

CENTRAL OREGON COMMUNITY COLLEGE
 Board of Directors' Meeting - AGENDA
 Wednesday, June 13, 2007 – 2:30 PM
 Culver High School - Culver, Oregon

TIME**	ITEM	ENC.*	ACTION	PRESENTER
2:30 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
2:35 pm	III. <u>Formal Opening</u> of Public Hearing & Testimony for 2007-08 Budget			Reeder
	A. Budget Hearing Input			
	IV. Hearing for 2007-08 Budget			
	A. Adoption of the 2006-07 Budget			
	Budget Resolution I	4.a	X	Dona
	B. Appropriation Resolution			
	Budget Resolution II	4.b	X	Dona
	C. Levy Property Taxes			
	Budget Resolution III	4.c	X	Dona
2:40 pm	<u>Adjournment</u> of Public Hearing for 2007-08 Budget			Reeder
2:40 pm	Executive Session:			
	ORS 192.660 (1)(d) Labor Negotiations			McCoy/Jones
	ORS 192.660 (1)(i) Performance Evaluation of CEO			Garrett
3:05 pm	V. <u>Reconvene</u> Regular Public Board of Directors' Meeting			Reeder
3:05 pm	VI. Agenda Changes			
3:07 pm	VII. Public Hearing and Testimony			
	A. Superintendent of Culver School District			Linda Florence
	B. Mayor of Culver			Dan Hardin
	C. Thank You Letter			Reeder
3:16 pm	VIII. Consent Agenda***			
	A. Minutes			
	1. Budget Committee, May 9, 2007	8.a1	X	Smith
	2. Board of Directors, May 9, 2007	8.a2	X	Smith
	B. Personnel			
	1. New Hire Report (May 2007)	8.b1	X	Buckles ^A
	2. Approval to Hire (Coil)	8.b2	X	Buckles ^A
	C. 2007-08 Budget			
	1. Inter-fund Borrowing	8.c1	X	Dona ^A
	2. Custodian of Funds/Depository Banks	8.c2	X	Dona ^A
	3. Clerk/Budget Officer/Deputy Clerks	8.c3	X	Dona ^A
	D. Budget Appropriation Review, 2006-07	8.d	X	Bloyer ^A
	E. Approval of Contracts (Raymond, Ryan, Hahn)	8.e	X	Walsh ^A
	F. Boiler Replacement	8.f	X	Zinkgraf ^A

3:20 pm	IX. Information Items			
	A. Financial Statements	9.a*		Bloyer ^A
	B. Campus Indicators	9.b*		Pierce
	C. Silver Paragon Award	9.c		Paradis ^P
	D. 1 st Reading – Executive Limitations - EL5 – Asset Protection	9.d		Andresen
	E. 2007-08 Maintenance Projects Schedule	9.e		Zinkgraf ^A
	1. Projects List	9.e1		
3:25 pm	X. Old Business			
	A.			
3:27 pm	XI. New Business			
	A. Tuition , 2007-08	11.a	X	Moore/ Middleton
	B. Canvass of Votes - Election Results	11.b	X	Paradis
	C. President's Evaluation	11.c*	X	Garrett ^P
3:45 pm	XII. Board of Directors' Operations			
	A. Board Member Activities			
3:50 pm	XIII. President's Report			
	A.			
4:00 pm	XIV. Dates			
	A. Saturday, June 16 – 10:00 AM, COCC Commencement- Mazama Field			
	B. <u>Tuesday, July 17</u> – 6:00 PM, Board of Directors Meeting Christiansen Board Room			

* 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 Aavailable for background information if requested.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS

RESOLUTION #1

Prepared by: David Dona-Associate Chief Financial Officer

A. Action Under Consideration

Finalize and adopt the College budget for 2007-08.

- Adopt the budget

B. Discussion/History

This resolution is part of the culmination of the budget process. It gives the District its ability to spend money during the coming fiscal year.

No adjustments have been made to the budgets approved by the Central Oregon Community College Budget Committee on May 9, 2007.

C. Options/Analysis

1. Adopt the budget.
2. Adopt a budget of a differing amount.

The Board of Directors has the power to adjust the resources and expenditures as they were approved by the Budget Committee. However, the powers are limited. The Board can reduce, and even eliminate, any requirement or expenditure in a fund, but expenditures cannot be increased by more than 10 percent of the published total in any fund.

D. Timing

The budget must be adopted before July 1, 2007 for the College to continue in operation.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby adopt the budget approved by the Budget Committee on May 9, 2007.

June 13, 2007

Approved: __Yes__No

Motion: ____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #2

Prepared by: David Dona-Associate Chief Financial Officer

BE IT RESOLVED that the amounts for fiscal year beginning July 1, 2007 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Instruction and Instructional Support	\$ 14,250,850	
Student Services	2,414,939	
College Support Services	3,471,312	
Plant Operations and Maintenance	3,238,873	
Information Technology Services	1,990,333	
Financial Aid Fund	142,000	
Contingency	<u>400,000</u>	
Total General Fund		\$ 25,908,307

DEBT SERVICE FUND

Debt Retirement		
Principal	\$ 2,188,734	
Interest	<u>1,007,786</u>	
Total Debt Service Fund		\$ 3,196,520

SPECIAL REVENUE FUND

Federal Grants	\$ 817,218	
State Grants	41,333	
Other Grants	42,000	
New Programs	<u>500,000</u>	
Total Special Revenue Fund		\$ 1,400,551

