



CENTRAL OREGON
 COMMUNITY COLLEGE
 Board of Directors' Meeting – AGENDA
 Wednesday, November 10, 2010 – 6:00 PM
 Christiansen Board Room,
 Boyle Education Center

| TIME** | ITEM | ENC.* | ACTION | PRESENTER |
|---------|--|-------|--------|------------------------------|
| 6:00 pm | I. Call to Order | | | Miller |
| 6:05 pm | II. Introduction of Guests | | | |
| 6:10 pm | III. Agenda Changes | | | |
| 6:10 pm | IV. Public Hearing and Testimony A. | | | |
| 6:10 pm | V. Consent Agenda*** | | | |
| | A. Minutes | | | |
| | 1. Regular Meeting-October 13, 2010 | 5.a1 | X | Smith |
| | B. Personnel | | | |
| | 1. New Hire Report (October 2010) | 5.b1 | X | Buckles ^A |
| 6:15 pm | VI. Information Items | | | |
| | A. Financial Statements | 6.a | | Bloyer ^A |
| | B. Institutional Effectiveness Report -- Strategies for Student Scheduling Challenges | 6.b | | McCoy ^A |
| | C. Madras Campus – Update | | | McCoy ^P |
| | D. Prineville Campus – Update | 6.d* | | Middleton/McCoy ^P |
| | E. Technology Investment | | | Cecchini ^P |
| 7:00 pm | VII. New Business | | | |
| | A. 2 nd Reading – Policy Revision GP6, GP11, GP13 | 7.a | X | Lee/Miller ^P |
| | B. Audit and Finance Committee | 7.b | X | Lee/Miller |
| | C. NE Awbrey Butte Campus Berm Project | | | McCoy/Viola ^P |
| | D. 1 st Reading – Policy Revision GP5 | | | |
| 7:30 pm | VIII. Board of Directors' Operations | | | Miller |
| | A. Board Member Activities | | | |
| 7:45 pm | IX. President's Report | | | |
| | A. Misc. Updates | | | Middleton ^P |
| | X. Dates | | | |
| | 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 Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, October 13, 2010 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Charley Miller, Connie Lee, Dr. Joyce Garrett, Donald Reeder, David Ford, John Overbay, Ron Bryant-Board Attorney, Matt McCoy-Vice President for Administration, Julie Smith-Board Executive Assistant.

ABSENT: Anthony Dorsch, Dr. James Middleton

INTRODUCTION OF GUESTS: Jeff Glasberg, Paula Hawes, John Harper, Urita Kane, Amy Clark, Karin Hilgersom, Ron Paradis, Kevin Kimball, Alicia Moore, Michael Holtzclaw, David Dona, Sharla Andresen, Dan Cecchini, Lisa Bloyer, Gene Zinkgraf, Eric Buckles, Joe Viola, Diana Glenn, Mary Jeanne Kuhar, Nancy Zavacki, Julie Downing, Ed Sea, Jim Weaver, Leslie Minor-Faculty Forum President, Joe Viola, Dustin Moore, Brenda Pierce, Terry Link, India Simmons, Sheila Miller-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY:

Three neighbors of the Bend campus, shared their concerns regarding air-conditioning unit noise coming from Pioneer and Cascades Hall; student parking on Sun Ray Court (behind the Juniper Residence Hall); and cigarette ends littered/discarded in dry grassy areas near neighboring homes. The neighbors complimented the COCC staff for their cooperation in working to resolve their concerns.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibits: 5a-d). Dr. Joyce Garrett seconded. MCU. Approved. M10/10:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Executive Session and Regular Meeting Minutes of September 8, 2010 (Exhibit: 5.a1);

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

BE IT RESOLVED that the Board of Directors' declared the logs surplus and donates the logs to the High Desert Museum, a nonprofit corporation, for its charitable and public purposes and COCC's Forestry Club for their fundraising and donation purposes (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Melissa Sudduth-Full Time Admissions Coordinator (Exhibit: 5.d).

INFORMATION ITEMS:

Board Elections / Rezoning – (Exhibit: 6.a)

Mr. Ron Paradis-Director of College Relations reviewed that Zones 5, 6 & 7 are Board positions up for election on the May 2011 ballot.

He reported that Oregon law (ORS 341.175) prescribes that the boundaries of District Zones be adjusted as necessary to make the population of each zone as nearly equal as is feasible – according to the most recent federal census. The College will do an updated population analysis of the college districts and bring a proposal to the Board of Directors sometime in 2011.

Financial Statements – (Exhibit: 6.b)

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

Nursing Program: Updates & Expansion

Instructional Dean Mary Jeanne Kuhar and Nancy Zavacki-Associate Professor of Nursing and Nursing Department Chair, gave an update on the nursing program at COCC. Ms. Zavacki gave a PowerPoint presentation highlighting the nursing programs expansion, reporting that COCC currently enrolls 48 students per year and that the program could grow to as many as 64. She reported that in the past three years, the number of applicants has ranged from 127 to 160.

