



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

PRESENT: Bruce Abernethy, Laura Craska-Cooper, Vikki Ricks, David Ford, Charley Miller, Joe Krenowicz, Anthony Dorsch, Lonn Johnston, -Board Attorney, Dr. James Middleton-President, Julie Smith- Executive Assistant.

INTRODUCTION OF GUESTS: Zelda Ziegler, Charles Abasa-Nyarko, Matt McCoy, Shirley Metcalf, Kevin Kimball, David Dona, Joe Viola, Michael Fisher, Ron Paradis, Jenni Newby, Lisa Bloyer, Jim Weaver, Sally Sorenson, Dan Cecchini, Kathy Smith-Faculty Forum President, Jerry Schulz, Scott Greenstone-The Broadside and others.

PUBLIC HEARING AND TESTIMONY:

Dr. Zelda Ziegler-Associate Professor of Chemistry gave a PowerPoint presentation titled "Constant Assessment in a Flipped Chemistry Classroom" which described the "flipped classroom" concept to teach chemistry. She provided examples of how she uses this method and showed statistical evidence of how well the concept works for students.

CONSENT AGENDA:

Mr. Joe Krenowicz moved to approve the Consent Agenda (Exhibits: 5). Mr. Charley Miller seconded. MCU. Approved. M11/13:1

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of October 9 and the special meeting Minutes of October 23, 2013 (Exhibits: 5.a1 & 5.a2);

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

BE IT RESOLVED that the Board of Directors' approves the employment contract for Janet Narum as Director of Corrections Education, Deer Ridge Correctional Institution (Exhibit: 5.b2);

BE IT RESOLVED that the Board of Directors' approved the Adult High School Diploma Statement of Assurances (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' authorized President Middleton or his designee to sign contract #1434-13 Banking Services with US Bank (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the September 2013 Financial Statements.

Construction Update – (Exhibit: 6.b)

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

- Information Technology
- Grandview Renovation – Bend Campus
- Ochoco Remodel – Bend Campus
- Residence Hall Status Report – Bend Campus
- Technology Education Center – Redmond Campus
- Veterinary Tech Remodel – Redmond Campus.

OLD BUSINESS:

Budget Committee Appointments (Exhibits: 7.a & 7.a1)

Mr. David Ford moved to approve the appointments to the COCC Budget Committee for the 2013-14 Budget Year as per Exhibits: 7.a & 7.a1). Ms. Laura Craska-Cooper seconded. MCU. Approved. M11/13:2

NEW BUSINESS:

OCCA Strategic Conversation Memo & 2014 Goals (Exhibits: 8.a & 8.a1)

Ms. Vikki Ricks-Board Member Representative to the OCCA Board – reviewed that the OCCA Board appointed a strategic-conversation committee to help guide OCCA through reassessment of their role and purpose to ensure that OCCA continues to be a leadership organization that serves the needs of Oregon's 17 community colleges. Suggestions for improved services were discussed.

AV Systems Pkg. For Redmond Tech Center (Exhibit: 8.b)

Mr. Charley Miller moved to accept the bid of Delta Systems Integrated for \$406,858 for AV Systems Package and direct that a contract be executed. Ms. Vikki Ricks seconded. MCU. Approved. M11/13:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Miller Board Retreat
 Real Estate Committee Meetings
 Special October 23 Board Meeting
 Economic Forecast Breakfast
 Meeting re: Legal Services

- Mr. Dorsch Special October 23 Board Meeting
- Mr. Krenowicz Board Retreat
Special October 23 Board Meeting
OCCA – Conference and Howard Cherry Banquet
College Affairs Committee Meeting
Economic Forecast Breakfast
- Mr. Ford Board Retreat
Real Estate Committee Meeting
Two meetings w/Kelly Sparks re: pending property acquisition
OSU Cascades Meetings
Special October 23 Board Meeting
- Ms. Ricks Board Retreat
La Pine Adult Education Committee Mtg.
Newberry Economic Summit
Mtg. w/Jim Weaver re: COCC Foundation
Special October 23 Board Meeting
- Ms. Craska-Cooper Board Retreat
Meeting re: RFP for Legal Services
OSU Cascades Advisory Committee Mtg.
OCCA Conference
Special October 23 Board Meeting
- Mr. Abernethy Board Retreat
Met w/Ron Paradis re: Presidential Search
Presidential Search Committee Mtg.
Special October 23 Board Meeting
OCCA Conference

Chair Abernethy announced that at the recent OCCA Annual Conference/Howard Cherry Banquet - President Jim Middleton received the “Howard Cherry” Award for “Outstanding Community College Administrator” in Oregon. Chair Abernethy thanked President Middleton for the “incredible job he has done for COCC during the past decade.” President Middleton thanked the board, staff and others for their continued support during the past ten years contributing to the success at COCC.

