

- b. Real Estate Committee
- 3. Liaison
 - a. College Affairs Committee- Board Rep.
 - b. Foundation Rep.
 - c. OCCA-Oregon Community College Assn. Rep.
 - d. OSU-Cascades Advisory Board Appointment
(Official Appt. made by OSU President)
 - e. ACCT Voting Delegate (Conference Attendee)
- B. August Board Meeting Cancellation 12.b X Chair
- C. Board Members Activities

7:55 pm XIII. **President's Report**

- A. Updates
 - 1.

XIV. **Dates**


- A. Board of Directors' Meeting *Cancelled* for August 14
- B. Wednesday, September 11, 2013 - Board of Directors Meeting
- C. Tuesday, October 1 - The Feast at the Old Mill
COCC Foundation's Cascades Culinary Institute - Fundraiser
@ Anthony's Homeport Restaurant in the Old Mill District
- D. Friday/Saturday, October 11-12, Fall Board Retreat

8:10 pm XV. **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 Available for background information if requested.

Handout: 5.a
7-10-2013

Redmond Campus

1970's - Redmond Campus operates from a storefront, located in downtown Redmond. At that time, our focus was on Community Learning and Adult Basic Skills classes.

1996 – Added a pilot program of televised credit classes (termed “Open Campus”) originating from the Bend Campus.

1997 – Building 1 opened and live credit classes were added leading to a non-accounting AAS degree in business.

1998 – Building 2 added to the Redmond campus and houses our partners, Oregon Employment Department, DHS and COIC.

2001 – The Manufacturing and Applied Technology Center moves to the newly constructed, Building 3. Administration and Student Services relocates from Building 1 to Building 3. We now begin to offer foundational, general education class on site.

2002 – Although Open Campus is eliminated due to budget reductions, the Redmond Campus begins to expand its credit class offerings so that northern district students are able to receive their AAOT in three years.

2009 – Building 2 goes through a remodel in order to add a classroom. This room is designed to accommodate our HHP, Math 10 and 20 classes.

2012 – In July, COCC took over all of Building 1 and gains two additional classrooms, two tutoring rooms, and an office.

2013 – Remodel for Building 1 is complete and we now have a full science lab and lecture room. Two smaller rooms were made into an additional computer classroom and lab preparation area for Chemistry/Biology classes. Included in the remodel is also a classroom set up for General Science classes.

General Studies

Now have three adjuncts permanently housed here:

Speech

Criminal Justice

Psychology

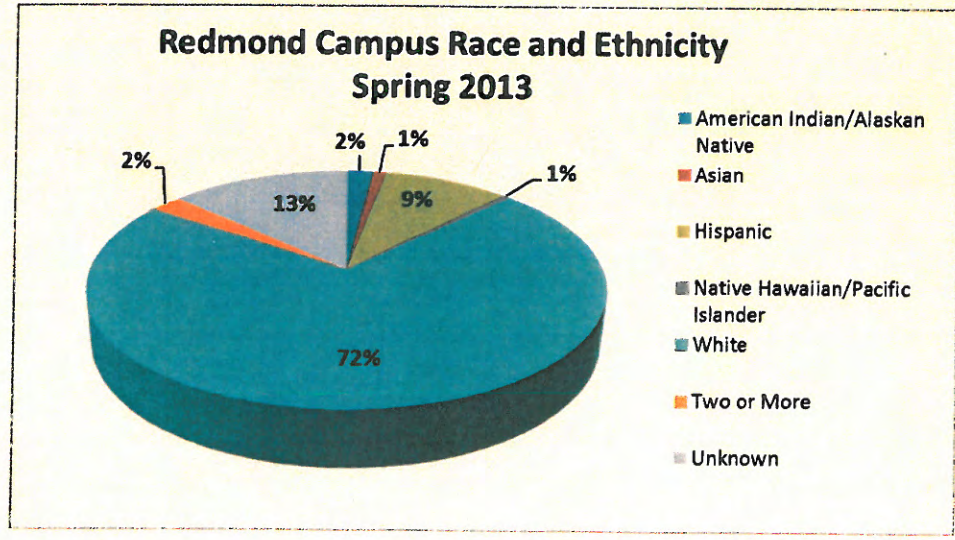
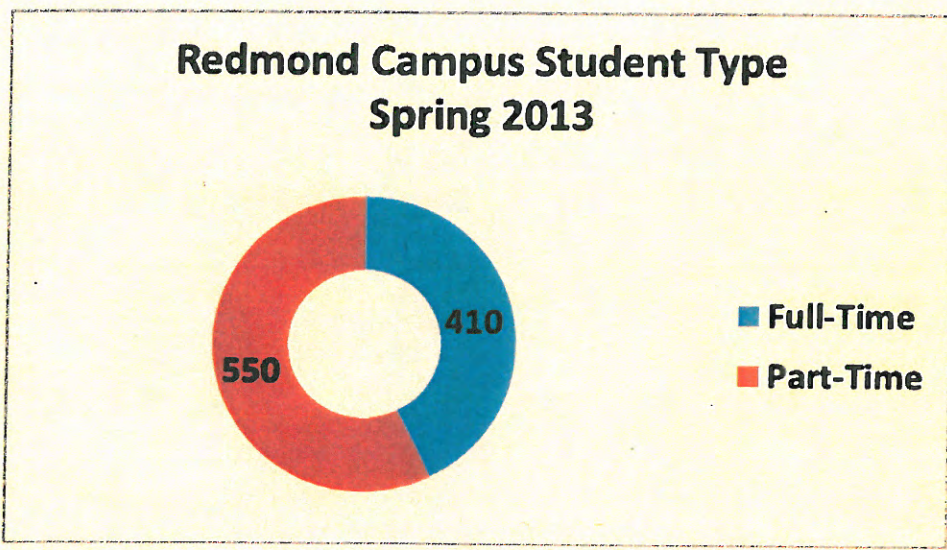
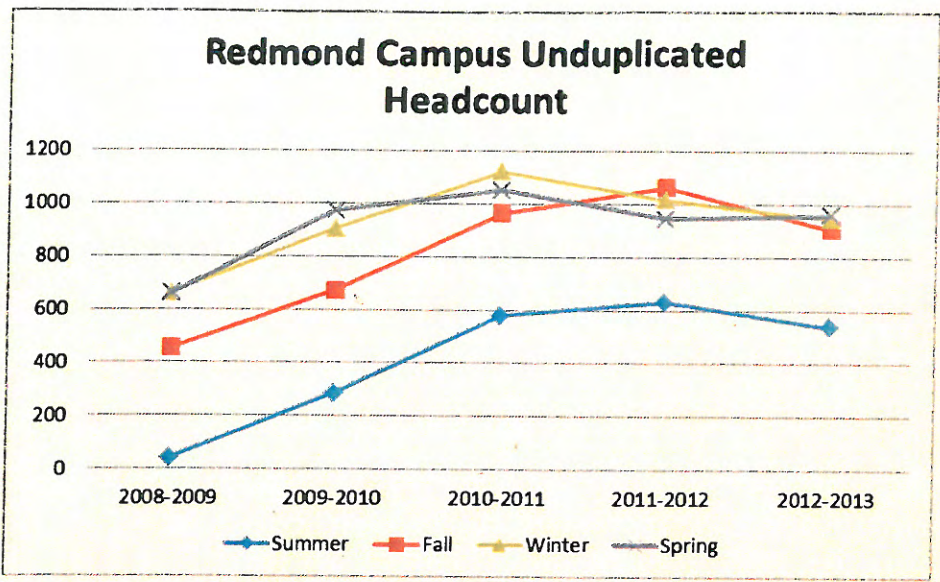
One fulltime faculty:

Early Childhood Education

MATC

One Program Administrator

Two fulltime faculty





Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, June 12, 2013- 6:00pm
Christiansen Board Room
Boyle Education Center

PRESENT: Donald Reeder, David Ford, Charley Miller, Bruce Abernethy, Anthony Dorsch, Laura Craska-Cooper, Vikki Ricks, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant

EXECUTIVE SESSION: Presidential Evaluation

INTRODUCTION OF GUESTS: Cam Preus-Commissioner for the CCWD/Community College and Workforce Development, Lester Friedman-Budget Committee Member, Matt McCoy, Shirley Metcalf, Kevin Kimball, Alicia Moore, Ron Paradis, David Dona, Sally Sorenson, Lisa Bloyer, Joe Viola, Kathy Smith-Faculty Forum Pres., Jerry Schulz, Tina Hovekamp, David & Linda Bilyeu, Michele DeSilva, reporter from -Megan Kehoe-The Bulletin and others.

ADJOURN BOARD OF DIRECTORS' PUBLIC MEETING

FORMAL OPENING OF PUBLIC HEARING AND TESTIMONY FOR 2012-13 BUDGET

Budget Hearing Input: None

RECONVENE REGULAR PUBLIC BOARD OF DIRECTORS' MEETING

ADOPTION OF THE COLLEGE BUDGET FOR 2013-2014
BUDGET RESOLUTION - I (Exhibit: 6.a):

Ms. Laura Craska Cooper moved to adopt the 2013-2014 budget, Resolution I (Exhibit: 6.a) approved by the Budget Committee on May 8, 2013.
Mr. David Ford seconded. MCU. Approved. M06/13:1

APPROPRIATION RESOLUTION OF 2013-2014
BUDGET RESOLUTION - II (Exhibit: 6.b):

Ms. Laura Craska Cooper moved to adopt Appropriation Resolution II (Exhibit: 6.b).
Mr. Charley Miller seconded. MCU. Approved. M06/13:2

LEVY PROPERTY TAXES 2013-2014
BUDGET RESOLUTION - III (Exhibit: 6.c):

Mr. David Ford moved to approve the Levy of Property Taxes, Resolution III - Exhibit: 6.c. Ms. Laura Craska Cooper seconded. MCU. Approved. M06/12:3

President Middleton thanked the Budget Committee members for their time and participation in 2013-2014 budget process. He also thanked the Accounting Staff for their good work in preparing the 2013-14 budget.

PUBLIC HEARING AND TESTIMONY:

Community College and Workforce Development (CCWD) Commissioner – Annual Visit

Ms. Cam Preus-Commissioner of the CCWD distributed and reviewed Handout: 8.a – the 2013-2015 Oregon Community Colleges Budget Picture.

Ms. Preus announced that she has recently accepted the position as President of Blue Mountain Community College in Pendleton, Oregon.

President Middleton and the Board of Directors thanked Commissioner Preus for her years of service to COCC and the community colleges of Oregon.

AGENDA CHANGES: *Move Up on Agenda: Exhibit. 12.a - Emeritus*

Emeritus – Exhibit: 12.a

President Middleton reviewed that retiring faculty and administrators with 15 years of service or more at COCC are eligible for consideration for Emeritus Status which recognizes their long-term value to the institution and formally indicates that “continued association with those individuals is in the best interest of the College. Recommendations were reviewed by a committee appointed by the President – as outlined in policy. All three were recommended for Emeritus Status to the President.

Mr. Bruce Abernethy moved to approve the recommendation from the COCC President – to grant Emeritus Status to Eric Buckles, David Bilyeu and Michael Smith. Mr. David Ford seconded. MCU. Approved. M06/13:4

President Middleton and the Board of Directors congratulated Mr. Eric Buckles, Mr. David Bilyeu, and Mr. Michael Smith.

CONSENT AGENDA:

Mr. Charley Miller moved to approve the Consent Agenda (Exhibits: 9.a1-9.f).

