

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting - AGENDA
Wednesday, July 9, 2008 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Overbay
	II. Election of 2007-08 Chair & Vice Chair			
6:10 pm	III. Executive Session: ORS 192.660 (1)(d) Labor Negotiations			Middleton/Buckles
	ORS 192.660 (1)(i) Performance Evaluation of CEO			
6:20 pm	IV. Reconvene Regular Public Board of Directors' Meeting			
6:15 pm	V. Introduction of Guests			Chair
6:20 pm	VI. Agenda Changes			
6:25 pm	VII. Public Hearing and Testimony			
6:30 pm	VIII. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, June 11, 2008	8.a1	X	Smith
	Board of Directors, July 1, 2008-Conf. Call	8.a2	X	Smith
	B. Approval to Hire			
	1. Approve Contract (Canham)	8.b1	X	Walsh
	2. Approve Contract (Walker-Sands)	8.b2	X	Walsh
	C. Mileage Reimbursement	8.c	X	Bloyer
	D. Approve Contract w/IKON-Lease of Copiers	8.d	X	Dona
	E. 2008-09 Room & Board Rates	8.e*	X	Moore
6:35 pm	IX. Information Items			
	A. Campus Indicators- Institutional Effectiveness & Board Priorities	9.a		Pierce ^A
	B. COCC Update-Deer Ridge Correctional Institution			Moorehead ^P
6:55 pm	X. Old Business			
	A. Resolution for Bond Measure	10.a	X	Paradis ^P
7:10 pm	XI. New Business			
	A. Presidential Contract	11.a	X	
	B. Approve Contract w/Blackboard-software	11.b	X	Walsh/Klett
7:30 pm	XII. Board of Directors' Operations			
	A. Board Appointments	12.a		Chair
	1. Standing Committee/Appointments			
	a. President's Evaluation Committee			
	b. Board Self-Evaluation Committee			
	2. Consultative			
	a. Sub-Committee on Policy Review			
	b. Long Range Real Estate Committee			
	3. Liaison			
	a. College Affairs Committee Rep.			

- b. Foundation Rep.
 - c. Oregon Community College Assoc. (OCCA) Rep.
 - d. OSU-Cascades Advisory Board Appointment
(Official Appt. made by OSU President)
 - e. ACCT Voting Delegate (Conference Attendee)
-
- B. August Board Meeting Cancellation 12.b X Chair
 - C. Date selection for Fall Board Retreat-August/September 2008 Chair
 - D. Board Member Activities
 - E. OCCA Update Lee/Garrett[P]
- 8:00 pm XIII. President's Report
- A. Summer School Enrollment Middleton[P]
 - B. College Graphic Branding Middleton/Paradis[P]
- XIV. Correspondence
- Thank You letter from scholarship recipients 14.a Vandehey
- 8:25 pm XV. Adjourn

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

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

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. [P] = indicates a Presentation will be provided. A = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, June 11, 2008 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: John Overbay, Connie Lee, Dr. Joyce Garrett, Donald Reeder, Dr. Ronald Foerster, Ronald Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant.

ABSENT: Charley Miller

INTRODUCTION OF GUESTS: Lester Friedman, Mark Stoller-YGH Architects, Matt McCoy, Kathy Walsh, Jim Jones, David Dona, Dan Cecchini, Mary Jeanne Kuhar, Michelle Decker, Lisa Bloyer, Gene Zinkgraf, Eric Buckles, Carol Moorehead, Diana Glenn, Ron Paradis, Eddie Johnson-Faculty Forum President, Sheila Miller-The Bulletin and others.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING & TESTIMONY FOR 2008-09 BUDGET:

Budget Hearing Input: None

ADOPTION OF THE COLLEGE BUDGET FOR 2008-09, BUDGET RESOLUTION I:

Dr. Joyce L. Garrett moved to Adopt the 2008-09 Budget, Resolution I – Exhibit: 4.a, as approved by the Budget Committee on May 14, 2008. Dr. Ronald Foerster seconded.
MCU. Approved.

M06/08:1

APPROPRIATION OF 2008-09, BUDGET RESOLUTION II:

Ms. Connie Lee moved to adopt Appropriation Resolution II – Exhibit: 4.b.

Dr. Joyce L. Garrett seconded.

MCU. Approved.

M06/08:2

Mr. Anthony Dorsch arrived at 6:07 PM

LEVY PROPERTY TAXES 2008-09, BUDGET RESOLUTION III:

Ms. Connie Lee moved to approve the Levy of Property Taxes, Resolution III – Exhibit: 4.c. Dr. Joyce L. Garrett seconded.

MCU. Approved.

M06/08:3

ADJOURNMENT OF PUBLIC HEARING FOR 2008-09 BUDGET

RECONVENE as Executive Session:
ORS 192.660 (1)(e) Real Property Transactions
ORS 192.660 (2)(h) Potential Litigation
ORS 192.660 (1)(i) Performance Evaluation of CEO

ADJOURN Executive Session

RECONVENE Regular Public Board of Directors' Meeting

PUBLIC HEARING AND TESTIMONY:

None

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda (Exhibit: V). Mr. Anthony Dorsch seconded. MCU. Approved. M06/08:4

BE IT RESOLVED that the Board of Directors' reviewed and approved the Budget Committee and Regular Meeting Minutes of the May 14, 2008 Board of Directors Meeting (Exhibits: 8.a1 & 8.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the May 2008 New Hire Report (Exhibit: 8.b1);

BE IT RESOLVED that the Board of Directors' do hereby authorize interfund borrowing between the various funds and programs of the college (Exhibit: 8.c1);

BE IT RESOLVED that the Board of Directors' do hereby approve James E. Middleton, James R. Jones, and Matthew McCoy as custodian of funds and the financial institutions as depositories of District Funds as noted in (Exhibit: 8.c2);

BE IT RESOLVED that the Board of Directors' do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and that James R. Jones and Matthew McCoy be designated Deputy Clerks and Sharla Andresen be delegated limited signing authority as specified in Section B, for the period of July 1, 2008 through June 30, 2009 (Exhibit: 8.c3);

BE IT RESOLVED that the Board of Directors' do hereby authorize the transfer of budget and a like amount of appropriation authority as specified in the budget change form (Exhibit: 8.d);

BE IT RESOLVED that the Board of Directors' does hereby approve the contracts for Dana Topliff, Kevin Grove and Monica Vines for the academic year 2008-09 (Exhibit: 8.e);

BE IT RESOLVED that the Board of Directors' does hereby approve the 3.0% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees along with a 3.7% adjustment to the salary schedule effective July 1, 2008, increase in the college's health care contribution (cap) to the same level as all other employee groups and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium (Exhibit: 8.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 9.a)

The Board of Directors' were apprised of the May 2008 Financial Statements.

