

CENTRAL OREGON COMMUNITY COLLEGE
 Board of Directors' Meeting – AGENDA
 Wednesday, November 8, 2006 – 6:00 PM
 Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session Real Property Transactions – ORS 192.660 (1)(e)			Middleton
6:30 pm	I. Call to Order			Reeder
	II. Introduction of Guests			Reeder
	III. Agenda Changes			
6:35 pm	IV. Public Hearing and Testimony A.			
6:40 pm	V. Consent Agenda*** A. Minutes			
	1. Board of Directors, Oct. 11, 2006	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (Sept./Oct. 2006)	5.b1	X	Buckles ^A
	C.			
6:42 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators – Fall 2006 Enrollment	6.b*		Pierce
	C. Budget Committee Zone 3 - Advertisement	6.c		Paradis
	D. Election Update			McCoy/Paradis ^P
	E. OCCA Convention Update			Lee ^P
	F. Online Education: Serving All Students			Walsh ^P
7:15 pm	VII. Old Business			
	A. Bean Foundation Property	7.a*	X	McCoy ^P
7:30 pm	VIII. New Business A.			
7:35 pm	IX. Board of Directors' Operations			
	A. 1 st Reading – Board Monitoring/Evaluation	9.a		Lee ^P
	B. Board Member Activities			
7:50 pm	X. President's Report A.			
8:05 pm	XI. 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
Wednesday, October 11, 2006 – 6:00 PM
Christiansen Board Room, Boyle Education Center

PRESENT: John Overbay, Connie Lee, Dr. Joyce Garrett, Dr. Ronald Foerster, Dana Bratton, Anthony Dorsch, Ed Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Secretary.

ABSENT: Donald Reeder

CALL TO ORDER: John Overbay – Vice Chair

INTRODUCTION OF GUESTS:

Matt McCoy, Jon Bouknight-Faculty Forum President, Kathy Walsh, John Gregory, 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 Braun, Brynn Pierce, Chris Egertson, Lisa Bloyer.

AGENDA CHANGES:

Additions: Old Business-Budget Committee Vacancy-Exhibit: 7.d; Measures 41 and 48-Resolution, Exhibit: 7.e; Correspondence-Resignation letter of Budget Committee Member, Exhibit: 11.a.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda. Mr. Dana Bratton seconded. MCU. Approved. MI0/06:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of September 13, 2006 and Conference Call Meeting Minutes of September 26, 2006 (Exhibits: 5.a1 and 5.a2);

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

BE IT RESOLVED that the Board of Directors' approves the employment contract for Dawn Lane-Learning Resource Center Coordinator (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Sione Aeschiliman-Full Time, Temporary, Institutional Assessment Specialist (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Erin Marlowe-Full Time, Student Newspaper Advisor (Exhibit: 5.e).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Institutional Effectiveness Report – (Exhibit: 6.b & 6.b1)

Mr. Matt McCoy-Vice President for Institutional Advancement, introduced Ms. Brynn Pierce-Institutional Researcher and Chris Egertson-Research Specialist.

Mr. Egertson distributed the 'Institutional Effectiveness Report for October 2006' (Exhibit: 6.b). Ms. Pierce reviewed and summarized key indicators of the Report, with a PowerPoint presentation- (Exhibit: 6.b1).

- History of the Assessment Effort
- College Wide Success Outcome Areas
 - Student Progress
 - Workforce Development
 - General Education
 - Transfer Preparation
 - Developmental Skills
 - Outreach

Dr. Foerster suggested future reports provide greater information showing achievement toward Board Goals.

President Middleton commented that at the upcoming Board Retreat, the Board will complete a self evaluation and the effectiveness report can help inform that discussion. The Board Retreat will provide the opportunity to use the report to examine and identify some of the strengths and weaknesses of Board Goals.

The Board complimented Ms. Pierce and Mr. Egertson on their good efforts in putting the report together.

President Middleton reported that on October 9, (Columbus Day), the faculty held an "Assessment Workshop" examining issues, structuring and outcomes of the teaching and learning processes at COCC.

Auto Management Degree (Exhibit: 6.c)

Mr. Ross Tomlin-Dean of Instruction, and Mr. Ken Mays-Professor of Automotive Technology, reviewed the new degree option – (Associate of Applied Science)-AAS Degree in Automotive Management . Mr. Mays noted that the degree offering, meets the ongoing need for employees who can then start as an assistant manager for automotive, diesel, and recreational sports/marine dealership or repair facilities. He reported that with the growing number of automotive businesses in Central Oregon, there is a need for specialty in operations management.

