

Central Oregon Community College

Board of Directors

RESOLUTION

Prepared by: Julie Smith-Executive Assistant

A. Action Under Consideration

The Board of Directors has the responsibility to appoint members of the COCC **Budget Committee**.

Positions representing Zones 1 and 6 expired last June.

Incumbents, **Joe Krenowicz-Zone 1** and **Steve Curran-Zone 6** have offered to continue in their positions.

B. Discussion/History

It is the Board's choice on how to appoint members of the Budget Committee. Since both incumbents whose terms are expired have expressed an interest in continuing to serve, the recommendation is to reappoint.

C. Timing

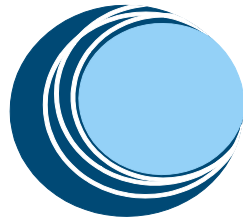
Appointment at this time would allow seating of the newly appointed members this evening for the beginning of the 2012-13 budget process.

D. Recommendation

Be It Resolved that the Board of Directors of Central Oregon Community College do hereby appoint to the Budget Committee:

Joe Krenowicz – Zone 1 (three year term);

Steve Curran – Zone 6 (three year term).



BUDGET COMMITTEE MEETING

AGENDA

Wednesday, March 14, 2012 6:00-7:00 PM
Christiansen Board Room, Boyle Education Center

	<u>Presenter</u>
I. Call to Order	Friedman
II. Introduction of Guests	Friedman
III. Election of Chair	Friedman
IV. Budget Message – (Exhibit: 4*)	Middleton
V. Revenue/Expenditure Projection -(Exhibit: 5)	Dona
VI. 2012-13 Proposed General Fund Budget	Dona
○ Proposed General Fund Budget -(Exhibit: 6.a)	
○ General Fund Expenditures by Object Classification - (Exhibit: 6.b)	
○ Summary of General Fund Transfers -(Exhibit: 6.c)	

VII. Information Item:

- A. Achievement Compact - (Exhibit: 7.a) Middleton**
- B. Proposed 2012-13 Tuition & Fees -(Exhibit: 7.b) Kimball**

VIII. Budget Calendar -(Exhibit: 8)

Next Meeting - Tuesday, April 10, 2012 – 6:00 PM

Christiansen Board Room, Boyle Education Center

IX. Adjourn

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

March 2012 Budget Committee Meeting

- Current Year Budget Up-date
- Revenue/Expenditure Forecast (REF:D.1)
- Proposed General Fund Budget

General Fund: 2011/12 Budget vs. Projected

			Budget 2011/12		Projected 2011/12	Change \$	Change %
	%			%			
Revenue and Support:							
1. State Aid	15%	\$ 5,610,000		14%	\$ 5,332,521	\$ (277,479) a	-4.9%
Property Taxes							
2. Current Year Taxes	30%	10,924,000		31%	11,359,195	435,195 b	4.0%
3. Prior Year Taxes	3%	939,000		2%	816,069	(122,931)	-13.1%
Total Public Resources (1,2,3)	48%	17,473,000		47%	17,507,785	34,785	0.2%
4. Tuition	46%	16,867,000		44%	16,335,449	(531,551) c	-3.2%
5. Fees	4%	1,456,000		4%	1,652,636	196,636 d	13.5%
Other Revenue & Transfers-in							
6. Interest / Miscellaneous	0.0%	8,000		0.4%	135,000	127,000 e	1587.5%
7. Transfers-in	2%	856,000		3%	1,256,000	400,000 f	46.7%
8. Subtotal	100%	\$36,660,000		100%	\$36,886,870	\$ 226,870	0.6%
Expenditures:							
9. Salaries	50%	\$19,057,754		51%	\$19,138,762	\$ 81,008 g	0.4%
10. Payroll Assessments	26%	9,905,287		27%	9,924,298	19,011 g	0.2%
11. Material & Services	15%	5,828,867		13%	5,028,867	(800,000) h	-13.7%
12. Capital Outlay	1%	496,210		1%	496,210	0	0.0%
13. Transfers-out	7%	2,848,399		8%	2,852,749	4,350 i	0.2%
14. Subtotal	100%	\$38,136,517		100%	\$37,440,887	\$ (695,630)	-1.8%
15. Underutilization					(691,763)	(691,763) j	
16. Operating Surplus (Deficit)		\$ (1,476,517)			\$ 137,746	\$ 1,614,263	109.3%
17. Transfers-out: Supplemental		275,000			0	(275,000) k	-100.0%
18. Projected Surplus (Deficit)		\$ (1,751,517)			\$ 137,746	\$ 1,889,263	107.9%
19. Ending Balance 06/30/11					\$ 5,589,597	15%	
20. Required 10% Reserve Requirement					\$ 3,744,089	10%	

Notes:

- a CCSF projected at \$395m (\$410m with \$15m, 3.5% held in reserve) for the 2011/13 biennium.
- b Current year imposed property tax growth rate -1.8% (budgeted at -5.8%).
- c Current year projected credits purchased +1.2% (budgeted +4%)
- d Fees include \$1 increase in technology fees per credit (\$3 total) on first 15 credits.
- e Includes BTOP grant support for Prineville instructional costs.
- f Transfers-in of \$1,256,000 (\$956k Summer Term, \$250k PERS Reserve, \$50k Outreach Ctr's).
- g Costs for 1% increase for non-faculty benefited employees (2% budgeted vs. 3% approved).
- h Assumes \$800k operating contingency remains uncommitted.
- i Transfers-out include new \$4,350 ABE professional development fund.
- j Underutilization represents anticipated budget savings projected (2% of operating expenditures net of transfers and operating contingency).
- k Supplemental Transfers-out of \$275k (\$75k New Const., \$50k Life Cycle, \$150k IT Inf.) are not released.

Revenue/Expenditure Forecast

- Identify financial trends early when there is time to plan and make changes
- Required by Board policy and accreditation standards
- Recommended by bond rating companies
 - *COCC's current rating AA-*

2012/13 Assumptions

- Current year property tax growth rate: -1.0%
 - *2011/12 current year actual of -1.8%*
- Property tax collection rate: 91%
- Prior year property tax growth rate: +7%
- In-district per credit tuition increase: +\$6
- Other residency tuition categories increase: +7%
- Enrollment increase: +1% (+1.2% current year projected)
- Fees include +\$2/credit hour increase for technology fees
- Increase in staff positions: +3%
- Salary increase: +3%
- Increase in health insurance: +10%
- Increase in PERS: +7% for 2011/13 biennium
- Interfund Transfers-in of \$1.72m
- CCSF appropriation of \$395m for 2011/13 biennium
 - *\$410m current biennium funding level (reduced 3.5%, \$15m)*

Future Assumptions

- Current year property tax growth rates: +0% for 2013/15 biennium and +3% for 2015/17 biennium.
- Property tax collection rates: 92% for 2013/15 biennium and 93% for 2015/17 biennium.
- Prior year property tax growth rates: +7% for all future years.
- Increases for in-district tuition: +\$5 per credit for 2013/15 biennium and +\$4 per credit for 2015/17 biennium.
- Increase for other residency tuition categories: +6% for 2013/15 biennium and +5% per credit for 2015/17 biennium.
- Enrollment increases: +1% all future years
- Increase in staff positions: +1% for 2013/15 biennium, +2% for 2015/16 and +1.5% for 2016/17
- Salary increases: +2% for all future years
- Increase in health insurance: +6% for all future years
- Increase in PERS: +5% for 2013/15 biennium and +3% for 2015/17 biennium.

Future Assumptions

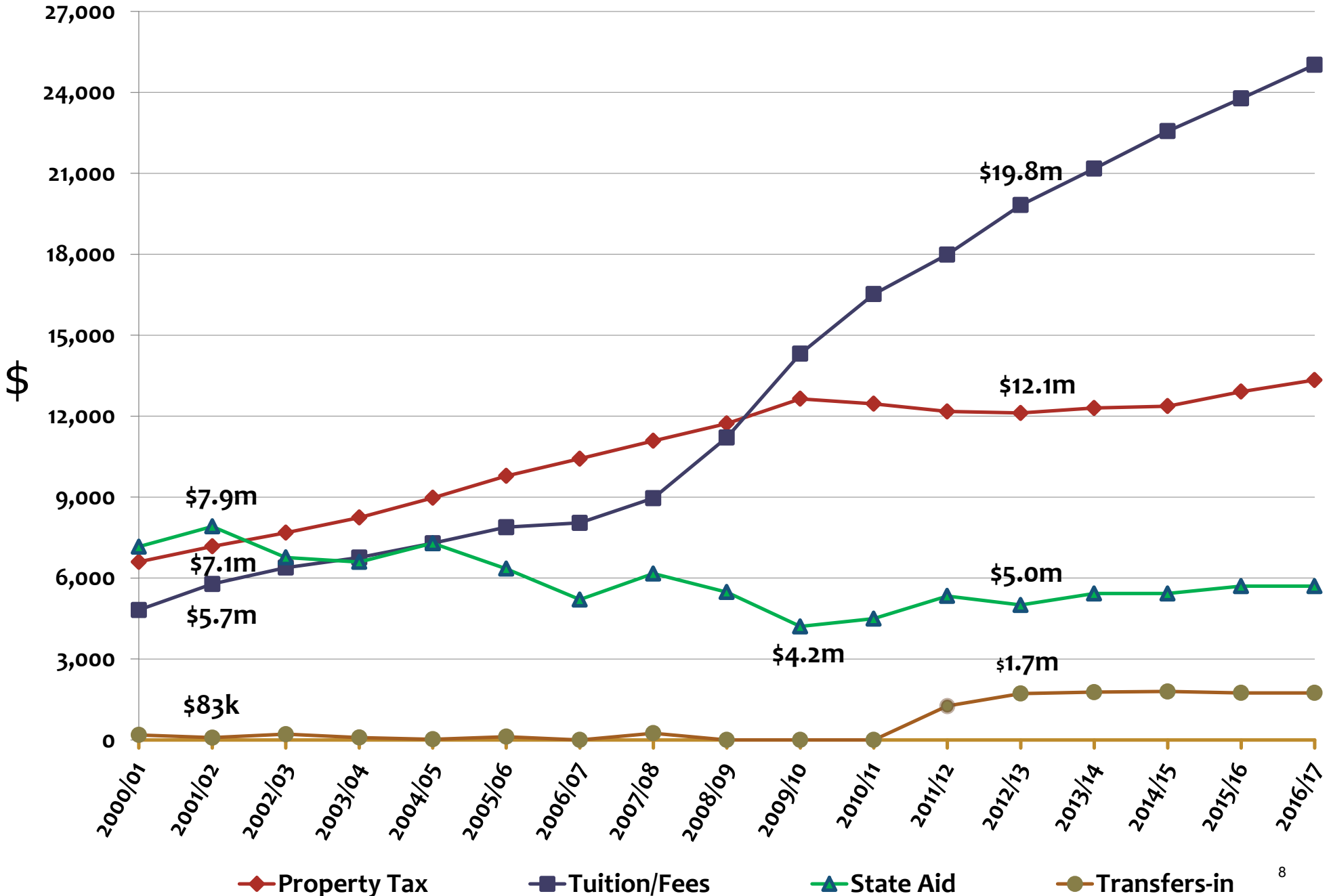
- Interfund Transfers-in:
 - 2013/14 \$1.77m
 - 2014/15 \$1.79m
 - 2015/16 \$1.74m
 - 2016/17 \$1.74m
- State Aid increasing +5% for 2013/15 biennium and +5% for 2015/17 biennium.
- Includes new facilities costs of +\$74k beginning 2013/14 for new technology building.

General Fund Revenue/Expenditure Forecast

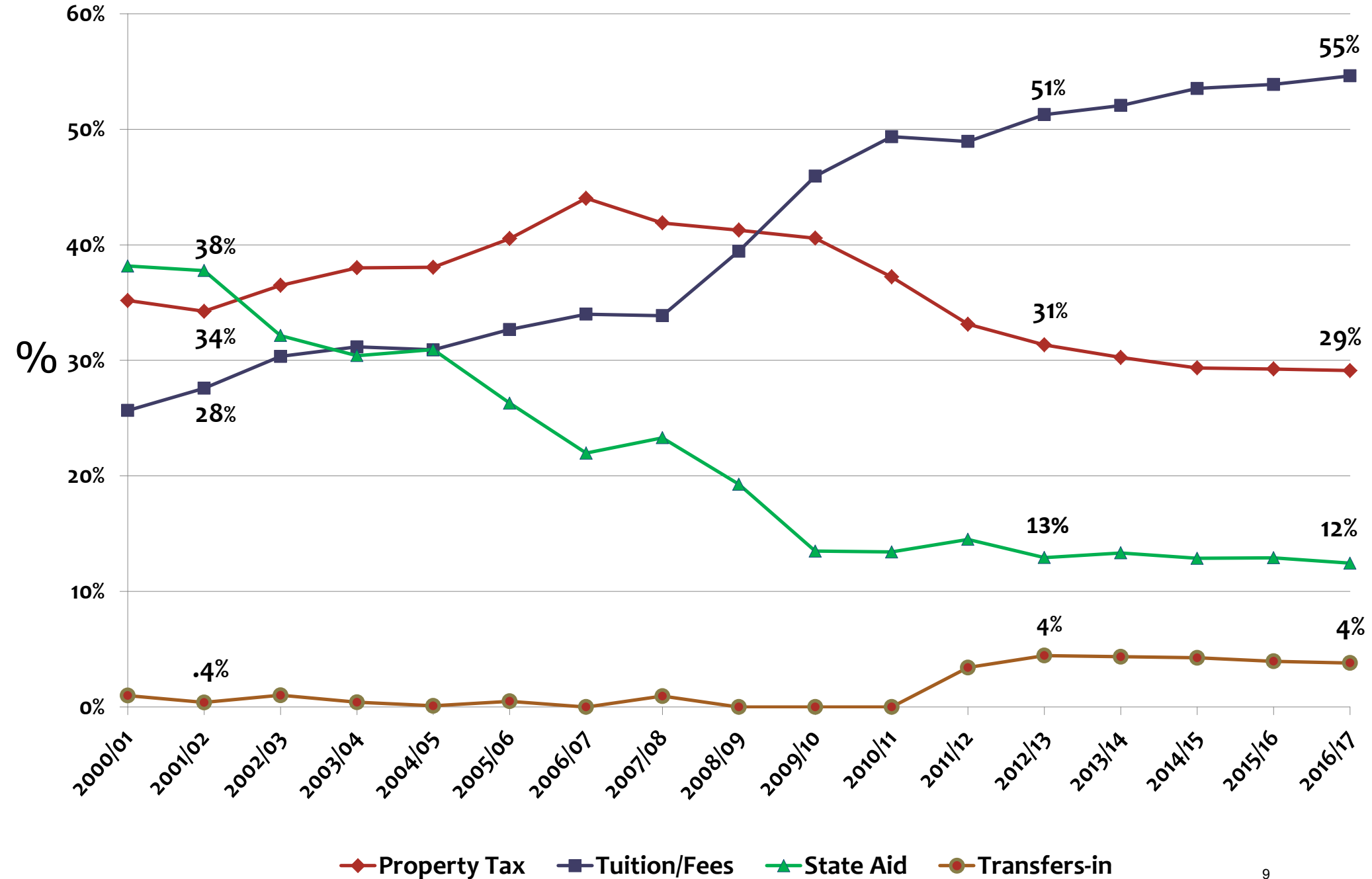
Exhibit: 5
Budget Committee Mtg.
March 14, 2012

In thousands (000's)	2007/09 BIENNIUM		2009/11 BIENNIUM		2011/13 BIENNIUM		2013/15 BIENNIUM		2015/17 BIENNIUM	
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Revenue and Support:										
1. State Aid:	\$ 6,165	\$ 5,479	\$ 4,204	\$ 4,493	\$ 5,333	\$ 5,001	\$ 5,425	\$ 5,425	\$ 5,700	\$ 5,700
Property Taxes										
2. Current Year Taxes	10,678	11,194	11,838	11,695	11,359	11,246	11,369	11,369	11,838	12,193
3. Prior Year Taxes	409	533	805	765	816	873	934	1,000	1,070	1,145
Total Public Resources (1,2,3)	17,252	17,206	16,847	16,953	17,508	17,120	17,728	17,794	18,607	19,037
4. Tuition	8,097	10,077	13,151	15,141	16,335	17,770	19,039	20,344	21,467	22,620
5. Fees	865	1,133	1,165	1,382	1,653	2,053	2,135	2,221	2,310	2,402
Other Revenue & Transfers-in										
6. Interest / Miscellaneous	207	88	47	74	135	135	135	70	72	74
7. Transfers-in	250	0	0	0	1,256	1,720	1,770	1,795	1,745	1,745
8. Subtotal	\$ 26,671	\$ 28,505	\$ 31,210	\$ 33,550	\$ 36,887	\$ 38,798	\$ 40,808	\$ 42,224	\$ 44,200	\$ 45,878
Expenditures:										
9. Salaries	\$ 12,649	\$ 13,946	\$ 15,486	\$ 17,090	\$ 19,139	\$ 20,182	\$ 20,734	\$ 21,303	\$ 22,046	\$ 22,734
10. Payroll Assessments	5,619	6,404	6,545	7,383	9,924	10,711	12,175	12,789	14,095	14,850
11. Materials & Services	3,315	3,649	3,821	4,234	5,029	5,614	5,734	5,780	5,827	5,874
12. Capital Outlay	512	497	377	560	496	150	150	150	150	150
13. Transfers-out: Operating	2,952	2,643	2,385	2,781	2,853	2,950	2,976	2,995	3,025	3,075
14. Subtotal	\$ 25,047	\$ 27,139	\$ 28,614	\$ 32,048	\$ 37,441	\$ 39,606	\$ 41,769	\$ 43,017	\$ 45,142	\$ 46,683
15. Underutilization					(692)	(733)	(773)	(794)	(830)	(854)
16. Operating Surplus (Deficit)	\$ 1,624	\$ 1,366	\$ 2,596	\$ 1,502	\$ 138	\$ (74)	\$ (188)	\$ 1	\$ (112)	\$ 49
17. Transfers-out: Supplemental		(2,200)	(2,000)	(1,000)		(300)	(200)			
18. Projected Surplus (Deficit)	\$ 1,624	\$ (834)	\$ 596	\$ 502	\$ 138	\$ (374)	\$ (388)	\$ 1	\$ (112)	\$ 49
19. Ending Balance 06/30					\$ 5,590	\$ 5,215	\$ 4,827	\$ 4,829	\$ 4,716	\$ 4,765
20. Reserve Requirement (10%)					\$ 3,744	\$ 3,961	\$ 4,177	\$ 4,302	\$ 4,514	\$ 4,668

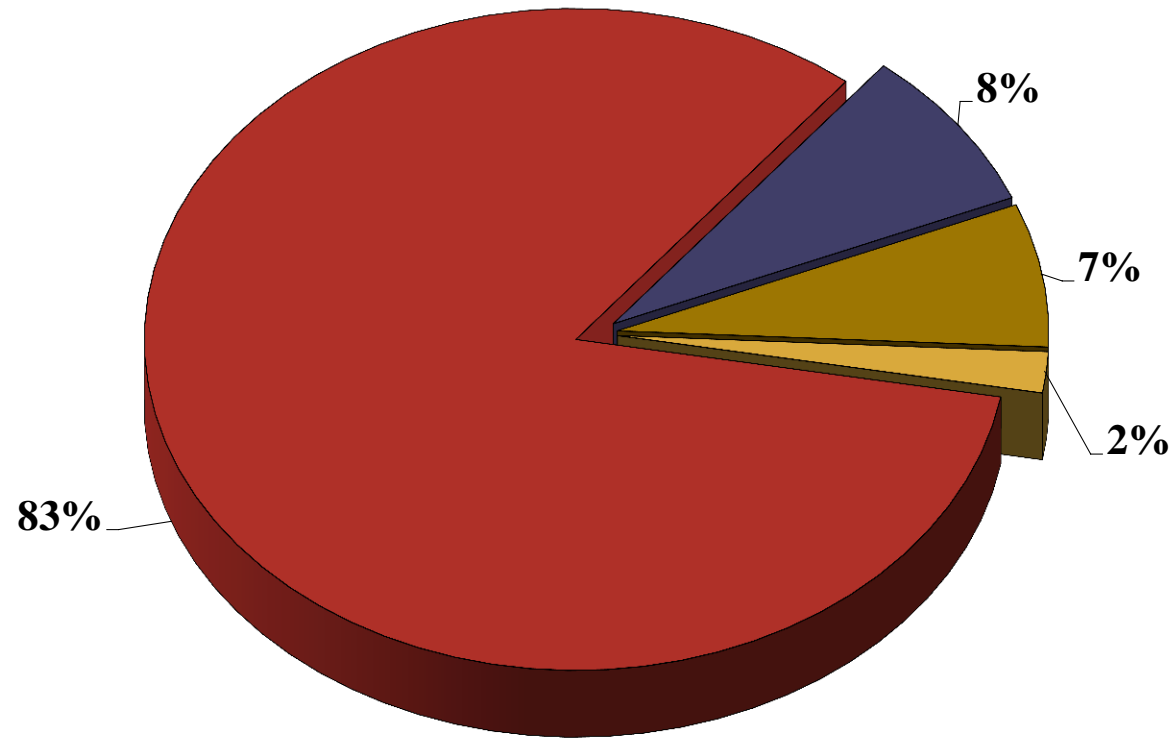
Revenue History (000's)



