

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting - AGENDA
Wednesday, January 10, 2007 – 6:00 PM
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
6:05 pm	III. Reports			
	A. Upcoming Legislative Session (State Representative Chuck Burley)			Burley <input type="checkbox"/>
	B. Auditor's Report	3.b*		Kerkoch, Katter <input type="checkbox"/>
	C. 2007-2011- Revenue and Expenditure Projection			Jones <input type="checkbox"/>
7:05 pm	IV. Adjourn to Executive Session			
	Real Property Transactions – ORS 192.660 (1)(e)			Middleton <input type="checkbox"/>
7:35 pm	V. Resume Regular Board of Directors Meeting			
7:40 pm	VI. Agenda Changes			
7:45 pm	VII. Public Hearing and Testimony			
	A. Tri-County Child Care Initiative	7.a		Fischer <input type="checkbox"/>
7:55 pm	VIII. Consent Agenda***			
	A. Board Meeting Minutes–December 13, 2006	8.a	X	Smith
	B. Personnel			
	1. New Hire Report (November/December 2006)	8.b1	X	Buckles
	C.			
8:00 pm	IX. Information Items			
	A. Campus Indicators-	9.a*		Pierce
	B. Financial Statements	9.b*		Bloyer ^A
	C. EL 4, Financial Condition	9.c		Bloyer ^A
	1. Financial Certification - Finance Dept.	9.c1		Jones ^A
	2. Financial Certification - President	9.c2		Middleton ^A
8:10 pm	X. Board of Directors' Operations			
	A. Board Member Activities			
	B.			
8:20 pm	XI. Old Business			
	A. Education Broadband Surplus-Update	11.a		McCoy <input type="checkbox"/>
	B. Zone 3 Budget Committee Vacancy-Update			Paradis <input type="checkbox"/>
8:35 pm	XII. New Business			
	A.			
8:40 pm	XIII. President's Report			
	A. Strategic Plan-Proposed Structure			Middleton <input type="checkbox"/>

8:55 pm XIV. Dates

- A. January 19-6:00pm – Taylor Branch,
Pulitzer Prize-winning author/speaker
Summit High School Auditorium - and on
January 20-6:00 pm – at Mt. View High School
<http://foundation.cocc.edu/news/19853.aspx>
- B. February 10-14, 2007 - ACCT National Legislative Summit in
Washington D.C. <http://www.acct.org/>
- C. February 17-19 Central Oregon Symphony–Winter Concert –
Bend High School www.cosymphony.com/tickets.htm
- D. March 2, 6:00-11:00 pm COCC Foundation's "Taste of the Town"
March 3, 5:30-11:30 pm COCC Foundation's "Meal of the Year"
Location: Mazama Gymnasium
- E. March 11, 2pm – Winter Concert - Cascade Winds Symphonic Band
March 12, 7:30pm – Cascade Winds Symphonic Band – All concerts
at the Tower Theatre - Free Admission but tickets are required
www.cascadewinds.org/concerts.php

8:55 pm XV. Adjourn

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

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

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

P = indicates a Presentation will be provided.

A = indicates the presenter is Available for background information if requested.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, December 13, 2006 – 6:00 PM
Christiansen Board Room, Boyle Education Center

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

ABSENT: Anthony Dorsch

CALL TO ORDER: Donald Reeder - Chair

INTRODUCTION OF GUESTS:

Matt McCoy, Jon Bouknight-Faculty Forum President, Carol Moorehead, Kathy Walsh, Alicia Moore, Ron Paradis, Ross Tomlin, Mary Jeanne Kuhar, Richard Thompson, Jim Jones, Gene Zinkgraf, Jim Weaver, Lester Friedman-Budget Committee, Gail Tague-Classified Association President, Dan Cecchini, Eric Buckles, Lisa Bloyer and Monique Balas-The Bulletin.

AGENDA CHANGES:

Additions: Return to Executive Session at the end of the Regular Board Meeting.

