

CENTRAL OREGON COMMUNITY COLLEGE

BUDGET COMMITTEE MEETING

Wednesday, May 9, 2007 – 6: 00 PM
Christiansen Board Room-Boyle Education Center

AGENDA

		<u>Exhibit</u>	<u>Action</u>	<u>Presenter</u>
I.	Call to Order			Friedman
II.	Introduction of Guests			Friedman
III.	Public Hearing and Testimony			Friedman
IV.	Minutes Approval			
	a. Budget Meeting – April 11, 2007	4.a	X	Smith
V.	Update on State Funding			Middleton
VI.	Resolution for Approval of Proposed 2007-08 Budget			Dona
VII.	Adjourn			

CENTRAL OREGON COMMUNITY COLLEGE
BUDGET COMMITTEE MEETING
Wednesday, April 11, 2007 -6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: Lester Friedman-Chair, Steve Curran, Laura Hiller, Evan Dickens, Bridget Burns, Dana Bratton, John Overbay, Connie Lee, Don Reeder, Dr. Ronald Foerster, Dr. Joyce Garrett, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

ABSENT: Jay Henry, Karen Pringle, Anthony Dorsch

CALL TO ORDER: Lester Friedman-Chair

INTRODUCTION OF GUESTS:

Dr. Kathy Walsh, Matt McCoy, Jim Jones, Mary Jeanne Kuhar, Lisa Bloyer, Eric Buckles, Gene Zinkgraf, Dan Cecchini, Alicia Moore, Ron Paradis, Carol Moorehead, David Dona, Aimee Metcalf, Charlie Miller-Board Candidate, Monique Balas-The Bulletin.

PUBLIC HEARING AND TESTIMONY:

None.

MINUTES APPROVAL:

Ms. Connie Lee motioned to approve the minutes of the March 14, 2007 Budget Committee Meeting. Mr. John Overbay seconded. MCU. Approved. M04/07:1

UPDATE ON CO-CHAIRS PROPOSED BUDGET - IMPACT ON COCC:

President Middleton announced that the States Legislature - Ways & Means (Budget) Committee is conducting a state wide tour of "Hearings" and will be in Bend - Thursday, April 12 - 6:30 PM at OSU-Cascades Hall. He invited Board Members, Budget Committee Members, Faculty, Staff and Students to attend the meeting.

He summarized the -

- Governor's Budget - \$483M
- Co-Chairs Ways & Means Committee Budget - \$458M
- Community College Budget - \$529M

The Governor's Budget will provide a 7% increase (1.18% annualized change) in the biennium barely keeping up with inflation, but it does include 11 capital projects statewide (including COCC's Health and Science Center.)

The Co-Chairs Budget is 5% lower than the Governor's Budget, resulting in a decrease to COCC of approximately \$600K.

The Community College's Budget request of \$529M provides an approximate 17% increase over the current biennium, but with the current community college funding formula, this freezes COCC's funding over the next four years.

President Middleton reported that the Governor met with the Community College Presidents on April 10. The Governor reiterated that higher education funding is inadequate asking the presidents to continue communicating with their constituency the importance of supporting higher education.

2007-08 GENERAL FUND – QUESTIONS:

Mr. David Dona-Associate Chief Financial Officer, reviewed questions from Lester Friedman-Chair – the questions have been addressed, the Budget Committee has been provided the responses.

2007-08 PROPOSED NON-GENERAL FUND BUDGET:

(Handouts: 7.1 & 7.2)

Mr. Dona and Ms. Lisa Bloyer-Accounting Manager, reviewed PowerPoint presentation (Handouts: 7.1 & 7.2) – summarizing the proposed Non-General Fund Revenues and Fund Expenditures reviewing that the primary objective is to provide funding and spending authority for departments.

- Debt Service Fund
- Special Revenue Fund
- Auxiliary Fund
- Capital Projects Fund
- Reserve Funds
- Financial Aid Fund
- Enterprise & Internal Service Funds

Chair Friedman asked that the committee review the Proposed Non-General Fund Budgets-Handout: 7.2, if questions contact David Dona or Lisa Bloyer.

Next Budget Committee Meeting – Wednesday, May 9, 2007, 6:00 PM.

