



CENTRAL OREGON
community college

**CENTRAL OREGON
COMMUNITY COLLEGE**
Board of Directors' Meeting – AGENDA
Tuesday, October 11, 2011 – 6:00 PM
Christiansen Board Room
Boyle Education Center

| TIME** | ITEM | ENC.* | ACTION | PRESENTER |
|---------|---|---|--------------------------------------|--|
| 6:00 pm | I. Call to Order | | | Ford |
| 6:05 pm | II. Introduction of Guests | | | |
| 6:07 pm | III. Agenda Changes | | | |
| 6:08 pm | VI. Public Hearing and Testimony A. | | | |
| 6:15pm | V. Consent Agenda*** A. Minutes 1. Regular – September 14, 2011 2. Special Conference Call 3. Special Conference Call B. Personnel 1. New Hire Report (September 2011) C. Approval to Hire 1. Ricketts 2. Jordan 3. Wright D. Appt.- Metro Planning Organization-Joe Viola E. | 5.a1 5.a2 5.a3 5.b1 5.c1 5.c2 5.c3 5.d | X X X X X X X X | Smith Buckles ^A Buckles ^A Buckles ^A McCoy ^A |
| 6:20 pm | VI. Information Items A. Financial Statements B. Institutional Effectiveness – Underserved Students C. Construction Projects - Update D. Washington Center/Learning Community E. Federal Community College Grant Awards F. Enrollment Update | 6.a 6.b 6.c | | Bloyer ^A Pierce ^A McCoy ^A Hilgersom/ Holtzclaw ^P Middleton ^P Middleton ^P |
| 7:05 pm | VII. Old Business A. SB 909 LearnWorks Review B. | | | Middleton/Garrett ^P |
| 7:25 pm | VIII. New Business A. Audit & Finance Committee Report B. ABS Contract Approval C. Facilities Audit | 8.b | X | Brd Audit & Finance Committee ^P Buckles ^A McCoy/Viola ^P |



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, September 14, 2011 – 6:00 PM
COCC Crook County Open Campus
510 SE Lynn Blvd. Prineville, OR 97754

PRESENT: David Ford, Charley Miller, John Overbay, Donald Reeder, Dr. Joyce Garrett, Bruce Abernethy, Ron Bryant-Board Attorney, Dr. James Middleton-President, Jennifer Peters-VP-Admin. Assistant/Recorder

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Karin Hilgersom, Matt McCoy, Kevin Kimball, David Dona, Eric Buckles, Joe Viola, Gene Zinkgraf, Alicia Moore, Leslie Minor, Dan Cecchini, Lisa Bloyer, Shirley Metcalf, Jennifer Newby, Suzie Kristensen, Jeff Papke.

AGENDA CHANGES: Delete (Exhibit: 5.d)-ABS (Adult Basic Skills) Labor Agreement.

PUBLIC HEARING AND TESTIMONY:

COCC Crook County Open Campus –Update

Vice President Matt McCoy gave an update on the new campus in Prineville, he spoke of and thanked the numerous people from the community of Prineville, residents, community leaders, supporters, and staff whose tremendous efforts helped bring the COCC Crook County Open Campus to a reality.

Dean Shirley Metcalf and Suzie Kristensen and Jeff Papke of the COCC Crook County Open Campus gave an update on class offerings, schedules and the positive impact the new campus is having on the community.

CONSENT AGENDA:

Mr. Donald Reeder moved to approve the Consent Agenda (Exhibit: 5). Dr. Joyce Lynn Garrett seconded. MCU. Approved. M09/11:1

BE IT RESOLVED that the Board of Directors' approved the Meeting Minutes of July 13, 2011 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the July/August 2011 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approves the employment contracts for Baldessari, Erickson, Kerr, Kirkendol, Lawrence, Ruettgers, Simenson, Simone and Swartwout (Exhibit: 5.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the July 2011 Financial Statements.

Construction Projects – Update (Exhibit: 6.b)

Vice President Matt McCoy gave a Construction Projects Update.

Regional Higher Ed. Participation (Exhibit: 6.c)

Board Member Bruce Abernethy and President Middleton were invited to the Oregon Community Foundation planning meeting. The college has been invited to submit a project proposal that considers a long term continuation grant focusing on strengthening the going-to-college culture in the region. Mr. Abernethy, in his role as grant writer for the Bend-La Pine School District has assisted the High Desert ESD in submission of the grant.

Criminal Background Check (Exhibit: 6.d)

Mr. Kevin Kimball-Chief Financial Officer and Mr. Eric Buckles-Director of Human Resources reviewed that the college is implementing new criminal background check procedures when filing positions. This is a continuing effort to further ensure the safety and welfare of students, faculty and staff of Central Oregon Community College.

SB 909 Work/Learn Committee Update (Exhibit: 6.e)

Dr. Joyce Lynn Garrett gave a PowerPoint presentation reviewing SB 909, she served on this committee during its intensive activity in August 2011. Dr. Garrett and President Middleton reported that Senate Bill 909 which was approved by the legislature and signed by the Governor is part of a broad commitment to re-inventing education in Oregon and was one of Governor Kitzhaber's top priorities. The bill establishes the Oregon Education Investment Board (OEIB) and challenges educators to improve outcomes and processes to meet Oregon's ambitious 40/40/20 goal. Prior to the OEIB being established, a Learn/Work committee was formed to review issues, and make recommendations for action to the OEIB.

President Middleton reviewed that State and national policy and funding as well as accreditation mandates – are increasing the expectations for improved outcomes from educational institutions. The Board and Staff needs to remain current and responsive to changing policies and opportunities.

NEW BUSINESS:

Presidential Contract

Dr. Joyce Lynn Garrett moved to approve the 2011 Amendment to Restated Employment Contract for James E. Middleton, President of Central Oregon Community College.

Mr. Charley Miller seconded. MCU. Approved. M09/11:2

The Board of Directors of Central Oregon Community College extends the highest commendation to Dr. James E. Middleton for his performance as President of Central Oregon Community College. President Middleton is doing an excellent job of anticipating the current and future needs of the college.

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- Mr. Abernethy** "Ribbon Cutting" at the COCC Crook County Open Campus
in Prineville
(OCF) Oregon Community Foundation Planning Meeting
August 4 & 11 Special Board Conf. Call Meetings (2)
- Mr. Overbay** Real Estate Committee Meetings (3)
Phone Mtg. w/TEC Architects
Culinary Phone Mtg. re: Smallwares
Mtg. w/VP Matt McCoy
August 4 & 11 Special Board Conf. Call Meetings (2)
- Mr. Reeder** Real Estate Committee Meetings (3)
Madras Campus visits
August 4 & 11 Special Board Conf. Call Meetings (2)
- Mr. Miller** Oregon Higher Education - Conference Calls
COCC Foundation Scholarships - Reviews
OSU and OIT meeting w/Kirk Schueler
August 11 Special Board Conf. Call Meeting
- Dr. Garrett** "Ribbon Cutting" COCC Crook County Open Campus in Prineville
OCCA Executive Committee Meetings
Crook County Education Council Meeting
Learn/Works Committee Meeting
August 11 Special Board Conf. Call Meeting
- Mr. Ford** COCC Foundation Scholarships - Review
Agenda Review w/President Middleton
Real Estate Committee Meetings (3)
August 4 & 11 Special Board Conf. Call Meetings (2)

Board of Directors' Fall Retreat
November 4-5, 2011

PRESIDENT'S REPORT:

- President Middleton gave a PowerPoint presentation on the 2011 Fall Term Enrollment noting a 14.4% increase FTE over 2010 and a 108% increase over previous five years.
- The Secretary of State Audits Division is starting a performance audit of the alignment of Oregon Community Colleges with workforce development needs. The college will be conducting preliminary audit work in the next several weeks to develop an audit plan.
- President Middleton acknowledged and congratulated Ms. Kristen Wolfe-Broadside Editor-finalist for the Associate College Press – Community College "Reporter of the Year" award.

ADJOURN: 8:09 PM

APPROVED;

ATTEST TO;

Mr. David Ford-Board Chair Elect

Dr. James E. Middleton, President



CENTRAL OREGON COMMUNITY COLLEGE

'SPECIAL'

Board of Directors' Meeting

MINUTES

Thursday, August 4, 2011 @ 4:00 PM

Christiansen Board Room,

Boyle Education Center

Call to Order

PRESENT – IN PERSON: David Ford, Dr. James Middleton-President,
Julie Smith, Executive Assistant

PRESENT – BY PHONE: Anthony Dorsch, John Overbay, Don Reeder, Bruce Abernethy,
Ed Fitch-Board Attorney

ABSENT: Charley Miller, Dr. Joyce Lynn Garrett

INTRODUCTION OF GUESTS: David Dona, Ron Paradis, Kevin Kimball, Karin Hilgersom,
Diana Glenn, Julie Mosier

BID AWARD #1380-11-ITB – CULINARY CHINA AND SMALL WARES (Exhibit: 1)

Mr. John Overbay moved to accept the bid of Smith and Green of Portland, Oregon for \$108,351.34 for the China and Small Wares goods and direct that a contract be executed. Mr. Bruce Abernethy seconded.

