



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, January 12, 2011 – 6:00 PM
Christiansen Board Room,
Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Miller
6:05 pm	II. Introduction of Guests			
6:10 pm	III. Agenda Changes			
6:10 pm	III.a. Public Hearing and Testimony			
	A.			
6:10 pm	IV. Reports			
	A. 2010 Audit Report	4.a*		Kerkoch, Katter & Nelson☐/ Audit & Finance Committee
	B. Revenue and Expenditure Forecast	4.b*		Dona☐
6:40 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting-December 8, 2010	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (December 2010)	5.b1	X	Buckles ^A
	2. Approval to Hire (Elsberry)	5.b2	X	Buckles
	3. Approval to Hire (Fritz)	5.b3	X	Buckles
	C. Mileage/Meal Per-diem - Rate Changes	5.c	X	Dona
	D. Board of Directors – Member Elections	5.d	X	Paradis
	E. SunGard/Banner Registration - Contract	5.e	X	Moorehead
6:45 pm	VI. Information Items			
	A. Financial Statements (November 2010)	6.a		Bloyer ^A
	B. Institutional Effectiveness-University Partners	6.b		McCoy ^A
	C. Season of Non-Violence	6.c		Moore ^A
7:05 pm	VII. Old Business			
	A. 2 nd Reading – EL3: Budgeting	7.a	X	Lee/Miller☐
	B. Accreditation Report - Chapter One	7.b*		Middleton☐ Hilgersom & Harper
7:30 pm	VIII. New Business			
	A. Redmond Technology Education Center (Tentative Academic Programming)	8.a*		Hilgersom☐
7:50 pm	IX. Board of Directors' Operations			Miller
	A. Board Member Activities			
8:05 pm	X. President's Report			
	A. Updates			Middleton
	XI. Dates			
	A. January 24, 2011 – (Noon) - Ground Breaking – Prineville			
	B. February 9, 2011 – Board of Directors' Meeting			

8:20 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 Aavailable for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, December 8, 2010 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Charley Miller, Donald Reeder, Connie Lee, David Ford, Dr. Joyce Garrett, Anthony Dorsch, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

ABSENT: John Overbay

INTRODUCTION OF GUESTS: Rick Brecke, Rick Hayes, Matt McCoy, Karin Hilgersom, Kevin Kimball, Carol Moorehead, Debbie Hagan, Michael Holtzclaw, David Dona, Dan Cecchini, Lisa Bloyer, Gene Zinkgraf, Alicia Moore, Eric Buckles, Joe Viola, Diana Glenn, Mary Jeanne Kuhar, Jim Weaver, Nancy Zavacki, Julie Downing-Faculty Forum President, Sheila Miller-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda (Exhibits: 5.a1,5.a2, 5.b1 & 5.b2).
Mr. David Ford seconded. MCU. Approved. M12/10:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Regular Meeting Minutes of November 10, 2010 and the Special Conference Call Meeting Minutes of December 1, 2010 (Exhibits: 5.a1 and 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the November 2010 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approved the employment contract of Michele DeSilva – Full-time Emerging Technologies Librarian (Exhibit: 5.b2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the October 2010 Financial Statements.

State Board of Education- Growth Management Funding Distribution-Update

President Middleton reported that the State Board of Education is working on a modification to the funding formula policy - relative to growth. The “first reading” on the modification proposal will be in December with the “second reading” and approval at their January 2011 meeting.

President Middleton expressed that the proposed policy is a response to the continuing erosion of funding per full time equivalent student as statewide enrollment soars while fund stagnates or declines. In the prior biennium the statewide average of state dollars per student was \$2700., currently the amount is \$2000. Several colleges which have grown in the 5-9% range have lost money because the overall average growth has been higher. The State Board is concerned about the threat to quality as colleges continue to expand enrollment without sufficient fiscal resources. The proposed model would link the maximum number of funded students to the approved state budget funding level itself. If state funding is stable or declining, the funding formula would limit the number of students funded. This policy would not preclude a college from growing. It would, however, put colleges on notice that the number of additional students that would impact state funding may be capped. In such cases, colleges would have to determine individually if tuition income alone is sufficient to support enrollment growth which does not leverage additional state funding. Dr. Middleton stated that one positive of the proposal is that it would make it much easier to make multi-year projections about state funding. Under the current system, a college's state funding will fluctuate up or down heavily dependent on the enrollment at the other sixteen colleges.

President Middleton noted that the impact on COCC won't be as great as it will be for some of the other colleges - for 2 reasons

1. COCC's most dramatic growth (over the prior four years) occurred when all such growth “counted.”
2. COCC receives only approximately 10% funding from the state and state funding, while still important – has a proportionately smaller impact on COCC.

Madras Campus-Update

Mr. Matt McCoy-Vice President for Administration and Mr. Rich Brecke-Madras Campus Project Manager gave a PowerPoint presentation summarizing the Madras Education Center construction progress:

- Pre-Application Meeting was held November 18
- Public Meeting was held in Madras on November 22
- Construction Drawings will be complete December 28
- Permitting Submittal by the end of December
- Invitation to bid will go out on December 28
- Bids will be due January 20
- Projected construction start date – February 7.

The first phase of the Madras Campus is 9100 sq. ft. on the first floor and 1000 sq ft in the daylight basement which will be used for storage and mechanical. The projection is for the Madras Campus to be open for classes - Fall term 2011.

Mr. Donald Reeder presented the recorded “Deed” from The Bean Foundation to Central Oregon Community College for the Madras Campus property.

