

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting - *AGENDA*
Wednesday, November 9, 2005 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session: ORS 192.660 (1) (d), Labor Negotiations			McCoy
6:10 pm	I. Call to Order			Dorsch
	II. Introduction of Guests			Dorsch
6:15 pm	III. Agenda Changes			
6:15 pm	IV. Public Hearing and Testimony			
	A. ASCOCC (Assoc. Students of COCC)			Thompson/Bondarenko ^P
	B.			
6:20 pm	V. Consent Agenda***			
	A. Board Meeting Minutes–October 12, 2005	5.a	X	Smith
	Board Meeting Minutes–October 28, 2005	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (September/October 2005)	5.b1	X	Buckles ^A
	C. Campus Center Contract	5.c	X	Thompson ^A
6:20 pm	VI. Information Items			
	A. Campus Indicators-	6.a*		McCoy ^P
	B. Financial Statements –	6.b*		Bloyer ^A
6:25 pm	VII. Old Business			
	A.			
6:25 pm	VIII. New Business			
	A. Naming Committee	8.a		Jones
	(Addition to General Procedures Manual)			
6:30 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
	B.			
6:45 pm	X. President's Report			
	A.			
7:00 pm	XI. Dates			
	A. Thursday, November 10 – COCC Foundation Board Meeting			
	Location: Board Room - (4:30-6:30pm)			
	B. Through December 9 - A.G. Edwards Art Exhibit, COCC Library			
	C. Wednesday, December 14 – COCC Board Meeting			
7:00 pm	XII. Adjourn			

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

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

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

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

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, October 12, 2005 – 6:15 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Dana Bratton, Anthony Dorsch, John Overbay, Donald Reeder, Dr. Joyce Garrett, Ronald Bryant- Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Connie Lee and Dr. Ronald Foerster

INTRODUCTION OF GUESTS:

Cam Preus-Braly- Commissioner for the Department of Community Colleges and Workforce Development, Nikki Squire-State Board of Education, Carol Moorehead, Eric Buckles, Matt McCoy, Gene Zinkgraf, Jim Jones, Kathy Walsh, Diana Glenn-Faculty Forum President, Richard Thompson, John Gregory, Gail Tague-Classified Assoc., President, Bob Reynolds, Ross Tomlin, Julie Mosier, Lisa Bloyer, Justin Work, Celeste Brody, Ron Paradis, Thomas O'Brien-home owner-Glasgow Drive, Anna Bondarenko-ASCOCC, Jim Weaver, Erik Bookman-The Broadside, Yoko Minoura-The Bulletin, Erik Bookman-The Broadside.

AGENDA CHANGES:

Delete: Information Item-Campus Indicators, Item: 6.a.

PUBLIC HEARING AND TESTIMONY:

ASCOCC – (Associated Students of Central Oregon Community College)

Richard Thompson-Dean of Student and Enrollment Services, introduced Ms. Anna Bondarenko-ASCOCC Executive Council Committee member. Ms. Bondarenko, originally from the Ukraine, is a second year student, majoring in Business. She reviewed that the ASCOCC is committed to effective student advocacy and student life on campus.

Commissioner of Community Colleges & Workforce Development

Ms. Cam Preus-Braly-Commissioner, introduced Ms. Nikki Squire-2005-06 Chair of the State Board of Education. Commissioner Preus-Braly, reviewed that the Commissioner and State Board Members have begun their annual visits to all 17 community college campuses. She noted that discussion with each local board focuses on the State Board of Education's recently adopted policy paper- (Exhibit 4.b3), *Alignment and Adequacy of Oregon's Education Standards, Requirements, and Assessments Within K-12, Between K-12 and Postsecondary Level*. The policy paper reflects on the past, present and future of Oregon's high school credentials. Ms. Squire commented that the State Board worked on the policy paper for eight months, in an effort to streamline the path from high school to the college/work environment. Ms. Squire noted that the intent is to "gather comments" from stakeholders (community colleges) and others, between now and the end of the year. The Board will then analyze the feedback and rework the policy paper accordingly. The intention is to change the high school graduation requirements in Oregon by this time next year.