CAPITAL PROJECTS FUND

New Construction & Campus Renovation	\$ 2,058,000	
Building Repair Reserve	610,000	
Higher Education Maintenance Reserve	200,000	
Campus Center	11,292,500	
IT Infrastructure	200,000	
Real Estate Development	76,500	
Life Cycle Technology Replacement	300,000	
Madras Center	1,875,000	
Allied Health and Science Building	75,000	
Redmond Campus	340,540	
Chandler Lab	<u>210,000</u>	
Total Capital Projects Fund		\$ 17,237,540

ENTERPRISE FUNDS**Bookstore**

Personal Services	\$ 488,500	
Materials and Services	2,160,500	
Capital Outlay	<u>10,000</u>	
Total Bookstore Operations		\$ 2,659,000

Dormitory Operations

Materials and Services	\$ 305,000	
Capital Outlay	<u>10,000</u>	
Total Dormitory Operations		\$ 315,000

Total Enterprise Funds		\$ 2,974,000
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AUXILIARY FUND

Self-Sustaining Activities	\$ 2,296,352	
Non-General Fund Instruction	860,159	
Entrepreneurial Instruction	1,518,415	
Revolving Activities	1,459,358	
Reserves	<u>439,600</u>	
Total Auxiliary Fund		\$ 6,573,884

FINANCIAL AID FUND

Federal Programs	\$ 4,366,000	
State Programs	690,000	
Local Programs	<u>754,840</u>	
Total Financial Aid Fund		\$ 5,810,840

INTERNAL SERVICE FUND

Personal Services	\$ 114,000	
Material and Services	169,000	
Capital Outlay	9,500	
Transfer Out	<u>100,000</u>	
Total Internal Service Fund		\$ 392,500

RESERVE FUND

Retiree Benefits	\$ 216,000	
PERS Reserve	<u>250,000</u>	
Total Reserve Fund		\$ 466,000

Exhibit: 4.c
June 13, 2007
Approved: __Yes__No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION #3

Prepared by: David Dona-Associate Chief Financial Officer

BE IT RESOLVED that the Board of Directors of Central Oregon Community College District hereby imposes the taxes provided for in the 2007-08 adopted budget at the rate of \$0.6204 Per \$1,000 of assessed value for operations and in the amount of \$1,729,726 for Bonded Debt; and that these taxes are hereby imposed and categorized for the tax year 2007-08 upon the assessed value of all taxable property within the district.

	<u>Subject to the Education Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	<u>\$0.6204 / \$1,000</u>	
Debt Service Fund		<u>\$ 1,729,726</u>

CENTRAL OREGON COMMUNITY COLLEGE

BUDGET COMMITTEE MEETING

Wednesday, May 9, 2007 - 6:00 PM
Christiansen Board Room - Boyle Education Center

PRESENT: Lester Friedman-Chair, Evan Dickens, Bridget Burns, Don Reeder, Connie Lee, John Overbay, Dana Bratton, Anthony Dorsch, Dr. Ronald Foerster, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant

ABSENT: Karen Pringle, Jay Henry, Steve Curran, Laura Hiller, Dr. Joyce Garrett

CALL TO ORDER: Lester Friedman-Chair

INTRODUCTION OF GUESTS: Matt McCoy, Dr. Kathy Walsh, Jim Jones, Jim Weaver, Ron Paradis, Gene Zinkgraf, Eric Buckles, Ross Tomlin, Carol Moorehead, Lisa Bloyer, David Dona, Lowell Lambertson, Dan Cecchini, Yoko Minoura- The Bulletin.

PUBLIC HEARING AND TESTIMONY:

None

MINUTES APPROVAL:

Dr. Ronald Foerster motioned to approve the Minutes of the April 11, 2007 Budget Committee Meeting-(Exhibit: 4.a). Ms. Connie Lee seconded. MCU. Approved. M05/07:1

UPDATE ON STATE FUNDING:

President Middleton reported that the State Revenue Forecast will be announced on May 15 – the official revenue to which the State Legislature must balance the budget.

He reviewed that Central Oregon Community College is fourth on the list to receive funding from the State's 'Capital Construction' Fund.

RESOLUTION FOR APPROVAL OF PROPOSED 2007-08 BUDGET- (Handout: 6.a):

Mr. David Dona-Associate Chief Financial Officer, reviewed PowerPoint presentation (Handout: 6.a1) – COCC's 2007-08 Proposed Budget. He summarized –

- Nine Primary Funds
- General Fund Budget Summary
- General Fund Budget adjustment at State funding level of \$458M

- General Fund Budget adjustments at State funding level of \$529M
- General Fund Revenue/Expense Projection

Ms. Connie Lee motioned - Be It Resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2007-08 in the aggregate amount of \$63,960,142 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$1,729,726 be approved for the Debt Service Fund for the purpose of satisfying required debt service of general obligation bonds issued by the district. (Exhibit: 6.a). Mr. John Overbay seconded. MCU. Approved. M05/07:2

Chair Friedman thanked the Budget Committee for their participation in the budget process. He complimented the staff for their good work in preparing the college budget for the upcoming year.

President Middleton also thanked the Budget Committee Members for their commitment of time and work in the budget process. He thanked the staff for their good work on the budget preparation.