OLD BUSINESS:

Bond Measure (Handout Exhibit: 10.a)

President Middleton reviewed the Bond Measure - PowerPoint presentation for the proposed new Health and Science Center and additional projects, noting the progress-to-date.

- COCC received \$5.77M in State funding for a Health and Science Center from the 2007 Legislative Session
- October 2008 Board Retreat to review options for funding the HSC & identified additional appropriate projects
- Faculty and Administration completed preliminary design for HSC and developed cost estimated for additional targeted projects
- Two polls have been conducted (October 2007 & May 2008)

He noted that with the colleges' extraordinary enrollment growth, along with having strong fiscal conditions for institutional operation – resources are still insufficient to meet the need for facility expansion and renovation. He reviewed

- Increasing challenge to meet the needs in the outlying communities
- Growing demand for new (and retirement replacement) health care workers
- Increasing demand and opportunity for jobs and businesses linked to science and technology.

The college has completed scheduling for 2008-09 year – with the increase in enrollment - there are no general purpose classroom available from 10:00 AM to 3:00 PM, Monday through Thursday.

Ms. Amber Devere, Mr. David Keesler – COCC students and Ms. Cassie McGraw- faculty member, gave their prospective on the current overcrowded classrooms and facilities, and the advantages that the proposed new Health and Science Center would bring to the campus. President Middleton thanked them for their input and prospective.

Potential Impacts of Outreach Education Centers (Handout: 10.a – page 6)

Dr. Kathy Walsh-Vice President for Instruction, reported on the 'potential impacts of outreach education centers and the incremental lessons the college has learned in building enrollment in the outlying areas. She pointed to the increased enrollment for the articulated high school dual credit course offerings - noting that a location away-from but close-by the area high school was advantageous on several levels – one being the student interest in having the “college experience” without having to travel a great distance.

Project Cost Analysis (Handout: 10.a –pages 7-13)

Mr. Jim Jones-Vice President and Chief Financial Officer and Mr. Mark Stoller-Yost Gruber Hall Architects, reviewed the identified project costs that are associated with the proposed building projects, estimating as accurately as possible even though many of the costs won't occur until 2011, 2012 and beyond.

President Middleton reviewed the 'anticipated tax impacts and the 'polling results' – he noted that a presentation and formal wording for the ballot on the Bond Measure will be presented to the Board at the July 9 board meeting.

Board Questions/Comments:

Ms. Lee commented that the new HSC is also an economic issue for the citizenship of the college district – knowing that additional health care professionals will be available to service Central Oregon.

Mr. Reeder praised the efforts of the building maintenance of the existing buildings - which is a testament as to how the new and improved facilities will be maintained. The outlying areas will greatly benefit the reduced travel by having a facility in their own area.

Dr. Foerster commented on the shortage of science and engineering students and that as a social responsibility- it is prudent to invest and provide a broader curriculum and stronger program in the sciences.

Dr. Garrett agreed that this is a critical time for improvements to the institution to address the increased enrollment in all areas benefiting not only to secondary students and high school, but on the junior high level as well.

Selection of Health Insurance Provider for 2008-09 (Exhibit: 10.b)

Mr. Jim Jones reviewed that the May board meeting packet summarized four options available to the college regarding employee health insurance. On June 6 the college's Health Insurance Committee met with representative of Providence Insurance for a Q & A session. The committee unanimously recommended to President Middleton that COCC purchase its employee health insurance through Providence Health System/Standard Insurance.

Mr. Donald Reeder moved to approve the designated Providence Health System/Standard Insurance as its provider of employee health insurances for fiscal year 2008-09. Mr. Anthony Dorsch seconded.

Discussion:

Dr. Foerster asked for further clarification comparison on OEBC.

President Middleton commented that as OEBC's first year as a start up – the college will “wait and see” if in a year or two OEBC is the best option for the college's health insurance.

Mr. Anthony Dorsch noted that a family member is directly involved as an officer of Providence health insurance company. Mr. Dorsch will abstain on those grounds.

Call for the Vote:

5 - Yes: Reeder, Lee, Garrett, Foerster, Overbay

1 - Abstain: Dorsch

MC. Approved. M06/08:5

Dr. Garrett asked the board to consider adding "OCCA Update" to the "Information Items" section of the meeting agenda.

NEW BUSINESS:

President's Evaluation (Exhibit: 11.a)

President's Evaluation Committee: Don Reeder-Chair, Connie Lee, Anthony Dorsch.

Mr. Reeder reviewed the board monitoring evaluation summary statement from the Board of Directors, noting that President Middleton's performance meets and exceeds expectations in all areas regarding the college's mission, vision and goals.

The Board thanked President Middleton for his dedication to the advancement of COCC as it serves the citizens of Central Oregon.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mr. Dorsch | Presented Diplomas at Redmond High School Awards Assembly
Conversation w/Redmond School Superintendent
re: Redmond School Bond
Meeting w/Redmond Committee –re: campus offerings in Redmond |
| Ms. Lee | Attended 1 st year nursing simulation
OCCA Meeting re: 40-40-20 adoption
Attended State Board of Education Board Meeting
Attended Steering Committee meeting re: Student Success
Presented Scholarships at Bend and Mt. View high schools
Bond Campaign meeting |
| Mr. Reeder | Presented Scholarships at Madras and Culver high schools
Conversation w/Matt McCoy re: Madras campus |
| Mr. Overbay | Presented Scholarships at La Pine high school
Attended Agenda Planning meeting w/President Middleton
Attended the Nancy R. Chandler Visiting Scholar event featuring
Sergei Khrushchev at the Tower Theater |
| Dr. Foerster | Met w/high tech executives in Central Oregon
at the Bend Venture Capital conference |
| Dr. Garrett | Represented COCC at a focus group re: search committee for Bend City
Library Director
Attended OCCA Education Committee Conference Call
Presented Scholarships at Crook County high school
Invited to present Keynote Address at the ABE and GED Ceremony in
Prineville |

PRESIDENT'S REPORT:

Capital Projects for 2011/13 and 2013/15 Legislative Sessions

President Middleton reported on the CCWD's request for colleges to update their priority lists by affirming or modifying for 2011-13 and 2013-15 legislative agendas –

1. COCC's proposal for the Technology Education Center was ranked the second highest project in the state for the 2011-13 legislative agenda.
2. The General Classroom building ranked 8th for 2013-15 legislative agenda.

