



CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, July 8, 2015 – 6:00PM  
Christiansen Board Room, Boyle Education Center

| TIME**  | ITEM   | ENC.* | ACTION | PRESENTER                         |
|---------|--|-------|--------|-----------------------------------|
| 6:00 pm | I. <b>Call to Order</b>                          |       |        | Ricks                             |
| 6:01 pm | I.a <b>Canvass of Votes</b>                      | 1.a   | X      | Paradis                           |
| 6:02 pm | I.b <b>Oath of Office</b> (Mundy)                | 1.b*  |        | Ricks                             |
| 6:15 pm | II. <b>Election of Officers</b>                  |       |        | Ricks                             |
|         | III. <b>Introduction of Guests</b>               |       |        | Chair                             |
| 6:20 pm | IV. <b>Agenda Changes</b>                        |       |        |                                   |
| 6:21 pm | V. <b>Public Hearing and Testimony</b>           |       |        |                                   |
|         | A. Special Recognition                           |       |        | Parker                            |
|         | B. OCCA & Legislative Annual Update              |       |        | Henderson                         |
| 7:05 pm | VI. <b>Consent Agenda***</b>                     |       |        |                                   |
|         | A. Minutes                                       |       |        |                                   |
|         | 1. Regular Meeting (June 10, 2015)               | 6.a1  | X      | Smith                             |
|         | B. Personnel                                     |       |        |                                   |
|         | 1. New Hire Report (June, 2015)                  | 6.b1  | X      | Sorenson <sup>A</sup>             |
|         | 2. Approval to Hire (Hong)                       | 6.b2  | X      | ✓                                 |
|         | 3. Approval to Hire (McKay)                      | 6.b3  | X      | ✓                                 |
|         | 4. Approval to Hire (Brock)                      | 6.b4  | X      | ✓                                 |
|         | C. Admin. Salary & Benefits – 2015-16            | 6.c   | X      | Sorenson/<br>Kimball <sup>A</sup> |
| 7:10 pm | VII. <b>Information Items</b>                    |       |        |                                   |
|         | A. Financial Statements                          | 7.a   |        | Bloyer <sup>A</sup>               |
|         | B. Construction Projects - Update                | 7.b   |        | McCoy <sup>A</sup>                |
|         | C. Housing Operations - Report                   | 7.c   |        | Moore <sup>A</sup>                |
|         | D. Maintenance Projects 2015-16                  | 7.d   |        | Viola <sup>A</sup>                |
| 7:25 pm | VIII. <b>Old Business</b>                        |       |        |                                   |
|         | A. ABS/OSEA Contract                             | 8.a*  | X      | Sorenson <sup>A</sup>             |
| 7:40pm  | IX. <b>New Business</b>                          |       |        |                                   |
|         | A. Student Success Initiative: Title III Grant   |       |        | Moore/Newby <sup>□</sup>          |
|         | B. August 12, 2015 – Board of Directors' Meeting | 9.b   | X      | Chair                             |
| 8:05 pm | X. <b>Board of Directors' Operations</b>         |       |        |                                   |
|         | A. Board Member Activities                       |       |        |                                   |
|         | B. Committee Appointments                        | 10.b  |        | Chair                             |

- 8:15 pm XI. **President's Report**  
A. American Society of Primates International Convention  
B. IT Update

Metcalf  
Dr. Matt Novak   
Cecchini

XII. **Dates**

- A. Wednesday, August 12, 2015, 6:00 p.m. Board of Directors' Meeting  
Location: Christiansen Board Room  
B. Thursday, August 20 @ 8:30 a.m. to 3:00 p.m. - Summer Board Retreat  
Location: Brooks Resources Conference Room – downtown Bend

- 8:30 pm XIII. **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.

= indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



**CENTRAL OREGON**  
community college

Central Oregon Community College  
Board of Directors' Meeting  
MINUTES  
Wednesday, June 10, 2015- 5:30pm  
COCC Crook County Open Campus  
Prineville, OR

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

**ABSENT:** Bruce Abernethy

**INTRODUCTION OF GUESTS:** Suzie Kristiansen, Andrea Wilson-Student, Charlie Naffziger, Diana Glenn, Jenni Newby, Matt McCoy, Ron Paradis, Kevin Kimball, Alicia Moore, David Dona, Michael Fisher, Sally Sorenson, Lisa Bloyer, Carol Higginbotham, Jim Weaver, Lester Friedman and Mark Copeland-Budget Committee, Jerry Schulz, Renee Brazeau-Asher, Cady-Mae Hunt, Brady Hickman, Dan Cecchini, Jim Middleton, John Mundy, Patti Norris, Steve Curley, Kellie Smith, Abby Spegman-The Bulletin and others.

**ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING**

**FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2015-16 BUDGET**

**Budget Hearing Input:** None

**RECONVENE REGULAR PUBLIC BOARD OF DIRECTORS' MEETING**

**ADOPTION OF THE COLLEGE BUDGET FOR 2015-2016**

**BUDGET RESOLUTION – I (Exhibit: 6.a):**

***Mr. Joe Krenowicz moved to adopt the 2015-2016 budget, Resolution I (Exhibit: 6.a) approved by the Budget Committee on May 14, 2014. Ms. Vikki Ricks seconded. MCU. Approved.***

M06/15:1

**APPROPRIATION RESOLUTION OF 2014-2015**

**BUDGET RESOLUTION – II (Exhibit: 6.b):**

***Ms. Vikki Ricks moved to adopt Appropriation Resolution II (Exhibit: 6.b).***

***Mr. David Ford seconded. MCU. Approved.*** M06/15:2

**LEVY PROPERTY TAXES 2014-2015**

**BUDGET RESOLUTION – III (Exhibit: 6.c):**

***Mr. Joe Krenowicz moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 6.c. Ms. Vikki Ricks seconded. MCU. Approved.*** M06/15:3

President Metcalf thanked the Budget Committee members for their time and participation in 2015-2016 budget process. She also thanked the Accounting Staff for their good work in preparing the 2015-16 budget.

**PUBLIC HEARING AND TESTIMONY:**

None.

**CONSENT AGENDA:**

**Mr. David Ford moved to approve the Consent Agenda (Exhibits: 9.a1-9.g).**

**Ms. Vikki Ricks seconded the motion. MCU. Approved. M06/15:4**

BE IT RESOLVED that the Board of Directors reviewed and approved the Budget and Regular Meeting Minutes of May 13, 2014 and Special Meeting Minutes of May 26, 2015. (Exhibits: 9.a1, 9.a2, 9.a3);

BE IT RESOLVED that the Board of Directors reviewed and approved the May 2015 New Hire Report (Exhibit: 9.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Elizabeth Parks and Amy Zmyslinski-Seelig; Julia Huni and Zachary Boone (Exhibits: 9.c1, 9.c2);

BE IT RESOLVED that the Board of Directors do hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 9.d1);

BE IT RESOLVED that the Board of Directors do hereby approve Shirley I. Metcalf, Matthew J. McCoy and Kevin E. Kimball as custodians of funds and the aforementioned financial institutions as depositories of district funds (Exhibit: 9.d2);

BE IT RESOLVED that the Board of Directors do hereby designate Shirley I. Metcalf as Budget Officer and Clerk of the District and Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen-Director of Contracts and Risk Management be delegated limited signing authority as specified in Section A for the period of July 1, 2015 through June 30, 2016 (Exhibit: 9.d3);

BE IT RESOLVED that the Board of Directors do hereby authorize the transfer of budget and equal amount of appropriation authority as specified in the attached budget change form (Exhibit: 9.e&9.e1);

BE IT RESOLVED that the Board of Directors approves the rehire recommendations for faculty members for the academic year 2015-16 as identified in (Exhibit: 9.f);

BE IT RESOLVED that the Board of Directors does hereby approve the administrative, confidential, supervisory rehire (Exhibit: 9.g).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 10.a)

The Board of Directors' were apprised of the April 2015 Financial Statements.

Construction Update – (Exhibit: 10.b)

The Board of Directors' were apprised of the monthly (May 2015) Construction Projects Updates for -

- Information Technology
- Residence Hall.

Math Department – Update (Handout: 10.c)

Mr. Charlie Naffziger-Professor of Mathematics gave an update of activities in the math department and distributed a sample lesson assignments on “Avoiding Empty Pockets” with the learning objectives of how to distinguish between simple interest and compound interest; how to interpret exponents as repeated multiplication and how to practice working with exponents and the order of operations.

Housing Operations Report (Exhibit: 10.d)

The Board of Directors' were apprised of the June 2015 monthly housing operations updates –

- Strategic Plan Connection
- Staffing
- Occupancy
- Budget – Financial Report
- Timeline/Critical Path Decisions, and
- Operational.

