



**CENTRAL OREGON**  
community college

CENTRAL OREGON  
COMMUNITY COLLEGE  
Board of Directors' Meeting – AGENDA  
Wednesday, January 11, 2012 – 6:00 PM  
Christiansen Board Room  
Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ford
6:05 pm	II. Introduction of Guests			
6:10 pm	III. Agenda Changes			
6:11 pm	VI. Public Hearing and Testimony A.			
6:15 pm	V. Reports			
	A. 2011 Audit Report	5.a*		Auditors <sup>P</sup>
	B. Update-General Fund Revenue & Expenditures	5.b*		Dona <sup>P</sup>
	C. 2012-13 Budget Discussion			Middleton <sup>P</sup>
6:45pm	VI. Consent Agenda***			
	A. Minutes			
	1. Regular – December 14, 2011	6.a1	X	Smith
	B. Personnel			
	1. New Hire Report (December 2011)	6.b1	X	Buckles
	C. 2 <sup>nd</sup> Reading –Media Attendance Exec. Session	6.c	X	Paradis
	D. Mileage/Meal Per Diem Rates	6.d	X	Dona
	E. Acceptance of 2011 Audit Report	6.e	X	Kimball
6:50 pm	VII. Information Items			
	A. Financial Statements (Nov. 2011)	7.a		Bloyer <sup>A</sup>
	B. Construction Projects - Update	7.b		McCoy <sup>A</sup>
	D. Season of Non-Violence	7.c		Moore <sup>P</sup>
	E. Student Leadership Program	7.d		Moore <sup>A</sup>
7:15 pm	VIII. Old Business			
	A. Accreditation Update	8.a		Middleton/ Hilgersom <sup>P</sup>
7:30 pm	IX. New Business			
	A. President's Financial Certification	9.a & 9.a1	X	Bloyer/ Middleton <sup>A</sup>
	B. Architectural Design Services for Residential Housing	9.c*	X	Mosier <sup>P</sup>
7:45 pm	X. Board of Directors' Operations			
	A. Board Member Activities			
8:00 pm	XI. President's Report			
	A. Updates			
	1.			





CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, December 14, 2011 – 6:00 PM  
Christiansen Board Room  
Boyle Education Center Building

---

---

PRESENT: David Ford, Donald Reeder, Dr. Joyce Lynn Garrett, Bruce Abernethy, Charley Miller, Anthony Dorsch, John Overbay, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS: Ron Paradis, Karin Hilgersom, Matt McCoy, Kevin Kimball, Alicia Moore, David Dona, Joe Viola, Michael Holtzclaw, Leslie Minor, Jennifer Newby, Shirley Metcalf, Alicia Moore, Lisa Bloyer, Jim Weaver, Doug Nelson, Tom Barry-FF President, Kirsteen Wolf, Alyssa Wilder and Noah Hughes-The Broadside, Darren McCrea, Patrick Cliff-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY:

Board Member Tony Dorsch reported that after the recent Fall Board Retreat (where the term Silos was mentioned) he researched the concept – he displayed a tubular can with a lid as “his Silo” Mr. Dorsch gave the definition of an Information Silo – ‘a management system incapable of reciprocal operations with other related management systems. A management system is a “Silo” when it cannot exchange information with others outside of the silo. The manager of the Silo is considered as the gatekeeper; the communication is vertical – it was developed and promoted by the private sector business community.’

Mr. Dorsch expressed that he was introducing this information as a concern that Silos (however unintentional at the college) limit communication.

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda (Exhibit: 5). Mr. John Overbay seconded. MCU. Approved. M12/11:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the October and November 2011 Meeting Minutes (Exhibits: 5.a1 & 5.a2);

BE IT RESOLVED that the Board of Directors' approved the November 2011 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the 2<sup>nd</sup> Reading of Board Goals (Exhibits: 5.c).

## INFORMATION ITEMS:

### Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the October 2011 Financial Statements.

### Construction Projects – Update (Exhibit: 6.c)

Vice President for Administration-Matt McCoy gave a Construction Projects Update.

### Modification of Board Goals/Core Themes (Exhibit: 8.b)

The Board of Directors' reviewed and by consensus approved (Exhibit: 8.b) as a 1<sup>st</sup> Reading - the 2<sup>nd</sup> Reading will be brought back to the Board at the December meeting.

### Report on Math Re-Design Prelim Outcomes (Exhibit: 6.d)

Mr. Doug Nelson-Professor of Mathematics gave an update of Math instruction results from the Spring 2010 and Fall 2011 performance and reviewed the Math Re-Design objectives:

- Improve success rates in the Math 60 & 65 courses
- Reduce or eliminate waitlists in Math 60 & 65 courses
- Reduce number of classrooms used
- Reduce course drift
- Help students efficiently attain their mathematical goals.

### Award for Journalist of the Year (Exhibit: 6.e)

Ms. Alicia Moore-Dean of Students and Enrollment Services reported that each year, the Associated Collegiate Press, awards several awards to college and university newspapers and their reporters. COCC is pleased to announce that Kirsteen Wolf (Editor of The Broadside) was recently awarded the 2011 Associated Collegiate Press's two-year college "Reporter of the Year" award.

### Department of Defense-Tuition Assistance Program (Exhibit: 6.f)

Ms. Alicia Moore reviewed that active duty Military, Reserves and National Guard personnel are eligible for the DOD Military Tuition Assistance program. In mid-July, institutions were notified that for students to continue receiving Tuition Assistance benefits, institutions must sign a Memorandum of Understanding agreeing to various DOD and Service branch requirements. COCC staff are working to obtain detailed clarification from the DOD to be able to respond to the program requirements of the MOU - should COCC decide to sign. Staff requests feedback from the Board on the proposed next steps.

Board of Directors' consensus is not to sign the MOU at this time.

### Achievement Compacts (Exhibit: 6.g)

President Middleton gave a PowerPoint presentation detailing the basic principles and challenges of State initiatives impacting COCC, most specifically the anticipated "Achievement Compacts" which are slated to be in place for the 2012-13 year.

Both the Governor and the Legislature have been involved in proposing changes to Oregon's educational system target to improving outcomes and achieving the 40/40/20 target.

## OLD BUSINESS

### Accreditation: Chapter One & Two – Update (Handout: 7.a)

Dr. Karin Hilgersom-Vice President for Instruction reviewed that "Chapter One" revolved around

four core themes. Core themes for this Year-Seven report are the central thread expressed in the college goals, with one or more Board priorities woven through each of the core themes. For each core theme – the college has developed specific outcomes, and for each outcome – benchmarks are used for measuring success, with quantitative and qualitative data collected to indicate whether success has been achieved in the outcomes and success in achieving the outcomes indicates fulfillment of the college's mission.

The full report will be presented at the February meeting for Board approval.

## NEW BUSINESS

Contract Award for AV Equipment for the Health Careers and Science Buildings (Exhibit: 8.a)

Mr. Bruce Abernethy moved to accept the bid of Delta AV for \$560,493.85 for the provision and installation of AV equipment for the Health Careers and Science buildings and direct that a contract be executed. Mr. Donald Reeder seconded. MCU. Approved. M12/11:2

Media Attendance in Executive Session (Exhibit: 8.b-8.b1)

Mr. Ron Paradis-Director of College Relations reviewed the Oregon Law allows for media attendance in most Executive Sessions – however, the law does not define media. Many local and state boards have adopted policies defining media. This has become an issue in the last few years, particularly with the advent of “blogging,” that has grayed the line between media and interested observer.

The purpose of the policy details in (Exhibit: 8.b1) is to define in an unbiased way, media. It is not to attempt to keep media out of Executive Session.

Board Consensus was to accept (Exhibit: 8.b-8.b1) as a first reading with two additional newspapers to be added for the seconding reading, which will come back to the board at the January meeting.

