



CENTRAL OREGON
community college

BUDGET COMMITTEE
MEETING

Wednesday, April 8, 2009

6:00 PM

Christiansen Board Room
Boyle Education Center

AGENDA

| | <u>Exhibit</u> | <u>Action</u> | <u>Presenter</u> |
|-------|---|---------------|------------------|
| I. | | | Friedman |
| II. | | | Friedman |
| III. | | | Friedman |
| IV. | | | |
| | a. | | |
| | Budget Meeting – March 11, 2009 | 4.a X | Smith |
| V. | | | Dona |
| VI. | | | Bloyer/Dona |
| VII. | | | |
| | Budget Calendar, Next Meeting – | | |
| | <u>Wednesday, May 13, 2009 6:00 PM</u> | | |
| | Christiansen Board Room, Boyle Education Center | | |
| VIII. | | | |
| | Adjourn | | |



Central Oregon Community College
BUDGET COMMITTEE MEETING
MINUTES

Wednesday, March 11, 2009 - 6:00 PM
PacifiCorp Conference Room – MATC Building

Exhibit: 4.a
April 8, 2009
Budget Committee Mtg.

PRESENT: Lester Friedman, Steve Curran, Karen Pringle, Patricia Kearney, Evan Dickens, Dr. Joyce Garrett, Charley Miller, Connie Lee, John Overbay, Anthony Dorsch, Ronald Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant.

ABSENT: Dr. Ronald Foerster and Donald Reeder

CALL TO ORDER: Mr. Lester Friedman-Chair of the 2008-09 Budget Committee, called the meeting to order.

INTRODUCTION OF GUESTS:

Matt McCoy, Jim Jones, Ron Paradis, Kathy Walsh, David Dona, Carol Moorehead, Jim Weaver, Gene Zinkgraf, Joe Viola, Alicia Moore, Lisa Bloyer, Mary Jeanne Kuhar, Diana Glenn, Dan Cecchini, Eric Buckles, Doug Ertner, Liz O'Connell, Sheila Miller-The Bulletin.

ELECTION OF CHAIR:

Mr. Tony Dorsch moved to re-elect Mr. Lester Friedman as Chair for the 2009-10 Budget Committee. Mr. Steve Curran seconded the motion. MCU. Approved. 03/09:1

2009-10 BUDGET MESSAGE & PowerPoint Budget Presentation: (Handouts: 4 & 4.1) President Middleton presented the 2009-10 Budget Message and gave a PowerPoint Budget presentation, summarizing that COCC has held tuition levels for three years. The proposed budget includes an in-district tuition increase of \$3; even with this increase COCC's in-district tuition for 2009-10 will remain one of the lowest in the State. He noted that with the challenges of the current recession, Central Oregon citizens have likely never needed our services more.

While dramatic enrollment growth has had many positive fiscal implications, this growth has required expansion of faculty, advising, student support, equipment/supplies and other expenses in 2008/09. These allocations have been carried over into the proposed 2009/10 budget with some additional spending authority to enable even more students.

President Middleton noted that while the enrollment increase has kept the college's budget in relatively good shape, COCC is not immune to the impacts of the current economic conditions. He reviewed some of the "challenges" the college is facing –

- State revenue has not met expectations
- State's February revenue forecast predicts \$3B shortfall for the coming biennium
- The proposed General Fund Budget assumes 12% cut in state funding
- Stagnation of construction and increases of tax delinquencies impact property tax revenue
- Added pressure on expenditures due to high levels of enrollment growth.

CASH FLOW - REVENUE/EXPENSE PROJECTION: (Handout: 5)

Mr. David Dona-Associate Chief Financial Officer, reviewed the PowerPoint presentation outlining the following:

- Identifying of financial trends early when there is time to plan and make changes
- required changes resulting from standards
- recommendations by bond rating companies (COCC's current rating is A+)

2009-10 Assumptions:

- Current Year property Taxes +5%
- Prior Year Property Taxes +6%
- In-district Tuition increase +\$3
- Out-of-District Tuition increase +6%
- Enrollment increase +3%
- Increase in staff positions +7%
- Increase in health insurance +12%
- Inflationary expenditure increase +1.75% - 3.5%
- 12% decrease (\$60 million) to 2009-11 Biennium CCSF

6:45pm Mr. Donald Reeder arrived at the meeting.

2009-10 PROPOSED GENERAL FUND BUDGET: (Handout: 6)

Mr. Dona reviewed and defined the General Fund Budget as the primary operating budget.

The General Fund Resources and Expenditures are listed below –

Resources:

- ❖ Property Taxes
- ❖ Tuition & Fees
- ❖ State Aid
- ❖ Transfers-in from other funds

Expenditures:

- ❖ Salaries
- ❖ Payroll Assessments
- ❖ Materials & Services
- ❖ Capital Outlay
- ❖ Transfers-out to other funds.

The General Fund is the largest fund and one of only two funds that receives property taxes.

President Middleton complimented the staff for their good work on the preparation of the Budget.

BUDGET CALENDAR:

The next Budget Committee Meeting is scheduled for Wednesday, April 8, 2009 at 6:00 PM in the Christiansen Board Room, Boyle Education Center – Central Oregon Community College.

Chair Friedman adjourned the Budget Committee Meeting.

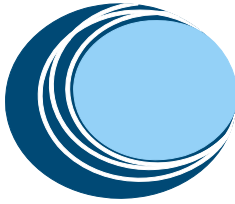
ADJOURN: 7:12 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman,
Chair-Budget Committee

Dr. James E. Middleton
President



| TIME** | ITEM | ENC.* | ACTION | PRESENTER |
|---------|--|-----------------|--------------|----------------------------|
| 7:00 pm | I. Call to Order | | | Garrett |
| 7:05 pm | II. Introduction of Guests | | | Garrett |
| 7:10 pm | III. Agenda Changes | | | |
| 7:10 pm | IV. Public Hearing and Testimony A. | | | |
| 7:15 pm | V. Consent Agenda*** | | | |
| | A. Minutes | | | |
| | 1. March 11, 2009 Regular Mtg. Minutes | 5.a1 | X | Smith |
| | B. Approval to Hire | | | |
| | 1. New Hire Report (March 2009) | 5.b1 | X | Buckles |
| | C. Red Flag Rule-Identity Theft Prevention | 5.c | X | Cecchini |
| | 1. COCC Identity Theft Prevention Program (Red Flag Rule) | 5.c1 | | |
| | D. Sabbaticals (Michalski, Naffziger) | 5.d | | Walsh |
| | E. Pharmacy Tech | 5.e | X | Kuhar |
| | 1. Pharmacy Tech Program Proposal | 5.e1 | | |
| 7:20 pm | VI. Information Items | | | |
| | A. Financial Statements | 6.a* | | Bloyer ^A |
| | B. SEM-Strategic Enrollment Management | 6.b | | Moore/Paradis [□] |
| | 1. SEM Executive Summary | 6.b1 | | |
| | C. Spring Term Registration-Update | | | Walsh/Moore [□] |
| | D. COCC Employee Health Insurance Options | 6.d | | Buckles ^A |
| 8:00 pm | VII. Old Business | | | |
| | A. | | | |
| 8:25 pm | VIII. New Business | | | |
| | A. 2009-10 Residence Hall-Room/Board Rates | 8.a | X | Moore [□] |
| | B. Increase of Budget Appropriation Authority | 8.b | X | Bloyer ^A |
| | 1. Budget Change Form | 8.b1 | | |
| | C. Pharmacy Tech | 8.c | X | Kuhar |
| | 1. Pharmacy Tech Program Proposal | 8.c1 | | |
| | D. 2009-10 Tuition | 8.d | X* | Moore/Dona |
| | E. Summer Tuition | 8.e | X | Moore/Dona |
| | F. Grandview Remodel Bid Award | 8.f | X* | Jones |
| 8:35 pm | IX. Board of Directors' Operations | | | |
| | A. OCCA Update | | | Lee |
| | B. Board Member Activities | | | |
| 8:55 pm | X. President's Report | | | Middleton |

