



BUDGET COMMITTEE
MEETING

Tuesday, April 10, 2012
6:00 PM
Christiansen Board Room
Boyle Education Center

AGENDA

	<u>Exhibit</u>	<u>Action</u>	<u>Presenter</u>
I.			Friedman
II.			Friedman
III.			Friedman
IV.			
	a.	Budget Meeting – March 14, 2012	
	4.a	X	Smith
V.			Dona
VI.			
		2012-13 Proposed Non-General Fund Budget	Dona
		• PowerPoint	6.a
		• Transfer Schedule	6.b
VII.			Middleton
VIII.			
		Budget Calendar, Next Meeting –	
		<u>Wednesday, May 9, 2012 6:00 PM</u>	
		Christiansen Board Room, Boyle Education Center	
IX.			
		Adjourn	



Central Oregon Community College
BUDGET COMMITTEE MEETING MINUTES
Wednesday, March 14, 2012 – ~~6:00~~ 6:20 PM
Christiansen Board Room-Boyle Education Center

PRESENT: Lester Friedman, Steve Curran, Patricia Kearney, Doug Ertner, Joe Krenowicz, Gayle McConnell, Laura Cooper, David Ford, Donald Reeder, John Overbay, Joyce Lynn Garrett, Bruce Abernethy, Charley Miller-via SKYPE, Ron Bryant-Board Attorney, Jim Middleton-President, Julie Smith Executive Assistant

ABSENT: Anthony Dorsch

CALL TO ORDER: Mr. Lester Friedman-Chair of the 2011-12 Budget Committee, called the meeting to order at 6:20pm.

INTRODUCTION OF GUESTS:

Guests were introduced during the partial Regular Meeting that preceded the start of the Budget Committee Meeting.

ELECTION OF CHAIR:

Mr. Donald Reeder moved to re-elect Mr. Lester Friedman as Chair for the 2012-13 Budget Committee. Mr. John Overbay seconded the motion. MCU. Approved. 03/12:1

2012-13 BUDGET MESSAGE & PowerPoint Budget Presentation: (Exhibits: 4)

President Middleton reviewed the Budget Message noting that the Budget is fundamentally a representation of COCC's planning expressed through financial assumptions and allocations. He reported that COCC has responded well in growing the institution, the facilities and technology infrastructure, with more support being put into place for student success. He reviewed several of COCC's accomplishments:

- New software system for 24/7/365 degree audit review and "what if" analysis
- Initiated classes in Madras and Prineville
- Established Learning Communities courses in collaboration w/OCU-C
- Implemented auto direct deposit for student financial aid refunds
- Increased staffing hours for academic support and advising
- Auto system for moving students from waitlists to available seats in classes
- Significant growth in culinary enrollment with new program
- Provided 113 Student Life and Multicultural activities with more than 7,000 participants.

REVENUE/EXPENDITURE PROJECTION: (Exhibit: 5)

Mr. David Dona-Associate Chief Financial Officer reviewed the PowerPoint presentation outlining the following:

1. Current Year Budget Up-date
2. Revenue/Expenditure Forecast
3. Proposed General Fund Budget

Revenue/Expenditure Forecast

- Identify financial trends early when there is time to plan and make changes

- Required by Board policy and accreditation standards
- Recommended by bond rating companies (COCC's current rating is AA-)

2012-13 Proposed General Fund Budget Assumptions:

- Current Year property tax growth rate -1.0%
- Property Tax Collection rate: 91%
- Prior Year Property Tax growth rate: +7%
- In-district Tuition increase: +\$6 (+7% for all other residency categories)
- Enrollment increase +1%
- Fees include +\$2/credit hour increase for technology fees
- Increase in staff positions +3%
- Increase in health insurance +10%
- Increase in PERS: +7% for 2011/13 biennium
- Interfund Transfers-in of \$1.72 million
- Community College Support Fund (state allocation) appropriation of \$395 million for the 2011/13 biennium.

2012-13 PROPOSED GENERAL FUND BUDGET: (Exhibits: 6.a, 6.b & 6.c)

Mr. Dona defined the General Fund Budget as the primary operating budget and reviewed the proposed General Fund Budget's Revenues and Expenditures by both object classification and function summarized the General Fund Transfers.

INFORMATION ITEMS

Achievement Compact (Exhibit: 7.a)

President Middleton gave a PowerPoint presentation and reviewed that the Special 2012 Legislative Session approved SB 1581.

Specific to community colleges, SB 1581 requires:

- Education entities to enter into achievement compacts with the Oregon Education Investment Board (OEIB)
- Identified specific components of the achievement compacts
- Identifies positions under the direction and control of the Chief Education Officer for matters relating to design and organization of Oregon's education system (including the Commission for Community Colleges and Workforce Development-CCWD).

Proposed 2012-13 Tuition & Fees (Exhibit: 7.b)

Mr. Kevin Kimball-Chief Financial Officer reviewed that COCC currently has the lowest combined in-district tuition and fees of all Oregon Community Colleges. In order to meet the needs of COCC's growing student population and expanding facilities, and make progress towards Board priorities, the proposed 2012-13 budget includes tuition and fee rate increases. The annual cost for COCC's in-district tuition and fees, with the proposed \$6 per credit tuition and \$2 technology fee increase, was compared to the other 16 community colleges, and showed that COCC will remain one of the three least expensive colleges in the state. The College's Board of Directors' will vote on the proposed 2012-13 tuition and fee rate increase at their April board meeting.

BUDGET CALENDAR:

The next Budget Committee Meeting is Tuesday, April 10, 2012 at 6:00 PM in the Christiansen Board Room, Boyle Education Center – Central Oregon Community College.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 8:28 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Chair Budget Committee

Dr. James E. Middleton, President

**Central Oregon Community College
2012-13 Budget**

Debt Service Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Resources						
Beginning Fund Balance	\$ 86,336	\$ 110,326	\$ 18,189	\$ 36,240		
Tax Revenue - Current		2,250,906	2,468,775	2,580,601		
Tax Revenue - Prior	83,591	43,403	40,000	45,000		
PERS Reserve Charge	737,686	781,009	826,351	866,543		
Rental Income	482,898	487,259	487,874	491,045		
Interest Income	5,386	1,650	549	1,125		
Transfers In	246,490	303,105	299,142	305,115		
Total Resources	\$ 1,642,387	\$ 3,977,658	\$ 4,140,880	\$ 4,325,669	\$ -	\$ -
Requirements						
Principal Payments	\$ 655,623	\$ 1,221,262	\$ 1,378,468	\$ 1,559,379		
Interest Payments	876,438	2,693,754	2,723,747	2,726,579		
Materials and Services		3,400	2,850	3,400		
Ending Fund Balance	110,326	59,242	35,815	36,311		
Total Requirements	\$ 1,642,387	\$ 3,977,658	\$ 4,140,880	\$ 4,325,669	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Debt Service Fund - Resources and Requirements by Issue

	2010 General Obligation Bonds	2003 Pension Obligation Bonds	1996 FFC Bonds	1997 FFC Bonds	2001 FFC Bonds	2005 Capital Lease	Fiscal Year 2012-13 PROPOSED Budget
Resources							
Beginning Fund Balance	\$ 25,000	\$	\$ 3,480	\$ 1,975	\$ 1,100	\$ 4,685	\$ 36,240
Tax Revenue - Current	2,580,601						2,580,601
Tax Revenue - Prior	45,000						45,000
PERS Reserve Charge		866,543					866,543
Rental Income					491,045		491,045
Interest Income	125				1,000		1,125
Transfers In			79,295	160,820		65,000	305,115
Total Resources	<u>\$ 2,650,726</u>	<u>\$ 866,543</u>	<u>\$ 82,775</u>	<u>\$ 162,795</u>	<u>\$ 493,145</u>	<u>\$ 69,685</u>	<u>\$ 4,325,669</u>
Requirements							
Principal Payments	\$ 820,000	\$ 310,399	\$ 60,000	\$ 120,000	\$ 195,000	\$ 53,980	\$ 1,559,379
Interest Payments	1,805,726	556,144	17,995	39,720	296,145	10,849	2,726,579
Materials and Services			1,300	1,100	1,000		3,400
Ending Fund Balance	25,000		3,480	1,975	1,000	4,856	36,311
Total Requirements	<u>\$ 2,650,726</u>	<u>\$ 866,543</u>	<u>\$ 82,775</u>	<u>\$ 162,795</u>	<u>\$ 493,145</u>	<u>\$ 69,685</u>	<u>\$ 4,325,669</u>

4-10-12

Exhibit: 6
Budget Committee

**Central Oregon Community College
2012-13 Budget**

Capital Projects Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Resources						
Beginning Fund Balance	\$ 8,309,412	\$ 52,782,615	\$ 38,520,777	\$ 20,610,000		
Grants	1,903,832	1,718,596	6,030,000	5,700,000		
Other Income	555,868	421,011	393,000	2,184,200		
Donations		2,071,000	400,000			
Bond Sale Proceeds	45,065,831					
Interest Income	21,203	354,889	124,822	60,782		
Transfers In	6,204,796	7,978,441	2,047,090	2,563,695		
Total Resources	\$ 62,060,942	\$ 65,326,552	\$ 47,515,689	\$ 31,118,677	\$ -	\$ -
Requirements						
Personnel Services	\$ 67,466	\$ 485,178	\$ 700,000	\$ 510,868		
Materials and Services	1,023,090	2,460,705	347,260	454,000		
Capital Outlay	5,121,942	17,777,637	35,573,338	26,458,132		
Transfers Out	3,065,829	5,992,827	806,454	210,820		
Ending Fund Balance	52,782,615	38,610,205	10,088,637	3,484,857		
Total Requirements	\$ 62,060,942	\$ 65,326,552	\$ 47,515,689	\$ 31,118,677	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Capital Projects Fund - Resources and Requirements by Project

	<u>FTE</u>	<u>G.O. Bond Projects</u>	<u>Campus Center Building</u>	<u>Bookstore Construction</u>	<u>New Construction & Renovation</u>	<u>Repair and Replacement</u>	<u>Residence Hall Construction</u>
Resources							
Beginning Fund Balance		\$ 14,800,000	\$ 287,000	\$ 200,000	\$ 2,200,000	\$ 200,000	\$
Grants		5,700,000					
Other Income							1,650,000
Interest Income		37,000	940	1,250	11,000	600	
Transfers In				100,000	433,422	341,883	350,000
Total Resources		<u>\$ 20,537,000</u>	<u>\$ 287,940</u>	<u>\$ 301,250</u>	<u>\$ 2,644,422</u>	<u>\$ 542,483</u>	<u>\$ 2,000,000</u>
Requirements							
Personnel Services	5.25	\$ 510,868	\$	\$	\$	\$	\$
Materials and Services		20,000					
Capital Outlay		19,969,132	200,000		2,500,000	500,000	2,000,000
Transfers Out							
Ending Fund Balance		37,000	87,940	301,250	144,422	42,483	
Total Requirements	<u>5.25</u>	<u>\$ 20,537,000</u>	<u>\$ 287,940</u>	<u>\$ 301,250</u>	<u>\$ 2,644,422</u>	<u>\$ 542,483</u>	<u>\$ 2,000,000</u>

**Central Oregon Community College
2012-13 Budget**

Capital Projects Fund - Resources and Requirements by Project

	Life Cycle Technology Replacement	Higher Ed Building Maintenance and Repair	Capital Equipment Fund	IT Server/ Infrastructure	Redmond Campus	Chandler Lab	Fiscal Year 2012-13 PROPOSED Budget
Resources							
Beginning Fund Balance	\$ 127,000	\$ 876,000	\$ 100,000	\$ 600,000	\$ 900,000	\$ 420,000	\$ 20,710,000
Grants							5,700,000
Other Income		235,000			280,000	19,200	2,184,200
Interest Income	632	459	1,232	2,669	3,700	1,300	60,782
Transfers In	330,671		825,000	182,719			2,563,695
Total Resources	\$ 458,303	\$ 1,111,459	\$ 926,232	\$ 785,388	\$ 1,183,700	\$ 440,500	\$ 31,218,677
Requirements							
Personnel Services	\$	\$	\$	\$	\$	\$	\$ 510,868
Materials and Services				15,000	299,000	120,000	454,000
Capital Outlay	332,000	100,000	332,000	300,000	100,000	125,000	26,458,132
Transfers Out		50,000			160,820		210,820
Ending Fund Balance	126,303	961,459	594,232	470,388	623,880	195,500	3,584,857
Total Requirements	\$ 458,303	\$ 1,111,459	\$ 926,232	\$ 785,388	\$ 1,183,700	\$ 440,500	\$ 31,218,677