Call for the Vote:

YES: Overbay, Reeder, Abernethy, Dorsch, Ford

MCU. Approved. M08/11:1

ADJOURN: 4:05 PM

APPROVED;

ATTEST TO;

Mr. David E. Ford, Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON
community college

Exhibit: 5.a3
October 11, 2011

CENTRAL OREGON COMMUNITY COLLEGE

'SPECIAL'

Board of Directors' Meeting

MINUTES

Thursday, August 11, 2011 @ 4:30 PM

Christiansen Board Room,
Boyle Education Center

Call to Order

PRESENT – IN PERSON: David Ford, Dr. James Middleton-President,
Julie Smith, Executive Assistant

PRESENT – BY PHONE: Anthony Dorsch, John Overbay, Don Reeder, Bruce Abernethy,
Dr. Joyce Lynn Garrett, Charley Miller, Ed Fitch-Board Attorney

INTRODUCTION OF GUESTS: Matt McCoy, Gene Zinkgraf, Kevin Kimball

Contract for Architect – Redmond Technology Ed. Center (Exhibit: 4)

Mr. Bruce Abernethy moved to authorize the President or his designee to negotiate and enter into a contract for Project Architectural Services for the Redmond Technology Education Center with BBT architects. Mr. John Overbay seconded.

Call for the Vote:

YES: Overbay, Reeder, Abernethy, Dorsch, Miller, Ford

Lost on the Call unable to vote: Dr. Joyce Lynn Garrett

MCU. Approved. M08/11:1

ADJOURN: 4:35 PM

APPROVED;

ATTEST TO;

Mr. David E. Ford, Board Chair

Dr. James E. Middleton, President

Exhibit: 5.b1
October 11, 2011
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – September 2011

| <u>Name</u> | <u>Date Hired</u> | <u>Job Title</u> |
|------------------------------------|--------------------------|--------------------------------|
| Classified Full-Time | | |
| Brink, Dominic | 9/26/2011 | Laboratory Technician |
| Mayfield, Jessica | 9/07/2011 | Enrollment Specialist II - Red |
| Confidential/Supervisory FT | | |
| McCoy, Christopher | 9/01/2011 | Custodial Supervisor - Night S |
| Temporary Hourly | | |
| Austin, Heather | 9/19/2011 | Student Workers |
| Chartraw, Lynne | 9/19/2011 | Student Workers |
| DeVoll, Gabe | 9/19/2011 | Student Workers |
| Eisenberg, Alan | 9/19/2011 | Writing/Social Science Tutor |
| Elligsen, Lauren | 9/19/2011 | Student Workers |
| Gardner, Toni | 9/19/2011 | Student Workers |
| Glenn, Christina | 9/19/2011 | Student Workers |
| Grant, Erin | 9/19/2011 | Student Workers |
| Houghton, Russell | 9/19/2011 | Student Workers |
| Hutter, Stephanie | 9/19/2011 | Student Workers |
| Hyer, Courtney | 9/19/2011 | Student Workers |
| Luna, Antonio | 9/19/2011 | Student Workers |
| Macfarlane, Conner | 9/19/2011 | Student Workers |
| Rodgers, Tharron | 9/19/2011 | Student Workers |
| Storer, Heather | 9/19/2011 | Student Workers |
| Sybrant, George | 9/19/2011 | Student Workers |
| Talbot, Don | 9/19/2011 | Student Workers |
| Toscano, George | 9/19/2011 | Student Workers |
| Yasi, Scott | 9/16/2011 | Student Workers |
| Young, Michele | 9/19/2011 | Student Workers |

Exhibit: 5.c1
October 11, 2011
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **REGINA RICKETTS**, Part-Time Native American Program Coordinator.

B. Discussion/History

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

C. Options/Analysis

Approve the employment contract for REGINA RICKETTS.
Decline approval of the employment contract for REGINA RICKETTS

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from September 1 through June 30, 2012. 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 REGINA RICKETTS.

F. Budget Impact

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

G. Miscellaneous

Gina holds a Master's degree in Secondary Education and Humanities from Southern Oregon University and a Bachelor's degree in English from the University of Oregon. She has been working at Colorado Mountain College coordinating and teaching English as a Second Language courses. While at Southern Oregon, she served as a counselor and instructor in the TRIO program, Konaway Nika Tillicum (All My Relations.)

Exhibit: 5.c2
October 11, 2011
Approval ____ Yes ____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **BONNIE JORDAN**, Part-time Academic Advisor.

B. Discussion/History

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

C. Options/Analysis

Approve the employment contract for BONNIE JORDAN.
Decline approval of the employment contract for BONNIE JORDAN

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from October 5 through June 30, 2012. 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 BONNIE JORDAN.

F. Budget Impact

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

G. Miscellaneous

Ms. Jordan recently worked at Portland Community College as an academic advisor, and prior to this position she was a project coordinator and college resource coordinator for the "I Have a Dream" Foundation, where she mentored high school students making the transition to college. She also served as the assistant campaign director for the United Way of Larimer County in Fort Collins, CO. She earned a Bachelor's degree in Human Communication.

Exhibit: 5.c3
October 11, 2011
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **BETH WRIGHT**, Part-time Placement Test Coordinator.

B. Discussion/History

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

C. Options/Analysis

Approve the employment contract for BETH WRIGHT.
Decline approval of the employment contract for BETH WRIGHT

D. Timing

This position is appointed for a 12 month employment contract each fiscal year. For the 2011-12 fiscal year the initial employment contract period will be from October 19 through June 30, 2012. 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 BETH WRIGHT.

F. Budget Impact

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

G. Miscellaneous

Ms. Wright has worked as Administrative assistant in the CAP Center at COCC for over 4 years and in this position, providing support to the placement and TEAS tests. Prior to this, she worked in several COCC departments and as a test proctor, as well as a Customer Care Representative at BendBroadband. She earned an Associate of Arts degree from COCC.

Exhibit: 5.d
Date: Oct 11, 2011
Approval ___ Yes ___ No
Motion:

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Matthew McCoy-Vice President for Administration

A. Action Under Consideration

Appointment of **Joe Viola** as the Representative of the College to the Bend Metropolitan Planning Organization (Bend MPO) Technical Advisory Committee.

B. Discussion/History

As provided on the Bend MPO webpage:

“The Bend Metropolitan Planning Organization is the federally designated regional transportation planning organization for Bend. It serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPOs are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process.

“The technical oversight of the MPO's work is delegated to the Technical Advisory Committee (TAC). The TAC is comprised of professional staff members, staff from local governments, area transportation and regional agencies and other public agencies. The TAC provides technical analysis and review, comments and recommendations on draft MPO plans, programs, studies, and issues. At the meetings, members review and approve technical and planning reports and then brief their Policy Board members on the items they will take up at their own meeting.”

The TAC includes representatives from COIC, Bend Area Transit, Commute Options, Deschutes County and the City of Bend.

The governing body of a local governmental organization is required to make the appointment to the TAC. For the College, that is the Board. Previously, Gene Zinkgraf, in his capacity as Director of Campus Services, served on the BMPO TAC as the College representative. The Director of Campus Services works directly on transportation issues for the College.

C. Options/Analysis

Appoint Joe Viola as the College representative to the BMPO TAC.

Do not appoint Joe Viola as the College representative to the BMPO TAC.

D. Timing

Approval at this time will enable Joe to participate as a member of the TAC for future BMPO TAC meetings.

E. Recommendation

Be it resolved that the Board of Directors do hereby appoint Joe Viola as the College representative to the BMPO TAC.

F. Budget Impact There is de minimis budget impact associated with this action.

Central Oregon Community College
Monthly Budget Status
Highlights of August 2011
Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$24 million. The August average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The investments of \$16.5 million represent proceeds from the sale of the general obligation bonds, which will yield an average of .55% over the 18-month period. An investment matured in August and the funds were deposited in the Local Government Investment Pool Bond Fund account. The bond proceeds held in cash and investments total \$29.2 million as of the end of August.

General Fund Revenues

Tuition and fee revenues represent fall term enrollment as of the end of August, a \$600,000 dollar increase over the prior month. All transfers have been posted for the year including \$250,000 from the PERS reserve account.

General Fund Expenses

The expenses include the approved inter-fund transfers for the fiscal year at this point in time.

Budget Compliance

All appropriation categories are within budget.

