



**CENTRAL OREGON
 COMMUNITY COLLEGE**
 Board of Directors' Meeting – AGENDA
 Wednesday, October 11, 2017 – 5:45PM
 Redmond Technology Education Center Bldg.
 Room 209 - COCC Redmond Campus

TIME**	ITEM	ENC.*	ACTION	PRESENTER
5:45 pm	I. Call to Order			Krenowicz
5:46 pm	II. Introduction of Guests			Krenowicz
5:48 pm	III. Agenda Changes			
5:50 pm	IV. Public Hearing and Testimony			
	A. Fostering College Writing at the High School Level and Cascades Commitment			Hamlin/Felton/Newby☐
6:05pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting (Sept. 13, 2017)	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (August & September 2017)	5.b1 & 5.b2	X	Fegley ^A
	C. Approval of Contracts			
	1. Roy	5.c1	X	Fegley ^A
	2. Cary	5.c2	X	✓
	3. Bouse	5.c3	X	✓
	4. Solar	5.c4	X	✓
6:06 pm	VI. Information Items			
	A. Financial Statements	6.a		Bloyer ^A
	B. Loop Road Completion	6.b		Pitman☐
6:20 pm	VII. Old Business			
	A.			
6:25 pm	VIII. New Business			
	A. Pence/Pinckney Transformer Replacement	8.a	X	Viola☐
6:35 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			Krenowicz
6:50 pm	X. President's Report			Metcalf
	A. Updates			
	1. COCC Cyber Security			Cecchini/Dona☐
	XI. Dates			
	A. November 1-3: OCCA Annual Conference – Gleneden Beach, OR			
	B. Wednesday, November 8, 2017 @ 5:45 p.m. Board of Directors' Meeting @ the COCC Cascade Culinary Institute – Elevation			
	C. Wednesday, December 6, 2017 @ 5:45 p.m. Board of Directors' Meeting Christiansen Boardroom – Boyle Education Center Bldg.			

* 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, September 13, 2017 5:45 p.m.
COCC Madras Campus
Madras, OR
COCC Bend Campus

PRESENT: Joe Krenowicz, John Mundy, Bruce Abernethy, Laura Craska Cooper, Erica Skatvold, Alan Unger, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

ABSENT: Vikki Ricks

CALL TO ORDER: Joe Krenowicz, Board Chair

INTRODUCTION OF GUESTS: Tom Brown-Madras City Council, Laurie Danzuka, Courtney Snead, and Kathy Sisk-Jefferson County School District 509-J; Neil Bryant of Bryant Lovlien & Jarvis Attorneys at Law; and COCC staff members Mike Gardner, Janet Narum, Jerry Schulz, Betsy Julian, Matt McCoy, David Dona, Julie Downing, Michael Fisher, Jenni Newby, Dan Cecchini, Zak Boone, Lisa Bloyer, Joe Viola, Sharla Andresen, Ron Paradis, Alicia Moore, Danielle Fegley, Anna Mewes, and others.

PUBLIC HEARING AND TESTIMONY:

COCC Madras Campus and Deer Ridge Correctional Institution - Update

Jerry Schulz, extended learning dean, gave an update of activities at the Madras campus. He introduced Kathy Sisk of the Jefferson County School District 509-J – who gave an update of Madras high school's "future center" and how it collaborates student success with the COCC Madras campus. She shared that 95% of Madras high school students have expressed a desire to attend college after high school.

Mike Gardner, part-time instructor, talked about his experience teaching math classes at the COCC Madras Campus and his belief that having local residents teach is of benefit to students as they can be more involved with the students and the campus.

Janet Narum, director of corrections education at Deer Ridge Correctional Institution, talked about the programs COCC offers at Deer Ridge. She said they work on helping the inmates by giving them different titles – calling them welders or GED graduates rather than inmates. Janet shared that Deer Ridge ranks in the top 10 percent for correctional institutions in the state for their GED and welding programs with more than 150 enrolled in the GED program.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda (Exhibits: 6.a1-6.c2).

Mr. John Mundy seconded the motion. MCU. Approved. M09/17:1

BE IT RESOLVED that the Board of Directors reviewed and approved the Regular Meeting Minutes of July 12, 2017 and the Conference Call Meeting Minutes of July 24, 2017 (Exhibit: 6.a1 & 6.a2);

BE IT RESOLVED that the Board of Directors reviewed and approved the July/August 2017 New Hire Report (Exhibit: 6.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Gordon Price- coordinator of student activities (Exhibit: 6.c1). Lisa Campbell-veterinary technician education; Anna Cherry, instructor/program director of health information technology; Joannie Miller, nursing; and Lisa Shipman, aviation (Exhibit: 6.c2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)

The Board of Directors were apprised of the July 2017 Financial Statements.