Notable Data:

- LPN (Licensed Practical Nurse) pass rates for exams after one year of nursing courses has been 100 percent for the past five years;
- RN (Registered Nurse) pass rates for exams after the second year have ranged from 92-100 percent for the same time period – lauding COCC's pass rates among the highest in the country;
- CNA (Certified Nursing Assistant) the College's new program which is a one-term set of classes that are both a prerequisite for the nursing program and also an opportunity for those who pass the courses to move immediately into a job.

NEW BUSINESS:

1st Reading – Policy Revision GP6, GP11, GP13 (Exhibit: 7.a)

The Board of Directors' were in consensus to approve the 1st Reading of Policy Revisions for GP6, GP11 and GP13 as corrected by Connie Lee.

2nd Reading for Policy Revisions to GP6, GP11 and GP13 are scheduled for the November 10th meeting.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Dr. Garrett Attended October 1-2 Board Retreat
 Attended the 2010 Feast at the Old Mill –Anthony's Homeport
 Culinary Annual Fund Raising Event for the college

- Mr. Ford Real Estate Committee meeting
 Attended October 1-2 Board Retreat
- Mr. Overbay Attended October 1-2 Board Retreat
 Attended the COCC Foundation's Board of Trustees-Retreat and Reception
 Planning meeting re: Campus Improvements
 Real Estate Committee meeting
 Attended the 2010 Feast at the Old Mill –Anthony's Homeport Restaurants
 Annual Fund Raising Event for the Culinary program
- Mr. Reeder Real Estate Committee meeting
 Attended October 1-2 Board Retreat
 Attended the Chris Dudley (Gubernatorial Candidate) tour of COCC campus
 Visited the Madras Campus site
- Ms. Lee Attended October 1-2 Board Retreat
 Policy Committee
 Conversation w/Andrea Henderson (OCCA Executive Director)
 re: Legislation regarding restructuring boards
 City Club meeting
 College Affairs Committee meeting
- Mr. Miller Retreat Planning Meeting w/President Middleton
 Attended the Chris Dudley (Gubernatorial Candidate) tour of COCC campus
 Attended October 1-2 Board Retreat
 City Club meeting
 Met w/Becky Johnson-Vice President for OSU-Cascades

PRESIDENT'S REPORT:

Mr. Matt McCoy-Vice President for Administration called upon administrative staff to share updates from their departments:

- Mr. Jim Weaver-Executive Director of the Foundation reported on the 6th Annual 2010 Feast at the Old Mill fundraiser – sponsored by Anthony's Homeport Restaurant - that donates the proceeds to support the college's Culinary Program – Mr. Weaver reported that again this year the event was a big success – raising \$18K, slightly more than last year;
- Dr. Karin Hilgersom-Vice President for Instruction reported that Fall Term is off to a great start, noting that staffing increases have helped immensely. She praised the faculty for their work on a college wide assessment on outcomes – a project that is important to accreditation;
- Mr. Joe Viola-Interim Director of Campus Services, reported that the Food Kiosk building project is underway at the Redmond Campus and the Tennis Courts next to the Mazama building will be resurfaced;
- Mr. Gene Zinkgraf-Director of Construction, reported that the new 149 space parking lot next to the Barber Library is open; exterior footings for the new Culinary Building and Mazama flooring has been poured; he also gave an update of progress on the Health Careers and Science building, the Madras and Prineville campuses and the Tech Center;
- Ms. Sharla Andresen-Financial and Contract Analyst, gave an update on the \$4M in 'stimulus funds' to remodel the Pence Pinckney Center and the Mazama elevator;

- Ms. Alicia Moore-Dean of Students and Enrollment Services, reported on the latest in enrollment growth, new staffing, campus safety and security, SEM and how best to support the opening of the college's new campuses;
- Mr. Dan Cecchini-Director of Information Technology, reported on a variety of activities the IT department is currently involved with, he also reported on the work underway in setting up the new math labs in Mazama; significant network upgrades to higher speed and greater bandwidth; moving of the data and fiber optic lines; new cabinet lecterns; Banner and Degree Works program upgrades; and used computer sales;
- Mr. Kevin Kimball-Chief Financial Officer reported that the internal work on the audit is in the final stages and gave an update of the new bookstore going in at the Redmond campus.

Vice President McCoy summed up the reports by thanking each of the department heads for their excellent work and that of their staff.