Mr. Mays noted that there is not an automotive management curriculum anywhere else in the Northwest, giving COCC the unique opportunity to offer a needed certificate.

IT (Information Technology) Update

Mr. Matt McCoy introduced newly hired IT-Director, Mr. Dan Cecchini. Mr. Cecchini has 25 years of experience in the Information Technology industry.

Mr. Cecchini gave a PowerPoint presentation reviewing the structure of the college's IT department, listing the staffing of the individual areas and the work they do behind the scenes to make the college computer systems work smoothly. New and continuing efforts include:

- ongoing college website design
- improved web servers
- security
- user service group
- hardware/software
- tech support
- coordinator of the pc labs and student population
- instructional support
- upgrade to the banner system
- new student bill
- payroll security
- new voicemail system
- improved data recovery and storage

OLD BUSINESS:

Housing Update (Exhibit: 7.a)

Mr. Matt McCoy-Vice President for Institutional Advancement, reviewed that in October of 2005, COCC contracted with Brailsford & Dunlavey, a nationally recognized leader in facilities planning and program management, to conduct a preliminary housing market study. Findings of the "study" were presented at the July 12, 2006 Board Meeting.

Mr. John Gregory-Director of Fiscal Services, reported that since the "preliminary housing market study" was conducted, building costs have risen significantly across the country. In order for the college to garner approximate costs before moving forward, Kirby Nagelhout Construction Company was contacted for an approximate bid. Without having design documents for a detailed cost breakdown, Kirby Nagelhout Construction calculated the basic parameters of the feasibility study and put together a building cost estimate of \$16.5M for the project.

Mr. Anthony Dorsch moved to initiate a "Request for Information" -(RFI) process to identify potential private sector partners to develop student housing in a public/private partnership. Mr. Dana Bratton seconded. MCU. Approved. M10/06:2

Board of Directors' Meeting, 10-11-06

Widening of Regency Street (Exhibit: 7.b)

Mr. Gene Zinkgraf-Director of Campus Services, reviewed that in July 2004 the Board authorized the college to send a letter to the Mayor of Bend supporting the widening of Regency Street. Mr. Zinkgraf reported that the City of Bend is now ready to move forward with the widening and realignment of Regency Street where it intersects with College Way.

Mr. Anthony Dorsch moved to authorize President Middleton or his designee to sign a Drainage and Public Sidewalk easement on College property with the City of Bend. Dr. Joyce Garrett seconded. MCU. Approved. M10/06:3

Awbrey Butte Property

Mr. Dana Bratton moved to authorize President Middleton to amend the contract for the sale of the Observatory Court property, in the manner discussed in Executive Session. Mr. Anthony Dorsch seconded. MCU. Approved. M10/06:4

Budget Committee Vacancy

Mr. Ron Paradis-Director of College Relations, reviewed that at the September Board Meeting, the board was informed of the two budget committee member positions whose terms had expired as of June 30, 2006. Mr. Lester Friedman agreed to continue to serve as budget committee member representing from Zone 5. Mr. Dennis Sargent-Zone 3, has resigned due to other commitments. Board consensus directs Mr. Paradis to advertise for a replacement for Zone 3.

Measures 41 & 48 (Handouts: 7.e & 7.e1)

Dr. Joyce Garrett reviewed that at the September Board Meeting, she agreed to draft a board resolution and send a "Letter to the Editor" that the Board of Directors' supports a "No" vote on state ballot Measures 41 and 48 on the upcoming November election. The measures pose a potential detrimental effect on community colleges in Oregon.

President Middleton noted that no public funds were used to produce the resolution opposing ballot measures 41 and 48 or the letter to the editor.

Dr. Joyce Garrett moved to support a "No" Vote on Measures 41 and 48 as proposed on the November ballot. Mr. Dana Bratton seconded. MCU. Approved. M10/06:5

Education Broadband Surplus (Exhibit: 8.b)

Mr. Matt McCoy-Vice President for Institutional Advancement, summarized that the college's lease agreement for excess bandwidth has expired. He noted that the college is looking to enter into an interagency agreement with High Desert Educational Service (ESD) and the Bend La Pine School District.

