
*Rogue Community College District
Board of Education – August 19, 2014 Meeting Minutes*

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Patricia Ashley at 4:00 p.m., Tuesday, August 19, 2014, 7800 Pacific Avenue, Table Rock Campus (TRC), White City, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Kevin Talbert, Dean Wendle and Joseph Zagorski

Board members absent: Brett Johnson and Tim Johnson

3. **Introduction of Guests and Public Comment** – RCC District employees in attendance: Peter Angstadt, Kori Bieber, Roger Friesen, Kirk Gibson, John Osbourn, Linda Renfro, Larry Sheely, Curtis Sommerfeld, Lisa Stanton, Denise Swafford and Denise Nelson

4. **Presentations** – N/A

5. **Committee Reports**

A. Student; Faculty, Classified; Faculty Senate

Student – Perla Estrada, Associated Student Government of RCC, reported that student government representatives from each campus are preparing for fall term. Events and activities are being scheduled to welcome new and returning students.

There were no Faculty, Classified or Faculty Senate reports.

B. Board Executive Committee – Pat Ashley, Kevin Talbert and Joe Zagorski participated in a meeting held on 8/11. Dr. Talbert reported the committee reviewed and discussed the August Board meeting agenda.

C. Facilities Committee – The monthly Facilities Department report was distributed to Board members for review prior to the Board meeting. Dean Wendle reported the Integrated Pest Management Plan and Policy is being presented for approval (see agenda item 7.A). There have been a lot of wasps on Redwood Campus (RWC) this summer. The State of Oregon now determines proper handling of all pests. Educational facilities may not use pesticides unless it is applied by a licensed pest control applicator. This will affect how wasps are handled throughout the RCC district.

Dr. Zagorski reported there are leaks in a water main running near three RWC buildings. Staff are developing options for repair.

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- D.** Finance & Audit Committee – Dean Wendle reported the College realized a 12.35% decrease in tuition for the 2014/15 summer term. Tuition revenue projections have been updated, and will be updated again in October, once the fall term enrollment levels are stable. The ending fund balance is \$4.4 million.

US Bank is currently the RCC depository for college funds. They have provided very good customer service at a competitive rate. Staff are pleased with the working relationship established with US Bank. A question was posed if the Board would like to do a request for proposal (RFP) or remain with US Bank. Considering the factors involved, and the high level of service provided by the current bank, the Board decided to remain with US Bank.

MAIN MOTION

Kevin Talbert moved, seconded by Ron Fox, the RCC Board continue the agreement with US Bank for three (3) years.

The motion unanimously carried.

- E.** Foundation Report – Pat Ashley reported the Foundation has recruited four new Board members; Pam Petersen, Ron Goss, Susan Panisello and Frank Kukla. Still looking for additional members from Jackson County – if you'd like to refer anyone, please contact Judy Basker. Three new members for the Finance Committee have also been recruited. The job opening for the Assistant Director position has been posted and Denise Nelson has volunteered to help with this process. Judy visited five other community college foundation offices recently. Foundation staff are also attempting to raise money for the RCC soccer team (goal of \$25,000). The Spears Awards will be held Friday, 9/22.
- F.** OCCA/OSBA Reports – With the increase in funding support for the Oregon Community College Association (OCCA), Kevin Talbert reported OCCA has hired two new staff members. Elizabeth Cox Brand will serve as the Director of Student Success and Assessment and James Sinks has been hired for the position of Communications Director.

The achievement compact process is being reviewed. Community colleges will have opportunities to participate in the discussion.

The Higher Education Coordinating Commission (HECC) is discussing the program approval process. Is approval appropriate at the HECC level? Should the HECC serve as final approval?

Jim Middleton, retiring president from Central Oregon Community College, has been appointed as commissioner for Community College Services and Director, Department for Community Colleges and Workforce Development (CCWD). He has agreed to work part-time in this position through June 2015.

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The community college budget recommendation from OCCA is \$650 million. \$519 million will not be sufficient, in fact, it does not return community colleges to the level of state funding from 2007. A letter to the State has been signed by all Oregon community college and university presidents requesting consideration of no less than \$650 million for community colleges and \$755 million for universities.

