



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, December 9, 2009 – 6:00 PM
Christiansen Board Room, Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	Executive Session: ORS 192.660 (1)(e) - Real Property Transactions			McCoy
6:15 pm	I. Call to Order			Garrett
6:15 pm	II. Introduction of Guests			Garrett
6:20 pm	III. Agenda Changes			
6:20 pm	IV. Public Hearing and Testimony			
	A.			
6:25 pm	V. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting- November 18, 2009	5.a2	X	Smith
	B. Personnel			
	1. New Hire Report (November 2009)	5.b1	X	Buckles ^A
6:30 pm	VI. Information Items			
	A. Financial Statements	6.a*		Bloyer ^A
	B. CTE Enrollment Update (Allied Health)	6.b*		Kuhar ^P
6:50 pm	VII. Old Business			
	A. <u>Adjourn</u> as COCC Board of Directors			
	B. <u>Convene</u> as Local Public Contract Review Board			
	1. Supplemental Budget -	7.b1	X	Kimball ^P
	C. <u>Adjourn</u> as Local Public Contract Review Board			
	D. <u>Reconvene</u> as COCC Board of Directors			
	E. Canvass of Votes	7.e	X	Paradis ^P
	F. Budget Committee Appointments	7.f*	X	Lee/Ford/Reeder ^P
	G. Culinary Institute and related site plan	7.g*		Middleton/Stoller ^P Hand/McCoy
	H. 2009-2011 Board Priorities	7.h	X	Middleton ^P
7:30 pm	VIII. New Business			
	A. Supplemental Budget - Approval	8.a	X	Kimball ^P
	B. COCC/William Smith Properties, Inc. - Development Agreement	8.b*		McCoy/Smith/Fitch ^P
8:15 pm	IX. Board of Directors' Operations			Garrett
	A. Board Member Activities			
8:35 pm	X. President's Report			Middleton
	A. Updates			

XI. Dates

A. Wednesday, January 13 – 6:00 PM – Regular, Board of Directors Meeting
Christiansen Board Room-Boyle Education Center

8:55 pm XII. Adjourn

* Material to be distributed at the meeting (as necessary).

** **Times** listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, November 18, 2009 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: Dr. Joyce Garrett, Connie Lee, Charley Miller, Anthony Dorsch, David Ford, John Overbay, Donald Reeder, Ron Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Board Executive Assistant.

INTRODUCTION OF GUESTS: Kathy Walsh, Matt McCoy, Ron Paradis, Kevin Kimball, David Dona, Dan Cecchini, Gene Zinkgraf, Diana Glenn, Carol Moorehead, Leslie Minor-Faculty Forum President, Joe Viola, Terry Link-Student Government.

AGENDA CHANGES: Deletion: OCCA Executive Director-Henderson: Item 4.a.

PUBLIC HEARING AND TESTIMONY:

Lester Friedman-Budget Committee Chair, sent a message conveying his “Congratulations” to the Board of Directors on the passage of the Bond Measure.

CONSENT AGENDA:

Mr. John Overbay requested and Board Consensus was to move the New Hire Report (October 2009)- (Exhibit: 5.b1), to New Business.

Mr. John Overbay moved to approve the Consent Agenda (Exhibits: 5.a-1-3). Ms. Connie Lee seconded. MCU. Approved. M11/09:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Executive Session and Regular Meeting Minutes of October 14 and November 4, 2009 (Exhibits: 5.a1, 5.a2, 5.a3).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the October 2009 Financial Statements.

Supplemental Budget-Process- Item: 6.b

Mr. Kevin Kimball-Chief Financial Officer, discussed the supplemental budget process and the supplement budget request being presented at the December 9, 2009 Board of Directors' Meeting. He reviewed that with the large enrollment increases, the college has unanticipated income and expenditures that will exceed expectations in the current budget. The Board has approved appropriation levels “by fund” and “by function”. If these appropriation levels are increased, local budget law requires the changes be brought to the Board for approval as a supplemental budget.

The three funds affected are:

- General fund
- Financial Aid Fund
- Bookstore Fund.

OLD BUSINESS:

Budget Committee-Item: 6.a

Mr. Ron Paradis-Director of College Relations, reported that there are two vacancies, one each for Bend and Madras. Candidate names will be brought to the December meeting for Board approval.

Bond Measure Re-Cap-Item: 6.b

President Middleton reported on the successful passage of the Bond Measure, with 54% of the voters voting in favor of the Bond Measure.

Mr. Paradis gave an overview of the “unofficial bond elections results” from each of the precincts, noting that finalized details of voter analysis will be presented at the December meeting.

