



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Tuesday, November 18, 2014 – 6:00 PM  
Christiansen Board Room – Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. <b>Call to Order</b>			Craska Cooper
	II. <b>Introduction of Guests</b>			
6:10 pm	III. <b>Agenda Changes</b>			
6:11 pm	IV. <b>Public Hearing and Testimony</b>			
	A. Recognition of Kevin Lanier			Kimball <sup>P</sup>
	B. COCC Community Garden			Barnett <sup>P</sup>
6:30 pm	V. <b>Consent Agenda***</b>			
	A. Minutes			
	1. Regular – October 8, 2014	5.a1	X	Smith <sup>A</sup>
	B. Personnel			
	1. New Hire Report (October 2014)	5.b1	X	Sorenson <sup>A</sup>
	C. Approval to Hire (Forbess)	5.c	X	Sorenson <sup>A</sup>
	D. Approval to Hire (Trask, Cole, Young)	5.d	X	Sorenson <sup>A</sup>
6:35 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. Housing Operations Report	6.c		Moore <sup>A</sup>
	D. Presidential Search Committee Update			Craska Cooper/Paradis <sup>P</sup>
7:00 pm	VII. <b>Old Business</b>			
	A. Solar Array - Update			McCoy <sup>P</sup>
7:15 pm	VIII. <b>Board of Directors' Operations</b>			
	A. Board Members Activities			
	1. Budget Committee Member, Zone 3			Craska Cooper <sup>P</sup>
	2.			
7:20 pm	IX. <b>President's Report</b>			
	A. Updates			
	1. HDESD Partnership - Better Together Student Success			Higgins <sup>P</sup>
	2. Automotive Technology in Electronics & Diagnostics (TED)			Mays <sup>P</sup>
	3. Student Services Overview			Moore <sup>P</sup>
	X. <b>Dates</b>			
	A. Thursday/Friday, November 27/28 – Thanksgiving Holidays			
	B. Wednesday, December 10 – Board of Directors Meeting			
	Christiansen Board Room, Boyle Education Center Bldg.			





**CENTRAL OREGON COMMUNITY COLLEGE**  
**Board of Directors' Meeting – MINUTES**  
**Wednesday, October 8, 2014 – 6:00 PM**  
**Donald V. Reeder Community Room, COCC Madras Campus**  
**Madras, OR**

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**PRESENT:** Laura Craska Cooper, Charley Miller, Anthony Dorsch, Bruce Abernethy, David Ford, Vikki Ricks, Joe Krenowicz, Ron Bryant, -Board Attorney, Dr. Shirley Metcalf-Interim President, Julie Smith-Executive Assistant.

**INTRODUCTION OF GUESTS:** Don Reeder-past board member and Bean Foundation representative, Courtney Snead, Jennifer Oppenheimer, Amy Howell, Angie Cole, Patti Norris, Jeff Lichtenberg, Steve Curley, Mark Gregory-statewide director of SBDC, Jose Baltazar, George Robirts, Jerry Schulz, Charles Abasa-Nyarko, Matt McCoy, Kevin Kimball, Alicia Moore, David Dona, Michael Fisher, Ron Paradis, Tony Russell, Glenda Lantis, Jenni Newby, Lisa Bloyer, Sally Sorenson, Jim Weaver, Joe Viola, Dan Cecchini, Carol Higginbotham, Renee Asher, Kellie Smith, Chad Harris, Tom Barry and others.

**PUBLIC HEARING AND TESTIMONY:**

**Madras Campus Update**

Ms. Courtney Snead gave a PowerPoint presentation on the Madras Campus along with Ms. Patti Norris of the SBDC for the Prineville campus. They reviewed campus enrollment, classes and activities.

**CONSENT AGENDA:**

**Ms. Vikki Ricks moved to approve the Consent Agenda (Exhibit: 5). Mr. Joe Krenowicz seconded. MCU. Approved. M10/14:1**

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of September 10, 2014 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the September 2014 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Kirsten Hostetler-Temporary Instructor-Library (Exhibit: 5.c1).

**INFORMATION ITEMS:**

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

The Board of Directors' were apprised of the August 2014 Financial Statements.

Construction Update – (Exhibit: 6.b)

The Board of Directors' were apprised of the monthly (September 2014) Construction Projects Updates for -

- Pioneer/Ponderosa Bathrooms Renovation for ADA conformance
- Awbrey Butte Campus paving restoration and maintenance
- Information Technology
- Ochoco Remodel – Bend Campus
- Residence Hall – Bend Campus
- Technology Education Center – Redmond Campus
- Veterinary Tech Remodel – Redmond Campus.

Facilities Management Certification

Matt McCoy-Vice President for Administration presented Joe Viola-Director of Campus Services with the “Certified Educational Facilities Professional” award. Joe is one of only 12 community college professionals in the country who has earned this distinction.

NEW BUSINESS

Madras Campus Agreement-Modification (Exhibit: 8.a)

Matt McCoy reviewed that an agreement with the Bean Foundation and COCC providing land for a COCC Madras Campus was entered into on November 30, 2001 giving 15 acres to COCC. Since entering into the original agreement, a right of way was granted to the City of Madras for the extension of City View Street and a bike path that divides the Bean land that COCC was seeking to acquire. The Bean Foundation and COCC wish to modify the current agreement to continue to provide opportunity for COCC to acquire additional acreage for the Madras Campus.

Mr. Joe Krenowicz moved to approve the amendment to the agreement to enable the College to plan for the future expansion of the Madras Campus in a timely manner as demand warrants. Mr. David Ford seconded. MCU. Approved. M10/14:2

Ochoco Remodel (Exhibit: 8.b)

Matt McCoy reviewed that awarding the bid for the remodel will allow the Humanities department to gather in one area providing dedicated computer, instructional and language labs as well as a conference room.

