



CENTRAL OREGON COMMUNITY COLLEGE
 Board of Directors' Meeting – AGENDA
 Wednesday, February 13, 2008 – 6:00 PM
 Christensen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Overbay
	II. Introduction of Guests			
	III. Agenda Changes			
6:05 pm	IV. Public Hearing and Testimony			
	A.			
6:10pm	V. Consent Agenda***			
	A. Minutes			
	1. January 9, 2008	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (January 2008)	5.b1	X	Buckles
	C. Educational Services-Crook Cty High School	5.c	X	Moorehead
6:15 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Tuition & Residency History/Overview	6.b		Paradis/Metcalf ^A
	C. Legislative Update			Middleton
6:35 pm	VII. Old Business			
	A. New Oregon Government Ethics Laws			
	1. Top 10 Myths	7.a1		Middleton
	2. Top 10 Things Public Officials Should Know	7.a2		Middleton
	B. Board Priority Goals, 2007-09 Progress Update	7.b*		Middleton
7:00 pm	VIII. New Business			
	A. Campus Center Bids	8.a*		Jones ^P
	B. State 40/40/20 Goals	8.b		Lee/Garrett ^P
7:20 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:35 pm	X. President's Report			
	A. Winter Term Enrollment Update			Middleton
	XI. Dates:			
	A. Friday, March 7 COCC Foundation's "Taste of the Town" – 6:00pm Mazama Gym			
	B. Saturday, March 8 – COCC Foundation's "Meal of the Year" – 5:30pm Mazama Gym			
7:55 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 Aavailable for background information if requested.
Please Note: At any time during this meeting, an executive session may be called to address issues relating to ORS 192.660(1)(e), real property transactions; ORS 192.660(2)(h), pending or threatened litigation; or ORS 192.660(2)(b), personnel issues.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, January 9, 2008 – 6:00 PM
PacifiCorp Room-MATC, Redmond Campus
Redmond, OR

PRESENT: John Overbay, Connie Lee, Dr. Joyce Garrett, Anthony Dorsch, Charley Miller, Ed Fitch-Board Attorney, Dr. James E. Middleton-President, Julie Smith-Executive Assistant.

ABSENT: Dr. Ronald Foerster

INTRODUCTION OF GUESTS: Stuart Katter, Larry Nelson, Doug Kerkoch of Kerkoch Katter & Nelson LLP-Certified Public Accountants; Matt McCoy, Kathy Walsh, Eric Buckles, Alicia Moore, Jim Jones, Ron Paradis, Gene Zinkgraf, Carol Moorehead, Lisa Bloyer, Lowell Lamberton-President-Faculty Forum, David Dona, Diana Glenn, Mary Jeanne Kuhar, Shannon Turner, Shiela Miller-The Bulletin, and others.

REPORTS:

Auditor's Report, 2006-07 (Handout Exhibit: 3.a)

Mr. Doug Kerkoch, Mr. Stuart Katter and Mr. Larry Nelson of Kerkoch Katter & Nelson, LLP Certified Public Accountants, reviewed highlights of the audit and reported that all state requirements were in compliance for the 2006-07 college audit. The auditors gave the college a "Clean Opinion" noting the high fiscal services standards and exemplary support of the college's financial departments – accounts payable, payroll and financial aid –

- Jim Jones-Vice President & Chief Financial Officer
- David Dona-Associate Chief Financial Officer
- Lisa Bloyer-Accounting Manager
- Lori Ortiz-Payroll, and
- Jan Fisher-Accounts Payable.

The Board of Directors' President Middleton and Vice President Jim Jones, thanked and complimented the entire fiscal services staff for their good work.