OLD BUSINESS:

Achievement Compact 2015-16 – 2<sup>nd</sup> Reading (Exhibit: 11.a)

*Mr. Charley Miller moved to approve the Achievement Compact 2015-16 – 2<sup>nd</sup> Reading. Mr. Joe Krenowicz seconded. MCU. Approved. M06/15:5*

NEW BUSINESS:

Emeritus – Middleton (Exhibit: 12.a)

*Mr. Charley Miller moved to approve emeritus status for retired President Dr. James E. Middleton. Ms. Vikki Ricks seconded. MCU. Approved. M06/15:6*

Emeritus – Krueger and Helfenstein (Exhibit: 12.b)

*Mr. Joe Krenowicz moved to approve emeritus status for retiring faculty – Terry Krueger and Franz Helfenstein. Ms. Vikki Ricks seconded. MCU. Approved. M06/15:6*

Coats Campus Center Servery Remodel (Exhibit: 12.d)

Mr. Joe Krenowicz moved to approve and award the contract to Kirby Nagelhout Construction for \$221,700 for the Servery Remodel, pending the successful resolution of the protest period. Mr. David Ford seconded. MCU. Approved. M06/15:7

OSU-Cascades MOU – Draft (Exhibit: 12.e)

Mr. Charley Miller moved to approve that the President or her designee be authorized to enter into a 2015-16 MOU with OSU. Mr. David Ford seconded. MCU. Approved. M06/16:8

COCC Crook County Open Campus MOU (Exhibit: 12.f)

Mr. Joe Krenowicz moved to authorize President Metcalf, or her designee, to enter into an agreement with Crook County for CCC to operate the COCC/Crook County Open Campus. Ms. Vikki Ricks seconded. MCU. Approved. M06/15:9

President's Report

- Suzie Kristensen-COCC Crook County Open Campus-Prineville Administrator gave an update of activities at the Prineville Campus (Handout: 14.a1)
- Andrea Wilson – Student Success Story – Prineville Campus

ADJOURN to Executive Session: ORS 192.660(1)(d) Labor Negotiations  
ORS 192.660 (1)(h) Potential Litigation

RECONVENE Regular Board of Directors Meeting

ADJOURN: 8:35 p.m.

APPROVED;

ATTEST TO;

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

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

Exhibit: 6.b1  
July 8, 2015  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College  
Board of Directors**

**NEW HIRE REPORT – June 2015**

| <u>Name</u>                     | <u>Date Hired</u> | <u>Location</u> | <u>Job Title</u>          |
|---------------------------------|-------------------|-----------------|---------------------------|
| <b>Administrative Full-Time</b> |                   |                 |                           |
| Boone, Zachary                  | 06/24/2015        | Bend            | Exec Director, Foundation |
| <b>Part Time Faculty</b>        |                   |                 |                           |
| Eastman, Kate                   | 06/01/2015        | Bend            | Social Science            |
| Salvatierra, Evelyn             | 06/01/2015        | Bend            | Social Science            |

**Central Oregon Community College  
Board of Directors  
Resolution**

**Prepared by:** Sally Sorenson, Director of Human Resources

|  |   |
|--|---|
| <b>Subject:</b>                              | Approve the contract for <b>Lin Hong</b> ,<br>Assistant Professor II of Chinese   |
| <b>Strategic Plan Themes and Objectives:</b> |   |
| Transfer and Articulation                    | <b>TA.3</b> Hiring qualified candidates to provide quality instruction to our students supports this Core Theme by improving student success for transfer and articulation.   |
| Workforce Development                        | <b>WD.4</b> Providing courses in Chinese and Asian History/Literature fulfills a need for students to continue their education of this language and culture from local high schools, and also helps to prepare them for the global workforce. |

**A. Background**

The Assistant Professor II position is a replacement position and was filled through a national search.

**B. Options/Analysis**

- Approve the contract for Lin Hong as Assistant Professor II of Chinese
- Decline approval of the contract for Lin Hong as Assistant Professor II of Chinese

**C. Timing**

For the 2015-16 academic year

**D. Budget Impact**

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

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors approve the contract of Lin Hong for the 2015-16 academic year as Assistant Professor II of Chinese.

**F. Miscellaneous**

Ms. Hong has an M.A. in Chinese Linguistics from Liaoning Normal University, Dalian, China. Ms. Hong taught Mandarin Chinese to international students at Dalian University of Technology and published research on teaching Chinese as a foreign language with particular attention to intercultural considerations. More recently, Ms. Hong has taught proficiency-based Mandarin Chinese for Monterey Institute of International Studies. She is currently an adjunct Chinese Lecturer at Lindenwood University in Saint Louis, MO.



**Central Oregon Community College  
Board of Directors  
Resolution**

Prepared by: Sally Sorenson, Director of Human Resources

|   |   |
|---|---|
| <b>Subject</b>                              | Approve employment contract for<br><b>Michelle McKay</b> Director, Redmond Campus   |
| <b>Strategic Plan Themes and Objectives</b> |   |
| Institutional Sustainability                | This position:<br><b>IS.2</b> increases meaningful partnerships to improve COCC's effectiveness/impact in the region;<br><b>IS.5</b> Also helps develop and enhance employees and operational systems at the Redmond campus to ensure institutional quality and viability<br><b>IS.6</b> Further develops and enhances the Redmond facilities to ensure institutional quality and viability<br><b>IS.8</b> Supports enrollment and success of underrepresented students<br><b>IS.9</b> Expands access to the Northern part of the district with long-term strategies for educational services in underserved areas. |
| Transfer and Articulation                   | This position:<br><b>TA.2</b> helps to maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.   |
| Workforce Development                       | This position:<br><b>WD.2</b> Helps to support delivery CTE curricula that meets current industry standards by meeting with industry to help assess and define the needs.<br><b>WD.4</b> Cultivates current and future industry partnerships and assists industry partners in regional economic development and job creation.   |
| Basic Skills                                | <b>BS.1, BS.2, BS.3, BS.4</b> This position supports students in the Northern campuses in having access to Adult Basic Skills and developmental courses to become eligible for certificate or degree programs.  |

**A. Background**

The Redmond Campus Director position was approved last year as a new, full-time administrative position that provides instructional and operational leadership for the COCC Redmond Campus, but the recruitment/hiring was postponed one year. The Campus Director is responsible for gathering and analyzing market information regarding needed classes and

participating in the design of credit and non-credit classes and services to meet targeted education and training needs. As a result, the Campus Director must work closely and collaboratively within COCC, the local Education Council comprised of community members and other partner organizations to ensure that the college is meeting the needs and expectations of the community.

**B. Options/Analysis**

- Approve the employment contract for MICHELLE MCKAY.
- Decline approval of the employment contract for MICHELLE MCKAY.

**C. Timing**

The Director, Redmond Campus position appointed for a 12-month employment contract each fiscal year. For the 2015-16 fiscal year, the initial employment contract period will be from July 20, 2015 to June 30, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**D. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contracts for MICHELLE MCKAY as the Director, Redmond Campus.

**F. Miscellaneous**

Ms. McKay received her MBA from Eastern Oregon University in La Grande, Oregon. Ms. McKay served as the Chief Operating Officer for MHP Salud, in Ypsilanti, Michigan. Prior to that, she was the Regional Director of Eastern Oregon University's Malheur County Center. Ms. McKay currently serves as Board Member and Vice Chair for Treasure Valley Children's Relief Nursery.

**Central Oregon Community College  
Board of Directors  
Resolution**

Prepared by: Sally Sorenson, Director of Human Resources

|  |  |
|--|--|
| <b>Subject:</b>                              | Approve employment contract for <b>DANIEL BROCK</b> for the Residence Life Coordinator   |
| <b>Strategic Plan Themes and Objectives:</b> |  |
| Institutional Sustainability                 | <p>This position:</p> <p><b>IS.6</b> Further develops and enhances the Residence Hall facility to ensure institutional quality and viability.</p> <p><b>IS.7</b> Evaluates options to enhance student housing that has already been approved and constructed.</p> <p><b>IS.9</b> Helps expand access throughout the district to allow underserved/remote areas to pursue certificates and degrees in Bend.</p> <p><b>IS.10</b> Maintains student affordability while ensuring efficient and cost effective operations of the Residence Hall.</p> |
| Transfer and Articulation                    | <p>This position:</p> <p><b>TA.1</b> Helps to maximize support services, from entrance to transfer, by providing affordable housing and student support.</p>   |

**A. Background**

This is a replacement position. The Residence Life Coordinator (RLC) is a 12-month, live-in required, professional staff position within the Housing and Residence Life Office, the Student Life Office, and the Student and Enrollment Services Division at Central Oregon Community College. The RLC is part of a collaborative team responsible for creating a welcoming, engaging, and dynamic residential living environment. The RLC will assume a vital role in the development and growth of the resident students through community living. The RLC assists the Student Housing Coordinator in providing leadership and coordination for the implementation and management of a comprehensive student-focused housing and residence life program in a suite-style residence hall housing 330 resident students. The RLC has direct supervision of a staff consisting of 10 Community Advisors (CAs).

