

CENTRAL OREGON COMMUNITY COLLEGE

BUDGET COMMITTEE MEETING

Wednesday, May 10, 2006 - 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 12, 2006	4.a	X	Smith
V.	Resolution for Approval of Proposed 2006-07 Budget	5	X	Gregory
VI.	Adjourn			

CENTRAL OREGON COMMUNITY COLLEGE
BUDGET COMMITTEE MEETING
Wednesday, April 12, 2006 –6:00 PM
Lecture Hall, Sisters High School – Sisters, Oregon

PRESENT: Lester Friedman-Chair, Laura Hiller, Dennis Sargent, Karen Timchak, Jay Henry, Dana Bratton, John Overbay, Don Reeder, Dr. Ronald Foerster, Dr. Joyce Garrett, Anthony Dorsch, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

ABSENT: Thomas Safley, Steve Curran, Connie Lee

INTRODUCTION OF GUESTS:

Dr. Kathy Walsh, Diana Glenn, John Gregory, Lisa Boyer, Matt McCoy, Jim Jones, Eric Buckles, Gene Zinkgraf, Richard Thompson, Anna Bourdarenko, Ron Paradis, Carol Moorehead, Yoko Minoura -The Bulletin and others.

PUBLIC HEARING AND TESTIMONY:

None

MINUTES APPROVAL:

Mr. John Overbay motioned to approve the minutes of the March 8, 2006 Budget Committee Meeting. Mr. Anthony Dorsch seconded. MCU. Approved. M04/06:1

INFORMATION ITEM:

Governmental Accounting Standards Board Statement GASB #45
(Exhibit: 5.a & 5.a Attachment)

Mr. Jim Jones-Vice President and Chief Financial Officer summarized the State and Local Government's options for complying with GASB 45's OPEB reporting requirement.

Mr. John Gregory-Director of Fiscal Services, recently attended the NACUBO Higher Education Accounting conference, and reported that of the over 300 conference attendees, no other school except COCC had funding in their operating budget for retiree liability in compliance of GASB.

2006-07 NON-GENERAL FUND – QUESTIONS: Ms. Lisa Boyer-Accounting Manager, asked for questions in response to the non general fund proposal that was submitted for review at the March 8, 2006 Budget Committee meeting. No questions were submitted.

CASH FLOW UPDATE: Mr. Gregory summarized

Highlights -

- State Funding Formula reflects actual 04/05 FTE; actual 05/06 Statewide imposed property taxes; & assumed 5% biennial increase in state funding.
- Current taxes on forecast reflect 8.868% increase, not 9%.
- Tuition for 05/06 has been adjusted downward to reflect flat enrollment; impact ripples through the forecast with lower base.

- PERS rate updated for 07/08 through 10/11 reduced.

Impacts –

- State funding up through the projection by \$1,213,000.
- Tax revenue adjusted downward in projection by \$909,000.
- Tuition revenue adjusted downward in projection by \$850,000.
- Minor adjustment to investment revenue; \$175,000.
- PERS savings in projection equals \$730,000.

Bottom Line –

- Proposed 06/07 operational balanced.
- FY 07/08 through 10/11 has cumulative deficits of \$10,000,000 if nothing is done.

Budget Analysis (Handout: 7.b)

President Middleton reviewed the two tasks at hand –

1. Development of the 2006-07 Budget
2. Anticipation of Long-Term Budget Strategies

He noted that the single most critical factor is that Enrollment needs to grow 2% per year with the General Fund staffing growing at 1/2 % or less.

He reviewed Target Strategies which included:

- Expense reductions
- Strategic reductions and their impacts
- New revenue
- Positive outcomes
- Impacts/consequences

In summary, President Middleton noted that while the 2006-07 Budget is “OK”, major shifts need to be implemented so that the State funding reduction does not dictate the fundamental reshaping of COCC.

2006-07 PROPOSED GENERAL FUND BUDGET:

(Handout: 8.a-part 1 & 2)

Ms. Lisa Bloyer-Accounting Manager, reviewed that the 2006-07 budget is operationally balanced. She summarized the Proposed General Fund Revenues and Fund Expenditures; Budget Assumptions Revenues and Expenditures and the Budget Changes.