XI. Dates

A. May 13, 2009- 6 & 7pm Budget Committee & Regular Board Meeting

B. Sunday, May 31, 2:00 p.m. COCC Cascades Winds Concert

All concerts will be held at the Summit High School performance facility. Concerts are free and open to all.

9:10 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
MINUTES
Wednesday, March 11, 2009
PacifiCorp Conference Room
MATC Building
COCC Redmond Campus

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

ABSENT: Dr. Ronald Foerster

INTRODUCTION OF GUESTS: Matt McCoy, Kathy Walsh, Gene Zinkgraf, Joe Viola, Alicia Moore, Jim Jones, Ron Paradis, Carol Moorehead, Shannon Turner, Lisa Bloyer, Lester Friedman-Budget Committee, Eddie Johnson-President, Faculty Forum, David Dona, Diana Glenn, Mary Jeanne Kuhar, Amy Harper, Dan Cecchini, Jim Weaver, Doug Ertner-Redmond Resident, Liz O'Connell-Bend Resident, Sheila Miller from The Bulletin and others.

AGENDA CHANGES: *Addition: Executive Session; Old Business: Addition-Convene as Local Public Contract Review Board VII C-F.*

PUBLIC HEARING AND TESTIMONY:

Parking Lot Lights

Ms. Liz O'Connell (resident of O'Brien Court northeast of the Bend campus) reviewed her concerns regarding COCC parking lot lights that are on throughout the night and the effects the lights have on the nearby neighborhood.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibit: V). Mr. Anthony Dorsch seconded the motion. MCU. Approved. M03/09:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the February 11, 2009-Regular Meeting (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the February 2009 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approved the employment contract for Francis "Joe" Hussion-Part-time Temporary Pharmacy Technician Program Director (Exhibit: 5.b2);

BE IT RESOLVED that the Board of Directors' approved the employment contract for Chris Egertson-Full-time Research Analyst (Exhibit: 5.b3);

BE IT RESOLVED that the Board of Directors' approved the employment contract for Tracy Dula-Part time Career Services Coordinator (Exhibit: 5.b4);

BE IT RESOLVED that the Board of Directors' grant tenure to Dr. Thomas Barry, Ms. Julie Hood, Ms. Beverlee Jackson, Ms. Robin Martinez, Ms. Kathleen McCabe, Ms. Jane Morrow, Mr. Sean Rule and Dr. Andria Woodell-Quinn (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approve the promotion of the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II Kelly Davis-Martin-Health & Human Performance, James Ellis-Business Administration, Monica Vines-Addiction Studies; Assistant Professor II to Associate Professor Lew Cousineau-Computer & Information Systems, Michele Decker-Nursing, Amy Harper-Social Science, Scott Hays-Business Administration, Julie Hood-Biology, Beverlee Jackson-Health Information Technology; Associate Professor to Professor Michael Gesme-Fine Arts, Carol Higginbotham-Chemistry, Rebecca Plassman-Mathematics (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' authorize an increase of \$4 million of budget and like amount of appropriation authority as specified in the budget change form (Exhibit: 5.e & Attachment: 5.e);

BE IT RESOLVED that the Board of Directors' approves the donation of 50 bed frames and springs to Habitat for Humanity, a nonprofit corporation, for its charitable and public purposes (Exhibit: 5.f).

INFORMATION ITEMS:

COCC Redmond Campus-Update (Handouts: 6.a, 6.a1 & 6.a2)

Ms. Carol Moorehead-Dean of Continuing Education and Extended Learning, reviewed the history of the COCC Redmond Campus from the 1970's to present. She reported that COCC has served the Redmond community since the 1970's starting with a storefront College Center providing non-credit community enrichment and adult basis skills classes and has evolved to the current three-building campus with record enrollment numbers of more than 1,000 for the fall of 2008.

Financial Statements – (Exhibit: 6.b)

The Board of Directors' were apprised of the February 2009 Financial Statements.

Residence Hall-Update – (Exhibit: 6.c)

Ms. Alicia Moore-Dean of Student & Enrollment Services reviewed that after going through the RFP process to select a student housing provider, it was in the best all around interest of the students and the College to bring the operations of the residence hall program back "in-house". She noted that there has been improved academic success among student. She thanked Mr. Gordon Price-Director of Student Life and Mr. Paul Wheeler-Housing Coordinator for their good work.

Stimulus Projects Update

Mr. Jim Jones-Vice President and Chief Financial Officer presented an update on the 10 projects that are part of the Go Oregon! "stimulus" program. The projects include remodeling of three buildings, parking upgrades, creation of new parking lots, and new asphalt on older parking lots, upgrading the electrical distribution system, air conditioning and electrical upgrades in the college's technology areas, four elevators for disability access, sidewalks, handrails and ADA sidewalks.

OLD BUSINESS:

Accreditation: Focused Visit Report (Exhibit: 7.a)

Dr. Kathy Walsh-Vice President for Instruction and Dr. Amy Harper-Assistant Professor II of Anthropology, reviewed highlights of the “report” for the upcoming April 10 accreditation visit. Dr. Walsh also presented a PowerPoint reviewing the revised and new accreditation standards noting that a seven year cycle has replaced the previous ten year – COCC will begin the new cycle process in 2011.

Board members and President Middleton complimented and thanked Dr. Walsh and Dr. Harper for their good work and the high quality of the report.

Potential Facility Bond Measure

President Middleton reported that COCC enrollment has increased by 40% over the past two years.

After discussion – the Board of Directors’ consensus was to move forward with plans for a bond measure on the November 2009 ballot. The passage of the bond will pay for construction of the “much-needed” classrooms and educational facilities in Bend, Redmond, Madras and Prineville, which will serve thousands of Central Oregon students seeking education and training for family wage jobs.