6. Consent Agenda

Ron Foxed moved, seconded by Dean Wendle, the Board approve the consent agenda as presented. Dr. Zagorski recommended the Human Resources department ensure all letters of resignation are written in official format.

A. Meeting Minutes

- a. June 9, 2014 Board Special Meeting (Work Session)
- b. June 17, 2014 Board Meeting
- c. July 10, 2014 Board Special Meeting

B. Human Resources

- a. Full-Time Faculty, Nursing Instructor, New Hire, Brent Rudolph
- b. Full-Time Faculty, Practical Nursing Instructor, Retirement, Janice Olson
- c. Full-Time Exempt/Management, Director of Marketing and Recruitment, New Hire, Grant Walker
- d. Part-Time Exempt/Professional, Foundation Coordinator, Extended Fixed Term Contract, Robyn Martin
- e. Full-Time Exempt/Management, Interim Director, Bookstore and Shipping/Receiving, Partial Year Contract, Laura Haga-Duffy
- f. Full-Time Faculty, Business Technology Instructor, Resignation, Paul Fisher

C. Grants

- a. New Grants
 1. Community College Assistance
 2. Early Learning Professional Development
 3. Music – RCC Orchestra Timpani
 4. Latino Programs – HOLA
- b. Continuation Grants
 1. TRiO-Student Support Services
 2. TRiO-Educational Opportunity Center
 3. TRiO-Talent Search

D. Financials - Monthly Financial Data Report – July 2014

The motion unanimously carried.

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7. Board Action and/or Information Items

A. Integrated Pest Management Plan and Policy

Vice President Sommerfeld explained that Integrated Pest Management (IPM) is a process for achieving long-term, environmentally sound pest-suppression through a variety of tactics. IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are only used when necessary.

Board members received the Integrated Pest Management Plan and Policy for review prior to the meeting and had no recommended revisions; therefore, the Board was ready to take action toward document approval.

Joseph Zagorski moved, seconded by Ron Fox, the Board adopts Resolution number B3-14/15, approving the RCC Integrated Pest Management Plan and Policy.

The motion unanimously carried.

B. Management, Administrative, and Professional Employee Handbook

The summary of handbook revisions include the following:

- Pg 12 – Article 1.C: Incorporates a pre-disciplinary meeting addressing public employee due process rights when dismissal for cause is considered.
- Pg 15 – Article 2.A: Designates sick leave to be credited at the beginning of the contract year, rather than accrued.
- Pg 17 – Article 3.B: Increases unused vacation carry-over hours from 80-120. All unused vacation hours to be paid at termination of employment.
- Pg 22 – Article 11: Refers to Administrative Procedure for professional growth funding and expenditure details.
- Pg 24 – Article 12: Reduces retiree benefits eligibility to age 58.
- Pg 25 – Article 13: Allows retiree tuition waiver of 1 credit bearing class per term.
- Pg 27 – Article 16.C: Defines criteria for hiring above entry level salary placement.
- Pg 27 – Article 16.D: Incorporates a Longevity Award pay increase at 15, 20 and 25 yrs of continuous employment at the College.
- Pg 28 – Article 19: (New Article) Provides for an employee complaint process.

Mr. Wendle is concerned about reducing the retiree benefits eligibility from age 60 to 58. This is an unfunded liability for the college.

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Vice President Sommerfeld explained it proves to be difficult to recruit for management positions internally from Classified and Faculty staff when the benefits of management positions are not the same as Classified/Faculty (employees from these associations can receive retiree benefits at age 58).

Dr. Talbert requested changing the process for which the Board is advised/made aware of major changes. He requested President Angstadt discuss changes with Board members in advance of presenting the document for approval. Ron Fox requested an analysis on the financial impact for benefits related to compensation. President Angstadt will provide the Board with the following information:

- a. How many faculty have moved into exempt positions?
- b. How many exempt positions have faculty/classified not applied for due to difference in benefits?
- c. What is the average age of retirees, per employee group, over the last 5 years?
- d. Analysis on the financial impact for benefits related to compensation. What are the implications of not making a change for exempt employees?

President Angstadt asked Board members to email any additional questions to him and he will work on preparing information for Board review.

C. Authorization to Invest Taxing District Funds – Josephine County

Dean Wendle moved, seconded by Kevin Talbert, the Board adopts Resolution No. B11-14/15, approving investment fund participation through the Josephine County Treasurer/Tax Collector.

