



TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ford
	Executive Session: ORS 192.660 (1)(d), Labor Negotiations ORS 192.660 (1)(i) Performance Evaluation of CEO ORS 192.660 (1)(h) Potential Litigation			
6:15 pm	II. Introduction of Guests			
6:20 pm	III. Agenda Changes			
6:21 pm	VI. Public Hearing and Testimony			
	A. COCC Crook County Open Campus – Update			Middleton <sup>B</sup>
6:30pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular – July 13, 2011	5.a1	X	Smith
	2. Special Conference Call	5.a2	X	
	3. Special Conference Call	5.a3	X	
	B. Personnel			
	1. New Hire Report (July/August 2011)	5.b1	X	Buckles <sup>A</sup>
	C. Approval to Hire			
	1. Baldessari, Erickson, Kerr, Kirkendol, Lawrence, Ruetters, Simenson, Simone Swartwout	5.c	X	Hilgersom <sup>A</sup>
	D. ABS (Adult Basic Skills) Labor Agreement	5.d	X	Buckles <sup>A</sup>
	E.			
6:35 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	6.b		McCoy <sup>A</sup>
	C. Regional Higher Ed. Participation	6.c		Middleton <sup>A</sup>
	D. Criminal Background Check	6.d		Kimball/Buckles <sup>A</sup>
	E. SB 909 Work/Learn Committee Update	6.e		Middleton/Garrett <sup>B</sup>
7:05 pm	IX. Old Business			
	A.			
7:10 pm	X. New Business			
	A. Presidential Contract	8.a*	X	Ford
7:20 pm	XI. Board of Directors' Operations			
	A. Board Member Activities			
	B.			
7:35 pm	XII. President's Report			



Exhibit: 5.b1  
September 14, 2011  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – July 2011**

<b>Name</b>	<b>Date Hired</b>	<b>Job Title</b>
<b>Classified Full-Time</b>		
Seeley, JoAnn	7/7/2011	Copy Center/Mail Assistant
Williams, Laurel	7/5/2011	Financial Aid Specialist
<b>Part-Time Faculty</b>		
Lyons, Gregory	7/25/2011	Part-Time Faculty
<b>Temporary Hourly</b>		
Layton, Amanda	7/1/2011	Exercise Phys Lab Assistant

Exhibit: 5.b1.a  
September 14, 2011  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

**Central Oregon Community College**  
**Board of Directors**  
**NEW HIRE REPORT – August 2011**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Jones, Ellen	8/22/2011	Admin Assist 1 - CIS Dept
McCormick, Carrie	8/29/2011	Enrollment Spec, Madras
Olmeda-Chavez, Juan	8/29/2011	Microcomputer Specialist
Pursley, John	8/8/2011	Safety & Security-Maint/RDM
<b>Classified Part-Time</b>		
Collins, Brian	8/8/2011	Safety & Security Officer
Heyneker, Monica	8/24/2011	Administrative Assist 1
Lewis, Robert "Scott"	8/24/2011	Purchasing Spec, Culinary
<b>Part-Time Faculty</b>		
Miller, Frank	8/1/2011	
<b>Temporary Hourly</b>		
Egertson, Colleen	8/19/2011	Info Office Assistant

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by Karin Hilgersom-Vice President for Instruction

**A. Action Under Consideration**

Approve the contract for Karl Baldessari, Thor Erickson, Mara Kerr, Aimee Kirkendol, Chuck Lawrence, Ken Ruettgers, Dennis Simenson, Paula Simone and Ken Swartwout.

**B. Discussion/History**

The one-year temporary instructor of Aviation contract for Karl Baldessari is a new position.

The one-year temporary instructor of Cascade Culinary Institute contract for Thor Erickson is a new position.

The Assistant Professor I of Nursing contract for Mara Kerr is a new position.

The Assistant Professor I of Nursing contract for Aimee Kirkendol is a replacement position.

The one-year temporary instructor of MATC contract for Chuck Lawrence is a new position.

The one-year temporary instructor of Sociology contract for Ken Ruettgers is a new position.

The one-year temporary instructor of MATC contract for Dennis Simenson is a new position.

The one-year temporary instructor of Fire Science contract for Paula Simone is a new position.

The one-year temporary instructor of Computer Information Systems contract for Ken Swartwout is a replacement position.

**C. Options/Analysis**

Approve the contract for Karl Baldessari, Thor Erickson, Mara Kerr, Aimee Kirkendol, Chuck Lawrence, Ken Ruettgers, Dennis Simenson, Paula Simone and Ken Swartwout

Decline approval of the contract for Karl Baldessari, Thor Erickson, Mara Kerr, Aimee Kirkendol, Chuck Lawrence, Ken Ruettgers, Dennis Simenson, Paula Simone and Ken Swartwout

**D. Timing**

For the 2011-12 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts Karl Baldessari, Thor Erickson, Mara Kerr, Aimee Kirkendol, Chuck Lawrence, Ken Ruetters, Dennis Simenson, Paula Simone and Ken Swartwout for the 2011-12 academic year.

**F. Budget Impact**

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

**G. Miscellaneous**

**Karl Baldessari**

**One-Year Temporary Instructor – Aviation**

Karl Baldessari, has a B.S. in Government (1982) and Post-graduate studies in International Affairs (1998). Attended Naval War College and U.S. Coast Guard Academy. Karl has been a Part Time faculty member in the Aviation program since Summer 2010.

**Thor Erickson**

**One-Year Temporary Instructor – Culinary**

Thor Erickson has earned an Associate's Degree in Hospitality Management, through Columbia Community College. Chef Erickson established his reputation in fine dining at Chez Panisse (Berkeley, CA), and Jeremiah Tower's Stars (San Francisco, CA). He will serve as the Chef Instructor for *Elevation*, which is the "real life" capstone course for both the Culinary Arts and Baking & Pastry Arts programs of the Cascade Culinary Institute. The restaurant provides a collaborative learning environment where guest feedback is integrated into the students' competency-based learning experience. Students also learn the importance of utilizing seasonal and locally grown foods from regional farmers and producers. A specialist in cheese making, butchery, and meat curing, Chef Erickson is a member of [Slowfood USA](#), a volunteer for the [Edible Schoolyard](#), [Chez Panisse Foundation](#) and [NeighborImpact](#). He has taught at COCC as a Part-time instructor since 2009.

