



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, July 8, 2009
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:45 pm	I. Call to Order			Garrett
	II. Oath of Office – (Ford)			Garrett
	III. Election of 2009-10 Chair & Vice Chair			
6:50 pm	IV. Introduction of Guests			Chair
6:55 pm	V. Agenda Changes			
6:55 pm	VI. Public Hearing and Testimony			
	A. National Recognition			Wagonblast/Mays
7:10 pm	VII. Consent Agenda***			
	A. Minutes			
	1. Executive Session-June 17, 2009	7.a1	X	Smith
	2. Regular Meeting-June 17, 2009	7.a2	X	Smith
	B. Personnel			
	1. New Hire Report (June 2009)	7.b1	X	Buckles ^A
	C. Approval to Hire (Cavallo, Endries, Erickson, Hamlin, Schmidt)	7.c	X	Walsh
	D. Safe Deposit Box	7.d	X	
7:15 pm	VIII. Information Items			
	A.			
7:20 pm	IX. Old Business			
	A.			
7:25 pm	X. New Business			
	A. Bond Measure-Draft	10.a	X	Paradis
	Bond Measure Ballot Language	10.a1		
7:35 pm	XI. Board of Directors' Operations			
	A. Board Appointments	11.a		Chair
	1. Standing Committee/Appointments			
	a. President's Evaluation Committee			
	b. Board Self-Evaluation Committee			
	2. Consultative			
	a. Sub-Committee on Policy Review			
	b. Long Range Real Estate Committee			
	3. Liaison			
	a. College Affairs Committee Rep.			
	b. Foundation Rep.			
	c. Oregon Community College Assoc. (OCCA) Rep.			
	d. OSU-Cascades Advisory Board Appointment (Official Appt. made by OSU President)			
	e. ACCT Voting Delegate (Conference Attendee)			

B. August Board Meeting Cancellation 11.b X Chair
C. Board Member Activities

7:45 pm XII. President's Report
 A. Updates

7:55 pm XIII. 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
2600 NW College Way – Bend, OR 97701

EXECUTIVE SESSION MINUTES
BOARD OF DIRECTORS EXECUTIVE SESSION
Christiansen Board Room – Boyle Education Center
June 17, 2009

BOARD ATTENDANCE

Board Members Present:

Dr. Ronald E. Foerster, Dr. Joyce Lynn Garrett, Charley Miller, Anthony Dorsch, Connie Lee, John Overbay, Donald Reeder

Guests Present:

James E. Middleton-President, Ronald Bryant-Board Attorney, Julie A. Smith-Executive Assistant, Eric Buckles, Jim Jones, Kathy Walsh, Matt McCoy, Ron Paradis, Alicia Moore

EXECUTIVE SESSION

The Board of Directors convened in executive session to discuss Exempt Public Records - ORS 192.660 (2) (b).

CALL TO ORDER

Chair Foerster called the executive session to order at time 6:00 PM.

EXEMPT PUBLIC RECORDS – ORS 192.660 section 2, subsection b

Eric Buckles-Director of Human Resources, reviewed exempt public records matters.

ADJOURNMENT

There being no further matters to discuss, executive session adjourned at 6:05 PM.

Chair Dr. Joyce Lynn Garrett

President James E. Middleton

Minutes Prepared by:

Julie A. Smith
Executive Assistant to the Board of Directors



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, June 17, 2009 – 6:00 PM
Christensen Board Room, Boyle Education Center

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

INTRODUCTION OF GUESTS: David Ford, Lester Friedman, Kathy Walsh, Matt McCoy, Jim Jones, David Dona, Dan Cecchini, Lisa Bloyer, Gene Zinkgraf, Eric Buckles, Diana Glenn, Ron Paradis, Leslie Minor-Evans-Faculty Forum President, Joe Viola, Christine Ott-Hopkins, Terry Link, Sheila Miller-The Bulletin and others.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING & TESTIMONY FOR 2009-2010 BUDGET

Budget Hearing Input: President Middleton gave a PowerPoint Presentation (Handout: 3.a), reviewing the “changing situation” since the May 13 Budget Committee meeting – Additional expenditures were added to support:

- Additional expenditures to support enrollment expansion

Anticipated revenue was reduced due to:

- Lower State revenue allocated to COCC through the State distribution formula at assumed \$428M level

To ensure a balanced budget for the year, additional transfers were made from:

- PERS Reserve
- Summer School Resources

Continuing revenue uncertainty remains due to:

- Uncertain stability of new revenue initiatives
- Uncertain of accuracy of economic predictions.

