

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS' MEETING - AGENDA  
Wednesday, June 8, 2005 – 6:20 PM  
Christiansen Board Room, Boyle Education Center**

<b>TIME**</b>	<b>ITEM</b>	<b>ENC.*</b>	<b>ACTION</b>	<b>PRESENTER</b>
6:20 pm	Executive Session: ORS 192.660 (1) (e) Real Property Transactions ORS 192.660 (1) (d) Labor Negotiations ORS 192.660 (1) (i) Performance Evaluation of CEO			Jones Jones Dorsch
6:50 pm	I. Call to Order II. Introduction of Guests			Lee Lee
6:50 pm	III. <b>Formal Opening</b> of Public Hearing & Testimony for 2005-06 Budget A. Budget Hearing Input			Lee
	IV. Hearing for 2005-06 Budget A. Adoption of the 2005-06 Budget Budget Resolution I B. Appropriation Resolution Budget Resolution II C. Levy Property Taxes Budget Resolution III	4.a  4.b  4.c	X  X  X	Gregory  Gregory  Gregory
7:05 pm	<b>Adjournment</b> of Public Hearing for 2005-06 Budget			
7:10 pm	V. <b>Reconvene</b> Public Board Session			
7:10 pm	VI. Public Hearing and Testimony A. ASCOCC (Associated Students of Central Oregon Comm. College) B.			Griffith
7:10 pm	VII. Agenda Changes			
7:15 pm	VIII. Consent Agenda*** A. Minutes 1. Budget Committee, May 11, 2005 2. Board of Directors, May 11, 2005 B. Personnel 1. New Hire Report (Apr./May 2005) C. Approval to Hire (Sorensen) D. Approval to Hire (Beyer) E. 2005-06 Budget 1. Inter-fund Borrowing 2. Custodian of Funds/Depository Banks 3. Clerk/Deputy Clerk F. Budget Appropriation Review, 2004-05 G. Contingency Funds Transfer H. Contingency Funds Transfer/Real Estate I. Energy Savings Performance Contract J. Fees – Aviation & Nursing	8.a1 8.a2  8.b1 8.c 8.d  8.e1 8.e2 8.e3 8.f 8.g 8.h 8.i 8.j	X X  X X X  X X X X X X X X X X	Smith Smith  Buckles Buckles Multop  Gregory Gregory Gregory Bloyer Bloyer Jones Zinkgraf Brody

	K.	Rehire-Administrative Contracts	8.k	X	Buckles
	L.	Administrative Salary	8.l*	X	Buckles
	M.	Approval to Hire (Matthews, Stenquist)	8.m	X	Walsh
	N.	Approval to Hire (Decker, Lane, Vines)	8.n	X	Walsh
7:15 pm	IX.	Information Items			
	A.	Financial Statements	9.a*		Bloyer <sup>A</sup>
	B.	Campus Indicators-Continuing Education	9.b		Moorehead <sup>A</sup>
	C.				
7:20 pm	X.	Board of Directors' Operations			
	A.	Board Self Evaluation			Lee
	B.	Board Member Activities			Lee
7:35 pm	XI.	Old Business			
	A.	Reserve Funds	11.a		Jones
7:35 pm	XII.	New Business			
	A.	President's Evaluation	12.a*	X	Dorsch
	B.	Faculty Forum Labor Agreement	12.b*	X	Buckles
7:45 pm	XIII.	President's Report			
	A.	State Budget & Funding Formula Update			Middleton
	B.	K-12/Community College/University Collaborations & Update			Middleton
8:00 pm	XIV.	Dates			
	A.	June 11-Saturday: 10:00 AM – COCC Commencement – Mazama Field			
	B.	September 7-10: Community College Trustee Leadership Congress – Seattle, Washington			
	XV.	Correspondence			
	A.	Gavin McMichael- re: Culinary	15.a		
	B.	Daniel Gregg – re: Culinary	15.b		
8:05 pm	XVI.	Adjourn			

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

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

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

P = indicates a Presentation will be provided.

A = indicates a presenter is Available for background information if requested.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION - # 1**

Prepared by: John Gregory-Director of Fiscal Services

A. **Action Under Consideration**

Finalize and adopt the College budget for 2005-06.

- 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.

Minor adjustments have been made to the budgets approved by the Central Oregon Community College Budget Committee on May 11, 2005.

C. **Options/Analysis**

1. Adopt the budget with the approved attached modifications.
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, 2005 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 11, 2005.

(over)

**Modifications:**

- A) General Fund: increase in fringe benefits of \$2,476 and decrease of like amount to ending fund balance.
- B) Auxiliary Fund: net increase in ending fund balance of \$2,687.
- C) Financial Aid Fund: net increase of \$8,000 in scholarships to students.
- D) Capital Projects Fund: decrease of \$34,600 in transfer in and construction in Building Repair Reserve.

**CENTRAL OREGON COMMUNITY COLLEGE  
BEND, OREGON**

**RESOLUTION - # 2**

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2005 and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Instruction and Instructional Support	\$ 13,926,227
Student Services	2,213,950
College Support Services	3,237,921
Information Technology Services	1,662,685
Plant Operations and Maintenance	3,850,728
Financial Aid Fund	136,000
Contingency	<u>300,000</u>

**Total General Fund** \$ 25,327,511

**DEBT SERVICE FUND**

Debt Retirement	
Principal	\$ 1,994,324
Interest	<u>1,272,963</u>

**Total Debt Service Fund** \$ 3,267,287

**SPECIAL REVENUE FUND**

Federal Grants	\$ 668,959
State Grants	41,333
Other Grants	182,000
Contracts	45,000
New Programs	<u>1,300,000</u>

**Total Special Revenue Fund** \$ 2,237,292

**CAPITAL PROJECTS FUND**

New Construction & Campus Renovation	\$ 950,000
Building Repair Reserve	465,400
Higher Education Maintenance Reserve	166,000
Campus Center	8,280,000
Technification	84,000
Life Cycle Technology Replacement	101,000
Madras Center	<u>1,500,000</u>

**Total Capital Projects Fund** \$ 11,546,400

**ENTERPRISE FUNDS**

**Bookstore**

Personal Services	\$ 463,480
Materials and Services	2,214,500
Transfer Out	550,000
Capital Outlay	<u>15,000</u>

**Total Bookstore Operations** \$ 3,242,980

**Dormitory Operations**

Personal Services	\$
Materials and Services	320,000
Capital Outlay	10,000
Transfer Out	_____

**Total Dormitory Operations** \$ 330,000

**Total Enterprise Funds** \$ 3,572,980

**AUXILIARY FUND**

Self-Sustaining Activities	\$ 1,568,160
Non-General Fund Instruction	430,416
Entrepreneurial Instruction	1,866,521
Revolving Activities	1,237,942
Reserves	<u>1,303,850</u>

**Total Auxiliary Fund** \$ 6,406,889

**FINANCIAL AID FUND**

Federal Programs	\$ 4,480,100
State Programs	580,000
Local Programs	465,534
Transfer Out	<u>125,000</u>

**Total Financial Aid Fund** \$ 5,650,634

**INTERNAL SERVICE FUND**

Personal Services	\$ 110,100
Material and Services	190,000
Capital Outlay	0
Transfer Out	<u>0</u>

**Total Internal Service Fund** \$ 300,100

Exhibit: 4.c  
June 8, 2005  
Approved: \_\_Yes\_\_No  
Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE**  
**BEND, OREGON**

**RESOLUTION - # 3**

BE IT RESOLVED that the Board of Directors of Central Oregon Community College District hereby imposes the taxes provided for in the 2005-06 adopted budget at the rate of \$.6204 Per \$1,000 of assessed value for operations and in the amount of \$1,640,591 for Bonded Debt; and that these taxes are hereby imposed and categorized for the tax year 2005-06 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>\$.6204 /\$1,000</u>	
Debt Service Fund		<u>\$ 1,640,591</u>



**CENTRAL OREGON COMMUNITY COLLEGE  
BUDGET COMMITTEE MEETING  
May 11, 2005 – 6:30 PM  
Heritage Rooms 1 & 2 – Great Hall, Sunriver, Oregon**

**PRESENT:** Lester Friedman, Vic Gregg, Karen Timchak, Steve Curran, Dennis Sergeant, Laura Hiller, Anthony Dorsch, Connie Lee, Donald Reeder, John Overbay, Dr. Ronald Foerster, Ronald Bryant- Board Attorney, Dr. James Middleton, President; Julie Smith, Board Secretary.