President Middleton thanked Cheryl Posdesta, Diana Glenn and Mary Jeanne Kuhar for their good work gathering information for the response to CCWD.

President Middleton thanked Ms. Connie Lee as an asset to the state for her exemplary service this past year, serving as President for OCCA – he noted that there is a tremendous level of statewide respect (personal as well as professional) for Ms. Lee throughout the state.

President Middleton showed a website from the American Council in Education – a new website empathizing through a series of amusing commercials, encouragement to younger students to choose challenging academic classes in middle school and high school.

ADJOURN: 9:00 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Conference Call Meeting – MINUTES
Wednesday, July 1, 2008 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT BY PHONE: Connie Lee, Dr. Joyce Garrett, Dr. Ronald Foerster, Charley Miller, Anthony Dorsch, Dr. James Middleton-President, Julie Smith-Executive Assistant.

PRESENT IN PERSON: John Overbay, Dr. James Middleton-President, Julie Smith-Executive Assistant.

ABSENT: Donald Reeder

INTRODUCTION OF GUESTS: David Dona-Associate Chief Financial Officer, Lori Willis-Director of Bookstore & Copy Center, Matt McCoy, Kathy Walsh, Ron Paradis

APPROVE CONTRACT WITH COLLEGE STORE DESIGN (Exhibit: 1):

Mr. David Dona reviewed that the college has completed the bid process for bookstore fixtures.

Ms. Connie Lee moved to approve the contracting with College Store Design for the manufacture, delivery, and installation of new bookstore fixtures. Dr. Joyce Garrett seconded.

Call for the Vote:

Yes - Dorsch, Lee, Garrett, Foerster, Miller, Overbay

MCU. Approved

ADJOURN: 2:10 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contract for Matt Canham.

B. Discussion/History

This is for a one-year temporary Instructor of Psychology.

C. Options/Analysis

Approve the contract for Matt Canham

Decline approval of the contract for Matt Canham

D. Timing

For the 2008-09 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Matt Canham.

F. Budget Impact

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

G. Miscellaneous

**Matt Canham
Temporary Instructor of Psychology**

Mr. Canham completed a Bachelor of Science degree in Psychology from Washington State University and a Master's of Arts Degree in Cognitive Psychology from the University of California, Santa Barbara. Matt anticipates earning his PhD from the University of California, Santa Barbara before summers end with research focusing on cognitive functioning in problem solving by group members. Matt has taught courses in psychology as well as a variety of other classes at both the university and community college levels.

Exhibit: 8.b2
July 9, 2008
Approval: Yes _____ No _____
Motion: _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve temporary one-year employment contract for Dr. Rebecca Walker-Sands,
Associate Dean

B. Discussion/History

The temporary one-year employment contract for Dr. Rebecca Walker-Sands is for an
administrative position. This position was filled through an internal College search.

C. Options/Analysis

Approve the employment contract for Dr. Rebecca Walker-Sands.
Decline approval of the employment contract for Dr. Rebecca Walker-Sands.

D. Timing

For the period August 1, 2008, through June 30, 2009

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby
approves the temporary one-year employment contract for Dr. Rebecca Walker-Sands.

F. Budget Impact

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

G. Miscellaneous

**Rebecca Walker-Sands
Temporary One-Year Associate Dean**

Dr. Walker-Sands has been employed by COCC since September 1995, most recently as Professor
Psychology. Dr. Walker-Sands holds a Bachelor of Science degree in Psychology from Southern Oregon
College, Masters of Arts in Experimental Psychology from the University of Nevada, Reno and a PhD in
Development Psychology from the University of North Carolina, Greensboro.

Prior to her employment with COCC, Dr. Walker-Sands was a teaching assistant and Research Assistant
at the University of North Carolina. In 1993, Dr. Walker-Sands was an instructor for the Guilford Technical
Community College in Greensboro, North Carolina.

Dr. Walker-Sands is a member of the American Psychological Association, American Association of
University Woman, American Psychology Society, Committee for the Scientific Investigation of Claims of
the Paranormal and Sigma Xi. While at COCC, Dr Walker-Sands has been a member of the Joint
Curriculum Committee, Tenure Committee and Academic Affairs Committee.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer, Director of Accounting

A. Action Under Consideration

Approve a change in the College's **mileage reimbursement rate** to coincide with a change in the federal rate. The mileage rate will change from 50.5 cents to 58.5 cents per mile effective July 1, 2008.

B. Discussion/History

It has been the College's practice to adjust its mileage reimbursement rate whenever there is a change in the approved federal rate. Effective July 1, 2008, the federal mileage reimbursement rate will change to 58.5 cents per mile.

C. Options/Analysis

Approve the increase in the mileage reimbursement rate to 58.5 cents per mile.

Disapprove the increase.

Set the mileage reimbursement at another amount.

D. Timing

This action is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College does hereby authorize the change of the mileage reimbursement rate to 58.5 center per mile effective July 10, 2008.

F. Budget Impact

The proposed Fiscal Year Budget for 2008-2009 should be adequate to accommodate the proposed change in reimbursement rates.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona, Associate Chief Financial Officer

A. Action Under Consideration

Approve contracting with IKON Office Solutions, Inc. for leasing digital photocopiers.