Overview:

- Primary objective is to provide spending authority for departments
- Precision of revenues and expense forecasting
- Budget presented is a roll-over budget

Jay Henry, thanked and applauded the staff for their efforts in presenting an excellent look at the present as well as the future while keeping the “core” at the forefront.

Chair Friedman commended the staff for their hard work on the budget. He announced that the next budget meeting will be Wednesday, May 10 in the Board Room, Boyle Education Center.

Chair Friedman acknowledged the fine food service provided for the Budget/Board pre-meeting dinner, by the Sisters High School Culinary program.

ADJOURN: 7:20 PM

APPROVED;

ATTEST TO;

Mr. Lester Friedman, Board Chair

Dr. James E. Middleton, President

**CENTRAL OREGON COMMUNITY COLLEGE
BUDGET COMMITTEE**

RESOLUTION

Prepared by: John Gregory-Director of Fiscal Services

A. Action Under Consideration

Approval of the 2006-2007 year budget including approval of property tax rate and debt service levy.

B. Discussion/History

As part of the budgeting process, the budget committee has the following functions: a) specify the amount of tax revenue or tax rate for all funds; b) establish a maximum for total expenditures for each fund; c) approve the total taxes for the local government as an amount and/or rate; and, d) approve the budget. The rate for Central Oregon Community College as a result of SB 123 (1999 Legislature) is \$.6204 per thousand dollars of assessed property value. In addition, the amount to be levied for debt service equals \$1,712,459. Total proposed budgets for all funds equal \$63,507,182.

C. Options/Analysis

1. Approve the proposed budgets, tax rate, and levy at this time.
2. Do not approve the proposed budgets, tax rate, and levy at this time.

D. Timing

Approval of the 2006-2007 year budget is requested at this time. Approval now will facilitate the remainder of the budget process, which involves adoption of the Budget by the Board of Directors in June after an additional public hearing.

E. Recommendation

Be it resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2006-2007 in the aggregate amount of \$63,507,182 (total of all funds) and that the permanent tax rate of \$.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$1,712,459 be approved for the Debt Service Fund for the purpose of the regiment of bonded debt owned by the district.

CENTRAL OREGON COMMUNITY COLLEGE
 Board of Directors' Meeting - AGENDA
 Wednesday, May 10, 2006 – 6:30 PM
 Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:30 pm	I. Call to Order			Dorsch
	II. Introduction of Guests			Dorsch
6:35 pm	III. Agenda Changes			
6:35pm	IV. Public Hearing and Testimony			
	A. ASCOCC (Assoc. Students of COCC)			Bondarenko ^P
	B.			
6:45 pm	V. Consent Agenda***			
	A. Board Meeting Minutes–April 12, 2006	5.a	X	Smith
	B. Personnel			
	1. New Hire Report (March/April 2006)	5.b1	X	Buckles ^A
	C. Approval to Rehire -Faculty	5.c	X	Walsh ^A
	D. Per Diem Rate Change	5.d	X	Jones ^A
	E. Approval to Rehire - Administrative/Confidential-Supervisory	5.e	X	Buckles ^A
	F. Juniper Residence Hall - Room/Board Rates	5.f	X	Thompson ^A
6:50 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators-Spring Term Enrollment	6.b*		McCoy ^A
	C. 24/7 Financial Aid Systems Demonstration			Multop ^P
7:00 pm	VII. Old Business			
	A. Observatory Court Property			Real Estate Committee ^P
	B. Student Housing Update			McCoy ^P
7:10 pm	VIII. New Business			
	A.			
7:15 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:30 pm	X. President's Report			
	A. Technology for Student/Audience Feedback			Hood ^P
7:45 pm	XI. Dates			
	A. May 4-26 Student Art Show –Pinckney Center Gallery/Campus			
	B. Friday, May 12 – 5:15-8:30pm Faculty Convocation – Bend Golf & Country Club			
	C. May 17, President's Scholarship Luncheon – The Riverhouse			