For a cost of \$54 million, passage of the Bond Measure plus State matching funds leveraged by the bond allow the college to build five new facilities:

- Health career and Science – Bend
- Technology Education Center – Redmond
- Campus Facilities – Madras and Prineville
- Renovation of Ochoco Hall – Bend

The Board of Directors' and President Middleton, expressed their thanks and appreciation to all of the students, faculty, staff and community members, who generously donated their time, effort and monies that greatly contributed to the passage of the bond measure.

Special thanks to Charley Miller and Connie Lee for their hard work with COCC Yes.

NEW BUSINESS:

Proposed Board Goals 2009-2011- (Exhibit: 8.a)

President Middleton requested board members review and make any additional changes to the Board Priorities, prior to the upcoming Board Retreat on December 5.

New Hire Report (October 2009) – Exhibit: 5.b1

Mr. Overbay called attention to the number of part-time hiring's over the previous two months, noting (Exhibit: 5.b1) as the longest list he has seen in his 12 years on the Board. He said that the College was providing a “bright spot” in the local employment market.

Mr. John Overbay moved to approve the New Hire Report (Exhibit: 5.b1). Ms. Connie Lee seconded. MCU. Approved. M11/09:2

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- Ms. Lee** Treasurer for the COCC Yes Bond Measure Campaign
Attended the Chamber Economic Forecast breakfast
Met w/Charley Miller re: Bond Measure Campaign
Attended Campus Center "Grand Opening"
Attended by phone – November 4 Conference Call
- Mr. Miller** Worked on COCC Yes Bond Measure Campaign
Attended Campus Center "Grand Opening"
Attended by phone – November 4 Conference Call
- Mr. Overbay** Real Estate Committee Mtg.
Attended in person - November 4 Conference Call
Attended COCC Foundation Mtg.
- Mr. Dorsch** Received and distributed COCC Yes yard signs to the Redmond area
Attended Redmond City Council Mtg.
Attend by phone November 4 Conference Call
- Mr. Ford** Real Estate Committee Mtg.
Met w/President Middleton re: Culinary
Meeting w/Matt McCoy re: Bond Measure and other projects
Attended in person – November 4 Conference Call
- Mr. Reeder** Real Estate Committee Mtg.
Attended by phone November 4 Conference Call
- Dr. Garrett** Tutor at the COCC Writing Center
Worked on the Bond Measure
Attend Campus Center "Grand Opening"
Met w/President Middleton – Agenda Planning for Board Meeting and Retreat
Met w/Matt McCoy, Kathy Walsh and President Middleton
Attended OSU-Cascades Advisory Board Mtg.
Attended by phone – November 4 Conference Call

Fall Board Retreat

Saturday, December 5 in the Campus Center - starting at 8:30 AM.

PRESIDENT'S REPORT:

President Middleton announced that Dr. Kathy Walsh-Vice President for Instruction will be retiring from the College the end of the school year.

"Kathy's grace, commitment to broad involvement and her courage to make tough decisions have been tremendous assets to the college".

The college will recruit nationally for Dr. Walsh's replacement. Ms. Carol Moorehead-Dean for Continuing Education and Extended Learning will chair the hiring committee. President Middleton looks to have a hiring decision by the end of April 2010.

Dr. Walsh expressed her thanks to the Board for their support over the years - adding that she has greatly appreciated the attention the Board has given to the needs of students.

ADJOURN: 7:10 PM

APPROVED;

ATTEST TO;

Dr. Joyce Lynn Garrett-Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
December 9, 2009
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – November 2009

<u>Name</u>	<u>Date Hired</u>	<u>Job Title</u>
Classified Full-Time		
Terrazas, Ramiro	11/01/2009	Custodian
Classified Part-Time		
Conley, Katherine	11/17/2009	Accounting Assistant 2
Fief, Jo	11/02/2009	Info. Office Coord.
Temporary Hourly		
Bearchum-Dunn, Aiyanna	11/03/2009	Student Workers
Herbert, Dylan	11/04/2009	EMT Lab Assistant
Mattox, Krissa	11/17/2009	HHP Assistant
Milby, Manuel	11/05/2009	Lab Assistant
Platt, Randy	11/04/2009	EMT Lab Assistant
Temporary Salary Payment		
Lande, Melissa	11/04/2009	
Watson, Thomas	11/07/2009	

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for Central Oregon Community College District, Deschutes, Crook, Jefferson, Klamath, Lake and Wasco Counties, State of Oregon, for the fiscal year July 1, 2009 to June 30, 2010 will be held at the Christiansen Board Room, of the Boyle Education Center. The hearing will take place on the 9th day of December at 6:00pm. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget will be made available at the Christiansen Board Room at the time of the meeting.

