0	0	0	0
51102 Taxable Mileage Allowance	13,541	32,284	35,399	41,999	0	0
51200 Administrative Salaries P/T	0	4,907	0	0	0	0
51300 Faculty Salaries F/T	6,120,838	6,314,580	6,756,380	6,929,408	0	0
51400 Faculty Salaries P/T	1,821,638	1,886,518	2,179,504	2,265,455	0	0
51410 Adjunct Faculty	930,004	1,010,877	963,643	956,263	0	0
51500 Classified Salaries F/T	495,265	522,834	553,370	551,155	0	0
51600 Classified Salaries P/T	51,213	52,190	93,706	70,102	0	0
51700 Irregular Wages	267,408	271,081	388,283	421,803	0	0
51900 Prof. Non-Managerial - F/T	100,577	70,298	141,062	157,618	0	0
51910 Prof. Non-Managerial - P/T	51,923	53,322	55,948	68,876	0	0
52000 Payroll Assessments	3,893,454	4,686,992	5,312,433	6,026,147	0	0
61000 Materials and Supplies	441,878	375,074	462,222	540,892	0	0
62000 Outside and Contract Services	176,917	212,760	212,490	298,182	0	0
64100 Administrative Travel	26,480	49,941	67,884	67,634	0	0
64200 Professional Travel/Develop.	31,845	38,998	64,330	65,823	0	0
64300 Student Field Experience	40,537	49,200	58,997	62,997	0	0
65000 Repair and Replacement	0	56	0	0	0	0
66000 Insurance Expense	2,520	3,445	27,193	6,693	0	0
71000 Purchased Capital	0	34,761	31,598	0	0	0
82000 Transfers Out	1,280,167	1,044,851	935,501	855,505	0	0
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	15,984,514	16,900,311	18,486,216	19,596,161	0	0
	=====	=====	=====	=====	=====	=====

Instructional Support Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	416,154	446,996	463,584	541,199	0	0
51101 Other Taxable Compensation	2,720	2,720	2,000	2,000	0	0
51300 Faculty Salaries F/T	109,483	112,513	115,889	117,717	0	0
51400 Faculty Salaries P/T	41,204	71,808	233,194	120,382	0	0
51410 Adjunct Faculty	8,962	14,178	47,847	0	0	0
51500 Classified Salaries F/T	190,365	207,357	224,324	251,333	0	0
51600 Classified Salaries P/T	69,359	82,778	81,754	78,042	0	0
51700 Irregular Wages	300,970	339,998	299,849	307,105	0	0
51900 Prof. Non-Managerial - F/T	169,293	211,726	257,597	275,253	0	0
51910 Prof. Non-Managerial - P/T	0	17,026	37,697	17,888	0	0
52000 Payroll Assessments	493,057	701,193	728,464	850,760	0	0
61000 Materials and Supplies	76,273	99,265	60,356	69,431	0	0
62000 Outside and Contract Services	181,081	161,190	187,663	201,175	0	0
64100 Administrative Travel	8,462	7,191	13,193	13,193	0	0
64200 Professional Travel/Develop.	9,694	11,370	15,684	15,684	0	0
71000 Purchased Capital	11,395	7,863	3,025	0	0	0
74000 Library Capital	103,944	104,659	100,000	100,000	0	0
82000 Transfers Out	502,000	202,000	202,000	202,000	0	0
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	2,694,416	2,801,831	3,074,120	3,163,162	0	0
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Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13  
Time: 08:43

Student Services Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	368,387	415,182	427,638	436,727	0	0
51101 Other Taxable Compensation	1,150	2,065	1,000	1,000	0	0
51102 Taxable Mileage Allowance	0	105	0	0	0	0
51200 Administrative Salaries P/T	32,183	33,148	34,142	35,692	0	0
51400 Faculty Salaries P/T	26,940	25,220	31,059	35,880	0	0
51500 Classified Salaries F/T	582,737	624,751	651,498	708,184	0	0
51600 Classified Salaries P/T	75,744	58,829	76,266	50,404	0	0
51700 Irregular Wages	61,869	114,083	120,663	125,476	0	0
51900 Prof. Non-Managerial - F/T	550,385	577,606	700,257	738,132	0	0
51910 Prof. Non-Managerial - P/T	111,684	173,907	197,145	221,031	0	0
52000 Payroll Assessments	884,734	1,108,617	1,403,277	1,613,859	0	0
61000 Materials and Supplies	132,265	118,338	104,520	112,620	0	0
62000 Outside and Contract Services	238,094	219,507	312,724	326,324	0	0
63000 Utilities	0	151	0	0	0	0
64100 Administrative Travel	37,747	29,157	58,652	77,202	0	0
64200 Professional Travel/Develop.	26,769	30,479	47,229	50,229	0	0
64300 Student Field Experience	11,787	25,135	56,050	56,050	0	0
66000 Insurance Expense	0	0	10,302	13,302	0	0
69000 Financial Aid	0	2,204	0	0	0	0
71000 Purchased Capital	2,409	4,454	0	0	0	0
82000 Transfers Out	200,685	7,874	9,585	9,585	0	0
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	3,345,569	3,570,812	4,242,007	4,611,697	0	0
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Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13  
Time: 08:43

College Support Services Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	810,729	851,193	907,600	921,949	0	0
51101 Other Taxable Compensation	22,190	22,440	20,620	21,340	0	0
51500 Classified Salaries F/T	308,249	353,902	422,357	515,871	0	0
51600 Classified Salaries P/T	97,316	109,502	111,932	87,056	0	0
51700 Irregular Wages	30,251	59,984	43,458	36,303	0	0
51900 Prof. Non-Managerial - F/T	454,934	537,785	543,891	556,412	0	0
51910 Prof. Non-Managerial - P/T	30,995	10,262	0	0	0	0
52000 Payroll Assessments	968,580	1,254,099	1,392,086	1,563,840	0	0
61000 Materials and Supplies	174,306	184,830	253,070	258,608	0	0
62000 Outside and Contract Services	624,247	580,257	703,151	636,551	0	0
64100 Administrative Travel	33,816	38,769	39,464	39,993	0	0
64200 Professional Travel/Develop.	15,073	16,979	27,421	29,061	0	0
64300 Student Field Experience	133	0	0	0	0	0
65000 Repair and Replacement	7,365	10,020	10,215	10,300	0	0
66000 Insurance Expense	53,730	44,325	72,354	75,400	0	0
67000 Items for Resale	0	123	0	0	0	0
71000 Purchased Capital	389,797	398,804	52,400	50,000	0	0
82000 Transfers Out	216,000	336,000	255,500	261,590	0	0
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	4,237,711	4,809,274	4,855,519	5,064,274	0	0
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Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13  
Time: 08:43

Plant Operations & Maint. Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	74,071	76,293	78,582	80,154	0	0
51101 Other Taxable Compensation	1,110	1,740	0	0	0	0
51500 Classified Salaries F/T	741,924	734,897	939,168	983,058	0	0
51600 Classified Salaries P/T	44,558	49,434	111,170	121,776	0	0
51700 Irregular Wages	15,477	23,572	30,212	32,816	0	0
51900 Prof. Non-Managerial - F/T	99,491	94,416	151,931	145,794	0	0
52000 Payroll Assessments	638,305	685,700	988,434	1,131,769	0	0
61000 Materials and Supplies	214,261	222,917	274,064	284,764	0	0
62000 Outside and Contract Services	284,227	382,709	265,192	279,638	0	0
63000 Utilities	704,879	870,355	1,105,003	1,087,503	0	0
64100 Administrative Travel	4,135	244	1,910	1,910	0	0
64200 Professional Travel/Develop.	470	160	3,613	9,713	0	0
65000 Repair and Replacement	27,226	41,202	33,605	51,105	0	0
66000 Insurance Expense	84,278	81,754	115,334	123,405	0	0
67000 Items for Resale	0	538	0	0	0	0
71000 Purchased Capital	0	5,351	0	0	0	0
82000 Transfers Out	934,324	886,455	919,600	834,419	0	0
	3,868,736	4,157,737	5,017,818	5,167,824	0	0

Central Oregon Community College  
2013-14 Budget

Date: 07-MAR-13  
Time: 08:43

Information Technology Svcs Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
51100 Administrative Salaries F/T	84,804	89,048	91,719	95,553	0	0
51101 Other Taxable Compensation	2,550	4,680	0	0	0	0
51500 Classified Salaries F/T	313,462	318,069	370,608	380,677	0	0
51600 Classified Salaries P/T	0	0	0	27,750	0	0
51700 Irregular Wages	82,485	101,497	109,386	64,299	0	0
51700 Irregular Wages	0	0	0	64,275	0	0
51900 Prof. Non-Managerial - F/T	665,351	833,004	901,901	937,298	0	0
52000 Payroll Assessments	504,772	684,202	798,035	935,709	0	0
61000 Materials and Supplies	35,364	48,872	52,158	63,333	0	0
62000 Outside and Contract Services	361,929	410,846	585,235	673,810	0	0
63000 Utilities	85,468	95,712	146,198	166,198	0	0
64100 Administrative Travel	2,480	6,492	10,164	10,164	0	0
64200 Professional Travel/Develop.	17,912	37,848	44,500	44,500	0	0
64300 Student Field Experience	0	158	0	0	0	0
65000 Repair and Replacement	50,122	48,016	76,217	83,717	0	0
66000 Insurance Expense	857	723	1,579	1,579	0	0
67000 Items for Resale	0	5,220	0	0	0	0
71000 Purchased Capital	52,671	2,204	0	0	0	0
82000 Transfers Out	446,395	553,323	513,390	523,657	0	0
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	2,706,622	3,239,914	3,701,090	4,072,519	0	0
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Central Oregon Community College  
 2013-14 Budget

Date: 07-MAR-13  
 Time: 08:43

Misc. General Fund Activity Summary

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
62000 Outside and Contract Services	0	0	800,000	800,000	0	0
69000 Financial Aid	8,885	4,284	52,897	52,897	0	0
82000 Transfers Out	201,000	204,120	220,107	223,610	0	0
	209,885	208,404	1,073,004	1,076,507	0	0
	=====	=====	=====	=====	=====	=====

**Summary of General Fund Transfers  
2013/14 Budget**

Interfund Transfers-in			
Programs/Funds	2013/14 Budget	2012/13 Budget	Purpose of Transfer
Summer Term Program/Auxiliary Fund	\$965,000	\$965,000	<i>Instructional support.</i>
PERS Reserve/Reserve Fund	300,000	300,000	<i>Support for staff costs</i>
Outreach Centers/Auxiliary Fund	75,000	50,000	<i>Support for Prineville &amp; Madras Campuses.</i>
Allied Health Lab Fees/Auxiliary Fund	7,500	7,500	<i>Instructional support.</i>
College Now/Auxiliary Fund	40,000	40,000	<i>Support for student services</i>
College Activities/Auxiliary Fund	35,000	35,000	<i>Support for student services</i>
Aviation/Auxiliary Fund	80,000	80,000	<i>Instructional support.</i>
Partnership Collaborations/Auxiliary Fund	150,000	150,000	<i>Support for facilities.</i>
Facility Fees/Auxiliary Fund	2,500	2,500	<i>Support for facilities.</i>
Bookstore/Enterprise Fund	50,000	50,000	<i>Support for facilities.</i>
BDC Program Activities/Auxiliary Fund	20,000	20,000	<i>Instructional support.</i>
Contracted Credit Classes/Auxiliary Fund	20,000	20,000	<i>Instructional support.</i>
<b>Total General Fund Transfers-in</b>	<b><u>\$1,745,000</u></b>	<b><u>\$1,720,000</u></b>	

Interfund Transfers-out			
Department/Function	2013/14 Budget	2012/13 Budget	Purpose of Transfer
Instruction	\$855,505	\$935,500	<i>Support for community learning and adult basic education programs, and ABE staff development.</i>
Instructional Support	202,000	202,000	<i>Faculty professional development, sabbatical, and accreditation.</i>
Student Life	9,585	9,585	<i>Student Honors and bus passes.</i>
Institutional Support	261,590	255,500	<i>Classified and administrative development, innovation and unemployment benefits.</i>
Campus Services	834,419	919,600	<i>Debt Service payments, new construction &amp; campus renovation, and repairs &amp; maintenance.</i>
Information Technology Services	523,657	513,390	<i>Computer Lifecycle, IT Server, and Infrastructure.</i>
Financial Aid	223,610	220,108	<i>Financial aid match and honors scholarships.</i>
<b>Total General Fund Transfers-out</b>	<b><u>\$2,910,366</u></b>	<b><u>\$3,055,683</u></b>	

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Issue**

2013-14 Tuition and Fee Rates

**B. Discussion/History**

For 2012-13, COCC has the third lowest combined in-district tuition and fee rate of all Oregon community colleges. Early information indicates that with COCC's proposed \$5 per credit tuition increase and the \$.50 per credit technology fee increase, COCC's combined in-district tuition and fees for 2013-14 would exceed that of only one other Oregon community colleges.

COCC held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09). In 2009-10, the College increased in-district tuition by \$3 per credit followed by a \$4 increase in 2010-11, and a \$6 increase in 2011-12 and 2012-13. COCC's in-district tuition rate is currently \$82 per credit.

In the Summer 2002, COCC implemented a \$2 per credit technology fee that was assessed to all student (maximum of 10 credits per quarter). Since 2002, the student technology fee remained unchanged until it was increase by \$1 per credit in 2011-12 and the maximum credits per quarter increased to 15 credits. For 2012-13, the technology fee increased by \$2 to the current level of \$5 per credit. During this time, the demand for information technology services and total technology costs at COCC have significantly increased.

As directed with the passage of House Bill 2571 in June 2009, the College established a new tuition rate for non-resident veterans. The non-resident veteran rate cannot exceed 50% of the difference between the resident and non-resident rates.

At the October Board Retreat, board members had a general discussion regarding possible 2013-14 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. The 2011-13 board priorities include, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels."

In order to meet COCC's growing student needs, expanded facilities, and make progress towards Board priorities, College staff propose the following tuition and fee rate schedule for 2013-14.

	<u>2012-13</u>	<u>2013-14</u>
In-district	\$ 82/cr.	\$ 87/cr.
Non-resident Veteran	\$ 95/cr.	\$100/cr.
Out-of-district	\$108/cr.	\$113/cr.
Border State	\$108/cr.	\$113/cr.
Out-of-State	\$220/cr.	\$230/cr.
Technology Fee	\$5.00/cr.– up to 15/cr.	\$5.50/cr.–up to 15 cr.

**C. Timing**

In April, the Board will be asked to approve a recommendation to increase tuition and fee rates, as the 2013-14 academic year begins with summer term, and registration starts at the end of April.