**ABSENT:** Thomas Safely, Dr. Joyce Garrett, Dana Bratton

**CALL TO ORDER:** Lester Friedman-Chair

**INTRODUCTION OF GUESTS:** Jim Jones, Lisa Bloyer, Carol Moorehead, John Gregory, Eric Buckles, Alicia Moore, Ross Tomlin, Matt McCoy, Richard Thompson, Gene Zinkgraf, Ron Paradis, Kathy Walsh, Diana Glenn, Debie Griffith.

**PUBLIC HEARING AND TESTIMONY:** None

**MINUTES APPROVAL:**

**Mr. Vic Gregg moved to approve the minutes of the April 13, 2005 Budget Committee Meeting. Mr. Steve Curran seconded the motion. MCU. Approved.**

**RESOLUTION FOR APPROVAL OF PROPOSED 2005-06 BUDGET:**

**Mr. John Overbay moved to approve the Central Oregon Community College District proposed budget for Fiscal Year 2005-06 in the aggregate amount of \$58,334,956. (total of all funds) and that the permanent tax rate of \$.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 \$1,640,951. be approved for the Debt Service Fund for the purpose of the regiment of bonded debt owned by the district. Mr. Anthony Dorsch seconded the motion. MCU. Approved.**

Chair Friedman thanked and complimented the staff for a job well done in preparing the budget. He also thanked the Budget Committee members for their diligence in the work leading up to the approval of the 2005-06 Budget.

President Middleton also thanked the Budget Committee members for their commitment to the budget process. He reminded the committee that they are invited but not required to attend the June 8, 2005 Formal Adoption of the Budget.

ADJOURN: 6:45 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Connie Lee, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President

CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS' MEETING  
Wednesday, May 11, 2005 – 7:00 PM  
Heritage Rooms 1 & 2, Great Hall - Sunriver, Oregon

**PRESENT:** Anthony Dorsch, Donald Reeder, John Overbay, Connie Lee, Dr. Ronald Foerster, Ronald Bryant- Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

**ABSENT:** Dana Bratton, Dr. Joyce Garrett

**INTRODUCTION OF GUESTS:**

Julian Darwin, Lester Friedman, Vic Gregg, Laura Hiller, Steve Curran, Karen Timchak, Lisa Bloyer, Carol Moorehead, John Gregory, Eric Buckles, Alicia Moore, Ross Tomlin, Matt McCoy, Richard Thompson, Ron Paradis, Kathy Walsh, Diana Glenn, Debie Griffith, Gene Zinkgraf,

**PUBLIC HEARING AND TESTIMONY:**

ASCOCC-(Associated Students of Central Oregon Community College)

Ms. Debie Griffith reviewed the “Mission Statement” and gave an update of recent ASCOCC activities.

The Board and President Middleton, thanked Ms. Griffith for her attendance at the Board and Budget Committee meetings.

**AGENDA CHANGES:** Move VII. Board of Directors' Operations and VI. Information Items to precede Consent Agenda.

**BOARD OF DIRECTORS' OPERATIONS:**

<b>Mr. Reeder</b>	Attended OSU-Cascades Advisory Committee meeting Attended Jefferson County - Chamber of Commerce “Talk w/the Legislators” Call from Washington DC re: Bean Foundation Grant-Madras
<b>Mr. Overbay</b>	Met w/Chuck Bailey re: “Meet the President” gathering in Sunriver
<b>Mr. Dorsch</b>	Served as “Acting Chair” at the April 2005 Board Meeting Attended Conference Call meeting re: Vision Concept Paper
<b>Ms. Lee</b>	2 Agenda Review meetings 2 Vision Concept Paper meetings Attended Convocation Attended the State Budget Committee- teleconference Hearing Attended COCC’s Photography Exhibit in the COCC Library
<b>Dr. Foerster</b>	Met w/Kathy Walsh re: new board member orientation Attended Faculty/Student Budget Update meeting w/President Middleton Attended OSU Strategic Planning presentation

**INFORMATION ITEMS:**

President Middleton noted that Information Items C, D, E, & F and Consent Agenda Items H & I, are directly tied to the elements worked on in the update of the "Vision Concept Paper."

High School Connections (Exhibit 6.c)

Dr. Kathy Walsh-Vice President for Instruction, commented that high school students need to be better prepared for the skill level and demands of attending college, noting that studies show (more than) half of the students attending community colleges need remedial work in reading, writing and math. She reviewed the options for earning COCC credit while in high school. Dr. Walsh distributed (Handout: 6.c1) Regional Credit Instruction for 2005-06 Concurrent Enrollment, reporting that this past year, COCC has been working to strengthen the area high school partnerships.

Dr. Walsh noted that the current 2+2 Tech Prep program has been renamed "College Now-Tech Prep." In addition, the College will begin offering "College Now: Transfer" courses, as general education courses taught in the high schools by qualified high school teachers. Some regional districts are contracting for "concurrent enrollment classes" to be taught in the high schools (COCC courses taught by COCC faculty members).

Through all of the combined efforts, students will be better prepared for college; scarce economic resources will be used more efficiently; and high school and college teachers will be provided with professional development.

President Middleton noted that college courses taken by high school students will be fully transferable classes, with one caveat: some selective institutions may not transfer in credits for courses taught in high schools.

Juniper Hall-Theme Project (Exhibit: 6.d)

Mr. Richard Thompson-Dean of Students and Enrollment Services, reviewed that in the Fall of 2005, the Juniper Hall student residence will be joining a national experiment as a theme-based learning community. The trend at universities across the country is increasingly creating themes for dormitories as a way to make students more socially comfortable and enhance learning. COCC's all inclusive themed residence hall will help more students succeed, increase overall satisfaction, and retain more residence hall students through winter and spring terms. Mr. Thompson listed several incentive programs that will also be offered to the residence hall students.

Culinary Program Initiatives (Handout: 6.e)

Mr. Ross Tomlin- Dean of Instruction, reported that the Culinary Program has been an integral part of COCC since 1993. He noted that with the ever increasing numbers of new restaurants and destination resorts in the region, the need for skilled culinary workers has also increased. The Cascade Culinary Institute Advisory and Steering Committees have finalized a business plan to expand the culinary program. To set the process in motion, the plan includes initial goals, a new facility, facility design, program improvements, equipment needs, cost estimates, and marketing and funding strategies.

Mr. Tomlin introduced Mr. Julian Darwin-Program Coordinator for the Cascade Culinary Institute, commenting that Mr. Darwin has been the driving force behind the excellent program COCC currently has and has helped to organize the planning for the expanded edition to the program.

Mr. Darwin reviewed the additions to the program as noted in (Handout: 6.e).

President Middleton complimented the committee for their exemplary work on the program thus far.

Student Housing Market Study

Mr. Matt McCoy-Vice President for Institutional Advancement, noted that the residence hall "Juniper Hall" was built in the 1960's – the facility is outdated. He commented that the structure is not what you would find in a modern community college or university. The declining numbers of residents may be a result of the facility itself.