Adjourn: 6:40 pm

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Chair-Budget Committee

Dr. James E. Middleton, President

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting
Wednesday, May 9, 2007 – 6:30 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Dr. Ronald Foerster, Dana Bratton, Connie Lee, Don Reeder, Tony Dorsch, John Overbay, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant

ABSENT: Dr. Joyce Garrett

INTRODUCTION OF GUESTS: Jim Jones, Matt McCoy, Kathy Walsh, Ron Paradis, Jim Weaver, Gene Zinkgraf, Eric Buckles, David Dona, Lisa Bloyer, Carol Moorehead, Ross Tomlin, Dan Cecchini, Lonna Carnahan, Ray Hasart-High Desert ESD, Lowell Lambertson-Faculty Forum President, Mary Jeanne Kuhar, Jason Miller-OSPIS Architecture, Yoko Minoura and Monique Balas-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Ms. Connie Lee moved to approve the Consent Agenda except Pedestrian Trail-Map (Exhibits: 5.e & 5.e1). Dr. Ronald Foerster seconded. MCU. Approved. M05/07:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of April 11, 2007 and Board Retreat of April 30, 2007 (Exhibit: 5.a1 & 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the April 2007 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' does hereby approve Worker's Compensation Coverage for Board and Budget Committee members (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' does hereby approve the selection of Norma DuBois as real estate broker for the Observatory Court properties under terms listed in (Exhibit: 5.d) and sets an offering price of \$2.1 million;

BE IT RESOLVED that the Board of Directors' does hereby authorize President Middleton or his designee to sign an amended Easement for a Pedestrian Trail on College owned property in Bend, Oregon with the Bend Metro Parks & Recreation District (Exhibit: 5.e & 5.e1);

BE IT RESOLVED that the Board of Directors' does hereby approve the rehire recommendations for administrative, confidential and supervisory staff for the 2007-08 fiscal year (Exhibit: 5.f & 5.f Attachment -pages 1 & 2);

BE IT RESOLVED that the Board of Directors' does hereby approve the contracts for Kelly Davis-Martin-Assistant Professor I, Health and Human Performance, Louisa Eckert-Temporary Instructor of Speech Communication, Amy Van Dusen Howell-Assistant Professor I of Education/Early Childhood Education, John Miller-Temporary Instructor of Aviation and Lynn Murray-Assistant Professor I of Dental Assisting, for the academic year 2007-08 (Exhibit: 5.g);

BE IT RESOLVED that the Board of Directors' does hereby approve the rehire recommendations for the academic year 2007-08 as identified in (Exhibit: 5.h);

BE IT RESOLVED that the Board of Directors' adopts a 4.2% percent increase for the 2007-08 Juniper Residence Hall fee schedule increasing the standard annual rate from \$6,798 to \$7,084 (Exhibit: 5.i).

PEDESTRIAN TRAIL AND TRAIL MAP – (Exhibits: 5.e & 5.e1):

Discussion

Mr. John Overbay questioned the easement footage as shown on the Map (Exhibit: 5.e1).

Mr. Gene Zinkgraf-Director of Campus Services, explained the requirements of the 'City of Bend' for the easement.

Mr. John Overbay moved to approve Consent Agenda Item (Exhibit: 5.e) Pedestrian Trail. Ms. Connie Lee seconded. MCU. Approved. M05/07:2

BE IT RESOLVED that the Board of Directors' does hereby authorize President Middleton or his designee to sign an amended Easement for a Pedestrian Trail on College owned property in Bend, Oregon with the Bend Metro Parks & Recreation District (Exhibit: 5.e & 5.e1).

INFORMATION ITEMS:

Financial Statement - (Exhibit: 6.a)

The Board of Directors were apprised of the April 2007 Financial Statements.

Campus Indicators – Spring Term Enrollment – (Exhibit: 6.b)

President Middleton reviewed that the total spring 2007 FTE is up 1.5% compared to spring 2006 and the annual enrollment is only down 1.0% when comparing 2006-07 academic year FTE to 2005-06.

Career Pathways - (Handouts: 6.c1 & 6.c2)

Dr. Ross Tomlin-Instructional Dean, introduced Ms. Lonna Carnahan-Perkins Grant Coordinator; Mr. Ken Mays-Professor of Automotive Technology and Mr. Ray Hasart-Professional Technical Coordinator for High Desert Education Service District.

Dr. Tomlin reviewed that for the past year and a half, they have been working from a Grant that was received last winter from the State of Oregon to develop a Career Pathways template – he reported that the project had been completed last month.

Mr. Tomlin reviewed that at the high school and community college level (statewide and nationally) the 'Career Pathways' project is a framework that works to integrate and coordinate career training from the secondary level to the post secondary level all the way to the work place.

Four Career Pathways developed –

- Automotive Technology
- Health Information Technology
- Computer Information Systems
- Early Childhood Education

The three complimentary components developed –

- Marketing
- Website
- Video

Ms. Lonna Carnahan thanked Mr. Ron Paradis-Director of College Relations, for his good help with 'marketing' component strategies which include new brochures, website development and videos. She reviewed the "road maps" (Handout: 6.c1) which show the entry, exit, and re-entry levels.

Mr. Ken Mays reviewed the impressive website at <http://automotive.cocc.edu/default.aspx>.

Mr. Ray Hasart reviewed the high school articulation pathways.