ADJOURN: 7:55 PM

APPROVED;

ATTEST TO;

Mr. Charley Miller-Board Chair

Dr. James E. Middleton, President

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – OCTOBER 2010

| Name | Date Hired | Job Title |
|---------------------------------|-------------------|---------------------------|
| Classified Part-Time | | |
| Pitkin, Cheryl | 10/11/2010 | Office Specialist 3 |
| Part-Time Faculty | | |
| Stoliar, Marda | 10/25/2010 | Part-Time Faculty |
| Temporary Hourly | | |
| Benitez, Maria | 10/18/2010 | Student Workers |
| Davenport, Aaron | 10/1/2010 | Student Workers |
| Devault, Angela | 10/14/2010 | Student Workers |
| Hess, Jordon | 10/8/2010 | Student Workers |
| Jackson, Sherri | 10/19/2010 | Student Workers |
| Jeziorny, Elizabeth | 10/6/2010 | Student Workers |
| LaPoint, Jeri | 10/6/2010 | HIT Program Grader/Helper |
| Robey, Kristy | 10/13/2010 | Student Workers |
| Sellers, Shannon | 10/14/2010 | Student Workers |
| Smith, Katherine | 10/8/2010 | Student Workers |
| Surface, Joneldia | 10/7/2010 | Student Workers |
| Temporary Salary Payment | | |
| Reed, Tom | 10/19/2010 | Custodian |

Central Oregon Community College
Monthly Budget Status

Highlights of September 2010 Financial Statements

Cash and Investments

The College's operating cash balances are currently \$20.3 million. The September average yield for the Local Government Investment Pool remains unchanged at .55%.

The investments of \$32.9 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. \$10.6 million of bond proceeds are invested in the Local Government Investment Pool. The bond proceeds held in cash and investments total \$43.5 million as of the end of September.

General Fund Revenues

The College received \$525,000 in tuition and fee revenue for the month of September, bringing the total to \$5.5 million for the term.

General Fund Expenses

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

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College
Monthly Budget Status
September 2010

Exhibit 6.a
10-Nov-10

| <u>General Fund</u> | <u>Adopted Budget</u> | <u>Year to Date Activity</u> | <u>Variance Favorable (Unfavorable)</u> | <u>Percent of Budget</u> | <u>Percent of Prior Year Budget</u> |
|---------------------------------------|------------------------------|-------------------------------------|--|---------------------------------|--|
| Revenues | | | | | |
| District Property Taxes: | | | | | |
| Current Taxes | \$ 11,751,000 | \$ - | \$ (11,751,000) | 0.00% | 0.00% |
| Prior Taxes | 766,000 | 305,769 | (460,231) | 39.92% | 53.09% |
| Tuition and fees | 16,038,000 | 5,550,882 | (10,487,118) | 34.61% | 38.38% |
| State Aid | 4,236,000 | 748,873 | (3,487,127) | 17.68% | 21.73% |
| Interest & Misc. Income | 125,000 | 5,268 | (119,732) | 4.21% | 4.53% |
| Transfer-In | 350,000 | 350,000 | - | 100.00% | 44.09% |
| Total Revenues | \$ 33,266,000 | \$ 6,960,792 | \$ (26,305,208) | | |
| Expenses by Function | | | | | |
| Instruction | \$ 15,377,975 | \$ 1,723,260 | \$ 13,654,715 | 11.21% | 12.25% |
| Academic Support | 2,773,829 | 507,262 | 2,266,567 | 18.29% | 19.94% |
| Student Services | 3,576,270 | 715,964 | 2,860,306 | 20.02% | 22.87% |
| College Support | 4,165,525 | 1,185,292 | 2,980,233 | 28.45% | 27.45% |
| Plant Operations and Maintenance | 3,122,200 | 660,757 | 2,461,443 | 21.16% | 22.08% |
| Information Technology | 2,417,639 | 686,515 | 1,731,124 | 28.40% | 30.54% |
| Financial Aid | 11,954 | - | 11,954 | 0.00% | 11.21% |
| Contingency | 800,000 | - | 800,000 | 0.00% | 0.00% |
| Transfers Out | 2,727,952 | 2,727,952 | - | 100.00% | 100.00% |
| Total Expenses | \$ 34,973,344 | \$ 8,207,002 | \$ 26,766,342 | | |
| Revenues Over/(Under) Expenses | \$ (1,707,344) | \$ (1,246,210) | \$ 461,134 | | |

Central Oregon Community College

**Cash and Investments Report
As of September 30, 2010**

College Portfolio

Cash in State Investment Pool

| | |
|-------------------|-----------------|
| Pool account 4089 | \$19,368,213.13 |
| Pool account 5482 | \$488,642.55 |
| Pool account 3624 | \$393,148.97 |
| Pool account 3707 | \$45,320.24 |
| Pool account 3816 | \$10,616,704.12 |

September Average Yield .5500%

Cash in USNB \$999,426.05

Cash on hand \$3,900.00

Total Cash \$31,915,355.06

Investments

Fannie Mae:

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

Federal Farm Credit Bank:

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

Federal Home Loan Bank:

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

General Electric

| | |
|--------------------------|-----------------------|
| Yield .6600, due 3-15-11 | <u>\$3,482,675.00</u> |
|--------------------------|-----------------------|