Mr. David Ford moved to approve and accept the bid of Griffin Construction for \$1,437,647 for the Ochoco Hall Area One Remodel Project and authorize the president or her designee to enter into a construction contract on behalf of the College. Mr. Bruce Abernethy seconded. MCU. Approved. M10/14:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Krenowicz College Affairs Committee Meeting

- Mr. Dorsch      Toured the new Redmond Technology Education Center building
- Mr. Miller      Real Estate Committee Meetings  
Various College related emails and phone calls
- Ms. Ricks      Greater La Pine Adult Education Committee Meeting  
All Staff and Faculty Retreat  
COCC Foundation Retreat  
Working on the GISS – Student Success  
Presidential Search Committee Meeting
- Mr. Abernethy      Oregon Community Foundation – Early Learning-Early Childhood  
Karen Roth and Carena Smith Middle School Latino Outreach Coordinator  
Rotary Club of Greater Bend meeting at Redmond Technology Ed. Center  
Worked with Tanya Bruce-Grant Writer on Elec. Vehicle Grant  
The Feast at Anthony's Home Port – COCC Foundation
- Mr. Ford      Meeting with Laura Craska Cooper and President Metcalf  
Meeting with Laura Craska Cooper, President Metcalf and Alicia Moore  
OSU-Cascades Advisory Board Meeting  
Signed letter of support for OSU-Cascades expansion  
Real Estate Committee Meeting
- Ms. Craska Cooper      Ribbon Cutting for the new Technology Education Center Bldg.  
at the Redmond Campus  
Real Estate Committee Meeting  
Meeting with David Ford and President Metcalf  
Meeting with David Ford, President Metcalf and Alicia Moore  
Presidential Search Committee Meeting  
Numerous phone calls with ACCT Presidential Search consultant,  
Ron Paradis and Interim President Metcalf.

## PRESIDENT'S REPORT

### ECE Grant initiatives (Early Childhood Education)

President Metcalf introduced Dr. Amy Howell-Associate Professor of Education/Program Director, and Ms. Angie Cole-ECE faculty of the Early Childhood Education program. They gave updates on the summer "Teach Oregon" and Minority Pipeline grants. They also reported on the new Oregon Department of Education's "Partners in Practice" grant program that is helping to fund a program to get more early learning childhood educators their formal certification and college credits.

### Small Business Development Center

Mr. Steve Curley-Director of COCC's Small Business Development Center and Mr. Mark Gregory-Statewide Director of SBDC gave updates from local and state level programs that help small businesses.

### Deer Ridge Correctional Institution

Steve Curley gave an update on COCC's Deer Ridge Correctional Institute's entrepreneurship program which educates inmates on the "how to" in starting their own businesses.

Steve introduced Mr. George Robirts – a participant in the program, who started his own automotive repair shop in Redmond after release from DRCI. His business has been successful and has been in operation for just over a year.

8:30 p.m.

ADJOURN to Executive Session: ORS 192.660 (1)(d) – Labor Negotiations

ORS 192.660 (1)(h) –Potential Litigation

ADJOURN from Executive Session to Open Session

ADJOURN: 9:15 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Laura Craska Cooper, Board Chair

\_\_\_\_\_  
Dr. Shirley I. Metcalf, Interim President

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – October 2014**

<b>Name</b>	<b>Date Hired</b>	<b>Location</b>	<b>Job Title</b>
<b>Administrative Part Time</b>			
Forbess, Jennifer	10/22/2014	Bend	PT Writing Center Tutor Coord
<b>Classified Full Time</b>			
Styffe, Allison	10/27/2014	Bend	CCB Specialist
<b>Temporary Hourly</b>			
Burchard, Jamin	10/1/2014	Bend	Aviation Tutor
Frandsen, Natosha	10/15/2014	Bend	Orientation Event Assistant
Hansell, Marian	10/13/2014	Bend	Broadside
Kraxberger, Matthew	10/1/2014	Bend	SMART Math Lab Attendant
Mallon, Michael	10/17/2014	Bend	German Tutor
Nordin, Erik	10/6/2014	Bend	Grader
Orlich, Nicole	10/13/2014	Bend	Aviation Tutor
Pereira, Jessa	10/22/2014	Bend	Line Cook
Stallings, Sierra	10/27/2014	Bend	Student Ambassador
Uttley, Joshua	10/1/2014	Bend	Broadside

Exhibit No. 5.c  
November 18, 2014  
Approval \_\_\_\_ Yes \_\_\_\_ No  
Motion \_\_\_\_\_

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by Sally Sorenson-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **JENNIFER FORBESS**, Part-Time Writing Center Tutor Coordinator position.

B. Discussion/History

The employment contract for JENNIFER FORBESS is for an administrative position. This position was filled through an internal search.

C. Options/Analysis

Approve the employment contract for JENNIFER FORBESS.  
Decline approval of the employment contract for JENNIFER FORBESS.

D. Timing

This position is appointed for an 11-month employment contract each fiscal year. For the 2014-15 fiscal year the initial employment contract period will be from October 22, 2014 through June 30, 2015. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approve the employment contract for JENNIFER FORBESS.

F. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

G. Miscellaneous

Ms. Forbess holds both a Master's degree in General English, focusing on literature and teaching writing from Northern Arizona University and a Bachelor's degree in Liberal Arts from Oregon State University. Ms. Forbess is currently working at COCC in the Testing and Tutoring Center as a Writing Tutor, and previously served as the Volunteer ELL Tutor for the ABS Program.





Exhibit: 5.d  
November 18, 2014  
Approved: Yes \_\_\_ No \_\_\_  
Motion:

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by Sally A. Sorenson-Director of Human Resources

**A. Action Under Consideration**

Approve the contract for David Trask, Anne Cole and Ben Young.

**B. Discussion/History**

The one-year temporary instructor contract of Culinary contract for David Trask is a new position.

The one-year temporary instructor contract of Early Childhood Education contract for Anne Cole is a new position.

The one-year temporary instructor contract of Computer and Information Systems contract for Ben Young is a new position.

**C. Options/Analysis**

Approve the contract for David Trask, Anne Cole and Ben Young.

Decline approval of the contract for David Trask, Anne Cole and Ben Young.

**D. Timing**

For the 2014-15 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approve the contract of David Trask, Anne Cole and Ben Young for the 2014-15 academic year.

**F. Budget Impact**

The salaries conform to the current approved salary schedule for the Faculty Forum.