7:50 pm XII. Adjourn to Executive Session

ORS 192.660 (1)(e) Real Property Transaction
ORS 192.660 (1)(d) Labor Negotiations
ORS 192.660 (1)(i) Performance Evaluation of CEO

Jones
Jones
Lee

* 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 12, 2006 – 7:00 PM
Lecture Hall-Sisters High School, Sisters, Oregon

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

ABSENT: Connie Lee

INTRODUCTION OF GUESTS:

Dr. Kathy Walsh, Lester Friedman, Ted Thonstad, Bob Macauley, Diana Glenn, John Gregory, Lisa Bloyer, Matt McCoy, Jim Jones, Eric Buckles, Gene Zinkgraf, Richard Thompson, Anna Bourdarenko, Ron Paradis, Carol Moorehead, Yoko Minoura -The Bulletin and others.

AGENDA CHANGES:

Moved Up: Information Items: 6.d to Public Hearing and Testimony 4.b

PUBLIC HEARING AND TESTIMONY:

ASCOCC – (Associated Students of Central Oregon Community College)

Ms. Anna Bourdarenko reported on various recent and upcoming activities and events which are sponsored in full or part by ASCOCC. They include: bowling night, stress free finals, free massages, advertising for 2006-07 student government elections, dodgeball tournament, movie night, instrument concert, guest speaker-Maria Amparo Escandon, Osprig's-cleaning up for homelessness and more.

Chair Dorsch complimented and thanked Ms. Bourdarenko for the good job she does with her monthly reports representing the ASCOCC to the Board.

COCC Programs in Sisters, Oregon

Ted Thonstad- Superintendent of the Sisters School District, welcomed and thanked the Board for holding their April board meeting at Sisters High School.

He thanked President Middleton, Carol Moorehead-Dean, Continuing Education and Dr. Kathy Walsh-Vice President for Instruction, for their hard work in building bridges to the regions high schools especially to Sisters High School by extending COCC's mission by offering classes in the high school that meet student needs for college credits. He thanked COCC for expanding educational opportunities and working together in building partnerships during this time of tight resources.

Bob Macauley-Principal of Sisters High School, thanked the Board and Lonna Carnahan for the opportunities with transition pathway programs for high school seniors.

Carol Moorehead summarized (Handout: 4.b) that highlighted the COCC program offerings in the Sisters Community for 2005-06.

CONSENT AGENDA:

Mr. Don Reeder moved to approve the Consent Agenda. Dr. Ronald Foerster seconded. MCU. Approved. M04/06:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of March 8, 2006 (Exhibit: 5.a);

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

BE IT RESOLVED that the Board of Directors' approves the employment contract for Paul Stennett-full time Community Learning Program Coordinator (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' approves the employment contract for James Ellis-temporary instructor of business for academic year 2006-07 (Exhibit: 5.d).

INFORMATION ITEMS:

Campus Indicators – Business & Employee Development – (Exhibit: 6.a);

President Middleton reviewed that significant increased participation in the non credit and business programs have out-performed the expectations.

Financial Statements – (Exhibit: 6.b)

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

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

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

NEW BUSINESS

Aboriginal Residency (Exhibit: 8.a)

President Middleton summarized the Aboriginal Residency at Oregon Community Colleges, proposed resolution, noting that the adoption of the resolution approves in-state residency for enrolled members of federally recognized tribes in Oregon.

Dr. Joyce Garrett moved that students who are enrolled members of federally recognized tribes of Oregon or who are enrolled members of a Native American tribe which had traditional and customary tribal boundaries that included parts of the state of Oregon or which had ceded or reserved lands within the state of Oregon shall be assessed in-state resident tuition regardless of their state of residence. Mr. Dana Bratton seconded. MCU. Approved. M04/06:2

2006-07 Tuition Rates (Exhibit: 8.b)

President Middleton reviewed that in determining tuition rates, the college considers statewide averages, trends and the COCC budget expenses and resources for the upcoming year. The proposed tuition increases are: \$2/in-district; \$3/out-of-district; \$5/out-of-state/international.