Mr. Anthony Dorsch moved to endorse a bond measure for the November 3, 2009 election ballot, appointing Mr. Charley Miller as board liaison in the effort. Mr. Donald Reeder seconded. MCU. Approved. M03/09:2

Mr. Miller will lead the “COCC YES” campaign, joined by member Ms. Connie Lee.

8:15 pm - Board Member Mr. Donald Reeder left the meeting.

Adjourn as COCC Board of Directors

Convene as Local Public Contract Review Board

Emergency Purchasing Procedures – Stimulus Package (Exhibit: 7.d1)

The Central Oregon Community College Board of Directors, acting as the College’s Local Contract Review Board, finds that an emergency exists and issues a declaration of emergency for state and federal stimulus package projects to State of Oregon public contracting code (ORS 279A, 279B, 279C). For purposes of this emergency, COCC Rule CCR.206 shall be amended as follows:

One: Subsection (1) of CCR.206 shall be amended to include the following basis for declaration of an emergency; “or need to expend stimulus monies from either the State or Federal government within a specified time”.

Two: Subsection (6) of CCR.206 shall be amended to include “shall be awarded . . .within 60 days following declaration of emergency or shall be awarded within the time required by the State or Federal Economic Stimulus Package”.

This declaration authorizes COCC to waive competitive bidding procedures within the parameters of this declaration.

Adjourn as Local Public Contract Review Board

Convene as COCC Board of Directors

Mr. John Overbay moved that the COCC Board of Directors, acting as the College's Local Contract Review Board, does thereby approve the proposed changes to the Central Oregon Community College Rules of Procurement (CCR.206) and finds that an emergency exists and thereby authorizes COCC to waive competitive bidding procedures within the parameters established within this declaration. Mr. Anthony Dorsch seconded. MCU. Approved.

M03/09:3

BOARD OF DIRECTORS' OPERATIONS:

OCCA Update

Ms. Connie Lee reported that "side bar" legislative discussion is for higher ed. to potentially shift from the "term" system to the "semester" system. Ms. Lee commented that due to the current economic atmosphere and the high cost of transition – this discussion will most likely not progress.

Board Member Activities

- | | |
|-------------|---|
| Ms. Lee | Attended the COCC Foundation's Meal of the Year Presentation by Dr. Donna Beegle – "Children in Poverty" Attended EDCO Luncheon – "the value of education" |
| Mr. Miller | Attended EDCO Luncheon Attended several community meetings and spoke with community members regarding the COCC Bond Sponsored a table for the Foundation's "Meal of the Year" |
| Dr. Garrett | Attended COCC's Foundation Meal of the Year (purchased auction item – Trip to Paris) Attended Crook County School Board Meeting Served as COCC Rep. to Crook County School District screening committee for new superintendent search Attended OSU-Cascades Board of Advisors Meeting Attended Prineville Chamber of Commerce Mtg. – Speaker: Becky Johnson-OSU-Cascades Spoke with Andrea re: Legislative Phone Conference OCCA Phone conference on education |
| Mr. Overbay | Attended COCC Foundation Meeting |
| Mr. Dorsch | Participated in the COCC Cascade Winds Symphonic Band Concert at Summit High School |

PRESIDENT'S REPORT:

COCC Foundation – “Taste of the Town” and “Meal of the Year”

Mr. Jim Weaver-Executive Director, thanked Ms. Connie Lee and Dr. Joyce Garrett for their attendance and participation at this year's “Meal of the Year event.

He commented that due to the current economic conditions, other outside group fund raising events have reported results of 30-50% down from previous years – Mr. Weaver was pleased to report that the net result was \$192,000. within 5% of what was raised last year. This amount qualified the Foundation to receive the James F. and Marion L. Miller Foundation's (an independent private foundation, established in 2002 to enhance the quality of life of Oregonians through support of the Arts and Education.) \$50,000. Match.

Mr. Weaver ended with quoting America Poet “Robert Frost” “The best way out is always through.”

ADJOURN: 9:10 PM

APPROVED;

ATTEST TO;

Dr. Joyce Lynn Garrett, Board Vice Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
April 8, 2009
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – MARCH 2009

| <u>Name</u> | <u>Date Hired</u> | <u>Job Title</u> |
|---------------------------------|--------------------------|-------------------------|
| Temporary Hourly | | |
| Knox, Michael | 3/4/2009 | Student Workers |
| LaDuke, Robin | 3/6/2009 | Student Workers |
| Lofton, Chelsea | 3/9/2009 | Student Workers |
| Root, Tracey | 3/23/2009 | Culinary Assistant |
| Temporary Salary Payment | | |
| Schulke, Toni | 3/2/2009 | |
| Swindle, Linda | 3/7/2009 | |

Exhibit: 5.c
April 8, 2009_
Approve: ____ Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Dan Cecchini-Director of Information Technology

A. Action Under Consideration

Adopt the COCC Identity Theft Prevention Program as required by Federal Trade Commission (FTC) regulations to address the Fair and Accurate Credit Transaction Act of 2003 (FACT Act) amending the Fair Credit Reporting Act (FCRA).

B. Discussion/History

This program has been created to put COCC in compliance with Section 41.90 under the FTC's Red Flag Rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act). This requires each financial institution and creditor that offers or maintains one or more covered accounts, as defined in § 41.90(b)(3) to develop and provide for the continued administration of a written Program to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account. These guidelines are to be used by COCC to have a program in place and maintain it, so that COCC satisfies the requirements of § 41.90. In designing its Program, COCC will incorporate, as appropriate, into its existing policies, procedures, and other arrangements that control reasonably foreseeable risks to students and customers, or to the safety and soundness of COCC from identity theft.

The proposed Identity Theft Prevention Program document has been reviewed and approved by legal counsel.

C. Options/Analysis

1. Adopt the Identity Theft Prevention Program document effective 05/01/09.
2. Do not adopt the Identity Theft Prevention Program document effective 05/01/09.

D. Timing

Adopting the Identity Theft Prevention Program document effective 05/01/09 at this time will allow Central Oregon Community College to be in compliance with the new FTC regulations requiring employers to adopt and implement a formal written plan by 05/01/09.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby adopt the proposed Identity Theft Prevention Program document effective 05/01/09 which describes the need to develop a program, the policies and procedures, which include identifying relevant red flags, detecting those red flags, responding to those red flags, and ensuring that the Program is updated periodically to reflect changes in risk. Be it further resolved that the COCC Board designates Dan Cecchini as the Program Administrator for the COCC Identity Theft Prevention Program. Be it further resolved that the Identity Theft Prevention Program Administrator with legal counsel review and approval, may amend portions of the Program Document from time-to-time as required by changes in identified risk to keep the Program current.

F. Budget Impact

The annual cost of administering the College's Identity Theft Prevention Program should be covered by the current administrative staff currently in place.