Ms. Vikki Ricks seconded the motion. MCU. Approved. M06/13:5

BE IT RESOLVED that the Board of Directors reviewed and approved the Budget, Regular and Special Conference Call Meeting Minutes of May 8, and May 29 2013 (Exhibits: 9.a1, 9.a2 & 9.a3);

BE IT RESOLVED that the Board of Directors reviewed and approved the May 2013 New Hire Report (Exhibit: 9.b1);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Charles Abasa-Nyarko, Kalea Allen and Rebecca Franklin (Exhibits: 9.c1, 9.c2,9.c4);

BE IT RESOLVED that the Board of Directors approves the rehire recommendations for faculty members for the academic year 2013-14 as identified in (Exhibit: 9.c3);

BE IT RESOLVED that the Board of Directors approves the employment contracts for Coleman, Giglio, McCann, Williams, Pelly, Prade, Baldessari and Lamb (Exhibits: 9.c5);

BE IT RESOLVED that the Board of Directors do hereby authorize interfund borrowing between the various funds and programs of the College (Exhibit: 9.d1);

BE IT RESOLVED that the Board of Directors do hereby approve James E. Middleton, Matthew J. McCoy and Kevin E. Kimball as custodians of funds and the aforementioned financial institutions as depositories of district funds (Exhibit: 9.d2);

BE IT RESOLVED that the Board of Directors do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and Kevin E. Kimball and Matthew J. McCoy be the designated Deputy Clerks, and Sharla Andresen be delegated limited signing authority as specified in Section B for the period of July 1, 2013 through June 30, 2014 (Exhibit: 9.d3);

BE IT RESOLVED that the Board of Directors do hereby authorize the transfer of budget and equal amount of appropriation authority as specified in the attached budget change form (Exhibit: 9.e);

BE IT RESOLVED that the Board of Directors do hereby accept the bid of Security Pros for \$71,948 for Unarmed Security Officer Services and direct that a contract be executed (Exhibit: 9.f).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 10.a)

The Board of Directors' were apprised of the April 2013 Financial Statements.

Construction Update – (Exhibit: 10.c)

The Board of Directors' were apprised of the monthly (May 2013) Construction Projects Updates for the

- Information Technology
- Grandview Renovation
- Technology Education Center
- Veterinary Tech Remodel
- Residence Hall.

Maintenance Project List for 2013-14 (Exhibit: 10.d)

Mr. Joe Viola-Director of Campus Services reviewed the proposed Maintenance Projects for 2013-14.

Update – Presidential Search Process

Mr. Bruce Abernethy-Vice Chair reviewed that President Middleton will be retiring as President from the college as of June 30, 2014. He gave a review/history of the 2003-04 process of the Presidential Search. Mr. Abernethy, Ms. Craska Cooper and Mr. Miller will act as a sub-committee of the Board to review the make-up of the "search committee" membership.

He noted that the current "to-do list" will be to establish -

- Search committee
- Timeline
- Hiring of a Presidential Search firm
- Institutional Profile
- Contract.

Mr. Abernethy will work to schedule the first "Presidential Search Committee" meeting in mid-September. President Middleton recommended selecting a Presidential Search "Firm" prior to the September "search committee" meeting.

OLD BUSINESS:

Strategic Plan (Handout: 11.b)

Mr. Matt McCoy-Vice President for Administration reviewed in 2011, COCC was recognized as one of the fastest growing community colleges in the country. To meet this growth, a strong, focused, inclusive planning effort was critical. From fall 2011 through spring of 2013, COCC worked to revise and update the College's strategic plan.

Mr. Charley Miller moved to approve with suggested edits the 2013-2016 Strategic Plan (Exhibit: 11.b). Ms. Vikki Ricks seconded. MCU. Approved. M06/13:6

Student Housing Update (Exhibit: 11.c)

Mr. Matt McCoy reviewed that in July of 2011 the COCC Board directed staff to proceed with selection of an architect for the design of student housing. In February 2012 Mahlum Architects of Portland and Pinnacle Architecture of Bend were selected by the college. Design work has progressed to completion of the Schematic Design. The next phase of design would be to move to completion of the Design Development phase of student housing.

Mr. Bruce Abernethy moved to authorize President Middleton and staff to proceed to completion of the Design Development phase of student housing with Mahlum/Pinnacle architects and Lease Crutcher Lewis contractors and to expend up to \$550,000 to complete the Design Development phase of the project. Mr. Don Reeder seconded. MCU. Approved. M06-13:7

NEW BUSINESS:

Certification of Election Results (Exhibit: 12.b)

The winners of the election for COCC Board of Directors for Zones 1,2,3,4 and 7
Zone 1 – Joe Krenowicz; Zone 2 – Laura Craska Cooper; Zone 3 – Tony Dorsch; Zone 4 – David Ford;
Zone 7 – Vikki Ricks.

Mr. David Ford moved to approve the May 21, 2013 election canvass of votes. Mr. Bruce Abernethy seconded. MCU. Approved. M06/13:8

Civil Rights Review

President Middleton reviewed that all colleges are administered a standard review. The review consists of a general examination of the colleges facilities, programs, policies, students, and staff. The college will receive a report of the findings of the review committee in the next few weeks.

Presidential Evaluation (Exhibit: 12.c1 & 12.c2)

Mr. Tony Dorsch-Chair of the Presidential Evaluation Committee read into the Minutes the Presidential Evaluation for 2012-13 – noting that the Board of Directors extend to President Middleton their highest commendation for performance as President of Central Oregon Community College.

Mr. Abernethy moved to approved the 2012-13 Presidential Evaluation and Amended Contract for President James E. Middleton. Mr. Donald Reeder seconded. MCU. Approved. M06/13:9

Grant Agreement –TAACCCT (Exhibit: 12.e)

Ms. Shirley Metcalf-Interim Vice President for Instruction reported that the college has been invited to participate as part of a consortium grant proposal titled “STEM UP Oregon”. The purpose of the grant is to create/strengthen STEM programs. COCC’s portion is \$1,547,288. COCC proposes to use these grant funds to support the new non-destructive testing and inspection degree program to be housed in the new Redmond Technology Center.

2013/14 Salary Adjustments (Exhibit: 12.f)

Mr. Charley Miller moved to approve the 2.9% increase to the base salaries for administrative, professional/non-managerial, confidential and supervisory employees effective July 1, 2013 and increase the College’s health care contribution (cap) to 90% and continue to require all employees participating in the group health insurance to pay a minimum of 10% of the applicable premium. Ms. Laura Craska Cooper seconded. MCU. Approved. M06/13:9

Contract Approval – Ochoco Hall Remodel-Design Services (Exhibit: 12.g)

Ms. Vikki Ricks moved to authorize President Middleton or his designee to negotiate and enter into a contract for Project Architectural Services for the Ochoco Hall Remodel with Pinnacle Architecture and direct that a contract be executed provided no protest is filed during the 7 day time prior for protesting of the award. Mr. David Ford seconded. MCU. Approved M06/13:10

BOARD OF DIRECTORS’ OPERATIONS:

Board Member Activities

- | | |
|-------------------|---|
| Ms. Craska Cooper | OSU Advisory Board Meeting
Faculty Convocation
Brightside re: purchase of building
May 29 – Special Call In Board Mtg.
Real Estate Committee Mtg.
Husband - Scott Cooper will be COCC Commencement Speaker on June 15 |
| Mr. Miller | Met w/ Dr. Ed Ray OSU President @ The Riverhouse
Mtg. at Brightside re: purchase of building
Real Estate Committee Mtg.
Bend High School Scholarship Presentation |
| Mr. Abernethy | Met w/Karen Roth re: Grant
Attended Faculty Convocation
Presented COCC Honor Scholarship @ Sisters High School
Met w/Kathy Smith-President of the Faculty Forum re: Presidential Search
Attended May 29 – Special Conference Call Board Mtg |
| Mr. Dorsch | Scholarship Presentation at Redmond High School
President’s Evaluation - Conference Call Mtg.
Toured MATC Bldg. COCC Redmond Campus w/potential student |

- Ms. Ricks** Faculty Convocation
Scholarship presentations at La Pine and Gilchrist High Schools
La Pine – Adult Education Committee Mtg.
May 29 Conference Call Board Mtg.
Tour of COCC's Barber Library
- Mr. Ford** Real Estate Committee Meeting
Faculty Convocation
Phone Call Mtg. re: President Search
Met at Brightside re: building purchase
Attended Special Call In May 29 Board Meeting
Mtg. w/CFO-Kevin Kimball re: Real Estate
High School Scholarship presentations
- Mr. Reeder** Agenda Review w/President Middleton
President's Evaluation Committee Conference Call Mtg.
May 29 Special Call In Board Mtg.
Will be attending the June 15 COCC Commencement
Signed Diplomas
"Thank You to the Board of Directors, President Middleton, faculty, staff and students - it's been an honor to serve on the Board of Directors for the past 16 years".

President Middleton presented Chair Donald Reeder with two plaques –

1) Thank You for your dedication and service;

2) 2012-13 Board Chair.

After 16 years of service as COCC Board Member, Mr. Reeder is retiring from the Board as of June 30, 2013.

2012 Fall Board Retreat – Date Selection

Chair-Elect Mr. Bruce Abernethy proposed holding the Fall Retreat at the Seventh Mountain Resort in Bend on October 11-12 - all members approved by consensus - the dates and location.

PRESIDENT'S REPORT:

Updates:

President's Self-Evaluation (Exhibit: 14.a)

President Middleton reviewed that the self-evaluation is linked to Board Priorities and that as a transition to new strategic planning, it is followed by a brief review of highlights that link back to Core Themes.

Jennifer Newby

President Middleton congratulated Dr. Jenni Newby- Instructional Dean for recently receiving her doctorate.

ADJOURN: 9:31 PM

APPROVED;

Board Chair Elect

ATTEST TO;

Dr. James E. Middleton, President

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – June 2013

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Classified Full-Time			
Evelhoch, Zebulin	6/3/2013	Bend	Library Spec 4-Tech Serv
Williams, Carl	6/5/2013	Bend	Custodian
Temporary Hourly			
Campbell, Amy	6/27/2013	Bend	Placement Testing
Dedmon, Cassandra	6/17/2013	Bend	Bookstore
DeLaGarza, Daniel	6/20/2013	Bend	Culinary Program
Durantes Figueroa, Yuridi	6/17/2013	Bend	Culinary Program
Hickman, Brady	6/24/2013	Bend	User Services
Isaacman, Felix	6/11/2013	Bend	User Services
McGlynn, Mark	6/16/2013	Bend	Aviation Program
Oren, Sarah	6/17/2013	Bend	Culinary Program
Orr, Casey	6/19/2013	Bend	Culinary Program
Price, Eric	6/11/2013	Bend	Tutor/Testing
Schindler, Margaret	6/24/2013	Bend	Regional Svc & RC Op
Sigona, Noel	6/17/2013	Bend	Culinary Program

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally A. Sorenson-Director of Human Resources

A. Action Under Consideration

Approve the contract for Jessica Hammerman.

B. Discussion/History

The Assistant Professor I of History contract for Jessica Hammerman is a replacement position.

C. Options/Analysis

Approve the contract for Jessica Hammerman.

Decline approval of the contract for Jessica Hammerman.

D. Timing

For the 2013-14 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College district approve the contract Jessica Hammerman for the 2013-14 academic year.

F. Budget Impact

The salaries conform to the salary schedule approved by the Board and the Faculty Forum.

G. Miscellaneous

**Jessica Hammerman
Assistant Professor I of History**

Dr. Hammerman holds a PhD in History from the City University of New York, Graduate Center. Her Master of Philosophy in Modern European History and Jewish History is from the same institution. Her area of specialty is in the interactions of Jews, Muslims, and Christians in Algeria in the 1950s and 1960s. She is currently teaching at LaGuardia Community College.

Exhibit: 8.c2
July 10, 2013
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Sally Sorenson-Director of Human Resources

A. Action Under Consideration

Approve administrative employment contract for
FRANK PAYNE, as a **Full Time Assistant Director, Bookstore**.

B. Discussion/History

The employment contract for FRANK PAYNE is for an administrative position. This position was filled through a National College search. FRANK PAYNE will officially begin work on July 22, 2013.

C. Options/Analysis

Approve the employment contracts for FRANK PAYNE.
Decline approval of the employment contracts for FRANK PAYNE.

