



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA

Tuesday, October 9, 2012 – 6:00 PM

Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Reeder
6:01 pm	II. Introduction of Guests			
6:05 pm	III. Agenda Changes			
6:07 pm	IV. Public Hearing and Testimony			
	A.			
6:15 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular – September 12, 2012	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (September 2012)	5.b1	X	Buckles ^A
	C. Approval to Hire			
	1. Pelly and Russell	5.c1	X	Buckles ^A
6:20 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Construction Projects - Update	6.b		McCoy ^A
	C. Completers Report	6.c*		Middleton ^P
	D. Fall Enrollment Report			Moore ^P
6:50 pm	VII. Old Business			
	A. Strategic Planning – Update			McCoy ^P
7:05 pm	VIII. New Business			
	A. Vacancy-Budget Committee / Zone 2			Paradis ^P
7:15 pm	IX. Board of Directors' Operations			
	A. Board Self-Eval Prep for Retreat	9.a		Middleton
	B. Board Member Activities			
7:35 pm	X. President's Report			
	A. Updates			
	1.			
	XI. Dates			
	A. October 10-13 – ACCT Leadership Congress –Conference – Boston, MA			
	B. Friday, October 26/Saturday, October 27 – Board Retreat-Madras			
	C. November 9-11 OCCA-Oregon Community College Assn. Annual Conference			
	- Salem Conference Center/Grand Hotel			
7:50 pm	XII. Adjourn			



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, September 12, 2012 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Donald Reeder, John Overbay, Bruce Abernethy, David Ford, Charley Miller, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith- Executive Assistant.

ABSENT: Anthony Dorsch

APPOINT NEW BOARD MEMBER-ZONE 2 – OATH OF OFFICE (Exh: 2.a):

Ms. Laura Craska Cooper was appointed to the Board of Directors, representing Zone 2 at the August 28, 2012 Special Conference Call meeting.
Chair Reeder swore in Ms. Craska Cooper with the “Oath of Office”.

INTRODUCTION OF GUESTS: Matt McCoy, Karin Hilgersom, Kevin Kimball, Michael Fisher, Leslie Minor, Lisa Bloyer, Joe Viola, Dan Cecchini, Shirley Metcalf, David Dona, Jenni Newby, Brynn Pierce, Kathy Smith-Faculty Forum President and others.

AGENDA CHANGES: Move up Information Items: 7.d & 7.e to Public Hearing and Testimony

PUBLIC HEARING AND TESTIMONY:

Jungers Culinary Center-Awards (Handout: 7.d)

Earth Advantage Certification (Handout: 7.d)

Ms. Diana Fischette of the Earth Advantage Institute /Portland, OR – gave a PowerPoint presentation describing the Earth Advantage Program that was used in building the Jungers Culinary Center. She presented the Wood Design Award, which celebrates excellence in wood design, engineering and construction, as well as innovative projects that showcase attributes of wood such as strength, beauty, versatility, cost-effectiveness and sustainability. The awards program is five years old and 2012 was the first year nominations were held outside of California. She also presented the Earth Advantage Commercial Gold Certificate Award for the Jungers Culinary Center which lauds the project highlights of energy, water, health, material and land use.

CONSENT AGENDA:

Mr. David Ford moved to approve the Consent Agenda (Exhibit: 6). Mr. Charley Miller seconded. Ms. Laura Craska Cooper abstained due to her new appointment to the Board of Directors. MCU. Approved. M09/12:1

BE IT RESOLVED that the Board of Directors' approved the regular meeting Minutes of July 18, 2012 and the special Conference Call meeting Minutes of August 2, 14 and 28, 2012. (Exhibits: 6.a1, 6.a2, 6.a3, 6.a4);

BE IT RESOLVED that the Board of Directors' reviewed and approved the July and August 2012 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Bryan Hitchcock-Mathematics; Jeri LaPoint-Health Information Technology; Jerry Bean-Aviation; Ralph Tadday-Physics and Andrea Morgan-Early Childhood Education (Exhibit: 6.c1);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Brian Bubak Assistant Professor I of Emergency Medical Services (Exhibit: 6.c2).

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Silas Towne-Supervisor Science Lab Technicians and Tutors; Barry Rogers-Senior Web Developer; Seth Elliott-Campus Public Safety & Security; Dusty Harris-Assistant Director of the Bookstore; Courtney Ford-Director of Admissions and Registrar (Exhibit: 6.c3).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

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

Construction Update – (Exhibit: 7.b)

The Board of Directors' were apprised of the monthly (August 2012) Construction Projects Updates for the

- Boyle Education Center – Remodel
- Grandview Renovation Project
- Health Careers Bldg.
- Redmond Bldg. #1 Addition
- Residence Hall August 2012 Status Report
- Science Bldg.
- Serpentine Parking Lot
- Technology Education Center-Status Report.