Chair Dorsch thanked Ms. Squire and Ms. Preus-Braly for the work that went into the "policy paper" and for attending the meeting to brief the board.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda. Dr. Joyce Garrett seconded. MCU. Approved. M10/05:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of September 14, 2005 (Exhibit: 5.a);

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

BE IT RESOLVED that the Board of Directors' do hereby authorize the increase of the mileage reimbursement rate to .485 cents per mile, effective October 13, 2005 (Exhibit: 5.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.b)

The Board was apprised of the September 2005 Financial Statements.

Instructional Innovation/Course Redesign – (Exhibit: 6.c)

Request for Proposals: Course Redesign-3 – (Exhibit: 6.c1)

Dr. Kathy Walsh-Vice President for Instruction reviewed the five proposals for redesign:

1. HD 101-Study Strategies
2. GS 106-Physical Science
3. Math 60-Algebra I, 65 Algebra II, 95 Intermediate Algebra
4. CIS 131 Software Applications
5. CIS 279 xx Networking

Mr. Bob Reynolds-Chair of the Science Department and Professor of Geology, gave a PowerPoint presentation regarding his modified Oceanography course, noting that his courses combine onsite lab work class time as well as home work, quizzes and tests that students submit online using the Blackboard program.

President Middleton clarified that the online access makes the teaching experience more enriching for the faculty member as well as more effective for the student.

Dr. Joyce Garrett congratulated and commended Dr. Walsh and the faculty, for the work that has gone into the faculty learning the Blackboard program and then teaching it to the students.

Theme Based Residence Hall – (Exhibit: 6.d)

Mr. Richard Thompson-Dean of Student and Enrollment Services, reviewed that at the May 2005 board meeting, he reported that the occupancy rates at the Juniper Hall student residence had been on the decline and the college was questioning the ability of the residence hall to contribute effectively to the educational process.

A program proposal to create an experimental student success learning community within the residence hall was put in place.

The program was designed to provide added values, services and programs that would compliment student academic success.

Mr. Thompson reported that the program has already met its first goal, the residence hall is "full" with 104 residents and a waiting list. Early student feedback has been positive, the college will continue to evaluate and access the new effort throughout the year.

Mr. Thompson will report back with an update in the Spring of 2006.

President Middleton thanked Mr. Thompson for the good work done thus far.

Annual Assessment Report- (Exhibit: 6.e)

Mr. Matt McCoy-Vice President for Institutional Advancement, gave a PowerPoint presentation reviewing highlights of the Annual Institutional Assessment Report, noting that the information therein will help to inform the board with their strategic planning as to where the college stands on various key subjects.

Mr. McCoy thanked the following Assessment Report team members" for their good work on the report - Jim Kress-Business Department Chair, Dr. Kathy Walsh, Alicia Moore-Registra, Scott Paulson-Interim Director of Information Technology, Brynn Pierce-Institutional Researcher, Richard Thompson and Justin Work-Institutional Data Researcher.

President Middleton thanked Mr. McCoy and Mr. Justin Work-Institutional Data Researcher, for their good work on the report.

NEW BUSINESS:

Mr. James R. Jones-Vice President and Chief Financial Officer, reviewed the four Real Estate Resolutions, Exhibit: 9.a, 9.b, 9.b1 and 9.b2.

Mr. Mark Tuttle-resident of Glasgow Drive, adjacent home owner to Observatory Court property, along with other property owners in attendance, expressed appreciation to Mr. James Jones and to the college for the information and consideration they have been given during the Observatory Court property fact finding process.

President Middleton expressed his appreciation to Mr. Jones, Mr. Gene Zinkgraf-Director of Campus Services, the Board Real Estate Committee and to the neighbors of the Observatory Court property for the balanced and open exchange of ideas.

Appointment of Real Estate Agent- (Exhibit: 9.a)

Dr. Joyce Garrett moved to approve the selection of Norma DuBois as real estate broker for the Observatory Court properties and direct that a contract for a period of six months be prepared and executed, provided no protest is filed during the 14-day time period for protesting of the award. College legal counsel is directed to review and approve the contract prior to signature.