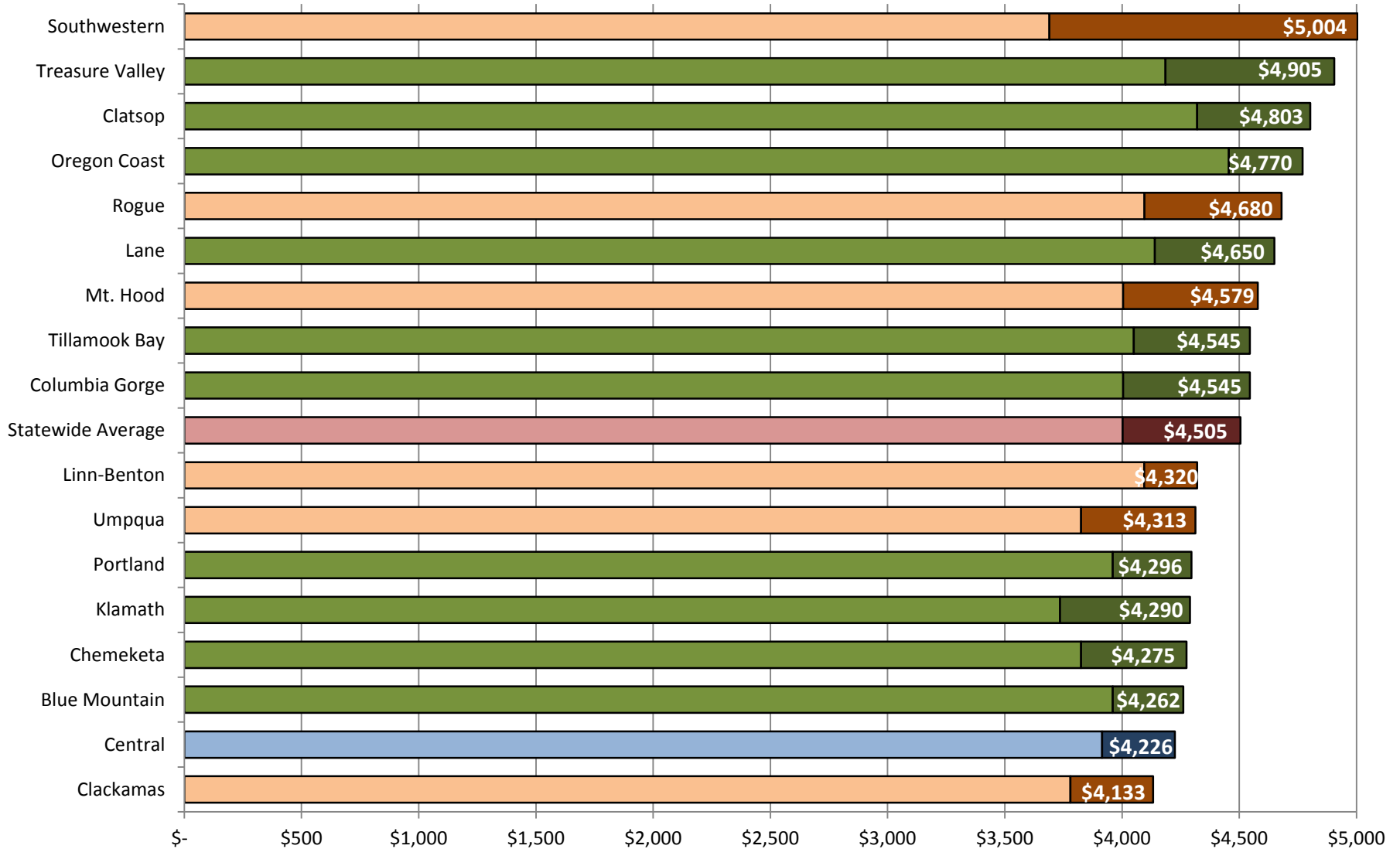
In addition, the 2013-14 College Catalog identifies the tuition and fee rates, and the printing deadline is mid-April.

**D. Budget Impact**

Tuition and fee revenues are a major component of the College's resources as they comprises approximately 50% of the College's total general fund revenues for the 2012-13 and 2013-14 budgets. The College anticipates that the \$5 per credit increase for in-district tuition and the 5% increase in other tuition rates will generate approximately \$1,010,000. The \$.50 per credit technology fee increase is projected to bring in approximately \$105,000 in additional fee revenues.

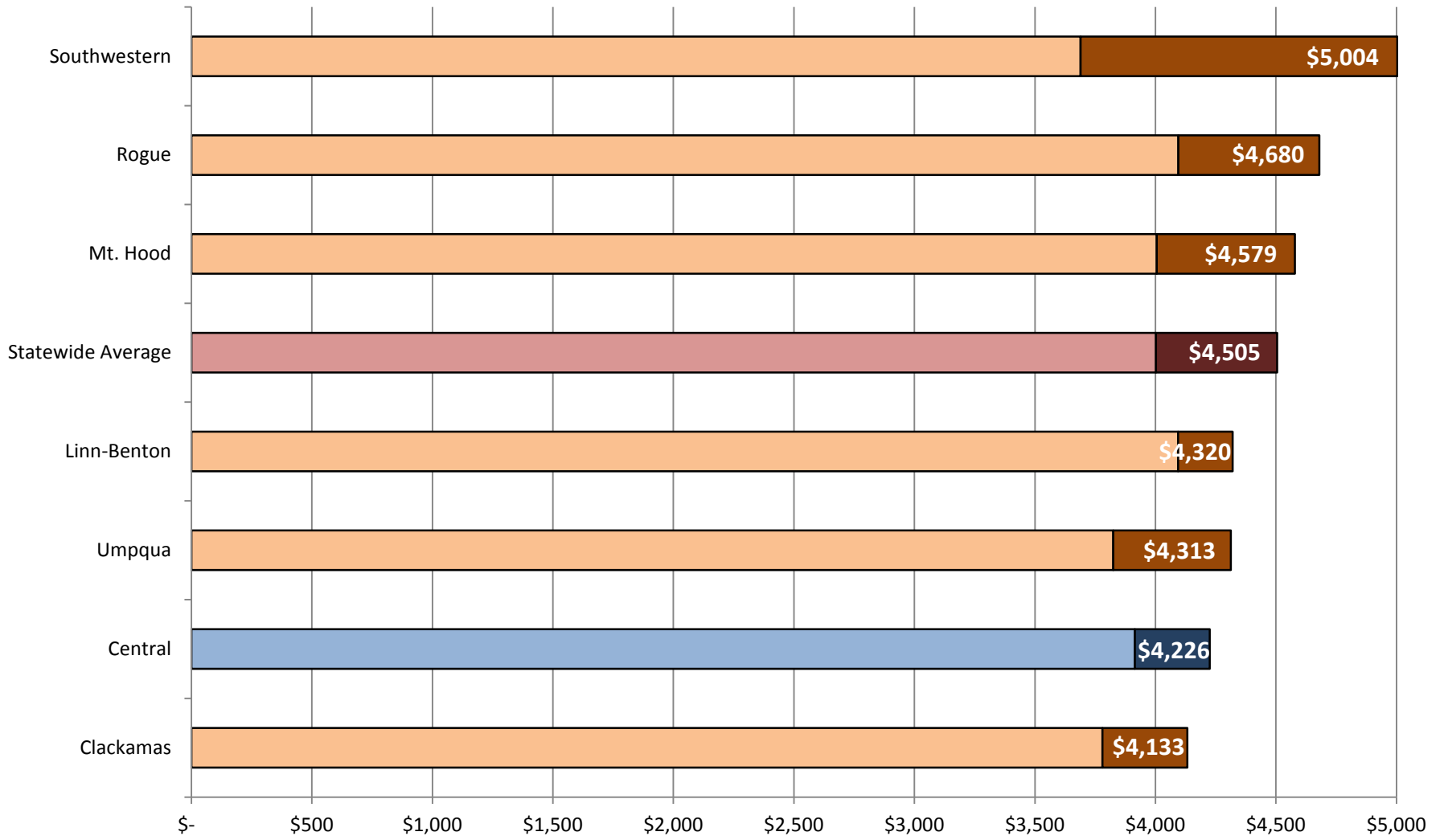
The increased tuition and fee revenues in the 2013-14 budget provides funding for continued service levels and the additional services included in the 2013-14 budget. These additional services include increased educational opportunities, instructional staff, student and support services, information technology services and costs, and facility operating costs.

**Oregon Community College  
Projected Annual 2013-14 In-District Tuition and Fees  
Updated March 1, 2013**



Note: Light color is tuition and dark color is mandatory fees.

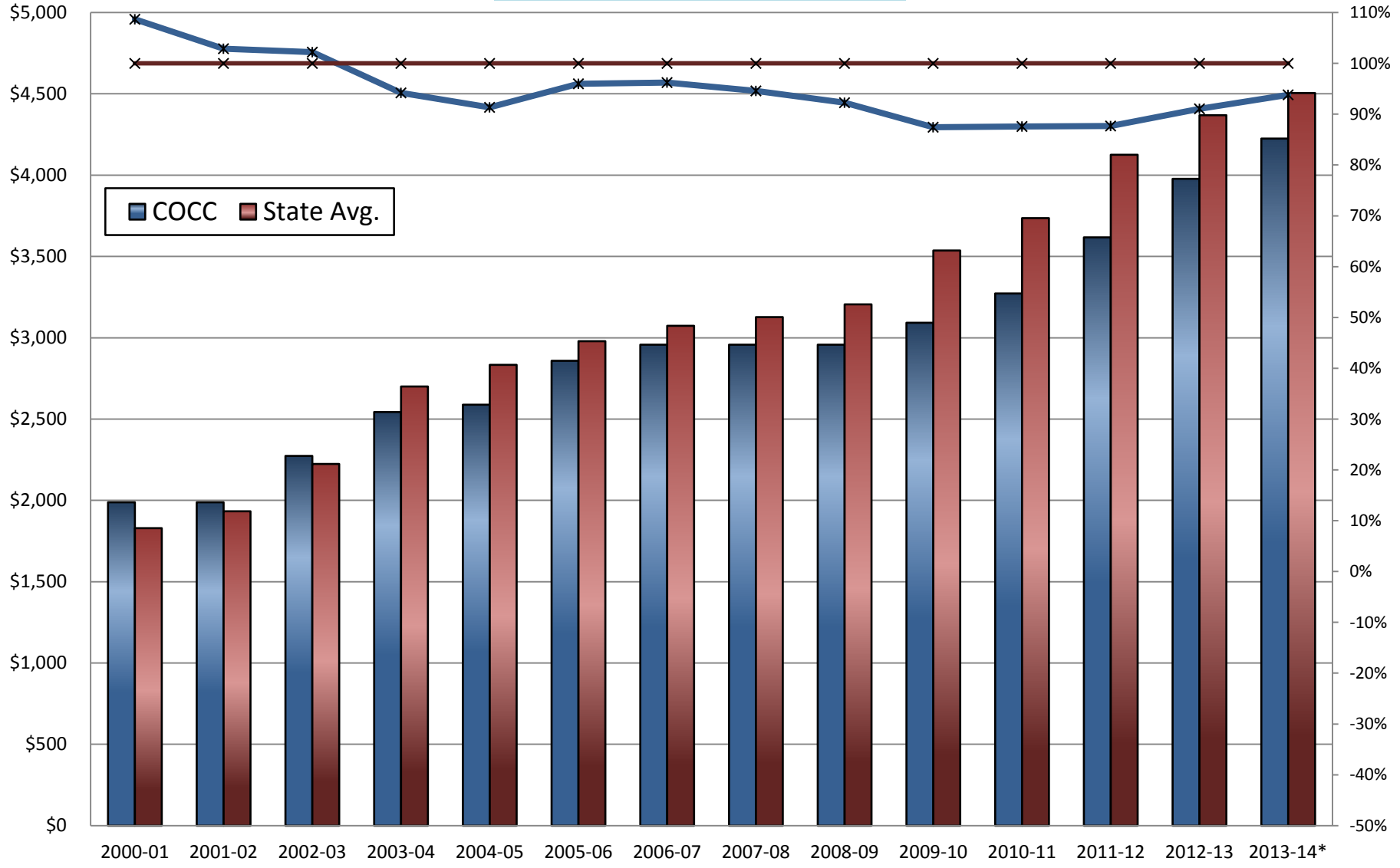
**Comparable Oregon Community Colleges  
Projected Annual 2013-14 In-District Tuition and Fees  
Updated March 1, 2013**



Note: Light color is tuition and dark color is mandatory fees.



**Comparison of COCC and State Average  
Total In-District Tuition and Fees  
2000-01 through 2013-14**



\* 2013-14 are projected amounts.

**Central Oregon Community College  
2013-14 Budget Calendar**

- DEC 7th General Fund current service level budget roll-up.
- DEC 10th General Fund budgets distributed using established budget parameters.
- JAN 9th Financial Forecast presented to Board of Directors and Budget Committee. Discussion of 2013-14 key budget assumptions and issues.
- JAN 28th General Fund budgets due to Fiscal Services Department.
- FEB 8th Fax to the Bulletin: First Notice of Budget Committee Meeting.
- FEB 11th General Fund budgets returned to Department for review.
- FEB 15th Publish first Notice of Budget Committee Meeting.
- FEB 25th General Fund budget revisions due to Fiscal Services Department.
- MAR 1st Non-General Fund budgets due to Fiscal Services Department.
- MAR 1st Fax to the Bulletin: Second Notice of Budget Committee Meeting.
- MAR 5th Publish second Notice of Budget Committee Meeting.
- MAR 11th Non-General Fund budgets returned to Department for review.
- MAR 13th Budget Committee Meeting .** Updated Financial Forecast presentation with initial budget message and discussion.
- MAR 13th Budget Committee work sessions as scheduled.
- MAR 18th Non-General Fund budget revisions due to Fiscal Services Department.
- APR 10th Budget Committee Meeting .** Continue budget review and discussion.
- MAY 8th Budget Committee Meeting .** Continue budget review and discussion. Consider approval of budget.
- MAY 28th Fax to the Bulletin: Notice of Budget Hearing (including summaries).
- MAY 31st Publish Notice of Budget Hearing (including summaries)
- JUN 12th **Budget Hearing .** Adopt budget, levy taxes, and make appropriations.

December 2012						
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23	24	25	26	27	28	29
30	31					

January 2013						
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27	28	29	30	31		

February 2013						
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March 2013						
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April 2013						
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28	29	30				

May 2013						
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June 2013						
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23	24	25	26	27	28	29
30						



**CENTRAL OREGON  
COMMUNITY COLLEGE**  
Board of Directors' Meeting – AGENDA  
Wednesday, March 13, 2013 – 7:30 PM  
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:30 pm	I. <b>Call to Order</b>			Reeder
7:31 pm	II. <b>Introduction of Guests</b>			
	A. Faculty Recognition of Promotions and Tenure			Middleton <sup>P</sup>
	1. Tenure Recognition			FF/VPI <sup>P</sup>
7:40 pm	III. <b>Agenda Changes</b>			
7:41 pm	IV. <b>Public Hearing and Testimony</b>			
	A.			
7:45 pm	V. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular – February 13, 2013	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (Feb. 2013)	5.b1	X	Buckles <sup>A</sup>
	2. Approval of Contract (Liccardo)	5.b2	X	Buckles <sup>A</sup>
	C. Promotions (Faculty)	5.c	X	Metcalfe <sup>A</sup>
	D. Tenure (Faculty)	5.d	X	Metcalfe <sup>A</sup>
	E.			
7:50 pm	VI. <b>Information Items</b>			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Construction Projects -Update	6.b		McCoy <sup>A</sup>
	C. Tuition & Fees	6.c		Kimball <sup>P</sup>
	D. Legislative-Update			Middleton <sup>P</sup>
	E. Outcomes Based Funding-Update			Middleton <sup>P</sup>
	F. Regional Achievement Compact			Middleton <sup>P</sup>
8:10 pm	VII. <b>Old Business</b>			
	A. Technology Education Center	7.a*	X	McCoy <sup>P</sup>
	B. Strategic Planning – Update			McCoy <sup>P</sup>
	C. Housing- CM/GC	7.c*	X	McCoy <sup>P</sup>
8:25 pm	VIII. <b>New Business</b>			
	A.			
8:30 pm	IX. <b>Board of Directors' Operations</b>			
	A. Board Member Activities			
8:40 pm	X. <b>President's Report</b>			
	A. Updates			
	1.			