Central Oregon Community College

Exhibit: 6.a
11-Oct-11

Cash and Investments Report
As of August 31, 2011

College Portfolio

Cash in State Investment Pool

| | |
|-------------------|-----------------|
| Pool account 4089 | \$24,439,268.93 |
| Pool account 5482 | \$1,070.04 |
| Pool account 3624 | \$382,741.56 |
| | |
| Pool account 3816 | \$12,034,361.61 |
| Pool account 3707 | \$177,721.76 |
| Pool account 3844 | \$137,177.47 |
| Pool account 3848 | \$236,907.95 |
| Pool account 3847 | \$89,814.15 |

August Average Yield .50%

Cash in USNB \$51,133.41

Cash in USNB - Bond Funds \$0.00

Cash on hand \$3,900.00

Total Cash \$37,554,096.88

Investments

Federal Farm Credit Bank:

| | |
|----------------------------|----------------|
| Yield .5381%, due 9-30-11 | \$4,000,600.00 |
| Yield .5587%, due 10-28-11 | \$4,000,600.00 |

Federal Home Loan Bank:

| | |
|----------------------------|-----------------------|
| Yield .6397%, due 11-21-11 | \$3,505,460.00 |
| Yield .6752%, due 12-1-11 | <u>\$5,009,000.00</u> |

Total Investments \$16,515,660.00

Total Cash and Investments \$54,069,756.88

Central Oregon Community College
Monthly Budget Status
August 2011

Exhibit 6a
11-Oct-11

| <u>General Fund</u> | <u>Adopted Budget</u> | <u>Year to Date Activity</u> | <u>Variance Favorable (Unfavorable)</u> | <u>Percent of Budget</u> | <u>Percent of Prior Year Budget</u> |
|---------------------------------------|---------------------------|----------------------------------|---|------------------------------|---|
| Revenues | | | | | |
| District Property Taxes: | | | | | |
| Current Taxes | \$ 10,924,000 | | \$ (10,924,000) | 0.00% | 0.00% |
| Prior Taxes | 939,000 | 207,752 | (731,248) | 22.12% | 30.58% |
| Tuition and fees | 18,323,000 | 6,034,962 | (12,288,038) | 32.94% | 31.33% |
| State Aid | 5,610,000 | 1,293,511 | (4,316,489) | 23.06% | 17.68% |
| Interest & Misc. Income | 8,000 | 2,638 | (5,362) | 32.98% | 2.64% |
| Transfer-In | 856,000 | 856,000 | - | 100.00% | 100.00% |
| Total Revenues | \$ 36,660,000 | \$ 8,394,863 | \$ (28,265,137) | | |
| Expenses by Function | | | | | |
| Instruction | \$ 16,657,868 | \$ 588,493 | \$ 16,069,375 | 3.53% | 3.32% |
| Academic Support | 2,951,104 | 331,726 | 2,619,378 | 11.24% | 12.87% |
| Student Services | 4,023,863 | 518,288 | 3,505,575 | 12.88% | 12.06% |
| College Support | 4,655,263 | 763,526 | 3,891,737 | 16.40% | 18.16% |
| Plant Operations and Maintenance | 3,461,348 | 484,663 | 2,976,685 | 14.00% | 15.07% |
| Information Technology | 2,747,718 | 526,353 | 2,221,365 | 19.16% | 21.25% |
| Financial Aid | 11,954 | | 11,954 | 0.00% | 0.00% |
| Contingency | 800,000 | | 800,000 | 0.00% | 0.00% |
| Transfers Out | 3,123,399 | 2,848,399 | 275,000 | 91.20% | 100.00% |
| Total Expenses | \$ 38,432,517 | \$ 6,061,448 | \$ 32,371,069 | | |
| Revenues Over/(Under) Expenses | \$ (1,772,517) | \$ 2,333,415 | \$ 4,105,932 | | |

Central Oregon Community College
Monthly Budget Status
August 2011

Exhibit 6a
11-Oct-11

| <u>Other funds:</u> | <u>Adopted Budget</u> | <u>Year to Date Activity</u> | <u>Variance Favorable (Unfavorable)</u> | <u>Percent of Budget</u> | <u>Percent of Prior Year Budget</u> |
|---------------------------------------|---------------------------|----------------------------------|---|------------------------------|---|
| Debt Service Fund | | | | | |
| Revenues | \$ 4,122,691 | \$ 819,686 | \$ (3,303,005) | 19.88% | 19.81% |
| Expenses | 4,105,065 | 359,694 | 3,745,371 | 8.76% | 8.56% |
| Revenues Over/(Under) Expenses | \$ 17,626 | \$ 459,992 | \$ 442,366 | | |
| Grants and Contracts Fund | | | | | |
| Revenues | \$ 6,229,822 | \$ 144,868 | \$ (6,084,954) | 2.33% | 8.63% |
| Expenses | 6,208,404 | 156,372 | 6,052,032 | 2.52% | 7.05% |
| Revenues Over/(Under) Expenses | \$ 21,418 | \$ (11,504) | \$ (32,922) | | |
| Capital Projects Fund | | | | | |
| Revenues | \$ 8,994,912 | \$ 2,176,435 | \$ (6,818,477) | 24.20% | 20.48% |
| Expenses | 37,427,052 | 3,538,578 | 33,888,474 | 9.45% | 11.34% |
| Revenues Over/(Under) Expenses | \$ (28,432,140) | \$ (1,362,143) | \$ 27,069,997 | | |
| Enterprise Fund | | | | | |
| Revenues | \$ 6,380,813 | \$ 185,295 | \$ (6,195,518) | 2.90% | 8.74% |
| Expenses | 6,107,081 | 1,333,829 | 4,773,252 | 21.84% | 21.23% |
| Revenues Over/(Under) Expenses | \$ 273,732 | \$ (1,148,534) | \$ (1,422,266) | | |
| Auxiliary Fund | | | | | |
| Revenues | \$ 8,599,734 | \$ 4,339,172 | \$ (4,260,562) | 50.46% | 54.10% |
| Expenses | 7,721,974 | 2,167,562 | 5,554,412 | 28.07% | 26.43% |
| Revenues Over/(Under) Expenses | \$ 877,760 | \$ 2,171,610 | \$ 1,293,850 | | |
| Reserve Fund | | | | | |
| Revenues | \$ 14,555 | \$ - | \$ (14,555) | 0.00% | 0.00% |
| Expenses | 437,000 | 276,723 | 160,277 | 63.32% | 15.37% |
| Revenues Over/(Under) Expenses | \$ (422,445) | \$ (276,723) | \$ 145,722 | | |
| Financial Aid Fund | | | | | |
| Revenues | \$ 19,597,967 | \$ 1,879,272 | \$ (17,718,695) | 9.59% | 10.28% |
| Expenses | 19,632,429 | 2,000,697 | 17,631,732 | 10.19% | 9.68% |
| Revenues Over/(Under) Expenses | \$ (34,462) | \$ (121,425) | \$ (86,963) | | |
| Internal Service Fund | | | | | |
| Revenues | \$ 435,425 | \$ 7,885 | \$ (427,540) | 1.81% | 7.09% |
| Expenses | 396,801 | 21,605 | 375,196 | 5.44% | 12.72% |
| Revenues Over/(Under) Expenses | \$ 38,624 | \$ (13,720) | \$ (52,344) | | |
| Trust and Agency Fund | | | | | |
| Revenues | \$ 1,900 | \$ 305 | \$ (1,595) | 16.05% | 5.86% |
| Expenses | 7,500 | | 7,500 | 0.00% | 0.00% |
| Revenues Over/(Under) Expenses | \$ (5,600) | \$ 305 | \$ 5,905 | | |

Board Priorities and Institutional Effectiveness | 2011-2013

REVISED APPROACH... To improve linkages between Board planning, administrative/organizational unit operational planning and outcomes assessment, the Institutional Effectiveness reports have undergone slight revisions. The boxes below outline the specific **Board Priority** the IE report is addressing. Specific **indicators** established to best measure progress towards the Board Priority are next. Where indicators as well as thresholds of success are determined, information is included. Where indicators are suggested but not formalized, general information is included. Narrative outlining **resources and strategic operational initiatives** targeted towards improving the indicator and fulfilling the Board priority are provided last, followed by what needs to be done and factors affecting results/progress.

BOARD PRIORITY AREA

Access - Strengthen student and community access to lifelong learning opportunities through strategic recruitment and outreach, financial affordability, and management of course and program offerings.

