

CENTRAL OREGON COMMUNITY COLLEGE

**BUDGET COMMITTEE MEETING**

Wednesday, APRIL 9, 2008 – 6: 00 PM  
Christiansen Board Room-Boyle Education Center

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**AGENDA**

|       | <u>Exhibit</u>   | <u>Action</u> | <u>Presenter</u> |
|-------|--|---------------|------------------|
| I.    |  |               | Friedman         |
| II.   |  |               | Friedman         |
| III.  |  |               | Friedman         |
| IV.   |  |               |                  |
|       | a. Budget Meeting – March 12, 2008   | 4.a X         | Smith            |
| V.    |  |               | Dona             |
| VI.   |  |               | Bloyer/Dona      |
| VIII. |  |               |                  |
|       | Budget Calendar, Next Meeting –<br><u>Wednesday, May 14, 2008 6:00 PM</u><br>Christiansen Board Room, Boyle Education Center |               |                  |
| IX.   |  |               |                  |



Central Oregon Community College  
BUDGET COMMITTEE MEETING

MINUTES

Wednesday, March 12, 2008

6:00 PM

Christiansen Board Room – Boyle Education Center

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**PRESENT:** Lester Friedman, Anthony Dorsch, Karen Pringle, Steve Curran, Patricia Kearney, Bridget Burns, Evan Dickens, Dr. Joyce Garrett, Charley Miller, Connie Lee, John Overbay, Dr. Ronald Foerster, Ronald Bryant-Board Attorney, Dr. James Middleton-President, Julie Smith-Executive Assistant.

**ABSENT:** Jay Henry, Donald Reeder

**CALL TO ORDER:** Mr. Lester Friedman-Chair of the 2007-08 Budget Committee, called the meeting to order.

**INTRODUCTION OF GUESTS:**

Matt McCoy, Jim Jones, Ron Paradis, David Dona, Carol Moorehead, Kathy Walsh, Jim Weaver, Gene Zinkgraf, Joe Viola, Alicia Moore, Lisa Bloyer, Mary Jeanne Kuhar, Dianna Glenn, Lowell Lamberton, Dan Cecchini.

Mr. Gene Zinkgraf-Director of Campus Services, introduced Mr. Joe Viola the newly hired Campus Construction Manager.

Chair Friedman led the introductions of the Budget Committee.

**ELECTION OF CHAIR:**

**Mr. Tony Dorsch moved to re-elect Mr. Lester Friedman as Chair for the 2008-09 Budget Committee. Mr. Steve Curran seconded the motion. MCU. Approved. 03/08:1**

Ms. Connie Lee thanked Mr. Friedman for serving as Budget Committee Chair for the past three years and for his attendance at board meetings as well as budget committee meetings.

**2008-09 BUDGET MESSAGE: (Handout: 4 & 4.a)**

President Middleton presented the 2008-09 Budget Message, summarizing that COCC's Budget is in the best position it has been in since the 2002 budget cuts. He made a special note that, due to the positive position, he likely will be recommending a second straight year of no tuition increase for students.

He noted that the 2008-09 Budget – proposes strategically expanding expenditures due to the multi-year projections looking positive with the current historically high enrollment increases of approximately 12 percent, and to continue COCC initiatives to expand services

geographically, while broadening programs to regional high schools, and add/expand programs to meet the needs of regional businesses.

The budget includes the addition of two new full-time faculty positions, additional adjunct and part-time faculty, three support positions in student services and an allocation for additional custodial help when the Campus Center opens next spring. The current year's budget is approximately \$25.9M; the proposed budget is approximately \$27.8M.

**CASH FLOW - REVENUE/EXPENSE PROJECTION: (Handout: 5)**

Mr. David Dona-Associate Chief Financial Officer, reviewed the PowerPoint presentation outlining "why we forecast" -

- to identify financial trends early when there is time to plan and make changes
- required by accreditation standards
- recommended by bond rating companies.
- He reviewed key Assumptions

2008-09 Assumptions:

- Current Year property Taxes +6%
- Prior Year Property Taxes +3%
- Full tuition freeze all categories (second consecutive year)
- Enrollment increase +2%
- Increase in staff positions +2.7%
- Increase in medical insurance +15%
- Inflationary expenditure increase ~ +3%
- No decrease to 2007-09 Biennium CCSF

The Budget Committee commended and applauded the good work of President Middleton and the staff for the detail of the budget and their work in keeping tuition costs down, making education more affordable to our communities.

