

CENTRAL OREGON COMMUNITY COLLEGE  
 Board of Directors' Meeting - AGENDA  
 Wednesday, June 11, 2008 – 6:00 PM  
 Christiansen Board Room – Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Overbay
	II. Introduction of Guests			Overbay
6:05 pm	III. <u>Formal Opening</u> of Public Hearing & Testimony for 2008-09 Budget			Overbay
	A. Budget Hearing Input			
	IV. Hearing for 2008-09 Budget			
	A. Adoption of the 2008-09 Budget			
	Budget Resolution I	4.a	X	Dona
	B. Appropriation Resolution			
	Budget Resolution II	4.b	X	Dona
	C. Levy Property Taxes			
	Budget Resolution III	4.c	X	Dona
6:20 pm	<u>Adjournment</u> of Public Hearing for 2008-09 Budget			Overbay
6:25 pm	Executive Session: ORS 192.660 (1)(e) Real Property Transactions ORS 192.660 (1)(i) Performance Evaluation of CEO			Middleton Reeder
6:50 pm	V. <u>Reconvene</u> Regular Public Board of Directors' Meeting			Overbay
6:55 pm	VI. Agenda Changes			
7:00 pm	VII. Public Hearing and Testimony A.			
7:05 pm	VIII. Consent Agenda***			
	A. Minutes			
	1. Budget Committee, May 14, 2008	8.a1	X	Smith
	2. Board of Directors, May 14, 2008	8.a2	X	Smith
	B. Personnel			
	1. New Hire Report (May 2008)	8.b1	X	Buckles <sup>A</sup>
	C. 2008-09 Budget			
	1. Inter-fund Borrowing	8.c1	X	Dona <sup>A</sup>
	2. Custodian of Funds/Depository Banks	8.c2	X	Dona <sup>A</sup>
	3. Clerk/Budget Officer/Deputy Clerks	8.c3	X	Dona <sup>A</sup>
	D. Budget Appropriation Review, 2008-09	8.d	X	Bloyer <sup>A</sup>
	E. Approval of Contracts (Topliff, Grove & Vines)	8.e	X	Walsh <sup>A</sup>
7:10 pm	IX. Information Items			
	A. Financial Statements	9.a*		Bloyer <sup>A</sup>

- |         |  |       |   |  |                                    |
|---------|--|-------|---|--|------------------------------------|
| 7:15 pm | X. Old Business  |       |   |  |                                    |
|         | A. Bond Measure  |       |   |  | Middleton <input type="checkbox"/> |
|         | (Health Professions, Science Center, Outreach Centers and Additional Projects) |       |   |  |                                    |
|         | B. Selection of Health Insurance Provider for 2008/09                          | 10.b* | X |  | Jones <input type="checkbox"/>     |
| 7:45 pm | XI. New Business   |       |   |  |                                    |
|         | A. President's Evaluation  | 11.c* | X |  | Reeder <input type="checkbox"/>    |
| 7:55 pm | XII. Board of Directors' Operations  |       |   |  |                                    |
|         | A. Board Member Activities   |       |   |  |                                    |
| 8:05 pm | XIII. President's Report   |       |   |  |                                    |
|         | A. Capital Projects for 2011/13 and 2013/15 Legislative Sessions               |       |   |  | Middleton <input type="checkbox"/> |
| 8:20 pm | XIV. Dates   |       |   |  |                                    |
|         | A. Saturday, June 14 – 10:00 AM, COCC Commencement- Mazama Field               |       |   |  |                                    |
| 8:20pm  | 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 Aavailable for background information if requested.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION #1**

Prepared by: David Dona-Associate Chief Financial Officer

**A. Action Under Consideration**

Finalize and adopt the College budget for 2008-09.

**B. Discussion/History**

Four (4) adjustments are recommended to the budget approved by the Central Oregon Community College Budget Committee on May 14, 2008. The Board of Directors has the power to adjust the resources and expenditures as approved by the Budget Committee. However, the governing body's power to change the approved budget is limited. The Board can reduce or even eliminate any expenditure in a fund. However, expenditures cannot be increased in a fund by more than \$5,000 or 10 percent, whichever is greater. Also, it cannot increase the tax amount approved by the Budget Committee. If the governing body wants to exceed either of these limits, it must publish a revised financial summary and budget hearing notice, and hold another budget hearing (ORS 294.435). All four recommended adjustments fall below limits.