**B. Options/Analysis**

- Approve the employment contract for DANIEL BROCK as Residence Life Coordinator.
- Decline approval of the employment contract for DANIEL BROCK as Residence Life Coordinator

**C. Timing**

The Director, Redmond Campus position is appointed for an 12-month employment contract each fiscal year. For the 2015-16 fiscal year the initial employment contract period will be from July 20, 2015 to June 30, 2016. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

**D. Budget Impact**

The salary conforms to the current approved Administrative salary schedule.

**E. Proposed Resolution**

Be it resolved that the Central Oregon Community College Board of Directors hereby approve the employment contracts for DANIEL BROCK as Residence Life Coordinator

**F. Miscellaneous**

The Residence Life Coordinator (RLC) is a 12-month, live-in required, professional staff position within the Housing and Residence Life Office, the Student Life Office, and the Student and Enrollment Services Division at Central Oregon Community College. The RLC is part of a collaborative team responsible for creating a welcoming, engaging, and dynamic residential living environment. The RLC will assume a vital role in the development and growth of the resident students through community living. The RLC assists the Student Housing Coordinator in providing leadership and coordination for the implementation and management of a comprehensive student-focused housing and residence life program in a suite-style residence hall housing 330 resident students. The RLC has direct supervision of a staff consisting of 10 Community Advisors (CAs).

**Central Oregon Community College  
Board of Directors: Resolution**

Prepared by: Sally Sorenson, Director of Human Resources  
Kevin Kimball, Chief Financial Officer

|   |   |
|---|---|
| <b>Subject</b>                              | Approval of administrative salaries and insurance contributions for the 2015-16 fiscal year.  |
| <b>Strategic Plan Themes and Objectives</b> |   |
| Institutional Sustainability                | <b>IS.5</b> The compensation and benefit plans of our employees further enhances the value of the total compensation for our employees, which improves retention and ultimately provides continuity and quality services and support of students. |

**A. Background**

Salary increases for administrators, which includes professional/non-managerial, confidential, supervisors and administrators, are generally presented to the Board in July, in alignment with the three negotiated collective bargaining agreements. This year, the increases for Classified, Faculty and ABS/OSEA employees are all based on the State of Oregon Community College Support Fund, which is anticipated to be \$550 million for the 2015-17 biennium.

Salary Increase: The recommended salary increase for the administrative employees is consistent with the economic settlement proposed for the Classified Association and below the Faculty Forum agreement. The recommended 2.75% for administrative, professional/non-managerial, confidential and supervisory employees match the amount allocated to the Classified Association members and based on State funding between \$520 million and \$559.99 million.

Healthcare Contribution: The recommended increase to the health care contribution and the requirement for all administrative employees to pay a minimum of 10% of the applicable premium of the elected plan are consistent with the terms negotiated in the Classified Association proposed contract agreement. The College has generally maintained the same contribution level for all employee groups. The rates for the five OEBB group health plans offered by the college will increase by 8.4% on October 1, 2015. The College will also look for ways to reduce the cost of healthcare insurance to an amount below the cap amount of \$1,687.

**B. Options/Analysis**

1. Approve a 2.75% salary increase for all professional/non-managerial, confidential, supervisory and administrative staff. Increase the College's contribution (cap) for insurance to 90% of this year's rates (\$1,687) while continuing to require all administrative employees participating in the group health insurance to pay a minimum of 10% of the applicable premium.
2. Approve a different salary/benefit package for administrative staff (adjusted salary and/or benefits)

## **Timing**

The increase to the base salary for administrative, professional/non-managerial, confidential and supervisory employees will be effective July 1, 2015. The increase in the healthcare contribution and the requirement for all administrative employees participating in the group health insurance to pay a minimum of 10% of the applicable premium is effective October 1, 2015, to coincide with the increase in the health insurance premiums for the 2015-16 plan year.

## **C. Budget Impact**

The assumptions supporting the 2015-16 budget included the proposed 2.75% salary increase for Classified and Administrative employees and an 8% increase in health insurance rates. Sufficient budget appropriations are provided in the 2015-16 Budget for the recommended increase in salaries and health care contributions.

## **D. Proposed Resolution**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves a 2.75% salary increase for administrative employees, effective July 1, 2015. In addition, the Board approves increasing the College's contribution (cap) for insurance to 90% (\$1,687) while continuing to require all administrative employees participating in the group health insurance to pay a minimum of 10% of the applicable premium effective October 1, 2015.

Central Oregon Community College  
Monthly Budget Status  
**Highlights of May 2015 Financial Statements**

Prepared by: Lisa Bloyer-Accounting Director

**Cash and Investments**

The Colleges' operating cash balances currently total \$32.4 million. The May average yield for the Local Government Investment Pool remains unchanged.

The bond proceeds held in cash totals \$4.4 million as of the end of May. The construction spend rate is approximately \$1.4 million per month.

**General Fund Revenues**

There have been no significant changes in revenues since the prior month. The budgeted transfers-in have been posted for the year.

**General Fund Expenses**

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

**Budget Compliance**

General fund financial aid expenditures and transfers are over budget in the May report. With the June 2015 appropriation review and Board approved budget changes, all appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of May 31, 2015

| College Portfolio                    | <u>Operating<br/>Funds</u> | <u>Bond<br/>Funds</u> | <u>Trust/Other<br/>Funds</u> |
|--------------------------------------|----------------------------|-----------------------|------------------------------|
| <b>Cash in State Investment Pool</b> |                            |                       |                              |
| 4089 - General operating fund        | \$ 31,550,371              |                       |                              |
| 3624 - Robert Clark Trust            |                            |                       | \$ 371,682                   |
| 3816 - General obligation bond funds |                            | \$ 1,044,700          |                              |
| 3707 - Residence Hall bond funds     |                            | \$ 2,687,424          |                              |
| 3948 - Residence Hall retention      |                            | \$ 740,204            |                              |
| May Average Yield .50%               |                            |                       |                              |
| <b>Cash in USNB</b>                  | \$ 853,057                 |                       |                              |
| <b>Cash on Hand</b>                  | \$ 4,600                   |                       |                              |
| Total Cash                           | <u>\$ 32,408,028</u>       | <u>\$ 4,472,328</u>   | <u>\$ 371,682</u>            |



**Central Oregon Community College**  
**Monthly Budget Status**  
 May 2015

**Exhibit 7.a**  
 08-Jul-15

| <u>General Fund</u>                   | <u>Adopted<br/>Budget</u> | <u>Year to Date<br/>Activity</u> | <u>Variance<br/>Favorable<br/>(Unfavorable)</u> | <u>Percent<br/>of Budget<br/>Current Year</u> | <u>Percent<br/>of Budget<br/>Prior Year</u> |
|---------------------------------------|---------------------------|----------------------------------|---|---|---|
| <b>Revenues</b>                       |                           |                                  |   |   |   |
| District Property Taxes:              |                           |                                  |   |   |   |
| Current Taxes                         | \$ 13,022,000             | \$ 12,937,036                    | \$ (84,964)                                     | 99.4%   | 100.2%                                      |
| Prior Taxes                           | 773,000                   | 463,512                          | (309,488)                                       | 60.0%   | 60.6%                                       |
| Tuition and fees                      | 16,980,000                | 17,219,305                       | 239,305   | 101.4%  | 96.5%                                       |
| State Aid                             | 7,783,000                 | 5,719,757                        | (2,063,243)                                     | 73.5%   | 107.1%                                      |
| Interest & Misc. Income               | 75,000                    | 6,509                            | (68,491)  | 8.7%  | 128.4%                                      |
| Transfer-In                           | 2,104,000                 | 2,079,000                        | (25,000)  | 98.8%   | 100.0%                                      |
| <b>Total Revenues</b>                 | <b>\$ 40,737,000</b>      | <b>\$ 38,425,117</b>             | <b>\$ (2,311,883)</b>                           |   |   |
| <b>Expenses by Function</b>           |                           |                                  |   |   |   |
| Instruction                           | \$ 18,508,768             | \$ 16,550,427                    | \$ 1,958,341                                    | 89.4%   | 87.4%                                       |
| Academic Support                      | 2,944,131                 | 2,500,814                        | 443,317   | 84.9%   | 78.7%                                       |
| Student Services                      | 4,613,570                 | 3,863,517                        | 750,053   | 83.7%   | 80.5%                                       |
| College Support                       | 4,964,861                 | 4,157,817                        | 807,044   | 83.7%   | 84.7%                                       |
| Plant Operations and Maintenance      | 4,527,569                 | 3,491,362                        | 1,036,207                                       | 77.1%   | 78.2%                                       |
| Information Technology                | 3,975,475                 | 3,268,847                        | 706,628   | 82.2%   | 80.9%                                       |
| Financial Aid                         | 52,897                    | 60,848                           | (7,951)   | 115.0%  | 96.2%                                       |
| Contingency                           | 800,000                   | -                                | 800,000   | 0.0%  | 0.0%  |
| Transfers Out                         | 2,345,615                 | 2,354,620                        | (9,005)   | 100.4%  | 100.4%                                      |
| <b>Total Expenses</b>                 | <b>\$ 42,732,886</b>      | <b>\$ 36,248,251</b>             | <b>\$ 6,484,635</b>                             |   |   |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (1,995,886)</b>     | <b>\$ 2,176,866</b>              | <b>\$ 4,172,752</b>                             |   |   |