Total Investments \$32,965,992.00

Total Cash and Investments \$64,881,347.06

Central Oregon Community College
Monthly Budget Status
September 2010

Exhibit 6.a
10-Nov-10

| Other funds: | Adopted Budget | Year to Date Activity | Variance Favorable (Unfavorable) | Percent of Budget | Percent of Prior Year Budget |
|---------------------------------------|---------------------------|----------------------------------|---|------------------------------|---|
| Debt Service Fund | | | | | |
| Revenues | \$ 4,047,839 | \$ 1,006,384 | \$ (3,041,455) | 24.86% | 63.49% |
| Expenses | 3,978,617 | 478,040 | 3,500,577 | 12.02% | 28.25% |
| Revenues Over/(Under) Expenses | \$ 69,222 | \$ 528,344 | \$ 459,122 | | |
| Grants and Contracts Fund | | | | | |
| Revenues | \$ 2,011,315 | \$ 252,395 | \$ (1,758,920) | 12.55% | 11.51% |
| Expenses | 2,110,055 | 264,791 | 1,845,264 | 12.55% | 12.38% |
| Revenues Over/(Under) Expenses | \$ (98,740) | \$ (12,396) | \$ 86,344 | | |
| Capital Projects Fund | | | | | |
| Revenues | \$ 28,007,480 | \$ 5,793,782 | \$ (22,213,698) | 20.69% | 40.68% |
| Expenses | 54,468,396 | 7,254,115 | 47,214,281 | 13.32% | 23.72% |
| Revenues Over/(Under) Expenses | \$ (26,460,916) | \$ (1,460,333) | \$ 25,000,583 | | |
| Enterprise Fund | | | | | |
| Revenues | \$ 5,487,767 | \$ 1,721,407 | \$ (3,766,360) | 31.37% | 11.58% |
| Expenses | 5,157,091 | 1,526,168 | 3,630,923 | 29.59% | 31.96% |
| Revenues Over/(Under) Expenses | \$ 330,676 | \$ 195,239 | \$ (135,437) | | |
| Auxiliary Fund | | | | | |
| Revenues | \$ 6,877,702 | \$ 3,999,913 | \$ (2,877,789) | 58.16% | 45.45% |
| Expenses | 6,458,307 | 2,055,171 | 4,403,136 | 31.82% | 38.33% |
| Revenues Over/(Under) Expenses | \$ 419,395 | \$ 1,944,742 | \$ 1,525,347 | | |
| Reserve Fund | | | | | |
| Revenues | \$ 39,028 | \$ - | \$ (39,028) | 0.00% | 0.00% |
| Expenses | 175,000 | 36,818 | 138,182 | 21.04% | 39.63% |
| Revenues Over/(Under) Expenses | \$ (135,972) | \$ (36,818) | \$ 99,154 | | |
| Financial Aid Fund | | | | | |
| Revenues | \$ 19,595,901 | \$ 2,060,124 | \$ (17,535,777) | 10.51% | 13.61% |
| Expenses | 19,636,398 | 1,936,039 | 17,700,359 | 9.86% | 8.56% |
| Revenues Over/(Under) Expenses | \$ (40,497) | \$ 124,085 | \$ 164,582 | | |
| Internal Service Fund | | | | | |
| Revenues | \$ 426,890 | \$ 81,806 | \$ (345,084) | 19.16% | 25.15% |
| Expenses | 390,047 | 73,642 | 316,405 | 18.88% | 20.81% |
| Revenues Over/(Under) Expenses | \$ 36,843 | \$ 8,164 | \$ (28,679) | | |
| Trust and Agency Fund | | | | | |
| Revenues | \$ 5,925 | \$ 516 | \$ (5,409) | 8.71% | 10.55% |
| Expenses | 17,500 | - | 17,500 | 0.00% | 0.00% |
| Revenues Over/(Under) Expenses | \$ (11,575) | \$ 516 | \$ 12,091 | | |

Board Priorities and Institutional Effectiveness | 2009-2011

BOARD PRIORITY

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

METHOD

By expanding strategies which respond to students’ scheduling challenges and diverse learning styles

MEASUREMENT

- ✓ Summer Term FTE and Headcount
- ✓ Online and Hybrid Course Offerings
- ✓ Courses Offered Off Bend Campus
- ✓ Courses Offered During Non-Traditional Times
- ✓ Student Services Provided During Non-Traditional Times and Locations
- ✓ Course Scheduling