**C. Options/Analysis**

1. Adopt the budget with the recommended adjustments.
2. Adopt the budget without recommended adjustments.
3. Adopt the budget with alternative adjustments.

**D. Timing**

The budget must be adopted before July 1, 2008 for the College to continue in operation.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby adopt the budget approved by the Budget Committee on May 14, 2008 with the following adjustments.

**F. Adjustments:**

- 1) Increase PELL federal grants account \$250,000 and grants to students account by \$250,000. Change increases PELL Grant revenue and expenditures \$250,000 with no change to Financial Aid Fund ending balance.
- 2) Increase repair and replacement account \$10,000 in Department 410 and decrease repair and replacement account \$10,000 in Department 506. No change to General Fund Balance.
- 3) Increase veterans dependent/spouse waivers account \$11,000 in Department 526. Change increases General Fund expenditures \$11,000 and decreases General Fund ending balance \$11,000.
- 4) Increase Building Repair Reserve's construction account \$200,000. Change increases Capital Projects Fund expenditures \$200,000 and decreases Capital Projects Fund ending balance \$200,000.

June 11, 2008

Approved: \_\_\_Yes\_\_\_No

Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION #2**

Prepared by: David Dona-Associate Chief Financial Officer

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2008 and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Instruction and Instructional Support	\$ 15,259,577	
Student Services	2,689,989	
College Support Services	3,873,178	
Plant Operations and Maintenance	4,876,327	
Information Technology Services	2,101,643	
Financial Aid	161,730	
Contingency	<u>400,000</u>	
<b>Total General Fund</b>		\$ 29,362,444

**DEBT SERVICE FUND**

Debt Retirement		
Principal	\$ 2,345,290	
Interest	<u>953,064</u>	
<b>Total Debt Service Fund</b>		\$ 3,298,354

**SPECIAL REVENUE FUND**

Federal Grants	\$ 705,099	
State Grants	41,333	
Other Grants	32,000	
Contracts	407,550	
New Programs	<u>500,000</u>	
<b>Total Special Revenue Fund</b>		\$ 1,685,982

**CAPITAL PROJECTS FUND**

New Construction & Campus Renovation	\$ 951,290
Building Repair Reserve	782,000
Higher Education Maintenance Reserve	250,000
Campus Center	9,000,000
IT Infrastructure	121,130
Real Estate Development	61,800
Life Cycle Technology Replacement	238,380
Madras Center	592,000
Redmond Campus	444,360
Culinary Building	750,000
Chandler Lab	<u>90,000</u>

**Total Capital Projects Fund** \$ 13,280,960

**ENTERPRISE FUND**

**Bookstore**

Personal Services	\$ 504,700
Materials and Services	2,372,300
Capital Outlay	<u>450,000</u>

**Total Bookstore Operations** \$ 3,327,000

**Dormitory Operations**

Materials and Services	\$ 305,000
Capital Outlay	<u>15,000</u>

**Total Dormitory Operations** \$ 320,000

**Total Enterprise Fund** \$ 3,647,000

**TRUST & AGENCY FUND**

Scholarships	<u>\$ 10,000</u>
--------------	------------------

**Total Trust & Agency Fund** \$ 10,000

**AUXILIARY FUND**

Self-Sustaining Activities	\$ 1,055,480	
Non-General Fund Instruction	2,573,969	
Entrepreneurial Instruction	107,350	
Revolving Activities	911,433	
Contractual & Administrative Provisions	<u>313,600</u>	
<b>Total Auxiliary Fund</b>		\$ 4,961,832

**FINANCIAL AID FUND**

Federal Programs	\$ 3,616,000	
State Programs	1,150,000	
Local Programs	<u>813,866</u>	
<b>Total Financial Aid Fund</b>		\$ 5,579,866