**Central Oregon Community College**  
**Monthly Budget Status**  
 May 2015

**Exhibit 7.a**  
 8-Jul-15

|                                       | <u>Adopted<br/>Budget</u> | <u>Year to Date<br/>Activity</u> | <u>Variance<br/>Favorable<br/>(Unfavorable)</u> | <u>Percent<br/>of Budget<br/>Current Year</u> | <u>Percent<br/>of Budget<br/>Prior Year</u> |
|---------------------------------------|---------------------------|----------------------------------|---|---|---|
| <b><u>Non General Funds</u></b>       |                           |                                  |   |   |   |
| <b>Debt Service Fund</b>              |                           |                                  |   |   |   |
| Revenues                              | \$ 10,274,513             | \$ 10,036,522                    | \$ (237,991)                                    | 97.7%   | 94.7%                                       |
| Expenses                              | 10,459,337                | 8,478,906                        | 1,980,431                                       | 81.1%   | 58.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (184,824)</b>       | <b>\$ 1,557,616</b>              | <b>\$ 1,742,440</b>                             |   |   |
| <b>Grants and Contracts Fund</b>      |                           |                                  |   |   |   |
| Revenues                              | \$ 1,739,289              | \$ 888,782                       | \$ (850,507)                                    | 51.1%   | 44.9%                                       |
| Expenses                              | 1,815,260                 | 1,228,309                        | 586,951   | 67.7%   | 50.7%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (75,971)</b>        | <b>\$ (339,527)</b>              | <b>\$ (263,556)</b>                             |   |   |
| <b>Capital Projects Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 15,829,844             | \$ 11,789,799                    | \$ (4,040,045)                                  | 74.5%   | 84.7%                                       |
| Expenses                              | 38,683,419                | 24,498,517                       | 14,184,902                                      | 63.3%   | 48.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (22,853,575)</b>    | <b>\$ (12,708,718)</b>           | <b>\$ 10,144,857</b>                            |   |   |
| <b>Enterprise Fund</b>                |                           |                                  |   |   |   |
| Revenues                              | \$ 6,247,103              | \$ 3,716,675                     | \$ (2,530,429)                                  | 59.5%   | 58.9%                                       |
| Expenses                              | 6,940,222                 | 4,057,131                        | 2,883,091                                       | 58.5%   | 46.6%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (693,119)</b>       | <b>\$ (340,456)</b>              | <b>\$ 352,663</b>                               |   |   |
| <b>Auxiliary Fund</b>                 |                           |                                  |   |   |   |
| Revenues                              | \$ 9,215,862              | \$ 7,075,359                     | \$ (2,140,503)                                  | 76.8%   | 78.3%                                       |
| Expenses                              | 10,299,434                | 9,032,899                        | 1,266,535                                       | 87.7%   | 76.8%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (1,083,572)</b>     | <b>\$ (1,957,540)</b>            | <b>\$ (873,968)</b>                             |   |   |
| <b>Reserve Fund</b>                   |                           |                                  |   |   |   |
| Revenues                              | \$ 11,455                 | \$ -                             | \$ (11,455)                                     | 0.0%  | 0.0%  |
| Expenses                              | 480,000                   | 373,096                          | 106,904   | 77.7%   | 79.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (468,545)</b>       | <b>\$ (373,096)</b>              | <b>\$ 95,449</b>                                |   |   |
| <b>Financial Aid Fund</b>             |                           |                                  |   |   |   |
| Revenues                              | \$ 21,343,788             | \$ 14,150,457                    | \$ (7,193,331)                                  | 66.3%   | 71.7%                                       |
| Expenses                              | 21,369,235                | 14,476,375                       | 6,892,860                                       | 67.7%   | 71.3%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (25,447)</b>        | <b>\$ (325,918)</b>              | <b>\$ (300,471)</b>                             |   |   |
| <b>Internal Service Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 390,902                | \$ 234,392                       | \$ (156,510)                                    | 60.0%   | 77.5%                                       |
| Expenses                              | 393,516                   | 249,327                          | 144,189   | 63.4%   | 69.1%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (2,614)</b>         | <b>\$ (14,935)</b>               | <b>\$ (12,321)</b>                              |   |   |
| <b>Trust and Agency Fund</b>          |                           |                                  |   |   |   |
| Revenues                              | \$ 1,888                  | \$ 1,655                         | \$ (233)  | 87.7%   | 83.1%                                       |
| Expenses                              | 3,500                     | 3,000                            | 500   | 85.7%   | 83.3%                                       |
| <b>Revenues Over/(Under) Expenses</b> | <b>\$ (1,612)</b>         | <b>\$ (1,345)</b>                | <b>\$ 267</b>                                   |   |   |

## CCB Phase 1 Remodel – June 2015 Update

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### **Scope**

When the Campus Center Building was built, future capacity was included for the possible residence hall. Since the Residence Hall will be coming online in Fall of 2015, the planned capacity needs to be added to come online at the same time. The remodel will include added servery stations, dry and cold storage, seating and catering storage.

### **Budget Status**

The budget is \$575,000. See attached updated cost projection.

### **Change Order Activity**

N/A.

### **Schedule Status**

The remodel will be done over Summer Quarter 2015 and be open for Fall Quarter 2015.

### **Recent Activity**

We have contracted with Kirby Nagelhout Construction, the lowest responsive bid. A kickoff meeting for the project was held and schedule discussed. Procurement and coordination meetings have started.

### **Activity Next Month**

Construction is scheduled to start in the 3<sup>rd</sup> week in July.

# CCB Phase 1 Remodel – June 2015 Update

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## Project Participants

### COCC Stakeholder Group

|               |   |   |
|---------------|---|---|
| Kevin Kimball | - | CFO                                     |
| Alicia Moore  | - | Dean of Student and Enrollment Services |
| Lori Willis   | - | Auxiliary Services Director             |
| Gordon Price  | - | Director of Student Life                |
| Rich Brecke   | - | Project Manager                         |
| Darren McCrea | - | IT Project Manager                      |
| Julie Mosier  | - | Purchasing Coordinator                  |

### Design Team

|              |   |                              |
|--------------|---|------------------------------|
| Scott Steele | - | Steele Associates Architects |
| Steve Olson  | - | Steele Associates Architects |
| Darek Olson  | - | Steele Associates Architects |

### Contractor Group

|               |   |                               |
|---------------|---|-------------------------------|
| Matt Stockton | - | Project Manager - KNCC        |
| Ed Parker     | - | Superintendent - KNCC         |
| Mike Taylor   | - | VP - KNCC                     |
| Mark Miller   | - | General Superintendent - KNCC |

## Ochoco Remodel – June 2015 Update

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### **Scope**

The remodel 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**

There have not been any significant new issues this month. Please see Change Order Log.

### **Schedule Status**

The project will be opening for Fall of 2015. A delay to the air handler equipment has caused the end date for construction to extend to 5/18/15. This extension will not affect the project opening date and is non-compensable.

### **Recent Activity**

Punchlist and final adjustments to air handlers. Building controls was completed. Construction is complete.

### **Activity Next Month**

Furniture installation and office moves.

# Ochoco Remodel – June 2015 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                 |

## Ochoco Remodel – June 2015 Update

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Work Room



Language Lab

## Residence Hall June 2015 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 #85, Control for RD Apartment dryer fan, for an added cost of \$1,142.

CR #93, irrigation controller data, GFI breakers at ACCU's, and elevator vent damper power, for an added cost of \$4,586.

CR #94, Emergency Power Indicator at Elevator, for an added cost of \$1,870.

CR #95, Grading and added drainage at Entry Plaza, for an added cost of \$3,578.

CR #100, 7 additional data rack mounted receptacles, for an added cost of \$1,466.