**Central Oregon Community College
2012-13 Budget**

Enterprise Fund - Resources and Requirements

	<u>FTE</u>	<u>Fiscal Year 2009-10 ACTUAL Amounts</u>	<u>Fiscal Year 2010-11 ACTUAL Amounts</u>	<u>Fiscal Year 2011-12 CURRENT Budget</u>	<u>Fiscal Year 2012-13 PROPOSED Budget</u>	<u>Fiscal Year 2012-13 APPROVED Budget</u>	<u>Fiscal Year 2012-13 ADOPTED Budget</u>
Residence Hall							
Resources							
Beginning Net Working Capital		\$ 575,652	\$ 741,191	\$ 800,000	\$ 900,000		
Room and Board		627,573	671,558	807,206	807,206		
Interest Income		1,342	69	12,075	4,720		
Total Resources		<u>\$ 1,204,567</u>	<u>\$ 1,412,818</u>	<u>\$ 1,619,281</u>	<u>\$ 1,711,926</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements							
Personnel Services	3.35	\$ 133,251	\$ 148,849	\$ 197,284	\$ 201,300		
Materials and Services		319,180	398,257	417,443	466,937		
Capital Outlay		10,944	898	20,000	20,000		
Transfers Out					350,000		
Ending Net Working Capital		741,192	864,814	984,554	673,689		
Total Requirements	<u>3.35</u>	<u>\$ 1,204,567</u>	<u>\$ 1,412,818</u>	<u>\$ 1,619,281</u>	<u>\$ 1,711,926</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Enterprise Fund - Resources and Requirements

	FTE	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Bookstore							
Resources							
Beginning Net Working Capital		\$ 1,488,018	\$ 2,059,044	\$ 1,157,000	\$ 3,098,200		
Bookstore Sales		3,959,165	4,111,195	5,555,532	6,388,861		
Other		24,230	23,070				
Interest Income		2,620	922	6,000	4,000		
Total Resources		<u>\$ 5,474,033</u>	<u>\$ 6,194,231</u>	<u>\$ 6,718,532</u>	<u>\$ 9,491,061</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements							
Personnel Services	9.51	\$ 431,144	\$ 421,469	\$ 615,904	\$ 630,222		
Materials and Services		2,863,726	2,967,461	4,731,450	5,568,360		
Capital Outlay		20,119	10,894	25,000	500,000		
Transfers Out		100,000	100,000	100,000	250,000		
Ending Net Working Capital		2,059,044	2,694,407	1,246,178	2,542,479		
Total Requirements	<u>9.51</u>	<u>\$ 5,474,033</u>	<u>\$ 6,194,231</u>	<u>\$ 6,718,532</u>	<u>\$ 9,491,061</u>	<u>\$ -</u>	<u>\$ -</u>
Enterprise Fund Total							
Beginning Net Working Capital		\$ 2,063,670	\$ 2,800,235	\$ 1,957,000	\$ 3,998,200		
Total Resources		4,614,930	4,806,814	6,380,813	7,204,787		
Total Requirements		3,878,364	4,047,828	6,107,081	7,986,819		
Ending Net Working Capital	<u>12.86</u>	<u>\$ 2,800,236</u>	<u>\$ 3,559,221</u>	<u>\$ 2,230,732</u>	<u>\$ 3,216,168</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Internal Service Fund - Resources and Requirements

	FTE	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Centralized Services							
Resources							
Beginning Fund Balance		\$ 220,107	\$ 370,268	\$ 205,500	\$ 248,000		
User Charges		287,109	240,019	300,000	273,047		
Interest Income		492	187	1,130	1,000		
Total Resources		<u>\$ 507,708</u>	<u>\$ 610,474</u>	<u>\$ 506,630</u>	<u>\$ 522,047</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements							
Personnel Services	2.04	\$ 78,566	\$ 81,201	\$ 92,406	\$ 102,260		
Materials and Services		58,874	65,344	150,000	150,000		
Capital Outlay			55	20,000	20,000		
Transfers Out					150,000		
Ending Fund Balance		370,268	463,874	244,224	99,787		
Total Requirements	<u>2.04</u>	<u>\$ 507,708</u>	<u>\$ 610,474</u>	<u>\$ 506,630</u>	<u>\$ 522,047</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Internal Service Fund - Resources and Requirements

	FTE	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Copier Activities							
Resources							
Beginning Fund Balance		\$ 58,496	\$ 67,525	\$ 58,000	\$ 59,500		
User Charges		105,938	114,227	134,000	124,373		
Interest Income		128	37	295	295		
Total Resources		<u>\$ 164,562</u>	<u>\$ 181,789</u>	<u>\$ 192,295</u>	<u>\$ 184,168</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements							
Personnel Services	0.25	\$ 35,816	\$ 33,805	\$ 41,595	\$ 26,935		
Materials and Services		61,221	72,459	91,800	98,795		
Capital Outlay				1,000	1,000		
Transfers Out					25,000		
Ending Fund Balance		67,525	75,525	57,900	32,438		
Total Requirements	<u>0.25</u>	<u>\$ 164,562</u>	<u>\$ 181,789</u>	<u>\$ 192,295</u>	<u>\$ 184,168</u>	<u>\$ -</u>	<u>\$ -</u>
Internal Service Fund Total							
Beginning Fund Balance		\$ 278,603	\$ 437,793	\$ 263,500	\$ 307,500		
Total Resources		393,667	354,470	435,425	398,715		
Total Requirements		234,477	252,864	396,801	573,990		
Ending Fund Balance	<u>2.29</u>	<u>\$ 437,793</u>	<u>\$ 539,399</u>	<u>\$ 302,124</u>	<u>\$ 132,225</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Reserve Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Retiree Benefit Reserve						
Resources						
Beginning Fund Balance	\$ 1,409,501	\$ 1,286,452	\$ 1,105,000	\$ 1,013,084		
Interest Income	2,734	635	5,058	4,615		
Total Resources	<u>\$ 1,412,235</u>	<u>\$ 1,287,087</u>	<u>\$ 1,110,058</u>	<u>\$ 1,017,699</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Materials and Services	\$ 125,783	\$ 142,113	\$ 187,000	\$ 180,000		
Ending Fund Balance	1,286,452	1,144,974	923,058	837,699		
Total Requirements	<u>\$ 1,412,235</u>	<u>\$ 1,287,087</u>	<u>\$ 1,110,058</u>	<u>\$ 1,017,699</u>	<u>\$ -</u>	<u>\$ -</u>
PERS Reserve						
Resources						
Beginning Fund Balance	\$ 1,510,759	\$ 2,014,334	\$ 2,024,500	\$ 1,774,838		
Interest Income	3,575	1,053	9,497	8,124		
Transfers In	500,000					
Total Resources	<u>\$ 2,014,334</u>	<u>\$ 2,015,387</u>	<u>\$ 2,033,997</u>	<u>\$ 1,782,962</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Transfers Out	\$	\$	\$ 250,000	\$ 300,000		
Ending Fund Balance	2,014,334	2,015,387	1,783,997	1,482,962		
Total Requirements	<u>\$ 2,014,334</u>	<u>\$ 2,015,387</u>	<u>\$ 2,033,997</u>	<u>\$ 1,782,962</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Reserve Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Reserve Fund Total						
Beginning Fund Balance	\$ 2,920,260	\$ 3,300,786	\$ 3,129,500	\$ 2,787,922		
Total Resources	506,309	1,688	14,555	12,739		
Total Requirements	125,783	142,113	437,000	480,000		
Ending Fund Balance	<u>\$ 3,300,786</u>	<u>\$ 3,160,361</u>	<u>\$ 2,707,055</u>	<u>\$ 2,320,661</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Federal Grants						
Resources						
Beginning Fund Balance	\$ 7,438	\$ 3,086	\$	\$ 35,000		
Federal Grants	461,648	494,799	4,478,879	734,715		
Tuition and Fees	49,568	50,360	60,000	50,000		
Other Income						
Transfers In	33,978	35,974	34,639	34,639		
Total Resources	<u>\$ 552,632</u>	<u>\$ 584,219</u>	<u>\$ 4,573,518</u>	<u>\$ 854,354</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Personnel Services	\$ 516,637	\$ 408,011	\$ 421,453	\$ 698,160		
Materials and Services	32,909	59,650	4,096,647	156,194		
Capital Outlay		69,095	50,000			
Ending Fund Balance	3,086	47,463	5,418			
Total Requirements	<u>\$ 552,632</u>	<u>\$ 584,219</u>	<u>\$ 4,573,518</u>	<u>\$ 854,354</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
State Grants						
Resources						
Beginning Fund Balance	\$ 8,905	\$ 97,730	\$	\$		
State Grants	130,054	(63,065)	74,804	34,804		
Total Resources	<u>\$ 138,959</u>	<u>\$ 34,665</u>	<u>\$ 74,804</u>	<u>\$ 34,804</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Personnel Services	\$ 24,804	\$ 27,531	\$ 57,204	\$ 34,804		
Materials and Services	7,520	7,134	17,600			
Transfers Out	8,905					
Ending Fund Balance	97,730					
Total Requirements	<u>\$ 138,959</u>	<u>\$ 34,665</u>	<u>\$ 74,804</u>	<u>\$ 34,804</u>	<u>\$ -</u>	<u>\$ -</u>
Other Grants						
Resources						
Beginning Fund Balance	\$ 23,195	\$ 82,529	\$ 103,000	\$ 57,000		
Grant Income	68,200	32,000	32,000	46,006		
Total Resources	<u>\$ 91,395</u>	<u>\$ 114,529</u>	<u>\$ 135,000</u>	<u>\$ 103,006</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Personnel Services	\$ 17	\$ 8,305	\$ 45,800	\$ 82,391		
Materials and Services	8,849	2,624	19,200	12,850		
Capital Outlay		1,588				
Ending Fund Balance	82,529	102,012	70,000	7,765		
Total Requirements	<u>\$ 91,395</u>	<u>\$ 114,529</u>	<u>\$ 135,000</u>	<u>\$ 103,006</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Contracts						
Resources						
Beginning Fund Balance	\$ 24,662	\$ 79,801	\$ 12,500	\$ 25,725		
Tuition and Fees			10,000			
Contract Income	766,538	822,787	1,014,500	583,476		
Other Income	4,353	3,686	25,000			
Transfers In	38,273	11,671				
Total Resources	<u>\$ 833,826</u>	<u>\$ 917,945</u>	<u>\$ 1,062,000</u>	<u>\$ 609,201</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Personnel Services	\$ 575,531	\$ 638,582	\$ 753,640	\$ 454,173		
Materials and Services	176,924	240,155	231,860	155,028		
Capital Outlay	1,570		15,000			
Ending Fund Balance	79,801		61,500			
Total Requirements	<u>\$ 833,826</u>	<u>\$ 878,737</u>	<u>\$ 1,062,000</u>	<u>\$ 609,201</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Special Revenue Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
New Programs						
Resources						
Beginning Fund Balance	\$	\$	\$	\$		
Grants and Contracts Income			500,000	500,000		
Total Resources	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Materials and Services	\$	\$	\$ 500,000	\$ 500,000		
Ending Fund Balance						
Total Requirements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>
Grants and Contracts Fund Total						
Beginning Fund Balance	\$ 64,200	\$ 263,146	\$ 115,500	\$ 117,725		
Total Resources	1,552,612	1,388,212	6,229,822	1,983,640		
Total Requirements	1,353,666	1,462,675	6,208,404	2,093,600		
Ending Fund Balance	<u>\$ 263,146</u>	<u>\$ 149,475</u>	<u>\$ 136,918</u>	<u>\$ 7,765</u>	<u>\$ -</u>	<u>\$ -</u>

Central Oregon Community College
2012-13 Budget

Special Revenue Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-13 PROPOSED Budget
Federal Grants							
ABE - Special Projects	3.78	\$ 320,929	\$ 24,071	\$	\$	\$	\$ 345,000
Carl Perkins	1.68	51,600	65,000				116,600
SBA Grant	0.25	30,250					30,250
SBA Grant Match	0.25	34,639					34,639
ABE - Develop Learning Standards	0.14	16,000	4,000				20,000
ABS Pathways	0.41	33,600	5,400				39,000
SBA Small Business Jobs Act	0.31	25,920	580				26,500
Crook County - BTOP Grant	0.50	41,000					41,000
College Access Challenge Grant	0.10	2,592	33,480				36,072
OPABS Grant	0.23	19,200	2,800				22,000
CASE Grant	1.41	122,430	20,863				143,293
Ending Fund Balance							
Total Expenditures	<u>9.06</u>	<u>\$ 698,160</u>	<u>\$ 156,194</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 854,354</u>
State Grants							
OEDD	0.75	\$ 34,804	\$	\$	\$	\$	\$ 34,804
Ending Fund Balance							
Total Expenditures	<u>0.75</u>	<u>\$ 34,804</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,804</u>
Other Grants							
Cascade Health Services Support	1.00	\$ 69,255	\$ 5,000	\$	\$	\$	\$ 74,255
Latino Business Advisor	0.14	6,480	500				6,980
ABS - Partnership to End Poverty	0.08	6,656	7,350				14,006
Ending Fund Balance							7,765
Total Expenditures	<u>1.22</u>	<u>\$ 82,391</u>	<u>\$ 12,850</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 103,006</u>