## BOARD OF DIRECTORS' OPERATIONS:

### Board Member Activities

Mr. Dorsch      Met with Redmond constituents

Mr. Miller      Economic Forecast Breakfast  
Oregon Idea Conference Call  
Dinner at the new Culinary “Elevation” restaurant with the David Fords  
Culinary Bldg. Reception

Mr. Overbay    Two - Real Estate Committee Mtg.  
Fall Board Retreat  
COCC Foundation Meeting

- Dr. Garrett**      OCCA Board Meeting and Conference Calls  
Culinary Bldg. Reception  
Oregon Business Leadership Summit  
Met for Lunch with Dr. Hilgersom and Dean Shirley Metcalf  
re: Prineville Campus  
Co-Chair of Crook County Education Council
- Mr. Abernethy** Chamber of Commerce Breakfast re: Economic Forecast  
College Affairs Committee Mtg.  
Orientation of College Programs w/VP Hilgersom,  
And Deans Holtzclaw, Minor and Newby
- Mr. Reeder**      None to Report
- Mr. Ford**        Chamber of Commerce Breakfast re: Economic Forecast  
Awards for "Building a Better Central Oregon" -  
accepted Award for the Campus Center Bldg.  
Dinner at the Culinary restaurant "Elevation" with the Charley Millers  
Agenda Review Mtg. w/President Middleton  
Real Estate Committee Mtg.  
OSU Cascades Advisory Board Meeting

**PRESIDENT'S REPORT:**

- Oregon Business Plan – 2011 Leadership Summit (Handout: 10.a)  
President Middleton attended the 2011 Leadership Summit in Portland. He distributed and reviewed the "Policy Playbook – Time to Deliver" from the summit which gives an update of state initiatives and successes from the Oregon Business Plan.
- State Hiring Freeze  
Emerging challenge – all of the state agencies have been mandated to do 3.5% and 10.5 % cut scenarios.
- 2011 Audit Report  
The 2011 Audit Report will be presented at the January meeting.

**ADJOURNED:**    8:15 PM

APPROVED;

ATTEST TO;

---

Mr. David Ford-Board Chair

---

Dr. James E. Middleton, President

Exhibit: 6.b1  
January 11, 2011  
Approve: \_\_\_ Yes \_\_\_ No  
Motion: \_\_\_\_\_

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

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Classified Full-Time</b>		
Aguiar, Alma	12/12/2011	Enrollment Specialist
Campbell, Eric	12/01/2011	Maint Spec-Carpentry/Painter
Martinez, Miguel	12/12/2011	Grounds/Custodian Spec
<b>Temporary Hourly</b>		
Collier, Vanessa	12/01/2011	Office Spec, Campus Svc

Exhibit 6.c  
January 11, 2012  
Approved: \_\_\_ yes \_\_\_ no  
Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**ACTION ITEM – Second Reading: Media Attendance at Executive Session**

Prepared by: Ron Paradis-Director of College Relations

**A. Action Under Consideration**

Second reading: Approval of a Board Policy related to media attendance in Executive Session (see attached). To become Board Policy GP 15.

**B. Detail**

Oregon law allows for media attendance in most Executive Sessions. However, the law does not define “media.” This policy is based on other policies implemented locally and statewide, but adapted to COCC.

Following the last Board meeting, The Newberry Eagle and The Spilyay Tymoo have been added to the list of “recognized media organizations.”

**C. Options**

Approve the policy as is.  
Provide input for adjustment.  
Do not approve the policy.

**D. Timing**

There is no urgency at this time. However, we would hope to have a policy in place prior to being challenged in this area.

**D. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve the attached, Board Policy GP 15, “Media Attendance at Executive Session.”

## Board Policy GP 15 Media Attendance at Executive Sessions

Under the Oregon Public Meetings Law and ORS 192.660, recognized representatives of the news media are allowed to attend executive sessions – other than those held under subsection (2)(d) of this section relating to labor negotiations or ORS 192.660(5) (see below). However, the proceedings of this executive session are for background information only and not for publication or broadcast.

The following entities are recognized as news media organizations eligible to attend executive sessions at COCC because they have an established history:

- The Bulletin
- The Broadside
- The Source
- Cascade Business Journal
- The Redmond Spokesman
- The Central Oregonian
- The Madras Pioneer
- The Sisters Nugget
- The Newberry Eagle
- The Spilyay Tymoo
- KTVZ
- KOHD
- KBNZ
- Bend Radio Group (KSJJ, etc.)
- Combined Communications (KBND, etc.)
- Horizon Broadcasting Group (KBNW, etc.)
- Oregon Public Broadcasting

No other entity shall be permitted to attend an executive session unless it is recognized through the process described below.

The following organizations' members are eligible to seek application to attend executive sessions:

- A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
- A newspaper that the College uses for publication of public notices and that meets the requirements of ORS 193.020; or
- An entity recognized by the College as being a news source that:
  - o Is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public; and
  - o Regularly reports on activities of the College or matters of the nature under consideration by the College; and
  - o Is a well-established entity committed to complying with the requirement that confidential executive session information be undisclosed.

In making this determination, the College may consider and weigh any factors that it deems to be relevant, including whether the entity has an available process for correcting errors, including

violations of executive session statutes, by a person with authority to take corrective measures.

Any entity seeking recognition as a news media organization has the burden of proof to establish that it meets the standards of this policy. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in this policy.

The College may require that a request to attend an executive session be made in writing, in advance of the meeting. The request shall disclose the person's name and the entity for which he or she is a news reporter. The request shall also include a certification that the person is gathering news for a recognized news media organization, that the information given is true and that the person agrees to comply with ORS 192.660.

The College may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.

In making its determination whether to recognize a specific person as a representative of the news media organization, the College may also require:

- A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
- A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
- A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.

Representatives of the news media are not permitted to attend executive sessions involving deliberations with persons designated to carry on labor negotiations (ORS 192.660(4)). Additionally, if the executive session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the College shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation (ORS 192.660(5)).

Cameras, tape recorders and other recording devices shall not be used in executive sessions, except for the official executive session tapes made by College staff.

Any person or entity which has a direct personal interest in the subject of the executive session may be barred from attending.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: David Dona – Associate Chief Financial Officer

**A. Actions Under Consideration**

- Notification of mileage rate.
- Approve meal per-diem rates.

**B. Discussion/History**

The College’s general business procedures (B-2-6.1) require the Board be notified of the personal car mileage rate annually. The College uses the approved federal rate established by the Internal Revenue Service (IRS). The Federal mileage rate for 2012 remains unchanged at \$0.555 per mile.

General business procedures (B-2-6.1) require the reimbursement for the cost of employee meals shall be at the rate established by the Board. The College’s proposed in-state and out-of-state per-diem meal rates remain unchanged from the prior year. The in-state and out-of-state rates are provided below:

	In-State Rates*	Out-of-State Rates**
Breakfast	\$ 7	\$ 9
Lunch	\$ 11	\$ 14
Dinner	\$ 23	\$ 29
Total	\$ 41	\$ 52

\* In-state rates are equal to the federal standard rates for Oregon.

\*\* Out-of-State rates are 125% of federal in-state rates (actual federal rates are determined by specific location).

**C. Options/Analysis**

1. Approve proposed per-diem rates.
2. Do not approve proposed per-diem rates.

**D. Timing**

Approval of this resolution would maintain current meal per-diem rates.

**E. Recommendation**

Be it hereby resolved that the Board of Directors of Central Oregon Community College does hereby authorize the proposed per-diem meal rates as shown in section B.

**F. Budget Impact**

Costs associated with mileage rate and meal per-diem rates will be managed within the current adopted budget.

Central Oregon Community College  
Board of Directors

**RESOLUTION**

Prepared by: Kevin E. Kimball – Chief Financial Officer

**A. Action Under Consideration**

Accept the College's audit report for the year ended June 30, 2011

**B. Discussion/History**

The College contracts with an independent accounting firm to obtain a financial audit on the College every year. Kerkock Katter & Nelson, LLP, the College auditor, completed the 2011 audit in December. The auditors met with the Audit and Finance Committee on September 21<sup>st</sup> to discuss the prior audit results, opinion letters, and the auditor's approach in completing the 2011 College audit. In addition, the auditors met with the Audit and Finance Committee on January 4, 2012 where they discussed the 2011 audit report and findings in detail.

The College's financial records are audited every year by an independent accounting firm for several reasons including the following:

- It is good business practice.
- It is required by the State (ORS 341.709).
- It is required by federal regulations as a condition to receive federal funds including financial aid.
- It is required by College's bond covenants.

The College is required to provide copies of the audit report to the State of Oregon, rating agencies, and other interested parties. The College must also post the annual audit report on the EMMA (Electronic Municipal Market Access) system and Federal Audit Clearing House. Administration needs the board to accept the audit report prior to distributing the report.

**C. Options/Analysis**

- 1) Accept the audit report as presented.
- 2) Accept the audit report with the changes identified.
- 3) Do not accept the audit report.

**D. Timing**

Kerkock Katter & Nelson, LLP completed the audit and finalized their report in December. This is the first board meeting the report has been available. Administration needs to distribute the audit report on a timely basis and board acceptance is required prior to distribution.

**E. Recommendation**

Be It Resolved that the Board of Directors of Central Oregon Community does hereby accept the audit report for the year ended June 30, 2011 as presented.