D. Timing

The Assistant Director, Bookstore position for FRANK PAYNE is for a 12-month employment contract. For the current fiscal year, the initial employment contract period will be from hire date through June 30, 2014. 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 FRANK PAYNE.

F. Budget Impact

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

G. Miscellaneous

Mr. Payne comes with 22 years of bookstore experience having worked for Powell's Books in Beaverton, Oregon, as Assistant Manager. He was responsible for overseeing the School and Library Department, new book purchasing, and inventory from both publishers and wholesalers. Mr. Payne completed an Industrial Video Production Certificate, at Portland Community College.

Exhibit: 8.d
July 10, 2013
Approval ____ Yes ____ No
Motion:

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Award Bid #1430-12 Air Filter Replacement Services to Pure Air Filter Sales and Service for the initial contract term of two years for \$32,538. The contract also has three additional one-year options for renewal at the expiration of the initial two-year contract. The contract price can be renegotiated at that time upon agreement of both parties.

B. Discussion/History

The College has in excess of 570 air filters that need regular replacement to maintain air quality in all buildings. An Invitation to Bid was issued and three responsive bids were received, ranging from \$32,538 to 71,451. While the initial term of the contract holds a value that is under the \$100,000 threshold, if the contract is extended for the remaining years the total contract value will likely exceed that threshold and thus is being presented to the Board.

C. Options/Analysis

Accept the bid and award the contract to Pure Air Filter Sales and Services for \$32,538.
Not accept the bid from Pure Air Filter Sales and Services.

D. Timing

Approval at this time will enable the vendor to begin work in time for the next schedule round of filter replacements.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the bid of Pure Air Filter Sales and Services for \$32,538 for Air Filter Replacement Services and direct that a contract be executed.

F. Budget Impact

Funds for this service are budgeted within the Maintenance accounts.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

Resolution: Constitution for the Associated Students of Central Oregon Community College

Prepared by: Alicia Moore, Dean of Students and Enrollment Services

A. Action under Consideration

Approve the constitution for the Associated Students of Central Oregon Community College (ASCOCC).

B. Discussion/History

Approximately two years ago, ASCOCC worked closely with College staff to re-draft its constitution. Since that time, several questions have arisen and in response to those questions, the 2012-13 ASCOCC Council, in partnership with its advisory board and advisor, edited the constitution to provide greater clarity as to intent and process, remove repetitive statements and shift some language to bylaws. None of the changes are substantive in nature and per established process, all have been reviewed and approved by the College President and Dean of Student & Enrollment Services.

The 2012-13 ASCOCC Council has also put in significant effort to create detailed bylaws and policy documents. Per established process, the bylaws have been reviewed and approved by the COCC Dean of Student & Enrollment Services.

A copy of the Constitution is attached to this resolution, as well as a listing of topics included in the bylaws. Any changes to the Constitution must be approved by the COCC Board of Directors; bylaws may be approved by the Dean of Student & Enrollment Services.

C. Options/Analysis

Approve the updated ASCOCC Constitution.
Recommend edits to the ASCOCC Constitution.
Decline to approve the ASCOCC Constitution.

D. Timing

Action is requested at this meeting so that so that the new Constitution is in place for the 2013-14 new Council.

E. Recommendation

Be it resolved that the governing Board of Central Oregon Community College approves the ASCOCC Constitution as presented.

F. Budget Impact

Approval of the Constitution includes authorizing a monthly salary for ASCOCC Council members; this allocation is included as part of the annual ASCOCC budget.

ASCOCC BYLAWS: TOPICS/CONTENTS

Article I: Name and Membership Description

- Section 1: General Information
- Section 2: Position Descriptions
- Section 3: Changes to Positions
- Section 4: Terms of Office
- Section 5: ASCOCC Interns
- Section 6: Qualifications

- Section 5: Activities
- Section 6: Budget and Finances
- Section 7: Funds Request
- Section 8: Violations

Article II: Council Responsibilities

- Section 1: Council Responsibilities
- Section 2: General Objectives
- Section 3: Objectives and How They Are Met
- Section 4: Code of Ethics

Article VIII: Vacant Positions

- Section 1: Vacancies for Council Members
- Section 2: Appointment Committee Members
- Section 3: Unaccepted Council Resignations

Article III: Committees

- Section 1: College Standing Committees
- Section 2: ASCOCC Committees and Task Forces
- Section 3: Student Budget Committee
- Section 4: ASCOCC Advisory Committee
- Section 5: Appointment Committee

Article IX: Compensation

- Section 1: ASCOCC Council Compensation
- Section 2: ASCOCC Intern Compensation
- Section 3: Compensation Changes

Article IV: Training

- Section 1: Fall Term Training
- Section 2: Professional Development
- Section 3: Transition to New Council

Article X: Bylaw Approval

- Section 1: Approval

Article V: Meetings

- Section 1: Regular Meetings
- Section 2: Special Meetings
- Section 3: Meeting Minutes
- Section 4: Executive Session
- Section 5: Voting
- Section 6: Meeting Attendance
- Section 7: Conflict of Interest

Article XI: Definitions and Terms

Article VI: Fiscal Responsibilities

- Section 1: Timeline
- Section 2: Budget Authority
- Section 3: Budget Approval
- Section 4: Funds Request
- Section 5: Renewable Energy Fees

Article VII: Student Organizations

- Section 1: Purpose
- Section 2: Qualifications
- Section 3: Student Organization Meetings
- Section 4: Responsibilities

**THE ASSOCIATED STUDENTS OF
CENTRAL OREGON COMMUNITY COLLEGE**

CONSTITUTION

Preamble

The Associated Students of Central Oregon Community College represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the College community. This constitution serves as the foundational document guiding ASCOCC, and is subject to the ultimate authority of the COCC Board of Directors who seeks to provide ASCOCC with substantial responsibility for the governing constitution and use of student activity fees.

Article I. Name

Section 1. Name

The name of the association shall be the Associated Students of Central Oregon Community College, hereinafter referred to as ASCOCC.

Article II. Purpose

Section 1. Purpose

The purpose of ASCOCC shall be to represent and serve all students by providing effective governance, advocacy, services and programs that contribute to individual student success, enhance the college experience, and benefit the COCC community.

Article III. Membership

Section 1. General Qualifications

Students of COCC, by virtue of their credit registration and payment of student fees verifiable by the COCC Enrollment Services, shall be members of the ASCOCC. All students are therefore subject to this constitution, its bylaws, and all other rules and/or regulations adopted.

Section 2. Nondiscrimination

Membership in ASCOCC shall not be denied upon the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation, or veteran status in any educational program, activities or employment.

Article IV. ASCOCC Council

Section 1. Council Size

The ASCOCC Council shall be comprised of elected and appointed officers. All officers shall be referred to as the "ASCOCC Council," regardless if elected or appointed.

Section 2. Duties

ASCOCC Council member duties, position descriptions, and responsibilities are outlined in the bylaws. Positions may be changed, removed or added via the bylaw change process outlined in Article VIII.

Section 3. Election and Appointment of Officers

- A. Three Council members shall be selected via an election.
- B. Three additional Council members shall be appointed by the Appointment Committee (see Article VI, Section 5).
- C. Election for Council members is held during spring term. Voting shall be done electronically using the College's online system and made available to students for a minimum of three consecutive days.
- D. Elections are administered and regulated by the Office of Student Life. Grievances regarding the election process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution. If no mutual resolution can be reached, the Director of Student Life shall determine the appropriate outcome; his/her decision may be appealed to the Hearings Board.

Section 4. Qualifications for Office

- A. GPA Requirements:
 - i. Council members must have a minimum COCC cumulative 2.0 GPA to run for or be appointed to office.
 - ii. Once elected or appointed, Council members must maintain a COCC term GPA of 2.3.
 - iii. If a Council member's cumulative GPA falls below 2.0 or term GPA is less than 2.3 during their term of office, s/he shall be placed on probation for one term. Should a Council member not achieve the required GPA by end of the next quarter, s/he shall be removed from office and unable to serve as a Council member until the next election cycle. Council members may appeal his/her removal to the ASCOCC Hearings Board if extenuating circumstances exist; students will not be dismissed from the Council until appeal process is completed. The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services. If the Board recommends removal from office, the Dean of Student and Enrollment Services shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision shall be final.
 - iv. Council members removed from office due to insufficient GPA shall be replaced in accordance with Article IV, Section 6.D.
- B. Credit Requirements:

- i. All Council members must maintain a minimum six (6) COCC credits throughout each term in which they serve as a Council member.
 - ii. If a Council member's registration drops below six credits, s/he shall cease to serve as a Council member and not be eligible to serve the remainder of his/her term. Council members may appeal their removal to the ASCOCC Hearings Board if extenuating circumstances exist (see Bylaws, Article III.E); students will not be dismissed from the Council until appeal process is completed. The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services. If the Board recommends removal from office, the Dean of Student and Enrollment Services shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision shall be final.
 - iii. Council members removed from office due to insufficient credit load shall be replaced in accordance with Article IV, Section 6.D.
- C. Summer Term: Council members serving during summer term must maintain the minimum GPA requirement listed in Article IV, Section 4.A and shall be enrolled in at least one COCC course of three credits or more.

Section 5. Terms of Office and Term Limits

- A. A Council member's term begins with fall quarter and continues through the subsequent winter and spring quarters. Responsibilities during summer term shall be determined by ASCOCC Council on an annual basis.
- B. Council members shall serve a full term, unless they resign, are terminated or recalled, fail to maintain minimum qualifications for office as outlined in Article IV, Section 4, or are removed from office.
- C. A Council member may serve no more than three years combined as either an elected or appointed Council member; however, should an individual be appointed as a replacement Council member for less than half of a year in such role, they may serve as an elected or appointed Council member for three additional years.

Section 6. Vacancies in Office

- A. Resignation: ASCOCC Council members resigning from office must submit an official letter of resignation to ASCOCC Council and the Director of Student Life (or designee). ASCOCC Council shall vote to accept or reject the member's resignation.
- B. Termination: A Council member shall be automatically terminated from their position upon the following:
 - i. Resignation (see article IV, Section 6A).
 - ii. Council member's failure to maintain the minimum qualifications for office in Article IV, Section 4.

- iii. Should a Council member neglect their duties as outlined in the Constitution and Bylaws, remaining Council members shall attempt to resolve the situation informally. Should a resolution not be reached, ASCOCC Council may vote to remove the Council member from their position. The decision of this vote may be appealed to the Advisory Committee Hearings Board (see Bylaws Article III.E). The Hearings Board shall make a recommendation to the Dean of Student and Enrollment Services, who shall confer with the COCC President. The Dean of Student and Enrollment Services and President's decision is final.
 - iv. Death or permanent mental incapacity.
- C. Recall: Members of ASCOCC shall have the opportunity to initiate a recall process, through a majority vote of the student body, after they have exhausted the hearings/concerns process (Bylaws Article III.E). ASCOCC members wishing to initiate a recall should contact the Director of Student Life for guidance. A petition must be signed by ten (10) percent of the previous term's fourth week credit head count (fall, winter, spring) calling for a special election to remove the Council member.
- D. Replacement: In the event of a vacancy of office, a new Council member shall be appointed by the Appointment Committee (Article VI, Section 5). Vacancies shall be advertised for a minimum of one week and reasonable efforts shall be made to fill positions within thirty (30) days.

Section 7. Advisor

The ASCOCC Council Advisor shall be a COCC employee who provides College guidance to all areas of the organization. The Advisor shall provide financial and organizational advice, provide leadership relative to applicable COCC fiscal and personnel policies, provide leadership training, and assist in understanding and complying with laws regarding student government and public agency requirements and related matters. The Advisor shall serve as an ex-officio member of the ASCOCC Advisory Committee.

Article V. Council Meetings

Section 1. ASCOCC Council Meetings

Meetings shall be held at least once per month.