BOARD PRIORITY

Support enrollment of student groups that have been traditionally underserved

OUTCOME/PROGRESS

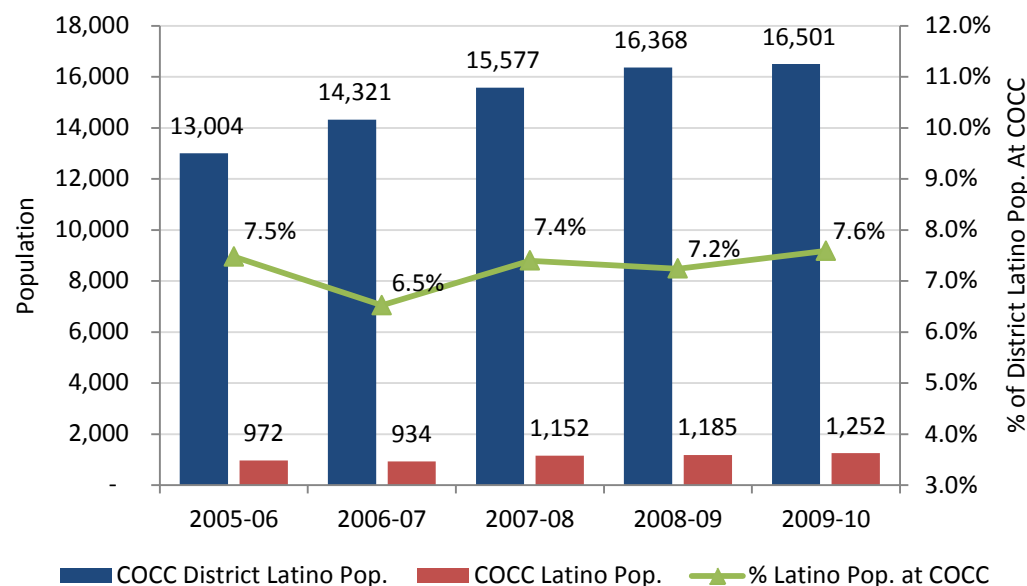
As the College establishes indicators and thresholds of success, the outcome results will be summarized and communicated here.

COCC STRATEGY

The Board established as a College priority to serve students who are traditionally underserved. To help the College further define this student population, the Strategic Enrollment Management (SEM) team determined four traditionally underserved populations: Latino, Native American, first-generation, and low-income family students. Due to the incomplete nature of tracking first-generation students and income status, at this time, SEM narrowed its efforts to **Latino** and **Native American** students.

INDICATOR

COCC District Penetration Rate for Latino Population



OUTCOME

No outcome at this time

COCC has not established a specific indicator of success in regards to the penetration rate for the district Latino population.

COCC's penetration rate has remained steady with a high of 7.6% and a low of 6.5%.

The district Latino population experienced steady growth from 2005-06 through 2008-09, but has since leveled.

Source: U.S. Census Bureau – population estimates include all ages and are calculated July 1 of given year. 2010-11 data unavailable at this time.

INDICATOR

Latino Population at COCC and Percentage of Overall COCC Population

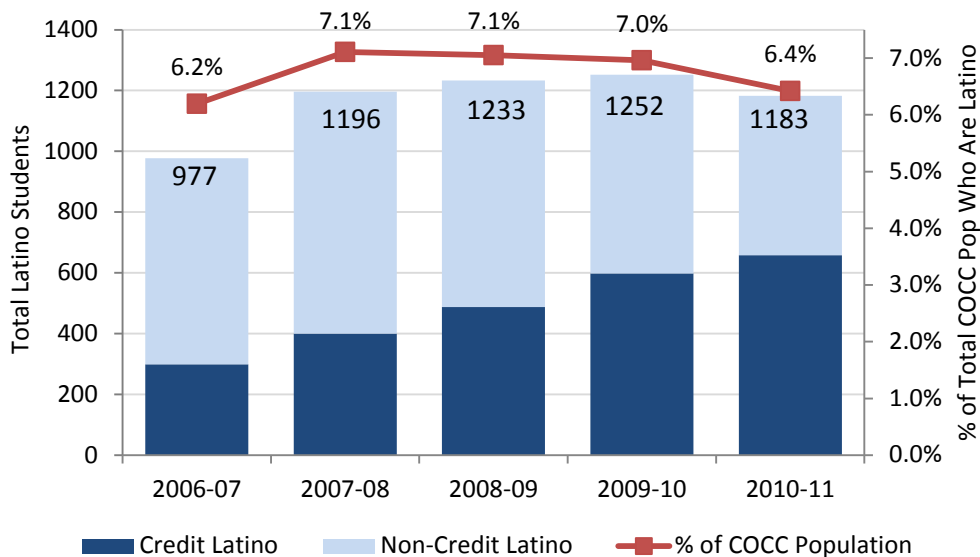
OUTCOME

No outcome at this time

COCC has not established a specific indicator of success in regards to the percentage of COCC students who are Latino.

The percentage has been decreasing steadily since 2008-09.

Latino **credit** students now make up the majority of all Latino students: shifting from 39% in 2008-09 to 56% in 2010-11.



INDICATOR

Latino credit students will represent 7.5% of annual credit headcount (SEM Target)

OUTCOME



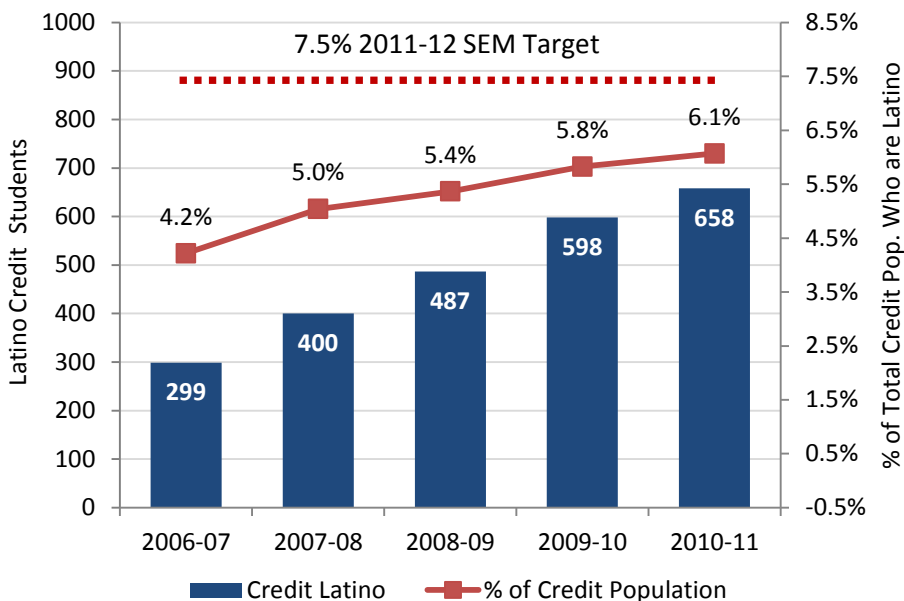
= Goal Met



= Progress Toward Goal



= Additional Work Needed



Over the last five years, COCC has progressed towards meeting this outcome.

To meet the 2011-12 SEM goal of 7.5% of the total credit population, the Latino credit population would need to increase by 150 students (assuming the overall COCC credit population remains constant).

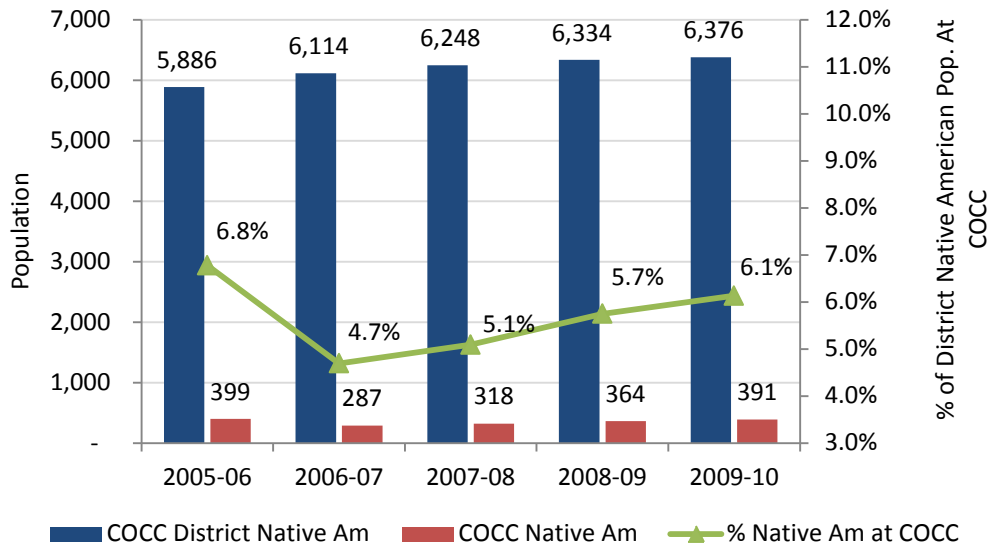
From 2006-07 to 2010-11 the Latino credit population increased 55%.

INDICATOR

OUTCOME

COCC District Penetration Rate for Native American Population

No outcome at this time



COCC has not established a specific indicator of success in regards to the penetration rate for the district Native American population.

COCC's penetration rate has increased steadily since 2006-07.

Source: U.S. Census Bureau – population estimates include all ages and are calculated July 1 of given year. 2010-11 data unavailable at this time.