Revenue and Expenditure Forecast (Handout: 3.b)

Mr. David Dona-Associate Chief Financial Officer, reviewed the key assumptions for 2008-09 and 2009-11:

- Property Taxes – up 6.4%
- Prior year taxes – up 3%
- \$2 increase for in-district tuition
- 4% increase in out-of-district/state tuition
- 2.2% increase in staff positions (.5% increase in 2009-11)
- 15% increase in medical insurance (12% increase in 2009-11)
- 3% inflationary expenditure increase
- 2009-11 biennium budget - - 10% increase in CC Support Fund

- No changes in the funding distribution model and no income yet from alternative resources.

President Middleton complimented the college departments as a whole for their good stewardship of college funds.

CONSENT AGENDA:

Ms. Connie Lee moved to approve the Consent Agenda (Exhibit: V). Dr. Joyce Garrett seconded. MCU. Approved. M01/08:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the December 12, 2007 Board of Directors Meeting (Exhibits: 5.a1);

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

BE IT RESOLVED that the Board of Directors' approves the employment contract of Brenna Sylwester, full time Financial Aid Advisor (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Anne Brillante, part-time Native American Program Coordinator (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Leeann Stahn full time temporary faculty for Health Information Technology (Exhibit: 5.e).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the December 2007 Financial Statements.

Redmond Campus & Northern District Update (Exhibit: 6.c)

Ms. Carol Moorehead-Dean of Continuing Education and Extended Learning, welcomed the Board of Directors to the Redmond Campus, noting that COCC has served the Redmond community since the 1970's from a storefront center, and since 1997 on the Redmond campus.

Ms. Alicia Moore-Dean of Students and Enrollment Services, reviewed highlights of student services in Redmond from the past ten years which includes the commitment to offer an ongoing series of "getting started" workshops and nursing programs. She reported that part of the expansion of programs included the need to hire a Student & Community Outreach Coordinator. Ms. Shannon Turner was hired to fill the position in late Spring 2007. Ms. Turner spoke of her varied responsibilities and activities involved in her new position which includes spending approximately 15-20 hours per week at the Redmond campus and 8-10 hours per week each in Prineville and Madras.

NEW BUSINESS:

Budget Committee Appointments (Exhibit: 8.a)

Mr. Ron Paradis-Director of College Relations, reviewed that three terms of budget committee members expired at the conclusion of the last budget cycle.

Two members, Karen Pringle (Zone 2) and Bridget Burns (Zone 4) have indicated they are interested in being appointed to a new three-year term. The third, Laura Hiller (Zone 7) is not interested in a new term.

The College has advertised in local community newspapers and with other entities.

Ms. Patricia Kearney, a resident from Sisters has applied for the vacant (Zone 7) position.

Dr. Joyce Garrett moved to reappoint Karen Pringle and Bridget Burns to the Budget Committee and appoint Patricia Kearney to the vacant Zone 7 position. Mr. Don Reeder seconded the motion. MCU. Approved.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Ms. Lee	None to report
Dr. Garrett	None to report
Mr. Dorsch	Follow-up on COCC graduates
Mr. Miller	Attended Real Estate Committee Meeting
Mr. Reeder	Attended Real Estate Committee Meeting
Mr. Overbay	Attended Real Estate Committee Meeting

Ms. Lee and Dr. Garrett will work on a "response" from the COCC Board of Directors' regarding the Community Colleges role in the 40-40-20 goals.

(The OCCA (Oregon Community College Association) Board, is encouraging and facilitating a collective conversation among and between local community college boards and the State Board of Education about the role of community colleges and how the proffered goal of 40-40-20 could impact their mission.)

PRESIDENT'S REPORT:

Budget Calendar & Parameters for 2008-09 – (Exhibit: 10.a)

President Middleton reviewed the Budget Calendar for the 2008-09 process.

Enrollment Report

President Middleton reported that across all categories we are up in enrollment, noting he has received good feedback regarding the colleges' online enrollment process. He noted that since 2004, COCC - high school enrollment has quadrupled.

Campus Services

President Middleton thanked the Maintenance Staff for their outstanding-good work with snow removal on campus.