Revenue History (% of Budget)



Property Taxes By County 2011/12



■ Deschutes ■ Crook ■ Jefferson ■ Klamath, Lake & Wasco

Fund Attributes

- The College has ten primary fund types
- Each fund has a specific purpose & activity as defined by local budget law
- General Fund: Primary objective is the **precision of revenue and expense forecasting** as a means of developing the operating budget
- Non-General Fund: Primary budget objective is to ensure adequate **appropriation authority** and **compliance** to the funds specific restrictions and operating parameters

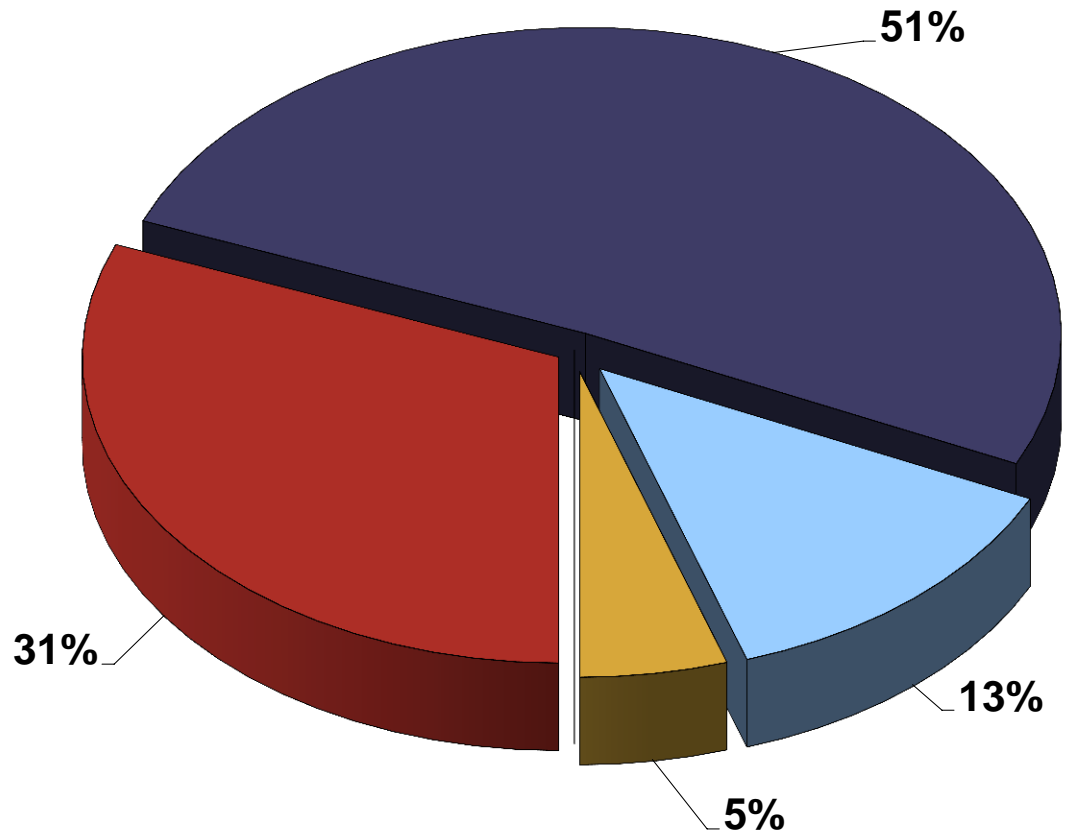
Primary Fund Types

- General Fund
- Debt Service Fund
- Special Revenue Fund
- Capital Project Fund
- Enterprise Fund
- Internal Service Fund
- Auxiliary Fund
- Reserve Fund
- Financial Aid Fund
- Trust & Agency Fund

General Fund Definition

- The General Fund is the College's primary operating fund. It accounts for all the financial operations of the College except those required to be accounted for in another fund.

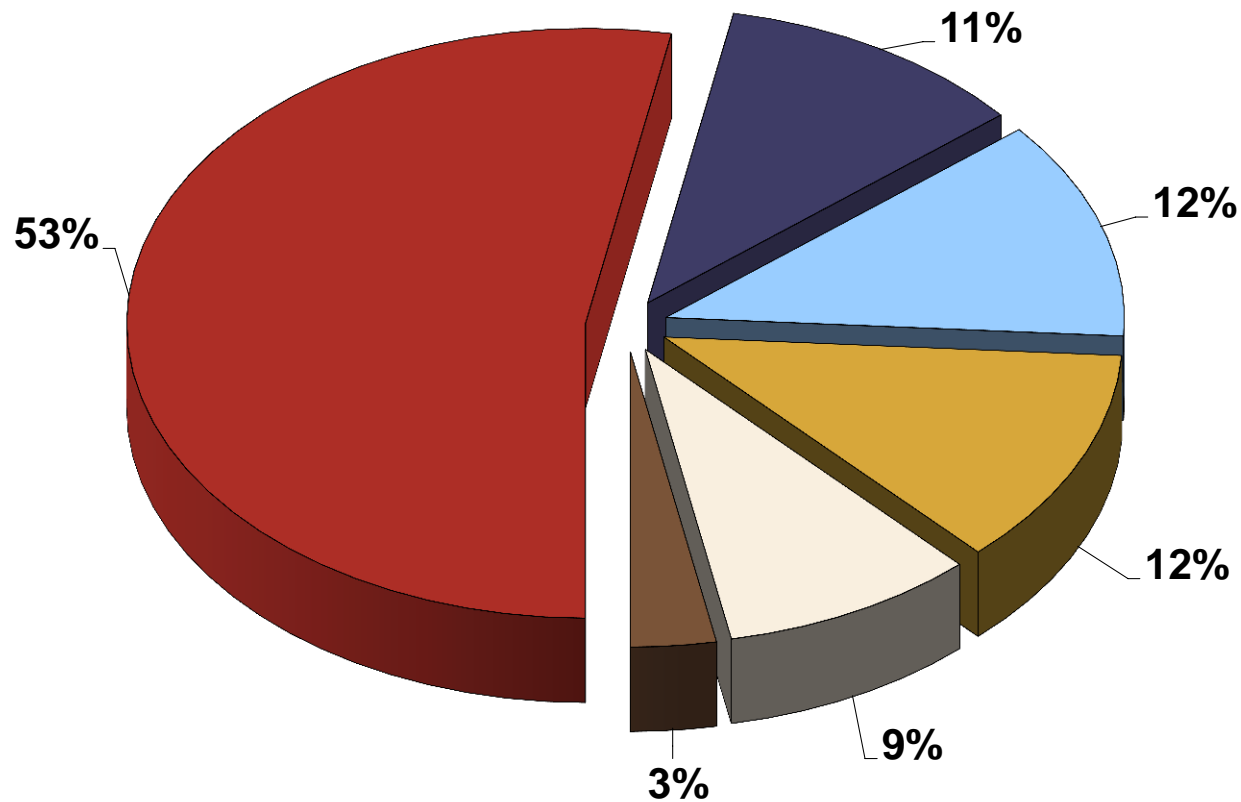
Revenue by Type - 2012/13



■ Property Taxes
■ State Aid

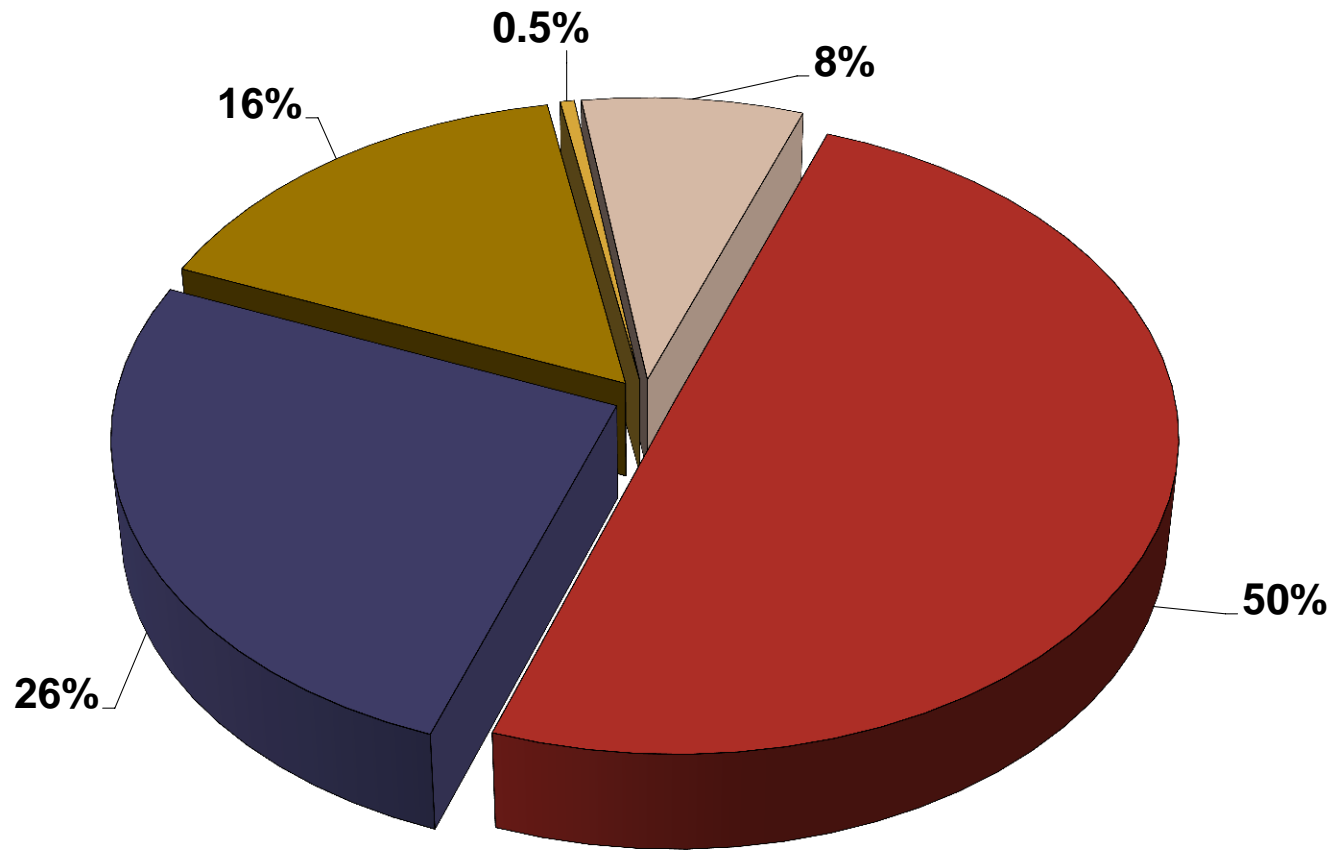
■ Tuition & Fees
■ Transfers-In & Miscellaneous

Expenditures by Function - 2012/13



- Instruction/Instructional Support
- Student Services
- College Support Services
- Plant Operations
- Information Technology
- Misc.

Expenditures by Category- 2012/13



■ Salaries ■ Payroll Assessments ■ Materials & Services
■ Capital Outlay ■ Transfers-out

General Fund Summary

General Fund Budget: (Expenditures by Function)	Adopted	Proposed	\$ Change	% Change
	FY 2011/12	FY 2012/13		
Instructional Summary	\$ 17,887,369	\$ 18,407,509	\$ 520,140	2.9%
Instructional Support Summary	2,964,104	3,214,473	250,369	8.4%
Student Services Summary	4,003,863	4,253,439	249,576	6.2%
College Support Services Summary	4,891,263	5,064,003	172,740	3.5%
Plant Operations & Maintenance Summary	4,347,803	5,026,711	678,908	15.6%
Information Technology Services Summary	3,301,041	3,706,863	405,822	12.3%
Miscellaneous Activity Summary	1,016,074	1,033,004	16,930	1.7%
Subtotal General Fund Summary	<u>\$ 38,411,517</u>	<u>\$ 40,706,002</u>	<u>\$ 2,294,485</u>	<u>6.0%</u>

General Fund Budget: (Expenditures by Category)	Adopted	Proposed	\$ Change	% Change
	FY 2011/12	FY 2012/13		
Salaries	\$ 19,057,754	\$ 20,181,506	\$ 1,123,752	5.9%
Payroll Assessments	9,905,287	10,710,557	805,270	8.1%
Materials & Services	5,828,867	6,414,091	585,224	10.0%
Capital Outlay	496,210	150,000	(346,210)	-69.8%
Transfers-out	3,123,399	3,249,848	126,449	4.0%
	<u>\$ 38,411,517</u>	<u>\$ 40,706,002</u>	<u>\$ 2,294,485</u>	<u>6.0%</u>

General Fund - Resources

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
RESOURCES						
Property Taxes						
Current Year	\$ 11,838,329	\$ 11,694,978	\$ 10,924,000	\$ 11,246,000		
Prior Year	804,816	765,143	939,000	873,000		
Tuition and Fees	14,319,890	16,527,767	18,323,000	19,823,000		
State and Federal Sources						
State Aid for Operations	4,203,862	4,495,668	5,610,000	5,001,000		
Federal Grants		16,359		86,000		
Other Sources						
Interest Income	3,542	2,782	8,000	3,000		
Miscellaneous Income	38,336	47,158		46,000		
Transfers from Other Funds						
Interfund Transfers- In			856,000	1,720,000		
Total	\$ 31,208,775	\$ 33,549,855	\$ 36,660,000	\$ 38,798,000	\$ -	\$ -
Beginning Fund Balance	\$ 4,352,578	\$ 4,949,258	\$ 4,700,000	\$ 4,900,000		
TOTAL RESOURCES	\$ 35,561,353	\$ 38,499,113	\$ 41,360,000	\$ 43,698,000	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Instruction						
Humanities Office	\$ 66,055	\$ 50,618	\$ 60,594	\$ 63,620		
Writing/Literature	1,393,528	1,429,918	1,704,239	1,769,401		
Foreign Languages	340,390	361,043	317,107	344,621		
Speech	351,633	293,704	418,877	433,199		
Social Science Office	68,581	58,103	66,548	68,722		
Music	263,932	272,824	285,134	316,749		
Art	396,219	467,116	396,002	508,907		
Theatre Arts	41,824	43,365	47,528	49,027		
Fine Arts and Communication Office	67,341	66,076	75,376	78,489		
Business Administration	537,475	540,744	595,884	619,549		
Culinary Program	193,841	278,894	35,000			
Grandview Office	45,374	49,350	53,579	56,078		
Hospitality, Tourism, & Recreation	6,343	7,610	5,706	5,845		
Journalism	6,664	7,261	7,983	8,187		
Philosophy	6,350	5,720	9,888	12,591		
Addiction Studies	83,345	86,082	106,353	115,506		
Anthropology	99,430	121,883	143,533	135,803		
Criminal Justice	118,329	117,368	124,832	109,117		
Economics	110,203	111,945	123,393	124,951		
Education	119,084	120,494	128,786	139,465		
Geography	131,479	78,440	119,506	122,002		
History	249,029	254,147	227,072	221,413		
Human Development	60,030	123,886	155,620	191,001		
Political Science	13,846	13,459	10,341	9,124		
Psychology	270,728	297,594	392,677	420,640		
Sociology	198,520	228,083	256,851	189,855		
Oregon Leadership Institute	42,049	46,470	61,126	65,341		
Adult Basic Education	947,465	573,101	590,294	570,294		
Regional Svcs. & R.C. Operations	783,451	958,904	694,477	670,822		
Regional Svcs. & M.C. Operations		1,076	145,476	153,430		
Regional Svcs. & P.C. Operations		16,624	81,004	86,542		
Engineering & Engr. Tech.	10,375	3,300	6,283	5,631		

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Ochoco Office	\$ 66,333	\$ 68,488	\$ 73,753	\$ 78,271		
Mathematics	1,170,894	1,478,275	1,651,490	1,707,197		
Biological Science	719,876	823,288	903,274	1,018,993		
Chemistry	245,354	290,054	322,343	389,025		
Physics	158,489	171,260	195,119	233,161		
Geology	105,653	106,005	115,702	120,489		
Nursing	656,278	802,829	936,537	943,694		
Health & Human Performance Office	100,548	102,452	138,012	152,530		
Health & Human Performance	680,648	716,458	879,074	847,730		
Math Office	51,567	53,850	57,184	62,024		
Allied Health	15,910	19,440	73,927	106,021		
Computer and Information Systems	800,419	896,182	1,028,286	1,029,171		
Licensed Massage Therapy	232,641	240,925	214,946	222,004		
Emergency Medical Services	322,750	341,083	418,876	426,377		
Dental Assisting	196,671	199,670	221,407	228,722		
Medical Assisting	70,663	70,005	106,512	119,962		
Dietary Management	23,779	26,974	34,124	12,744		
Allied Health Office	46,116	49,711	53,241	13,776		
Pharmacy Technician	40,651	33,441	62,453	29,856		
Veterinary Technician Program				91,564		
CIS Office			57,146	59,923		
Nursing Office	44,139	47,643	51,992	56,174		
HHP: Exercise Science	861					
HHP: Health Classes	21,499		51,850	53,405		
HHP: Recreation (O.R.L.T.)	151,727	183,013	185,804	170,324		
Ponderosa Office	52,176	56,054	58,190	62,895		
Forestry Technology	317,934	400,034	457,217	428,932		
Automotive	299,798	326,818	346,445	356,797		
Office Administration	41		3,315	3,398		
Health Information Technology	180,984	226,625	278,797	343,759		
Manufacturing Processes	223,479	291,330	369,111	350,621		
Apprenticeship	25,124	11,368	19,832	20,410		
Wildland Fire Management	56,452	56,828	64,514	71,949		