President Middleton said that COCC must maintain appropriate contingency flexibility with the legislative funding uncertainties. He noted the “recommended budget changes” –

1. Expenditure – as presented to the Budget Committee plus additional instructional spending (+\$207K) for increased enrollment
2. Revenue – at \$428M level plus \$317K in transfers and,
3. If \$450M is approved, the above transfers could be eliminated.

ADOPTION OF THE COLLEGE BUDGET FOR 2009-2010
BUDGET RESOLUTION I:

Dr. Joyce Garrett moved to adopt the 2009-10 budget, Resolution I – Exhibit: 4.a, as approved by the Budget Committee on May 13, 2009, with recommended adjustments. Ms. Connie Lee seconded.

MCU. Approved.

M06/09:1

APPROPRIATION OF 2009-10, BUDGET RESOLUTION II:

Mr. John Overbay moved to adopt Appropriation Resolution II – Exhibit: 4.b.

Dr. Joyce Garrett seconded.

MCU. Approved.

M06/09:2

LEVY PROPERTY TAXES 2009-10, BUDGET RESOLUTION III:

Dr. Joyce Garrett move to approve the Levy of Property Taxes, Resolution III – Exhibit: 4.c.

Ms. Connie Lee seconded. MCU. Approved. M06/09:3

President Middleton thanked Budget Committee members for their time and participation in the 2009-2010 budget process. He also thanked the faculty and staff for their continued good work accommodating the unprecedented enrollment growth the college has experienced over the past two years.

ADJOURNMENT OF PUBLIC HEARING FOR 2009-2010 BUDGET

RECONVENE as Regular Public Board of Directors' Meeting

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda (Exhibit: 8). Mr. Charley Miller seconded. MCU. Approved. M06/09:4

BE IT RESOLVED that the Board of Directors' reviewed and approved the Budget and Regular Meeting Minutes of May 13, 2009 (Exhibits: 8.a1 & 8.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the May 2009 New Hire Report (Exhibit: 8.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Kevin Kimball "Chief Financial Officer" (Exhibit: 8.c);

BE IT RESOLVED that the Board of Directors' does hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 8.d1);

BE IT RESOLVED that the Board of Directors' does hereby approve James E. Middleton, Matthew J. McCoy, Kevin Kimball (effective July 15, 2009), and James R. Jones-(one month term ending July 31, 2009) as custodians of funds and the aforementioned financial institutions as depositories of District Funds (Exhibit: 8.d2);

BE IT RESOLVED that the Board of Directors' does hereby designate James E. Middleton as Budget Officer and Clerk of the District, and Kevin Kimball (effective July 15, 2009) and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2009 through June 30, 2010 (Exhibit: 8.d3);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of budget and a like amount of appropriation authority as specified in the budget change form (Exhibit: 8.e);

BE IT RESOLVED that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of \$800,000 from the General Fund to the Capital Projects Fund (New Construction & Campus Renovation) (Exhibit: 8.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 9.a)

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

Institutional Effectiveness & Facility Development (Exhibit: 9.b)

The Board of Directors' were apprised of the initiatives and projects as listed in (Exhibit: 9.b) these primary activities are taking place to meet the "measurement" standards of:

- Leveraging regional support for a construction bond to fund the Health Careers and Science Center and help fund facility repurposing, instructional effectiveness/efficiency and service to outlying communities
- Attract alternative financial contributions to support priority facility initiatives.

COCC Arboretum and Walking Tour

Mr. James R. Jones-VP and Chief Financial Officer and Ms. Julie Mosier-Purchasing, Procurement and Facilities Scheduling Coordinator gave a PowerPoint "walking tour" of the campus "Arboretum" (with 61 unique species) made possible by seed money (\$5,000. Grant) donated by the Keyes Memorial Trust.

Special Thanks go to Christine Ott-Hopkins-Faculty, James R. Jones, Julie Mosier, Jon Wagner-Student and Kim Auker-Staff/Faculty (initial project team members) for their good work on the project.

Administrative Emeritus Awards (Exhibits: 9.d1 & 9.d2)

President Middleton announced the Administrator Emeritus Status presented to Mr. Richard Thompson and Mr. James R. Jones for their 25 and 24 years (respectively) of outstanding quality service given to the students and communities of Central Oregon Community College.