ADJOURN: 8:05 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
February 13, 2008
Approve: ___Yes___No
Motion: _____

Central Oregon Community
Board of Directors

New Hire Report

January 2008

Name	Date Hired	Job Title
Classified Full-Time		
Traylor, John	1/15/2008	Custodian
Non-Faculty Non-Benefitted Ins		
Aumack-Freiboth, Candy	1/8/2008	Incredible Years
Part-Time Faculty		
Clark, Jennifer	1/8/2008	CAD
Clark, Michelle	1/7/2008	Kinesiology I
DeClerk, Robert	1/7/2008	Weight Training
Evans, Lynden	1/7/2008	English Comp
Gilles, Roger	1/7/2008	Intro to Business
Ingram, Richard	1/8/2008	Part-Time Faculty
Judd, Daniel	1/7/2008	Concert Band
Martin, Margaret	1/9/2008	Intro to Business
McCann, Michael	1/7/2008	Weather and Climate
McCraw, Cassie	1/7/2008	Oral Medicine
Mills, Christopher	1/8/2008	Software Applications
Ruby, Ronald	1/8/2008	Payroll Accounting
Thille, Michael	1/7/2008	Kinesiology II
Ward, Kelly	1/7/2008	Massage I
Wark, Eric	1/8/2008	Corrections
Wilde, Robert	1/14/2008	Manual Drive Trans I
Temporary Hourly		
Fagnani, Shawneen	1/7/2008	Scribe
Hunter, Kimberly	1/7/2008	Library - Reference Asst.
Siegrist, Janis	1/9/2008	HIT Lab Assistant

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Carol Moorehead-Dean for Continuing Education and Extended Learning

A. Action Under Consideration

Approve the College's Contract for Educational Services with Crook County High School.

B. Discussion/History

The Oregon Department of Education requires a governing board of a school district and community college to annually review contracts for use of Community College Instructors in High Schools to ensure requirements outlined in OAR 589-008-0200 have been met. Contracts approved by both boards are then forwarded to the State Board of Education for annual review.

This year COCC has a contract with the Crook County School District to provide Math 111 - College Algebra, HD 110 - Career Planning, PS 201 - Political Science and BA 101 - Intro to Business at Crook County High School.

All requirements of the Community College in OAR 589-008-0200 have been met.

C. Options/Analysis

Approve these educational services contracts.
Disapprove and discontinue these programs.

D. Timing

Contracts may be submitted to the State Board for approval after a teacher has been assigned to teach. However, the State Board reserves the right to find any contract in violation of current statutes or administrative rules notwithstanding the teachers' starting date. These contracts are for fall 2007, winter 2008 and spring 2008.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve these contracts for delivery of instructional services.

F. Budget Impact

Discontinuation of programs would reduce income and state reimbursement for FTE.

**CENTRAL OREGON COMMUNITY COLLEGE
INFORMATION ITEM**

Contact: Ron Paradis, College Relations
Aimee Metcalf, Admissions and Records

A. Issue

TUITION AND RESIDENCY HISTORY/OVERVIEW

B. Discussion/History

TUITION HISTORY

Over the past 32 years, COCC has averaged a 5.2% annual increase for in-district tuition. Out-of-district and out-of-state tuition have averaged an annual increase of 5.0% and 8.6%, respectively. In the past five years, in-district tuition has increased 5.7%.

COCC In-District Tuition			
Year	Tuition	Increase for year	Average annual change over 5 year period
2007	\$63.00	0.0%	5.7%
2006	\$63.00	3.3%	7.4%
2005	\$61.00	10.9%	7.3%
2004	\$55.00	1.9%	7.2%
2003	\$54.00	12.5%	7.4%
2002	\$48.00	8.3%	5.4%
2001*	\$44.33	3.1%	4.3%
2000	\$43.00	10.3%	4.9%

*Tuition was increased for winter and spring terms from \$43 to \$45. Amount listed is prorated average for the full three terms.