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Structural Fire Science	\$ 70,425	\$ 77,162	\$ 81,503	\$ 102,021		
Geographical Information Systems	120,048	124,920	144,267	148,496		
Aviation Program	107,222	173,997	209,501	225,691		
Composites Program	13,928			1,200		
Regional Credit Instruction-Madras			57,456	61,054		
Regional Credit Instruction-Prineville			57,456	49,175		
Regional Credit Instruction-Redmond	219,078	360,105	389,023	283,442		
Library Skills	61,818	72,799	70,621	58,610		
Total Instruction	\$ 14,694,886	\$ 15,984,288	\$ 17,887,369	\$ 18,407,509	\$ -	\$ -
Instructional Support						
Office of VP of Instruction	\$ 815,304	831,216	\$ 758,397	\$ 853,635		
Library	829,752	882,576	1,062,563	1,087,084		
Catalog and Class Schedule	9,353	32,499	28,618	28,618		
Commencement & Convocation	20,263	30,087	21,801	21,840		
Tutoring and Testing	321,052	381,862	448,135	473,052		
Plan/Eval/Accreditation	5,000	5,000	5,000	5,000		
Academic Computing Support	108,743	170,395	187,686	203,922		
Instructional Deans	299,608	360,780	451,904	541,322		
Total Instructional Support	\$ 2,409,075	\$ 2,694,415	\$ 2,964,104	\$ 3,214,473	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Student Services						
Admissions	\$ 286,114	\$ 265,663	\$ 307,049	\$ 320,705		
Counseling Center	47,796	70,170	68,513	69,862		
Student Life	149,392	256,942	295,129	304,299		
Financial Aid	520,015	514,997	633,139	664,322		
Career Services and Job Placement	60,041	98,799	106,146	111,174		
Student Outreach & Contact	225,686	159,551	192,656	195,547		
Registrar	446,858	486,927	584,463	682,539		
Multicultural Activities	48,957	103,163	140,595	149,319		
Intramurals	82,496	112,546				
Club Sports	82,658	83,730	218,375	217,185		
Enrollment Cashiering	57,162	58,626	65,960	68,864		
Disability Services	166,530	176,492	214,445	224,023		
Office Dean of Student & Enrollment Svcs	184,784	487,751	466,390	524,316		
Advising				625,425		
Placement Testing	453,903	470,250	711,003	95,859		
Total Student Services	\$ 2,812,392	\$ 3,345,607	\$ 4,003,863	\$ 4,253,439	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
College Support Services						
Governing Board	\$ 60,800	\$ 69,078	\$ 86,531	\$ 88,274		
President's Office	303,664	308,734	324,338	336,233		
Fiscal Services	501,206	529,192	576,236	607,116		
Campus Safety and Security	337,596	434,408	521,429	557,138		
Human Resources	344,687	375,921	427,512	477,803		
Mail Services	206,709	197,515	253,926	251,956		
College Relations	457,044	486,141	577,521	632,313		
Chief Financial Officer	348,225	358,186	392,458	408,910		
Legal, Audit and Professional Svcs	77,014	85,271	89,600	85,000		
Elections	108,273	15,679	18,600	18,600		
General Institutional Support	602,211	733,012	855,283	715,406		
Liability and Other Insurance	80,992	173,618	216,855	222,000		
Institutional Effectiveness	150,935	141,227	200,307	295,599		
Vice President for Administration	297,649	326,618	346,354	362,342		
Organizational Development	4,529	3,110	4,313	5,313		
Total College Support Services	\$ 3,881,534	\$ 4,237,710	\$ 4,891,263	\$ 5,064,003	\$ -	\$ -
Campus Services						
Custodial Services	\$ 867,907	\$ 877,879	\$ 1,011,127	\$ 1,170,336		
Utilities	624,485	721,695	844,215	1,093,007		
Fire & Boiler Insurance	87,526	78,320	102,900	109,125		
Maintenance of Grounds	154,462	256,039	294,885	312,238		
Maintenance of Buildings	467,283	584,073	661,811	743,585		
Plant Additions	1,173,685	755,606	743,767	775,305		
Plant Administration	189,248	191,789	198,573	284,585		
Madras Campus Infrastructure			35,000	388,049		
Redmond Campus Infrastructure	187,030	337,135	364,508	103,381		
Campus Shuttle	69,822	66,199	78,917	35,000		
Prineville Campus Infrastructure			12,100	12,100		
Total Campus Services	\$ 3,821,448	\$ 3,868,735	\$ 4,347,803	\$ 5,026,711	\$ -	\$ -

General Fund - Expenditures by Function

	Fiscal Year 2009-10 ACTUAL Amounts	Fiscal Year 2010-11 ACTUAL Amounts	Fiscal Year 2011-12 CURRENT Budget	Fiscal Year 2012-13 PROPOSED Budget	Fiscal Year 2012-13 APPROVED Budget	Fiscal Year 2012-13 ADOPTED Budget
Information Technology						
Information Technology Services	\$ 750,334	\$ 1,076,380	\$ 1,354,829	\$ 1,529,964		
Management Information Systems	376,205	529,979	590,304	685,548		
User Services	541,510	518,645	576,226	607,634		
Enterprise Computing Services	181,525	177,818	192,520	211,523		
Network/Telecom & Media Services	383,712	402,455	499,279	580,478		
Web Development		1,345	87,883	91,716		
Total Information Technology	\$ 2,233,286	\$ 2,706,622	\$ 3,301,041	\$ 3,706,863	\$ -	\$ -
Financial Aid						
Financial Aid Transactions	\$ 209,475	\$ 209,885	\$ 216,074	\$ 233,004		
Total Financial Aid	\$ 209,475	\$ 209,885	\$ 216,074	\$ 233,004	\$ -	\$ -
Contingency						
Contingency	\$ 550,000		\$ 800,000	\$ 800,000		
Total Contingency	\$ 550,000	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -
Requirements	\$ 30,612,096	\$ 33,047,262	\$ 38,411,517	\$ 40,706,002	\$ -	\$ -
Ending Fund Balance	\$ 4,949,257	\$ 5,451,851	\$ 2,948,483	\$ 2,991,998		
Total Requirements	\$ 35,561,353	\$ 38,499,113	\$ 41,360,000	\$ 43,698,000	\$ -	\$ -

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
Instruction							
Humanities Office	1.0	\$ 57,866	\$ 5,754				\$ 63,620
Writing/Literature	16.0	1,746,890	22,511				1,769,401
Foreign Languages	3.0	336,624	7,997				344,621
Speech	4.1	429,169	4,030				433,199
Social Science Office	1.0	62,382	6,340				68,722
Music	2.0	293,181	23,568				316,749
Art	3.0	481,316	27,591				508,907
Theatre Arts	0.4	48,290	737				49,027
Fine Arts and Communication Office	1.0	71,248	7,241				78,489
Business Administration	5.5	601,501	18,048				619,549
Grandview Office	1.0	54,126	1,952				56,078
Hospitality, Tourism, & Recreation		4,761	1,084				5,845
Journalism		7,008	1,179				8,187
Philosophy		12,063	528				12,591
Addiction Studies	1.5	113,010	2,496				115,506
Anthropology	1.5	134,413	1,390				135,803
Criminal Justice	1.0	107,226	1,891				109,117
Economics	1.0	123,269	1,682				124,951
Education	1.5	136,659	2,806				139,465
Geography	1.5	120,010	1,992				122,002
History	2.0	219,279	2,134				221,413
Human Development	1.5	184,295	6,706				191,001
Political Science	-	8,424	700				9,124
Psychology	4.0	411,712	8,928				420,640
Sociology	2.0	188,057	1,798				189,855
Oregon Leadership Institute	0.5	50,672	14,669				65,341
Adult Basic Education					570,294		570,294
Regional Svcs. & R.C. Operations	3.5	286,463	19,152		365,207		670,822
Regional Svcs. & M.C. Operations	2.0	145,430	8,000				153,430
Regional Svcs. & P.C. Operations	1.0	81,242	5,300				86,542
Engineering & Engr. Tech.		3,273	2,358				5,631
Ochoco Office	1.0	65,005	13,266				78,271

Exhibit: 6 a
 Budget Committee Meeting
 March 14, 2012

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
Mathematics	15.0	\$ 1,682,364	\$ 24,833				\$ 1,707,197
Biological Science	10.6	961,566	57,427				1,018,993
Chemistry	4.8	377,923	11,102				389,025
Physics	1.7	224,820	8,341				233,161
Geology	1.0	113,901	6,588				120,489
Nursing	11.0	894,644	49,050				943,694
Health & Human Performance Office	1.7	144,491	8,039				152,530
Health & Human Performance	8.0	789,372	58,358				847,730
Math Office	1.0	60,997	1,027				62,024
Allied Health	0.9	102,443	3,578				106,021
Computer and Information Systems	9.5	987,749	41,422				1,029,171
Licensed Massage Therapy	1.8	207,931	14,073				222,004
Emergency Medical Services	2.5	301,437	124,940				426,377
Dental Assisting	2.0	213,638	15,084				228,722
Medical Assisting	1.0	106,129	13,833				119,962
Dietary Management	0.3	11,664	1,080				12,744
Allied Health Office		9,720	4,056				13,776
Pharmacy Technician		17,611	12,245				29,856
Veterinary Technician Program	1.0	84,832	6,732				91,564
CIS Office	1.0	59,423	500				59,923
Nursing Office	1.0	54,543	1,631				56,174
HHP: Health Classes		53,405					53,405
HHP: Recreation (O.R.L.T.)	2.0	166,215	4,109				170,324
Ponderosa Office	1.0	58,844	4,051				62,895
Forestry Technology	3.4	379,866	49,066				428,932
Automotive	2.8	337,295	19,502				356,797
Office Administration		2,847	551				3,398
Health Information Technology	4.0	326,637	17,122				343,759
Manufacturing Processes	3.0	303,357	47,264				350,621
Apprenticeship		19,845	565				20,410
Wildland Fire Management	0.6	57,659	14,290				71,949
Structural Fire Science	0.5	82,409	19,612				102,021
Geographical Information Systems	1.0	139,398	9,098				148,496

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
Aviation Program	2.0	\$ 216,652	\$ 9,039				\$ 225,691
Military Science		-	1,200				1,200
Regional Credit Instruction-Madras		58,654	2,400				61,054
Regional Credit Instruction-Prineville		46,775	2,400				49,175
Regional Credit Instruction-Redmond	0.5	269,156	14,286				283,442
Library Skills	0.5	57,818	792				58,610
Total Instruction	160.4	\$ 16,568,894	\$ 903,114	\$ -	\$ 935,501	\$ -	\$ 18,407,509
Instructional Support							
Office of VP of Instruction	2.0	\$ 631,794	\$ 24,841		\$ 197,000		\$ 853,635
Library	9.0	858,068	129,016	100,000			1,087,084
Catalog and Class Schedule		-	28,618				28,618
Commencement & Convocation		1,331	20,509				21,840
Tutoring and Testing	3.3	467,676	5,376				473,052
Plan/Eval/Accreditation		-			5,000		5,000
Academic Computing Support	1.9	156,718	47,204				203,922
Instructional Deans	5.0	516,965	24,357				541,322
Total Instructional Support	21.2	\$ 2,632,552	\$ 279,921	\$ 100,000	\$ 202,000	\$ -	\$ 3,214,473

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
Student Services							
Admissions	4.0	\$ 297,140	\$ 23,565				\$ 320,705
Counseling Center		-	69,862				69,862
Student Life	3.0	248,269	52,280		3,750		304,299
Financial Aid	8.3	635,383	28,939				664,322
Career Services and Job Placement	1.5	99,248	11,926				111,174
Student Outreach & Contact	1.0	74,503	121,044				195,547
Registrar	10.5	644,247	38,292				682,539
Multicultural Activities	1.6	111,073	38,246				149,319
Club Sports	1.5	130,040	87,145				217,185
Enrollment Cashiering	1.0	64,946	3,918				68,864
Disability Services	2.8	205,646	18,377				224,023
Office Dean of Student & Enroll Svc	5.2	494,333	29,983				524,316
Advising	7.5	588,790	36,635				625,425
Placement Testing	0.8	60,759	35,100				95,859
Total Student Services	48.5	\$ 3,654,377	\$ 595,312	\$ -	\$ 3,750	\$ -	\$ 4,253,439

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
College Support Services							
Governing Board	0.5	\$ 39,840	\$ 48,434				\$ 88,274
President's Office	1.5	311,658	24,575				336,233
Fiscal Services	6.5	589,554	17,562				607,116
Campus Safety and Security	6.8	407,643	149,495				557,138
Human Resources	4.5	371,658	106,145				477,803
Mail Services	1.3	68,456	183,500				251,956
College Relations	6.5	508,111	124,202				632,313
Chief Financial Officer	3.8	388,136	20,774				408,910
Legal, Audit and Professional Svcs		-	85,000				85,000
Elections		-	18,600				18,600
General Institutional Support		241,406	173,000	50,000	251,000		715,406
Liability and Other Insurance		-	72,000		150,000		222,000
Institutional Effectiveness	3.0	259,720	35,879				295,599
Vice President for Administration	2.0	264,246	43,596		54,500		362,342
Organizational Development		-	5,313				5,313
Total College Support Services	36.3	\$ 3,450,428	\$ 1,108,075	\$ 50,000	\$ 455,500	\$ -	\$ 5,064,003
Campus Services							
Custodial Services	19.5	\$ 1,081,979	\$ 88,357				\$ 1,170,336
Utilities			1,028,007		65,000		1,093,007
Fire & Boiler Insurance			109,125				109,125
Maintenance of Grounds	3.0	192,576	119,662				312,238
Maintenance of Buildings	7.0	494,765	248,820				743,585
Plant Additions					775,305		775,305
Plant Administration	3.0	259,968	24,617				284,585
Redmond Campus Infrastructure	3.3	189,916	118,838		79,295		388,049
Campus Shuttle	2.3	89,186	14,195				103,381
Madras Campus Infrastructure			35,000				35,000
Prineville Campus Infrastructure			12,100				12,100
Total Campus Services	38.0	\$ 2,308,390	\$ 1,798,721	\$ -	\$ 919,600	\$ -	\$ 5,026,711

Exhibit: 6 a
 Budget Committee Meeting
 March 14, 2012

General Fund - Expenditures by Category

	FTE	Personnel Services	Materials & Services	Capital Outlay	Interfund Transfers-Out	Contingency	Fiscal Year 2012-2013 PROPOSED Budget
Information Technology							
Information Technology Services	4.0	\$ 396,098	\$ 620,476		\$ 513,390		\$ 1,529,964
Management Information Systems	6.7	651,561	33,987				685,548
User Services	6.0	541,605	66,029				607,634
Enterprise Computing Services	2.0	196,298	15,225				211,523
Network/Telecom & Media Services	5.0	403,144	177,334				580,478
Web Development	1.0	88,716	3,000				91,716
Total Information Technology	24.7	\$ 2,277,422	\$ 916,051	\$ -	\$ 513,390	\$ -	\$ 3,706,863
Financial Aid							
Financial Aid Transactions			\$ 12,897		\$ 220,107		\$ 233,004
Total Financial Aid	-	\$ -	\$ 12,897	\$ -	\$ 220,107	\$ -	\$ 233,004
Contingency							
Contingency						\$ 800,000	\$ 800,000
Total Contingency	-	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
Total General Fund Expenses	329.0	\$ 30,892,063	\$ 5,614,091	\$ 150,000	\$ 3,249,848	\$ 800,000	\$ 40,706,002

Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
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General Fund Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	1,781,829	1,992,454	2,042,551	2,115,396	0	0
51101 Other Taxable Compensation	24,749	29,720	22,900	23,620	0	0
51102 Taxable Mileage Allowance	0	13,541	23,500	35,399	0	0
51200 Administrative Salaries P/T	0	32,183	32,827	34,142	0	0
51300 Faculty Salaries F/T	5,805,058	6,230,321	6,509,647	6,872,269	0	0
51400 Faculty Salaries P/T	1,677,863	1,889,782	2,361,609	2,494,757	0	0
51410 Adjunct Faculty	795,259	938,966	1,144,089	990,490	0	0
51500 Classified Salaries F/T	2,528,631	2,632,002	3,006,883	3,161,325	0	0
51600 Classified Salaries P/T	251,458	338,190	420,805	469,528	0	0
51700 Irregular Wages	719,380	758,460	941,560	997,151	0	0
51900 Prof. Non-Managerial - F/T	1,731,339	2,040,031	2,278,774	2,696,639	0	0
51910 Prof. Non-Managerial - P/T	170,564	194,602	272,609	290,790	0	0
52000 Payroll Assessments	6,544,975	7,382,720	9,905,287	10,710,557	0	0
61000 Materials and Supplies	978,202	1,074,347	1,129,219	1,195,813	0	0
62000 Outside and Contract Services	1,647,676	1,866,495	2,907,484	3,098,290	0	0
63000 Utilities	763,370	790,347	1,000,199	1,251,201	0	0
64100 Administrative Travel	91,809	113,120	165,426	191,267	0	0
64200 Professional Travel/Develop.	75,933	101,763	181,003	202,777	0	0
64300 Student Field Experience	51,049	52,457	112,532	115,047	0	0
65000 Repair and Replacement	40,120	84,713	105,646	120,037	0	0
66000 Insurance Expense	156,667	141,385	215,404	226,762	0	0
69000 Financial Aid	14,475	8,885	11,954	12,897	0	0
71000 Purchased Capital	293,632	456,272	392,518	50,000	0	0
72000 Construction	70	0	0	0	0	0
74000 Library Capital	83,208	103,944	103,692	100,000	0	0
82000 Transfers Out	4,384,788	3,780,571	3,123,399	3,249,848	0	0
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	30,612,096	33,047,262	38,411,517	40,706,002	0	0
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Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
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Instructional Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	153,486	238,309	216,646	146,273	0	0
51102 Taxable Mileage Allowance	0	13,541	23,500	35,399	0	0
51300 Faculty Salaries F/T	5,701,619	6,120,838	6,396,879	6,756,380	0	0
51400 Faculty Salaries P/T	1,559,917	1,821,638	2,038,166	2,154,504	0	0
51410 Adjunct Faculty	782,027	930,004	1,131,773	924,643	0	0
51500 Classified Salaries F/T	487,773	495,265	592,787	553,370	0	0
51600 Classified Salaries P/T	31,560	51,213	52,448	93,706	0	0
51700 Irregular Wages	259,970	267,408	354,308	375,283	0	0
51900 Prof. Non-Managerial - F/T	80,447	100,577	37,990	141,062	0	0
51910 Prof. Non-Managerial - P/T	42,491	51,923	52,061	55,948	0	0
52000 Payroll Assessments	3,402,303	3,893,230	5,089,190	5,332,326	0	0
61000 Materials and Supplies	396,887	441,878	433,343	446,220	0	0
62000 Outside and Contract Services	176,855	176,917	226,710	238,490	0	0
64100 Administrative Travel	24,324	26,480	56,243	67,884	0	0
64200 Professional Travel/Develop.	33,692	31,845	60,953	64,330	0	0
64300 Student Field Experience	38,591	40,537	56,482	58,997	0	0
66000 Insurance Expense	3,607	2,520	27,389	27,193	0	0
71000 Purchased Capital	3,543	0	0	0	0	0
82000 Transfers Out	1,515,798	1,280,167	1,040,501	935,501	0	0
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	14,694,886	15,984,288	17,887,369	18,407,509	0	0
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Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
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Instructional Support Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	382,576	416,154	447,996	463,584	0	0
51101 Other Taxable Compensation	2,000	2,720	2,000	2,000	0	0
51300 Faculty Salaries F/T	103,439	109,483	112,768	115,889	0	0
51400 Faculty Salaries P/T	81,398	41,204	293,289	309,194	0	0
51410 Adjunct Faculty	13,232	8,962	12,316	65,847	0	0
51500 Classified Salaries F/T	176,157	190,365	242,449	224,324	0	0
51600 Classified Salaries P/T	34,301	69,359	84,778	81,754	0	0
51700 Irregular Wages	287,271	300,970	302,378	312,849	0	0
51900 Prof. Non-Managerial - F/T	139,065	169,293	198,013	257,597	0	0
51910 Prof. Non-Managerial - P/T	0	0	0	37,697	0	0
52000 Payroll Assessments	454,815	493,057	688,504	761,817	0	0
61000 Materials and Supplies	52,847	76,273	61,464	63,381	0	0
62000 Outside and Contract Services	137,767	181,081	187,663	187,663	0	0
64100 Administrative Travel	7,769	8,462	9,193	13,193	0	0
64200 Professional Travel/Develop.	3,738	9,694	11,896	15,684	0	0
71000 Purchased Capital	7,494	11,395	3,705	0	0	0
74000 Library Capital	83,208	103,944	103,692	100,000	0	0
82000 Transfers Out	442,000	502,000	202,000	202,000	0	0
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	2,409,075	2,694,415	2,964,104	3,214,473	0	0
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Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
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Student Services Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	330,959	368,387	406,804	427,638	0	0
51101 Other Taxable Compensation	1,186	1,150	1,000	1,000	0	0
51200 Administrative Salaries P/T	0	32,183	32,827	34,142	0	0
51400 Faculty Salaries P/T	36,386	26,940	30,154	31,059	0	0
51500 Classified Salaries F/T	564,195	582,737	639,256	651,498	0	0
51600 Classified Salaries P/T	72,471	75,744	90,084	76,266	0	0
51700 Irregular Wages	57,408	61,869	114,721	120,663	0	0
51900 Prof. Non-Managerial - F/T	466,583	550,385	625,530	700,257	0	0
51910 Prof. Non-Managerial - P/T	86,876	111,684	180,166	197,145	0	0
52000 Payroll Assessments	795,454	884,776	1,320,060	1,414,709	0	0
61000 Materials and Supplies	124,641	132,265	122,020	104,520	0	0
62000 Outside and Contract Services	214,688	238,094	280,810	318,559	0	0
64100 Administrative Travel	28,470	37,747	50,452	58,652	0	0
64200 Professional Travel/Develop.	19,618	26,769	42,729	47,229	0	0
64300 Student Field Experience	12,458	11,787	56,050	56,050	0	0
66000 Insurance Expense	0	0	10,200	10,302	0	0
71000 Purchased Capital	0	2,409	0	0	0	0
82000 Transfers Out	1,000	200,685	1,000	3,750	0	0
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	2,812,392	3,345,607	4,003,863	4,253,439	0	0
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Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
 Time: 10:41