B. Discussion/History

The Community College Rules of Procurement (adopted by COCC in 2005) in accordance with ORS 279A.065 (5)(a) and ORS 279A.070 require the College to complete a competitive selection process for professional services (e.g., leasing services) at intervals not greater than five years. The Copy Center has completed a competitive selection process for leasing digital photocopiers using the Request for Proposals (RFP) method. This method included the forming of an evaluation committee of five college staff members representing different functional and academic areas of the college. Committee members completed an independent review and then meet as a group to discuss results. To aid in the evaluation and scoring, a number of forms were utilized (minimum requirements form, cost matrix, evaluation criteria and score sheet). All evaluation and scoring information was imported into a ranking matrix for all four proposers. Key evaluation criteria included the following:

- ✓ Equipment/Software qualifications
- ✓ Implementation and training
- ✓ Service and support
- ✓ Fees and costs

The copier evaluation committee unanimously recommends keeping the existing vendor IKON Office Solutions, Inc. (ranked 1st out of 4). This contract requires Board approval as the estimated contract total is greater than \$100,000 (~\$189,000 over 3 year contract).

C. Options/Analysis

1. Approve contracting with IKON Office Solutions, Inc.
2. Do not approve contracting with IKON Office Solutions, Inc.

D. Timing

Approval is requested at this time to facilitate the July 2008 implementation date.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby approve contracting with IKON Office Solutions, Inc. for leasing digital photocopiers.

F. Budget Impact

The \$63,000 annual photocopy equipment lease expense is an approved item in the 2008/09 adopted budget.

Institutional Effectiveness at COCC | 2007- 2009

BOARD PRIORITY

Access and Success – Strengthen student and community access to educational opportunity and success

METHOD

By minimizing financial barriers to the extent possible

MEASUREMENT

- ✓ **How much financial aid does the College award students?**
- ✓ **How much of the total cost does financial aid cover?**
- ✓ **Recent Federal/State policies aimed at minimizing the financial burden**
- ✓ **Recent COCC efforts aimed at minimizing the financial burden**

TARGET

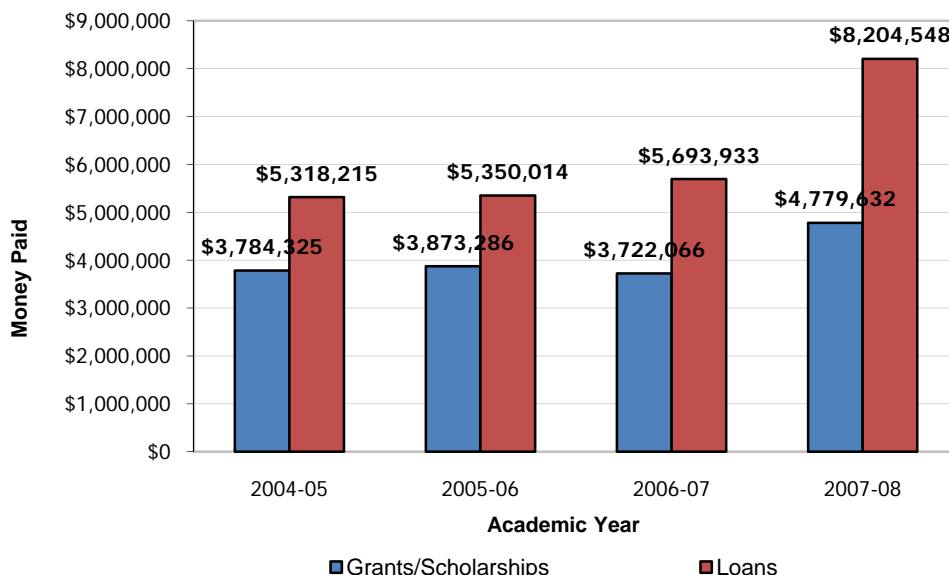
Financial Aid targets have been proposed through the work of the Strategic Enrollment Management (SEM) Team and have been included on page four.

COCC STRATEGY & PROGRESS

The College has many programs in place to try to minimize the financial barriers impeding a student’s educational success. As the cost of attending COCC increases, the College and the COCC Foundation have responded by freezing tuition, raising millions of dollars for and awarding student scholarships and looking to increase the number of students who apply for aid and who eventually receive aid – specifically gift aid as it does not increase a student’s long-term financial burden.

✓ **How much financial aid does the College award students?**

Loans, Grants & Scholarships Paid



From 2006-07 to 2007-08, credit student enrollment increased 12% and loans provided to credit students increased 44% while grants/scholarships (gift aid) awarded increased 28%.

National trends show students taking out more loans and receiving less gift aid and this is also proving true at COCC.

Grants/Scholarships (gift aid) went from 42% of the total awards paid in 2004-05 down to 37% of total awards paid in 2007-08.

Grants: Federal PELL and Supplemental Educational Opportunity Grant (SEOG) and the Oregon Opportunity Grant awards are offered based on financial need. Maximum annual amounts are set for each type of grant. Grants are “gift aid” and do not need to be paid back if the student completes the term.

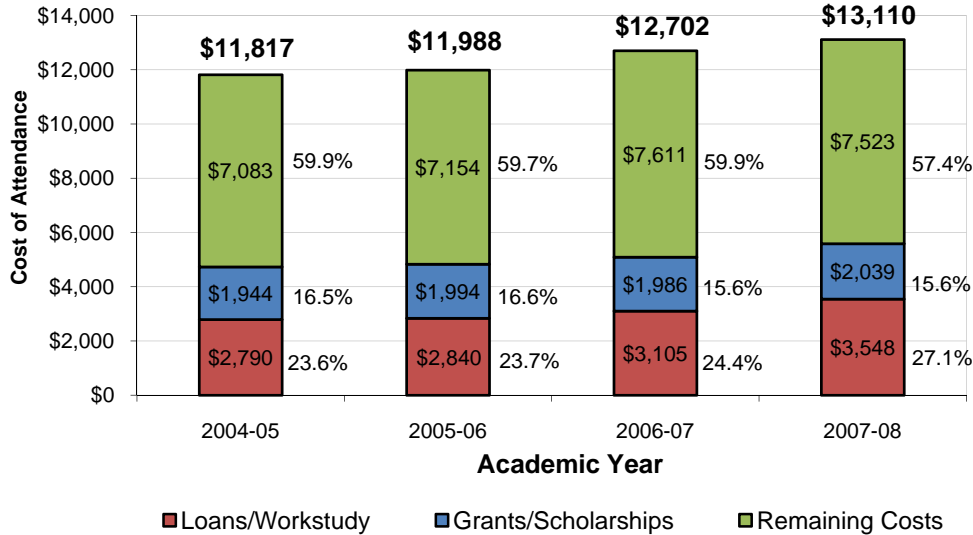
Scholarships: Earned based on financial need and/or merit. Amounts vary depending on the donor. Scholarships are gift aid, do not need to be paid back and generally require a minimum grade point average for continued participation.