President Middleton praised the staff for their excellent work on the budget.

**2008-09 PROPOSED GENERAL FUND BUDGET: (Handout: 6)**

Ms. Lisa Bloyer-Accounting Manager and Mr. Dona reviewed and defined the General Fund Budget as the accounting of the fundamental operations of the college. The General Fund Resources Summary is as follows -

- ❖ Taxes
- ❖ Tuition & fees
- ❖ Sales & Services
- ❖ State & Federal Sources
- ❖ Transfers from Other Funds

The General Fund is the largest fund and one of two funds that received property taxes.

**BUDGET CALENDAR:**

The next Budget Committee Meeting is scheduled for Wednesday, April 9, 2008 at 6:00 PM in the Christiansen Board Room, Boyle Education Center – Central Oregon Community College.

Chair Friedman adjourned the Budget Committee Meeting.

ADJOURN: 7:32 PM

APPROVED;

ATTEST TO;

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Mr. Lester Friedman,  
Chair-Budget Committee

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Dr. James E. Middleton  
President



CENTRAL OREGON COMMUNITY COLLEGE  
 Board of Directors' Meeting – AGENDA  
 Wednesday, April 9, 2008 – 7:00 PM  
 Christensen Board Room, Boyle Education Center

| TIME**  | ITEM   | ENC.* | ACTION | PRESENTER           |
|---------|--|-------|--------|---------------------|
| 7:00 pm | I. Call to Order   |       |        | Overbay             |
|         | II. Introduction of Guests   |       |        |                     |
|         | III. Agenda Changes  |       |        |                     |
| 7:05 pm | IV. Public Hearing and Testimony   |       |        |                     |
|         | A.   |       |        |                     |
| 7:10pm  | V. Consent Agenda***   |       |        |                     |
|         | A. Minutes   |       |        |                     |
|         | 1. March 12, 2008  | 5.a1  | X      | Smith               |
|         | B. Personnel   |       |        |                     |
|         | 1. New Hire Report (March 2008)  | 5.b1  | X      | Buckles             |
|         | C. Campus Center Logs  | 5.c   | X      | Jones               |
|         | D. Tuition Rates   | 5.d   | X      | Moore               |
| 7:15 pm | VI. Information Items  |       |        |                     |
|         | A. Financial Statements  | 6.a*  |        | Bloyer <sup>A</sup> |
|         | B.   |       |        |                     |
| 7:20 pm | VII. Old Business  |       |        |                     |
|         | A.   |       |        |                     |
| 7:25 pm | VIII. New Business   |       |        |                     |
|         | A.   |       |        |                     |
| 7:30 pm | IX. Board of Directors' Operations   |       |        |                     |
|         | A. Board Member Activities   |       |        |                     |
| 7:35 pm | X. President's Report  |       |        |                     |
|         | A.   |       |        |                     |
|         | XI. Dates:   |       |        |                     |
|         | A. Wednesday, May 14, 2008 – 6:00 PM – <u>Budget Committee Meeting</u><br>in the Christiansen Board Room     |       |        |                     |
|         | B. Wednesday, May 14, 2008 – 7:00 PM – Regular Board of Directors' Meeting<br>in the Christiansen Board Room |       |        |                     |
| 7:45 pm | XII. Adjourn   |       |        |                     |

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

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

\*\*\* Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately. [ ] = indicates a [ ]resentation will be provided.

A = indicates the presenter is Aavailable for background information if requested.

Please Note: At any time during this meeting, an executive session may be called to address issues relating to ORS 192.660(1)(e), real property transactions; ORS 192.660(2)(h), pending or threatened litigation; or ORS 192.660(2)(b), personnel issues.