Dr. Joyce Garrett moved to enter into an Education Broadband Surplus interagency agreement with High Desert Education Service District and Bend La Pine School District. Dr. Ronald Foerster seconded. MCU. Approved. M10/06:6

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- Dr. Garrett** Attended Anthony's Homeport Restaurant – Culinary Fundraiser
Worked on TABOR Measure with OCCA
Attended Facilities Planning with the Crook County School District
Phone Call w/President Middleton regarding the Real Estate
Conference Call Meeting
- Mr. Bratton** Attended Real Estate Committee Meeting
Attended the Conference Call – re: Real Estate
Attended two luncheons at the Cascade Culinary Institute
Invited President Middleton to the December 4 Luncheon at
the Culinary Institute
Spoke to a group of 200 real estate investors noting that COCC is a
valuable asset to the community
Co-Chair for the vote Yes on the “Home Rule” Political Action
Committee
- Ms. Lee** Attended Board of Education Retreat w/OCCA
Served as member of the selection committee for the
“Howard Cherry Award” recipients
Chair of the OCCA Legislative Committee
Attended OCCA Meeting - Conference Call
Attended meeting w/two state board members re: community colleges
Conference Call Meeting re: Real Estate
Requested that at a future date, the COCC Board of Directors' discuss
the state document on community colleges
- Mr. Dorsch** Thanked Dr. Garrett for her work on Measures 41 & 48
Thanked Ms. Lee for her work with OCCA
Spoke with Jim Jones re: the Real Estate Conference Call information
- Dr. Foerster** Researched Measure 48
Met with several of the Candidates running for office in the November
election
- Mr. Overbay** Attended Real Estate Committee Meeting
Conference Call Meeting re: Real Estate
Attended Anthony's Homeport Restaurant – Culinary Fundraiser

PRESIDENT'S REPORT:

President Middleton informed the Board that Mrs. Fran Willie has recently passed away. At the July 12, 2006 Board of Directors' meeting, it was announced that the COCC Foundation received an estate gift of \$750,000 from Mrs. Willie and her late husband Paul, to go towards construction of a rehearsal space for COCC performance groups, in particular the Central

Board of Directors' Meeting, 10-11-06

Oregon Symphony. "Willie Hall" is set to be constructed as part of the College's proposed Campus Center.

President Middleton reviewed that the OCCA Annual Convention will be at Eagle Crest Resort in Redmond, October 23-25 -

- Mr. John Overbay will be honored as having served 8 years on the COCC Board of Directors'
- President Middleton and Mr. Jim Jones will be giving a presentation on the Touchmark partnership
- President Middleton will also be presenting with the Oregon Opportunity Grant group regarding "Shared Responsibility Model" – state wide
- Congressman David Wu will be attending the Convention and touring the COCC Campus
- OPC-Oregon President's Council will also be meeting at Eagle Crest and will tour the COCC campus

ADJOURN: 8:45 PM

APPROVED;

ATTEST TO;

Mr. Donald V. Reeder, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
November 8, 2006
Approved: ___Yes ___No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
 BOARD OF DIRECTORS' MEETING**

**NEW HIRE REPORT
 September – October 2006**

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
<u>Classified Full-Time</u>		
Celeen, Megan	9/15/2006	Enrollment Spec
Genz, Deanna	9/11/2006	Actng Asst. Payroll
Kimmel, Natalie	10/5/2006	OS2 - Cont. Ed.
Knabe, David	10/17/2006	Custodian
Manzo, Stephanie	10/5/2006	Office Specialist 2
Smith, Emily	9/11/2006	Laboratory Tech
Smith, Jesse	9/18/2006	Dev.Asst- Found.
Wright, Eric	10/16/2006	Custodian
<u>Classified Part-Time</u>		
Bowen, Monty	9/18/2006	Instructional Lab
Cieslowski, David	9/29/2006	Instructional Lab
Fuller, Sarah	9/11/2006	PT-LabTech
<u>Non-Faculty Instruction PT</u>		
Brawley, Suzann	9/18/2006	Instructor
MacInnis, Anita	9/18/2006	ABE Instructor
<u>Part-Time Faculty</u>		
Anello-Dennee, Angelina	9/18/2006	Part-Time Faculty
Bean, Jerry	9/19/2006	Part-Time Faculty
Colton, Nancy	9/18/2006	Part-Time Faculty
Edwards, Jennifer	9/23/2006	Part-Time Faculty
Ellis, Karen	9/1/2006	Part-Time Faculty
Geygan, Douglas	9/19/2006	Part-Time Faculty
Goetz-Bouknight, Lisa	9/18/2006	Part-Time Faculty
Grubb, Sharon	9/20/2006	Part-Time Faculty
Hannon, Sarah	9/19/2006	Part-Time Faculty
Howse, Peter	9/18/2006	Part-Time Faculty
Jasper, Catherine	9/18/2006	Part-Time Faculty
Johannsen, Tara	9/19/2006	Part-Time Faculty
Katzman, Mark	9/18/2006	Part-Time Faculty
Killen, Carey	9/18/2006	Part-Time Faculty
Kroll, Jeffrey	9/18/2006	Part-Time Faculty
Lankford, Michael	9/18/2006	Part-Time Faculty
Misztal, Tomasz	10/13/2006	Part-Time Faculty
Parks-Lee, Bevin	9/18/2006	Part-Time Faculty
Roe, Byron	9/18/2006	Part-Time Faculty
Stanley, Elizabeth	9/18/2006	Part-Time Faculty
Willis, Donald	9/18/2006	Part-Time Faculty
Yamaya, Hideki	9/20/2006	Part-Time Faculty