**INTERNAL SERVICE FUND**

Personal Services	\$ 120,850	
Materials and Services	177,575	
Capital Outlay	<u>65,000</u>	
<b>Total Internal Service Fund</b>		\$ 363,425

**RESERVE FUND**

Retiree Benefits	\$ 210,000	
PERS Reserve	<u>250,000</u>	
<b>Total Reserve Fund</b>		\$ 460,000

Exhibit: 4.c  
June 11, 2008  
Approved: \_\_Yes\_\_No  
Motion: \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION #3**

Prepared by: David Dona-Associate Chief Financial Officer

**BE IT RESOLVED** that the Board of Directors of Central Oregon Community College District hereby imposes the taxes provided for in the 2008-09 adopted budget at the rate of \$0.6204 Per \$1,000 of assessed value for operations and in the amount of \$1,773,754 for Bonded Debt; and that these taxes are hereby imposed and categorized for the tax year 2008-09 upon the assessed value of all taxable property within the district.

	<u>Subject to the Education Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$0.6204 / \$1,000	
Debt Service Fund		\$ 1,773,754



CENTRAL OREGON COMMUNITY COLLEGE  
**BUDGET COMMITTEE MEETING-MINUTES**

Wednesday, May 14, 2008 – 6:00 PM

Christiansen Board Room – Boyle Education Center

---

**PRESENT:** Lester Friedman-Chair, Bridget Burns, Steve Curran, Karen Pringle, Dr. Ronald Foerster, Connie Lee, Dr. Joyce Garrett, Donald Reeder, Charley Miller, John Overbay, Ronald Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

**ABSENT:** Jay Henry, Evan Dickens, Patricia Kearney, Anthony Dorsch

**CALL TO ORDER:** Lester Friedman-Chair

**INTRODUCTION OF GUESTS:** David Dona, Lisa Bloyer, Jim Jones, Jim Weaver, Matt McCoy, Kathy Walsh, Dan Cecchini, Alicia Moore, Carol Higginbotham, Joe Viola, Gene Zinkgraf, Ron Paradis, Mary Jeanne Kuhar, Jim Jones, Eric Buckles, David Dona, Carol Moorehead, Diana Glenn, Lowell Lamberton, Lisa Bloyer, Mark Stoller-YGH Architects, Peter Baer-Pinnacle Architecture, Sheila Miller-The Bulletin and others.

**PUBLIC HEARING AND TESTIMONY:**

None

**MINUTES APPROVAL:**

Correction to the Minutes of April 9, 2008 -

Present: Mr. Donald Reeder was in attendance;

2008-09 General Fund Questions-(second sentence): The Projected General Fund Budget 2007-08 has an anticipated funds surplus that will help pay for a scheduled transfer to the 2008-09 Budget.

**Mr. Charley Miller motioned to approve the Minutes as corrected of the April 9, 2008 Budget Committee Meeting-(Exhibit: ) Dr. Ronald Foerster seconded. MCU. Approved.**

**RESOLUTION FOR APPROVAL OF PROPOSED 2008-09 BUDGET-(Handout: 5):**

President Middleton reviewed (PowerPoint presentation-Handout: 5) the “Push-Pull” of the budget – the “Push” column reviews the dollars needed to achieve the Mission; the “Pull” column – ensures viability in uncertain times and ease of burden on students. He reviewed COCC’s midrange fiscal planning in light of the projected 2009-11 state budget the Governor is likely to propose - 10% + for community colleges. COCC’s conservative projection is budgeted at a 5% increase.

Mr. David Dona-Associate Chief Financial Officer, reviewed:

Contingencies & Fiscal Safety Valves –

- A General Fund reserve of ~14%
- General Fund includes additional \$400,000 contingency
- ~\$175,000 in special initiatives will not be released until fall economic conditions and enrollment are clarified
- Conservative projections on enrollment based tuition, state aid & net property tax revenue

In general – all of the anticipated major demands are funded in a manner that insulates the General Fund from negative impacts.

The major long-term projects, activities and obligations are funded:

- Debt Service – funded
- Capital Projects – funded
- Maintenance/Repair & Technology Replacement – funded
- Enterprise & Auxiliary Activities – self sufficient (after defined transfers)
- Retiree health care liability & PERS reserve – funded (excess amounts supporting General Fund)
- Spending authorization for financial aid, grants, contracts & trusts.