**Mara Kerr**

**Assistant I – Nursing**

Mara has a Masters in Nursing from the University of Portland. She is currently working on her doctorate in education and leadership through Grand Canyon University.

**Aimee Kirkendol**

**Assistant I – Nursing**

Aimee Kirkendol expects to complete a Doctor of Nursing Practice in August 2011 from the University of Alabama. She has earned a Master's in Family Nurse Practitioner from Alabama and a Bachelor's in Nursing from University of Tennessee.

**Chuck Lawrence**  
**One-Year Temporary Instructor – MATC**

Chuck is a native Oregonian, hailing originally from Fossil, Oregon. He is a Navy Veteran. Chuck has over 30 years of industrial experience working as a Millwright, CNC Machinist, and Welder for a number of companies. He is a graduate of the MATC with an AAS in Manufacturing Technology. Chuck has work for the College for 6 years, most recently as a Facilitator for the MATC.

**Ken Ruettgers**  
**One-Year Temporary Instructor – Sociology**

Ken Ruettgers has earned a PhD in Sociology from Oxford Graduate School in 2007 as well as an MBA from California State University at Bakersfield in 1994 and a B.S. in Business from the University of Southern California in 1985. As a former professional NFL athlete, Ken continues to teach, consult, and advise active and retired professional athletes in the transitional areas of career and finance. Ken has been with COCC as a Part-Time instructor and an Adjunct Instructor since March 2009.

**Dennis Simenson**  
**One-Year Temporary Instructor – MATC**

Dennis Simenson received his AAS in Manufacturing Technology from COCC in 1991 and has been teaching and administering at COCC since 1996.

**Paula Simone**  
**One-Year Temporary Instructor – Structural Fire Science**

Paula Simone has earned an Associate's from Central Oregon Community College in 1998 and a B.S. in General Science from University of Oregon in 2000. Paula has served as Wildland Fire Science coordinator at COCC since July of 2004 and served as Structural Fire Science coordinator from Fall 2006- Spring 2011. Paula has also taught as a part-time instructor for COCC since 1999.

**Ken Swartwout**  
**One-Year Temporary Instructor – Computer Information Systems**

Ken has earned a Bachelor's of Science degree in Computer Science from University of Oregon and later a Master's in Education also from University of Oregon. He has spent the last 3 years teaching Mathematics for Redmond High School and Introductory Programming course for the Redmond Proficiency Academy.

Exhibit: 5.d  
September 14, 2011  
Approval \_\_\_ Yes \_\_\_ No  
Motion \_\_\_\_\_

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

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Based on a tentative agreement reached with the Adult Basic Skills (ABS) bargaining unit on a successor agreement, the College is recommending approval of the **COCC/Adult Basic Skills Labor Agreement from 2011 through 2014** with a limited economic reopener in the 3<sup>rd</sup> year.

**B. Discussion/History**

The COCC/ABS Labor Agreement expired on June 30, 2011. Representatives of the College and ABS unit have been meeting since June of 2011 to negotiate terms of a successor agreement. A tentative agreement on all outstanding issues was reached on September 1, 2011. The bargaining team for the ABS unit is recommending ratification to the membership.

**C. Options/Analysis**

Approve the ABS Labor Agreement as negotiated and recommended.

Decline approval of the ABS Labor Agreement as negotiated and recommended.

**D. Timing**

The contract language on all non-economic issues will be in effect on July 1, 2011 through June 30, 2014 with a limited economic re-opener in the 3<sup>rd</sup> year of the agreement. To coincide with the ratification of the agreement by the ABS unit, the College seeks Board approval to implement the terms of the new agreement.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the COCC/ABS Labor Agreement for 2011-14 with the following terms:

A salary increase and schedule increase of 3% for each of the first two years of the labor agreement.

Maintenance of the current 90/10 split of the employer/employee contribution to the cost of health insurance.

Increased funding for professional development.

Clarification of the assignment of new classes and filling of vacancies.

Clarification of the reduction in force and recall language.

A three-year agreement on all non-economic contract language with a limited reopener in the 3<sup>rd</sup> year on salaries and the insurance contribution.

**F. Budget Impact**

The economic settlement is within the budget approved by the Board.



Central Oregon Community College  
Monthly Budget Status  
Highlights of July 2011 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

**Cash and Investments**

The Colleges' operating cash balances currently total \$26 million. The July average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$19.6 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. An investment matured in July and the funds were deposited in the Local Government Investment Pool Bond Fund account. The bond proceeds held in cash and investments total \$32.3 million as of the end of July.

**General Fund Revenues**

Tuition and fee revenues represent fall term enrollment as of the end of July, a \$500,000 dollar increase over the prior year. All transfers have been posted for the year including \$250,000 from the PERS reserve account.

**General Fund Expenses**

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

**Budget Compliance**

All appropriation categories are within budget.