Mr. Don Reeder moved to approve the 2006-07 credit tuition schedules as follows: In-district tuition \$63/credit hour; Out-of-District tuition \$86/credit hour; and Out-of-State/International tuition \$177/credit hour. (Effective Summer quarter 2006). Mr. John Overbay seconded.

Discussion:

Dr. Foerster expressed his concern that increases in tuition limits access to students and that he will vote against the motion for symbolic reasons.

Call for the Question:

Yes – Reeder, Dorsch, Bratton, Garrett, Overbay

No – Foerster

MC. Approved. M04/06:3

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Mr. Bratton	On the Deschutes County Home Rule Committee
Mr. Reeder	Agenda Planning Conference Call w/Tony Dorsch & President Middleton Spoke w/President Middleton re: Warm Springs Call from Jim Jones re: Insurance Agent
Dr. Foerster	Attended Bend City Council Meeting Attended CORRECT Meeting Attended meeting with Susan Castillo/State Superintendent of Public Instruction
Dr. Garrett	Attended Prineville Crook County Education Committee meeting
Mr. Overbay	None to report
Mr. Dorsch	Agenda Planning Conference Call meeting w/Don Reeder and President Middleton Participated in the Cascade Winds Band Concert

PRESIDENT'S REPORT:

Marketing and Outreach:

NCMPR Award

Mr. Ron Paradis-Director of College Relations, reported that he recently attended the national conference of the National Council for Marketing & Public Relations. He noted that COCC was the only community college from Oregon to receive an NCMPR Paragon award at the conference. COCC received a bronze award in the newsletter category for the COCC Foundation's "Legacies Newsletter." Mr. Paradis reported that COCC employee Ms. Linda Williams-Staff Writer, writes the majority of articles and Ms. Mary Wagner-Graphic Designer, does the layout and design for the Legacies Newsletter.

Gusto Magazine (Handout: 10.b)

President Middleton spoke of the recent "Gusto" magazine article regarding the COCC Culinary Institute, noting that it is always a compliment to see COCC's programs being highlighted in marketing material in someone else's publication. He commented that a copy of "Gusto" magazine is available throughout Central Oregon.

Warm Springs

Ms. Carol Moorehead-Dean, Continuing Education & Extended Learning, and President Middleton, recently met with the Warm Springs tribal leadership regarding COCC programs in Warm Springs. Their budget cuts resulted in suspending the funding for the center staff. Discussion centered on planning for future services to Warm Springs.

City Council Letter (Exhibit: 11.a)

President Middleton noted that the letter was officially informing the City Council of COCC's request to do an amendment to the plan for COCC property located near the intersection of Mt. Washington and Shevlin Park Road. Project proposals are due on April 28, they will be brought to the Real Estate Committee for review, then a report will come to the Board.

ADJOURN to Executive Session: 8:10 PM

Adjourn from Executive Session: 8:50 PM

APPROVED;

ATTEST TO;

Mr. Anthony J. Dorsch, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
May 10, 2006
Approve: ___Yes___No
Motion: ___