**Ms. Bridget Burns motioned – Be It Resolved that the Budget Committee of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed budget for Fiscal Year 2008-2009 in the aggregate amount of \$62,188,863 (total of all funds) and that the permanent tax rate of \$0.6204 per thousand of assessed value be levied against all assessed property in support of the General Fund. It is further resolved that a tax of \$1,773,754 be approved for the Debt Service Fund for the purpose of satisfying required debt service of general obligation bonds issued by the district. Mr. Charley Miller seconded. MCU. Approved.**

Chair Friedman thanked the Budget Committee for their participation in the budget process. He noted that he is impressed with the staff for their answers to the questions posed by the committee and complimented the staff for their good work in preparing the college budget for the upcoming year.

President Middleton thanked the Budget Committee Members for their commitment of time and work in the budget process. He also praised and thanked the staff for their good work on the budget preparation.

**Adjourn: 6:50 PM**

APPROVED;

\_\_\_\_\_  
Mr. John Overbay, Board Chair

ATTEST TO;

\_\_\_\_\_  
Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, May 14, 2008 – 6:20 PM  
Christensen Board Room, Boyle Education Center

---

---

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

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Kathy Walsh, Matt McCoy, Jim Jones, David Dona, Dan Cecchini, Mary Jeanne Kuhar, Mark Stoller-YGH Architects, Peter Baer-Pinnacle Architecture, Kathy Walsh, Lisa Bloyer, Jim Weaver, Gene Zinkgraf, Eric Buckles, Carol Moorehead, Diana Glenn, Ron Paradis, Lowell Lamberton, Carol Higginbotham, Deb Davies, Margaret Peterson, Jane Morrow, Joe Viola, Sheila Miller-The Bulletin and others.

PUBLIC HEARING AND TESTIMONY:

None

Ms. Connie Lee commented that with there being several faculty members present – she wanted to take the opportunity to express “thanks and gratitude” to the faculty as the “back-bone” of the institution.

CONSENT AGENDA:

Dr. Joyce Garrett moved to approve the Consent Agenda (Exhibit: V). Mr. Donald Reeder seconded. MCU. Approved. M05/08:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the April 9, 2008 Board of Directors Meeting (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the April 2008 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the rehire recommendations for the academic year 2008-09 as identified (Exhibit: 5.c & Attachment: 5.c1);

BE IT RESOLVED that the Board of Directors' approves the contracts for Eric Magidson, Holly Bennington, Theresa Freihofer, John Miller, Ann Garand, Tim Peterson, Jacob Agatucci, Tina red, Paul Posorski, Carla Elms and Michael Peterson for the 2008-09 academic year (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' does hereby approve the employment contract for Cody Yeager (Exhibit: 5.e);

BE IT RESOLVED that the Board of Directors' does hereby approve the employment contract for Scott Donnell (Exhibit: 5.f);

BE IT RESOLVED that the Board of Directors' does hereby approve the rehire recommendations for administrative, confidential and supervisory staff for the 2008-09 fiscal year.

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the April 2008 Financial Statements.

Institutional Effectiveness & Board Priorities- (Exhibit: 6.b)

President Middleton reviewed data showing significant progress the college is making towards having courses available at non-traditional times and locations.

Dr. Joyce Garrett gave accolades noting that the document (Exhibit: 6.b) is the clearest most concise she has seen in her years in college administration.

Mr. Matt McCoy-Vice President for Institutional Advancement, complimented the Institutional Research staff - Brynn Pierce, Chris Egertson and others for their good work compiling the data.

President Middleton noted that at the upcoming Fall Board Retreat, the Board will be given a "budget priority format" that will give direction in prioritizing budget development. That information will then be given to the Budget Committee for review in advance before the start of the 2009-2010 budget process in the Spring.

Employee Health Insurance – (Exhibit: 6.c)

In 2007, the Oregon Legislature passed a law which created the Oregon Educators Benefit Board (OEBB). This legislation requires that all K-12 and education service districts purchase their health insurance and ultimately all of their employee benefit insurance through the OEBB. Community Colleges may purchase insurances through OEBB, but are not required to. However, if a community college joins OEBB, it is prohibited from ever leaving the OEBB insurance pool.