OLD BUSINESS:

Madras Property

Farm operating Agreement (Exhibit: 7.a1)

Mr. Matt McCoy-Vice President for Institutional Advancement, reviewed that the Bean Foundation is requesting approval to enter into a farm operating agreement with Jefferson County, Oregon for the 2007 farming season on land which may be donated to Central Oregon Community College by the Bean Foundation.

Mr. Anthony Dorsch moved that the Board of Directors approve the Bean Foundation entering into a farm operating agreement with Jefferson County, Oregon for approximately 35 acres on Ashwood Road, in Madras which the College may receive as a donation from the Bean Foundation, for the 2007 farming season. Ms. Connie Lee seconded. (Exhibit: 7.a1) MC. Approved. M05/07:3

Yes: Bratton, Lee, Foerster, Dorsch, Overbay

Abstain: Reeder – Conflict of Interest, his law firm represents Bean Foundation

Road Location (Exhibit: 7.a2)

Mr. McCoy reviewed the request for authorization for the Central Oregon Community College staff to work with the City of Madras and the Bean Foundation to locate a road to connect City View with the Oak/Kincade interchange in Madras, Oregon.

Mr. Anthony Dorsch moved that the Board of Directors authorize staff to work with the City of Madras and the Bean Foundation to locate a road to connect City View with the Oak/Kincade interchange in Madras, Oregon. Mr. Dana Bratton seconded. MC. Approved.
M05/07:4

Yes: Bratton, Lee, Foerster, Dorsch, Overbay

Abstain: Reeder – declared Conflict-of-Interest, his law firm represents the Bean Foundation

Campus Center Project (Handout: 7.b)

Mr. Gene Zinkgraf-Director of Campus Services reviewed that the Design Team members are: Jim Jones, Michael Gesme, Alicia Moore, Gene Zinkgraf and OPSIS Architecture of Portland, Oregon. He reported that the Campus Center Project schematic designs are 100% complete and that the college has received an estimate for building construction that is within the amount that has been budgeted for the building.

Mr. Jason Miller-OPIS Architecture, reviewed (Handout: 7.b) level 1 and level 2 of the Campus Center building schematics.

NEW BUSINESS:

Naming-Campus Building (Exhibit: 8.a)

President Middleton reviewed that the Board of Directors' have full prerogative in the naming of college buildings.

Chair Reeder reviewed the history of Dr. Robert L. Barber's contributions to Central Oregon Community College during his tenure as President of the college.

Mr. Anthony Dorsch moved that the college library shall hence forth be known as the Robert L. Barber Library, in honor of his years of service and leadership. Mr. John Overbay seconded. MCU. Approved. M05/07:5

President Middleton reported that Dr. Barber was out-of-town and unable to attend the Board Meeting, he noted that a letter had been presented to him with the news of the Library Naming.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Mr. Overbay Attended phone meeting w/Dana Bratton & Joyce Garrett
 Re: Pres. Evaluation
 Attended April 30 Board Retreat

Ms. Lee Attended April 30 Board Retreat
 Attended OCCA Executive Board Meeting
 Attended COCC Accreditation Meeting

Mr. Reeder Attended April 30 Board Retreat
 Phone Calls w/President Middleton and Matt McCoy

Mr. Bratton Attended Richard Leaky presentation –
 Nancy R Chandler’s Visiting Scholar
Attended April 30 Board Retreat
Two phone conference meetings re: Presidential Evaluation process

Mr. Foerster Attended Richard Leaky presentation –
 Nancy R Chandler’s Visiting Scholar
Attended COCC’s Accreditation Meeting
Attended the Ways & Means Committee Hearing in Bend
Attended April 30 Board Retreat
Attended Faculty Convocation at Bend Golf & Country Club
Attended ‘City Club’ planning meeting for upcoming education event
Meeting with Executive Director /Central Oregon Partnership

Mr. Dorsch Phone call w/Matt McCoy

Chair Reeder reminded the Board that the June 13 Board of Directors’ Meeting, will be held at Culver High School, Culver, Oregon, from 2:30 to 4:00 PM.

PRESIDENT’S REPORT

Accreditation Visit - Report

President Middleton gave an update on the recent Accreditation Visit noting that a formal report from the evaluators will be submitted to the NWCCU- Northwest Commission on Colleges and Universities at their June meeting. He reviewed that the accreditation process is a ‘checks and balances’ of the college noting that a major focus is on assessment and program outcomes.

He also reported that earlier in the day, an armed robbery took place at a business at the base of College Way that resulted in a precautionary measure of an all college lockdown. Staff comments were favorable towards the handling of the situation.

ADJOURN into Executive Session: 8:50 PM

ADJOURN: 9:05 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Exhibit: 8.b1

June 13, 2007

Approved: ___Yes___No

Motion: ___

Central Oregon Community College

NEW HIRE REPORT

May 2007

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Baker, Michelle	5/1/2007	Admissions & Records Specialist
Volker, Debbie	5/21/2007	Office Specialist 4
Wright, Janis	5/7/2007	Human Resources Specialist
Part-Time Faculty		
Morgan, Andrea	5/9/2007	Intro to ECE/Language
Temporary Hourly		
Bowman, Candace	5/14/2007	Math Tutor
Temporary Salary Payment		
Dwyer, Dawn	5/3/2007	

Exhibit: 8.b2
June 13, 2007
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 Carrie Coil, Full-time Foundation Accountant.