Central Oregon Community College

Exhibit: 6.a  
14-Sep-11

Cash and Investments Report  
As of July 31, 2011

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$25,168,433.17
Pool account 5482	\$1,079.58
Pool account 3624	\$382,589.09
Pool account 3816	\$12,233,852.25
Pool account 3707	\$135,137.10
Pool account 3844	\$98,779.80
Pool account 3848	\$207,637.43
Pool account 3847	\$71,526.16

July Average Yield .50%

Cash in USNB \$993,955.17

Cash in USNB - Bond Funds \$0.00

Cash on hand \$3,900.00

Total Cash \$39,296,889.75

Investments

Fannie Mae:

Yield .5062%, due 8-15-11 \$3,107,910.00

Federal Farm Credit Bank:

Yield .5381%, due 9-30-11 \$4,000,600.00

Yield .5587%, due 10-28-11 \$4,000,600.00

Federal Home Loan Bank:

Yield .6397%, due 11-21-11 \$3,505,460.00

Yield .6752%, due 12-1-11 \$5,009,000.00

Total Investments \$19,623,570.00

Total Cash and Investments \$58,920,459.75

**Central Oregon Community College**  
**Monthly Budget Status**  
**July 2011**

Exhibit: 6.a  
14-Sep-11

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 10,924,000		\$ (10,924,000)	0.00%	0.00%
Prior Taxes	939,000	110,087	(828,913)	11.72%	20.32%
Tuition and fees	18,323,000	5,424,580	(12,898,420)	29.61%	30.43%
State Aid	5,610,000		(5,610,000)	0.00%	0.00%
Interest & Misc. Income	8,000	693	(7,307)	8.66%	1.20%
Transfer-In	856,000	856,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 36,660,000</b>	<b>\$ 6,391,360</b>	<b>\$ (30,268,640)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 16,657,868	\$ 281,978	\$ 16,375,890	1.69%	1.55%
Academic Support	2,951,104	172,987	2,778,117	5.86%	5.77%
Student Services	4,023,863	229,862	3,794,001	5.71%	5.69%
College Support	4,655,263	360,716	4,294,547	7.75%	8.64%
Plant Operations and Maintenance	3,461,348	260,360	3,200,988	7.52%	8.39%
Information Technology	2,747,718	329,600	2,418,118	12.00%	10.43%
Financial Aid	11,954		11,954	0.00%	0.00%
Contingency	800,000		800,000	0.00%	0.00%
Transfers Out	3,123,399	2,848,399	275,000	91.20%	100.00%
<b>Total Expenses</b>	<b>\$ 38,432,517</b>	<b>\$ 4,483,902</b>	<b>\$ 33,948,615</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,772,517)</b>	<b>\$ 1,907,458</b>	<b>\$ 3,679,975</b>		

**Central Oregon Community College**  
**Monthly Budget Status**  
**July 2011**

Exhibit: 6.a  
14-Sep-11

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,122,691	\$ 315,887	\$ (3,806,804)	7.66%	7.69%
Expenses	4,105,065	84,414	4,020,651	2.06%	2.02%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 17,626</b>	<b>\$ 231,473</b>	<b>\$ 213,847</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 6,229,822	\$ 109,171	\$ (6,120,651)	1.75%	1.65%
Expenses	6,208,404	64,416	6,143,988	1.04%	2.84%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 21,418</b>	<b>\$ 44,755</b>	<b>\$ 23,337</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 8,994,912	\$ 1,971,938	\$ (7,022,974)	21.92%	20.11%
Expenses	37,427,052	99,949	37,327,103	0.27%	9.46%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (28,432,140)</b>	<b>\$ 1,871,989</b>	<b>\$ 30,304,129</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,380,813	\$ 27,249	\$ (6,353,564)	0.43%	0.57%
Expenses	6,107,081	368,427	5,738,654	6.03%	1.87%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 273,732</b>	<b>\$ (341,178)</b>	<b>\$ (614,910)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,599,734	\$ 4,131,295	\$ (4,468,439)	48.04%	51.94%
Expenses	7,721,974	1,370,744	6,351,230	17.75%	15.65%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 877,760</b>	<b>\$ 2,760,551</b>	<b>\$ 1,882,791</b>		
<b>Reserve Fund</b>					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	259,191	177,809	59.31%	6.11%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (422,445)</b>	<b>\$ (259,191)</b>	<b>\$ 163,254</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,597,967	\$ 1,875,660	\$ (17,722,307)	9.57%	10.27%
Expenses	19,632,429	1,945,007	17,687,422	9.91%	9.49%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (34,462)</b>	<b>\$ (69,347)</b>	<b>\$ (34,885)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 435,425	\$ 3,759	\$ (431,666)	0.86%	2.51%
Expenses	396,801	9,547	387,254	2.41%	6.35%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 38,624</b>	<b>\$ (5,788)</b>	<b>\$ (44,412)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,900	\$ 152	\$ (1,748)	8.02%	2.92%
Expenses	7,500		7,500	0.00%	0.00%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,600)</b>	<b>\$ 152</b>	<b>\$ 5,752</b>		

# 1. Culinary Building – August Status Report

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## Scope

COCC will construct a new teaching facility for its culinary instructional program – the Cascade Culinary Institute (CCI). The building will house culinary instructional facilities and a dining lab/restaurant which will be open to the public. The building will be 15,205 sq. ft. in size and will support significant expansion professional training as well as “amateur” courses for community members. The facility will house three kitchens, two multipurpose and one baking kitchen. The curriculum will include a basic core curriculum with cooking or baking options and specialized programs in Sports and Health Nutrition or Sustainable Food Management.

## Budget Status

Project within budget.

## Change Order Activity

Change orders, totaling \$442,711.00, have been approved to date. \$93,030.00 of which is for the Campus Village Infrastructure Project and \$349,681.00 for the Culinary Building. The College has approved four Additional Services Requests from YGH Architects totaling \$132,520.00; a majority of which is related to the Campus Village Infrastructure Project and reimbursable over the duration of the project. The remainder of the amount is for the Culinary Building.

## Schedule Status

The project received a Temporary Certificate of Occupancy (TCO) on August 31, 2011. The TCO only allows COCC Staff to occupy the Building. The TCO is in effect until certain conditions are met. Those conditions are 1) Complete landscaping, 2) Erect a screen to hide mechanical equipment at the west end of the building, 3) Install handrails in Demonstration Theatre and 4) remove and replace out of compliance accessible pathway to the north of the building. It is expected that students and the public will have access to the Building on Monday, September 12, 2011. We expect to receive final Certificate of Occupancy (COO) in late September 2011. The College will not be required to have COO to begin using the building for instruction at the start of classes on September 19<sup>th</sup>.