ADJOURN: 7:15 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Chair

Dr. James E. Middleton, President

CENTRAL OREGON COMMUNITY COLLEGE
 Board of Directors' Meeting – AGENDA
 Wednesday, May 9, 2007 – 6:30 PM
 Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:30 pm	Executive Session: ORS 192.660 (1)(d) Labor Negotiations			McCoy
7:00 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
	III. Agenda Changes			
7:05 pm	IV. Public Hearing and Testimony			
	A.			
7:10 pm	V. Consent Agenda***			
	A. Minutes			
	1. Board of Directors, April 11, 2007	5.a1	X	Smith
	2. Board of Directors-Retreat, April 30, 2007	5.a2	X	Smith
	B. Personnel			
	1. New Hire Report (April 2007)	5.b1	X	Buckles ^A
	C. Workers Comp Coverage	5.c	X	Buckles ^A
	D. Real Estate Agent – Observatory Court Property	5.d	X	Jones ^A
	E. Pedestrian Trail	5.e	X	Zinkgraf ^A
	1. Trail Map	5.e1		
	F. Rehire: Administrative/Confidential Supervisory	5.f	X	Buckles ^A
	G. Contracts Approval	5.g	X	Walsh ^A
	H. Rehire Faculty	5.h	X	Walsh ^A
	I. Residence Hall-Room/Board Rates	5.i*	X	Moore ^A
7:15 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators –	6.b*		Pierce
	C. Career Pathways - Project			Tomlin [☐]
7:35 pm	VII. Old Business			
	A. Madras Property	7.a*	X	McCoy ^A
	B. Campus Center Project	7.b*		Jones/Zinkgraf [☐]
8:05 pm	VIII. New Business			
	A. Naming – Campus Buildings	8.a*	X	Middleton [☐]
8:15 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
8:30 pm	X. President's Report			
	A. Accreditation Visit – Report			Middleton [☐]
	XI. Dates:			
	A. Cascades Winds Symphonic Band Performances – Tower Theatre Sunday, June 3 – 2:30 PM & Monday – June 4 – 7:30 PM Admission is Free – but Tickets are required			
	B. COCC Board of Directors Meeting – Wednesday, June 13, 2007 Location: <u>Culver School District, Culver, Oregon</u>			

C. COCC Commencement – Saturday, June 16, 2007
Location: COCC Campus – Mazama Field

8:50 pm XII. Adjourn

* Material to be distributed at the meeting (as necessary). ** Times listed on the agenda are approximate to assist the Chair of the Board.
*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. P = indicates a Presentation will be provided. A = indicates the presenter is Available for background information if requested.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS' MEETING
Wednesday, April 11, 2007 – 7:00 PM
Christiansen Board Room – Boyle Education Center

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

ABSENT: Dana Bratton, Anthony Dorsch

INTRODUCTION OF GUESTS:

Jon Bouknight-Faculty Forum President, Kathy Walsh, Mary Jeanne Kuhar, Lester Friedman, Aimee Metcalf, Alicia Moore, Lisa Bloyer, David Dona, Matt McCoy, Jim Jones, Eric Buckles, Gene Zinkgraf, Dan Cecchini, Derek Sangston-ASCOCC, Ron Paradis, Carol Moorehead, David Triggs-student, Charlie Miller-Board Candidate, Monique Balas-The Bulletin and others.

AGENDA CHANGES: Remove for separate action: Exhibit: 5.d – Approval to Hire (Turner)

PUBLIC HEARING AND TESTIMONY:

ASCOCC – (Associated Students of Central Oregon Community College)

Alicia Moore introduced Derek Sangston, COCC student from Prineville graduating this year and part of the ASCOCC Executive Team. Derek Sangston reported that he serves as the technology and hospitality coordinator. He reviewed the governance process of the five member ASCOCC Executive team that serves the students of COCC. He noted that currently ASCOCC is working on three campaigns -

- Affordable textbooks
- OSPIRG – Hungry and Homelessness
- Marquee Project – 3 marquee reader boards installed on campus to better help connect students to campus activities.

Smoking Policy

Mr. David Triggs-COCC student, reported that he recently finished an internship working with the Deschutes County Health department in the tobacco prevention office. He has researched the campus smoking policy, his opinion is that there is little awareness on campus regarding the smoking policy and the logistics of the no smoking and smoking areas.

Mr. Ron Paradis-Director of College Relations reported that the “smoking policy” will be in the upcoming course schedule handbook and he will look at additional ways to communicate the policy to students.