Prineville Campus-Update

Vice President McCoy reviewed that Crook County is overseeing and managing the construction and the architectural bid process, with COCC being partners in ownership of the COCC Prineville Campus which will be located at the Crook County fairgrounds. The MOU (Memorandum of Understanding) is currently in the “draft” stages to be completed soon for review. The new facility is targeted to open for classes - Fall term of 2011.

Mazama Renovation-Update

Vice President McCoy reviewed that HSW Builders is the contractor for the Mazama renovation. Mr. Rick Hayes-Project Manager gave a PowerPoint presentation showing pictures of the construction progress. He noted that the project costs and change orders are within the overall budget. Construction completion, inspections, furniture installation and the HSW Builders punchlist items will all be completed prior to classes starting on January 3, 2011. Vice President McCoy told of the scheduled “Mazama Renovation Tour” for board members prior to the meeting on January 12, 2011.

Adult Basic Skills/College Preparation Program-Update

Ms. Carol Moorehead-Dean for Continuing Education and Extended Learning introduced Ms. Debbie Hagan-Interim ABE Director, who gave a PowerPoint presentation reviewing the programming for Adult Basic Skills and College Prep. She noted that in Oregon, community colleges are the primary providers of Adult Basic Skills. COCC was ranked the 11th largest ABS program in the state for 2008-09.

Ms. Hagan summarized the highlights for each of the three programs in Adult Basic Skills:

1. Basic Skills
2. GED
3. College Preparation.

Dean Moorehead introduced two students from the English Language Learning program - Ms. Teresa Torres originally from Guatemala and Mr. Martin Camacho originally from Mexico who shared their interest and appreciation for taking classes to improve their speaking and writing skills as well as GED classes.

OLD BUSINESS:

2nd Reading – Audit & Finance Committee (Exhibit: 7.a)

Mr. Charley Miller-Board Chair, assigned members to the new Audit and Finance Committee: Connie Lee-Chair, Joyce Garrett, Charley Miller and two budget committee members.

Ms. Connie Lee moved to approve the establishment of the Audit and Finance committee of the Board of directors of Central Oregon Community College. Dr. Joyce Garrett seconded. MCU. Approved. 12/10:2

Contract to Lease EBS

Mr. Dan Cecchini-Director of Information Technology reported that for licensing, COCC has partnered with the High Desert ESD and the Bend La Pine School District in forming the EBS-Education Broadband Service consortium. The consortium contract is currently being formulated

which will require approval of all three partners. Licensing will protect and preserve the bandwidth available to the college.

Mr. Donald Reeder moved to authorize the college staff and legal counsel to approve the EBS contract Mr. David Ford seconded. MCU. Approved. M12/10:3

NEW BUSINESS:

Accreditation

President Middleton gave a PowerPoint presentation reviewing the processes for the upcoming College Accreditation Review Report due by March 2011.

A final version will include:

- Update of institutional changes since the last report
- Plans to open satellite campuses, large enrollment growth
- Responses to any recommendations from previous Accreditation Review
- Update of most recent review of the Institutional Mission and Core Themes.

Dr. Karin Hilgersom-Vice President for Instruction attended the most recent (NWCCU-Northwest Commission on Colleges and Universities) Accreditation Training. She reported that the “new model” focuses on continuous quality improvement over a seven year accreditation cycle. COCC needs to find ways to express the students’ journey through core themes:

- Workforce transfer
- Lifelong learning
- Basic skills.

1st Reading – EL3: Budgeting (Exhibit: 8.b)

The Board of Directors’ were apprised of the first reading of EL 3: Budgeting.

BOARD OF DIRECTORS’ OPERATIONS:

Board Member Activities

Ms. Lee	Special Conference Call Board Meeting – December 1 Met with Representative Gene Whisnant
Mr. Ford	OSU-Cascades Advisory Board Meeting Chaired Special Conference Call Board Meeting –December 1 Health Careers Bid Opening Spoke with Matt McCoy re: Crook County Campus
Dr. Garrett	OCCA Annual Conference Ed Council Mtg Working with Karen Smith at OCCA re: Legislation College Boards Special Conference Call Board Meeting – December 1

Mr. Dorsch Special Conference Call Board Meeting – December 1

Mr. Reeder Special Conference Call Board Meeting – December 1
Met w/Lions, Kiwanis, Rotary and Madras Chamber - re: Madras Campus

Mr. Miller Met w/Broadside Reporters
Conference calls with Oregon Higher Ed. Alliance
Health Careers Bid Opening
Emails re: Policy Updates

PRESIDENT'S REPORT:

Health Careers-Update

President Middleton reviewed that at the December 1, 2010 Special Teleconference Call Meeting, the Board of Directors' approved the bid from HSW Builders, LLC for the construction of the Health Careers building. Since then, a pre-construction meeting was held regarding "utilities movement and tree removal" from the building site.

2011/13 Legislative & Budget-Update

President Middleton reviewed the Governor's "Governance Sub-Committee" proposals regarding:

- Higher Education Board
- OUS Board
- OHSU Board
- OSAC-Student Scholarship Program
- Community Colleges having "no board"

While the proposal would more closely align community colleges with the universities, it would diminish the relationship with K-12 and leave community colleges as the only unit reporting directly to the new "super board" rather than to a board focused predominantly on its own mission. The OCCA reviewed these proposals, gave testimony, met with legislative house leadership and strongly objected to the proposals. Committee leadership took many of the suggestions from OCCA's testimony and recast the proposal in a direction much more compatible with community college interests. The new body would be a coordinating council rather than a governing board.