NEW BUSINESS:

COCC's Banner ERP/SIS (Exhibit: 8.a)

Dan Cecchini, chief information officer, reviewed the need to move the current Ellucian Banner Enterprise Resource Planning (ERP) / Student Information Systems (SIS) from the COCC datacenter to a Cloud-based hosted service offered by Ellucian.

Ms. Laura Craska Cooper moved to approve entering into a contract with Ellucian for Hosted Banner Services. Mr. Alan Unger seconded. MCU. Approved. M09/17:2

BOARD OF DIRECTORS' OPERATIONS:

Ms. Skatvold Meeting with David Haynes-Career Connect Bend
City Club Forum – Economic Development in a Housing Crisis
Meeting re: rebuilding and reviving Bend's central district
Orientation – Board of Directors
New Board Member Orientation sponsored by OCCA – Newport, OR

Ms. Craska Cooper Facilities Master Plan meeting
Crook County Meeting with Matt McCoy
Attended class given by Professor Dr. Rebecca Walker-Sands

Mr. Unger Orientation – Board of Directors
Meeting with President Metcalf
Tour of COCC Bend campus
Redmond School District board meeting
City Club Forum – Economic Development in a Housing Crisis
State of the County – Redmond Chamber of Commerce
Two meetings with Matt McCoy
Audit and Finance Committee meeting
New Board Member Orientation sponsored by OCCA – Newport, OR

Mr. Mundy Facilities Master Plan meeting
 Meeting with Matt McCoy re: outreach
 City Club Forum re: Midtown redevelopment
 Emails re: Board Retreat
 Audit and Finance Committee meeting

Mr. Abernethy City Club Forum – Economic Development in a Housing Crisis
 Emails re: Board Retreat

Mr. Krenowicz Audit and Finance Committee meeting
 Career Connect
 City Club Forum – Economic Development in a Housing Crisis
 July 24 Conference Call meeting
 Calls and meeting with the President re: Board Retreat
 City of Madras Planning meeting
 Agenda Review with President Metcalf
 Jefferson County meeting
 Conversation with Dan Cecchini re: IT

PRESIDENT'S REPORT

Updates:

- Residence Hall is at 103% occupancy
- \$96,000 was generated for Summer Conferences held on the Bend campus
- Volunteers needed for the residence hall move-in day
- Oregon Promise – as of two weeks ago we surpassed the number of students that we had participating in the program last year.

Adjourn to Executive Session: ORS 192.660 (2)(h) Legal Counsel

Adjourn Executive Session:

Reconvene Board of Directors' Meeting – Open Session

OLD BUSINESS:

Indemnity (Exhibit: 16.a)

The Board of Directors discussed the option of indemnifying COCC employees named in a civil lawsuit.

Mr. Bruce Abernethy moved to approve that the Board of Directors of Central Oregon Community College does hereby accept and approves the requests of Shirley Metcalf, Matthew McCoy, and James Bennett to defend and indemnify them in the foregoing lawsuit. Ms. Laura Craska Cooper seconded. MCU. Approved. M09/17:3

ADJOURN: 8:15 p.m.

APPROVED;

ATTEST TO;

Mr. Joe Krenowicz, Board Chair

Dr. Shirley I. Metcalf, President



Central Oregon Community College
 Board of Directors
 New Hires Report, August 2017
 by Classification

Exhibit: 5.b1
 October 11, 2017

Approved: ___ Yes ___ No
 Motion: _____

Report Date Range:
 August 1, 2017
 August 31, 2017

Name	Hire Date	Job Description	Location	Department
Classified Full-Time				
Cyrus, Morgan James Keith	8/28/2017	Technical Support Specialist 3	Bend	Enterprise Computing Services
Fortenberry, Jeffery B	8/7/2017	Campus Custodian	Bend	Custodial Services
Gould, Ryan Lee	8/28/2017	Science Lab Technician	Bend	Chemistry
Temporary Hourly				
Gesme, Zeta Pearl	8/1/2017	Clerical Assistant		Fine Arts and Communication Office
Hayman, Sandra K	8/7/2017	Youth Camp Assistant		Community Education