Central Oregon Community College

NEW HIRE REPORT

MARCH-APRIL 2006

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
<u>Classified Full-Time</u>		
Cass, Kent	3/26/2006	Custodian
Edwards, Katie	3/30/2006	Enroll Specialist
Taft, Edward	4/2/2006	Custodian
<u>Part-Time Faculty</u>		
Casad, Molly	4/3/2006	Part-Time Faculty
Drayton, Daniel	4/3/2006	Part-Time Faculty
Dunn, Kenneth	4/3/2006	Part-Time Faculty
Finley, Richard	4/10/2006	Part-Time Faculty
Jacobson, Holly	4/3/2006	Part-Time Faculty
Jaeger, Stephanie	4/3/2006	Part-Time Faculty
Keagy, Sabine	4/3/2006	Part-Time Faculty
Koellermeier, Doug	4/3/2006	Part-Time Faculty
Nagler, Betsy	4/3/2006	Part-Time Faculty
Peterson, TimothyMichael	4/3/2006	Part-Time Faculty
Schaefer, Isaac	4/3/2006	Part-Time Faculty
<u>Temporary Hourly</u>		
Bartow, Benjamin	4/6/2006	Computer Lab
Collins, Bradley	4/3/2006	Tutor
Cummings, Joel	3/22/2006	EMT Lab Asst
Davis, Teresa	3/17/2006	Info Office Asst
DeLeo, John	4/3/2006	Notetaker
Elliott, Megan	4/3/2006	Notetaker
Espinoza, Mischell	4/1/2006	MA Lab
Finn, Megan	4/10/2006	Info Office Asst
Flanary, Alysia	3/28/2006	Student Ambass.
Hansen, Joseph	4/3/2006	EMS Lab Asst
Harrison, Robert	4/3/2006	EMS Lab Asst
Hendricks, Janet	4/3/2006	Notetaker
Hutchinson, Kyle	3/28/2006	Computer Lab
Kaatz, Carmen	4/3/2006	Notetaker
Norris, Andrew	4/3/2006	EMS Lab Asst
Norris, Jacob	3/1/2006	Unclothed Model
Ramsden, Nadine	4/3/2006	Notetaker
Scott, Joshua	4/19/2006	Lab Asst - Biology
Scott, Kimberly	3/29/2006	Cashier - bookstore
Storton, Jeremiah	4/3/2006	EMT Lab Asst
Trautz, Marc	4/3/2006	EMS Lab Asst
Wasserman, Madalen	4/3/2006	Notetaker
Watson, Richard	4/3/2006	computer lab
Wilson, Matthew	4/3/2006	EMT Lab Asst
Wilson, Tiki-Marie	4/3/2006	Notetaker
<u>Temporary Salary Payment</u>		
Agli, Robert	3/11/2006	
Davis, H. Tom	3/10/2006	
Demaris, Karen	3/11/2006	
Ostrem, Julie	3/11/2006	
Youngbar, Reed	4/5/2006	

Exhibit: 5.c
May 10, 2006
Approved: Yes ___ No ___
Motion: ___

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Dr. 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 2006-07 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 2006-07 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 2006-07

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	Lew Cousineau	Michele Decker
Amy Harper	Matthew Scott Hays	Julie Hood
William Hoppe	Beverlee Jackson	Eddie Johnson*
James Knox	Mary Jeanne Kuhar	David Liu
Margaret Martin	Robin Martinez	Liberty Matthews
Kathleen McCabe	Crystal McCage	Jane Morrow*
Ralph Phillips	Sean Rule	James Sauve
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.

Marjorie Hoyer	James Moodie	Rise Quay
Katherine Smith	Ricky Virk	

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	Monte Cheney	Jeff Cooney
Deb Davies	Stacey Donohue	Julie Downing
Michael Fisher	Lilli Ann Linford Foreman	Beth Gebstadt*
Diana Glenn	Mary Hansen	Carson Haury
Carol Higginbotham	Michael Holtzclaw	Tina Hovekamp
Julie Keener	Kelvin Kempfer	Diane Kirk
Jim Kress*	Terry Krueger	Lowell Lamberton
Eleanor Sumpter Latham	Aaron Lish*	Kathleen Lowe
Greg Lyons	Brett Michalski	Leslie Minor-Evans (LOA)
Charles Naffziger	Doug Nelson	Christine Ott-Hopkins
Sean Palagyi*	Margaret Peterson	Rebecca Plassmann
Robert Reynolds	Art Sanchez	Kiri Simning*
Margaret Triplett	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
Chuck Hutchings	Sara Krempel	Ken Mays
Patricia O'Neill		

TEMPORARY FACULTY

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

Karalea Fisher	Amy Van Dusen Howell	Dawn Lane
Lynn Murray	Monica Vines	

*indicates considered for and awarded promotion this year.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: John Gregory-Director of Fiscal Services

A. Action Under Consideration

Approve an increase of both in-state and out-of-state meal per diem rates for fiscal year 2006-07.