Institutional Effectiveness-Strategic Planning Phase 2 Progress Report

Brynn Pierce-Director of Institutional Effectiveness, and VP Matt McCoy gave a PowerPoint presentation reviewing the four phases of the process –

- Phase 1: Analyze Internal and External Environment
- Phase 2: Review and Revise
- Phase 3: Develop Strategic Directions
- Phase 4: Assess Outcomes.

Accreditation Re-Affirmation (Exhibit: 7.f)

President Middleton reviewed the letter of re-affirmation for accreditation of Central Oregon Community College based on the Spring 2012 Comprehensive Evaluation.

NEW BUSINESS:

Re-Appoint Budget Committee Members – Zones 3 & 5 (Exhibit: 9.a)

Mr. Charley Miller moved to approved the re-appointment of Doug Ertner-Zone 3 and Lester Friedman-Zone 5 to the Central Oregon Community College's Budget Committee. Mr. Bruce Abernethy seconded. MCU. Approved. M09/12:2

Banner Licensing (Exhibit: 9.b)

Mr. David Ford moved to approve the annual licensing for the 2012-13 Ellucian Banner ERP system. Mr. John Overbay seconded. MCU. Approved. M09/12:3

Redmond Building #1 Addition Contract (Exhibit: 9.c)

Mr. David Ford moved to accept the bid of Kirby Nagelhout Construction for \$934,000 for the Redmond Building One Addition project and direct that a contract be executed. Mr. John Overbay seconded. Mr. Charley Miller declared potential conflict of interest. MCU. Approved. M09/12:4

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Ms. Craska Cooper	Submitted Application for COCC Board of Directors Vacancy-Zone 2 OSU Cascades dedication of new facility
Mr. Miller	OSU Cascades dedication of new facility Scholarship Review Board Meeting Conference Calls – August 2, 14, & 28 Reviewed Applications for Board Vacancy Zone 2
Mr. Abernethy	OSU Cascades dedication of new facility Scholarship Review Board Meeting Conference Calls – August 2 & 14
Mr. Ford	OSU Cascades dedication of new facility Scholarship Review Board Meeting Conference Calls – August 2, 14 & 28 Real Estate Committee Meetings Reviewed Applications for Board Vacancy Zone 2
Mr. Overbay	Board Meeting Conference Calls – August 2, 14 & 28 Real Estate Committee Meetings

Mr. Reeder Real Estate Committee Meeting/Bend
Real Estate Committee Mtg. via Conference Call
Board Meeting Conference Calls – August 2 & 28
Phone Calls w/President Middleton regarding Fall Board Retreat

PRESIDENT'S REPORT:

- Grand Opening Celebration of the Health Careers and Science Buildings –
President Middleton thanked the Board of Directors, Administration, Faculty and
Classified staff who were involved helping in numerous ways during the construction
of the buildings;
- Summer Enrollment – down 1%;
- OSU-Cascades Hall transition to COCC occupied building – the Governor will need to
approve and sign off on transfer;
- State Board of Higher Education member and on a two person committee to define
the 40-40-20 program;
- COCC hosted the State Board of Higher Education for breakfast at the Jungers Culinary
Center which was followed by a tour of new Science building;
- Met w/Rudy Crew the new Chief Education Officer for the state of Oregon.

ADJOURN: 7:55 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
October 9, 2012
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – September 2012

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Classified Full-Time			
Hewitson, Cori	9/4/2012	Bend	Admin Assist 2, Foundation
Classified Part-Time			
Cook, Deena	9/11/2012	Bend	Admin Assist 1, Culinary
Paris-Johnson, Nicole	9/24/2012	Bend	CCB Receptionist
Non-Faculty Instruction (ABS)			
Asigri, Elizabeth	9/24/2012	Madras	Non-Faculty Instruction
Stelson, Uta	9/11/2012	Deer Ridge	Non-Faculty Instruction
Temporary Hourly			
Adams, Kristen	9/7/2012	Bend	Cashiering/Gen Merchan
Akers, Dusti	9/24/2012	Bend	Student Workers
Alexander, Richard	9/24/2012	Bend	Tool Room Assistant
Bailey, Michael	9/24/2012	Bend	Student Workers
Birkey, Jolie	9/5/2012	Bend	
Broaddus, Randy	9/24/2012	Bend	Student Workers
Bruck, Hanna	9/11/2012	Bend	
Bunning, James	9/20/2012	Bend	Aviation Tutor
Emel Nofziger, Tracey	9/24/2012	Bend	Student Workers
Evans, TJ	9/24/2012	Bend	Math paper grader
Hamilton, Randall	9/24/2012	Bend	Student Workers
Holmes, Karrie	9/24/2012	Bend	Student Workers
Johnson, Ashlee	9/18/2012	Bend	Student Workers
McKinney, Rachelle	9/20/2012	Bend	Student Workers
Newstrand, Angelia	9/21/2012	Bend	Student Workers
Renee, Tia	9/24/2012	Bend	Student Workers
Roebuck, Kayla	9/5/2012	Bend	Cashier temp

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve the contracts for Paul Pelly and Lynn Russell.

