



CENTRAL OREGON
community college

Board of Directors' Meeting
AGENDA
Wednesday, December 10, 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	II. Introduction of Guests			Foerster
6:10 pm	III. Agenda Changes			
6:11 pm	IV. Public Hearing and Testimony			
6:15 pm	V. Consent Agenda***			
	A. Minutes			
	1. November 12, 2008 - Minutes	5.a1	X	Smith
	B. Approval to Hire			
	1. New Hire Report (November 2008)	5.b1	X	Buckles
	C. Approval to Hire (Mattson)	5.c	X	Buckles
	D. Mileage Reimbursement	5.d	X	Bloyer
6:20 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Update: Parking Lot Lighting			Middleton/Zinkgraf ^P
	C. Governor's Proposed Budget			Middleton ^P
6:45 pm	VII. Old Business			
	A. Prep for April Accreditation Visit			Walsh ^P
7:05 pm	VIII. New Business			
	A. Special Hearing on Supplemental Budget (ORS 294.480)			
	1. Supplemental Budget (Residence Hall)	8.a1*	X	Dona/Moore ^P
	B. Budget Transfer (IT Server/Infrastructure & New Construction)	8.b	X	Bloyer
	C. Canvass of Votes	8.c*	X	Paradis ^P
	D. Contract for Campus Center Furniture	8.d*	X	Mosier/Moore ^A
7:50 pm	IX. Board of Directors' Operations			
	A. OCCA Update			Lee
	B. Board Member Activities			
8:10 pm	X. President's Report			
	A.			Middleton
	XI. Dates			
	A. Friday, December 12 (3-5pm) <u>Board Retreat</u> , Board Room			
8:30 pm	XII. Adjourn			

* Material to be distributed at the meeting (as necessary). ** Times listed on the agenda are approximate to assist the Chair of the Board.

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

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



CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, November 12, 2008 – 6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Dr. Joyce Garrett, Anthony Dorsch, Charley Miller, Connie, Lee, Donald Reeder, Alison Emerson-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Dr. Ronald Foerster, John Overbay

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

INTRODUCTION OF GUESTS: Dr. Diana Sloane-CEO, OSU-Cascades, Jim Jones, Matt McCoy, Eric Buckles, Gene Zinkgraf, David Dona, Ron Paradis, Kathy Walsh, Alicia Moore, Mary Jeanne Kuhar, Diana Glenn, Eddie Johnson, 2008-09 Faculty Forum President, Ken Mays, Joe Viola, Lisa Bloyer, Jim Weaver, Carol Moorehead, Dan Cecchini, Liz O'Connell and Sheila Miller-The Bulletin.

AGENDA CHANGES: *Additions: Financial Statements -Exhibit: 6.d.*

PUBLIC HEARING AND TESTIMONY:

Parking Lot Lights

Ms. Liz O'Connell (resident of O'Brien Court northeast of campus) expressed her concerns regarding COCC parking lot lights that are on throughout the night and the effects the lights have on the nearby neighborhood. She also reported concerns of early morning equipment noise by construction vehicles.

Sabbatical Year Update

Mr. Ken Mays-Professor of Automotive Technology presented the Board with commemorative t-shirts celebrating fifty years of automotive technology taught at COCC. He reported that during his 2007-08 sabbatical, he attended training programs related to various automotive topics. He gave a slide show presentation on his trip to Islamabad, Pakistan, and his work with automotive skill training with residents of the area. Mr. Mays thanked the Board for his "sabbatical" year.

CONSENT AGENDA:

Mr. Donald Reeder moved to approve the Consent Agenda with the addition of Exhibits: 6.d. Mr. Anthony Dorsch seconded. MCU. Approved. M11/08:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of October 8, 2008 (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the October 2008 New Hire Report (Exhibit: 5.b1);

INFORMATION ITEMS:

OSU-Cascades' Strategic Plan

Dr. Diana Sloane-CEO of OSU-Cascades, gave a PowerPoint presentation on the OSU-Cascades Strategic Plan, inviting responses by December 10 – by logging onto the website at www.osucascades.edu/about/strategicplan. She reviewed that the “Cascades Hall” building, serves OSU-Cascades very well, noting that OSU-C provides junior, senior and graduate programs only. Current enrollment numbers are up 3% from last year with the total enrollment at approximately 530.