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

**Cash and Investments**

The Colleges' operating cash balances currently total \$34 million. The November average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investment of \$5 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. An investment matured in November and the funds deposited in the Local Government Investment Pool Bond Fund account. The bond proceeds held in cash and investments total \$22.8 million as of the end of November. Approximately \$1.5 million was spent on bond related construction projects during the month.

**General Fund Revenues**

Tuition and fee revenue increased by \$4.9 million from October, which is a reflection of the start of winter term registration. The college received \$9.4 million in property tax payments representing 86 percent of the budget. All transfers have been posted for the year including \$250,000 from the PERS reserve account.

**General Fund Expenses**

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

**Budget Compliance**

All appropriation categories are within budget.

## Cash and Investments Report

As of November 30, 2011

### College Portfolio

#### Cash in State Investment Pool

Pool account 4089	#	\$30,987,234.94
Pool account 5482	+	\$337,911.35
Pool account 3624	+	\$380,896.09
Pool account 3816	*	\$17,094,341.09
Pool account 3707	*	\$335,628.43
Pool account 3844	*	\$274,478.69
Pool account 3848	*	\$55,978.01
Pool account 3847	*	\$107,302.25

November Average Yield .50%

**Cash in USNB** # \$870,071.12

**Cash in USNB - Bond Funds** \* \$0.00

**Cash on Hand** # \$3,900.00

Total Cash \$50,447,741.97

#### Investments

##### Federal Home Loan Bank:

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

Total Investments \$5,009,000.00

Total Cash and Investments \$55,456,741.97

# Operating Funds  
\* Bond Funds  
+ Trust/other

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

**Exhibit 7.a**  
11-Jan-12

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Revenues</b>					
District Property Taxes:					
Current Taxes	\$ 10,924,000	\$ 9,393,613	\$ (1,530,387)	85.99%	78.08%
Prior Taxes	939,000	457,412	(481,588)	48.71%	68.80%
Tuition and fees	18,323,000	11,044,110	(7,278,890)	60.27%	62.85%
State Aid	5,610,000	2,601,679	(3,008,321)	46.38%	34.48%
Interest & Misc. Income	8,000	9,181	1,181	114.76%	10.80%
Transfer-In	856,000	856,000	-	100.00%	100.00%
<b>Total Revenues</b>	<b>\$ 36,660,000</b>	<b>\$ 24,361,995</b>	<b>\$ (12,298,005)</b>		
<b>Expenses by Function</b>					
Instruction	\$ 16,752,368	\$ 4,936,593	\$ 11,815,775	29.47%	29.76%
Academic Support	2,856,604	995,968	1,860,636	34.87%	30.17%
Student Services	4,023,863	1,395,864	2,627,999	34.69%	34.72%
College Support	4,655,263	1,960,171	2,695,092	42.11%	43.90%
Plant Operations and Maintenance	3,461,348	1,229,494	2,231,854	35.52%	35.81%
Information Technology	2,747,718	1,220,881	1,526,837	44.43%	40.98%
Financial Aid	11,954	847	11,107	7.09%	24.34%
Contingency	800,000		800,000	0.00%	0.00%
Transfers Out	3,123,399	2,852,749	270,650	91.33%	100.00%
<b>Total Expenses</b>	<b>\$ 38,432,517</b>	<b>\$ 14,592,567</b>	<b>\$ 23,839,950</b>		
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (1,772,517)</b>	<b>\$ 9,769,428</b>	<b>\$ 11,541,945</b>		

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

Exhibit 7.a  
11-Jan-12

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
<b>Debt Service Fund</b>					
Revenues	\$ 4,122,691	\$ 3,092,796	\$ (1,029,895)	75.02%	68.06%
Expenses	4,105,065	943,934	3,161,131	22.99%	22.93%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 17,626</b>	<b>\$ 2,148,862</b>	<b>\$ 2,131,236</b>		
<b>Grants and Contracts Fund</b>					
Revenues	\$ 6,229,822	\$ 443,661	\$ (5,786,161)	7.12%	18.61%
Expenses	6,208,404	498,180	5,710,224	8.02%	22.93%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 21,418</b>	<b>\$ (54,519)</b>	<b>\$ (75,937)</b>		
<b>Capital Projects Fund</b>					
Revenues	\$ 8,994,912	\$ 2,594,631	\$ (6,400,281)	28.85%	21.28%
Expenses	37,427,052	12,882,606	24,544,446	34.42%	18.20%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (28,432,140)</b>	<b>\$ (10,287,975)</b>	<b>\$ 18,144,165</b>		
<b>Enterprise Fund</b>					
Revenues	\$ 6,380,813	\$ 1,752,968	\$ (4,627,845)	27.47%	33.06%
Expenses	6,107,081	2,432,766	3,674,315	39.84%	37.31%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 273,732</b>	<b>\$ (679,798)</b>	<b>\$ (953,530)</b>		
<b>Auxiliary Fund</b>					
Revenues	\$ 8,599,734	\$ 5,275,905	\$ (3,323,829)	61.35%	64.61%
Expenses	7,721,974	3,527,517	4,194,457	45.68%	43.40%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 877,760</b>	<b>\$ 1,748,388</b>	<b>\$ 870,628</b>		
<b>Reserve Fund</b>					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	312,498	124,502	71.51%	35.59%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (422,445)</b>	<b>\$ (312,498)</b>	<b>\$ 109,947</b>		
<b>Financial Aid Fund</b>					
Revenues	\$ 19,597,967	\$ 7,459,399	\$ (12,138,568)	38.06%	34.61%
Expenses	19,632,429	7,683,906	11,948,523	39.14%	35.33%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (34,462)</b>	<b>\$ (224,507)</b>	<b>\$ (190,045)</b>		
<b>Internal Service Fund</b>					
Revenues	\$ 435,425	\$ 124,185	\$ (311,240)	28.52%	30.43%
Expenses	396,801	93,565	303,236	23.58%	30.06%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ 38,624</b>	<b>\$ 30,620</b>	<b>\$ (8,004)</b>		
<b>Trust and Agency Fund</b>					
Revenues	\$ 1,900	\$ 751	\$ (1,149)	39.53%	14.09%
Expenses	7,500	2,292	5,208	30.56%	20.25%
<b>Revenues Over/(Under) Expenses</b>	<b>\$ (5,600)</b>	<b>\$ (1,541)</b>	<b>\$ 4,059</b>		

# Chandler Renovation Project December 2011 Status Report

---

## Scope

Renovate space for use by Community Learning and the Small Business Development Center. Convert a classroom into a computer lab. Create a larger Administrative/reception area for five stations. Divide the garage bays. Create more female bathroom capacity. Remedy internal ramp ADA concerns. Create large meeting room in upper building.

## Budget Status

Budget attached.

## Change Order Activity

None.

## Schedule Status

<b>Design</b>	September 2011 to January 2012
<b>Bid/Award</b>	February 2012
<b>Construction</b>	February 2012 to June 2012