PUBLIC HEARING AND TESTIMONY:

ASCOCC Report – None

US Bank Presentation

President Middleton welcomed the guests from US Bank who will make a presentation supporting COCC's Business Development program.

He summarized the two business programs that will be offered in the new year -

1. Launch Your Business

This program is a hands-on program for new business to develop a working plan to launch their business providing one-on-one business support

2. Take Charge of Your Business

Coaches participants who are already in business designed for businesses in their first and second year.

Research shows that businesses that participate in these types of programs,

- Grow more quickly
- Survive successfully longer in business

President Middleton reported that last year the business development center counseled 286 clients, with 65 training events and over 800 participants, this helps the economic environment.

(Board of Directors' Meeting, 12-13-06)

Mr. Ryan Kilgore-Regional President for US Bank for Central and Eastern Oregon, presented a \$10,000 check to the Central Oregon Community College's Business Development Center. Putting a local focus on small business, the grant will help support COCC's two business programs that are geared to helping new businesses.

CONSENT AGENDA:

Mr. Dana Bratton moved to approve the Consent Agenda. Mr. John Overbay seconded. MCU. Approved. MI2/06:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of November 8, 2006 (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the October/November 2006 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the proposed language change to Board Policy GP II: Board Monitoring/Evaluation (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' were apprised of the Fiscal Year 2007-08 Budget Parameters and Budget Calendar (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' do hereby authorize the change of the mileage reimbursement rate to .485 cents per mile, effective January 1, 2007 (Exhibit: 5.e);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Andrea Gibson-Development Officer for the COCC Foundation (Exhibit: 5.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the November 2006 Financial Statements.

Campus Indicators – Program Mix – (Exhibit: 6.b)

The College experienced extensive budget cuts in 2002-03 which impacted program offerings and student activity in 2003-04. The Professional/Technical program area has been the quickest to rebound. Self-Improvement (Community Learning) has had a steady increase since 2003-04. Lower Division Collegiate has seen its first increase in 2005-06 and Developmental Education continues to decline.

Leadership Development Program – (Exhibit: 6.c)

Mr. Eric Buckles-Director of Human Resources and Ms. Carol Moorehead- Dean of Continuing Education and Extended Learning, reported that the Human Resources department, in partnership with the College's Continuing Education Division has presented a (3 hour) six-session Leadership Training series for 24 campus managers and supervisors. The College contracted with training facilitator Ms. Moe Carrick, a nationally recognized expert in leadership and change management.

OLD BUSINESS:

Housing Update

Mr. Matt McCoy-Vice President for Institutional Advancement, reported that the college administration recommends that there be a strategic pause on the student housing project, with the intent to initiate building at the appropriate time in the future. He added that student housing continues to remain a factor to consider as part of the building and development planning for the Campus Center. Juniper Hall will remain as the campus student housing for the immediate future.

President Middleton noted that when looking at the capacity of the project and the transition of the OSU-Cascades leadership, the college will include the new OSU-Cascades CEO (approximate hire in Spring 2007) for joint planning before committing to the final design of the facility.

Budget Committee Vacancy

Mr. Ron Paradis-Director of College Relations, reported that the college has advertised in the Redmond and Bend newspapers for the Zone 3 (Redmond) Budget Committee vacancy. The College has received no applicants.

NEW BUSINESS:

Review of Governor's Proposed Budget (Handout: 8.a)

President Middleton gave a PowerPoint presentation-(Handout: 8.a), reviewing the Governor's proposed budget as it relates to COCC. He noted that the proposed budget (which will be presented and discussed in the Legislature) is a positive starting point for COCC's budget development noting that it allows COCC to shift from "cuts and/or dramatic student fee increases" to maintaining programs, services and quality and expansion of strategic initiatives.

Bend 2030 Plan (Handout: 8.b)

President Middleton gave a PowerPoint presentation-(Handout: 8.b), reviewing that "Bend 2030" is a community process of planning for Bend's future.