PRESIDENT’S REPORT

Staff Recognition & Awards

Ms. Aimee Metcalf, Assistant Director of College Relations, was named the NCMPR District 7 Rising Star. The Rising Star award goes to a professional at one of the member colleges who is in his/her first five years in the marketing/public relations profession and who shows outstanding accomplishments and potential. District 7 includes all the community colleges in Oregon, Washington, Alaska, Idaho, Montana and three Canadian provinces.

COCC Designers - Ms. Andrea Lennon (poster for Social Science lecture series) and Ms. Kris Elkin (series of pieces produced for the Ed Viesturs presentation)– each received a medallion award for their work this past year.

Ms. Courtney Ford-Director of Admissions and Registrar, was recently awarded “Exemplary New Member” at the PACRAO (Pacific Assn. of Collegiate Registrars and Admissions Officers) annual conference. She was recognized for her role on the “Local Arrangements Committee” coordinating more than 50 vendors for the past two annual conferences.

Cascades Hall – Update

OSU-Cascades Vice President Becky Johnson, Jock Mills (PSU lobbyist), Jay Kenton (OUS fiscal officer) and President Middleton met with the LFO (Legislative Fiscal Office) staff in Salem to discuss retiring the debt on Cascades Hall transitioning to be the COCC Student Success Center - Classrooms/Offices. The meeting was collaborative and productive – although a resolution has not been defined – all are focused on resolving the issue.

Mentor-Connect Grant Award

President Middleton announced that Ms. Tanya Bruce-Grant Coordinator - has received notification that COCC has been awarded grants/funding for the following –

- National Science Foundation (NSF)
- Grant Writing Workshop in Atlanta
- NSF Mentor for one-year re: grant proposals for NSF Advanced Technology Education
- NSF Grant Award range is for up to \$900K for three years or \$200K 3 year/small grant
- Grant to support Automotive Technology in Electronics & Diagnostics degree

COCC team - Ken Mays-Automotive, Bruce Emerson-Physics, Michael Fisher-Instructional Dean and Tanya Bruce-Grants Coordinator.

ADJOURN 7:30 PM

APPROVED;

ATTEST TO;

Mr. Bruce Abernethy, Board Chair

Dr. James E. Middleton, President

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – November 2013

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Classified Full-Time			
Jordan, Jennifer	11/18/2013	Bend	Admin Assist 1 - CIS Dept
Middleton, Andrew	11/12/2013	Bend	Office Specialist 3
Railey, Marla	11/12/2013	Bend	Enrollment Specialist-Bend
Temporary Hourly			
Allen, Shanelle	11/6/2013	Bend	Student Government
Campbell, Rena	11/8/2013	Bend	Dental Lab Assistant
Moccia, John	11/12/2013	Bend	Campus Public Safety
Sheridan, Ryan	11/18/2013	Branch Campuses	Math Tutor

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally A. Sorenson-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for **RYAN STOCK**, as a Facilities Maintenance Manager.

B. Discussion/History

The employment contract for RYAN STOCK is for an administrative position. This position was filled through a National College search. RYAN STOCK will officially begin work on January 6, 2014.

C. Options/Analysis

Approve the employment contracts for RYAN STOCK.
Decline approval of the employment contracts for RYAN STOCK.

D. Timing

The Facilities Maintenance Manager position for RYAN STOCK is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date through June 30, 2014. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Mr. Stock has more than 20 years of experience in Facilities Management. For 10 of those years, he served as Custodial and Grounds Maintenance Supervisor for Central Oregon Community College. He is currently the Director of Facilities Operations at the University of Oregon. His experience includes facility maintenance supervision, capital construction support, and emergency repairs, at Autzen Stadium Football Field, PK Park Baseball Facility, Hayward Complex, Pape Soccer and Lacrosse Facility, McArthur Court, and others. He is the University Facilities Emergency Response Supervisor for NCAA Football games.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally A. Sorenson-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for **YVONNE RAMAGE**, as a HRIS/Business Module Manager.

B. Discussion/History

The employment contract for YVONNE RAMAGE is for an administrative position. This position was filled through a National College search. YVONNE RAMAGE will officially begin work on December 1, 2013.

C. Options/Analysis

Approve the employment contracts for YVONNE RAMAGE.
Decline approval of the employment contracts for YVONNE RAMAGE.

D. Timing

The HRIS/Business Module Manager position for YVONNE RAMAGE is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date through June 30, 2014. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Ms. Ramage holds a BA degree in Foreign Languages and Literature from Oregon State University, and a Civil Engineering degree from Stuttgart Universitats in West Germany. Ms. Ramage has eighteen years consultant work as a Business Analyst & Software Engineer, developing enterprise applications using SQL, SSRS, T-SQL, NET, JQuery, Java, among others. Much of her experience has been working with university management systems.