Section 2. Special Meetings of the ASCOCC Council

Special meetings may be called by the majority of Council members with 24-hour notice to the public. At a minimum, such notice shall state the purpose of the meeting.

Section 3. Regulations for all ASCOCC Council Meetings

- A. Meeting dates, times, and agenda shall be posted for a minimum of 24 hours in advance for public viewing.

- B. Meetings are open to the public. Non-council members shall be allowed to discuss items upon recognition by the moderator during open forum.
- C. ASCOCC Council meetings shall be conducted with a quorum of current Council members.
- D. Write-in, absentee, and proxy votes on issues may be accepted if Council members have so documented their intent in writing. Council members may accept this vote if the motion does not change.
- E. The Council shall appoint a member (or designee) to be responsible for taking a written or audio recording of the proceedings and posting to a public forum.

Article VI. Committees

Section 1. College Standing Committees

Council members may serve on committees established by Central Oregon Community College faculty and staff. The Council shall appoint individuals, either ASCOCC Council or at-large students, to standing and special committees for which student representation is requested.

Section 2. ASCOCC Committees and Task Forces

The Council members may establish any ASCOCC committee or task force as deemed necessary to enhance the performance of ASCOCC. The Council shall appoint individuals, either ASCOCC Council or at-large students, to ASCOCC standing and special committees.

Section 3. Student Budget Committee

A Student Budget Committee shall be established with the primary purpose of recommending approval of allocation of student fees initiated by ASCOCC proposed budget.

- A. Purpose: A Student Budget Committee shall serve to review and approve a budget initiated by ASCOCC Council.
- B. Membership
 - i. The Student Budget Committee shall be comprised of two ASCOCC Council members, one of which will be the ASCOCC Budget Coordinator, two at-large students, and two College-appointed faculty or staff. The at-large student representatives and the additional ASCOCC Council Member shall be appointed by the ASCOCC Council; the College-appointments shall be made by the COCC President (or designee).
 - ii. The ASCOCC Advisor shall serve as a non-voting member to provide historical perspectives and assistance relative to compliance with College policy.

Section 4. Advisory Committee

An ASCOCC Advisory Committee shall be established with the primary purpose of providing guidance to and working collaboratively with the Council.

- A. Purpose: The ASCOCC Advisory Committee serves as the connection between ASCOCC and the College, providing advocacy, guidance, and direction on long-term issues related to the operation of Student Government, as well as complementing the role of the Student Government Advisor.
- B. Membership: The Advisory Committee shall consist of two at-large students, to be appointed by ASCOCC Council, and five College-appointed faculty or staff as appointed by the COCC President (or designee). Three members of the ASCOCC Council, appointed by the Council, and ASCOCC Advisor, appointed by the Dean of Student & Enrollment Services, shall serve as ex-officio members.

Section 5. Appointment Committee

- A. Purpose: An Appointment Committee shall be established with the primary purpose of selecting appointed and replacement Council members and ASCOCC appointments to the Student Budget Committee.
- B. Membership: The Appointment Committee shall consist of the three elected ASCOCC Council Members and two COCC faculty or staff, as appointed by the College President (or designee). The ASCOCC Advisor shall serve as the advisor and a non-voting member.
 - i. Members of the Appointment Committee shall serve a minimum of one Academic year.
 - ii. It is encouraged that one member belongs to the Diversity Committee.

Article VII. Student Fees

Section 1. Assessment of Fees

- A. The general purpose of the student fee is to support student-focused activities and services.
- B. A student fee of \$1.50 per credit, up to and including 12 credit hours, shall be assessed during fall, winter, spring, and summer terms.
- C. A \$0.25 per credit renewable energy fee, up to and including 12 credit hours per term, shall be assessed during fall, winter, spring, and summer terms. This fee is dedicated toward the purchase of renewable energy for the campus. Fees collected in excess of renewable energy charges shall be dedicated toward campus sustainability projects.

Section 2. Modification of Fees

Student fee recommendations may be made by any student to the COCC Board of Directors via any of the following processes:

- A. Student Election: ASCOCC Council may call for an election on a modification of the student fee. The results of that student election shall become a recommendation to the COCC Board of Directors.
- B. Referendum: Any student may submit a referendum for a special student fee election. The petition supporting the referendum must be signed by ten percent of the previous quarter's fourth week credit head count (fall, winter, spring). A referendum election shall be held within 30 days of verification of signatures. The results of that student election shall become a recommendation to the COCC Board of Directors.

All initiatives or referendums circulated for signatures must first have signatures verified by the Director of Student Life for membership of the ASCOCC. An initiative or referendum must include the full text of the proposed change.

Section 3. Approval of Fees

While respecting recommendations of students through elections and referendums, the COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the COCC Board of Directors determines that such modifications are in the best interest of students and COCC.

Article VIII. ASCOCC Bylaws

Section 1. Purpose

The ASCOCC Bylaws shall specify processes that support and implement the requirements of the ASCOCC Constitution.

Section 2. Changes and Approval

ASCOCC members may initiate a change to the bylaws during a Council meeting via a two-thirds majority vote. The results of the vote shall be sent to the Dean of Student & Enrollment Services for approval. Should the Dean of Student & Enrollment Services reject the initial recommendation, s/he shall notify the Council of issues or proposed changes and provide the council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the Dean of Student & Enrollment Services shall make recommendation to the President who shall have the final decision regarding bylaw changes.

Article IX. Constitution Amendments

Section 1. Creation

Amendments to this Constitution may be recommended to the COCC Board of Directors via any of the following processes:

- A. ASCOCC Council: Amendments may originate and be voted on by the ASCOCC Council members during a special meeting and recommended to the COCC Board of Directors with a two-thirds majority vote.

- B. Student Initiatives: Any student can bring suggested changes to ASCOCC Council. Should ASCOCC Council reject such a recommendation, students may begin the referendum process.
- C. Referendum: A referendum may be presented by special petition signed by ten percent of the previous term fourth week credit head count (fall, winter, spring), and shall be referred to a special election. A referendum election shall be held within 30 days of verification of signatures. Should a majority of those voting approve the amendment, it shall be referred to the COCC Board of Directors for consideration and approval at the Board's discretion.
- D. All amendments, initiatives, and referendums must receive a majority vote to be ratified.
- E. All petitions circulated for signatures must first have signatures verified by the Director of Student Life for membership of ASCOCC and should comply with ASCOCC Bylaws. A petition must include the full text of the proposed change and a copy provided to ASCOCC Council.

Section 2. Approval

Amendments to the ASCOCC Constitution shall require the approval of the COCC Board of Directors (or designee). Should the Board reject a Constitution amendment, the Board shall notify ASCOCC Council of issues or proposed changes and provide ASCOCC Council the opportunity to modify the recommendation. Taking ASCOCC Council final input into consideration, the COCC Board shall have the authority to amend the Constitution.

Central Oregon Community College
Monthly Budget Status
Highlights of May 2013 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$32.9 million. The May average yield for the Local Government Investment Pool remains unchanged at .54 percent.

The bond proceeds held in cash total \$8.2 million as of the end of May.

General Fund Revenues

Tuition and fees revenue remain flat from the prior month. The fourth quarter State Aid payment has been deferred at the State level, but will be reflected in the June financial statements. All transfers-in have been posted for the year including \$300,000 from the PERS reserve account.

General Fund Expenses

The year to date expenses include the approved inter-fund transfers-out for the fiscal year.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College
Cash and Investments Report
 As of May 31, 2013

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$31,393,619.69		
Pool account 5482			\$1,570.30
Pool account 3624			\$372,474.77
Pool account 3816		\$8,146,014.99	
Pool account 3844		\$67,935.96	
April Average Yield .54%			
Cash in USNB	\$1,594,605.27		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$4,300.00		
Total Cash	<u>\$32,992,524.96</u>	<u>\$8,213,950.95</u>	<u>\$374,045.07</u>

Central Oregon Community College
Monthly Budget Status
May 2013

Exhibit 9a
10-Jul-13

<u>Other funds:</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>
Debt Service Fund					
Revenues	\$ 4,289,429	\$ 4,151,927	\$ (137,502)	96.79%	94.64%
Expenses	4,289,358	2,566,487	1,722,871	59.83%	61.66%
Revenues Over/(Under) Expenses	\$ 71	\$ 1,585,440	\$ 1,585,369		
Grants and Contracts Fund					
Revenues	\$ 1,983,640	\$ 1,093,835	\$ (889,805)	55.14%	18.51%
Expenses	2,093,600	1,181,196	912,404	56.42%	21.53%
Revenues Over/(Under) Expenses	\$ (109,960)	\$ (87,361)	\$ 22,599		
Capital Projects Fund					
Revenues	\$ 10,508,677	\$ 3,332,437	\$ (7,176,240)	31.71%	100.54%
Expenses	27,633,820	5,659,351	21,974,469	20.48%	68.97%
Revenues Over/(Under) Expenses	\$ (17,125,143)	\$ (2,326,914)	\$ 14,798,229		
Enterprise Fund					
Revenues	\$ 7,204,787	\$ 4,336,565	\$ (2,868,222)	60.19%	68.69%
Expenses	7,986,819	4,465,782	3,521,037	55.91%	63.02%
Revenues Over/(Under) Expenses	\$ (782,032)	\$ (129,217)	\$ 652,815		
Auxiliary Fund					
Revenues	\$ 9,064,223	\$ 8,037,224	\$ (1,026,999)	88.67%	87.86%
Expenses	9,745,764	8,056,860	1,688,904	82.67%	80.09%
Revenues Over/(Under) Expenses	\$ (681,541)	\$ (19,636)	\$ 661,905		
Reserve Fund					
Revenues	\$ 12,739	\$ -	\$ (12,739)	0.00%	0.00%
Expenses	480,000	409,561	70,439	85.33%	82.08%
Revenues Over/(Under) Expenses	\$ (467,261)	\$ (409,561)	\$ 57,700		
Financial Aid Fund					
Revenues	\$ 22,561,313	\$ 18,057,270	\$ (4,504,043)	80.04%	93.37%
Expenses	22,605,568	18,133,608	4,471,960	80.22%	95.09%
Revenues Over/(Under) Expenses	\$ (44,255)	\$ (76,338)	\$ (32,083)		
Internal Service Fund					
Revenues	\$ 398,715	\$ 317,330	\$ (81,385)	79.59%	73.09%
Expenses	573,990	443,106	130,884	77.20%	62.15%
Revenues Over/(Under) Expenses	\$ (175,275)	\$ (125,777)	\$ 49,499		
Trust and Agency Fund					
Revenues	\$ 1,886	\$ 1,895	\$ 9	100.45%	90.47%
Expenses	7,500	6,668	832	88.91%	94.45%
Revenues Over/(Under) Expenses	\$ (5,614)	\$ (4,773)	\$ 841		

Central Oregon Community College
Monthly Budget Status
 May 2013

Exhibit 9a
 10-Jul-13

<u>General Fund</u>	<u>Adjusted 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	\$ 11,246,000	\$ 11,307,145	\$ 61,145	100.54%	101.52%
Prior Taxes	873,000	726,324	(146,676)	83.20%	70.64%
Tuition and fees	19,736,000	19,269,529	(466,471)	97.64%	98.06%
State Aid	5,001,000	3,544,831	(1,456,169)	70.88%	95.07%
Grants & Contracts	86,000	51,339	(34,661)	59.70%	N/A
Interest & Misc. Income	49,000	50,537	1,537	103.14%	1131.58%
Transfer-In	1,720,000	1,720,000	-	100.00%	100.00%
Total Revenues	\$ 38,711,000	\$ 36,669,705	\$ (2,041,295)		
Expenses by Function					
Instruction	\$ 17,550,715	\$ 15,546,284	\$ 2,004,431	88.58%	86.47%
Academic Support	2,872,120	2,334,245	537,875	81.27%	78.49%
Student Services	4,232,422	3,516,865	715,557	83.09%	80.21%
College Support	4,600,019	3,901,983	698,036	84.83%	86.95%
Plant Operations and Maintenance	4,098,218	3,103,781	994,437	75.73%	84.06%
Information Technology	3,187,700	2,655,469	532,231	83.30%	86.81%
Financial Aid	52,897	40,292	12,605	76.17%	35.84%
Contingency	800,000	-	800,000	0.00%	0.00%
Transfers Out	3,055,683	3,055,683	-	100.00%	91.33%
Total Expenses	\$ 40,449,774	\$ 34,154,602	\$ 6,295,172		
Revenues Over/(Under) Expenses	\$ (1,738,774)	\$ 2,515,103	\$ 4,253,877		

Information Technology Update – June 2013

Current Projects

Both the **Grandview** remodel and the **Redmond Technology Center** are underway and we are just beginning small remodels of both **Boyle** and **Mazama**. In addition, we have been working on the **AV design** for the Redmond Technology Center. The **Grandview** remodel will include a large SMART Lab classroom located in the former North and South Sisters rooms. This remodel also includes a bullpen, Adjunct Office and 14 new faculty offices for the Math Department. The **Redmond Technology Center** will be a new 34,000 square foot, two-story building on our Redmond Campus and will house 9 classrooms, 3 computer labs, 4 skills labs and several conference rooms. We are just beginning the **remodel of BEC 156, 157 & 159** to provide a computer classroom and computer lab on the lower end of Campus. The **Audio-Visual Installation** within the **Redmond Technology Center** is estimated to start in mid-2014.