2009-10 Maintenance Projects Schedule (Exhibit: 9.e)

The Board of Directors' were apprised of the 2009-10 proposed Maintenance Projects. Projects on the list are taken from the college's Five-Year Maintenance Projects Plan.

NEW BUSINESS:

Canvass of Votes (Exhibit: 11.a)

Mr. Ron Paradis-Director of College Relations, reviewed the abstract of votes for the May 19, 2009 election for Zones 1, 2, 3 and 4 – COCC Board of Directors.

Ms. Connie Lee moved to approve the May 19, 2009 election canvass of votes.

Mr. Charley Miller seconded. MCU. Approved. M06/09:5

BOARD OF DIRECTORS' OPERATIONS:

OCCA Update

Ms. Connie Lee reported on the efforts made for legislative approval for a central budget level for community colleges.

Ms. Lee will be leaving her post of President of the OCCA Board and President Jim Middleton will join the OCCA board as an executive member.

President Middleton commented that Connie has garnered much respect while serving as OCCA Board Member for the past two years, her service has been greatly appreciated.

Board Member Activities

Mr. Overbay Attended COCC Foundation Meeting
Met w/ Becky Johnson-OSU-Cascades re: the COCC Foundation
Met w/Joyce Garrett and Don Reeder in Prineville re: Board Chair info.

Ms. Lee Scholarship Awards Ceremony at Mt. View and Bend High Schools
Presentation at ABE Ceremony (Bend)
Attended Jim Jones Retirement Celebration
OCCA Board Meeting
Attended CFO interviews

Mr. Dorsch Presented Foundation Scholarships at Redmond High School
Thanked Mary Jeanne Kuhar for attending Band Concert
Thanked Sheila Miller for good report in The Bulletin newspaper

Mr. Miller Presented Scholarships at Summit High School
Attended CFO interviews
Work on Bond Campaign

- Dr. Garrett** Attended CFO interviews
Presented Scholarships at Crook County and Sisters High Schools
Keyes Memorial Trust meeting
OSU-Cascades Commencement
Met w/John Overbay and Don Reeder re: Board Chair info.
- Mr. Reeder** Economic Development Meeting in Madras
Presented Scholarships at Madras High School
Met w/Joyce Garrett and John Overbay re: Board Chair info.-Prineville
- Dr. Foerster** Conversation w/Staff and President Middleton re: college
Presented Diplomas at COCC Commencement
Expressed that it has been a great experience to have served on the
Central Oregon Community College Board of Directors for the past four years
Agenda Planning Meeting w/President Middleton

PRESIDENT'S REPORT:

Plaque Presentation

President Middleton thanked Dr. Ronald E. Foerster for his dedication and service to the students and communities of Central Oregon these past four years. As a small token of appreciation two plaques were presented to Dr. Foerster for serving this past year as Board Chair and for four years as member of the COCC Board of Directors.

Enrollment Update

Ms. Alicia Moore-Dean of Students and Enrollment reported on another "astounding" month of enrollment growth – with a two-year 45% enrollment growth noted on the end-of-year annual credit enrollment summary and anticipated summer 2009 growth of 127%. President Middleton again, applauded the faculty and staff for this achievement and the extra work load efforts the enrollment growth incurs.

Campus Center Update

President Middleton announced that the Campus Center building should reach construction completion in a month.

Campus Rezoning

President Middleton reported that on Monday, June 22 the college will be going before the County Planning Commission for rezoning the campus village project. He thanked Mr. James R. Jones, Mr. Matt McCoy-Vice President for Administration, and others for their efforts on this milestone project.

ADJOURN: 7:40 PM

APPROVED;

ATTEST TO;

Dr. Joyce Lynn Garrett-Board Chair Elect

Dr. James E. Middleton, President

Exhibit: 7.b1
July 8, 2009
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – JUNE 2009

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Part-Time Faculty		
Rubio, Christie	6/22/2009	Part-Time Faculty
Temporary Hourly		
Heddles-Flint, Jane	6/1/2009	Office Assistant
Temporary Salary Payment		
Level, Rhiannon	6/22/2009	Pharmacy Curriculum Dev.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contract for **Carl Cavallo, Tara Endries, Signy Erickson, Annemarie Hamlin, and Julie Schmidt.**

B. Discussion/History

The one-year temporary instructor of Automotive Technology contract for Carl Cavallo is a new position.