College Support Services Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	748,316	810,729	809,894	907,600	0	0
51101 Other Taxable Compensation	20,303	22,190	19,900	20,620	0	0
51400 Faculty Salaries P/T	162	0	0	0	0	0
51500 Classified Salaries F/T	296,051	308,249	358,737	422,357	0	0
51600 Classified Salaries P/T	78,848	97,316	118,358	106,632	0	0
51700 Irregular Wages	32,604	30,251	47,338	48,758	0	0
51900 Prof. Non-Managerial - F/T	466,162	454,934	487,352	543,891	0	0
51910 Prof. Non-Managerial - P/T	41,197	30,995	40,382	0	0	0
52000 Payroll Assessments	909,961	968,580	1,252,940	1,400,570	0	0
61000 Materials and Supplies	204,551	174,306	251,370	255,470	0	0
62000 Outside and Contract Services	640,392	624,247	737,374	703,151	0	0
64100 Administrative Travel	29,219	33,816	39,464	39,464	0	0
64200 Professional Travel/Develop.	13,316	15,073	25,312	27,421	0	0
64300 Student Field Experience	0	133	0	0	0	0
65000 Repair and Replacement	635	7,365	10,824	10,215	0	0
66000 Insurance Expense	61,428	53,730	67,205	72,354	0	0
71000 Purchased Capital	252,390	389,797	388,813	50,000	0	0
82000 Transfers Out	86,000	216,000	236,000	455,500	0	0
	-----	-----	-----	-----	-----	-----
	3,881,534	4,237,710	4,891,263	5,064,003	0	0
	=====	=====	=====	=====	=====	=====

Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
 Time: 10:41

Plant Operations & Maint. Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	84,159	74,071	75,552	78,582	0	0
51101 Other Taxable Compensation	270	1,110	0	0	0	0
51500 Classified Salaries F/T	684,064	741,924	844,806	939,168	0	0
51600 Classified Salaries P/T	34,278	44,558	75,137	111,170	0	0
51700 Irregular Wages	15,019	15,477	41,335	30,212	0	0
51900 Prof. Non-Managerial - F/T	96,767	99,491	100,604	151,931	0	0
52000 Payroll Assessments	565,330	638,305	839,034	997,327	0	0
61000 Materials and Supplies	167,461	214,261	216,064	274,064	0	0
62000 Outside and Contract Services	183,571	284,227	265,192	265,192	0	0
63000 Utilities	630,478	704,879	855,449	1,105,003	0	0
64100 Administrative Travel	231	4,135	1,910	1,910	0	0
64200 Professional Travel/Develop.	576	470	3,613	3,613	0	0
65000 Repair and Replacement	9,769	27,226	33,605	33,605	0	0
66000 Insurance Expense	90,721	84,278	109,047	115,334	0	0
72000 Construction	70	0	0	0	0	0
82000 Transfers Out	1,258,685	934,324	886,455	919,600	0	0
	3,821,448	3,868,735	4,347,803	5,026,711	0	0

Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
 Time: 10:41

Information Technology Svcs Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
51100 Administrative Salaries F/T	82,333	84,804	85,659	91,719	0	0
51101 Other Taxable Compensation	990	2,550	0	0	0	0
51500 Classified Salaries F/T	320,391	313,462	328,848	370,608	0	0
51700 Irregular Wages	67,108	82,485	81,480	109,386	0	0
51900 Prof. Non-Managerial - F/T	482,315	665,351	829,285	901,901	0	0
52000 Payroll Assessments	417,112	504,772	715,559	803,808	0	0
61000 Materials and Supplies	31,815	35,364	44,958	52,158	0	0
62000 Outside and Contract Services	294,403	361,929	409,735	585,235	0	0
63000 Utilities	132,892	85,468	144,750	146,198	0	0
64100 Administrative Travel	1,796	2,480	8,164	10,164	0	0
64200 Professional Travel/Develop.	4,993	17,912	36,500	44,500	0	0
65000 Repair and Replacement	29,716	50,122	61,217	76,217	0	0
66000 Insurance Expense	911	857	1,563	1,579	0	0
71000 Purchased Capital	30,205	52,671	0	0	0	0
82000 Transfers Out	336,305	446,395	553,323	513,390	0	0
	-----	-----	-----	-----	-----	-----
	2,233,286	2,706,622	3,301,041	3,706,863	0	0
	=====	=====	=====	=====	=====	=====

Central Oregon Community College
 2012-13 Budget

Date: 08-MAR-12
 Time: 10:41

Misc. General Fund Activity Summary

	Actual 2009-10	Actual 2010-11	Budget 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
62000 Outside and Contract Services	0	0	800,000	800,000	0	0
69000 Financial Aid	14,475	8,885	11,954	12,897	0	0
82000 Transfers Out	745,000	201,000	204,120	220,107	0	0
	759,475	209,885	1,016,074	1,033,004	0	0
	=====	=====	=====	=====	=====	=====

**Summary of General Fund Transfers
 2012/13 Budget**

Interfund Transfers-in			
Programs/Funds	2012/13 Budget	2011/12 Budget	Purpose of Transfer
Summer Term Program/Auxiliary Fund	\$950,000	\$556,000	<i>Instructional support.</i>
PERS Reserve/Reserve Fund	300,000	250,000	<i>Support for staff costs</i>
Outreach Centers/Auxiliary Fund	50,000	50,000	<i>Support for Prineville & Madras Campuses.</i>
Allied Health Lab Fees/Auxiliary Fund	7,500	0	<i>Instructional support.</i>
College Now/Auxiliary Fund	40,000	0	<i>Support for student services</i>
College Activities/Auxiliary Fund	35,000	0	<i>Support for student services</i>
Blue Sky/Auxiliary Fund	15,000	0	<i>Support for utility costs.</i>
Aviation/Auxiliary Fund	80,000	0	<i>Instructional support.</i>
Partnership Collaborations/Auxiliary Fund	150,000	0	<i>Support for facilities.</i>
Facility Fees/Auxiliary Fund	2,500	0	<i>Support for facilities.</i>
Bookstore/Enterprise Fund	50,000	0	<i>Support for facilities.</i>
BDC Program Activities/Auxiliary Fund	20,000	0	<i>Instructional support.</i>
Contracted Credit Classes/Auxiliary Fund	20,000	0	<i>Instructional support.</i>
Total General Fund Transfers-in	<u>\$1,720,000</u>	<u>\$856,000</u>	

Interfund Transfers-out			
Department/Function	2012/13 Budget	2011/12 Budget	Purpose of Transfer
Instruction	\$935,501	\$1,040,501	<i>Support for community learning and adult basic education programs, and ABE staff development.</i>
Instructional Support	202,000	202,000	<i>Faculty professional development, sabbatical, and accreditation.</i>
Student Life	3,750	1,000	<i>Student Honors and bus passes.</i>
Institutional Support	455,500	236,000	<i>Classified and administrative development, innovation and unemployment benefits.</i>
Plant Operations	919,600	886,455	<i>Debt Service payments, new construction & campus renovation, and repairs & maintenance.</i>
Information Technology Services	513,390	553,323	<i>Computer Lifecycle, IT Server, and Infrastructure.</i>
Financial Aid	220,107	204,120	<i>Financial aid match and honors scholarships.</i>
Total General Fund Transfers-out	<u>\$3,249,848</u>	<u>\$3,123,399</u>	

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS
Budget Committee Meeting**

INFORMATION ITEM

Prepared by: Jim Middleton-President

A. Issue Compliance with Achievement Compact requirements included in the recently passed SB 1581. The President will provide an overview of the current status of Achievement Compacts and facilitate Budget Committee initial discussion of content and process for COCC first submission of the compact prior to July 1, 2012.

B. Discussion/History

SB 1581 was approved by the Special 2012 Legislative Session. Specific to community colleges, SB 1581:

- Requires education entities to enter into achievement compacts with the Oregon Education Investment Board (OEIB)
- Identified specific components of the achievement compacts
- Identifies positions under the direction and control of the Chief Education Officer for matters relating to design and organization of Oregon's education system (*including the Commission for Community Colleges and Workforce Development*).

Specifically:

- 'achievement compact" means an agreement entered into between the OEIB and the governing body of an educational entity (*the board of education of the community college district*).
- Prior to the beginning of each fiscal year, the governing body of each education entity must enter into an achievement compact with the OEIB for the fiscal year.
 - Completed as part of the budgeting process (*involving the Budget Committee*) and shall submit achievement compacts to the OIEB prior to July 1 of each year.
- OEIB shall establish the terms for achievement compacts which may include:
 - Description of goals for outcomes that are consistent with educational goals and mission
 - Description of outcomes and measures of progress that will allow each educational entity to quantify:
 - Completion rates for:
 - Critical stages of learning and programs of study
 - Attainment of diplomas, certificates and degrees

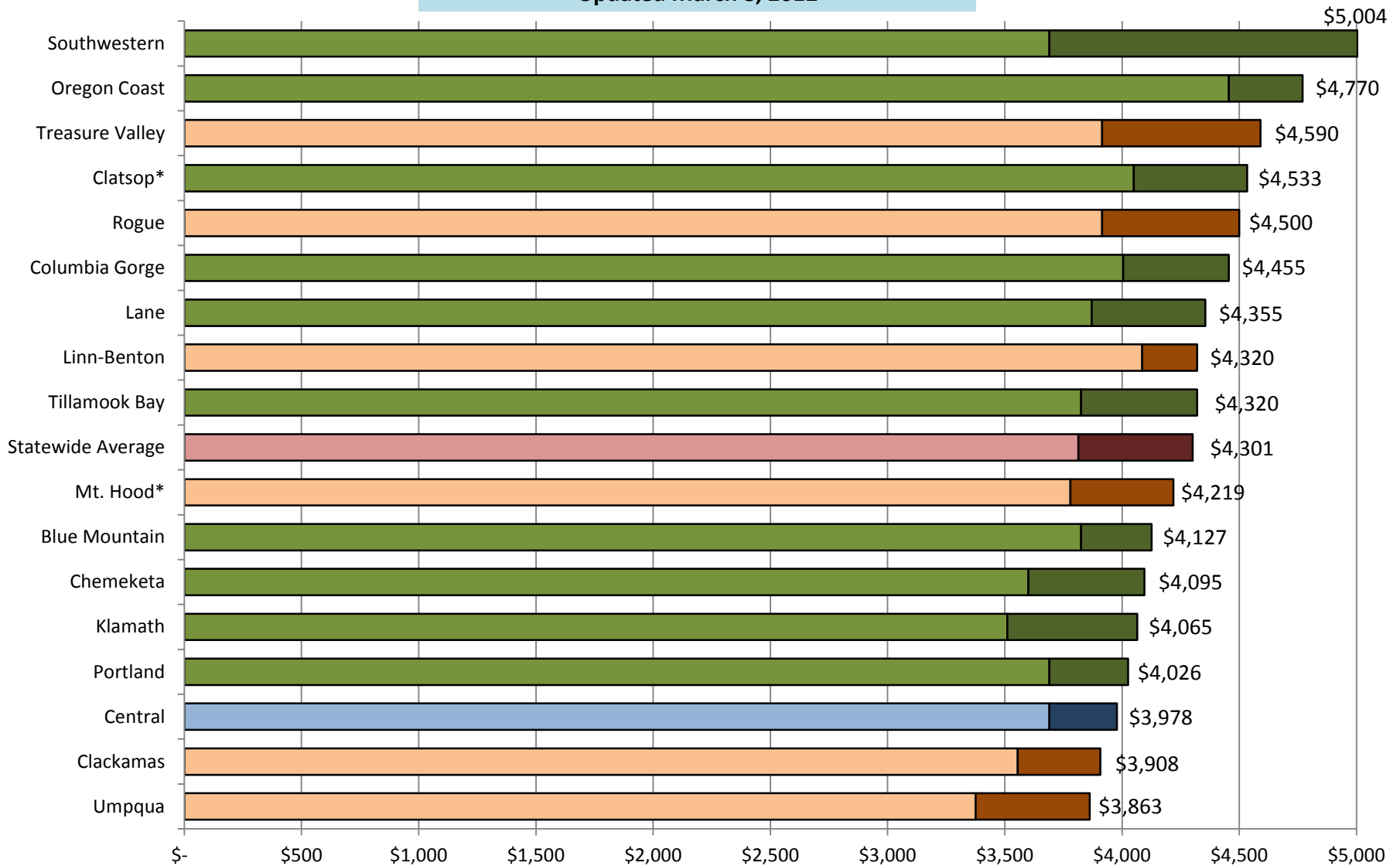
- Achieving the high school and post-secondary education goals as establish in ORS 351.009 (40/40/20) and a projection of progress needed to achieve those goals by 2025
- Validations of the quality of knowledge and skills acquired by students
- Relevance of the knowledge and skills acquired by students and the means by which those skills and knowledge will contribute to the workforce, the economy and society
- Other information suggested by the governing body and approved by the OEIB
- Terms of the achievement compact shall be limited to the enrollment of, and attainment of degrees by, Oregon residents in programs for which the state provides funding.
- The governing board shall identify target number and percentage of students for achievement of outcomes, measures of progress and goals in the compact
 - Target number and percentage of students for the aggregate of all disadvantaged subgroups
 - Target number and percentage of students must reflect the colleges goals of improving educational outcomes for disadvantaged student groups and closing any student achievement gaps
- As part of the compact process, the college governing body shall ensure open communications are provided to parents, students, teachers or faculty, employees, exclusive bargaining representatives and community representatives for the purpose of explaining and discussing the outcomes, measures of progress, goals and target specified in the compact. The open communications must be provided during each education entity's public budget process.
- The OEIB shall provide model achievement compacts to the governing body of the college
- The OEIB may adopt process for the college board to provide OEIB with a report at the end of the fiscal year which describes the achievements made during the year. Such reports must include disaggregated data for each disadvantaged student group specified by OEIB.

The Higher Education Coordinating Commission shall

- Recommend strategic investments to ensure the public education budget is integrated and is targeted to achieve the educational outcomes establish for the state.
- Provide an integrated, statewide, student-based data system

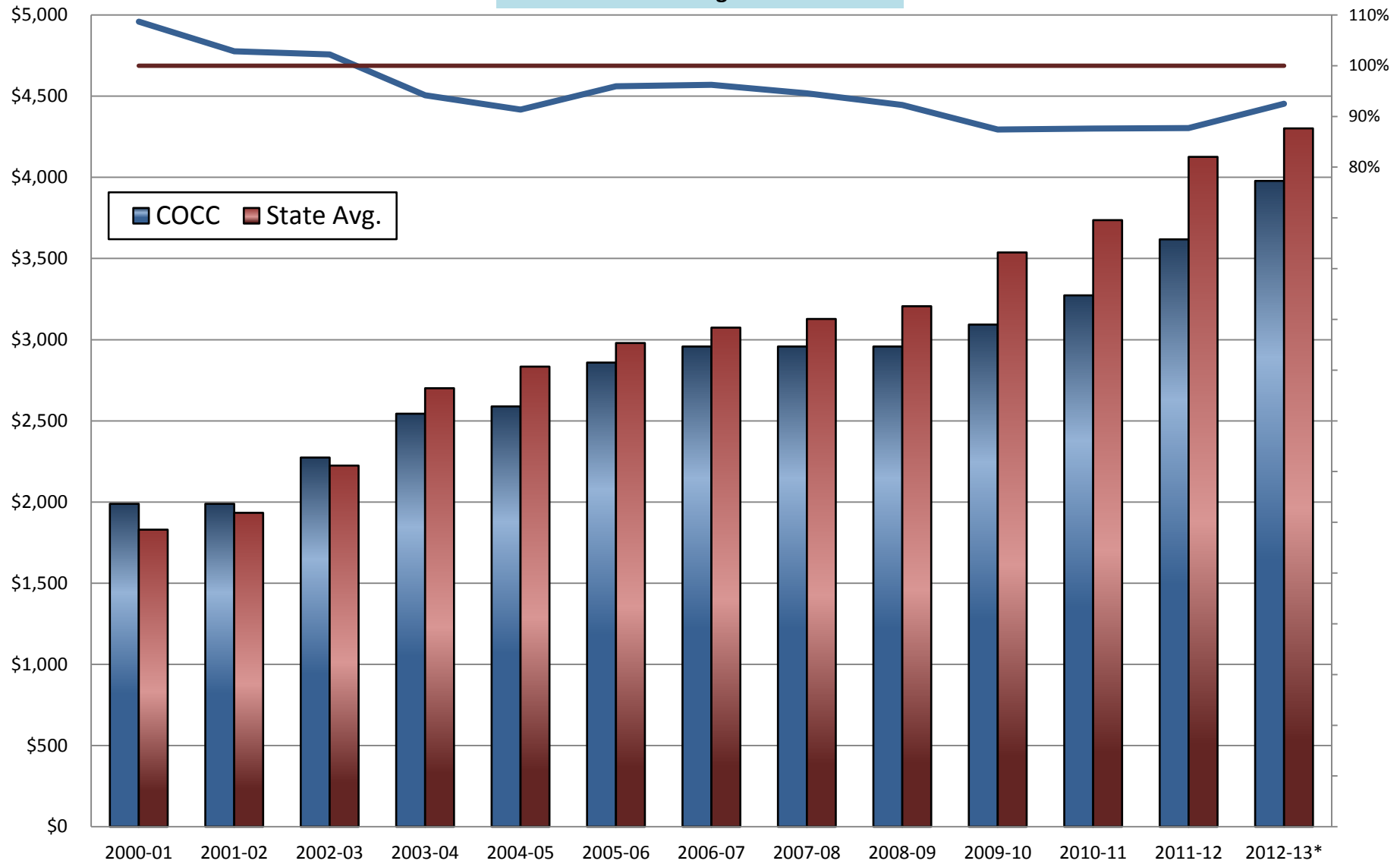
The current version of achievement compact format for community colleges under review by OEIB will be distributed.

**Oregon Community College
Projected Annual 2012-13 In-District Tuition and Fees
Updated March 8, 2012**



* No updated 2012-13 tuition and fee information available for Mt. Hood and Clatsop community colleges.

**Comparison of COCC and State Average
Total In-District Tuition and Fees
2000-01 through 2012-13**



Note: 2012-13 are projected amounts.