COCC has a health insurance committee which is made up of members of all employee groups to study the matters related to employee benefit insurance and make recommendations regarding plan design to the president and board.

The college will keep the Board informed as to developments regarding employee health insurance and bring recommended action to the June meeting.

Financial Certification (Sarbanes-Oxley) (Exhibit: 6.d)

Two documents -

- one signed by the Finance Department and presented to the President,
- the second signed by the President and presented to the Board.

Prepared in conformance with Board Policy EL 4, Financial Condition. These documents are prepared to meet the requirements of the Sarbanes-Oxley act.

2008-09 Maintenance Projects-Schedule (Exhibit: 6.e & Attachment: 6.e1)

The Board of Directors' were apprised - as per Board Policy, EL5: Asset Protection – Central Oregon Community College's maintenance projects (schedule) must be reviewed at least annually. This policy ensures that College assets remain protected and adequately maintained.

OLD BUSINESS:

Tuition Waiver-Veteran's Dependent/Spouse (Exhibit: 7.a)

Mr. Donald Reeder moved to approve Exhibit: 7.a , Dr. Joyce L. Garrett seconded.

Discussion:

Mr. Charley Miller requested amending Exhibit: 7.a - to exclude the wording subsequent to September 11, 2001 - whereby including all previous military service.

Board Consensus was in agreement.

Mr. Donald Reeder moved to approve as amended (delete "subsequent to September 11, 2001")-Recognizing the sacrifice children and spouses of deceased or disabled members of the U.S. Armed Forces have made in service to their country,

Be It Resolved that the Board of Directors of Central Oregon Community College approves the Veterans' Dependent/Spouse Tuition Waiver program as detailed in (Exhibit: 7.a). Dr. Joyce L. Garrett seconded.

Call for the question:

Yes: – Garrett, Reeder, Overbay, Miller, Foerster

Abstain: Lee

MC. Approved. M05/08:2

Assessment of General Education Outcomes – 7.b

Dr. Kathy Walsh-Vice President for Instruction, reminded the Board of last year's interim five year accreditation visit. The college received a good review but was asked to document more progress in instructional assessment, which includes:

- course outcomes - how does the institution know what students are learning
- program outcomes
- general education outcomes

Ms. Julie Hood-Assistant Professor II of Human Biology, reviewed college progress with this complex project of the "general education outcomes".

NEW BUSINESS:

Allied Health & Science Building Report (Handout: 8.b)

Mary Jeanne Kuhar-instructional Dean, reviewed college plans to add additional space to serve more students, she along with faculty members, Mark Stoller-Yost Grube Hall Architecture and Peter Baer-Pinnacle Architecture, discussed and presented details of the plans for the new 85,000 to 90,000 square foot - Allied Health and Science building that will adjoin the existing Pioneer building. The current plans for the building "opening" will be 2011.

COCC Capital Construction Projects, 2011-13 and 2013-15 Legislative Requests (Exhibit: 8.a)

President Middleton reviewed that on the behalf of community colleges, the CCWD (Community College & Workforce Development) has developed a rank order for the capital construction project requests over a multi-year period of time. He noted that this rank order list is the prime reference for the State board of Education and OCCA's proposal for Legislative approval in each biennium.

Due to a cap on 2009-11 legislative requests and the existing priority list, no COCC capital projects are anticipated for the 2009-11 budget. The colleges were requested to update their priority lists for 2011-13 and 2013-15. These lists will then be ranked by the CCWD Commissioner based on feedback from a committee with representatives from various colleges.

Mr. Donald Reeder moved to approve the request of a Technology Center and a General Classroom Building as COCC priorities for State capital construction financial support.

