



**CENTRAL OREGON
COMMUNITY COLLEGE**

**Board of Directors' Meeting – AGENDA
Wednesday, November 18, 2009 – 6:00 PM
Christiansen Board Room, Boyle Education Center**

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Garrett
6:05 pm	II. Introduction of Guests			Garrett
6:10 pm	III. Agenda Changes			
6:10 pm	IV. Public Hearing and Testimony			
	A. OCCA Executive Director-Annual Visit			Henderson ^P
6:40 pm	V. Consent Agenda***			
	A. Minutes			
	1. Executive Session-October 14, 2009	5.a1	X	Smith
	2. Regular Meeting- October 14, 2009	5.a2	X	
	3. Executive Session- Nov. 4, 2009	5.a3	X	
	B. Personnel			
	1. New Hire Report (October 2009)	5.b1	X	Buckles ^A
	C.			
6:45 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Supplemental Budget-Process			Kimball ^P
7:00 pm	VII. Old Business			
	A. Budget Committee			Paradis ^P
	B. Bond Measure Re-Cap			Middleton ^P
7:15 pm	VIII. New Business			
	A. Proposed Board Goals 2009-2011 (Preview for Board Retreat Discussion)	8.a		Middleton ^P
7:30 pm	IX. Board of Directors' Operations			Garrett
	A. Board Member Activities			
7:45 pm	X. President's Report			Middleton
	A. Updates			
	XI. Dates			
	A. Fall Board Retreat - Saturday, December 5, 2009 – 8:30 AM (new Campus Center Bldg.)			
8:05 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
2600 NW College Way – Bend, OR 97701

EXECUTIVE SESSION MINUTES
BOARD OF DIRECTORS - EXECUTIVE SESSION
Christiansen Board Room – Boyle Education Center
October 14, 2009 – 6:00 PM

BOARD ATTENDANCE

Board Members Present:

Dr. Joyce Lynn Garrett, Donald Reeder, Anthony Dorsch, Connie Lee, John Overbay,
David Ford

Board Members Absent:

Charley Miller

Guests Present:

Kathy Walsh, Matt McCoy, Ron Paradis, Kevin Kimball, Ed Fitch-Board Attorney,
James Middleton-President, Julie Smith-Executive Assistant

EXECUTIVE SESSION

The Board of Directors convened in executive session to discuss Real Property Transactions -
ORS 192.660 (1) (e).

CALL TO ORDER

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

REAL PROPERTY TRANSACTIONS - ORS 192.660 section 1, subsection e

Matt McCoy-Vice President for Administration, reviewed previous and current offers and
activity regarding college property.

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ADJOURNMENT

There being no further matters to discuss, executive session adjourned at 6:50 PM.

Chair Dr. Joyce Lynn Garrett

President James E. Middleton

Minutes Prepared by:

Julie A. Smith
Executive Assistant to the Board of Directors



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, October 14, 2009 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Dr. Joyce Garrett, Donald Reeder, Connie Lee, Charley Miller, Anthony Dorsch, David Ford, John Overbay, Ed Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

INTRODUCTION OF GUESTS: Kathy Walsh, Matt McCoy, Ron Paradis, Kevin Kimball, Alicia Moore, David Dona, Dan Cecchini, Lisa Bloyer, Gene Zinkgraf, Eric Buckles, Diana Glenn, Mary Jeanne Kuhar, Jim Weaver, Leslie Minor-Faculty Forum President, Joe Viola, India Simmons-Consultant to COCC YES.

AGENDA CHANGES: *Additions: Approval to Hire (Amar) Exhibit: 5.e.*

PUBLIC HEARING AND TESTIMONY:

Ms. India Simmons-Consultant to the COCC YES Bond Campaign, reported that over 1300 individuals and businesses have added their names to the list (on the campaign website www.coccyes.com) as supporters for the Bond Measure. Some of the previous and upcoming support activities include:

- Full page ad in the Bend Bulletin newspaper - October 19
- ASCOCC-Associated Students of Central Oregon Community College continuing extensive efforts in “spreading the word” on and off campus
- Get-Out-the-Vote rally at the Campus Center on October 22
- Phone Banking
- Email Trees.

