



CENTRAL OREGON
community college

Board of Directors' Meeting
AGENDA
Wednesday, October 8, 2008
6:00 PM
Christiansen Board Room,
Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Foerster
6:05 pm	III. Introduction of Guests			Chair
6:10 pm	IV. Agenda Changes			
6:10 pm	V. Public Hearing and Testimony			
	A. OCCA Executive Director (Oregon Community College Assoc.)			Henderson <input type="checkbox"/>
6:35 pm	VI. Consent Agenda***			
	A. Minutes			
	1. September 10 – Executive Session Minutes	6.a1	X	Smith
	2. September 10 - Regular Meeting Minutes	6.a2	X	Smith
	B. Approval to Hire			
	1. New Hire Report (2008)	6.b1	X	Buckles
	C. Approve Contract (Wheeler)	6.c	X	Price
6:35 pm	VII. Information Items			
	A. Financial Aid Overview & Recent Updates			Multop/Moore <input type="checkbox"/>
	B. Update: Instruction and the Enrollment Challenge			Walsh <input type="checkbox"/>
	C. Potential Impacts on COCC from - National Fiscal Uncertainties			Jones/Dona/Middleton <input type="checkbox"/>
7:00 pm	X. Board of Directors' Operations			
	A. Board Member Activities			
	B. OCCA Update			Lee ^A
7:20 pm	XI. President's Report			
	A. Update on Bond Information Activities			Middleton <input type="checkbox"/>
	XII. Correspondence			
	A. SNW Public Finance Newsletter	12.a		
	XIII. Dates			
	A. OCCA Annual Conference, November 21-23, 2008 (please contact Julie Smith for registration)			
7:30 pm	XIV. 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. = indicates a Presentation will be provided. ^A = indicates the presenter is Available for background information if requested.

CENTRAL OREGON COMMUNITY COLLEGE - BOARD OF DIRECTORS
2600 NW College Way – Bend, OR 97701

EXECUTIVE SESSION MINUTES
BOARD OF DIRECTORS EXECUTIVE SESSION
Christiansen Board Room, Boyle Education Center
September 10, 2008

BOARD ATTENDANCE

Present:

Dr. Joyce Garrett, Connie Lee, Charley Miller, John Overbay, Anthony Dorsch,
Ronald Bryant-Board Attorney, Dr. James E Middleton-President, Julie Smith-Executive
Assistant/Recording Secretary

Absent:

Dr. Ronald E Foerster, Donald Reeder

Guests Present:

Dr. James Jim Jones-Vice President and Chief Financial Officer, Matt McCoy-Vice President
for Institutional Advancement, Dr. Kathy Walsh-Vice President for Instruction, Ron Paradis-
Director of College Relations

EXECUTIVE SESSION

The Board of Directors convened an executive session to discuss Real Property Transactions
ORS 192.660 (1)(e).

CALL TO ORDER

Dr. Joyce L Garrett, Vice-Chair, called the executive session to order at time 6:00 PM.

REAL PROPERTY TRANSACTIONS

Mr. Jim Jones-Vice President and Chief Financial Officer reviewed real property matters.

ADJOURNMENT

There being no further matters to discuss, executive session adjourned at 6:15 PM.

Chair

President



CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, September 10, 2008 – 6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Dr. Joyce Garrett, Anthony Dorsch, Charley Miller, Connie, Lee, John Overbay, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Dr. Ronald Foerster, Donald Reeder

CALL TO ORDER: Dr. Joyce L. Garrett-Vice Chair

6:05 pm - **Adjourn to Executive Session:**

ORS 192.660 (1)(e) Real Property Transactions

Adjourn Executive Session:

6:15 pm – **Reconvene Regular Public Board of Directors' Meeting:**

INTRODUCTION OF GUESTS:

Jim Jones, Matt McCoy, Eric Buckles, David Dona, Ron Paradis, Kathy Walsh, MaryJeanne Kuhar, Diana Glenn, Eddie Johnson, 2008-09 Faculty Forum President, Lonna Carnahan, Joe Viola, Lisa Bloyer, Jim Weaver, Carol Moorehead, Dan Cecchini, Doug Kerkoch and Larry Nelson of Kerkoch, Katter & Nelson LLP-Certified Public Accountants.

AGENDA CHANGES: (*Addition: 7.c-Financial Statements*)

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda. Mr. Anthony Dorsch seconded. MCU. Approved. M09/08:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of July 9, 2008 and Conference Call Meeting of August 1, 2008 (Exhibits: 6.a1 & 6.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the June-August 2008 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Zavacki (Exhibit: 6.c); and Waltosz (Exhibit: 6.d);

BE IT RESOLVED that the Board of Directors' does hereby approve the contracts for delivery of institutional services with Crook County High School (Exhibit: 6.e).

INFORMATION ITEMS:

Review of Internal Controls (Exhibit: 7.a)

Mr. Doug Kerkoch, auditor with Kerkoch, Katter, Nelson LLP-Certified Public Accountants, Reported on their review of COCC internal controls in accounting procedures for payroll, accounts payable, and third party billing. All items examined were found to be in compliance with COCC's accounting policies and procedures. Three recommendations for improvement were shared with COCC. Staff reported on actions already implemented or pending that addresses the auditor's recommendations. As in other audit reports to the Board, Mr. Kerkoch complimented the COCC fiscal staff on their professionalism and procedures.