B. Discussion/History

The employment contract for Carrie Coil is for an administrative position. This position was filled through an external College search.

C. Options/Analysis

Approve the employment contract for Carrie Coil.
Decline approval of the employment contract for Carrie Coil

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2006-07 fiscal year the initial employment contract period will be from June 28, 2007 through June 30, 2007. 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 Carrie Coil.

F. Budget Impact

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

G. Miscellaneous

Ms. Coil received her B.S in Accounting from Oregon State University with honors. Ms. Coil has served as both an Accountant and Bookkeeper for several Bend organizations since 1999. Most recently she was with Norwalk Furniture and Design. In the 1980's, Ms. Coil served as a Certified Public Accountant for KPMG in Portland, as an Assistant Controller and Director of Finance for Good Samaritan in Portland, and as a Finance Manager at Pennbrook in Bend.

Exhibit: 8.c1

June 13, 2007

Approve: ____ Yes ____ No

Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona-Associate Chief Financial officer

A. Action Under Consideration

Approve interfund borrowing between various projects and funds of the College.

B. Discussion/History

The College is the grantee on a number of grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College applies for and is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College's various funds "loan" money to the grant account.

This resolution, if approved by the Board, authorized short-term interfund borrowing for the purposes described above. All such interfund borrowings shall be repaid by the end of the fiscal year. No interest shall be charged on such loans.

C. Options/Analysis

1. Approve interfund borrowing.
2. Don't approve inter-fund borrowing.

D. Timing

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2007-08, this resolution will need to be approved.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby authorize interfund borrowing between the various funds and programs of the College.

F. Budget Impact

Funds borrowed by another College program do not earn interest. Therefore, there is the opportunity cost of foregone interest. For this reason, the College attempts to minimize the need for interfund borrowing.

Exhibit: 8.c2

June 13, 2007

Approve: ___ Yes ___ No

Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona-Associate Chief Financial Officer

A. Action Under Consideration

Designate custodians of funds and financial institutions which can serve as depositories for District Funds.

B. Discussion/History

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District Funds. It is recommended that James E. Middleton, James R. Jones, and Matt McCoy be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians of funds. It is further recommended the following institutions be so designated as depository institutions for the 2007-08 fiscal year:

Bank of America	Bend and Redmond branches
Bank of the Cascades	Bend, Redmond, Sisters, Prineville and Sunriver branches
Bank of the West	Madras branch
City National Bank	Los Angeles, CA branch
Columbia River Bank branches	Bend, Redmond and Madras
Community First Bank	Bend, Prineville, La Pine and Terrebonne branches
First Security Bank	Bend and Redmond branches
Liberty Bank	Bend branch
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union	Bend and Redmond branches

Northwest Community Credit Union	Bend branch
Ochoco Federal Credit Union	Prineville branch
Premier West Bank	Bend branch
SOFCU Credit Union	Bend branch
South Valley Bank and Trust	Gilchrist and La Pine branches
Sterling Savings Bank	Bend and Redmond branches
Umpqua bank	Bend branch
US Bank	Bend, Redmond, Sisters, Prineville, La Pine, Madras and Portland (Main Office) branches
Washington Federal Savings	Bend branch
Washington Mutual Bank	Bend branch
Wells Fargo Bank	Bend, Redmond, Prineville, Madras,
West Coast Bank	Bend branch

C. Options/Analysis

1. Approve custodians of funds and depositories of District Funds as recommended.
2. Approve other custodians of funds and depositories of District Funds.

D. Timing

Approval before July 1, 2007 is required.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve James E. Middleton, James R. Jones, and Matt McCoy as custodian of funds and the aforementioned financial institutions as depositories of District Funds.

F. Budget Impact

None

Exhibit: 8.c3
June 13, 2007
Approve: ____ Yes ____
No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona-Associate Chief Financial Officer

A. Action Under Consideration

Approve Clerk, Budget Officer, and Deputy Clerks for the College District.

B. Discussion/History

Each year it is necessary for the Board of Directors to designate the Clerk, the Budget Officer, and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to literally hundreds of contracts in the area of clinical affiliation and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

It is recommended that James E. Middleton be designated the Budget Officer and Clerk of the District, and James R. Jones and Matt McCoy, the Deputy Clerks for the period July 1, 2007 through June 30, 2008. Also, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreement and other routine contracts be delegated to Sharla Andresen, the College's Financial and Contracts Analyst.

D. Options/Analysis

2. Approve the Clerk, the Budget Officer and Deputy Clerks as recommended.
3. Approve other persons as the Clerk, Budget Officer and Deputy Clerk.

D. Timing

Clerk, Budget Officer and Deputy Clerks need to be designated by July 1, 2007.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and that James R. Jones and Matt McCoy be designated Deputy Clerks and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2007 through June 30, 2008.

F. Budget Impact - None

Exhibit: 8.d

June 13, 2007

Approve: ___ Yes ___ No

Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer-Accounting Director

A. Action Under Consideration

Approve transfer of budget and a like amount of appropriation authority within the appropriation units of the General Fund, Special Revenue Fund, Capital Projects Fund, Financial Aid Fund, and Auxiliary Fund

B. Discussion/History

Every year at this time, the College performs an appropriation review of its fiscal year appropriation units. Due to the difficulty in precise estimation of non-general fund appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect transaction activity. In no case are dollars being transferred, only the ability to spend. Therefore, it is requested that accounts on the attached budget change form have their appropriation authority increased.

