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*Rogue Community College District  
Board of Education – April 15, 2014 Meeting Minutes*

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1. **Call to Order** – Dean Wendle, Chair, called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:02 p.m., Tuesday, April 15, 2014 at the Table Rock Campus (TRC), Conference room 206, 7800 Pacific Avenue, White City OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum was confirmed with the following Board members in attendance: Pat Ashley, Ron Fox, Brett Johnson, Kevin Talbert, Dean Wendle and Joseph Zagorski.  
  
Absent: Tim Johnson
3. **Introduction of Guests and Public Comment** – Liela Forbes, Redwood Campus (RWC) Associated Student Government (ASG); Paul Fischer, President, Faculty Association; and the following RCC District employees: Peter Angstadt, Kori Bieber, Rena Denham, Kirk Gibson, Tom Miller, John Osbourn, Linda Renfro, Curtis Sommerfeld, Denise Swafford and Denise Nelson.
4. **Presentations - None**
5. **Committee/Advisory Reports**

**A. Faculty, Student, Classified, Faculty Senate Reports**

Student – Liela Forbes reported the RWC-ASG will be holding a spring term carnival next month. On-going for the term will be registration and elections for next years’ ASG team. Also working on registering students for the regular state and federal elections. Tony Nordheim, President, ASG-Riverside Campus (RVC) and TRC provided a written report in advance of the Board meeting (see file).

Faculty – Paul Fisher provided a written report in advance of the Board meeting (see file). The American Association of Community Colleges (AACC) raises some interesting challenges for community colleges in a new report titled “Empowering Community Colleges to Build the Nation’s Future.” The report bluntly states that community colleges cannot be successful if we remain the same now or in the future. AACC made the following recommendations:

- Increase our completion rate by 50 percent by 2020
- Improve college readiness
- Close the skills gap (employers are demanding a more sophisticated workforce)
- Redefine and refocus the Mission of the Community College
- Invest in collaborative support structures and target public and private investment
- Implement policies and practices that promote rigor and accountability

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Classified – N/A

Faculty Senate – N/A

- B. Advisory Committees** – President Angstadt reported he met with Jackson and Josephine County Advisory Committee members and discussed the upcoming 2014/15 budget process and issues. Advisory Committee members serve on the RCC District Budget Committee.
- C. Board Executive Committee** – Dean Wendle, Kevin Talbert and Brett Johnson participated in the April committee meeting. Members reviewed the April 15 Budget Committee and Board meeting agendas.
- D. Board Self-Evaluation Committee** – Dr. Zagorski reported the committee met via teleconference and developed a form for the evaluation process (see agenda item 7.C)
- E. Facilities Committee** – Dean Wendle and Joseph Zagorski met with Grant Lagorio, Bart Van Syoc and Pat Huebsch. In addition, a written facilities report was provided with the Board meeting material (see file). The issue regarding the glass panels at the Higher Education Center (HEC) is moving forward. One panel fell during the incident and the area below the remaining panels has been secured to prohibit anyone from walking underneath. In the meantime, the report received indicated the remaining panels stay in place.
- Pat Huebsch is retiring and Bart Van Syoc is nearing the end of his transition year having retired last year. Pat Huebsch will be available for project management contract services in the future if needed. Dr. Zagorski requested updated organizational charts should be distributed to Board members.
- F. Finance and Audit Committee** – Brett Johnson, Pat Ashley and Joseph Zagorski attended the committee meeting just prior to this Board meeting. The committee reviewed the March Financial Data Report. The \$4.3 million fiscal year ending fund balance is due in part to personnel savings.
- G. Foundation Report** – Pat Ashley reported the new Foundation Executive Director, Judy Basker, will begin her position in May. Everyone is looking forward to her arrival.
- H. OCCA/OSBA Reports** – Dr. Talbert reported that due to changes in Oregon’s higher education, OCCA staff have been very busy attending numerous meetings including the Higher Education Coordinating Commission (HECC) and Oregon Education Investment Board (OEIB) meetings.

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Discussions are taking place regarding the increased need for OCCA staff hours to cover attendance at meetings and related increase of staff hours needed to handle business issues due to the work of the new commission and board. It is possible we will see an increase in OCCA dues to support the efforts of OCCA on our behalf.

