



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, January 9, 2008 – 6:00 PM
PacifiCorp Room-MATC, Redmond Campus
Redmond, Oregon

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			
	II. Introduction of Guests			
	III. Reports			
	A. Auditor's Report	3.a*		Kerkoch, Katter <input type="checkbox"/>
	B. Revenue and Expenditure Forecast			Dona <input type="checkbox"/>
6:40 pm	III. Agenda Changes			
6:40 pm	IV. Public Hearing and Testimony			
	A.			
6:45m	V. Consent Agenda***			
	A. Minutes			
	1. December 11, 2007	5.a1	X	Smith
	B. Personnel			
	1. New Hire Report (December 2007)	5.b1	X	Buckles
	C. Approval to Hire (Sylwester)	5.c	X	Buckles
	D. Approval to Hire (Brillante)	5.d	X	Buckles
6:55 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. Campus Indicators –	6.b*		Pierce ^A
	C. Student & Community Outreach Coordinator			Turner <input type="checkbox"/>
	D. Student Services Northern District	6.d		Moore/Turner <input type="checkbox"/>
	D. Redmond Campus Programs-Update			Moorehead <input type="checkbox"/>
7:15 pm	VII. Old Business			
7:10 pm	VIII. New Business			
	A. Budget Committee Appointments Zones 2, 4 & 7	8.a*	X	Paradis <input type="checkbox"/>
7:15 pm	IX. Board of Directors' Operations			
	A. Board Member Activities			
7:35 pm	X. President's Report			Middleton <input type="checkbox"/>
	A. Budget Calendar & Parameters for 2008-09			
	XI. Dates			
	A. March 7, 6:00-11:00 pm COCC Foundation's "Taste of the Town"			
	March 8, 5:30-11:30 pm COCC Foundation's "Meal of the Year"			
	(both events held in the Mazama Gymnasium-COCC Campus)			
7:50 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. = indicates a Presentation will be provided.

A = indicates the presenter is Aavailable for background information if requested.

Please Note: At any time during this meeting, an executive session may be called to address issues relating to ORS 192.660(1)(e), real property transactions; ORS 192.660(2)(h), pending or threatened litigation; or ORS 192.660(2)(b), personnel issues.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Tuesday, December 11, 2007 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Connie Lee, John Overbay, Dr. Ronald Foerster, Dr. Joyce Garrett, Anthony Dorsch, Charley Miller, Ronald Bryant-Board Attorney, Dr. James E. Middleton-President, Julie Smith-Executive Assistant.

ABSENT: Donald Reeder

INTRODUCTION OF GUESTS: Matt McCoy, Kathy Walsh, Eric Buckles, Alicia Moore, Jim Jones, Jim Weaver, Ron Paradis, Gene Zinkgraf, Carol Moorehead, Lisa Bloyer, Gail Sorensen, Lowell Lamberton, Charlie Nafziger, David Dona, Diana Glenn, and others.

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda (Exhibit: V). Dr. Joyce Garrett seconded. MCU. Approved. M12/07:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the October 30, 2007 Conference Call Meeting and the November 13, 2007 Regular Meeting (Exhibits: 5.a1 & 5.a2);

BE IT RESOLVED that the Board of Directors' reviewed and approved the November 2007 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contract of Michael Bowling, full time Institutional Systems Analyst (Exhibit: 5.b2);

BE IT RESOLVED that the Board of Directors' authorizes the change of mileage reimbursement rate to 50.5 cents per mile effective January 1, 2008 (Exhibit: 5.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the November 2007 Financial Statements.

OLD BUSINESS:

Bid – Campus Center Building (Exhibits: 7.a & Handout: 7.a1)

Mr. Jim Jones-Vice President & Chief Financial Officer, reviewed that at the July 2006 Board of Directors meeting, the College was directed to proceed with the Campus Center Building through the contract documents phase of the architectural design. The College has completed the process and is now requesting Board approval to bid the project.