**G. Miscellaneous**

**David Trask  
One-Year Temporary Instructor – Culinary**

Chef Trask worked within the restaurant industry since 1986 and in post-secondary since 2013. Chef Trask holds an Associate's Degree in Culinary Arts from Western Culinary Institute. Chef Trask's culinary career began working for the McCormick and Schmick's corporation. His early career afforded him ample experience in a fast-paced, high volume, fine dining environment. He

utilized his culinary background to become a food salesman, and eventually Director of Food service for a Portland-based food brokerage firm, where he represented a number of nationally branded companies and products, responsible for marketing campaigns, product placement and menu consultation. Chef Trask has lived the last nine years in the US Virgin Islands where he served as Head Chef for a private dinner club, as well as Owner/Chef for his own catering business and Tex-Mex Restaurant He is excited to share his passion for food and culinary experience, as a Chef Instructor, with the students of Cascade Culinary Institute. Instruction: Due to his international experience and background as a restaurant owner / chef, Trask provides instruction dealing with restaurant operations, procurement and food cost control, and international cuisine.

### **Anne (Angie) Cole**

#### **One-Year Temporary Instructor – Early Childhood Education**

Angie Cole has been a part-time instructor at COCC for the last seven years. She is committed to investing in future educators, engaging with education course curriculum working closely with colleagues. This past summer Angie worked with Amy Howell, the Early Childhood Education Program Director, to create a partnership between COCC and the TeachOR grant program, a program that identifies high school students who want to pursue a career in the field of education. She created a summer course where these students were able to earn their first college credit while also gaining practical experience in summer school classrooms working with elementary students. Angie is eager to continue this work in building connections with high school students and helping them make the leap to pursuing their goals at COCC.

### **Ben Young**

#### **One-Year Temporary Instructor – Computer and Information Systems**

Ben earned a BA and MA from San Diego State University. He subsequently received his Ph.D. in Health Sciences/Technology from Oregon State University in 1997. Since then, he has been teaching in the classroom and online at the university, community college, and high school levels. It's one of my highest pleasures in life to share my expertise in these two fields with my students. Their success is my greatest reward.

Central Oregon Community College  
Monthly Budget Status  
Highlights of September 2014 Financial Statements

**Cash and Investments**

The Colleges' operating cash balances currently total \$23.3 million. The September average yield for the Local Government Investment Pool remains unchanged at .54 percent.

The bond proceeds held in cash totals \$15.9 million as of the end of September. The construction spend rate is approximately \$1.2 million per month.

**General Fund Revenues**

The College received an additional \$878,000 in fall tuition and fee revenues in September. The budgeted transfers-in have been posted for the year including \$300,000 from the PERS Reserve.

**General Fund Expenses**

The expenses include the approved inter-fund transfers-out for the fiscal year at this point in time.

**Budget Compliance**

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of September 30, 2014

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
<b>Cash in State Investment Pool</b>			
4089 - General operating fund	\$ 21,395,490		
5482 - Debt service fund			\$ 507
3624 - Robert Clark Trust			\$ 372,503
3816 - General obligation bond funds		\$ 1,041,252	
3844 - Technology Center retention		\$ 207,986	
3707 - Residence Hall bond funds		\$ 14,507,659	
3948 - Residence Hall retention		\$ 182,633	
September Average Yield .54%			
<b>Cash in USNB</b>	\$ 1,933,927		
<b>Cash on Hand</b>	\$ 4,300		
Total Cash	<u>\$ 23,333,717</u>	<u>\$ 15,939,530</u>	<u>\$ 373,010</u>

**Central Oregon Community College**  
**Monthly Budget Status**  
September 2014

Exhibit 6a  
18-Nov-14

<u>General Fund</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>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 13,022,000	\$ -	\$ (13,022,000)	0.0%	0.0%
Prior Taxes	773,000	197,861	(575,139)	25.6%	28.0%
Tuition and fees	16,980,000	6,255,784	(10,724,216)	36.8%	34.5%
State Aid	7,783,000	1,859,819	(5,923,181)	23.9%	28.1%
Interest & Misc. Income	75,000	1,408	(73,592)	1.9%	98.6%
Transfer-In	2,104,000	2,079,000	(25,000)	98.8%	100.0%
<b>Total Revenues</b>	<b>\$ 40,737,000</b>	<b>\$ 10,393,872</b>	<b>\$ (30,343,128)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 18,508,768	\$ 2,354,215	\$ 16,154,553	12.7%	12.0%
Academic Support	2,944,131	599,609	2,344,522	20.4%	20.0%
Student Services	4,613,570	974,597	3,638,973	21.1%	20.7%
College Support	4,964,861	1,310,272	3,654,589	26.4%	25.1%
Plant Operations and Maintenance	4,527,569	907,392	3,620,177	20.0%	20.2%
Information Technology	3,975,475	1,032,344	2,943,131	26.0%	28.6%
Financial Aid	52,897	4,634	48,263	8.8%	11.7%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,345,615	2,337,296	8,320	99.7%	99.4%
<b>Total Expenses</b>	<b>\$ 42,732,886</b>	<b>\$ 9,520,358</b>	<b>\$ 33,212,528</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,995,886)</b>	<b>\$ 873,514</b>	<b>\$ 2,869,400</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
September 2014

**Exhibit 6a**  
18-Nov-14

	<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><u>Non General Funds</u></b>					
<b>Debt Service Fund</b>					
Revenues	\$ 10,274,513	\$ 1,640,801	\$ (8,633,712)	16.0%	24.5%
Expenses	10,459,337	1,152,544	9,306,793	11.0%	12.1%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (184,824)</b>	<b>\$ 488,257</b>	<b>\$ 673,081</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 1,739,289	\$ 138,658	\$ (1,600,631)	8.0%	8.5%
Expenses	1,815,260	247,451	1,567,809	13.6%	14.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (75,971)</b>	<b>\$ (108,793)</b>	<b>\$ (32,822)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 15,829,844	\$ 1,653,895	\$ (14,175,949)	10.5%	6.1%
Expenses	38,683,419	4,067,144	34,616,275	10.5%	10.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (22,853,575)</b>	<b>\$ (2,413,249)</b>	<b>\$ 20,440,326</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,247,103	\$ 1,334,551	\$ (4,912,552)	21.4%	17.5%
Expenses	6,940,222	1,650,841	5,289,381	23.8%	22.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (693,119)</b>	<b>\$ (316,290)</b>	<b>\$ 376,829</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 9,215,862	\$ 3,765,965	\$ (5,449,897)	40.9%	47.4%
Expenses	10,299,434	4,216,364	6,083,070	40.9%	37.9%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,083,572)</b>	<b>\$ (450,399)</b>	<b>\$ 633,173</b>		
<b>Reserve Fund</b>					
Revenues	\$ 11,455	\$ -	\$ (11,455)	0.0%	0.0%
Expenses	480,000	306,668	173,332	63.9%	67.4%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (468,545)</b>	<b>\$ (306,668)</b>	<b>\$ 161,877</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 21,343,788	\$ 2,191,276	\$ (19,152,512)	10.3%	11.3%
Expenses	21,369,235	1,438,581	19,930,654	6.7%	8.2%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (25,447)</b>	<b>\$ 752,695</b>	<b>\$ 778,142</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 390,902	\$ 28,240	\$ (362,662)	7.2%	16.8%
Expenses	393,516	51,970	341,546	13.2%	18.5%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (2,614)</b>	<b>\$ (23,730)</b>	<b>\$ (21,116)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,888	\$ 477	\$ (1,411)	25.2%	25.1%
Expenses	3,500	-	3,500	0.0%	0.0%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,612)</b>	<b>\$ 477</b>	<b>\$ 2,089</b>		