The one-year temporary instructor of Health and Human Performance contract for Tara Endries is a new position.

The one-year temporary instructor of Licensed Massage Therapy contract for Signy Erickson is a new position.

The one-year temporary instructor of Writing contract for Annemarie Hamlin is a new position.

The one-year temporary instructor of Math contract for Julie Schmidt is a new position.

C. Options/Analysis

Approve the contracts for Carl Cavallo, Tara Endries, Signy Erickson, Annemarie Hamlin, and Julie Schmidt.

Decline approval of the contracts for Carl Cavallo, Tara Endries, Signy Erickson, Annemarie Hamlin, and Julie Schmidt.

D. Timing

For the 2009-10 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Carl Cavallo, Tara Endries, Signy Erickson, Annemarie Hamlin, and Julie Schmidt for the 09-10 academic year.

F. Budget Impact

The salaries conform to the salary schedule approved by the Board and the Faculty Forum.

Carl Cavallo
One-Year Temporary Instructor – Automotive Technology

Carl Cavallo has been a part time and adjunct instructor at COCC since 2002, serving as a full time temporary instructor for fall term 2004. He holds a Bachelor of Arts in Industrial Arts from Chico State College. Prior to coming to COCC, he taught high school automotive for 22 years and at the community college level in California for 14 years.

Tara Endries
One-Year Temporary Instructor – Health and Human Performance

Tara Endries has taught at COCC on a part time and adjunct basis since 2003. She holds a Bachelor of Science degree in Psychology and a Master's degree in Exercise and Movement Science from University of Oregon, and she acquired her Licensed Massage Therapist status through Lane Community College and Cascade Institute of Massage and Body Therapies.

Signy Erickson
One-Year Temporary Instructor – Licensed Massage Therapy

Signy Erickson holds a Bachelor of Arts in Biology from Linfield College and a Doctorate in Chiropractic from Western States Chiropractic College. She has taught at COCC on a part time and adjunct basis since 2007. She has been in private practice as a chiropractor since 1991.

Annemarie Hamlin
One-Year Temporary Instructor - Writing

Annemarie Hamlin taught for COCC as a full time temporary writing instructor during the 2007-08 academic year, and as an adjunct for 2008-09. She holds a Bachelor of Arts in English from Pacific Union College and a Master of Arts and a PhD from Claremont Graduate School. She received the Distinguished Faculty Award from La Sierra University in 2005, where she taught from 1997 to 2007. Prior to that, she taught for two years at Mt. San Antonio College.

Julie Schmidt
One-Year Temporary Instructor - Math

Julie Schmidt has taught at COCC on a part time and adjunct basis since 2006. She served as a full time temporary math instructor for the 2006-07 academic year. She holds a Bachelor of Science degree in Mathematics from Southeast Missouri State University and a Master of Science degree for Teaching Mathematics from the University of Missouri.

Exhibit: 7.d
July 8, 2009
Approval ____ Yes ____ No
Motion: ____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Julie Smith-Executive Assistant, President & Board of Directors

A. Action Under Consideration

Along with James E. Middleton-President and Julie A. Smith-Executive Assistant-President & Board of Directors -

Add Kevin E. Kimball-CFO-Chief Financial Officer as authorized to access the College safe deposit box.

Remove James R. Jones as authorized to access the College safe deposit box.

B. Discussion/History

The college secures a safe deposit box at the Western Bank a division of Washington Mutual Bank, located at 450 NW Franklin - Bend, Oregon.

The purpose of the safe deposit box is to store "microfiche" - scanned historical copies of

- Official Board Minutes
- Student Records

C. Options/Analysis

Approve adding Kevin E. Kimball and removing James R. Jones from the list of persons approved to access the safe deposit box.

Disapprove this change and/or make another change.

D. Recommendation

BE IT RESOLVED that the Central Oregon Community College Board of Directors' do hereby authorize the addition of Kevin E. Kimball as a person with authority to access the College's safe deposit box and remove access authority from James R. Jones. In addition the Board of Directors' affirms the authority of James E. Middleton and Julie A. Smith to access the safe deposit box.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS

Resolution- "DRAFT"

PLACE BOND MEASURE ON November 3, 2009 Ballot

Prepared by: Ron Paradis-Director of College Relations

A. Action Under Consideration

Approve placing bond measure on November 3, 2009 ballot.