Central Oregon Community College

Board of Directors

NEW HIRE REPORT FOR September

Date of Hire: September 1, 2017 – September 30, 2017

Name	Date Hired	Location	Job title
Classified Full-Time			
Lisa Maclellan	9/5/17	Bend	Biological Science
Erin Trimble	9/13/17	Bend	Sign Language Interpreter
Classified Part-Time			
Sarah-Jean Bjornson	9/11/17	Bend	Financial Aid
Joie Simtustus-Chavez	9/5/17	Madras	Extended Learning
Adjunct Faculty			
David Engle	9/25/17	Bend	World Languages and Cultures
Katherine Hilst	9/25/17	Bend	Business Administration
Jack McKenzie	9/25/17	Bend	Science
Patricia Wagner	9/25/17	Bend	Mathematics
Temporary Hourly			
Max Amundsen	9/6/2017		Tutoring and Testing
Sydney Borchers	9/20/2017		Bookstore
Katarina Bourne	9/22/2017		Tutoring and Testing
Jonah Broyer	9/6/2017		Tutoring and Testing
Lea Christiansen	9/1/2017		Bookstore
Jennifer Dube-Soto	9/25/2017		Art
Julian Haahs	9/5/2017		Tutoring and Testing
David Hagenbach	9/14/2017		Disability Services

Madelaine Hughes	9/1/2017	Library
Kellan Jenkins	9/25/2017	Tutoring and Testing
Jennifer Kannier	9/18/2017	Plant Administration
Jackie Lakanen	9/1/2017	Library
Brady Landry	9/18/2017	User Services
Abigail Larkin	9/22/2017	Tutoring and Testing
Joseph McCance	9/15/2017	User Services
Sydney Smith	9/25/2017	Art
Keith Steensen	9/21/2017	Tutoring and Testing
Masud Sultani	9/21/2017	Tutoring and Testing
David Turner	9/11/2017	Tutoring and Testing

**Central Oregon Community College
Board of Directors: Resolution**

Prepared by: Danielle Fegley, Director of Human Resources

Subject	Approve employment contract Nannette Lynn Roy as Lead Business Systems Programmer
Institutional Sustainability	IS.5 - Further develop and enhance employees and operational systems to ensure institutional quality and viability.

A. Background

The **Lead Business Systems Programmer** position is a re-hire into the same position. Responsible for programming and maintaining the college's Ellucian Banner enterprise resource planning (ERP) system, and related systems. This position participates in information technology system (ITS) projects as a lead developer. Responsibilities include analysis, design, development, testing, implementation and documentation of ERP systems. Assigned projects may incorporate changes to existing functionality or new functionality. The Lead Business Systems Programmer also develops interfaces to external systems. This individual will provide technical advice and support to users including troubleshooting issues, creating reports and data extracts, and data analysis. The Lead Business Systems Programmer works and collaborates with the MIS team comprised of MIS Analysts, Banner programmers and DBAs to manage all aspects of the ERP system for COCC.

B. Options/Analysis

- Approve the employment contract for **Nannette Lynn Roy** as **Lead Business Systems Programmer**.
- Decline approval of the employment **Nannette Lynn Roy** as **Lead Business Systems Programmer**.

C. Timing

The **Lead Business Systems Programmer** position is for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the re-hire is effective from October 2, 2017 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **Nannette Lynn Roy** as **Lead Business Systems Programmer**.

F. Miscellaneous

Lynn Roy has been employed as a Lead Business Systems Programmer since 2011.

**Central Oregon Community College
Board of Directors: Resolution**

Prepared by: Danielle Fegley, Director of Human Resources

Subject	Approve employment contract for MICHELLE CARY as Native American Program Coordinator
Institutional Sustainability	<p>IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.8 - Support enrollment and success of underrepresented students</p> <p>IS.9 - Expand access throughout the district with long-term strategies for educational services in underserved areas.</p>
Transfer and Articulation Objectives	TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Lifelong Learning Objectives	LL.1 - Broaden lifelong learning opportunities based on assessed campus, community, and industry needs.

A. Background

The **Native American Program Coordinator** position is a replacement position. The Native American Program Coordinator is responsible to develop, coordinate, and evaluate activities and programs that enhance the quality of student life. The position provides direct support for campus-wide program initiatives to new and returning Native American students. The position works in collaboration with other areas providing support and advice to guide and to assist students with issues which affect college success, including housing, admission and placement, financial aid, advising, retention, and liaison with campus community.