B. Discussion/History

The one-year temporary instructor contract of Automotive Technology for **Paul Pelly** is a new position.

The one-year temporary instructor contract of Veterinarian Technician Education for **Lynn Russell** is a replacement position.

C. Options/Analysis

Approve the contracts for Paul Pelly and Lynn Russell.

Decline approval of the contracts for Paul Pelly and Lynn Russell.

D. Timing

For the 2012-13 academic year.

E. Recommendation

Be It Resolved that the Board of Directors of the Central Oregon Community College district approves the contracts of Paul Pelly for the 2012-13 academic year.

F. Budget Impact

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

G. Miscellaneous

Paul Pelly

One-Year Temporary Instructor – Automotive Technology

Paul holds an AAS in Automotive Technology from Portland Community College. He has taught part-time in the COCC Automotive Technology program since 2008. Paul has obtained 25 years' experience as a General Motors Automotive Technician, Service Manager and General

Manager. Paul is a GM truck, Pontiac, Oldsmobile and Buick Master Technician. Paul also holds eight of the ASE/NATEF certifications as well as being a GMC Diesel School graduate.

Lynn Russell

One-Year Temporary Instructor – Veterinarian Technician Education

Certified Veterinary Technician. Lynn has been a CVT for 22 years, has lived in Bend for eight years, and has training and experience in internal medicine, oncology, emergency medicine, and general practice. She has experience in higher education institutions as well, including our own, as she has been our Interim Director for the past few months.

Central Oregon Community College
Monthly Budget Status
Highlights of August 2012 Financial Statements

Prepared by: Lisa Bloyer- Accounting Director

Cash and Investments

The Colleges' operating cash balances currently total \$24.3 million. The August average yield for the Local Government Investment Pool remains unchanged at .60 percent.

The bond proceeds held in cash and investments total \$11.8 million as of the end of August.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of August, a \$1,074,000 increase over the prior month. All transfers have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

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

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of August 31, 2012

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$23,453,700.92		
Pool account 5482			\$491,135.61
Pool account 3624			\$377,611.77
Pool account 3816		\$8,280,199.64	
Pool account 3707		\$87,058.56	
Pool account 3844		\$657,256.70	
Pool account 3847		\$107,663.94	
August Average Yield .60%			
Cash in USNB	\$926,192.73		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$3,900.00		
Total Cash	<u>\$24,383,793.65</u>	<u>\$9,132,178.84</u>	<u>\$868,747.38</u>
Investments			
Bankers Acceptance			
Yield .365%, due 9-4-12		\$499,555.00	
Commercial Paper			
Yield .508%, due 1-15-13		\$2,193,338.89	
Total Investments	<u>\$0.00</u>	<u>\$2,692,893.89</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$24,383,793.65</u></u>	<u><u>\$11,825,072.73</u></u>	<u><u>\$868,747.38</u></u>

Central Oregon Community College
Monthly Budget Status
August 2012

Exhibit 6a
09-Oct-12

<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	\$ 11,246,000	\$ -	\$ (11,246,000)	0.00%	0.00%
Prior Taxes	873,000	218,839	(654,161)	25.07%	22.12%
Tuition and fees	19,736,000	6,356,087	(13,379,913)	32.21%	32.94%
State Aid	5,001,000	1,249,412	(3,751,588)	24.98%	23.06%
Grants & Contracts	86,000	1,000			0.00%
Interest & Misc. Income	49,000	383	(48,617)	0.78%	32.98%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
Total Revenues	\$ 38,711,000	\$ 9,545,721	\$ (29,080,279)		
Expenses by Function					
Instruction	\$ 17,455,663	\$ 745,745	\$ 16,709,918	4.27%	3.53%
Academic Support	3,007,172	380,625	2,626,547	12.66%	11.24%
Student Services	4,232,422	555,059	3,677,363	13.11%	12.88%
College Support	4,600,019	747,989	3,852,030	16.26%	16.40%
Plant Operations and Maintenance	4,098,218	521,206	3,577,012	12.72%	14.00%
Information Technology	3,187,700	617,025	2,570,675	19.36%	19.16%
Financial Aid	12,897	2,406	10,491	18.66%	0.00%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	100.00%
Total Expenses	\$ 40,449,774	\$ 6,625,738	\$ 33,824,036		
Revenues Over/(Under) Expenses	\$ (1,738,774)	\$ 2,919,983	\$ 4,743,757		