## COCC Stake Holder Group

Jim Middleton - COCC President  
Diana Glenn – Instructional Dean  
Julian Darwin – Culinary Faculty  
Jeff Floyd – Construction IT Specialist  
Julie Mosier – Purchasing Coordinator

Gene Zinkgraf – COCC Project Manager

## Contractor

HSW Builders  
730 SW Bonnett Way, Suite 3000  
Bend, Oregon 97702

Bret Matteis	-	General Manager
Ron Edgerton	-	Vice President
Rob Kelleher	-	Project Manager
Rob Ring	-	Superintendent

# Culinary Building – August Status Report

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## Design Team

Yost Grube Hall Architecture  
Pinnacle Architecture  
Kpff Consulting Engineers  
WHPacific Engineering

Sparling Engineering  
Mark Day and Associates  
Food Facilities Concepts, Inc.  
Mazzetti Nash Lipsey Burch Engineering

## Special Inspectors

### Special testing

FEI Testing & Inspections Inc.  
Bend, Oregon

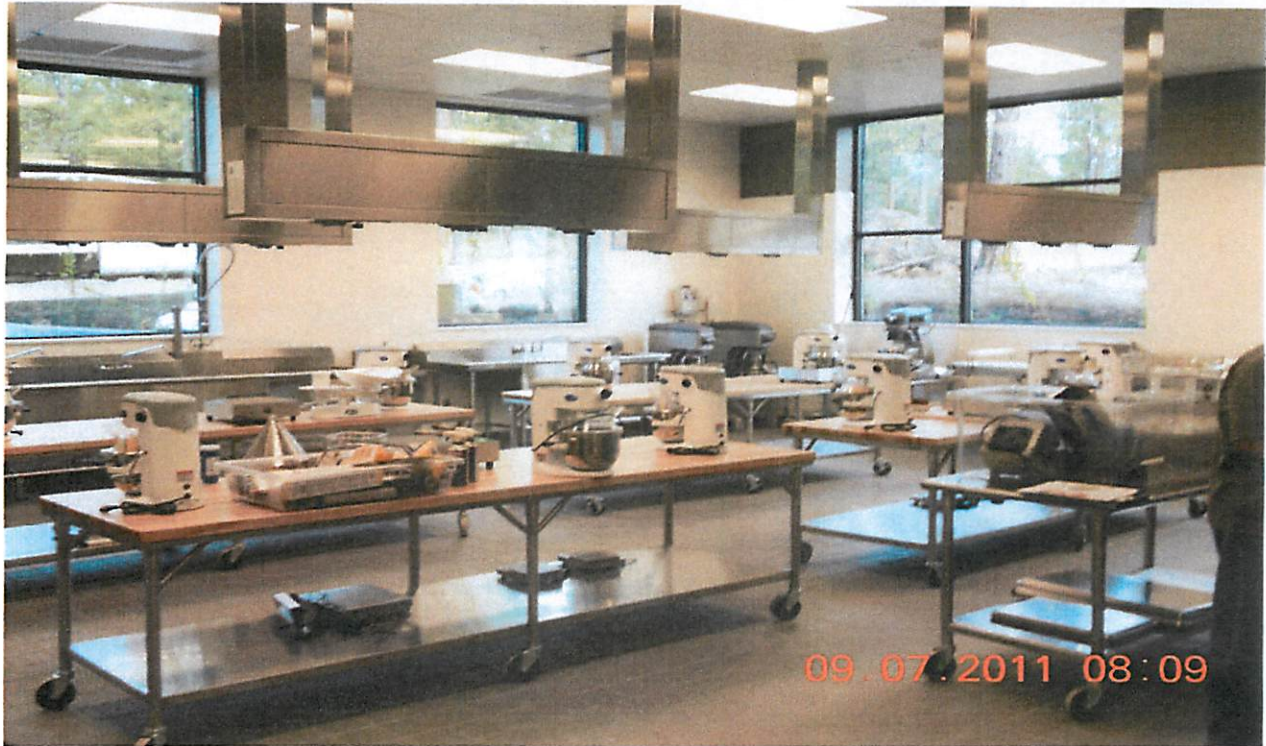
### Commissioning

Heery International  
Portland, Oregon

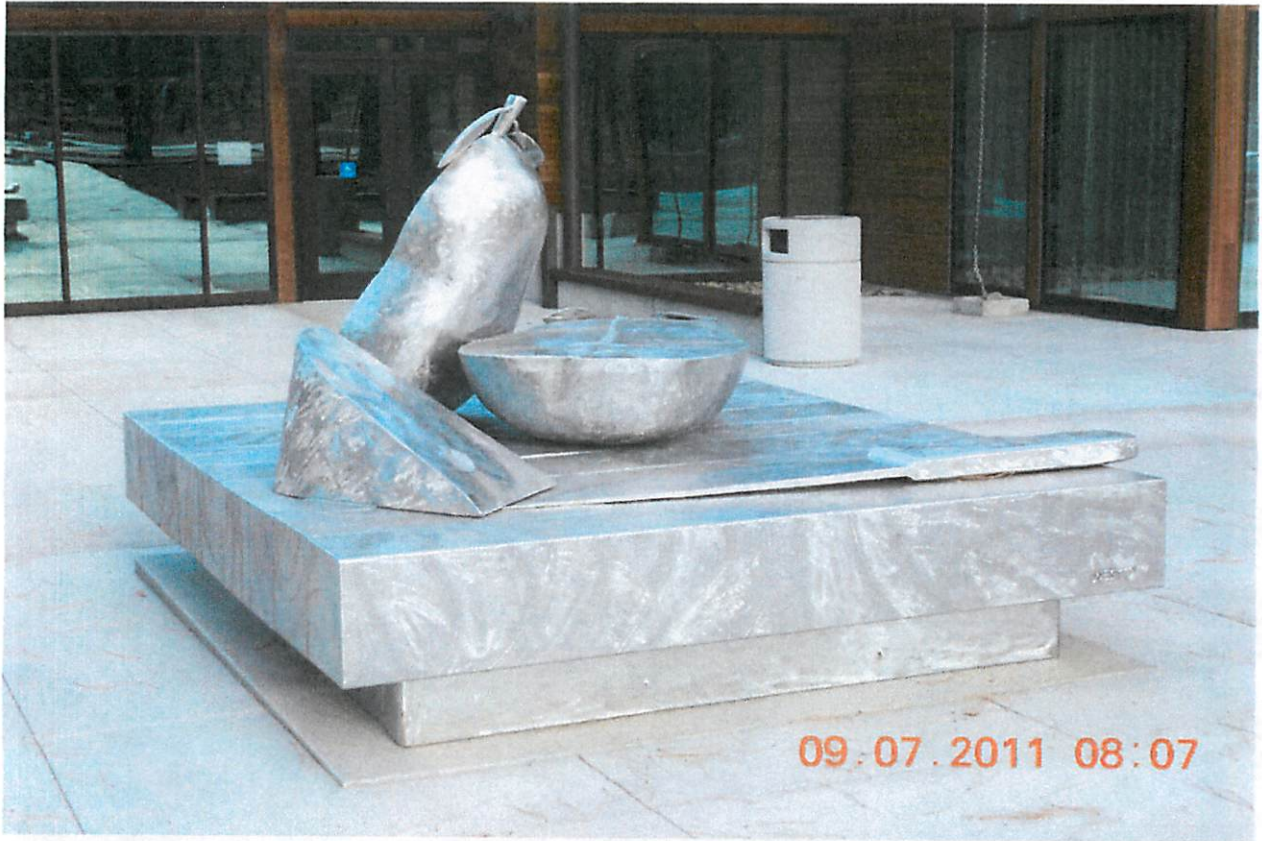


# Culinary Building – August Status Report

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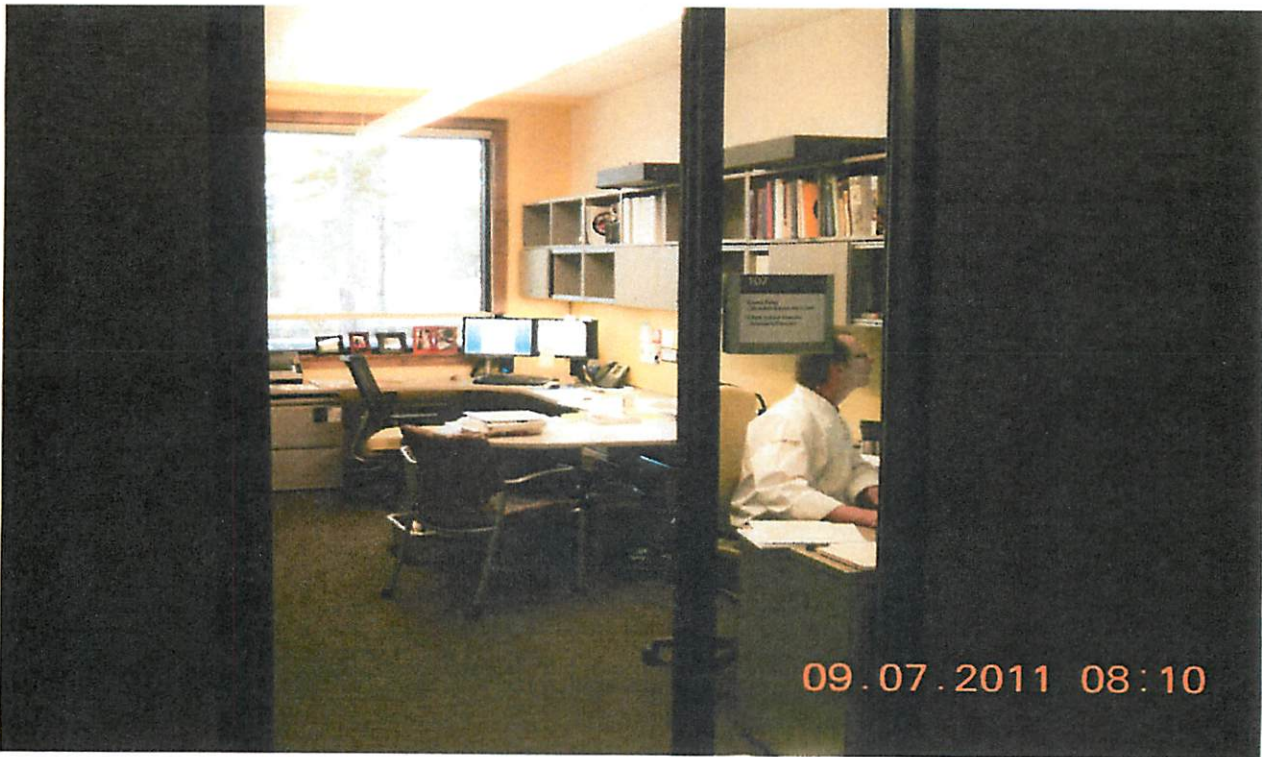
# Culinary Building – August Status Report





# Culinary Building – August Status Report

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# Culinary Building – August Status Report

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# Culinary Building – August Status Report

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Culinary Building August Update

# Health Careers Building – August 2011 Update

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## **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 \$16.7 million. Current projected project costs fall within this budget.

## **Change Order Activity**

New change order activity this month was minimal with 2 exceeding \$6,000:

- 1) Adding Boulders to a steep slope for stabilization. \$6,400.
- 2) Added work required by the City during the College Way Crossing work. \$9,137.

A total of \$46,913 in changes was approved this month most of these were previously known issues that were in negotiation or being priced.

## **Schedule Status**

The project is on schedule to complete April 30, 2012.

## **Recent Activity**

Work on the exterior of the building continued in earnest this month. Sheathing was completed, and the weather barrier was installed on 50% of the building. The exterior systems mock-up was put in place and approved.