CONSENT AGENDA:

Mr. John Overbay moved to approve the Consent Agenda (Exhibits: 5a-j). Mr. Anthony Dorsch seconded. MCU. Approved. M10/09:1

BE IT RESOLVED that the Board of Directors’ reviewed and approved the Executive Session and Regular Meeting Minutes of September 9, 2009 (Exhibits: 5.a1, 5.a2);

BE IT RESOLVED that the Board of Directors’ reviewed and approved the September 2009 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors’ approved the employment contract for Andrew Ornberg – Psychology/Addiction Studies (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Justine Connor, Part Time Native American Program Coordinator (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' approves the employment contract for Paul Amar, Full Time Temporary Residence Hall Director (Exhibit: 5.e).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Enrollment Report (Exhibit: 6.b)

Ms. Alicia Moore-Dean of Students and Enrollment Services and Ron Paradis-Director of College Relations, reviewed that “once again” COCC is experiencing unprecedented enrollment growth for its fall 2009 credit programs. College staff estimate that COCC could grow as much as 70% in 2009-10 as compared to 2006 – 07, unprecedented for a college of this size and maturity.

Ms. Moore complimented and thanked the faculty and staff for their great work meeting the work load demands resulting from the enrollment growth.

OLD BUSINESS:

Approval to Declare Intent to Reimburse Expenditures (Exhibit: 7.a; 7.a1 & 7.a2)

Mr. Kevin Kimball-CFO, reviewed that the action provides authority that Central Oregon CC may be reimbursed, from bond proceeds, for bond construction project expenses as legally authorized in (Exhibit: 7.a1) declaring intent to reimburse expenditures as limited by bond restrictions.

Mr. David Ford moved to approve Exhibit: 7.a1, declaring Intent to Reimburse Expenditures.

Mr. Donald Reeder seconded. MCU. Approved. MI0/09:2

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- | | |
|-------------|--|
| Ms. Lee | Attended ACCT Conference in San Francisco
Treasurer for the COCC Yes Bond Measure Campaign
Met with COCC Yes Bond Campaign Committee
City Council Meeting for Re-Zoning
OCCA Planning Meeting
Scholarship Review Committee |
| Mr. Overbay | Planning meeting for the William Smith Properties
Real Estate Committee meeting
Music class by Michael Gesme in Sunriver |
| Mr. Dorsch | Redmond Spokesman Newspaper Editor's Board
Met w/Kathy Walsh; Met w/President Middleton
Redmond City Council Meeting
Met w/David Bishop re: Identify Redmond precincts for Bond Measure
signage placement
Inducted in to the Redmond High School Hall of Fame – for Wrestling |

- Mr. Ford** OCCA “New Board Members” Conference in Salem
Two Real Estate Committee Meetings
Tour of the Campus w/President Middleton
Met w/Charley Miller re: Bond Campaign
Distributed Bond campaign signage
- Mr. Reeder** Keyes Trust
Met w/Madras Pioneer Editorial Board
Coffee Cuppers Meeting/Madras – re: Bond Campaign
Madras Rotary – re: Bond Campaign
Two Real Estate Committee Meetings (In Person-Bend/Phone)
Madras Kiwanis – re: Bond Campaign
Met w/Charley Miller – Bend
- Dr. Garrett** ACCT Conference in San Francisco
Met w/Charley Miller re: Bond Campaign
Writing Center Tutoring

Reminder of the Fall Board Retreat – Saturday, December 5 in the Campus Center starting at 8:30 AM.

PRESIDENT’S REPORT:

HI/NI-Swine Flu

President Middleton reported that the College has received notification from Deschutes County, that they believe the HI/NI (Swine) Flu is coming in three-waves and that we are currently in the middle of wave-two.

The College has an incident team that meets regularly and has advised guidelines to faculty and staff regarding prevention and encouraging infected individuals to remain home and strategies for covering potential absences.

Fall Board Retreat

President Middleton will be working with Chair Garrett on the Agenda - current proposed items include:

- Growth
- Hiring
- Budgetary Implications

American Graduate Initiative

President Middleton reported that never before in history has the national recognition and support been higher to fund community colleges with a potential \$12B potential commitment currently under consideration in the Federal Congress.

HEAT-Higher Education Advisory Team

President Middleton is serving on the HEAT committee (key community leaders) – an official sub-committee of the Academic Issues Committee of the OUS system.