SUMMARY OF SUPPLEMENTAL BUDGET

Fund: General Fund

<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
1) Tuition and Fees	\$13,596,782	1) Instruction and Instructional Support	\$17,502,136
		2) Student Services	\$ 2,995,613
		3) College Support Services	\$ 3,864,841
		4) Plant Operations and Maintenance	\$ 3,864,451
		5) Information technology Services	\$ 2,276,377
		6) Contingency	\$ 800,000
Revised Total Resources	<u>\$34,620,782</u>	Revised Total Requirements	<u>\$34,620,782</u>

Comments: With the large increases in credit enrollment for summer (+116%) and fall (+25%) terms, and anticipated enrollment growth for winter and spring terms, increases for instruction and instructional support \$1,001,167(+6.1%), student services \$94,947(+3.3%), college support services \$31,675(+.8%), plant operations and maintenance \$18,326(+.5%) and information technology services \$7,667(+.3%) are required to expand the number of courses offered and adequately meet the needs of students. The operating contingency is increased \$400,000(+100%) to provide additional operating flexibility during this period of unprecedented growth in enrollment.

Fund: Financial Aid

<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
1) State Grants	\$ 3,150,000	1) State Grants to Students	\$ 3,150,000
2) Federal Grants	\$12,000,000	2) Federal Grants to Students	\$12,000,000
Revised Total Resources	<u>\$16,808,096</u>	Revised Total Requirements	<u>\$16,808,096</u>

Comments: With the large increases in credit enrollment for summer (+116%) and fall (+25%) terms, and anticipated enrollment growth for winter and spring terms, increases in both state grants revenue and state grants to students \$1,150,000(+58%) and federal grant revenue and federal grants to students \$4,000,000 (+50%)

are required to ensure adequate budget appropriation is available to process student's state and federal grant awards.

Fund: Enterprise Fund

<u>Resource</u>	<u>Amount</u>	<u>Requirement</u>	<u>Amount</u>
1) Bookstore Sales	\$ 3,840,600	1) Costs of Sales	\$ 2,995,600
Revised Total Resources	<u>\$ 4,422,600</u>	Revised Total Requirements	<u>\$ 4,422,600</u>

Comments: With the large increases in credit enrollment for summer (+116%) and fall (+25%) terms, and anticipated enrollment growth for winter and spring terms, increases in bookstore sales \$275,000 (+8%) and cost of sales \$275,000(+10%) for the fiscal year are required to ensure textbooks and supplies are available to students.

December 2009 Supplemental Budget Summary

GENERAL FUND:	Adopted Budget 2009/10	Revised Budget 2009/10	\$ Change	% Change
Resources Summary:	12,133,000	12,133,000		
Property Tax	12,043,000	13,596,782	1,553,782	12.9%
Tuition & Fees	125,000	125,000		
Interest and Miscellaneous	3,509,000	3,509,000		
State Aid	567,000	567,000		
Transfers-in	28,377,000	29,930,782	1,553,782	5.5%
Resources	4,690,000	4,690,000	-	0.0%
Beginning Fund Balance	33,067,000	34,620,782	1,553,782	4.7%
Total Resources				
Appropriation Categories	16,500,969	17,502,136	1,001,167	6.1%
Instruction and Instructional Support	2,900,666	2,995,613	94,947	3.3%
Student Services	3,833,166	3,864,841	31,675	0.8%
College Support Services	3,846,125	3,864,451	18,326	0.5%
Plant Operations and Maintenance	2,268,710	2,276,377	7,667	0.3%
Information Technology Services	206,385	206,385	-	0.0%
Financial Aid	400,000	800,000	400,000	100.0%
Contingency	29,956,021	31,509,803	1,553,782	5.2%
Requirements	3,110,979	3,110,979	-	0.0%
Ending Fund Balance	33,067,000	34,620,782	1,553,782	4.7%
Total Requirements				
Requirement Summary:				
Object Classification				
Administrative Salaries - Full Time	1,666,521	1,688,346	21,825	1.3%
Other Taxable Compensation	21,400	21,400		
Faculty Salaries - Full Time	5,884,803	6,017,130	132,327	2.2%
Faculty Salaries - Part Time	1,487,963	2,136,149	648,186	43.6%
Faculty Salaries - Adjunct	831,743	874,586	42,843	5.2%
Classified Salaries - Full Time	2,502,592	2,542,360	39,768	1.6%
Classified Salaries - Part Time	260,564	289,789	29,225	11.2%
Irregular Wages	695,095	707,095	12,000	1.7%
Professional/Non-Managerial	1,741,661	1,754,723	13,062	0.7%
Professional/Non-Managerial - Part Time	252,602	254,498	1,896	0.8%
Payroll Assessments	6,911,415	7,114,165	202,750	2.9%
Materials and Supplies	979,480	981,880	2,400	0.2%
Outside Services	2,067,933	2,475,433	407,500	19.7%
Utilities	857,470	857,470		
Administrative Travel	140,050	140,050		
Professional Travel/Development	124,679	124,679		
Student Field Experience	97,945	97,945		
Repair and Replacement	98,501	98,501		
Insurance	191,412	191,412		
Other Financial Aid	11,385	11,385		
Capital Outlay	256,734	256,734		
Library Capital	82,919	82,919		
Transfers	2,746,154	2,746,154		
Transfers Out - Match	45,000	45,000		
Requirements	29,956,021	31,509,803	1,553,782	5.2%
Ending Fund Balance	3,110,979	3,110,979	-	0.0%
Total Requirements	33,067,000	34,620,782	1,553,782	4.7%