INDICATOR

OUTCOME

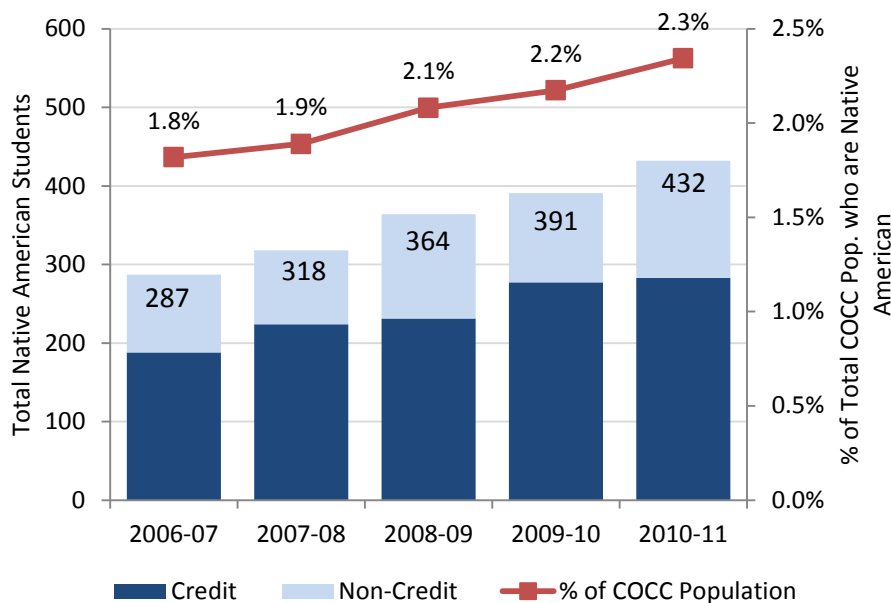
Native American Population at COCC and Percentage of Overall COCC Population

No outcome at this time

COCC has not established a specific indicator of success in regards to the percentage of COCC students who are Native American.

The percentage has been increasing since 2006-07. However, the percentage is still not as high as it was in 2004-05 (2.6%).

In 2010-11, 66% of Native American students enrolled in credit courses and 34% enrolled only in non-credit courses.



Board Priorities and Institutional Effectiveness | 2011-2013

INDICATOR

OUTCOME

Native American credit students will represent 3.5% of annual credit headcount (SEM Target)



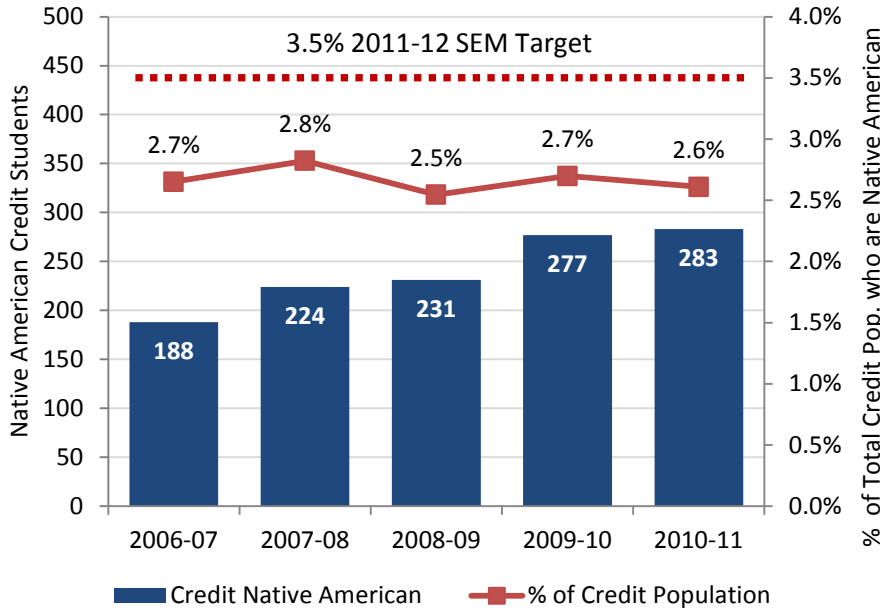
= Goal Met



= Progress Toward Goal



= Additional Work Needed



Additional work is needed to meet this outcome.

Native American credit student headcount has increased over the last five years, while their percentage of COCC's credit population has remained flat.

To meet the 2011-12 SEM goal of 3.5% of the total credit population, the Native American credit population would need to increase by 100 students (assuming the overall COCC credit population remains constant).

Resources Available to Support the Latino and Native American Populations

The College's **Adult Basic Skills program** provides classes in Bend, Madras, Prineville, Warm Springs, and Redmond and includes the **English Language Learning** and **Basic Reading Writing, and Math programs**. The goal of the **English Language Learning program** is for non-native English speakers to move from listening and speaking classes into basic reading, writing, and math classes and eventually into postsecondary classes. Partial scholarships are available to students to help pay the registration fee or purchase texts. Bilingual tutoring and support are also made available. For Native American students, the **Basic Reading, Writing, and Math program** prepares students for the GED Exam and work and focuses on bridging the gap between GED-level and postsecondary. Partial scholarships are available to students to help pay the registration fee or purchase texts.

The **Summer Bridge program** at Warm Springs offers developmental credit classes in writing and math for Native American students who will be going on to college the following year, some to COCC, many to tribal colleges. Summer 2011 COCC was not able to offer credit courses due to scheduling challenges so a non-credit "Writing Boot Camp" was offered. The College will return to offering credit courses summer 2012 with the added benefit of possibly running the program in the new Madras facility.

COCC's Office of Multicultural Activities provides many programs, services and resources to both Latino and Native American students such as the **Multicultural Center, Oregon Leadership Institute, Latino Program, Native American Program, and Cultural Learning Communities.**

Multicultural Center, a community/student center, promotes diversity on and off campus through cultural programs, events and other related student services. It is a resource to both Latino and Native American students.

Oregon Leadership Institute (OLI) is a program to train College students to serve as mentors to Latino high school students, with the goal of increasing the post-secondary aspirations of the "mentees". Thanks to a grant from the Oregon Community Foundation, high school students who participate in the program can then serve as mentors to middle school students, with the same goal of increasing postsecondary aspirations. The mentors learn skills in leadership, team building, conflict resolution, intercultural communication and public speaking. They use these skills to facilitate OLI sessions, communicate with the high school students and their families, and support the cultural emphasis of the program.

Latino Program and Native American Programs help ensure Latino and Native American students have a successful college experience. The primary mission of these programs is to help recruit and retain Latino and Native American students by providing support services directly to students, as well as culturally enriching activities for the campus community.

Latino and Native American Cultural Learning Communities began in fall 2011 as a result of the SEM recommendations in 2010. They are designed to provide entering students with a solid academic foundation so that they are better equipped to achieve their educational goals. They are open to all students, focus on progression from pre-college level writing to college-level writing throughout the academic year, and incorporate Latino and Native American authors and culture into course assignments and discussion.

In partnership with the programs mentioned above, the **Associated Students (ASCOCC)** sponsor the Latino, OLI and Native American Clubs.

Strategic Enrollment Management Team (SEM) has started to focus on four primary SEM strategies to support underserved students; learning communities (mentioned above), mandatory prerequisites, peer-assisted interventions and bridge programs. A 2011-12 task force will be brought together to further explore and develop bridge programs. Details associated with these strategies are available in the [2011-12 SEM Report](#) presented at the June board meeting and available online. In addition to these strategies, smaller SEM initiatives include: creating various publications and web pages in Spanish; developing a Native American student resource guide; expanding faculty and staff training; and consideration of an ethnic studies program.

WHAT NEEDS TO BE DONE

COCC's **Adult Basic Skills (ABS) program** must focus on bridging gaps between ELL and Adult Basic Education/GED level and between GED level and postsecondary. Latino students who do not speak English need a pathway to transition to basic reading, writing, and math classes to improve basic skills beyond speaking and listening. Native American students should establish student educational goals and skills in preparing for and entering postsecondary instead of solely earning a GED or high school diploma. By emphasizing these transitions in all courses, the hope is that more traditionally underserved students will make it beyond ELL level or secondary level and succeed in postsecondary programs and work. ABS and postsecondary programs at the college need to intentionally work together to identify ways to help students successfully move into credit programs.

Because the need of **bilingual services** throughout the district is strong, emphasis will be placed on hiring individuals for specific positions who can provide services in Spanish. Possibilities include enrollment services-related positions, academic advising, switchboard, and other “front line” type of positions.

COCC's **Oregon Leadership Institute (OLI)** is pursuing a Complete College America Grant to expand services for Native American students. Under a tentative grant proposal, the current Native American Coordinator would expand from .5 FTE to .75 FTE, allowing her to hold office hours at the Madras campus and develop both an OLI-type of program and summer bridge program for Native American students.

FACTORS AFFECTING RESULTS/PROGRESS

English Language Learning (ELL) classes in Bend remain under-enrolled since many COCC ELL students were in the construction trades, and as this field of work has dwindled, many potential students have moved out of the area. The cost of class fees and books is often cited as a barrier for underserved populations, but even with scholarship funding available, enrollment in all programs is below recent levels. In some cases students enroll in classes but often leave before they make progress toward their goals. ABS staff will work to identify other factors affecting enrollment during 2011-12.