Central Oregon Community College
2012-13 Budget

Special Revenue Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2012-13 PROPOSED Budget
Contracts							
Deer Ridge Correctional Institution	5.75	\$ 437,973	\$ 95,503	\$	\$	\$	\$ 533,476
OCF - Veterinary Technician Program	0.30	16,200	9,525				25,725
Family Resource Center			50,000				50,000
Ending Fund Balance							
Total Expenditures	<u>6.05</u>	<u>\$ 454,173</u>	<u>\$ 155,028</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 609,201</u>
New Programs							
New Programs		\$	\$ 500,000	\$	\$	\$	\$ 500,000
Ending Fund Balance							
Total Expenditures	<u>-</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Self-Sustaining Activities						
Resources						
Beginning Fund Balance	\$ 1,146,637	\$ 1,304,264	\$ 1,083,600	\$ 1,163,672		
Tuition and Fees	175,430	169,794	528,000	220,000		
Grants and Contracts	12,195	14,892				
Other Income	316,152	380,009	747,000	489,600		
Sales of Goods and Services	19,024	29,224	22,500	22,500		
Program and Fee Income	604,824	689,424	368,500	734,250		
Donations	17,362	29,692	39,500	39,500		
Interest Income	2,486	745	9,456	7,267		
Transfers In	453,999	198,652	127,000	499,665		
Total Resources	\$ 2,748,109	\$ 2,816,696	\$ 2,925,556	\$ 3,176,454	\$ -	\$ -
Requirements						
Personnel Services	\$ 489,318	\$ 306,002	\$ 382,904	\$ 401,620		
Materials and Services	519,747	614,007	705,750	961,231		
Capital Outlay	143,937	182,908	110,375	166,250		
Transfers Out	290,843	118,875	45,000	459,915		
Ending Fund Balance	1,304,264	1,594,904	1,681,527	1,187,438		
Total Requirements	\$ 2,748,109	\$ 2,816,696	\$ 2,925,556	\$ 3,176,454	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Non-General Fund Instruction						
Resources						
Beginning Fund Balance	\$ 2,051,314	\$ 1,948,243	\$ 1,131,000	\$ 2,870,868		
Tuition and Fees	1,923,015	2,813,562	3,895,000	4,399,000		
Grants and Contracts		13,100	30,000	30,000		
Sales of Goods and Services	11,889	8,595	13,000	13,000		
Program and Fee Income	225,523	292,902	540,000	560,000		
Donations				15,000		
Interest Income	9,034	1,296	13,475	14,809		
Transfers In	1,135,798	1,000,167	1,075,501	979,709		
Total resources	\$ 5,356,573	\$ 6,077,865	\$ 6,697,976	\$ 8,882,386	\$ -	\$ -
Requirements						
Personnel Services	\$ 2,107,994	\$ 2,466,419	\$ 3,656,967	\$ 3,549,535		
Materials and Services	512,988	443,720	1,040,672	1,187,122		
Capital Outlay	51,903	103,716	86,000	121,000		
Transfers Out	735,445	61,605	675,639	1,493,847		
Ending Fund Balance	1,948,243	3,002,405	1,238,698	2,530,882		
Total Requirements	\$ 5,356,573	\$ 6,077,865	\$ 6,697,976	\$ 8,882,386	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Revolving Activities						
Resources						
Beginning Fund Balance	\$ 847,371	\$ 863,294	\$ 1,000,000	\$ 1,300,000		
Grants and Contracts	602,543	524,337	550,535	620,822		
Other Income	122,971	205,601	162,000	94,000		
Interest Income	1,495	475	5,497	3,461		
Transfers In	34,750	59,080	12,000	54,500		
Total Resources	\$ 1,609,130	\$ 1,652,787	\$ 1,730,032	\$ 2,072,783	\$ -	\$ -
Requirements						
Personnel Services	\$ 379,921	\$ 405,394	\$ 459,812	\$ 529,849		
Materials and Services	52,642	69,629	66,000	61,060		
Transfers Out	313,273	313,273		225,000		
Ending Fund Balance	863,294	864,491	1,204,220	1,256,874		
Total Requirements	\$ 1,609,130	\$ 1,652,787	\$ 1,730,032	\$ 2,072,783	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Contractual & Administrative Provisions						
Resources						
Beginning Fund Balance	\$ 862,730	\$ 707,091	\$ 625,000	\$ 789,000		
Other Income	1,212	3,283	15,000	15,000		
Program and Fee Income	14,364	10,749	15,000	15,000		
Interest Income	69,580	141,428	73,770	74,305		
Transfers In	267,000	327,000	357,000	357,000		
Total Resources	\$ 1,214,886	\$ 1,189,551	\$ 1,085,770	\$ 1,250,305	\$ -	\$ -
Requirements						
Personnel Services	\$ 246,194	\$ 283,700	\$ 209,855	\$ 212,000		
Materials and Services	34,432	82,177	271,000	276,000		
Capital Outlay	16,169	79,072				
Transfers Out	211,000	49,540	12,000	35,000		
Ending Fund Balance	707,091	695,062	592,915	727,305		
Total Requirements	\$ 1,214,886	\$ 1,189,551	\$ 1,085,770	\$ 1,250,305	\$ -	\$ -
Auxiliary Enterprise Fund Total						
Beginning Fund Balance	\$ 4,908,052	\$ 4,822,892	\$ 3,839,600	\$ 6,123,540		
Total Resources	6,020,646	6,914,007	8,599,734	9,258,388		
Total Requirements	6,105,806	5,580,037	7,721,974	9,679,429		
Ending Fund Balance	\$ 4,822,892	\$ 6,156,862	\$ 4,717,360	\$ 5,702,499	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2012-13 PROPOSED Budget
Self-Sustaining Activities							
Medical Leave Assistance Program	0.64	\$ 30,000	\$	\$	\$	\$	\$ 30,000
General Testing	0.06	1,404	15,700				17,104
Art Cards			7,000				7,000
Auto and Industrial Fees			15,000				15,000
Facility Fees	0.07	1,620	26,500		2,500		30,620
Club Sports	0.10	2,200	5,200				7,400
College Activities			35,000		85,000		120,000
Classified Training			6,000				6,000
Performing Arts	0.15	8,325	6,000				14,325
Box Office Activity			5,000				5,000
Special Programs - Administration	1.05	70,590	28,000				98,590
Vehicles			28,000				28,000
Physiology Lab Activities	0.24	5,400	6,000	15,000			26,400
Library Book Account				20,000			20,000
PCA Wellness			5,000				5,000
Outdoor Recreation Program			6,000				6,000
Enrollment Services Support			14,000				14,000
Accreditation			15,000				15,000
College Now	0.59	38,400	11,500		90,000		139,900
Media Activities			4,000	40,000			44,000
Tutor/Testing Activities	1.92	56,000	8,000	10,000			74,000
GED Testing	0.75	48,940	10,000				58,940
Student Honors Recognition			3,000				3,000
Allied Health Lab Fees			13,000		7,500		20,500

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	<u>Fiscal Year 2012-13 PROPOSED Budget</u>
Innovation Account		\$	\$ 230,000	\$ 20,000	\$ 68,080	\$	\$ 318,080
Mazama Lab Fees	0.10	6,137	24,000	28,000			58,137
Tool Room Deposits			3,000				3,000
Computer Lab Printers			15,000	15,000			30,000
Instructional Projects			18,000	2,000	25,000		45,000
Oregon Intl Education Consortium	0.20	13,100	90,500				103,600
Student Government	3.27	70,500	105,500	10,000	123,500		309,500
The Broadside	2.25	49,004	18,701	1,250			68,955
Blue Sky			42,000				42,000
Food Service Reserve			10,000				10,000
Cascade Culinary Club			15,000				15,000
CIS Software				5,000			5,000
Bend Area Transit Program			58,130				58,130
Student Government Clubs			31,000				31,000
Student Government Programs			27,500		58,335		85,835
Ending Fund Balance							1,187,438
Total Expenditures	<u>11.39</u>	<u>\$ 401,620</u>	<u>\$ 961,231</u>	<u>\$ 166,250</u>	<u>\$ 459,915</u>	<u>\$ -</u>	<u>\$ 3,176,454</u>

**Central Oregon Community College
2012-13 Budget**

Auxiliary Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2012-13 PROPOSED Budget
Non-General Fund Instruction							
Summer Session	19.85	\$ 1,125,000	\$ 35,500	\$	\$ 965,000	\$	\$ 2,125,500
International Programs	0.30	19,776	2,000				21,776
SBDC Program Activities	1.44	32,400	37,000	4,000			73,400
Business Development & Training	1.00	101,296	2,500				103,796
ABE General Purpose	6.43	596,749	31,200				627,949
Outreach Centers					50,000		50,000
Culinary Program	7.25	591,173	315,500	15,000			921,673
Culinary Facility	3.61	81,000	100,000	15,000			196,000
Culinary Foundation Fund			5,000	10,000			15,000
Contracted Credit Classes	0.61	47,000	58,422		45,000		150,422
Community & Professional Education	13.96	916,291	558,000	25,000	303,847		1,803,138
Licensed Massage Therapy			11,000	2,000			13,000
Aviation Program - Simulator Fees	1.73	38,850	31,000	50,000	130,000		249,850
Ending Fund Balance							2,530,882
Total Expenditures	<u>56.18</u>	<u>\$ 3,549,535</u>	<u>\$ 1,187,122</u>	<u>\$ 121,000</u>	<u>\$ 1,493,847</u>	<u>\$ -</u>	<u>\$ 8,882,386</u>
Revolving							
Foundation Billings	3.88	\$ 325,322	\$	\$	\$	\$	\$ 325,322
Partnership Collaborations	4.44	204,527	49,060		225,000		478,587
Cascades Hall Minor Maintenance			12,000				12,000
Ending Fund Balance							1,256,874
Total Expenditures	<u>8.32</u>	<u>\$ 529,849</u>	<u>\$ 61,060</u>	<u>\$ -</u>	<u>\$ 225,000</u>	<u>\$ -</u>	<u>\$ 2,072,783</u>

Central Oregon Community College
2012-13 Budget

Auxiliary Fund - Expenditures by Category

	<u>FTE</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Interfund Transfers-Out</u>	<u>Contingency</u>	Fiscal Year 2012-13 PROPOSED Budget
Contractual and Administrative Provisions							
Faculty Professional Improvement		\$	\$ 65,000	\$	\$ 35,000	\$	\$ 100,000
Adjunct Faculty Professional Improvement			16,000				16,000
ABE Professional Development Funds			5,000				5,000
Admin. Prof. Dev. & Sabbatical			30,000				30,000
Sabbatical - Faculty	0.33	37,000					37,000
Unemployment Reserve		175,000					175,000
Insurance Reserve Deductible			20,000				20,000
Keyes Education Fund			140,000				140,000
Ending Fund Balance							727,305
Total Expenditures	<u>0.33</u>	<u>\$ 212,000</u>	<u>\$ 276,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 1,250,305</u>

**Central Oregon Community College
2012-13 Budget**

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Federal Grants						
Resources						
Beginning Fund Balance	\$ 9,772	\$ 17,622	\$ 9,000	\$ 9,000		
Grants	12,124,500	16,549,607	15,307,376	20,350,000		
Other Income	35,135	42,494	19,500	48,500		
Transfers In	33,095	40,421	45,000	45,000		
Total Resources	\$ 12,202,502	\$ 16,650,144	\$ 15,380,876	\$ 20,452,500	\$ -	\$ -
Requirements						
Personnel Services	\$ 129,700	\$ 157,856	\$ 172,376	\$ 215,000		
Materials and Services	12,055,180	16,473,414	15,199,500	20,228,500		
Ending Fund Balance	17,622	18,874	9,000	9,000		
Total Requirements	\$ 12,202,502	\$ 16,650,144	\$ 15,380,876	\$ 20,452,500	\$ -	\$ -

**Central Oregon Community College
2012-13 Budget**

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
State Grants						
Resources						
Beginning Fund Balance	\$	\$	\$	\$		
Grants	3,296,181	319,461	3,300,000	1,150,000		
Total Resources	<u>\$ 3,296,181</u>	<u>\$ 319,461</u>	<u>\$ 3,300,000</u>	<u>\$ 1,150,000</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Materials and Services	\$ 3,296,181	\$ 319,461	\$ 3,300,000	\$ 1,150,000		
Ending Fund Balance						
Total Requirements	<u>\$ 3,296,181</u>	<u>\$ 319,461</u>	<u>\$ 3,300,000</u>	<u>\$ 1,150,000</u>	<u>\$ -</u>	<u>\$ -</u>
Financial Aid - Institutional						
Resources						
Beginning Fund Balance	\$ 127,915	\$ 168,943	\$ 165,000	\$ 170,000		
Foundation Contributions	739,088	775,986	740,000	750,000		
Interest Income	256		725	775		
Transfers In	161,905	160,579	159,120	175,107		
Total Resources	<u>\$ 1,029,164</u>	<u>\$ 1,105,508</u>	<u>\$ 1,064,845</u>	<u>\$ 1,095,882</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Materials and Services	\$ 860,221	\$ 908,163	\$ 909,120	\$ 955,107		
Ending Fund Balance	168,943	197,345	155,725	140,775		
Total Requirements	<u>\$ 1,029,164</u>	<u>\$ 1,105,508</u>	<u>\$ 1,064,845</u>	<u>\$ 1,095,882</u>	<u>\$ -</u>	<u>\$ -</u>

**Central Oregon Community College
2012-13 Budget**

Financial Aid Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Financial Aid - Other						
Resources						
Beginning Fund Balance	\$ 127,270	\$ 110,371	\$ 66,970	\$ 75,500		
Other Income				3,000		
Trust and Interest Income	22,142	25,200	26,246	23,931		
Transfers In				15,000		
Total Resources	\$ 149,412	\$ 135,571	\$ 93,216	\$ 117,431	\$ -	\$ -
Requirements						
Personnel Services	\$ 21,959	\$ 29,671	\$ 30,998	\$ 34,526		
Materials and Services	17,082	27,202	20,435	22,435		
Ending Fund Balance	110,371	78,698	41,783	60,470		
Total Requirements	\$ 149,412	\$ 135,571	\$ 93,216	\$ 117,431	\$ -	\$ -
Financial Aid Fund Total						
Beginning Fund Balance	\$ 264,957	\$ 296,936	\$ 240,970	\$ 254,500		
Total Resources	16,412,302	17,913,748	19,597,967	22,561,313		
Total Requirements	16,380,323	17,915,767	19,632,429	22,605,568		
Ending Fund Balance	\$ 296,936	\$ 294,917	\$ 206,508	\$ 210,245	\$ -	\$ -