# Information Technology Update – October 2014

## Current Projects

The **Redmond Technology Center** is a 34,000 square foot, two-story building under construction on our Redmond Campus. The building includes 9 classrooms, 3 computer labs, and 4 skills labs. The **A/V Systems** project will provide state-of-the-art audio and video systems as well as recording capability for several of the classrooms in the **Redmond Technology Center**. In addition to office space, the **Vet. Tech.** remodel will provide a pharmacy, x-ray room and hands-on lab experience for students. Phase 1 of the **Ochoco** remodel will provide office space for the Humanities Department as well as Language and Computer labs. The **Residence Hall** project is an approximately 83,000 square foot, multi-level structure that will include cable television, internet and wifi service to 80 suites and 330 beds. The **Pioneer 232** remodel will provide new network and computer labs as well as offices for the CIS Department.

## Schedule Status

The **Residence Hall construction** as well as the **Pioneer 232** and **Ochoco Remodel** projects are all on schedule at this time.

## Activity in October

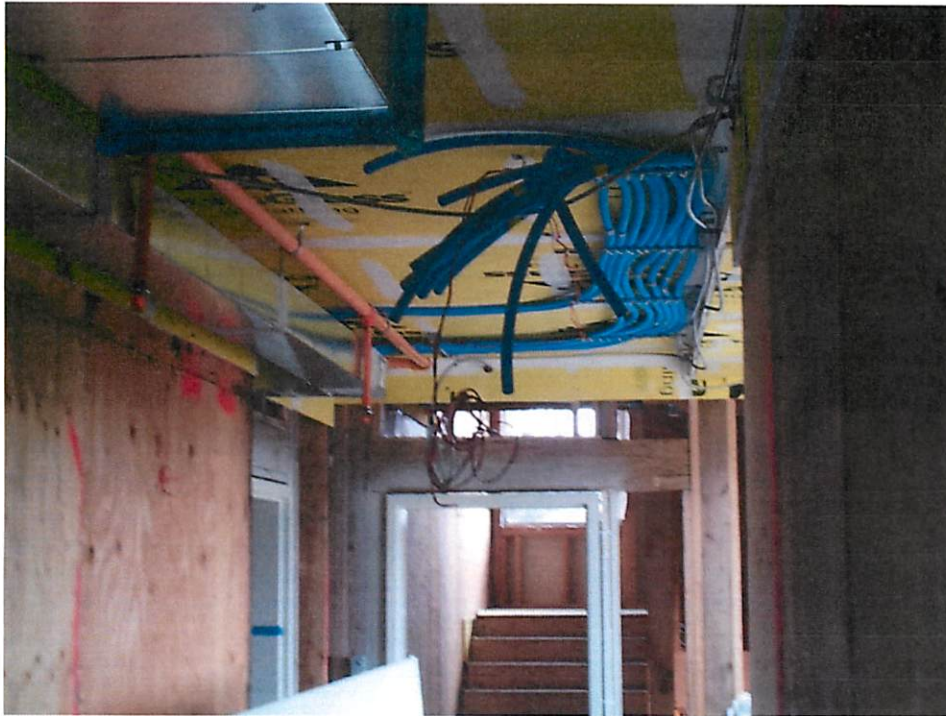
The COCC IT Department has completed their scope of work for the **Redmond Technology Center** with all systems up and running. Delta AV, the AV contractor, has had to address several warranty requests for the **A/V Systems installation** within the **Redmond Technology Center**. The IT Department has also completed their work within the **Veterinary Technician** on schedule, providing staff and faculty with printing, phone and internet access. Sub-contractors have begun installing low-voltage infrastructure within the lower bar of the **Residence Hall**, allowing for the installation of television coaxial cable. Planning and discussion continues for several other projects, including the **Ochoco** and **Pioneer 232** remodels.



# Information Technology Update – October 2014

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## Photos – Residence Hall



*Non-Metallic Data Conduit – Corner Suite, 2<sup>nd</sup> Floor*



*Data Backbox & Coax Television Cable – Typical Room*

## Information Technology Update – October 2014

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### Photo – Veterinary Technician Building Remodel



*Printer & Computer Install – Faculty Office Space*

### Upcoming Activities for November

The General Contractor for the **Redmond Technology Center** will address several IT-related warranty items. The AV contractor for the **A/V Systems installation** within the **Redmond Technology Center** also has several more warranty items to address as well as several programming changes that were requested by staff and faculty. The IT Department will also address a request from staff at the **Redmond Veterinary Technician Building** to provide a projector and projection screen. Sub-contractors will continue installing low-voltage infrastructure on the lower bar and middle bars of the **Residence Hall**, allowing for the installation of coaxial cable to the suites later in the month. Removal of existing IT equipment and infrastructure will begin in anticipation of the **Ochoco** and **Pioneer 232** remodels.



## Information Technology Update – October 2014

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

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

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

### **General Contractor, Redmond Technology Center**

Kirby Nagelhout Construction Company

20635 NE Brinson Blvd

Bend, OR 97701

541-389-7119

### **General Contractor, AV Systems Installation**

Delta Systems Integration, Inc.