8:45 pm XI. **Dates**

1. Wednesday, April 10, 2013 – Budget & Board of Directors Meetings  
6pm/7pm (Christiansen Board Room/Boyle Education Center Bldg.)
2. Friday, May 17, 2013 – Faculty Convocation @ 5:00pm  
Location: Health Careers Center Bldg. & Elevation @ the  
Cascade Culinary Institute

8:55 pm XII. **Adjourn**

\* Material to be distributed at the meeting (as necessary). \*\* **Times** listed on the agenda are approximate to assist the Chair of the Board. \*\*\* Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. **P** = indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, February 13, 2013 – 6:00 PM  
Christensen Board Room, Boyle Education Center

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**PRESENT:** Donald Reeder, Laura Craska Cooper, David Ford, Charley Miller, Anthony Dorsch, Bruce Abernethy, Steve Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant.

**INTRODUCTION OF GUESTS:** Lester Friedman and Joe Krenowicz-Budget Committee Members, Shirley Metcalf, Matt McCoy, Alicia Moore, Kevin Kimball, Eric Buckles, Michael Fisher, David Dona, Kathy M Smith-Faculty Forum President, Ron Paradis, Joe Viola, Dan Cecchini, Lisa Bloyer, Jenni Newby, Jerry Schulz, Karen Roth, Evelia Sandoval, -The Bulletin and others.

**AGENDA CHANGES:** Additions: Consent Agenda: Exhibit-5.e; Information Items: Exhibit-F; Old Business: Exhibit-7.b

**PUBLIC HEARING AND TESTIMONY:**

**All Oregon Community College Academic Team:**

Ms. Alicia Moore-Dean of Student and Enrollment Services announced the two students who have been selected as members of the 2013 COCC All-Academic Team and will be honored at a luncheon in Salem, hosted by Governor Kitzhaber.

**Julia Neuhaus** - GPA 3.6; Member of the Dean's List at COCC (2010 – 2012); Nominee for the Ray Haertel Memorial Scholarship (2010). Julia is currently working towards a degree in biology, with an emphasis on chemistry.

**Casey Husk** – GPA 3.7; Keynote speaker at the 2012 COCC Faculty Convocation; Dean's List during tenure at COCC. After serving in the United State Marine Corps; Casey's goal is to one day practice medicine internationally - for the past two years Casey has taken small groups of students to urban Ecuador where they get two months of hands on medical experience, culture, and Spanish language immersion. Currently, Casey is in his first term at OSU and is working with the University on establishing a medical exchange program as an OSU-sponsored program.

**CONSENT AGENDA:**

**Ms. Laura Craska-Cooper moved to approve the Consent Agenda (Exhibit: 5). Mr. Bruce Abernethy seconded. MCU. Approved. M02/13:1**

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of January 9, 2013 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the January 2013 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' were apprised of the Sabbaticals for faculty members Ralph Phillips and Charles Hutchings (Exhibit 5.c);

BE IT RESOLVED that the Board of Directors' approved authorization for the transfer of budget and an equal amount of appropriation authority as specified in the budget change form for Veterans Waiver – these changes reflect budget adjustments, not increases to the total budget. (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Mike Beaulieu-Campus Services Operations Supervisor and Aaron Boone-IT Systems Administrator (Exhibit: 5.e).

### **INFORMATION ITEMS:**

#### Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the December 2012 Financial Statements.

#### Construction Update – (Exhibit: 6.b)

The Board of Directors' were apprised of the monthly (January 2013) Construction Projects Updates for -

- Information Technology
- Grandview Renovation
- Redmond Building 1 Addition
- Residence Hall
- Technology Education Center
- Veterinary Tech Remodel at HSR.

#### Dept. of Defense – MOU (Exhibit: 6.c)

Ms. Alicia Moore-Dean of Student and Enrollment Services reviewed that active duty military personnel, active duty national guard, and military reserve personnel are eligible for the Department of Defense's (DOD) Military Tuition Assistance (TA) program. The DOD notified institutions that in order for students to continue receiving TA benefits, institutions must sign a MOU, thereby agreeing to various DOD and individual Service branch requirements. The intent of the re-drafted MOU is to provide greater accountability and oversight for disbursement of TA funds. COCC staff supports the intended direction of the MOU and as such, will sign the MOU prior to the March 1 deadline.

#### Services for Latino Students

Ms. Alicia Moore-Dean of Student and Enrollment Services introduced Karen Roth-Director of Multicultural Activities, Evelia Sandoval-Latino Student Program Coordinator and Ron Paradis-Director of College Relations who gave a presentation on programs and services provided throughout the college campuses for Latino students. The presentation included showing the Spanish web pages on the COCC website and a new phone number and email address for communication with Latino students and family members.

Budget Scenarios for the Legislative Session (Exhibit: 6.e & Attachment)

President Middleton reviewed that the OCCA Legislative Summit meeting and subsequent meetings with legislators will be held (February 20-21). To assist the individual legislators in understanding the implications of the various funding levels for community colleges, each community college has outlined the impacts of funding at three levels - \$428M, \$460M and \$510M. COCC's budget scenario summary at the three levels – are listed in the Attachment 6.e.

Affordable Care Act (Handout: 6.f)

Mr. Kevin Kimball-Chief Financial Officer gave a PowerPoint presentation on the Affordable Care Act – he shared the current information the college has received and potential impacts.

**OLD BUSINESS:**

Chapter One – Update (Exhibit: 7.a)

President Middleton reviewed that as part of the new accreditation cycle, the college is required to submit a revised Chapter One within one year of the full accreditation visit which was last Spring 2012. Over the past six-months the Board has been involved in the key elements represented in Chapter One: mission, core themes, goals and general planning framework. Chapter One is due for submission to the Commission by March 1, 2013.

Mr. Bruce Abernethy moved to approve Chapter One for submission to the NWCCU accrediting commission as required. Ms. Laura Craska-Cooper seconded. MCU. Approved. M02/13:2

Zone 7 Board Vacancy: Possible Appointment (Exhibit: 7.b)

Mr. Ron Paradis-Director of College Relations reviewed that long time board member John Overbay resigned from the Board effective February 1. A committee of Board members conducted an open process - advertising in the local newspapers as well as notifying the Chamber of Commerce in La Pine, Sunriver and both northern Lake and Klamath Counties to help select a new member to represent Zone 7 to fill out the term.

Mr. Bruce Abernethy moved to appoint Vikki Ricks to Zone 7 of the COCC Board of Directors, effective February 14 through June 30, 2013. Mr. David Ford seconded. MCU. Approved. M02/13:3

**BOARD OF DIRECTORS' OPERATIONS:**

**Board Member Activities**

Ms. Craska Cooper	Toured Redmond Campus Met with Karin Hilgersom-VP for Instruction Reviewed applications and interviewed candidates for Zone 7 Real Estate Committee Mtg. Met w/President Middleton re: Chapter One Attended Mtg. w/State Treasurer
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**Mr. Ford** Met w/President Middleton and Charley Miller-Board Member  
Attended Economic Forecast Breakfast  
Real Estate Committee Mtg.  
Reviewed applications and interviewed candidates for Zone 7  
Filed for re-election to the Board of Directors for Zone 4

**Mr. Miller** Met w/President Middleton and David Ford-Board Member  
Attended Economic Forecast Breakfast  
Real Estate Committee Mtg.  
Reviewed applications and interviewed candidates for Zone 7

**Mr. Dorsch** Drove to Deschutes County Clerk's Office in Bend and  
filed for re-election to the Board of Directors for Zone 3

**Mr. Abernethy** Attended Adult Ed. Committee Mtg. in La Pine  
Working on Grant for High Desert ESD  
re: Creating a Culture of Higher Education

**Mr. Reeder** Mtg. w/Matt McCoy-VP for Administration in Madras  
Agenda Review Mtg. w/President Middleton  
Spoke w/Bruce Abernethy re: Letter to State concerning COCC property  
Keyes Trust quarterly update  
Culinary Dinner Event on Feb. 6 w/International Guests

## **PRESIDENT'S REPORT:**

### Science Building – Woodworks Award

President Middleton reported that COCC received a National Award for the Science Center building “Best Use of Wood” in new construction. Over 25 submissions were entered in competition for the award – the Award was presented to YGH at the WoodWorks Fair on Feb. 27.

### Status on Capital Projects 2013-2015 Legislative Session

President Middleton reviewed that

- COCC's Academic Center (general purpose classroom) was submitted as COCC's project #3 over six years ago – it had previously been ranked 11 of 16
- In partnership with OSU-Cascades COCC had shifted to a request to retire the debt on Cascades Hall – which
- The Governor requested a re-ranking on all projects based on 40/40/20
- The Governor's funding recommendations drew the funding line at 10 projects.

### OIEB

President Middleton gave testimony at the OIEB meeting at the Oregon State Fairgrounds regarding outcomes on the regional Achievement Compacts.



Reclaiming the American Dream: Community Colleges and the Nation's Future (Handout)

President Middleton distributed the handout noting that it was written by the 21<sup>st</sup> Century Commission on the Future of Community Colleges.

District Campuses - Update

Mr. Ron Paradis-Director of College Relations reported that he had recently visited the Prineville and Redmond campuses – both campuses are thriving with student activity. Mr. Paradis extended praise to the Academic Deans for their good work.

Culinary Event

President Middleton reported that COCC's Cascades Culinary Institute, hosted a dinner for visitors from Kazakhstan American Free University and a university from Kiev in the Ukraine – who are interested in developing a Culinary program at their universities – their interest was to visit exceptional culinary programs in the U.S. He reported that the attendees were very impressed with the dinner prepared by the Cascades Culinary Institute students and staff as well as the Junger's Culinary Center building.

Meal of the Year

President Middleton reminded everyone of the upcoming COCC Foundation event - Friday, March 1 – “Taste of the Town”

Saturday, March 2 – “Meal of the Year” – Honorees –John Teller and Amy Tykeson are recognized for their contributions to the Central Oregon community. John, a family practice physician, serves on the board of Volunteers in Medicine. Amy is the President and CEO of BendBroadband, serves as Vice President of the Tykeson Family Charitable Trust and is a board member for Economic Development for Central Oregon.

**ADJOURN:** 8:35 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. Donald V. Reeder, Board Chair

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

Exhibit: 5.b1  
March 13, 2013  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College  
Board of Directors**

**NEW HIRE REPORT – February 2013**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Location</u></b>	<b><u>Job Title</u></b>
<b><u>Classified Full-Time</u></b>			
Buccafurni, Lindsay	2/25/2013	Bend	CCB Specialist
Podell, Michael	2/20/2013	Bend	Landscape Specialist
Viramontes, Moises	2/1/2013	Bend	Landscape/Maint Spec
Wooler, Erika	2/11/2013	Bend	A&R Specialist

Exhibit: 5.b2  
March 13, 2013  
Approved: Yes \_\_\_ No \_\_\_  
Motion:

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve the contract for **John Liccardo**.

**B. Discussion/History**

The Assistant Professor II of Health and Human Performance contract for John Liccardo is a conversion from a one year temporary position to a full time tenure track position.

**C. Options/Analysis**

Approve the contract for John Liccardo.

Decline approval of the contract for John Liccardo.

**D. Timing**

For the 2013-14 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts of John Liccardo for the 2013-14 academic year.

**F. Budget Impact**

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

**G. Miscellaneous**

**John Liccardo**

**Assistant Professor II of Health and Human Performance**

Mr. Liccardo received both his M.S. in Exercise and Sport Science (1998) and his B.S. in Exercise and Sport Science & Anthropology (1995) from the University of Utah. He is a Certified Strength and Conditioning Specialist, Certified Personal Trainer, Certified Level I USA Track and Field Coach, and is in a full-time temp COCC HHP Instructor position this year where he is teaching both Exercise Science and Health courses. Mr. Liccardo has been teaching in a college setting since 1996 with experience in traditional, hybrid, and online instruction.

CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors

**RESOLUTION**

*Prepared by: Shirley Metcalf – Interim Vice President for Instruction*

**A. Action Under Consideration**

**Promotion of faculty.**

**B. Discussion/History**

Promotion recommendations are made in accordance with College policies G-6-9, HR-9-1.1 and HR-9-1.3. The recommendations for Associate Professor and Professor meet the policy quota of not more than 10% of the total number of full time faculty positions.

The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

**C. Options/Analysis**

Accept the promotion recommendations.  
Decline to accept the recommendations and refer back to the committee.

**D. Timing**

It would be helpful to take action at this meeting so all work by the committee could be completed by the end of the term.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

**Assistant Professor I to Assistant Professor II**

Justin Borowsky – Speech Communications  
Josh Evans – Foreign Language  
Tony Russell - Humanities

**Assistant II to Associate Professor**

Monte Cheney – Mathematics  
James Ellis – Business  
David Liu – Mathematics

Tina Redd – Humanities  
Monica Vines – Social Science

**Associate to Professor**

Ron Boldenow – Forest Technology

**F. Budget Impact**

Promotions are provided for in the budget.

**2013-14 PROMOTION RECOMMENDATIONS**

**From Assistant Professor I to Assistant Professor II:**

**Justin Borowsky** Is an energetic educator who brings a high level of scholarship to his classroom. He uses various teaching methods and strategies in his classroom and has brought meaningful service learning opportunities to his students. He is in the process of finishing his Ph.D. and contributes to the professional community working in negotiations and mediation.

**Josh Evans** Student evaluations document his enthusiasm and variety of teaching tactics used in his courses. He has revised the Spanish curriculum to include hybrid style teaching that has been well received by students and evaluators. He is active in the COCC Latino Community and serves as a translator for Volunteers in Medicine.

**Tony Russell** Students praise his commitment to student success in the classroom. He has utilized a variety of teaching approaches, including learning communities, service learning and creative use of technology. Tony has proven to be an asset to the Central Oregon community through his work with the East Bend Library and the Bend Community Center Job Training Program.

**From Assistant II to Associate Professor:**

**Monte Cheney.** Receives student praise such as “Monte is the best math teacher I have ever had.” Monte has worked diligently to revise and improve basic math courses and is currently working with publishers to develop a new textbook appropriate for healthcare math. Monte also volunteers as a tutor and volunteer math instructor for the Three Sisters Adventist School.

**James Ellis** Student evaluations are exceptional indicating that he is well prepared, clear with your instructions and readily available for student assistance. Student comments such as “Jim is one of the best teachers I have ever had” and “No one person is ever left behind” speak to his dedication and excellence in teaching. Jim has also done extensive work with the development of curriculum for the Center for Entrepreneurial Excellence and Development (CEED) and the Aviation program.

**David Liu** Recently completed a rigorous sabbatical where he compared American basic mathematics instruction to Chinese basic mathematics instruction. Upon his return, he presented his findings to his colleagues in higher education throughout Oregon and to local high schools. David is a highly regarded professor who receives positive student evaluations such as “he takes the time to explain math in a way I can understand”.