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

Cash and Investments

The Colleges' operating cash balances currently total \$27.7 million. The October average yield for the Local Government Investment Pool remains unchanged at .54 percent.

The bond proceeds held in cash total \$3.4 million as of the end of October.

General Fund Revenues

The College received the second State Aid payment of \$1.8 million. All inter-fund transfers-in have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

The expenses include the scheduled annual inter-fund transfers-out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of October 31, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$26,947,163		
Pool account 5482			\$492,132
Pool account 3624			\$373,269
Pool account 3816		\$3,311,750	
Pool account 3844		\$148,039	
October Average Yield .54%			
Cash in USNB	\$806,772		
Cash in USNB - Bond Funds			
Cash on Hand	\$4,300		
Total Cash	<u>\$27,758,235</u>	<u>\$3,459,788</u>	<u>\$865,401</u>

Central Oregon Community College
Monthly Budget Status
 October 2013

Exhibit 6a
 11-Dec-13

<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>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,895,000	\$ -	\$ (11,895,000)	0.0%	0.0%
Prior Taxes	790,000	269,690	(520,310)	34.1%	51.3%
Tuition and fees	19,723,000	6,775,630	(12,947,370)	34.4%	34.1%
State Aid	6,291,000	3,571,057	(2,719,943)	56.8%	50.4%
Interest & Misc. Income	75,000	93,930	18,930	125.2%	186.0%
Transfer-In	1,745,000	1,745,000	-	100.0%	100.0%
Total Revenues	\$ 40,519,000	\$ 12,455,308	\$ (28,063,692)		
Expenses by Function					
Instruction	\$ 18,752,536	\$ 3,979,939	\$ 14,772,597	21.2%	21.8%
Academic Support	2,949,282	775,430	2,173,852	26.3%	27.5%
Student Services	4,602,112	1,317,108	3,285,004	28.6%	29.3%
College Support	4,833,106	1,547,066	3,286,040	32.0%	32.6%
Plant Operations and Maintenance	4,302,983	1,168,172	3,134,811	27.2%	26.4%
Information Technology	3,548,862	1,247,441	2,301,421	35.2%	37.0%
Financial Aid	52,897	19,328	33,569	36.5%	107.3%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,674,060	2,656,741	17,320	99.4%	100.0%
Total Expenses	\$ 42,515,838	\$ 12,711,225	\$ 29,804,613		
Revenues Over/(Under) Expenses	\$ (1,996,838)	\$ (255,917)	\$ 1,740,921		

Central Oregon Community College
Monthly Budget Status
October 2013

Exhibit 6a
11-Dec-13

	<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>
<u>Other funds:</u>					
Debt Service Fund					
Revenues	\$ 4,372,766	\$ 1,080,177	\$ (3,292,589)	24.7%	25.4%
Expenses	4,488,590	1,005,941	3,482,649	22.4%	22.6%
Revenues Over/(Under) Expenses	\$ (115,824)	\$ 74,236	\$ 190,060		
Grants and Contracts Fund					
Revenues	\$ 1,917,602	\$ 244,676	\$ (1,672,926)	12.8%	14.3%
Expenses	2,029,866	406,909	1,622,957	20.1%	19.4%
Revenues Over/(Under) Expenses	\$ (112,264)	\$ (162,233)	\$ (49,969)		
Capital Projects Fund					
Revenues	\$ 30,498,168	\$ 1,887,016	\$ (28,611,152)	6.2%	26.7%
Expenses	27,998,138	4,420,120	23,578,018	15.8%	11.1%
Revenues Over/(Under) Expenses	\$ 2,500,030	\$ (2,533,104)	\$ (5,033,134)		
Enterprise Fund					
Revenues	\$ 7,201,733	\$ 1,719,506	\$ (5,482,227)	23.9%	24.6%
Expenses	7,744,533	2,006,126	5,738,407	25.9%	28.7%
Revenues Over/(Under) Expenses	\$ (542,800)	\$ (286,620)	\$ 256,180		
Auxiliary Fund					
Revenues	\$ 9,997,435	\$ 5,108,799	\$ (4,888,636)	51.1%	58.0%
Expenses	10,397,527	4,407,835	5,989,692	42.4%	49.0%
Revenues Over/(Under) Expenses	\$ (400,092)	\$ 700,964	\$ 1,101,056		
Reserve Fund					
Revenues	\$ 11,740	\$ -	\$ (11,740)	0.0%	0.0%
Expenses	480,000	330,192	149,808	68.8%	71.1%
Revenues Over/(Under) Expenses	\$ (468,260)	\$ (330,192)	\$ 138,068		
Financial Aid Fund					
Revenues	\$ 22,672,398	\$ 6,814,395	\$ (15,858,003)	30.1%	32.4%
Expenses	22,697,785	6,997,214	15,700,571	30.8%	33.7%
Revenues Over/(Under) Expenses	\$ (25,387)	\$ (182,819)	\$ (157,432)		
Internal Service Fund					
Revenues	\$ 389,095	\$ 78,687	\$ (310,408)	20.2%	26.7%
Expenses	410,070	105,473	304,597	25.7%	46.5%
Revenues Over/(Under) Expenses	\$ (20,975)	\$ (26,786)	\$ (5,811)		
Trust and Agency Fund					
Revenues	\$ 1,900	\$ 639	\$ (1,261)	33.6%	38.2%
Expenses	3,000	834	2,166	27.8%	30.6%
Revenues Over/(Under) Expenses	\$ (1,100)	\$ (195)	\$ 905		