2450 NW Eleven Mile Avenue

Gresham, OR 97030

503-907-0137

### **General Contractor, Residence Hall**

Lease Crutcher Lewis, LLC

550 SW 12<sup>th</sup> Avenue

Portland, OR 97205

503-223-0500

### **General Contractor, Veterinary Tech. Remodel**

Sunwest Builders

2642 SW 4<sup>th</sup> Street

Redmond, OR 97756

541-548-7341

### **General Contractor, Ochoco Remodel**

Griffin Construction, LLC

8361 NE Meadow Ridge Rd.

Prineville, OR 97754

541-447-7237

## Ochoco Remodel – October 2014 Update

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### **Scope**

The remodeled has been split into two phases. The first phase will house the Humanities Department, create a new computer lab, an Anthropology/Geography Lab, and a Language Lab. Also included in the first phase is a full roof replacement as well as new air handlers serving the first floor and the middle section of the building. The first phase is confined to the first floor of the Ochoco Building.

### **Budget Status**

The current total project budget is \$2,412,641.

### **Change Order Activity**

N/A.

### **Schedule Status**

The project will be opening for Fall of 2015.

### **Recent Activity**

The COCC Board of Directors gave approval to proceed with Option 1 with both alternates included. This will accomplish a remodel of the first floor of the building. The contract was awarded to Griffin Construction and the Pre-Construction conference was held on October 14<sup>th</sup>. Planning and scheduling are underway.

### **Activity Next Month**

Asbestos abatement will proceed on November 3<sup>rd</sup>. Demolition, the small amount of concrete work that is included will occur and framing will start.

# Ochoco Remodel – October 2014 Update

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## Project Participants

### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Jenni Newby	-	Instructional Dean
Amy Harper	-	World Languages and Cultures Department Chair
Stacy Donahue	-	Humanities Department Chair
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

### Design Team

Mark Rossi	-	Pinnacle Architecture
Peter Baer	-	Pinnacle Architecture

### Contractor Group

Samuel Griffin	-	Sr. Project Manager - Griffin Construction, LLC
Jamus Fewell	-	Superintendent - Griffin Construction, LLC
Dave Martin	-	Project Manager - Griffin Construction, LLC
Sam Griffin	-	CEO - Griffin Construction, LLC

## Pioneer Rm 232 Remodel – Oct. 2014 Update

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### **Scope**

Room 232 in the Pioneer building will be remodeled and expanded into a new home for the CIS Networking Lab. The project consists of replacing all finishes in the room, adding MEP capacity to serve the computers in the lab, moving a faculty/staff kitchen space, and relocating the building's data services. IT will be performing most of the work associated with the data services.

### **Budget Status**

The project budget is \$270,000.

### **Change Order Activity**

N/A.

### **Schedule Status**

The remodel will be ready for students in Spring Quarter 2015.

### **Recent Activity**

Design documents are complete and have been submitted to the City for Permitting.

### **Activity Next Month**

Advertisement for bids on November 12<sup>th</sup>. Receive bids on November 26<sup>th</sup>.

## Pioneer Rm 232 Remodel – Oct. 2014 Update

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### Project Participants

#### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Michael Fisher	-	Instructional Dean
Lew Cousineu	-	CIS Dept. Chair
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

#### Design Team

Scott Steele	-	Steele Associates Architects
Jeff Wellman	-	Steele Associates Architects
Steve Olsen	-	Steele Associates Architects
Glen Camuso	-	Steele Associates Architects

#### Contractor Group

TBD

# Pioneer and Ponderosa ADA bathrooms and Paving Repair/Restoration Project October 2014 Status Report

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## Pioneer/Ponderosa Bathrooms Renovation for ADA conformance

### Scope

The four bathrooms (two upstairs and two downstairs) in Pioneer will be demolished to the studs, ceiling system removed, and flooring removed. The entry door will be modified as necessary for ADA entry and the interior will be brought to the finish level of the Health Careers Building (except flooring).

The upstairs men's bathroom in Ponderosa will be improved to a similar status as the Womens bathroom (that is now a multifixture coed bathroom) and made ADA compliant, requiring a change to the entry doorway as well as all interior finishes being replaced

### Budget Status

Project was awarded to Griffin Construction at a contract value of \$289,490.

### Change Order Activity

PR #1, floor tile change and clarification to toilet accessories, approved for a credit of \$11,117.00.

PR #2, wall insulation and metal stud repair, approved for a cost of \$4,195.86.

PR #3, framing changes due to existing electrical panels, approved for a cost of \$387.58.

PR #4, water shut off valves for 2<sup>nd</sup> floor pioneer, approved for a cost of \$996.98.

PR #5, GFCI and electrical outlet corrections, approved for a cost of \$925.73.

PR #6, upgrade flooring in Ponderosa bathroom to Marmoleum, approved for a cost of \$2,431.16.

### Schedule Status

The project will occur during fall term and be ready for winter term use. One floor of bathrooms in Pioneer will always be available for public use.

### Activity in October

Framing and rough-ins completed at 2<sup>nd</sup> floor bathrooms at Pioneer. Sheetrock has been hung.

### Activity planned for November

Finish sheetrock, install tile, and set fixtures at 2<sup>nd</sup> floor Pioneer.

Complete framing, rough-in, sheetrock, and tile at Ponderosa.





## Pioneer and Ponderosa ADA bathrooms and Paving Repair/Restoration Project October 2014 Status Report

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### **Awbrey Butte Campus paving restoration and maintenance**

#### **Scope**

Portions of the loop road in front of Science and down “Metolius Hill” and the drive at Boyle Education Center from the Street just past the intersection with Ponderosa driveway will be repaved. In addition, the loop road will be “milled and filled” and “crack sealed” from below the Science Building to the pedestrian crossing from Pioneer to Ochoco.

#### **Budget Status**

Final payment of \$58,604.90 has been made.

#### **Change Order Activity**

Change order for additional crack sealing and additional mill and filling approved for \$3,795.00.

#### **Schedule**

Work completed.

## Residence Hall October 2014 Status Report

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### Scope

Residence Hall project will provide approximately 330 beds for student housing, 320 of which are revenue generating. A floor and a half of support and common space will be provided within the middle section of the project. The building will be Earth Advantage Multi-Family Gold level certified. The project and parking lots will be accessed via a private drive off of Mount Washington Drive. 150 parking stalls will be provided. Summer programs will utilize the facilities and will be a revenue-generating source of community enrichment.

### Budget Status

Project Budget included.

### Change Order Activity (In addition to the GMP)

CR #18, Changes to TJI system/submittal, approved for a cost of \$8,295.26.