Loans: All students enrolled in six or more credits are eligible for federal loans with maximum amounts based on dependency status and year in school. Students also apply for private loans that typically have higher maximums and establish eligibility based on credit history. Loans must be paid back when the student leaves school.

Institutional Effectiveness at COCC | 2007- 2009

✓ **How much of the total cost does financial aid cover?**

Average Financial Aid Paid and Remaining Costs



The Cost of Attendance (COA) has increased 10.9% in the last three years with an increasing percentage of it covered by Loans/Workstudy.

For 2007-08, the COA for COCC was among the most expensive among the Oregon community colleges but that has more to do with the cost of living in the local area. COCC's tuition and fees are below the average for the 17 Oregon community colleges.

The **Cost of Attendance (COA)** includes tuition/fees, books/supplies, room/board, miscellaneous expenses and loan fees. It is estimated based on a student who is taking 12 credits (regardless of program) and does not live at home with parents. It is determined annually by the Financial Aid Office.

✓ **Recent Federal/State policies aimed at minimizing the financial burden**

For 2007-08, increase in the federal PELL grants and loan limits have assisted students meet the need of attending COCC. The **PELL** increased its maximum by \$260 (\$4,050 to \$4,310). For federally subsidized **Stafford loans**, freshman students saw an \$875 increase (\$2,625 to \$3,500) and sophomore students a \$1,000 increase (\$3,500 to \$4,500).

At the state level, Oregon established new eligibility criteria for the **Oregon Opportunity Grant (OOG)**. In calculating financial aid, overall income, assets, family size, etc. is used to determine how much a family is expected to contribute towards a student's college education. This amount is called the Expected Family Contribution (EFC). For 2007-08, students/families who had very low income levels were awarded the OOG (\$172 average EFC). For 2008-09, those with higher income levels are eligible (\$1,220 average EFC) thereby expanding the number of qualified students.

	2007-08	2008-09 Year to Date
Average EFC	\$172	\$1,220
Number of Grants Offered	956	750
Total Dollars Awarded	\$1,169,385	\$1,498,830
Average OOG	\$1,223	\$1,998

As of June 17, 2008

Continued legislative support for the **Expanded Options** program has allowed high school students the ability to take college courses at no expense to the student. All tuition, fees, books and lab supplies associated with the course are paid for by the high school via a state allocation.

Institutional Effectiveness at COCC | 2007- 2009

✓ Recent COCC efforts aimed at minimizing the financial burden

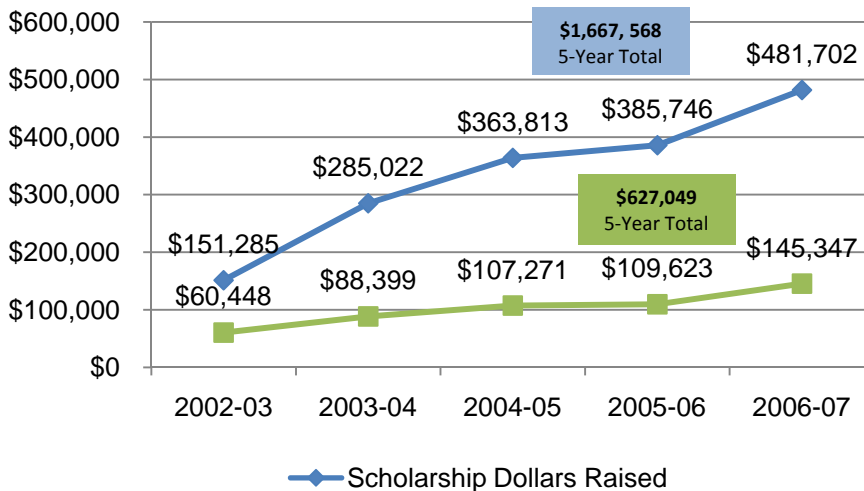
For the second year in a row, the COCC Board of Directors has **frozen tuition**, hoping to make education more accessible to more students in the region. COCC will continue to charge \$63 per credit for students living in the District, and universal fees at a maximum of just \$3.75 per credit.

The College has also expanded the **College Now/Tech Prep** and **Transfer** programs which are aimed at providing high school students the opportunity of earning college credit at a discounted rate.

The **COCC Foundation** has raised millions of dollars for student scholarships in a variety of ways. Scholarships are provided through fundraising events, an “Annual Appeal” general mailing, an annual renewal campaign, and endowment and estate gifts. More information on “Dollars Raised” below.

The Turner Fund, as administered by the COCC Foundation, has also allowed for a number of initiatives to help students pay for college. In 2007-08, the *Achieve Your Dream Scholarship*, the *Summer Incentive Award*, the *Juniper Hall Leadership Award* and the *Turner Emergency Fund* were also made available.

Dollars Raised by the COCC Foundation



The number of awarded scholarships has increased more than 200% since 2004-05.

The scholarship amount has also increased 28% during that time from \$1,950 to \$2,500.

Year	Awards	Amount
2004-05	173	\$1,950
2005-06	268	\$2,150
2006-07	355	\$2,500
2007-08	588	\$2,500

Scholarship Dollars: Dollars raised during one academic year are spent the following year on student scholarships - the money is raised and immediately awarded.

Endowment Dollars: Endowments are established as lasting gifts to the College. The original donation is invested, a small percent of funds are used towards scholarships annually, while maintaining (or growing) the principal.

For the 2007-2008 scholarship drive the COCC Foundation began requesting \$2500 full scholarship increments from donors—an increase of \$500 per scholarship donation to align with the actual cost for students and the amount of a full scholarship awarded. The new request amount resonated with donors and many increased their donations accordingly.

Awarding financial aid requires **students knowing about and applying for aid**. COCC coordinates several financial aid and scholarship workshops throughout the College district. A full-time financial aid advisor provides prospective and current students information on all means of financial assistance; including one-on-one advising regarding federal financial aid programs, COCC scholarships, private scholarships and emergency loan/scholarship programs; group workshops focused on completing the FAFSA, searching for scholarships and financing college; and general outreach to populations who might otherwise not think college is possible due to financial constraints.