The offering of programs and courses in **Warm Springs** remains a significant challenge. Early Childhood Education courses that the College contracted with the Confederated Tribes of Warm Springs were offered starting winter 2007 and discontinued in 2010 due to a lack of funding. Distance learning is difficult because the reservation is geographically dispersed and many areas do not have internet access.

Prior to opening the Madras and Prineville campuses, COCC had a **Student and Community Outreach Coordinator** position whose responsibilities included connecting with Redmond, Madras and Prineville high schools and communities, providing “getting started” information and support. The person who held this position was fluent in Spanish and English and provided much needed support for area Latino students and families. This position was eliminated in order to support the individual campus coordinators and careful assessment will be needed to determine the impact of this organizational change.

ABOUT THE DATA

The report and chart information was prepared by Chris Egertson, Research Analyst, and coordinated by Brynn Pierce, Institutional Research.

Contributions to the narrative supplied by Shirley Metcalf, Extended Learning Dean; Alicia Moore, Dean of Student & Enrollment Services; Debbie Hagan, Director of Secondary Programs; Karen Roth, Director of Multicultural Activities; Matt McCoy, Vice President for Administration.

For more detailed information, contact the Institutional Research office – ir@cocc.edu

Chandler Renovation Project September 2011 Status Report

Scope

Renovate space for use by Community Learning and the Small Business Development Center. Convert a classroom into a computer lab. Create a larger Administrative/reception area for five stations. Divide the garage bays. Create more female bathroom capacity. Remedy internal ramp ADA concerns. Create large meeting room in upper building.

Budget Status

Budget attached.

Change Order Activity

None.

Schedule Status

| | |
|--------------|---------------------------------|
| Design | September 2011 to December 2011 |
| Bid/Award | December 2011 |
| Construction | January 2012 to June 2012 |

Activity in September

Project Charter signed.
Architectural fees negotiated with BBT.
Contract under review.
Completed design kick-off meeting.

Activity planned for October

Execute architectural agreement.
Begin design meetings.
Have scope meeting with City to review/clarify requirements.
Complete preliminary furnishings layout for BBT/Consultant use.

Chandler Renovation Project September 2011 Status Report

Project Participants

COCC Administration

Shirley Metcalf Instructional Dean
Beth Wickham Small Business Development Center

smetcalf@cocc.edu
bwickham@cocc.edu

COCC Project Manager

Rick Hayes
541-330-4391
Email rhayes@cocc.edu

Design Consultant

BBT Architects
Don Stevens, Principal
541-382-5535
dstevens@bbtarchitects.com

Surveyor

TBD

General Contractor

TBD

Testing Agency

TBD

1. Culinary Building – September Status Report

Scope

COCC will construct a new teaching facility for its culinary instructional program – the Cascade Culinary Institute (CCI). The building will house culinary instructional facilities and a dining lab/restaurant which will be open to the public. The building will be 15,205 sq. ft. in size and will support significant expansion professional training as well as “amateur” courses for community members. The facility will house three kitchens, two multipurpose and one baking kitchen. The curriculum will include a basic core curriculum with cooking or baking options and specialized programs in Sports and Health Nutrition or Sustainable Food Management.

Budget Status

Project within budget.

Change Order Activity

Change orders, totaling \$495,990.00, have been approved to date. \$105,842.00 of which is for the Campus Village Infrastructure Project and \$390,148.00 for the Culinary Building. The College has approved four Additional Services Requests from YGH Architects totaling \$132,520.00; a majority of which is related to the Campus Village Infrastructure Project and reimbursable over the duration of the project. The remainder of the amount is for the Culinary Building.

Schedule Status

On September 14, 2011 the Temporary Certificate of Occupancy (TCO) received on August 31, 2011, which limited access to the building to COCC Staff only, was changed to a TCO which allows full access to the building. The TCO was based on the completion of four items. 1) Completing the landscaping, 2) erecting a screen to hide mechanical equipment at the west end of the building, 3) installing handrails in the Demonstration Theatre and 4) remove and replace out of compliance accessible pathway to the north of the building. The handrail installation has been completed. The College has posted a bond with the City of Bend to complete the landscaping in late October, when the weather is more conducive to plant survival. The mechanical equipment screening has been approved and we are awaiting installation. A new design has been received for the accessible pathway. We anticipate the pathway will be removed and replaced in early September. We expect to receive final Certificate of Occupancy (COO) in late September 2011. The College was not required to have COO to begin using the building for instruction at the start of classes on September 19th.

COCC Stake Holder Group

Jim Middleton - COCC President
Diana Glenn – Instructional Dean
Julian Darwin – Culinary Faculty
Jeff Floyd – Construction IT Specialist
Darren McCrea – Construction IT Specialist
Julie Mosier – Purchasing Coordinator

Gene Zinkgraf – COCC Project Manager

Contractor

Culinary Building – September Status Report

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, Oregon 97702

| | | |
|--------------|---|-----------------|
| Bret Matteis | - | General Manager |
| Ron Edgerton | - | Vice President |
| Rob Kelleher | - | Project Manager |
| Rob Ring | - | Superintendent |

Design Team

Yost Grube Hall Architecture
Pinnacle Architecture
Kpff Consulting Engineers
WHPacific Engineering

Sparling Engineering
Mark Day and Associates
Food Facilities Concepts, Inc.
Mazzetti Nash Lipsey Burch Engineering

Special Inspectors

Special testing

FEI Testing & Inspections Inc.
Bend, Oregon

Commissioning

Heery International
Portland, Oregon

Health Careers Building – September 2011 Update

Scope

New laboratories for the Allied Health and Nursing Departments and five new general-purpose classrooms.

Approximately 48,000 SF of new space.

Budget Status

The current fiscal budget for the project is \$16.7 million. Current projected project costs fall within this budget.

Change Order Activity

There was a considerable number of changes issued this month that precipitated from answers to a flurry of RFI's that the Contractor asked last month. There are four that are relatively significant dollar amounts:

- 1) A structure was added to support some mechanical equipment that was heavier than the engineer had anticipated. \$35,033 this cost is in negotiations.
- 2) The Audio Visual designer made changes to the building infrastructure to accommodate the A/V equipment that will be installed under a separate contract. \$13,867 this cost is in negotiations.
- 3) Electrical engineer failed to indicate power circuits to automatic sink faucets. \$10,256.
- 4) Architect and COCC clarified the intent of Field Testing for Window Systems deleting a testing requirement. \$18,015 issue being contested by Architect and COCC.

Schedule Status

The project is on schedule to complete April 30, 2012.

Recent Activity

Masonry commenced this month. The North Elevation was completed and they continue around the building to the west. Window systems started installation.

Flatwork near the bookstore and at the lower entrance to Pioneer was completed and opened for College use. Grading around the site continues as needed and as pickup work for the excavator.

Rough-in on the interiors continued with most in-wall rough-in nearly complete.

Activity Next Month

Windows and Masonry will continue next month with the goal of closing in the building in the 2nd week of October. Drywall is schedule for the middle of the month.

Sitework will continue as long as weather permits.

Elevators are scheduled to begin work in October.

Health Careers Building – September 2011 Update

Project Participants

COCC Stakeholder Group

| | | |
|--------------------------|---|----------------------------|
| Michael Holtzclaw | - | Instructional Dean |
| Deb Davies | - | Faculty, Dental Assisting |
| Jane Morrow | - | Faculty, Nursing |
| Gene Zinkgraf | - | Director of Construction |
| Rich Brecke | - | Project Manager |
| Darren McCrea/Jeff Floyd | - | Construction IT Specialist |
| Julie Mosier | - | Purchasing Coordinator |

Design Team

| | | |
|------------------|---|----------------------------|
| Mark Stoller | - | Yost Grube Hall Architects |
| Jonathan Bolcher | - | Yost Grube Hall Architects |
| Steve Neiger | - | Yost Grube Hall Architects |
| Mark Rossi | - | Pinnacle Architecture |
| Ron Hand | - | WH Pacific |
| Mark Peckover | - | Sparling Engineering |
| Amy Jarvis | - | M+NLB Engineering |

Contractor Group

| | | |
|--------------|---|-------------------------|
| Bret Matteis | - | HSW General Manager |
| Gordon Crews | - | HSW Superintendent |
| Rob Kelleher | - | HSW Sr. Project Manager |
| Brian Powell | - | HSW Project Manager |

Health Careers Building – September 2011 Update



East Side Masonry



Interior Framing and MEP's Progressing

Health Careers Building – September 2011 Update



Furring for Wood Siding



Building Wrap and Sitework

Madras Campus Building – September 2011 Update

Scope

The building consists of approximately 10,100 square feet of classroom, administrative, office, 2 dedicated classrooms, 1 classroom/computer lab, 1 Community/Classroom with 100 person capacity, and a 1,000sf mechanical/electrical/storage basement. Parking facilities for approximately 100 cars and all site improvements needed to support the building are also included.

Budget Status

Project costs are projected to be within the currently assigned budget.