ADJOURN: 8:05 PM

APPROVED;

ATTEST TO;

Mr. Charley Miller-Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
January 12, 2011
Approve: ___ Yes ___ No
Motion: _____

**Central Oregon Community College
Board of Directors**

NEW HIRE REPORT – December 2010

Name	Date Hired	Job Title
Classified Full-Time		
Moston, Fred	12/2/2010	Tech. Support Specialist 3
Temporary Hourly		
Chen, Tracy	12/1/2010	Dental Lab Assistant
McWhorter, Nicholas	12/27/2010	Textbook Assistant
Sullivan, Kenneth	12/11/2010	Advising Assistant
Thille, Tracy	12/1/2010	Lab Technician
Weidner, Emily	12/27/2010	Textbook Assistant

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Shawna Elsberry, Full-time Director of Student Retention.**

B. Discussion/History

The employment contract for Shawna Elsberry is for an administrative position. This position was filled through an external National College search.

C. Options/Analysis

Approve the employment contract for Shawna Elsberry.
Decline approval of the employment contract for Shawna Elsberry

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2010-11 fiscal year the initial employment contract period will be from February 1, 2011 through June 30, 2011. 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 Shawna Elsberry.

F. Budget Impact

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

G. Miscellaneous

Shawna Elsberry currently serves as an academic advisor in COCC's CAP Center, where primary responsibilities include providing specialized advising services to exploratory and transfer students. Additionally, Ms. Elsberry is a part-time instructor for COCC's Human Development Department, teaching classes such as Introduction to College Success, Study Strategies, Time Management and Testing Taking. Prior to working at COCC, Ms. Elsberry worked as the admissions specialist for North Idaho College, as the TRIO Program Advisor for the University of Idaho and the High School Relations Officers for Lewis-Clark State College where she developed their student ambassador program. Ms. Elsberry has a bachelor's degree in psychology from Eastern Oregon University and is working on a masters degree in adult education from the University of Idaho.

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for Eugene Fritz, Full-time Director of Culinary Arts – Head Chef.

B. Discussion/History

The employment contract for Eugene Fritz is for an administrative position. This position was filled through an external National College search.

C. Options/Analysis

Approve the employment contract for Eugene Fritz.
Decline approval of the employment contract for Eugene Fritz

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2010-11 fiscal year, the initial employment contract period will be from February 1, 2011 through June 30, 2011. 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 Eugene Fritz.

F. Budget Impact

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

G. Miscellaneous

Chef Eugene Fritz earned his Bachelor's in Hospitality Business Management with a Minor in Business Administration from Washington State University, an Associate Degree in Culinary Arts from the Culinary Institute of America in Hyde Park, New York, and is working on his Ph.D in Human Resources and Education with a Specialization in Community College Leadership at Colorado State University. Chef Fritz 's experience includes Director of Education at Le Cordon Bleu – College of Arts in Tukwila, Washington; Chef Instructor/Executive Chef at Colorado State University – Restaurant and Resort Management Program; Director of Operations at Johnson and Wales University – College of Culinary Arts; and Culinary Educator/Executive Chef at Washington State University School of Hospitality Business Management. Chef Fritz is active in the American Culinary Federation, National Restaurant Association, and American Association of Community Colleges. Chef Fritz has received numerous awards and scholarships including several medals in ACF competitions. He was the ACF Hot Food/Pastry Competition Chair, ACF Certified Practical Testing Examiner, and is highly recognized as a Guest Chef and Guest Lecturer in the Northwest.

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona – Associate Chief Financial Officer

A. Actions Under Consideration

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

B. Discussion/History

The College’s general business procedures (B-2-6.1) require the Board be notified of the personal car mileage rate annually. The College uses the approved Federal rate established by the Internal Revenue Service (IRS). The Federal mileage rate for 2011 is **\$0.51** per mile (2010 rate was \$0.50 per mile).

General business procedures (B-2-6.1) require the reimbursement for the cost of employee meals shall be at the rate established by the Board. The College’s established in-state per-diem meal rates and out-of-state per-diem meal rates have remained unchanged for four years. The following schedule compares the current COCC rates with the proposed rates (2011 Federal per-diem rates):

	Current COCC In-State Rate	Proposed Federal In-State Rate	Current COCC Out-of-State	Proposed Federal Out-of-State*
Breakfast	\$8	\$7	12	\$9
Lunch	\$10	\$11	14	\$14
Dinner	\$18	\$23	23	\$29
Total	<u>\$36</u>	<u>\$41</u>	<u>\$49</u>	<u>\$52</u>

* Rate is 125% of Federal In-State Rate (actual Federal rates are based on location)

To reflect the current cost of meals, the College will review Federal meal per-diem rates on an annual basis.

C. Options/Analysis

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

D. Timing

Approval of this resolution would revise meal per-diem rates as of the date of this resolution.

E. Recommendation

Be it hereby resolved that the Board of Directors of Central Oregon Community College does hereby authorize the revision of current per-diem meal rates to the proposed Federal In-State and Federal Out-of-State rates as shown in section B.

F. Budget Impact

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

Central Oregon Community College
Board of Directors

INFORMATION ITEM

BOARD ELECTIONS – MAY 17, 2011

Prepared by: Ron Paradis-Director of College Relations

Three COCC Board of Director positions – Zones 5, 6 and 7 – will be on the May 17, 2011 ballot. Anyone interested in running for any of these positions needs to file the necessary paperwork with the Deschutes County Clerk. The filing period opens on Feb. 7 and closes on March 17. The “Filing of Candidacy for Special District Nomination” form is included in your board meeting packet and will also be available at the meeting.