Information Technology Update – November 2013

Current Projects

The **Redmond Technology Center** will be a new 34,000 square foot, two-story building on our Redmond Campus and will include 9 classrooms, 3 computer labs, 4 skills labs and several conference rooms with completion planned for Summer of 2014. Delta Systems Integration, Inc. was awarded the **A/V Systems Installation** contract for the **Redmond Technology Center**. **Ochoco** remodel design discussions continue, and AV work related to the repurposing of **Mazama 205 & 207** is almost complete and will be ready for Winter classes.

Schedule Status

The **Redmond Technology Center**, **Redmond Technology Center AV Systems Installation**, **Mazama** remodel, and **Ochoco** remodel are all on schedule at this time.

Activity in November

Approximately 95% of all low-voltage infrastructure has been installed on the first and second floors of the South wing and approximately 60% of the core of the **Redmond Technology Center**. We awarded the **A/V Systems Installation** for the **Redmond Technology Center** to Delta Systems Integration, Inc. A/V work for the **Mazama** remodel is almost complete with final testing scheduled for mid-December for classes this Winter. The **Ochoco** remodel is still in the design phase and meetings with Pinnacle Architecture continue .

Information Technology Update – November 2013

Photos – Redmond Technology Center



Future MDF – Room 205, 2nd floor



Low-Voltage Cable Tray – South Wing, 2nd floor

Information Technology Update – November 2013

Photo – Mazama Remodel



Dual Projectors & Projection Screen Install – Mazama 207

Upcoming Activities – December

Both the pre-construction meeting and project kick-off for the **Redmond Technology Center A/V Systems Installation** at the **Redmond Technology Center** will occur Thursday, December 5, 2013. Design discussions for the **Ochoco** remodel are ongoing and work on the **Mazama** remodel, including installation and testing of new sounds systems, dual projectors, dual projection screens and teaching lecterns should be complete prior to the Christmas Break.

Information Technology Update – November 2013

COCC Construction PM - Rich Brecke, 541-330-4375, email: rbrecke@cocc.edu

COCC Construction PM - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu

COCC Technology PM - Darren McCrea, 541-383-7741, email: 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

Grandview Renovation Project November 2013 Status Report

Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space using mobile laptop carts allowing conversion of South Sisters to a SMART math lab.

Budget Status

Total project budget is not to exceed \$1,313,577. See budget summary for current expenditures status.

Change Order Activity

COR #13, tie in irrigation at front of building to adjacent zone and paving patch, approved in the amount of \$920.70.

COR #39, provide access control at Door 215, approved in the amount of \$2,367.59.

Schedule Status

Completed and occupied.

Activity in November

Scheduled the tile floor removal/replacement to begin December 14th.

Diagnose and repair thermostat for bull pen and adjunct offices.