Schedule Status

Both the **Redmond Technology Center** and **Grandview** are on schedule at this time.

Activity in June

We have been working with the General Contractor to clarify construction documents, exterior low-voltage pathways and expectations for **Grandview** and the **Redmond Technology Center**. Low-voltage conduit and back-boxes are at about 90% in **Grandview** and the underground low-voltage conduit between the data vault and the **Redmond Technology Center** has also been installed. We are also continuing to review and revise **A/V design** for the **Redmond Technology Center** and have prequalified four A/V contractors for this project. Demolition for the **Boyle** remodel has also begun.

Information Technology Update – June 2013

Photos – Grandview Remodel



Low-voltage chase – Second Floor, Grandview



Typical low-voltage box and conduit – Office Area, Grandview

Information Technology Update – June 2013

Photo – Boyle Education Center



Future Teaching Wall – BEC 156

Upcoming Activities – July

Low-voltage CAT6 pathways for phone and data as well as access control pathways should be complete and data cable should be pulled for the **Grandview** remodel. IT may be able to start installing some AV above ceiling. Design and cost estimates for the **Redmond Technology Center A/V** installation should also be near completion. Construction for the **Boyle Remodel** should be complete, allowing IT to begin their work in these classrooms.

Information Technology Update – June 2013

COCC Construction PM - Rich Brecke, 541-330-4375, email: rhayes@cocc.edu

COCC Construction PM - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu

COCC IT Project Manager - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Grandview Remodel

Sunwest Builders, Inc.
2642 SW 4th Street
Redmond, OR 97756
541-548-7341

General Contractor, Redmond Technology Center

Kirby Nagelhout Construction Company
20635 NE Brinson Blvd
Bend, OR 97701
541-389-7119

Grandview Renovation Project

June 2013 Status Report

Scope

Renovate Grandview to consolidate the Math Department to one location. Provide SMART math lab space in proximity to Math Department offices.

Budget Status

Total project budget is not to exceed \$1,313,577. See budget summary for current expenditures status.

Change Order Activity

- COR #3, North and South Sisters plan review required change to corridor wall and carpet replacement, approved with a cost of \$28,043.81.
- COR #5, removal of ceiling tiles at structure, approved with a cost of \$327.75.
- COR #6, concrete pourback required at depressed slab areas discovered during demolition, approved with a cost of \$2,786.45.
- COR #7, ceiling and light fixture changes per RFI #5, approved with a cost of \$1,339.93.
- COR #8, infill wall framing at Grid Line E, approved with a cost of \$981.92.
- COR #9, new HM frame at door 215 and fire wall extension, approved with a cost of \$1,275.26.
- COR #11, concrete cutting of beams, approved with a cost of \$5,593.24.
- COR #12, structure conflict with ductwork routing, not yet finalized and not yet priced.
- COR #13, dry landscape and site revisions at loading dock/front of building, not yet priced.
- COR #14, skim cost and prep existing parital mural wall, approved with a cost of \$692.44.
- COR #15, change drywall finish from orange peel to Level 4 smooth, approved with a cost of \$6,136.13.
- COR #16, install 10 solatubes throughout offices and workroom, approved with a cost of \$11,979.22.
- COR #18, powder coat finish wiremold at Sisters classroom, approved with a cost of \$744.98.
- COR #20, relocate/conceal exposed conduit at lobby/stairwell, approved with a cost of \$1,935.60.
- COR #23, infill missing insulation throughout remodel, approved with a cost of \$1,008.00.

Schedule Status

Construction	April 2013 to August 2013
Multizone replacement	August 24 to September 15
Move in	September 2013

Activity in June

- Completed wall framing.
- Completed mechanical, electrical, and plumbing rough in.
- Begin installing hollow metal frames

Activity planned for July

- Complete installation of hollow metal frames.
- Hang and finish sheetrock.
- Install solatubes.

Grandview Renovation Project June 2013 Status Report

PHOTOS

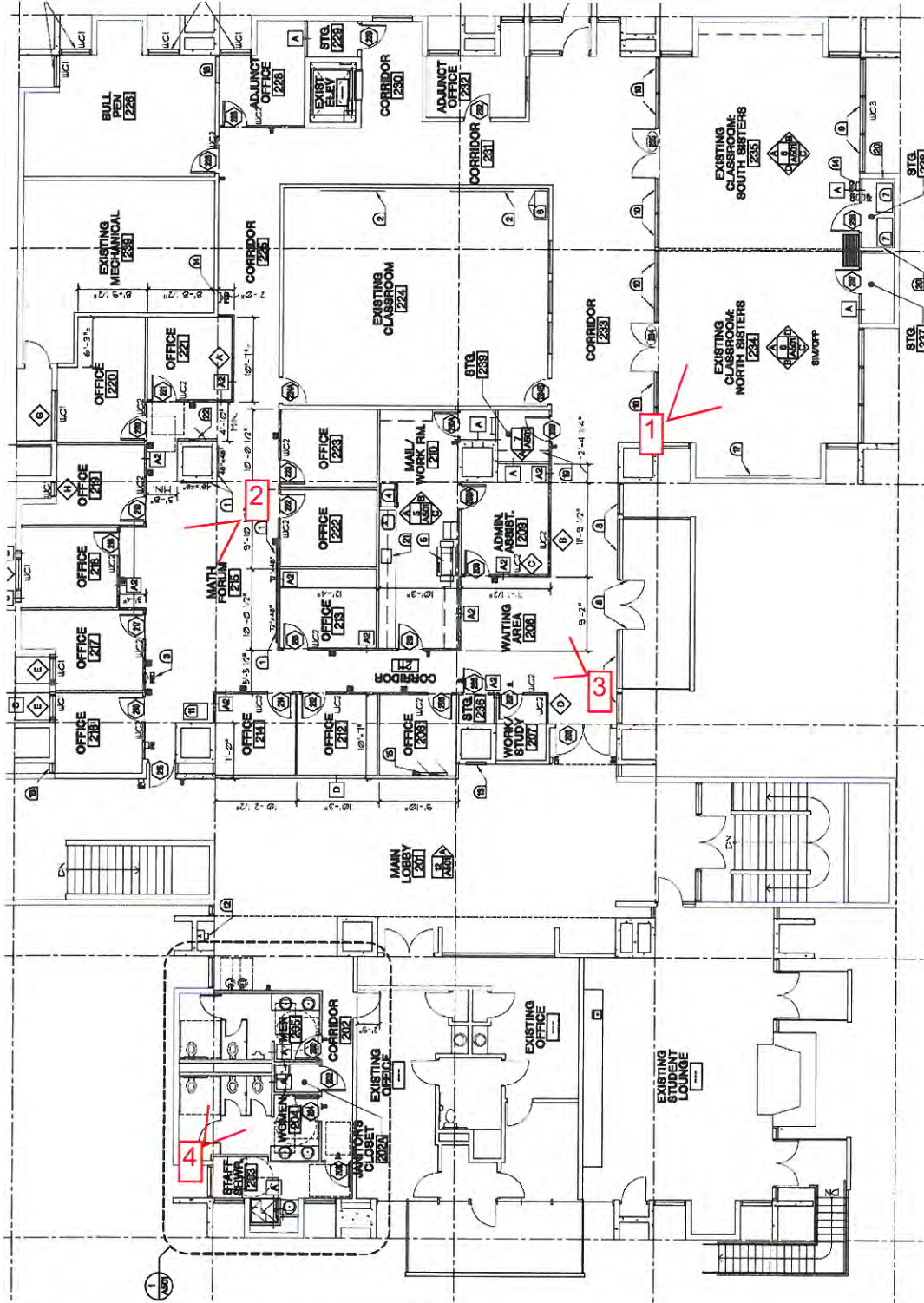


Grandview Renovation Project June 2013 Status Report



Grandview Renovation Project June 2013 Status Report

FLOOR PLAN



Grandview Renovation Project June 2013 Status Report

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Jennifer Newby	Instructional Dean - Math	jnewby@cocc.edu
Michael Fisher	Instructional Dean – Business	mfisher@cocc.edu
Doug Nelson	Math Department Chair	dnelson@cocc.edu
Jim Ellis	Business Department Chair	jellis@cocc.edu
Rick Hayes	Construction Project Manager	rhayes@cocc.edu
Darren McCrea	Construction IT Manager	dmccrea@cocc.edu
Julie Mosier	Purchasing Coordinator	jmosier@cocc.edu

Design Consultant

Steele Associates Architects
760 NW York Drive, Suite 200
Bend, OR 97701
Jeff Wellman, Project Architect
Steve Olson, Project Architect
541-382-9867
jwellman@steele-arch.com
solson@steel-arch.com

General Contractor

Sunwest Builders, Inc.
2642 SW 4th St.
Redmond, OR 97756
Adam Bowles, Project Manager
Jeff Bilyeu, Project Superintendent
541-548-7341
AdamB@sunwestbuilders.com
jbilyeu@sunwestbuilders.com

Residence Hall June 2013 Status Report

Scope

Residence Hall project is to provide approximately 330 beds for student housing. A small amount of support and common space will be provided within the project. The building is anticipated to be Earth Advantage Multi-Family Gold or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

Budget Status

Project Budget included.

Change Order Activity

None this month.

Schedule Status

Design Development Presentation and GMP proposal to occur at the October Board Meeting.
Construction Documents Presentation and authorization to begin construction to occur at the February Board Meeting.
The project will begin construction in March of 2014.
The project has a completion and move-in of summer 2015.

Activity in June

Conducted Campus information and feedback sessions on June 11.
Schematic Design presentation occurred at the June 12 Board Meeting. Board approved proceeding into Design Development.
Conducted Design Development Charette Meetings on June 26 and June 27.
Conduct Public Information meeting for the neighbors and neighborhood associations on the evening of June 26.

Activity planned for July

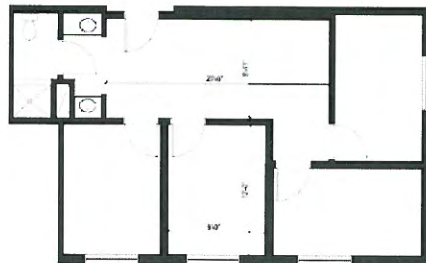
Complete Pre-Application meeting with the City of Bend on July 3, 2013.
Conduct Design Development progress meetings.
Initiate Traffic Study services with Kittelson & Associates.
Begin to draft Commissioning services RFP.
Begin to draft Residential Network provider RFP.