Central Oregon Community College

Identity Theft Prevention Program

Effective beginning May 1, 2009

I. PROGRAM ADOPTION

This program has been created to put COCC in compliance with Section 41.90 under the FTC's Red Flag Rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act). This requires each financial institution and creditor that offers or maintains one or more covered accounts, as defined in § 41.90(b)(3) to develop and provide for the continued administration of a written Program to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account. These guidelines are to be used by COCC to have a program in place and maintain it, so that COCC satisfies the requirements of § 41.90.

The Program: In designing its Program, COCC will incorporate, as appropriate, into its existing policies, procedures, and other arrangements that control reasonably foreseeable risks to students and customers, or to the safety and soundness of COCC from identity theft.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

“Identity Theft” is a “fraud committed or attempted using the identifying information of another person without authority.”

A “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”

A “Covered Account” includes all student accounts or loans that are administered by COCC.

“Program Administrator” is the individual designated with primary responsibility for oversight of the program. See Section VI below.

“Identifying information” is “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person,” including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, or student identification number.

B. Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, COCC is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. The program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and

4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, COCC considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. COCC identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;

4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another student;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the student.

D. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the student's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to COCC that a student is not receiving mail sent by COCC;
6. Notice to COCC that an account has unauthorized activity;
7. Breach in COCC's computer system security; and
8. Unauthorized access to or use of student account information.

E. Alerts from Others

Red Flag

1. Notice to COCC from a student, Identity Theft victim, law enforcement or other person that COCC has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS

The Program's policies and procedures address the detection of Red Flags in connection with the opening of covered accounts and existing covered accounts, such as by obtaining identifying information about, and verifying the identity of, a person opening a covered account; and authenticating customers, monitoring transactions, and verifying the validity of change of address requests, in the case of existing covered accounts.

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, COCC personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, COCC personnel will take the following steps to monitor transactions on an account:

Detect

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

C. Consumer ("Credit") Report Requests

In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, COCC personnel will take the following steps to assist in identifying address discrepancies:

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that COCC has reasonably confirmed is accurate.

V. PREVENTING AND MITIGATING IDENTITY THEFT

The Program's policies and procedures provide for appropriate responses to the Red Flags that COCC has detected that are commensurate with the degree of risk posed. In determining an appropriate response, COCC will consider aggravating factors that may heighten the risk of identity theft, such as a data security incident that results in unauthorized access to a customer's account records held by COCC or a third party, or notice that a customer has provided information related to a covered account held by COCC to someone fraudulently claiming to represent COCC or to a fraudulent website.

In the event COCC personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.
10. Transmit Identifying Information using only approved methods and include the following statement on any transmitted Identifying Information:

"This message may contain confidential and/or proprietary information, and is intended for the person/entity to which it was originally addressed. If you have received this email by error, please contact COCC and then shred the original document. Any use by others is strictly prohibited."

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, COCC will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;

4. Avoid use of social security numbers (See COCC Information Use Policy);
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of student information that are necessary for COCC purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

Oversight by the COCC board of directors, an appropriate committee of the board, or an employee designated by the board, at the level of senior management and identified as the Program Administrator, will include:

- (1) Assigning specific responsibility for the Program's implementation;
- (2) Reviewing reports prepared by staff regarding compliance by COCC with § 41.90 of this part; and
- (3) Approving material changes to the Program as necessary to address changing identity theft risks.

The Program Administrator will be responsible for ensuring appropriate training of COCC staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

In General: COCC staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. COCC staff shall be trained, as necessary, to effectively implement the Program. COCC employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of COCC's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, COCC staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program.

Report Contents: The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

C. Service Provider Arrangements

In the event COCC engages a service provider to perform an activity in connection with one or more Covered Accounts, COCC will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place; and

2. Require, by contract, that service providers review COCC's Program and report any Red Flags to the Program Administrator or the COCC employee with primary oversight of the service provider relationship.
3. Contractor agrees to comply with all FERPA and 2002 Gramm-Lech-Bliley Act requirements as they relate to any confidential information. Contractor shall be liable for any breach of this provision caused by the act or omission of such party's officers, employees, agents, attorneys, or representatives. Confidential Information shall mean any information provided under this agreement by one party to the other and that is designated by the providing party, or applicable statute, as "confidential".

D. Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other COCC employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

E. Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of COCC from Identity Theft. In doing so, the Committee will consider COCC's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in COCC's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

Appendix A

Red Flags Of Concern

Following are the 26 Red Flags of Concern identified by the FTC at the time of the creation of this plan in 2009 which are in connection with covered accounts. These 26 Red Flags are covered in the document above:

Alerts, Notifications or Warnings from a Consumer Reporting Agency

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy.
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - a. A recent and significant increase in the volume of inquiries;
 - b. An unusual number of recently established credit relationships;
 - c. A material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. An account that was closed for cause or identified for abuse of account privileges by COCC.

Suspicious Documents

5. Documents provided for identification appear to have been altered or forged.
6. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
7. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
8. Other information on the identification is not consistent with readily accessible information that is on file with COCC, such as a signature card or a recent check.
9. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

10. Personal identifying information provided is inconsistent when compared against external information sources used by COCC. For example:
 - a. The address does not match any address in the consumer report; or
 - b. The Social Security Number (SSN) has not been issued, or is noticed to be listed on the Social Security Administration's Death Master File.
11. Personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and date of birth.
12. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources that may be used by COCC. For example:
 - a. The address on an application is the same as the address provided on a fraudulent application; or
 - b. The phone number on an application is the same as the number provided on a fraudulent application.
13. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources that may be used by COCC. For example:

- a. The address on an application is fictitious or a mail drop; or
 - b. The phone number is invalid, or is associated with a pager or answering service.
14. The SSN provided is the same as that submitted by other persons opening an account or other students.
 15. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other students or other persons opening accounts.
 16. The student or other person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
 17. Personal identifying information provided is not consistent with personal identifying information that is on file with COCC.
 18. If COCC uses challenge questions, the student or other person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Covered Account

19. Shortly following the notice of a change of address for a covered account, COCC receives a request for a change to the students name or a request for the addition of authorized users on a covered account.
20. Payments stop on an otherwise consistently up-to-date account;
21. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
 - a. Nonpayment when there is no history of late or missed payments;
 - b. A material increase in the use of available credit;
 - c. A material change in purchasing or spending patterns;
 - d. A material change in electronic fund transfer patterns in connection with a deposit account; or
 - e. A material change in telephone call patterns in connection with a cellular phone account.
22. A covered account that has been inactive for a reasonably lengthy period of time is suddenly used (taking into consideration the expected pattern of usage and other relevant factors).
23. Mail sent to the student or other customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student or customer's covered account.
24. COCC is notified that the customer is not receiving paper account statements.
25. COCC is notified of unauthorized charges or transactions in connection with a student or other customer's covered account.

Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection with Covered Accounts Held by the Financial Institution or Creditor

26. COCC is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Kathy Walsh - Vice President for Instruction

A. Issue

Sabbaticals for **Bret Michalski** and **Charlie Naffziger**

B. Discussion / History

Bret Michalski – Academic Year 2009-10

Bret, Associate Professor of Natural Resources, will investigate developing an AAS in wildlife management, conduct needed research on black- and white-tailed deer densities, and conduct burning trials on 7 species of Oregon conifers for the Forest Resources Program.

Charlie Naffziger – Fall 2009

Charlie will work on further developing the Math Department's online offerings, researching alternative software that will work well with Blackboard. He will also investigate other options such as a "traditional" hybrid course format and the potential development of 1- or 2-credit courses which would target specific student weaknesses. These courses would ideally be developed to be delivered online.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS

Information Item

Prepared by: Alicia Moore, Dean of Students and Enrollment Services
Ron Paradis, Director of College Relations

During winter term 2007, Dr. Middleton convened a **Strategic Enrollment Management** Team to develop an institutional strategic enrollment management plan. The team consisted of members from across the campus, including faculty and instructional and student services administrators, plus representatives from College Relations, Continuing Education, Fiscal Services, Institutional Advancement and Institutional Research. During the subsequent two years, the team reviewed institutional data to test various enrollment assumptions and gain a more comprehensive understanding of the College's enrollment history. After sharing key data findings with a variety of campus groups—including the COCC Board of Directors during the fall 2007 retreat—the SEM Team embarked on developing institution-wide enrollment goals.

The first round of goals included more than 70 different target areas, which fell into four primary categories: Enrollment, Recruiting and Outreach; Course and Program Offerings; Access and Affordability; and Persistence and Graduation Rates. The Team then divided into groups based on these four areas and reviewed and prioritized the goals within each. This process yielded 31 goals. Finally, eight of those goals were determined to be of highest priority and will be worked on during the upcoming two to three years. An executive summary of COCC's Strategic Enrollment Management plan is attached.



STRATEGIC ENROLLMENT MANAGEMENT PLAN: EXECUTIVE SUMMARY

History & Context

Strategic Enrollment Management (SEM) helps a college look at enrollment issues from an institution-wide perspective. While recruiting and retaining students is a core element to any SEM plan, SEM in its purest form is not simply about growing enrollment. Rather, it is about developing institutional programs and services to recruit, retain and support students throughout their educational career. In fact, following two years of record enrollment growth, the COCC's SEM team settled on goals for the first year that does just that: supports student success. Goals related to overall growth remain part of the plan but are now secondary.

Strategic Enrollment Management has been in practice for years, primarily at private four-year colleges that can influence more control over the type and number of students it admits. It is a relatively new concept for open-door, comprehensive community colleges that historically cast a wide net, accept all students and offer programs meant to meet the needs of all who attend the institution. As the marketplace has become more competitive and as student backgrounds have become more diverse, it is imperative that community colleges carefully consider its recruiting and retention strategies and design programs and services to meet the needs of its desired student population.

COCC is uniquely positioned as a community college to implement a SEM plan. With outstanding faculty, staff and programs in place, an institutional commitment to the process, cooperation and involvement from all parts of the College and experienced professionals in lead positions.

It's important to note that this report is a dynamic document in that the goals and areas of emphasis will be responsive to changing environmental factors (examples could include changes to state or categorical funding, demographic shifts or other external influences) or unanticipated enrollment fluctuations. To be a true "strategic" enrollment plan, an institution must complete an annual review of its progress towards SEM goals, taking into consideration those external influences that may affect on the Plan.

Unlike most, this plan looks at enrollment from the broadest perspective possible. A student is defined as anyone who takes a class from COCC – this includes someone taking a chemistry class in preparation for transferring to OSU-Cascades Campus or another four-year university, enrolled in one computer class to help build skills for a current job, in a class taught at a local high school but endorsed

for credit by COCC, taking automotive classes to earn a certificate or degree, a newcomer to the United States enrolled in English Language Learning or Adult Basic Education classes, taking a conversational language or hiking class for pure enjoyment or a business owner taking a class to help improve management skills.

Enrollment Management Core Concepts ---

At the heart of any institutional enrollment management plan are the core concepts or principles that guide the institution’s enrollment planning. At COCC, these principles are that:

- **Students**, and their success, are at the core of all that we do.
- SEM goals will align with the **institution’s mission and goal** statements.
- **Participation from across the campus** is critical to an institution’s ability to meet goals set forth in a SEM plan. No single person is responsible for achieving the goals set forth in this plan; rather, collaboration amongst and coordination between all levels of the campus is critical to success.
- Attention will be given to the **fiscal impact** of SEM goals and associated plans to achieve those goals before the goal is finalized.
- **Relevant data** will be collected and used when setting institutional enrollment goals and in assessing strategies and tactics.

Strategic Enrollment Management Goals ---

Through the Strategic Enrollment Management Team’s review of data and emerging institutional conversations, the Team initially developed 70+ goals which fell into four categories; Enrollment, Recruiting and Outreach; Course and Program Offerings; Access and Affordability; and Persistence and Graduation Rates. The Team then refined the list into four priority levels, with the eight goals below as those of highest priority.

| Goal | Description | 2007-08 | 2011-12 Target |
|---|--|----------------------------|---------------------------|
| In-District Penetration Rates | By the end of 2011-12, the combined credit and non-credit in-district penetration rate of residents 18 years old and older will be 10% or 19,531 students. | 14,928 (headcount) 9.3% | 19,531 (headcount) 10% |
| College Preparedness: Students at Developmental Level | By the end of 2011-12, 60% of students who test into developmental writing and math will complete 70% or more of their registered credits with a 2.0 GPA their first | 50% | 60% |

| | | | |
|-------------------------------------|---|--|-----|
| | term. | | |
| High School Programs | Students who participate in COCC courses while in high school will succeed at rates equal to their college counterparts. | TBD | TBD |
| Credit Course Scheduling | By the end of 2011-12, increase the number of credit courses offered by non-traditional methods (such as hybrid, online, outside of Bend, weekends or other alternate options) by x% overall. | Online = 72 Hybrid = 36 Outside of Bend = 393 Weekends = 45 | TBD |
| Native American Students | Between now and 2011-12, increase the number of Native American students enrolled in credit programs by 2% per year based on peak enrollment numbers. | 222 | 240 |
| Latino/a Students | Between now and 2011-12, increase the number of Latino/a students enrolled in credit programs by 2% per year based on peak enrollment numbers. | 379 | 410 |
| Number of Students Applying for Aid | By 2011-12, increase the percentage of current students applying for federal financial aid to 60%. | 57% | 60% |
| Number of Students Awarded Aid | By 2011-12, increase the percentage of current students awarded any type of financial aid to 55%. | 52% | 55% |

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Eric Buckles, Director of Human Resources

A. Issue: Employee Group Health Insurance

B. Discussion/History

Since the late 1980s, COCC, along with most community colleges and K-12 schools had purchased employee health insurance from the Oregon School Boards Association (OSBA) Insurance Trust. In 2007, the Oregon Legislature created the Oregon Education Benefits Board (OEBB), a mandatory state-wide insurance pool for all K-12 and education service districts. Community colleges have the option of joining the OEBB pool, but are not required to. However, if a community college joins OEBB, it is prohibited from ever leaving the OEBB insurance pool. As a result of the OEBB legislation, the OSBA Insurance Trust was eventually dissolved. This left the College with three options for group health insurance in 2008:

1. Purchase health insurance on its own without membership in any larger pool.
2. Join a pool with other Oregon community colleges.
3. Join the OEBB program.