The motion unanimously carried.

D. Contract with Lane Community College for On-line Delivery of a Physical Therapist Assistant AAS Degree Southern Oregon Cohort 2

Joseph Zagorski moved, seconded by Dean Wendle, the Board adopts Resolution No. B12-14/15, approving the contract with Lane Community College for on-line delivery of a Physical Therapist Assistant AAS degree to a Southern Oregon Cohort No. 2 in the amount of not to exceed \$71,597.79.

The motion unanimously carried.

E. Board Support of Transit District Bond Levy

Vice President Bieber explained she has been participating in discussions with Rogue Valley Transit District for quite some time. The proposed service to Table Rock campus is a small portion of the bond levy.

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Dr. Talbert believes that every issue should be weighed by the Board on its merits and on an individual basis. Does this help our students? Pat Ashley supports this issue and recommended making a motion for Board support. Discussion occurred about filing a statement for the voters' pamphlet. Board members discussed Oregon law prohibiting public employees/officials from engaging in political activities during work hours. No college employee, while on work time, may assist in this process. Board members, as elected officials, are not subject to these restrictions.

MAIN MOTION

Kevin Talbert moved, seconded by Ron Fox, the RCC Board of Education support local ballot measure 15-128 because public transportation to/from RCC campuses is important to many of our students.

The motion unanimously carried.

F. Consideration of the Oregon State Treasurer's Opportunity Initiative

Ron Fox helped to coordinate a forum on August 8th in Medford to hear from Treasurer Wheeler about how his vision for enhancing Oregon's educational and career readiness could be achieved with approval of the Opportunity Initiative. Board members thanked Mr. Fox for his work to help coordinate this informative presentation. The Opportunity Initiative, approved by the Oregon Legislature for the November 2014 Oregon ballot, is an endowment fund designed to create the source of future tuition funding to enable many more Oregonians to attend and successfully complete degrees or career certificates.

Dean Wendle commented it will be at the discretion of the HECC as to how this funding is used. This will not provide a direct increase to community colleges or the Opportunity Grant. Kevin Talbert added discussion has taken place for many years regarding what to do about economic development. Dean Wendle agreed.

MAIN MOTION

Ron Fox moved, seconded by Kevin Talbert, the RCC Board of Education support the concept of a student access endowment fund as proposed in measure 86.

The motion unanimously carried.

G. January through June 2012-15 Strategic Plan Status Report

Board members received the status report (see file) for review in advance of the meeting.

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H. Fall 2014 Mid-Cycle Evaluation Report (Accreditation)

President Angstadt commended Denise Swafford, Accreditation Liaison Officer, for her great work on the report. Accreditation evaluators will be visiting RCC October 15-17. The evaluators will not need to meet with Board members. Denise Swafford added this will be a collegial visit and thanked Pat Ashley and Joe Zagorski for attending the assessment meeting.

I. Board Development – Oregon School Board Association 68th Annual Convention

Joseph Zagorski moved, seconded by Ron Fox, the Board adopts Resolution No. P18-14/15, approving the participation of Dean Wendle in the 2014 Oregon School Board Association convention.

The motion unanimously carried.

Ms. Ashley called for a five minute break from 5:45 p.m. to 5:50 p.m.

8. Board Discussion Items

A. Draft Revision – Board Meeting Order of Agenda

Dr. Zagorski reported that Denise Nelson researched the order of agendas from other community colleges. He likes the proposed revisions (see file) and recommended trying this at the next Board meeting. Also, the Executive Committee discussed the current time of day Board meetings are held. Is this the best time for all Board members?

Ron Fox recommended having the Executive Committee, when reviewing the Board meeting agenda each month, make allocation of time for agenda items. Pat Ashley disagreed on setting times for each item. She recommended trying the new order of agenda. By placing important items at the beginning of the meeting, she believes each Board member will have time to discuss the issues. Kevin Talbert recommended trying the changes in the order of agenda first and make an evaluation after the next meeting. Board members agreed. Denise Nelson will make adjustments to the September Board meeting agenda.

B. August 12, 2014 Strategic Plan Assessment Meeting

Pat Ashley and Joe Zagorski participated and had positive comments regarding the work completed during this meeting. Staff has taken the strategic plan very seriously and were fair and honest during the assessment. The Board can be assured staff are implementing this very well.