**Tina Redd** . Has revitalized a number of courses for the Redmond campus including Native American Culture and Women's Studies. Her student evaluations are exceptional and point to "well thought out and provocative classes." Student comments such as "every time I walk out of your class I feel I can make a difference in the world" highlight the connection she is making with her students.

**Monica Vines**. Has reinvigorated the addiction studies program, including development of an AAS degree and the renewal of relationships with a variety of community organizations. Monica's student evaluations and peer reviewers are impressed by her ability to handle challenging classroom conversations "beautifully" and that she "maintains dignity and respect" for her students at all times.

**From Associate to Professor:**

**Ron Boldenow** has experienced outstanding success in the classroom, quality professional improvement, and taking on leadership roles both within the college and in the community. He has provided extensive leadership to the college as Department Chair, and as a member of the Tenure, Academic Affairs and PIRT committees. Central Oregon is a better place as a result his forest management for the High Desert Museum, and work with the Oregon Fish and Wildlife Department.

Exhibit: 5.d  
March 13, 2013  
Approval: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_

CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors

**RESOLUTION**

*Prepared by: Dr. Julie Downing, Dr. Mark Eberle, Jennifer Newby, Ralph Philips, Sean Rule (chair), Kiri Simning*

**A. Action Under Consideration**

**Approve tenure** for: Mr. Jacob Agatucci, Ms. Theresa Freihofer, Mr. Kevin Grove, Mr. Eric Magidson, Mr. Timothy Peterson, Dr. Tina Redd, Ms. Dana Topliff, and Ms. Monica Vines

**B. Discussion/History**

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Four years of evaluation by a peer team and a designated evaluator. This process has included numerous classroom observations, discussions of objectives with the instructor, examination of materials and focus group meetings with students.
2. Five years of student evaluations carried out in all courses within one quarter of each of the five years.
3. Class visits by the Vice President for Instruction or an instructional dean in the second year.
4. Annual evaluations by the designated evaluator.
5. Annual Reports of Service.
6. Recommendation for tenure by the designated evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee and recommendation to the President.

**Jacob Agatucci** started working at Central Oregon Community College in 2001. Since that time, he has been a part – time instructor, an adjunct instructor, and, currently, a full time tenure track professor. Jake received his B.A. in English in 1999 from the University of Oregon, and his M.A. in English in 2001 from the University of Oregon. He has been a champion in the creation and implementation of online and hybrid writing courses. In addition, Jake has been a wonderful presence in the community, volunteering, among other places, at local elementary schools. He has also attained the noteworthy goal of Quality Matters certification, another testimony to his attention to detail, and wanting to deliver the finest curriculum to his classes.

**Theresa Freihoefer**, Assistant Professor II in Business Administration came to COCC in 2007. She earned her B.A. in Business Economics from UCLA and her M.B.A from Pepperdine University. Theresa is actively involved on campus and is the lead instructor for her department’s Introduction to Business courses. She contributes regularly to Cascade Business News and the Bend Venture Conference. Prior to joining us at COCC, Theresa worked as an adjunct instructor in Marketing and Management and brings over thirteen years’ experience as a Product Manager, Marketing Manager, and Vice President of Marketing.

**Kevin Grove** has been at COCC since 2005. His degrees, B.S. in Civil Engineering and M.S. in Chemical Engineering, are from Montana State University. He has since broadened his expertise to include Electrical Engineering and Avalanche Science. Kevin’s courses are popular thanks to his innovative teaching methods emphasizing group work, learning communities and real world applications. He founded and leads COCC’s Sustainability Committee and has many contacts with Central Oregon’s engineering, outdoor-recreation and environmental communities.

**Eric Magidson** received his A.A.S. in Computer and Information Systems in 2002 from Central Oregon Community College, and his B.S. in Information Technology in 2004 from the Oregon Institute of Technology. Eric came to work at COCC in 2007 as a temporary faculty member, and, in 2008, he was hired as a full time tenure track professor in the Computer and Information Systems department. His commitment to his students, and to his teaching, is evident not only by how available he makes himself, but also by the wonderful comments he receives on his evaluations. He was one of the first faculty to utilize online video (aka, “inverted classroom”) pedagogy, and he keeps his classes up – to – date and relevant, maintaining certifications in the ever – changing world of IT specialties. In addition to this amazing list of achievements, Eric also completed his Master’s degree while working full – time at COCC.

**Tim Peterson** received his B.A. in History in 1993 from Bucknell University. He obtained a Certificate in Outdoor Leadership in 1998 from Greenfield Community College and received his M.A. in Adventure Education from Prescott College in 2007. Tim came to COCC in a full-time tenure-track Outdoor Leadership (OL) position in 2008 following 4 years of OL instruction at OSU-Cascades. In 2011 he was promoted to Assistant Professor II as well as took over as COCC OL Program Director, the position in which he still holds. Tim’s students consistently comment on his ability to use his own real-life guiding experience to enhance course content. Tim has provided team-building exercises for the past two years at the COCC Faculty Forum Fall Retreat. His OL expertise is in high demand both on campus and in our local community.



**Tina Redd** was hired as a full-time tenure track Humanities Instructor at COCC in 2008. She came to Central Oregon after working at Portland Community College as a full-time instructor. Tina has a Ph.D. in Theatre History and Criticism and M.A. in English Literature and Composition. Tina is known for her commitment to diversity and her rigorous teaching standards at COCC. She teaches a broad range of literature and writing courses including Native American Culture, Women’s Studies, Intro to Drama, Creative Writing, and the full spectrum of writing courses from Writing 60 to Writing 122. Tina is dedicated to teaching her full load at the Redmond and Madras campuses. Tina’s students consistently comment on how what they have learned in her courses have changed their lives and open their minds.

**Dana Topliff** was hired as an Adjunct Nursing Instructor at COCC in 2006, accepted a full-time tenure track Assistant Professor I of Nursing position in 2008, and was promoted to Assistant Professor II of Nursing in 2011. Dana worked as a Nurse in various capacities such as emergency room nurse in California before moving to Oregon. Dana received an Associate degree in Nursing in 1983, a Bachelor’s Degree in Nursing in 1992, and a Master’s in Public Administration in 2001. Dana is the current Chair of both the Nursing and Allied Health Departments. She has taught a broad range of nursing courses and oversees weekly student clinical experiences. Dana’s students consistently commend her in-class simulation activities and enjoy how she uses her own past nursing career experiences to enhance course content comprehension.

**Monica Vines** is the Program Director for the Addictions Study/Counseling Program. She arrived at COCC in 2005 as Instructor of Psychology, became the Addictions Study Coordinator in 2007, and Program Director in 2008. She has a Bachelor of Science in Psychology with a Minor in Women’s Studies from Washington State University (Pullman) with a MA in Counseling Psychology from John F. Kennedy University (Orinda, CA). She is a Licensed Mental Health Counselor and Child Mental Health Specialist with years of counseling experience. Under her leadership, the Addictions Study/Counseling Program has grown from a certificate option to an AAS degree with transfer track options to OSU Cascades. She is a strong advocate for her students and demonstrates exemplary community service with her involvement in local mental health agencies.

**C. Options/Analysis**

Grant tenure to Mr. Jacob Agatucci, Ms. Theresa Freihoefer, Mr. Kevin Grove, Mr. Eric Magidson, Mr. Timothy Peterson, Ms. Tina Redd, Ms. Dana Topliff, and Ms. Monica Vines

Decline granting tenure for Mr. Jacob Agatucci, Ms. Theresa Freihoefer, Mr. Kevin Grove, Mr. Eric Magidson, Mr. Timothy Peterson, Ms. Tina Redd, Ms. Dana Topliff, and Ms. Monica Vines

**D. Timing**

Tenure is effective with the 2013-14 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to Mr. Jacob Agatucci, Ms. Theresa Freihoefer, Mr. Kevin Grove, Mr. Eric Magidson, Mr. Timothy Peterson, Ms. Tina Redd, Ms. Dana Topliff, and Ms. Monica Vines

**F. Budget Impact**

None

Central Oregon Community College  
Monthly Budget Status  
**Highlights of January 2013 Financial Statements**

**Cash and Investments**

The Colleges' operating cash balances currently total \$38.3 million. The January average yield for the Local Government Investment Pool remains unchanged at .60 percent.

The bond proceeds held in cash total \$7.9 million as of the end of January. The investment in Commercial Paper matured this month and the Local Government Investment Pool continues to yield better interest rates.

**General Fund Revenues**

The College received the third quarter state aid payment of \$1 million. All transfers have been posted for the year including \$300,000 from the PERS reserve account.

**General Fund Expenses**

The year to date expenses include the approved inter-fund transfers out for the fiscal year.

**Budget Compliance**

Financial Aid expense in the general fund is over budget due to the new policy regarding Veterans & Dependents waivers. The board approved a budget transfer resolution at the February 2013 board meeting, which will be reflected next month. All other budget categories are in compliance.

Central Oregon Community College

Cash and Investments Report  
As of January 31, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
Pool account 4089	\$37,453,336.41		
Pool account 5482			\$344,232.06
Pool account 3624			\$378,510.32
Pool account 3816		\$7,755,624.06	
Pool account 3707		\$87,227.22	
Pool account 3844		\$67,855.11	
January Average Yield .60%			
<b>Cash in USNB</b>	\$872,153.89		
<b>Cash in USNB - Bond Funds</b>		\$0.00	
<b>Cash on Hand</b>	\$3,900.00		
Total Cash	<u>\$38,329,390.30</u>	<u>\$7,910,706.39</u>	<u>\$722,742.38</u>

**Central Oregon Community College  
Monthly Budget Status  
January 2013**

**Exhibit 6a  
13-Mar-13**

<u>General Fund</u>	<u>Adjusted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 11,246,000	\$ 10,605,295	\$ (640,705)	94.30%	94.69%
Prior Taxes	873,000	598,626	(274,374)	68.57%	55.53%
Tuition and fees	19,736,000	13,193,465	(6,542,535)	66.85%	66.85%
State Aid	5,001,000	3,544,831	(1,456,169)	70.88%	70.72%
Grants & Contracts	86,000	23,993	(62,007)	27.90%	n/a
Interest & Misc. Income	49,000	50,303	1,303	102.66%	756.05%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 38,711,000</b>	<b>\$ 29,736,513</b>	<b>\$ (8,974,487)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 17,550,715	\$ 8,750,162	\$ 8,800,553	49.86%	47.86%
Academic Support	2,912,120	1,471,163	1,440,957	50.52%	48.68%
Student Services	4,232,422	2,225,433	2,006,989	52.58%	49.86%
College Support	4,600,019	2,537,716	2,062,303	55.17%	58.02%
Plant Operations and Maintenance	4,098,218	1,968,838	2,129,380	48.04%	51.26%
Information Technology	3,187,700	1,811,273	1,376,427	56.82%	59.19%
Financial Aid	12,897	25,748	(12,851)	199.64%	10.59%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	91.33%
<b>Total Expenses</b>	<b>\$ 40,449,774</b>	<b>\$ 21,846,016</b>	<b>\$ 18,603,758</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,738,774)</b>	<b>\$ 7,890,497</b>	<b>\$ 9,629,271</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**January 2013**

Exhibit 6a  
13-Mar-13

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,289,429	\$ 3,744,315	\$ (545,114)	87.29%	85.14%
Expenses	4,289,358	2,188,849	2,100,509	51.03%	52.52%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 71</b>	<b>\$ 1,555,466</b>	<b>\$ 1,555,395</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,983,640	\$ 488,142	\$ (1,495,498)	24.61%	9.27%
Expenses	2,093,600	732,487	1,361,113	34.99%	12.57%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (109,960)</b>	<b>\$ (244,345)</b>	<b>\$ (134,385)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 10,508,677	\$ 2,943,627	\$ (7,565,050)	28.01%	30.03%
Expenses	27,633,820	4,149,361	23,484,459	15.02%	45.01%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (17,125,143)</b>	<b>\$ (1,205,734)</b>	<b>\$ 15,919,409</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 7,204,787	\$ 3,186,727	\$ (4,018,060)	44.23%	49.61%
Expenses	7,986,819	3,379,851	4,606,968	42.32%	46.77%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (782,032)</b>	<b>\$ (193,124)</b>	<b>\$ 588,908</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,064,223	\$ 6,469,197	\$ (2,595,026)	71.37%	68.05%
Expenses	9,745,764	6,186,515	3,559,249	63.48%	55.79%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (681,541)</b>	<b>\$ 282,682</b>	<b>\$ 964,223</b>		
<b>Reserve Fund</b>					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	370,780	109,220	77.25%	76.91%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (467,261)</b>	<b>\$ (370,780)</b>	<b>\$ 96,481</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 22,561,313	\$ 13,121,044	\$ (9,440,269)	58.16%	66.65%
Expenses	22,605,568	13,425,194	9,180,374	59.39%	68.97%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (44,255)</b>	<b>\$ (304,150)</b>	<b>\$ (259,895)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 398,715	\$ 153,633	\$ (245,082)	38.53%	44.84%
Expenses	573,990	339,902	234,088	59.22%	35.52%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (175,275)</b>	<b>\$ (186,269)</b>	<b>\$ (10,994)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,886	\$ 1,262	\$ (624)	66.91%	55.47%
Expenses	7,500	4,376	3,124	58.35%	58.33%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,614)</b>	<b>\$ (3,114)</b>	<b>\$ 2,500</b>		

# Information Technology Update – February 2013

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## Current Projects

The addition of new classroom and lab spaces in **Redmond Building One** are almost complete. The first phase of this project consisted of remodeling Conference Room 130 and Classroom 128 to create a new 32-seat Computer Lab and, at the same time, remodeling of Classroom 120 and Skills Center 122 to create a new Science Lab. In addition to these two new classroom spaces, we are upgrading and expanding the size of the existing data closet (MDF) to support the new classroom spaces and additional computers. The second phase of this Project includes the addition of a new Chemistry Lab as well as a new general purpose Classroom.

The **Grandview** remodel is being finalized and we anticipate going out for bid the first quarter of 2013. The **Grandview** remodel includes the creation of computer labs, classrooms and faculty office space, as well as upgrading the network closet to support these additions.

The **Redmond Technology Center** re-design was finalized and is out for bid with anticipated Contractor award in March of 2013. We plan to solicit bids for the Audio-Visual work within the **Redmond Technology Center** early in the third quarter of 2013.

## Schedule Status

**Redmond Building One** is currently on schedule and we anticipate having the second phase completed by the end of March. The **Redmond Technology Center** went out for bid in mid-February and the **Grandview** remodel is anticipated to go out for bid in March of 2013.

## Activity in February

**Phase One** of the **Redmond Building One Remodel** was completed on schedule and classes are being held in the newly remodeled Computer and Science Labs. All of the CAT6 data cable has been pulled and terminated for **Phase Two**. The AV wiring has also been pulled and the data faceplates for the two new spaces have been installed and terminated. Design of the AV infrastructure for the **Redmond Technology Center** has been finalized and incorporated with the electrical and telecom documents that went out for bid in mid-February. Data and Telecom design for the **Grandview** remodel are in the final stages and should go out for bid shortly.