B. Options/Analysis

- Approve the employment contract for **Michelle Cary** as **Native American Program Coordinator**.
- Decline approval of the employment contract **Michelle Cary** as **Native American Program Coordinator**.

C. Timing

The **Native American Program Coordinator** position is appointed for an **11-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from September 27, 2017 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **Michelle Cary** as **Native American Program Coordinator**.

F. Miscellaneous

Michelle Cary holds a master's degree in education from Lesley University in Boston and a bachelor's degree in education from Oregon State University. Most recently, she has taught elementary school in Prineville and Glide, Oregon.

**Central Oregon Community College
Board of Directors: Resolution**

Prepared by: Danielle Fegley, Director of Human Resources

Subject	Approve employment contract for Misty Bouse as Major Gifts Officer
Institutional Sustainability	<p>IS.2 - Increase meaningful partnerships to improve COCC's effectiveness and positive impact in the region.</p> <p>IS.4 - Explore and strategically pursue funding options, both traditional and alternative, to ensure fiscal sustainability.</p> <p>IS.8 - Support enrollment and success of underrepresented students</p> <p>IS.9 - Expand access throughout the district with long-term strategies for educational services in underserved areas.</p>
Transfer and Articulation Objectives	TA.2 - Maintain and strengthen student opportunities to make progress toward degree completion and/or transfer.
Lifelong Learning Objectives	LL.1 - Broaden lifelong learning opportunities based on assessed campus, community, and industry needs.

A. Background

The **Major Gifts Officer** position is a new position. The Major Gifts Officer serves as a member of the Foundation team to help lead a comprehensive major gifts program. Responsible for planning and implementing efforts to steward existing major donors and cultivate new major and planned gift prospects, oversee major gifts, planned giving, and all stewardship programs affiliated donors and prospective donors. The Major Gifts Officer is engaged in community events and meetings promoting institutional priorities, goals, and objectives.

B. Options/Analysis

- Approve the employment contract for **Misty Bouse as Major Gifts Officer**.
- Decline approval of the employment contract **Misty Bouse as Major Gifts Officer**.

C. Timing

The **Major Gifts Officer** Position is appointed for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from November 1, 2017 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract **Misty Bouse** as **Major Gifts Officer**.

F. Miscellaneous

Misty Bouse holds a bachelor's degree in Journalism and Communications from the University of Oregon, Eugene. Most recently, she worked for Portland Community College Foundation as a Major Gifts Officer.

**Central Oregon Community College
Board of Directors: Resolution**

Prepared by: Danielle Fegley, Director of Human Resources

Subject	Approve employment contract for Layla Solar as Financial Aid Technical Analyst
Institutional Sustainability	<p>IS.1 - Expand and refine data, research and assessment systems and infrastructure to support student success.</p> <p>IS.8 - Support enrollment and success of underrepresented students.</p>

A. Background

The **Financial Aid Technical Analyst** position is a replacement position. The Financial Aid Technical Analyst coordinates and oversees all financial aid technical processes. Responsible for internal management and coordination of financial aid data and related systems. Serve as the primary resource for generating the research and statistics necessary for Financial Aid assessment projects.

B. Options/Analysis

- Approve the employment contract for **Layla Solar** as **Financial Aid Technical Analyst**
- Decline approval of the employment contract **Layla Solar** as **Financial Aid Technical Analyst**

C. Timing

The **Financial Aid Technical Analyst** position is appointed for a **12-month** employment contract each fiscal year. For the 2017-18 fiscal year, the initial employment contract period will be from October 16, 2017 to June 30, 2018. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins on July 1.

D. Budget Impact

The salary conforms to the current approved Administrative salary schedule.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors hereby approves the employment contract for **Layla Solar** as **Financial Aid Technical Analyst**.

F. Miscellaneous

Layla Solar holds a Bachelor's degree in HDFS-Human Services Option from Oregon State University Cascades. She is currently serving as Assistant Director of Admissions and Records at Central Oregon Community College. She has worked for COCC for 3 years.

Central Oregon Community College
Monthly Budget Status
Highlights of August 2017 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$25.6 million. The August average yield for the Local Government Investment Pool remained the same as July at 1.45 percent.

The bond proceeds held in cash totals \$241 thousand as of the end of August.