Central Oregon Community College
Monthly Budget Status
July 2012

Exhibit 6a
9-Oct-12

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Debt Service Fund					
Revenues	\$ 4,289,429	\$ 833,477	\$ (3,455,952)	19.43%	19.88%
Expenses	4,289,358	375,977	3,913,381	8.77%	8.76%
Revenues Over/(Under) Expenses	\$ 71	\$ 457,500	\$ 457,429		
Grants and Contracts Fund					
Revenues	\$ 1,983,640	\$ 43,914	\$ (1,939,726)	2.21%	2.33%
Expenses	2,093,600	147,068	1,946,532	7.02%	2.52%
Revenues Over/(Under) Expenses	\$ (109,960)	\$ (103,154)	\$ 6,806		
Capital Projects Fund					
Revenues	\$ 10,508,677	\$ 2,757,896	\$ (7,750,781)	26.24%	24.20%
Expenses	27,633,820	1,079,974	26,553,846	3.91%	9.45%
Revenues Over/(Under) Expenses	\$ (17,125,143)	\$ 1,677,922	\$ 18,803,065		
Enterprise Fund					
Revenues	\$ 7,204,787	\$ 96,287	\$ (7,108,500)	1.34%	2.90%
Expenses	7,986,819	1,443,111	6,543,708	18.07%	21.84%
Revenues Over/(Under) Expenses	\$ (782,032)	\$ (1,346,824)	\$ (564,792)		
Auxiliary Fund					
Revenues	\$ 9,064,223	\$ 4,482,572	\$ (4,581,651)	49.45%	50.46%
Expenses	9,745,764	3,865,450	5,880,314	39.66%	28.07%
Revenues Over/(Under) Expenses	\$ (681,541)	\$ 617,122	\$ 1,298,663		
Reserve Fund					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	323,410	156,590	67.38%	63.32%
Revenues Over/(Under) Expenses	\$ (467,261)	\$ (323,410)	\$ 143,851		
Financial Aid Fund					
Revenues	\$ 22,561,313	\$ 2,229,850	\$ (20,331,463)	9.88%	9.59%
Expenses	22,606,568	2,185,114	20,421,454	9.67%	10.19%
Revenues Over/(Under) Expenses	\$ (45,255)	\$ 44,736	\$ 89,991		
Internal Service Fund					
Revenues	\$ 398,715	\$ 20,899	\$ (377,816)	5.24%	1.81%
Expenses	573,990	207,735	366,255	36.19%	5.44%
Revenues Over/(Under) Expenses	\$ (175,275)	\$ (186,836)	\$ (11,561)		
Trust and Agency Fund					
Revenues	\$ 1,886	\$ 364	\$ (1,522)	19.30%	16.05%
Expenses	7,500	-	7,500	0.00%	0.00%
Revenues Over/(Under) Expenses	\$ (5,614)	\$ 364	\$ 5,978		

1. Boyle Remodel- September Status Update

Scope

The Boyle Hall project will include an improved information office, new student lounge and updated finishes.

Budget Status

Project is within budget.

Change Order Activity

Architectural/Consultant – Three Additional Service Requests have been approved, totaling \$12,580.00. ASR's were approved to add Mechanical, Electrical, Lighting Design and skylight glare remediation.

Construction– Two Changes Orders have been approved, totaling \$7,242.00. CO's were approved for additional Code required fire sprinkler work, electrical and low voltage electrical work and additional Owner requested work.

Schedule Status

Due to long lead times for light fixtures, the project is now scheduled to be complete in mid- October 2012.

All the spaces, affected by the remodel, are moved into and operational. The Contractor is currently working on punch list items. Light fixture work will be accomplished after hours and will not have an impact on the operational use of the kiosk or the Admissions/Financial Aid work areas.

COCC Stake Holder Group

Jim Middleton - COCC President
Ron Paradis – Director of College Relations
Julie Mosier – Purchasing Coordinator
Darren McCrea – Technology Project Manager
Gene R Zinkgraf – Project Manager

Contractor

Griffin Construction, LLC.
8361 NE Meadow Ridge Rd
Prineville, OR 97754

Sam Griffin

Design Team

BLRB Architects

Mike Gorman

Grandview Renovation Project September 2012 Status Report

Scope

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

Budget Status

Total project budget is not to exceed \$1,300,000. A detailed budget breakdown will be available in the September status report. Complete conceptual estimate for two floor plans, which will assist in final project scoping and budgeting.

Change Order Activity

None.

Schedule Status

Design	July 2012 to December 2012
Bid/Award	January & February 2013
Construction	March 2013 to July 2013
Move in	August to September 2013

Activity in September

Completed asbestos survey of areas that may be remodeled. Results will be available in early October. Obtained option #1 and #7 estimates.

Reviewed option estimates with Steering Committee and decided option #1 is the only option within budget. Option #1 focuses new office construction in area of demolished kitchen/server. Existing classrooms will remain largely as-is and will be converted into SMART computer labs.

Steele Associates Architects has submitted a draft fee proposal, which is under review, based on option #1.

Activity planned for October

Execute Architectural services agreement and begin design phase.

Begin Schematic Design process.

Grandview Renovation Project September 2012 Status Report

Photos



Kitchen and server area to be demolished for renovation.