529

529 nametags were distributed while Mr. Matt McCoy-Vice President for Institutional Advancement, asked that persons planning to attend the Legislatures Ways & Means Budget Committee on April 12 to please wear a 529 sticker – 529 signifies \$529M appropriation in the States Funding Budget for community colleges.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda. Ms. Connie Lee seconded. MCU. Approved. M04/07:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of March 14, 2007 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the March 2007 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' were apprised of the Redmond Campus Easement (Exhibit: 5.c);

Dr. Foerster moved to amend the "Timing" section in Resolution Exhibit: 5.d – to read - "2-1/2 months from April 18, 2007 to June 30, 2007." Dr. Joyce Garrett seconded. MCU. Approved. M04/07:2

BE IT RESOLVED that the Board of Directors' approves the employment contract (with revised wording) for Shannon Turner, Full Time Student & Community Outreach Coordinator (Exhibit: 5.d).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the April 2007 Financial Statements.

Campus Indicators – Redmond Campus Enrollment – (Exhibit: 6.b;)

President Middleton reviewed that the Redmond area population has more than doubled over the last ten years, as the Redmond area grows, COCC works to keep pace with growth in classes and student support services.

2006-07 Maintenance Projects – (Exhibit: 6.c)

President Middleton summarized the 2006-07 Maintenance Projects (Schedule) Prioritization.

OLD BUSINESS:

Underserved Needs-Information & Report (Exhibit: 7.a & 7.a1)

President Middleton reviewed PowerPoint presentation which highlighted Board Goals and the Vision Concept Paper - Goals:

- Be a district-wide community
- Have an adult population with learning skills fro family-wage employment
- Have an adult population with academic achievement and skills for education beyond community college level
- Work collaboratively
- Have wide-ranging opportunities to enhance learning
- Support diversity

Vision Concept Paper

- All COCC programs will aim to expand the reach of lifelong learning opportunities throughout the district
- COCC remains committed to providing educational opportunities for adult learners at all levels of skill and knowledge
- COCC will make innovative use of distance education technologies
- In the next five years – the College will expand learning opportunities beyond Bend where significant growth in demand for education is anticipated -
 1. Progress is shaped by cost effectiveness of initiatives, focused grants, financial contributions and community partner support and demand and opportunities for program/services meeting specific localized needs.
- The College will collaborate with local high schools to provide options for achieving college credit for students while in high school
- COCC will reduce or remove barriers which might limit educational opportunities for any group of individuals within our service district.

Ms. Alicia Moore-Interim Director of Enrollment Services, reviewed additional College outreach efforts including:

- College Bound, a program for fifth grade students at low-income elementary schools
- College readiness activities such as providing placement testing for high school juniors and seniors
- Additional personal services for Redmond campus students
- Removing financial barriers through efforts of the Financial Aid staff including workshops to help students and families fill out the FAFSA forms while offering more one on one help to students in financial planning.

Dr. Kathy Walsh-Vice President for Instruction, reported on the complexities of decision making regarding courses to run and which courses not to run, noting that the decisions are based on enrollment and financial considerations. She said that the College looks to expand access in 2007-08 through expanding on-line and high school courses and offerings at the Redmond Campus.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Ms. Lee Chair of OCCA Legislative Committee – attends weekly conference call meetings
Attended US Women's Chamber of Commerce Business Conference

Mr. Reeder Mailed letters and emails to District Legislators
Spoke w/County, City and Private businesses regarding the Capital Construction Funding
Met w/President Middleton in Bend – re: Agenda Planning and Board Self Evaluation and President's Evaluation
Attended City of Madras meeting re: Outreach program
Phone call w/Kathy Walsh

Dr. Foerster Tracking progress on the State Budget and Senate Bills
Mailed letters to State Legislators re: Funding for Community Colleges
Conversation w/Representative Chuck Burley and Senator Ben Westlund
Attended "City Club" meeting

Dr. Garrett Attended National Community College Legislative Summit in
 Washington, DC
Met w/Steve Swisher – Supt. of Crook County School District
Attended Taylor Branch lecture
Attended Meal of the Year
Culinary Lunch w/Dana Bratton, Connie Lee and President Middleton
 Re: Culinary Capital Project

Mr. Overbay None to report.

PRESIDENT'S REPORT:

OSU-Cascades Appointment of new CEO

President Middleton reported that Dr. Diana Sloan, has been named the new campus executive officer for Oregon State University Cascades Campus. She has 20 years of community college experience and the College looks forward to partnering with Dr. Sloan to create a national model for community college/university partnership.

Facility-Master Plan – Board Retreat

President Middleton reminded the Board of the upcoming Monday, April 30, 2007 – Board Retreat - discussion will center around the colleges real estate and the campus master plan.

Accreditation Visit

Two Board members – Connie Lee and Dr. Ron Foerster will represent the Board in meeting with the Accreditation Team members.

Enrollment

President Middleton reported that the FTE headcount is up slightly, while traditional categories (new, first time & returning after absence) numbers are up significantly. Enrollment of high school students (concurrent enrollment and College Now) numbers are up approximately 25% and climbing as we continue through the term.