Mr. John Overbay seconded. MCU. Approved. M10/05:2

Guidelines for Sale of Observatory Court Property- (Exhibit: 9.b)

Dr. Joyce Garrett moved to approve placing a restriction on the three Observatory Court properties such that no more than three home sites in total may be placed upon them. The restriction would not limit the number of home sites to one per parcel, but three in total. The restriction would only become effective at closing if the parcels are sold. Mr. Donald Reeder seconded. MCU. Approved. M10/05:3

Selling Price for the three Observatory Court Properties (Exhibit: 9.b1)

Dr. Joyce Garrett moved to establish a minimum total selling price of \$3.5 million, for the three Observatory Court properties. MCU. Approved. M10/05:4

No Build Set Back Restrictions for Building C.C. & R.'s for Observatory Court Properties (Exhibit: 9.b2)

Dr. Joyce Garrett moved that the Board of Directors' do hereby authorize the Real Estate Committee to consider any no build set back restrictions for building and C.C. & R.'s for the Observatory Court properties to be presented to buyers and placed in effect at the time of closing of all three parcels – and that the Central Oregon Community College staff be authorized to set the listing amount for each parcel. Mr. Donald Reeder seconded. MCU. Approved. M10/05:5

Student Housing- (Handout: 9.c)

Mr. McCoy gave an analysis summary of the "Housing Planning Services Preliminary Assessment Report" from the consulting firm of Brailsford & Dunlavey. The consulting firm is assisting the College in determining whether or not to construct new residence halls and looking at the residence halls as being a revenue generator for COCC. The firm's initial assessment indicates that COCC has the ability and capacity to do the project. If COCC decides to continue to Phase II, Brailsford and Dunlavey would complete their analysis by December.

President Middleton commented that this has been a well planned two stage process with the preliminary report favoring to go to Phase II.

ABE Contract- (Handout: 9.d)

Mr. Donald Reeder moved to approve the COCC/ABE Labor Agreement for 2005-07 with the following economic terms: A salary increase of 7.5% to the salary schedule for first year of the agreement and 7% in the second year. Increase the cap on the College contribution to health insurance to \$811/month for first year of the agreement. The level of the second year contribution will be subject to an economic re-opener on that issue. Dr. Joyce Garrett seconded. MCU. Approved. M10/05:6

BOARD OF DIRECTORS' OPERATIONS:

Update-Board Fall Retreat-October 28-29

President Middleton reported that he is finalizing the Retreat Agenda noting that the Board will be reviewing internal and external parameters; current and planned facility and real estate issues and how they all apply to Board goals.

Board Member Activities

- Mr. Bratton** Met twice with Board Real Estate Committee
- Dr. Garrett** Attended OCCA Meeting – Salem
Met with Crook County Superintendent ,
discussion re: Crook County education
Discussion w/ University of Oregon colleagues
re: community college students attending the university
- Mr. Overbay** Attended Retreat Agenda planning meeting
Attended two Board Real Estate Committee meetings
- Mr. Reeder** Met with Matt McCoy re: Madras Campus
Met with President Middleton in Redmond
re: Agenda Planning for October Board Meeting
Conference Call w/Real Estate Committee
Met with Ken Mays and toured Madras Automotive facility
- Mr. Dorsch** Conversations with Matt McCoy re: COCC Observatory Court property
Attended Board Retreat Planning Meeting

PRESIDENT'S REPORT

Enrollment Update

President Middleton reported that the credit FTE is up over 1%; high school concurrent enrollment is up 133%; first-time new freshmen is up 6%; transfer students up 5%; and Continuing Education/Community Learning enrollment is up 19%.

President Middleton reported that he is the Chair for the Central Oregon Regional Education Consortium Team (CORRECT). The goal of the group is to help increase high school graduation rates while meeting rigorous standards. This goal looks to increase the number of graduates who will continue with “life long learning” in continuing with higher education. The primary focus of CORRECT is looking at how to integrate K-20.

President Middleton commented that tonight’s Board meeting was “a real highlight”, he is proud of the Faculty, Staff and Board for the quality of the process, content and presentations.

ADJOURN: 8:10 PM

APPROVED;

ATTEST TO;

Mr. Anthony J. Dorsch, Board Chair

Dr. James E. Middleton, President

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' AGENDA & MEETING
Friday, October 28, 2005 – 2:00 PM
Cascade Gallery, River Lodge Room 712 - Sunriver, Oregon

AGENDA:

<u>TIME:</u>	<u>ITEM:</u>	<u>PRESENTER:</u>
2:00 pm	Executive Session: ORS 192.660 (1) (e) – Real Property Transactions	Jones
2:30 pm	Adjourn to “Open Session”	
2:35 pm	Observatory Court Property Discussion	Jones
2:50 pm	Adjourn	

MEETING MINUTES:

PRESENT: Dana Bratton, Anthony Dorsch, John Overbay, Donald Reeder, Dr. Joyce Garrett, Connie Lee, Dr. Ron Foerster, Ed Fitch - Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

GUESTS:

Matt McCoy, Jim Jones, Kathy Walsh, Richard Thompson, Ron Paradis, Yoko Minoura-The Bulletin.