B. Discussion/History

The last time the College adjusted its meal per diem rate was for the 2000-01 fiscal year. At that time rates were raised to \$32 per day for in-state reimbursement and \$44 per day for out-of-state reimbursement. A review of the State of Oregon's and the federal government's per diem rates revealed that COCC's reimbursement rates are considerably out of line with the reimbursement rates of those agencies. Therefore, it is recommended that for fiscal year 2006-07 COCC adopt an in-state reimbursement rate of \$36 per diem and an out-of-state reimbursement rate of \$49 per diem. The amount per meal is as follows:

	<u>In-State</u>	<u>Out of State</u>
Breakfast	\$8	\$12
Lunch	\$10	\$14
Dinner	<u>\$18</u>	<u>\$23</u>
Total	\$36	\$49

C. Options/Analysis

1. Approve the in-state and out-of-state meal per diem increases.
2. Do not approve the in-state and out-of-state meal per diem increases.

D. Timing

This action can be done at this board meeting or the subsequent meeting in June in order to be in place for the beginning of fiscal year 2006-07.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize the increase of the in-state meal per diem rate to \$36 per diem and the increase of the out-of-state meal per diem to \$49 per diem effective with the beginning of fiscal year 2006-07.

F. Budget Impact

The proposed travel budgets for fiscal year 2006-07 should be sufficient to accommodate the rate increases.

Exhibit: 5.e
May 10, 2006
Approval ___ Yes ___ No
Motion _____

Central Oregon Community College

RESOLUTION

Prepared by: Eric Buckles, Director of Human Resources

A. Action Under Consideration

Approval to rehire administrative staff on one and three-year contracts and confidential/supervisory staff on change of status documents as appropriate for 2006-2007.

B. Discussion/History

Contracts are issued to administrative staff on a one and three-year schedule. Conditions for the issuance of all administrative contracts, which includes satisfactory performance, is contained in the Board-approved *Handbook for Exempt, Confidential and Supervisory Employees*.

One-Year Contracts:

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

Three-Year Contracts

- 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 administrators recommended for rehire is attached. Confidential and supervisory employees are renewed on an annual change of status form. A list of confidential and supervisory employees is also included.

C. Options/Analysis

Approve rehire recommendations for administrative and confidential and supervisory staff on a one- and three-year basis or change of status documents.

Decline rehire recommendations for administrative and confidential and supervisory staff on a one-and three-year basis or change of status documents.

D. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College approve the rehire recommendations for administrative and confidential and supervisory staff for the 2006-2007 fiscal year.

E. Budget Impact

Funds for administration and confidential/supervisory salaries are contained in the approved 2006-2007 budget.

Central Oregon Community College

Administrative and Confidential-Supervisory Contracts
Recommended to Rehire 2006-07

Administrative Employees

One Year Administrative Contracts (Regular/ Probationary/ Temporary)

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>
Adams	Laurie	Program Coordinator
Andresen	Sharla	Financial and Contract Analyst
Beyer	Pamela	Fin. Aid Technical Specialist
Bloyer	Lisa	Accounting Manager
Buckles	P Eric	Director of Human Resources
Carnahan	Lonna	Perkins Grant Coordinator
Douglass	William	Club Sports/Intramural Director
Elsberry	Shawna	Academic Advisor
Ertle	Vicki	Director Family Resource Center
Gregory	Margaret	Tutor Coordinator
Hagan	Deborah	Distance Education Coordinator
Hagenbach	David	Sign Language Interpreter
Jeffreys	Cynthia	Systems Integrator
Jumper	Nancy	Program Coordinator Cont. Education
Kjemhus-Spahr	Karen	Accountant
Klett	Barbara	Instructional Technology Coordinator
Kontich	Gary	Network Administrator
Lantis	Glenda	Program Coordinator. Cont Education
McC Campbell	Susan	Assist. Dir. Student Fin. Aid
McCoy	Matthew	VP Institutional Advancement
McDilda	Robert	Safety and Security Supervisor
Metcalf	Aimee	Assist. Dir. Admission/Records
Middleton	James	President
Moore	Alicia	Director Admissions/Records
Multop	Kevin	Director/Student Financial Aid
Paulson	Scott	Project Analyst/Developer
Pederson	Jeffrey	Systems Administrator
Pierce	Brynn	Institutional Researcher
Podesta	Cheryl	Grant Writer – Temporary
Price	Gordon	Financial Aid Advisor
Richards	Jeff	Coordinator of User Services
Simenson	Dennis	Program Director MATC
Simone	Paula	Wildland Fire Science./Interim SFS
Smith	Gina	OLI Coordinator
Smith	Kellie	Tutoring/Testing Ctr. Director
Smith	Michael	Coordinator of Career Services
Sorensen	Gail	Human Resources Coordinator
Stennett	Paul	Program Coordinator./Computer Spec
Suyematsu	Jessie	Applications Analyst/Program
Tomlin	Ross	Instructional Dean
Walker	Anne	Disability Services Coordinator
Walsh	Kathleen	Vice President for Instruction
Weaver	James	Executive Director, Foundation
Wickham	Beth	Program Supervisor
Wilcox	James	Business Counselor
Willis	Lori	Dir. Bookstore/Copy Center
Yeager	Cody	Advisor/Coordinator Native American