ADJOURN: 9:30 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Central Oregon Community College
Board of Directors' - Board Retreat
Monday, April 30, 2007
4:30pm to 7:30pm
Christiansen Board Room, Boyle Education Center

Present: Dana Bratton, John Overbay, Joyce Garrett, Connie Lee, Ron Foerster, Don Reeder, Jim Middleton-President, Julie Smith-Executive Assistant

Absent: Anthony Dorsch

Introduction of Guests: John Guinasso, Jim Jones, Kathy Walsh, Matt McCoy, Gene Zinkgraf, Ron Paradis, Alicia Moore

Mr. Jim Jones-Vice President and Chief Financial Officer, introduced Mr. John Guinasso of Schwabe, Williamson & Wyatt, Attorneys At Law (Portland/Bend, Oregon). Mr. Guinasso's area of emphasis is real estate transactions/development. Mr. Jones reported that Mr. Guinasso will be assisting the college with property development.

"Master Plan"

Mr. Jim Jones and Mr. Gene Zinkgraf-Director of Campus Services, reviewed PowerPoint presentation showing the college's site plan, noting specific areas of college owned property.

Mr. Gene Zinkgraf reviewed the

- Current
- Short Term and
- Long Range (2002-2012)

"facilities plan" for the campus.

Mr. John Overbay moved to approve the COCC conceptual five year update of the Master Plan. Mr. Dana Bratton seconded. MCU. Approved.

5:15 pm - Adjourn to Executive Session:

ORS 192.660 (1)(e) Real Property Transactions

5:45 pm - Resume Board Retreat Meeting

Mr. Dana Bratton moved to affirm the intent to design and implement initiatives to develop operational and capital resources from existing (and future) real estate assets AND to affirm the guiding principles for real estate initiatives. 1) Seek to maximize long term flexibility with property contiguous to the main campus. Unless otherwise authorized, projects shall be structured as lease, not sale. 2) Seek projects which can develop or enhance benefits to instructional programs. Ms. Connie Lee seconded. MCU. Approved.

Ms. Lee suggested that the Real Estate Committee invite two Ad-Hoc members to join the committee.

(Ad-Hoc members would be persons with qualifications/expertise specific to real estate matters)

The Board discussed the Board's role relative to the real estate initiatives. There was Board consensus that the prior "affirmation of initiatives to develop operational and capital resources from real estate assets and guiding principles" provides the policy framework within which administration has the responsibility to design and implement specific initiatives and outcomes. The Board's real estate committee - periodically supplemented with additional community representatives with specific expertise - will operate in an advisory/consulting role. Administration has the responsibility for periodic updates on initiatives - either in executive or public session as appropriate. Initiatives where contracts exceed policy specified limits will require formal Board approval.

Board of Directors' Meeting - June 13, 2007

Chair Reeder suggested that the June 13 Regular Board Meeting be held at the Culver School District in Culver, Oregon. The Board Meeting start time - 2:30 pm, then tours of the college's Madras property and the Deer Ridge Correctional Institution.

Board Consensus is in agreement.

Adjourn: 7:45 pm

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
May 9, 2007
Approve: __Yes __No
Motion: _____

Central Oregon Community College
NEW HIRE REPORT
APRIL 2007

Name	Date Hired	Job Title
<u>Classified Full-Time</u>		
Parks, Curtis	4/23/2007	Custodian
Slater, Brent	4/9/2007	Custodian
<u>Part-Time Faculty</u>		
Bronkey, Tam	4/4/2007	Golf Instructor
Fanning, Brett	4/5/2007	Golf Advanced
Freauff, Daniel	4/1/2007	Interface Fire Operations
Hinman, Wilbur	4/2/2007	
Karrer, Andrew	4/3/2007	EMT Paramedic Part 1 & 2
Kleinert, Courtney	4/2/2007	Intro to Political Thoughts
Morgan, Andrea	4/1/2007	Intro to ECE/Language
Thomas, Mark	4/3/2007	Medical Ethics
<u>Temporary Hourly</u>		
Blasdell, Amber	4/1/2007	Notetaker
Carkhuff, Christy	4/1/2007	Notetaker
Dumas, Karen	4/1/2007	Notetaker
Fisher, Debra	4/1/2007	Performance Asst.
Gittins, Sarah	4/1/2007	Grader
Grazier, Jeremy	4/9/2007	EMS Lab Assistant
Hampton, Jeanne	4/1/2007	Grader
Hirons, Lindsey	4/6/2007	Computer Lab Attendant
Knox, Brandon	4/2/2007	Simulator Operation (Heli)
Lehman, Danielle	4/1/2007	Notetaker
Lehrich, Simon	4/2/2007	Simulator Operation (Heli)
McCoy, Elizabeth	4/1/2007	Notetaker
Nelson, Julie	4/10/2007	Medical Terminology Tutor
Payne, Kelly	4/2/2007	Lab Asst. - Van Driver
Sheldon, Katie	4/1/2007	Math/Chemistry tutor
Shimek, David	4/2/2007	Substitute ELL Instructor
Tworog, Nathaniel	4/2/2007	Library Aide
Wesseler, Christina	4/18/2007	Notetaker
Wesseler, Kimberly	4/1/2007	Notetaker
Carlson, Hannah	4/2/2007	Bookstore
Lowe, Travis	4/2/2007	Forestry
Taylor, Forrest	4/2/2007	Bookstore Assistant