Mr. Dana Bratton motioned that the Board of Directors' of Central Oregon Community College District, do hereby authorize the administration to pursue an easement or land exchange with Mr. and Mrs. Phillips, who own property to the north of the COCC Observatory Court property as discussed in executive session. Mr. Donald Reeder seconded. MC. Approved.

M10/05:1

Yes - Garrett, Reeder, Foerster, Dorsch, Bratton, Lee

No - Overbay

ADJOURN: 2:50 PM

APPROVED;

ATTEST TO;

Mr. Anthony J. Dorsch, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
 November 9, 2005
 Approved: ___ Yes ___ No
 Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
 NEW HIRE REPORT
 SEPTEMBER / OCTOBER - 2005**

Name	Date Hired	Job Title
<u>Classified Full-Time</u>		
Draper, Steven	10/2/2005	Custodian
Stark, Aaron	10/13/2005	Media/Performance Tech
<u>Classified Part-Time</u>		
Helmbrecht, Pualani	9/14/2005	Information Office Assistant
Hoffman, Shirley	9/29/2005	ABE T.O.P.S. Specialist
<u>Non-Faculty Instruction PT</u>		
Frandsen-Oiz, Christy	9/19/2005	Non-Faculty Instruction
<u>Non-Faculty Nonbenefitted Ins</u>		
Rogen, Heather	10/11/2005	Make Parenting a Pleasure
<u>Part-Time Faculty</u>		
Aubry, John	9/19/2005	Part -Time Faculty
Boone, Dawn	9/19/2005	Part -Time Faculty
Bowne, Gary	9/20/2005	Part -Time Faculty
Burton, Ted	9/19/2005	Part -Time Faculty
Cagney, Patricia	9/19/2005	Part -Time Faculty
Dawson, Richard	9/19/2005	Part -Time Faculty
Haskell, David	9/19/2005	
Hutchins, Holly	9/19/2005	Part -Time Faculty
Mackey, Justin	9/19/2005	Part -Time Faculty
Magidson, Eric	9/19/2005	Part -Time Faculty
Martinez, Frank	9/19/2005	Part -Time Faculty
Patton, Linda	9/19/2005	Part -Time Faculty
Pettersen, Barbara	9/19/2005	Part -Time Faculty
Phillips, JoDee	9/19/2005	Part -Time Faculty
Quick, Kathleen	9/19/2005	Part -Time Faculty
Reynolds, Hugh	9/19/2005	Part -Time Faculty
Sears, Malcolm	9/19/2005	Part -Time Faculty
Singleton, Ryan	9/19/2005	Part -Time Faculty
Sivertson, Kevin	9/19/2005	
Sjolund, Robert	9/19/2005	Part -Time Faculty
Turner, Amanda	9/19/2005	Part -Time Faculty
Webb, Jan	9/19/2005	Part -Time Faculty
<u>Temporary Hourly</u>		
Baer, Joseph	10/10/2005	Lab Asst Forestry
Beebe, Kimberly	9/19/2005	Notetaker
Blakely, Lillie	9/19/2005	Note taker
Bowen, Monty	9/19/2005	MATC Lab Assistant
Brookman, Andrew	10/1/2005	EMS Lab Asst
Chapman, Jack	9/19/2005	Library Aide
Costandi, Jad	9/22/2005	Admissions/Records Assist
DeHart, Jason	10/1/2005	EMS Lab Asst
Dyess, Frank	9/19/2005	Tutor
Earls, Jesse	9/13/2005	Computer Lab
Fetterley, Jonathan	9/19/2005	Forestry Lab Assistant
Fish, Hunter	10/10/2005	Lab Asst - Forestry
Gregersen, Natalie	9/19/2005	Sign Lang Interp

(COCC New Hire Report – Sept./Oct. 2005)