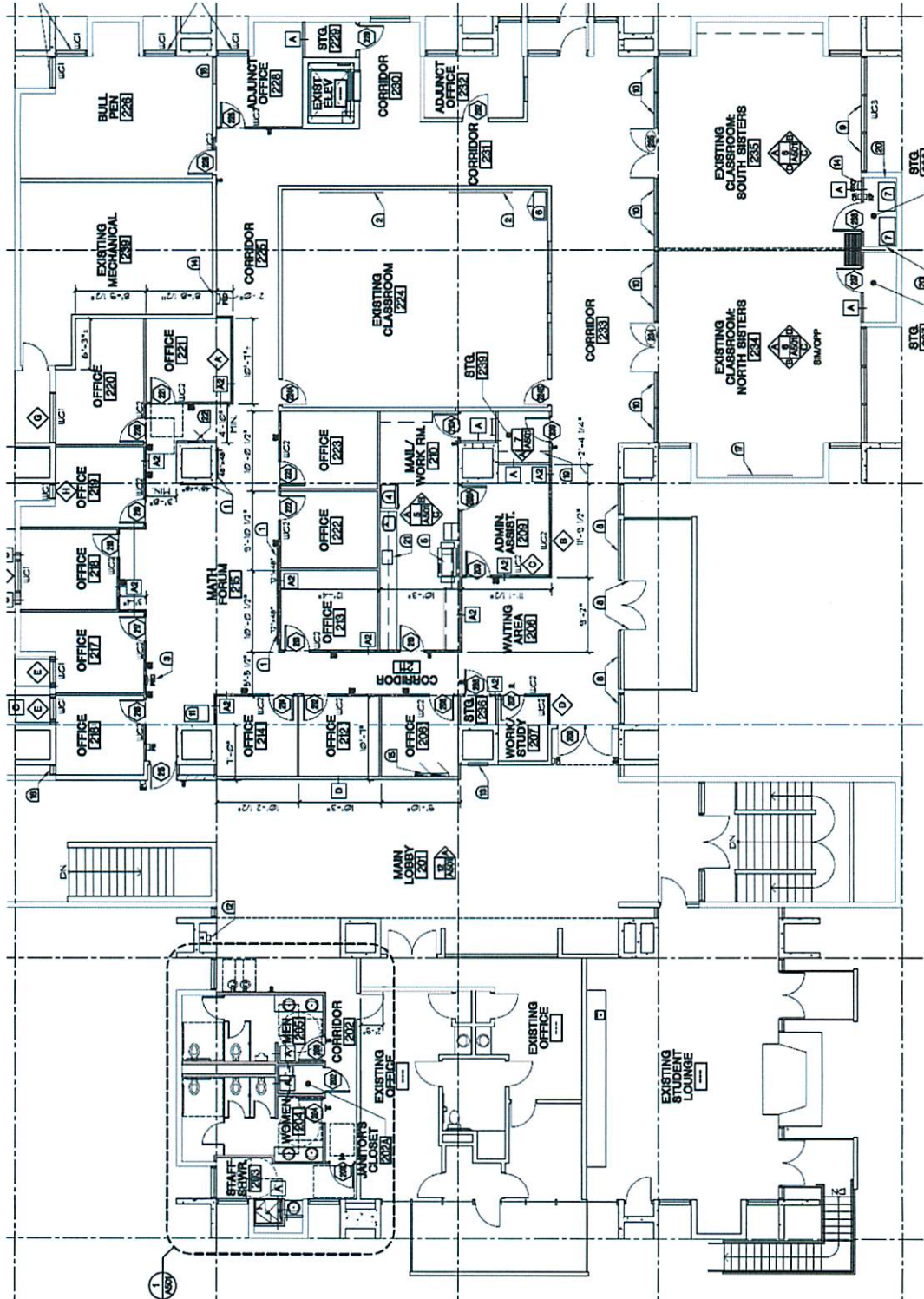
Activity planned for December

Receive O&M's and as-builts.

Complete the removal/replacement of floor tiles that are not adhering well beginning December 14th and completing by December 20th.

Grandview Renovation Project November 2013 Status Report

FLOOR PLAN



Grandview Renovation Project November 2013 Status Report

Project Participants

COCC Administration

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

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
solson@steel-arch.com

General Contractor

Sunwest Builders, Inc.
2642 SW 4th St.
Redmond, OR 97756
Adam Bowles, Project Manager
Jeff Bilyeu, Project Superintendent
541-548-7341
AdamB@sunwestbuilders.com
jbilyeu@sunwestbuilders.com

Ochoco Remodel – November 2013 Update

Scope

The remodeled Ochoco building will house both the Humanities and World Languages and Cultures departments. The primary focus will be on providing new office spaces to gather the departments into one area of the building. Both departments are currently widely dispersed across campus. Secondary goals for the project include improvements to the current classrooms and possible lab space for the departments. Secondary goals are dependent on how far the budget will stretch.

Budget Status

The current total project budget is \$1,778,000. Projected construction costs are \$1,066,000.

Change Order Activity

N/A.

Schedule Status

The schedule will depend heavily on what the overall scope ends up being. Primary goals stated so far are:

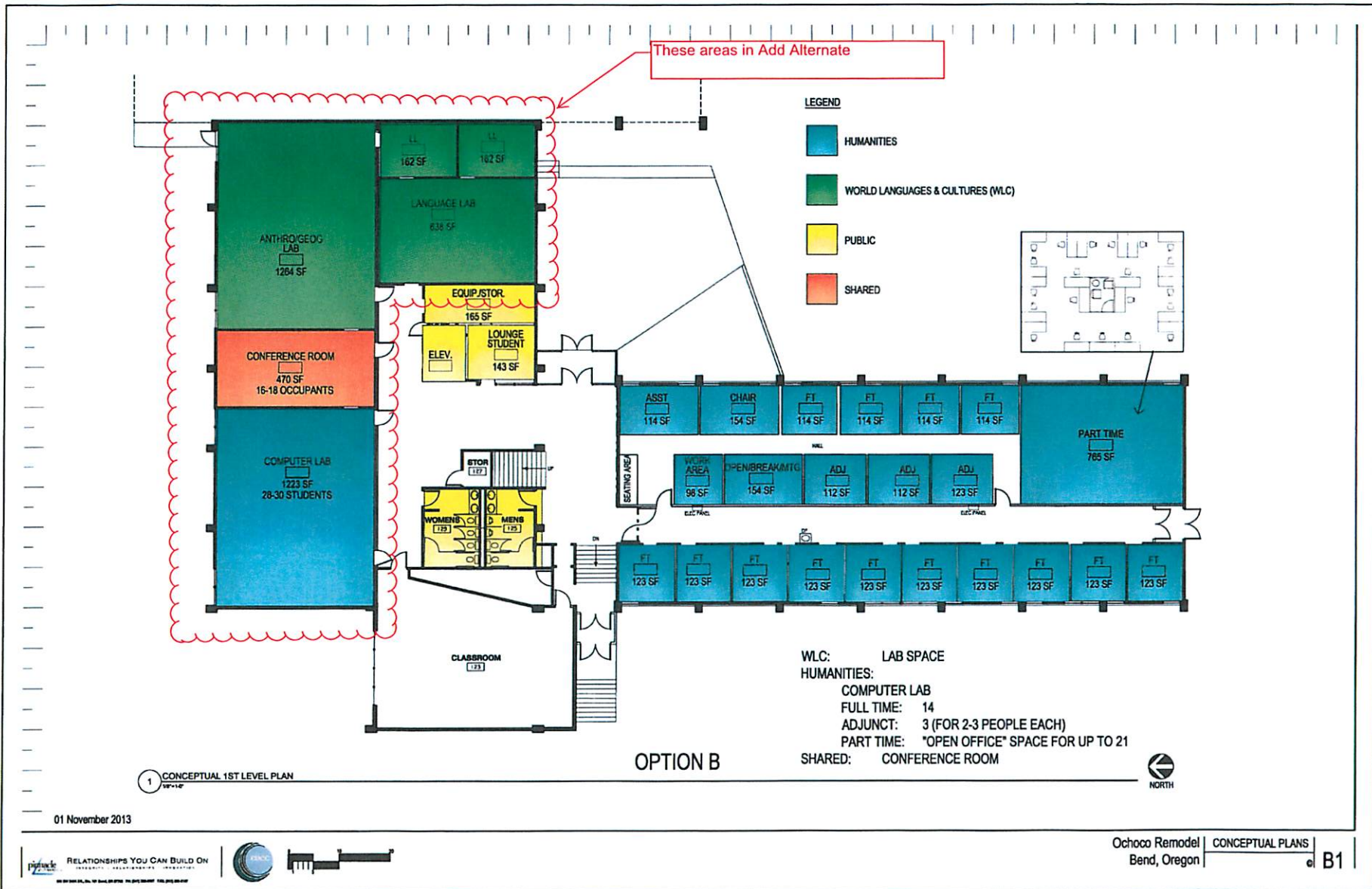
- 1) Any work in classrooms must be complete by Fall 2014.
- 2) Other improvements including office opening shall be complete no later than December 1, 2014. The project team will make a Fall 2014 opening a goal provided the scope and phasing allows for it.