Residence Hall June 2013 Status Report



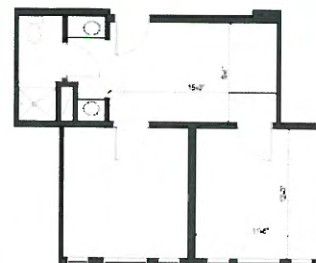
R.A. SINGLE

SINGLE BEDROOM	262 SF
BATH-ROOM	58 SF
TOTAL	260 SF NET
	315 SF GROSS



QUAD SINGLES

SHARED ROOM	197 SF
SINGLE B/D ROOM	108 SF
SINGLE BEDROOM	108 SF
SINGLE BEDROOM	105 SF
BATHROOM	79 SF
TOTAL	798 SF NET
	852 SF GROSS



QUAD DOUBLES

SHARED ROOM	137 SF
DOUBLE BEDROOM	138 SF
DOUBLE BEDROOM	138 SF
BATHROOM	79 SF
TOTAL	492 SF NET
	576 SF GROSS

Residence Hall June 2013 Status Report

Schedule	start	finish
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	August 2013	November 2013
Commissioning Consultant Selection	July 2013	August 2013
Board decision to proceed with Construction Documents	October 2013	October 2013
Construction Documents	October 2013	February 2014
Permit Application	January 2014	March 2014
Special Inspection Consultant procurement	January 2014	February 2014
Construction	March 2014	July 2015
Furnishing Move-in	July 2015	September 2015

Residence Hall June 2013 Status Report

Project Participants

COCC Steering Committee

James Middleton	President
Matt McCoy	Vice President of Administration
Kevin Kimball	Chief Financial Officer
Alicia Moore	Dean of Students
Gordon Price	Director of Student Life
Joe Viola	Director of Campus Services
Rick Hayes	Project Manager

Design Consultant

Mahlum Architecture
1231 NW Hoyt, Suite 102
Portland, Oregon 97209
541-224-4032

Mark Cork, Principal Anne Schopf, Design Partner Kurt Haapala, Senior Project Manager
Pinnacle (Associate Architects) Peter Baer, Principal and Mark Rossi, Project Manager

Construction Manager General Contractor

Lease Crutcher Lewis
550 SW 12th Avenue
Portland, OR 97205
503-223-0500

Tony Church, Senior Project Manager Mike Levesque, Project Manager
Jeff Spencer, Senior Estimator

Civil Survey Consultant

KPFF Consulting Engineers
111 SW Fifth Avenue, Suite 2500
Portland, OR 97204-3628
503-227-3251 Troy Tetsuka, Survey Manager

Geotechnical Engineer

FEI Testing & Inspection, Inc.
62979 NE Plateau Drive, #3
Bend, OR 97701
Bill Smith, Geotechnical Engineer, 541-382-4844 bsmith@feitesting.com

Testing Agency TBD

Technology Education Center – June 2013 Update

Scope

A 34,000 square foot building to be built on the corner of Veterans Way and Salmon Dr. in Redmond. The building will house technology centered programs which will initially be the Center for Entrepreneurial Excellence and Development, Non-Destructive Testing and Inspection, Digital Arts and Media, and Flexible Technology.

Budget Status

The budget for the overall project is \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon.

Change Order Activity

Minor change issues continue related to Structural Steel, pricing is a little behind on these items. The most significant new change item will require extending a sewer main that was not as indicated on the City As-Built records. See change order log for more information.

Schedule Status

The project started on April 22nd and is on schedule to open for Fall Classes of 2014.

Recent Activity

Footing excavation continued and is now complete save two sections that were left out for access. 99% of the footings have been placed. Walls continue on the South side of the building. KNCC is currently working 6 sections of structural wall. Site utilities have been proceeding with little issue. Concrete Walls are the main activity onsite this month. Structural Steel is being detailed and is on schedule.

Activity Next Month

Concrete walls will continue. Structural Steel will commence. Sitework and site utilities will continue. Airport Way work may begin as onsite civil work tapers off.

Technology Education Center – June 2013 Update



Footings at NDT/NDI X-Ray Room



Forming Walls in Lobby behind Stairs

Technology Education Center – June 2013 Update



Wall forms jumped for 2nd lift



Inside Stairwell at South Wing. Forms being jumped to 2nd lift.

Technology Education Center – June 2013 Update

Project Participants

COCC Stakeholder Group

Shirley Metcalf	-	Interim VP for Instruction
Matt McCoy	-	VP for Administration
Jerry Schulz	-	Interim Dean of Continuing Education
Chris Redgrave	-	Director of MATC
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea/Jeff Floyd	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Don Stevens	-	BBT Architects
Kevin Shaver	-	BBT Architects
Doug Schwartz	-	Froelich Consulting Engineers (Structural)
ML Vidas	-	Vidas Architecture (Earth Advantage Consulting)
Grant Hardgrave	-	Hickman Williams and Associates (Civil)
Marcia Vallier	-	Vallier Design Associates (Landscape)
John Van Bladeren	-	MFIA Inc. (MEP Design)

Contractor Group

Michael McLandress	-	Project Manager, Kirby Nagelhout Construction
Mike Carter, Jr.	-	Project Superintendent, Kirby Nagelhout Construction
Mark Miller	-	General Superintendent, Kirby Nagelhout Construction
Jeff Deswert	-	President, Kirby Nagelhout Construction

Veterinary Tech Remodel at BAC– June 2013 Update

Scope

This project entails purchasing the BrightSide Animal Center Event Center and performing some minimal remodel within the building to achieve the Veterinary Tech minimum program needs for a laboratory space. A future phase would add a Lab/Classroom, expanded Pharmacy Lab and a complete Surgery area. Phase 2 will remain on hold until funding is identified.

Budget Status

A target budget of \$450,000 to \$470,000 was assigned to the project.

Change Order Activity

N/A.

Schedule Status

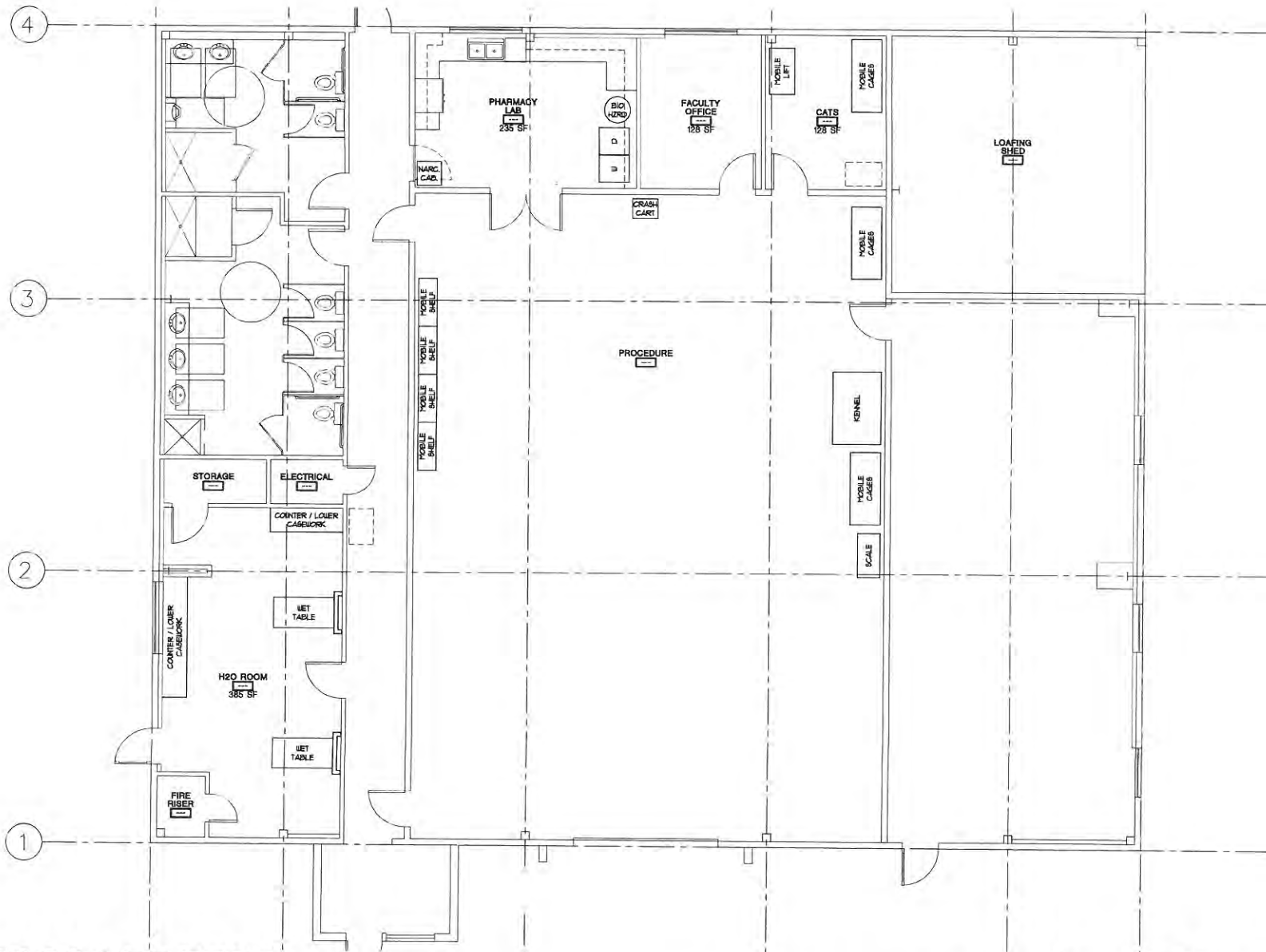
Phase 1 is intended for a Fall 2013 opening pending finalization of the land partition, purchase of the building and completion of improvements. Based on the time it could take (up to 18 weeks) to complete the partition, a Fall 2013 opening will be difficult to achieve.

Recent Activity

CA Rowels Engineering is working on the Partitioning of the property. The preliminary paperwork was submitted to the City for a preliminary review. SAA has produced a revised drawing reflecting the new concept based on use of the entire building. SAA is revising their fee based on the new scope.

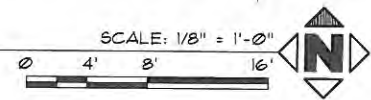
Activity Next Month

Partitioning process will continue, and building surveys will be conducted by design consultants to make sure that HVAC and Electrical systems will support the intended use.



HSR/COCC VET TECH

JUNE 10, 2013 - REVISION 1



Veterinary Tech Remodel at BAC– June 2013 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Interim VP for Instruction
Jenni Newby	-	Instructional Dean
Lynn Russell	-	Veterinary Technician Program Director
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Scott Steele	-	Steele Associates Architects
Stephen Hockman	-	Steele Associates Architects
Krista Appleby	-	Steele Associates Architects
Summer Oman	-	Steele Associates Architects

Contractor Group

TBD

INFORMATION ITEM

Furniture for Grandview Hall Remodel

Prepared by: Julie Mosier- Purchasing Coordinator

Grandview is currently being remodeled from a cafeteria and kitchen space to classrooms and offices to house the Math Department.

The College has purchased office furnishings for 12 full-time faculty, an administrative office and two adjunct offices. The bullpen office for the part-time faculty is being repurposed with furniture from their current bullpen in the Library.

Additionally, furniture has been purchased to turn the North and South Sisters into classrooms that have the flexibility to also be SMART labs using laptops.

A public area for faculty and students is being furnished, and the Grandview upper hallway and Fireside room will receive both some group study tables and soft seating. Though the items have been purchased through multiple purchase orders, the total furniture purchases for this project are \$118,239 to date, out of a \$129,000 budget. Additionally, a number of whiteboards and misc. office equipment remains to be purchased.