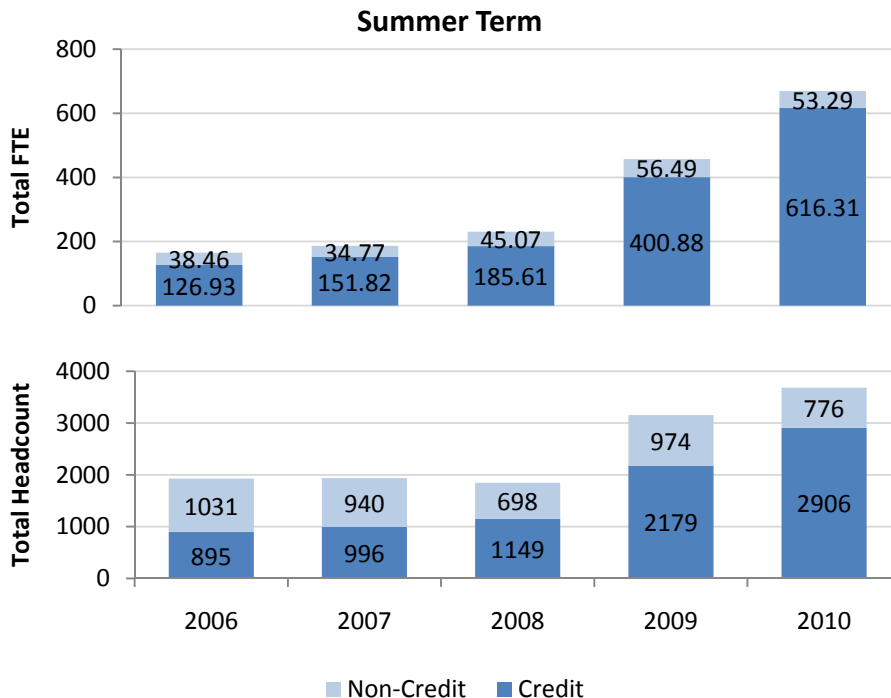
TARGET

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

COCC STRATEGY & PROGRESS

As the demographics and workforce needs of the district change, COCC is expanding strategies which respond to students’ challenges due to their personal schedules. The College is making course offerings and student support services more accessible through the following measures.

✓ Summer End of Term FTE and Headcount



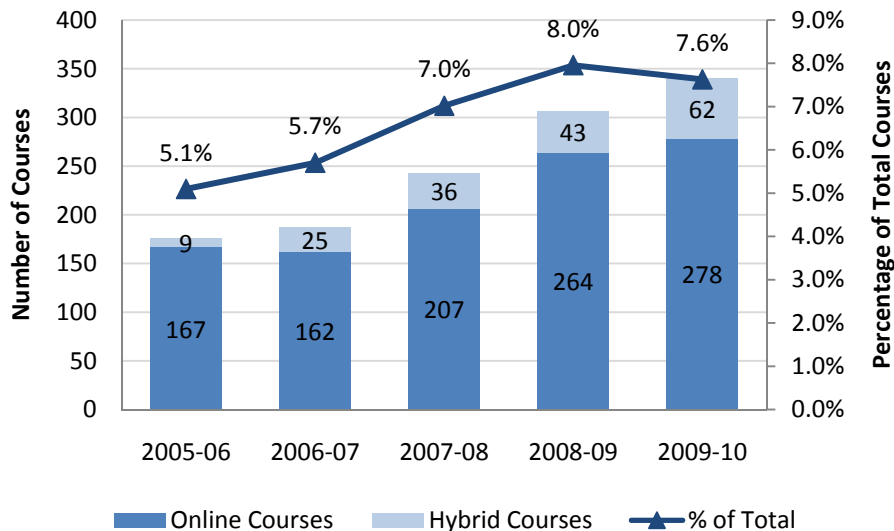
Starting summer term 2009, COCC moved from an 8 week to a 10 week term in order to provide more courses to meet student demand. Over the past two years, total courses offered during summer term have increased from 281 to 521 – an 85% increase.

Since 2008, summer term Total FTE increased 190% and Total Headcount increased 99%. The majority of growth occurred in credit classes as Credit FTE increased 232% and Credit Headcount increased 128%.

Board Priorities and Institutional Effectiveness | **2009-2011**

✓ **Online and Hybrid (Credit & Non-Credit) Course Offerings**

Number of Courses that are Online/Hybrid and Their Percentage of Total Courses



Since 2005-06, the combined number of Online and Hybrid courses increased from 176 to 340 – a 93% increase.

2009-10 Online/Hybrid breakdown:

| Credit | Non-Credit |
|--------------|--------------|
| Online = 162 | Online = 116 |
| Hybrid = 62 | Hybrid = 0 |

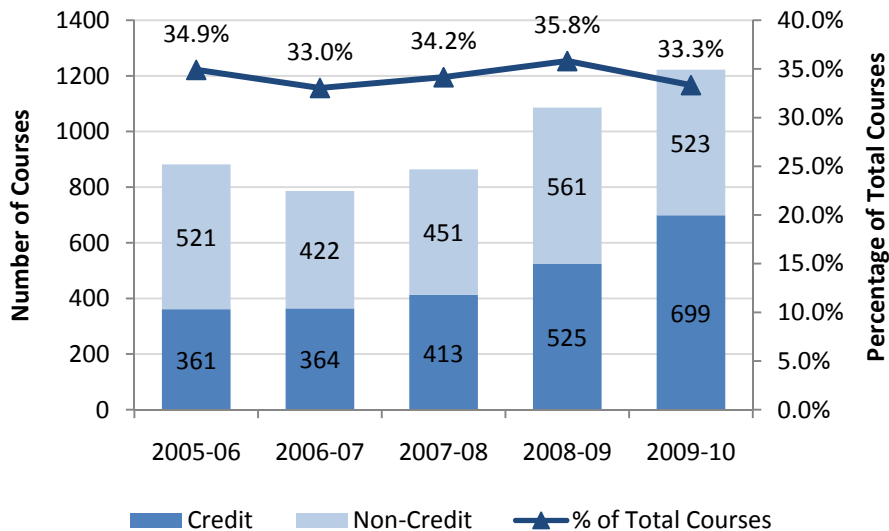
Hybrid courses: some portion of the course, but less than 90%, is other than face to face and is typically accessible via technology mediation.