Recent Activity

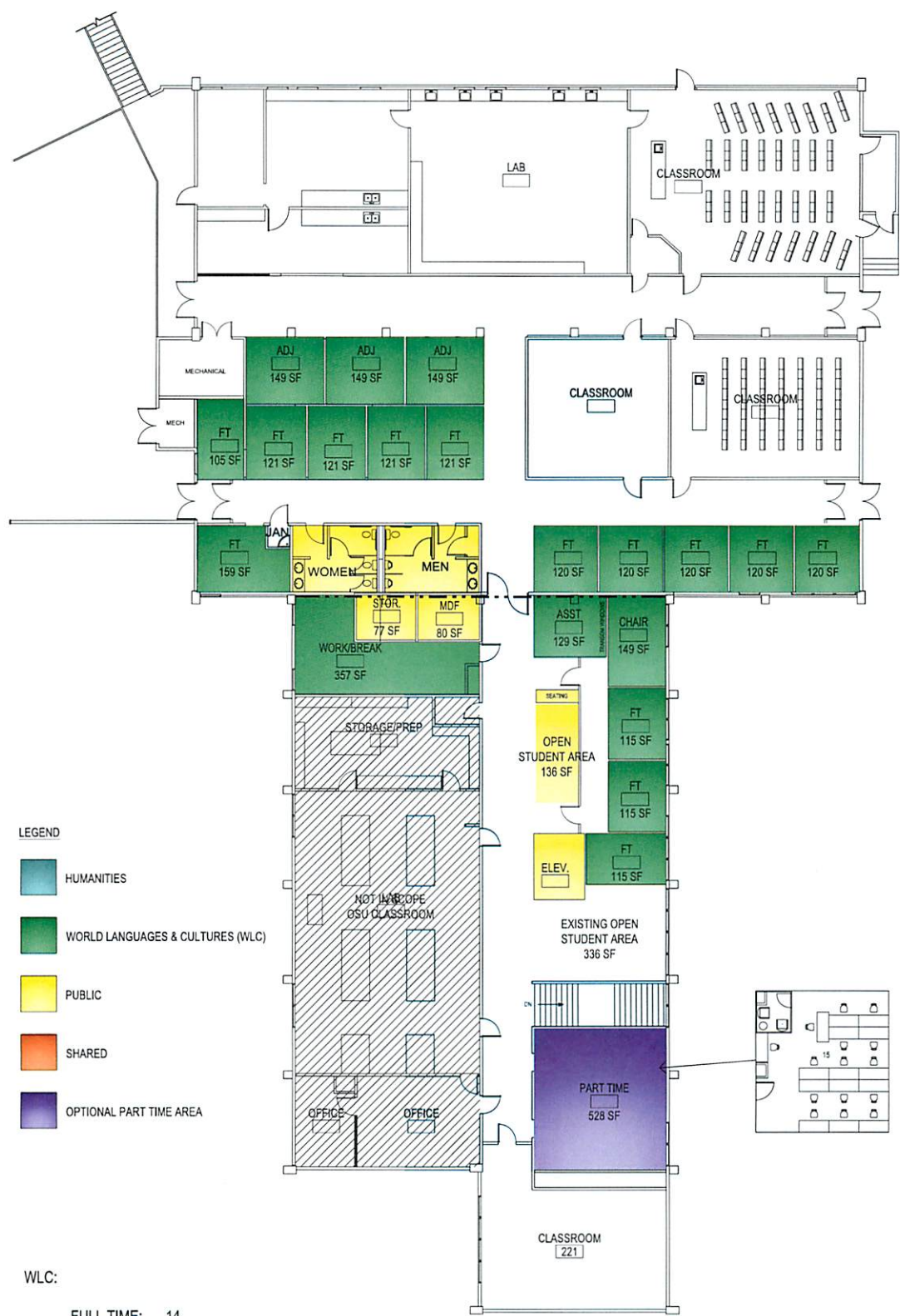
The design committee has decided to pursue a hybrid of option C for the base bid with the additions to get to Option B as alternates at bid time. Attached are the preliminary layouts. Schematic design continues toward that end and a Schematic Estimate will be available mid-December.

Activity Next Month

Budget review. Schematic Design approval. Begin Design Development.



N:\AA\OBS\1317.OCH COCC Ochoco\2 Design\03 Drawings\refVP-1-Schematic.dwg, 11/6/2013 3:47:42 PM, 1,2,26326



- LEGEND**
- HUMANITIES
 - WORLD LANGUAGES & CULTURES (WLC)
 - PUBLIC
 - SHARED
 - OPTIONAL PART TIME AREA
- WLC:**
- FULL TIME: 14
 - ADJUNCT: 3 (FOR 2-3 PEOPLE EACH)
 - PART TIME: "OPEN OFFICE" SPACE FOR UP TO 15

1 CONCEPTUAL 2ND LEVEL PLAN
1/8"=1'-0"

OPTION B



01 November 2013



Ochoco Remodel – November 2013 Update

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	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Mark Rossi	-	Pinnacle Architecture
Mindy Lyman	-	Pinnacle Architecture
Peter Baer	-	Pinnacle Architecture

Contractor Group

TBD

Technology Education Center – Nov. 2013 Update

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

Pending change orders amount to about \$15,000. The Contractor submitted over 20 relatively minor changes all at once. These are under review at this time. See the change order log for additional detail.

Schedule Status

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

Recent Activity

Structural framing has completed. Roofing is underway and nearly complete. Building wrap is ongoing and temporary protection is installed in most window openings. Rough in continues in the Core and North Wings. Work along airport way progresses as the weather allows, there is only a small section of sidewalk left to place.

Activity Next Month

Rough in will continue. Roofing will conclude. Glass and Glazing will commence as will wall board and slab grinding/polishing. The north wing slab will be placed and the interior stairs set.

Technology Education Center – Nov. 2013 Update



Setting roof joists.



Looking into the Lobby from the 2nd floor.

Technology Education Center – Nov. 2013 Update



North Wing – NDT/NDI Area



Shower Room

Technology Education Center – Nov. 2013 Update

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

Chris White	-	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

Residence Hall November 2013 Status Report

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 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

None this month.

Schedule Status

The project was approved to proceed into the 25% CD phase to allow Lease Crutcher Lewis to generate a GMP with significantly reduced contingencies and allowances.

25% Construction Documents Presentation and GMP proposal to occur at the January 8, 2014 board meeting.

The project will begin construction in April of 2014.

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

Activity in November

Revised commissioning RFP scope and holding for issuance until mid-December. Responses will be due in January after the Board has decided whether the Residence Hall Project will proceed.