## Activity in December

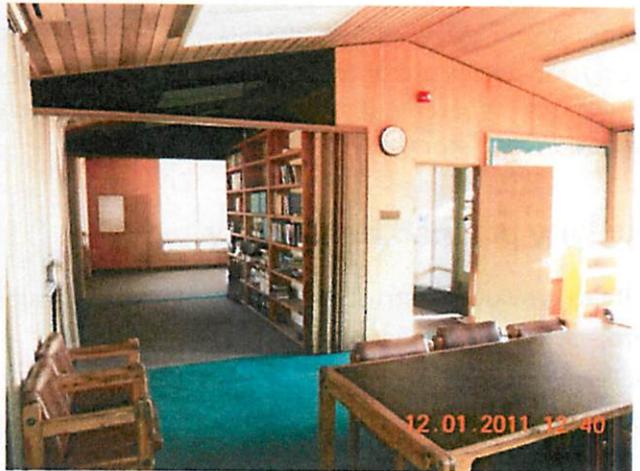
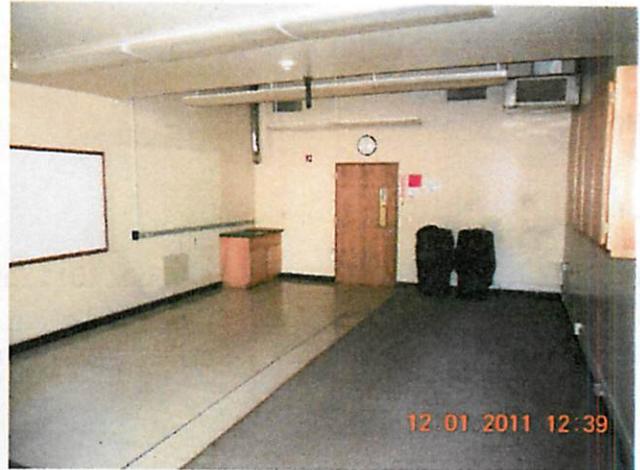
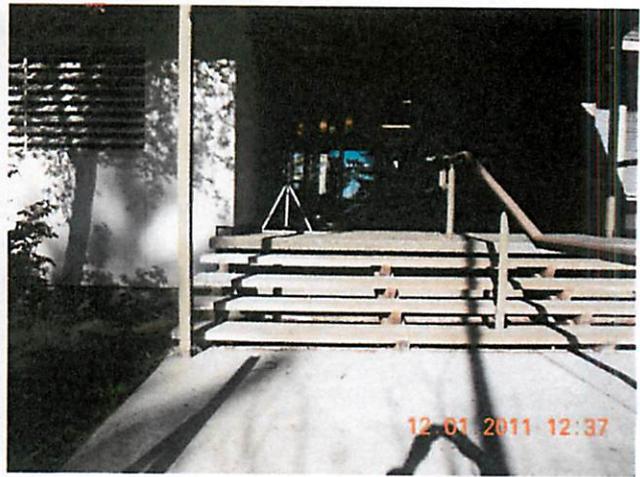
Continued design meetings. Received Schematic Design Submittal and reviewed with design team. Reviewed design phase cost estimate, determined base bid scope of work, and order and scope of alternates. Worked out solution for COCC bathroom needs while relocating the Bend Science Station darkroom and storage spaces to other locations.

## Activity planned for January

BBT to provide Construction Documents Progress submittal for review.  
Project to bid in January.  
Solicit for special inspection and testing consultant.  
Construction to begin in February.

# Chandler Renovation Project December 2011 Status Report

---



# Chandler Renovation Project December 2011 Status Report

---

## Project Participants

### COCC Administration

Matt McCoy	Vice President for Administration	<a href="mailto:mmccoy@cocc.edu">mmccoy@cocc.edu</a>
Gene Zinkgraf	Director of Construction	<a href="mailto:gzinkgraf@cocc.edu">gzinkgraf@cocc.edu</a>
Shirley Metcalf	Instructional Dean	<a href="mailto:smetcalf@cocc.edu">smetcalf@cocc.edu</a>
Beth Wickham	Small Business Development Center	<a href="mailto:bwickham@cocc.edu">bwickham@cocc.edu</a>
Paul Stennett	Continuing Education	<a href="mailto:pstennett@cocc.edu">pstennett@cocc.edu</a>
Jerry Schulz	Continuing Education	<a href="mailto:jschulz@cocc.edu">jschulz@cocc.edu</a>

### COCC Project Manager

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

### Design Consultant

BBT Architects  
1160 SW Simpson Avenue, Suite 100  
Bend, OR 97702  
Don Stevens, Principal  
Don Tompos, Project Architect  
541-382-5535  
[dstevens@bbtarchitects.com](mailto:dstevens@bbtarchitects.com)

### Surveyor

Harper Houf Peterson Righellis Inc.  
1133 NW Wall Street, Suite 201  
Bend, OR 97701  
John McCoy, Project Surveyor  
541-318-1161  
[JohnM@hhpr.com](mailto:JohnM@hhpr.com)

### General Contractor

TBD

### Testing Agency

TBD

# Health Careers Building – December 2011 Update

---

## **Scope**

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

## **Budget Status**

The current fiscal budget for the project is \$16.6 million. Current projected project costs fall within this budget.

## **Change Order Activity**

We received 6 new change order requests this month.

- 1) Add a mullion at a large picture window. Tempered glass cannot be produced as large as originally shown. \$2,771
- 2) Add a soffit in the MDF room to cover structure. \$2,041
- 3) Add window coverings for interior offices. \$2,634
- 4) Raise the height of the X-Ray Windows per user request. \$1,352
- 5) Proposed Credit for using Flooring to form Cove Base. Rejected for aesthetic reasons. -\$5,571
- 6) Credit for Owner Purchased Dental Chair. -\$17,916

## **Schedule Status**

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

## **Recent Activity**

Framing, drywall, taping, painting and interior rough-in continued this month on all levels of the building. There are a few windows that have yet to receive glazing and they will be sequenced in as weather allows and replacement pieces arrive (these openings have been covered temporarily.) The elevator installation completed this month. Ceiling Grid and MEP ceiling finishes started this month. Tile in the bathrooms started and the hall tile mock-up was completed.

Exterior finishes continue to be installed as weather allows. The primary weather barrier is complete on the building so these finishes can be completed anytime. Asphalt and other hardscape at the North side of the building were installed this month.

## **Activity Next Month**

Framing, drywall, taping and paint will be the primary activities occurring again next month, they should wrap up in January. Grid for the acoustic ceilings will continue; this will allow the MEP overhead finishes to continue. Exterior finishes will continue as weather allows. MEP equipment room build-out will also continue.

# Health Careers Building – December 2011 Update

---



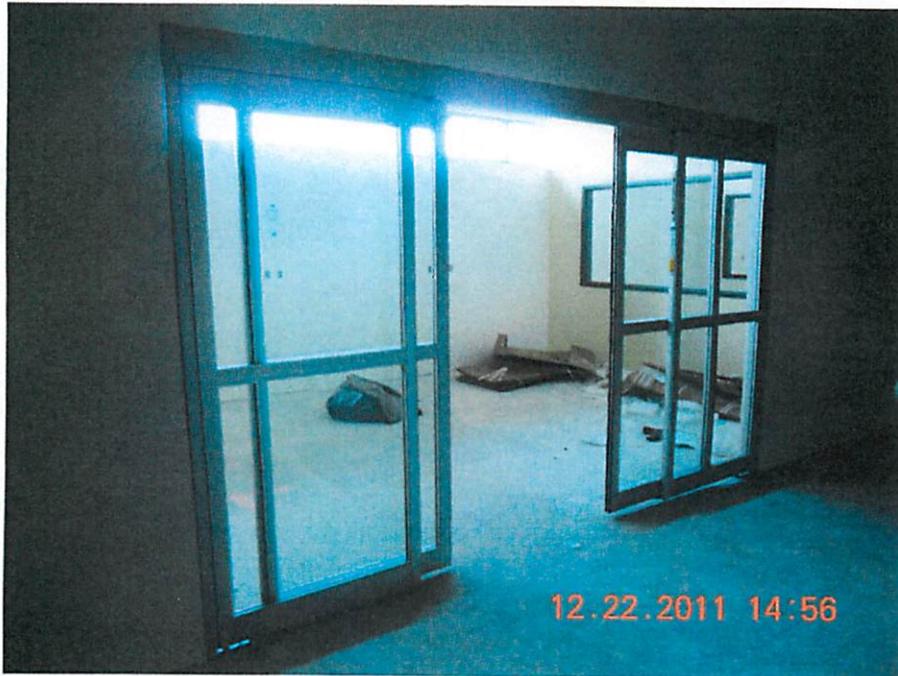
Painted vs. Bright head nail Mockup



Trim Lab in the Dental Lab

# Health Careers Building – December 2011 Update

---



ICU Doors in the Nursing Lab



North Walk near North Entry

# Health Careers Building – December 2011 Update

---

## Project Participants

### COCC Stakeholder Group

Jenni Newby	-	Instructional Dean
Deb Davies	-	Faculty, Dental Assisting
Jane Morrow	-	Faculty, Nursing
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Mark Stoller	-	Yost Grube Hall Architects
Jonathan Bolcher	-	Yost Grube Hall Architects
Steve Neiger	-	Yost Grube Hall Architects
Mark Rossi	-	Pinnacle Architecture
Ron Hand	-	WH Pacific
Mark Peckover	-	Sparling Engineering
Amy Jarvis	-	M+NLB Engineering

### Contractor Group

Bret Matteis	-	HSW General Manager
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

# Ponderosa Automotive Storage Addition Project

## December 2011 Status Report

---

### **Scope**

Provide automotive equipment and parts storage space.

### **Budget Status**

Project within budget.

### **Change Order Activity**

None.

### **Schedule Status**

Project work complete and punchlist and Final Inspections anticipated to be completed prior to the beginning of Winter Term.

### **Activity in December**

Completed all work. Called for final inspections and received small list of corrections. Final Inspections approval planned for late December.