# Information Technology Update – February 2013

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## Photos – Redmond Building One



Whiteboards, Ceiling and Projector Tile Installed – *Classroom 142, Redmond Building One*



Whiteboards, Ceiling and Projector Tile Installed – *Classroom 140, Redmond Building One*



## Information Technology Update – February 2013

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### Photos – Redmond Building One



*Data & Telecom Vault – Redmond Building One*

### Upcoming Activities – March

Construction for Phase Two of **Redmond Building One** should be complete the first week of March. This includes all of the low-voltage wiring and data infrastructure required for the IT Department (ITS) to begin their work. ITS will begin installing Wi-Fi access points, or “hotspots”, as well as new multi-media teaching lecterns and AV equipment; including projectors, speakers and assisted listening systems. Final review of the design and infrastructure coordination for the **Grandview** remodel should be complete and out for bid. Review and final coordination of the telecom, electrical and AV bid documents will be ongoing the first week of March and award for construction of the **Redmond Technology Center** should occur shortly thereafter.

## Information Technology Update – February 2013

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**COCC Director of Construction** - Gene Zinkgraf, 541-330-7796, email: [gzinkgraf@cocc.edu](mailto:gzinkgraf@cocc.edu)

**COCC Construction PM** - Rich Brecke, 541-330-4375, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC Construction PM** - Rick Hayes, 541-330-4391, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC IT Project Manager** - Darren McCrea, 541-383-7741, email: [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

### **General Contractor, Redmond Building One**

Kirby Nagelhout Construction Company  
20635 NE Brinson Blvd  
Bend, OR 97701  
541-389-7119

# Grandview Renovation Project February 2013 Status Report

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## Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space in proximity to Math Department offices.

## Budget Status

Total project budget is not to exceed \$1,530,000. \$230,000 was added to the project in order to replace the multi-zone air handling unit with a coil for future cooling provision and to provide cooling to the North and South Sister's classrooms where computer activity will occur.

## Change Order Activity

None.

## Schedule Status

Design	July 2012 to February 2013
Bid/Award	March 2013
Construction	April 2013 to August 2013
Move in	September 2013

## Activity in February

Selected mechanical system upgrade necessary for long term viability of the building.

Finalized the relatively small list of additive alternates. Alternate #1 is to replace the lighting in the North and South Sisters Classrooms. Alternate #2 is to replace the lighting in the large hallway/lounge. Alternate #3 is to replace the floor in the large hallway/lounge.

Finalized design decisions and submitted permit documents submittal on February 19.

Electrical systems monitoring completed. Building service actually has ample capacity for renovation needs.

## Activity planned for March

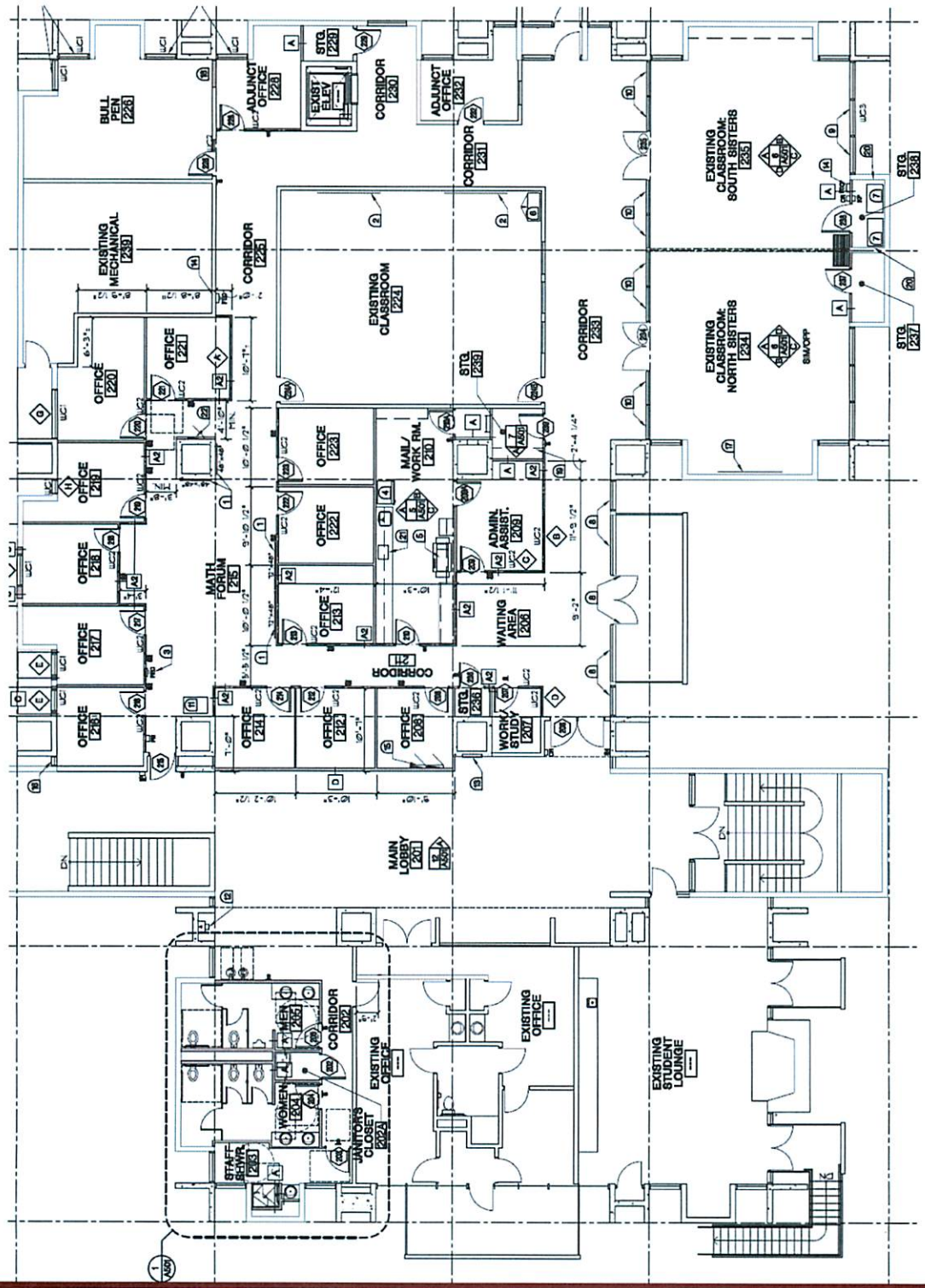
Advertisement for bids to occur on March 4.

Bids to be received on March 21.

Construction to begin during the first week of April.

# Grandview Renovation Project February 2013 Status Report

## FLOOR PLAN



# Grandview Renovation Project February 2013 Status Report

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## Project Participants

### COCC Administration

Matt McCoy	Vice President for Administration	<a href="mailto:mmccoy@cocc.edu">mmccoy@cocc.edu</a>
Jennifer Newby	Instructional Dean - Math	<a href="mailto:jnewby@cocc.edu">jnewby@cocc.edu</a>
Michael Fisher	Instructional Dean – Business	<a href="mailto:mfisher@cocc.edu">mfisher@cocc.edu</a>
Doug Nelson	Math Department Chair	<a href="mailto:dnelson@cocc.edu">dnelson@cocc.edu</a>
Jim Ellis	Business Department Chair	<a href="mailto:jellis@cocc.edu">jellis@cocc.edu</a>
Rick Hayes	Construction Project Manager	<a href="mailto:rhayes@cocc.edu">rhayes@cocc.edu</a>
Darren McCrea	Construction IT Manager	<a href="mailto:dmccrea@cocc.edu">dmccrea@cocc.edu</a>
Julie Mosier	Purchasing Coordinator	<a href="mailto:jmosier@cocc.edu">jmosier@cocc.edu</a>

### Design Consultant

Steele Associates Architects  
760 NW York Drive, Suite 200  
Bend, OR 97701  
Jeff Wellman, Project Architect  
Steve Olson, Project Architect  
541-382-9867  
[jwellman@steele-arch.com](mailto:jwellman@steele-arch.com)  
[solson@steel-arch.com](mailto:solson@steel-arch.com)

### Testing Agency

TBD

### General Contractor

TBD

## Redmond Building 1 Add. – February 2013 Update

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### **Scope**

The project is a 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 52 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 32 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

### **Budget Status**

The overall budget for the building is \$1,622,014. This is a Bond funded project with additional funds provided by the state. Construction bids for the project were over the assigned budget, the low bid was awarded at \$934,000. The team will look for ways to bring the project back toward the budget via deductive changes during construction and changes to the FF&E plan.

### **Change Order Activity**

Change activity this month saw a slight uptick, but that is not unexpected in this stage of the project. All approved changes to date total \$17,192. Changes this month were a mix of Owner requested and design related issues. See change order log for additional information.

### **Schedule Status**

The project is scheduled to open for classes Spring Term of 2013. Phase 1 opened for Winter Quarter 2013.

### **Recent Activity**

Interior and exterior finishes proceeded and are near completion. Landscape activity will wait until the weather is better for planting. Final permit inspections are scheduled for the week of the 25<sup>th</sup> and no issues are foreseen.

Equipment for the new Lab has begun to arrive.

### **Activity Next Month**

Substantial completion is scheduled for March 1<sup>st</sup>. Punchlist will continue into the 2<sup>nd</sup> or 3<sup>rd</sup> week of March. FF&E will be moved into the spaces starting on March 4<sup>th</sup>.

## Redmond Building 1 Add. – February 2013 Update

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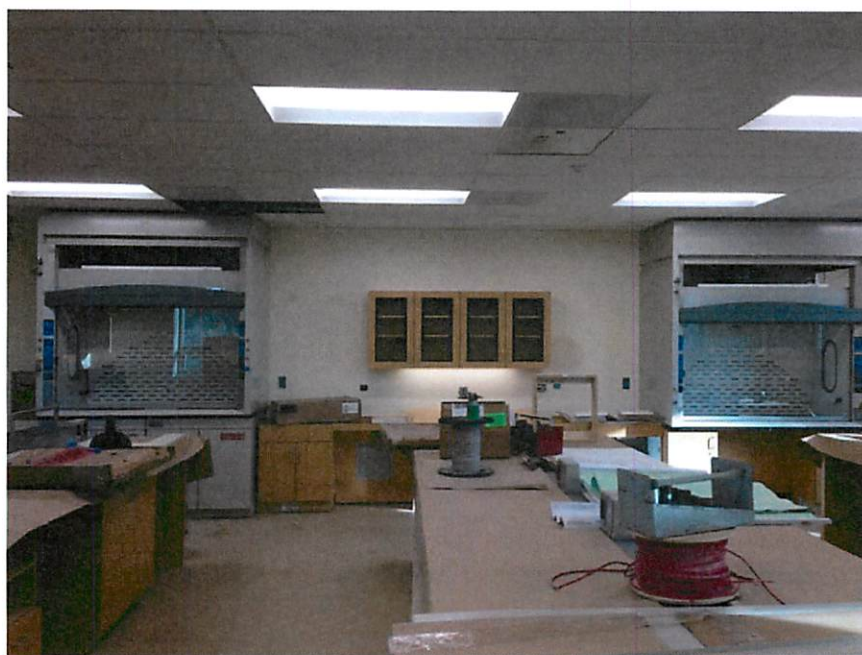
Room 140 Chemistry Lab



Along Airport Way – Storm-water Retention Basin

## Redmond Building 1 Add. – February 2013 Update

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Room 140 Chemistry Lab - Progress



Room 142 General Classroom



# Redmond Building 1 Add. – February 2013 Update

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## Project Participants

### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Jeff Wellman	-	Steele Associates Architects
Scott Steele	-	Steele Associates Architects
Emily Freed	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects

### Contractor Group

Jason Terry	-	Kirby Nagelhout Construction
Pete Showers	-	Kirby Nagelhout Construction
Mark Miller	-	Kirby Nagelhout Construction
Jeff Deswert	-	Kirby Nagelhout Construction

## Residence Hall February 2013 Status Report

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### **Scope**

Residence Hall project is to provide approximately 330 beds for student housing. A small amount of support and common space will be provided within the project. The building is anticipated to be Earth Advantage Multi-Family Gold or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

### **Budget Status**

Project Budget included.

### **Change Order Activity**

Additional Services Request #1, CM/GC scope change, increases contract by \$41,200 and estimated reimbursables by \$1,800.

Additional Services Request #2, project restart scope, increases contract by \$27,270 and estimated reimbursables by \$1,100.

Additional Services Request #3, deletion of Construction Documents estimate, decreases contract by \$27,700 and estimated reimbursables by \$500.

### **Schedule Status**

CM/GC selection to be completed by March of 2013.

Design will resume upon selection of the CM/GC.

The project will begin construction in the early part of 2014.

The project now has a completion and move-in of summer 2015.

### **Activity in February**

Received seven CM/GC proposals on February 7.

Evaluate CM/GC proposals between February 8 and 22.

Scheduled interviews with Kirby Nagelhout Construction Company, Lease Crutcher Lewis, and Walsh Construction on February 28 and March 1.

Finalized Mahlum additional services requests as noted above.

### **Activity planned for March**

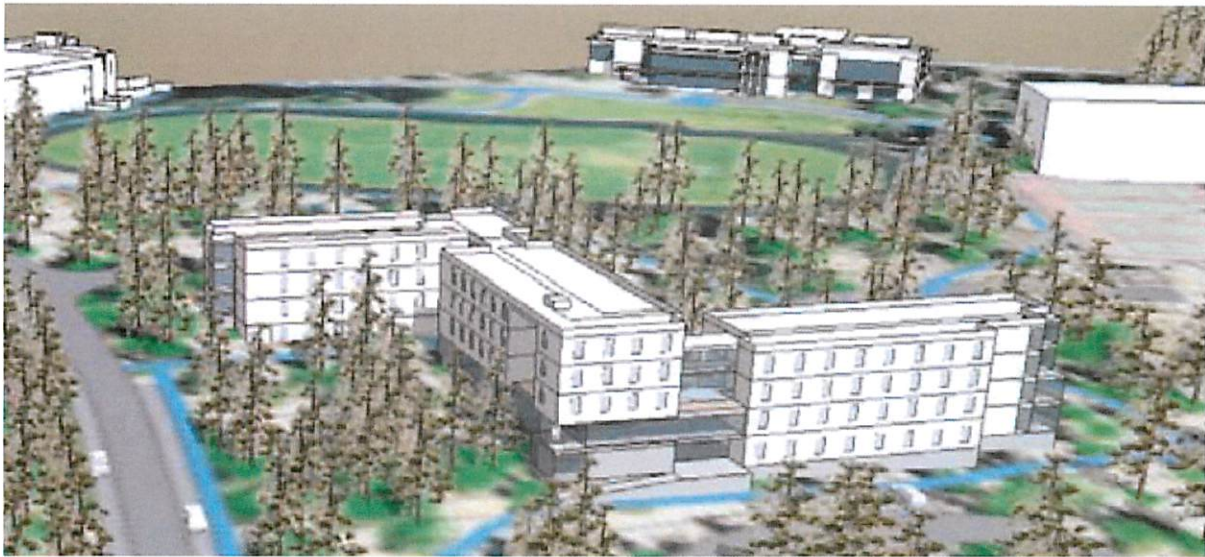
Complete CM/GC interviews on March 1.

Review interview results and committee recommendation with Real Estate Committee on March 5.