Mr. McCoy reported that the college will do a "market study" within 90 days to confirm that there is a demand for a modern residence facility noting that the college would benefit from approximately 500 student beds. The concept includes the possibility of the college providing the land through a lease; entering a partnership agreement with a developer who would build the facility; and/or a housing management firm to operate the facility. The partnership agreement would generate revenue to the college general fund over a 30-40 year period. The college could obtain a non-profit organization to offer a tax free bond for the project.

**Break: 7:45 PM**

**Resume: 7:50 PM**

**CONSENT AGENDA:**

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of April 13, 2005 (Exhibit: 5.a);

BE IT RESOLVED that the Board of Directors' reviewed and approved the March/April 2005 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Scott G. Paulson as Acting Director of Information Technology (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the rehire recommendations for the academic year 2005-06 as identified in (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' was apprised of the 2005-06 Maintenance Projects Schedule Prioritization as described in (Exhibit: 5.e-Attachment);

BE IT RESOLVED that the Board of Directors' authorizes the increase of the mileage reimbursement rate to .405 cents per mile effective July 1, 2005 (Exhibit: 5.f);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for David Liu-Assistant Professor I of Mathematics; Ralph Phillips-Assistant Professor I of Computer and Information Systems; James Sauve-Assistant Professor II of Composition; and Mariko Shimizu-Assistant Professor I of Mathematics (Exhibit: 5.g);

BE IT RESOLVED that the Board of Directors' approves the adoption of the (Associate of Science Oregon Transfer) ASOT-Business Degree (Exhibit: 5.h);

BE IT RESOLVED that the Board of Directors' approves the adoption of the Associate of Applied Science- (AAS) degree in Aviation-Professional Pilot Airplane (Exhibit: 5.i).

**Mr. Anthony Dorsch motioned to approve the Consent Agenda. Mr. John Overbay seconded the motion. MCU. Approved. M05/05:1**

**OLD BUSINESS:**

Vision Concept Paper (Exhibit: 8.a, 8a1, 8a2)

President Middleton reviewed the updated revisions, noting that the Board Sub-Committee on Policy Review, has completed the final work of revisions to the "Vision Concept Paper."

**Mr. Anthony Dorsch moved to approve the recommended revisions to the Vision Concept Paper made by the Board Sub-Committee on Policy Review, as described in Exhibit: 8.a2-Attachment). Mr. John Overbay seconded the motion. MCU. Approved.**

M05/05:2

**PRESIDENT'S REPORT:**

Juniper Ridge Update

President Middleton reported that he recently met with several state officials including Governor Kulongoski and OSU President-Ed Ray, regarding the proposed university at Juniper Ridge. Three topics of importance were discussed.

1. Developing the University
2. COCC's involvement in the development of the University
3. K-20 Connection

Funding Formula Update

President Middleton apprised the Board of the upcoming State Funding Formula Hearing on May 16, with COCC filing comments on the Funding Formula noting the importance of balancing the speed of equalization.

Civil Rights Review

President Middleton reported that the Civil Rights Review visit was a success, noting that of the 14 areas reviewed, COCC was not compliant in three areas. However, we are taking immediate corrective action. Most of the concern focused on inconsistent wording of the nondiscrimination statement throughout college documents. A master statement will be developed to provide cohesive language throughout college documents.

Commencement Speaker

COCC Commencement - Saturday, June 11, 2005 at 10:00 AM, Mazama Field

Mr. Neil R. Bryant-retired state senator, state leader, community activist and attorney with Bryant Lovlien & Jarvis, P. C., will be the Commencement Speaker.

**ADJOURN: 9:00 AM**

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Ms. Connie Lee, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President

Exhibit: 8.b1  
June 8, 2005  
Approve: \_\_Yes\_\_No  
Motion: \_\_\_\_

Central Oregon Community College

New Hire Report

**APRIL - MAY 2005**

<b>Name</b>	<b>Date Hired</b>	<b>Job Title</b>
<b><u>Classified Full-Time</u></b>		
Ekstrom, David	5/23/2005	Maint Spec Carpentry/Plumbing
<b><u>Non-Faculty Nonbenefitted Ins</u></b>		
Evans, Kristine	4/26/2005	
Jumar-Loffler, Alicia	4/20/2005	
<b><u>Temporary Hourly</u></b>		
Brending, Michelle	4/1/2005	Notetaker
Buck, Camilla	4/1/2005	MA Lab Asst
Espil, Jean	4/12/2005	Tutor
Hari, Jill	4/1/2005	FA Lab Asst
Howard, Chantel	4/1/2005	Childcare provider
Howell, Tracy	4/1/2005	Notetaker
Howk, Tracy	4/5/2005	Paper Grader
Jensen, James	4/4/2005	Library Aide
LeBlanc, Jennifer	4/12/2005	Childcare Provider
Lindbo, Jenna	4/19/2005	Advising Asst
Shogren, Katherine	4/1/2005	Childcare Provider
Smith, Dana	4/1/2005	Admin Asst - temporary
Stewart, Shelly	4/1/2005	Childcare Provider
<b><u>Temporary Salary Payment</u></b>		
Adams, Laurie	4/12/2005	
Evans, John	4/11/2005	
Gibson, Billie	4/5/2005	
Hackett, Benjamin	4/1/2005	
Mallet, Marilyn	4/30/2005	
McIntosh, John	4/6/2005	
Nave, Jean	4/6/2005	
Price, Drew	4/19/2005	
Thompson, Jack	4/6/2005	

Exhibit: 8.c  
June 8, 2005  
Approval: \_\_\_Yes\_\_\_No  
Motion: \_\_\_\_\_

Central Oregon Community College

**RESOLUTION**

Prepared by: Eric Buckles-Director of Human Resources

**A. Action Under Consideration**

Approve employment contract for **Gail I. Sorensen**, Human Resources Coordinator

**B. Discussion/History**

The employment contract for Gail I. Sorensen is for an administrative position. This position was filled through an external College search.

**C. Options/Analysis**

Approve the employment contract for Gail I. Sorensen.  
Decline approval of the employment contract for Gail I. Sorensen.

**D. Timing**

For the period June 1, 2005 – June 30, 2005

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Gail I. Sorensen.

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Sorensen received a Bachelor of Arts degree in Political Science from the University of California at Davis, California. She holds paralegal certification with a specialization in Civil Litigation from the University of San Diego. Her Human Resources education includes Professional of Human Resources Certification (PHR); she is an on-going member of the Society for Human Resources Management and participates in Central Oregon Chapter meetings and continuing education. She holds an OR-OSHA Safety Certification.

From 1991 through 2005, Ms. Sorensen has served in the capacities of Personnel Assistant, Human Resources Manager, Client Services-Human Resources, and Human Resources and Safety Consultant. Her most recent employment from July, 2004 is as a Human Resources Manager. Other professional experience has been as a Business Analyst/Project Manager/Training Specialist, Client Services Lead and Training Specialist, Paralegal Instructor, Legal Assistant and Administrative Aid, Lead Litigation Paralegal, and Litigation Paralegal.

Exhibit: 8.d  
June 8, 2005  
Approval \_\_\_ Yes \_\_\_ No  
Motion \_\_\_\_\_

Central Oregon Community College

**RESOLUTION**

Prepared by: Kevin Multop-Director of Student Financial Aid

**A. Action Under Consideration**

Approve employment contract for **Pamela J. Beyer**, Part-Time (.75 FTE) Financial Aid Technical Specialist.

**B. Discussion/History**

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

**C. Options/Analysis**

Approve the employment contract for Pamela J. Beyer  
Decline approval of the employment contract for Pamela J. Beyer

**D. Timing**

For the period July 1, 2005 – June 30, 2006

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Pamela J. Beyer.

**F. Budget Impact**

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

**G. Miscellaneous**

Ms. Beyer received a Bachelor of Science Degree in Forest Biology from Colorado State University.

She is currently serving as Administrative Program Specialist for Oregon State University – Cascades Campus, July 2001 to the present. From 1998 to 2001 she served as an Enrollment Specialist at Central Oregon Community College.