Exhibit: 11.a
July 10, 2013
Approve: ____ Yes ____ No
Motion: _____

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

**RESOLUTION
2013-14 Budget for the
Associated Students of Central Oregon Community College (ASCOCC)**

Prepared by: Alicia Moore, Dean of Students and Enrollment Services

A. Action under Consideration

Approve the 2013-14 Associated Students of Central Oregon Community College (ASCOCC) budget.

B. Budget Development Process

During spring term of each year, the ASCOCC Council coordinates a process to develop the budget for the upcoming academic year. A general outline of the process is:

- ASCOCC sets a baseline budget based on current year expenditures.
- The budget is distributed to the general campus community and interested parties are asked to submit new budget requests.
- ASCOCC considers new budgets requests and updates the draft budget.
- The draft budget is reviewed by the ASCOCC Student Budget Committee (joint student and faculty/staff committee), comprised of three ASCOCC Council members, three at-large students, and three College-appointed faculty or staff.. If the ASCOCC Budget Committee agrees with the recommended budget, it is forwarded to the Dean of Student and Enrollment Services and College President for possible recommendation to the COCC Board of Directors. If the Committee does not agree with the recommendation, the budget is sent back to ASCOCC for revision.

Note that ASCOCC and the Budget Committee recommended a new process by which fees can be allocated to student organizations. In the past, organizations made individual requests to ASCOCC based on anticipated costs. Given the turnover in students each year, this was often a guestimate by student clubs and resulted in additional, late-in-the-year requests. The new model develops a tiered structure, awards a budget amount based on the number of active student participants and allows student clubs to better anticipate their budget for future years.

C. Budget Highlights

Highlights of the proposed 2013-14 budget are:

- 30% is dedicated to student clubs and programs (The Broadside student newspaper, club and intramural sports, CET bus passes, student clubs and others).
- 25% to campus activities such as free bowling nights, family nights at the Bounce House, Bobcat Orientation, STRIVE and the Nancy R. Chandler Visiting Scholarship program.
- 17% to one-time allocation towards campus support needs including video displays for Redmond, Madras and Prineville; bike racks and benches; water bottle filling stations, campus garden and campus memorial.

- 16% to ASCOCC Council member and intern salary and payroll expenses.
- 11% to operational expenses such as materials, supplies, computer replacement, office equipment, marketing and promotions, memberships and travel.

ASCOCC recommended allocated \$10,000 towards childcare services and \$2,000 towards a printer for the multicultural center. Note that these two items are still in discussion and were not yet finalized; an update will be provided at the July 2013 Board meeting.”

In addition to the above allocations, ASCOCC contributed an additional \$5,000 to a reserve account, which can only be accessed with authorization from the Dean of Student and Enrollment Services or the College President. This contribution brings the reserve account to \$40,000 or 12% of their base budget.

During the budget process, ASCOCC solicited feedback from those who were allocated dollars. The only appeal came from *The Broadside*, COCC’s student newspaper as their original request for 2013-14 funds was \$43,000 and they were approved for \$31,000. In 2010-11, *The Broadside* received \$38,000; in 2011-12, \$36,000; in 2012-13, \$44,000. The Budget Committee reviewed *The Broadside’s* appeal and determined that the allocation was appropriate given that *The Broadside* could decrease operational expenses by decreasing the number of editions published annually and/or increase advertising revenues.

C. Options/Analysis

Approve 2013-14 ASCOCC Budget.

Recommend changes to the 2013-14 ASCOCC Budget.

Decline to approve the 2013-14 ASCOCC Budget.

D. Timing

Action is requested at this meeting so that so that the new budget is in place to support summer term operations.

E. Recommendation

Be it resolved that the governing Board of Central Oregon Community College approves the 2013-14 ASCOCC budget as presented.

F. Budget Impact

The recommended budget falls within the spending authority of the College’s non-general fund budget passed earlier this year.

	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
REVENUE					
Student Fees	\$ 280,000.00	\$ 290,000.00	\$ 325,000.00	\$ 325,000.00	\$ 318,000.00
Carry Over - Previous Fiscal Year	\$ 27,000.00	\$ 5,000.00	\$ 100,000.00	\$ 123,000.00	\$ 140,000.00
Total Revenue	\$ 307,000.00	\$ 295,000.00	\$ 425,000.00	\$ 448,000.00	\$ 458,000.00
EXPENSES					
Direct Expenses: Salary					
Council Salaries	\$ 44,500.00	\$ 48,600.00	\$ 54,000.00	\$ 46,143.03	\$ 54,000.00
Assistant & Committee Member Payroll	\$ 15,000.00	\$ 10,800.00	\$ 15,000.00	\$ 11,180.00	\$ 18,000.00
Payroll Assessments			\$ -	\$ -	\$ 3,000.00
Total Salary	\$ 59,500.00	\$ 59,400.00	\$ 69,000.00	\$ 57,323.03	\$ 75,000.00
Capital Expenses					
Computer Replacement	\$ 500.00	\$ 1,500.00	\$ 2,000.00	\$ -	\$ 4,500.00
Office Equipment	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 79.98	\$ 2,000.00
	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 79.98	\$ 6,500.00
Direct Expenses: Non-Salary					
Social Programs, Events, etc.	\$ 30,000.00	\$ 20,000.00	\$ 34,000.00	\$ 39,031.99	\$ 40,000.00
Branch Campus Programs			\$ 8,000.00	\$ 3,979.30	\$ 14,000.00
Materials & Office Supplies	\$ 3,000.00	\$ 5,000.00	\$ 4,000.00	\$ 5,477.67	\$ 4,000.00
Marketing & Promotions	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,524.75	\$ 9,000.00
Special Interest Projects				\$ 6,900.00	\$ 7,000.00
Training & Development	\$ 10,000.00	\$ 13,000.00	\$ 13,000.00	\$ 17,483.88	\$ 13,000.00
Unbudgeted/Unallocated		\$ 12,800.00	\$ 123,000.00	\$ -	\$ -
CET Branch Campus: Bus Stop Subsidy				\$ 4,500.00	\$ 8,000.00
Memberships	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,015.13	\$ 3,500.00
Council Travel			\$ 4,000.00	\$ 7,658.15	\$ 5,000.00
Bobcat Orientation				\$ 3,525.25	\$ 13,000.00
STRIVE Program				\$ -	\$ 13,000.00
Paw Prints					\$ 2,500.00
Visiting Scholars Program	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Campus Events: Asian Pacific Islander Festival, Cinco de Mayo, Salmon Bake, Lunar New Year, e tc.	\$ -			\$ 7,432.00	\$ 11,000.00
Juniper Hall Programs & Events: Welcome packs, Halloween hall, Paint the Deschutes	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 1,610.53	\$ 5,000.00
Campus Initiatives				\$ -	\$ 80,500.00
Bike Racks & Benches					\$ 10,000.00
Childcare					\$ 10,000.00
TV Displays for Branch Campuses					\$ 15,000.00
Water Bottle Filling Stations					\$ 10,000.00

Memorial for Students					\$ 5,000.00
Campus Garden					\$ 14,056.00
Graduation Gowns					\$ 1,000.00
Oregon Student Association					\$ 13,444.00
CCB Printers & Computer					\$ 2,000.00
Total Non-Salary	\$ 50,500.00	\$ 60,800.00	\$ 201,000.00	\$ 110,138.65	\$ 233,500.00
STGOVT Grand Total	\$ 112,500.00	\$ 122,700.00	\$ 274,000.00	\$ 167,541.66	\$ 315,000.00
CTE Pass Subsidy					
CTE Pass Subsidy	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
CTE Pass Grand Total	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Broadside					
Broadside Newspaper Program	\$ 38,000.00	\$ 36,000.00	\$ 32,500.00	\$ 44,167.03	\$ -
Direct Expenses: Non-Salary					\$ 11,656.35
Direct Expenses: Salary					\$ 19,343.65
Broadside Grand Total	\$ 38,000.00	\$ 36,000.00	\$ 32,500.00	\$ 44,167.03	\$ 31,000.00
Club Sports Program					
Club Sports Program	\$ 25,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Club Sports Grand Total	\$ 25,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
STGPRM					
All Access			\$ 500.00	\$ 213.10	\$ 1,000.00
ASL			\$ 500.00	\$ 213.10	\$ 1,000.00
Aviation	\$ 3,000.00	\$ 3,500.00	\$ 4,500.00	\$ 2,363.25	\$ 3,000.00
Black Student Union			\$ 500.00	\$ 452.29	\$ 1,000.00
COPE			\$ 500.00	\$ 359.82	\$ 3,000.00
Criminal Justice	\$ 5,000.00	\$ 6,100.00	\$ 6,250.00	\$ 5,087.32	\$ 6,000.00
Culinary	\$ 4,000.00	\$ 4,500.00	\$ 6,000.00	\$ 3,628.98	\$ 3,000.00
Drum			\$ 500.00	\$ -	\$ 1,000.00
ECE	\$ 1,000.00	\$ -	\$ 2,250.00	\$ 75.55	\$ 1,000.00
Garden			\$ 500.00	\$ 56.13	\$ 2,000.00
Latino Student	\$ 2,600.00	\$ 3,500.00	\$ 4,500.00	\$ 4,679.24	\$ 2,000.00
Massage Therapy	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 204.99	\$ 2,000.00
First Nation Student Union	\$ 4,500.00	\$ 6,000.00	\$ 6,000.00	\$ 5,052.79	\$ 1,000.00
Nursing	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,513.00	\$ 3,000.00
Theatre Troupe			\$ 500.00	\$ 306.98	\$ 1,000.00
Titlakawan Aztec Dance			\$ 500.00	\$ 526.75	\$ 1,000.00
Study Abroad			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Cascades Adventures	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Professional Development		\$ 1,500.00	\$ 15,000.00	\$ 28,516.75	\$ 15,000.00
Discretionary					\$ 5,000.00

STGPRM Grand Total	\$ 27,100.00	\$ 27,100.00	\$ 62,000.00	\$ 63,484.56	\$ 65,000.00
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STGCLB					
Club Development	\$ 22,100.00	\$25,000.00	\$5,500.00	\$5,500.00	\$5,000.00
Amer. Assoc. of Univ. of Women			\$500.00	\$507.15	\$500.00
Capoeira Club			\$500.00	\$0.00	\$500.00
Creative Writing Group			\$500.00	\$260.79	\$500.00
Geo Information Tech Systems			\$500.00	\$0.00	\$500.00
H2O Club			\$500.00	\$0.00	\$500.00
Middle Ages Activity Club			\$500.00	\$350.00	\$500.00
Military Science Club			\$500.00	\$88.85	\$500.00
Recycling Club			\$500.00	\$0.00	\$500.00
RIP- Research & Investigation for Paranormal			\$500.00	\$476.08	\$500.00
Sustainability Club			\$500.00	\$200.00	\$500.00
Veterans Advisory Club			\$500.00	\$0.00	\$500.00
Veterinarian Tech			\$500.00	\$0.00	\$500.00
Unallocated			\$ 11,500.00	\$ 11,500.00	\$ 4,000.00
STGCLB Grand Total	\$ 22,100.00	\$25,000.00	\$23,000.00	\$18,882.87	\$15,000.00

STGRVS					
Reserve Expenses	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00
STGRSV Grand Total	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00

Total Expenses	\$ 229,700.00	\$ 240,800.00	\$ 433,500.00	\$ 336,076.12	\$ 458,000.00
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Criminal Justice	\$ 6,300.00
Culinary Program	\$ 6,000.00
Nursing Program	\$ 5,965.00
Massage Therapy Program	\$ 1,040.00
Native American Program	\$ 6,300.00
Aviation Program	\$ 4,500.00
ECE Club Program	\$ 2,250.00
Visiting Scholars Program	\$ 5,000.00
Cascades Adventures	\$ 5,000.00
Latino Student Program	\$ 6,120.00
Study Abroad	\$ 5,000.00
Professional Development	\$ 10,000.00
Student Life: Miscellaneous	\$ 500.00
Garden Club	\$ 2,500.00
COPE	\$ 4,950.00
Juniper Hall: Miscellaneous	\$ 2,500.00
Total	\$ 73,925.00