Central Oregon Community College
2012-13 Budget

Financial Aid Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-13 PROPOSED Budget
Federal Grants							
Perkins		\$	\$ 3,500	\$	\$	\$	\$ 3,500
College Work Study	10.2	215,000	20,000				235,000
SEOG			180,000				180,000
PELL			20,025,000				20,025,000
Ending Fund Balance							9,000
Total Expenditures	<u>10.2</u>	<u>\$ 215,000</u>	<u>\$ 20,228,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,452,500</u>
State Grants							
State Need		\$	\$ 1,000,000	\$	\$	\$	\$ 1,000,000
Private Scholarship Awards - State			150,000				150,000
Ending Fund Balance							
Total Expenditures	<u>-</u>	<u>\$ -</u>	<u>\$ 1,150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,150,000</u>
Financial Aid - Institutional							
Foundation		\$	\$ 925,107	\$	\$	\$	\$ 925,107
COCC Financial Aid Fund			30,000				30,000
Ending Fund Balance							140,775
Total Expenditures	<u>-</u>	<u>\$ -</u>	<u>\$ 955,107</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,095,882</u>
Financial Aid - Other							
Native American Program	0.50	\$ 34,526	\$ 20,435	\$	\$	\$	\$ 54,961
Veteran's Fund			2,000				2,000
Ending Fund Balance							60,470
Total Expenditures	<u>0.50</u>	<u>\$ 34,526</u>	<u>\$ 22,435</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 117,431</u>

Central Oregon Community College
2012-13 Budget

Trust and Agency Fund - Resources and Requirements

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Robert R. Clark Trust						
Resources						
Beginning Fund Balance	\$ 396,056	\$ 396,056	\$ 383,000	\$ 377,200		
Interest Income	2,537	2,537	1,900	1,886		
Total Resources	<u>\$ 398,593</u>	<u>\$ 398,593</u>	<u>\$ 384,900</u>	<u>\$ 379,086</u>	<u>\$ -</u>	<u>\$ -</u>
Requirements						
Materials and Services	\$ 5,959	\$ 5,959	\$ 7,500	\$ 7,500		
Ending Fund Balance	392,634	392,634	377,400	371,586		
Total Requirements	<u>\$ 398,593</u>	<u>\$ 398,593</u>	<u>\$ 384,900</u>	<u>\$ 379,086</u>	<u>\$ -</u>	<u>\$ -</u>

**April 2012
Budget Committee Meeting**

**2012/13 Proposed
Non-General Fund Budgets**

Non-General Fund Attributes

- The College has nine non-general funds.
- Each fund has a specific purpose & activity as defined by local budget law and governmental accounting standards.
- Primary budget objective is to ensure adequate **appropriation authority** and compliance to the funds specific operating parameters.
- Each activity is required to be **self-balancing** and expenditures cannot exceed total resources.

Non-General Funds

1. Debt Service Fund
2. Capital Projects Fund
3. Enterprise Fund
4. Internal Service Fund
5. Reserve Fund
6. Special Revenue Fund
7. Auxiliary Fund
8. Financial Aid Fund
9. Trust & Agency Fund

Debt Service Fund

- **Statement of Purpose:**
The Debt Service Fund accounts for the retirement of all long-term debt of the College. Property taxes and transfers are principle sources of revenues. As of July 1, 2012 total District long-term indebtedness will total \$60,791,000.
- **Debt Types:**
 - Full Faith and Credit Obligations (3)
 - Redmond Campus and OSU Cascades Building
 - Pension Obligation Bonds (1)
 - PERS refinance
 - Capital Lease (1)
 - Energy efficiency improvements
 - General Obligation Bonds (1)
 - Bend (Health Careers & Science Buildings, Ochoco & Grandview remodels)
 - Redmond (Technology Building)
 - Madras (Center)
 - Prineville (Center)

The College is in full compliance with all debt restrictions, limitations and disclosures.

Capital Projects Fund

- **Statement of Purpose:**
The Capital Projects Fund accounts for major capital outlays for new buildings, building remodels, land improvements and equipment. Major sources of revenue are interfund transfers and bond proceeds.
- **Activities:**
 - New Construction & Campus Renovation
 - Road work, parking lots, grounds and building renovations
 - Bookstore Construction
 - Future building renovations and improvements
 - 2010 GO Bond Projects
 - Health Careers Building, Science Building, Technology Center, and Ochoco/Grandview Remodels
 - Capital Equipment Fund
 - Capital equipment reserve for equipment previously funded in General Fund
 - Building Repair and Replacement
 - Campus maintenance and repairs activities
 - Life Cycle Technology Replacement (desktop, laptops, and multi-media classroom computers)
 - 4-5 year computer life cycle
 - Computer inventory ~1,550

Capital Projects Fund- continued

- **Activities:**
 - H.E. Building Maintenance & Repair Reserve
 - OSU Cascades Building maintenance
 - IT Server/Infrastructure
 - New VIOP Telephone System in 2011/12
 - Campus Center Building
 - Remaining improvements to the building and grounds
 - Redmond Campus
 - Buildings and grounds improvements and debt service
 - Chandler Lab
 - Will be occupied by SBDC and Community Learning (~June)
 - Residence Hall Construction
 - Planning and Construction costs related to new student housing

Enterprise Fund

- **Statement of Purpose:**
Enterprise Funds are used by the College to account for services provided to students and the general public on a user charge basis, similar to a for-profit business. At a minimum, they are intended to cover costs.
- **Activities:**
 - Residence Hall Operations
 - *Managed by COCC*
 - *Maximum occupancy of ~100 students*
 - *COCC is one of three CC's with student housing*
 - *Located in Juniper Hall*
 - *Built in 1967 for \$359k*
 - Bookstore Operations
 - *Located in Newberry Hall*
 - *Mail Services & Copy Center located within Bookstore*

Internal Service Fund

- **Statement of Purpose:**
Funds that provide goods or services to other College departments on a cost recovery basis.
- **Activities:**
 - Centralized Services
 - *Copy Center located within the Bookstore*
 - Photocopy Machines (45)
 - *Leased*
 - *Networked with scanning capabilities*

Reserve Fund

- **Statement of Purpose:**
Reserve funds were established by the College to meet obligations associated with retiree benefit liabilities and the public employee retirement system (PERS).
- **Activities:**
 - Retiree Health Insurance Reserve
 - Annual expense \$180k
 - Benefits run through 2028
 - PERS Reserve
 - General Fund transfer of \$300k
 - Ending balance of \$1.5m

Special Revenue Fund

- **Statement of Purpose:**
Grants and contracts from federal, state, and other sources are accounted for in this fund. The expenditures of these funds are legally restricted to the purposes defined within the grant or contract.
- **Activities:**
 - Federal Grants
 - ABE Special Projects
 - Carl Perkins
 - SBA Programs
 - ABS Pathways
 - Case Grant
 - State Grants
 - OEDD
 - Other Grants
 - Cascade Health Services
 - Latino business Advisor
 - Partnership to End Poverty
 - Contracts
 - Deer Ridge Correctional Institution
 - Family Resource Center (ending June 30th, 2012)
 - OCF- Veterinary Technician Program

Auxiliary Fund

- **Statement of Purpose:**
This fund accounts for a wide variety of ancillary activities in the College. Each program is expected to be self-balancing and expenditures cannot exceed available resources.
- **Self-Sustaining Activities: (examples)**
 - Vehicle Fleet – charge departments for college use of vans.
 - Revenues used to maintain fleet and van replacement
 - Computer Lab Printers – charge for printing in the labs.
 - Revenues used to supply paper and toner cartridges to the computer labs
 - Student Government
 - Funded by student fees
 - Oregon International Education Consortium
 - 7 community colleges provide study abroad programs funded by participant fees
 - Physiology Lab
 - Funded with program and fee income from users

Auxiliary Fund– continued

- **Non-General Fund Instruction: (examples)**
 - Summer Term
 - Expanded to 10 week session . Provides \$965k in support to general fund
 - Community & Professional Education
 - Receives support from general fund of \$365k
 - Adult Basic Education
 - Receives support from general fund of \$565k
 - Licensed Massage Therapy
 - Revenues used to purchase supplies and equipment for the program
 - Aviation Program
 - Revenues used to maintain and upgrade the software and hardware for the fixed wing and helicopter simulators
 - Culinary Program
 - Program and facility costs are now accounted for as a discrete program in Auxiliary Fund

Auxiliary Fund– continued

- **Revolving Activities: (examples)**
 - Foundation Billings
 - *Support to Foundation for salaries*
 - OSU Partnership Services
 - *Services provided to OSU*
 - Cascade Hall Minor Maintenance
 - *Ongoing maintenance of Cascades Hall*
- **Contractual & Administrative Provisions: (examples)**
 - Faculty Sabbatical
 - *Pays for salary of faculty while on sabbatical*
 - Insurance Reserve Deductible
 - *Pays for deductible on property and casualty insurance claims*
 - Unemployment Reserve
 - *Pays for unemployment claims (self-insured)*
 - Keyes Education Fund
 - *Pays for approved expenditures from Keyes Trust*

Financial Aid Fund

- **Statement of Purpose:**

The Financial Aid Fund is an expendable trust type. Student financial aid funds are received from federal, state, and local sources. These funds must be disbursed for the purposes and according to the rules and regulations of the grantor.

 - Perkins Loans
 - College Work-Study
 - Supplemental Educational Opportunity Grants
 - Pell Grants
 - Academic Competitiveness Grants
 - State Need Grants
 - Private Scholarships
 - COCC Foundation Grants & Financial Aid Program
 - Native American Program
 - Veteran's Fund

Trust & Agency Fund

- **Statement of Purpose:**
Accounts for permanent funds that are legally restricted, permitting only the earnings to be used in support of College programs.
- **Activities:**
 - Robert Clark Trust Fund
 - *Principal to be kept in perpetuity*
 - *Earnings to fund scholarships*
 - *Provides \$7,500 for scholarships*

Central Oregon Community College
 Summary of Interfund Transfers
 2012/13 Budget

Transfers-out			Transfers-in						
Department	General Fund	Purpose of Transfers	Auxiliary Fund	Capital Projects Fund	Debt Service Fund	Financial Aid Fund	Special Revenue Fund	General Fund	Total Transfers-in
Instruction	(\$935,501)	ABE and Community Learning support	\$935,501						\$935,501
Instructional Support	(\$202,000)	Faculty professional improvement, sabbatical and accreditation.	\$202,000						\$202,000
Student Services	(\$3,750)	Student honors and BAT transit program.	\$3,750						\$3,750
College Support Services	(\$455,500)	Unemployment reserve, administrative & classified training and development, innovation, and student scholarships.	\$455,500						\$455,500
Campus Services	(\$919,600)	New construction, debt service,, and repair & replacement.		\$775,305	\$144,295				\$919,600
Information Technology	(\$513,390)	Computer life cycle replacement and IT server infrastructure.		\$513,390					\$513,390
Financial Aid	(\$220,107)	College work study and scholarship match.				\$220,107			\$220,107
Total General Fund Transfers	(\$3,249,848)								
Fund	Non-General Fund	Purpose of Transfers							
Reserve Fund	(\$300,000)	General fund support.						\$300,000	\$300,000
Enterprise Fund	(\$600,000)	Capital equipment, bookstore and residence hall construction and general fund support.		\$550,000				\$50,000	\$600,000
Internal Service Fund	(\$175,000)	Capital equipment.		\$175,000					\$175,000
Auxiliary Fund	(\$2,213,762)	Capital equipment, testing & tutoring, student government clubs & programs, SBA match, financial aid, and general fund support.	\$294,123	\$500,000		\$15,000	\$34,639	\$1,370,000	\$2,213,762
Capital Projects Fund	(\$210,820)	Capital equipment and debt service.		\$50,000	\$160,820				\$210,820
Total Non-General Fund Transfers	(\$3,499,582)								
Total Interfund Transfers	(\$6,749,430)		<u>\$1,890,874</u>	<u>\$2,563,695</u>	<u>\$305,115</u>	<u>\$235,107</u>	<u>\$34,639</u>	<u>\$1,720,000</u>	<u>\$6,749,430</u>



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Tuesday, April 10, 2012 – 7:00 PM
Christiansen Board Room, Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:00 pm	I. Call to Order			Ford
7:00 pm	II. Introduction of Guests			Ford
7:05 pm	III. Agenda Changes			
7:05 pm	IV. Public Hearing and Testimony			
	A.			
7:10 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting-March 14, 2012	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (March 2012)	5.b1	X	Buckles ^A
	C. Approval to Hire (Metcalf)	5.c	X	Buckles ^A
7:12 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Construction Projects – Update	6.b		McCoy ^A
	C. CASE Grant			Newby ^P
	D. Foster Youth Tuition Waiver	6.d		Moore ^A
7:40 pm	VII. Old Business			
	A. Accreditation Visit - Prep			Middleton ^P
	B. Tuition Increase	7.b	X	Kimball ^A
7:55 pm	VIII. New Business			
	A. Juniper Hall Rates – Room/Board/Meal	8.a	X	Moore ^P
8:05 pm	IX. Board of Directors' Operations			
	A. Board Member Activities (February & March)			
8:15 pm	X. President's Report			Middleton ^P
	A. Updates			
	XI. Dates			
	A. 6:00pm - Wednesday, May 9 / Budget & Board of Directors Meetings			
	B. 5:15pm - Friday, May 11 – Faculty Convocation			
	Location: Wille Hall – Campus Center Bldg.			
8:25 pm	XII. Adjourn			

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

** Times listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

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



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, March 14, 2012- 7:00pm
Christiansen Board Room
Boyle Education Center

PRESENT: David Ford, Donald Reeder, John Overbay, Bruce Abernethy, Dr. Joyce Lynn Garrett, Charley Miller-via SKYPE, Ron Bryant -Board Attorney, Dr. Jim Middleton-President, Julie Smith-Executive Assistant

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Eddie Johnson, Jim and Mrs. Ellis, Sean Palagyi, Bill Hoppe, Bret and Amy Michalski, Kiri Simning, Tom Barry-Faculty Forum President, Karin Hilgersom, Matt McCoy, Kevin Kimball, Alicia Moore, Shirley Metcalf, Jenni Newby, David Dona, Eric Buckles, Lisa Bloyer, Jim Weaver, Joe Viola, Julie Mosier, Lester Friedman, Ed Sea, Michael Holtzclaw, Lynn Murray, Kirsteen Wolf-The Broadside, Diana Fischetti, Patrick Cliff from The Bulletin and others.