In comparison to Oregon community colleges, COCC's in-district tuition rate is just below the state average of \$63.61. Additionally, COCC's in-district tuition rate is at the median of all Oregon community colleges. However, when mandatory student fees are taken into consideration COCC's in-district rate is among the lowest in the state.

Individual program fees above standard tuition and fees may apply, for example: Dental Assisting - \$900/certificate; Nursing - \$1800/AAS degree; Culinary - \$2450/certificate.

RESIDENCY

COCC is the only community college in the state that charges out-of-district/boarder state students a different tuition rate than in-district students. In 2006-07, 14% of our students were out-of-district/boarder state residents and 1.8% were classified as out-of-state residents.

For the majority of Oregon community colleges, a student's residency status converts to in-district after 90-days (with the exception of international students) whether or not the student is registered in classes. In-district residency at COCC is defined as an individual who owns property, or who has maintained a permanent and continuous residence, **in the district for one full year prior** to the beginning of the first term of enrollment will be classified as an in-district resident. Students who are classified as out-of-district or out-of-state when they initially enroll at COCC **remain at that residency status for two calendar years.**

Top 10 Myths About Oregon's New Government Ethics Laws

1. Lots more public officials will be required to report information with the ethics commission.

(Truth: A few counties and cities that previously were exempt from the SEI reporting were added, but otherwise there are not new categories of people who must report. A hodge-podge of cities and counties were previously exempt because they were not incorporated in 1974 or the voters didn't approve the ethics measure back in 1974. Now all cities and counties will be treated the same.)

2. All gifts, even small gifts, received by public officials must be reported to the ethics commission.

(Truth: Gifts received will not be reported by the public official to the commission at all. There is a new yearly gift limit of \$50. Because of the low gift limit, best practices would be to keep personal records of gifts received from each source so as not to go over the limit. Note: Registered lobbyists and persons employing lobbyists, however, must report expenditures. In addition, certain items defined as "not gifts" must be reported by SEI filers.)

3. Every time a public official violates an ethics law (and even if due to ignorance of the new law), the official will be slapped with a big \$5,000 fine.

(Truth: The maximum fine that the ethics commission may impose did increase from \$1,000 to \$5,000. The maximum had not been changed since 1974. However, the commission has had and will continue to have, discretion in imposing fines. Most cases settle for much lower fines. To help standardize fines, the new law also requires the commission to adopt by rule criteria for determining the amount of civil penalties that the commission may impose. In addition, the commission now will have statutory authority to issue letters of reprimand, explanation, or education in lieu of imposing a civil penalty.)

4. If a public official approved, worked on, researched, or assisted in any way with a public contract, that public official can not later benefit from that contract.

(Truth: Conflict of interest ethics rules will continue to govern this area of law. That is, a public official will have had a conflict of interest if they knew they would benefit from a contract they authorized and the class exception did not apply. The new law does add a more specific objective prohibition, providing that a public official may not, for "two years after the person ceases to hold a position as a public official, have a direct beneficial financial interest in a public contract that was authorized" by the public official. Pending administrative rules likely will define what "authorized" means.)

5. Fire victims in a neighborhood can no longer bring down pizzas to the local firehouse to thank the firefighters.

(Truth: Firefighters, including volunteer firefighters are public officials. However, most neighbors won't have a "legislative or administrative interest" with the firefighters or fire district. There are no longer any gift dollar limits for persons without a "legislative or administrative interest." The class exception must also be kept in mind when determining whether a person has a legislative or administrative interest. Only if the giver has an administrative or legislative interest, and there is no class exception, would the pizza value need to be kept to the new \$50 per year limits.)

** Prepared by Wendy J. Johnson, Deputy Director and General Counsel, Oregon Law Commission

Disclaimer: This information is not intended to constitute legal advice and should not be relied upon in lieu of consultation with the Ethics Commission or your legal counsel.