Higher Education in Rural Communities (State Committee)

President Middleton is serving on this committee that is working on 'how to provide quality access and student success' in rural areas.

ADJOURN: 7:50 PM

APPROVED;

ATTEST TO;

Dr. Joyce Lynn Garrett-Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting-Teleconference
MINUTES
Wednesday, November 4, 2009 – 3:30 PM
Christensen Board Room, Boyle Education Center

CALL TO ORDER: Dr. Joyce Garrett

ROLL CALL

PRESENT BY PHONE: Donald Reeder, Connie Lee, Dr. Joyce Garrett, Charley Miller,
Anthony Dorsch

PRESENT IN PERSON: John Overbay, David Ford

GUESTS Present by Phone: Ron Bryant-Board Attorney

GUESTS Present in Board Room:

Dr. James Middleton-President, Matt McCoy-Vice President for Administration, Ron Paradis-Director of College Relations, Scott Hammers-The Bulletin, Julie Smith-Board Executive Assistant

EXECUTIVE SESSION

The Board of Directors convened in executive session to discuss:

1. Real Property Transactions - ORS 192.660 (1) (e).

Mr. John Overbay read the Executive Session procedure parameters.

REAL PROPERTY TRANSACTIONS – ORS 192.660 section 1, subsection e

President Middleton and Vice President McCoy, reviewed information and options relative to potential real estate transactions.

ADJOURNMENT to Open Session:

There being no further matters to discuss, executive session adjourned to Open Session at 3:50 PM.

OPEN SESSION:

Mr. Donald Reeder moved to approve resolution (Exhibit: 4.a) and accept the offer from Calvin Cannon to purchase the three Observatory Court properties for \$1.2 million and authorize the College President Dr. James Middleton, or his designee to execute any and all documents necessary or required to effectuate the transaction in (Exhibit: 4.a). Ms. Connie Lee seconded.

Roll Call for the Vote:

Yes – Ford, Garrett, Lee, Miller, Reeder, Overbay, Dorsch

MCU. Approved. M11/09:1

ADJOURN: 3:55 PM

APPROVED;

ATTEST TO;

Dr. Joyce Lynn Garrett-Board Chair Elect

Dr. James E. Middleton, President

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – OCTOBER 2009

Note: This report reflects September new hires that were not reported in the September New Hire Report because they were not entered into the COCC database until October.

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Whalen, Ellyce	10/12/2009	Admin Assist 2- Foundation
Classified Part-Time		
Ray, Marc	9/21/2009	Campus Center Bldg Coord
Edwards, Andrew	10/1/2009	A&R General Office Support
Part-Time Faculty		
Anderson, Julie	9/15/2009	Part-Time Faculty
Diaz, Jessica	9/23/2009	Part-Time Faculty
Erickson, Thor	9/15/2009	Part-Time Faculty
Freihoefer, Kevin	9/21/2009	Part-Time Faculty
Galecki, Daniel	9/15/2009	Part-Time Faculty
Gallup, Sarah	9/15/2009	Part-Time Faculty
Green, David	9/22/2009	Part-Time Faculty
Hatfield, David	9/21/2009	Part-Time Faculty
Hofman, James	9/22/2009	Part-Time Faculty
Hunter, Brad	9/23/2009	Part-Time Faculty
Juttelstad, Ann	9/15/2009	Part-Time Faculty
Kelley, Gary	9/15/2009	Part-Time Faculty
Knieval, Molly	9/15/2009	Part-Time Faculty
Kramer, Jason	9/25/2009	Part-Time Faculty
Low, Holly	9/22/2009	Part-Time Faculty
Mackie, Michael	9/15/2009	Part-Time Faculty
McCarthy, Sharon	9/21/2009	Part-Time Faculty
McKnight, Susan	10/2/2009	Part-Time Faculty
Morris, Michele	9/15/2009	Part-Time Faculty
Parker, Janeen	9/15/2009	Part-Time Faculty
Parker, Lisa	9/21/2009	Part-Time Faculty
Sargent, Ann-Marie	9/15/2009	Part-Time Faculty
Simmons, Jill	9/22/2009	Part-Time Faculty
Stedman, James	9/15/2009	Part-Time Faculty
Supplee, Roxanne	9/21/2009	Part-Time Faculty
Tadday, Ralph	9/22/2009	Part-Time Faculty
Thielsen, Alice	9/22/2009	Part-Time Faculty
Thompson, Allison	10/16/2009	Part-Time Faculty
Warr, Andrew	9/22/2009	Part-Time Faculty
Welk, David	9/22/2009	Part-Time Faculty
Wiater, Alisha	9/28/2009	Part-Time Faculty