Faculty Recognition of Promotions/Tenure/Sabbatical

President Middleton announced, introduced (those present) and congratulated the Faculty members who received/awarded Promotions, Tenure and Sabbatical status:

Promotions- Eric Magidson, Zeldia Ziegler, Amy Howell, Lynn Murray, Ralph Phillips, Bill Hoppe, Eddie Johnson, Bret Michalski, Jim Moodie, Sean Palagyi, Kiri Simning, Ricky Virk;

Tenure- Jim Ellis, Amy Howell, Donna Raymond, Lynn Murray;

Sabbatical- Kiri Simning.

AGENDA CHANGES: *Addition:* Intro of Guests 2.a – Faculty Recognition of Promotions/Tenure/Sabbatical; Consent Agenda 11.c1 – Approval to Hire (Griffith)

PUBLIC HEARING & TESTIMONY:

Student Scholars

Ms. Alicia Moore-Dean of Student and Enrollment Services, introduced Lisa Barnett and Ruth Yao - two students who were selected as members of the 2012 COCC All-Academic Team and will be honored at a luncheon in Salem, hosted by Governor Kitzhaber.

Lisa Barnett – has earned a 4.0 grade-point average while pursuing a degree in engineering management. She is a founding member of the Student Sustainability Club, the founder and president of the college's new garden club and a member of the Spanish conversation group. She plans to transfer to OSU-Cascades Campus.

Ruth Yao – has earned a 3.90 grade point average and now works as an intern at Bend Research, which specializes in the research and development of novel ways to deliver drugs. Ruth volunteers at a language school and at Highland Elementary School. She hopes to win acceptance to a joint program of Oregon Health Sciences University and Oregon Institute of Technology that involves the clinical laboratory science and biochemistry programs at Portland State University. After earning a bachelor's degree, her goal is a career in a hospital or pharmaceutical lab setting.

Earth Advantage

Mr. Matt McCoy-Vice President for Administration - introduced Ms. Diana Fischetti of the Earth Advantage Institute of Bend, Oregon - a program provider organization that works with the building industry to help implement sustainable building practices – creating practical and cost-effective paths to sustainability and reduction of carbon and climate solutions. VP McCoy reviewed that it has been four years ago that Ms. Fischetti contacted the college offering assistance as the college was entering into a vast construction program. Ms. Fischetti is a commercial outreach specialist with new buildings programs working with the Energy Trust of Oregon and the Earth Advantage Institute.

- Culinary Bldg., Health & Science Bldg. and the Redmond Technology Center are all three going through the Earth Advantage Commercial certification, for which they will gain Energy Trust of Oregon “new buildings” program incentives.
- The Campus Center, Mazama and the Madras Campus (did not do the certification) but they too will be getting Energy Trust incentives. Ms. Fischetti reviewed past and future financial incentives and awards – by mid-April a total of \$104, 295. will have be awarded to the college.
 - ❖ \$63,409: incentive check being presented tonight for Culinary and Madras installation incentives.



Re-Appointments-to Zones 1 & 6 (Exhibit: 5.a)

Mr. Don Reeder moved to approve the budget committee re-appointments of Joe Krenowicz-Zone 1 and Steve Curran-Zone 6 effective March 14, 2012. Mr. John Overbay seconded. MCU. Approved M03/12:1

6:20pm – Adjourn – Regular Board of Directors' Meeting
6:25pm - Convene – Budget Committee Meeting
8:28pm – Adjourn – Budget Committee Meeting
8:35pm – Re-Convene – Regular Board of Directors' Meeting

CONSENT AGENDA:

Dr. Joyce Lynn Garrett moved to approve the Consent Agenda. Mr. Bruce Abernethy seconded. MCU. Approved. M03/12:2

BE IT RESOLVED that the Board of Directors' approved the Regular Meeting Minutes of February 8, 2012 and the Special Conference Call Meeting Minutes of February 22, 2012 (Exhibits: 11.a1 & 11.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the February 2012 New Hire Report (Exhibit: 11.b1);

BE IT RESOLVED that the Board of Directors' approved the employment contracts for Tyler Hayes-Full-time Financial Aid Advisor and Leslie Griffith-Part-time Program Director/Full-time Temp Instructor of Veterinary Technician Education (Exhibits: 11.c & 11.c1);

BE IT RESOLVED that the Board of Directors' approve the promotion of the faculty as recommended by the Promotion Committee:

Promotions

Assistant Professor I to Assistant Professor II: Eric Magidson-Computer & Information Systems;
Assistant Professor II to Associate Professor: Zelda Ziegler-Chemistry, Amy Howell-Education, Lynn Murray-Dental Assisting, Ralph Phillips-Computer & Information Systems;
Associate Professor to Professor: William Hoppe-Art, Eddie Johnson-Biology, Bret Michalski-Forest Technology, James Moodie-Biology, Sean Palagyi-Computer & Information Systems, Kiri Simning-Nursing, Ricky Virk-Health & Human Performance (Exhibit: 11.d);

Tenure

BE IT RESOLVED that the Board of Directors' grants tenure to James Ellis, Amy Howell, Donna Raymond and Lynn Murray (Exhibit: 11.e);

Sabbatical

The Board of Directors' were apprised of the Sabbatical for Kiri Simning (Exhibit: 11.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 12.a)

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

Construction Projects – Update (Exhibit: 12.b)

The Board of Directors' were apprised of the Construction Projects Update.

VP McCoy announced that a Tour of the Health Careers Building will be held just prior to next month's Budget and Board meetings on Tuesday, April 10. Meet outside of the Campus Center Building (street side entrance) at 3:45pm to start the Tour.

February Special Legislative Session – Update (Exhibit: 12.c)

President Middleton reviewed OCCA summary of the results from the Oregon Legislative session. He noted that the Oregon Legislature dealt with a variety of issues including a rebalance of the state's budget, an overhaul to all levels of education, and a transformation of Medicaid and Medicare services. He announced that the College will be getting a half million-dollar allocation that will help the College pay for renovations at the Redmond campus for the Science Labs and a Math Redesign Lab. Legislators finished their session on March 5.

Foundation Update

Mr. Jim Weaver-Executive Director of the COCC Foundation, gave a brief review of the early beginnings of the College and the Foundation and how in 1958 a student - who because of her awarded scholarship to attend college and acquire an education - went on to achieve great career success. Mr. Weaver spoke of how the Foundation Scholarships - awarded to deserving students - positively affects their lives and the lives of their families for generations.

Mr. Weaver recited from Deuteronomy 6:10-12 - *paraphrased*

We build on foundations we did not lay.
We warm ourselves at fires we did not light.

We sit in the shade of trees we did not plant.
We drink from wells we did not dig.
We profit from persons we did not know.
We are ever bound in community."

This passage speaks to and greatly relates to the impact "Scholarships" have on the lives of the recipients. Mr. Weaver was pleased to announce that this years "Taste of the Town" and "Meal of the Year" Scholarship Fund Raiser events - netted \$252K.

Tuition & Fees (Exhibit: 12.e)

Mr. Kevin Kimball-Chief Financial Officer reviewed that at the November Board Retreat, board members discussed possible 2012-13 tuition and fee rate increases, the impact on the College and students, and how COCC's combined tuition and fee rates compare to other Oregon community colleges. He noted that tuition and fee revenues are a major component of the College's resources. At the April Board of Directors' meeting, the Board will be asked to approve a recommendation to increase tuition (\$6 per credit) and fee rates (\$2 per credit-technology), as the 2012-13 academic year begins with summer term. This proposed increase (if approved) would put the college in third place for the lowest tuition and fee rates in the state.

Strategic Planning Process – Update (Handout: 12.f)

Mr. Matt McCoy introduced Ms. Brynn Pierce-Director of Institutional Effectiveness and Mr. Chris Egertson-Research Analyst. Ms. Pierce and Mr. Egertson gave a PowerPoint presentation reviewing the College's process and current efforts towards updating the College's Strategic Plan for 2013. Phase one of the process has been analyzing the College's internal and external environment. The Strategic Planning Committee is accomplishing this by gathering information from internal and external stakeholders through surveys and focus groups. The information gathered through this process will assist the College and the Board to revise the mission, vision and goals/core themes and set a clear, informed plan for the future.

OLD BUSINESS:

Health Careers – Purchases (Exhibit: 13.a)

Chandler Center – Contract (Exhibit: 13.b1)

Chandler Center – Purchases (Exhibit: 13.b2)

NEW BUSINESS:

Alpine Way – (Exhibit: 14.a)

Mr. Don Reeder moved to approve (*Old Business*-Exhibits: 13.a, 13.b1, 13.b2 and *New Business* Exhibit: 14.a). John Overbay seconded. MCU. Approved. M03/12:3

Mr. McCoy thanked Ms. Julie Mosier-Purchasing Coordinator and Mr. Rick Hayes-Construction Project Manager, for their good work in getting the best bids and equipment for the Health Careers Building and the Chandler Center.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

With the lateness of the hour – Board Consensus was to defer the Board Member Activities Report - to the April 10 Board Meeting.

Dr. Joyce Lynn Garrett will be out of the country for the April and May board meetings but will try to SKYPE in to the meetings.

PRESIDENT'S REPORT:

Accreditation – Comprehensive Self-Evaluation Report (Handout: 16.a)

President Middleton reported that the Accreditation Report is finished and has been submitted to the Northwest Commission on Colleges and Universities. He congratulated and thanked the involved faculty and staff for all their hard work and an excellent job in “putting-the “report” together.

ADJOURN Regular Meeting: 9:35 PM

Executive Session:

9:40 pm - Chair Ford Re-Convened to Executive Session:

ORS 192.660 (2) (h) Potential Litigation

9:50pm – Adjourn – Executive Session

9:51pm – Re-convene Regular Board of Directors Meeting

9:51pm - ADJOURN

APPROVED;

ATTEST TO;

Mr. David E. Ford, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
April 10, 2012
Approve: ___ Yes ___ No
Motion: _____

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

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Classified Full-Time			
Ptomey, Angelina	3/23/2012	Deer Ridge	Computer Lab Coordinator
Temporary Hourly			
Collier, Vanessa	3/12/2012	Bend	Office Assistant
Crafard, Caroline	3/7/2012	Bend	Student Worker-Fin Aid
Enoch, Kenneth	3/1/2012	Bend	EMS Lab Assistant
Parkhurst, Alexis	3/1/2012	Bend	EMS Lab Assistant

Exhibit: 5.c
April 10, 2012
Approval____Yes____No
Motion_____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **AIMEE METCALF**, Assistant Director of College Relations.

B. Discussion/History

The employment contract for AIMEE METCALF is for an administrative position. This position was filled through an internal College search.

C. Options/Analysis

Approve the employment contract for AIMEE METCALF.
Decline approval of the employment contract for AIMEE METCALF

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be determined. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

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

F. Budget Impact

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

G. Miscellaneous

Aimee has been a member of the COCC community since 1999. She started in the Head Start program, moved to the Admissions department as a Recruiter/Admission Advisor, then Assistant Director of Admission and Records, and is currently the Director of Admissions/Registrar. Ms. Metcalf was the Assistant Director of Communications for Central Oregon Visitors Association for four years and worked for Cascade Business News as feature editor. She has been involved in the Bend community as both a Board member and Marketing Chair for the Commission on Children and Families, and as Volunteer Coordinator for Cascade Cycling Classic. She received a Bachelor of Arts degree in Political Science, from Pacific University.