Central Oregon Community College 2012-13 Budget Calendar

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- JAN 3rd General Fund current service level budget roll-up.
- JAN 6th General Fund budgets distributed using established budget parameters.
- JAN 11th Financial Forecast presented to Board of Directors and Budget Committee. Discussion of 2012-13 key budget assumptions and issues.
- FEB 6th General Fund budgets due to Fiscal Services Department.
- FEB 10th Fax to the Bulletin: First Notice of Budget Committee Meeting.
- FEB 17th Publish first Notice of Budget Committee Meeting.
- FEB 20th General Fund budgets returned to Department for review.
- FEB 20th Non-General Fund budgets due to Fiscal Services Department.
- FEB 29th General Fund budget revisions due to Fiscal Services Department.
- MAR 1st Fax to the Bulletin: Second Notice of Budget Committee Meeting.
- MAR 2nd Non-General Fund budgets returned to Department for review.
- MAR 6th Publish second Notice of Budget Committee Meeting.
- MAR 9th Non-General Fund budget revisions due to Fiscal Services Department.
- MAR 14th **Budget Committee Meeting** . Updated Financial Forecast presentation with initial budget message and discussion.
- MAR 14th Budget Committee work sessions as scheduled.
- APR 10th* **Budget Committee Meeting** . Continue budget review and discussion.
- MAY 9th **Budget Committee Meeting** . Continue budget review and discussion. Consider approval of budget.
- MAY 31st Fax to the Bulletin: Notice of Budget Hearing (including summaries).
- JUN 1st Publish Notice of Budget Hearing (including summaries)
- JUN 13th **Budget Hearing** . Adopt budget, levy taxes, and make appropriations.

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

* Revised (was APR 11th)



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, March 14, 2012 – 6:00 PM
Christiansen Board Room, Boyle Education

TIME**	ITEM	ENC.*	ACTION	PRESENTER
6:00 pm	I. Call to Order			Ford
6:00 pm	II. Introduction of Guests			Ford
6:05 pm	III. Agenda Changes			
6:05 pm	IV. Public Hearing and Testimony			Moore ^P
	A. Student Scholars			
	B. Earth Advantage-Presentation			Fischitti ^P
6:20 pm	V. A. Re-Appointment- Budget Committee Members Zones 1 & 6	5.a	X	Smith ^A
6:21 pm	VI. <u>Adjourn</u> - Regular Board of Directors' Meeting			
6:22 pm	VII. <u>Convene</u> - Budget Committee Meeting			Freidman
7:30 pm	VIII. <u>Adjourn</u> - Budget Committee			
7:35 pm	IX. <u>Convene</u> - Executive Session: ORS 192.660 (2)(h) Potential Litigation			Buckles ^P
7:45 pm	<u>Adjourn</u> – Executive Session			
7:50 pm	X. <u>Re-Convene</u> – Regular Board of Directors' Meeting			
7:50 pm	XI. Consent Agenda***			
	A. Minutes			
	1. Regular Meeting-February 8, 2012	11.a1	X	Smith
	2. Spec Confer Call Mtg. – February 22, 2012	11.a2	X	
	B. Personnel			
	1. New Hire Report (February 2011)	11.b1	X	Buckles ^A
	C. Approval to Hire (Hayes)	11.c	X	Buckles ^A
	D. Faculty Promotions	11.d	X	Hilgersom ^A
	E. Tenure	11.e	X	Hilgersom ^A
	F. Sabbaticals	11.f	X	Hilgersom ^A
7:55 pm	XII. Information Items			
	A. Financial Statements	12.a		Bloyer ^A
	B. Construction Projects – Update	12.b		McCoy ^A
	C. February Special Legislative Session-Update	12.c		Middleton ^P
	D. Foundation Update			Weaver ^P
	E. Tuition & Fees	12.e		Kimball ^P
	F. Strategic Planning Process - Update			McCoy ^P
8:55 pm	XIII. Old Business			
	A. Health Careers-Purchases	13.a	X	Mosier ^P
	B. Chandler Center			
	1. Contract	13.b1	X	Mosier ^P



CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors' Meeting – MINUTES
Wednesday, February 8, 2012 – 6:00 PM
Christensen Board Room, Boyle Education Center

PRESENT: David E. Ford, Charley Miller-via Skype, John Overbay, Dr. Joyce Lynn Garrett, Donald Reeder, Anthony Dorsch, Bruce Abernethy, Ed Fitch-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant.

INTRODUCTION OF GUESTS: Karin Hilgersom, Matt McCoy, Alicia Moore, Ron Paradis, Kevin Kimball, David Dona, Sharon Bellusci, Barbara Klett, Lisa Bloyer, Shirley Metcalf, Julie Mosier, Leslie Minor, Tom Barry-FF President, Eric Buckles, Brynn Pierce, Lori Willis, Kirsteen Wolf-Editor The Broadside, Dan Cecchini, Michael Holtzclaw, Ricky Virk, Chris Rubio, Tony Russell, Evelia Sandoval, Patrick Cliff-The Bulletin and others.

AGENDA CHANGES: Deletions: Old Business: Item: B-Degree Works Implementation;
New Business: Exh. 9.b (it is combined w/Exh. 9.a).

PUBLIC HEARING AND TESTIMONY: None

CONSENT AGENDA:

Mr. Donald Reeder moved to approve the Consent Agenda. Dr. Joyce Lynn Garrett seconded. MCU. Approved. M2/12:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Regular Meeting Minutes of January 11, 2012 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the January 2012 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' do hereby approve the employment contract for Jerry Schulz-Full-time Director of Continuing Education (Exhibit: 5.c).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

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

Construction Projects – Update (Exhibit: 6.b)

Mr. Matt McCoy-Vice President for Administration gave a review of the Construction Projects.

Learning Community, COCC/OSU-Cascades (Handouts: 6.c)

Michael Holtzclaw-Instructional Dean introduced faculty members Tony Russell-Assistant Professor I of English, Ricky Virk-Associate Professor of Health and Human Performance, Chris Rubio-Assistant Professor II of Composition, Evelia Sandoval-Latino Student Program Coordinator and 4 students.

Tony Russell gave a PowerPoint presentation reviewing the two different types of the “Learning Communities” coordinated model. Tony and Ricky Virk described a “coordinated study model” (two teachers working together for one longer class with both subjects taught in union) they taught which combines HHP (Human Health & Performance) with Writing classes and also includes a college success course.

Chris Rubio and Evelia Sandoval provided information on their courses, (Writing 60 and College Success) two separate classes planned together with overlapping curriculum which were offered in Redmond - primarily (not exclusively) focused on Latino studies. Four students spoke expressing their enthusiasm with how and what they learned and the importance of the resulting relationships with fellow students and faculty members that the program fosters. On average, students performed at a “letter grade” higher compared with a “stand alone” class. Dean Holtzclaw summed up the presentation reiterating the importance of students being able to make the connections with faculty and fellow students, resulting in “deeper learning” and students being more likely to finish their education. More programs are to come in the future

President Middleton thanked Vice President-Karin Hilgersom, Instructional Dean-Michael Holtzclaw, Dean of Students-Alicia Moore and others for their hard work in making this pilot program a success.

Institutional Effectiveness-Student Success (Exhibit: 6.d)

Mr. Matt McCoy-VP for Administration introduced Ms. Brynn Pierce announcing her new position as Director of Institutional Effectiveness.

Ms. Pierce gave a PowerPoint presentation summarizing COCC’s strategies that focus on student success – she reviewed that “Student Success” is an institution’s ability to create systems that enable students to persist beyond issues and challenges to meet their educational goals.

The College continues to look for better ways to identify and track students frequently changing education goals. COCC is working to identify student groups that have lagged in the institutional persistence and achievement averages – it’s important for the college to develop a more comprehensive view of information by looking to purchase technology that improves and supports the College’s ability to efficiently gather and track the substantial amount of student information needed.

General Education Outcomes Data Exchange (GEODE)

VP Hilgersom reviewed that faculty had developed nine general education outcomes to help confirm that students were making progress in these areas. “GEODE” is an important tool used for verifying that faculty has assessed and tracked that students are meeting the nine general education outcomes - they can then share their knowledge and accomplishments by assisting students in their learning based on this analysis. She introduced Ms. Barbara Klett-Instructional Technology Coordinator who used different features of the college’s learning management system “Blackboard” to create a database that verifies such information. Using the COCC “GEODE” website Ms. Klett has developed – she gave an “online” program demonstration of “how-it-works.”

Enrollment Report – Winter Term

Ms. Alicia Moore-Dean of Student Services gave a PowerPoint presentation enrollment summary on winter term highlighting that overall – credit FTE is up almost 3% from last year; non-credit classes (which include both adult basic education and community learning) are down slightly - bringing the total enrollment increase at 2% with reimbursable FTE year-to-date up 2.4%.

Enrollment at the smaller campuses is strong:

- Redmond – 1096 credit students
- Prineville – 166 credit students
- Madras – 106 credit students.

Grad Tracks (online degree audit system)

Ms. Alicia Moore introduced Ms. Aimee Metcalf-Director of Admissions and Registrar, and Ms. Sharon Bellusci-Student Services Technology Coordinator who gave a PowerPoint presentation reviewing the online degree audit system “Grad Tracks” (previously known as DegreeWorks). Ms. Metcalf gave a “live” online demonstration of how Grad Tracks is used campus-wide to help students track their progress towards their educational goals. Ms. Metcalf reported that the Grad Tracks online program has had a tremendous impact on efficiencies for students and their advisors, assisting them in exploring degrees and certificates by showing them what courses they will need for completion. Multi-year academic plans and notes can be saved and shared as students track their progress towards meeting their goals.

OLD BUSINESS:

Accreditation Update/Review of Chapters 3 & 5 – Comments (Handout: 7.a)

Karin Hilgersom-VP for Instruction reviewed that Chapters One, Two, Three and Five have previously been distributed to the Board for review. Chapter Four will also be provided next week for Board review. She asked that any comments or suggestions for revision be submitted as soon as possible. The Board will be asked to “Accept” the document formally for submission - Chapters One through Five of the COCC Year Seven Self-Evaluation for Accreditation - at a special conference call meeting to be scheduled for February 22.

LOCAL PUBLIC CONTRACT REVIEW BOARD

Adjourn as COCC Board of Directors Meeting

Convene as Local Public Contract Review Board

Procurement Rule Changes (Exhibits: 8.b1-8.b1a&8.b1b)

Ms. Julie Mosier-Purchasing Coordinator reviewed that each time the state of Oregon’s Attorney General’s office reviews and, if appropriate, amends the CCRP model rules, it is required for each local agency that has adopted a set of CCRP model rules to review their own rules and determine if those rules are still applicable and correlate with the A/G model rules. Acceptance of the proposed changes to the COCC Rules of Procurement are intended to keep the College in agreement with the Participating Oregon Community Colleges (POCC) annual revision of the Rules of Procurement as amended by the POCC and the Oregon Revised Statutes and Oregon Administrative Rules.

Mr. Donald Reeder moved to approve the recommended changes to the Community College Rules of Procurement CCRP. Mr. Bruce Abernethy seconded. MCU. Approved. M2/12:2

Adjourn as Local Public Contract Review Board
Re-Convene as COCC Board of Directors Meeting

NEW BUSINESS:

Newberry Hall and Boyle Education Center – Remodel (Exhibit: 9.a)

Mr. Matt McCoy-VP for Administration gave a PowerPoint presentation reviewing some of the Bond funded projects. He reported that for the past two years a committee of more than 20 participants from the College has met for the purpose of examining the current challenges of the limited facilities space during the College's unprecedented growth. VP McCoy asked that the Board of Directors' authorize College staff to proceed with the remodeling of the Boyle Education Center and Newberry Hall. Staff will continue to bring updates to the Board.

Dr. Joyce Lynn Garrett moved to authorize College Staff to proceed with the Remodel of the Boyle Education Center and Newberry Hall. Mr. Bruce Abernethy seconded. MCU. Approved. M02/12:3

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

- Mr. Reeder** Real Estate Committee Meeting /attended by phone
Two Hour Tour of the new COCC Campus Construction projects
Phone Call w/President Middleton and VP McCoy re: Residence Hall
- Mr. Abernethy** Attended "College Affairs" Committee Meeting
Meeting w/Ken Mays-Professor of Automotive Technology re: Grant
Interview Process Mtg. re: Grant Culture of Oregon Community Foundation
Reviewed Accreditation Chapters 3 & 5
- Mr. Dorsch** Conversation w/Ron Munkres re: Redmond Tech Center
Conversation w/John Stark re: Redmond Tech Center
- Mr. Ford** Oregon Education Investment Board – Community Forum event
Real Estate Committee Meeting
Agenda Review Meeting w/VP's Karin Hilgersom and Matt McCoy
- Dr. Garrett** OCCA Executive Committee Meeting Phone Conference re: Legislature
Reviewed and shared Comments w/VP Hilgersom
re: Accreditation Chapters 3 & 5
Attended Central Oregon Advisory Board for the Oregon Community Foundation
and was asked to be the Presenter of a \$40K Award for technology equipment
to the COCC Crook County Open Campus.

Mr. Overbay None to Report

Mr. Miller Met w/Rod Ray and Jason Conger - re: Legislative Session
Attended CERF at the Riverhouse /COCC Table
OSU “Circle of Excellence” event re: Four Year Campus
OHEA Conference Call re: Legislative Session

PRESIDENT’S REPORT:

Oregon Education Investment Board (OEIB) Community Meeting: (Handouts: 11.a1 & 11.a1.2)
President Middleton attended the January 23 community meeting. He distributed the Executive Summary from the Governors’ office that reviews the OEIB’s initiatives as well as the Legislatures progress in addressing the challenges and opportunities that included Senate Bill 253, which established the most aggressive high school and college completion goals of any state in the country; and, Senate Bill 909, which called for the creation of a unified, student-centered system of public education from preschool through graduate school (P-20) to achieve the state’s educational outcomes.

Chief Education Officer(Handout: 11.a1.2)

He also reviewed that the OEIB is seeking a Chief Education Officer to lead the transformation of Oregon’s public education system from early childhood through high school and college in order to enable the successful participation of all Oregonians in the economic and civic life of the state.

Education Achievement Compact (Handout: 11.a2)

The current proposal before the Oregon Legislature: the State will use “Achievement Compacts” as partnership agreements between the State and its educational entities. This Compact, would represent the State’s and the educational entities - commitment to learners.

OPC-Oregon President’s Council-Legislative News

HB 4028 currently assessed in the Legislature - provides \$10M of lottery funds for community college construction.

Plaques

The College was recently awarded two plaques from the “Community College Week” magazine. The plaques recognize the 50 fastest growing community colleges in the nation.

Important Antidote

Mr. Steven Fisher graduated from COCC in 2009. He was COCC’s commencement winner of the “Avon Mayfield Faculty Forum” award, he also received the “Distinguished Student Services” award. Steven recently contacted Amy Harper-Associate Professor of Anthropology to share some of his recent successes. Mr. Fisher submitted an article that published this last fall in the October 7 National Geographic magazine. His article discussed a golden copper mine and its impact on one of the world’s largest salmon runs in Alaska. He was also accepted to UC Berkley’s graduate school of journalism.

Taste of the Town and Meal of the Year

President Middleton reminded everyone of the COCC Foundation's annual fund raising events "Taste of the Town" – Friday, March 2 and "Meal of the Year" – Saturday, March 3.

ADJOURN: 8:40 PM

APPROVED;

ATTEST TO;

Mr. David Ford-Board Chair

Dr. James E. Middleton, President



CENTRAL OREGON
community college

Exhibit: 11.a2
March 14, 2012

CENTRAL OREGON COMMUNITY COLLEGE
'SPECIAL Conference Call'
Board of Directors' Meeting
MINUTES

Wednesday, February 22, 2012 @ 5:00 PM
Christiansen Board Room,
Boyle Education Center

Call to Order

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

PRESENT – BY PHONE: David Ford, John Overbay, Don Reeder, Bruce Abernethy, Charley Miller,
Joyce Lynn Garrett, Ed Fitch-Board Attorney

ABSENT: Anthony Dorsch

INTRODUCTION OF GUESTS: Matt McCoy, Karin Hilgersom, Ron Paradis, Kevin Kimball,
Karin Hilgersom, Gene Zinkgraf, Rick Hayes, Alicia Moore

- **Acceptance of Chapters One through Five of the COCC Year Seven Self-Evaluation for Accreditation (Exhibit: 3)**

Acceptance of chapters 1, 2, 3, 4, and 5 of the COCC Self Study for Accreditation for submission to the Northwest Commission on College and Universities (NWCCU) in preparation for the May 2-4, 2012, Accreditation Site Visit.

Dr. Joyce Lynn Garrett moved to accept Chapters One through Five of the COCC Year Seven Self-Evaluation as presented for submission to the NWCCU for accreditation with the understanding that additional non-substantive format and proofreading changes may still be made. Mr. Bruce Abernethy seconded. MCU. Approved.

- **Contract for Architect – Residential Housing Building (Exhibit: 4)**

The College has aging and outdated residential life facilities that are on the periphery of the campus, far removed from core services. For over a decade, the College has considered developing student housing to replace the existing housing and to expand availability of housing to meet the demand by the unprecedented enrollment increase. In July of 2011, the COCC Board directed staff to proceed with selection of an architect for the design of student housing. A formal Request for Proposal was issued in October of 2011. The Evaluation Committee interviewed four firms – Mahlum Architects of Portland (Architect of Record) and Pinnacle Architecture of Bend (Associate Architect) were selected.

Mr. Bruce Abernethy moved to authorize President Middleton or his designee to enter into a contract for Project Architectural Services for the Residential Housing building with Mahlum. Mr. Donald Reeder seconded. MCU. Approved.

ADJOURN: 5:30 PM

APPROVED;

ATTEST TO;

Mr. David E. Ford, Board Chair

Dr. James E. Middleton, President

Exhibit: 11.b1
March 14, 2012
Approve: ___ Yes ___ No
Motion: _____

Central Oregon Community College
Board of Directors

NEW HIRE REPORT – February 2012

Name	Date Hired	Campus	Job Title
Classified Full-Time			
Simpson, Candace	2/27/2012	Bend	Office Specialist
Temporary Hourly			
Beltis, Jennifer	2/8/2012	Bend	Student Workers/ FedWS
Dura, Alisha	2/8/2012	Redmond	Psychology Tutor
Hernandez, Lyndsay	2/6/2012	Bend	Student Workers/ FedWS
Potter, Tressi	2/1/2012	Bend	Cook
Santasiero, Ellen	2/20/2012	Bend	Writing Tutor
Stang, Kevin	2/1/2012	Bend	Cook

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Eric Buckles-Director of Human Resources

A. Action Under Consideration

Approve employment contract for **TYLER HAYES**, Full-time Financial Aid Advisor.

B. Discussion/History

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

C. Options/Analysis

Approve the employment contract for TYLER HAYES.
Decline approval of the employment contract for TYLER HAYES

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 February 27, 2012 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 TYLER HAYES.

F. Budget Impact

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

G. Miscellaneous

Mr. Hayes earned his Bachelor's degree in Mathematics and recently completed a Master's degree in Higher Education Academic Advising from Kansas State University. He has worked for COCC since 2010 in the Admissions & Records department as both an Enrollment Specialist and Transcript Degree Evaluator.

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Karin Hilgersom-Vice President for Instruction

A. Action Under Consideration

Promotion of faculty.

B. Discussion/History

Promotion recommendations are made in accordance with College policies G-6-9, HR-9-1.1 and HR-9-1.3. The recommendations for Associate Professor and Professor meet the policy quota of not more than 10% of the total number of full time faculty positions.

The Promotions Committee felt, and the President concurs, that the candidates selected are all worthy and should be promoted.

C. Options/Analysis

Accept the promotion recommendations.
Decline to accept the recommendations and refer back to the committee.

D. Timing

It would be helpful to take action at this meeting so all work by the committee could be completed by the end of the term.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College promote the faculty as recommended by the Promotion Committee:

Assistant Professor I to Assistant Professor II

Eric Magidson – Computer & Information Systems

Assistant II to Associate Professor

Zelda Ziegler – Chemistry
Amy Howell – Education
Lynn Murray – Dental Assisting
Ralph Phillips – Computer & Information Systems

Associate to Professor

William Hoppe – Art
Eddie Johnson – Biology
Bret Michalski – Forest Technology
James Moodie – Biology
Sean Palagyi – Computer & Information Systems
Kiri Simning – Nursing
Ricky Virk – Health & Human Performance

F. Budget Impact

Promotions are provided for in the budget.