Name	Date Hired	Job Title
Temporary Hourly		
Addy, Nicholas	10/7/2009	EMT Lab Assistant
Appleberry, Brendan	10/15/2009	EMT Lab Assistant
Angland, Joseph	9/14/2009	Student Workers
Bedaywi, Michael	9/22/2009	Temporary Hourly Employees
Benally, Bennie	9/16/2009	Computer Lab Attendant
Bennett, Craig	9/23/2009	Tutor
Black, Cori-Lynn	10/2/2009	Student Workers
Bohning, Clare	9/21/2009	Student Workers
Coble, Sara	9/14/2009	Classroom Asst
Cummings, Alexander	10/5/2009	EMT Lab Assistant
Dorricott, Bruce	9/03/2009	Student Workers
Fadness, Tracy	9/21/2009	Student Workers
Ferrell, Sean	9/21/2009	Tutor
Fine, Jessica	9/15/2009	Spanish Tutor
Fornah, Samuel	9/17/2009	Student Workers
Furry, Darin	10/5/2009	CIS Tutor
Gharagouzloo, Keea	9/21/2009	Temporary Hourly Employees
Goddard, Samuel	9/21/2009	Student Workers
Graves, Monica	10/02/2009	EMT Lab Assistant
Green, Earl	9/21/2009	Tutor
Greimes, Robert	9/16/2009	Student Workers
Griswold, Ruby	9/21/2009	Student Workers
Gufreda, Matthew	9/16/2009	Textbook Asst
Haindel, Chris	9/28/2009	Student Workers
Hefty, Blain	10/7/2009	EMT Lab Assistant
Helmbrecht, Pualani	9/03/2009	Dital Narrator & Script Writer
Hogrefe, Joseph	10/7/2009	EMT Lab Assistant
Hunter, Holly	10/7/2009	EMT Lab Assistant
Jensen, Ryan	10/7/2009	EMT Lab Assistant
Jervis, Cindy	9/14/2009	Lab Attendant
Joanis, Patrick	9/16/2009	Textbook Assistant
Krohn, Jeremy	9/22/2009	Student Workers
Legg, Andrew	9/29/2009	Student Workers
Lehr, Penny	10/15/2009	EMT Lab Assistant
Lynch, Elyse	9/01/2009	Computer Lab Attendant
MacDonald, Jason	9/11/2009	Custodian Assistant
Marshall, Madilyn	9/21/2009	Math Tutor
McCready, Luke	9/15/2009	Studio Asst
Miller, Frances	9/21/2009	Math Tutor
Miller, Rachel	9/24/2009	Student Workers
Miller, Shannon	9/21/2009	Technical Assistant
Moore, Steffan	9/30/2009	Student Workers
Nigg, Gregory	9/21/2009	Stats/Acct/Eco/Math tutor
Odegaard, Eli	9/15/2009	Darkroom Assistant
Padilla, Maya	9/17/2009	Test Proctor
Paetsch, Jacob	9/23/2009	Student Workers
Pengra, Steven	9/22/2009	EMT Lab Assistant
Peters, Kyle	9/17/2009	Math Tutor

Temporary Hourly (Continued)

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Price, Lydia	9/21/2009	Student Workers
Proud, John	9/29/2009	Physics, Math Tutor
Quiring, Tracy	9/21/2009	CIS Tutor
Raber, Jeremy	9/22/2009	Student Workers
Rios, Elizabeth	9/16/2009	Computer Lab Attendant
Rutledge, Katie	9/8/2009	Custodian Assistant
Seavy, Andrew	9/16/2009	Text Book Asst
Seidenverg, Amy	9/1/2009	Writing Asst
Severson, Jenny	10/1/2009	GIS Tutor
Sloss, Matthew	9/21/2009	Tutor
Smith, Cricket	9/29/2009	Student Workers
Stewart, Dustin	9/23/2009	Math Tutor
Summers, Amy	9/21/2009	Math Paper Grader
Tamura, Tara	9/18/2009	Textbook Assistant
Toney, Caitlin	9/16/2009	Computer Lab Attendant
Trent, Rashel	10/5/2009	Student Workers
Turnage, Christopher	9/21/2009	Student Workers
Walker-Sands, Halorie	9/28/2009	Math Tutor
Watson, Robert	9/1/2009	EMT Lab Assistant
Webb, James	9/27/2009	Math Tutor
Wellinghoff, Orion	10/1/2009	Simulator Instructor
Wolf, Kirsteen	10/5/2009	Student Workers
Wright, Natalie	9/24/2009	Student Workers