Central Oregon Community College

RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

A. Action Under Consideration

A recommendation for approval to extend worker's compensation coverage to the COCC Board of Directors and Budget Committee members while they are acting in the course and scope of their duties on behalf of the College.

Discussion/History

Historically COCC has provided workers' compensation coverage for all volunteers in service to the college. The premium cost is minimal and provides medical coverage to a volunteer who may be injured while working on an activity or event on behalf of the college. COCC Board of Directors and Budget Committee members qualify for this coverage and, although elected or appointed officials, they are considered by SAIF Corporation to be volunteers. Approval of this resolution will assure the coverage is extended to them.

B. Options/Analysis

Approve the recommendation to extend worker's compensation coverage to Board and Budget Committee members while they are acting in the course and scope of their duties.

Decline approval of the recommendation to y extend worker's compensation coverage to Board and Budget Committee members while they are acting in the course and scope of their duties.

C. Timing

The coverage would be formally implemented through SAIF Corporation retroactive to April 30, 2007.

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby approve Worker's Compensation Coverage for Board and Budget Committee members.

E. Budget Impact

The estimated cost for this coverage for all Board and Budget Committee members is less than \$25.00 per year.

Exhibit: 5.d
May 9, 2007
Approve: _____ Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

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

A. Action Under Consideration

Approve the appointment of Norma DuBois as the provider of real estate services for the sale of the College's properties on Observatory Court, Bend, Oregon. Approve offering the approximate five acres for sale at \$2.1 million.

B. Discussion/History

If approved, this resolution will reappoint Norma DuBois as the real estate sales agent for the 5 acres the College owns on Awbrey Butte. Ms. Dubois' previous contract as sales agent expired in December, 2006. The contract will be for six months. The real estate commission (buyer's agent and seller's agent) will total four percent of the sales price. This resolution also establishes an offering price of \$2.1 million.

C. Options/Analysis

Approve the appointment of Norma DuBois of Coldwell Banker, Morris Real Estate as real estate broker on the Observatory Court properties and approve an offering price of \$2.1 million.

Name another as real estate broker for the properties and/or establish a different offering price for the property.

D. Timing

Action is requested at this time.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College District hereby approves the selection of Norma DuBois as real estate broker for the Observatory Court properties under the terms listed above and sets an offering price of \$2.1 million.

F. Budget Impact

The fee to be paid the real estate broker will come from the proceeds of the sale of the properties.

Central Oregon Community College

RESOLUTION

Prepared by: Gene R Zinkgraf-Director of Campus Services

A. Action Under Consideration:

Authorize President Middleton or his designee to sign an amended Easement for a Pedestrian Trail on College owned property in Bend, Oregon with the Bend Metro Parks & Recreation District. (BMPRD)

B. Discussion/History

In April of 2005 COCC and Bend Metro Parks & Recreation District signed a Trail Agreement to provide for a public trail connection with Pennbrook Homes along Reserve Camp Court. The Trail Agreement provides for a trail connection on COCC property bounded by Northwest Crossing property to the south and Shevlin Park Market Road to the north.

BMPRD is requesting to amend the original Trail Agreement by adding approximately 206 square feet of pathway. The additional area would allow for a safer transition from a yet to be constructed section of pathway to an existing pathway.

College Staff have been involved in the development and design of the pathway since its inception. COCC legal council will draft the easement agreement documents.

C. Options/Analysis

Authorize President Middleton or his designee to sign an amended Easement for a Pedestrian Trail on College owned property in Bend, Oregon with the Bend Metro Parks & Recreation District.

Decline signing the amended Easement for a Pedestrian Trail with the Bend Metro Parks & Recreation District.