Interior rough-in continued. Framing was approximately 95% complete at the end of the month. Some drywall had been hung at interference walls. Wholesale electrical rough-in started this month with the installation of the weather barrier and completion of the roof.

## **Activity Next Month**

Masonry and window systems will be the main focus for the exterior of the building next month. Sitework and hard-scape will complete as far as can be done and still work around the exterior of the building. The work at the lower entrance of Pioneer and the walks connecting Pioneer to the HCB will be completed as well.

Interior rough-in will continue with the goal of closing in the walls mid month.

# Health Careers Building – August 2011 Update

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## Project Participants

### COCC Stakeholder Group

Michael Holtzclaw	-	Instructional Dean
Deb Davies	-	Faculty, Dental Assisting
Jane Morrow	-	Faculty, Nursing
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	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
Gordon Crews	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

# Health Careers Building – August 2011 Update

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North Side Sheathing



Interior Framing and MEP's Progressing

# Health Careers Building – August 2011 Update

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Roofing Underway



Building Wrap and Sitework

# Madras Campus Building – August 2011 Update

## **Scope**

The building consists of approximately 10,100 square feet of classroom, administrative, office, 2 dedicated classrooms, 1 classroom/computer lab, 1 Community/Classroom with 100 person capacity, and a 1,000sf mechanical/electrical/storage basement. Parking facilities for approximately 100 cars and all site improvements needed to support the building are also included.

## **Budget Status**

All major items have been encumbered or purchased for the project. A small amount of contingency remains, an added ceiling feature in the lobby may consume the balance. The project is within the budget being carried by Fiscal Services.

## **Change Order Activity**

Requests for change orders this month totaled \$6,208. These consisted of minor changes related to final finishes and Inspection requirements.

## **Schedule Status**

The project achieved Substantial Completion on August 26<sup>th</sup> as required by the Contract.

## **Recent Activity**

Finishes and site-work progressed this month and the building received its certificate of occupancy on August 25<sup>th</sup>. The building is now complete and FF&E is being installed.

## **Activity Next Month**

FF&E will be installed in the first two weeks of the month and classes will begin on September 19<sup>th</sup>. Ribbon Cutting is scheduled for September 17<sup>th</sup> at 11am.



# Madras Campus Building – August 2011 Update

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## Project Participants

### COCC Stakeholder Group

Carol Moorehead	-	Dean of Continuing Education
Shirley Metcalf	-	Dean of Continuing Education
Courtney Snead	-	Madras Campus Coordinator
Matt McCoy	-	VP of Administration
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Scott Steele	-	Steele Associates Architects
Jeff Wellman	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects
Ron Hand	-	WH Pacific (Civil)
Fred Kroon	-	WH Pacific (Civil)
Douglas Schwarz	-	Froelich Consulting Engineers (S)
Rob Matteson	-	Interface Engineering (MEP)

### Construction Team

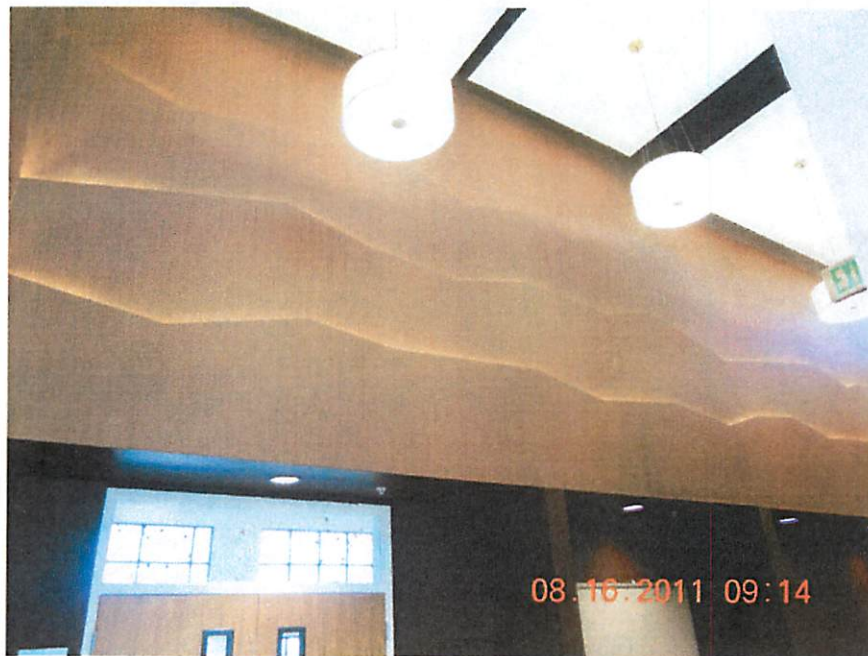
Mike Taylor (General Manager)	-	KNCC
Chris Pahl (Project Manager)	-	KNCC
Alec Hansen (Project Super.)	-	KNCC

# Madras Campus Building – August 2011 Update

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SW Side



Lobby

# Madras Campus Building – August 2011 Update

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Main Entrance



Looking South from up the Hill

# Ponderosa Automotive Storage Addition Project

## August 2011 Status Report

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### **Scope**

Provide automotive equipment and parts storage space.

### **Budget Status**

Project bid within budget. Plan review changes require savings to be moved into contingency for separation change order.

### **Change Order Activity**

A request for pricing has been issued to the contractor for a rated double door and masonry infill in lieu of the existing roll up door to the existing small parts storage room.

### **Schedule Status**

Project bid on schedule. Americorp has completed demolition and will begin foundation work on September 12.

### **Activity in August**

Bids received and the apparent low was Americorp at \$42,270.

Contract was awarded to Americorp and Notice to Proceed was provided on August 31, 2011.

Building permit review required revision to documents to indicate a rating separation in lieu of the existing roll up door.

### **Activity planned for September**

Pay for and receive building permit.

Pre-construction meeting with contractor and architect.