Campus Indicators-Institutional Effectiveness & Board Priorities (Exhibit: 7.b1&7.b2)

Mr. Matt McCoy-Vice President for Institutional Advancement, reviewed data indicating that the college is performing well relative to the Board Priority for "strengthening student and community access to educational opportunity and success." Continuing progress was cited relative to K-12 partners, OSU-Cascades and other University partners.

Financial Statements (Exhibit: 7.c)

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

OLD BUSINESS:

Bond Explanatory Statement & Update (Exhibit: 8.a)

Mr. Ron Paradis-Director of College Relations reviewed the Explanatory Statement that will be included in the "voter's pamphlet".

Ms. Connie Lee reported that five arguments in favor of COCC's Bond will be included in the voter's pamphlet – contributors:

- EDCO
- Central Oregon Real Estate Assn.
- Hospitals Administrators (from all four of the area hospitals)
- Group of Doctors
- Board of Directors

NEW BUSINESS:

Cascade Hall-Parking Lot Expansion (Exhibit: 9.a)

Mr. Charley moved to accept the bid of \$244,052. from Knife River for Bid #1290-08 – Cascades Hall Parking Lot Expansion – 2008. Mr. Anthony Dorsch seconded. MCU. Approved. M09/08:2

Renewal of Leases for Bldg. # 2 – Redmond Campus (Exhibit: 9.b)

Mr. Anthony Dorsch moved to approve to give Dr. Middleton-President, authority to sign leases with the Department of Human Services, Oregon Employment Department and the Central Oregon Intergovernmental Council subject to the terms discussed in executive session and subject to COCC legal council review and approval of the leases. Ms. Connie Lee seconded. MCU. Approved. M09/08:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Ms. Lee	Board Meeting Conference Call – 8/1/08 Board Retreat – 8/21/08 Various COCC Bond activities
Mr. Miller	Board Meeting Conference Call – 8/1/08 Board Retreat – 8/21/08
Mr. Overbay	Board Meeting Conference Call – 8/1/08 Board Retreat – 8/21/08 Foundation Trustees Retreat
Mr. Dorsch	Board Meeting Conference Call – 8/1/08 Board Retreat – 8/21/08
Dr. Garrett	Board Meeting Conference Call – 8/1/08 Board Retreat – 8/21/08 Attended Prineville Crook County Economic Development Mtg. Re: COCC Bond Presentation by President Middleton

OCCA Update

Ms. Connie Lee reminded of the upcoming November 21-23 Annual OCCA Convention in Gleneden Beach, Oregon at Salishan. She reported that Ron Paradis and Alicia Moore will be Session presenters at the convention.

PRESIDENT'S REPORT

Enrollment and Other related items

President Middleton reported unprecedented enrollment numbers that are up 20-25% ahead of last year's year-to-date enrollment.

President Middleton praised the great work of COCC's faculty and staff who are all working over and above expectations to accommodate and welcome the influx of student enrollment numbers.

He reported that he, Ron Paradis and Matt McCoy currently have a combined total of 30 and counting "Bond Presentations" on their calendars.

He thanked the Board of Directors' for their action at the August 21 Retreat, directing the college to ensure that the construction of the new Health and Science Center building is "Leed Silver" rated.

President Middleton invited the Board to a Campus Center Building - "Top Beam" signing directly following the board meeting.

ADJOURN: 7:05 PM

APPROVED;

ATTEST TO;

Dr. Joyce L. Garrett, Vice Chair

Dr. James E. Middleton, President

Exhibit: 6.b1
October 8, 2008
Approved: ___Yes___No
Motion: _____

Central Oregon Community College
Board of Directors

New Hire Report

September 2008

Name	Date Hired	Job Title
Classified Full-Time Lawrence, Charles	9/15/2008	Inst. Lab Asst.-MATC
Classified Part-Time Gregory, Mary	9/2/2008	PT-Laboratory Technician
Non-Faculty Instruction PT Smith, Loren	9/23/2008	Non-Faculty Instruction
Temporary Hourly Hiroms, Lindsey Porter, Daniel	9/22/2008 9/1/2008	Library Assistant ITS Assistant

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Gordon Price-Director of Student Life

A. Action Under Consideration

Approve the contract for Paul Wheeler

B. Discussion/History

Earlier this summer, COCC decided to bring management of Juniper Residence Hall in house. This position is to help manage the day-to-day operations of the hall and is being filled on a temporary basis only. The position will be reevaluated in winter term and if effective will go out for permanent hire at that time.

C. Options/Analysis

Approve the contract for Paul Wheeler.
Decline approval of the contract for Paul Wheeler.

D. Timing

For the Academic Year 2008-09

E. Recommendation

Be it resolved that the board of Directors of Central Oregon Community College district approves the contract for Paul Wheeler.

F. Budget Impact

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

G. Miscellaneous

Mr. Wheeler received his M.ed in Human Relations from Plymouth State University in New Hampshire and he brings to this position seven years of full-time residence life experience. He was previously the Career Services Coordinator and Academic Advisor at COCC.