In early 2008, efforts to create an Oregon community college pool failed and as a result, 14 of the 17 community colleges joined OEBB. In the spring of 2008, the COCC Insurance Committee (consisting of members from of all employee groups) working with our agent of record, Beecher Carlson, researched the two remaining options and recommended that the College purchase its health insurance as a standalone group with Providence and Standard as our providers. This recommendation was approved by the Board and we implemented the new coverage in October of 2008.

COCC was reluctant to join OEBB for several reasons: the once-in, never-out rule and concern that the OEBB Board may prescribe rules regarding the eligibility of district employees to receive insurances (i.e. below .5 FTE). COCC felt strongly that these decisions are local decisions best left to the individual community college and duly recognized employee bargaining units. There also is a reluctance to join any new group in its very first year of operation. These issues acknowledged, the OEBB pool is destined to be the largest educators' insurance pool in the State. This size should bring with it greater stability in rates and greater buying power.

C. Future Options

Once again COCC has two options for providing health insurance for the plan year which will begin on October 1, 2009:

1. Continue to purchase health insurance as a standalone group.

2. Join the OEGB program.

These options are discussed briefly:

1. Continue to purchase health insurance as a standalone group The Insurance Committee has surveyed the campus community regarding employee satisfaction with the new coverage and service level. The implementation of the new group health insurance after twenty years with the same carrier presented some challenges. That said, the results were overall satisfactory. We anticipate the new premium rates for our current coverage to be available by April 15. The amount of the increase will be the critical factor in determining the insurance provider for next year.

2. Join the OEGB program On March 30, the Insurance Committee met with the Deputy Administrator of OEGB to discuss the program, implementation and plan designs. The committee is also in process of identifying OEGB medical, dental and vision plans that would be the most appropriate for COCC employees. The premium rate increases for OEGB will be available on April 30. The College must make a decision to join OEGB by May 29.

Once the premiums for both our current coverage and OEGB are available, the Insurance Committee will be in a position to recommend to the administration the provider for next year. The recommendation will be presented to the Board at the May Board meeting.

CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS
Resolution

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

A. Action under Consideration

Juniper Residence Hall room and board rates 2009-10.

B. Discussion/History

COCC's Board of Directors set the Juniper Hall room and board rates each spring. To establish COCC's rate, staff review the room and board rates at other Oregon institutions; this year's review included Treasure Valley Community College, Southwestern Oregon Community College, Western Oregon University, Eastern Oregon University and Oregon Institute of Technology. In comparing 2008-09 rates to tentative 2009-10 rates, increases at other Oregon institutions range from a 12% decrease to a 10% increase (EOU is the only institution to decrease rates; this is being done in support of their increased recruiting efforts). With these tentative changes, the average room and board rate for the institutions reviewed is \$7,968.

COCC staff recommend a 4% increase in its room rates and 5% increase in board rates as detailed below. It's important to note that the resolution herein recommends a 4% room rate increase and a maximum/not to exceed 5% board rate increase. Exact board rates and meal plan structure cannot be determined until the new food service provider is selected and contract finalized (tentatively mid-May). A 5% cap on the increase will allow flexibility in developing a plan(s) that best suits today's student. In the meantime, contracts to potential residents need to be sent prior to the food service contract negotiations.

Proposed 2009-10 room and board rates are:

| | 2008-09 Room | 2008-09 Board | Total | 2009-10 Proposed Room | 2009-10 Proposed Board | Total |
|--------|-----------------|------------------|----------|-----------------------------|------------------------------|---------|
| Fall | \$1,932 | \$ 1,106 | \$ 3,038 | \$1,950 | \$1,161 | \$3,111 |
| Winter | \$1,615 | \$ 1,037 | \$ 2,652 | \$1,689 | \$1,088 | \$2,777 |
| Spring | \$597 | \$ 1,037 | \$ 1,634 | \$650 | \$1,088 | \$1,738 |
| | \$4,144 | \$ 3,180 | \$ 7,324 | \$4,289 | \$3,337 | \$7,626 |

This rate increase will allow staff to continue improving upon the academic success initiatives started this past year, including a continued requirement for residence hall students to take a study strategies, test taking, stress management or other college success type of course.

C. Options/Analysis

Approve proposal as is.
 Recommend a different rate.

D. Timing

Action requested at this meeting in order to quickly inform interested students of their 2009-10 contracted rates.

E. Recommendation

Be It Resolved that the governing Board of Central Oregon Community College adopt a 4% percent increase for the 2009-10 Juniper Residence Hall room rates and authorize a not to exceed increase of 5% for board rates.

F. Budget Impact

This rate change will increase the residence hall operations account (DORMOPS) by approximately 4.5% over last year's estimated revenues.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Lisa Bloyer, Director of Accounting

A. Action Under Consideration

Approve an increase of \$3,625,000 of additional budget and a like amount of appropriation authority in the Federal, State, and Institutional accounts within the Financial Aid Fund.

B. Discussion/History

Central Oregon Community College is experiencing unprecedented enrollment growth in the current academic year due mostly to unanticipated changes in the economy. Because of this growth, the College will exceed the amount of Financial Aid appropriation available. ORS 294.326 allows a governing body to increase the total amount of budget and appropriation authority above the current year budget when conditions occur that could not have been anticipated at the time the budget was adopted through Board resolution. Normally, the College would be required to hold a public hearing to approve an increase in the adopted budget. However, local budget law makes an exception to the hearing requirement when the supplemental budget is the result of the receipt of additional grant funds, and the funds are for a specific purpose such as those received for the Financial Aid Fund.

This budget change has no direct financial impact on COCC as the funding received is passed-through from the various financial aid sources to students. COCC is the conduit by which students receive their financial aid.

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

C. Options/Analysis

- 1) Approve an increase of additional budget and appropriation authority.
- 2) Do not approve an increase of additional budget and appropriation authority.

D. Timing

Action is required at this time 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 an increase of \$3,625,000 of budget and a like amount of appropriation authority as specified in the attached budget change form.

F. Budget Impact

The total requirements of the Financial Aid Fund budget will increase from \$5,579,866 to \$9,204,866 (increase of \$3,625,000). This increase in budget authority will allow the College to distribute pass-through funds received from external sources, without an impact to the College's cash balance.