Issue Notice of Intent to Award contingent on Board approval at the March 13 meeting.

Finalize contract with CM/GC and conduct design phase meeting on March 20.

# Residence Hall February 2013 Status Report

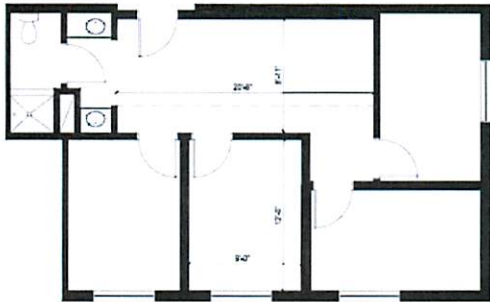


Conceptual preliminary building perspective.



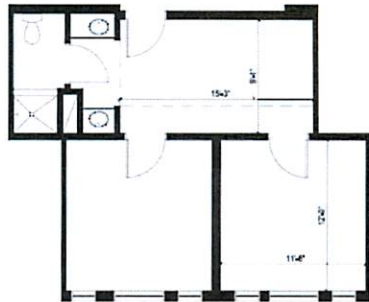
**R.A. SINGLE**

SINGLE BEDROOM	202 SF
BATHROOM	58 SF
<b>TOTAL</b>	<b>260 SF NET</b>
	315 SF GROSS



**QUAD SINGLES**

SHARED ROOM	197 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
BATHROOM	79 SF
<b>TOTAL</b>	<b>708 SF NET</b>
	852 SF GROSS



**QUAD DOUBLES**

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATHROOM	79 SF
<b>TOTAL</b>	<b>492 SF NET</b>
	576 SF GROSS

## Residence Hall February 2013 Status Report

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### Project Participants

#### COCC Steering Committee

James Middleton	President
Matt McCoy	Vice President of Administration
Kevin Kimball	Chief Financial Officer
Alicia Moore	Dean of Students
Gordon Price	Director of Student Life
Joe Viola	Director of Campus Services
Rick Hayes	Project Manager

#### Design Consultant

Mahlum Architecture  
1231 NW Hoyt, Suite 102  
Portland, Oregon 97209  
541-224-4032

Mark Cork, Principal Anne Schopf, Design Partner Kurt Haapala, Senior Project Manager  
Pinnacle (Associate Architects) Peter Baer, Principal and Mark Rossi, Project Manager

#### Civil Survey Consultant

KPFF Consulting Engineers  
111 SW Fifth Avenue, Suite 2500  
Portland, OR 97204-3628  
503-227-3251 Troy Tetsuka, Survey Manager

#### Geotechnical Engineer

FEI Testing & Inspection, Inc.  
62979 NE Plateau Drive, #3  
Bend, OR 97701  
Bill Smith, Geotechnical Engineer, 541-382-4844 [bsmith@feitesting.com](mailto:bsmith@feitesting.com)

**Testing Agency** TBD

# Technology Education Center – February 2013 Update

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## **Scope**

A 34,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

## **Budget Status**

The budget for the building will be \$13.1 Million. This includes a \$5.7 Million match from the State of Oregon. Currently the projected project cost exceeds the budget.

## **Change Order Activity**

No additional Change Order Activity has occurred since the previous update.

## **Schedule Status**

The project is on schedule to open for Fall Classes of 2014. See the attached overall schedule.

## **Recent Activity**

The project is now out for bidding. Documents became available on 2/12/13. A mandatory site visit is set for February 26<sup>th</sup>. Final document review, bidder questions, and substitutions are being addressed.

## **Activity Next Month**

COCC will receive bids on March 12<sup>th</sup> in Redmond at 2pm. The contracting period will proceed, pending board approval, and the project will break ground in the first week of April.



Redmond Technology Education Center - View from Parking Lot  
South and West Faces of the Building



Redmond Technology Education Center – View from Airport Way.  
North and East Faces of the Building





**BBT**  
ARCHITECTS  
1001 S. Independence Ave., Suite 100 - Bend, Oregon 97701  
P: 503.325.1111 F: 503.325.1101

**CENTRAL OREGON COMMUNITY COLLEGE  
REDMOND TECHNOLOGY EDUCATION CENTER**  
2324 SE COLLEGE LOOP  
REDMOND, OREGON 97756

DATE:	03/13/2013
ISSUED:	REV 1
REV 2	
REV 3	
REV 4	
REV 5	

JOB NUMBER:	1125
DRAWN BY:	NW
CHECKED BY:	

SHEET TITLE  
FIRST FLOOR PLAN

SHEET NUMBER  
**A2.1**

**GENERAL NOTES**

- A. EXTERIOR DIMENSIONS ARE MEASURED FROM THE OUTSIDE FACE OF STUDY FACE OF CONCRETE TO THE CENTERLINE OF WINDOW WALLS AND OPENINGS UNLESS NOTED OTHERWISE.
- B. INTERIOR DIMENSIONS ARE MEASURED FROM THE CENTERLINE OF WALL UNLESS NOTED OTHERWISE OR CENTERLINE OF WINDOW WALLS UNLESS NOTED OTHERWISE.
- C. SEE SHEET A2.03 FOR CODE INFORMATION, RATED ASSEMBLIES, AND AREA CALCULATIONS.
- D. DOORS NOT SHOWN BY DIMENSION ARE TO BE CENTERED UNLESS AS SHOWN OR LOCATED BY DIMENSION ON THE FACE OF INTERIOR WALL, READING TO FACE OF FRAME.
- E. SEE SHEET A2.1 FOR ARCHITECTURAL SYMBOL DESIGNATION.

**KEYNOTES**

- 1. WINDOW SILL OF FLOOR
- 2. STEEL ACCESS LADDER
- 3. LINE OF STUDY ABOVE
- 4. NOT USED
- 5. EXTENT OF CANOPY AND/OR SHOWN DASHED
- 6. EXTENT OF UPPER FLOOR ABOVE SHOWN DASHED
- 7. RECESSED DISPLAY PANEL
- 8. WINDING MACHINE, O.F.C.
- 9. REFRIGERATOR CHASE W/ ACCESS PANEL
- 10. ELECTRICAL EQUIPMENT
- 11. FLOOR DRAIN
- 12. SINK DRAIN
- 13. SINKING FOUNTAIN
- 14. BULKHEAD CASEWORK
- 15. TEACHING LECTERN, O.F.C.
- 16. EXTENT OF SIGNAGE ABOVE
- 17. LOW SLOPE MEMBRANE ROOF ASSEMBLY, 12" MIN.
- 18. SHEET METAL CONDUCTOR HEAD - DOWNPOUT
- 19. AUDIO VISUAL EQUIPMENT STORAGE
- 20. CANOPY
- 21. STAIR CORE LOCATION, PROVIDE DESIGNATED SEALED ELECTRICAL DUCTS AND SHOWN DASHED
- 22. EXTENT OF ROOF OVERHANG ABOVE SHOWN DASHED
- 23. ROOF DRAIN PIPE
- 24. ROOF ACCESS HATCH & STEEL ACCESS LADDER
- 25. BARRIER FACE OF WALL TO ALUMINUM
- 26. MECHANICAL EQUIPMENT
- 27. MECHANICAL CHASE SYSTEM
- 28. AV CLOSET
- 29. WALLS WITH PUSH BUTTON FOR POWER ASSISTED DOOR
- 30. DARK ROOM CONTROL - SEE SPECIFICATIONS
- 31. EMERGENCY SIGNAGE AND FIREWASH - COORDINATE LOCATION WITH FIREWORKING LAYOUT
- 32. FIREWASH EQUIPMENT
- 33. CHAIR LIFT CTD
- 34. WALKWAY/STP & OVERHEAD DOORS
- 35. ALL F.O.C. CONTROLLED, SEE ELEC. & MECH. DRAWINGS

**WALL LEGEND**

- 1. EXTERIOR METAL STUD FRAMED WALL WITH SHEET METAL PANELS
- 2. EXTERIOR METAL STUD FRAMED WALL WITH LAVA STONE
- 3. INTERIOR METAL STUD FRAMED WALL
- 4. REINFORCED CONCRETE WALL
- 5. REINFORCED CONCRETE WALL WITH INSULATION AND INSULATION LATH



**1 FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"  
112419

**BBT**  
ARCHITECTS  
1400 NE Independence Ave., Suite 100 - Bend, Oregon 97709  
P: (503) 325-1711 F: (503) 325-1888

**CENTRAL OREGON COMMUNITY COLLEGE  
REDMOND TECHNOLOGY EDUCATION CENTER**  
2324 SE COLLEGE LOOP  
REDMOND, OREGON, 97754

DATE:	03/13/2013
ISSUED:	REV 01/13/2013

JOB NUMBER:	1173
DRAWN BY:	MM
CHECKED BY:	

SHEET TITLE  
SECOND FLOOR PLAN

SHEET NUMBER  
**A2.2**

**GENERAL NOTES**

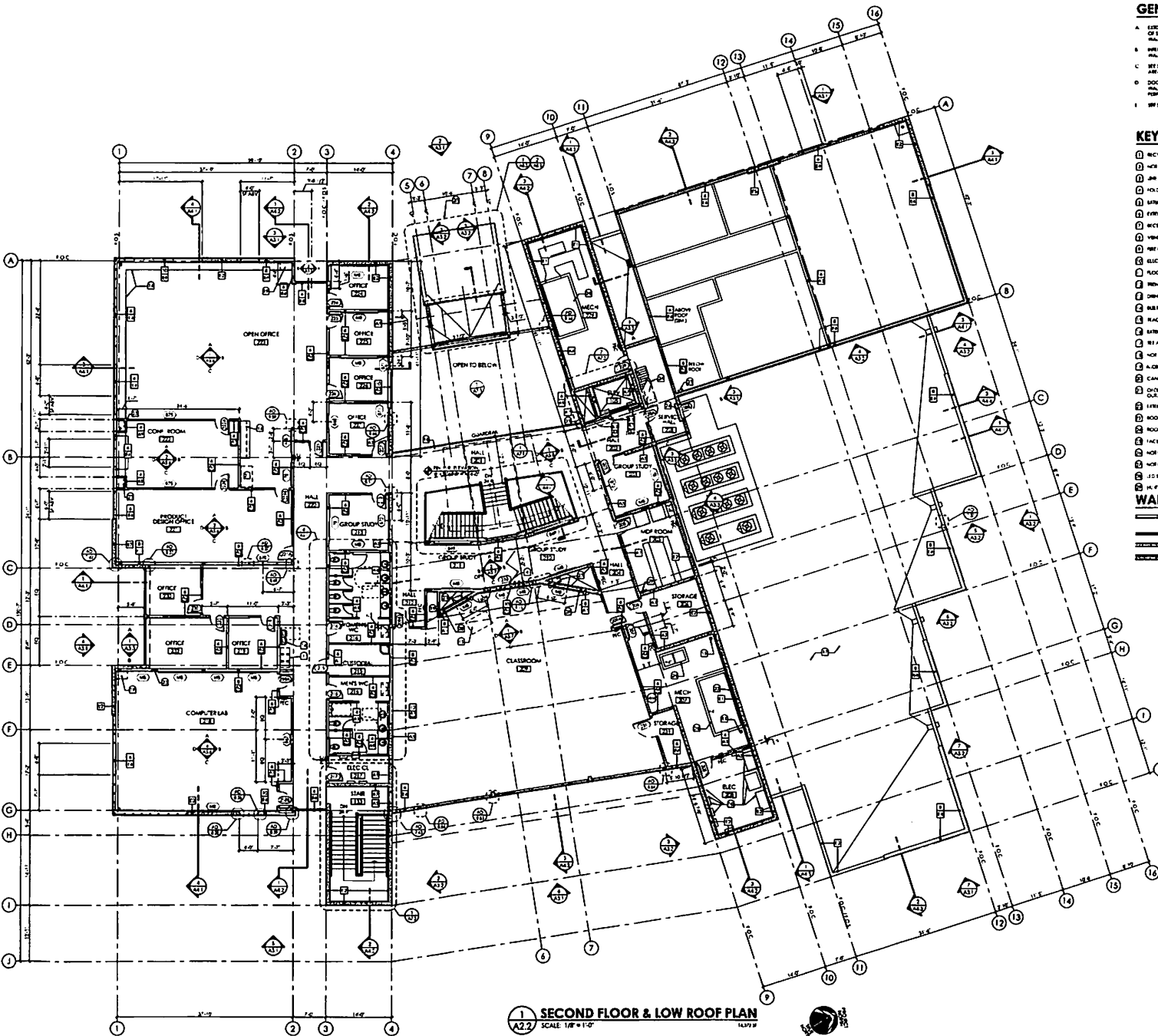
- A. EXTERIOR DIMENSIONS ARE MEASURED FROM THE OUTSIDE FACE OF EXTERIOR FACE OF CONCRETE, TO THE CENTERLINE OF INTERIOR WALLS AND OPENING UNLESS NOTED OTHERWISE.
- B. INTERIOR DIMENSIONS ARE MEASURED FROM THE CENTERLINE OF WALLS UNLESS NOTED TO F.O. or F.F. OF WALL.
- C. SEE SHEET A2.3 FOR CLIFF INFORMATION, BARRY ASSEMBLY, AND AREA CALCULATIONS.
- D. DOORS NOT SHOWN BY DIMENSION ARE TO BE COVERED IN WALL AS SHOWN OR LOCATED FROM FACE OF INTERIOR OR EXTERIOR WALL, FINISHING TO FACE OF FRAME.
- E. SEE SHEET A2.1 FOR ARCHITECTURAL FINISH SCHEDULE.