Online courses: meet completely online.

Note: *% of Total* is the sum of Online and Hybrid courses divided by total courses offered.

✓ **Courses (Credit & Non-Credit) Offered Off Bend Campus**

Number of Courses Meeting Off Bend Campus and Their Percentage of Total Courses



The College has offered an average of 34% of its credit and non-credit courses off Bend campus over the past five years.

Credit courses offered off Bend campus increased 94% since 2005-06.

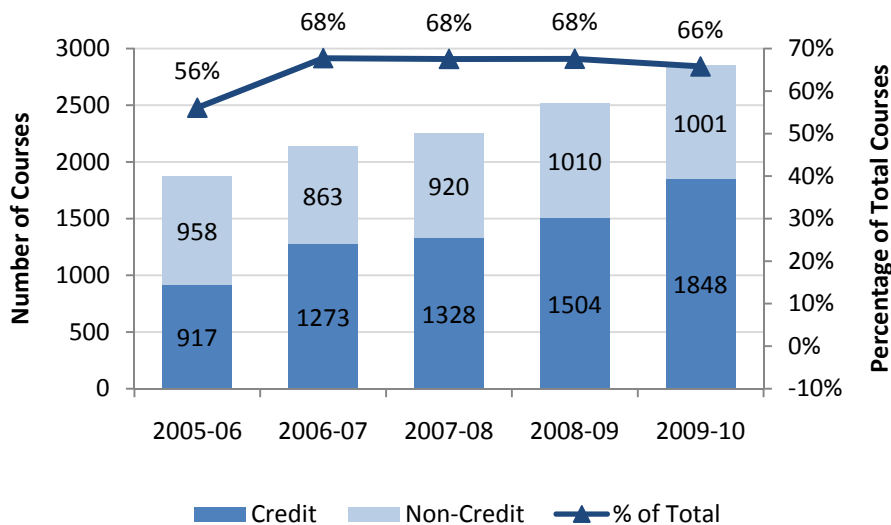
In 2009-10, 413 of the 699 credit courses offered off Bend campus (59%) took place on the Redmond campus.

Notes: *College Now/Transfer and College Now/Tech Prep courses were excluded from analysis. % of Total is the sum of credit and non-credit courses divided by total courses offered.*

Board Priorities and Institutional Effectiveness | 2009-2011

- ✓ **Courses (Credit & Non-Credit) Offered During Non-Traditional Times** – Includes courses starting outside 9am and 3pm, courses without a specific meeting time, and courses meeting on the weekend.

Number of Courses Meeting Non-Traditional Times and Their Percentage of Total Courses



Average number of courses meeting during non-traditional meeting times:

- 2002-03 to 2005-06 = 54%
- 2006-07 to 2009-10 = 67%

The percent increase in the number of courses meeting non-traditional times since 2005-06:

- Credit = 102%
- Non-Credit = 4%
- Overall = 52%

Notes: College Now/Transfer and College Now/Tech Prep courses were excluded from analysis. % of Total is the sum of credit and non-credit courses divided by total courses offered.

✓ **Student Services Provided During Non-Traditional Times and Locations**

To address student services provided during **non-traditional times**, most services (academic advising, admissions advising, financial aid assistance, orientation workshops, etc.) are provided on evening or weekend hours at certain times of the year as activities are “ramped up” to prepare for or during high volume time. They are provided more consistently on an evening basis but not as often on weekends.

Student services provided at **non-traditional locations** can be found in the Institutional Effectiveness Report: [Expanding Access](#) which was provided at the September 2010 Board meeting.

✓ **Course Scheduling (Credit & Non-Credit)**

Credit Course Scheduling

With the surge in enrollment over the past few years, the College has added as many credit course sections as qualified staffing and space have allowed. To compensate for lack of space, the College has also increased the number of online and hybrid courses offered.

The Math Department redesigned Math 60 to a new format scheduled to begin winter term 2011. Initial goals include **increasing access and capacity to the course** via a lab aided course component, increasing course pass rates from approximately 50% to approximately 80% of enrollees, and improving content consistency and consistent achievement of common course outcomes/results (controlling “course drift”). The redesign **offers great flexibility to student schedules** because the class meets only one day per week in a classroom and at least two hours per week in the Math Lab, which will be open for drop-in 50 hours per week. The program will be evaluated quarterly and potentially expanded to higher level intermediate Algebra courses. Approximately 1,120 students enrolled in MTH 60 in 2009-10 -- 11% of all credit students.