Mr. James Meyer of Opsis Architecture, gave a PowerPoint presentation showing the campus master plan renderings and site map for the project.

Dr. Ronald Foerster moved to approve the College going out for bid for the Campus center building project. Mr. Charley Miller seconded. MCU. Approved. M12/07:2

Update: Instructional Assessment-Math Department

Dr. Kathy Walsh-Vice President for Instruction, Mr. Charlie Nafziger-Associate Professor of Mathematics, reviewed that periodically the faculty discusses various shared courses of instruction and assesses the general education outcomes which include speaking, reading, writing and listening skills.

Mr. Nafziger gave a PowerPoint presentation showing how math faculty works together assessing taught courses and concepts.

President Middleton noted that the study stems from the College's accreditation review that encouraged a defining of degree general education outcomes and assessment.

NEW BUSINESS:

New Applicant Tracking & Recruitment Software (Exhibit: 8.b)

Mr. Eric Buckles-Director of Human Resources, reviewed on the Colleges past application process of recruitment and tracking noting how the process was "paper driven" and not efficient. He reported that the College has recently implemented a "paperless" application process that dramatically improves the recruitment process.

Ms. Gail Sorensen-Human Resources Coordinator, showed the College's website, reviewing the vastly improved application process using the applicant tracking software.

BOARD OF DIRECTORS' OPERATIONS

Board Member Activities

Dr. Foerster None to report (on vacation)

Dr. Garrett Attended OCCA Meeting

Mr. Dorsch None to report

- Ms. Lee Attended OCCA Board Meeting
 Oregon Business Plan Summit in Portland
 State Board of Education meeting
- Mr. Miller Attended Faculty Recognition SELCO Breakfast @ Bend Golf & Country
 Meeting w/Jim Jones re: campus construction
 Breakfast w/John Overbay re: college business
- Mr. Overbay Attended Faculty Recognition SELCO Breakfast @ Bend Golf & Country Club
 December Agenda Planning meeting
 Breakfast w/Charley Miller re: college business

PRESIDENT'S REPORT:

Summary of Education Testing Service – College Board's policy information report,
America's Perfect Storm: Three Forces Changing Our nation's Future (Handout: 10.a & 10.a1)

President Middleton reviewed PowerPoint presentation that discussed -

- Divergent skill distribution
- Changing economy
- Demographic trends

He noted that achieving these outcomes will constantly be challenged by resource limits and choices among alternatives that support COCC's mission. Significant progress will require strategic investments such as the planned Health and Sciences Center.

President Middleton reported on the recent presentations from Pacific Power

- A check for \$160K going towards solar panels to be installed on the planned Health and Sciences Center building – and
- Students who voted to make COCC the first community college in the United States to purchase 100% renewable energy.

President Middleton reported that COCC's fall enrollment numbers were up approximately 10 percent, compared to a state average at community colleges of 1.7 percent.

ADJOURN: 8:25 PM

APPROVED;

ATTEST TO;

Mr. John Overbay, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
January 9, 2008
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – DECEMBER 2007

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Belanger, Arthur	12/3/2007	Custodian
Curtis, Jack	12/17/2007	Custodian
Julian, Steven	12/3/2007	Custodian
McKenzie, Karen	12/10/2007	Admin Assist I Humanities
Temporary Hourly		
Hamon, Sara	12/10/2007	Door Person
Workstudy		
Jeffords, Stephanie		

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Breana Sylwester**, Full-time Financial Aid Advisor.

B. Discussion/History

The employment contract for Breana Sylwester is for an administrative position. This position was filled through an external College search.

C. Options/Analysis

Approve the employment contract for Breana Sylwester.
Decline approval of the employment contract for Breana Sylwester

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2007-08 fiscal year the initial employment contract period will be from January 7, 2008 through June 30, 2008. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Breana Sylwester.