CR #20, added mop sink for elevator sump pump discharge, approved for a cost of \$2,324.00.

CR #27, coax terminations and splitters by BendBroadband, approved for a credit of \$2,523.00.

CR #29, clarification to shingle siding attachment, approved for a cost of \$17,727.56.

CR #36, insect screen at the top and bottom of windows and door, approved for a cost of \$18,940.44.

CR #38, additional marker boards and tack boards, approved for a cost of \$9,181.86.

CR #45, add exterior soffit H mold, approved for a cost of \$1,700.38.

### Schedule Status

The project is on schedule and has a completion and move-in of summer 2015.

### Activity in October

Set roof trusses and sheet roof at lower bar.

Completed roofing insulation installation and majority of roofing membrane installation at lower bar.

Complete mep rough-ins at lower bar.

Begin setting windows at lower bar.

Frame third and fourth floors at middle bar.

Begin infill framing at Post Tensioned floors.

Complete foundation at upper bar.

Complete grading and gravel at all parking/drive areas.

### Activity planned for November

Complete sheetrock at lower bar

Complete roofing membrane installation at lower bar.

Begin siding at lower bar.

Complete framing at middle bar.

Complete roofing at middle bar.

Complete mep rough-ins at middle bar.

Begin setting windows and siding at middle bar.

Complete flatwork at upper bar.

Begin framing at upper bar.

Complete site utility piping.

Clean up and stripe Mt Washington Dr ROW.

## Residence Hall October 2014 Status Report

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## Residence Hall October 2014 Status Report

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## Residence Hall October 2014 Status Report

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## Residence Hall October 2014 Status Report

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## Residence Hall October 2014 Status Report

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<b>Schedule</b>	<b>Start</b>	<b>Finish</b>
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	October 2013	January 2014
Commissioning Consultant Selection	November 2013	December 2013
Board decision: 25% Construction Documents	October 2013	October 2013
25% Construction Documents	October 2013	November 2013
Lease Crutcher Lewis Bidding/Reconciling	December 2013	January 2013
GMP Presentation	January 2014	January 2014
Construction Documents	January 2014	March 2014
Special Inspection Consultant procurement	February 2014	March 2014
Permit Review/Approval	March 2014	May 2014
Construction	April 2014	July 2015
Furnishing Move-in	July 2015	August 2015

## Residence Hall October 2014 Status Report

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### Project Participants

#### COCC Steering Committee

James Middleton, President  
Kevin Kimball, Chief Financial Officer  
Gordon Price, Director Student Life  
Joe Viola, Director Campus Services

Matt McCoy, Vice President of Administration  
Alicia Moore, Dean of Students  
Paul Wheeler, On-Campus Housing Coordinator  
Rick Hayes, Project Manager

#### Design Consultant

Mahlum Architecture, 1231 NW Hoyt, Suite 102, Portland, Oregon 97209  
Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager  
Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

#### Construction Manager General Contractor

Lease Crutcher Lewis, 550 SW 12<sup>th</sup> Avenue, Portland, OR 97205  
Tony Church, Senior Project Manager      Mike Levesque, Project Manager  
Ted Gayman, Superintendent                  Isaac Smith, Project Engineer

#### Civil Survey Consultant

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

#### Geotechnical Engineer

FEI Testing & Inspection, Inc., 62979 NE Plateau Drive, #3, Bend, OR 97701  
Bill Smith, Geotechnical Engineer,

#### Commissioning Agent

Hugh Cx, 4800 SW Meadows Rd, Suite 300, Lake Oswego, Oregon 97035  
Doug Brown, Principal

#### Testing Agency

Carlson Testing, Inc., 8430 SW Hunziker, Tigard, Oregon 97223  
Scott Jordan, Manager



## Technology Education Center – Oct. 2014 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 overall project is \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon.

### **Change Order Activity**

No changes this month.

### **Schedule Status**

The project started on April 22<sup>nd</sup> and is on schedule to open for Fall Classes of 2014.

### **Recent Activity**

One last issue remains that is holding up final C of O. An engineering mistake lead to a shortage in capacity at the drainage swales along Airport Way. The engineer is working on a fix for the issue and we hope to have that in hand before the end of the month.

### **Activity Next Month**

Correct issues holding up C of O. Complete project.

## Technology Education Center – Oct. 2014 Update

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### Project Participants

#### COCC Stakeholder Group

Shirley Metcalf	-	Extended Learning Dean
Matt McCoy	-	VP for Administration
Jerry Schulz	-	Director 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

Bill Maguire	-	Project Manager, Kirby Nagelhout Construction
Mike Carter, Jr.	-	Project Superintendent, Kirby Nagelhout Construction
Mark Miller	-	General Superintendent, Kirby Nagelhout Construction
Jeff Deswert	-	President, Kirby Nagelhout Construction



## HOUSING OPERATIONS REPORT November 2014

### HOUSING WORK TEAMS

In order to support the transition to the new residence hall, COCC has convened two work teams:

#### Housing Leadership Team

This team meets on a monthly basis to keep one another informed about key decisions and major milestones, as well as provide direction on operational or policy issues in which no obvious approval process exists. Members are:

- Rick Hayes, Construction Project Manager (and co-lead for construction questions)
- Kevin Kimball, Chief Financial Officer (and lead for budget-related questions)
- Shirley Metcalf, Interim President
- Matt McCoy, Vice President for Administration (and co-lead for construction questions)
- Alicia Moore, Dean of Student & Enrollment Services (and co-lead for operational issues)
- Gordon Price, Director of Student Life (and co-lead for operational issues)

#### Housing Operations Team

This team originally met in late spring term to review a draft of topics that may need to be addressed as we transition to new student housing (see "Operational Planning" section below). The team will be convened as a large group at several critical points during the coming year, although small topic-specific work groups will meet on a regular basis throughout the year. Gordon Price and Paul Wheeler are leading these efforts. Members are listed below, noting that other staff from each of the areas will be involved depending on the focus of the discussion.

- Megan Bernard, Resident Director
- Dan Cecchini, Chief Information Officer
- Seth Elliott, Campus Public Safety
- Ron Paradis, Director of College Relations
- Gordon Price, Director of Student Life
- Joe Viola, Director of Campus Services
- Paul Wheeler, Student Housing Coordinator
- Lori Willis, Director of Bookstore (responsibility for food service contract)
- + Housing Leadership Team members

### OPERATIONAL PLANNING

Paul Wheeler and Gordon Price developed an initial list of topics that will be addressed as we transition to an expanded student housing program (appendix A); it is anticipated that many of the policies will remain the same and that it is primarily processes that may require change.