Central Oregon Community College

Cash and Investments Report

As of February 29, 2012

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$31,510,538.94		
Pool account 5482			\$338,301.99
Pool account 3624			\$381,340.24
Pool account 3816		\$9,351,719.75	
Pool account 3707		\$458,395.08	
Pool account 3844		\$473,569.35	
Pool account 3847		\$107,405.81	
February Average Yield .50%			
Cash in USNB	\$102,882.79		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$3,900.00		
Total Cash	<u>\$31,617,321.73</u>	<u>\$10,391,089.99</u>	<u>\$719,642.23</u>
Investments			
Bankers Acceptance			
Yield .457%, due 3-5-12		\$755,206.20	
Yield .350%, due 5-2-12		\$399,696.67	
Commercial Paper			
Yield .361%, due 6-5-12		\$5,000,000.00	
Yield .355%, due 6-11-12		\$2,196,107.22	
Total Investments	<u>\$0.00</u>	<u>\$8,351,010.09</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$31,617,321.73</u></u>	<u><u>\$18,742,100.08</u></u>	<u><u>\$719,642.23</u></u>

Central Oregon Community College
Monthly Budget Status
February 2012

Exhibit 6a
10-Apr-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	\$ 10,924,000	\$ 10,431,898	\$ (492,102)	95.50%	89.23%
Prior Taxes	939,000	548,606	(390,394)	58.42%	81.24%
Tuition and fees	18,323,000	12,283,533	(6,039,467)	67.04%	96.04%
State Aid	5,610,000	3,967,277	(1,642,723)	70.72%	57.34%
Interest & Misc. Income	8,000	62,480	54,480	781.00%	30.12%
Transfer-In	856,000	856,000	-	100.00%	100.00%
Total Revenues	\$ 36,660,000	\$ 28,149,794	\$ (8,510,206)		
Expenses by Function					
Instruction	\$ 16,752,368	\$ 9,602,377	\$ 7,149,991	57.32%	58.56%
Academic Support	2,856,604	1,568,913	1,287,691	54.92%	48.51%
Student Services	4,002,863	2,311,151	1,691,712	57.74%	56.55%
College Support	4,655,263	2,984,550	1,670,713	64.11%	67.86%
Plant Operations and Maintenance	3,461,348	2,066,510	1,394,838	59.70%	60.23%
Information Technology	2,747,718	1,813,324	934,394	65.99%	60.86%
Financial Aid	11,954	1,266	10,688	10.59%	47.16%
Contingency	800,000		800,000	0.00%	0.00%
Transfers Out	3,123,399	2,852,749	270,650	91.33%	100.00%
Total Expenses	\$ 38,411,517	\$ 23,200,840	\$ 15,210,677		
Revenues Over/(Under) Expenses	\$ (1,751,517)	\$ 4,948,954	\$ 6,700,471		

Central Oregon Community College
Monthly Budget Status
February 2012

Exhibit 6a
10-Apr-12

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Other funds:</u>					
Debt Service Fund					
Revenues	\$ 4,122,691	\$ 3,532,279	\$ (590,412)	85.68%	79.95%
Expenses	4,105,065	2,156,114	1,948,951	52.52%	52.94%
Revenues Over/(Under) Expenses	\$ 17,626	\$ 1,376,165	\$ 1,358,539		
Grants and Contracts Fund					
Revenues	\$ 6,229,822	\$ 730,922	\$ (5,498,900)	11.73%	36.91%
Expenses	6,208,404	921,367	5,287,037	14.84%	41.38%
Revenues Over/(Under) Expenses	\$ 21,418	\$ (190,445)	\$ (211,863)		
Capital Projects Fund					
Revenues	\$ 8,994,912	\$ 5,295,871	\$ (3,699,041)	58.88%	22.75%
Expenses	37,427,052	19,121,120	18,305,932	51.09%	25.74%
Revenues Over/(Under) Expenses	\$ (28,432,140)	\$ (13,825,249)	\$ 14,606,891		
Enterprise Fund					
Revenues	\$ 6,380,813	\$ 3,207,328	\$ (3,173,485)	50.27%	59.05%
Expenses	6,107,081	2,955,564	3,151,517	48.40%	55.06%
Revenues Over/(Under) Expenses	\$ 273,732	\$ 251,764	\$ (21,968)		
Auxiliary Fund					
Revenues	\$ 8,599,734	\$ 6,186,624	\$ (2,413,110)	71.94%	79.31%
Expenses	7,721,974	4,776,766	2,945,208	61.86%	58.92%
Revenues Over/(Under) Expenses	\$ 877,760	\$ 1,409,858	\$ 532,098		
Reserve Fund					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	347,080	89,920	79.42%	54.34%
Revenues Over/(Under) Expenses	\$ (422,445)	\$ (347,080)	\$ 75,365		
Financial Aid Fund					
Revenues	\$ 19,597,967	\$ 13,061,579	\$ (6,536,388)	66.65%	60.58%
Expenses	19,632,429	13,751,694	5,880,735	70.05%	62.63%
Revenues Over/(Under) Expenses	\$ (34,462)	\$ (690,115)	\$ (655,653)		
Internal Service Fund					
Revenues	\$ 435,425	\$ 220,667	\$ (214,758)	50.68%	46.52%
Expenses	396,801	165,151	231,650	41.62%	45.66%
Revenues Over/(Under) Expenses	\$ 38,624	\$ 55,516	\$ 16,892		
Trust and Agency Fund					
Revenues	\$ 1,900	\$ 1,196	\$ (704)	62.95%	21.69%
Expenses	7,500	4,792	2,708	63.89%	41.67%
Revenues Over/(Under) Expenses	\$ (5,600)	\$ (3,596)	\$ 2,004		

Chandler Renovation Project

March 2012 Status Report

Scope

Renovate space for use by Community Learning and the Small Business Development Center. Convert a classroom into a computer lab. Create a larger Administrative/reception area for five stations. Divide the garage bays. Create more female bathroom capacity. Remedy internal ramp ADA concerns. Create large meeting room in upper building.

Budget Status

Budget attached.

Change Order Activity

Plumbing and existing structure found where new ramp is to be installed at front of building. Change Order pricing being discussed for rapid approval.

Schedule Status

Design	September 2011 to January 2012
Bid/Award	February 2012
Construction	March 2012 to June 8, 2012

Activity in March

Award project to Griffin Construction LLC through Alternate #4 for a total contract amount of \$266,300.00. Conducted pre-construction meeting on March 22, 2012. Obtained permits on March 29, 2012.

Began demolition on March 27, 2012. Upper meeting room walls removed, bathroom walls removed, bathroom floors saw cut, under slab waste installed. Floor covering in upper meeting room and classroom removed. Exterior concrete removed.

Shoulder along drive improved, extended, graveled, and boulders placed.

Activity planned for April

Bathrooms: Complete under slab waste, pour concrete at floors, complete wall rough-ins, drywall and prepare for tile.

Computer Lab: Complete wall demolition, rough-in, and wall patch. Prep floor for carpet tile. Paint.

Upper Room: Repair ceilings and walls, complete rough-in, prep for floor covering.

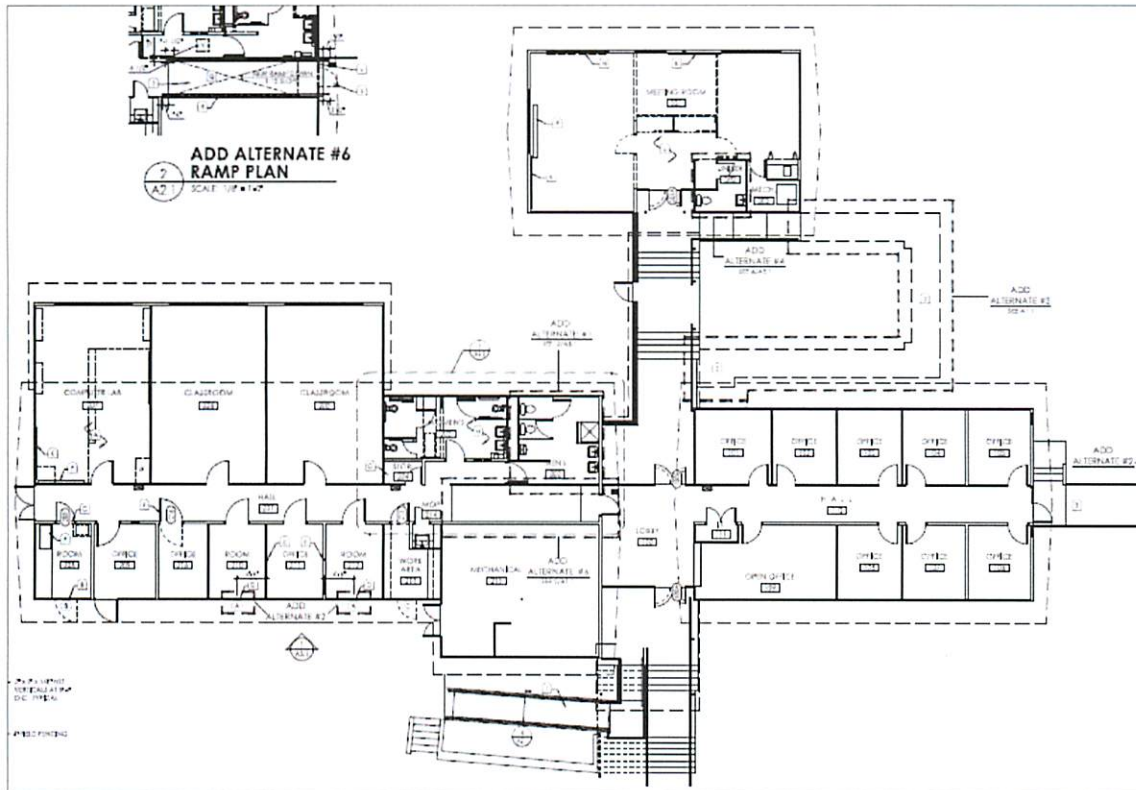
Exterior ramps: Form and pour footings and walls for ramps. Install drainage and backfill.

Chandler Renovation Project

March 2012 Status Report

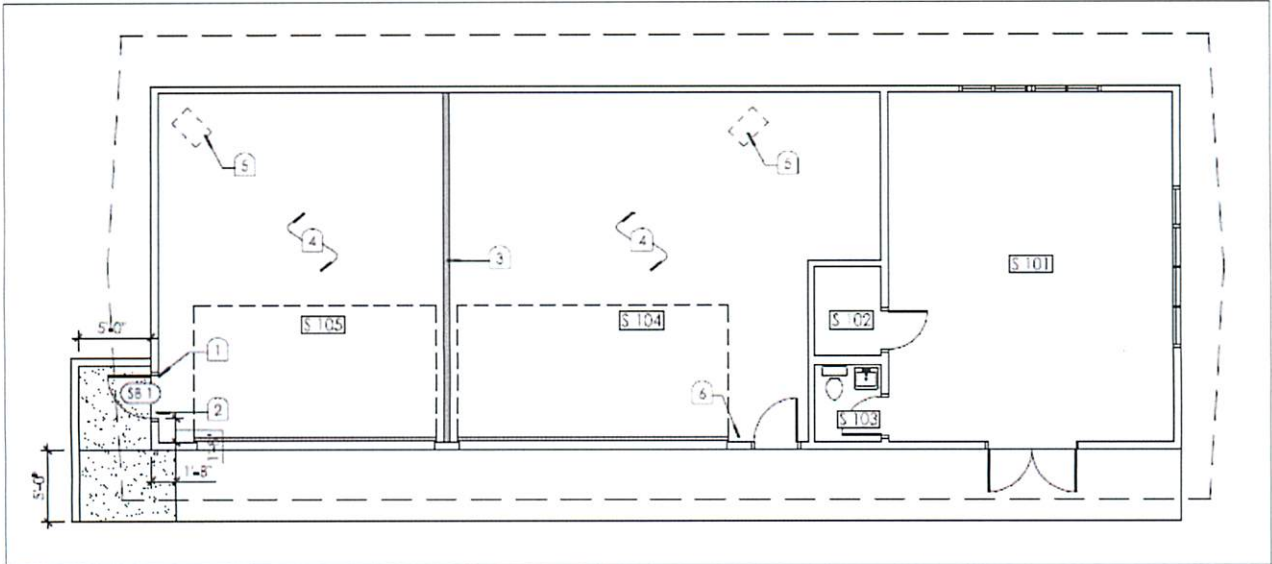
Garage: Frame dividing wall and relocate electrical controls for lighting and operator. Create opening for new door on North end.

Low voltage: Rough-in to be completed throughout.