Temporary Salary Payment

Alexander, Bruce	9/28/2009
Bottorff, Amber	9/10/2009
Clark, Kailey	9/10/2009
Couch, Kayla	9/10/2009
Cowan, Melinda	9/10/2009
Gatling, Joshua	9/10/2009
Hasse, Magadalyn	9/27/2009
Karlowicz, Thomas	9/10/2009
LaCour, Jodie	9/10/2009
MacHaffie, Jennifer	9/10/2009
McCafferty, Geoffrey	9/10/2009
Poore, Jennifer	9/10/2009
Rachlin, Benjamin	9/10/2009
Sherwood, Dmitri	9/10/2009
Starr, Alex	9/10/2009
Stewart, Alex	9/10/2009
Thomas, Crystal	9/10/2009
Tibbetts, Zakary	9/10/2009
Walters, Dustin	9/10/2009
Warner, April	9/10/2009
Young, Byron	9/10/2009

COCC Board of Directors -- Priorities for 2009-2011
First Draft Update/Revision

The Board expects tangible progress across a broad spectrum of the Strategic Plan.

The Board expects college staff to make significant focused progress on the following priorities and, relative to these priorities, expects communication, assessment, and identification of policy issues which require further Board review.

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

- By expanding ~~geographic~~ access in outlying communities
- By expanding strategies which respond to students' **scheduling challenges and diverse learning styles**. ~~due to their personal schedule and other commitments~~
- By refining and implementing **the** Strategic Enrollment Management **plan** ~~system~~ with data driven enrollment targets
- By supporting enrollment of student groups that have been traditionally underserved
- By minimizing financial barriers to the extent possible

To achieve targeted progress with access and success, the Board believes that strategic partnerships will be increasingly important. Therefore, the Board expects continuing progress in partnerships with:

- K-12 partners
- University partners – OSU-Cascades ~~in particular~~ **and other university partners**.
- Regional employers
- **Regional organizations**, State agencies and the Oregon CC system

Design and implement systems for tracking and strengthening student retention and achievement of academic goals

Facility Development – Expand and improve institutional facilities to support enrollment growth, enable innovative programming in response to community/student needs, strengthen sense of campus community and link with the broader community.

- ~~Leverage regional voter support for a construction bond needed to fund the Health and Sciences Center partially funded through State funding and to fund additional facility repurposing, instructional effectiveness and efficiency, service to outlying communities and ADA accessibility.~~
- **Finalize bond construction project plans and implement construction of**

Health and Science Centers, Technology Education Center, Madras and Prineville campuses, and renovations for expanding general purpose classrooms.

- Finalize plans and construct Culinary Center and the related Campus Village project.
- Evaluate options for improved and expanded student housing and establish and implement a construction plan if the Board endorses the project.
- Assess and implement as appropriate partnerships to support facility initiatives.
- Attract alternative financial contributions to support priority facility initiatives

Assessment – Develop and implement comprehensive planning and assessment systems that define institutional direction, assess student learning, and modify programs, systems and activity based on that assessment.

- Integrate planning and assessment into accreditation activities and potential programs sponsored under pending Federal legislative support for community colleges.

Fiscal Viability – ~~In response to anticipated reductions in State funding and economic fluctuations and with the goal of achieving above targets:~~

- Develop and implement sustainable systems which balance comprehensive quality programs and services with appropriate tuition and fee levels.
- Develop alternative revenue streams for the college
- Ensure efficient and cost-effective operations
- Work to maximize to the extent possible fiscal support from the State.

Respond to regional student and business needs.

- Maintain open communication with various community groups and businesses,
 - define potential new or modified programs and services,
 - assess the operational and fiscal viability of such programs and services
 - implement as possible within fiscal and operational capacity.