She is experienced in higher education student services and articulation, financial aid payment scenarios and procedures, as well as working in an environment of multiple institution partnerships.



**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** John Gregory-Director of Fiscal Services

**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 2005-2006 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.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** John Gregory-Director of Fiscal Services

**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 2005-2006 fiscal year:

Bank of the Cascades	Bend, Redmond, Sisters, Prineville, and Sunriver branches
Bank of America	Bend and Redmond branches
Bank of the West	Madras
City National Bank	Los Angeles, CA
Community First Bank	Bend, Prineville, La Pine, Terrebonne & Madras branches
First Security Bank	Bend and Redmond branches
Highland Community Federal Credit Union	Bend Branch
Columbia River Bank	Bend, Redmond, and Madras branches
Klamath 1 <sup>st</sup> Federal Savings & Loan	Bend branch
Liberty Savings and Loan	Bend branch
Mid Oregon Federal Credit Union	Bend and Redmond branches
Northwest Community Credit Union	Bend branch
Ochoco Federal Credit Union	Prineville branch

Selco Credit Union	Bend branch
South Valley Bank and Trust	Gilchrist and La Pine branches
Unites States National Bank of Oregon	Bend, Redmond, Sisters, Prineville, La Pine, Madras branches, and Head Office in Portland, OR.
Washington Mutual Bank	Bend branch
Wells Fargo Bank	Bend, Redmond, Prineville, Madras branches, and Main Office in Portland, OR.
Western Bank	Bend, Prineville and Redmond branches
Wood Products Credit Union	Bend branch
Local Government Investment Pool	State of Oregon Treasury Department

**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, 2005 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 Matthew McCoy as custodian of funds and the aforementioned financial institutions as depositories of District Funds.

**F. Budget Impact**

None

**G. Miscellaneous**

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** John Gregory-Director of Fiscal Services

**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, 2005 through June 30, 2006. 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.

**C. Options/Analysis**

1. Approve the Clerk, the Budget Officer, and Deputy Clerks as recommended.
2. 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, 2005.

**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, 2005 through June 30, 2006.

**F. Budget Impact**

None

**G. Miscellaneous**

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** Lisa Bloyer-Accounting Manager

**A. Action Under Consideration**

Approve transfer of budget and a like amount of appropriation authority within appropriation units of the Special Revenue 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 account appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to accurately 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.

**C. Options/Analysis**

1. 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 the attached budget change form.

Exhibit: 8.g

June 8, 2005

Approve: \_\_\_\_ Yes \_\_\_\_ No

Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
RESOLUTION**

**Prepared by:** Lisa M. Bloyer-Accounting Manager  
James R. Jones-Vice President and Chief Financial Officer

**A. Action Under Consideration**

Approve transfer of \$100,000 of budget authority and a like amount of appropriation authority from the Contingency appropriation unit to the Auxiliary Fund - Self Sustaining Activities appropriation unit.

**B. Discussion/History**

In preparing the FY 2004-05 budget, an extra \$100,000 was placed in Contingency. The purpose of the additional amount was to have funds available for any initiatives the new President and the Board may have chosen to undertake. FY 2005-06 has been a year of listening, and as a consequence, the \$100,000 has not been used this year. These funds would be useful to enable initiatives beginning in FY 2005-06 which will focus on increasing institutional productivity and efficiency while maintaining quality and ensuring a positive work environment for employees.

It is for this reason that it is recommended that \$100,000 be transferred from the Contingency appropriation in the General Fund to the Innovation account in the Self-Sustaining Fund. Approving such a transfer will provide the President funds for the various productivity initiatives.

**C. Options/Analysis**

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

**D. Timing**

Approval is required before the end of the fiscal year if it is to occur.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College does hereby authorize the transfer of \$100,000 of budget authority and a like amount of appropriation authority from the Contingency Fund to the Auxiliary Fund - Self Sustaining Activities appropriation unit.

**F. Budget Impact**

This resolution will reduce the contingency from \$ 400,000 to \$300,000 and increase transfers-out in the General Fund by \$100,000.

Exhibit: 8.h

June 8, 2005

Approve: \_\_\_\_ Yes \_\_\_\_ No

Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** James R. Jones-Vice President and Chief Financial Officer

**A. Action Under Consideration**

Approve the transfer of \$50,000 of budget authority and a like amount of appropriation authority from the Contingency appropriation unit to the Capital Projects Fund appropriation unit.

**B. Discussion/History**

The Board has directed the College to proceed with several projects regarding the development of its real estate assets. While these projects are projected to produce a positive cashflow for the College, there are some upfront costs that must be borne. This transfer of Contingency funds to the Capital Projects Fund will provide funds for these expenditures.

**C. Options/Analysis**

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

**D. Timing**

Approval is required before the end of the fiscal year if it is to occur.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College does hereby authorize the transfer of \$50,000 of budget authority and a like amount of appropriation authority from the Contingency Fund to the Capital Projects appropriation unit.

**F. Budget Impact**

This resolution will further reduce the Contingency amount from \$300,000 to \$250,000 and increase transfers-out in the General Fund by an additional \$50,000.

**RESOLUTION**

Prepared by: Gene R. Zinkgraf-Director of Campus Services

**A. Action Under Consideration**

Authorization from the Board of Directors to enter into an energy savings performance contract, including a financing plan, with Johnson Controls, Inc. (JCI), a Qualified Energy Service Company (ESCO).

**B. Discussion/History**

As the Board will recall, the College had an energy audit conducted by a Qualified Energy Service Company to determine energy savings improvements. What is unique from other energy audits is that the ESCO guarantees that the recommended measures will save the energy projected. The energy savings can be used to pay the principal and interest on the energy savings improvements. If the energy savings do not materialize, the ESCO is responsible to pay for the cost of any savings shortfall. The attached project proforma indicates a positive net cash flow for each year of the eleven year duration of the project

COCC evaluated the various energy savings measures recommended by Johnson Controls, Inc. The College evaluation consisted of validating utility and other cost increases assumed in the proposal as well as independent analysis of the individual projects. For example, the College contacted the various companies providing utilities to the campus. These contacts concur that the utility cost increases assumed in the performance contract are reasonable predictions of future utility rate increase projections. A four percent utility rate increase is assumed in the project. If utility costs rise beyond the assumed increase, the energy savings will be greater.

The College narrowed the energy savings measures to the following. The combined cost of these projects is \$636,006. (\$843,641 total project cost less, Oregon Energy Trust Incentive of \$161,198 and Business Energy Tax Credit of \$46,437). Johnson Controls, Inc. guarantees that COCC will achieve \$1,480,393 of total guarantee project benefits during the term of the agreement. Project savings will be sufficient to cover the principal and interest payment, measurement and verification costs, annual service agreement and provide a positive cash flow.



- Light bulb and ballast replacement  
Retrofitting the lighting system will reduce energy consumption, revitalize building appearance and reduce present annual replacement lighting material costs and labor through the life of the lamps and ballasts.
- Additional heating, ventilation and air-conditioning controls (HVAC)  
HVAC controls consist of hardware expansion, installation of new or upgraded software, software programming and commissioning of the HVAC system. These control measures will allow for tighter scheduling of HVAC “ON/OFF” times as well as individual staff’s web-based access to scheduling overrides. Reference checks with educational institutions, currently in the midst of Performance Contracts with JCI, have revealed that the installation of additional heating, ventilation and air-conditioning controls, coupled with tight programming of HVAC operational sequences, have lead to the energy cost savings predicted by Johnson Controls, Inc.
- Purchase of Trash Compactor  
The cost savings measure was requested by COCC. Conversations with administrators at Treasure Valley Community College indicate that the JCI recommendation to reduce trash costs by purchasing a trash compactor for their campus not only met Johnson Controls cost savings estimates, but exceeded them.