CENTRAL OREGON COMMUNITY COLLEGE  
Board of Directors' Meeting – MINUTES  
Wednesday, March 12, 2008 – 7:00 PM  
Christiansen Board Room, Boyle Education Center

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

ABSENT: Donald Reeder

INTRODUCTION OF GUESTS: Matt McCoy, Kathy Walsh, Gene Zinkgraf, Joe Viola, Alicia Moore, Jim Jones, Ron Paradis, Carol Moorehead, Lisa Bloyer, Lowell Lamberton-President-Faculty Forum, David Dona, Diana Glenn, Mary Jeanne Kuhar, Dan Cecchini, Charlie Naffziger, Brynn Pierce, Chris Egertson and Sheila Miller from The Bulletin.

AGENDA CHANGES: (Correction to (Exhibit: 5.a2)-Dr. Garrett attended in person)

CONSENT AGENDA:

Dr. Ronald Foerster moved to approve the Consent Agenda (Exhibit: V). Dr. Joyce Garrett seconded the motion. MCU. Approved. M03/08:1

BE IT RESOLVED that the Board of Directors' reviewed and approved the Meeting Minutes of the February 13, 2008-Regular Meeting and the February 25, 2008-Special Meeting (Exhibits: 5.a1 and 5.a2);

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

BE IT RESOLVED that the Board of Directors' approve the employment contract for Sean Hartley-Instructor or Emergency Medical Services (Exhibit: 5.c);

BE IT RESOLVED that the Board of Directors' authorizes the application of collection costs to students' accounts (Exhibit: 5.d);

BE IT RESOLVED that the Board of Directors' grant tenure to Dr. Zelda Ziegler (Exhibit: 5.e);

BE IT RESOLVED that the Board of Directors' approve the promotion of the faculty as recommended by the Promotion Committee: Assistant Professor I to Assistant Professor II Amy Howell-education; James Knox-Fine Arts; David Liu-Mathematics; Lynn Murray-Dental Assisting; Ralph Phillips-Computer Information Systems; Mariko Shimizu-Mathematics Assistant Professor II to Associate Professor Thomas Barry-Sociology; Kathy Smith-Mathematics; Associate Professor to Professor Jon Bouknight-Fine Arts and Communication; Catherine Finney-Library; Charlie Naffziger-Mathematics. (Exhibit: 5.f).

**INFORMATION ITEMS:**

**Financial Statements – (Exhibit: 6.a)**

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

**Board Priorities & Institutional Effectiveness-(Exhibit: 6.b&6.b1)**

Mr. Matt McCoy-Vice President for Institutional Advancement, introduced Ms. Brynn Pierce-Institutional Researcher and Mr. Chris Egertson-Research Specialist. He reviewed that the college's move to a more data driven decision making statistical analysis process provides the best information to make the most informed decisions.

The Institutional Research department combines research and data for the Board to make informed decisions based on the Board Priorities.

Ms. Pierce reviewed (Exhibit: 6.b & 6.b1) summarizing

- Board Priorities
- Methods
- Measurements, and
- Targets.

**Educational Services for Deer Ridge Correctional Institute (Handout: 6.c)**

Ms. Carol Moorehead-Dean of Extended Learning, reported on the college's new contract with the Deer Ridge Correctional Institute in Madras that will provide educational services to inmates. Services will include the hiring of a Director of Corrections Education, an administrative assistant, two Adult Basic Education instructors and a part-time program coordinator for a welding program. The state will pay for the services provided by the college.

**NEW BUSINESS:**

**Senate Bill 1066-Section 9 (Exhibit: 8.a)**

President Middleton noted that he is recommending that the Board consider a waiver of tuition for children or spouses of members of the Armed Forces who have served subsequent to September 11, 2001, and have died or been disabled as a result of military service.

Dr. Foerster recommended revisiting the tuition waiver every five years.

President Middleton will provide a Resolution for Board approval at the April 9 or May 14 board meeting.