E. Options/Analysis

4. Approve budget and appropriation transfer.
2. Do not approve budget and appropriation transfer.

D. Timing

This action needs attention at this time in order to preclude potential expenditures in excess of appropriation authority.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of budget and a like amount of appropriation authority as specified in the attached budget change forms.

F. Budget Impact

As identified in attached budget change form.
Exhibit: 8.e

June 13, 2007
Approved: Yes ___ No ___
Motion: ___

Central Oregon Community College

RESOLUTION

Prepared by: Dr. Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contracts for Donna Raymond, Vicky Ryan and Lawrence Hahn

B. Discussion/History

The full time tenure track contract for Donna Raymond was a replacement position and was filled through a national search.

The full time tenure track contract for Vicky Ryan was a replacement position and was filled through a national search.

The one year temporary contract for Lawrence Hahn is a replacement position and was filled through a national search.

C. Options/Analysis

Approve the contract for Donna Raymond, Vicky Ryan and Lawrence Hahn.

Decline approval of the contracts for Donna Raymond, Vicky Ryan and Lawrence Hahn.

D. Timing

For the 2007-08 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Donna Raymond, Vicky Ryan and Lawrence Hahn for 07-08.

F. Budget Impact

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

Donna Raymond

Assistant Professor I, Mathematics

Donna Raymond earned her Bachelor of Science Degree in Economics and Math with Honors from the University of Hartford. She also holds the equivalent of a Master of Science Degree in Statistics from the University of Cambridge. She received a Master of Arts in Statistics from the University of New Mexico in 1996. Donna has taught Mathematics at Sandia Preparatory School in Albuquerque and also taught as a teaching assistant while at the University of New Mexico. In addition, Donna has tutored math and statistics for over 10 years.

Vicky Ryan

Assistant Professor I/EMS Program Director

Vicky Ryan is a 2006 graduate of COCC with an AAS Degree in EMS-Paramedic. Vicky is currently working towards a Business Degree from City University in Tigard and is currently serving as the Fire Chief of Depoe Bay Fire Department since August 2006. Prior to this, Vicky was with the Gleneden Beach Fire and Rescue. Ms. Ryan worked at COCAAN in Redmond from 2002-2004

Lawrence Hahn

One -Year Temporary Instructor of Business

Lawrence Hahn received his MBA from Hawaii Pacific University and his Bachelor's degree in Architecture from Diponegoro University in Indonesia. He is currently working on his M.S. in Advanced Management from Claremont Graduate University. Mr. Hahn has taught as a part time Adjunct Professor at both Palomar College in San Marcos, CA and Miramar College in San Diego. He has been with Palomar College since 2002 and with Miramar College since 2006.

Exhibit: 8.f
June 13, 2007
Approval ____ Yes ____ No
Motion:

Central Oregon Community College
RESOLUTION

Prepared by: Gene R Zinkgraf-Director of Campus Services

A. Action Under Consideration

Authorization from the Board of Directors to award the installation of replacement boilers in Pence/Pinckney and Pioneer buildings to Oregon Mechanical, Inc. of Bend, Oregon.

B. Discussion/History

In September of 2004 the College hired Environmental & Engineering Services, Inc. (EESI) of Corvallis, Oregon, to perform an analysis of nine older boilers on campus to determine a replacement schedule. Newer high efficiency boilers on campus were not included in the analysis. The following boiler conditions were considered by EESI in their analysis:

- 1) Service life, age, and condition.
- 2) Energy efficiency. Energy efficiency also included appropriately sized boilers
to match peak load of the building served.
- 3) Operational and maintenance costs of boiler type in service and also new boilers
considered for replacement.
- 4) Life/Safety Code compliance of existing boilers.

Using recommendations put forth in the EESI analysis, the College has replaced boilers in Metolius, Mazama, Grandview, Chandler Research Lab and has completed code upgrade work on the Ponderosa and Ochoco boilers.

The Pioneer steam boiler was installed in 1976 and has exceeded its expected median service life of 28 years. The boiler is inefficient by current standards and the gas train does not meet current code requirements. The EESI report stated that it would be more prudent to replace the entire boiler than to invest expensive upgrades to bring the existing boiler to optimum operating efficiency and current

Code compliance. The boiler will be replaced with a highly efficient cast iron condensing boiler.

The Pence Hall hot water boiler was installed in 1962 and has exceeded its expected median service life of 37 years. The EESI report indicates that a new boiler would be significantly higher efficiency. The boiler will be replaced with a highly efficient cast iron condensing boiler.

The Pinckney Center hot water boiler was installed in 1983 and is at its medium life expectancy. The boiler may be slightly oversized. The EESI report indicates that a modern, appropriately sized boiler could provide significantly higher efficiency. The boiler will be replaced with a highly efficient cast iron condensing boiler.

There were two bids received for the boiler replacement project. Oregon Mechanical, Inc. submitted a bid of \$149,552.00 and CJ Hansen, Inc. submitted a bid of \$208,640.00.

EESI has worked with Oregon Mechanical, Inc. and is confident their bid is fair.

C. Options/Analysis

Accept the bid and award the contract to Oregon Mechanical, Inc. for \$149,552.00.