Change Order Activity

The only change item that remains open is for a network controller for the lighting control system this will be approx \$2,000. All other changes have been negotiated and the final change order awaits this last item.

Schedule Status

The project is complete and the building occupied.

Recent Activity

All remaining FF&E, A/V, and Technology equipment were installed this month. The Contractor's Punchlist is substantially completed.

The Ribbon Cutting on the 17th was well attended by up to 300 community members.

Activity Next Month

Window shades remain to be installed, this should happen in October. Contract closeout and final paperwork will be received.

Madras Campus Building – September 2011 Update

Project Participants

COCC Stakeholder Group

| | | |
|--------------------------|---|------------------------------|
| Carol Moorehead | - | Dean of Continuing Education |
| Shirley Metcalf | - | Dean of Continuing Education |
| Courtney Snead | - | Madras Campus Coordinator |
| Matt McCoy | - | VP of Administration |
| Rich Brecke | - | Project Manager |
| Darren McCrea/Jeff Floyd | - | Construction IT Specialist |
| Julie Mosier | - | Purchasing Coordinator |

Design Team

| | | |
|-----------------|---|-----------------------------------|
| Scott Steele | - | Steele Associates Architects |
| Jeff Wellman | - | Steele Associates Architects |
| Steve Olson | - | Steele Associates Architects |
| Ron Hand | - | WH Pacific (Civil) |
| Fred Kroon | - | WH Pacific (Civil) |
| Douglas Schwarz | - | Froelich Consulting Engineers (S) |
| Rob Matteson | - | Interface Engineering (MEP) |

Construction Team

| | | |
|-------------------------------|---|------|
| Mike Taylor (General Manager) | - | KNCC |
| Chris PrahI (Project Manager) | - | KNCC |
| Alec Hansen (Project Super.) | - | KNCC |

Madras Campus Building – September 2011 Update



Ponderosa Automotive Storage Addition Project

September 2011 Status Report

Scope

Provide automotive equipment and parts storage space.

Budget Status

Project bid within budget. Plan review changes require bid savings to be moved into contingency for the area separation change order.

Change Order Activity

A request for pricing has been issued to the contractor for a rated double door and masonry infill in lieu of the existing roll up door to the existing small parts storage room.

Schedule Status

Project bid on schedule. Americorp intends to deliver a portion of the project early, by October 12th, so the automotive program can use the first bay.

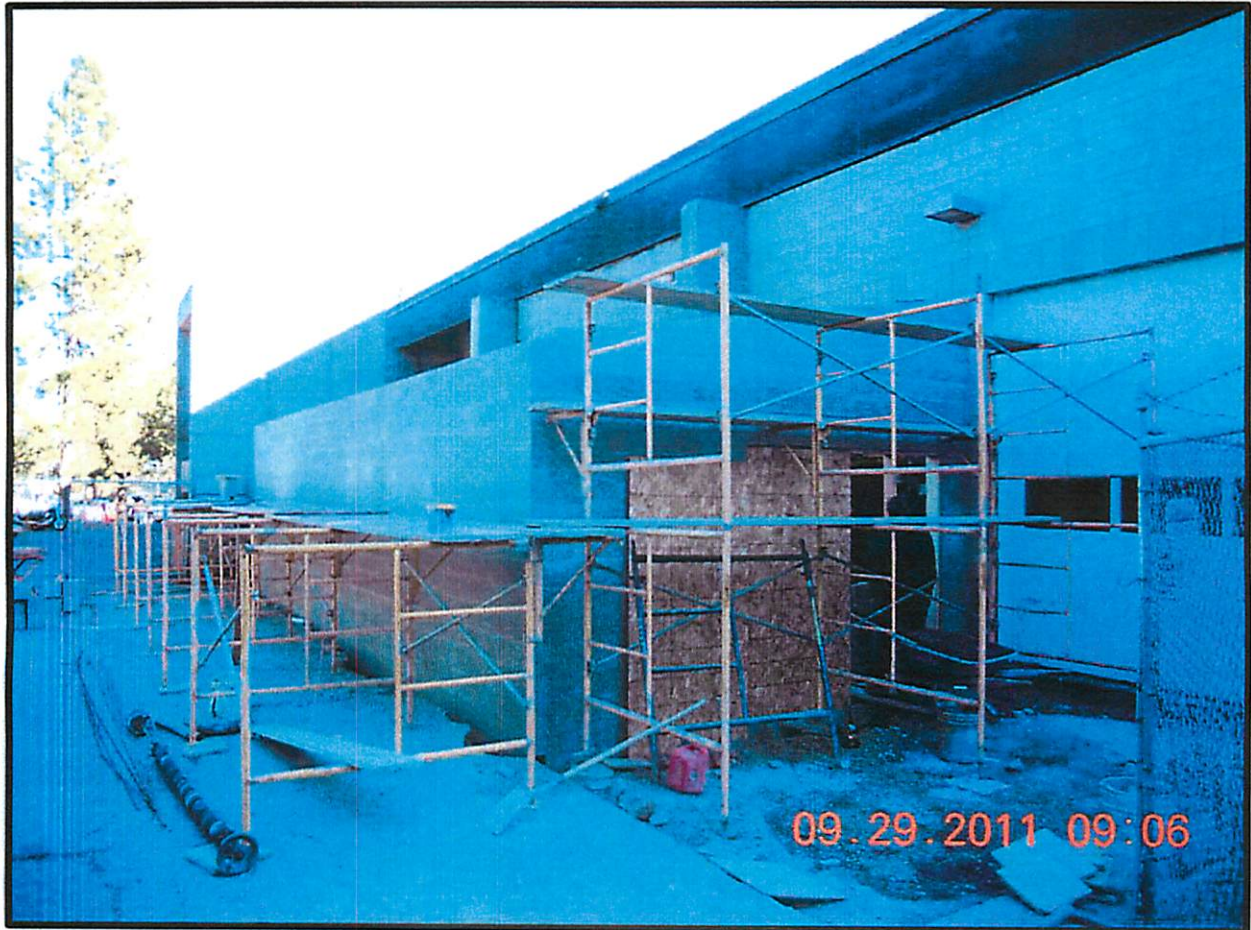
Activity in September

Pay for and receive building permit.
Pre-construction meeting with contractor and architect.
Complete demolition.
Install footings and block walls.

Activity planned for October

Backfill for slab on grade and pour slab.
Backfill against foundation and repair exterior asphalt and pour exterior concrete.
Set roof joists.
Set roofing material.
Install doors.
Insulate roof joists.
Seal exterior block and paint exposed metal.
Set lights and complete project.

Ponderosa Automotive Storage Addition Project September 2011 Status Report



Foundation in place and masonry walls complete and ready for grout.

Ponderosa Automotive Storage Addition Project

September 2011 Status Report

Project Participants

COCC Automotive Department

Ken Mays, Program

541-383-7753

Email kmays@cocc.edu

COCC Project Manager

Rick Hayes

541-330-4391

Email rhayes@cocc.edu

Design Consultant

Schertzinger and Party Architects LLC

Bill Schertzinger

657 Glacier Avenue, Suite 306

Redmond, OR 97756

Bill Schertzinger

541-548-8884

BSchertzinger@asterdes.com

General Contractor

Americorp Construction LLC

PO Box 1236

Bandon, OR 97411

Ron Young

c. 541-404-6560

americorpconstruction@yahoo.com

Testing Agency

Carlson Testing, Inc.

710a NE First Street

Bend, OR 97701

o. 541-330-9155

f. 541-330-9163

Ted Kornowski

tkornowski@bendbroadband.com

Science Building – September Status Report

Scope

General Chemistry Lab, Organic Chemistry Lab, Two General Biology Labs, Three Anatomy & Physiology Labs, Geology Lab, Physics Lab, General Use Classrooms, and Lab and Administrative/Faculty support spaces. Approximately 49,000 GSF of new space under construction.

Budget Status

Project within budget. See project budget for detail.

Change Order Activity

CR #35, upsize power feeder for elevator per RFI 121, approved for \$8,698.38.

CR #38, substitute Tyvek air barrier system with 10 year commercial warranty for Fortress Pro, approved for \$7,328.45.

CR #39, additional polishing of AC-3 concrete to 400 grit final polish per approved mockup, approved for \$15,647.80.

CR #41, misc electrical per RFI 92 and 133, approved for \$556.43.

CR #43, add phenolic coating to HRC-1 coil, approved for \$2,711.92.

CR #46, frame wall changes per RFI 135, approved for \$1,887.70.

Schedule Status

On schedule.

Activity in September

Complete radiant floor tubing and exposed polished concrete floor installation at first floor west side of building. Completed majority of exterior metal stud wall framing. Completed TPO roofing on the North side of the project. Began interior metal stud framing at both levels. Continued above ceiling rough-in activities. Begin setting mechanical units at rooftop yard area. Began in-wall rough-ins at first floor. Begin hollow metal frames installation. Complete sewer line work. Complete telecom utility installation work. Complete exterior site grading. Begin exterior sidewalks and concrete work. Complete cleanup and grading at Pioneer ramp work. Install handrails at Pioneer ramps and finish stone cap work. Connect new lighting to existing lighting circuit in Ochoco.