**BOARD OF DIRECTORS' OPERATIONS:**

**Board Member Activities**

Mr. Miller            Attended EDCO Luncheon  
                          Attended the Foundation's "Meal of the Year"

- Dr. Garrett** Met w/Connie Lee to work on the State 40-40-20 Goal  
Attended Legislative Conference Call & emails from OCCA  
Attended the ACCT Legislative Summit for Community Colleges  
in Washington DC  
Attended Special Board Meeting on February 25  
Attended Crook County Chamber of Commerce Mtgs.  
Met w/Matt McCoy and Carol Moorehead to discuss Prineville outreach efforts  
Met w/President Middleton  
Met w/Senators Smith and Wyden and Representative Walden  
Worked with Exec. Assistant Julie Smith to send COCC initiatives to legislators
- Ms. Lee** Attended Special Board Meeting on February 25  
Attended Legislative Conference Calls  
Attended the EDCO Luncheon  
Attended the Foundation's "Meal of the Year"
- Mr. Dorsch** Phone call with Matt McCoy re: Campus Center bid  
Attended Special Board Meeting on February 25 (by phone)
- Dr. Foerster** Attended Special Board Meeting on February 25 (by phone)  
Attended the Foundation's "Meal of the Year"  
Meeting w/President Middleton
- Mr. Overbay** Attended Special Board Meeting on February 25  
Attended the EDCO Luncheon  
Sponsored a Corporate Table at the Foundation's "Meal of the Year"  
Agenda & Real Estate Meetings w/President Middleton

**PRESIDENT'S REPORT:**

President Middleton reported that during the recent legislative session, all of Oregon's 17 community colleges rallied in support of Clatsop Community College-Astoria, which received \$4M for their capital construction project.

**COCC Foundation – "Taste of the Town" and "Meal of the Year"**

Mr. Jim Weaver-Executive Director, quoted Scott Adams-American Cartoonist, "Remember there's no such thing as a small act of kindness. Every act creates a ripple with no logical end."

- 21 restaurants provided 10,500 bites of food;
- 100 volunteers
- kindness of the 410 people in attendance
- \$161K in scholarships
- \$200K net for the weekend events

**ADJOURN: 8:50 PM**



*Board of Directors' Meeting, March 12, 2008*

APPROVED;

ATTEST TO;

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

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

Exhibit: 5.b1  
April 9, 2008  
Approve: \_\_\_Yes \_\_\_No  
Motion:

Central Oregon Community College

Board of Directors

**New Hire Report – March 2008**

| <u>Name</u>                     | <u>Date Hired</u> | <u>Job Title</u>                     |
|---------------------------------|-------------------|--------------------------------------|
| <b>Classified Full-Time</b>     |                   |                                      |
| Flener, Brian                   | 3/17/2008         | Maintenance Specialist - Electrician |
| Hussion, Carol                  | 3/24/2008         | Accounting Assistant 3               |
| <b>Classified Part-Time</b>     |                   |                                      |
| Patton, Eric                    | 3/13/2008         | Custodian                            |
| <b>Temporary Hourly</b>         |                   |                                      |
| Helfenstein, Cheri Lee          | 3/5/2008          | Rotunda Gallery Manager              |
| <b>Temporary Salary Payment</b> |                   |                                      |
| Kingsbury, Carolee              | 3/1/2008          |                                      |

Exhibit: 5.c  
April 9, 2008  
Approve: \_\_\_\_ Yes \_\_\_\_ No  
Motion:

**CENTRAL OREGON COMMUNITY COLLEGE  
BOARD OF DIRECTORS**

**RESOLUTION**

Prepared by: James R. Jones – Vice President and Chief Financial Officer

**A. Action Under Consideration:**

Declare the logs removed on Central Oregon Community College's property during the excavation of the Campus Center as surplus property and move that COCC donate them to High Desert Museum and COCC's Forestry Club.