Institutional Effectiveness at COCC | 2007- 2009

TheCollegePlace – an organization to help low-income and other at-risk students select, finance and navigate higher education opportunities – has a site location on COCC’s main campus. The program started in January 2007 and early statistic indicate that approximately 30% of TheCollegePlace student appointments apply to and register at COCC.

WHAT NEEDS TO BE DONE

The **Foundation** is currently seeking to expand financial contributions to support scholarships by further developing relationships outside the City of Bend to the rest of the COCC service district. The goal is to build long term relationships with individuals and companies who will become supportive of student scholarships. Recent and planned efforts include Redmond, Prineville, Madras, Sisters and Southern Deschutes County.

The College is also in the final stages of developing a **Strategic Enrollment Management** plan that includes a goal targeting affordability and financial access for students. Assuming adoption of the plan fall 2008, this will be the first time in recent memory that the College has established financial aid goals. While such efforts have been long-standing at universities, this approach is considered new and innovative at the community college level. The proposed indicators are included below. Specific strategies will be included in the full Strategic Enrollment Management plan available in the fall.

Proposed SEM indicators targeting affordability and financial access:

Number of Student Applying for Aid	By 2011-12, increase the percentage of current students applying for federal financial aid to 60% (57% of certificate- or degree-seeking students did so in 2007-08).
Number of Students Awarded Aid	By 2011-12, increase the percentage of current students awarded any type of financial aid to 55% (52% of certificate- or degree-seeking received aid in 2007-08).
Grant & Scholarships Paid	By 2011-12, increase the percentage of current students paid scholarships and/or grants (gift aid) to 40% (37% of certificate- or degree-seeking received gift aid in 2007-08).
Grant & Scholarship Amounts	By 2011-12, increase the average combined scholarship and grant amount paid per individual student to represent 90% of in-district, full-time tuition and fees (the combined average of scholarships and grants paid to a student average 87% of in-district, full-time tuition and fees in 2007-08).

The College and the Foundation are continuing to partner more strategically, aligning scholarship resources with institutional enrollment goals. By improving this partnership, it is possible to expand the resources available for current and future students.

FACTORS AFFECTING RESULTS/PROGRESS

The level of funding made available to students through Federal and State government is beyond College control. The expansion of the **Oregon Opportunity Grant** (page 2) is predicted to be of tremendous service to students and early indicators support the predicted success. Continued changes in the **student loan industry** may – in some cases – make it more difficult for students to access loans. For students able to secure loans, recent congressional legislation increased the amount of loan dollars available. While this looks to be a positive development, students can now borrow up to \$12,000 annually which could become a significant long-term financial burden.

Institutional Effectiveness at COCC | 2007- 2009

As people face job challenges or layoffs – due to the economy - they may return to school to improve their skills or retrain for new careers. As the cost of living in our area rises, students may also look for a more affordable college education traditionally found at community colleges. Both of these factors contribute to the College's recent **enrollment increases** which require additional resources to meet the demand for financial assistance. COCC's Financial Aid office has experienced substantial volume increases in the past several years and has met the need without additional staff - innovation and a conversion to electronic processing have aided efforts.

The **declining economy** inevitably also plays a role in the amount of discretionary income people feel they are able to donate, which could result in a drop in future giving to the College. If this trend proves true for the Foundation, the College needs to remain vigilant in maintaining and garnering additional scholarship support.

ABOUT THE DATA

The chart information provided on page 1 and 2 was provided by the Financial Aid office. The chart and accompanying information on page 3 was provided by the COCC Foundation and Financial Aid office. Summary level chart data is provided here and more detailed information is available by contacting Brynn Pierce in the Institutional Research office – ir@cocc.edu

Contributions to the narrative supplied by Alicia Moore, Dean of Student Services, Kevin Multop, Director of Financial Aid, Jim Weaver, Executive Director of the COCC Foundation and Matt McCoy, Vice President for Institutional Advancement.

The full report was coordinated and prepared by Brynn Pierce, Institutional Research.

Institutional Research Office
Central Oregon Community College
IR@cocc.edu

RESOLUTION NO. __

A RESOLUTION OF CENTRAL OREGON COMMUNITY COLLEGE, CROOK, DESCHUTES, JEFFERSON, KLAMATH, LAKE AND WASCO COUNTIES, OREGON, CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF CONTRACTING GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$43,754,000 TO FINANCE THE COSTS OF CAPITAL CONSTRUCTION AND CAPITAL IMPROVEMENTS; DECLARING INTENT TO REIMBURSE EXPENDITURES; AND RELATED MATTERS.

WHEREAS, the Board of Education of Central Oregon Community College, in Crook, Deschutes, Jefferson, Klamath, Lake and Wasco Counties, Oregon (the "District"), has determined that a need exists for the District to finance the costs of capital construction and improvements, as more fully described in Exhibit A, attached hereto, and pay bond issuance costs (the "Project"); and

WHEREAS, the costs of the Project are estimated to be not more than \$52,446,000, a portion of which may be financed with general obligation bond proceeds and a portion of which may be paid from other sources of funds, such as state and federal grants; and

WHEREAS, ORS 341, as amended (the "Act"), subject to voter approval, authorizes the District to contract bonded indebtedness to provide funds to finance the costs of the Project and to pay bond issuance costs; and

WHEREAS, the District anticipates incurring expenditures (the "Expenditures") to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds (the "Bonds"), the interest on which shall be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

NOW, THEREFORE, the Board of Education of Central Oregon Community College, in Crook, Deschutes, Jefferson, Klamath, Lake and Wasco Counties, Oregon, resolves as follows:

1. A measure election is hereby called for the purpose of submitting to the electors of the District the question of contracting general obligation bonded indebtedness in the name of the District in an amount not to exceed \$43,754,000. Bond proceeds will be used to finance the Project and pay all Bond issuance costs. The Bonds shall mature over a period of not more than twenty (20) years from the date of issue and may be issued in one or more series.