Zones 5 and 6 both encompass the same geographic area. This includes the City of Bend, plus precincts 13, 37 and 41 north of Bend; precinct 42 south of Bend; precincts 10 and 12 east of Bend; and precincts 3 and 21 southeast of Bend.

Zone 7 covers western and southern Deschutes County. This includes the Sisters/Black Butte area (precincts 15, 30, 45 and 51); La Pine area (precincts 24, 38, 39, 40, 50 and 52); Sunriver (precinct 16); the area west of Bend (precincts 8 and 49); and the south central part of the county (precinct 43).

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Carol Moorehead – Dean for Continuing Education and Extended Learning

A. Action Under Consideration

Approve the College's Contract to SunGard for Banner Flexible Registration.

B. Discussion/History

Several years ago, IT developed a work around for Continuing Education/Community Learning to allow our customers to register on-line. However, the system does not tie into Banner and all registrations must be entered manually. More problematic is that with this system we are not PCI compliant for credit card information. The solution to resolve the compliant issue and save staff time is to purchase and install this Banner module.

C. Options/Analysis

Approve the contract and allow for PCI compliance in the CL registration process.
Disapprove and forgo PCI compliance.

D. Timing

Install product during Feb 2011. Implementation and testing phase March – May 2011. Soft opening to student self registration June 1, 2011 for summer term registrations. Optimize system based on student and staff feedback from June through Aug. Mail announcement about new enrollment system to past students Aug 24, 2011. Full system roll out for Fall 2011.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve these contracts for purchase and maintenance of Banner Flexible Registration.

F. Budget Impact

Software:	\$71,000.00
Installation Consultation:	\$25,920.00 (maximum expected, may be less)
Annual Maintenance Fee:	\$10, 980.00

Costs will be covered by approved carry forward income generated by the Community Learning Division.

Central Oregon Community College
Monthly Budget Status

Highlights of November 2010 Financial Statements

Cash and Investments

The College's operating cash balances are currently \$30 million. The November average yield for the Local Government Investment Pool declined to .50 percent.

The investments of \$32.9 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. \$9.4 million of bond proceeds are invested in the Local Government Investment Pool. The bond proceeds held in cash and investments total \$42.3 million as of the end of November.

General Fund Revenues

The College received \$9.3 million in property tax collections for November, which is 78 percent of the annual budget. Winter term registration opened increasing tuition and fee revenue \$4.4 million over the prior month.

General Fund Expenses

The expenses include all approved inter-fund transfers for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

12-Jan-11

Cash and Investments Report
As of November 30, 2010

College Portfolio

Cash in State Investment Pool

Pool account 4089	\$29,725,970.64
Pool account 5482	\$332,251.83
Pool account 3624	\$389,926.18
Pool account 3707	\$1,331.30
Pool account 3816	\$9,454,076.22

November Average Yield .50%

Cash in USNB \$639,178.11

Cash on hand \$3,900.00

Total Cash \$40,546,634.28

Investments

Fannie Mae:

Yield .4048%, due 4-28-11	\$2,520,825.00
Yield .4271%, due 5-16-11	\$1,494,190.00
Yield .5062%, due 8-15-11	\$3,107,910.00

Federal Farm Credit Bank:

Yield .4500%, due 7-18-11	\$2,843,532.00
Yield .5381%, due 9-30-11	\$4,000,600.00
Yield .5587%, due 10-28-11	\$4,000,600.00

Federal Home Loan Bank:

Yield .4698%, due 6-22-11	\$3,001,200.00
Yield .6397%, due 11-21-11	\$3,505,460.00
Yield .6752%, due 12-1-11	\$5,009,000.00

General Electric

Yield .6600%, due 3-15-11	<u>\$3,482,675.00</u>
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Total Investments \$32,965,992.00

Total Cash and Investments \$73,512,626.28

Central Oregon Community College
Monthly Budget Status
November 2010

Exhibit 6.a
12-Jan-11

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 11,751,000	\$ 9,175,156	\$ (2,575,844)	78.08%	76.76%
Prior Taxes	766,000	527,040	(238,960)	68.80%	75.40%
Tuition and fees	16,038,000	10,080,373	(5,957,627)	62.85%	69.22%
State Aid	4,236,000	1,460,571	(2,775,429)	34.48%	54.55%
Interest & Misc. Income	125,000	13,494	(111,506)	10.80%	4.76%
Transfer-In	350,000	350,000	-	100.00%	44.09%
Total Revenues	\$ 33,266,000	\$ 21,606,634	\$ (11,659,366)		
Expenses by Function					
Instruction	\$ 15,377,975	\$ 4,576,100	\$ 10,801,875	29.76%	21.85%
Academic Support	2,773,829	836,910	1,936,919	30.17%	29.86%
Student Services	3,576,270	1,241,516	2,334,754	34.72%	29.59%
College Support	4,165,525	1,828,621	2,336,904	43.90%	34.31%
Plant Operations and Maintenance	3,122,200	1,118,002	2,004,198	35.81%	34.68%
Information Technology	2,417,639	990,795	1,426,844	40.98%	35.77%
Financial Aid	11,954	2,910	9,044	24.34%	20.62%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	2,727,952	2,727,952	-	100.00%	100.00%
Total Expenses	\$ 34,973,344	\$ 13,322,806	\$ 21,650,538		
Revenues Over/(Under) Expenses	\$ (1,707,344)	\$ 8,283,828	\$ 9,991,172		