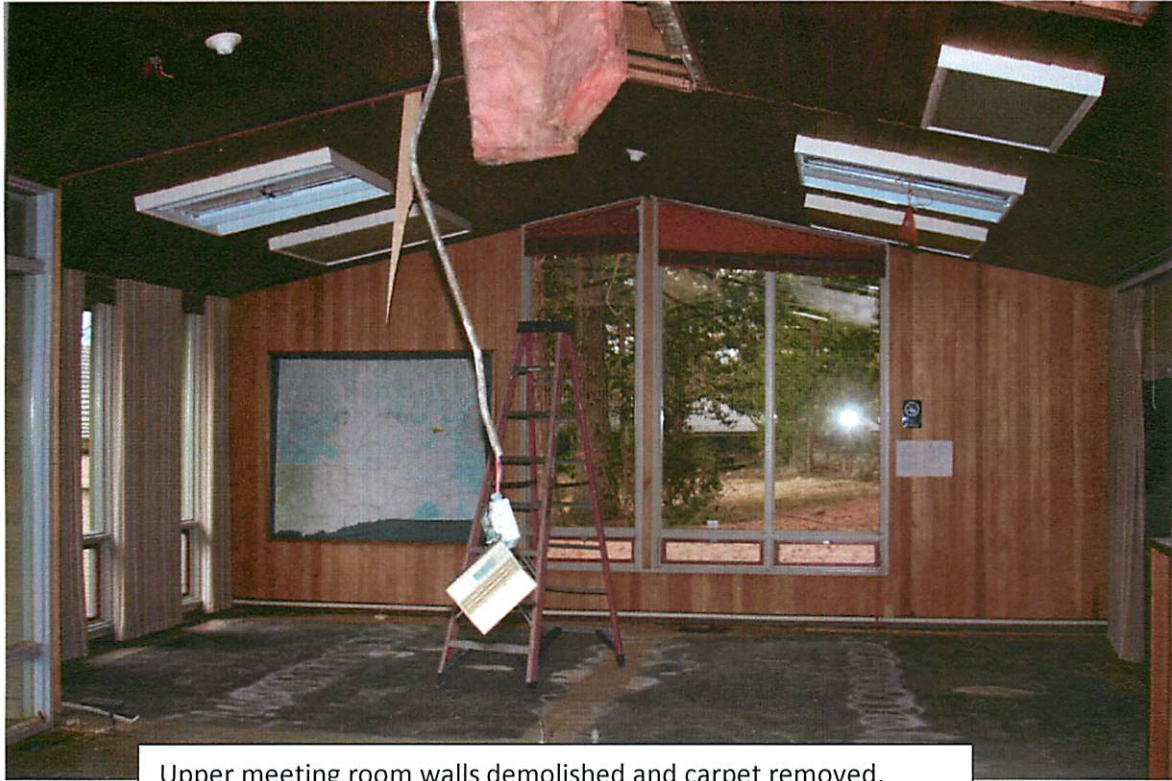
Chandler Building Floor Plan

Chandler Renovation Project March 2012 Status Report



Chandler Garage Plan, not to same scale as Building floor plan.

Chandler Renovation Project March 2012 Status Report



Upper meeting room walls demolished and carpet removed.



Bathroom floors saw cut and new plumbing waste installed.

Chandler Renovation Project March 2012 Status Report



Computer Lab cabinets and carpet removed.



Entry concrete removed and excavation footing complete.

Chandler Renovation Project

March 2012 Status Report

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Gene Zinkgraf	Director of Construction	gzinkgraf@cocc.edu
Shirley Metcalf	Instructional Dean	smetcalf@cocc.edu
Beth Wickham	Small Business Development Center	bwickham@cocc.edu
Jerry Schulz	Director of Continuing Education	jschulz@cocc.edu
Paul Stennett	Continuing Education	pstennett@cocc.edu

COCC Project Manager

Rick Hayes
541-330-4391
Email rhayes@cocc.edu

Design Consultant

BBT Architects
1160 SW Simpson Avenue, Suite 100
Bend, OR 97702
Don Stevens, Principal
Mike Nothwang, Project Architect
541-382-5535
dstevens@bbtarchitects.com

Surveyor

Harper Houf Peterson Righellis Inc.
1133 NW Wall Street, Suite 201
Bend, OR 97701
John McCoy, Project Surveyor
541-318-1161
JohnM@hhpr.com

Testing Agency

Carlson Testing Inc.
Ted Kornowski, Special Inspector

General Contractor

Griffin Construction LLC
8361 NE Meadow Ridge Road
Prineville, OR 97754
Sam Griffin, Manager
541-948-1225
Mark Aleksich, Superintendent
541-948-7120
sam@griffinconstructionllc.com

Health Careers Building – March 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 \$16.6 million. Current projected project costs fall within this budget.

Change Order Activity

We received several new change requests during the month of March. All are related to small items that need to be adjusted or added to support building inspection sign-off or equipment installations. They are all small and less than \$5,000.

Schedule Status

The project is on schedule to complete April 30, 2012. Substantial Completion is scheduled for March 30th.

Recent Activity

Finishes continued this month with focus on wood paneling, flooring and casework. MEP systems are being programed and tested. Exterior finishes continued with pressure bar and beauty cap going on the curtain walls as well as the sun shades. Sitework will continue through the end of the project.

Activity Next Month

Wrapping up a few finish items and performing Punchlist activities will be the main activities next month. Testing and Commissioning of MEP systems will continue and finish up and Owner Training will take place. Construction will be complete next month.

Health Careers Building – March 2012 Update



1st Floor Hallway looking East from Main Door



3rd Floor Entrance to Office Area

Health Careers Building – March 2012 Update



West Stairs – 1st Floor



Dental chairs being installed.

Health Careers Building – March 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

Bret Matteis	-	HSW General Manager
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

Redmond Building 1 Addition – March 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 current overall budget for the building will be \$840,906 with construction costs of approx \$485,000. This is a Bond funded project. The current projected overall project cost based on the 30% design drawings is \$1,065,810 (this is higher than last month due to a revised FF&E estimate) with construction costs at \$617,500. Several program enhancements have been requested by instruction. Depending on the overall costs of these enhancements as well as whether the College is successful in securing additional funds for the project, the overall budget may be increased to accommodate some of the added scope as well as the higher than anticipated base project cost.

Change Order Activity

- 1) N/A.

Schedule Status

Project is currently on hold pending funding decisions and schedule requirements from state funds..

Recent Activity

Design is currently at approximately 30%. Design was on hold in March pending funding news.

Activity Next Month

Design will be on hold in April pending funding decisions.

Redmond Building 1 Addition – March 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
Matt Appleby	-	Steele Associates Architects

Contractor Group

Not Identified Yet	-	TBD
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Technology Education Center – March 2012 Update

Scope

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

Budget Status

The budget for the building will be \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon. See attached updated Schematic Design Budget.

Change Order Activity

- 1) An Additional Services Request was approved for the added off-site improvements required by the City of Redmond \$27,929.

Schedule Status

Design is proceeding with the goal of bidding the project in July of 2012 and an ultimate project completion for September of 2013.

Recent Activity

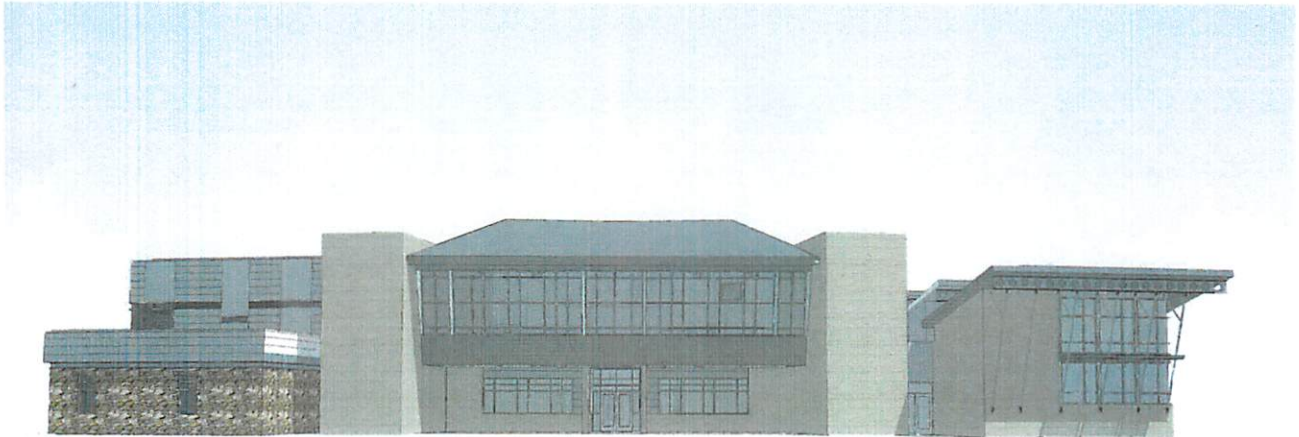
Design Development completed this month. As we have increased the building square footage the City is requiring a traffic study be performed since the trip generation calculations exceed the requirements for a simple traffic debit letter.

The DD estimate was once again very favorable and additional scope is being considered to ensure that the project costs meet the requirements to receive the full matching funds from the State of Oregon.

Activity Next Month

Construction Documents will continue through May.

Technology Education Center – March 2012 Update



View from Salmon and Airport Way (Looking NW)



View from Front Entrance (Looking SE toward Airport)

Technology Education Center – March 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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Residence Hall March 2012 Status Report

Scope

Residence Hall project is to provide approximately 325 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

In Schematic Design for planned move-in and occupancy for Fall Term 2014.

Activity in March

Executed the Architectural Services Agreement.

Completed the site survey and initial geotechnical investigation.

Began to revise the Parking Management Plan.

Initiate Traffic study services with team meeting. Will determine what level of study will be required by the City.

Created master project schedule.

Completed Programming and early Site Development. Begain Schematic Design meetings.

Visited Western Oregon University's Ackerman Hall and Oregon State University's INTO residence hall.

Activity planned for April

Conduct bulk of schematic design meeting.

Receive finalized surveys and geotechnical investigations.

Meet to discuss site plan application requirements/issues with the City of Bend.

Complete fire flow, water, and sewer analysis.

Finalize massing of building and location on site.

Finalize parking requirements adjacent to building.

Determine network service provider approach for building.

Residence Hall March 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 – March 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 #116, RFI 255 build SS exhaust manifold for fume hoods, approved with a price of \$13,338.80.

CR #119, PR 33 deletion of tack board and AWP and addition of marker board, approved with a price of \$570.01.

CR #118, RFI 258 added 30A breaker, approved with a price of \$1,052.50.

CR #110, PR 35 flammable storage cabinet and room ventilation changes, approved with a price of \$744.11.

Schedule Status

On schedule.

Activity in March

Continued wood shingle installation and began horizontal wood siding installation. Continued windows and curtain wall installation on West elevation. Continued composite metal paneling around windows at West Elevation and at entries. Continued metal wall caps and corrugated metal siding at outdoor equipment yard on roof. Completed ceiling grid installation at first floor labs. Completed sheet rocking second floor bathrooms and began tile install with the sloped floor installation. First floor bathroom rough-ins completed and walls sheet rocked. Continued sheetrock hanging and finishing in second floor hallways and completed sheetrock finishing second floor classrooms. Painted second floor labs. Began lab casework installation at first floor with most of the cabinetry installed. Completed ceiling grid and ceiling MEP rough-ins to grid at first floor labs. Completed ceiling grid install at second floor labs and began ceiling MEP rough-ins. Administration area sheetrock finished and ready for paint. West common area framing and rough-ins are progressing and sheetrock near skylights being completed to allow scaffolding to be removed. Continued major HVAC and boiler/water heater work at rooftop mechanical room. Stonework installation at entry stairway and upper plinth continued. AV package pre-wire completed. Data wiring completed and racks are being installed in MDF room.

Activity planned for April

Complete exterior windows and storefronts. Complete metal wall paneling. Complete most of exterior wood siding. Complete exterior stonework. Begin exterior site concrete. Complete lab casework installation at first floor. Begin setting floor coverings at first floor labs. Install lab countertops at first floor. Begin plumbing fixture installation at first floor. Begin setting lab casework at second floor. Paint Administrative area and set ceiling grid. Complete classrooms drywall, painting, and ceiling grid. Complete hallway framing, drywall, and paint. Complete West commons area framing, drywall, and paint. Complete rough-ins at West Commons area. Set all stairways and hallway railing. Set bathroom floor and wall tile.

Science Building – March 2012 Status Report

Photos

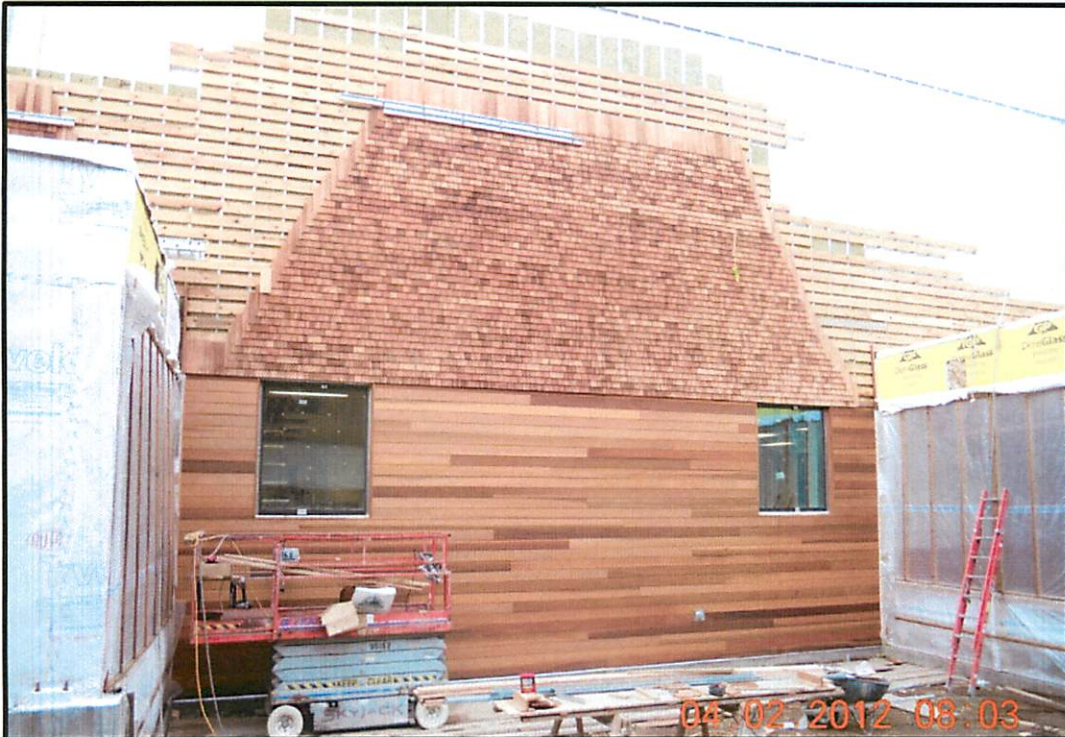


West Elevation glazing and metal paneling work in progress.