Continuing Contracts – Three Year/Level 26+&>10 Years

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>
Bilyeu	David	Director of Library Services
Dean	Dianne	Director, Adult Basic Education
Gregory	John	Director of Fiscal Services
Jones	James	Vice President/CFO
Moorehead	Carol	Dean of Cont Ed/Extended Learning
Paradis	Ronald	Director of College Relations
Simpkins	William	Data Base Administrator
Thompson	Richard	Dean of Students/Enrollment Services
Viles	Vickery	Director of CAP Center
Zinkgraf	Gene	Director of Campus Services

Confidential/Supervisory Employees

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>
Hoffman	John	Maintenance Supervisor-Bldg.
Mosier	Julie	Facilities Services Supervisor
Ortiz	Lori	Payroll Specialist
Smith	Julie	Executive Assistant
Stock	Ryan	Maint Supv, Cust & Grounds
Wolfe	Ruth	Admin Assist - VP Instruct.

CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
Resolution

Prepared by: Richard Thompson-Dean of Students and Enrollment Services

A. Action under Consideration

Juniper Residence Hall room and board rates 2006 - 2007.

B. Discussion/History

Each spring the College, in consultation with its residence hall contractor, College Housing Northwest (CHNW), and the food service contractor, High Desert Management, establishes residence hall room and board rates for the subsequent fiscal year. An overall rate change of 6.5% is recommended, increasing the annual Juniper Hall room and board charge from \$6,380 to \$6,798.

This resolution reflects a 7.5% room rate increase and a 5.29% board rate increase. The board rate includes a 3.5% base increase plus 1.79% for additional food days not included in previous contract. This recommendation reflects:

- CHNW wage and benefit cost to recruit and retain qualified, quality staff.
- The equivalent of 4 ½ additional food days in contract
- In-room cable internet service
- Other minor cost increases include but are not limited to: Increasing "bad debt" expense, increasing expense due to higher expected credit card use fees and increasing residence life expenditures, programming, material and maintenance costs and asset replacement and inflation.

A CHNW survey of 12 northwest residence halls indicates room and board rates will range next year from a high of \$7,825 (EQU) to a low of \$4,650 (Treasure Valley CC). The average cost over the 12 colleges is \$6,960 reflecting a 9.5% increase over the previous year. The recommended COCC rate is below the average rate increase of the 12 comparison colleges and puts us near the middle of the range with seven college's rates above COCC and five below. We have the smallest residence hall of the group, nearly ½ again smaller than the next largest residence hall. We have been able to keep our prices competitive despite the lack of economy of scale.

Double Room: **Recommended Fees for 2006/2007**

	Board	Room	Total
Fall	\$1,019	\$1,787	\$2,806
Winter	\$974	\$1,493	\$2,467
Spring	\$974	\$551	\$1,525
	\$2,967	\$3,831	\$6,798

C. Options/Analysis

Approve rate increase.
Set a different rate.

D. Timing

Action requested at this meeting to meet consumer information printing schedules and contract signing.

E. Recommendation

Be it resolved that the governing Board of Central Oregon Community College adopt a 6.5% percent increase for the 2006-2007 Juniper Residence Hall fee schedule increasing the standard annual rate from \$6,380 to \$6,798.

F. Budget Impact

None