Name	Date Hired	Job Title
Grimm, Jacob	9/19/2005	Automotive Lab Assistant
Guy, Christopher	9/19/2005	EMS Lab Asst
Hage, Thomas	10/1/2005	Paper Grader
Hartley, Sean	10/1/2005	EMS Lab
Johnson, Kristi	10/10/2005	FRC Office Spec
Kaloke, Richard	10/13/2005	Automotive Tutor
King, Adam	9/19/2005	Tutor
Klawitter, Kathleen	9/19/2005	Classroom Aide
Lappin, Melynda	9/22/2005	
Laufer, Melissa	9/19/2005	Temp Hourly Employees
Luepges, Marlies	10/22/2005	Computer Lab
Malm, Gregory	9/19/2005	Unclothed Model
McLaren, Lawrence	10/1/2005	EMS Lab Asst
Mirrasoul, Robin	9/1/2005	Business Advisor
Moen, Kelly	9/1/2005	EMS Lab Asst
Nakanishi, Michi	9/19/2005	Library Aide
Norga, Desiree	10/1/2005	Temp Hourly Employees
Oedekerck, Corrinne	9/6/2005	Textbook Help
Oren, Talia	9/19/2005	Tutor
Ornat, James	10/24/2005	Business Counselor
Perisich, Neely	9/1/2005	NA Program Asst
Roberts, Davis	10/14/2005	CAP Office Asst
Roos, Kaira	9/19/2005	Notetaker
Seelye, Scott	10/1/2005	Business Counselor BDC
Shannon, James	9/1/2005	EMS Lab Asst
Shepherd, Jonathan	9/19/2005	Pianist
Shuler, Sara-Rose	10/1/2005	EMS Lab
Silbermagel, Gregory	9/19/2005	Lab Assistant-Forestry
Silver, Katherine	9/1/2005	Computer Lab
Small, Jonathan	9/19/2005	MATC asst
Stancliff, Amy	9/27/2005	Non-Faculty Inst
Stubbs, Justin	9/19/2005	Forestry Lab Assistant
Swanson, Kelsey	9/6/2005	Bookstore cashier
Thom, Troy	9/1/2005	EMS Lab Asst
Trujillo-Zuelke, Bonnie	9/7/2005	Cashier - bookstore
Viles, Cynthia	9/21/2005	ABE Lab Asst
Voss, Melinda	9/7/2005	Bookstore - Text Help
Wade, Brian	9/1/2005	EMS Lab Asst
Walker, Tonya	9/19/2005	Notetaker
Whiter, Stephanie	10/5/2005	Tutor
Wilkinson, Becky	9/19/2005	Notetaker

Temporary Salary Payment

Brockman, Marta	9/21/2005
Carkhuff, Christy	9/19/2005
Deis, Anton	10/15/2005
Dunaway, Jonathan	9/13/2005
King, Grace	9/13/2005
Nordstrand, Jenny	9/19/2005
Rusby, Jacob	9/13/2005
Timmerman, Donna	10/15/2005
White, Tanayia	9/13/2005

Workstudy

Alberts, Julie	9/19/2005	HHP - Equipment Rm Asst
Albin, Jenna	9/19/2005	HHP Office Asst
Alvarez, Patricia	9/19/2005	LMT - Office Support
Baca, DiAnna	9/19/2005	HHP - Equip. Rm Asst
Baird, Caitlin	9/19/2005	Student Workers
Benally, Ivan	9/19/2005	Student Workers

(COCC New Hire Report – Sept./Oct. 2005)