COCC’s preferred financing method for the cost of the energy savings measures was to add the cost of the projects onto the debt associated with the Campus Center Building and incur little in the way of additional issuance costs. With the Boards decision to put the Campus Center Building on hold, college administrators believe it is prudent to pursue a loan option for the project. Johnson Controls is able to offer financing at a reasonable 3.98% for eleven years.

**C. Options/Analysis**

Accept the recommendation to enter into the Energy Savings Performance Contract and incur debt in the amount of \$636,006.

Deny the recommendation.

**D. Timing**

Approval at this time will enable Johnson Controls, Inc. to begin implementing the energy cost saving measures immediately and complete the project within the timeframes noted in the Performance Contract.

**E. Recommendation**

Be it resolved that the Board of Directors do hereby approve entering into an energy savings performance contract with Johnson Controls, Inc. a Qualified Energy Service Company and incur net debt in the amount of \$636,006.

**F. Budget Impact**

There is no budget impact associated with this recommendation. Johnson Controls, Inc. guarantees that the recommended measures will save the energy projected. The energy savings will be used to pay the principal and interest payment, measurement and verification costs, annual service agreement and provide a positive cash flow. If the guaranteed energy savings do not materialize, Johnson Controls, Inc. is responsible to pay for the cost of any savings shortfall.



Exhibit: 8.j  
June 8, 2005  
Approved: \_\_\_Yes\_\_\_No  
Motion: \_\_\_

Central Oregon Community College

**RESOLUTION**

Prepared by: Celeste Brody-Instructional Dean

**A. Action Under Consideration**

As recommended by College Affairs (passed May 27, 2005), that the College adopt two new program fees:

1. Fees for the new Aviation AAS degree Program: A \$65/ per hour fee for students in the new Aviation AAS degree program, to cover the flight simulator-required training.

2. Fees for nursing program: A \$300 per term fee for students in the nursing program, to begin fall 05-06 for first year students only and then students in both first and second year programs by 06-07. These revenues reduce overall institutional costs of the program and contribute to the nursing program's ability to increase capacity over time.

**B. Discussion / History**

1. Aviation Fee: The College approved in March 2005, COCC's new Aviation AAS degree program. This is the program which COCC assumed from Mt. Hood CC and had offered in Bend for three years. The flight simulator is a complex computer that needs upgrading and maintenance on a regular basis, and students using the simulator must be supervised by a person that is trained and certified as a simulator instructor. Fees would cover the costs of hourly wages to operate the simulator. This fee is expected to be applied to 39 hours of flight simulator training in six different courses. This flight simulator training fee will reduce the number of actual flight hours required for the program, thereby reducing the potential cost of the program for students since the hourly rate for flight time is substantially over \$100/hour

2. Nursing Fee: Community Colleges are now charging substantial fees or "differential tuition ranging in lab fees at \$30/term to \$2000/yr. Annual FTE for nursing is 124.27, costing @ \$4079 per FTE, more than the College average (\$3298). A \$300/per term fee would generate @\$68,000 in income to the College, allowing the College to consider increasing capacity and reducing program costs. Graduates and new nurses typically begin work at SCMC at over \$40,000 per year.

**C. Timing:** Begin applying fees to respective programs fall 2005.

**D. Recommendation**

Be It Resolved that the Board of Directors' for Central Oregon Community College, adopt new program fees for the Aviation program at \$65/hour for simulator training within those specific courses; and adopt the \$300/per term fee for nursing students beginning with the 05-06 first year nurses and extending this to all students by 2006-07.

## **E. Budget Impact**

Aviation Fee: The potential revenue from this fee will be based on student enrollment in the aviation classes. Based on 10 students in the program, the revenue from these fees would total approximately \$23,400 in the first year.

Nursing Fee: A \$300/per term fee would generate @\$68,000 in income to the College, allowing the College to reduce program costs while considering an increase in capacity.

11/20/02

## **Institutional Process for Coordinating Fee Development and Evaluation**

### **Background:**

Fees are charged for recovery of costs associated with services or non-itemized products (such as technology use). Fees are normally calculated at admission, registration, or other appropriate enrollment process point. Fees are distinguished from "charges" in that charges refer to costs for consumables, such as printing. The following proposal applies to fees only.

### **Process for Fee Review:**

1. College Affairs is charged with soliciting, obtaining, reviewing, and recommending proposals for new fees in the fall of each year. Any department or unit of the College may initiate fee proposals. Proposals must address
  - ❑ Need and purpose for new fee
  - ❑ Fee amount and method of assessment
  - ❑ Who would pay the fee (i.e., students, staff and faculty? Bend campus only? etc.)
  - ❑ Potential annual revenue from fees and description of how this figure was derived.
  - ❑ Methods and costs of implementation and administration.
2. Once new fee proposals are reviewed, College Affairs will integrate them into a systematic recommendation for fees that includes prior fees that have already been approved. College Affairs will attain college community input through a process that allows adequate time for campus review and comment. This process will occur generally between October and February of each year.
3. College Affairs will make their recommendations to the College President by February 1. If accepted and as appropriate, the president will advance the fee proposal to the College Board for consideration at the Board's next regularly scheduled meeting.
4. College Affairs has the right to recommend fees and charges on an individual basis.
5. College Affairs has the responsibility to annually review tuition and fees charged by the College and recommend changes as appropriate.

**Proposed Course and Credit Fees for 2005-06**

Course	Title	Description of Fee and Reason for Fee	Proposed Fees		Is this a change from 2004-05?
			Course	Credit	
ART 199	ST: Figurative Sculpture		\$15		No
ART 154-56, 254-256	Ceramics I - VI	Lab fees cover incidental expenses that are not covered by the supplies that students purchase for class and that M & S cannot always cover. EX: in ceramics & metals includes glazes, flex-shaft assessories, drill bits, etc. must be replaced regularly out of the current lab fees & M&S budget. Pays for models in figure drawing and lab assistants. Increased fees will pay for increased costs and for extending open lab hours for photo, ceramics and metals. Work study students are not always available for open lab hours. Experienced assistant at irregular wages is preferable.	\$10		Yes, increase from \$7
ART 115-117	Basic Design: Color, 2D, 3D		\$10		Yes, new
ART 131-133	Drawing I - III		\$10		Yes, new
ART 157-159, 257-259	Metalcraft I - VI		\$10		Yes, increase from \$7
ART 181-183, 281-283	Painting I - VI		\$10		Yes, new
ART 161-163	Photography I-III		\$10		Yes, increase from \$7
ART 234-236	Figure Drawing I-III		\$15		No
ART 199	Printmaking		\$30		Yes, new
AVIATION	Flight Simulator Time		Students enrolled in the simulator-required courses would be assessed an additional \$65/hr (3-10 hrs per course) for up to 6 courses.	3-10 hrs per course at \$65/hr	
CCI 21-63	Culinary Classes	\$40 per credit goes to general fund. Additional one time fee of \$600 for uniforms and equipment is paid by students at time they start program but is not part of class fees.		\$40	No
CCI 071-091	Culinary Classes	\$40 per credit goes to general fund.		\$40	No
HD 110	Career Planning	Covers tests the students take for personality, career choices, Myers-Briggs, etc. Test costs are increasing. Fees go to back-of-book account where expenses are charged.	\$18		Yes, increase from \$13
DA XXX	Dental Asst. Program	DA program has high lab supply use/cost and equipment repair. This fee supplements the department budget in paying for these costs. Charge is per student, per term.	\$50		No
AH 80	Crisis Intervention		\$8		No
EMT 92	EMT Paramedic Part 2	EMS fees were with the program when Allied Health inherited it from Training. As part of the Training Department the programs had to pay their own way. When EMS and LMT came into the Allied Health program we were told the fees had to stay in place. EMS fees pay for items like uniforms, ACLS, PHTLS courses for the students, and a fee to the internship sites. Mary Raymond is in the process of revising this information as part of the course approval package she will be submitting to curriculum.	\$350		No
EMTX 10B	EMT Basic Part B		\$60		No
EMTX 10A	EMT Basic Part A		\$60		No
EMT 93	EMT Paramedic Part 2 Clinic		\$250		No