CR #102, Added protection at ladder rack cables, for an added cost of \$1,428.

### Schedule Status

The project is on schedule, has a Temporary Certificate of Occupancy, and has achieved Substantial Completion. Contractor will be completing punchlist the week of July 13<sup>th</sup>.

### Activity in June

Kitchen hood replaced with ADA compliant model.

Flooring complete.

Plumbing and light fixtures complete throughout.

Landscape work complete.

Elevator inspected and approved for use.

Completed work in IDF/MDF. Test low voltage cables in July.

Installed TV's throughout. Set exterior locks.

### Activity planned for June

Complete all punchlist reviews.

Complete all FFE move-in and set up offices for staff use beginning mid-July.

Obtain Final Certificate of Occupancy.

Complete commissioning, functional testing, and owner trainings.

Contractor demobilization from site.

Trees added along Mt Washington Dr will be installed in July.

Set remainder of locks throughout building.



## Residence Hall June 2015 Status Report

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Public Entrance Signage



Middle bar Flex Room

## Residence Hall June 2015 Status Report

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## Residence Hall June 2015 Status Report

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## Residence Hall June 2015 Status Report

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Kitchen/games lounge area



Middle Bar lower level lounge

## Residence Hall June 2015 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 June 2015 Status Report

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### Project Participants

#### COCC Steering Committee

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

Matt McCoy, Vice President for 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  
Ted Gayman, Superintendent

Mike Levesque, Project Manager  
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

June 29, 2015

## COCC Redmond Campus Solar Array Project Status Report

### Update since the last written Status Report on May 27, 2015

1. On May 26, 2015 The Central Oregon Community College Board of Directors, acting as the Local Contract Review Board, passed a resolution approving the Power Purchase Agreement with Sunlight Solar and authorizes President Metcalf, or her designee, to negotiate and sign a contract for a Solar Power Purchase Agreement with Sunlight Solar Energy.
2. Staff and COCC Counsel continue to negotiate the Solar Power Purchase Agreement with Sunlight Solar Energy.

### Project Description

COCC has approximately \$816,000.00 in legislatively required 1.5% for Solar Technology obligations, stemming from construction projects which have been completed or are currently in the Construction Phase. Funds to fully cover the obligation are currently budgeted for. COCC has until one year after construction of the Residence Hall is completed (2015) to fulfill its 1.5% Obligation.

### Project Actions to Date

In early 2010 COCC hired Mazzetti Nash Lipsey Burch of Portland Oregon, to perform Solar Feasibility Study of the Bend, Redmond and Madras Campuses. The Solar Study indicated high solar potential for the Redmond and Madras Campuses. The Bend Campus was shown to have marginal solar potential.

Based on solar potential and current electrical load (including an estimated load for the Technology Education Center), the Redmond Campus was chosen as the site to install a ground mount solar array (250-500kW) to meet the College's solar obligation.

COCC Staff prioritized three (3) sites on the Redmond Campus for installation of the solar array.

One of the sites is located in the Runway Protection Zone (RPZ) for Roberts Field. The second site is located in an area designated, on the Roberts Field Master Plan, as a future RPZ. The third site is located adjacent to the future RPZ. Due to the sites being in or near the Roberts Field Protection Zones, the College submitted was required to submit Notices of Proposed Construction or Alteration to the FAA for its comments on the proposed sites for the project. While COCC has yet to receive official comments from the FAA, it has been brought to our attention that the FAA has concerns regarding the sites in the current and future RPZ. There does not appear to be a concern on the FAA's part with the site outside the future RPZ.

### Project Delivery Options

A 500kW system is estimated to cost between \$1.2 million and \$2.2 million

COCC has investigated two options for the design, installation and maintenance of the Solar Array Project:

1. COCC would finance, design, install, maintain and retain full ownership of the system.
2. COCC would enter into a Power Purchase Agreement (PPA) with a third party provider. The College would have minimal costs associated with this option. With this option the third party would finance, design, maintain and own the system. COCC would agree to purchase the generated energy at an agreed to price with annual price increases over a certain period of time. (Normally 20years).

The agreed to price, and annual increases, would be less than what the College currently pays Pacific Power for energy and any future Pacific Power rate increases.

It is the recommendation of the College Staff to proceed with the PPA Option. This recommendation is based on a number of issues.

1. The PPA option is legislatively allowed to fulfill the 1.5% Solar Technology Obligation.
2. The PPA Option would allow COCC to use the funds currently budgeted for the obligation for other purposes.
3. The third party provider would be responsible for the maintenance and all upgrades to the system during the life of the project. There should be no need for COCC to hire new or additional staff to maintain the system.
4. Utility cost for the Redmond campus would be less than if the energy was purchased from Pacific Power.

#### Power Purchase Agreement Investigations by the College to date.

COCC is a member of HGACBuy, a government procurement organization operated by the Houston-Galveston Area Council. This Organization has complemented a contract negotiation with SolarWorld and a select group of SolarWorld's Authorized installers providing of Solar System procurement through the PPA Option.

This membership enables COCC to contract with SolarWorld without the need for COCC issuing a formal Request for proposal for the PPA acquisition.

E2Solar, of Bend, is an authorized installer for SolarWorld. COCC would work directly with E2Solar should the PPA option be pursued.

COCC Staff have discussed the project with representatives of both SolarWorld and E2Solar.



# Information Technology Update – June 2015

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## Current Projects

Phase 1 of the **Ochoco** remodel will provide office space for the Humanities Department as well as Anthropology, 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 Wi-Fi service to 80 suites and 330 beds. The **Campus Center** remodel will provide additional seating capacity, office space and expand the kitchen and storage areas.

## Schedule Status

The low-voltage installations for the new **Residence Hall** as well as the **Ochoco** and **Campus Center** remodels are progressing nicely and are on schedule at this time.

## Activity in June

The low-voltage and electrical contractors have completed their low-voltage cable, infrastructure and rack installations and are almost finished terminating cable within the **Residence Hall** MDF and IDF. Apogee, the **ResNet** provider, has completed installation of a separate fiber backbone to the new **Residence Hall** and has installed and tested their core routers and switches in the MDF. LCD televisions has been installed and BendBroadband has spliced into the COCC cable infrastructure and has installed their amplifiers and taps to allow for cable television service to the new **Residence Hall**. Projection screens have been hung in the new remodeled classrooms as part of the **Ochoco** remodel and the COCC IT Department has started installing speakers, projectors and audio-visual switches.

## Information Technology Update – June 2015

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### Photos – Residence Hall



*LCD Television Installation – Residence Hall, Lounge Area*



*Network Cable Installation – Residence Hall, IDF*

## Information Technology Update – June 2015

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### Photo – Ochoco Remodel



*Projection Screen and Lectern Install – Ochoco, Computer Classroom*

### Upcoming Activities for July

In the new **Residence Hall**, the security contractor will begin installation of the surveillance camera and recording system and should be finished by mid-August. BendBroadband will continue with their cable installation, testing and balancing signals in all suites and public locations and then installing cable boxes to complete their installation in late July. Apogee, the **ResNet** provider, will be out in late July to install network switches and WAP's (Wireless Access Points) to provide wireless coverage throughout the building and should be complete by mid-August. The COCC IT Department will also be installing phones, computers, printers and WAP's to support staff within the building. In **Ochoco**, the COCC IT Department will begin installing staff PC and phones, as well as WAP's and AV equipment .

## Information Technology Update – June 2015

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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, Residence Hall**

Lease Crutcher Lewis, LLC  
550 SW 12<sup>th</sup> Avenue  
Portland, OR 97205  
503-223-0500

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

Griffin Construction, LLC  
8361 NE Meadow Ridge Rd.  
Prineville, OR 97754  
541-447-7237

### **General Contractor, Campus Center Remodel**

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



## HOUSING OPERATIONS REPORT Board of Directors' Meeting – July 2015

### STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7

Transfer and Articulation: Objective TA.1

Workforce Development: Objective WD.1

### STAFFING UPDATE

**Residence Life Coordinator (live-in professional staff position, traditionally called an "RD"):** Dan Brock Daniel Brock was selected as the finalist in the Residence Life Coordinator. Most recently, Mr. Brock served as the Assistant Customer Service Manager for the Department of Housing and Residence Life at Eastern Michigan University (EMU). Additionally, he served as a graduate intern focused on the student judicial process for EMU's Office of Student Conduct and Community Standards, as well as a career development intern for the University of Michigan. During his undergraduate years, Daniel served three years as a Resident Assistant and brings with him a passion for student housing and service learning, and experience in restorative justice within the student conduct process. Mr. Brock completed his Master of Arts degree in educational leadership - student affairs from Eastern Michigan University and a bachelor's degree in communication from Saginaw Valley State University. Mr. Brock will begin working at COCC on August 1.