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C. General Discussion – None

9. Administration Information Items

A. President’s Monthly Report

President Angstadt attended the Central Point City Council meeting and provided an update on the Flex Tech and Health Sciences initiatives. Central Point would be interested in a partnership with RCC. There are many ideas regarding these initiatives. His first goal is fundraising.

Peter and Judy Basker attended the Jackson County Commission work session and provided a presentation on Flex Tech and Health Sciences. He will be sending the commission a specific funding request for both initiatives.

Asante has requested Peter’s service on their Board. He has confirmed there would be no conflict of interest and would abstain from voting on proposed issues related to RCC. RCC Board members supported Peter’s service on the Asante Board.

Gary Heigel, Faculty and Department Chair of RCC’s Emergency Services Program, has received the Emergency Medical Services Educator of the Year award. Congratulations Gary!

A serious incident occurred the end of July at the Redwood Campus wherein a security officer on routine patrol near the Facilities office was attacked by an unknown assailant. The officer discharged pepper spray. A struggle for the officer’s gun followed, during which a shot was fired. The officer regained control of the weapon and fired the gun again. The gunshots caused no injuries or damages. Oregon State Police responded and assumed authority over the incident. Curtis Sommerfeld has been in close contact with RCC’s contracted security agency. We have requested the security guard involved in the incident be no longer assigned to our campus.

Discussion occurred regarding the pros and cons of armed security guards and the training and hiring standards of contracted security. Dean Wendle inquired if it was possible to confirm that a background check was conducted on the security officer involved. It was undetermined if a private employer would/could release this information.

Pat Ashley recommended receiving input from Board member Brett Johnson. His thoughts would be valuable given his background in law enforcement. Peter and Curtis will contact Brett and report to the Board.

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B. FTE Report (see file)

C. Student Success Reports

- a. Quarterly SALT Summary Report
- b. Fall 2014 Enrollment Calling Campaign – 260 staff hours have been utilized to date for the call campaign. In general, results conclude continuing students did not know fall term registration has been open since May. Staff will conduct a review on progress toward this effort and continue the call campaign as applicable.

D. Faculty Senate Meeting Notes (see file)

10. Executive Session – N/A

11. New Business – None

12. Old Business

A. OCCA Annual Board Training, August 26-28, Silverton, OR

Pat Ashley, Kevin Talbert, Dean Wendle and Joe Zagorski will be attending. President Angstadt and Vice Presidents Bieber, Gibson and Sommerfeld will also attend.

B. Board Self-Evaluation Outcomes/Action Plan

Board members reviewed the 2013/14 self-evaluation results at a special work session on June 9, 2014. The following action plan was developed by the Board at the special session and was distributed as part of the August Board meeting material:

Action Plan

Next Steps	Task Assignment (TBD)	Timeline (TBD)
1. Find other community colleges leading with creative, bold ideas a. Identify and visit another community college b. Interview partners about best practices		
2. Complete the Appreciative Inquiry Process a. Who are our audiences? b. What do they know about RCC?		
3. Detailed discussion of strategic plan		
4. Balance fundraising with heart of mission (What do we gain and sell?)		
5. Restructure board meeting order of agenda	Pat Ashley and Denise Nelson	

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C. Update – Appreciative Inquiry/Community Outreach Timetable and Action Plan

Pat Ashley asked Board members for their thoughts on the duration and location of the upcoming Board retreat so that Denise Nelson could schedule the meeting. It was determined to allow four hours, hold the meeting at a Jackson County campus, and contact Brett Johnson to see what hours of the day would work best for his schedule to provide the best opportunity for him to attend. Denise will contact Brett and will follow-up with the Board.

Pat Ashley suggested the Board consider forming a small committee to work closely with Denise Swafford on the Appreciative Inquiry (Community Engagement) process.

D. 2013/14 RCC Board of Education – Areas of Focus (see file)

13. Board Round Table

Dean Wendle requested an update on reimbursement for the Higher Education Center broken glass expense. President Angstadt reported this is currently in the hands of the State of Oregon Risk Management team.

14. Adjournment

Pat Ashley adjourned the meeting at 6:48 p.m.