D. Timing

BMPRD wishes to begin construction of the new section of pedestrian trail as soon as possible.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize President Middleton or his designee to sign an amended Easement for a Pedestrian Trail on College owned property in Bend, Oregon with the Bend Metro Parks & Recreation District.

F. Budget Impact

There will be no budget impact to Central Oregon Community College.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

A. Action Under Consideration

Approval to rehire administrative, confidential and supervisory staff on the appropriate contract documents for 2007-2008.

B. Discussion/History

Contracts are issued annually to administrative, confidential and supervisory staff. Conditions for the issuance of all such contracts, which includes satisfactory performance, is contained in the Board-approved *Handbook for Exempt, Confidential and Supervisory Employees*.

One-Year Contracts include:

- Temporary Contracts: Administrators funded by grant money or on temporary assignments.
- Probationary contracts issued during the first three years of a regular exempt appointment.
- Regular appointment contracts are issued with the fourth year appointment.

Three-Year Contracts

- Three year continuing contracts require the recommendation of the President. They are issued to administrators who have worked a total of ten years for COCC in an administrative (exempt) position and are at Level 26 or above of the current administrative salary schedule.

A list of administrative, confidential and supervisory employees recommended for rehire is attached.

C. Options/Analysis

Approve rehire recommendations for administrative, confidential and supervisory staff for 2007-08.

Decline rehire recommendations for administrative, confidential and supervisory staff for 2007-08.

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approve the rehire recommendations for administrative, confidential and supervisory staff for the 2007-2008 fiscal year.

E. Budget Impact

Funds for administration and confidential/supervisory salaries are contained in the approved 2007-2008 budget.

Approval to Rehire Administrative, Confidential & Supervisory Staff for 2007-2008

NAME	POSITION TITLE
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Regular, Probationary (*), Temporary Contracts

Andresen, Sharla	Financial and Contracts Analyst
Beyer, Pamela*	Financial Aid Technical Specialist
Bloyer, Lisa	Director of Accounting
Braun, Eric*	Director of Student/Campus Life
Buckles, Eric	Director of Human Resources
Cagney, Patricia	CAP Center Acadmic Advisor
Carnahan, Lonna	Perkins Grant Coordinator (Temp)
Cecchini, Daniel*	Director of Information Technology
Dona, David*	Associate CFO
Douglass, William	Director Club Sport, Intramural Recreation
Elsberry, Shawna*	Academic Advisor
Ertle, Vicki	Director of Family Resource Center (Temp)
Gibson, Andrea	Development Officer - Foundation
Hagan, Deborah	Distance Education Coordinator
Hagenbach, David*	Sign Language Interpreter
Jeffreys, Cynthia	Systems Integrator
Jumper, Nancy	Program Coordinator
Klett, Barbara	Instructional Technology Coordinator
Knox, Rachel*	Assistant Director Bookstore
Kontich, Gary	Network Administrator
Kuhar, Mary Jeanne*	Instructional Dean
Lane, Dawn*	Learning Resource Center (Temp)
Marlowe, Erin*	Student Newspaper Advisor
McCoy, Matthew	Vice President for Institutional Advancement
McDilda, Robert*	Safety and Security Supervisor
Metcalf, Aimee	Interim Director of Admissions and Records
Moore, Alicia	Interim Dean of Students
Multop, Kevin*	Director of Student Financial Aid
Pederson, Jeffrey*	Systems Administrator
Pierce, Brynn	Institutional Researcher
Podesta, Cheryl	Grant Writer - Temporary
Price, Gordon*	Financial Aid Advisor & Diversity Coord
Richards, Jeff	Coordinator of User Services
Schoppa, Heather*	PDO Admissions/Records Coordinator (Temp)
Simenson, Dennis*	Program Director MATC
Simone, Paula	Wildland Fire Science Coordinator
Simone, Paula*	Structural Fire Science Coordinator
Smith, Kellie	Tutoring and Testing Center Director
Sorensen, Gail*	Human Resources Coordinator
Stennett, Paul*	Program Coordinator - Computers
Suyematsu, Jessie*	Systems Analyst

Approval to Rehire Administrative, Confidential & Supervisory Staff for 2007-2008

NAME	POSITION TITLE
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Regular, Probationary (*), Temporary Contracts

Tomlin, Ross*	Instructional Dean
Turner, Shannon*	Student/Community Outreach Coordinator
Underhal, Taran*	Interim Admissions/Records Coordinator
Walker, Anne	Disability Services Coordinator
Walsh, Kathleen	Vice President for Instruction
Weaver, James	Executive Director, Foundation (5%)
Wickham, Beth	Program Supervisor
Wilcox, Jim	Business Counselor
Willis, Lori	Director of the Bookstore
Yeager, Cody	Coordinator of Educ. Services