Grandview Renovation Project September 2012 Status Report

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Gene Zinkgraf	Director of Construction	gzinkgraf@cocc.edu
Jennifer Newby	Instructional Dean - Math	jnewby@cocc.edu
Michael Fisher	Instructional Dean – Business	mfisher@cocc.edu
Doug Nelson	Math Department Chair	dnelson@cocc.edu
Jim Ellis	Business Department Chair	jellis@cocc.edu
Rick Hayes	Construction Project Manager	rhayes@cocc.edu
Darren McCrea	Construction IT Manager	dmccrea@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

Testing Agency

TBD

General Contractor

TBD

Health Careers Building – September 2012 Update

Scope

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

Budget Status

The current fiscal budget for the project is \$16.4 million. Current projected project costs fall within this budget.

Change Order Activity

The final change order for HSW was signed this month. The final contract amount was \$11,131,034.

There were two change orders issued to the Plaza Contractor for added scope (replace some curbs, add some rock rip-rap at stairs.)

Schedule Status

The project is now being occupied by the users; the Construction Contract is in its closeout phase.

Recent Activity

The building occupants completed their moves into the building. The building opened for students on 9/24/12.

Plaza work proceeded and is about 80% complete.

Activity Next Month

The plaza will finish. Exterior art will be installed. Project will be Complete.

Health Careers Building – September 2012 Update

Project Participants

COCC Stakeholder Group

Jenni Newby	-	Instructional Dean
Deb Davies	-	Faculty, Dental Assisting
Jane Morrow	-	Faculty, Nursing
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Mark Stoller	-	Yost Grube Hall Architects
Jonathan Bolcher	-	Yost Grube Hall Architects
Steve Neiger	-	Yost Grube Hall Architects
Mark Rossi	-	Pinnacle Architecture
Ron Hand	-	WH Pacific
Mark Peckover	-	Sparling Engineering
Amy Jarvis	-	M+NLB Engineering

Contractor Group

Eden Maloney	-	Move Management, HEERY International
Bret Matteis	-	HSW General Manager
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

Redmond Building 1 Add. – September 2012 Update

Scope

The project is a 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 48 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 34 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

Budget Status

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

Change Order Activity

No change order activity this month

Schedule Status

The project is scheduled to open for classes Spring Term of 2013.

Recent Activity

Activity this month has consisted of decision making on how much to award, statutory waiting periods, and planning.

Activity Next Month

Construction will get underway next month.

Redmond Building 1 Add. – September 2012 Update

Project Participants

COCC Stakeholder Group

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

Design Team

Jeff Wellman	-	Steele Associates Architects
Scott Steele	-	Steele Associates Architects
Emily Freed	-	Steele Associates Architects
Matt Appleby	-	Steele Associates Architects

Contractor Group

Team TBD	-	Kirby Nagelhout Construction
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Residence Hall September 2012 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 or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

Budget Status

Project Budget included. There are financial parameters that must be met for the project to proceed past the Schematic Design phase.

Change Order Activity

None.

Schedule Status

Design progress was suspended nearing the end of Schematic Design in order to verify project financial parameters and have a thorough review of the project benefits and risks. The project now has a completion and move-in of summer 2015.

Activity in September

Distribute the white paper to Deans and Directors.

Distribute residence hall information to departments and faculty.

Created forum for any interested or concerned party to ask questions or comment upon the white paper and conceptual design information to date, at <http://authoring.ad.cocc.edu/student-housing-forum/>.

Review status of project with Real Estate committee.

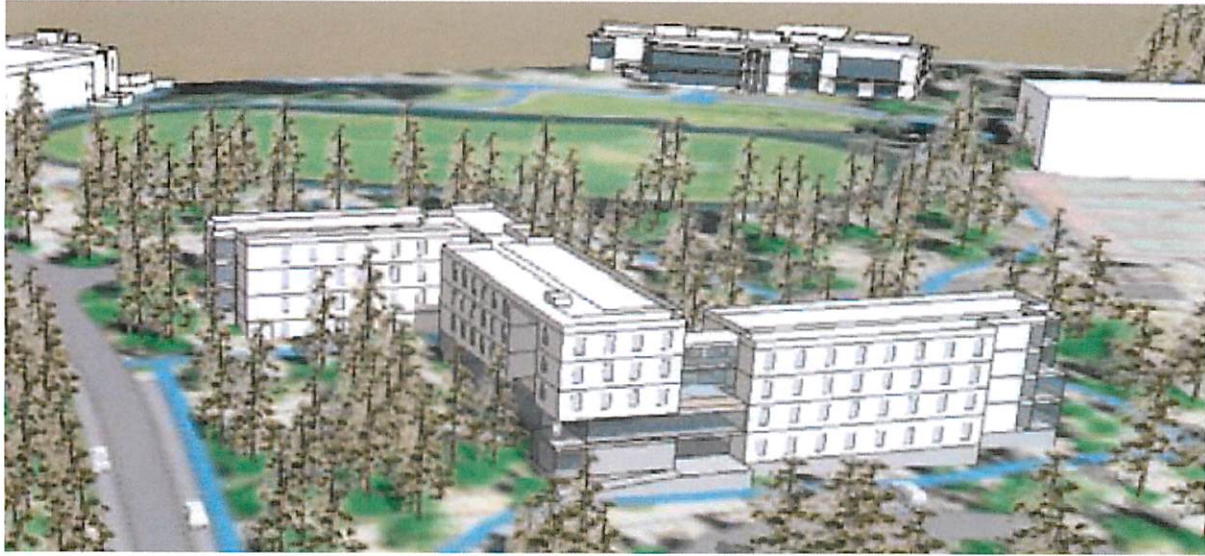
Activity planned for October

Review status of project with Real Estate committee.