General Fund Revenues

The College received the first state aid payment of \$2.3 million this month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through August 2017 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of August 31, 2017

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 24,763,495		
3624 - Robert Clark Trust			\$ 377,301
3707 - Residence Hall bond funds		\$ 240,712	
August Average Yield 1.45%			
Cash in USNB	\$ 892,232		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 25,660,327</u>	<u>\$ 240,712</u>	<u>\$ 377,301</u>

Central Oregon Community College
Monthly Budget Status
August 2017

Exhibit 6a
11-Oct-17

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 15,573,000	\$ -	\$ (15,573,000)	0.0%	0.0%
Prior Taxes	536,000	131,521	(404,479)	24.5%	24.3%
Tuition and fees	17,316,000	4,938,177	(12,377,823)	28.5%	32.6%
State Aid	8,792,000	2,351,980	(6,440,020)	26.8%	24.8%
Program and Fee Income	87,000	7,649	(79,351)	8.8%	N/A
Interest & Misc. Income	115,000	10,382	(104,618)	9.0%	0.2%
Transfers-In	2,280,000	2,280,000	-	100.0%	100.0%
Total Revenues	\$ 44,699,000	\$ 9,719,709	\$ (34,979,291)		
Expenses by Function					
Instruction	\$ 21,390,356	\$ 886,247	\$ 20,504,109	4.1%	4.2%
Academic Support	3,396,982	456,230	2,940,752	13.4%	13.4%
Student Services	4,783,501	555,465	4,228,036	11.6%	13.0%
College Support	5,522,005	747,671	4,774,334	13.5%	15.4%
Plant Operations and Maintenance	4,641,805	555,360	4,086,445	12.0%	13.9%
Information Technology	4,573,854	912,591	3,661,263	20.0%	21.9%
Financial Aid	112,897	13,585	99,312	12.0%	16.5%
Contingency	800,000		800,000	0.0%	0.0%
Transfers-Out	2,144,660	2,126,640	18,020	99.2%	99.3%
Total Expenses	\$ 47,366,060	\$ 6,253,789	\$ 41,112,271		
Revenues Over/(Under) Expenses	\$ (2,667,060)	\$ 3,465,920	\$ 6,132,980		

Central Oregon Community College
Monthly Budget Status
 August 2017

Exhibit 6a
 11-Oct-17

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 5,525,063	\$ 1,288,938	\$ (4,236,125)	23.3%	25.0%
Expenses	5,498,184	371,853	5,126,331	6.8%	6.8%
Revenues Over/(Under) Expenses	\$ 26,879	\$ 917,085	\$ 890,206		
Grants and Contracts Fund					
Revenues	\$ 2,999,680	\$ 99,294	\$ (2,900,386)	3.3%	10.4%
Expenses	3,062,375	191,263	2,871,112	6.2%	8.4%
Revenues Over/(Under) Expenses	\$ (62,695)	\$ (91,969)	\$ (29,274)		
Capital Projects Fund					
Revenues	\$ 1,377,591	\$ 1,350,643	\$ (26,948)	98.0%	99.3%
Expenses	6,124,920	953,968	5,170,952	15.6%	10.2%
Revenues Over/(Under) Expenses	\$ (4,747,329)	\$ 396,675	\$ 5,144,004		
Enterprise Fund					
Revenues	\$ 7,681,840	\$ 1,870,302	\$ (5,811,538)	24.3%	23.5%
Expenses	7,184,486	2,383,513	4,800,973	33.2%	32.1%
Revenues Over/(Under) Expenses	\$ 497,354	\$ (513,211)	\$ (1,010,565)		
Auxiliary Fund					
Revenues	\$ 7,585,597	\$ 3,377,911	\$ (4,207,686)	44.5%	43.2%
Expenses	10,817,917	3,990,631	6,827,286	36.9%	33.5%
Revenues Over/(Under) Expenses	\$ (3,232,320)	\$ (612,720)	\$ 2,619,600		
Reserve Fund					
Revenues	\$ 16,442	\$ -	\$ (16,442)	0.0%	0.0%
Expenses	360,000	307,231	52,769	85.3%	82.3%
Revenues Over/(Under) Expenses	\$ (343,558)	\$ (307,231)	\$ 36,327		
Financial Aid Fund					
Revenues	\$ 17,805,631	\$ 756,370	\$ (17,049,261)	4.2%	4.6%
Expenses	17,880,190	661,372	17,218,818	3.7%	4.1%
Revenues Over/(Under) Expenses	\$ (74,559)	\$ 94,998	\$ 169,557		
Internal Service Fund					
Revenues	\$ 274,647	\$ 7,733	\$ (266,914)	2.8%	2.6%
Expenses	350,196	41,722	308,474	11.9%	11.2%
Revenues Over/(Under) Expenses	\$ (75,549)	\$ (33,989)	\$ 41,560		
Trust and Agency Fund					
Revenues	\$ 3,736	\$ 928	\$ (2,808)	24.8%	21.0%
Expenses	7,000	-	7,000	0.0%	0.0%
Revenues Over/(Under) Expenses	\$ (3,264)	\$ 928	\$ 4,192		