November 15, 2007

6. Public officials can no longer attend charity dinners if someone else pays for their ticket.

(Truth: Maybe not a myth. Unless one of the special exceptions applies, charity dinners will be treated as gifts subject to the \$50 per person per year limit (unless the giver does not have a legislative or administrative interest). However, pending administrative rules may provide that the benefit/value to the official is the value of the meal itself, and not the contribution to the charity (i.e. ticket price minus cost of food).)

7. The new ethics laws substantially broaden the relatives/household members to which the gift limits apply.

(Truth: The ethics laws have always applied to relatives of public officials as well as members of the household. The definition of relative for most ethics law purposes was broadened to include 1) domestic partners; 2) spouses of siblings (old law had covered siblings, but not their spouses); 3) any individual for whom the public official has a legal support obligation; 4) and any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment. The definition of member of the household now means any person who resides with the public official. Note: The definition of "relative" for purposes of the nepotism law is much broader.)

8. Public officials can no longer work in the same public body as any of their relatives.

(Truth: A public official generally may not appoint, employ, or promote a relative (new broader definition). However, the public body or another individual in the public body may appoint, employ, or promote a public official's relative. This was covered under general conflict of interest rules before, but people found those rules difficult to understand in the employment context. Thus, a specific nepotism rule was codified to largely reflect practice and ethics opinions.)

9. All persons who lobby "legislative officials" or "executive officials" at any level of government will be subject to the lobbying registration and new reporting requirements of the lobbying laws found in ORS Chapter 171.

(Truth: The definition of "lobbying" continues to focus only on those who influence or attempt to influence "legislative action." "Legislative action" is narrowly defined to cover matters that are the subject or may be subject to action by either house of the Legislative Assembly, committee of the Assembly, or the approval or veto of the Governor. Note: ORS Chapter 244 regulates public officials at all levels of government, but the laws regulating lobbyists are focused only on state legislative action.)

10. The new ethics laws had an emergency clause and thus all these new ethics laws took effect upon the Governor's signature on July 31, 2007—and we don't know what the new rules require!

(Truth: The two large ethics reform bills, SB 10 and HB 2595, passed during the 2007 Legislative Session did have Emergency Clauses-- making them effective on signing. However, the bills also had extensive operative date provisions. Nearly all sections of the bills do not become operative until January 1, 2008. Thus, the emergency clauses were really there only to allow the commission to start producing forms, rules, etc. to prepare for the operative date of January 1, 2008.)

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November 15, 2007

Top 10 Things Public Officials Should Know
About Oregon's New Government Ethics Laws

1. There will be more frequent reporting for those public officials who must file a yearly statement of economic interest (SEI). In addition to the yearly SEI (still due on April 15), public officials must file a quarterly report that lists 4 things: 1) expenses for conventions, missions, trips, or other meetings paid for by tribes, governments, or certain non-profit organizations; 2) expenses for missions, negotiations, or economic development activities paid for by third parties; 3) honoraria greater than \$15; and 4) certain income exceeding \$1000. The first quarterly report is due April 15, 2008, for the January to March 2008 quarter.
2. Public officials may not have a direct beneficial financial interest in a contract they "authorized" as a public official for two years after they cease to hold that official position.
3. The yearly gift limit from a "single source" with a legislative or administrative interest is now \$50. (It was \$100.) That limit applies to the public official's relatives and members of the household.
4. Public officials (including relatives and members of the household) may receive NO gifts of entertainment from persons with a legislative or administrative interest unless the entertainment is "incidental" to an event or the entertainment is "ceremonial." (It was \$250 per year and \$100 per event.)
5. There is no longer a general trip expense exception to the gift limits. There are several narrowly defined new trip expense exceptions for certain givers (tribes, governments, public officials and limited non-profits) and certain defined trips (officially sanctioned trade-promotion or fact-finding missions; officially designated negotiations or economic development activities).
6. Food and beverage consumed in the presence of the giver is no longer a gift exception. Thus, food and beverage will be subject to the \$50 per year unless another gift exception applies (e.g. reception).
7. A public body can hire the relative of a public official but a public official can neither be involved in the hiring process nor supervise a relative unless the public body authorizes such supervision.
8. Commission advisory opinions, staff opinions and staff advice now provide greater immunity or mitigation from sanctions. In addition, there are timelines for the commission and staff to issue their opinions.
9. State wide associations may adopt rules or policies interpreting the ethics laws and submit them to the ethics commission for review. The commission shall approve or reject them, giving reasons for any rejection. Officials who act in compliance with approved rules or policies may not be sanctioned by the ethics commission.
10. The ethics commission is still in the process of rulemaking to define new terms, create new forms, and otherwise implement SB 10 and HB 2595. The ethics commission's website is http://www.gspc.state.or.us/OGEC/contact_us.shtml. The website contains the statutes, rules, forms, and opinions. The ethics commission's phone number is (503) 378-5105.