Dr. Joyce Garrett seconded. MCU. Approved. M05/08:3

Contract – Review of Internal Fiscal Controls (Exhibit: 8.c)

Mr. David Dona-Associate Chief Financial Officer, reviewed that in 2002, Congress passed the American Competitiveness and Corporate Accountability Act (Sarbanes-Oxley) in response to the accounting scandals at Enron and other major corporations. In July of 2004 the Board approved changes to Board Policy moving towards voluntary compliance with sections of the Sarbanes-Oxley Act – with the approved changes requiring an external assessment of internal controls at least every four years.

Dr. Joyce Garrett moved to approve contracting with Kerkock Katter & Nelson, LLP for the purpose of conducting an external assessment of internal controls. Ms. Connie Lee seconded.

MCU. Approved. M05/08:4

BOARD OF DIRECTORS' OPERATIONS:

Mr. Miller	Meeting re: the Budget w/Jim Jones and David Dona Attended Faculty Convocation Attended President's Scholarship Luncheon Presentation of Scholarships at Summit High School
Dr. Garrett	Attended OCCA Education Planning Mtg. Attended Keyes Trust Mtg. Attended Faculty Convocation Selection Committee for the new Director of the Library

- Mr. Reeder** Met w/Matt McCoy re: Madras Campus
- Ms. Lee** Attended Bend Chamber Awards dinner  
Attended OCCA Mtg.  
Attended two State Board of Education Mtgs.  
State Student Success Scholar luncheon in Salem w/visit to the State Capital  
Three meetings of the Student Success Steering committee  
President's Scholarship Luncheon
- Dr. Foerster** Agenda Planning Meeting w/John Overbay and President Middleton  
Met w/four candidates for political office  
Meetings w/Bend City Officials regarding public transportation  
Met w/Diana Sloan and Forrest Rodgers re: Higher Ed. in Central Oregon
- Mr. Overbay** Agenda Planning Meeting w/Ron Foerster and President Middleton  
Signed Diplomas

**PRESIDENT'S REPORT:**

**Award to COCC Business Development Center**

President Middleton reported that from the tri-states (Oregon, Washington & Idaho) college business development centers conference - COCC's Business Development Center was given a top rating in development and counseling of clients and generated over \$12.5M worth of financing in local companies.

The state of Oregon does its own ranking – out of the 17 community colleges, COCC was awarded a top rating, performing the highest in five of the twelve categories. Overall, (all colleges – small, medium and large) COCC was given two first place and two second place awards.

President Middleton reported that amongst community college educators, Ms. Beth Wickham-Program Supervisor-Continuing Education, received the statewide “Educator-of -the Year” award.

**COBA Presentation**

President Middleton noted that on May 15 he will give a brief presentation update of college projects to the COBA (Central Oregon Builders Assn.).

**President's Evaluation**

President Middleton reviewed that a presidential status report from the 2008-09 year , will be presented to the President's Evaluation Committee: Donald Reeder, Connie Lee and Anthony Dorsch - who will do a base evaluation and bring to the Board at the June 11 Board meeting.

**Important Dates**

June 14 - COCC Commencement – 10:00 AM at the Mazama Field

ADJOURN: 9:00 PM

APPROVED;

ATTEST TO;

\_\_\_\_\_  
Mr. John Overbay, Board Chair

\_\_\_\_\_  
Dr. James E. Middleton, President



Exhibit: 8.b1  
June 11, 2008  
Approve: \_\_\_Yes \_\_\_No  
Motion: \_\_\_

Central Oregon Community College  
Board of Directors

**New Hire Report – May 2008**

<b><u>Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Job Title</u></b>
<b>Part-Time Faculty</b> Jackson, Bruce	5/16/2008	PT Instructor
<b>Temporary Hourly</b> Easter, Roger	5/1/2008	Lab Attendant

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: David Dona-Associate Chief Financial Officer

**A. Action Under Consideration**

Approve interfund borrowing between various projects and funds of the College.

**B. Discussion/History**

The College is the grantee on a number of grants, which are funded on a cost reimbursement basis. That is, after the expenditures are made, the College applies for and is reimbursed by the grantor. Between the time of the expenditure and reimbursement, the College's various funds "loan" money to the grant account.

This resolution, if approved by the Board, authorized short-term interfund borrowing for the purposes described above. All such interfund borrowings shall be repaid by the end of the fiscal year. No interest shall be charged on such loans.