**KEYNOTES**

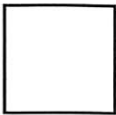
- (1) RECYCLING BIN OR CUB
- (2) W/STAIR
- (3) END OF STAIR ARCH
- (4) HOLDING DOOR - STAGING AREA SHOWN DASHED
- (5) BATH OR CLOSET ABOVE SHOWN DASHED
- (6) TERRACE OF UPPER FLOOR ABOVE SHOWN DASHED
- (7) RECESSED DISPLAY PANEL
- (8) VENDING MACHINE, D.F.O.C.
- (9) MET. ROOF CLIMB
- (10) ELECTRICAL EQUIPMENT
- (11) FLOOR DRAIN
- (12) SINK/DRAIN
- (13) DRINKING FOUNTAIN
- (14) BUILDING CASEWORK
- (15) READING ELECTRON. OFFICE
- (16) BATH OR SLOTTED ABOVE
- (17) SEE A2.3 FOR ROOF INFORMATION
- (18) NOT LAD
- (19) A.C. OR VENT. BY PHONE RACE
- (20) CLOSET
- (21) OUTLINE COMPLETE LOCATION AND/OR ELECTRICAL IN THE ELECTRICAL SCHEDULE AND/OR MECHANICAL DATA
- (22) TERRACE OF ROOF OR STAIR ARCH. SHOWN DASHED
- (23) ROOF DRAIN PIPE
- (24) ROOF ACCESS HATCH & STAIR ACCESS ARCH
- (25) FACE OF WALL TO ALUM.
- (26) NOT LAD
- (27) J.C. SCREEN W/PIPE W/
- (28) H.C. OR D.C. CONDUIT, W/ B.L.C. F. DIMENSION

**WALL LEGEND**

- EXTERIOR METAL STUD-FRAMED WALL WITH INTERIOR FINISH PANEL
- 6" MASONRY BRICK FRAMED WALL
- 8" REINFORCED CONCRETE WALL
- 8" REINFORCED CONCRETE WALL WITH INSULATION AND BRICK VENEER



**1 SECOND FLOOR & LOW ROOF PLAN**  
A2.2 SCALE: 1/8" = 1'-0"  
14.37.13



**BBT**  
ARCHITECTS  
1487 SW 10th Ave., Ste. 100, Redmond, OR 97756  
PH: 503.751.1341 FAX: 503.751.1342

**CENTRAL OREGON COMMUNITY COLLEGE  
REDMOND TECHNOLOGY EDUCATION CENTER**  
2324 SE COLLEGE LOOP  
REDMOND, OREGON, 97756

DATE: 03/13/2013  
ISSUED BY: MJP/STW/BBT

JOB NUMBER: 1128  
DRAWN BY: NW  
CHECKED BY:

SHEET TITLE  
ROOF PLAN

SHEET NUMBER  
**A2.3**

**GENERAL NOTES**

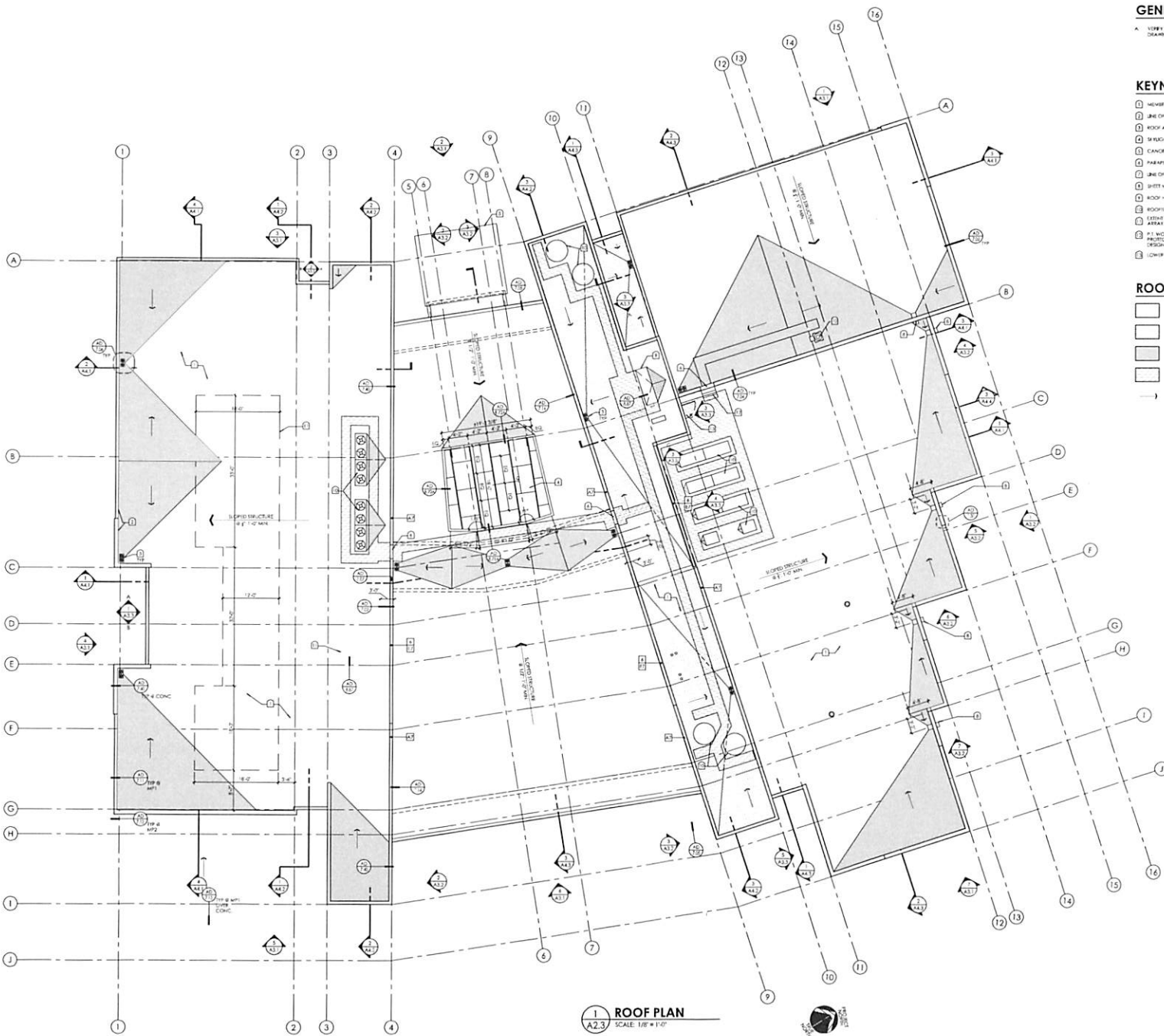
1. VERIFY WITH MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS FOR LOCATION OF ALL ROOF PENETRATIONS.

**KEYNOTES**

- 1 MEMBRANE ROOFING FOR SPECIFICATIONS
- 2 LINE OF PARAPET WALL
- 3 ROOF AND OVERLAP DRAIN, SEE A2.3.1
- 4 SLOSH SYSTEM
- 5 CANOPY BELOW
- 6 PARAPET OPENING FOR ROOF ACCESS
- 7 LINE OF ROOF BELOW
- 8 SHEET METAL CONDUCTOR HEAD AND DOWNPOUT, SEE A2.3.2
- 9 ROOF MATCH
- 10 ROOFTOP MECHANICAL EQUIPMENT
- 11 VENT OF SURVEILLANCE MONITORED PHOTO-VOLTAIC SOLAR PANEL ARRAY, SHOWN TAGGED
- 12 P1 WOOD STAIR ON ROOF WALK PAD ON OTHER APPROVED PROTECTION FROM PARAPET FALL THROUGH ACCESS, REFER DESIGN APPROVED BY ARCHITECT
- 13 LOWER ROOF ACCESS DOOR, SEE A2.3 FOR LOCATION

**ROOF LEGEND**

- 1 ROOF AREA WITH DEVELOPED STRUCTURE, HORIZONTAL MIN. SLOPE 1/8" PER FOOT (1/8" SLOPE)
- 2 ROOF AREA WITH DEVELOPED STRUCTURE AND DORMER, HORIZONTAL MIN. SLOPE AT E: 1/4" PER FT. (1/4" SLOPE)
- 3 AREA OF TYPED INCLINATION CHECKS, SLOPE AT E: 1/2" PER MIN.
- 4 ROOF WALK PADS FOR ROOF MEMBRANE BITE
- 5 DIRECTION OF ROOF SLOPE



**1 ROOF PLAN**  
SCALE: 1/8" = 1'-0"

ID	Task Name	Duration	Start	Finish	Qtr 3, 201	Qtr 4, 201	Qtr 1, 201	Qtr 2, 201	Qtr 3, 201	Qtr 4, 201	Qtr 1, 201	Qtr 2, 201	Qtr 3, 201	Qtr 4, 201	Qtr 1, 201																
					Jul	u	e	Oct	o	e	Jan	e	Mar	Apr	a	Jun	Jul	u	e	Oct	o	e	Jan	e	Mar	Apr	a	Jun	Jul	u	e
1	Kickoff RE-Design Effort	0 days	Thu 8/16/12	Thu 8/16/12																											
2	Re-Design	128 days?	Thu 8/16/12	Mon 2/11/13																											
3	Permitting	20 days	Tue 2/12/13	Mon 3/11/13																											
4	Bidding	20 days	Tue 2/12/13	Tue 3/12/13																											
5	Bid Advertise	0 days	Tue 2/12/13	Tue 2/12/13																											
6	Pre-Bid Meeting	0 days	Tue 2/26/13	Tue 2/26/13																											
7	RFI Deadline	0 days	Fri 3/1/13	Fri 3/1/13																											
8	Final Addendum	0 days	Thu 3/7/13	Thu 3/7/13																											
9	Bids Due	0 days	Tue 3/12/13	Tue 3/12/13																											
10	Contracting	18 days	Tue 3/12/13	Thu 4/4/13																											
11	Notice to Proceed	0 days	Thu 4/4/13	Thu 4/4/13																											
12	Construction	321 days	Fri 4/5/13	Fri 6/27/14																											
13	AV and FF&E	61 days	Mon 6/30/14	Mon 9/22/14																											
14	Building Opens	0 days	Mon 9/22/14	Mon 9/22/14																											

# Technology Education Center – February 2013 Update

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## Project Participants

### COCC Stakeholder Group

Shirley Metcalf	-	Interim VP for Instruction
Matt McCoy	-	VP for Administration
Jerry Schulz	-	Interim Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Don Stevens	-	BBT Architects
Kevin Shaver	-	BBT Architects
Doug Schwartz	-	Froelich Consulting Engineers (Structural)
ML Vidas	-	Vidas Architecture (Earth Advantage Consulting)
Grant Hardgrave	-	Hickman Williams and Associates (Civil)
Marcia Vallier	-	Vallier Design Associates (Landscape)
John Van Bladeren	-	MFIA Inc. (MEP Design)

### Contractor Group

Not Identified Yet	-	TBD
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## Veterinary Tech Remodel at HSR– February 2012 Update

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### **Scope**

This project remodels a small portion of the Humane Society of Redmond's Event Center into a lab space for the new Veterinary Technician Program. The remodel will potentially consist of 2 Phases. The first phase will remodel a 1300 square foot area into a Pharmacy Lab, Cat Room, Procedure Room and a single Faculty Office. This space coupled with temporary use of local veterinary facilities will enable the program to be accredited. Phase 2 would take an additional 3,000 square feet of the Event Center and add a Lab/Classroom, expanded Pharmacy Lab and a complete Surgery area. Phase 2 will remain on hold until funding is identified.

### **Budget Status**

At this time a budget has not been assigned to this project. Projected total costs for Phase 1 are \$270,000.

### **Change Order Activity**

N/A.

### **Schedule Status**

Phase 1 is scheduled for a Fall 2013 opening.

### **Recent Activity**

Lease negotiations with The Humane Society of Redmond, now known as BrightSide Animal Center, continue. Contract negotiation with Steele Associates has concluded but the College will not enter into a contract with the Architect until the lease is finalized.

### **Activity Next Month**

Lease arrangements will continue. If the lease is finalized design will proceed.

# Veterinary Tech Remodel at HSR– February 2012 Update

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## Project Participants

### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Karin Hilgersom	-	VP for Instruction
Leslie Minor	-	Instructional Dean
Lynn Russell	-	Veterinary Technician Program Director
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Scott Steele	-	Steele Associates Architects
Stephen Hockman	-	Steele Associates Architects
Krista Appleby	-	Steele Associates Architects
Summer Oman	-	Steele Associates Architects

### Contractor Group

TBD

**HARDWARE:**  
1. Assume new cylinder & keying.  
2. Assume new lockset.

**FLOORING:**  
Carpet:  
Carpet Tiles w/ Rubber Base.  
Rubber Transition Strip.

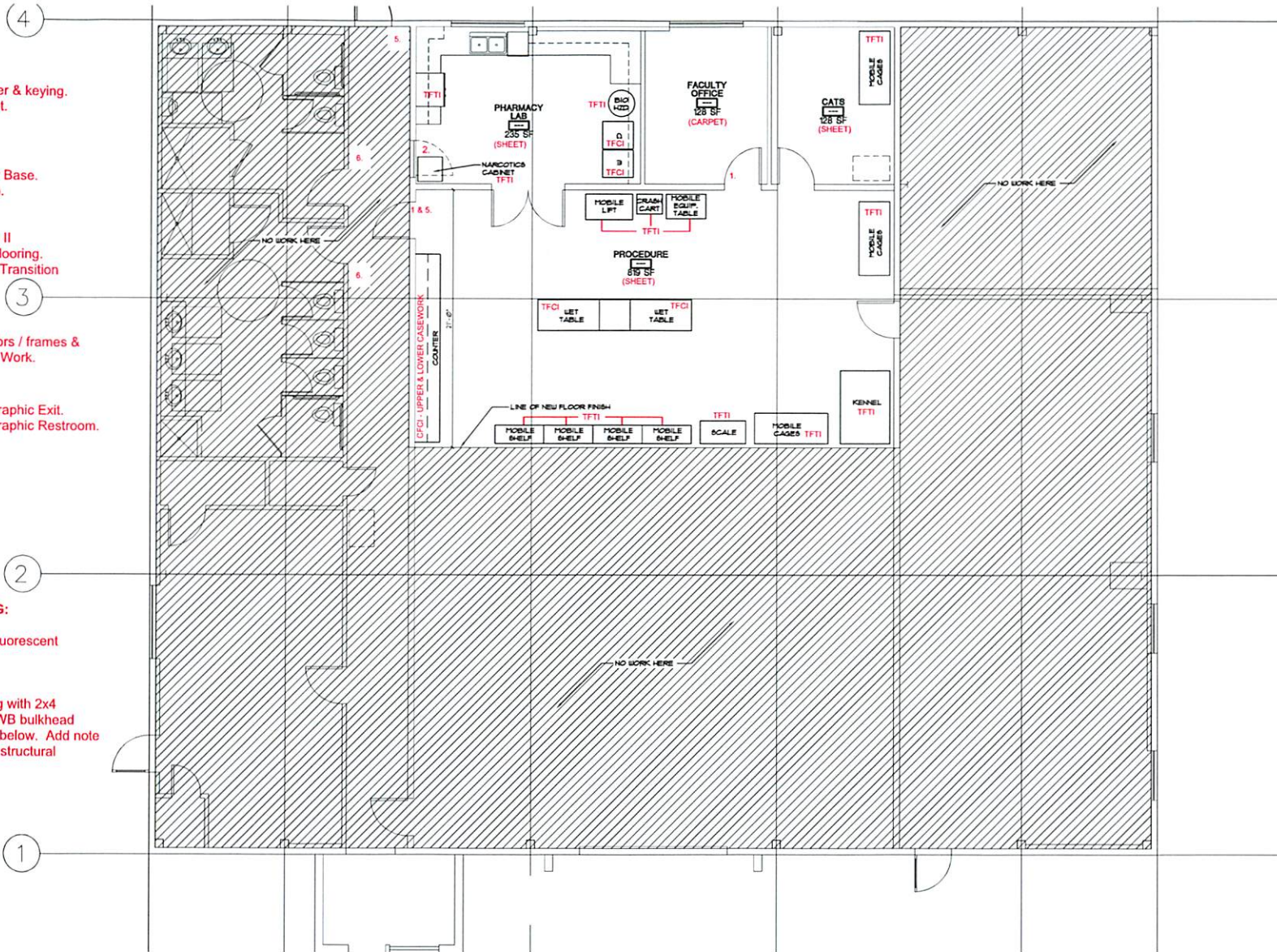
Sheet:  
Mannington Assurance II  
Slip-Retardant Sheet Flooring.  
Covered Base & Rubber Transition  
Strip.

**PAINT:**  
New paint all walls, doors / frames &  
GWB ceiling in area of Work.

**ADA SIGNAGE:**  
5. Location of tactile/graphic Exit.  
6. Location of tactile/graphic Restroom.

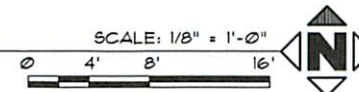
**PROCEDURE CEILING:**  
Base Cost:  
Additional suspended fluorescent  
fixtures.