	Adopted Budget 2009/10	Revised Budget 2009/10	\$ Change	% Change
<u>FINANCIAL AID FUND:</u>				
State Need Grants				
Beginning Fund Balance	-	-		
State Grants	2,000,000	3,150,000	1,150,000	57.5%
Resources	<u>2,000,000</u>	<u>3,150,000</u>	<u>1,150,000</u>	<u>57.5%</u>
Grants to Students	2,000,000	3,150,000	1,150,000	57.5%
Ending Fund Balance	-	-		
Requirements	<u>2,000,000</u>	<u>3,150,000</u>	<u>1,150,000</u>	<u>57.5%</u>
PELL Grants				
Beginning Fund Balance	-	-		
Federal Grants	8,000,000	12,000,000	4,000,000	50.0%
Resources	<u>8,000,000</u>	<u>12,000,000</u>	<u>4,000,000</u>	<u>50.0%</u>
Grants to Students	8,000,000	12,000,000	4,000,000	50.0%
Ending Fund Balance	-	-		
Requirements	<u>8,000,000</u>	<u>12,000,000</u>	<u>4,000,000</u>	<u>50.0%</u>
Total Fund Resources	11,658,096	16,808,096	5,150,000	44.2%
Total Fund Requirements	11,658,096	16,808,096	5,150,000	44.2%
<u>ENTERPRISE FUND:</u>				
Bookstore				
Beginning Net Working Capital	569,000	569,000		
Bookstore Sales	3,565,600	3,840,600	275,000	7.7%
Interest Income	13,000	13,000		
Total Resources	<u>4,147,600</u>	<u>4,422,600</u>	<u>275,000</u>	<u>6.6%</u>
Administrative Salaries - Full Time	49,858	49,858		
Classified Salaries - Full Time	168,956	168,956		
Classified Salaries - Part Time	23,911	23,911		
Irregular Wages	58,659	58,659		
Professional/Non-Managerial	44,261	44,261		
Payroll Assessments	171,500	171,500		
Materials and Supplies	22,785	22,785		
Outside Services	22,200	22,200		
Administrative Travel	8,775	8,775		
Cost of Sales	2,720,600	2,995,600	275,000	10.1%
Capital Outlay	10,000	10,000		
Transfers-out	100,000	100,000		
Ending Net Working Capital	746,095	746,095		
Total Requirements	<u>4,147,600</u>	<u>4,422,600</u>	<u>275,000</u>	<u>6.6%</u>

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

**ACTION ITEM
CANVASS OF VOTES**

Prepared by: Ron Paradis-Director of College Relations

A. Action Under Consideration

Approve the canvass of votes (attached) for the November 3 bond measure, Measure 9-73.

B. Detail

The COCC Board of Directors placed a bond measure on the November 2009 ballot. The measure was submitted to the voters and passed, with 26,913 votes in favor and 23,015 opposed.

C. Options

Approve the canvass of votes.
Do not approve the canvass of votes.

D. Timing

Action must be taken at this meeting.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College do hereby approve the November 3, 2009 election canvass of votes.

F. Budget Impact

None.

Official Election Results
November 3, 2009
Central Oregon Community College, Bond Measure 9-73

	Number of yes votes	Number of no votes	+/-	Yes %
Deschutes County	21,846	16,856	+4,990	56.5%
Crook County	2,430	3,435	-1,005	41.4%
Jefferson County	2,373	2,048	+325	53.7%
Klamath County	151	417	-266	26.6%
Lake County	78	256	-178	23.4%
Wasco County	35	3	+33	92.1%
Six-County Total	26,913	23,015	+3,898	53.9%

CENTRAL OREGON COMMUNITY COLLEGE

RESOLUTION

Prepared by: James Middleton-President

A. Action Under Consideration

Board Priorities for 2009/11.