**Central Oregon Community College
Monthly Budget Status
November 2010**

Exhibit 6.a
12-Jan-11

<u>Other funds:</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget</u>	<u>Percent of Prior Year Budget</u>
Debt Service Fund					
Revenues	\$ 4,047,839	\$ 2,755,097	\$ (1,292,742)	68.06%	65.71%
Expenses	3,978,617	912,477	3,066,140	22.93%	54.40%
Revenues Over/(Under) Expenses	\$ 69,222	\$ 1,842,620	\$ 1,773,398		
Grants and Contracts Fund					
Revenues	\$ 2,011,315	\$ 374,236	\$ (1,637,079)	18.61%	16.18%
Expenses	2,110,055	483,739	1,626,316	22.93%	23.09%
Revenues Over/(Under) Expenses	\$ (98,740)	\$ (109,503)	\$ (10,763)		
Capital Projects Fund					
Revenues	\$ 28,007,480	\$ 5,960,233	\$ (22,047,247)	21.28%	54.82%
Expenses	54,468,396	9,914,826	44,553,570	18.20%	36.18%
Revenues Over/(Under) Expenses	\$ (26,460,916)	\$ (3,954,593)	\$ 22,506,323		
Enterprise Fund					
Revenues	\$ 5,487,767	\$ 1,814,306	\$ (3,673,461)	33.06%	39.10%
Expenses	5,157,091	1,924,106	3,232,985	37.31%	44.29%
Revenues Over/(Under) Expenses	\$ 330,676	\$ (109,800)	\$ (440,476)		
Auxiliary Fund					
Revenues	\$ 6,877,702	\$ 4,443,616	\$ (2,434,086)	64.61%	51.72%
Expenses	6,458,307	2,803,116	3,655,191	43.40%	48.68%
Revenues Over/(Under) Expenses	\$ 419,395	\$ 1,640,500	\$ 1,221,105		
Reserve Fund					
Revenues	\$ 39,028	\$ -	\$ (39,028)	0.00%	0.00%
Expenses	175,000	62,281	112,719	35.59%	42.75%
Revenues Over/(Under) Expenses	\$ (135,972)	\$ (62,281)	\$ 73,691		
Financial Aid Fund					
Revenues	\$ 19,595,901	\$ 6,781,766	\$ (12,814,135)	34.61%	48.39%
Expenses	19,636,398	6,938,445	12,697,953	35.33%	51.91%
Revenues Over/(Under) Expenses	\$ (40,497)	\$ (156,679)	\$ (116,182)		
Internal Service Fund					
Revenues	\$ 426,890	\$ 129,900	\$ (296,990)	30.43%	36.12%
Expenses	390,047	117,254	272,793	30.06%	28.13%
Revenues Over/(Under) Expenses	\$ 36,843	\$ 12,646	\$ (24,197)		
Trust and Agency Fund					
Revenues	\$ 5,925	\$ 835	\$ (5,090)	14.09%	16.54%
Expenses	17,500	3,543	13,957	20.25%	0.00%
Revenues Over/(Under) Expenses	\$ (11,575)	\$ (2,708)	\$ 8,867		

Board Priorities and Institutional Effectiveness | 2009-2011

BOARD PRIORITY

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

METHOD

Improve partnerships and articulation with OSU-Cascades and explore appropriate partnerships with other universities.

MEASUREMENT

- ✓ **OSU-Cascades - COCC Commitment & Student Participation**
- ✓ **Additional Post-Secondary Institution Partners & Options**
- ✓ **Do COCC students end up transferring?**

TARGET

Targets are emerging through work on the Institutional Strategic/Comprehensive Plan, the Strategic Enrollment Management Plan and Instructional Planning and will be incorporated into the Institutional Effectiveness reports as they develop.

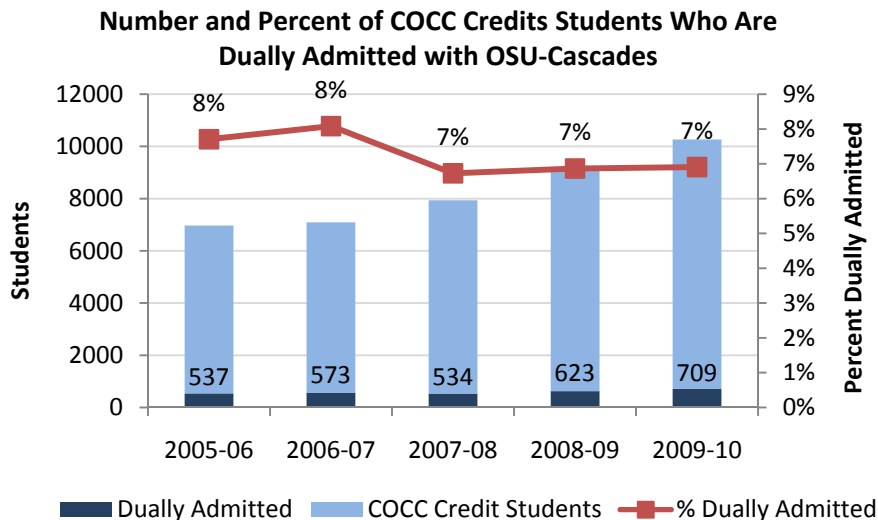
COCC STRATEGY & PROGRESS

COCC supports the OSU-Cascade partnership by sharing resources and developing opportunities for students to transfer smoothly. The College partners with several additional colleges and universities to offer students a seamless transfer among institutions, as well as other higher education opportunities.