Blackboard Update

President Middleton gave an update on the upgraded Blackboard system reporting that the college has increased the license from 4000 active users to 8000. An “active user” is a headcount of individual students who are participating in courses that are using the Blackboard system. He noted the importance of the user upgrade reporting that the college would have had to otherwise turn away approximately 2000 students. Blackboard is a networked learning environment used by students and teachers - students can learn, retrieve grades, receive classroom news, connect and share educational materials and resources from any location at any time.

President Middleton thanked Ms. Barbara Klett-Instructional Technology Coordinator, and the Information Technology staff for their good work in getting the Blackboard system online for COCC faculty and students.

Institutional Effectiveness & Board Priorities (Exhibit: 6.c)

Mr. Matt McCoy-Vice President for Institutional Advancement reviewed the ongoing reports from the Institutional Research department regarding Institutional Effectiveness.

Report Highlights include:

- Career Technical Education
- Career and Technical Education Advisory Committee and
- Continuing Education- Business & Professional Development.

Financial Statements (Exhibit: 6.d)

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

OLD BUSINESS:

Bond Election Review

President Middleton gave a PowerPoint presentation reviewing the November 4 bond measure election results – “next steps” for consideration include:

- review of results from prior elections
- economic concerns
- higher turnout
- critical success factors
- clarify and emphasize
- current implications
- determine if survey would be helpful
- structure dialog w/various community groups

President Middleton announced that the Board will meet in December here at the college, for a half-day Retreat/Work Session to fully discuss “next steps” for the bond measure since it failed to pass on November 4.

NEW BUSINESS

403(b) Plan (Handout: 8.a)

Mr. David Dona-Associate Chief Financial Officer, reviewed the 403(b) Plan document as required by new Internal Revenue Service (IRS) regulations. He noted that the 403(b) is a tax deferred, defined contribution plan available to employees of educational institutions and certain non-profit organizations.

Mr. Donald Reeder moved to adopt the proposed 403(b) Plan Document which describes the policies, administrative responsibilities, and applicable limitations that apply to the Plan and that the Chief Financial Officer with legal counsel review approval, may amend portions of the Plan Document from time-to-time as required by changes in applicable law, IRS guidance, and College policy. Modifications to optional Plan Document features within the Plan Document must be presented to the Board for approval as amendments. (Exhibit: 8.a). Ms. Connie Lee seconded. MCU. Approved. M11/08:2

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Ms. Lee	COCC Yes – Bond Campaign Attended Chamber Education Breakfast Ms. Lee thanked all those who contributed and worked on the Bond Campaign
Mr. Miller	Lunch meeting with Jim Weaver-Executive Director COCC Foundation Met with President Middleton
Mr. Dorsch	Phone call w/President Middleton
Mr. Reeder	Worked on COCC Bond Campaign Attended ACCT Annual Convention in New York
Dr. Garrett	Attended two COCC Bond Measure presentations in Prineville Met w/City Council Members re: Education in Prineville Agenda Planning Meeting w/President Middleton

OCCA Update (Exhibits: 9.b1, b2 & b3)

Ms. Connie Lee commented on the good information in the initiatives for the upcoming legislative session. She announced that the legislative summit on January 27 in Salem provides a good opportunity for board members to attend and talk with our legislators. Ms. Lee has agreed to serve on the CCWD's Student Success Committee as well as OCCA's Finance Committee.

Ms. Lee and Dr. Joyce Garrett will attend the upcoming OCCA Annual Conference at Salishan.

PRESIDENT'S REPORT

Pending Retirement

President Middleton announced that Mr. James (Jim) R. Jones-Vice President and Chief Financial Officer will be retiring from the college in June 2009. President Middleton lauded Mr. Jones as a tremendous asset to COCC with his planning and budget management resulting in COCC being one of the Pacific Northwest's most financially stable institutions. Mr. Jones is retiring from his current position with the college but not leaving us as President Middleton reported that he has asked Jim to "return" to COCC as a part-time Construction Project Manager, where he'll be working on a range of campus facility projects.