Review Residence Hall white paper with campus via scheduled departmental meeting.

Obtain decision on direction of housing at the Fall Board Retreat.

Residence Hall September 2012 Status Report

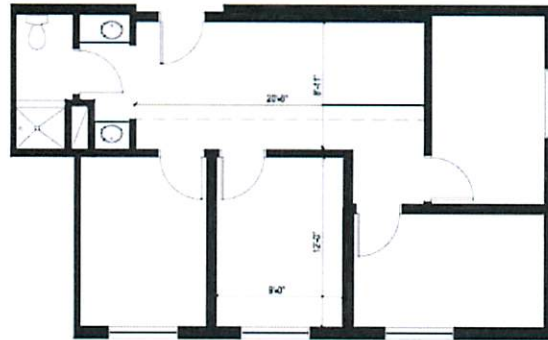


Conceptual preliminary building perspective.



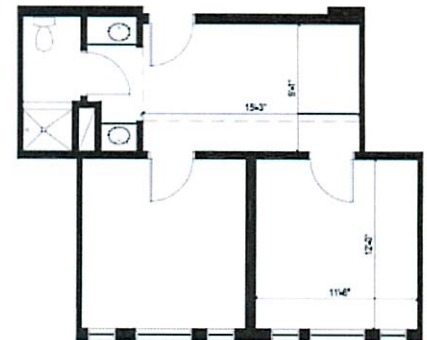
R.A. SINGLE

SINGLE BEDROOM	202 SF
BATHROOM	58 SF
TOTAL	260 SF NET
	315 SF GROSS



QUAD SINGLES

SHARED ROOM	197 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	108 SF
BATHROOM	79 SF
TOTAL	708 SF NET
	852 SF GROSS



QUAD DOUBLES

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATHROOM	79 SF
TOTAL	492 SF NET
	575 SF GROSS

Typical unit types.

Residence Hall September 2012 Status Report

Project Participants

COCC Steering Committee

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

Design Consultant

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

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

Civil Survey Consultant

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

Geotechnical Engineer

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

Testing Agency TBD

Science Building – September 2012 Status Report

Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces. Approximately 49,000 GSF of new space under construction.

Budget Status

Project within budget. See project budget for detail.

Change Order Activity

CR #182, additional landing plank support at stairs, approved in the amount of \$2,312.00.
CR #189, provide astragals for classroom double doors, approved in the amount of \$2,260.00.
CR #190, patch and paint in room 280E, approved in the amount of \$301.81.

Schedule Status

Building opened for classes on September 24th.

Activity in September

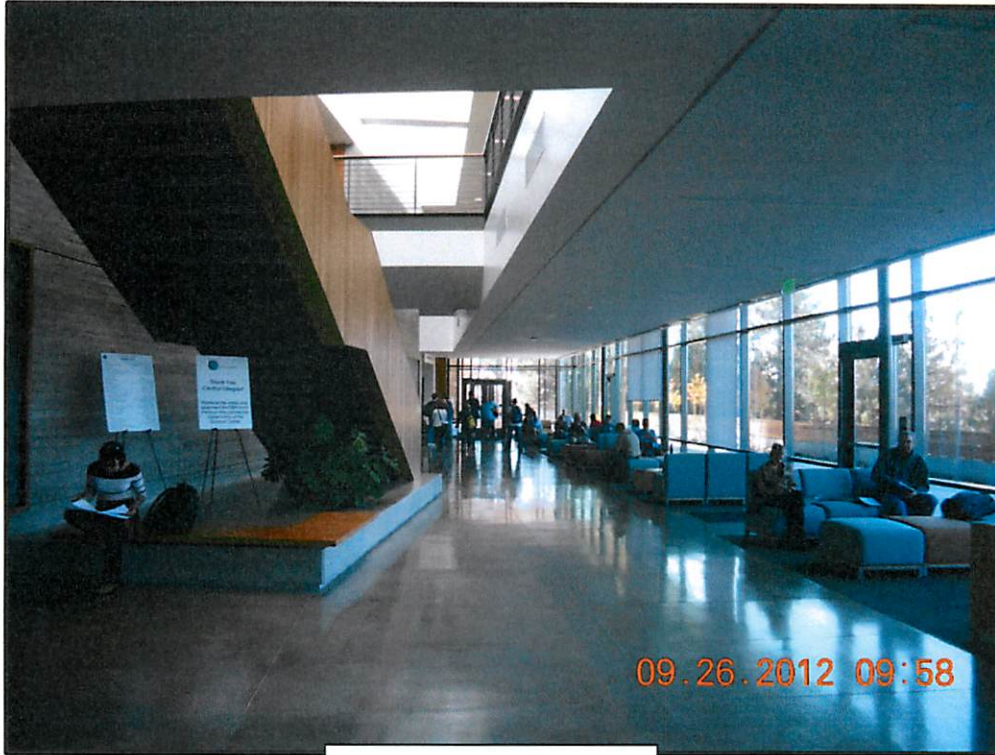
Completed move-in and setup.
Building opening/dedication occurred on September 19th.
Organized extra stock materials in storage areas onto shelves.
Completed majority of punchlist items.
Exterior art by Dan Snow completed in early September.