### **Activity planned for January**

Final paperwork and payment to General Contractor.

# Ponderosa Automotive Storage Addition Project December 2011 Status Report

---



# Ponderosa Automotive Storage Addition Project

## December 2011 Status Report

---

### Project Participants

#### **COCC Automotive Department**

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

#### **COCC Project Manager**

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

#### **Design Consultant**

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

#### **General Contractor**

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

#### **Testing Agency**

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

# Redmond Building 1 Addition – December 2011 Update

## **Scope**

A 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 48 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 34 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

## **Budget Status**

The overall budget for the building will be \$840,906 with construction costs of approx \$485,000. This is a Bond funded project. The current projected overall budget based on the 30% design drawings is \$1,032,290 with construction costs at \$617,500. While the estimate exceeds the current allocated budget, the design incorporates only those items included on the project charter and we do not feel that scope creep is the culprit here. The estimate is sufficiently detailed and individual items fall within expected ranges. We believe that the majority of this overage is due to a higher than expected per square foot cost for the Wet Lab spaces.

## **Change Order Activity**

- 1) N/A.

## **Schedule Status**

No work was done on the design this month as there is ample time to complete and SAA needed to shift their attention to another project for a few weeks. Design will start back up in January. Design is proceeding with the goal of bidding the project in March or April of 2012. The project will be open for classes January of 2013.

## **Recent Activity**

Design is currently at approximately 30%.

## **Activity Next Month**

Design will continue through February. Due to current scheduling in the building construction will not begin until June of 2012.

# Redmond Building 1 Addition – December 2011 Update

---

## Project Participants

### COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Jeff Wellman	-	Steele Associates Architects
Matt Appleby	-	Steele Associates Architects

### Contractor Group

Not Identified Yet	-	TBD
--------------------	---	-----

# Technology Education Center – December 2011 Update

---

## **Scope**

A 30,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

## **Budget Status**

The budget for the building will be \$11.4 Million. This includes a \$5.7 Million match from the State of Oregon. A budget that reflects the first Schematic Design Estimate will be available next month.

## **Change Order Activity**

- 1) N/A.

## **Schedule Status**

Design is proceeding with the goal of bidding the project in July of 2012 and an ultimate project completion for September of 2013.

## **Recent Activity**

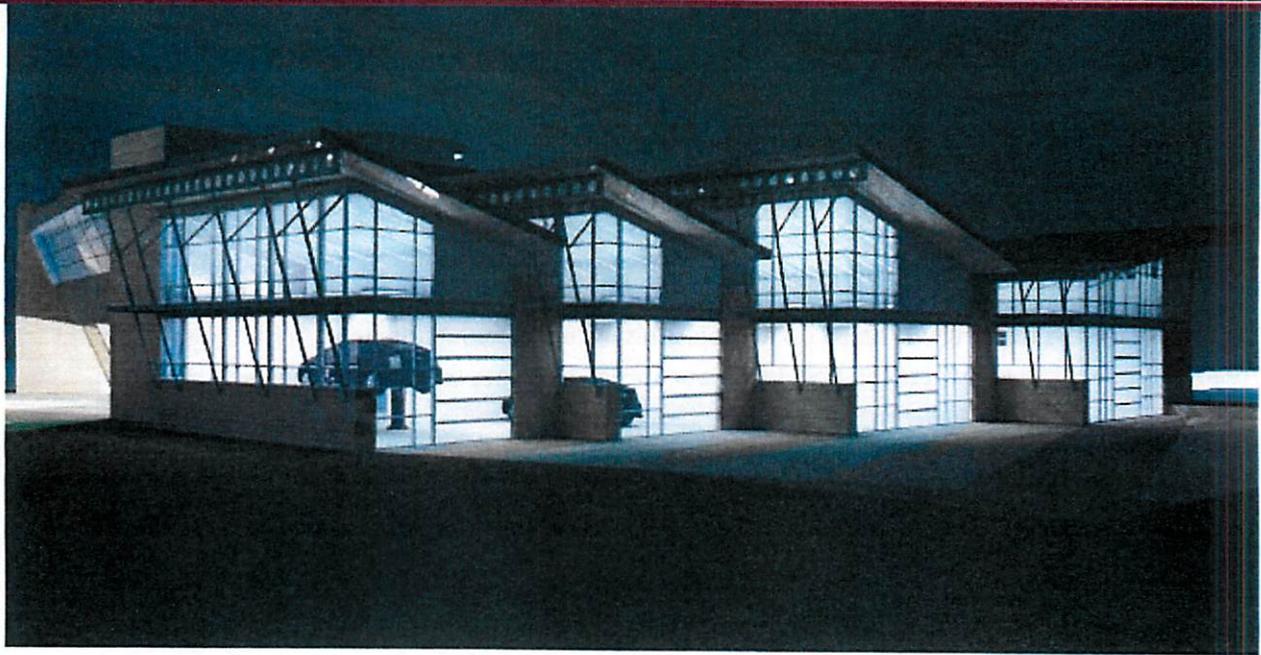
Schematic Design is still underway, and is about 2 weeks behind schedule. However with an expedited owner review and quick work in the Design Development phase this time will be regained.

## **Activity Next Month**

Design Development will proceed into the 2<sup>nd</sup> week of March 2012.

# Technology Education Center – December 2011 Update

---



Early Rendering of NE Corner



Early Rendering of Lobby

# Technology Education Center – December 2011 Update

---

## Project Participants

### COCC Stakeholder Group

Karin Hilgersom	-	VP of Instruction
Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

### Design Team

Don Stevens	-	BBT Architects
Kevin Shaver	-	BBT Architects
Doug Schwartz	-	Froelich Consulting Engineers (Structural)
ML Vidas	-	Vidas Architecture (Earth Advantage Consulting)
Grant Hardgrave	-	Hickman Williams and Associates (Civil)
Marcia Vallier	-	Vallier Design Associates (Landscape)
John Van Bladeren	-	MFIA Inc. (MEP Design)

### Contractor Group

Not Identified Yet	-	TBD
--------------------	---	-----

# Science Building – December 2011 Status Report

---

## Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces. Approximately 49,000 GSF of new space under construction.

## Budget Status

Project within budget. See project budget for detail.

## Change Order Activity

- CR #12R2, excavation for 3" acid waste risers tie in to main, approved for \$1,739.14.
- CR #27, T&M Sidewalk demolition and tree removal near Pioneer, approved for \$4,095.30.
- CR #32, Existing waterline removal and abatement, approved for \$2,253.72.
- CR #37R, RFI #136 changing densglas sheathing to decking at roofing, approved for \$2,542.04.
- CR #52R2, PR 18 AV Modifications, approved for \$3,207.60.
- CR #61, PR 23 Miscellaneous Toilet Room revision, approved for \$662.89.
- CR #64, Partial Discharge testing of Medium Voltage loop, approved for \$6,779.01.
- CR #67, PR 19 for DI Water system equipment to be CFCI not OFCI, approved for \$33,988.00.
- CR #70, PR 25 Herbarium lighting, approved for \$750.69.
- CR #72, RFI 177R adding T85 water and drench hose connections, approved for \$3,422.18.
- CR #74, RFI 137 for rerouted roof drain piping, approved for \$2,213.12.
- CR #75, RFI 144 cleanouts per code on first floor additional cost request of \$891.18 rejected.
- CR #76, RFI 201/202 revisions to gas shut off and solenoids at lab, approved for \$2,683.52.
- CR #77, RFI 199 shim and weld exposed slab edge at stairs, approved for \$4,138.24.
- CR #78, power monitoring of electrical service into Johnson Controls system, approved for \$3,237.63.
- CR #79, RFI 205 misc. plumbing required for fume hood cup sinks, approved for \$9,736.79.
- CR #81, RFI 195 deflection control joints, approved at \$2,460.78.
- CR #82, PR 27 projection screen changes, approved for \$867.03.
- CR #85, RFI 216 deletion of lamination at all glass entrances, approved for a credit of \$1,000.00.
- CR #85, reduced excavation at SE corner and North slope, approved for a credit of \$8,088.16.
- CR #88, reframe door openings at mechanical rooftop enclosures to maintain roof warranty clearances, approved for \$843.01.
- CR #89, RFI 208 fume hood GFCI's, approved for \$673.87.

## Schedule Status

On schedule.