Course	Title	Description of Fee and Reason for Fee	Proposed Fees		Is this a change from 2004-05?
			Course	Credit	
HHP 185XX	Activity Classes	Mazama usage fee allows students the use of the facility during open gym hours, including the usage of the locker and showers. Students also pay various fees to outside contractors of courses such as Mt. Bachelor, Juniper Aquatic Center, various golf courses and Acrovision Center and Inclimb Gym. These fees are paid directly to the contractor and are not included in the COCC fees.	\$16		No
HHP 252A	Fit/First Aid	Lab fees cover expenses for CPR, First Aid Cards, Lipid Blood Panel, glucose testing, and physiology lab testing	\$20		No
HHP 295	Health and Fitness	Lab fees cover expenses for Lipid Blood Panel, glucose testing and physiology lab testing	\$20		No
HHP 212	CPR-AHA Health Care Prov.	Lab fees cover expenses for CPR card and book	\$15		No
HHP 212A	CPR-AHA Heartsaver w/Ped.	Lab fees cover expenses for CPR card and book	\$15		No
HHP 258	Prevention Chronic Disease	Lab fees cover expenses for Lipid Blood Panel and glucose testing	\$12		No
HHP 253	Wilderness Adv. First Aid	Lab fee cover expenses for Wilderness CPR card	\$2.50		No
HHP 271	Facilitating Group Exp.	Lab fee covers cost and access to off campus high-ropes course.	\$35		No
HHP 199	Challenge Practice Course	Lab fee covers cost and access to off campus challenge course.	\$35		Yes, new
LMT 095-290	All Massage Classes	LMT fees were with the program when Allied Health inherited it from Training. As part of the Training Department the programs had to pay their own way. My understanding is that when EMS and LMT came into the Allied Health program we were told the fees had to stay in place. LMT classes require lab supplies, laundry and bottled water expenses, teaching assistants, and fees to the Sage Spring Spa for the spa essentials class.		\$88	No
LMT 149	Pathology	Same as LMT 095-290 but less per credit.		\$38	No
MUP XXX	Private Music Lessons	Fees pay for private lesson instructors' salaries	\$150		No
NURSING	Program Fees	Beginning fall 2005 charge all 1st yr students, then all students by 2006-07		\$300/term	Yes
9.8XX	Wildland Fire	Tuition/fees paid by contracting companies	varies		No
ONLINE	All Online courses	Fees go to general fund to cover additional salary costs for instructors.		\$10	No
<b>ABE Non Credit</b>			<b>General Fees</b>		
GED Practice Test Mini Course				\$10	\$15
Basic Skills and ELL Students				\$15/yr	\$15/term
GED Instruction in a Class or Program				\$30	\$30
High School Completion Courses				\$70/half credit	\$70/half credit



Exhibit: 8.k  
Date: June 8, 2005  
Approval \_\_\_ Yes \_\_\_ No  
Motion \_\_\_\_\_

## Central Oregon Community College

### RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

#### **A. Action Under Consideration**

Approval to rehire administrative and confidential/supervisory staff on one and three-year contracts or change of status documents as appropriate for 2005-2006.

#### **B. Discussion/History**

Contracts are issued to administrative staff on a one and three-year schedule. Conditions for the issuance of all administrative contracts, which includes satisfactory performance, is contained in the Board-approved *Handbook for Exempt, Confidential and Supervisory Employees*.

One-Year Contracts:

- Temporary Contracts: Administrators funded by grant money or on temporary assignments.
- Probationary contracts are issued during the first three years of a regular exempt appointment.
- Regular appointment contracts are issued with the fourth year appointment.

Three-Year Contracts

- Continuing contracts require the recommendation of the President. They are issued to administrators who have worked a total of ten years for COCC in an administrative (exempt) position and are at Level 26 or above of the current administrative salary schedule.
- A list of administrators recommended for rehire is attached. Confidential and supervisory employees are renewed on an annual change of status form. A list of confidential and supervisory employees is also included.

#### **C. Options/Analysis**

Approve rehire recommendations for administrative and confidential and supervisory staff on a one- and three-year basis or change of status documents.

Decline rehire recommendations for administrative and confidential and supervisory staff on a one-and three-year basis or change of status documents.

#### **D. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College approve the rehire recommendations for administrative and confidential and supervisory staff for the 2005-2006 fiscal year.

#### **E. Budget Impact**

Funds for administration and confidential/supervisory salaries are contained in the approved 2005-2006 budget.

#### **F. Miscellaneous**

<b>First Name</b>	<b>Last Name</b>	<b>Job Title</b>
<i>One Year Administrative Contracts (Reg. Prob. Temp.)</i>		
Laurie	Adams	Program Coordinator
Sharla	Andresen	Financial and Contract Analyst
Lisa	Bloyer	Accounting Manager
Celeste	Brody	Instructional Dean
P Eric	Buckles	Director of Human Resources
Lonna	Carnahan	Perkins Grant Coordinator
Michael	Coe	High School Liaison/Recruiter
William	Douglass	Club Sports/Intramural Director
Shawna	Elsberry	Academic Advisor
Vicki	Ertle	Director Family Resource Ctr.
Deborah	Hagan	ABE Distance Ed Coordinator
David	Hagenbach	Sign Language Interpreter
Sara	Henson	Director of Student Life
Cynthia	Jeffreys	Systems Integrator
Nancy	Jumper	Program Coordinator
Karen	Kjemhus-Spahr	Foundation Accountant
Barbara	Klett	Instructional Technology Coord
Doug	Koellermeier	Structural Fire Science Coord.
Gary	Kontich	Network Administrator
Glenda	Lantis	Program Coordinator
Margaret	Gregory	Tutor Coordinator
Susan	McC Campbell	Assistant Director Student Financial Aid
Matt	McCoy	Vice President Institutional Advancement
Robert	McDilda	Safety and Security Supervisor
Aimee	Metcalf	Assist. Dir. Admission/Records
Alicia	Moore	Director Admissions/Records
Kevin	Multop	Director/Student Financial Aid
Scott	Paulson	Director of IT
Jeffery	Pederson	Systems Administrator
Brynn	Pierce	Institutional Researcher
Gordon	Price	Financial Aid Advisor
Charleen	Reynolds	Even Start Coordinator
Jeff	Richards	Coordinator of User Services
Dennis	Simenson	Program Director MATC
Paula	Simone	Wildland Fire Science Coord.
Kellie	Smith	Tutoring/Testing Ctr. Director
Michael	Smith	Coordinator of Career Services
Gail	Sorensen	Human Resources Coordinator
Jessie	Suyematsu	Analyst/Programmer
Ross	Tomlin	Instructional Dean
Vickery	Viles	Academic Advisor/Coordinator
Janis	Volz	Student Newspaper Advisor
Anne	Walker	Disability Services Coordinator
Kathleen	Walsh	Vice President for Instruction
James	Weaver	Executive Director, Foundation
Beth	Wickham	Program Supervisor/BDC Director
James	Wilcox	Small Bus Mgmt. Program Counselor
Lori	Willis	Director of Bookstore
Cody	Yeager	Coordinator/Instructional Svcs

Continuing Contracts - Three Year/Level 26+&>10 Years

Dianne	Dean	Director, Adult Basic Educ.
John	Gregory	Director of Fiscal Services
James	Jones	Vice President/CFO
Carol	Moorehead	Dean North Campus
Ronald	Paradis	Director of College Relations
William	Simpkins	Data Base Administrator
Richard	Thompson	Dean of Students/Enroll. Svcs.
Gene	Zinkgraf	Director of Campus Services
David	Bilyeu	Director of Library Services

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Confidential Supervisory Staff

Hoffman	John	Maintenance Supervisor
Charlotte	Huber	Administrative Assistant
Julie	Mosier	Facilities Services Supervisor
Lori	Ortiz	Payroll Specialist
Julie	Smith	Executive Assistant
Ryan	Stock	Custodial Supervisor

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Central Oregon Community College

**RESOLUTION**

Prepared by: Kathy Walsh-Vice President for Instruction

**A. Action Under Consideration**

Approve the contracts for **Liberty Matthews**, Assistant Professor I and Medical Assisting Program Director and **Clifford Stenquist**, Assistant Professor I and Licensed Massage Therapy Program Director.