Activity planned for October

Complete remaining punchlist items and late added CR work.
Complete move-in and setup.
Building opening/dedication on September 19th.
Organize extra stock materials in storage areas.

Science Building – September 2012 Status Report

Photos



Lower Level Lobby



Upper Level Lobby

Science Building – September 2012 Status Report

Project Participants

COCC Stakeholder Group

Michael Holtzclaw	-	Instructional Dean
Gene Zinkgraf	-	Director of Construction
Julie Hood	-	Biology
Eddie Johnson	-	Biology
Mark Eberle	-	Biology
Nathan Hovekamp	-	Biology
Christine Ott-Hopkins	-	Biology
Jim Moodie	-	Biology
Jeff Cooney	-	Biology
Zelda Ziegler	-	Chemistry
Carol Higginbotham	-	Chemistry
Bob Reynolds	-	Geology
Bruce Emerson	-	Physics
Kevin Grove	-	Physics/Chemistry
Elaine Simay-Barton	-	Lab Tech/Dept. Admin
Emily Smith	-	Lab Tech
Mark Gregory	-	Lab Tech
Dan Cecchini	-	Director of IT
Jeff Floyd	-	Construction IT Specialist
Gary Kontich	-	Networking Specialist
Bruce Thompson	-	Telecommunications Specialist
Julie Mosier	-	Procurement Manager

Design Team

Mark Stoller	-	Yost Grube Hall Architecture
Jonathan Bolch	-	Yost Grube Hall Architecture
Tom Robbins	-	Yost Grube Hall Architecture
Liz Bray	-	Yost Grube Hall Architecture
Linda Cameron	-	Yost Grube Hall Architecture
Roz Estime	-	Estime Group
Jim Cox	-	Estime Group
Ron Hand	-	W&H Pacific Civil Engineers
Josh Richards	-	KPFF Consulting Engineers
Amy Jarvis	-	Mazetti Nash Lipsey Burch Mechanical Engineers
Mike White	-	Sparling Electrical Engineers
Jim Graham	-	Sparling Electrical Engineers (Low Voltage)
Not yet identified	-	Lango Hansen Landscape Architecture and W&H Pacific

Commissioning Agent

James Warner	-	Heery International
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Special Inspection and Testing

Todd Smith	-	FEI Testing
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COCC Project Manager - Rick Hayes 541-330-4391 email rhayes@cocc.edu

COCC IT Project Manager - Darren McCrea 541-383-7741 email dmccrea@cocc.edu

General Contractor

Kirby Nagelhout Construction Company
20635 NE Brinson Blvd
Bend, OR 97701
541-389-7119
Chris Prah, Project Manager, ChrisP@knccbend.com
Mark Miller, Project Superintendent, markm@knccbend.com
Greg Ponder, Project Engineer, gregp@knccbend.com

Serpentine Parking Lot September 2012 Status Report

Scope

Provide permanent parking stalls at the gravel lot approved during the Science project. The perimeter will receive concrete curbs, the lot will be paved, three light poles will be installed, a gate will be provided at the entry, and surface drainage and retention will be provided on the North side of the lot.

Budget Status

Project Budget included and project bid within budget.

Change Order Activity

None.

Schedule Status

Project substantially complete.

Activity in September

Set gate at entry.
Closeout project.

Activity planned for October

Installation of native seed mix at disturbed areas.
Make final payment

Photo (gate set and parking lot in use)



Technology Education Center – September 2012 Update

Scope

A 37,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

Budget Status

The budget for the building will be \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon. Currently the projected project cost exceeds the budget.

Change Order Activity

No additional Change Order Activity has occurred since the March 2012 Update.

Schedule Status

Due to higher than expected construction bids and subsequent rejection of all bids, the project will be delayed by 1 year. The new opening date is Fall Term of 2014.

Recent Activity

A VE list has been developed, not all items have been estimated yet. VE list is attached.

Activity Next Month

Value Engineering is underway and will continue through the month of October.

Technology Education Center – September 2012 Update

Project Participants

COCC Stakeholder Group

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

Design Team

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

Contractor Group

Not Identified Yet	-	TBD
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Technology Status Report – September 2012

Current Projects

The new 48,000 square foot Health Careers Building includes almost 800 individual data ports and cable runs as well as touch panel controlled video and audio switching, PTZ cameras, and state-of-the-art audio and video playback capabilities in various practice and simulation labs, general purpose classrooms and administrative & faculty spaces.