Off Probation for 07/08

McCampbell, Susan	Assistant Director, Student Financial Aid
Lantis, Glenda	Program Coordinator

Currently on 3 year Contracts

Bilyeu, David	Director of Library Services
Dean, Dianne	Director of Adult Basic Education
Jones, James	Vice President & Chief Financial Officer
Moorehead, Carol	Dean, North Campus & Extended Learning
Paradis, Ron	Director of College Relations
Simpkins, William	Data Base Administrator
Viles, Vickery	Director of CAP Center
Zinkgraf, Gene	Director of Campus Services

Notice of Appointment

Hagan, Deborah	Distance Education Coordinator
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Confidential/Supervisory

Hoffman, John	Maintenance Supervisor-Buildings
Mosier, Julie	Facilities Services Supervisor/Procurement
Ortiz, Lori	Payroll Specialist
Smith, Julie	Executive Assistant
Stock, Ryan	Maintenance Supervisor-Cust. & Grounds
Wolfe, Ruth	Administrative Assistant

NOTES:

No Administrators coming onto 3 year contracts for 07/08

* = probationary

Exhibit: 5.g
May 9, 2007
Approved: Yes ___ No ___
Motion: _____

Central Oregon Community College

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve the contract for Kelly Davis-Martin, Louisa Eckert, Amy Van Dusen Howell, John Miller and Lynn Murray.

B. Discussion/History

The full time tenure track contract for Kelly Davis-Martin is a replacement position and was filled through a national search.

The one-year full time temporary instructor contract for Louisa Eckert was filled through a national search.

The full time tenure track contract for Amy Van Dusen Howell was a replacement position and was filled through a national search.

The one year full time temporary instructor for John Miller.

The full time tenure track contract for Lynn Murray is a replacement position for a one year temporary position filled through a national search.

C. Options/Analysis

Approve the contract for Kelly Davis-Martin, Louisa Eckert, Amy Van Dusen Howell, John Miller and Lynn Murray

Decline approval of the contract for Kelly Davis-Martin, Louisa Eckert, Amy Van Dusen Howell, John Miller and Lynn Murray

D. Timing

For the 2007-08 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approves the contracts for Kelly Davis-Martin, Louisa Eckert, Amy Van Dusen Howell, John Miller and Lynn Murray for the academic year 2007-08.

F. Budget Impact

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

G. Miscellaneous

**Kelly Davis-Martin
Assistant Professor I, Health and Human Performance**

Kelly Davis-Martin received a Masters in Public Health from Portland State University and a B.S. in Sociology (*with an emphasis in health and gender studies) from Oregon State University and is currently a doctoral candidate with the Walden University in Baltimore, Maryland. Kelly was a one-year temporary instructor for the Health & Human Performance Department at Central Oregon Community College for the 06-07 academic year.

Since 2005-06, Kelly has worked with Health Active Central Oregon, where she initiated and wrote the organization's bylaws; Deschutes County Tobacco Free Alliance, where she is the current chair for tobacco prevention and education; and is on the Bend-La Pine School District Health Advisory Board where she collaborates with local health teachers and stakeholders to prepare students and future citizens to be health consumers.

**Louisa Eckert
Temporary Instructor of Speech Communication**

Louisa Eckert received her B.S. and M.A. in Speech Communication from Minnesota State University. Her thesis is entitled "An Ethnographic Study of Nontraditional Single Parent Graduate Students' Multiple Interpersonal Role Coping Strategies." Louisa has published two articles on teaching activities in the Communication and Theatre Association of Minnesota Journal. She is currently teaching a variety of speech communication courses at Minnesota State, including public speaking, interpersonal communication, intercultural communication and listening skills.

**Amy Van Dusen Howell
Assistant Professor I of Education/Early Childhood Education**

Amy Van Dusen Howell earned a BA in Psychology from Willamette University in Salem, Oregon, emphasizing education and development. She successfully defended her dissertation April, 2007 which will complete her Ph.D. in Education Psychology from the University of Colorado-Boulder. Amy's scholarship and employment focus has been on early childhood development and literacy. She has worked as a pre-kindergarten and Spanish teacher before coming to COCC where she has been the coordinator of and taught for the ED/ECE programs since 2004.