Board Priorities and Institutional Effectiveness | 2009-2011

Strategic Enrollment Management (SEM) recommended the following goal for Course & Program Offerings: *The makeup of the COCC District continues to change. As such, the College will be responsive to the changing demographics and workforce needs of our community. This includes looking at what, where and how courses and programs are offered.* To support this effort institutionally, the SEM team has proposed the following target: *By the end of 2011-12, increase the number of credit courses offered by non-traditional methods by 12% (hybrid, online, outside of Bend, time of day, weekends, etc.).* This target has been exceeded from 2007-08 to 2009-10 as there was a **49% increase** in courses offered by non-traditional methods.

Non-Credit Course Scheduling

- **Adult Basic Education (ABE)** schedules 56% of the ELL and ABE/College Prep classes in the evenings to accommodate working adults. In addition, volunteer tutors meet with students outside of class when and where it is convenient for the students.
- **Business and Employee Development** provides contracted training for business and industry on-site at convenient times and locations for the employers/employees. Professional Career Classes will be provided online in 2010-11.
- The **Business Development Center's** Small Business Management program meets once each month in the evening and provides an on-site visit at a time that is convenient for the business owner. Starting in 2010-11, a Microenterprise program will be offered in Sisters, Madras, and Prineville.
- **Community Learning** seeks to schedule classes to meet student schedule needs. A class can be offered at any time provided the program has a qualified instructor, an appropriate facility and at least six students. 80% of the classes are scheduled on weekends or evenings, and there were 18 new online programs offered in 2009-10.

WHAT NEEDS TO BE DONE

Examine course scheduling (time blocks, frequency of meeting times) to assess if it is easier for students to access classes, if students are still able to meet learning outcomes, and if the College is effectively maximizing classroom space. Continue to evaluate the SEM target for courses taught by non-traditional methods. Continue to assess student support services throughout the District and creatively meet the determined demand. Maintain support for smaller class sizes, where and when necessary.

FACTORS AFFECTING RESULTS/PROGRESS

The variety of "challenges" that accompany a community college student population will continue to be assessed and addressed where possible. There will always be conflict between providing flexible access to busy students and providing quality learning. In regards to offering courses off the Bend Campus, class sizes can be small and not necessarily cost effective but to serve rural areas we must address this reality.

ABOUT THE DATA

The report and chart information was prepared by Chris Egertson, Research Analyst, and coordinated by Brynn Pierce, Institutional Research.

Contributions to the narrative information provided on pages three and four supplied by Karin Hilgersom, Vice President for Instruction; Diana Glenn, Instructional Dean; MaryJeanne Kuhar, Instructional Dean; Alicia Moore, Dean of Student and Enrollment Services; Ron Paradis, Director of College Relations; Debbie Hagan, Director of Adult Basic Education/College Prep; and Beth Wickham, Director of Continuing Education and Business Development.

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

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Connie Lee and Charley Miller - Board of Directors

A. Action Under Consideration

Second Reading on revisions of Board Policy

- GP6 Committee Structure
- GP11: Board Monitoring/Evaluation
- GP13 Board Professional Improvement

B. Discussion/History/Changes

First Reading was approved at the October 13, 2010 Board of Directors Meeting.

GP 6: Committee Structure

A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board Members sit on the committee. The Board, in establishing committees will determine committee product and limits of committee authority.

The COCC Board will have ~~two~~ **four** standing committees appointed at the annual meeting.

President's Evaluation Committee consisting of three members who will gather any necessary information, review the process of evaluation, and facilitate the evaluation discussion ~~no later than the June Board Meeting Executive Session. The committee will meet with the President in January with regard to progress on current year goals, and report to the Board at the February meeting.~~

Board Self-Evaluation Committee consisting of three members who will review the process of evaluation, gather any necessary information, and facilitate the evaluation discussion ~~no later than the July Board Meeting.~~

Keyes Trust Committee consisting of one board member and the president who will comply with the instructions of the Keyes Trust.

Audit and Finance Committee consisting of three members of the board and two members of the budget committee. The term of membership will be three years

All other Board committees will be established on a designated or ad hoc basis, with a specific charge, and timeline for completion.

GP 11: Board Monitoring / Evaluation

The Board will complete a self evaluation annually, normally at the Fall Board Retreat.

The Board will complete a self evaluation annually, normally at the fall retreat. **(Relocated from later portion of this policy)**

The Board of Directors ~~at its annual meeting~~ will review the General, Board-President Relationship, Executive Limitations, and Statutory Policies ~~and make~~ **making** changes as necessary **and as part of the board planning cycle.**

The Board will review and evaluate the President's performance at the May Board meeting. Prior to the June Board meeting, the Board Chair and Board Vice Chair will confer with the college legal counsel over the review of the President's contract. The college legal counsel 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 of Directors at its annual meeting will review the General, Board-President Relationship, Executive Limitations, and Statutory Policies and make changes as necessary.~~

GP 13: Board Professional Improvement

The Board will maintain an awareness of regional and national trends in community college education.

Each Board Member will present at the Fall Retreat an annual personal professional improvement plan to increase their skills and ability to provide community college leadership. Once in their 4-year term, the plan will include attendance at an American Association of Community College Trustees **Convention (ACCT), or American Association of Community College Annual Convention (AACCC) an Oregon Community College Association Convention (OCCA), or Oregon School Board Association Convention (OSBA).**

A major speaker on relevant leadership topics will be brought to COCC each year.