No. _____
(Fiscal Services Use only)

Central Oregon Community College
Budget Change Form

Budget Year 2008-09

Financial Aid Fund
(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 |
|----------------------|--------------|----------------|-----------------|-----------------|
| Federal Grants | | 69100 | 2,500,000.00 | |
| State Grants | | 69100 | 1,000,000.00 | |
| Institutional Grants | | 69100 | 125,000.00 | |
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| | | | | |
| Total | | | \$ 3,625,000.00 | \$ - |

Total of Debits + Credits **\$ 3,625,000.00**

Reason for Budget Change: **Increase budget authority for financial aid awards**

Date 8-Apr-09

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

Exhibit: 8.c
Date: April 8, 2009
Approved: Yes ___ No ___
Motion:

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Mary Jeanne Kuhar, Instructional Dean

A. Action Under Consideration

Approve a new one year Certificate of Completion for Pharmacy Technician to open winter 2010. See attached program proposal.

B. Discussion/History

During the past two years, Professor Margaret Peterson and Dean Mary Jeanne Kuhar were asked to investigate additional Allied Health programs which would meet the needs of local employers, maximize the use of existing general prerequisite courses at COCC, offer productive choices to the long lists of people hoping to enter the nursing program or other existing professional healthcare programs and meet the board priorities of learning skills necessary for a family wage jobs and expanded student access to educational opportunities.

During the time these investigations were taking place, Community College and Workforce Development (CCWD) made available grant funding for healthcare program initiatives designed to offer instruction in a statewide distance education format targeted at students experiencing barriers accessing education. As a result of the analysis of workforce needs, COCC applied for and received \$58,886 to develop a Pharmacy Technician Program that will allow COCC to serve students in Central Oregon as well as smaller numbers of students at Tillamook Bay Community College, Treasure Valley Community College and Blue Mountain Community College.

The 2008 Oregon Employment Department projections indicate a 15.8% job increase rate over the next 10 years for pharmacy technicians. This equates to approximately 1180 new or replacement positions statewide. In Deschutes, Crook and Jefferson counties job growth for pharmacy technicians is anticipated at 27.9% or approximately 80 new positions over the next 10 years. Hourly wages in Central Oregon match statewide averages, ranging from \$13-\$19 per hour, with a mean annual salary of \$32,521.

Prior to developing the program proposal, pharmacists representing retail and hospital pharmacies in Central Oregon were surveyed and were overwhelmingly in favor of a certificate training program that included general education coursework as well as practicum experience. For the past two years, COCC has offered a Pharmacy Technician training program through Community Learning which prepared students with didactic information needed to pass a national exam required for state licensure. Many employers spoke of a need for additional skills in computers, communication, customer

service, and on the job training experience. These skills are addressed in the current program proposal. An Advisory Committee has been meeting regularly for the past six months and has been actively involved in program development. They will continue to assist in curriculum development and program implementation.

C. Options/Analysis

1. Approve the one year Pharmacy Technician Certificate.
2. Do not approve the one year Pharmacy Technician Certificate.

D. Timing

Approval is requested at this meeting.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district do hereby approve a one year certificate program for Pharmacy Technician.

F. Budget Impact

Program development costs are being funded by the CCWD grant. The college governance has approved a full time faculty position for the Pharmacy Technician program as well as program operating costs for 2009/10. Distance education and program fees will be levied in addition to tuition to support the program costs. The budgetary impact will be reconsidered after 2 years.

G. Other information

Immediate facility impact with this program will be minimal. The Pharmacy Technician program will require no general classroom and lab space during the traditional week due to the program design where much of the curriculum is offered in online, hybrid or weekend timeframes. This format, minimizing new space needs, will accommodate the distance students at partner colleges as well as students living in Central Oregon who require non-traditional class times. Once a new Health Career building is available, a dedicated lab will be requested to enhance the Pharmacy Tech curriculum.

Pharmacy Technician Program Proposal:

The Central Oregon Community College Pharmacy Technician (Pharmacy tech) Statewide Partnership Project creates a distance learning Pharmacy tech program for statewide distribution. The project melds core general education and basic science offerings at partner colleges, specialized, accredited coursework from COCC (available in an asynchronous online format), and applied practicum experience at partner community pharmacies into a three term curriculum. The project targets students in rural communities experiencing barriers in accessing healthcare education. This flexible program will help attract place bound students and distribute pharmacy technicians more evenly throughout the state. Upon completion of the program, students earn a Pharmacy Technician Certificate and are eligible to take nationally recognized certification examinations required for licensure in the state of Oregon. The project creates training capacity and distributes training statewide to meet the need for pharmacy technicians, particularly in rural and remote parts of the state. COCC has been assisted during development by Southwestern Oregon Community College.

The Partner Colleges include:

- Treasure Valley Community College
- Blue Mountain Community College
- Tillamook Bay Community College

COCC received a grant from CCWD to fund program and online didactic course development. Upon completion of the Pharmacy Technician Program students will be able to:

1. Accurately implement physician orders by preparing, labeling and packaging medications while working under the supervision of a licensed Pharmacist.
2. Demonstrate proficiency in pharmacy technician skills appropriate to a variety of pharmacy settings such as hospitals, retail, and community pharmacies.
3. Communicate and work effectively with patients, coworkers and other members of the health care team.
4. Demonstrate knowledge and understanding of the legal and ethical standards of the practice of pharmacy.
5. Adhere to principles of patient confidentiality within the health care and community environment as defined by HIPPA.
6. Demonstrate proficiency in pharmacy calculations, computer skills, record keeping and billing in adherence to applicable industry regulations.
7. Acquire and maintain the national pharmacy technician certification and licensure as required by state of Oregon Regulations.

Employment Outlook and Regional Support:

Local Pharmacists indicate a growing shortage of highly trained individuals coming into local pharmacies. This demand is exacerbated by new laws implemented fall 2008 that require all Pharmacy Technicians to be licensed. The 2008 Oregon Employment Department projections indicate a 15.8% job increase rate over the next 10 years for pharmacy technicians. This equates to approximately 1180 new or replacement positions statewide. In Deschutes, Crook and Jefferson counties job growth for pharmacy technicians is anticipated at 27.9% or approximately 80 new positions over the next 10 years.

Hourly wages in Central Oregon match statewide averages, ranging from \$13-\$19 per hour, with a mean annual salary of \$32,521.

We have surveyed local pharmacists and met with an advisory board of regional Pharmacists and Pharmacy Technicians on two occasions. All information received indicates widespread support for highly trained Pharmacy Technicians in both Bend and surrounding communities, making this a program that will meet district-wide needs. We also have received support from Pharmacists and Pharmacy Technicians in both retail and hospital based pharmacies to participate in Advisory roles, curriculum and internship development and oversight, in addition to instructing classes.