The topic list is divided into three groups: highest urgency (to be addressed summer and fall 2014); mid-level (fall 2014 and winter 2015); and lowest urgency (spring 2015 and beyond). Those involved with the topic are identified using the RASI model:

- R1** Who is primary person **responsible** for the initiative? The responsible individual may not be the content expert but he or she is the one responsible for convening the appropriate stakeholders and ensuring the topic is appropriately addressed.
- R2** The individuals, in addition to the R1, who will play a primary role in the policy or process discussion.
- A** Who needs to **approve** the initiative, decision or project?
- S** Who needs to **support** the initiative, decision or project? This includes not only implementation support, but also attitudinal or “political” support
- I** Beyond those who need to approve or support the item, who should be **informed**? There are many individuals who do not have to approve or even support implementation but they need to know about it. They may be asked by others about an activity and can help by being informed.

The document is a dynamic document in that additional items and/or changes to RASI designations are always welcome. It does not include every nuance of every decision; as such, it is meant to capture the critical topic areas, while the individuals involved will bring forth the related details.

## STAFFING PLAN

While the staffing plan is highlighted in the pro forma, the following provides a brief comparison of staff supporting Juniper Hall and staff structure supporting expanded housing.

Position	Current Housing	New Housing	Notes
Housing Coordinator <sup>1</sup>	1.0	1.0	Professional staff, live-off position. Current job description includes reception/support and summer conferences/marketing; these will shift to new positions (see below). Remaining responsibilities remain as is (residence hall leadership and operations).
Resident Director (RD)	1.0	1.0	Professional staff, live-in position; primary focus is on residence life (RA supervision, programming, creating community). Current staff has given a one-year notice; will begin hiring for this position in mid-winter term.
Resident Assistants (RA)	4 + one activities coordinator	10	Current = 1:25 RA/student ratio New = 1:32 RA/student ratio Note that national standards do not exist regarding RA-to-student ratio and ratios vary widely amongst institutions and student housing type.

Reception/support staff	0	.5	Currently shared by Housing Coordinator, Resident Director and RAs
Summer Conferences/Marketing Coordinator	0	1.0	Currently managed by Housing Coordinator; anticipate that position will grow as summer conferences increase over time. Primary summer conference focus is on attracting existing organizations and conferences, rather than creating “in-house” camps or conferences.
Custodian	1.0	TBD	Projected dollar amount on a per square foot basis for entire building; FTE (both permanent and temporary staffing) to be based on square footage of <i>public</i> spaces, summer conference expectations, and room turnover needs.
Maintenance	Some work done by custodian; other absorbed through existing Campus Services staff.	TBD	
Safety & Security	General safety and security managed by housing staff; back-up and higher level service absorbed within existing CPS budget	TBD	Some dollars are budgeted for expansion of existing safety and security staffing; in discussion as to whether budgeted amount is sufficient.
IT support	Absorbed within existing IT staffing	.5	Student technology and support to be outsourced; .5 FTE is budgeted for supporting staff and liaison with IT provider. Could be an actual position or consulting services.
Landscaping/grounds/snow removal	Currently shared between custodian and Campus Service staff	1.0	1.0 FTE budgeted for new building, as well as additional dollars for snow removal and parking lot maintenance.

<sup>1</sup> After an interview with Gordon Price and Alicia Moore, as well as a second individual interview with President Metcalf, it was determined that Paul Wheeler will continue in the Housing Coordinator position. Paul’s background includes student housing experience at the University of Idaho (three years as a student employee), Plymouth State College (seven years in a professional position), and COCC (six years in a professional position). He has a strong vision for a successful expanded student housing project and demonstrated strengths in managing COCC’s current residence life and housing operations program. Paul’s academic credentials include a B. S. in Math and M. Ed. in Counselor Education; he is currently pursuing a certificate in occupancy management through the National Association of College & University Housing Officers.

**MARKETING TO DATE**

The College is scheduled to hire a .5 FTE summer conferences/marketing coordinator; it is anticipated that the position will be posted by mid-October and hired as soon as possible thereafter. In the meantime, staff from College Relations, Admissions & Records, and Student Life met in winter term and developed the interim marketing plan listed below. The group will also meet in early fall term to update the plan to create additional points of contact for fall term; information on that plan to follow in a future housing operations update.

	<b>Audience</b>	<b>Type of Communication</b>	<b>Target Date</b>
1	n/a	Website redesign	End of February
2a	High school counselors in OR, WA, N. California, NV, ID, AK, HI, CO	Email – announce all new buildings, but emphasize housing	Early March
2b	Current prospective students; filter by age or high school graduation year as possible to target traditional age students		
3	General College	Facebook posting	Early March
4	Existing prospective students	Facebook posting	Early March
5a	In-district high school juniors	“Announcement” piece; will include science, health careers, culinary, and housing	End of March
5b	Non-resident high school juniors, based on: <ul style="list-style-type: none"> <li>• City/state of origin for recent JH applicants</li> <li>• City/state of origin for recent JH inquiries</li> <li>• City/state of origin for recent general COCC inquiries</li> </ul>		
5c	High school counselors (same group as 2a)		
5d	Current prospective students (same group as 2b)		
6	General admissions inquiries	Integrate into prospective student inquiry pieces	Summer 2014
7	Prospective students inquiring about housing	Update existing Admissions housing publication	
8	Fall College tours		