**B. Discussion/History:**

During the construction of the Campus Center and related parking lot, trees have been removed from Central Oregon Community College's property. COCC investigated the possibility of using the pine logs in the Campus Center project, however found it to be cost prohibitive. COCC would like to declare the logs surplus property and not needed for any other college purpose. Once declared surplus property, COCC would like to donate the pine logs removed from the Campus Center construction project to the High Desert Museum. The logs will be used in their sawmill educational demonstration project. In addition the college wishes to donate the juniper logs and small pine logs to COCC's Forestry Club. The Club will make firewood that can be used as a fundraiser and donations to those in need. Both groups will be responsible for removal of the logs from COCC property.

**C. Options/Analysis:**

1. Find and declare that the cut logs are now surplus property and are not needed for any other college purpose and move that Central Oregon Community College may donate logs to the High Desert Museum, a nonprofit corporation, for its charitable and public purposes and to COCC's Forestry Club for their fundraising and donation purposes.
2. Disapprove the declaration that the cut logs are now surplus property and are not needed for any other college purpose.

**D. Timing**

Action is requested at this time in coordination with the Campus Center construction time lines.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College hereby declare the logs surplus and donate the logs to the High Desert Museum, a nonprofit corporation, for its

charitable and public purposes and COCC's Forestry Club for their fundraising and donation purposes.

F. **Budget Impact**

The value of the logs has been determined to be less than \$250.00 which has a minimal impact on COCC's budget.

**Central Oregon Community College  
Board of Directors  
RESOLUTION**

Prepared by: Alicia Moore, Dean of Student & Enrollment Services

**A. Action under Consideration**

Set **2008-09 COCC tuition rates** for credit courses at \$63/credit hour for in-district tuition; \$86/credit hour for out-of-district tuition, and \$176/credit hour for out-of state/International tuition. This represents no increase over the 2007-08 tuition rates.

**B. Discussion/History**

COCC maintains three tuition categories: in-district; out-of-district/border state (includes residents of border states of Washington, California, Idaho, and Nevada), and out-of-state/international. The three categories recognize the differential contribution of local and state taxes contributed by in-district and state of Oregon residents (COCC is the only Oregon community college with out-of-district tuition as a separate tuition category). The COCC Board has the responsibility for establishing tuition charges under state statute and COCC policy.

In recommending tuition rates, the College considers its financial forecast and the upcoming year's budget, statewide tuition averages and tuition trends and the community college tenet of affordability.

Financial Forecast & Upcoming State Allocation

COCC's projected financial status has improved compared to prior year projections due to record enrollment growth, continued growth in area property taxes and increased appropriations at the state level.

Statewide Tuition Averages/Tuition Trends

In 2007-08, in-district tuition rates at Oregon community colleges ranged from \$57 to \$73 per credit, with the average being \$63 per credit. In recent informal polls of colleagues from across the state, other Oregon community colleges anticipate increasing tuition from \$1/credit to \$5/credit.

Affordability

Community colleges across the country pride themselves on providing high quality, affordable educational opportunities for its students. At COCC, this is central to the mission and is part of the basis for this recommendation. In addition to a proposed tuition freeze, several other factors will contribute to the affordability of COCC's program and services. Highlights include:

- Approval of the Shared Responsibility Model, which will significantly increase the number of students eligible for the Oregon Opportunity Grant, as well as the amount awarded to each student beginning fall 2008;
- Continued strong support from donors allows the COCC Foundation to increase not only the number of scholarships available, but the actual amount of many scholarships; and
- Partnership between COCC's Enrollment Services and the Foundation to target scholarships towards students who may be at-risk of not enrolling or dropping out due to financial constraints.

**C. Options/Analysis**

Approve the 2008-09 tuition rates as proposed.  
Not approve 2008-09 tuition rates as proposed.  
Recommend other actions or amounts.

**D. Timing**

Approval is requested at this time.

**E. Recommendation**

Be it resolved that the Board of Directors of Central Oregon Community College approves no increase to the 2008-2009 credit tuition schedule, recommending continuation of the 2006-07 and 2007-08 rates as follows: In-district tuition \$63/credit hour, Out-of-district tuition \$86/credit hour, and Out-of state/international tuition \$177/credit hour. (Effective summer quarter 2007).

**F. Budget Impact**

The College will have sufficient resources in 2008-09 to balance its approved budget.