The Board will ~~ensure~~ **encourage** the Chair ~~or one~~ **and** members **s** of the Board attend the ACCT Annual ~~or Regional Convention~~ each year.

The Board will ~~ensure~~ **encourage** ~~one~~ **all** members **s** of the Board **to** attend ~~s~~ the Oregon Community College Association ~~board meetings and annual~~ convention.

~~Each Board Member will attend one OCCA Convention during the four year term.~~

C. Options/Analysis

Approve proposed changes to Board Policy:

- GP6 Committee Structure
- GP11: Board Monitoring/Evaluation
- GP13 Board Professional Improvement

Disapprove proposed changes to Board Policy:

- GP6 Committee Structure
- GP11: Board Monitoring/Evaluation
- GP13 Board Professional Improvement

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College District do hereby approve the proposed changes to Board Policy, GP6-Committee Structure; GP11-Board Monitoring/Evaluation and GP13-Board Professional Improvement.

E. Budget Impact

None.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: Connie Lee and Charley Miller

A. Action under Consideration:

Establish Audit and Finance committee of the Board of Directors of Central Oregon Community College to assist the board in fulfilling its oversight responsibilities.

B. Discussion/History:

The Audit and Finance committee of the Board of Directors of Central Oregon Community College is established by resolution to assist the board in fulfilling its oversight responsibilities relating to:

- 1) The appointment, compensation and oversight of the work of any public accounting firm employed by the College in connection with the attest function.
- 2) Establishment of procedures for:
 - a) The receipt, retention and treatment of complaints received by the College regarding accounting, internal controls and auditing matters.
 - b) The confidential, anonymous submission by employees regarding questionable accounting or auditing matters.
- 3) The appointment, compensation and oversight of independent counsel or other advisor as deemed necessary, to carry out its audit duties.
- 4) Review of monthly/quarterly financial reports and fund revenue/expense projection reports.
- 5) Operational performance of the College, particularly with regard to the business risks for the College and the sufficiency of the College's risk mitigation efforts.

Status:

The Audit and Finance Committee is a standing committee of the Board of Directors.

Membership:

The Audit and Finance Committee will be comprised of five members - three members of the Board of Directors and two members of the budget committee. The term of membership will be three years. To ensure appropriate long-term transitioning of committee members, at the time of initial establishment of the committee, two of the three Board representatives and one of the two Budget Committee members shall begin with a 2 year appointment as opposed to full three year terms. If a committee position becomes vacant, the COCC Board at its discretion will appoint a replacement either for a full three years beginning with the date of initial appointment or for the remainder of the term of the exiting committee member.

Members may serve two consecutive terms.

Committee members will be designated by the Board of Directors through resolution at the annual organizational meeting.

One of the committee members shall be designated as Audit and Finance Committee Chair by Board resolution at the annual organizational meeting.

The College President and CFO will be ex-officio members of the committee, in order to ensure effective staff support for the committee's efforts. The President and CFO are responsible for additional staff for the committee.

Meetings:

The Audit and Finance Committee will meet at least twice annually:

To hear and comment on the Annual Audit Plan(s) as proposed by staff and the external/internal auditors.

To hear and comment on the draft Annual Audit Report as prepared by the external audit firm prior to its submission to the College Board of Directors.

To hear and comment on of monthly/quarterly financial reports and fund revenue/expense projection reports.

The Audit and Finance Committee will report out on its meetings at the next regular meeting of the Board as a whole.

Authority:

The Audit and Finance Committee is an advisory committee to the Board of Directors and has no independent authority not granted to it by resolution of the Board of Directors.

As a committee of the Board, the Audit and Finance Committee does not possess management control authority over College staff, nor does it have supervisory authority over the external or internal audit functions of the college.

Specific Responsibilities:

The committee shall:

Review external and internal audit plans and results prior to their submission to the Board as a whole.

Report to the Board its findings and opinions regarding internal and external audit results.

Recommend specific areas of future internal and external audit focus for consideration by the Board of Directors.

Assist the Board in identifying key areas of monthly/quarterly financial reports and fund revenue/expense projection reports that might be helpful to review in further depth.

Sunset:

The Audit and Finance Committee may be dissolved by resolution of the Board as a whole.

C. Options/Analysis:

1. Approve the establishment of the Audit and Finance Committee of the Board of Directors of Central Oregon Community College to assist the board in fulfilling its oversight responsibilities.
2. Disapprove the establishment of the Audit and Finance Committee of the Board of Directors of Central Oregon Community College.

D. Timing:

Action is requested at this time to precede the upcoming 2011-12 budget cycle.

E. Recommendation:

Be It Resolved that the Board of Directors of Central Oregon Community College does hereby declare and approve the establishment of the **Audit and Finance Committee** of the Board of Directors of Central Oregon Community College.

F. Budget Impact:

None