2012-13 PROMOTION RECOMMENDATIONS

From Assistant Professor I to Assistant Professor II:

Eric Magidson students are “impressed with his commitment to developing outstanding courses in a wide variety of networking topics. Students regularly comment that he is “available above what is expected after class hours and during open computer lab hours on Fridays” which are obviously very useful and appreciated by students. Eric excels in a variety of teaching approaches, including hybrid, online and face-to-face formats. Eric was able to complete his Masters of Business Administration during the first few years of his career here at COCC while also gaining certification in areas like Quality Matters and Cisco.

From Assistant II to Associate Professor:

Zelda Ziegler has introduced an inquiry-based model to understanding chemistry and has made substantial efforts to respond to student needs. Students appreciate the one on one contact in lab and use of real world applications in class, all of which help students succeed. Zelda excels in efforts in the areas of Service to the College and Community. Her committee work, includes the Curriculum committee, faculty position hiring, help in planning the new Science building and efforts with Bend Research Science Invention Contest, which has broad impact on youth in science throughout the region.

Amy Howell Students were effusive in praise for her passion and commitment to student learning. Her performance in primary assignment is especially notable given that she has spent countless hours building a program that has profited from her leadership while maintaining an advising load of over 100 students that truly rely on her guidance for their success. It is also apparent that collaboration is at the heart of her excellent work, as she has become a valued Early Childhood Education resource to the community. Amy also has extraordinary service to the college with respect to assessment and accreditation.

Lynn Murray earned both a Bachelor’s degree and a Master’s degree while teaching full time in the Dental Assisting program. Student comments are exceptional including “Lynn is a great instructor and very patient and well prepared.” Lynn’s service to the community is extensive. Most notable is assisting in bringing the Volunteers in Medicine Dental Clinic to the COCC campus as well as working with Medical Teams International and Project Homeless Connect. This is a perfect example of collaboration between the community, college resources and students to assist those in need.

Ralph Phillips student evaluations are exceptional indicating that he is well prepared, clear with your instructions and readily available for student assistance. Student comments include “I had no interest in web design and now it’s my favorite course.” Developing courses related to web design and Internet technology are examples of his willingness to go the extra mile for student success. Ralph also used his technology skills in campus committee work, such as Institutional Support, Technology Advisory Committee, Faculty Forum Treasurer, and the Instructional Dean search.

From Associate to Professor:

William Hoppe has exceptional student evaluations. Students regularly comment on the respectful environment, and the positive atmosphere of his classes stating “it’s almost like a philosophy class; it helps us look at life in a different way”. William recently received the OAEA Higher Ed Teacher of the Year award, and clearly embodies the artist as teacher. Bill’s work with the Juried National Scholastic Competition and the Juried Art Exhibits are excellent examples of service that benefit both the college and community.

Eddie Johnson has experienced outstanding success in the classroom, quality professional improvement, and taking on leadership roles both within the college and in the community. He has provided extensive leadership to the college. Examples include serving as Faculty Forum President and the Promotions Criteria Task Force, and for extensive work on major governance committees such as Promotions, Academic Affairs, College Affairs, each of which he chaired at some point in time. Central Oregon is a better place due to his involvement with OSU-Cascades, and delivery of lectures to audiences that benefit from his professional expertise.

Bret Michalski demonstrates a passion for teaching. His students recognize his passion with repeated comments in student evaluations such as, “Bret brings a passion to the classroom which brings excitement to the course.” Bret’s expertise is not only highly regarded by his students but also by professional colleagues in the community where he provides assistance to organizations such as Bend Metro Parks and Recreation in management of Shevlin Park, the US Forest Service to restore aspen groves in the Malheur and to the Umpqua National Forest white oak restoration project.

James Moodie teaches courses in biology for COCC and OSU Cascades. Students’ comments reflect his ability to explain concepts, create valued field trips and passion for biology. Peers praise his humor, organization and flow in the classroom. Past and current professional improvement demonstrates expanding knowledge in animal behavior, especially in ornithology. Jim has also shown strong leadership to COCC in Academic Affairs, the Faculty Forum Executive Committee, and chair of PIRT.

Sean Palagyi is applauded for his dedication to students and ongoing commitment to professional expertise. Students and peers praise his ability to maintain high academic standards while supporting students as learners. Additionally, he is commended for his ability to nimbly navigate a rapidly changing field, working to keep the curriculum current and relevant to professional practice. Sean has successfully managed to be adaptable while maintaining a strong commitment to quality.

Kiri Simning has received exceptional student evaluations, especially in the clinical component of her teaching assignment. Most impressive is her ability to create a calm, positive learning experience for first year students and her ability to lead a team of instructors to effectively deliver quality content. Students consistently comment on her skillful use of group projects and

teamwork, creating a classroom model that mimics the workforce setting. Kiri's performance is especially remarkable given the ongoing changes in the nursing department staffing and curriculum; it is clear that she has been a stabilizing force over the years.

Ricky Virk is commended for his work as a Health and Human performance educator and his dedication in the classroom. Students and peers praise his success and his student evaluations are notable. The extent of courses he offers from Nutrition, to Health to Fitness/First Aid is admirable and he has distinguished himself as a leader in Learning Communities. COCC has benefited greatly from Ricky's service and leadership in college and community affairs. His participation in Academic Affairs, Curriculum Committee and Task Forces are recognized, in addition to his work with Peer Teams and hiring committees and as Tenure Committee Chair.

CENTRAL OREGON COMMUNITY COLLEGE
Board of Directors

RESOLUTION

Prepared by: Karin Hilgersom, Vice President for Instruction

A. Action Under Consideration

Approve **tenure** for: Mr. **James Ellis**, Ms. **Amy Howell**, Ms. **Donna Raymond**, and
Ms. **Lynn Murray**

B. Discussion/History

The tenure process is the culmination of five years of probationary teaching at Central Oregon Community College. In order for these recommendations to reach the Board of Directors, the following activities have taken place:

1. Four years of evaluation by a peer team and a designated evaluator. This process has included numerous classroom observations, discussions of objectives with the instructor, examination of materials and focus group meetings with students.
2. Five years of student evaluations carried out in all courses within one quarter of each of the five years.
3. Class visits by the Vice President for Instruction or an instructional dean in the second year.
4. Annual evaluations by the designated evaluator.
5. Annual Reports of Service.
6. Recommendation for tenure by the designated evaluator.
7. Recommendation for tenure by the Vice President for Instruction after a comprehensive review of the files.
8. Comprehensive review of files by the Tenure Committee and recommendation to the President.

Lynn Murray helped to start the Dental Assist program at COCC in 1997 as a part-time instructor. She is instrumental in the development of the program's curriculum. Since her hire as a tenure track faculty member, Lynn has completed both a BA and an MA degree while teaching full time. Lynn spends many hours screening children for "Healthy Beginnings," helping with "Project Connect," and organizes and facilitates the Friday COCC/Volunteers In Medicine dental clinics. Lynn's students give her rave reviews.

Amy Howell was hired as instructor and Program Director of Early Childhood Education in 2004. Under Amy's leadership the ECE program has doubled. Amy completed her Ph.D in 2007, the same year she was hired as a tenure track faculty member. In addition to her teaching duties, Amy mentors and coordinates part time faculty in ECE and Education programs. She has been an active member of multiple community organizations supporting the health and well-being of young children in Central Oregon. Amy also contributes to a variety of trainings for local and regional Head Start programs. Amy receives exceptional evaluations from her students.

Donna Raymond was hired as a Probability and Statistics instructor in 2006. Donna's student and peer evaluations repeatedly demonstrate that she is a "natural teacher." With an MA in Statistics and an MS in Statistics (also ABD from the University of New Mexico), she has broad and deep knowledge of her subject. Donna also has taught other math courses from Pre-Algebra to Calculus. Donna's service to COCC is outstanding with peer team work and hiring committees. Her High Lakes Elementary site council membership and fifth grade probability classes demonstrate a commitment to community service.

Jim Ellis came to COCC with extensive experience in the private sector with employers as varied as IBM, Webvan, Albertsons, and Bank of America. Jim has an M.B.A and an M.S in International Business. Jim's student and peer evaluations are excellent and students regularly remark how Jim's private sector experience brings so much into his classrooms. Jim's service to the college is excellent with a variety of task forces, the collective bargaining team, Chair of the Curriculum committee, and now Char of the Business department. Jim also has strong community service with active participation in the Bend Chamber of Commerce and the Economic Development Of Central Oregon (EDCO) meetings.

C. Options/Analysis

Grant tenure to James Ellis, Amy Howell, Donna Raymond and Lynn Murray.

Decline granting tenure for James Ellis, Amy Howell, Donna Raymond and Lynn Murray.

D. Timing

Tenure is effective with the 2012-13 academic year.

E. Recommendation

Be it resolved that the Board of Directors of Central Oregon Community College grants tenure to James Ellis, Amy Howell, Donna Raymond and Lynn Murray.

F. Budget Impact

None

Exhibit: 11.f
March 14, 2012
Approved: ___Yes___No
Motion: ___

Central Oregon Community College
Board of Directors

INFORMATION ITEM

Prepared by: Karin Hilgersom-Vice President for Instruction

A. **Issue**

Sabbatical for Kiri Simning.

B. **Discussion / History**

Kiri Simning – Fall Term 2012

During her sabbatical, Associate Professor Kiri Simning will expand learning sites for COCC Nursing students. The one term sabbatical will give Kiri the opportunity to visit 10 different regional medical facilities, including rural clinics and ambulatory care centers. While at each site, Kiri will investigate its potential as a learning center and the corresponding adjustments to curriculum that these new sites would entail. Kiri's work will augment the traditional hospital based acute-care learning sites, which have not increased in recent years. Kiri's sabbatical goal meshes her own professional development goals with the COCC Board goals of promoting "lifelong learning" and "workforce knowledge and skills," and it will ensure that the Nursing program can continue to grow and serve more of the community.

Central Oregon Community College
Monthly Budget Status
Highlights of January 2012 Financial Statements

Prepared by: Lisa Bloyer-Accounting Director

Cash and Investments

The Colleges' operating cash balances currently total \$35.6 million. The January average yield for the Local Government Investment Pool remains unchanged at .50 percent.

The bond proceeds held in cash and investments total \$17.9 million as of the end of January. Approximately \$1.9 million was spent on bond related construction projects during the month.

General Fund Revenues

The college received the second quarter State Aid payment of \$1.3 million. 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

Cash and Investments Report
As of January 31, 2012

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
Pool account 4089	\$34,360,284.86		
Pool account 5482			\$338,178.01
Pool account 3624			\$381,199.22
Pool account 3816		\$8,720,138.39	
Pool account 3707		\$412,825.99	
Pool account 3844		\$372,262.35	
Pool account 3847		\$107,373.27	
January Average Yield .50%			
Cash in USNB	\$1,254,363.22		
Cash in USNB - Bond Funds		\$0.00	
Cash on Hand	\$3,900.00		
Total Cash	<u>\$35,618,548.08</u>	<u>\$9,612,600.00</u>	<u>\$719,377.23</u>
Investments			
Bankers Acceptance			
Yield .386%, due 2-14-12		\$399,729.78	
Yield .457%, due 3-5-12		\$755,206.20	
Commercial Paper			
Yield .361%, due 6-5-12		\$5,000,000.00	
Yield .355%, due 6-11-12		\$2,196,107.22	
Total Investments	<u>\$0.00</u>	<u>\$8,351,043.20</u>	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$35,618,548.08</u></u>	<u><u>\$17,963,643.20</u></u>	<u><u>\$719,377.23</u></u>

Central Oregon Community College
Monthly Budget Status
January 2012

Exhibit 12a
14-Mar-12

<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	\$ 10,343,877	\$ (580,123)	94.69%	88.69%
Prior Taxes	939,000	521,470	(417,530)	55.53%	77.94%
Tuition and fees	18,323,000	12,249,683	(6,073,317)	66.85%	70.09%
State Aid	5,610,000	3,967,277	(1,642,723)	70.72%	57.34%
Interest & Misc. Income	8,000	60,484	52,484	756.05%	27.16%
Transfer-In	856,000	856,000	-	100.00%	100.00%
Total Revenues	\$ 36,660,000	\$ 27,998,791	\$ (8,661,209)		
Expenses by Function					
Instruction	\$ 16,752,368	\$ 8,018,309	\$ 8,734,059	47.86%	48.92%
Academic Support	2,856,604	1,390,486	1,466,118	48.68%	42.11%
Student Services	4,023,863	2,006,202	2,017,661	49.86%	49.52%
College Support	4,655,263	2,700,992	1,954,271	58.02%	60.92%
Plant Operations and Maintenance	3,461,348	1,774,131	1,687,217	51.26%	51.57%
Information Technology	2,747,718	1,626,436	1,121,282	59.19%	53.63%
Financial Aid	11,954	1,266	10,688	10.59%	47.16%
Contingency	800,000		800,000	0.00%	0.00%
Transfers Out	3,123,399	2,852,749	270,650	91.33%	100.00%
Total Expenses	\$ 38,432,517	\$ 20,370,571	\$ 18,061,946		
Revenues Over/(Under) Expenses	\$ (1,772,517)	\$ 7,628,220	\$ 9,400,737		

Central Oregon Community College
Monthly Budget Status
January 2012

Exhibit 12a
14-Mar-12

<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	\$ 3,509,887	\$ (612,804)	85.14%	79.61%
Expenses	4,105,065	2,156,114	1,948,951	52.52%	52.94%
Revenues Over/(Under) Expenses	\$ 17,626	\$ 1,353,773	\$ 1,336,147		
Grants and Contracts Fund					
Revenues	\$ 6,229,822	\$ 577,224	\$ (5,652,598)	9.27%	31.85%
Expenses	6,208,404	780,140	5,428,264	12.57%	36.67%
Revenues Over/(Under) Expenses	\$ 21,418	\$ (202,916)	\$ (224,334)		
Capital Projects Fund					
Revenues	\$ 8,994,912	\$ 2,701,447	\$ (6,293,465)	30.03%	22.33%
Expenses	37,427,052	16,844,526	20,582,526	45.01%	23.32%
Revenues Over/(Under) Expenses	\$ (28,432,140)	\$ (14,143,079)	\$ 14,289,061		
Enterprise Fund					
Revenues	\$ 6,380,813	\$ 3,165,360	\$ (3,215,453)	49.61%	58.67%
Expenses	6,107,081	2,856,256	3,250,825	46.77%	52.84%
Revenues Over/(Under) Expenses	\$ 273,732	\$ 309,104	\$ 35,372		
Auxiliary Fund					
Revenues	\$ 8,599,734	\$ 5,851,779	\$ (2,747,955)	68.05%	73.54%
Expenses	7,721,974	4,308,453	3,413,521	55.79%	53.49%
Revenues Over/(Under) Expenses	\$ 877,760	\$ 1,543,326	\$ 665,566		
Reserve Fund					
Revenues	\$ 14,555	\$ -	\$ (14,555)	0.00%	0.00%
Expenses	437,000	336,097	100,903	76.91%	45.51%
Revenues Over/(Under) Expenses	\$ (422,445)	\$ (336,097)	\$ 86,348		
Financial Aid Fund					
Revenues	\$ 19,597,967	\$ 13,061,429	\$ (6,536,538)	66.65%	60.46%
Expenses	19,632,429	13,540,552	6,091,877	68.97%	61.72%
Revenues Over/(Under) Expenses	\$ (34,462)	\$ (479,123)	\$ (444,661)		
Internal Service Fund					
Revenues	\$ 435,425	\$ 195,244	\$ (240,181)	44.84%	41.99%
Expenses	396,801	140,957	255,844	35.52%	39.67%
Revenues Over/(Under) Expenses	\$ 38,624	\$ 54,287	\$ 15,663		
Trust and Agency Fund					
Revenues	\$ 1,900	\$ 1,054	\$ (846)	55.47%	19.34%
Expenses	7,500	4,375	3,125	58.33%	41.67%
Revenues Over/(Under) Expenses	\$ (5,600)	\$ (3,321)	\$ 2,279		

Chandler Renovation Project February 2012 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 January 2012
Bid/Award	February 2012
Construction	February 2012 to June 2012

Activity in February

Finalized bid documents. Alternates are: #1 Men's bathroom remodel for ADA compliancy, #2 Add windows to two offices, #3 ADA ramp to upper meeting room, #4 Upper meeting room bathroom remodeled for ADA compliancy, #5 Remodel existing ADA ramp near parking to full ADA compliancy, #6 remodel interior ramp to ADA compliancy.

Awarded Special Inspection and testing contract to Carlson Testing.

Advertised for bids on February 9.

Submitted for permits on February 10.

Conducted mandatory pre-bid conference on-site on February 16.

Received construction bids on February 29.

Activity planned for March

Award project to General Contractor.

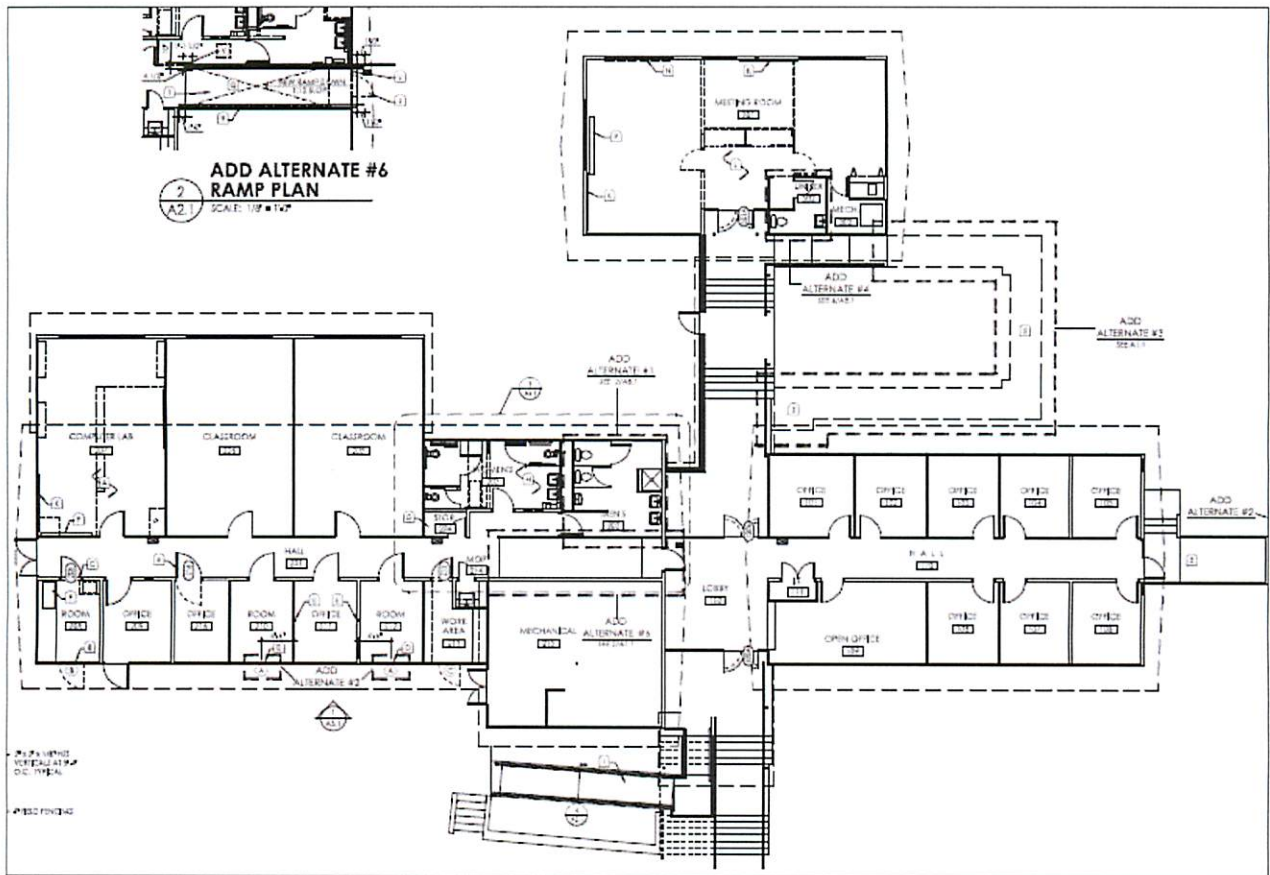
Execute construction agreement.