**Community Advisors (traditionally called "RAs", student positions):** All ten CA positions have been filled. The staff includes three returning staff.

**Administrative Assistant:** Job description currently being finalized; anticipate posting early July.

### OCCUPANCY UPDATE

**Student Contracts, as of June 29:**

- 13 students started an application but have not yet finished it
- 34 students have submitted a complete application but have not yet paid a deposit
- 8 students have a complete application, submitted a deposit, and submitted information allowing staff to complete a background check.
- 152 students have all steps above and are ready for room assignment
  - 35 are returning students
  - 27 are OSU-Cascades students
  - Students could be both a returning and an OSU-Cascades student

Residency of residents is predominantly resident students (69.5%), with 22% from Border States and 8.5% out-of-state.

## TIMELINE/CRITICAL PATH DECISIONS

### Milestone/Activities Summary

COCC staff developed a document to outline milestone/critical path decisions which include six primary milestones, listed below. Note that this iteration separates “move-in preparation” into two new categories, housing operations and residence life operations:

- Detailed Budget Development (anticipated completion February 20, 2015)
- Student Contract Distribution (anticipated completion March 1, 2015)
- Staffing (anticipated completion June 12, 2015)
- Housing Operations (completion date July 1 and August 1, 2015)
- Residence Life Operations (completion date September 1, 2015)
- Post-Move In Considerations (future)

See Attachment A for a copy for an updated version of the milestone/critical path document.

## OPERATIONAL UPDATES

Dietary and Disability Accommodations: Working in partnership with COCC’s Office of Services for Students with Disabilities and Sodexo Food Service, staff developed a process by which students can seek housing and dining related accommodations.

Live-in Staff Apartment Terms of Use: Staff have drafted a “terms of use” agreement for the Residence Life Coordinator to live in the provided apartment; it is currently being reviewed by the Dean of Student and Enrollment Services and the Contracts and Risk Management Office.

OSU-Cascades Students: Beginning in fall 2015, Oregon State University will begin classes on the Thursday prior to their usual start date (will be on Wednesdays in future years). This means that OSU-Cascades students will need to move into the building prior to other students. Items to note:

- COCC will pair up OSU-Cascades students as roommates within a room, but will have mixed institutional suitemates.
- OSU-Cascades students will move in on Sunday, September 20
- COCC Housing staff will provide the administrative and operational support necessary for this early move-in to fulfill the housing check-in piece.
- OSU-C staff and faculty will provide the volunteers, programmatic support and “look” necessary for the early move-in to feel like an event versus a process.
- Students will be billed \$20 per night as an early move-in fee; this fee is intended to cover administrative needs and overnight staffing “supervision”. OSU-Cascades staff will coordinate orientation, move-in, and evening activities prior to COCC students moving in.

Building Access: The main entry to the building will be unlocked from 8:00 am – 5:00 pm, Monday through Friday; a key fob will be needed to access the building for all other hours. The entrance near the game room will be accessible with a key fob from 8:00 am – 10:00 pm, Monday through Friday, and not accessible outside of these hours.

Micro-fridge Rentals: Staff expressed an interest in purchasing and then renting out micro-fridges; however, given other priorities and cost of the units, staff decided to forego this option this year and use the upcoming year to better determine student need.

Work Orders: Staff are in discussions about whether to allow residents to use the College’s work order system for reporting need for repairs or other Campus Services issues. If so, all work orders would first be screened by housing staff as it helps staff better identify problems as they arise, control maintenance and repair costs, and resolve issues internally as appropriate.

## MARKETING ACTIVITIES

| Timing            | Activity   | Lead              | Notes  |
|-------------------|--|-------------------|--|
| June 1            | Craigslist posting                               | Housing           |  |
| June 15           | Email Communications Plan for Housing Applicants | Housing           | See attached   |
| June 25 thru July | Phone calling campaign                           | Housing           | Recently accepted to COCC, expressing interest in Housing but not yet applied<br>Application withdrawals<br>Application accepted, payment needed |
| July 6-25         | Parent Pandora Ads                               | College Relations | New ad geared toward parents   |
| July 6-25         | Student Pandora Ads                              | College Relations | Rerun of existing ad   |
| July 16 - 17      | Open House                                       | Housing           | Similar style to open house; scheduled to coincide with first new student advising day   |
| Early September   | Tour Video                                       | Housing           |  |
| TBD               | Ribbon Cutting                                   |                   |  |
| Ongoing           | FB ads targeted to students                      | Housing           | Boosted posts as well as advertisements using testimonials, fun tips and push for doubles (no singles available)<br>See attached                 |
| Ongoing           | Web content and maintenance                      | Housing           | Updating pages with forms, policies, services  |
| Ongoing           | Poster mailer + follow up email                  | Housing           | Recently accepted to COCC, expressing interest in Housing  |
| Ongoing           | Tours  | Housing           | including Admissions, Ganas, CCI Workshop, current summer conference groups  |

In addition to the above activities, Housing and Residence Life staff, in partnership with College Relations, have developed a detailed communications plan for those students who submit an application through the point of move in.

**ATTACHMENT A: NEW STUDENT HOUSING:  
CRITICAL PATH TOPICS, DETAILS, AND DEADLINES**

| <b>Milestone</b>        | <b>Task</b>   | <b>Description</b>   | <b>Anticipated Start</b> | <b>Deadline</b> | <b>Resource</b>  | <b>Actual Completion Date</b> |
|-------------------------|---|--|--------------------------|-----------------|------------------|-------------------------------|
| <b>Student Contract</b> | Software Implementation   | Application, contract tracking, prospective student communication tracking   | 12/1/14                  | 3/1/15          | Sharon           | 3/4/15                        |
| <b>Student Contract</b> | Determination on mandatory live-in requirement  | Campus wide discussion. Requires change in enrollment practices. Could affect occupancy rates                            | 12/1/14                  | 3/1/15          | Gordon/Paul      | 1/9/15                        |
| <b>Student Contract</b> | Room rates  | Budget impact, community comparison  | 1/5/15                   | 2/11/15         | Alicia           | 2/11/15                       |
| <b>Student Contract</b> | Board rates   | Food service contract  | 1/5/15                   | 2/11/15         | Lori/Paul        | 2/11/15                       |
| <b>Student Contract</b> | Review existing residence life/housing policies:<br><br><ul style="list-style-type: none"> <li>• Application</li> <li>• Move-in/move-out</li> <li>• Security deposit</li> <li>• Early arrival/late departure</li> <li>• Break housing</li> <li>• Room assignments</li> <li>• Termination clauses</li> <li>• Health and safety room inspections</li> <li>• Guests</li> <li>• Background check</li> </ul> | Review existing policies, updating as needed for a larger student population and consideration of “newness” of building. | 1/23/15                  | 3/1/15          | Paul/Gordon      | 3/4/15                        |
| <b>Student Contract</b> | Add immunization requirement  | Does COCC wish to require for residents/currently no for residents and students  | 1/5/15                   | 3/1/15          | Gordon/Alicia    | 1/23/15                       |
| <b>Budget</b>           | Maintenance   | Ticketing/payment process, determine responsibility with housing and Campus Services                                     | 11/1/14                  | 2/20/15         | Gordon/Paul/ Joe | 2/20/15                       |
| <b>Budget</b>           | Snow removal  | Ticketing/payment process, determine responsibility with housing and Campus Services                                     | 11/1/14                  | 2/20/15         | Gordon/Paul/ Joe | 2/23/15                       |
| <b>Budget</b>           | Grounds   | Ticketing/payment process, determine responsibility with housing and Campus Services                                     | 11/1/14                  | 2/20/15         | Gordon/Paul/ Joe | 2/23/15                       |