COCC's involvement includes:

- Creative Learning Culture Section
- Advocacy and Support for CORRECT
- COCC/K-12 Curriculum Coordination
- COCC/University Collaboration
- COCC/Business Partnerships
- Funding Support for New Facilities
- Touchmark/COCC Joint Project
- Establish Juniper Ridge as a Model
- Robust Communication Infrastructure
- Workforce Education and Training
- Bend 2030 Non-Profit Board

(Board of Directors' Meeting, 12-13-06)

Board Consensus is for President Middleton, Mr. Matt McCoy or appropriate personnel, to represent the College by submitting an application to participate on the "Bend 2030 Non-Profit Board." The non-profit organization is designed to be a public/private partnership that will oversee Phase III of the Bend 2030 Visioning process and implementation.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Bratton	Bought 20 pies from the Culinary to support the Culinary Holiday Pies Fundraiser Hosted December 4 Culinary Luncheon in Grandview for 60 clients to gain support for the Culinary Capital Project Campaign Attended SELCO Breakfast – Faculty Recognition
Dr. Garrett	Attended the Prineville Chamber Education Mtg. Attended October Board of Directors Retreat – Camp Sherman Attended OSU-Advisory Committee Mtg.
Ms. Lee	Attended SELCO Breakfast – Faculty Recognition Chair of the OCCA Executive Committee Mtg. Conference Call w/James Sager re: the Governor's Budget Attended OCCA Board Mtg. – re: approval of Strategic Plan
Dr. Foerster	None to Report
Mr. Overbay	Attended SELCO Breakfast – Faculty Recognition
Mr. Reeder	Attended OSU-Advisory Board Committee Mtg. Agenda Planning Phone Call w/President Middleton

PRESIDENT'S REPORT:

Student Services - Staffing

President Middleton announced that after 22 years of service to Central Oregon Community College, Mr. Richard Thompson-Dean of Students and Enrollment Services will be retiring from the college effective December 31.

Mr. Thompson has accepted a new position as coordinator of the Education Credit Management Corporation (ECMC) "thecollegeplace" that provides college entrance support services to students.

Mr. Thompson expressed his gratitude for the career opportunities during his 22 years of employment with the college.

President Middleton and the Board of Directors thanked Mr. Thompson for his years of outstanding service to the college.

(Board of Directors' Meeting, 12-13-06)

President Middleton announced that Ms. Alicia Moore-Director of Admissions and Records, has been named interim Dean of Students and Enrollment Services.

RFQ's – Three Corners

President Middleton reported that the college has completed the RFQ's (Requests for Qualifications) for the Three Corners (3 parcels of land at the Shevlin/Mt. Washington round-about).

NCMPR Awards

President Middleton congratulated the College Relations department as a winner in the 2006 National Council for Marketing & Public Relations-District 7, Medallion Awards competition.

The college received two awards in the following categories –

- ❖ Gold in the Electronic Advertisement Division A
- ❖ Silver in the Brochure, Flyer or Postcard 3 or more colors.

Dates

President Middleton announced the upcoming Oregon Business Plan – Leadership Summit to be held at the Portland Convention Center on January 4, 2007. Please contact Julie Smith if you are interested in attending.

Adjourn to Executive Session: 7:53 PM

ADJOURN from Executive Session: 9:10 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Exhibit: 8.b1
January 10, 2007
Approve: __Yes__No
Motion: ____