Program Summary:

- 1) Three term (41 credit) program leading to a certificate
- 2) Integrated general education and program specific courses
- 3) 150 hours of practicum in community retail and hospital pharmacies
- 4) Meets standards for Oregon Board of Pharmacy and accreditation through American Health Systems Pharmacists

Proposed Curriculum (may be modified before final submission to the state):

| Term/Course | Winter term | Spring term | Summer term |
|-------------|---|--|---------------------------------------|
| | AH 111 Med Term I (3 credits) | AH 112 Med Term II (3 credits) | Practicum 1: Hospital (2 credits) |
| | BI 121 Anatomy and Function I (4 credits) | BI 122 Anatomy and Function II (4 credits) | Practicum 2: Community (3 credits) |
| | WR 121 (3 credits) | Pharmacology II (3 credits) | Pharmacy Tech Seminar (1 credit) |
| | Intro to Pharmacy Tech (3 credits) | Pharmacy Tech Skills (4 credits) | SP 218 Interpersonal Comm (3 credits) |
| | Pharmacology I (3 credits) | Pharmacy Calculations (3 credits) | |
| Total (41) | 16 credits | 17 credits | 9 credits |

Submitted:

Mary Jeanne Kuhar and Margaret Peterson

March 27, 2009

**Central Oregon Community College
Board of Directors**

**RESOLUTION
2009-10 Tuition Rates**

Prepared by: David Dona, Associate Chief Financial Officer
Alicia Moore, Dean of Student & Enrollment Services

A. Action under Consideration

Set 2009-10 COCC tuition rates for 2009-10 credit courses as follows:

| Residency Status | 2006-07, 2007-08 and 2008-09 Tuition | 2009-10 Proposed Tuition | Difference |
|---------------------------------|---|-------------------------------------|-------------------|
| In-District | \$63 | \$66 | 5% |
| Out-of-District/Border State | \$86 | \$91 | 6% |
| Out-of-State/International | \$176 | \$186 | 6% |

B. Discussion/History

COCC maintains three tuition categories: in-district; out-of-district/border state (includes residents of Washington, California, Idaho, and Nevada), and out-of-state/international. The three categories recognize the differential contribution of local and state taxes contributed by in-district and State of Oregon residents. The COCC Board has the responsibility for establishing annual tuition rates under state statute and COCC policy.

In recommending tuition rates, the College considers its financial forecast and the upcoming year's budget, statewide tuition averages and tuition trends and the community college tenet of affordability. The tuition rates have remained the same for the prior three academic years.

Financial Forecast

COCC's projected financial forecast is showing mixed results compared to prior year projections. Record enrollment growth has certainly contributed positively to the budget. However, a slowing down in the collection of and growth rates in imposed property taxes, reductions in current year property tax collections, and decreased appropriations at the state level are have a significant negative impact on budget requirements.

Statewide Tuition Averages and Tuition Trends

In 2008-09, in-district tuition rates at Oregon community colleges ranged from \$61 to \$75 per credit, with the average being \$65 per credit. In recent informal polls of colleagues from across the state, other Oregon community colleges anticipate increasing 2009-10 tuition from \$3/credit to \$10/credit. Even with this proposed tuition increase, COCC's annual in-district tuition and fees are expected to be close to, if not the most, affordable in the State.

Affordability

COCC recognizes that tuition increases may have an affect on students. However, those with the highest financial need will have expanded resources thanks to changes in the Federal Pell Grant. In 2008-09, the maximum Pell Grant was \$4,731 for three academic quarters; the new maximum is \$5,350, a difference of \$619 annually or \$206 per term. Additionally, should students decide to attend summer term, new regulations allow colleges and universities to award students up to an additional \$1,783.

C. Options/Analysis

Approve the 2009-10 tuition rates as proposed.
Not approve 2009-10 tuition rates as proposed.
Recommend other actions or amounts.

D. Timing

Approval is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approves an increase to the 2009-2010 credit tuition schedule, recommending tuition rates as follows: in-district tuition \$66/credit hour, out-of-district tuition \$91/credit hour, and out-of state/international tuition \$186/credit hour.

F. Budget Impact

The College will have sufficient resources in 2009-10 to balance its approved budget.

Exhibit: 8.e
April 8, 2009
Approval ____Yes ____No
Motion: _____

**Central Oregon Community College
Board of Directors**

RESOLUTION: Summer Tuition Residency Policy

Prepared by: David Dona, Associate Chief Financial Officer
Alicia Moore, Dean of Student & Enrollment Services

A. Action under Consideration

Set summer tuition at rates in accordance with students' residency status.

B. Discussion/History

For the past 15+ years, COCC has charged all students at the in-district tuition rate during summer term. This policy was originated as an attempt to grow summer term enrollment at a time when summer offerings were relatively small. In recent years, summer term enrollment has grown (FTE has grown 20% in the past five years from 154.1 FTE in summer 2004 to 185.6 FTE in summer 2008 and headcount has grown 13% from 1,012 in 2004 to 1,149 in 2008).

Additionally, COCC's residency policy underwent significant changes in recent years and waiving of non-resident tuition complicates student understanding of this policy. Finally, given recent enrollment growth and wanting to serve more students during summer term, COCC will be working towards other practices to have summer term be more in alignment with traditional academic year policies and procedures. This recommended policy change addresses each of these areas.

C. Options/Analysis

Approve the summer tuition policy as proposed.
Do Not approve summer tuition policy as proposed.
Recommend other actions.

D. Timing

Approval is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approves a change to the summer tuition policy in that students will be charged appropriate tuition rates depending on the student's residency status.

F. Budget Impact

It is estimated that tuition revenue will increase by approximately \$17,000.

**Central Oregon Community College
Board of Directors**

RESOLUTION

Prepared by: James R. Jones-Vice President & Chief Financial Officer

A. Action Under Consideration

Award Bid #1298-09-Grandview Building Remodel to Kirby Nagelhout Construction of Bend, Oregon.

B. Discussion/History

The Grandview Hall remodel project is a result of the soon to occur move of Student Life, ASCOCC, the Broadside Student Newspaper and Multicultural Center to the new Campus Center Building. Renovating Grandview Hall will provide three additional new or enlarged classrooms and eight faculty offices to accommodate the growing student and faculty population. The renovation will also include the addition of an elevator and new ADA parking spaces to improve disability access. Funds for the renovation project are provided through the *Go Oregon!* stimulus program.

There were seven bids received for the Grandview Building Remodel project. Kirby Nagelhout submitted the low responsive bid of \$398,000. The remaining bids ranged from \$411,007 to \$587,095.

C. Options/Analysis

Accept the bid and award the contract to Kirby Nagelhout Construction for \$398,000.

Not accept the bid from Kirby Nagelhout Construction.

D. Timing

Approval at this time will enable the contractor to begin work immediately and complete the project in time for a late summer move-in date. The constraints of the *Go Oregon!* stimulus program require prompt execution of this project.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby accept the bid of Kirby Nagelhout Construction for \$398,000 for the Grandview Building Remodel and authorize the President to enter into a contract for the remodel. The contract will be reviewed and approved by College legal council prior to signing.

F. Budget Impact

Funds for the remodel are provided by the State of Oregon through the *Go Oregon!* stimulus program.