✓ **OSU-Cascades - COCC Commitment & Student Participation**

Student Services: Recruiting: COCC works with OSU-Cascades on joint recruiting activities, including on-campus events such as College 101, Mosaic, high school visits, and state/regional college fairs. **Student Records:** All students admitted to OSU-Cascades are automatically admitted to COCC. Additionally, COCC transcripts (showing courses completed, grades, GPA) for these dually-admitted students are sent to OSU-Cascades each quarter. **Placement Testing & Advising:** All dually-admitted students who are first-time freshmen take COCC’s placement test. All dually-admitted degree-seeking students are assigned to an OSU-Cascades’ advisor who can access COCC’s student information system to best advise their students. **Club Sports:** All dually-admitted students can participate in COCC’s Intramural and Clubs Sports programs or activities. **Financial Aid:** COCC students who receive COCC’s Honors Scholarship and then continue on to OSU-Cascades, are eligible to apply for OSU-Cascades’ Honors Scholarship. **Multicultural Activities:** COCC and OSU-Cascades jointly staff a campus Diversity Committee. COCC and OSU-Cascades are partnering to coordinate events for the annual Season of Nonviolence. OSU-Cascades provides sponsorship for other multicultural activities/events.

Learning Community: A joint task force made up of faculty, student service staff, and lead instructional administrators from both COCC and OSU-Cascades has been directed to develop a learning community targeting freshmen students who are dually admitted to both colleges. The goal of the learning community is to provide a vibrant freshmen experience that will improve student engagement, progress and degree completion. It is set to begin Fall 2011.



Board Priorities and Institutional Effectiveness | 2009-2011

COCC Barber Library: the library purchases, maintains and circulates materials in support of academic programs for both COCC and OSU-Cascades. OSU-Cascades also purchases materials for its programs - the Cascades collection, which are interfiled with COCC materials and available to everyone. Two OSU-Cascades librarians have offices in the library and provide support for general reference services and instruction. Additional joint services include Summit (the Orbis Cascade Alliance consortium's union catalog) and our course reserves management system in the Circulation Department. The OSU Libraries host the shared integrated library system with the COCC Library. The two libraries are working on implementing a shared interlibrary loan system in 2011 that will provide easy access and fast delivery of materials.

Academic matters are shared through the Joint Curriculum Council, which is composed of academic administrators, faculty members, registrars and advising coordinators from COCC, Oregon State University, and University of Oregon. Agreements are in place to share faculty as needed in areas where offerings are not extensive enough to support a full time OSU-Cascades faculty.

Information Technology Services: COCC and OSU-Cascades coordinate planning operations and project management for support of OSU-Cascades information technology systems and infrastructure. COCC provides on-site technical support in the areas of Computer Lab management and Networking/ Telecommunications. Additionally, COCC provides systems access to network server applications and connectivity to voice, data and video networks.

✓ Additional Post-Secondary Institution Partners & Options

COCC partners with colleges and universities to offer students a seamless transfer among institutions for certain majors. COCC has over 20 articulation agreements with the following institutions:

- Eastern Oregon University
- Oregon State University – Cascades Campus
- Linn Benton Community College
- Portland Community College
- Oregon Institute of Technology

For more details on the specific programs, reference [COCC's 2010-11 Catalog](#) (page 35) available online.

COCC's financial aid office regularly partners with other institutions on consortium agreements that allow students to "bundle" their coursework at both institutions for financial aid purposes.

COCC rents classroom space on the Bend Campus to Eastern Oregon University's Distance Education program and Linfield's Adult Degree Program. George Fox's Master of Arts in Teaching program rents classroom space on the Redmond Campus.

There are also state coordinated transfer credentials which students can receive to aid in a seamless transfer:

Associate of Arts – Oregon Transfer (AAOT): Designed for students planning to transfer to Oregon or some Washington public, as well as some private universities in both states. Students transfer with a junior standing.

Associate of Science: Designed for students planning to transfer to a specific four-year college in a specific major. Student and advisor work together to select courses to meet transfer institution's lower-division / major requirements.

Associate of Science – Oregon Transfer, Business Degree (ASOT-Business): Designed for students planning to earn a bachelor's degree with a major in business from an Oregon public university. It includes courses required for entrance into an OUS school and into the university's business college.

Associate of Science – Direct Transfer to OSU - Cascades Campus: Designed for students who plan to transfer to and receive a degree from OSU - Cascades Campus. It ensures meeting all lower division and major-specific requirements. Students transfer with a junior standing.

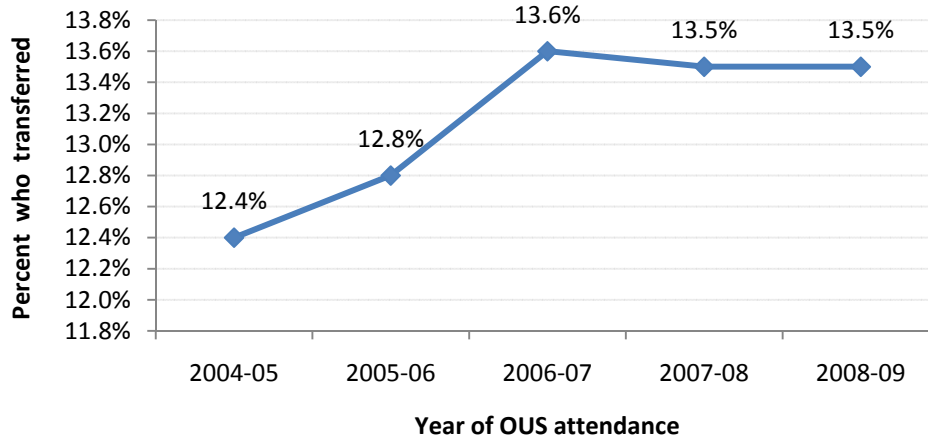
The Oregon Transfer Module (OTM): Provides a one-year curriculum for students who plan to transfer to an Oregon community college or public university and guarantees credits will be accepted toward general education requirements at the transfer institution.