**C. Options/Analysis**

1. Approve interfund borrowing.
2. Don't approve inter-fund borrowing.

**D. Timing**

This is an item, which needs annual affirmation by the Board of Directors. For interfund borrowing to occur in Fiscal Year 2008-09, this resolution will need to be approved.

**E. Recommendation**

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby authorize interfund borrowing between the various funds and programs of the College.

**F. Budget Impact**

Funds borrowed by another College program do not earn interest. Therefore, there is the opportunity cost of foregone interest. For this reason, the College attempts to minimize the need for interfund borrowing.

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: David Dona-Associate Chief Financial Officer

**A. Action Under Consideration**

Designate custodians of funds and financial institutions which can serve as depositories for District Funds.

**B. Discussion/History**

Oregon law stipulates that each year the Board of Directors designate custodians of funds and financial institutions, which can serve as depositories for District Funds. It is recommended that James E. Middleton, James R. Jones, and Matt McCoy be designated as custodian of funds, and that the Board approves the use of a facsimile signature (check signing machine) on District checks. All checks over \$20,000 will also require the countersignature of one of the custodians. Any custodian of funds initiating a check requires a countersignature from another approved custodian. It is further recommended the following institutions be so designated as depository institutions for the 2008-09 fiscal year:

Bank of America	Bend and Redmond branches
Bank of the Cascades	Bend, Redmond, Sisters, Prineville and Sunriver branches
Bank of the West	Madras branch
City National Bank	Los Angeles, CA branch
Columbia River Bank	Bend, Redmond and Madras branches
Community First Bank	Bend, Prineville, La Pine and Terrebonne branches
First Security Bank	Bend and Redmond branches
Liberty Bank	Bend branches
Local Government Investment Pool	State of Oregon Treasury Department
Mid Oregon Federal Credit Union	Bend, Redmond and Prineville branches

Northwest Community Credit Union	Bend branch
Ochoco Federal Credit Union	Prineville branch
Premier West Bank	Bend branch
SOFCU Credit Union	Bend branch
South Valley Bank and Trust	Gilchrist and La Pine branches
Sterling Savings Bank	Bend and Redmond branches
Umpqua Bank	Bend branches
US Bank	Bend, Redmond, Sisters, Prineville, La Pine, Madras and Portland (Main Office) branches
Washington Federal Savings	Bend branches
Washington Mutual Bank	Bend, Redmond, Prineville, Sisters, and Sunriver branches
Wells Fargo Bank	Bend, Redmond, Prineville, Madras, and Portland (Main Office) branches
West Coast Bank	Bend branch

**C. Options/Analysis**

1. Approve custodians of funds and depositories of District Funds as recommended.
2. Approve other custodians of funds and depositories of District Funds.

**D. Timing**

Approval before July 1, 2008 is required.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve James E. Middleton, James R. Jones, and Matt McCoy as custodian of funds and the aforementioned financial institutions as depositories of District Funds.

**F. Budget Impact**

None

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: David Dona-Associate Chief Financial Officer

**A. Action Under Consideration**

Approve Clerk, Budget Officer, and Deputy Clerks for the College District.

**B. Discussion/History**

Each year it is necessary for the Board of Directors to designate the Clerk, the Budget Officer, and Deputy Clerk of the District. It is their responsibility to carry out Board policy and oversee the day-to-day legal and fiscal affairs of the District. In addition, the College is party to literally hundreds of contracts in the area of clinical affiliation and employee salary reduction agreements. Clinical affiliation agreements state the terms and responsibilities of each party when a student does a practicum in a medical setting as part of a health occupation program. With minor variations, these contracts all follow the same format. Employee salary reduction agreements are employee-initiated transactions in which the employee determines how much of their salary, within IRS determined limits, goes into a supplemental retirement account.

It is recommended that James E. Middleton be designated the Budget Officer and Clerk of the District, and James R. Jones and Matt McCoy, the Deputy Clerks for the period July 1, 2008 through June 30, 2009. Also, it is recommended that signature authority for clinical affiliation agreements, employee salary reduction agreement and other routine contracts be delegated to Sharla Andresen, the College's Financial and Contracts Analyst.