**John Miller
Temporary Instructor of Aviation**

John Miller retired from the Air Force as a Colonel after 33 years of service. He served as an Instructor Pilot, Command Pilot, and Wing Commander. For the past two years John has taught as an Adjunct Faculty member and been the Program Coordinator for the Aviation Program at COCC. Previously, John served as an Instructor and Acting Coordinator for the Mt. Hood Community College Aviation Program. John holds FAA Commercial Airplane, Multi-engine Airplane, Instrument Pilot, and Certified Flight Instructor certificates. He has flown airplanes as small as Cessna 152's and as large as DC-10's. John has graduated with a B.S. in Natural Sciences from Alderson-Broaddus College in Philippi, West Virginia and an M.B.A. from Aspen University in Denver.

Lynn Murray

Assistant Professor I of Dental Assisting

Lynn Murray is currently completing her Bachelor of Science in Applied Health Studies through the Pennsylvania College of Technology and holds a number of certifications and licenses in dental assisting. Mrs. Murray has 30 years of dental assisting experience. She has ten years of related teaching experience at Central Oregon Community College and is instrumental in coordinating the Volunteers in Medicine dental clinic.

Exhibit: 5.h
May 9, 2007
Approved: Yes ___ No ___
Motion: ___

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Kathy Walsh-Vice President for Instruction

A. Action Under Consideration

Approve rehire recommendations.

B. Discussion/History

Need for timely approvals to rehire faculty members who have been evaluated and are doing satisfactory work.

C. Options/Analysis

Approve the rehire recommendations.
Decline approval of rehire recommendations.

D. Timing

For the 2007-08 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve rehire recommendations for the academic year 2007-08 as identified on the attached memo.

F. Budget Impact

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

REHIRE RECOMMENDATIONS FOR 2007-08

PROBATIONARY FACULTY

The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Thomas Barry	Michele Decker	Julie Hood
Beverlee Jackson	James Knox	David Liu
Robin Martinez*	Liberty Matthews	Kathleen McCabe*
Jane Morrow	Ralph Phillips	Sean Rule*
Mariko Shimizu	Andria Woodell*	Zelda Ziegler

PROBATIONARY FACULTY

Considered for and awarded tenure this year. The following probationary faculty are recommended for rehire. Annual Report of Activities and appropriate evaluations (student, peer and designated evaluator) are on file in the Human Resources Office and course materials are on file in the department office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Lew Cousineau	Amy Harper	Matthew Scott Hays
William Hoppe	Eddie Johnson	Crystal McCage

The following tenured faculty members are recommended for rehire.

TENURED FACULTY

Non-Evaluation Year - Annual Report of Activities and student evaluations are on file in the Human Resources Office. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan.

Cora Agatucci	Art Benefiel	Ron Boldenow
Jon Bouknight	Jeff Cooney	Deborah Davies
Stacey Donohue	Julie Downing	Michael Fisher
LilliAnn Linford Foreman	Diana Glenn	Mary Hansen
Carson Haurly	Carol Higginbotham	Michael Holtzclaw
Tina Hovekamp	Marjorie Hoyer	Chuck Hutchings
Julie Keener	Kelvin Kempfer	Sara Krempel
Jim Kress	Terry Krueger	Lowell Lamberton
Eleanor Sumpter Latham	Aaron Lish	Greg Lyons
Ken Mays	Leslie Minor-Evans	James Moodie
Charles Naffziger	Doug Nelson*	Christine Ott-Hopkins*
Sean Palagyi	Margaret Peterson	Rebecca Plassmann
Rise Quay	Robert Reynolds*	Art Sanchez
Kiri Simning	Kathy Smith	Margaret Triplett
Ricky Virk	Elizabeth VonCleve	Rebecca Walker-Sands
Nancy Zavacki	Nancy Zens	

TENURED FACULTY

Evaluation Year - Annual Report of Activities and student, peer and designated evaluator evaluations have been completed and are on file in the Human Resources Office. Course materials have been reviewed. Designated evaluator and faculty member discussed student evaluations and Annual Report of Activities and reviewed Professional Improvement Plan and summative evaluation report.

Steve Bidlake	Tom Carroll	Peter Casey
Mark Eberle	Bruce Emerson	Catherine Finney
Michael Gesme	Franz Helfenstein	Karen Huck
Bret Michalski	Patricia O'Neill	

TEMPORARY FACULTY

The following faculty are recommended for One-Year Temporary contracts for regular full time positions.

Karalea Fisher	Dawn Lane	Glenda Lundstedt
Paul Pozorski	Monica Vines	

RETIREMENT/RESIGNATIONS

Diane Kirk	Kathleen Lowe
Margaret Martin	James Sauve

*indicates considered for and awarded promotion this year.