Central Oregon Community College
New Hire Report

NOVEMBER-DECEMBER 2006

Name	Date Hired	Job Title
Classified Full-Time		
DeSilva, Michele	11/6/2006	Circ Mgr/Tech Fac.
Hedlund, Karinda	12/18/2006	Admin Assistant 1 - CAP
Musgrove, Brenda	12/18/2006	Financial Aid Specialist
Whitney, Joel	12/10/2006	Custodian
Part-Time Faculty		
Ellis, Karen	11/1/2006	
Godsey, Alanna	11/1/2006	
Smith-Marchi, Janel	11/1/2006	
Temporary Hourly		
Alonso, Dinora	12/1/2006	Computer Lab
Cagney, Kimberly	12/1/2006	CAP Door Monitor
Chouinard, Anne	11/14/2006	ABE Substitute
Crawford, Shannon	11/13/2006	Performance Tech Asst
Frantum, Diane	12/11/2006	Bookstore Clerk
Gardiner, Virginia	11/6/2006	
Hagen, Sean	12/1/2006	SFS Lab Asst
Hunter, Angelina	11/1/2006	Childcare Provider
Johnson, Ryan	11/27/2006	Computer Lab
Kenfield, Jerimiah	11/1/2006	EMT Lab Asst
Morfin, Niguel	11/20/2006	Lab Asst - Automotive
Nist, Julie	11/3/2006	Tech Services Aide
Palmer, Stacy	12/11/2006	Bookstore Cashier
Pickle, Sandra	11/1/2006	Office Support
VanDis, Katrina	11/6/2006	Tutor
Temporary Salary Payment		
Cowart, Mark	11/6/2006	
Lewis, William	11/18/2006	
Mape, Brody	11/15/2006	
Miller, Samantha	11/1/2006	
Pietsch, Nathan	11/1/2006	
Traughber, Ryan	11/1/2006	
Williams, Kristina	11/1/2006	
Yates, Diane	11/1/2006	
Yates, Patrick	11/1/2006	
Workstudy		
Smith, Kati	11/15/2006	Server - Kitchen

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Lisa Bloyer-Accounting Manager

A. Issue

Financial Certifications

B. Discussion/History

Following this information item are two financial certifications.

The first document is a certification to the President and signed by the finance department.

The second document is a certification to the Board and signed by the President.

These documents are prepared in conformance with Board policy EL 4, Financial Condition. These documents are prepared to meet the requirements of the Sarbanes-Oxley act.

Exhibit No. 11.a.
January 10, 2007
Approval____Yes____No
Motion_____

RESOLUTION

Prepared by: Matthew McCoy-Vice President for Institutional Advancement

A. Action Under Consideration

Approve the issuance of an RFP by the consortium of Central Oregon Community College, the High Desert Educational Service District (ESD) and Bend La Pine School District to lease surplus Educational Broadband Service (EBS) spectrum.

B. Discussion/History

In 1996 the Federal Communications Commission licensed 4 channels of surplus bandwidth to COCC for broadcasting educational content in Central Oregon. The license for the bandwidth was renewed in 2006 by the FCC for 10 years, with the expectation the additional 10 year extensions will be available in the future.

In the past, COCC leased excess bandwidth to Sprint/Clearwire. The lease agreement for excess bandwidth has expired. COCC currently has excess bandwidth available to lease. The ESD and Bend La Pine School District both hold license to 4 channels of EBS and are considering leasing excess bandwidth to a private interest.

The three entities believe the combined EBS spectrum is of greater value than three separate spectrum licenses, and formed a consortium in October 2006 to consider options. Analysis by the consortium suggests that issuing an RFP from the combined consortium members offers the greatest opportunity to address the educational needs of the Central Oregon region. The RFP will seek to partner with a private sector service provider and benefit the College and the students, faculty and administration of the College as well as the other consortium members and their constituents.

C. Options/Analysis

Approve issuing an RFP by the EBS consortium of Central Oregon Community College, The High Desert Educational Service District and Bend La Pine School District.

Decline to approve issuing an RFP by the consortium.

D. Timing

Approving issuance of an RFP will allow the consortium to initiate the process soliciting proposals from qualified broadband wireless corporations with experience in developing services in the Educational Broadband Service spectrum in hopes of partnering with a private sector provider to the benefit of the College.

F. Recommendation

Be it resolved that the College approves issuing an RFP for use of the Educational Broadband Service spectrum licensed to Central Oregon Community College as part of a consortium with the High Desert Educational Service District and Bend La Pine School District.

G. Budget Impact

There is a minimal budgetary impact from this decision.