ADJOURN: 8:40 PM

APPROVED;

ATTEST TO;

Dr. Ronald E. Foerster, Chair

Dr. James E. Middleton, President

Central Oregon Community College

New Hire Report

November 2008

Name	Date Hired	Job Title
Temporary Hourly		
Kinal, Rebecca	11/3/2008	Student Workers
Kranz, Anita	11/5/2008	Dental Assisting Tutor
Lake, Andrew	11/1/2008	EMT Lab Assistant
McNeill, Sheena	11/19/2008	Computer Lab Attendant
Nichols, Derrick	11/13/2008	Automotive Tutor
Stewart, Alex	11/1/2008	Model
Walker, Stacy	11/4/2008	Business Math Tutor
Westerman, Jack	11/1/2008	EMT Lab Assistant

Exhibit: 5.c
December 10, 2008
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Neal Mattson**, Full-time Custodial Supervisor.

B. Discussion/History

The employment contract for Neal Mattson is for a supervisory/confidential position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for Neal Mattson.
Decline approval of the employment contract for Neal Mattson

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2008-09 fiscal year the initial employment contract period will be from November 17 through June 30, 2009. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Neal Mattson.

F. Budget Impact

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

G. Miscellaneous

Mr. Mattson received his Bachelor's Degree in Elementary Education from Brigham Young University and comes to us with 25 years of experience in supervising custodial staff, maintaining buildings and grounds. He has experience in all custodial management processes including budget, bids, hiring, supervising, inspecting work, and ensuring compliance with safety regulations.

**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 58.5 cents to 55 cents per mile effective January 1, 2009.

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 January 1, 2009, the federal mileage reimbursement rate will change to 55 cents per mile.

C. Options/Analysis

Approve the decrease in the mileage reimbursement rate to 55 cents per mile.

Disapprove the decrease.

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 55 cents per mile effective
January 1, 2009.

F. Budget Impact

Minor cost savings will accrue if the resolution is approved.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer, Director of Accounting

A. Action Under Consideration

Approve transfer of \$116,000 of budget and a like amount of appropriation authority between the IT Server/Infrastructure account and the New Construction account appropriation units within the Capital Projects Fund.

B. Discussion/History

In a special Board of Directors meeting at the end of June, the Board approved entering into an agreement to purchase Blackboard software for \$116,000. This purchase was made in July from the IT Server/Infrastructure account leaving no available budget authority for other planned technology purchases for the year. This request will reduce the budget authority in the New Construction appropriation unit and increase the budget authority in the IT Server/Infrastructure appropriation unit. These changes do not increase the total budget within the Capital Projects Fund.

This resolution is necessary for the college to remain in compliance with local budget law.

It is important to note that approval of this resolution will not move dollars between the accounts, only budget and appropriation authority. The IT Server/Infrastructure account had sufficient dollars for the Blackboard purchase.

C. Options/Analysis

Approve budget and appropriation transfer.

Do not approve budget and appropriation transfer.

D. Timing

Action is required by fiscal year end for the College to remain in compliance with local budget law.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of \$116,000 of budget and a like amount of appropriation authority as specified in the attached budget change form.

F. Budget Impact

There is no net financial effect to this resolution. The financial effect occurred when the purchase occurred in July 2008. This resolution modifies the budget as required by Oregon Budget Law.

No. _____
(Fiscal Services use only)

Central Oregon Community College
Budget Change Form

Budget Year 2008-09

(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp ___ Perm ___

Appropriation Unit	Banner Index	Account Number	Amount Increase	Amount Decrease
IT Infrastructure	Tech	71000	116,000.00	
New Construction	Constr	72000		116,000.00
Total			\$ 116,000.00	\$ 116,000.00

Total of Debits + Credits **\$ 232,000.00**

Reason for Budget Change: Transfer budget authority to the IT Server/Infrastructure account from the New Construction account

Date 10-Dec-08

Date

Date

Date

Date

Lisa Bloyer
Change Requested By

Vice President's/Dean's Approval

Reviewed by Director of Accounting

President's Approval

Board's Approval