2. The measure election hereby called shall be held in the District on the 4th day of November, 2008. As authorized by the County Clerk of Deschutes, Oregon, and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The District authorizes the President of the District, the Vice President and CFO, or Vice President for Institutional Advancement (each an "Authorized Representative") or a designee of an Authorized Representative to submit the final ballot title and explanatory statement and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The Authorized Representative shall cause to be delivered to the Election Officer of Deschutes County, Oregon (the "Election Officer"), a Notice of Bond Election (the "Notice") in substantially the form of, attached hereto as Exhibit A, which shall be approved and filed by the Authorized Representative of the District, not later than September 4, 2008, (sixty-one (61) days prior to the election date).

5. The District hereby declares its official intent to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

6. The law firm of Kirkpatrick & Lockhart Preston Gates Ellis LLP, is hereby appointed to serve as Bond Counsel with respect to the issuance of the Bonds and Seattle-Northwest Securities Corporation is hereby appointed to serve as Underwriter with respect to the issuance of the Bonds. The District will pay the fees and expenses of bond counsel and underwriter from Bond proceeds.

ADOPTED by the Board of Education of Central Oregon Community College, Crook, Deschutes, Jefferson, Klamath, Lake and Wasco Counties, Oregon this 9th day of July, 2008.

**CENTRAL OREGON COMMUNITY COLLEGE
CROOK, DESCHUTES, JEFFERSON, KLAMATH, LAKE
AND WASCO COUNTIES, OREGON**

By: _____,
Chairperson

ATTEST:

By: _____
President

July 9, 2008

CENTRAL OREGON COMMUNITY COLLEGE

Board of Directors

EXHIBIT A

NOTICE OF BOND ELECTION

**CENTRAL OREGON COMMUNITY COLLEGE
CROOK, DESCHUTES, JEFFERSON, KLAMATH, LAKE AND WASCO COUNTIES,
OREGON**

NOTICE IS HEREBY GIVEN that on November 4, 2008, a measure election will be held in Crook, Deschutes, Jefferson, Klamath, Lake and Wasco Counties, Oregon. The following shall be the ballot title of the measure to be submitted to the district's voters on this date:

CAPTION:

**CENTRAL OREGON COMMUNITY COLLEGE (COCC)
GENERAL OBLIGATION BOND AUTHORIZATION**

QUESTION:

Shall COCC be authorized to issue general obligation bonds not exceeding \$43,754,000 to construct and renovate facilities? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY:

Passage of this measure would provide funds for capital construction and improvements, including the following:

- Construction of a new health careers and science building. A state grant of \$5.77 million was approved in the 2007 Legislative session to partially fund this building.
- Creation of additional lab and student learning space and clinics for health career programs such as nursing, dental assisting and emergency medical services.
- Renovation of areas vacated by programs moved to the new facility to provide updated and expanded instructional, classroom and office space.
- Construction of regional student outreach education centers in local communities, including Madras and Prineville.
- Renovation of other District buildings to address enrollment increases and expand capacity.
- Renovation of College buildings to improve access for students with disabilities, including improvements to comply with the American with Disabilities Act.
- Pay fees associated with issuing the bonds.

The Bonds would mature in twenty (20) years or less from the date of issuance and may be issued in one or more series.

The following authorized District Election Authority hereby certifies the above ballot title is true and complete.

Signature of authorized District Election Authority

Date signed

Printed name of authorized District Election Authority

Title

Central Oregon Community College
RESOLUTION

Prepared by: John Overbay – Board Member

A. Actions Under Consideration

1. Approval of a 3.0% increase (equal to the increase provided to exempt employees) to the base salary of the President effective July 1, 2008.
2. Increase the College contribution (cap) to health insurance to match coverage provided to exempt employees for 2008-09 and require the President to pay a minimum of 10% of the applicable premium.

B. Discussion/History

Salary Increase and Schedule Adjustment: The recommended salary increase for the President duplicates the increase provided to exempt employees and is consistent with the economic settlements reached with other employee groups.

Health Care Contribution: The recommended increase to the health care contribution and the requirement to pay a minimum of 10% of the applicable premium are consistent with the terms negotiated with the Faculty Forum, the ABE Instructors, the Classified Association and adjustments made for the exempt employees.

C. Options/Analysis

Approve the 3.0 % increase to base salary increase the College's contribution (cap) for health insurance to the same level as all other employee.

Decline approval of the 3.0% increase to base and decline increase in the College's contribution (cap) for health insurance to the same level as provided other employee groups.

D. Timing

The adjustment to the salary schedule will be effective to July 1, 2008. The increase in the health care contribution and the requirement to pay a minimum of 10% of the applicable premium is effective October 1, 2008 to coincide with the increase in the health insurance premiums for 2008-09.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the 3.0% increase to the base salaries for the President and increase the College's health care contribution (cap) to the same level as all other employee groups and continue to require the President to pay a minimum of 10% of the applicable premium as is the case with other employee groups.

F. Budget Impact

Sufficient funds were provided in the 2008-09 budget for the increase in salary and health care contribution.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Barbara Klett, Instructional Technology Coordinator

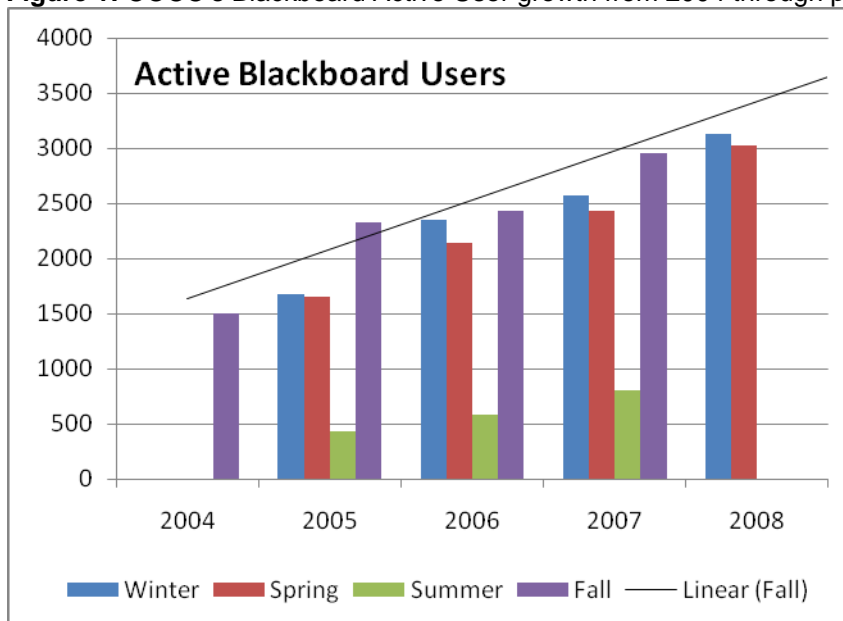
A. Action Under Consideration

Approve contracting with Blackboard for Learning System Enterprise software license; ASP Services Learning System (hosting of the system), including, extra storage, setup, services test, SSL services; and Integration data services.