The new 49,000 square foot Science Building includes over 1000 individual data ports and cable runs as well as high-definition projectors, Blu-Ray players, document cameras and AV switchers to support general purpose classrooms, labs and administrative & faculty spaces.

The Boyle Education Center remodel includes upgraded projection and multi-media systems in four classrooms, as well as new computer testing workstations and the construction of a two-person information kiosk in the mall area.

Schedule Status

The Boyle Education Center remodel work has been completed with the installation and upgrade of new multi-media teaching workstations, a new printer and additional switchboard and identification card capabilities within the new information kiosk.

The Health Careers technology and audio-visual installations are now complete. Final testing and architectural punch for the entire audio-visual project were signed off on September 18th.

The audio-visual installation for the Science Center is also complete. Final testing and architectural punch for the Science Center installation were also signed off on September 18th.

In addition to the audio-visual installations at the new Health and Science Buildings, we had quite a few IT projects within the Health Careers and Science Center buildings that have also been tested and signed off with our IT Department; including the installation of almost 100 new PC's and full wireless access in both buildings. This work was in addition to the relocation or new installation of almost 600 PC's across campus with various moves and remodels.

Technology Status Report – September 2012

Activity in September

HEALTH CAREERS & SCIENCE CENTER:

The audio-visual contractor has completed installation of all equipment, including all speakers, PTZ (Pan-Tilt-Zoom) cameras, microphones, projectors, and equipment racks as well as the integration of high-definition microscopes and other existing equipment within the teaching lecterns and AV racks. The AV Contractor conducted several general classroom AV training classes as well as department-specific AV systems training classes for staff and faculty that were very well attended. A second walk-through and architectural punch with the AV Designer and the installation Contractor occurred on September 18th.

The COCC IT department completed the installation of high-speed wireless access throughout both buildings as well as VoIP phones, computers and printers in all of the new and part-time locations and worked with faculty to coordinate the move of existing phones, computers and other equipment in time for the grand opening with minimal disruption.

OTHER PROJECTS (Redmond Technology, Campus Projects, etc.):

The Boyle Education (BEC) remodel construction was completed earlier this month. Over the past three months, the IT Department was able to upgrade audio and visual systems and teaching stations in four classrooms, re-install computers at new testing stations and install computers, phones, student identification equipment and a printer. All equipment was installed and tested just in time for registration this semester.

Technology Status Report – September 2012

Upcoming Activities

Health Careers & Science Center Buildings - Delta AV, the audio-visual contractor, is in the process of producing documents and code for final contract close-out and we anticipate working through this process over the next several weeks. Our IT Networking and Service groups have been closely monitoring network usage as well as helpdesk requests for assistance and both buildings are performing above expectations. As time allows, the IT Department will also begin working on several projects to provide Nursing and Dental with additional functionality of their systems.

The **Redmond Building One Addition** has been awarded to Kirby Nagelhout Construction and will have two phases. Phase 1 is the remodel of existing space to create a Computer Lab and General Science Lab. Construction should be complete by the end of November. This will be important in order to have all IT technology in place by the beginning of the Winter term. Phase 2 will be the addition of a new Chemistry Lab and a General Classroom. Construction for this phase should be complete the first week of March. Technology plans and program design are under review as this construction begins. Close behind **Redmond Building One** will be the **Grandview** remodel with **Ochoco** and **Pioneer** remodels potentially on the horizon.

Technology Status Report – September 2012

COCC Director of Construction - Gene Zinkgraf, 541-330-7796, email: gzinkgraf@cocc.edu

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

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

COCC IT Project Manager - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Health

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, OR 97702
541-388-9898

General Contractor, Science

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

General Contractor, Boyle Remodel

Griffin Construction LLC
8361 NE Meadow Ridge Road
Prineville, OR 97754
541-948-1225

AV Contractor, Health & Science Buildings

Delta AV Systems
2450 NW Eleven Mile Avenue
Gresham, OR 97030
503-907-0137

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Jim Middleton-President

A. Issue

Board Self-Evaluation Prep before Fall Board Retreat (October 26/27)

B. Discussion/History

Board Policy GP 11 (Revised: November 10, 2010) indicates:

The Board will complete a self-evaluation annually, normally at the Fall Retreat.

The Board of Directors will review the General, Board-President Relationship, Executive Limitations, and Statutory Policies making changes as necessary and as part of the board planning cycle.

Board members Miller (chair), Abernethy and Overbay constitute the Board Self Evaluation Committee for 2012-13. To complete the self-evaluation at the Fall 2012 Retreat (October 26 & 27), the Committee should meet within the next two weeks to determine the 2012 process for such self-evaluation, including the activity to be completed prior to the meeting (any board member survey for example) and activity to be completed at the retreat.