	Actual	Estimate on 13-14
REVENUE		
Student Fees	\$ 325,000.00	\$ 207,000.00
Carry Over - Previous Fiscal Year	\$ 123,000.00	\$ 140,000.00
Total Revenue	\$ 448,000.00	\$ 347,000.00
EXPENSES		
Direct Expenses: Salary		
Council Salaries	\$ 54,000.00	\$ 58,000.00
Assistant & Committee Member Payroll	\$ 15,000.00	\$ 17,000.00
Payroll assesments	\$ -	\$ 3,000.00
Total Salary	\$ 69,000.00	\$ 78,000.00
Capital Expenses		
Computer Replacement	\$ 2,000.00	\$ 3,000.00
Office Equipment	\$ 2,000.00	\$ 3,000.00
	\$ 4,000.00	\$ 6,000.00
Direct Expenses: Non-Salary		
Social Programs, Events, etc.	\$ 34,945.97	\$ 40,444.00
Branch Campus Programs	\$ 5,482.48	\$ 15,000.00
Materials & Office Supplies	\$ 3,149.92	\$ 4,500.00
Marketing (Promotions)	\$ 7,832.00	\$ 12,000.00
Special Interest Projects	\$ 6,900.00	\$ 8,000.00
Training & Development	\$ 16,730.15	\$ 15,000.00
Discretionary	\$ -	\$ 15,000.00
CET BRANCH campus allocation	\$ 4,500.00	\$ 8,000.00
Memberships	\$ 2,015.13	\$ 3,500.00
Council Travel	\$ 2,179.90	\$ 7,000.00
BobCat Orientation	\$ 3,525.25	\$ 13,000.00
Strive Program	\$ -	\$ 15,000.00
Visiting Scholars Program	\$ 5,000.00	\$ 5,000.00
Campus Events	\$ 7,432.00	\$ 11,000.00
Juniper Hall Programs & Events	\$ 3,700.00	\$ 5,000.00
Campus Initiatives	\$ -	\$ 85,556.00
Bike Racks & Benches		\$ 14,000.00
Childcare		\$ 20,000.00
TV Diplays for Branch Campuses		\$ 15,000.00
Water Bottle Filling Stations		\$ 10,000.00
Memorial for Students		\$ 5,000.00
Campus Garden		\$ 16,056.00
Graduation Gowns		\$ 1,000.00
CCB Printers & Computer		\$ 4,500.00

Total Non-Salary	\$ 103,392.80	\$ 263,000.00
STGOVT Grand Total	\$ 176,392.80	\$ 347,000.00
CTE Pass Subsidy		
CTE Pass Subsidy	\$ 12,000.00	\$ 12,000.00
CTE Pass Grand Total	\$ 29,000.00	\$ 12,000.00
Broadside		
Broadside Newspaper Program	\$ 32,500.00	\$ 32,000.00
Broadside Grand Total	\$ 69,445.97	\$ 32,000.00
Club Sports Program		
Club Sports Program	\$ 15,000.00	\$ 15,000.00
Club Sports Grand Total	\$ 17,015.13	\$ 15,000.00
STGPRM		
Criminal Justice	\$ 6,250.00	\$ 6,000.00
Culinary Program	\$ 6,000.00	
Nursing Program	\$ 2,000.00	\$ 30.00
Massage Therapy Program	\$ 1,000.00	\$ 2,000.00
Native American Program	\$ 6,000.00	\$ 1,000.00
Aviation Program	\$ 4,500.00	\$ 3,000.00
ECE Club Program	\$ 2,250.00	
Cascades Adventures	\$ 5,000.00	\$ 5,000.00
Latino Student Program	\$ 4,500.00	\$ 2,000.00
Study Abroad	\$ 5,000.00	\$ 5,000.00
Professional Development	\$ 15,000.00	\$ 15,000.00
Garden Club		\$ 1,000.00
Discretionary		
COPE		\$ 2,000.00
STGPRM Grand Total	\$ 232,461.10	\$ 42,030.00
STGCLB		
Student Clubs	\$5,500.00	\$10,000.00
Discretionary	\$ 11,500.00	\$ 5,000.00
STGPRM Grand Total	\$ 17,500.00	\$15,000.00
STGRVS		
Reserve Expenses	\$ 15,000.00	\$ 5,000.00
STGRSV Grand Total	\$ 15,000.00	\$ 5,000.00
Total Expenses	\$ 429,353.90	\$ 486,389.00

COCC Comments/Questions

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ASCOCC monthly Stipend at \$750 per month for 6 council members
ASCOCC monthly stipend for assistants at \$180 for 7 assistants
FICA workmans comp

ASCOCC will be due for computer upgrades soon
Items as in printers or chairs and tables

10K per term for events
8K for events, 2K per campus for welcome week
office supplies such as Paper, toner, and pens
local ads (broadside, Flyers) and other promotional material
Support for student fosed local non-profits
Professional development for coucil members to improve leadership skills
for the incoming council members to decide
9 month subsidy for bus stop at Redmond Campus
OCCSA, ASACC & Costco
OCCSA meetings & traveling to branch campuses
Support for students that are incoming to COCC and their new persuit of school
Support for the native american program to introduce high schoolers to college
Support for student to study
Asian Pacific Islander Festival, Cinco de Mayo, Salmon Bake, Lunar New Year
Welcome packs, Halloween Hall, Paint the Deschutes, Welcome Back Event.
to support interest to students on campus
Bike racks and benches that will be placed around COCC
Child care subsidy for students
TV's and software systems for branch campuses
for Modoc, library, pioneer
Memeorial to honor students (rocks, trees TBD)
Garden and green houses that wil be built on the campus
buy graduation gowns to have on hand for students who cant afford them
Printers and computers for Veterans and multicultural center

[Redacted]

to support students for a cheaper bus system

supporting the student paper on campus

supporting sports for students on campus

Falls into tier 5
falls into tier 1
Helps students gain access to rafting trips
falls into tier 2
Helps students study abroad
Allows students to attend conferences of their study
falls into tier 1
falls into tier 2
#REF!

20 clubs with \$500 each

#REF!

STGPRM		
All Access Club	\$ 1,000.00	Falls into tier 1 with 5 active members
ASL Club	\$ 1,000.00	Falls into tier 1 with 5 active members
Aviation Program	\$ 3,000.00	Falls into tier 3 with 25 active members
Black Student Union	\$ 1,000.00	Falls into tier 1 with 7 active members
COPE	\$ 3,000.00	Falls into tier 3 with 25 active members
Criminal Justice	\$ 6,000.00	Falls into tier 5 with 80 active members
Culinary Program	\$ 3,000.00	Falls into Tier 3 with 25 active members
Drum Club	\$ 1,000.00	Falls into tier 1 with 10 active members
ECE Club Program	\$ 1,000.00	Falls into tier 1 with 10 active members
Garden Club	\$ 2,000.00	Falls into tier 2 with 20 active members
Latino Student Program	\$ 2,000.00	Falls into tier 2 with 20 active members
Massage Therapy Program	\$ 2,000.00	Falls into tier 2 with 15 active members
Native American Program	\$ 1,000.00	Falls into tier 1 with 10 active members
Nursing Program	\$ 3,000.00	Falls into tier 3 with 30 active members
Theatre Troupe	\$ 1,000.00	Falls into tier 1 with 7 active members
Titlakawan Aztec Dance	\$ 1,000.00	Falls into tier 1 with 7 active members
Truth Seekers	\$ 3,000.00	Falls Into tier 3 with 28 active members
Study Abroad	\$ 5,000.00	Provides additional funding for students to study abroad
Cascades Adventures	\$ 5,000.00	Provides COCC access to programs and trips
Professional Development	\$ 15,000.00	Allows students to attend conferences of their study
Discretionary	\$ 5,000.00	for student organization beyond allocation
STGPRM Grand Total	\$ 65,000.00	

STGCLB

Club Development	\$5,000.00	To allow for development and additional 10 clubs
Amer. Assoc. of Univ. of Women	\$500.00	Established less than a year
Capoeira Club	\$500.00	Established less than a year
Creative Writing Group	\$500.00	Less than 5 active members
Geo Information Tech Systems	\$500.00	Established less than a year
H2O Club	\$500.00	Established less than a year
Middle Ages Activity Club	\$500.00	Established less than a year
Military Science Club	\$500.00	less than 5 active members
Recycling Club	\$500.00	Established less than a year
RIP- Research & Investigation for P	\$500.00	Established less than a year
Sustainability Club	\$500.00	Less than 5 active members
Veterans Advisory Club	\$500.00	Established less than a year
Veterinarian Tech	\$500.00	Established less than a year
Unallocated	\$ 4,000.00	for student organizations beyond allocation
STGCLB Grand Total	\$15,000.00	

BOARD OF DIRECTORS' OPERATIONS

Board Committee Appointments 2013-14

Standing Committees (4)

- Board Self-Evaluation Committee
Abernethy-Chair, Krenowicz, Dorsch 2013-14
Miller-Chair, Abernethy, Dorsch 2012-13
Dorsch-Chair, Abernethy, Miller 2011-12
- President's Evaluation Committee
Ford-Chair, Krenowicz, Abernethy 2013-14
Dorsch-Chair, Reeder, Ford 2012-13
Garrett-Chair, Reeder, Ford 2011-12
- COCC Memorial Education, (Keyes Trust) – 2 year term
Abernethy 2013-15
Reeder 2011-13
Reeder - 2009-11
- Audit and Finance (3 Board Members, 2 Budget Cmte) (3 year term)
Miller-Chair, Laura Craska Cooper, Ford, Curran, McConnell 2011-14

Consultative Committees (2)

- Sub Committee on Policy Review
Abernethy-Chair, Miller, Dorsch 2013-14
Abernethy-Chair, Miller, Dorsch 2012-13
Abernethy-Chair, Miller, Dorsch 2011-12
- Long Range Real Estate Committee
Ford-Chair, Miller, Craska-Cooper 2013-14
Ford-Chair, Reeder/Miller, Overbay/Craska Cooper 2012-13
Reeder-Chair, Overbay, Ford 2011-12

Internal Liaisons (2)

- College Affairs
Krenowicz 2013-14
Laura Craska Cooper 2012-13
Abernethy 2011-12
- Foundation
Ricks 2013-14
Overbay 2012-13
Overbay 2011-12

12.0

External Liaisons (3)

- Oregon Community College Association - OCCA
Ricks 2013-14
Abernethy 2012-13
Garrett 2011-12

- OSU-Cascades Advisory Board – (Official Appointment made by OSU President)
Ford 2013-14
Ford 2012-13
Ford 2011-12

- ACCT Voting Delegate (Association of Community Colleges & Trustees)
Miller 2013-14 (Conference Attendee)
Miller 2012-13 (Conference Attendee)
Miller 2011-12 (Conference Attendee)

Exhibit: 12.b
July 10, 2013
Approved: ___Yes ___No
Motion: _____

Central Oregon Community College
BOARD OF DIRECTORS

RESOLUTION

Prepared by: Julie Smith-Executive Assistant,
President & Board of Directors

A. Action Under Consideration

Cancel August 14, 2013 Regular Board of Directors' Meeting

B. Discussion/History

Policy GP 9 states that regular Board meetings will be held on the campus of Central Oregon Community College on the second Wednesday of each month. Policy GP 9 allows the Board to have a majority vote of the members to suspend its rules and take statutorily authorized action overriding previously adopted policy.

C. Options/Analysis

Cancel August 2013 Regular Board of Directors' meeting.

Convene August 2013 Regular Board of Directors' meeting.

D. Timing

This decision needs to be made prior to the scheduled August 14, 2013 Board of Directors' meeting.

E. Recommendation

The Board of Directors by resolution, suspend the rules in accordance with Policy GP 9 to cancel the scheduled August 14, 2013 Board of Directors' meeting.

F. Budget Impact Minimal