**B. Discussion/History**

The full time tenure track contract for Liberty Matthews (previously a full time temporary position) was filled through a national search.

The full time tenure track contract for Clifford Stenquist (previously an administrative position) was filled through a national search.

**C. Options/Analysis**

Approve the contracts for Liberty Matthews and Clifford Stenquist.

Decline approval of the contracts for Liberty Matthews and Clifford Stenquist.

**D. Timing**

For the 2005-06 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Liberty Matthews, Assistant Professor I and Medical Assisting Program Director and Clifford Stenquist, Assistant Professor I and Licensed Massage Therapy Program Director for the academic year 2005-2006.

**F. Budget Impact**

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

**G. Miscellaneous**

**LIBERTY MATTHEWS  
Assistant Professor I and Medical Assisting Program Director**

Liberty Matthews earned a Dental Assistant certificate from COCC in 1998 and completed the AAS degree in Nursing at COCC in 2001. Liberty holds a RN license in Oregon and has been employed this past year at COCC as the Interim Program Director and instructor for Medical Assisting. Prior to joining COCC in 2004, Liberty worked as a full time Healthy Start Program Manager and as the Assistant Coordinator for the “Students Today Aren’t Ready for Sex”, STARS, Program at Jefferson County. As the Healthy Start Program Director, Liberty was responsible for the development, implementation, coordination and evaluation of the program. Liberty provided direct patient services, collaborating with other local agencies to provide the highest level of service. In her role as the Interim Medical Assisting Program Director and Instructor, Liberty taught medical assisting clinical skills, coordinated practicum placements, and spearheaded a successful national accreditation process culminating in a site visit by a national review team from the American Association of Medical Assistants.

**CLIFFORD STENQUIST  
Assistant Professor I and Licensed Massage Therapy Program Director**

Cliff received a BA from Utah State, a secondary teaching certificate from the University of Oregon and his LMT certificate from Lane Community College. He is a licensed massage therapist in Oregon currently employed at the Downtown Athletic Club in Eugene as an independent contractor. Cliff’s teaching experience in LMT comes from working with Lane’s LMT students since September 1997. He has broad teaching experience and is recognized by his peers at LCC as an instructional leader and faculty mentor.

Exhibit: 8.n  
June 8, 2005  
Approved: Yes \_\_\_ No \_\_\_  
Motion:

Central Oregon Community College

**RESOLUTION**

Prepared by: Kathy Walsh-Vice President for Instruction

**A. Action Under Consideration**

Approve the contracts for **Michele Decker**, Assistant Professor II of Nursing; **Dawn Lane**, temporary Instructor of Nursing; and **Monica Vines**, temporary Instructor of Psychology.

**B. Discussion/History**

The full time tenure track contract for Michele Decker was filled through a national search.

The contracts for Dawn Lane and Monica Vines are for full time one year temporary positions.

All contracts are for replacement positions.

**C. Options/Analysis**

Approve the contracts for Michele Decker, Dawn Lane, and Monica Vines.

Decline approval of the contracts for Michele Decker, Dawn Lane, and Monica Vines.

**D. Timing**

For the 2005-06 academic year.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Michele Decker, Assistant Professor II of Nursing, Dawn Lane, temporary Instructor of Nursing, and Monica Vines, temporary Instructor of Psychology for the academic year 2005-2006.

**F. Budget Impact**

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

**G. Miscellaneous**

(over)

**MICHELE DECKER**  
**Assistant Professor II Nursing**

Michele Denise Decker comes to COCC from Chemeketa Community College where she has taught nursing for 16 years. Michele has a Bachelor of Science in Health Education from OSU, a Bachelor of Science in Nursing from Oregon Health Sciences University, a Masters of Science in Nursing from Oregon Health Sciences University, and a Masters in Education with a community college focus from OSU. She has taught theory and clinic, served as team leader, and managed the second year course syllabi. She has developed expertise in outcomes-based education and served on the college-wide curriculum committee. She is an ongoing consultant in curriculum development to Columbia Gorge Community College Nursing Program.

**DAWN LANE**  
**Temporary Instructor Nursing**

Dawn Lane received her RN from White Bear Community College in Minnesota, 1980. She has worked at COCC in the Nursing Department for five years as adjunct clinical faculty and Nursing Assistant Lead Instructor. Dawn has 25 years of nursing experience in a wide variety of settings including nine years as an Army Nurse Reservist. In June she will complete her Bachelor of Science in Nursing from Oregon Health Science University. This summer she will begin her Master of Science in Nursing at Gonzaga University, in their Family Nurse Practitioner program. Dawn has been instrumental in creating a certified nurse assistant program for COCC and developing an on-line physical assessment course for the CEAHEC distance students.

**MONICA VINES**  
**Temporary Instructor Psychology**

Monica L. Vines has been a part-time instructor for COCC, teaching in Prineville. She has also worked as a therapist and clinical manager for Lutheran Community Services, and is now with Deschutes County Mental Health. She taught for six years (part-time) at Spokane Falls Community College, in Spokane, Washington. Monica's graduate emphasis and clinical work focused on children and adolescents. She brings a depth of knowledge, both academic and practical, to the Psychology program where her primary assignment will be developmental courses.

## Central Oregon Community College Information Item

Prepared by Carol Moorehead, Associate Dean Redmond Campus & Extended Learning

A. Issue

### CAMPUS INDICATORS 2005 – Edition 6

B. Discussion/History

### CONTINUING EDUCATION

#### BACKGROUND

The last full report to the Board was made on November 12, 2003. At that time the department had undergone many changes as a result of budget decisions; the most significant was closing the College Centers. In addition, class prices were increased and the senior discount was eliminated. At the same time, we were working with half the number of staff we had a year earlier. Significant change was the charge for the department; this included a new organizational structure, new policies, procedures, new staff and new goals. It was therefore not surprising to see a decrease in enrollment for continuing education classes in 2003-04.

With hard and smart work, the Continuing Education program staff has turned around that trend and for the 2004-05 academic year the program has consistently shown a 19 to 26% increase in headcount and a 10 to 15% increase in reimbursable FTE.