|                       |   |   |         |         |                               |          |
|-----------------------|---|---|---------|---------|-------------------------------|----------|
| <b>Budget</b>         | Custodial   | Ticketing/payment process, determine responsibility with housing and Campus Services                                      | 11/1/14 | 2/20/15 | Gordon/Paul/<br>Joe           | 2/23/15  |
| <b>Budget</b>         | Trash   | Ticketing/payment process, determine responsibility with housing and Campus Svcs, removal within res hall                 | 11/1/14 | 2/20/15 | Paul/Gordon/<br>Seth          | 2/23/15  |
| <b>Budget</b>         | Campus Public Safety  | Determine billing model   | 11/1/14 | 2/20/15 | Paul/Gordon/<br>Seth          | 2/23/15  |
| <b>Budget</b>         | Security Cameras  | Determine equipment upkeep and service, purchased in construction   | 11/1/14 | 2/20/15 | Paul/Gordon/<br>Seth          | 2/23/15  |
| <b>Budget</b>         | IT Support  | Determine billing model and relationship of support   | 11/1/14 | 2/20/15 | Housing<br>Leadership<br>Team | 2/23/15  |
| <b>Budget</b>         | ResNet  | Determine cost and ongoing support  | 11/1/14 | 2/20/15 | Gordon/Paul/<br>Darren        | 2/23/15  |
| <b>Budget</b>         | Impacts to other support services (Library, gym, etc.)                    | Determine budget allocation regarding potential impact on other departments (e.g, gym, library, CAP Center/billing model) | 11/1/14 | 2/20/15 | Gordon                        | 2/23/15  |
| <b>Budget</b>         | Laundry   | RFP, determine where revenue will go (housing or AUX)   | 11/1/14 | 2/20/15 | Gordon/Lori/<br>Kevin         | 2/23/15  |
| <b>Budget</b>         | OSU-C Contribution?   | \$ or # of students   | 11/1/14 | 2/20/15 | Alicia                        | 12/15/15 |
| <b>Budget</b>         | Finalized detailed budget to Alicia for review by Housing Leadership Team | Completion of above topics  | 11/1/14 | 2/10/15 | Paul/Gordon                   | 2/26/15  |
| <b>Budget</b>         | Finalized detailed budget to Fiscal Services                              | Completion of above topics  | 11/1/14 | 2/20/15 | Alicia/Gordon                 | 2/26/15  |
| <b>Staffing Model</b> | Hire Residence Life Coordinator   | Job description review, process, finalize; post mid-April, anticipate start mid-July                                      | 3/15/15 | 6/1/15  | Paul                          | 7/1/15   |
| <b>Staffing Model</b> | Hire Community Advisors   | Job description review and start recruiting process by mid-April and complete by end of May; start date mid-September     | 3/1/15  | 6/1/15  | Paul                          | 6/16/15  |
| <b>Staffing Model</b> | Hire Summer Conferences/Marketing Coordinator                             | Position filled   | 1/9/15  | 6/12/15 | Gordon                        | 3/20/15  |
| <b>Staffing Model</b> | Determine custodial support   | Review job description, determine duties, responsibilities and reporting  | 2/1/15  | 6/12/15 | Paul/Joe                      | 2/18/15  |
| <b>Staffing Model</b> | Hire Office Manager   | Create job description and post position by June 1, anticipate early August start date                                    | 4/15/15 | 7/15/15 | Paul                          |          |

|                                  |   |  |        |        |                                      |                     |
|----------------------------------|---|--|--------|--------|--------------------------------------|---------------------|
| <b>Housing Operations</b>        | Microfridge rentals?                                      | Could generate revenue, Does COCC wish to provide preinstalled or make available for rental. Summer conference usage | 1/4/15 | 6/1/15 | Paul                                 | 6/25/2015 not doing |
| <b>Housing Operations</b>        | Key/fob distribution                                      | Determine who handles support/storage  | 4/1/15 | 7/1/15 | Paul                                 |                     |
| <b>Housing Operations</b>        | Trash removal   | Determine when, how, where, who. Internal and external   | 4/1/15 | 7/1/15 | Paul/Joe                             |                     |
| <b>Housing Operations</b>        | Recycling removal   | Determine when, how, where, who. Internal and external   | 4/1/15 | 7/1/15 | Paul/Joe                             |                     |
| <b>Housing Operations</b>        | Parking permits   | Review current process evaluate any changes to process   | 4/1/15 | 7/1/15 | Seth/Gordon                          |                     |
| <b>Housing Operations</b>        | Adderss Designation, mail, FedEx, UPS delivery            | Delivery and access to new bldg  | 4/1/15 | 7/1/15 | Paul/ Lori/ Steve                    |                     |
| <b>Housing Operations</b>        | Student ResNet account set up and communication           | Communicate with Apogee re: set up, support, web page access and materials   | 4/1/15 | 8/1/15 | Darren/Gordon                        |                     |
| <b>Housing Operations</b>        | Staff office set up                                       | When to set up and what equipment to be moved or purchased   | 4/1/15 | 8/1/15 | Julie, Construction/ Campus Services |                     |
| <b>Housing Operations</b>        | Determination on when to cease operations in Juniper Hall | Current summer conference support, timeline to move housing office   | 4/1/15 | 8/1/15 | Alicia                               | 2/15/15             |
| <b>Housing Operations</b>        | Package tracking software                                 | Process of tracking packages, purchased and in use now   | 8/1/14 | 8/1/15 | Paul                                 | 9/15/14             |
| <b>Housing Operations</b>        | Front desk operations                                     | Determine responsibilities, duties, hours.   | 4/1/15 | 8/1/15 | Paul                                 |                     |
| <b>Housing Operations</b>        | Ribbon cutting  | Who, what, when  | 6/1/15 | 8/1/15 | Ron/ Alicia                          |                     |
| <b>Residence Life Operations</b> | OSU student move-in and activities                        | Determine early move in process, activities  | 1/4/15 | 9/1/15 | Paul                                 |                     |
| <b>Residence Life Operations</b> | Emergency procedures                                      | Review and evaluate current policy/procedures  | 5/1/15 | 9/1/15 | Gordon/Paul/ Seth/Jim                |                     |
| <b>Residence Life Operations</b> | Student handbook  | Outline and descriptions of policies, expectations and resources for residents                                       | 5/1/15 | 9/1/15 | Paul                                 |                     |
| <b>Residence Life Operations</b> | Staff training  | Yearly training model, topics and timeline   | 5/1/15 | 9/1/15 | Paul                                 |                     |

|                                  |  |  |             |             |               |  |
|----------------------------------|--|--|-------------|-------------|---------------|--|
| <b>Residence Life Operations</b> | Community development/programming model                | Determine model, practices   | 5/1/15      | 9/1/15      | Paul/ RD      |  |
| <b>Residence Life Operations</b> | Student orientation                                    | Determine model and timeline   | 5/1/15      | 9/1/15      | Paul/RD       |  |
| <b>Future Considerations</b>     | Living/Learning Communities                            | Determine themes, connection with faculty and academics                                      | Winter 2016 | Fall 2016   | Paul/ Gordon  |  |
| <b>Future Considerations</b>     | Summer Conferences                                     | Program development, model, integration with campus departments                              | 4/1/15      | Summer 2016 | Gordon        |  |
| <b>Future Considerations</b>     | Impacts to other support services (Library, gym, etc.) | Evaluate impacts, if any, on other departments (e.g, gym, library, CAP Center/billing model) | 11/1/15     | 2/1/16      | Gordon/Alicia |  |

Central Oregon Community College  
Board of Directors

**INFORMATION ITEM**

Prepared by: Joe Viola, Director of Campus Services

**A. Issue**

2015-2016 Maintenance Projects (Schedule) Prioritization

**B. Discussion/History**

Per Board Policy, [EL5: Asset Protection](#) - Central Oregon Community College's maintenance projects (schedule) must be reviewed at least annually. This policy ensures that College assets remain protected and adequately maintained.

Attached you will find the proposed Maintenance Projects for 2015-2016. This proposed maintenance project list contains projects identified by our Maintenance staff, as well as input from administrators, faculty, and students. Proposed Mazama upgrades identified and approved last year were delayed until design and construction decisions are made on the entire building.

Projects on the Maintenance Projects 2015-2016 list, were prioritized by the Director of Campus Services, and submitted to the Institutional Support Committee (ISC) on June 24, 2015. The I.S.C. is composed of faculty, staff, and students. The I.S.C. discussed the projects, and recommended a final prioritization. This list was refined based on the available funding in the REPAIR account, and submitted to the Vice President for Administration and the President.

The Central Oregon Community College Maintenance Projects are listed as Priority 1, 2, and 3, and separated for the Bend, Redmond, and Madras campuses.

\$600,000 is budgeted in the 2015-2016 Proposed Budget for Maintenance Projects on ALL of the C.O.C.C. campuses.

As noted last year, the REDOPS reserves account, which funded Redmond projects in the past, were used to pay off debt. Revenue generated from current tenants will only partially cover the needed maintenance items in Redmond.

This year the Madras campus has a scheduled Priority 1 item for the first time.

This budget amount, with anticipated carry forward from the 2014-2015 budget of about \$100,000, will cover the identified costs for Priority 1 Maintenance Projects noted on the attached Maintenance Projects Schedule. The cutoff for Priority 1 funding pushed some of the larger maintenance items into the Priority 2 category.