Complete demolition.

Install footings and block walls.

Backfill for slab on grade and pour slab.

Backfill against foundation and repair exterior asphalt and pour exterior concrete.

Set roof joists.

# Ponderosa Automotive Storage Addition Project August 2011 Status Report

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Masonry/concrete structure and fence removed. Foundation excavated.

# Ponderosa Automotive Storage Addition Project

## August 2011 Status Report

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### Project Participants

#### COCC Automotive Department

Ken Mays, Program  
541-383-7753  
Email [kmays@cocc.edu](mailto:kmays@cocc.edu)

#### COCC Project Manager

Rick Hayes  
541-330-4391  
Email [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

#### Design Consultant

Schertzinger and Party Architects LLC  
Bill Schertzinger  
657 Glacier Avenue, Suite 306  
Redmond, OR 97756  
Bill Schertzinger  
541-548-8884  
[BSchertzinger@asterdes.com](mailto:BSchertzinger@asterdes.com)

#### General Contractor

Americorp Construction LLC  
PO Box 1236  
Bandon, OR 97411  
Ron Young  
c. 541-404-6560  
[americorpconstruction@yahoo.com](mailto:americorpconstruction@yahoo.com)

#### Testing Agency

Carlson Testing, Inc.  
710a NE First Street  
Bend, OR 97701  
o. 541-330-9155  
f. 541-330-9163  
Ted Kornowski  
[tkornowski@bendbroadband.com](mailto:tkornowski@bendbroadband.com)

# Science Building – August Status Report

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## 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 following page for detail.

## Change Order Activity

CR #24 to add stairways and lighting to Pioneer scope of work ready for approval in the amount of \$7,703.18.

CR #33 to fully weld and grind ready for paint all exposed channel steel ready for approval for \$1,745.39.

CR #34 to relocate generator rough-in and prep to electrical plaza ready for approval in the amount of \$1,411.39.

CR #36 to extend snow melt zone 6 to curb line at Loop road ready for approval for \$950.44.

## Schedule Status

On schedule.

## Activity in August

Completed steel metal decking installation. Completed elevated slab rough-in and concrete pours. Completed first floor under slab rough in at slab on grade and place concrete floors that will receive floor coverings except at exposed concrete polished floors at the West common area. Completed concrete pony walls at mechanical penthouse and metal stud framing at Penthouse. Acoustic and vibration isolation system installed and covered with concrete pour at Penthouse. Began metal stud exterior framing at exterior of building to get parapets installed to facilitate roof installation. Began interior above ceiling rough-in activities for plumbing, mechanical, and fire protection work. Completed waterproofing and backfill at perimeter of building except at SE corner electrical plaza. Completed utility laterals from mains to the building. Completed ramp work, stairways, and sidewalk work adjacent to Pioneer. Final grading and railing installation at Pioneer yet to be completed.

## Activity planned for September

Complete radiant floor tubing and exposed polished concrete floor installation at first floor west side of building. Complete exterior metal stud wall framing and begin exterior sheathing. Complete all TPO roofing on the project. Begin metal siding at open-air mechanical penthouse area. Begin interior metal stud framing. Continue above ceiling rough-in activities. Begin setting mechanical units in Penthouse area. Begin in-wall rough-ins at Lab core areas. Begin installation of elevator chase. Begin hollow metal frames installation. Complete sewer line work. Complete telecom utility installation work. Complete exterior site grading. Begin exterior sidewalks and concrete work. Complete cleanup and grading at Pioneer ramp work. Install handrails at Pioneer ramps and finish stone cap work. Connect new lighting to existing lighting circuit in Ochoco.

# Science Building – August Status Report

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## Photos





# Science Building – August Status Report

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# Science Building – August Status Report



# Science Building – August Status Report



# Science Building – August Status Report

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## 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

Louis Starr - Heery International

### Special Inspection and Testing

Todd Smith - FEI Testing

**COCC Project Manager** - Rick Hayes 541-330-4391 email [rhaves@cocc.edu](mailto:rhaves@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](mailto:miket@knccbend.com)  
Dave Watson, Project Manager, [davew@knccbend.com](mailto:davew@knccbend.com)  
Mark Miller, Project Superintendent, [markm@knccbend.com](mailto:markm@knccbend.com)  
Greg Ponder, Project Engineer, [gregp@knccbend.com](mailto:gregp@knccbend.com)

# Serpentine & Tennis Court Parking Lots

## August 2011 Status Report

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### **Scope**

Provide 25 new parking stalls along the lower portion of the serpentine lot and provide 12 new parking stalls west of the tennis courts.

### **Budget Status**

Within Budget.

### **Change Order Activity**

No change orders to the General Construction Contract. Electrical work "discovered" during excavation and Gowdy Brothers Electrical contracted to repair this work for \$1,520.

### **Schedule Status**

Project completed ahead of schedule.

### **Activity in August**

Completed all work for the project.

### **Activity planned for September**

Complete curbs and sidewalk at Serpentine lot. Pave and stripe serpentine lot. Place curbs, backfill curbs, prep for paving, pave, and stripe. Install bollard to maintenance path. Native seed mix and project complete approximately mid August.

# Serpentine & Tennis Court Parking Lots August 2011 Status Report

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## Photos



# Serpentine & Tennis Court Parking Lots August 2011 Status Report



# Serpentine & Tennis Court Parking Lots August 2011 Status Report

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## Schedule

### Construction

Substantial Completion  
Punch list Phase  
Final Completion

July 25, 2011 to September 9, 2011

September 9, 2011

September 9, 2011 to September 16, 2011

September 16, 2011

## Project Participants

### COCC Project Manager

Rick Hayes

541-330-4391

Email [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

### Design Consultant

W&H Pacific

123 SW Columbia Street

Bend, OR 97702

Ron Hand

541-388-4255

### General Contractor

Alex Hodge Construction

20624 Daisy Lane

Bend, OR 97702

541-419-3239

Alex Hodge, President, [alexhodgeconstruction@msn.com](mailto:alexhodgeconstruction@msn.com)



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by: Jim Middleton-President**

**A. Issue**

Continuing local, state and national calls for improving student higher education participation and success demand create strategies and partnership to improve outcomes. Central Oregon partners, including COCC, have been invited by the Oregon Community Foundation (OCF) to submit a proposal to work toward an improved regional culture of higher education and training.