Board Priorities and Institutional Effectiveness | 2009-2011

✓ Do COCC students end up transferring?

All COCC Credit Students Transferring to Oregon University System (OUS)

Percent of ALL COCC credit students who transferred to the Oregon University System the following year

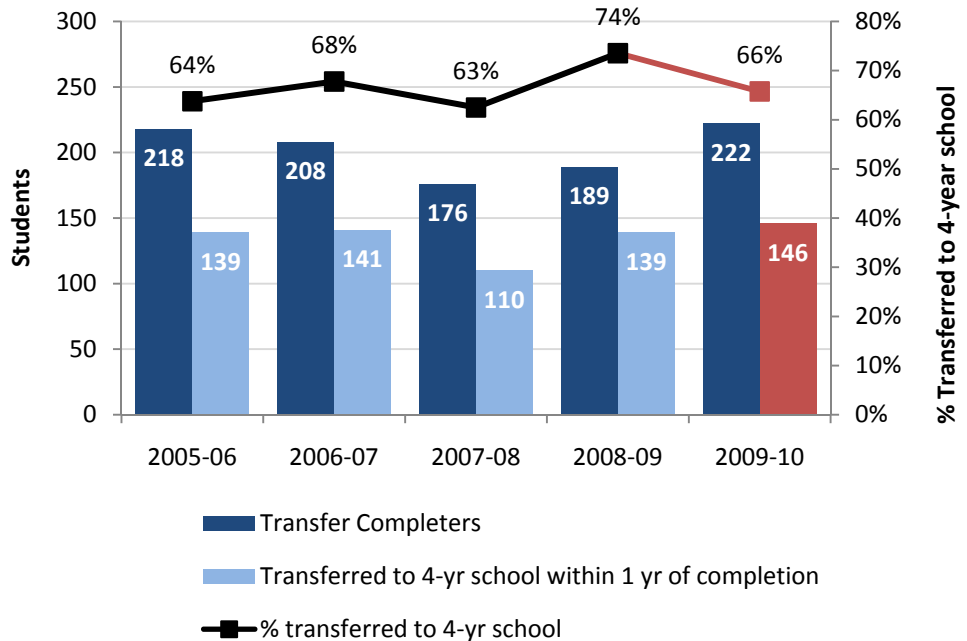


After experiencing an increase from 12.4% to 13.6% from 2004-05 to 2006-07, the percent of credit students transferring to the OUS system has leveled off to 13.5% over the past three years.

Data Source: State OCCURS data matched to OUS enrollment
(Students can be enrolled for as little as one credit at COCC prior to transferring and enrolling at an OUS institution)

COCC Transfer Credential Completers Transferring to Any Four-Year Institution

COCC transfer degree completers who transfer to a four-year institution within one year of completion
(Note: 2009-10 data is incomplete)



In the last five years, an average of 67% of COCC students earning a transfer credential...
 • AAOT
 • ASOT-Business
 • AS
 ... transferred to a four-year institution within one year of completion.
 NOTE: 2009-10 data is incomplete at the time of this analysis. Data will be complete at the end of the 2010-11 academic year. At that time, we should see a higher number who transferred.

Board Priorities and Institutional Effectiveness | 2009-2011

WHAT NEEDS TO BE DONE

Expand articulation agreements with OSU-Cascades and other universities as additional facilities and opportunities become available. Collect more information on our students who transfer in order to determine how well their COCC experience prepared them to transfer and excel at their chosen transfer institution.

FACTORS AFFECTING RESULTS/PROGRESS

The OSU-Cascades campus was created in 2002 with continued development dependent primarily on Oregon University System (OUS) funding. Completion of OSU-Cascades strategic plan will shape COCC initiatives in the coming years.

Significant changes to the Associate of Arts Oregon Transfer (AAOT) degree were implemented Fall 2010 with the goal of making it easier for students to transfer to OUS institutions. A statewide process in which COCC participated resulted in uniform degree requirements, language used to describe requirements, and criteria to determine courses that meet specific requirements at all community colleges.

ABOUT THE DATA

The report was coordinated and prepared by Chris Egertson, Research Analyst, Institutional Research.

Contributions to the narrative supplied by Karin Hilgersom, Vice President for Instruction; Diana Glenn, Instructional Dean; Alicia Moore, Dean of Student & Enrollment Services; Dan Cecchini, Director of Information Technology; David Bilyeu, Director of Library Services; Vickery Viles, Director of CAP Center; Kevin Multop, Director of Financial Aid; Sarah Wilson, Campus Services; and Matt McCoy, Vice President for Administration.