B. Discussion/History

As part of the Board's policy development and leadership responsibilities, Board Priorities were identified for 2007/09. These priorities have been updated and augmented in proposed priorities for 2009/11. These priorities are included on the agenda for preliminary review and discussion at the Board Retreat on December 5th. Board priorities shape institutional decisions and action including allocation of staff time, budget, planning attention and institutional assessment.

C. Options/Analysis

Approve the draft Board Priorities for 2009/11

Approve alternative Board Priorities for 2009/11

Decline Approval of draft Board Priorities for 2009/11 and provide direction to staff on an alternative proposal.

D. Timing

Specific Board Priorities for 2009/11 will begin to guide institutional action and outcome reporting upon approval.

E. Recommendation

Be It Resolved that the Board of Directors' of Central Oregon Community College district,
does hereby approve the proposed Board Priorities for 2009/11.

F. Budget Impact

Initiatives to implement Board Priorities will be integrated into budget planning with review by the Board as part of the 2010/11 and 2011/12 Budgets.

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

RESOLUTION

Prepared by: David Dona-Associate Chief Financial Officer

A. Action Under Consideration

Approval of the 2009/10 Supplemental Budget for the -
General, Financial Aid and Enterprise Funds.

B. Discussion/History

The college is experiencing unprecedented enrollment growth for summer (+116%) and fall (+25%) terms for credit classes. This enrollment growth is largely due to an increasing number of individuals returning to college with the recession related job losses and cutbacks. With the largest enrollment growth area coming from continuing students, it is anticipated that winter and spring terms will maintain fall term's growth rate. To meet this enrollment growth and provide adequate support services, the number of classes offered must be increased, student services in tutoring and financial aid expanded and associated support services including the bookstore increased. Required budget adjustments include increases in the general fund for instruction and instructional support \$1,001,167 (+6.1%), student services \$94,947 (+3.3%), college support services \$31,675 (+.8%), plant operations and maintenance \$18,326 (+.5%) and information technology services \$7,667 (+.3%). The operating contingency is increased \$400,000 (+100%) to provide additional operating flexibility. Increases in the financial aid fund for state grants to students \$1,150,000 (+58%) and federal grants to students \$4,000,000 (+50%) are required to ensure adequate budget appropriation is available to process student's state and federal grant awards. An increase in the enterprise fund for bookstore cost of sales \$275,000 (+10%) is required due the increase volume of students and to ensure textbooks and supplies are available.

After July 1 when a local government is operating within the adopted budget for the current fiscal year, changes in appropriated expenditures are sometimes necessary. Appropriations may be increased due to an occurrence or condition that was not known at the time the budget was prepared. A supplemental budget is required to pay additional expenditures and spend additional revenue. The process of preparing a supplemental budget is determined by the percentage of the proposed budget changes. The proposed increases to the general fund expenditures (+5%) and enterprise fund's expenditures (+7%) are less than 10 percent, however, the proposed increase to the financial aid fund's expenditures (+45%) is greater than ten percent which requires using the longer process to adopt the supplemental budget. The three required steps are provided below:

- 1) A special hearing must be held to discuss and adopt the supplemental budget. The hearing is held by the governing body. The budget committee is not required to be involved.
- 2) Five to thirty days before the hearing, a notice of hearing and summary of the proposed supplemental budget is published using one of the publication methods.
- 3) The governing body may resolve to adopt and appropriate the supplemental budget following the hearing.

C. Options/Analysis

1. Approve the proposed supplemental budget at this time.
2. Do not approve the proposed supplemental budget at this time.

D. Timing

Approval of the 2009-10 supplemental budget is requested at this time. Approval now will allow the College to remain in full compliance with Oregon Budget Law and meet the operating requirements of the College.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College does hereby approve the Central Oregon Community College District proposed Supplemental Budget for fiscal year 2009-10 for the General, Financial Aid and Enterprise Funds.

F. Budget Impact

There are no changes in the 2009-10 ending fund balances for the general, financial aid, and enterprise funds as the proposed increases in expenditures are offset by like amount increases in revenues. Total changes to resources and requirements for each fund are shown below:

- General Fund: Increase in resources and requirements \$1,553,782
- Financial Aid Fund: Increase in resources and requirements \$5,150,000
- Enterprise Fund: Increase in resources and requirements \$275,000