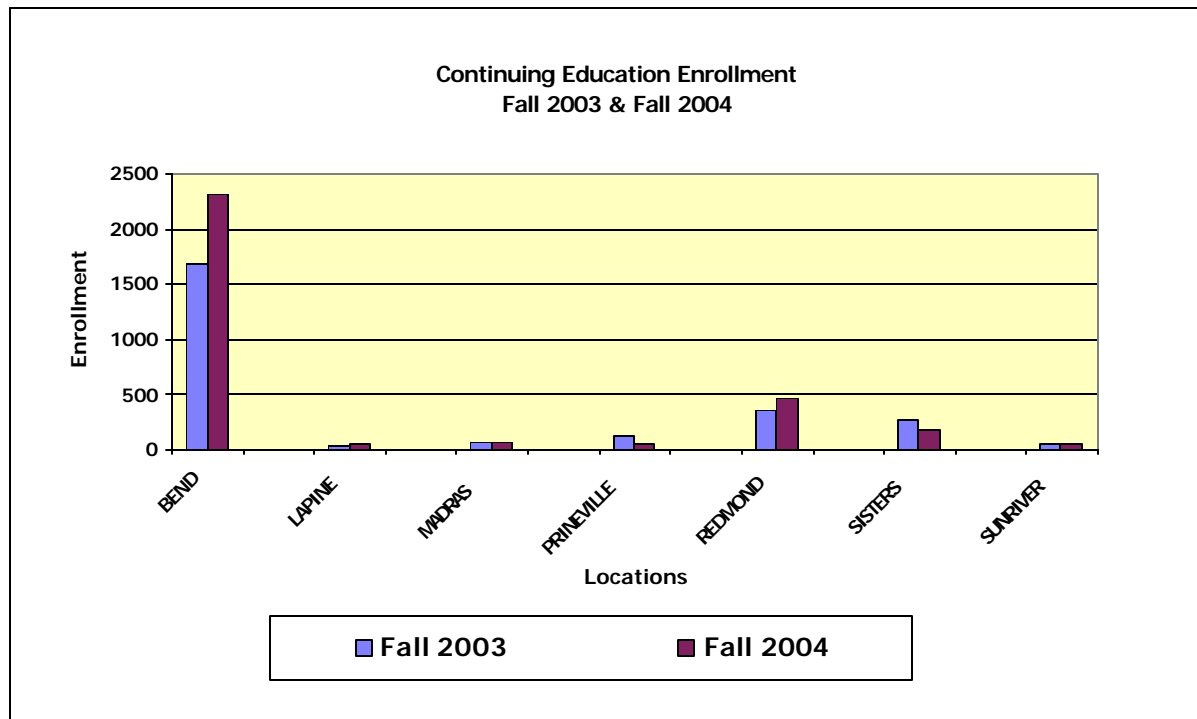
#### PROGRAM GOALS & OUTCOMES

2003-04	2004-05
<p><b><u>Program Goals</u></b></p> <ul style="list-style-type: none"> <li>▪ Implement and refine new departmental policies and procedures</li> <li>▪ Stay connected to communities (despite closure of College Centers)</li> <li>▪ Increase revenue generation by \$60,000 (16.5%)</li> <li>▪ Decrease cancellation rate from 30% to 20%</li> </ul> <p><b><u>Actions</u></b></p> <ul style="list-style-type: none"> <li>▪ Increased class fees</li> <li>▪ Developed target revenue projections for each programmer</li> </ul> <p><b><u>Outcomes</u></b></p> <ul style="list-style-type: none"> <li>▪ Enrollment <b>decreased</b> 22.8%</li> <li>▪ FTE <b>decreased</b> 20.5%</li> <li>▪ Cancellation rate <b>increased</b> 40%</li> <li>▪ Fee generated revenue <b>increased</b> by 21%</li> </ul>	<p><b><u>Program Goals</u></b></p> <ul style="list-style-type: none"> <li>▪ Enrollment Growth:               <ul style="list-style-type: none"> <li>Increase enrollment and FTE by 10%</li> <li>Increase the average number of participants per class from 11 to 14</li> <li>Decrease class cancellation rate from 25% to 20%</li> </ul> </li> <li>▪ Program Mix:               <ul style="list-style-type: none"> <li>Increase Workforce related classes to 50% of program mix; generating 65% of total CE enrollment.</li> <li>Increase FTE generating classes from 50% to 65%</li> </ul> </li> <li>▪ Revenue: Increase revenue by 10%</li> <li>▪ Staff: Improve staff coordination</li> </ul> <p><b><u>Outcomes</u></b></p> <ul style="list-style-type: none"> <li>▪ Enrollment <b>increased</b> 19% fall term and 26% winter term</li> <li>▪ Reimbursable FTE <b>increased</b> 10%</li> <li>▪ Average participants per class <b>increased</b> to 13</li> <li>▪ Cancellation rate <b>decreased</b> to 17%</li> <li>▪ Revenue has <b>increased</b> 21% with another month before EOY</li> </ul>



## Continuing Education Classes Scheduled & Cancelled and FTE Generation for Fall 2003 and Fall 2004

	Fall 2003			Fall 2004			FTE GENERATION		
	Scheduled Classes	Cancelled Classes	Cancellation Rate	Scheduled Classes	Cancelled Classes	Cancellation Rate	Fall 2003	Fall 2004	% change
Bend	164	43	26%	199	20	10%	36.36	52.25	44%
LaPine	18	15	83%	5	0	0%	0.38	0.63	66%
Sunriver	7	5	71%	6	2	33%	0.55	0.9	64%
Madras	13	7	54%	11	5	46%	1.25	1.39	11%
North Lake	5	5	100%	0	0	0%	0.0	0.0	0%
Prineville	20	11	55%	7	4	57%	2.32	0.99	-57%
Redmond	37	14	38%	51	12	23%	5.96	8.11	36%
Sisters	41	21	51%	20	7	35%	5.04	2.47	-51%
Warm Springs	3	1	33%	0	0	0%	0.54	0.77	43%
<b>Total</b>	<b>308</b>	<b>122</b>	<b>40%</b>	<b>299</b>	<b>50</b>	<b>17%</b>	<b>52.4</b>	<b>67.51</b>	<b>29%</b>



### 2005-06 Program Goals

- Implement newly developed marketing plan
- Reintroduce Customized Training program
- Shift schedule from geographic orientation to topic orientation
- Increase overall enrollment by 10%
- Increase FTE generating classes to 65% of program mix
- Increase the number of Business and Employee Development classes by 20%
- Increase revenue by 15%

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** James R. Jones-Vice President and Chief Financial Officer

**A. Issue:** Reserve Funds

**B. Discussion/History**

At the April Budget Committee meeting, a question was asked about the ability of the Board to set aside or designate funds for specific long-term purposes. Oregon Budget Law does provide for a mechanism for such action through the use of Reserve Funds. The following information from the Local Budgeting Manual published by the Oregon Department of Revenue explains Reserve Funds:

*A local Government may set up a Reserve Fund, a type of special revenue fund, to accumulate money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire (ORS 294.525). Under Local Budget Law, a Reserve Fund is the appropriate way to save money from year to year.*

*Any local government by resolution or ordinance can set up a Reserve Fund. The governing body may specify a time limit in which money can be added to the fund. At least every ten years after the establishment of a reserve fund, the governing body reviews the fund to decide if it should be continued or abolished. Any unexpended or un-obligated balance left in the fund after it is abolished can be transferred to the General Fund or any other fund designated by the governing body.*

*Money in the Reserve Fund can only be used for the purposes for which the fund was established. Expenditures are made directly from the Reserve Fund.*

The establishment of a Reserve Fund would not absolutely preclude the Board of Directors from expending the monies in the fund for a purpose other than that specified when the Reserve Fund was established. However, to do so would require Board action to abolish the fund. The monies would then be transferred to another fund, and, if appropriation authority existed, expenditures could take place.

If the Board was inclined to use Reserve Funds, it is recommended that two such funds be established from existing programs. This recommendation is made after consideration of materiality and longevity of purpose. One would be for Post-Employment Benefits and the other would be a reserve against Public Employees Retirement System (PERS) rate increases. The two funds are explained below:

### Post-Employment Benefits

The College had a program where employees who worked at the College for at least 15 years and retired would receive assistance with purchasing health insurance.

The program has been closed to new participants; however, the College has a liability for those employees who were contractually vested in the program. The College has fully funded the program, but will be paying the benefits out over a period of time greater than twenty years.

### PERS Reserve

By law, the College must participate in the Public Employees Retirement System. It is a defined benefit plan and thus the contribution rate can increase or decrease based upon the investment performance of the plan and more recently, legislative and judicial intervention.

To shield the budgeting process against perturbations in the PERS rate, the College and many other public entities have set aside funds to “buy down” the rate either internally or through depositing funds into an account with PERS.

If the Board of Directors chooses to establish these programs as Reserve Funds, they could be established most efficiently in the 2006-07 budget cycle.