F. Budget Impact

The salary conforms to the salary schedule approved by the Board.

G. Miscellaneous

Ms. Sylwester received her Bachelor's degree in Psychology from the University of Oregon after receiving her Associate's degree in Business from COCC. Ms. Sylwester was just previously working at St. Charles Medical Center as a Human Resources Assistant, she has prior experience in the area of financial aid from her two years of service at the University of Portland as a Financial Aid Counselor and as a work study Office Assistant at Oregon Institute of Technology. Prior to this work, she was an Office Specialist in Community Education at COCC for two years and she has several other years of clerical experience.

Exhibit: 5.d
January 9, 2008
Approval ___Yes___No
Motion _____

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **Anne Brillante**, Part-time Native American Program Coordinator.

B. Discussion/History

The employment contract for Anne Brillante is for an administrative position. This position was filled through an external Regional College search.

C. Options/Analysis

Approve the employment contract for Anne Brillante.
Decline approval of the employment contract for Anne Brillante

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2007-08 fiscal year the initial employment contract period will be from January 7, 2008 through June 20, 2008. As with all other exempt employees, a new contract will be prepared for the next fiscal year that begins July 1.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the employment contract for Anne Brillante.

F. Budget Impact

The salary conforms to the salary schedule approved by the Board.

G. Miscellaneous

Ms. Brillante received her Master's of Arts in Teaching from George Fox University and her Bachelor's of Science/ Human Development and Family Science from OSU-Cascades. She is also a graduate of COCC. Her work experience includes her role as a Teacher Advocate with the Neighbor Impact program in Redmond, Oregon, where she also serves on the Cultural Diversity Committee and an Educational Assistant with the Bend-La Pine school district.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Alicia Moore, Dean of Student & Enrollment Services;
Shannon Turner, Student & Community Outreach Coordinator

Student Services in Redmond, Prineville and Madras

Over the past several years, a need for more comprehensive and on-sight student services began to emerge at the Redmond campus. In response, Redmond campus staff was provided with the necessary training to provide basic enrollment-related services and a financial aid specialist worked from the Redmond campus one day per week beginning in 2004-05. As awareness of services increased, financial aid staffing was expanded to two days per week and the ability for students to meet one-on-one with an academic advisor began in 2005-06. In 2006-07, the Student Services Division committed to offering a series of student support workshops (topics included getting started at COCC, nursing admission requirements, financial aid, scholarship searching and career planning/exploration workshops) and added group advising sessions for new students, helping to lay the groundwork for expansion of credit classes.

As the College recognized the need to provide expanded student services at the Redmond Campus, a need also arose within the Madras and Prineville communities. As such, Shannon Turner was hired as the Student & Community Outreach Coordinator in late spring 2007. The Student & Community Outreach Coordinator's role is to provide comprehensive college information to prospective students (both credit and non-credit), represent the College at various community events and provide current students with the support they need in accessing registration, advising, financial aid and related services. Given her wide range of responsibilities, Ms. Turner spends approximate 15-20 hours per week at the Redmond Campus and 8 – 10 hours per week in each of Prineville and Madras. Specific outreach and recruiting activities include:

- Placement Testing (8 sessions)
- Tabling (6 events)
- High School and Middle School Visits (26)
- "College Knowledge" Presentations (21)
- "Getting Started" Workshops (14)
- Individual Admissions Advising Appointments (53)

In addition to the above activities, Ms. Turner also helps with Redmond campus group advising sessions, coordinates visits to the Bend campus for students from the northern part of the College District, works with Carol Moorehead on Redmond Campus marketing and promotion, and serves as the COCC liaison for Redmond High School's Advanced Diploma students. In November, Ms. Turner began contributing a monthly "College Knowledge" article for the Crook County School District's *Focus on Schools*, an insert in the Central Oregonian. Ms. Turner also recently coordinated a campus visit event for 41 "English Language Learner" high school students, where all information was provided in a bilingual format.