<u>NAME</u>	<u>Date Hired</u>	<u>Job Title</u>
<u>Temporary Hourly</u>		
Allen, Sean	9/22/2006	Computer Lab
Baird, Caitlin	9/20/2006	Paper Grader
Barnet, James	9/18/2006	Sign Lang Intrep
Coler, Gabriel	9/18/2006	Tutor
Dahlin, Stefani	9/15/2006	CHildcare
Drgastin, Janine	9/18/2006	Notetaker
Ekhoff, Samuel	9/18/2006	Lab Asst
Franger, Colin	9/22/2006	Student Ambass
Gladden, Matthew	9/18/2006	Choir Accompanist
Hall, Meagan	9/1/2006	Unclothed Model
Hancock, Daisy	9/25/2006	Info Office Asst
Hardin, Erik	9/18/2006	Lab Asst
Harris, Brian	9/12/2006	IT Tech
Hattig, Jordan	9/19/2006	Library Aide
Hayes, Alexis	9/13/2006	Bookstore
Horn, Brandee	9/18/2006	Bookstore Cashier
Hulsey, Stormie	9/1/2006	Bookstore Cashier
Jackson, Heather	9/1/2006	Bookstore Cashier
Jones, Chloe	9/13/2006	Test Proctor
Mahaffey, Gretchen	9/18/2006	Notetaker
Marcotte, Sarah	9/18/2006	Notetaker
Mayo, Michelle	9/18/2006	EMT Lab Asst
McClay, Julie	9/1/2006	Bookstore Cashier
McKeeman, Marie	9/18/2006	Bookstore Cashier
Melendez, Hugo	10/1/2006	TUtor
Poteet, Jeremy	9/18/2006	Lab Asst
Powers, Stephanie	9/18/2006	Lab Asst
Purcell, William	9/23/2006	Computer Lab
Rice, Katie	9/18/2006	Tutor
Satterfield, Dondrea	10/3/2006	Childcare
Semadeni, Claire	9/11/2006	Library Aide
Sherman, Kyle	9/18/2006	Lab Asst
Shershun, Genna	9/18/2006	Notetaker
Smith, Jason	9/18/2006	German Tutor
Stevens, Pamala	9/1/2006	Bookstore Cashier
Thompson, Brandon	9/18/2006	EMT Lab Asst
Thrasher, Jeremy	9/18/2006	
Triplett, Jennifer	9/1/2006	Program Asst
White, Michael	9/18/2006	Lab Asst
<u>Temporary Salary Payment</u>		
Dinan-Payton, Eric	9/18/2006	
Donovan, Keri	9/18/2006	
Francis, Ashlee	9/18/2006	
Gates, Michelle	9/18/2006	Broadside
Graham, Sara	9/18/2006	
Husk, Casey	9/18/2006	
MacAulay, John	9/18/2006	
Nelson, Patrick	9/18/2006	
Newlin, Victoria	9/18/2006	
Sangston, Derek	9/18/2006	