Alternate:  
ACT Suspended Ceiling with 2x4  
fluorescent fixtures. GWB bulkhead  
aligned with floor finish below. Add note  
"Need to verify existing structural  
capacity."



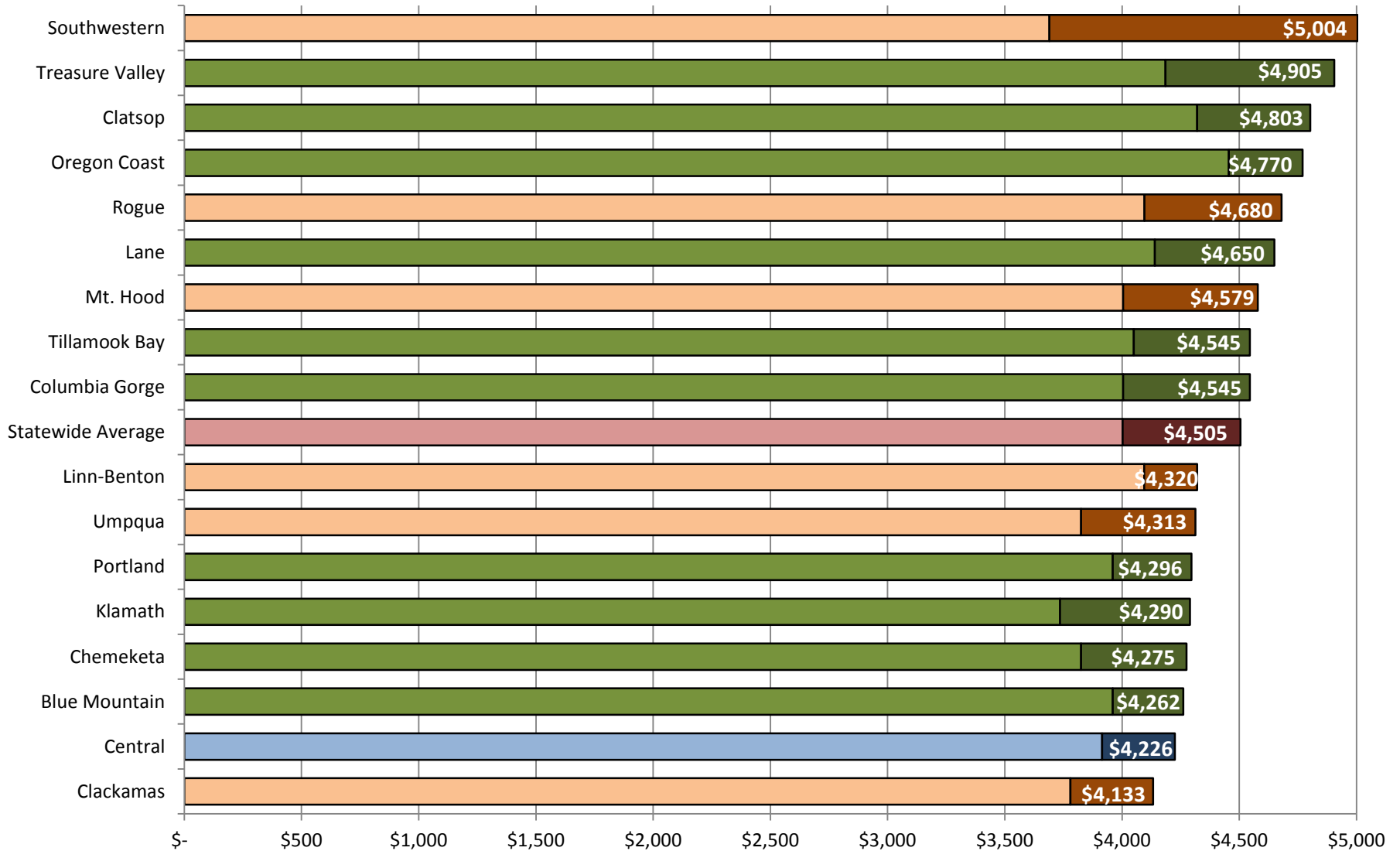
# HSR/COCC VET TECH - PHASE I

NOVEMBER 19, 2012 ISSUED FOR PRICING: 12-04-12



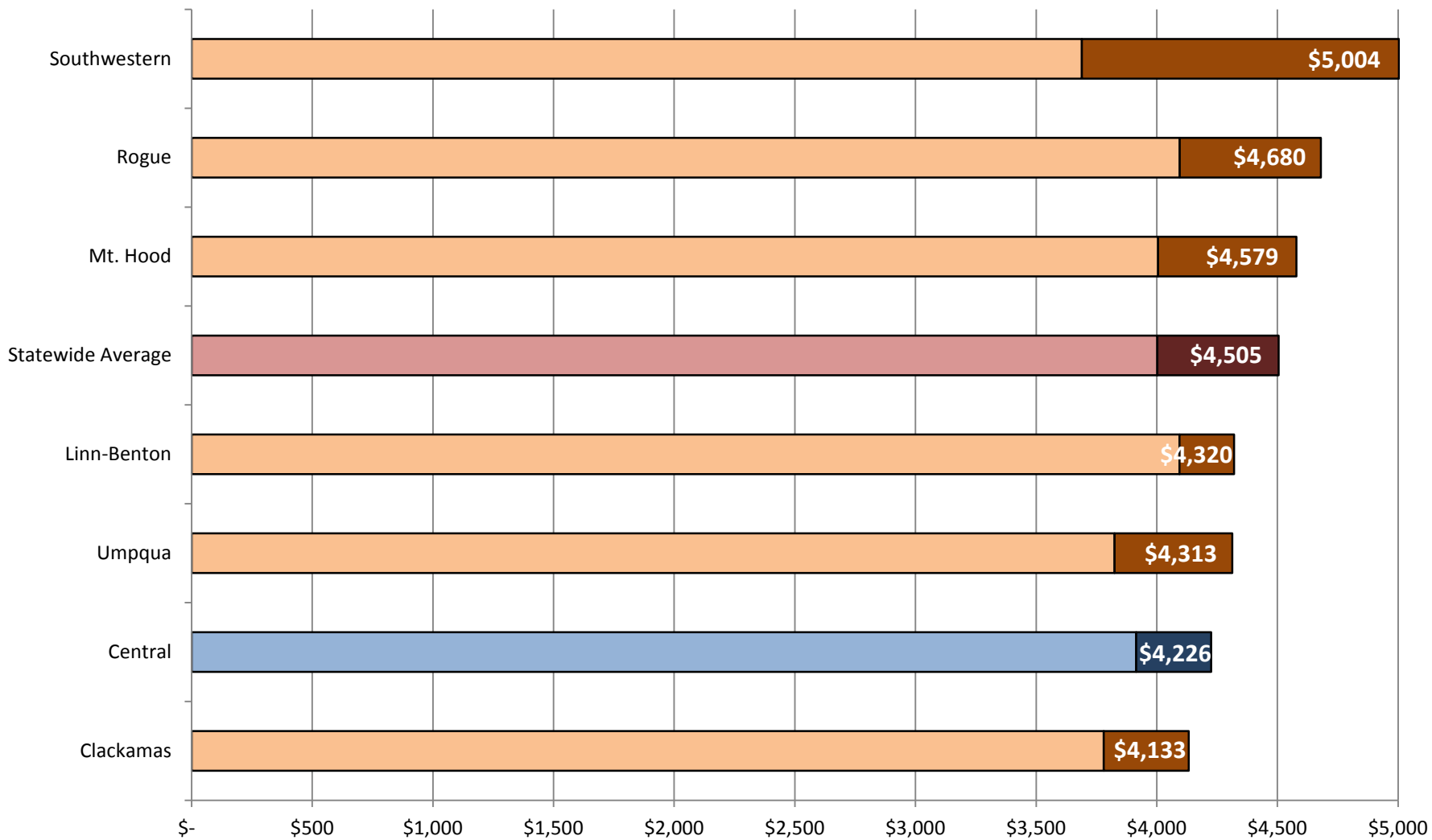


**Oregon Community College  
Projected Annual 2013-14 In-District Tuition and Fees  
Updated March 1, 2013**



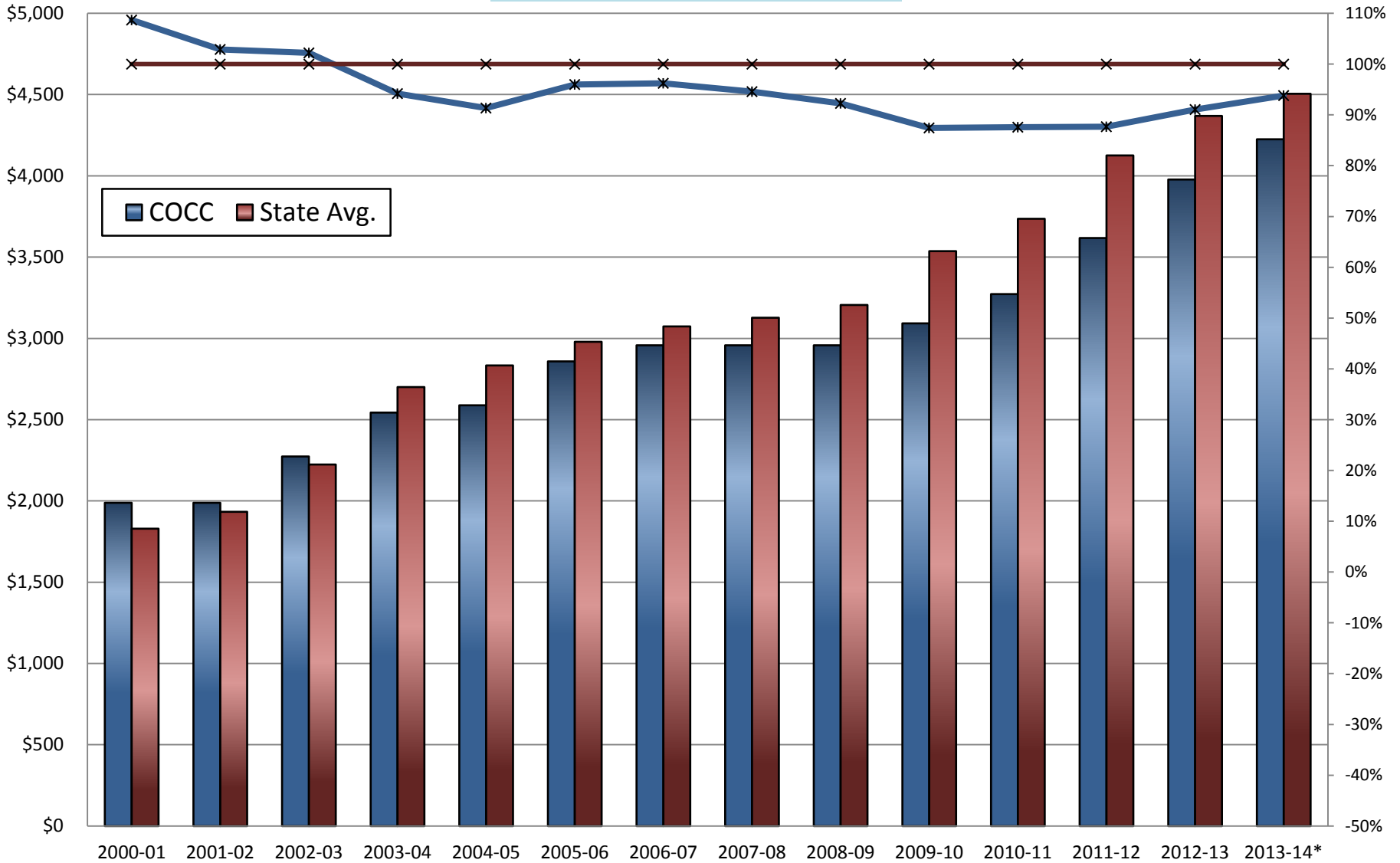
Note: Light color is tuition and dark color is mandatory fees.

**Comparable Oregon Community Colleges  
Projected Annual 2013-14 In-District Tuition and Fees  
Updated March 1, 2013**



Note: Light color is tuition and dark color is mandatory fees.

**Comparison of COCC and State Average  
Total In-District Tuition and Fees  
2000-01 through 2013-14**



\* 2013-14 are projected amounts.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Issue**

2013-14 Tuition and Fee Rates

**B. Discussion/History**

For 2012-13, COCC has the third lowest combined in-district tuition and fee rate of all Oregon community colleges. Early information indicates that with COCC's proposed \$5 per credit tuition increase and the \$.50 per credit technology fee increase, COCC's combined in-district tuition and fees for 2013-14 would exceed that of only one other Oregon community colleges.

COCC held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09). In 2009-10, the College increased in-district tuition by \$3 per credit followed by a \$4 increase in 2010-11, and a \$6 increase in 2011-12 and 2012-13. COCC's in-district tuition rate is currently \$82 per credit.

In the Summer 2002, COCC implemented a \$2 per credit technology fee that was assessed to all student (maximum of 10 credits per quarter). Since 2002, the student technology fee remained unchanged until it was increase by \$1 per credit in 2011-12 and the maximum credits per quarter increased to 15 credits. For 2012-13, the technology fee increased by \$2 to the current level of \$5 per credit. During this time, the demand for information technology services and total technology costs at COCC have significantly increased.

As directed with the passage of House Bill 2571 in June 2009, the College established a new tuition rate for non-resident veterans. The non-resident veteran rate cannot exceed 50% of the difference between the resident and non-resident rates.

At the October Board Retreat, board members had a general discussion regarding possible 2013-14 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. The 2011-13 board priorities include, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels."

In order to meet COCC's growing student needs, expanded facilities, and make progress towards Board priorities, College staff propose the following tuition and fee rate schedule for 2013-14.

	<u>2012-13</u>	<u>2013-14</u>
In-district	\$ 82/cr.	\$ 87/cr.
Non-resident Veteran	\$ 95/cr.	\$100/cr.
Out-of-district	\$108/cr.	\$113/cr.
Border State	\$108/cr.	\$113/cr.
Out-of-State	\$220/cr.	\$230/cr.
Technology Fee	\$5.00/cr.– up to 15/cr.	\$5.50/cr.–up to 15 cr.

**C. Timing**

In April, the Board will be asked to approve a recommendation to increase tuition and fee rates, as the 2013-14 academic year begins with summer term, and registration starts at the end of April.

In addition, the 2013-14 College Catalog identifies the tuition and fee rates, and the printing deadline is mid-April.

**D. Budget Impact**

Tuition and fee revenues are a major component of the College's resources as they comprises approximately 50% of the College's total general fund revenues for the 2012-13 and 2013-14 budgets. The College anticipates that the \$5 per credit increase for in-district tuition and the 5% increase in other tuition rates will generate approximately \$1,010,000. The \$.50 per credit technology fee increase is projected to bring in approximately \$105,000 in additional fee revenues.

The increased tuition and fee revenues in the 2013-14 budget provides funding for continued service levels and the additional services included in the 2013-14 budget. These additional services include increased educational opportunities, instructional staff, student and support services, information technology services and costs, and facility operating costs.