B. Discussion/History

Central Oregon Community College has contracted with Blackboard for Learning System: Basic Edition software licensing since 2004. Blackboard Basic Edition is a web-based course management system with a suite of online-instructional tools (e.g., grade book tool, content distribution and collection tools, discussion board, assessment tools) used by faculty and students. Online instructors conduct their classes completely over Blackboard Basic. Hybrid and traditional classroom instructors use Blackboard Basic to conduct portions of their courses, enhance their courses and manage their courses efficiently. Blackboard Basic is limited to 3,000 “Active Users”. “Active Users” are persons enrolled in current-term Blackboard courses. A person is counted one time, no matter how many of his/her current-term courses use Blackboard. The College has reached the 3,000 limit of Active Users, and to be able to increase use, would need to upgrade to Blackboard Learning System: Enterprise Edition.

Figure 1: COCC’s Blackboard Active User growth from 2004 through present (with trend line).



Blackboard is the industry leader of course management systems. Blackboard Enterprise Edition is the course management system of all of the Oregon universities and the largest Oregon community colleges.

The Blackboard Basic Edition has been managed by COCC's Information Technology Services Department (ITS), run on COCC's servers, and distributed over the COCC network. Managing the Blackboard Enterprise Edition (without ASP hosting) would be a significant increased demand on the current ITS Department. Blackboard offers an exceptional hosting service (ASP and system integration services) that are cost effective and provide infrastructure and support systems that COCC cannot match.

Blackboard Enterprise hosting (ASP & Integration) key benefits are listed below:

- 99.7% target uptime for availability
- Usage & performance information data
- Hardware, software, and network monitored 24/7 by System Experts
- Day-to-day server maintenance
- Daily backup strategy, replicated to offsite location
- Bandwidth usage & web-hit stats
- Disaster-recovery system
- Power redundancy
- Redundant Internet connections through dual Tier-One Internet Service Providers

To have the Blackboard Enterprise system fully supported, managed, maintained, and redundant, it is recommended that the College contract with Blackboard for ASP (hosting) and Integration systems/services.

C. Options/Analysis

1. Approve contracting with Blackboard for Learning System Enterprise software license; ASP Services Learning System (hosting of the system), including, extra storage, setup, services test, SSL services; and Integration data services.
2. Do not approve contracting with Blackboard for Learning System Enterprise software license; ASP Services Learning System (hosting of the system), including, extra storage, setup, services test, SSL services; and Integration data services.

D. Timing

Approval is requested at this time as migrating to an enterprise-level system is best completed over the summer months, and will provide additional time for implementation and training for users.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby approve contracting with Blackboard for Learning System Enterprise software license; ASP Services Learning System (hosting of the system), including, extra storage, setup, services test, SSL services; and Integration data services.

F. Budget Impact

The upgrading of the Blackboard system, ASP, and Integration Services for the 2008/2009 fiscal year is \$124,220, for 2009/2010 = \$113,255, and for 2010/2011 = \$123,600. (Current costs associated with Blackboard Basic, including IT staff time, are about \$73,000).

*Central Oregon Community College
Board of Directors*

BOARD APPOINTMENTS, 2008-09

STANDING COMMITTEES

Board Self-Evaluation Committee

2008-09
2007-08 Dorsch-Chair, Foerster, Miller
2006-07 Foerster-Chair, Dorsch, Lee
2005-06 Overbay-Chair, Garrett, Dorsch

President's Evaluation Committee

2008-09
2007-08 Reeder-Chair, Lee, Dorsch
2006-07 Garrett-Chair, Overbay, Bratton
2005-06 Lee-Chair, Bratton, Reeder

COCC Memorial Education, (Keyes Trust) 2 yr. term

2007-09 Garrett
2005-07 Lee
2003-05 Lee
2001-03 Carnahan

CONSULTATIVE

Sub Committee on Policy Review

2008-09
2007-08 Lee-Chair, Garrett, Dorsch, Middleton
2006-07 Garrett-Chair, Lee, Foerster, Middleton
2005-06 Bratton-Chair, Lee, Dorsch, Middleton

Long Range Real Estate Committee

2008-09
2007-08 Reeder-Chair, Overbay, Miller
2006-07 Bratton-Chair, Overbay, Reeder
2005-06 Overbay-Chair, Bratton, Reeder

INTERNAL LIAISONS

College Affairs

2008-09

2007-08	Miller
2006-07	Foerster
2005-06	Foerster

Foundation

2008-09

2007-08	Overbay
2006-07	Bratton/Overbay
2005-06	Overbay

EXTERNAL LIAISONS

Oregon Community College Association – (OCCA)

2008-09

2007-08	Garrett
2006-07	Lee
2005-06	Garrett

OSU-Cascades Advisory Board – Appointment Made by OSU President

2008-09

2007-08	Garrett
2006-07	Garrett
2005-06	Reeder

ACCT Voting Delegate

2008-09

2007-08	Foerster-Conference Attendee
2006-07	Garrett-Conference Attendee
2005-06	Garrett - Conference Attendee

Exhibit: 12.b
July 9, 2008
Approved: ___Yes ___No
Motion: _____

Central Oregon Community College
BOARD OF DIRECTORS

RESOLUTION

Prepared by: Julie Smith-Executive Assistant,
President & Board of Directors

A. Action Under Consideration

Cancel August 2008 Board of Directors' Meeting

B. Discussion/History

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

C. Options/Analysis

Retain August 2008 Board of Directors' meeting.

Cancel August 2008 Board of Directors' meeting.

D. Timing

This decision needs to be made prior to the scheduled August 13, 2008 Board of Directors' meeting.

E. Recommendation

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 13, 2008 Board of Directors' meeting.

F. Budget Impact Minimal