# Science Building – December 2011 Status Report

---

## Activity in December

Set prefinished flashings at base of shingle siding areas, completed Z furring and part of exterior insulation at shingle areas, and begin installation of shingle siding at roof areas. Completed all roofing. Completed masonry block installation. Completed sheetrock installation at most of first floor. Completed rough-ins at first floor excluding bathroom area. Set electrical equipment at first floor and make power available for elevator installation. Complete all second floor-framing activities and complete most of rough-ins. Continue mechanical equipment installations and connections at rooftop areas. Completed new stairway at Ochoco.

## Activity planned for January

Complete shingle installation throughout. Begin wood vertical and horizontal siding. Begin window systems installation, Composite Metal Panel installation, and curtain wall system on West elevation. Begin corrugated metal siding at rooftop mechanical yard. Install skylights. Finish and tape drywall at first floor. Complete rough-ins at second floor and begin hanging sheetrock at second floor. Begin elevator installation.

## Photos



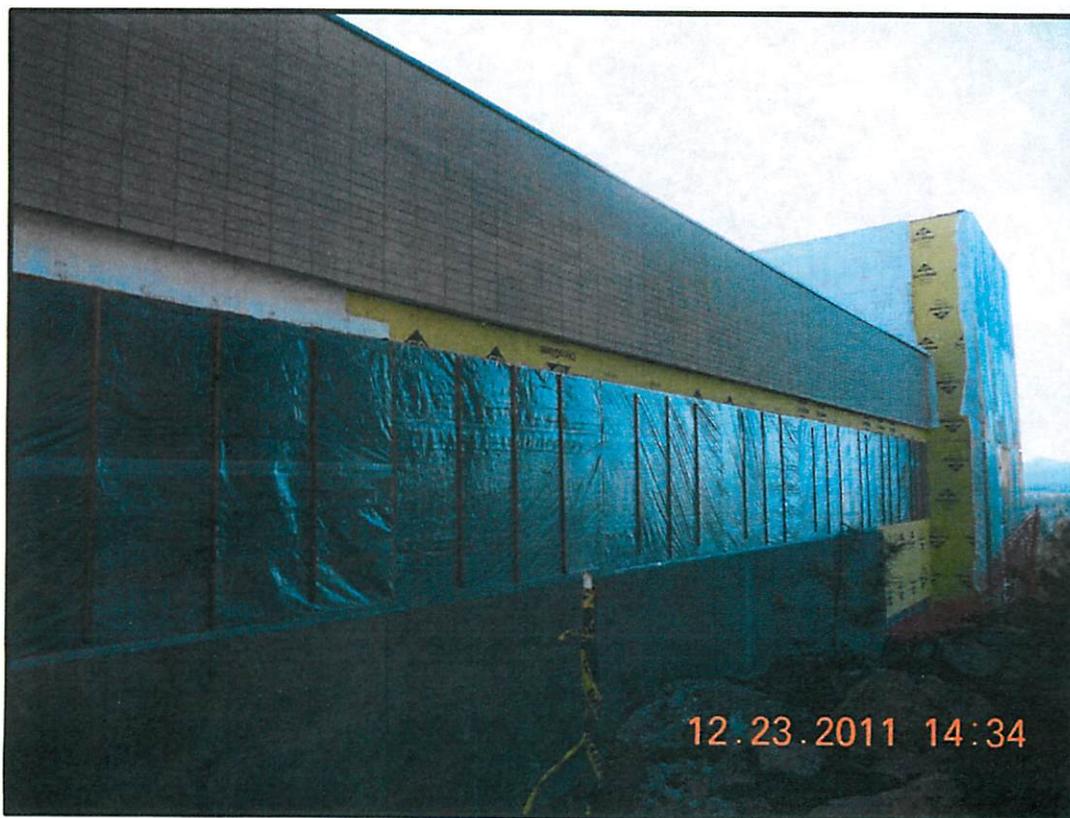
# Science Building – December 2011 Status Report

---



# Science Building – December 2011 Status Report

---



# Science Building – December 2011 Status Report

---



# Science Building – December 2011 Status Report

---

## Project Participants

### COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean  
Gene Zinkgraf - Director of Construction  
Julie Hood - Biology  
Eddie Johnson - Biology  
Mark Eberle - Biology  
Nathan Hovekamp - Biology  
Christine Ott-Hopkins - Biology  
Jim Moodie - Biology  
Jeff Cooney - Biology  
Zelda Ziegler - Chemistry  
Carol Higginbotham - Chemistry  
Bob Reynolds - Geology  
Bruce Emerson - Physics  
Kevin Grove - Physics/Chemistry  
Elaine Simay-Barton - Lab Tech/Dept. Admin  
Emily Smith - Lab Tech  
Mark Gregory - Lab Tech  
Dan Cecchini - Director of IT  
Jeff Floyd - Construction IT Specialist  
Gary Kontich - Networking Specialist  
Bruce Thompson - Telecommunications Specialist  
Julie Mosier - Procurement Manager

### Design Team

Mark Stoller - Yost Grube Hall Architecture  
Jonathan Bolch - Yost Grube Hall Architecture  
Tom Robbins - Yost Grube Hall Architecture  
Liz Bray - Yost Grube Hall Architecture  
Linda Cameron - Yost Grube Hall Architecture  
Roz Estime - Estime Group  
Jim Cox - Estime Group  
Ron Hand - W&H Pacific Civil Engineers  
Josh Richards - KPFF Consulting Engineers  
Amy Jarvis - Mazetti Nash Lipsey Burch Mechanical Engineers  
Mike White - Sparling Electrical Engineers  
Jim Graham - Sparling Electrical Engineers (Low Voltage)  
Not yet identified - Lango Hansen Landscape Architecture and W&H Pacific

### Commissioning Agent

James Warner - Heery International

### Special Inspection and Testing

Todd Smith - FEI Testing

**COCC Project Manager** - Rick Hayes 541-330-4391 email [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC IT Project Manager** - Darren McCrea 541-383-7741 email [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

## General Contractor

Kirby Nagelhout Construction Company  
20635 NE Brinson Blvd  
Bend, OR 97701  
541-389-7119  
Mike Taylor, General Manager, [miket@knccbend.com](mailto:miket@knccbend.com)  
Dave Watson, Project Manager, [davew@knccbend.com](mailto:davew@knccbend.com)  
Mark Miller, Project Superintendent, [markm@knccbend.com](mailto:markm@knccbend.com)  
Greg Ponder, Project Engineer, [gregp@knccbend.com](mailto:gregp@knccbend.com)

# Technology – December 2011 Status Report

---

## Scope

The new 48,000 square foot Health Careers Building will include installation of almost 800 individual data ports and cable runs as well as video and audio switching, PTZ cameras, recorded playback and state-of-the-art audio and video playback capabilities in various practice and simulation labs, general purpose classrooms and administrative & faculty spaces.

The new 49,000 square foot Science Building will include over 1000 individual data ports and cable runs as well as high-definition projectors, Blu-Ray players, document cameras and AV switchers to support general purpose classrooms, labs and administrative & faculty spaces.

## Schedule Status

Final completion of the Health Careers Building is scheduled for April 30, 2012 and we anticipate that both the Information Technology and Audio-Visual installations will begin May 1, 2012 with a completion date of July 31, 2012. Substantial completion of the Science Building is scheduled for June 15, 2012 and we anticipate beginning both the Information Technology and Audio-Visual installations June 18, 2012 with a completion date of September 1, 2012. Both buildings are on schedule.

## Activity in December

### HEALTH CAREERS BUILDING:

Painting and fire-proofing of the MDF (Main Distribution Frame/Computer Room) was completed in early December. Data cabling routes were finalized and cable pathways (installation of conduit sleeves, hooks, etc.,) have been built. The contractor is installing high-speed data cable on the second floor. Worked with end-users, purchasing coordinator and project manager to clarify needs and expectations of building technology. MDF rack layouts and design were finalized and measurements provided to contractor. Conduit pathways were installed for fiber connectivity between Health Careers and our main network hub in Metolius.

# Technology – December 2011 Status Report

---

## SCIENCE BUILDING:

Installation of cable trays (pathways) on first floor has been completed. Discussed and incorporated several design changes, including the drilling of additional cores between first and second floors to provide future expansion infrastructure. Reviewed projector and projection screen installation locations and coordinated with sub-contractors. Ensured that proper mounting support infrastructure was in place prior to drywall. Reviewed all data and AV locations and placement on first floor with contractors.

## REMODEL AND UPGRADE PROJECTS (Redmond Addition, Chandler Lab, Campus Projects):

Worked with consultants to research video distribution technology for new and existing buildings. This technology is something that College Relations is interested in implementing campus-wide. Surveyed existing data infrastructure throughout the Chandler Lab and laid out new data locations in anticipation of complete building re-wire during remodel.