Resolved 25% CD design related issues and decisions. Mahlum issued the 25% CD documents to Lease Crutcher Lewis on November 27.

Met with the City of Bend Planner and Engineer to review preliminary site plan application public and staff comments.

Continued to discuss and negotiate Systems Development Charges, specifically Bend Parks Department assessment methodology. Awaiting response from the City of Bend regarding COCC request for waiver of Transportation SDC's for this project.

Clarified the list of alternates to be priced during the bidding phase in December.

Completed traffic counts and parking lot usage for the entire campus with specification information gathered for analysis of the Residence Hall Project.

Activity planned for December

Complete negotiations/discussions with the City regarding SDC's, specifically BMPRD and City Transportation impact fees.

Lease Crutcher Lewis to issue the 25% Construction Documents for bidding and receive bids on December 19th.

Receive Site Plan Approval.

Residence Hall November 2013 Status Report

Conceptual preliminary building perspective.



Residence Hall November 2013 Status Report



Residence Hall November 2013 Status Report



R.A. SINGLE
 SINGLE BEDROOM 202 SF
 BATHROOM 58 SF
 TOTAL 260 SF NET
 315 SF GROSS



Typical unit types.
 SHARED ROOM 187 SF
 SINGLE BEDROOM 108 SF
 SINGLE BEDROOM 108 SF
 SINGLE BEDROOM 108 SF
 SINGLE BEDROOM 108 SF
 BATHROOM 73 SF
 TOTAL 728 SF NET
 852 SF GROSS



QUAD DOUBLES
 SHARED ROOM 137 SF
 DOUBLE BEDROOM 138 SF
 DOUBLE BEDROOM 138 SF
 BATHROOM 78 SF
 TOTAL 492 SF NET
 576 SF GROSS

Residence Hall November 2013 Status Report

Schedule	start	finish
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 8, 2014	January 8, 2014
Construction Documents	January 2014	February 2014
Permit Application	January 2014	March 2014
Special Inspection Consultant procurement	January 2014	February 2014
Construction	April 2014	July 2015
Furnishing Move-in	July 2015	August 2015

Residence Hall November 2013 Status Report

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
Paul Wheeler	On-Campus Housing Coordinator
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

Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager, Brian Squillace and Jeremy Rear, Project Architects, Amy Noe, Project Designer
Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

Construction Manager General Contractor

Lease Crutcher Lewis
550 SW 12th Avenue
Portland, OR 97205
503-223-0500

Tony Church, Senior Project Manager Mike Levesque, Project Manager
Jeff Spencer, Senior Estimator

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

Commissioning Agent TBD

Testing Agency TBD

Veterinary Tech Remodel at BAC– Nov. 2013 Update

Scope

This project entails purchasing the BrightSide Animal Center Event Center and performing some minimal remodel within the building to achieve the Veterinary Tech minimum program needs for a laboratory space. A future phase would add a Lab/Classroom, expanded Pharmacy Lab and a complete Surgery area. Phase 2 will remain on hold until funding is identified.

Budget Status

The project budget, which includes land and building acquisition, is \$486,000.

Change Order Activity

N/A.

Schedule Status

As the schedule and occupancy are dependent on the partition, project completion is a moving target. Opening will likely now be in Spring due to the time it has taken to receive approval on the partition.

Recent Activity

The City of Redmond has approved the partition with conditions. The conditions were expected and are minor. We will need to add a water line and meter for the building, and acquire easements for power and access from the Brightside Animal Center. Pricing is underway for the remodel and the waterline addition (the costs for installing the waterline will reduce the purchase price of the property per the sales agreement.) We are in discussion with the City regarding appropriate SDC charges.

Activity Next Month

Waterline installation and finalization of partition. Possible completion of the sale.

Veterinary Tech Remodel at BAC– Nov. 2013 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Interim VP for Instruction
Jenni Newby	-	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

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Authorize President Middleton or his designee to sign contract #1433-13 Legal Services with Bryant Emerson, LLP.

B. Discussion/History

A Request for Proposal was issued and three responsive bids were received: Bryant Emerson, Fitch Law Group, and Bryant Lovlien and Jarvis. After careful review, the evaluation committee scored Bryant Emerson as the highest-ranking Proposer. Bryant Emerson is currently the College's Legal Services provider.

C. Options/Analysis

- 1) Accept the proposal and authorize President Middleton or his designee to sign contract #1433-13 Banking Services with Bryant Emerson.
- 2) Not accept the proposal from Bryant Emerson and go out for a new solicitation.

D. Timing

Approval at this time will enable the College to have a contract in place by the start of the calendar year/

E. Recommendation

Be it resolved that the Board of Directors do hereby Authorize President Middleton or his designee to sign contract #1433-13 Legal Services with Bryant Emerson, LLP.

F. Budget Impact

Funds for the Legal Services fees are budgeted in the General Fund.