Conduct pre-construction meeting.

Obtain permits.

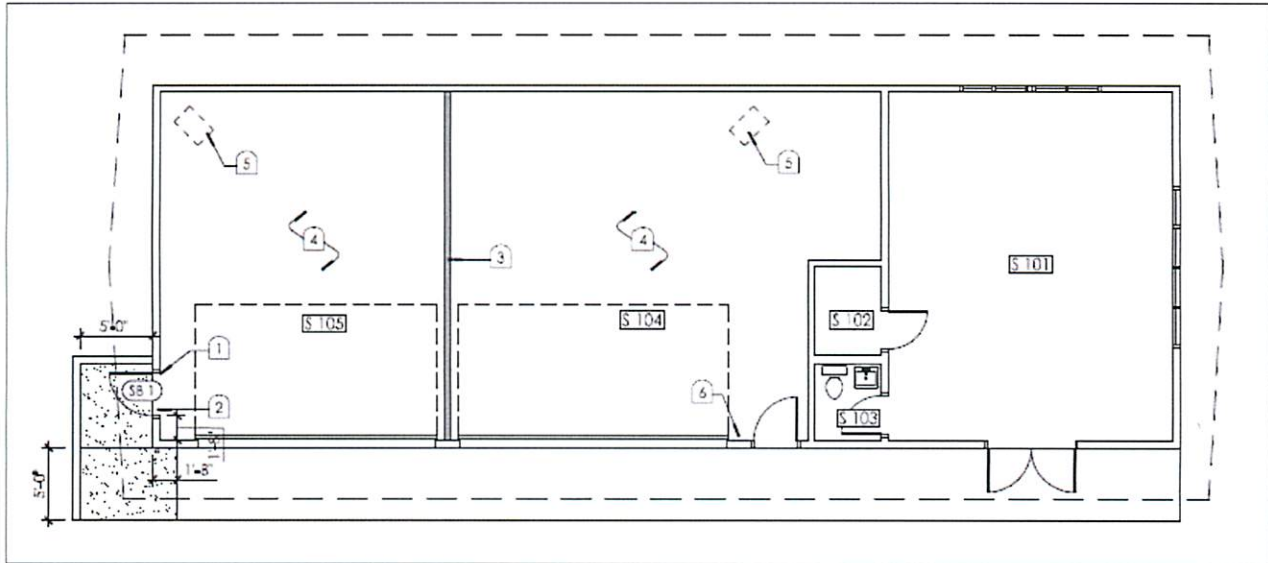
Begin construction.

Chandler Renovation Project February 2012 Status Report



Chandler Building Floor Plan

Chandler Renovation Project February 2012 Status Report



Chandler Garage Plan

Project Participants

COCC Administration

Matt McCoy	Vice President for Administration	mmccoy@cocc.edu
Gene Zinkgraf	Director of Construction	gzinkgraf@cocc.edu
Shirley Metcalf	Instructional Dean	smetcalf@cocc.edu
Beth Wickham	Small Business Development Center	bwickham@cocc.edu
Jerry Schulz	Director of Continuing Education	jschulz@cocc.edu
Paul Stennett	Continuing Education	pstennett@cocc.edu

COCC Project Manager

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

Design Consultant

BBT Architects
1160 SW Simpson Avenue, Suite 100
Bend, OR 97702
Don Stevens, Principal
Mike Nothwang, Project Architect
541-382-5535

Chandler Renovation Project February 2012 Status Report

dstevens@bbtarchitects.com

Surveyor

Harper Houf Peterson Righellis Inc.

1133 NW Wall Street, Suite 201

Bend, OR 97701

John McCoy, Project Surveyor

541-318-1161

JohnM@hhpr.com

Testing Agency

Carlson Testing Inc.

General Contractor

TBD

Health Careers Building – February 2012 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 \$16.6 million. Current projected project costs fall within this budget.

Change Order Activity

We received 8 new change order requests this month.

• PCO 99 Pharmacy Tech Changes, CCD #11	\$3,291.00
• PCO 100 Vertical Ladder Rack	\$1,586.00
• PCO 101 WDP-1 Paneling Discrepancies, PR #30	\$5,075.00
• PCO 102 Boulder Retaining at South Entry, RFI #228	\$10,787.00
• PCO 103 Signage	\$2,416.00
• PCO 104 VOIP Module at Elevator, PR #31	\$298.00
• PCO 107 Visqueen at Canopy	\$805.00
• PCO 108 Innerduct	\$2,430.00

Schedule Status

The project is on schedule to complete April 30, 2012. Substantial Completion is scheduled for March 30th.

Recent Activity

Finishes continued this month with focus on wood paneling, flooring and casework. MEP systems are being programmed and tested. Exterior finishes continued with pressure bar and beauty cap going on the curtain walls as well as the sun shades. Sitework started up again this month and will continue through the end of the project.

Activity Next Month

Finishes will continue next month. Casework, ceiling and flooring installation will be the main activities in March. MEP equipment will be commissioned testing and systems will begin to come online. Exterior finishes will wrap up. The project is scheduled to achieve substantial completion next month.

Health Careers Building – February 2012 Update



North East Corner from College Way



3rd Floor Study Area

Health Careers Building – February 2012 Update



2nd Floor looking west from top of Stair



Nursing Skills Lab – 3rd floor

Health Careers Building – February 2012 Update

Project Participants

COCC Stakeholder Group

Jenni Newby	-	Instructional Dean
Deb Davies	-	Faculty, Dental Assisting
Jane Morrow	-	Faculty, Nursing
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	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
Rob Ring	-	HSW Superintendent
Rob Kelleher	-	HSW Sr. Project Manager
Brian Powell	-	HSW Project Manager

Redmond Building 1 Addition – February 2012 Update

Scope

The project is a 2300sf addition to Building 1 at the Redmond Campus. The added square footage will house a new 48 seat classroom and 24 seat Science Lab. Remodeled space within Building 1 will accommodate a 34 seat computer lab that will support both the new SMART Mathematics curriculum as well as CIS.

Budget Status

The current overall budget for the building will be \$840,906 with construction costs of approx \$485,000. This is a Bond funded project. The current projected overall project cost based on the 30% design drawings is \$1,065,810 (this is higher than last month due to a revised FF&E estimate) with construction costs at \$617,500. Several program enhancements have been requested by instruction. Depending on the overall costs of these enhancements as well as whether the College is successful in securing additional funds for the project, the overall budget may be increased to accommodate some of the added scope as well as the higher than anticipated base project cost.

Change Order Activity

- 1) N/A.

Schedule Status

Design work started again this month, it also stopped this month due to the possible added scope. Steele Associates is developing concepts and costs associated with the various options being requested by the instructional programs. Despite this short delay we still anticipate that construction may begin this summer and have the space available for winter term 2013 classes. Project start and finish dates may be dictated by the additional funds being pursued for the project.

Recent Activity

Design is currently at approximately 30%. Design was on hold in February pending funding news.

Activity Next Month

Design will be on hold in March pending funding decisions.

Redmond Building 1 Addition – February 2012 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Shirley Metcalf	-	Dean of Continuing Education
Gene Zinkgraf	-	Director of Construction
Rich Brecke	-	Project Manager
Darren McCrea	-	Construction IT Specialist
Julie Mosier	-	Purchasing Coordinator

Design Team

Jeff Wellman	-	Steele Associates Architects
Matt Appleby	-	Steele Associates Architects

Contractor Group

Not Identified Yet	-	TBD
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Technology Education Center – February 2012 Update

Scope

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

Budget Status

The budget for the building will be \$12.5 Million. This includes a \$5.7 Million match from the State of Oregon. See attached updated Schematic Design Budget.

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.

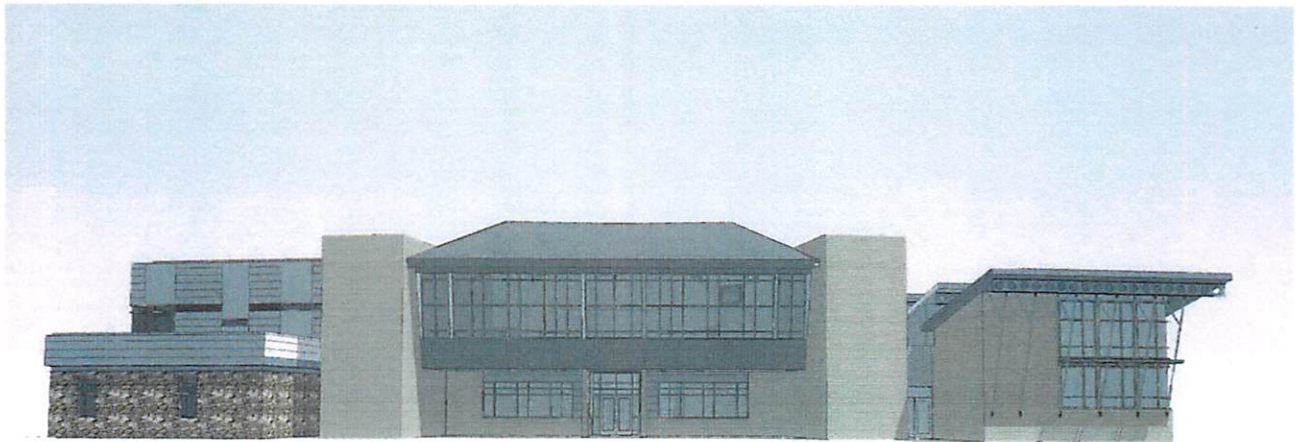
Recent Activity

Design Development continued this month. The Site Plan Application was submitted to the City of Redmond.

Activity Next Month

Design Development will proceed into the 2nd week of March 2012.

Technology Education Center – February 2012 Update



View from Salmon and Airport Way (Looking NW)



View from Front Entrance (Looking SE toward Airport)

Technology Education Center – February 2012 Update

Project Participants

COCC Stakeholder Group

Karin Hilgersom	-	VP of Instruction
Matt McCoy	-	VP for 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
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Residence Hall

February 2012 Status Report

Scope

Residence Hall project is to provide approximately 325 beds for student housing. A small amount of support and common space will be provided within the project. The building is anticipated to be Earth Advantage Multi-Family Gold or Platinum level certified. Parking and access road/utilities are anticipated to be on the downhill side of the track. It is also expected that summer programs will utilize the facilities.

Budget Status

Project Budget included. There are financial parameters that must be met for the project to proceed past the Schematic Design phase.

Change Order Activity

None.

Schedule Status

Project schedule has yet to be formulated though the building is scheduled to be ready for move-in and occupancy for Fall Term 2014.

Activity in February

Fee and contract language negotiations with Mahlum continued into February, with the Board approving the contract amount on February 22 and authorizing the contract to be executed. A two day kick-off Visioning/Preliminary Design charette occurred on February 27 and 28. KPFF Engineers was awarded the survey contract. Field survey began on February 27.

Activity planned for March

Execution of the Architectural Agreement.
Completion of the site survey.
Begin to revise the Parking Management Plan.
Initiate Traffic study services as required.
Create master project schedule.
Continue Programming, Site Development, and Schematic Design meetings.
Visit Western Oregon University's Ackerman Hall and Oregon State University's new residence hall.

Residence Hall February 2012 Status Report

Project Participants

COCC Steering Committee

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

COCC Project Manager

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

Design Consultant

Mahlum Architecture
1231 NW Hoyt, Suite 102
Portland, Oregon 97209
541-224-4032
Mark Cork, Principal
Anne Schopf, Design Partner
Kurt Haapala, Senior Project Manager
Pinnacle (Associate Architects) Peter Baer, Principal and Mark Rossi, Project Manager

General Contractor

TBD

Civil Survey Consultant

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

Geotechnical Engineer TBD

Testing Agency TBD

Science Building – February 2012 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 #56, Topsoil at upper courtyard on T&M basis, approved with a price of \$1,937.00.
CR #69, RFI 192 irrigation POC shut off valve, approved with a price of \$511.85.
CR #73, RFI 191 and 235, Z furring gauge and bracing changes, approved with a price of \$3,959.77.
CR #83, PR 028 building network cabling changes, approved with a credit of \$1,570.00.
CR #91, Fire Alarm Submittal revisions resolved through allowance usage, approved as a no cost change.
CR #92, RFI 213 electrical portions of PR 030 Gas shut off valves changes, approved with a price of \$6,420.33.
CR #96, RFI 242, grid 4 metal wall panel backing, approved with a price of \$1,341.75.
CR #98, Ochoco stairway additional work, approved with a price of \$1,387.03.
CR #99, RFI 239 alcove for boiler room door and raised duct for clearance, approved with a price of \$2,594.00.
CR #100, exterior siding/storefront conflict rejected as a contractor coordination issue.
CR #101, RFI 238 changing rooftop room hose bib to frost-free type, approved for \$341.28.
CR #102, RFI 236 adding electrical wiring to electric strikes at West doors, approved with a price of \$1,042.63.
CR #104, CCD001R1 relocate elevator machine room equipment to second floor location, approved with a price of \$50,678.67.
CR #105, RFI 251 horizontal Z furring support at lap siding, approved with a price of \$6,974.60.
CR #106, PR 032 acoustical ceiling code requirement clarification, approved as a no cost change.
CR #107, RFI 246 adding fire dampers and beam wrap at Chem. Waste, approved with a price of \$9,398.14.
CR #109, add discharge air sensors not approved by recommendation by engineers or commissioning agent.
CR #111, RFI 252, additional support at windowsills to mitigate deflection, approved with a price of \$6,839.56.
CR #112, powder coat trim white at MB-5, approved with a price of \$1,506.87.
CR #114, change oak veneer grade and sequence cut veneer sections, approved with a price of \$3,841.25.

Schedule Status

On schedule.

Activity in February

Continued wood shingle installation and began horizontal wood siding installation. Complete skylights and continued windows and curtain wall installation on West elevation. Began composite metal paneling around windows at West Elevation and at entries. Continue metal wall caps and corrugated metal siding at outdoor equipment yard on roof. Completed painting on first floor lab rooms and began ceiling grid installation. Completed second floor bathroom rough-ins and begin sheetrocking second floor bathrooms. First floor bathroom rough-ins in progress. Completed sheetrock hanging and finishing in first floor hallways and second floor classrooms. Painted first floor labs. Began stockroom shelving installation. Began setting ceiling grid at first floor labs. Begin setting ceiling rough-in at first

Science Building – February 2012 Status Report

floor labs. Began finishing of sheetrock in second floor labs. Continued major HVAC and boiler/water heater work at rooftop mechanical room. Began stonework installation at entry stairway.

Activity planned for March

Complete drywall finishing and painting at first floor. Complete ceiling grid at first floor labs, classrooms, and hallways. Begin AV package pre-wire. Complete ceiling trimout and set ceiling tiles. Begin setting cabinetry at first floor labs. Begin plumbing rough-in at lab cabinetry. Complete curtain wall and glazing at West common area. Set stairways. Complete drywall installation and finishing at second floor. Paint second floor labs and classrooms. Complete ceiling grid installation at second floor labs and classrooms. Begin setting lights and ceiling diffusers at second floor. Finish bathroom sheetrock and begin setting floor and wall tile. Continue mechanical, plumbing, and electrical work in Rooftop equipment rooms and yards. Complete exterior wood shingle and siding installation. Complete metal wall panel installation.

Photos



West Elevation glazing and wood soffit work in progress. Composite metal panel beginning.

Science Building – February 2012 Status Report



South Elevation :Administrative offices have windows and siding beginning at lower level.



North Elevation: Wood shingle work complete. Window system about to be re-installed.

Science Building – February 2012 Status Report



Northwest corner of building. Horizontal wood siding install at bathroom exterior wall.



East Elevation: Substrate ready for horizontal wood siding installation.

Science Building – February 2012 Status Report



Human Biology Lab 120, grid and lighting in place. Ceiling tile install next week.



Hallway between Biology Labs painted with grid ceiling installed. Ready for diffusers and lighting.

Science Building – February 2012 Status Report

Schedule

Design through NTP	January 2010 through February 23, 2011
Construction	February 24, 2011 to June 15, 2012
Substantial Completion	June 15, 2012
Punch list Phase	June 18 to July 20, 2012
Final Completion	July 20, 2012
Equipping and Furnishing	July 23 to August 31, 2012
Staff setup/move-in	September 3 to 13, 2012
First day of classes	September 24, 2012

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
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Special Inspection and Testing

Todd Smith	-	FEI Testing
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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

Science Building – February 2012 Status Report

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 Status Report – February 2012

Scope

The new 48,000 square foot Health Careers Building will include installation of almost 800 individual data ports and cable runs as well as video and audio switching, PTZ cameras, recorded playback and state-of-the-art audio and video playback capabilities in various practice and simulation labs, general purpose classrooms and administrative & faculty spaces.

The new 49,000 square foot Science Building will include over 1000 individual data ports and cable runs as well as high-definition projectors, Blu-Ray players, document cameras and AV switchers to support general purpose classrooms, labs and administrative & faculty spaces.

Schedule Status

Final completion of the Health Careers Building is scheduled for April 30, 2012 and we anticipate that both the Information Technology and Audio-Visual installations will begin May 1, 2012 with a completion date of July 31, 2012. Substantial completion of the Science Building is scheduled for June 15, 2012 and we anticipate beginning both the Information Technology and Audio-Visual installations June 18, 2012 with a completion date of September 1, 2012. Both buildings are on schedule. In addition, we anticipate several Summer and late Fall remodels.

Activity in February

HEALTH CAREERS BUILDING:

We have run both fiber and copper cable from our Campus network hub in Metolius to the new computer room (MDF) at Health Careers in anticipation of connecting the Health Careers Building onto our network. All offices and classrooms have been wired and almost all faceplates are in place. The flooring in the MDF was installed this month and this allowed us to move forward with installation of our switch racks, cable ladders, fire-suppression and back up air-conditioning systems. We are continuing to work with end-users, purchasing coordinator and project manager to clarify needs and expectations of building technology.

Technology Status Report – February 2012

SCIENCE BUILDING:

The Science Building is moving along very quickly with low-voltage rough-in complete on first floor and about 95% complete on the 2nd floor. This has allowed us to begin pulling data cable into throughout the building. Worked closely with contractor and sub-contractors to ensure that the campus is getting technology infrastructure in place and installed correctly.

OTHER PROJECTS (Chandler Lab, Newberry, Redmond Technology, Campus Projects, etc.):

Completed campus-wide video distribution discussions with College Relations. They will work with occupants to become familiar with technology that will be installed in Health Careers. Completed reviews for design and layout of wiring for Chandler building remodel. Discussions over Newberry remodel and equipment needs for both Chandler and Newberry. Discussion over software needs for video capture and distribution within Nursing as well as x-ray image capture and storage requirements. Met architects and low-voltage designers for Redmond Technology Center and discussed design standards and expectations.

CULINARY BUILDING:

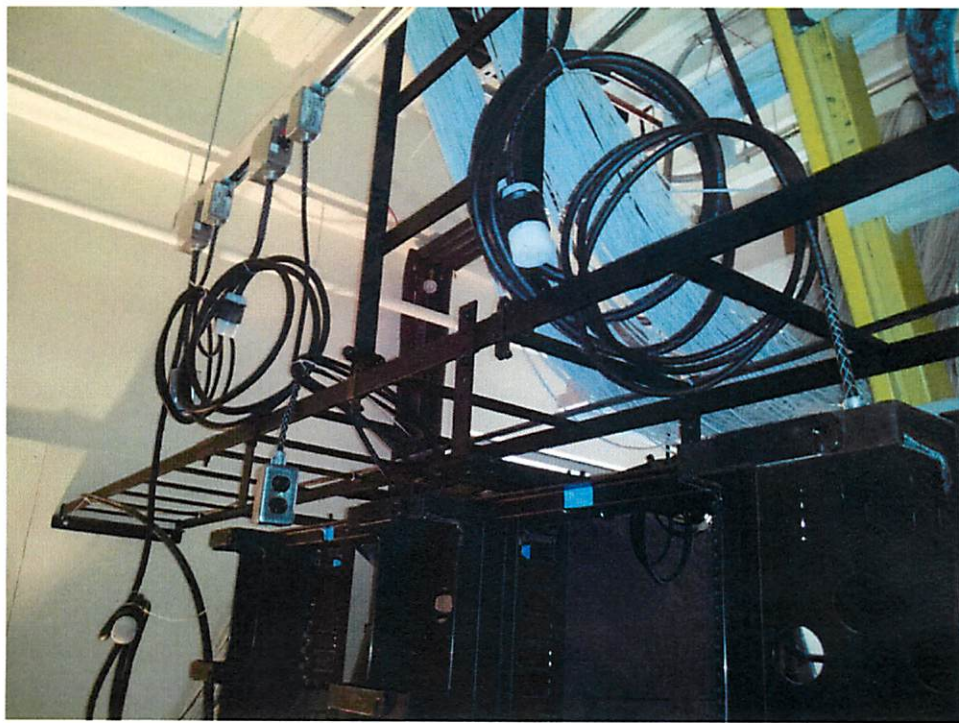
AV Contractor has installed a high-definition digital recording platform within Culinary 118 demo theater. This platform will record from either high-definition camera in the room and allow the user to playback video anywhere within the building or distribute it to public websites (like YouTube). The AV Contractor also completed several warranty items during installation of this solution during the month of February.