**C. Options/Analysis**

1. Approve the Clerk, the Budget Officer and Deputy Clerks as recommended.
2. Approve other persons as the Clerk, Budget Officer and Deputy Clerk.

**D. Timing**

Clerk, Budget Officer and Deputy Clerks need to be designated by July 1, 2008.

**E. Recommendation**

Be it hereby resolved that the Board of Directors of Central Oregon Community College do hereby designate James E. Middleton as Budget Officer and Clerk of the District, and that James R. Jones and Matt McCoy be designated Deputy Clerks and Sharla Andresen be delegated limited signing authority as specified in Section B for the period July 1, 2008 through June 30, 2009.

**F. Budget Impact - None**

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

**Prepared by:** Lisa Bloyer-Accounting Director

**A. Action Under Consideration**

Approve transfer of budget and a like amount of appropriation authority within the appropriation units of the General Fund, Debt Service Fund, Special Revenue Fund, Capital Projects Fund, Financial Aid Fund, and Auxiliary Fund.

**B. Discussion/History**

Every year at this time, the College performs an appropriation review of its fiscal year appropriation units. Due to the difficulty in precise estimation of appropriation levels, it is sometimes necessary at year-end to transfer budget and appropriation authority to reflect transaction activity. These changes do not increase the total budget.

The requested increase in the Plant Operations & Maintenance appropriation unit (General Fund) is due to increased utility consumption and increases in vehicle fleet maintenance and fuel costs. The requested increase in the New Construction appropriation unit (Capital Projects Fund) is a result of a transfer of funds to the Campus Center Building approved at the November 2008 Board Meeting. The requested increase in the Local Programs appropriation unit (Financial Aid Fund) is the result of the Foundation awarding more scholarships than anticipated.

These changes are necessary to meet the needs of the college while remaining in compliance with local budget law. Therefore, an increase to the appropriation authority is requested to the accounts identified on the attached budget change form.

**C. Options/Analysis**

1. Approve budget and appropriation transfer.
2. Do not approve budget and appropriation transfer.

**D. Timing**

This action is required at this time in order to allow the College to remain in full compliance with local budget law.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College do hereby authorize the transfer of budget and a like amount of appropriation authority as specified in the attached budget change form.

**F. Budget Impact - As identified in attached budget change form.**

Central Oregon Community College  
Budget Change Form

Budget Year 2007-08

Fiscal Services  
(Department or Office)

Do you want this change to be temporary or to carry forward to future years? Temp \_x\_ Perm \_\_\_

Appropriation Unit	Banner Index	Account Number	Amount Increase	Amount Decrease
General Fund - Plant Operations & Maintenance		62000	\$ 100,000.00	
General Fund - College Support Services		62000		\$ 100,000.00
Debt Service Fund - Principle		68100	\$ 1.00	
Debt Service Fund - Interest		68200		\$ 1.00
Special Revenue Fund- Contracts		61000	\$ 25,000.00	
Special Revenue Fund - New Programs		61000		\$ 25,000.00
Capital Projects Fund - New Construction		71000	\$ 1,326,000.00	
Capital Projects Fund - Repair		71000	\$ 200,000.00	
Capital Projects Fund - Allied Health		71000	\$ 90,000.00	
Capital Projects Fund - Campus Center Building		71000		\$ 1,616,000.00
Financial Aid Fund - State Programs		69000	\$ 120,000.00	
Financial Aid Fund - Local Programs		69000	\$ 300,000.00	
Financial Aid fund - Federal Programs		69000		\$ 420,000.00
Auxiliary Fund - Non-General Fund Instruction		62000	\$ 60,000.00	
Auxiliary Fund - Entrepreneurial Instruction		62000		\$ 60,000.00
Total			\$ 2,221,001.00	\$ 2,221,001.00

**Total of Debits + Credits** **4,442,002.00**

Reason for Budget Change: Year end appropriation review

June 2, 2008	Lisa Bloyer
Date	Change Requested By
	Vice President's/Dean's Approval
Date	Reviewed by Director of Fiscal Services
	President's Approval
Date	Board's Approval