- I. President’s Evaluation Committee** – Dr. Talbert, Chair, along with Pat Ashley and Dr. Zagorski, are developing a strategy for the evaluation process. Denise Nelson will coordinate a committee meeting.
- 6. Consent Agenda** – Pat Ashley moved, seconded by Ron Fox, the Board approve the consent agenda as follows:
- A. Meeting Minutes
    - a. February 18, 2014 Board Meeting
    - b. March 11, 2014 Special Board Meeting
    - c. March 18, 2014 Board Meeting
  - B. Human Resources
    - a. Full-Time Temporary/Fixed-Term Faculty – Theodore Daw, Diesel Technology Instructor
    - b. Full-Time Management – Daniella Bivens, Director of Educational Partnerships
    - c. Full-Time Exempt Administrative/Confidential – Christine Murff, Payroll and Retirement Programs Coordinator
    - d. Full-Time Exempt Retirement – Patrick Huebsch, Facilities and Projects Manager
  - C. Grants – None
  - D. Financial
    - a. Monthly Financial Data Report – March 2014
    - b. Quarterly Budget Transfers

**The motion unanimously carried.**

**7. Board Action/Information Items**

**A. Review and Adopt Board Policies VIII.B.020 – Selection of Instructional Materials and VIII.C.020 – Services or Products Requiring Materials**

Joseph Zagorski moved, seconded by Pat Ashley, the Board adopt Resolution No. P67-13/14 confirming review of Board Policies VIII.B.020: Selection of Instructional materials and VIII.C.020: Services or Products Requiring Materials, as reviewed with no amendments.

**The motion unanimously carried.**

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**B. Review Board Policies VI.C.010 Publications and Inventions; VIII.A.020 Professional – Technical Education; VIII.A.030 – Curriculum Approval; VII.A.040 – Supplementary Class Activities; VIII.B.030 Textbooks and Manuals; and VIII.C.010 – Use of College-Owned Equipment (First Reading)**

Regarding policy VI.C.010, Publications and Inventions, Dr. Talbert asked staff to research intellectual property rights to assure the policy is legal and consistent with what other colleges in the state are doing.

No action taken (first reading).

**C. Discuss Board of Education Self-Evaluation Form and Process**

Dr. Zagorski reported that at the 2013 OCCA Annual Conference, he attended a Board Source presentation which provided information regarding board self-evaluations. He found the material to be interesting and well written. Pat Ashley serves on the Board Self-Evaluation Committee with Joe, and with the administrative support of Denise Nelson, a form was developed and distributed to Board members in advance of this meeting (see file). Board members agreed they liked this form and had no recommended changes. Discussion occurred on the amount of time needed to review evaluation results as a group. It was determined it would be best to schedule a special session for this purpose. Denise Nelson will distribute the form electronically to Board members, assign a due date for response return, and will compile results. She will also coordinate a special session of the Board to review and discuss results.

**D. Approval of New Certificates and Degrees**

Pat Ashley moved, seconded by Ron Fox, the Board adopts Resolution No. P69-13/14, approving five new educational programs as listed:

- a) Medical Assistant Certificate
- b) Firefighter Career Pathway Certificate
- c) EMT Career Pathway Certificate
- d) Computer Engineering AS transfer degree to OT
- e) Software Engineering AS transfer degree to OT

Discussion occurred regarding the name change from Oregon Institute of Technology (OIT) to Oregon Tech (OT).

**The motion was unanimously approved.**

**E. Discuss ACCT 2014 Leadership Congress**

The 2014 Leadership Congress will be held in Chicago, IL, October 22-25 (see file). Since the hotel group rate at ACCT conferences tends to sell out quickly, and Board members are in the process of determining their attendance, Denise Nelson was directed to reserve 2 rooms at the group rate.

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**F. Endorsement of the Oregon State Treasurer’s Opportunity Initiative**

Dean Wendle requested Board members evaluate the information regarding this initiative (information was not distributed in advance of the meeting). Discussion occurred regarding the best means for Board members to collectively learn more about this initiative before voting on endorsement. Ron Fox volunteered to contact the Treasurer’s office about arranging a presentation in southern Oregon.