Technology Status Report – February 2012

Photos – Health Careers



Switch Racks & Cable Ladder – Health Careers, MDF



Electrical Bus Duct, Rear of Switch Racks – Health Careers, MDF

Technology Status Report – February 2012



Novec Clean Agent Fire Suppression System – Health Careers, MDF



Typical Projection Screen Install – Health Careers, 2nd Floor

Technology Status Report – February 2012

Photos – Science



Computer Data Cable Pulls – Science Building, MDF



Fiber and Copper Data Cable Tray – Science Building, 1st Floor Classroom

Technology Status Report – February 2012



Cable Pathway Conduits – Science Building, 1st to 2nd Floor

Upcoming Activities

We anticipate installing and connecting Gigabit switches in the Health Careers MDF. This will allow us to connect the building to our network and provide computer access as well as access to building controls, phones, wifi, etc., We should also have connectivity for elevator and fire alarms to provide for testing and inspections. In addition, we should also see final faceplate and trim locations completed. The Science Building should have all building cable pulls completed in the month of March. We should also see backbone cable pulled from Metolius to the Science Building MDF in anticipation of connectivity needs here in the next month or two. Will be working with contractors for placement of projectors and projections screens in laboratories.

Technology Status Report – February 2012

COCC Director of Construction - Gene Zinkgraf, 541-330-7796, email: gzinkgraf@cocc.edu

COCC Project Managers, Health - Rich Brecke, 541-330-4375, email: rhayes@cocc.edu

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

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

General Contractor, Health

HSW Builders
730 SW Bonnett Way, Suite 3000
Bend, OR 97702
541-388-9898

Bret Matteis, General Manager, bretm@hswbuilders.com
Rob Ring, Project Superintendent, robr@hswbuilders.com
Rob Kelleher, Sr. Project Manager, robk@hswbuilders.com
Brian Powell, Project Manager, brianp@hswbuilders.com

General Contractor, Science

Kirby Nagelhout Construction Company
20635 NE Brinson Blvd
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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

Oregon Community College Association 2012 Legislative Summary

In its first official even-year session the Oregon Legislature dealt with a variety of issues including a rebalance of the state budget, an overhaul to all levels of education, and a transformation of Medicaid and Medicare services. While legislators had hoped to finish the short session on February 25, the session lasted until March 5.

Budget

The session began with a quarterly revenue forecast showing another drop in expected revenue of \$110 million. To balance the budget ([SB 5701](#)), the legislature chose not to release the 3.5 percent of state funding that was held back in the 2011-13 biennium budgets. As a result a total of \$14.5 million was held back from the Community College Support Fund dropping biennial funding to \$395.5 million. However, the Legislature set aside \$10 million for the Legislative Emergency board to have available to avoid any possible future cuts to community colleges, Oregon Health and Sciences University and Head Start. While state economists do not forecast further drops in revenue, should another dip occur requiring further cuts, the dollars set aside would be used to minimize the impact to these priority areas.

Capital Construction

OCCA worked with Rep. Dave Hunt to secure funding for \$9.6 million in capital projects through lottery bonds for career and technical or STEM programs at all 17 colleges. However, [HB 5202](#) contained language that the State Treasurer cannot issue the bonds until after “considering a report from the State Debt Policy Advisory Council Commission” to reaffirm the state has the debt capacity to issues the bonds. The report is to be received no later than Feb. 1, 2013. Bonds are expected to be sold in spring 2013 after the report is received. The bill includes a six-year expenditure limitation.

Oregon Education Investment Board (OEIB)

After prolonged negotiation, the legislature agreed to pass Governor Kitzhaber’s education reform package in [SB 1581](#). This legislation sets up a requirement in statute for achievement compacts between local K-12 school district, education service district, or community college boards and the Oregon Education Investment Board (OEIB), as well as a compact with the Oregon University System and each public university. The OEIB will define by rule the content and process for developing the compacts. Additionally, language was added requesting associations, including OCCA, to recommend to the OEIB by September 30 2012 “processes for collaboration in the development of achievement compacts for their institutions, including professional development opportunities, for the achievement of student success.” SB 1581 also clarifies the authority of the soon to be hired Chief Education Officer in relation to the Commissioner, Chancellor, Deputy Superintendent, and others.

Higher Education Coordinating Commission (HECC)

Legislation fixing the ambiguity and conflicts between the Higher Education Coordinating Commission (HECC) and the OEIB passed. [SB 1538](#) clarifies that HECC serves under the OEIB and may give advice on budgetary and achievement compact matters to the OEIB. Additionally, the HECC was given authority to

review and recommend on several issues, including student success, access, underserved populations, transfer and articulation. The HECC has no authority, however, to direct colleges to implement any specific recommendations.

Operations

The legislature considered a number of bills during the February session that would impact community college operations. At the end of the day, only one bill passed that will require action by community colleges. [HB 4016](#) added community college and university employees, and paid coaches to Oregon's existing list of mandatory child abuse reporters. This bill passed the House and Senate unanimously after provisions related to volunteers were removed from the bill. Amendments that were added clarify that the duty to report lies with the individual and not the institution. The child abuse reporting requirement becomes effective on January 1, 2013. OCCA supported the legislation and committed to working with the Department of Human Services to ensure that child abuse reporting training materials are made available to college employees which reflect the unique situations faced on community college campuses.

An effort to expand the annual mandated full-time/ part-time faculty report to include all college employees contained in [HB 4057](#) failed to garner support in the House Higher Education Committee. These provisions were pulled out and the bill was "gut and stuffed" with an unrelated amendment to extend a reporting deadline needed by the Oregon University System. OCCA will continue to work with Rep. Michael Dembrow to find ways to address concerns related to the comparability of data in the existing full-time/ part-time faculty report.

Health Insurance

A compromise to move Governor Kitzhaber's health exchange legislation resulted in an unexpected opportunity for community colleges. An amendment added to [HB 4164](#) will allow school districts, education service districts, and participating community college districts to choose between health insurance plans offered by the Oregon Educators Benefit Board (OEBB) or through the health insurance exchange beginning in October 2015. The Oregon Health Insurance Exchange Corporation will consult with OEBB regarding the plans that can be offered. OCCA supported this amendment.

Public Contracting

A number of bills related to changes in Oregon public contracting laws were heard during the early days of the February session but most failed to move out of committee when concerns were raised by state and local governments. (See list of failed bills below.) Several of the issues may be addressed in a legislative work group tasked during the interim to look at public contracting issues and develop recommendations for the 2013 session. Community colleges are represented in this work group.

One proposal that did pass is bill to amend the existing statute that requires a 1.5% set aside for solar energy in public improvement contracts to include green technology sources. [HB 1533](#) expands the

definition of green technology to include both solar energy and geothermal energy sources. OCCA supported this expansion.

Oregon Opportunity Grant

One of the few state agencies to have its 3.5 percent hold back restored was the Oregon Opportunity Grant. The program received \$2 million in funding back. However, the program still has less than half the funding necessary to cover all eligible students in the 2011-13 biennium.

Textbook Task Force

[HB 4058](#) directs the Higher Education Coordination Commission (HECC) to study and recommend strategies for making textbooks more affordable for students in post-secondary and higher education. OCCA worked successfully to remove language in the bill that would have given the HECC the authority to implement recommendations from the task force.

Western Governors University

[HB 4059](#) directs the Higher Education Coordinating Commission to work with the State Board of Higher Education, the State Board of Education and private non-profit and for-profit colleges and universities to increase opportunities for awarding credit to students for prior learning. OCCA worked successfully to remove language that would have given the HECC implementation authority for policies intended to increase prior learning opportunities.

Prior Learning

[HB 4059](#) also included language that directs the HECC to prepare a report proposing a partnership with Western Governors University. The report is due Nov. 1, 2012. OCCA supported this policy and the overall bill after the prior learning section was amended to respond to concerns from the colleges.

Firearms on Campus

A last minute attempt to pass a bill to prohibit firearms on school, community college and university campuses failed on the Senate floor. [SB 1594](#) as amended would have given local community college boards the authority to adopt rules or written policies to authorize concealed handgun licensees to possess firearms on college property. OCCA took a neutral position on this bill.

Tracked Bills That Failed:

The following is a list of bills OCCA tracked that failed to move from committee:

[HB 4033](#) Exempts employee and retiree names maintained in records of Public Employees Retirement System from disclosure under public records law. OCCA position: Support

[HB 4065](#) Directs Oregon State Lottery Commission to establish lottery games to benefit veterans' education and economic development. OCCA position: Neutral

- [HB 4099](#) Provides that if public body agrees to pay or provide benefit to retired employees other than payments required or provided for in statutes, public body must create separate account for funding of those benefits and make annual contributions to account in amounts necessary to amortize liability for benefits in 25 years or less. OCCA position: Oppose
- [HB 4115](#) Requires contracting agency to pay fee to Secretary of State in amount of one-tenth of one percent of contract price for public contract. OCCA position: Oppose
- [HB 4130](#) Provides that an employee who separates from contracting agency, under specified conditions and for period of one year, may not seek or gain employment with contractor with which contracting agency entered into public contract. OCCA position: Oppose
- [HB 4139](#) Directs public officials to deposit public funds in certain community banks. OCCA position: Oppose
- [HB 4142](#) Requires contracting agency to apply certain preferences in awarding contracts related to certain goods manufactured from recycled materials. OCCA position: Oppose
- [HB 4144](#) Requires contracting agency, in determining lowest bid for procurement, to make certain additions and deductions based on health and retirement benefits paid for workers who are residents of this state, based on fuel consumption and carbon generation and based on personal income taxes paid by employing workers who are residents of this state. OCCA position: Oppose
- [SB 1526](#) Excludes certain types of communications from meaning of "deliberations" for purposes of public meetings law. Carried over for discussion during interim. OCCA position: Support
- [SB 1585](#) Requires that total amount of General Fund appropriations, special purpose appropriations to Emergency Board, lottery fund allocations, appropriations from Oregon Rainy Day Fund and appropriations from Education Stability Fund made for public education purposes in biennium not be less than 50 percent of total amount of General Fund appropriations, lottery fund allocations, appropriations from Oregon Rainy Day Fund and appropriations from Education Stability Fund contained in legislatively adopted budget or legislatively approved budget for biennium. OCCA position: Support

**CENTRAL OREGON COMMUNITY COLLEGE
BOARD OF DIRECTORS**

INFORMATION ITEM

Prepared by: Kevin E. Kimball – Chief Financial Officer

A. Issue

2012-13 Tuition and Fee Rates

B. Discussion/History

For 2011-12, COCC has the lowest combined in-district tuition and fees of all Oregon community colleges. Early information indicates that with COCC's proposed \$6 per credit tuition increase and the \$2 per credit technology fee increase, COCC's combined in-district tuition and fees for 2012-13 may exceed that of two other Oregon community colleges.

COCC held tuition and fee rates flat for three years (2006-07, 2007-08, and 2008-09). In 2009-10, the College increased in-district tuition by \$3 per credit followed by a \$4 increase in 2010-11, and a \$6 increase in 2011-12. COCC's in-district tuition rate is currently \$76 per credit.

In the Summer 2002, COCC implemented a \$2 per credit technology fee that was assessed to all student (maximum of 10 credits per quarter). Since 2002, the student technology fee remained unchanged until it was increase by \$1 per credit in 2011-12 and the maximum credits per quarter was increased to 15. During that same time period, information technology costs at COCC have significantly increased.

As directed with the passage of House Bill 2571 in June 2009, the College established a new tuition rate for non-resident veterans. The non-resident veteran rate cannot exceed 50% of the difference between the resident and non-resident rates.

At the November Board Retreat, board members had a general discussion regarding possible 2012-13 tuition and fee rate increases, the impact on the College and students, and how COCC's combined tuition and fee rates compare to other Oregon community colleges. The 2011-13 board priorities include, "develop and implement sustainable systems, which balance comprehensive quality programs and services with appropriate tuition and fee levels."

In order to meet the needs of COCC's growing student population and expanding facilities, and make progress towards Board priorities, College staff propose the following tuition and fee rate changes for 2012-13.

	<u>2011-12</u>	<u>2012-13</u>
In-district	\$ 76/cr.	\$ 82/cr.
Non-resident Veteran	\$ 89/cr.	\$ 95/cr.
Out-of-district	\$101/cr.	\$108/cr.

Border State	\$101/cr.	\$108/cr.
Out-of-State	\$206/cr.	\$220/cr.
Technology Fee	\$3/cr.– up to 15/cr.	\$5/cr.–up to 15 cr.

C. Timing

In April, the Board will be asked to approve a recommendation to increase tuition and fee rates, as the 2012-13 academic year begins with summer term, and summer term registration starts at the end of April.

In addition, the 2012-13 College Catalog identifies the tuition and fee rates, and the printing deadline is mid-April.

D. Budget Impact

Tuition and fee revenues are a major component of the College's resources as they comprises over 50% of the College's total general fund revenues for the 2011-12 and 2012-13 budgets. The College anticipates that the \$6 per credit increase for in-district tuition and the 7% increase in other tuition rates will generate approximately \$1,260,000. The \$2 per credit technology fee increase is projects to increase resources will generate approximately \$410,000.

The increased revenue in the 2012-13 budget provides funding for the additional services included in the 2012-13 budget. These additional services included increased educational opportunities, instructional staff, student and support services, information technology services and costs, and facility operating costs including the new Madras and Prineville education campuses.

Central Oregon Community College
Board of Directors

RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Award contract to Workplace Resource for purchase of Health Careers office, lobby and classroom furniture for \$225,711.

B. Discussion/History

Furniture selected for the Health Careers building is being purchased through cooperative contracts available to the College. This includes contracts with the State of Oregon as well as four national non-profit cooperatives. The College has memberships with several cooperatives which provide access to a wide variety of contracts for commercial grade furniture. The cooperative model uses a lead agency to competitively bid each contract offered through a given cooperative and then prior to accessing a contract the College ensures that each contract used has been solicited in accordance with Oregon purchasing code.

Furniture for the building includes the following:

- Two public lounge/lobby areas
- Six Student study/lounge areas
- Seven instructional labs
- Seven conference/breakout areas
- Six classrooms ranging 26-75 seats
- 27 private offices for staff and faculty

In addition to the contract referenced above with Workplace Resource, contracts will be awarded to the following vendors:

- | | |
|---|----------|
| • Business Interiors- classroom furniture | \$46,850 |
| • Facilitec- conference, lounge furniture | \$51,854 |
| • SmithCFI- group study, conference, lounge furniture | \$46,418 |
| • Environments NW- desk chairs | \$ 5854 |

C. Options/Analysis

Award the contract to Workplace Resource for \$225,711.

Not award the contract to Workplace Resource.

D. Timing

Approval at this time will enable the vendor to place orders immediately in order for the College to receive and install the goods in accordance with the building schedule.

E. Recommendation

Be it resolved that the Board of Directors do hereby direct that a contract be executed for \$225,711 to Workplace Resource for the office, lobby and classroom furniture for the Health Careers building.

F. Budget Impact

Bond funds will be used for this purchase.

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Rick Hayes-Construction Project Manager

A. Action Under Consideration

Award Bid #1396-12 Chandler Building renovation project to Griffin Construction LLC, of Prineville Oregon pending the protest period and a determination of responsibility per ORS 279C.375.

B. Discussion/History

The Chandler renovation will provide much needed ADA upgrades, rewiring of the building a computer lab and an improved large community classroom. There were four bids received for the project, which included six additive alternates. The College decided to accept alternates 1-4 which resulted in the low responsive bid from Griffin Construction \$266,300 including the four alternates. The remaining bids were submitted by JP Prinz, Kirby Nagelhout Construction and D.E. Rink Construction.

C. Options/Analysis

Accept the bid and award the contract to Griffin Construction LLC for \$266,300
Not accept the bid from Griffin Construction and re-bid the project.

D. Timing

Approval at this time will enable the contractor to begin work immediately and complete the project by the end of spring term, 2012.

E. Recommendation

Be it resolved that the Board of Directors do hereby accept the bid of Griffin Construction for \$266,300 for the Chandler Building Renovation project and direct that a contract be executed provided no protest is filed during the 7-day time prior for protesting of the award and the determination of responsibility is successful.

F. Budget Impact

As Bond funds will be used there will be no impact to the budget.

Central Oregon Community College
Board of Directors
RESOLUTION

Prepared by: Julie Mosier-Purchasing Coordinator

A. Action Under Consideration

Award contract to Workplace Resource for purchase of computer lab, office and classroom furniture for \$87,097.

B. Discussion/History

Furniture selected for the Chandler building is being purchased through the US Communities cooperative contract. The cooperative model uses a lead agency to competitively bid each contract offered through a given cooperative and the prior to accessing a contract the College ensures that each contract used has been solicited in accordance with Oregon purchasing code.

Furniture for the building includes the following:

- 18 seat computer lab
- Community room/classrooms with 49 seats
- four administrative office workstations
- nine private offices for staff and faculty

In addition to the contract referenced above with Workplace Resource, a contract will be awarded to Environments NW for desk chairs in the amount of \$5,144.

C. Options/Analysis

Award the contract to Workplace Resource for \$87,097.
Not award the contract to Workplace Resource.

D. Timing

Approval at this time will enable the vendor to place orders immediately in order for the College to receive and install the goods in accordance with the building renovation schedule.

E. Recommendation

Be it resolved that the Board of Directors do hereby direct that a contract be executed for \$87,097 to Workplace Resource for the office, lobby and classroom furniture for the Health Careers building.

F. Budget Impact - Bond funds and non-general funds will be used for this purchase.

Exhibit: 14.a
March 14, 2012
Approved: Yes ___ No ___
Motion: _____

Central Oregon Community College
Board of Directors

RESOLUTION

NAMING OF CAMPUS ROAD – ALPINE WAY

Prepared by: Ron Paradis-Director of College Relations

A. Action Under Consideration

Naming of the road that connects College Way to Loop Road.

B. Discussion/History

This fall, with the opening of the Health Careers Building and the Science Center, the College Relations office is planning for significant new campus building and directional signage, better designation for parking areas and updated campus maps.

There are two major routes from College Way to the Upper Campus – Loop Road and through a parking lot. The parking lot is often informally called “the serpentine lot” in reference to its shape. We propose to name the road that travels through this parking lot in order to better direct students and campus visitors.

In keeping with the Board’s policy on using geographic words in naming, and in recognition of the winding shape of this road, the College Relations staff recommends naming this road **Alpine Way**.

D. Options

1. Approve the name.
2. Do not approve the name, leaving it with no name.
3. Approving a different name.

E. Timing

Recommendation is to make the decision now, to allow the College Relations staff to continue its work on signage and new maps for the summer/fall.

F. Costs

Money is budgeted for these items; the naming of the road has no impact on costs.

G. Recommendation

Be it resolved that the Central Oregon Community College Board of Directors does hereby name **Alpine Way** the connecting road between College Way and Loop Road.