B. Discussion

The college has identified capital construction needs including construction of health careers and science buildings on the bend campus, a technology education center on the Redmond campus, new campus facilities in madras and Prineville and renovations of various buildings on the Bend campus. Total cost would not exceed \$41.58 million which equates to less than \$2.00 per month for the average home owner in the college district.

C. Options

Approve placing the bond measure on the November 3, 2009 ballot.
Do not approve placing the bond measure on the November 3, 2009 ballot.

D. Timing

Approval is requested at this meeting as it is required by election law to be done by Sept. 1, 2009.

E. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby place the attached bond measure on the November 3, 2009 ballot for voters in the COCC district.

F. Budget Impact

Placing the bond measure on the ballot will incur costs estimated to be \$50K.

NOTICE OF BOND ELECTION

CENTRAL OREGON COMMUNITY COLLEGE

NOTICE IS HEREBY GIVEN that on November, 3, 2009, a measure election will be held in Crook, Deschutes, Jefferson, Klamath, Lake and Wasco Counties, Oregon. The following shall be the ballot title of the measure to be submitted to the district's voters on this date:

CAPTION:

CENTRAL OREGON COMMUNITY COLLEGE (COCC)
GENERAL OBLIGATION BOND AUTHORIZATION

QUESTION:

Shall COCC be authorized to issue general obligation bonds not exceeding \$41.58 million to construct and renovate instructional facilities? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY:

Passage of this measure would provide funds for capital construction and renovations including the following:

- Construction of new health careers and science buildings in Bend.
- Construction of a new technology education center in Redmond.
- Construction of educational campus facilities in Madras and Prineville.
- Creation of additional lab and student learning space and clinics for health career programs such as nursing, dental assisting, pharmacy technician and medical assisting.
- Renovation of other buildings to address enrollment increases, expand capacity and modernize facilities.
- Pay fees associated with issuing the bonds.

\$11.47 million in State funds have been committed for construction of the health career and science centers, and the technology education center. This measure would provide the local matching funds required for COCC to receive the State funds.

The estimated cost to the average homeowner would be less than \$2 per month. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of the estimate.

The Bonds would mature in twenty (20) years or less from the date of issuance and may be issued in one or more series.

The following authorized District Election Authority hereby certifies the above ballot title is true and complete.

Signature of authorized District Election Authority

Date signed

Printed name of authorized District Election Authority

Title

BOARD OF DIRECTORS' OPERATIONS

Board Appointments 2009-10

Standing Committees

- Board Self-Evaluation Committee 2009-10
2009-10
Dorsch-Chair, Lee, Reeder 2008-09
- President's Evaluation Committee 2009-10
2009-10
Overbay-Chair, Dorsch, Miller 2008-09
- COCC Memorial Education, (Keyes Trust) – 2 year term, 2007-2009
2009-11
Garrett – 2007-09

Consultative Committees

- Sub Committee on Policy Review
2009-10
Garrett-Chair, Lee, Foerster – 2008-09
- Long Range Real Estate Committee
2009-10
Miller-Chair, Overbay, Reeder 2008-09

Internal Liaisons

- College Affairs
2009-10
Miller 2008-09
- Foundation
2009-10
Overbay 2008-09

External Liaisons

- Oregon Community College Association - OCCA
2009-10
Lee - 2008-09
- OSU-Cascades Advisory Board – (Official Appointment made by OSU President)
2009-10
Garrett - 2008-09
- ACCT Voting Delegate (Association of Community Colleges & Trustees)
2009-10 (Conference Attendee)
Reeder – 2008-09 (Conference Attendee)

Exhibit: 11.b
July 8, 2009
Approved: ___Yes ___No
Motion: _____

Central Oregon Community College
BOARD OF DIRECTORS

RESOLUTION

Prepared by: Julie Smith-Executive Assistant,
President & Board of Directors

A. Action Under Consideration

Cancel August 2009 Board of Directors' Meeting

B. Discussion/History

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

C. Options/Analysis

Convene August 2009 Board of Directors' meeting.

Cancel August 2009 Board of Directors' meeting.

D. Timing

This decision needs to be made prior to the scheduled August 12, 2009 Board of Directors' meeting.

E. Recommendation

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 12, 2009 Board of Directors' meeting.

F. Budget Impact Minimal