Name	Date Hired	Job Title
Bogoger, William	9/19/2005	Tool Room Asst
Caldwell, Kristina	9/19/2005	Wildland Fire
Clark, Evan	9/19/2005	Student Workers
Clark, Ruth	9/19/2005	Student Workers
Cooper, Brian	9/19/2005	Student Workers
Crow, Sara	9/19/2005	Student Workers
Davis, Adam	9/19/2005	Library Aide
Day, Linda	9/19/2005	Student Workers
Delangis, Lisa	9/19/2005	Food Services Asst
Dement, Christopher	9/19/2005	Library Aide
Dodge, Jessica	9/19/2005	Business Dept - Office Asst
Drake, Mariah	9/19/2005	Student Workers
Fisher, Stephen	9/19/2005	Student Workers
Fuller, Melissa	9/19/2005	Computer Lab
Girard, Richard	9/19/2005	Computer Lab
Grote, Vanessa	9/19/2005	Library Aide
Hagerman, Michelle	9/19/2005	Student Workers
Harnden, Ashley	9/19/2005	Library Aide
Heininge, Mae	9/19/2005	Student Workers
Higgins, Melva	9/19/2005	Computer Lab
Honn, Tara	9/19/2005	Cashier - bookstore
Jacobsen, Dustin	9/19/2005	Student Workers
Jennings, Dawn	9/19/2005	Student Workers
Judkins, Travis	9/19/2005	Computer Lab
Kirkpatrick, Aaron	9/19/2005	Student Workers
Larson, Stephanie	9/19/2005	Student Workers
Laszlo, Matthew	9/19/2005	Gym Supervisor
Lopez, Enedina	9/19/2005	Student Workers
Mangin, Debra	9/19/2005	Student Health Services
Mattox, Krissa	9/19/2005	HHP - Equip Rm
Moro, Joseph	9/19/2005	Disc Golf Supv
Nealon, Janine	9/19/2005	CL Office Asst
Nichols, Kathryn	9/19/2005	Computer Lab
Now, Chelsea	9/19/2005	Broadside Photographer
Olsen, Natalie	9/19/2005	
Ortega, Jacquelyn	9/19/2005	Student Workers
Osborne, Dianne	9/19/2005	Student Workers
Paris, Nicole	9/19/2005	Juniper Hall Office
Price, Adam	9/19/2005	HHP - Gym Supv
Robertson, Megan	9/19/2005	FA Office Clerical
Saadeddin, Sarah	9/19/2005	Clerical Asst
Sheggeby, John	9/19/2005	Student Workers
Thompson, Brandon	9/19/2005	Computer Lab
Tidball, Melissa	9/19/2005	Preschool TA
Watson, Richard	9/19/2005	Computer Lab
Wilkerson, Rhonda	9/19/2005	Student Workers
Williams, Travis	9/19/2005	Library Asst

Central Oregon Community College

RESOLUTION

Prepared by: Richard Thompson, Dean of Student & Enrollment Services
Jim Jones, Vice President and Chief Financial Officer

A. Action Under Consideration

As discussed at the October 28 Board retreat, this resolution provides Board authorization to proceed with the previously approved (September 7, 2004) Opsis Architecture, LLP contract as architects for the Campus Center Building. The College will direct the architects to proceed to prepare build-ready contract documents. The cost for the work is \$473,122.00. The contract does not include building contractor bid/negotiation services.

B. Discussion/History

The Board at its regularly scheduled September 7, 2004 meeting approved retaining Opsis Architects, LLP as the architects for the Campus Center Building and directed staff to enter into a contractual relationship with Opsis Architects for related services. College legal counsel was consulted and a contract was executed. Subsequently, the contract work moved ahead on schedule through schematic design through winter term 2005 when financial considerations led the College to invoke its contractual right to place the project work on hold. At the College's request, Opsis Architects stopped short of starting contract documents and were ratably paid under terms of contract for work completed.

As discussed at the October 28 Board retreat, the Board approved reengaging the contract work with Opsis Architecture, LLP through the contract-ready document phase. The contract does not include work beyond bid-ready document preparation. If the Board at a future date directs the College to take the project to bid, Opsis will be engaged to assist with that part of the project as well.

C. Options/Analysis

Approve reengaging Opsis Architecture, LLP for the Campus Center Building contract through bid-ready contract documents.

Decline to reengage the Opsis Architecture, LLP Campus Center Building contract.

D. Timing

Action is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize College administration to proceed under contract with Opsis Architecture, LLP as the architects for the Campus Center Building to complete construction-ready documents. The fee for construction-ready documents will not exceed \$473,122.

F. Budget Impact

The cost to complete the contract, including construction-ready documents and previously completed work will remain within the original architectural fee of 8% of construction costs. A discussion with Opsis indicates that a budget of this amount will be sufficient. Funds exist in the Campus Center construction accounts in the Capital Projects Fund to cover this expenditure.

Exhibit: 8.a
November 9, 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 an addition to the General Procedures Manual related to the creation of a Naming Committee. The purpose of the committee will be to recommend to the COCC Board of Directors individuals, families and entities who should be recognized by having something on the COCC campuses named in their honor. The Board of Directors will consider such recommendations on an annual basis. The Board of Directors of COCC will be solely responsible for recommendations and approval regarding the naming of buildings.