For more detailed information contact the Institutional Research office – ir@cocc.edu

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared By: Alicia Moore-Dean of Student Services

KING, GANDHI, CHAVEZ & MANKILLER: SEASON OF NONVIOLENCE

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

The Nancy R. Chandler Visiting Scholar Program, the COCC Office of Multicultural Activities, COCC Diversity Committee and OSU-Cascades, along with the assistance of many campus and community partners, are sponsoring the third annual "Season of Non-Violence" during the months of January and February 2011. During this time, the campus and community have the opportunity to not only celebrate Dr. King's and Mahatma Gandhi's legacy, but also that of César Chávez (Latino civil rights activist and co-founder of the National Farm Workers Association), Wilma Mankiller (the first female principal chief of the Cherokee Nation) and the many other leaders, both large and small. Many thanks to COCC's Office of Student Life, Office of Multicultural Activities, Latino Student Club, Native American Program, Associated Students of Central Oregon Community College, Associated Students of Cascades Campus, Deschutes Public Library and the Peace Center of Central Oregon for their assistance in developing this rich schedule of events. Highlights of the events are listed below; complete details can be found at <http://multicultural.cocc.edu/events/default.aspx>.

National Day of Service

Monday, January 17

To sign up for a service project in your area, contact 541.385.8977 or info@volunteerconnectnow.org

Portraits of Courage: African-American Leaders You Wish You Had Known

*Thursday, January 20 * 4:30 pm * COCC's Pinckney Center*

A one-woman and one-man theater production portraying overlooked African-Americans and their contributions to American history. Sponsored by Multicultural Activities, Student Life, ASCOCC, OSU-Cascades and ASCC.

Day of Zinn, Honoring author, teacher, playwright and activist Howard Zinn

Wednesday, February 2

- Throughout the day, OSU-Cascades and community members will perform Zinn's *A People's History of the United States* and *Voice From a People's History*.
- Teach-in on Nonviolence * 12:00 pm * OSU-Cascades Lobby
- Dinner and movie * 6:00 pm * Cascades Hall Room 114
- Sponsored by OSU-Cascades

9500 Liberty

*Wednesday, February 9 * 6:30 pm * Becky Johnson Community Room (Redmond)*

*Friday, February 11 * 6:00 pm * Hitchcock Auditorium, Pioneer Hall*

Documentary film of Prince William County, Virginia on the explosive battle over immigration policy. Sponsored by the COCC Latino Program and Latino Student Club.

I'm Not Your Indian Mascot Anymore: Countering the Assault of Indian Mascots in Schools

*Thursday, February 10 * 3:30 – 5:00 pm * Campus Center, Wille Hall*

A lecture by Dr. Cornel Pewewardy, Director and Professor of Indigenous Nations Studies, Portland State University. Sponsored by the COCC Native American Program.

Dead Man Walking

*Wednesday, February 16 * 4:00 – 6:00 pm * Pioneer Hall, Hitchcock Auditorium*

This film portrays the story of Sister Helen Prejean, a nun who befriends a convicted killer on death row. In her quest for social justice, she empathizes not only with the victim's family, but builds a friendship with the killer himself. Sponsored by COCC's Office of Multicultural Activities and the Nancy R. Chandler Visiting Scholar Program.

Peacemaking Through Compassionate Communication

*Friday, February 18 * 10:00 am – 3:00 pm * Campus Center Room 116*

Create more peace in yourself, your family and your community by learning some basic tools that will support you in speaking and listening with compassion. Presented by Peace Center of Central Oregon. The workshop is free, but reservations are required. To reserve your space, contact Karen Roth, Director of Multicultural Activities, COCC, 383-7412 or kroth1@cocc.edu. Sponsored by COCC's Office of Multicultural Activities.

Dead Man Walking: The Journey Continues

*Thursday, February 24 * 12:00 pm * Redmond Public Library*

*Thursday, February 24 * 6:30 pm * COCC's Pinckney Center*

As a follow up to the February 16 film viewing, Sister Helen Prejean will share her experiences as a social justice advocate. Sponsored by the Nancy R. Chandler Visiting Scholar Program, COCC's Office of Multicultural Activities, ASCOCC and the Deschutes Public Library.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Connie Lee, Charley Miller and Anthony Dorsch / Policy Review Committee

A. Issue

Second Reading on revision of Board Policy

- EL 3: Budgeting

B. Discussion/History/Changes

The Policy Review Committee with input from President Middleton and Kevin Kimball-CFO, have reviewed EL3, considered several options for modifications and recommends the following modifications for approval of second reading.

EL 3: BUDGETING

Revised: November 9, 1994; January 12, 2011

Budgeting any fiscal year or the remaining part of any fiscal year shall not deviate materially from board *Ends* priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.

Accordingly, he or she may not cause or allow budgeting which:

1. Contains too little information to enable accurate projections
Contains too little information to separate capital and operational items
Contains too little information to do cash flow projections
Contains too little information to clarify planning assumptions.
2. *Plans the expenditure in any fiscal year of more funds than are conservatively projected to be available in that period.*
3. *Allow cash accounts to drop below a safety reserve of less than \$500,000 at any time*
4. *Provides less than \$30,000 per annum for board prerogatives during the year.*

5. *Is not derived from long term planning, to include but not limited to a 5-year forecasts and reserves based on projected issues.*

6. *Allows working capital at the end of any fiscal year to drop below 10 percent of the year's operating expenditures.*

C. Options

1. Approve the wording revision recommendation as a second reading.
2. Do Not approve the wording revision recommendation as a second reading.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve the second reading revisions for EL3: Budgeting (Exhibit: 7.a).

F. Budget Impact None