Activity planned for October

Complete exterior metal framing and begin exterior sheathing. Begin air barrier installation. Complete TPO roofing. Begin metal siding at open-air mechanical penthouse area. Begin installation of elevator chase. Complete site telecom, drainage, and sewer piping installations. Complete site concrete near Deschutes and upper campus grass area. Complete interior metal stud framing. Continue interior rough-ins.

Science Building – September Status Report

Photos



Science Building – September Status Report



Science Building – September Status Report



Science Building – September Status Report



Science Building – September Status Report

Project Participants

COCC Stakeholder Group

Michael Holtzclaw - Instructional Dean
Gene Zinkgraf - Director of Construction
Julie Hood - Biology
Eddie Johnson - Biology
Mark Eberle - Biology
Nathan Hovekamp - Biology
Christine Ott-Hopkins - Biology
Jim Moodie - Biology
Jeff Cooney - Biology
Zelda Ziegler - Chemistry
Carol Higginbotham - Chemistry
Bob Reynolds - Geology
Bruce Emerson - Physics
Kevin Grove - Physics/Chemistry
Elaine Simay-Barton - Lab Tech/Dept. Admin
Emily Smith - Lab Tech
Mark Gregory - Lab Tech
Dan Cecchini - Director of IT
Jeff Floyd - Construction IT Specialist
Gary Kontich - Networking Specialist
Bruce Thompson - Telecommunications Specialist
Julie Mosier - Procurement Manager

Design Team

Mark Stoller - Yost Grube Hall Architecture
Jonathan Bolch - Yost Grube Hall Architecture
Tom Robbins - Yost Grube Hall Architecture
Liz Bray - Yost Grube Hall Architecture
Linda Cameron - Yost Grube Hall Architecture
Roz Estime - Estime Group
Jim Cox - Estime Group
Ron Hand - W&H Pacific Civil Engineers
Josh Richards - KPFF Consulting Engineers
Amy Jarvis - Mazetti Nash Lipsey Burch Mechanical Engineers
Mike White - Sparling Electrical Engineers
Jim Graham - Sparling Electrical Engineers (Low Voltage)
Not yet identified - Lango Hansen Landscape Architecture and W&H Pacific

Commissioning Agent

James Warner - Heery International

Special Inspection and Testing

Todd Smith - FEI Testing

COCC Project Manager - Rick Hayes 541-330-4391 email rhayes@cocc.edu

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

General Contractor

Kirby Nagelhout Construction Company

20635 NE Brinson Blvd

Bend, OR 97701

541-389-7119

Mike Taylor, General Manager, miket@knccbend.com

Dave Watson, Project Manager, davew@knccbend.com

Mark Miller, Project Superintendent, markm@knccbend.com

Greg Ponder, Project Engineer, gregp@knccbend.com

Technology Education Center – September 2011 Update

Scope

A 30,000 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 building will be \$11.4 Million. This includes a \$5.7 Million match from the State of Oregon.

Change Order Activity

- 1) N/A.

Schedule Status

Design is proceeding with the goal of bidding the project in July of 2012 and an ultimate project completion for September of 2013.

Recent Activity

The design kickoff meeting was held on the 27th. Pre-design and program verification will start immediately.

Activity Next Month

Schematic Design will proceed in the month of October.

Technology Education Center – September 2011 Update

Project Participants

COCC Stakeholder Group

| | | |
|--------------------------|---|------------------------------|
| Karin Hilgersom | - | VP of Instruction |
| Matt McCoy | - | VP of Administration |
| Shirley Metcalf | - | 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

| | | |
|--------------------|---|-----|
| Not Identified Yet | - | TBD |
|--------------------|---|-----|

Facility Projects Plan

| | BUILDING | Program Manager | Construct Manager | Culinary Opens | | OSU Vacates | | | | Science/Health Careers Open | | | | Housing Opens (if built) | | | |
|---|-------------------------------------|-------------------|-------------------|----------------|---------|---------------------|---------|-------------------------|---------|-----------------------------|---------|----------------------|---------|--------------------------|---------|-----------|---------|
| | | | | 2011 Q3 | 2011 Q4 | 2012 Q1 | 2012 Q2 | 2012 Q3 | 2012 Q4 | 2013 Q1 | 2013 Q2 | 2013 Q3 | 2013 Q4 | 2014 Q1 | 2014 Q2 | 2014 Q3 | 2014 Q4 |
| X | Culinary | Glenn | McCoy/Zinkgraf | Open | | | | | | | | | | | | | |
| X | Mazama Hall 6 Classroom Project | | | | | | | | | | | | | | | | |
| X | Madras | Metcalf | Brecke/McCoy | Open | | | | | | | | | | | | | |
| X | Prineville | Metcalf | McCoy/Zinkgraf | Open | | | | | | | | | | | | | |
| X | Ponderosa Building Storage | Mays | Hayes | Build | Open | | | | | | | | | | | | |
| X | Redmond Math & Wet Labs | Metcalf | Hayes | Remodel | | Open | | | | | | | | | | | |
| X | Bond Equipment & Phone System | | | | | | | | | | | | | | | | |
| X | Chandler Remodel for Continuing Ed | Metcalf | Hayes | Remodel | | Open | | | | | | | | | | | |
| X | Boyle | TBD | Hayes | | | Remodel - Sequenced | | Open | | | | | | | | | |
| | Library | Bilyeu/Cechinni | TBD | | | | | Remodel Open | | | | Remodel - Vacate ITS | | Open | | | |
| X | Health Careers | Holtzclaw | Brecke | Build | | Open | | | | | | | | | | | |
| X | Science | Holtzclaw | Hayes | Build | | Open | | | | | | | | | | | |
| X | Parking/Sidewalk Construction Proj. | | | | | | | | | | | | | | | | |
| | Ochoco ** | TBD | TBD | | | | Remodel | | Open | | | | | | | | |
| | Pioneer | TBD | TBD | | | | | Remodel - Lower & Upper | | Open | | | | | | | |
| X | Tech. Ed. Center | Metcalf/Hilgersom | McCoy/Zinkgraf | Plan | | Build | | | | Open | | | | | | | |
| | Newberry | TBD | TBD | OSU Vacates | | Remodel | | Open | | | | | | | | | |
| | Metolius | TBD | TBD | | | Remodel | | Open | | | | | | | | | |
| | General Classroom | TBD | TBD | | | | | | | Plan | | | | Build | | Open 2015 | |
| | Grandview * | TBD | TBD | | | Remodel-Phase II | | Open | | Remodel-Phase III | | Offices Apts | | | | | |
| | Pinckney | TBD | TBD | | | Tentative Remodel | | | | | | | | | | | |
| | Hitchcock | TBD | TBD | | | | | Tentative Remodel | | | | | | | | | |
| | Residence*** | Moore | McCoy | Plan | | | | Build | | | | Target Open | | | | | |
| | Juniper Repurposed | Moore | McCoy | | | | | | | | | Remodel | | Open | | | |

* Grandview remodel contingent upon completion of culinary building
 ** Lower becomes classrooms-starts when Health Careers Center opens
 *** A final decision on residence hall has not been made at this time
 Note: General Classroom not yet funded by the State

Exhibit: 8.b
October 11, 2011
Approval _____ Yes _____ No
Motion _____

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Based on a tentative agreement reached with the Adult Basic Skills (ABS) bargaining unit on a successor agreement, the College is recommending approval of the **COCC/Adult Basic Skills Labor Agreement** from 2011 through 2014 with a limited economic reopener in the 3rd year.

B. Discussion/History

The COCC/ABS Labor Agreement expired on June 30, 2011. Representatives of the College and ABS unit have been meeting since June of 2011 to negotiate terms of a successor agreement. A tentative agreement on all outstanding issues was reached on September 1, 2011. The ABS unit has ratified agreement.

C. Options/Analysis

Approve the ABS Labor Agreement as negotiated and recommended.

Decline approval of the ABS Labor Agreement as negotiated and recommended.

D. Timing

The contract language on all non-economic issues will be in effect on July 1, 2011 through June 30, 2014 with a limited economic re-opener in the 3rd year of the agreement. To coincide with the ratification of the agreement by the ABS unit, the College seeks Board approval to implement the terms of the new agreement.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College hereby approves the COCC/ABS Labor Agreement for 2011-14 with the following terms:

A salary increase and schedule increase of 3% for each of the first two years of the labor agreement.

Maintenance of the current 90/10 split of the employer/employee contribution to the cost of health insurance.

Increased funding for professional development.

Clarification of the assignment of new classes and filling of vacancies.

Clarification of the reduction in force and recall language.

A three-year agreement on all non-economic contract language with a limited reopener in the 3rd year on salaries and the insurance contribution.

F. Budget Impact - The economic settlement is within the budget approved by the Board.