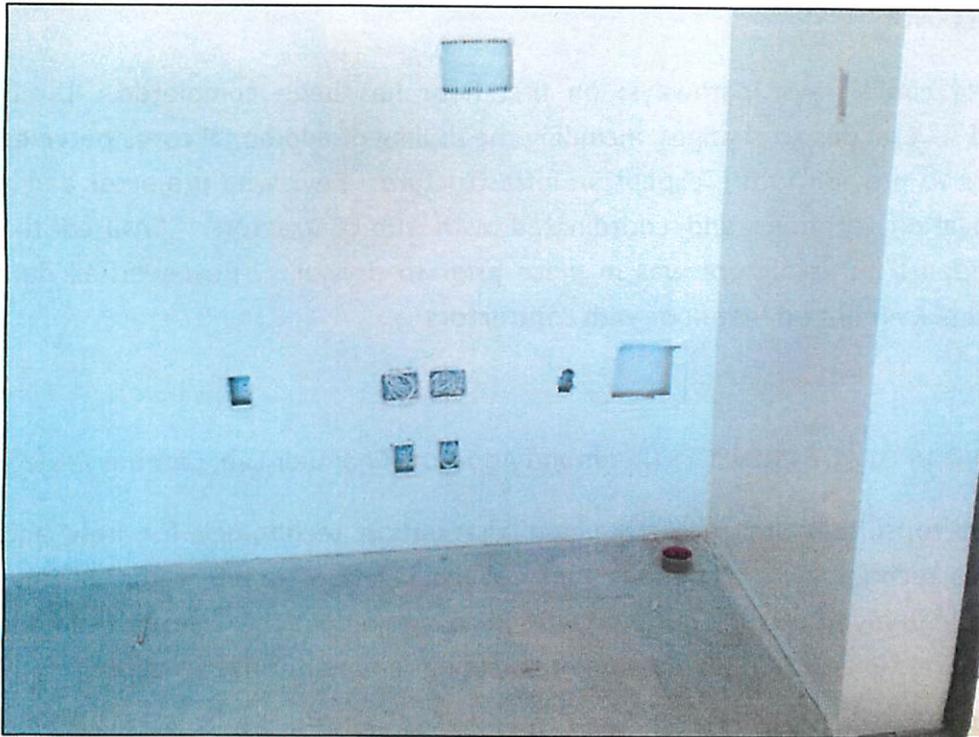
## Photos – Health Careers



*Data Cable Installation – Health Careers, 2<sup>nd</sup> Floor Hallway*

# Technology – December 2011 Status Report

---



*Typical AV & Data Backbox Detail – Health Careers, 2<sup>nd</sup> Floor*



*Fiber Conduit Installation – Health Careers, to Metolius*

# Technology – December 2011 Status Report

---

## Photos – Science



*Typical AV & Data Backbox Detail – Science Building, Classroom*



*Data & AV Cable Tray – Science Building, First Floor*

# Technology – December 2011 Status Report

---

## Upcoming Activities

Data cable installation on the second floor of Health Careers should be complete the first week of January. We should also see flooring in the MDF and cable installation on the third floor of Health Careers begin in January as well. Rough-in of conduit and data backboxes will continue on the 2<sup>nd</sup> floor of the Science Building through the end of January. We should also see the Science Building MDF fully enclosed and fire-proofing installed during this time.

**COCC Project Manager, Health** - Rich Brecke, 541-330-4375, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC Project Manager, Science** - Rick Hayes, 541-330-4391, email: [rhayes@cocc.edu](mailto:rhayes@cocc.edu)

**COCC IT Project Manager** - Darren McCrea, 541-383-7741, email: [dmccrea@cocc.edu](mailto:dmccrea@cocc.edu)

## General Contractor, Health

HSW Builders  
730 SW Bonnett Way, Suite 3000  
Bend, OR 97702  
541-388-9898

Bret Matteis, General Manager, [bretm@hswbuilders.com](mailto:bretm@hswbuilders.com)  
Rob Ring, Project Superintendent, [robr@hswbuilders.com](mailto:robr@hswbuilders.com)  
Rob Kelleher, Sr. Project Manager, [robk@hswbuilders.com](mailto:robk@hswbuilders.com)  
Brian Powell, Project Manager, [brianp@hswbuilders.com](mailto:brianp@hswbuilders.com)

## General Contractor, Science

Kirby Nagelhout Construction Company  
20635 NE Brinson Blvd  
Bend, OR 97701  
541-389-7119

Mike Taylor, General Manager, [miket@knccbend.com](mailto:miket@knccbend.com)  
Dave Watson, Project Manager, [davew@knccbend.com](mailto:davew@knccbend.com)  
Mark Miller, Project Superintendent, [markm@knccbend.com](mailto:markm@knccbend.com)  
Greg Ponder, Project Engineer, [gregp@knccbend.com](mailto:gregp@knccbend.com)

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by: Alicia Moore-Dean of Student Services**

**King, Gandhi, Chavez & Mankiller ~ Season of Nonviolence**

A Season for Nonviolence is a national educational, media, and grassroots campaign dedicated to demonstrating that nonviolence is a powerful way to heal, transform, and empower our lives and our communities. Inspired by the 50th and 30th memorial anniversaries of the deaths of Mahatma Gandhi (killed on January 30, 1948) and Dr. Martin Luther King, Jr. (killed on April 4, 1968), this international event honors their vision for an empowered, nonviolent world. A Season for Nonviolence was co-founded by Arun and Sunanda Gandhi of the M.K. Gandhi Institute for Nonviolence. Expanding on this good work, colleges and universities throughout the country celebrate the Season of Non-Violence by bringing together community partners to educate and empower communities on how to use non-violent methods to create a more peaceful world.

The Nancy R. Chandler Visiting Scholar Program, the COCC Office of Multicultural Activities, the Office of Student Life and OSU-Cascades, along with the assistance of many campus and community partners, are sponsoring the fourth annual "Season of Non-Violence" during the months of January and February 2012. During this time, the campus and community have the opportunity to not only celebrate Dr. King's and Mahatma Gandhi's legacy, but also that of César Chávez (Latino civil rights activist and co-founder of the National Farm Workers Association), Wilma Mankiller (the first female principal chief of the Cherokee Nation) and the many other leaders, both large and small. Season of Nonviolence events are listed below and are also available online at <http://multicultural.cocc.edu/events/default.aspx>. Unless otherwise noted, all events are free and open to the public.

***The Freedom Riders (Film)***

*Tuesday, January 17 \* 6:00 – 8:00 pm \* Becky Johnson Community Center (Redmond)*

*Thursday, January 19 \* 5:00 – 7:00 pm \* COCC's Bend Campus, Hitchcock Auditorium*

*Tuesday, January 24 \* 11:30 – 1:30 pm \* COCC's Bend Campus, Multicultural Center*

*Thursday, January 26 \* 4:30 – 6:30 pm \* COCC's Madras Campus, Room 117*

***A Conversation with the 1961 Freedom Riders, Carol Ruth Silver and Claude Liggins***

*Tuesday, January 24 \* 6:00 pm \* COCC's Bend Campus, Wille Hall*

In 1961, more than 400 black and white Americans risked their lives and traveled together on buses and trains as they journeyed through Southern United States. Representing many different races, rich and poor, secular and religious and the young and old, they deliberately violated Jim Crow laws and were beaten and jailed for standing up for their legal rights. Along the way, their belief in nonviolent activism was greatly tested. The film chronicles their efforts and features testimony from a fascinating cast of central characters: the Riders themselves, state and federal government officials, and journalists who witnessed the Rides firsthand.

***Becoming Chaz (Film) & Panel Discussion***

*Thursday, January 26 \* 6:30 pm \* COCC's Bend Campus, Hitchcock Auditorium - \$10, payable at the door, to benefit BendFilm and the Human Dignity Coalition* "Becoming Chaz" is the heartfelt and honest portrayal of Chaz Bono, the only child of Sonny & Cher, on his emotional and physical transition from a woman to a man. This film follows Chaz on his deeply inspirational and personal journey.

**Day of Zinn: Honoring the Legacy of Howard Zinn**

*Wednesday, February 1 \* 12:00 pm – 8:00 pm \* OSU-Cascades' - Cascades Hall*

Howard Zinn was an author, teacher, playwright, and political activist who died in 2010. The purpose of the “Day of Zinn” is to commemorate the influence Howard Zinn has had on society’s understanding of History and Social Justice. This year’s event will focus on a topic which Zinn was passionately committed to—non-violent democratic participation.