Name	Date Hired	Job Title
<u>Workstudy</u>		
Alonso, Dinora	9/18/2006	Computer Lab
Boyd, Patrick	9/18/2006	Computer Lab
Brady, Thomas	9/18/2006	HHP
Conner, Vanessa	9/18/2006	IT - Lab Attendant
Costandi, Maya	9/18/2006	Library
Davenport, Richard	9/18/2006	Fine Arts
Ehrman, Colleen	9/18/2006	MATC
Ferguson, Sean	9/18/2006	Equipment Room
Fuhriman, Desiree	9/18/2006	HHP
Johnson, Ryan	9/18/2006	Computer Lab
Jung, Daryl	9/18/2006	Student Life
Kelly, Jace	9/18/2006	Student Workers
Kelly, Kevin	9/18/2006	CAP Center
Laporte, Amanda	9/18/2006	Computer Lab
Latham, Eric	9/18/2006	Nursing
LaVallee, Shawn	9/18/2006	HHP Office
Lengele, Cindy	9/18/2006	Computer Lab
Lopez, Enedina	9/18/2006	Computer Lab
Lyman, Tiare	9/18/2006	Computer Lab
McGaughy, Amber	9/18/2006	IT - Computer Lab
McKeeman, Scott	9/18/2006	
Murray, Valerie	9/18/2006	HHP
Now, Chelsea	9/18/2006	Fine Arts
Pelroy, Heather	9/18/2006	Preschool Asst.
Pena-Trujillo, Nathalie	9/18/2006	Student Life
Pomraning, Alex	9/18/2006	Computer Lab
Roberts, Steve	9/18/2006	IT Computer Lab
Rowe, Christopher	9/18/2006	Library Aide
Rubio, Bonnie	9/18/2006	Fine Arts
Sehorn, Dariya	9/18/2006	Computer Lab
Seifert, Elisheva	9/18/2006	IT- Computer Lab
Staten, Justyn	9/18/2006	Science Dept.
Steenburg, Valarie	9/18/2006	Comm Learning
Templeton, William	9/18/2006	Science/Physics
Woods, Auralea	9/18/2006	Library Aide
Zitelli, Maria	9/18/2006	Fine Arts

Exhibit: 6.c
November 8, 2006

BUDGET COMMITTEE MEMBER NEEDED

COCC Board of Directors

The Central Oregon Community College Budget Committee consists of the seven elected COCC Board members and seven other citizens representing the seven geographic zones in the District. The Budget Committee normally meets about four times a year and recommends an annual operating budget for the College to the COCC Board of Directors. Budget Committee members are appointed by the Board for three-year terms. The position representing Zone 3 is currently open.

Zone 3 covers the Redmond area (Precincts 17, 28, 29 and 36 in Redmond and 14, 19, 31 and 48 near Redmond).

Anyone interested in applying for this position is asked to send a cover letter, resume and a written answer to the question below to the COCC Board of Directors, Central Oregon Community College, 2600 NW College Way, Bend, Oregon 97701. Include your voter precinct in your letter. Applications must be received by Tuesday, Nov. 28, 2006.

Please answer, in 200 words or less:

What do you see as the major challenges COCC should be addressing in the next five to ten years?

Deadline for
submitting applications
Tuesday, Nov. 28
Questions
(541) 383-7599



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**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Julie Smith-Executive Assistant
President and Board of Directors'

A. Issue

First Reading on revision of Board Policy GP11: Board Monitoring/Evaluation

B. Discussion/History/Changes

The Board will evaluate its compliance with the Governance Process Policies at the Annual Fall Board Retreat.

The Board will set its annual goals and personal professional improvement plans at the annual Fall Retreat and review them at the January meeting and as part of the Board evaluation.

The Board of Directors at its March meeting will monitor the achievement of the Ends Policy and make any changes. The Board will seek community feedback on the Ends Policy. The President will submit a summary of the achievement of the Ends prior to the March quarterly meeting. Interim quarterly meetings will include a written report on selected Ends.

The College's Ends Policies will be submitted to the College Affairs Committee each Fall for feedback prior to the March meeting.

The Board will review and evaluate the President's performance at the ~~June~~ **MAY** Board meeting.

Prior to the June Board meeting the Board Chair and Board Vice Chair will confer with the college legal council over the review of the President's contract. The college legal council will confer with the President to develop a mutually agreeable contract. A contractual revision may not always result from the annual review. Board approval of contract revisions will occur at the June Board meeting.

The Board will complete a self evaluation annually, normally at the fall retreat.

The Board of Directors at its annual meeting will review the General, Board-President Relationship, Executive Limitations, and Statutory Policies and make changes as necessary.