This Maintenance Projects 2015-2016 list includes "Annual Projects", a few projects identified in the 2011 Facility Condition Assessment, and "Short Term Repairs for Buildings". The total for all Priority 1 Projects is \$600,000.

| Central Oregon Community College - Maintenance Projects 2015-16     |   | Exhibit: 7.d        |                |
|---|---|---------------------|----------------|
|   | ISC Priorities                                    | Attachment          |                |
|   |   | 7/8/2015            |                |
|   |   | ISC Priority        |                |
| Project   | (* = Annual project)                              | Estimated Cost      | (1=High,3=Low) |
| <b>Bend Campus</b>  |   |                     |                |
| Landscape/Landscape Repair - Campus Wide*                           |   | 22,000              | 1              |
| Concrete Work -Campus Wide*   |   | 44,000              | 1              |
| Asphalt repair/replacement campus wide*                             |   | 15,000              | 1              |
| Snow Removal*   |   | 20,000              | 1              |
| Security Measures (Upgrade locksets)*                               |   | 5,000               | 1              |
| ADA projects*including (6) restroom door operators                  |   | 35,000              | 1              |
| Energy Upgrades* including Pioneer parking lot LED light renovation |   | 15,000              | 1              |
| Interior Painting*  |   | 25,000              | 1              |
| Exterior Painting - Bend campus*                                    |   | 45,000              | 1              |
| Mazama exterior paint and Physiology Lab                            |   | 36,000              | 1              |
| Carpet/Flooring Replacement*  |   | 12,000              | 1              |
| Fire Reduction - As Needed*   |   | 6,000               | 1              |
| Physical Plant Safety /Storage Upgrades                             |   | 12,000              | 1              |
| Mazama Gym basketball hoops new cable and pulleys                   |   | 3,500               | 1              |
| Mazama-Modoc-Library JCI HVAC controls upgrades                     |   | 39,000              | 1              |
| Utility Submeters   |   | 15,000              | 1              |
| Campus Fire Suppression repairs                                     |   | 16,250              | 1              |
| Tripping Hazards Stairs, Sidewalks                                  |   | 5,000               | 1              |
| Pioneer Generator Enclosure   |   | 7,000               | 1              |
| Pioneer exterior deck refinishing                                   |   | 2,000               | 1              |
| Tennis Court crack repairs  |   | 7,700               | 1              |
| Library main entry plaza repair concrete and pavers                 |   | 2,800               | 1              |
| Ponderosa roll up door replacement for 2 doors                      |   | 6,200               | 1              |
| Modoc elevator optical guard door protection system                 |   | 3,000               | 1              |
|   |   |                     |                |
|   | <b>Total Priority 1 Projects Bend Campus</b>      | <b>\$ 399,450</b>   |                |
| <b>Redmond Campus</b>   |   |                     |                |
| Interior and Exterior Painting                                      |   | \$ 15,000           | 1              |
| Carpet and Flooring Replacement                                     |   | \$ 10,000           | 1              |
| Building 1 Window Leaks   |   | \$ 15,000           | 1              |
| Building 2 Window Leaks   |   | \$ 15,000           | 1              |
| Building 3 Window Leaks   |   | \$ 15,000           | 1              |
| Trees in Parking Lot/Landscape Repair                               |   | \$ 20,000           | 1              |
| Renovate Rooftop Units 1 & 2  |   | \$ 100,000          | 1              |
|   |   |                     |                |
|   | <b>Total Priority 1 Projects Redmond Campus</b>   | <b>\$ 190,000</b>   |                |
| <b>Madras Campus</b>  |   |                     |                |
| Landscaping in Parking Lot  |   | \$ 9,000            | 1              |
|   |   |                     |                |
|   | <b>Total Priority 1 Projects for all Campuses</b> | <b>\$ 598,450</b>   |                |
| <b>Bend Campus</b>  |   |                     |                |
| Coats Center interior wood stair refinishing                        |   | 5,500               | 2              |
| Health Careers Building "City Multi Unit" repairs                   |   | 53,000              | 2              |
| Pioneer Roof Replacement  |   | 160,000             | 2              |
| Mazama Upgrades to Upper Level Common Area                          |   | 35,000              | 2              |
| Mazama Upgrades to flooring, ceiling tiles, ventilation, paint.     |   | 35,000              | 2              |
| Repair Stairs outside Metolius                                      |   | 25,000              | 2              |
| Asphalt Repair/Replacement Campus Wide                              |   | 30,000              | 2              |
| JCI Upgrade HVAC controls in Deschutes                              |   | 65,000              | 2              |
| JCI Upgrade HVAC controls in Jefferson                              |   | 70,000              | 2              |
| Chandler HVAC controls modernization                                |   | 15,000              | 2              |
| JCI Upgrade Metolius HVAC controls                                  |   | 30,000              | 2              |
| Physical Plant polymer coating for Shop floor                       |   | 36,000              | 2              |
| Mazama Air Conditioning to Addition                                 |   | 36,000              | 2              |
| Replace Pinckney Center Wood Floor                                  |   | 36,500              | 2              |
| Campus Services prefab metal structure for cinders and equipment    |   | 150,000             | 2              |
| Science Building City Multi Unit repairs                            |   | 25,000              | 2              |
| BEC exterior building repairs                                       |   | 180,000             | 2              |
| BEC sidewalk to bus stop  |   | 36,000              | 2              |
| Upgrade ventilation in lower level Grandview                        |   | 45,000              | 2              |
| Hitchcock Remodel   |   | 850,000             | 2              |
| Mazama lower north entry doors                                      |   | 40,000              | 2              |
| Mazama door at west   |   | 60,000              | 2              |
| Repair/Replace Metal handrails                                      |   | 5,000               | 2              |
| <b>Redmond Campus</b>   |   |                     |                |
| Building 2 access controls and rekey building                       |   | 9,000               | 2              |
|   |   |                     |                |
|   | <b>Total Priority 2 Projects</b>                  | <b>\$ 1,743,500</b> |                |
| <b>Bend Campus</b>  |   |                     |                |
| Campus Trail Design: chips, signs, connection to City Trail         |   | 50,000              | 3              |
| Pioneer generator diesel Fuel Flow Monitoring System                |   | 5,000               | 3              |
| BED generator diesel Fuel Flow Monitoring System                    |   | 5,000               | 3              |
| Library generator stack extension                                   |   | 18,000              | 3              |
| BEC skylight replacement  |   | 120,000             | 3              |
| Pinckney IT: projector, screen, PA system, upgraded lighting        |   | 100,000             | 3              |
| Pinckney Renovation and Remodel                                     |   | 650,000             | 3              |
| Ponderosa -A/C - Ponderosa 205 (CIS)                                |   | 50,000              | 3              |
| Enhance Shuttle Bus Stops (10)                                      |   | 20,000              | 3              |
|   |   |                     |                |
|   | <b>Total Priority 3 Projects</b>                  | <b>\$ 968,000</b>   |                |
|   |   |                     |                |
|   | <b>Grand Total Priority 1,2,3 Projects</b>        | <b>\$ 3,309,950</b> |                |

Exhibit: 9.b  
July 8, 2015  
Approved: \_\_\_Yes \_\_\_No  
Motion: \_\_\_

Central Oregon Community College  
BOARD OF DIRECTORS

**RESOLUTION**

Prepared by: Julie Smith-Executive Assistant,  
President & Board of Directors

**A. Action Under Consideration**

Cancel August 12, 2015 Regular Board of Directors' Meeting

**B. Discussion/History**

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

**C. Options/Analysis**

Cancel August 2015 Regular Board of Directors' meeting.

Convene August 2015 Regular Board of Directors' meeting.

**D. Timing**

This decision needs to be made prior to the scheduled August 12, 2015 Board of Directors' meeting.

**E. Recommendation**

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 12, 2015 Board of Directors' meeting.

**F. Budget Impact**          Minimal

## **BOARD OF DIRECTORS' OPERATIONS**

### **Board Committee Appointments 2015-16**

#### **Standing Committees (4)**

- Board Self-Evaluation Committee  
Cooper (Chair), Abernethy, Dorsch
- President's Evaluation Committee  
Cooper (Chair), Krenowicz, Ford
- COCC Memorial Education, (Keyes Trust) – 2 year term  
Abernethy 2015-17
- Audit and Finance (3 Board Members, 2 Budget Cmte) (3 year term)  
Krenowicz (Chair), Ford, Mundy, Kearney, Ertner 2014-17

#### **Consultative Committees (2)**

- Sub Committee on Policy Review  
Abernethy (Chair), Cooper, Ford
- Long Range Real Estate Committee  
Ford (Chair), Cooper, Abernethy

#### **Internal Liaisons (2)**

- College Affairs  
Mundy
- Foundation  
Ricks
- Student Success  
Ricks (Chair), Dorsch, Krenowicz

#### **External Liaisons (3)**

- Oregon Community College Association - OCCA  
Ricks
- OSU-Cascades Advisory Board – (Official Appointment made by OSU President)  
Ford
- ACCT Voting Delegate (Association of Community Colleges & Trustees)  
Krenowicz