** Prepared by Wendy J. Johnson, Deputy Director and General Counsel, Oregon Law Commission

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November 15, 2007

40/40/20
COCC Board Response Brainstorming Draft

Prepared by: Ms. Connie Lee and Dr. Joyce Garrett
Central Oregon Community College - Board Members

The OCCA executive committee asks local boards to consider the following:

1. What opportunities would the adoption of a 40/40/20 plan create for community colleges to further their mission?

Mission: Central Oregon Community College will be a leader in regionally and globally responsive adult, lifelong, postsecondary education for Central Oregon.

Education is a life long process that is often measured by the attainment of institutional acknowledgements such as diplomas or certificates. COCC plays a critical role in regional educational advancement across the continuum of 40-40-20

- (1) to increase opportunities for local constituents to attend programs;*
- (2) to expand programs based on the economic needs of the region;*
- (3) to maximize the interface between basic and higher education; and*
- (4) to contribute to the overall goal of a well educated populace in Oregon.*

2. What challenges would the adoption of a 40/40/20 plan create for community colleges in furthering their mission?

Availability of resources

Financial

Infrastructure

Qualified staff

Data systems

Technology

Current school calendar

Continuity of programs between systems

Social barriers

Social perceived value

Retention

Flexibility of programs to serve diversity of student population

Increased regional access

Increased support services

Affordability

3. What might be reasons for us NOT to adopt the 40-40-20 plan?

- *The need for on-going education, which can be provided by a community college, can occur at all stages of life and for a multitude of reasons. The attainment of a certificate or a degree is a system measurement of accomplishment but is not always an indication of success. The community's need for the services of COCC cannot be measured only by increasing the degree and certificate awards of its citizenry. COCC builds communities; citizens; helps individuals and businesses towards the development and attainment of their goals.*
- *Limited resources could result in an attempt to provide proportionate access across the demographic diversity of Oregon's population resulting in a lower success ratio than the current system due to the higher cost of providing education and support services to the more costly segments of the population.*
- *Narrowly defining 40-40-20 as a point in time measure of success rather than a symbol of the state's intention to value education will not result in both personal and statewide economic prosperity. Emphasis should be on the development of competencies (qualify) and the degrees of progress within the various demographics of the state population.*
- *It may not recognize Oregon as a state of diverse populations and needs, "one" system will not meet the needs of all.*

4. Are you willing to tie our legislative appropriation request to the strategy identified in an OCCA Board adopted policy about increased educational attainment?

In the future, you will be asked to consider a second round of questions that have to do with next steps toward the implementation of whatever policy the OCCA Board adopts. While it is not necessary to answer the following questions now, we do want to give you a preview. At this time we believe those questions will be:

1. *In order to achieve the 40-40-20 goal, who, or what population will we need to serve that we are not currently serving, or not serving to the extent necessary?*
2. *In order to achieve the 40-40-20 goal, how will we need to be different in order to effectively serve those not currently served?*
3. *What goals not addressed by 40-40-20 nonetheless remain important to us and need to be articulated in statements of goals and measures of performance.*
4. *If the seventeen boards agree to support a model of increased educational attainment, are you willing to actively support it?*