Not accept the bid from Oregon Mechanical, Inc. and re-bid the project.

D. Timing

Approval at this time will enable the contractor to begin work immediately and complete the project at the earliest possible time.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the bid of \$149,552.00 from Oregon Mechanical, Inc. for the installation of replacement boilers in Pence/Pinckney and Pioneer buildings.

F. Budget Impact

Funds for the boiler replacements and burner tune-ups are budgeted in the Building Repair Reserve within the Capital Projects Fund. Awarding of the contract will be contingent upon approval of the 2007-2008 COCC Budget.

Exhibit: 9.c

June 13, 2007

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Ron Paradis-Director of College Relations

“CONNECTING WITH OUR COMMUNITY” AWARD

“Connecting with Our Community,” COCC’s fall schedule of classes/community newsletter, was recently honored with a Silver Paragon Award by the National Council for Marketing and Public Relations. This award recognizes the publication as the second-best community college class schedule in the country.

This year, NCMPR received more than 2,000 Paragon entries, in 55 categories, from close to 300 colleges, making this year’s competition the largest pool of entries in NCMPR history. Awards for the class schedule and catalog are the most coveted as these publications are universal to community colleges. With 72 entries, the class schedule was one of this year’s most competitive categories.

In 2005, the COCC College Relations Office produced its first “Connecting with Our Community” publication, offering a new format of the traditional credit class schedule. Previously, it had consisted entirely of a detailed listing of courses and information needed by current and perspective students. The new hybrid publication includes an abbreviated class schedule and numerous articles about programs and services offered by COCC. The publication was also named a Gold Winner by the Admissions Marketing Report as the best class schedule of any college or university (with 3,000 to 5,000 FTE).

In addition, Ron Paradis, director of college relations, has been asked to present information on this new publication at state, regional and national conferences, as well as submit an article to NCMPR’s national trade journal.

While the concept for the cover of this year's "Connecting With Our Community" was produced by The Mandala Agency, a local advertising firm, Mary Wagner, COCC's publications coordinator, organized and designed the rest of the 40-page publication. The articles were written by Linda Williams, COCC staff writer, and Paradis.

Exhibit: 9.d

June 13, 2007

Approve: ____ Yes ____ No

Motion: ____

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS

INFORMATION ITEM

Prepared by: Sharla Andresen-Financial & Contract Analyst

A. Action Under Consideration

First reading, proposed revision of Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow unbonded personnel access to material amounts of funds.

B. Discussion/History

Board policy requires that any personnel who has access to material amounts of funds be bonded. Currently, the maximum amount of bond the college may purchase is \$100,000.

The College's insurance policy currently provides \$100,000 Public Employee Dishonesty Coverage for its employees which include faithful performance of duties. The college's insurance agent of record has indicated that this coverage is intended to eliminate the need for a separate bond and is approved by the State to satisfy state statues for treasurer bonding requirements. Also, since the College coverage is under a crime policy it is broader then a bond as it does not require a conviction to apply where as a bond would. By changing the provision in EL5 to allow for equivalent coverage, the college will not have to pay for coverage that is already provided in the insurance package it purchases.

C. Proposed Change

Board Policy, Executive Limitations, EL5: Asset Protection, 3. (The President will not) Allow personnel access to material amounts of funds without purchasing a fidelity bond or providing equivalent coverage.

D. Budget Impact

This would save the College approximately \$375 a year.

Exhibit: 9.e
June 13, 2007

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Gene R Zinkgraf – Director of Campus Services

A. Issue

2007-2008 Maintenance Projects (Schedule) Prioritization

B. Discussion/History

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

Attached you will find the proposed Maintenance Projects for 2007-2008. Projects on the list are taken from the College's Five-Year Maintenance Projects Plan. The Five-Year Plan contains projects noted in the campus wide Facilities Audit, completed in 1998, as well as input from staff.

It is recommended that the 1998 Facilities Audit be updated during the summer of 2008. Funding for the update will be requested in the 2008 – 2009 budget.

Projects on the Five-Year plan are initially prioritized by the Director of Campus Services and submitted to the Institutional Support Committee (ISC). The ISC discusses the projects and recommends a final prioritization to the College President.

\$400,000.00 is budgeted in the 2007-2008 Proposed Budget for Maintenance Projects. It is anticipated that this amount, coupled with savings in project costs and an anticipated carry over from the 2006-2007 Maintenance Projects budget will be sufficient to complete Priority 1 Maintenance Projects noted on the attached Maintenance Projects Schedule.

**Central Oregon Community College -
 Maintenance Projects 2007-2008
 *ISC - Institutional Support Committee**

Project	Estimated Cost	*ISC Priority (1=High,3=Low)
Landscape/Landscape Repair	10,000	1
Concrete Work - Campus Wide	10,000	1
Snow Removal	6,000	1
Security Measures (Upgrade Cardlock)	5,000	1
ADA projects	50,000	1
Classroom Remodels (max. seating)	15,000	1
Energy Upgrades	5,000	1
Interior Painting - Pioneer	20,000	1
Asphalt Repair/Replacement	25,000	1
Replace Boilers - Pence, Pinckney, Pioneer	155,000	1
100 Parking Spaces (Loop Road)	225,000	1
Metolius Restroom Remodel - ADA	45,000	1
Mansard Replacement - Pence	31,000	1
Carpet Replacement - Lower Metolius	5,000	1
Exterior Painting - Awbrey campus	20,000	1
Total Priority 1 Projects	627,000	
Boyle Center Mall - New Counter and Redesign	40,000	2
Facilities Audit	25,000	2
Fire Hazard Reduction - As Needed	5,000	2
Tripping Hazards		
Stairs, Sidewalks	5,000	2
Mazama Field Repair	5,000	2
Install Hand Rail		
Inhibitors Campus Wide	5,000	2
Repair/Replace Metal	5,000	2