B. Discussion/History

In the spring of 2005, a committee was formed to study and make recommendations regarding a protocol the College could follow in naming places on campus to honor service and contribution to COCC. The committee specifically did not consider the naming of buildings, as this is a role the Board of Directors has reserved unto itself. Instead, the committee considered a protocol for naming rooms, landscape areas and features to honor service to the College.

The committee members were:

David Hill

Jim Jones

Jack McCown

Carolyn Schroeder

Jim Weaver (also represented the COCC Foundation)

After meeting and discussing the issue, the committee makes the following recommendations:

1. The College needs to document and recognize those areas that have already been named. Some areas are well marked such as the Christensen Board Room and the Max Merrill Room in the library, but other areas such as the Robinson Room and Pence Hall have no plaque to explain who they are named after and the person's contribution to the College. Unless this situation is corrected soon, information may be lost for all time. For example, there is a plaque in the quad by Modoc honoring Jo Barrett for her contributions regarding landscaping at COCC. No current employees could be found who know who she was. It was only by contacting Pat Ross, the former Dean of Business Affairs, was the writer able to learn that she had been the former local head of the American Red Cross and was an avid gardener. She volunteered many hours at COCC in improving the grounds.

Specifically, the committee recommends that a plaque or other such device be placed in or near every named item and that an explanation of the reason for the honor be researched and a written record be kept. As much as practicable, the College should standardize plaque style and size.

2. The College needs to have a map which clearly identifies all named places and items. It would be easy to have this information added to campus maps prepared by the Geographic Information Systems students. As an example of this need, several years ago a COCC student was killed in an automobile accident. Her parents donated money to plant a tree in her honor. The location of that tree is not identified on any map and is known to only a few people. It would be an embarrassing situation if the parents came to campus to see the tree and no one could tell the parents where the tree is located.
3. In regards to landscape features, care needs to be taken so that the number of areas does not become larger than the grounds staff can take care of. A landscape feature in poor shape conveys the opposite message from what was intended.
4. Rules for naming need to be developed. While the naming of places and things to date has been tasteful and appropriate, a procedure needs to be developed to see that this continues. Procedures can help ensure that all persons receive equal consideration for a naming honor.

The committee recommends that a committee comprised of representatives of all employee groups and a COCC Foundation representative be formed to recommend to the Board of Directors individuals, families and entities who should be recognized through a naming. The committee would not initiate recommendations regarding the naming of buildings. This task would remain under the purview of the Board of Directors. Such a committee would function much as the promotions and tenure committees do. Specifically, the following rules are recommended:

- a. A COCC staff person would need to have left COCC to be considered for a naming.
 - b. COCC staff would need to have been gone from the College for at least one year. This would tend to minimize the emotional response of wanting to name something for someone who was killed in a tragic accident, but who would not have been a strong candidate had they just retired.
 - c. Employees so honored would need to have been employed by COCC for minimum period of time. Ten years seems appropriate.
 - d. There should be an annual quota on namings. In the first few years that this procedure is in place, the quota should be lifted to allow for "catch-up".
 - e. Anyone should be able to make a recommendation to the naming committee.
5. Besides these namings which are honorary and would be for extraordinary service to the College, there should be a walk or patio where all former employees can have a brick with their name on it. The College can charge a premium above cost for the brick, with profits to go to the COCC Foundation.
 6. The twin goals of creating an arboretum and walking trail and honoring staff and friends of the College can be combined through a tree purchase program. A marker identifying the tree species and the honoree would be placed by each tree. COCC

would determine the location and species of tree. The arboretum can become a community resource and bring many visitors to the campus.

The only recommendation listed above that would require Board of Director approval is the establishment of a Naming Committee. This could be done through an addition to the General Procedures Manual. Recommended verbiage follows.

G-6-14 Naming Committee

The committee is responsible for recommending to the Board of Directors the naming of rooms, landscape areas and features to honor service to Central Oregon Community College. The Board of Directors reserves unto itself the responsibility for naming buildings.

Membership;

One faculty Selected by the President on recommendation of the Faculty Forum Executive Committee

One classified staff Selected by the President on recommendation of the Classified Association of COCC Executive Committee

One administrator Selected by the President

Executive Director of the COCC Foundation

Options/Analysis

Approve the addition to the General Procedures Manual.

Do not approve the addition to the General Procedures Manual.

D. Timing

Action is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District do hereby approve the aforementioned addition to the COCC General Procedures Manual.