**8. Board Discussion Items**

**A.** Foundation Scholarship Reader Dinners – Board members complimented Foundation staff on the success of both reader dinners. This was one of the best coordinated scholarship reader events they’ve attended. The processes followed worked very well which seemed to raise the level confidence in the volunteers as they scored applications. Transcript information was included, however, in terms of scoring, the transcript information was minimized (entire transcript is no longer included). A suggestion was made to communicate the importance of RCC instructors/staff providing a recommendation to take the time and effort to write comments in the applicable section of the recommendation form. This effort can make quite a difference in the end result for the scholarship applicant.

**B.** 2013/2014 RCC Board of Education- Areas of Focus - #1 (schedule special Board meeting once per quarter has been addressed. #2 (promote a focus on student success targeting math) is also being addressed having recently received a National Science Foundation Grant targeting this issue. #3 (engaging in dialogue with RCC key stakeholders) is being addressed through the Appreciative Inquiry model:

- a. Draft Model Summary- Appreciative Inquiry (AI) (Denise Nelson will forward copies to Joe Zagorski of documents received at the Board Special Session with Clackamas Comm. College representative Shelly Parini.)

President Angstadt provided a draft RCC Model Summary for the AI process (see file). He credited Kevin Talbert for coming up with the “Rogue at 50” concept. The primary goal of RCC’s AI will be to develop an ongoing method of learning from the community and positioning this learning into positive results for the College and the communities we serve.

After discussion, Peter recommended, and the Board agreed, the next step would be for Board members to forward their thoughts and ideas (to Peter) toward developing a draft list of goals which identify the potential outcomes of RCC’s AI model.

**C.** General Discussion – Dr. Zagorski asked about the possibility of an RCC email address for Board members. In addition to Dr. Zagorski, Ron Fox and Dean Wendle requested to receive all college business via their own RCC email account. Denise Nelson will handle this.

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**9. Administration Information Items**

- A.** President’s Monthly Report (see file) – The press releases on the Morris Foundation pledge and the announcement of Judy Basker as Foundation Executive Director will be distributed soon.

Ben Cannon, Executive Director, HECC, will serve as keynote speaker at RCC’s Spring Inservice on May 9. All Board members are invited to attend and were asked to RSVP to Denise Nelson. Pat Ashley and Joseph Zagorski provided their RSVP.

The 2014 TRiO Graduation and Transfer Celebration invitation was distributed in the Board handout folders (see file). Board members were asked to RSVP to Denise Nelson.

Board members provided a directive allowing President’s Office staff to make minor grammatical corrections to board policies when needed, without further approval.

Denise Nelson will schedule the final 2013/14 fiscal year quarterly Board Special Session for the purpose of reviewing the Board Self-Evaluation results. Ron Fox requested staff use a survey application for this process.

- B.** RCC Response Letter- Higher Education Coordinating Commission Budget Questions (see file).
- C.** OCCA Response Letter- Higher Education Coordinating Commission Budget Questions (see file).
- D.** Update - City of Grants Pass Annexation – The City is waiting for results of a water flow test on our hydrants. Should receive results within two more weeks.
- E.** FTE Report – Overall, enrollment is expected to be down approximately 4%.
- Board Chair, Dean Wendle left the meeting at 5:45 p.m. and Vice Chair, Kevin Talbert presided.
- F.** Student Success Report – Vice President Bieber reviewed the report with Board members. It was noted that a “D” is considered a passing grade for “Financial Aid purposes.” Ron Fox suggested not including “D” grades in future RCC student success reports.

Kevin Talbert called for a 2 minute break at 5:48 p.m.

- 10.** Kevin Talbert called the meeting into Executive Session pursuant to ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents; at 5:50 p.m. Dr. Talbert left the meeting at 6:00 p.m. and assigned Ron Fox to serve as acting Chair. Mr. Fox closed Executive Session at 6:04 p.m.

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Brett Johnson left the meeting at 6:05 p.m.

11. **Old Business – None**
12. **New Business** – Ron Fox suggested, as a future topic of discussion in the Board’s continuing efforts regarding student achievement and the ‘value proposition’ message for RCC’s degrees and certificates, receiving a report from Payscale. Payscale is a company who aggregates data on job salaries including career earnings by graduates from the nation’s four year degree colleges and universities. This Return on Investment (ROI) report would be useful in communicating the ROI for RCC’s degree and certificate graduates.
13. **Board Round Table - None**
14. **Adjournment** – Mr. Fox adjourned the meeting at 6:07 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the President and Board of Education.