**B. Discussion/History**

Jim Middleton and Bruce Abernethy-Board Member were invited to the initial planning meeting at OCF's request. OCF has invited Central Oregon to present an initial project proposal and consider a longer-term continuation grant focused in strengthening the going-to-college culture in the regions. Bruce Abernethy, in his role as grant writer for Bend La Pine Schools has assisted Dennis Dempsey and Andrews of the High Desert ESD in submission of the grant.

Dr. Middleton and Mr. Abernethy will outline the intended outcomes and content of the grant proposal.

CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS

**INFORMATION ITEM**

Prepared by: Kevin E. Kimball – Chief Financial Officer  
Eric Buckles – Director of Human Resources

**A. Issue**

Criminal Background Checks

**B. Discussion/History**

In a continuing effort to further ensure the safety and welfare of students, faculty and staff, Central Oregon Community College is implementing new criminal background check procedures when filling positions. Included as part of this information are the procedures that are being added to the HR section of the General Procedures Manual.

Comparative with other institutions of higher education, COCC will obtain extensive criminal back ground checks for final applicants filling FT faculty, FT classified, FT administrators, PT faculty, and PT benefited positions. These criminal background checks will include the following information.

1. Criminal felony/misdemeanor check for each county lived in for the past 7 years based on a SS number.
2. National criminal search based on name and/or date of birth and/or address.
3. National sex offender registry search.
4. Social Security number validation.

The College will also obtain basic (items 2, 3 &4 above) background checks on some irregular wage positions and for certain student employees and volunteers that have specific responsibilities identified in the procedures. The College will not obtain criminal background checks for community learning instructors or work study student employees.

Criminal background checks will be conducted in compliance with applicable state and federal guidelines. It is anticipated that the process of obtaining back ground checks will delay the hiring process two to five days.

**C. Timing**

1. Back ground checks for FT positions will begin immediately.
2. Back ground checks for PT, irregular wage, student, and volunteer positions will begin in the next two months as the process is refined and implemented.

**D. Budget Impact**

It is projected that the cost to implement the new criminal background check procedures will be between \$16,000 and \$20,000 per year.

## **Criminal Background Check Procedure**

In a continuing effort to further ensure the safety and welfare of students, faculty and staff, Central Oregon Community College requires criminal records checks on all newly hired full-time and part-time employees. Criminal background checks will be conducted in compliance with applicable state and federal guidelines. Criminal background checks will also be conducted for student employees, volunteers and current employees moving into a position with any one of the following conditions.

- Will be handling money.
- Are issued college purchasing privileges/credit cards.
- Have direct unsupervised contact with minors under the age of 18 or persons with developmental disabilities. "Direct, unsupervised contact" means contact with children [under age 18] or developmentally disabled persons that provides the employee opportunity and probability for personal communication or touch.
- Works with data-sensitive information and/or in security sensitive positions such as information technology. Data-sensitive information means employee or student social security numbers, dates of birth, driver's license numbers, medical information, personal financial information or criminal background information.
- Are issued master keys/FOBS to the college.

Final candidates and employees required to submit to a background check must sign a release form or on-line certification and release as part of the application process, authorizing the college to conduct a background check.

Criminal background reports with adverse information will be reviewed and evaluated by a committee consisting of the Director of Human Resources, Director of Contracts and Risk Management, and the Campus Public Safety Supervisor. The committee will use the information from the criminal background report in conjunction with the following guidelines to determine an applicant's eligibility for employment:

1. The passage of time since the commission of the crime.
2. The nature of the crime.
3. The relationship between the position to be performed and crime committed.
4. The number of convictions.
5. Rehabilitation efforts.

Generally, the applicant may not begin work or be unconditionally hired before the results of the background check are known and meet the above-stated criteria. The opportunity to become employed or transfer into a qualified position will terminate immediately for all prospective employees considered ineligible according to the criteria set forth above.

If an applicant is determined to be ineligible based on the above guidelines, the college will provide notice of the disqualifying information and a copy of the report to the applicant and will give the applicant five days to dispute the information contained in the report before a final decision is determined. If, after the five-day period has expired, the applicant does not dispute the information contained in the report, the college will disqualify the candidate from employment consideration.

All information obtained in the course of the criminal background check will be confidential and the reports will be kept in a secure file separate from personnel files in the Human Resources Department.

The college will not employ an individual who has failed to disclose the presence of criminal convictions on the employment application. Any false statements made by an applicant on the employment application, during the interview process, or at any other time during the application process, or refusal to submit or consent to a criminal background check will also disqualify the applicant from any employment consideration. Similarly, a current employee must report criminal convictions (other than minor traffic offenses) to his/her supervisor and the Director of Human Resources.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** Jim Middleton-President

**A. Issue**

State and national policy and funding models as well as accreditation mandates are increasing expectations for improved outcomes from educational institution. The Board and staff need to remain current and responsive to unfolding policy and opportunities.

**B. Discussion/History**

Senate Bill 909, approved by the legislature and signed by the Governor, is part of a broad commitment to re-inventing education in Oregon and was one of Governor Kitzhaber's top priorities. The bill establishes the Oregon Education Investment Board (OEIB) and challenges educators to improve outcomes and processes to meet Oregon's ambitious 40/40/20 goal.

Prior to the OEIB being established, a Learn/Work committee was established to review issues, complete initial analysis and make recommendations for action to the OEIB. COCC Board member, Joyce Garrett, served on this committee during its intensive activity in August 2011.

Dr. Garrett and Dr. Middleton will report on current status of the initiatives and outline preliminary potential impacts on COCC.