**APPENDIX A: OPERATIONAL PLANNING**

**Highest Urgency (now - Fall 2014)**

	<b>Topic</b>	<b>R1</b>	<b>R2</b>	<b>A</b>	<b>S</b>	<b>I</b>
Significant Changes (Internal)	<b>Housing Management Software</b> <i>general software for application/contract, package tracking software, student work order software, etc.</i>	Paul	Gordon ITS	Alicia	Megan Sharon	President PAT Ops Team
College-Wide Implications	<b>Marketing/Webpage</b> <i>development of position description and hiring process; marketing plan; webpage management; Facebook management; publications management; liaison with Admissions, on/off campus housing comparative analysis for publication on webpage, etc.</i>	Gordon	Paul College Relations	Alicia	Megan Drew	President PAT COCC Board Ops Team
	<b>Live-On / Residency Requirement</b> <i>what offices effected, what processes effected, what is the rule, what are the exceptions, process for exemption, collect data from Institutional Research, etc.</i>	Paul	Gordon	President & COCC Board	Megan Inst. Research	OPS Team Enrollment
	<b>Budget</b> <i>determining operating budget; evaluating positions (adequate); distinguishing certain fees for certain services (i.e. a tech fee that is split off to specifically fund the ResNet, parking fees); etc.</i>	Gordon Kevin	Paul	President PAT	Megan, Joe, Seth, Dan	COCC Board OPS Team
	<b>Facilities Operations Protocols/Practices/Procedures</b> <i>conversations with Campus Services about support, keys/FOBs, custodial, trash, work orders, snow removal, parking lot snow maintenance, grounds support, building signage, etc.</i>	Gordon Joe	Paul	Alicia	Megan	Seth OPS Team
	<b>Public Safety Protocols/Practices/Procedures</b> <i>conversations with Campus Public Safety about support, emergency procedures, fire drills/evacuations, parking permits/enforcement, etc.</i>	Gordon Seth	Paul Jim	Alicia	Megan	President PAT Ops Team

	<b>Information Technology</b> <i>conversations with IT about needs, infrastructure, support (student and staff), etc.</i>	Paul Darren	Gordon	Alicia Dan	ITS	President PAT Ops Team
	<b>Residence Hall name</b>	Board	Board	Board		Campus
	<b>Food Services</b> <i>Transition to new food services contract, etc.</i>	Lori Kevin	Paul,	Gordon	Megan	PAT Ops Team

**Middle Urgency (Fall 2014 - Winter 2015)**

	<b>Topic</b>	<b>R1</b>	<b>R2</b>	<b>A</b>	<b>S</b>	<b>I</b>
Minimal Changes (Internal)	<b>Resident Assistant Staff Management</b> <i>staff selection, fall training/retreat, winter/spring trainings, staff supervision, staff meetings, one-on-ones, on-going training activities, duty coverage, duty phone, binders, resources, etc.</i>	Megan	Paul	Gordon	RA Staff	Alicia OPS Team
	<b>Housing Operations Protocols/Practices/Procedures</b> <i>application/contract, move-in/move-out, early arrival/late departure, break housing, kitchen, rec equipment, room assignments, returning student lottery, staff office hours, charges/fees, contract termination process, lockouts, health and safety room inspections, guests, bike storage, flex room protocol, entrance/exit doors (which ones do what), etc.</i>	Paul	Megan	Gordon	Gordon	President PAT Ops Team



	<b>Policies / Conduct / Behavior</b> <i>development of residence hall policies as they relate to conduct and behavior, therapy/assistance animals, re-evaluation of alcohol policy for 21+, conduct hearing/adjudication between RD and HC, etc.</i>	Paul		Gordon	Megan CPS	President PAT Ops Team
	<b>Background Check Requirement</b>	Paul	Gordon	President PAT	Megan	Seth OPS Team HR
Significant Changes (Internal)	<b>Mail Services</b> <b>address designation;</b> <i>package tracking software, determining address as a forwarding-capable address, communication with USPS/UPS, FedEx about direct delivery, mail distribution procedure, etc.</i>	Paul	Megan	Gordon	Lori	Alicia OPS Team
	<b>Student Handbook / Guide to Community Living</b> <i>online and print publication that brings together policies, protocols, procedures for students and families</i>	Paul	Megan	Gordon	College Relations	Alicia OPS Team
	<b>Immunization Requirement</b>	Paul	Gordon	Alicia	Megan	OPS Team
College-Wide Implications	<b>Other Department Conversations</b> <i>Mazama, library, shuttle, parking overflow, etc.</i>	Gordon	Paul	Alicia	Megan	President PAT Ops Team
	<b>Summer Conferences</b> <i>Campus Services, IT, Food Services, College Relations, Community Learning</i>	Gordon	Paul	Alicia	Megan, Joe, Dan, Lori, Ron, Jerry	President PAT Ops Team

	<b>Laundry Services</b> <i>RFP process, free laundry or a charge, policies, process, procedures, etc.</i>	Paul Lori	Megan	Gordon		Alicia OPS Team
	<b>CCB Renovation/Repurpose</b>	Rick Matt	Alicia / Gordon Lori / Kevin	President PAT COCC Board	Paul Megan	OPS Team
	<b>OSU-C Relationship</b>	Shirley Matt	Alicia		Paul Gordon	President PAT Ops Team
	<b>Internal/External Communications</b>	College Relations	Gordon			OPS Team
	<b>Transition from Juniper Hall to New Building</b> <i>when would Juniper Hall close for services relative to the opening and transition of the new building? Will we offer summer conference housing in 2015; if so up to what date? Will we provide summer student housing in 2015; if so...? Approximately when will the housing office need to be closed and transition?</i>	Rick	Gordon	Alicia	Megan	President PAT Ops Team

**Lowest Urgency (Spring 2015 - Summer 2015 and beyond)**

	<b>Topic</b>	<b>R1</b>	<b>R2</b>	<b>A</b>	<b>S</b>	<b>I</b>
<b>Significant Changes (Internal)</b>	<b>Community Development / Programming Model</b> <i>programming model/theory, community development model/philosophy, all-hall meetings, community meetings, faculty involvement, themed housing, hall government, learning outcomes, etc.</i>	Megan	Paul	Gordon		Alicia OPS Team

	<b>Fall Housing Student Orientation</b>	Paul	Megan	Gordon	Gordon Student Life	Alicia OPS Team
	<b>Front Desk Operations</b> <i>how will the front desk run and be staffed; what types of things will occur out of the front desk; what does the Admin position look like; create position description for Admin position; will the HC/RD/RAs need to work at the desk; will we need to hire a student front desk staff; hiring process for Admin position; etc.</i>	Megan	Paul	Gordon		Alicia OPS Team
College-Wide Implications	<b>Summer Student Housing</b> <i>policies, procedures, application/contract, fees, students only or non-students (students coming to the area for educational reasons), etc.</i>	Paul	Megan	PAT	Gordon	President PAT Others
	<b>Ribbon Cutting / Grand Opening / All-Staff Retreat</b>	College Relations	Gordon Paul	President PAT	Joe Seth CCDC	COCC Board College