**Central Oregon Community College
Board of Directors: Information Item**

Subject	Loop Road Completion
Strategic Plan Themes and Objectives	<u>Institutional Sustainability, Objective IS.6</u> Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability.
Prepared By	Steve Pitman, Capital Projects Manager

Background

Since at least 1995, the College's infrastructure improvement plans have included completing a loop road around the upper campus by building a short segment of new roadway to link the hairpin turn north of Ochoco Hall with the access road to parking lot C6 near Cascades Hall (see attached map). Completing a loop around the upper campus will improve ingress and egress to the Bend Campus, provide a safer access and exit to the north portion of the Bend Campus during inclement weather, and reduce traffic and improve pedestrian safety at the intersection near the Health Careers Center, the Barber Library and the Coats Campus Center. It is also an important step towards the preliminary Facilities Master Plan goal of periodically closing College Way to vehicle traffic to create a pedestrian promenade.

The first design for a loop road connection started in 1998, with the engineering firm WHPacific completing the most recent design in 2011. The College initiated land use approval with the City, but later withdrew the application in the face of public concern with the project. The experience of the most recent winter and an abundance of snow in Central Oregon confirms the need for the road extension. The need becomes even greater with more students residing on campus.

During the previous activities, contractors submitted bids for the construction work. The range of bids for construction in 2011 was \$281,821 to \$364,319.

Current Actions

The College included completion of a connecting road in the scope of work for the Cascades Hall Remodeling project. The 2011 design is being updated to meet current codes and preparing to submit a land use application to the City. Though not required, a public meeting conducted by the College is anticipated prior to submission of the land use application, in keeping with past College practice.



**Central Oregon Community College
Board of Directors: Resolution**

Subject	Pence / Pinckney Transformer Replacement
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	IS.6: Enhance Facilities & Upgrade Existing Electrical Infrastructure
Prepared By	Sean Ladd, Campus Services Building Maintenance Supervisor

A. Background

- Bend Campus has experienced numerous electrical power outages; cause determined to be aging transformer at Pence / Pinckney.
- Engineer’s report dated June 24, 2015 recommended immediate replacement of the transformer at that time due to age as well as safety and operational concerns.
- Temporary work around is in place until a permanent reliable fix can be completed.
- Transformer has been in service since approximately 1965 and is far beyond its expected operational life.
- Summit Power Systems was chosen as the contractor as an emergency selection due to time constraints with weather and reliability issues of current equipment. They are most familiar with the College’s electrical infrastructure and currently have an annual service contract with COCC for their service and competitive pricing.

B. Options/Analysis

- As a temporary measure to reduce/eliminate power outages, the transformer was removed from service and the electrical load for this transformer is rerouted and added to another transformer. This action has closed down access to an exterior stairway at the west side of Pence.
- Additionally, it is not recommended that the remaining transformer be left to service the additional load as a permanent condition.
- The transformer should be replaced as soon as possible.

Note: Capital replacements of this type will likely become more routine due to the aging electrical infrastructure of original College buildings. Annual funding needs should be planned for to replace and repair major building components such as this.

C. Timing

- Need is immediate.
- Existing transformer may fail at any time, which would completely shut down Pence/Pinckney. Impact will be more severe as the weather gets colder.
- Anticipated completion is approximately 12 weeks from authorization to proceed.

D. Budget Impact

Current estimate provided by Summit Power Systems on September 15, 2017 is \$101,560, which includes engineering, permits, excavation, replacement transformer, parts and labor. Funds for this work are budgeted in the Campus Services Repair and Construction accounts.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Director approve replacement of the Pence transformer using Summit Power Systems.