North Elevation: Wood shingle and lap siding work complete. Window system in place and metal panel progressing.

Science Building – March 2012 Status Report



East Elevation: Horizontal wood siding installation complete and shingle install continuing.



Biology Lab countertops installation in progress.

Science Building – March 2012 Status Report



First floor prep area. Fume hood



SE stairs installation progressing.

Science Building – March 2012 Status Report



Second floor bathroom wall tile progressing.



Chemistry lab casework installation beginning. Fume hood base cabinets in place.

Science Building – March 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

Special Inspection and Testing

Todd Smith - FEI Testing

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

Mike Taylor, General Manager, miket@knccbend.com

Chris Pahl, Project Manager, ChrisP@knccbend.com

Mark Miller, Project Superintendent, markm@knccbend.com

Greg Ponder, Project Engineer, gregp@knccbend.com

Technology Status Report – March 2012

Scope

The new 48,000 square foot Health Careers Building will include installation of almost 800 individual data ports and cable runs as well as video and audio switching, PTZ cameras, recorded playback 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 will include 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.

Schedule Status

Final completion of the Health Careers Building is scheduled for April 30, 2012 and we anticipate that both the Information Technology and Audio-Visual installations will begin May 1, 2012 with a completion date of July 31, 2012. Substantial completion of the Science Building is scheduled for June 15, 2012 and we anticipate beginning both the Information Technology and Audio-Visual installations June 18, 2012 with a completion date of September 1, 2012. Both buildings are on schedule. In addition, we anticipate several Summer and late Fall remodels.

Activity in February

HEALTH CAREERS BUILDING:

Our network group provided analog connectivity over our new copper backbone between Health and our hub in Metolius. This connectivity allowed us to bring dial-tone to the building, which allowed the contractor to test the fire and elevator communication systems. All projector wire and projection screens have been installed. Casework used to house Audio-Visual equipment has been installed in all rooms and final locations for data have been pulled and terminated at specialty areas, like the Nursing headwalls. Second review of AV infrastructure with AV contractor to ensure smooth transition to Audio-Visual installation.

Technology Status Report – March 2012

SCIENCE BUILDING:

The cabling and infrastructure is moving along very nicely in the Science building. Final count was over 30 miles of cable pulled and about 99% of this terminated, with the exception of the student break-out rooms on the 2nd floor. In addition, we have pulled our copper, fiber and coaxial backbone cables into the Science building from our hub in Metolius. The computer room (IDF) has been built out with cable ladder rack and switch racks have been installed. At the suggestion of the General Contractor, we brought the AV Contractor onsite two months early and they have completed all wiring above ceiling and have begun speaker installations.

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

Continuing to manage Chandler and Newberry building remodels, including; wire-mapping and certification of new and existing CAT6 cable, researching and reviewing new equipment needs and infrastructure changes. Testing new video distribution software within Nursing as well as x-ray image capture and storage requirements. Several meetings with architects and low-voltage designers for Redmond Technology Center and Residential Housing to discuss usage and design.

CULINARY BUILDING:

Working with AV Contractor to complete several punch list items from last two installation projects. Work is ongoing at this time. Several other discussions surrounding large LCD's for the public areas and instructor technology usage.

Technology Status Report – March 2012

Photos – Health Careers



Installation of Audio-Visual Casework – Health Careers, Conference 301



Installation of Nursing Headwalls – Health Careers, 3rd Floor

Technology Status Report – March 2012



Final detail for LCD Display – Health Careers, Infodesk 107



Racks & Patch Panel Installations – Health Careers, MDF

Technology Status Report – March 2012

Photos – Science



Cable Entry Point to MDF – Science Building, Exterior of MDF, West Wall



Cable & Ladder Rack Install – Science Building, MDF

Technology Status Report – March 2012



Typical Ceiling Speaker Installation – Science Building, First Floor

Upcoming Activities

We are just finishing that last of over 20 miles of cable terminations in the Health Careers MDF and anticipate installing our Gigabit switches within the next 7 – 10 days. This will allow us to connect the building to our network and provide computer access as well as access to building controls, phones, wifi, etc., Backbone cable in the Science building should be connected and over 30 miles of cable will be terminated over the next 4 – 6 weeks. In addition, we should also continue to see faceplate and trim installations wind down. Projection screen backing should be completed and the AV Contractor will continue the installation of ceiling speakers. Technology installation for Newberry Hall will be completed the first week of April and demolition for the Chandler remodel just started this week.

Technology Status Report – March 2012

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

COCC Project Managers, Health - Rich Brecke, 541-330-4375, email: rhayes@cocc.edu

COCC Project Manager, Science - 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

Bret Matteis, General Manager, bretm@hswbuilders.com
Rob Ring, Project Superintendent, robr@hswbuilders.com
Rob Kelleher, Sr. Project Manager, robk@hswbuilders.com
Brian Powell, Project Manager, brianp@hswbuilders.com

General Contractor, Science

Kirby Nagelhout Construction Company
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Greg Ponder, Project Engineer, gregp@knccbend.com

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM:

FOSTER YOUTH TUITION WAIVER

Prepared by: Alicia Moore, Dean of Student & Enrollment Services

A. Background

The Oregon legislature approved **House Bill 3471** during the 2011 legislative session. This bill requires Oregon's public universities and community colleges to provide a **tuition and fee waiver for Oregon's foster youth** beginning with the 2012-13 academic year. While the regulations associated with this bill are lengthy, highlights of the legislation follow.

Who is eligible?

All current and former foster youth who have spent at least 365 days in substitute care after the age of 16 and either left foster care or completed high school/GED within the past three years are eligible for the waiver. Students must enroll within the three year eligibility period to qualify, as well as apply for federal financial aid each year the waiver is requested. Oregon's Department of Human Services will provide colleges with the names of eligible students.

What is covered by the tuition/fee waiver program?

Institutions shall apply all federal, state and institutional gift aid first; the waiver will be used to cover remaining tuition and fees ("last dollar in" approach) for a maximum of 12 terms of full-time attendance. Students who complete the FAFSA by the appropriate deadlines and attend fall term will receive priority for the Oregon Opportunity Grant.

The tuition and fee waiver includes tuition for credit courses, course fees and mandatory enrollment fees. It does not cover books, supplies, parking, personal incidentals and room and board fees.

What if a student is dually enrolled?

Each school is responsible for calculating and implementing the tuition and fee waiver.

How do students maintain eligibility for the waiver?

To continue receiving the waiver, students must participate in 30 hours of volunteer work each academic year and remain in good academic standing. Institutions must develop their own systems for tracking and supporting volunteer work.

B. Potential COCC Budget Impact

Colleges and universities historically have not tracked students' foster placement status and as such, budget impact cannot be determined. However, because foster students are generally eligible for the full Oregon Opportunity and Pell grant amounts, it is anticipated that this waiver will have negligible budget impact. It is important to note that this waiver requires colleges to include course fees as part of the waiver. If a student were to enroll in a program with high course fees, this could have a potential budget impact of \$2,000 - \$30,000 annually per eligible student.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Kevin E. Kimball – Chief Financial Officer

A. Issue

2012-13 Tuition and Fee Rates

B. Discussion/History

For 2011-12, COCC has the lowest combined in-district tuition and fees of all Oregon community colleges. Current information indicates that with COCC's proposed \$6 per credit tuition increase and the \$2 per credit technology fee increase, COCC's combined in-district tuition and fees for 2012-13 may exceed that of two other Oregon community colleges.

COCC held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09). In 2009-10, the College increased in-district tuition by \$3 per credit followed by a \$4 increase in 2010-11, and a \$6 increase in 2011-12. COCC's in-district tuition rate is currently \$76 per credit.

In the Summer 2002, COCC implemented a \$2 per credit technology fee that was assessed to all student (maximum of 10 credits per quarter). Since 2002, the student technology fee remained unchanged until it was increase by \$1 per credit in 2011-12 and the maximum credits per quarter was increased to 15. During that same time period, information technology costs at COCC have significantly increased.

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

At the November Board Retreat, board members had a general discussion regarding possible 2012-13 tuition and fee rate increases, the impact on the College and students, and how COCC's combined tuition and fee rates compare to other Oregon community colleges. The 2011-13 board priorities include, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels." Proposed tuition and fee rates for 2012-13 was provided to the board as an information item at the March board meeting. The proposed tuition and fee rates have been included within the proposed General Fund 2012-13 budget.

C. Timing

In April, the Board will be asked to approve a recommendation to increase tuition and fee rates, as the 2012-13 academic year begins with summer term, and summer term registration starts at the end of April.

In addition, the 2012-13 College Catalog identifies the tuition and fee rates, and the printing deadline is mid-April.

D. Budget Impact

Tuition and fee revenues are a major component of the College's resources as they comprises over 50% of the College's total general fund revenues for the 2011-12 and 2012-13 budgets. The College anticipates that the \$6 per credit increase for in-district tuition and the 7% increase in other tuition rates will generate approximately \$1,260,000. The \$2 per credit technology fee increase is projects to increase resources will generate approximately \$410,000.

The increased revenue in the 2012-13 budget provides funding for the additional services and costs included in the 2012-13 budget. These additional services and costs included increased educational opportunities, instructional staff, student and support services, information technology services and costs, and facility operating costs for the new the Allied Health and Science buildings on the Bend campus and the new Madras and Prineville education campuses.

E. Options

1. Approve the resolution as presented.
2. Approve a resolution with revised tuition rates.
3. Defer action until May.

F. Recommendations

In order to meet the needs of COCC's growing student population and expanding facilities, and make progress towards Board priorities, be it resolved that the Board of Directors of Central Oregon Community College authorize the increased 2012-13 tuition and fees rates as identified below.

	<u>2011-12</u>	<u>2012-13</u>
In-district	\$ 76/cr.	\$ 82/cr.
Non-resident Veteran	\$ 89/cr.	\$ 95/cr.
Out-of-district	\$101/cr.	\$108/cr.
Border State	\$101/cr.	\$108/cr.
Out-of-State	\$206/cr.	\$220/cr.
Technology Fee	\$3/cr.– up to 15/cr.	\$5/cr.–up to 15 cr.

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

Resolution

2012-13 Juniper Hall Room & Board/Meal Rates

Prepared by: Alicia Moore, Dean of Students and Enrollment Services

A. Action under Consideration

2012-13 Juniper Residence Hall room and board/meal rates.

B. Discussion/History

COCC’s Board of Directors set the Juniper Hall room and board rates each spring. To establish COCC’s proposed rates, staff review the room and board rates at other Oregon institutions and operational increases such as salaries, insurance and utilities. As of this time, Southwestern Oregon Community College will not be increasing their rates and Treasure Valley Community College has not yet announced their intended direction. A strict “apples to apples” comparison, however, is difficult as each institution has different factors in determining their combined room and board rates (different meal plan options; different room configurations; larger quantity of overall housing). Wanting to mitigate overall cost to students, staff propose not increasing room rates for the 2012-13 academic year, noting that the residence hall budget will not be adversely affected and will still be able to make budgeted contributions to the housing reserve account.

COCC contracts with Sodexo America for on-campus food service, which includes a mandatory meal plan for residence hall students. Due to increase in food prices, Sodexo proposes a 4.1% increase for the board plan. Based on the Portland Consumer Price Index for food, an index traditionally used to determine board plan costs, staff support this request.

Proposed 2012-13 room and board rates are:

	ROOM				BOARD/MEALS			
	2011-12	2012-13 Proposed	\$ Change	% Change	2011-12	2012-13 Proposed	\$ Change	% Change
Fall	\$ 2,104	\$ 2,104	\$ 0	0%	\$ 1,252	\$ 1,303	\$ 51	4.1%
Winter	\$ 1,824	\$ 1,824	\$ 0	0%	\$ 1,172	\$ 1,200	\$ 48	4.1%
Spring	\$ 704	\$ 704	\$ 0	0%	\$ 1,172	\$ 1,220	\$ 48	4.1%
Total	\$ 4,632	\$ 4,632	\$ 0	0%	\$ 3,743	\$ 3,743	\$ 147	4.1%

Total proposed annual room and board cost is \$8,375 (+ 1.8%/\$147 from previous year).

C. Options/Analysis

- Approve proposal as is.
- Recommend a different rate.

D. Timing

Action requested at this meeting so that staff may contact prospective students regarding 2012-13 room and board rates and issue contracts to ready students, as well as have accurate information listed in the 2012-13 catalog.

E. Recommendation

Be it resolved that the governing Board of Central Oregon Community College not increase residence hall room rates and adopt a 4.1% increase for residence hall board rates for the 2012-13 academic year.

F. Budget Impact

This rate change will keep the residence hall operations account at equal levels to the 2011-12 fiscal year and still allow for adequate operation of the residence life program.