handrails		
Pence/Pinckney Remodel Phase II A	150,000	2
Replace Ceiling Tiles/Suspended		
Ceiling in Pioneer	25,000	2
Building Insulation Pence/Pinckney	36,000	2
Remodel Phase II B	150,000	2
Total Priority 2 Projects	451,000	
Replace Floor Tiles/Base - Jeff/Des	25,000	3
Pave & Light Juniper Lot	15,000	3
Mazama Bleacher Replacement	35,000	3
Elevator Mazama	200,000	3
College Way Kiosk	35,000	3
Redmond Pocket Park	10,000	3
Remodel Projects Campus Wide	50,000	3
Replace Bark with Stone Campus Wide	15,000	3
Add Electrical Outlets Campus Wide	20,000	3
Replace Window Coverings Campus Wide	6,000	3
Replace Ext. Windows Campus Wide	36,000	3
Redmond Campus Misc. Projects	5,000	3
Renovate Modoc Fan Coil Units	100,000	3
Total Priority 3 Projects	552,000	
Total Priority 1,2,3 Projects	1,630,000	

Exhibit: 11.a
June 13, 2007
Approval ____Yes ____No
Motion: ____

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

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

A. Action under Consideration

Set 2007-08 COCC tuition rates for credit courses at \$63/credit hour for In-district tuition; \$86/credit hour for Out-of-district tuition, and \$176/credit hour for Out-of state/International tuition. This represents no increase over the 2006-07 tuition rates.

B. Discussion/History

The COCC Board has the responsibility for establishing tuition charges under state statute and COCC policy. In recommending tuition rates, the College considers its financial forecast and the upcoming year's budget, statewide tuition averages, and tuition trends. COCC maintains three tuition categories; In-district, Out-of-district/Border State (includes residents of border states of Washington, California, Idaho, and Nevada), and Out-of-state/International. The three tuition categories recognize the differential contribution of local and state taxes contributed by in-district and state of Oregon residents.

In 2006-07, in-district tuition rates at Oregon community colleges ranged from \$57 to \$73 per credit, with the average being \$63 per credit.

COCC's projected financial status has improved over recent years. The projected combination of state support and local property tax revenue exceeds the projections included in the May 2007 budget recommended by the Budget Committee. For this reason, it is recommended that the 2007-08 tuition rates remain the same as in 2006-07: In-district, \$63/credit hour; Out-of-district/border state, \$86/credit hour; Out-of state/international tuition, \$176/credit hour. COCC is the only Oregon community college with out-of-district tuition as a separate tuition category.

Several other factors in combination with the proposed tuition freeze will help make a COCC education more financially accessible in 2007/08 and beyond. The legislature is highly likely to approve the Shared Responsibility Model which will increase the Oregon Opportunity Grant by approximately 80%, raise the maximum family income under which grants are awarded and increase the dollar amount of the maximum grant award. Additionally, beginning last year, Oregon Opportunity Grants are now available to part-time students on a prorated basis. Strong support from donors has allowed COCC Foundation awards to increase significantly both in number and total dollars awarded. Finally, under the Foundation program, the Achieve Your Dream Scholarship has expanded awards to students with mid-level financial need.

C. Options/Analysis

Approve the 2007-08 tuition rates as proposed

Not approve 2007-08 tuition rates as proposed
Recommend other actions or amounts.

D. **Timing**

Approval is requested at this time.

E. **Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College approves no increase to the 2007-2008 credit tuition schedule, recommending continuation of the 2006-07 rates as follows: In-district tuition \$63/credit hour, Out-of-district tuition \$86/credit hour, and Out-of state/international tuition \$177/credit hour. (Effective summer quarter 2007).

F. **Budget Impact**

The College will have sufficient resources in 2006-07 to balance its approved budget.

Exhibit: 11.b

June 13, 2007

Approved: ___ yes ___ no

Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

**ACTION ITEM
CANVASS OF VOTES**

Prepared by: Ron Paradis-Director of College Relations

A. *Action Under Consideration*

Approve the abstract of votes for the May 15, 2007 election for Zones 5, 6 and 7 – COCC Board of Directors (see reverse side).

B. Detail

Zones 5, 6 and 7 on the COCC Board of Directors were due for election this year. Please note that Zones 5 and 6 are both part of the larger Bend area, which includes three positions in one geographic area, and, therefore, have three times the number of registered voters.

C. Options

Approve the canvass of votes.
Do not approve the canvass of votes.

D. Timing

Action must be taken at this meeting.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve the May 15, 2007 election canvass of votes.

- F. **Budget Impact** None.
- G.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS

MAY 15, 2007 ELECTION RESULTS

Zone 5

Connie Lee	8,330
Write ins	113

Zone 6

Charley Miller	7,227
Richard Gallio	2,400
Write ins	47

Zone 7

John Overbay	3,517
Write ins	39