**Singer/Songwriter, Johnsmith**

*Thursday, February 2 \* 7:00 p.m. \* COCC’s Bend Campus, Wille Hall*

Johnsmith, a gifted singer-songwriter and moving performer, shares his music that delivers an honest and sensitive account of a keenly observed life-journey. Through his alchemy of music and words and performance, he holds up a mirror to our society, to convey and reveal the secret, inner mysteries of life.

**Hunger Banquet**

*Tuesday, February 7 \* 5:00 P.M. \* COCC’s Bend Campus, Wille Hall*

The Oxfam America **Hunger Banquet**, raises awareness about global hunger. Oxfam America is an international poverty-relief non-profit that helps raise awareness about global hunger by sponsoring this free educational event, so come and experience what real poverty means. Find out why organizers and guests alike call it a "memorable," "powerful," and "life-changing" experience.

**White Out: The Future of Racial Diversity in Oregon**

**Hosted by Willamette University Associate Professor of Ethnic Studies, Emily Drew**

*Thursday, February 9 \* 6:30 p.m. \* COCC’s Bend Campus, Wille Hall*

Although 2010 Census data show Oregon’s population becoming more racially diverse, the state remains one of the whitest in the nation. Although many Oregonians value racial diversity and the depth it adds to our lives, we remain largely isolated from one another and have yet to fulfill the vision of a racially integrated society. Willamette University professor Emily Drew will lead participants in a conversation about the challenges to creating racially diverse, inclusive communities.

**Understanding Institutional Racism Workshop**

**Hosted by Willamette University Associate Professor of Ethnic Studies, Emily Drew**

*Friday, February 10 \* 9:00 am – 12:00 pm \* COCC’s Bend Campus, Campus Center 116*

Willamette University Professor Emily Drew teaches courses on racism, race and ethnicity, urban sociology, mass media, and social change. Her primary areas of research involve understanding how race and racism operate inside of social institutions, particularly education, media and urban planning. This workshop will focus on how participants can implement long term commitments to an anti-racist multicultural society.

**Film: “Homeland”**

*Wednesday, February 15 \* 4:00 – 6:00 p.m. \* COCC’s Bend Campus, Hitchcock Auditorium*

“Homeland” is the story of Kobi Auzker, a veteran of the Israeli Defense Forces and Leila, the girl of his dreams. But Leila is Palestinian, whose oldest brother was killed during the Intifada. Leila’s only surviving brother, Ghazi, increasingly comes under the spell of a radical Muslim preacher. Ghazi sees Leila changing, fears that she is no longer an honorable Muslim woman and is determined to prevent Leila from dishonoring her family.

**Film: “Precious Knowledge”**

*Tuesday, February 21 \* 3:00 p.m. and 6:30 p.m. \* COCC’s Bend Campus, Hitchcock Auditorium*

The film, “Precious Knowledge”, interweaves the transformative stories of seniors in the Mexican American Studies Program at Tucson High School. While across the United States fewer than six in 10 Latino adults

have a high school diploma, Tucson High School sees more than 82% of its students enroll in college. This film shares the intimate and inspirational stories of the students and teachers who dare to excel.

***An Inconvenient Patriot – Celebrating the Life and Work of Pete Seeger***

***Hosted by COCC Adjunct Instructor Jim Stedman***

*Thursday, February 23 \* 7:00 p.m. \* COCC's Bend Campus, Wille Hall*

Join COCC's faculty in an evening of song, some narrative segments, and a "replay" of Pete's Un-American Activities Committee (HUAC) testimony as we honor the many contributions of activist and musician Pete Seeger.

***Why Aren't There More Black People in Oregon?: A Hidden History***

***Hosted by Portland State University Adjunct Professor of Black Studies, Walidah Imarisha***

*Monday, February 27 \* 6:30 p.m. \* COCC's Bend Campus, Wille Hall*

Have you ever wondered why the Black population in Oregon is so small? Oregon has a history not only of Black exclusion and discrimination, but also of a vibrant Black culture that helped sustain many communities throughout the state—a history that is not taught in schools. Portland State University adjunct professor Walidah Imarisha will lead participants through an interactive timeline of Black history in Oregon and will also discuss how history, politics, and culture have shaped—and will continue to shape—the landscape for Black Oregonians.

***Film: "Miss Representation"***

*Thursday, March 1 \* 5:00 – 6:30 p.m. \* OSU-Cascades' - Cascades Hall 107*

The message in today's media is that a woman's value and power lie in her youth, beauty, and sexuality, but not in her capacity as a leader. Despite great strides, the United States is still 90th in the world for women in national legislatures, women hold only 3% of senior positions in mainstream media, and 65% of women and girls have eating disorders. The film "Miss Representation" includes interviews with women such as Condoleezza Rice, Nancy Pelosi, Katie Couric, Margaret Cho, Rosario Dawson and Gloria Steinem, all who share startling facts and statistics that will leave the audience shaken and armed with a new perspective.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**Information Item: COCC Student Leadership Program**

Prepared by: Alicia Moore, Dean of Students and Enrollment Services

COCC and OSU-Cascades' provides several opportunities for students to become involved in leadership opportunities by participating in student government, student newspaper, residence hall, Admissions ambassador and Multicultural Activities. As part of these leadership opportunities, each organization's advisor or supervisor coordinates a training prior to fall term specific to the needs of the position. In prior years, these groups interacted only on a limited basis.

To build strong connections between the various student leadership organizations, each of the Student Services advisors developed a collaborative and on-going leadership training program for student leaders. Highlights of the program:

- Each of the primary student leadership organizations participate in a shared three-day training program prior to the start of the term, in addition to their organization-specific training. Activities focus on team building, goal setting, multicultural awareness, communication and general leadership skills.
- After the term begins, students with formal leadership roles are required to participate in an on-going training program, while the other participants and the general student population have the option to do so. Each term focuses on a theme: general leadership skills (fall), individual leadership traits (winter), and wellness and career (spring). Each quarter has a textbook specific to the theme and campus staff present weekly one hour workshops in support of the theme.
- Students who participate in the trainings can receive recognition at the bronze, silver or gold levels, or can receive the full "Certified Student Leader" certificate—the higher the level, the more activities in which the student participates.
- Textbook, theme/focus and certification requirements are available at [http://studentlife.cocc.edu/getinvolved/leader\\_cert/default.aspx](http://studentlife.cocc.edu/getinvolved/leader_cert/default.aspx)

COCC and OSU-Cascades currently have 41 students participating in the program. 15 students have received a certificate during fall term and we anticipate a total of 24 by mid-January.

The COCC & OSU-Cascades' Student Leadership Program provides student leaders with intentional and structured activities to support positive leadership skills and expands partnerships between various student groups. Such a program is very much akin to practices used at large, comprehensive universities and definitely puts COCC and OSU-Cascades' on the map of best practices.

Thank you to the following individuals for their efforts in coordinating this program:

Paul Amar, COCC Resident Director

Danni Cecchini, OSU-Cascades' Admissions Advisor  
Andrew Davis, OSU-Cascades' Student Affairs Coordinator  
Jessica De la O, COCC Oregon Leadership Institute Coordinator  
Drew Jones, COCC Admissions Advisor/Recruiter  
Gordon Price, COCC Director of Student Life  
Leon Pantenburg, COCC Broadside Advisor  
Karen Roth, COCC Director of Multicultural Activities  
Evelia Sandoval, COCC Latino Student Program Coordinator  
Taran Underdal, COCC Student Activities Coordinator  
Paul Wheeler, COCC Student Housing Coordinator

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**INFORMATION ITEM**

**Prepared by:** Jim Middleton-President / Karin Hilgersom-Vice President

**A. Issue**

Accreditation Status and Next Steps - Update

**B. Discussion/History**

The draft of Chapter One and Two of the Accreditation Self Study were distributed to the Board at the December meeting.

- 1 Staff request any Board questions, suggestions or feedback be provided at the January meeting for inclusion in subsequent edits or modifications.
- 2 Staff will summarize recommended adjustments to Chapter One achievement targets based on implications of outcome analysis in process for Chapter Four.
- 3 Staff will outline the schedule for final review and Board approval of the document. Specifically:
  - Chapters Three, Four and Five will be distributed to Board members on January 25.
  - Any Board responses should be provided to staff by Monday, January 30.
  - The “next to final” draft including modifications from Board January 30 input will be presented for Board approval at the February 8 Board Meeting. Staff anticipated that there will still be need for final proofreading, linkage to backup reference and other minor editing before final submission to the Commission.
  - March 10 is anticipated as final submission to the Commission.