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*Rogue Community College District  
Board of Education Retreat – September 27, 2013 Meeting Minutes*

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1. **Welcome and Introductions** – The Special Board meeting (retreat) of the Rogue Community College (RCC) Board of Education (Board) was called to order by Kevin Talbert, Vice-Chair, at approximately 1:05 p.m., Friday, September 27, 2013 at the Suncrest Day Retreat Center, 1950 Suncrest Rd., Talent, OR. Due notice was given.

A quorum of the Board was present including Pat Ashley, Ron Fox, Tim Johnson, Kevin Talbert, Dean Wendle and Joseph Zagorski. Brett Johnson was absent due to pre-arranged plans. Vicki Willis, Facilitator, and RCC District employees Peter Angstadt, Kori Bieber, Kirk Gibson, Curtis Sommerfeld and Denise Nelson were in attendance.

Ms. Willis asked each person to introduce themselves and provide an interesting personal fact the group might not already know.

2. **Review Agenda & Goals of Retreat**

Ms. Willis reviewed the targeted outcomes of the retreat:

- Identify key priorities and Board goals for the year
- Determine measures of student success to be monitored
- Strengthen working relationships

3. **Performance Based Funding**

President Angstadt provided a status update on the performance based funding movement in Oregon:

- It is challenging for those involved to agree on measurements of performance based funding
- Rewards do not measure up to the metrics
- This is a reallocation of existing money wherein there will be winners and losers
- A suggestion would be to direct additional funding to performance based funding, beyond what legislature allocates for funding

Peter reviewed the chart titled “Outcomes Weighting” (see file).

It is anticipated that future statewide discussions on this topic will include:

- Further review this year to determine outcomes and measures – Presidents understand the importance of gathering background information from other states and coordinating suggestions. Peter has received data from other states and will forward this information to the Board.
- Discuss 1% stop loss – What % will be allocated to performance based funding?

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Board member discussion:

Completion is a national issue. Community college presidents have an opportunity right now to agree and propose performance based measures. Likely outcomes are those that appear in multiple plans. Implementation of performance based funding will have a great effect on RCC.

The College is doing a good job at helping developmental education students succeed. RCC also uses best practices for efficiently and effectively helping students advance through a program of study.

Only a small amount of RCC's funding (approximately 17%) is received from the State of Oregon, however, the state is driving the system. The state views all property taxes as state dollars.

Policy question:

- To what degree does the College serve high risk students? Perhaps RCC should endorse metrics related to pre-college.

#### **4. Strategic Plan**

President Angstadt explained that the intention of this segment, as suggested by the Board, is to discuss scheduling an annual Strategic Plan Board review, and to determine the best time of year to schedule said review in order to best coincide with staff efforts. Copies of the Strategic Plan distributed to Board members at the meeting included recently added "Intended Outcomes" columns (see file) with specific metrics incorporated into the 2012-2015 Strategic Plan.

Kevin Talbert suggested the Board should be involved with plan development at an early stage in the process. He believes the Board should complete a review at least annually.

Joseph Zagorski commented it is also good to receive a quarterly report. He suggested staff work together to identify areas of most/least progress per quarter which would help to select areas of focus for the quarterly report. (This would create a change in format to the current quarterly report.)

After further discussion, Board members agreed to the following:

- Involve the Board early in the strategic plan development process. This would be helpful for the strategic direction of the College.
- The quarterly report will be written as a summary, highlighting areas of focus as identified by the management team. (This would be a narrative story of progress with appropriate data.)
- Board members would like to hear from management team members in addition to champions when receiving the quarterly report.

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5. **Break** - Board members agreed to a minor change in the agenda order, taking a break at this time prior to discussing student success. A break was thereby taken from 2:48 p.m. to 3:05 p.m.

6. **Student Success**

Kori Bieber, Vice President of Student Services/Chief Student Services Officer, displayed the following information for Board discussion in order for the Board to identify a minimum of 3 student success data points (measurements) for Board review on a monthly basis. This report will be provided as an agenda item at regularly scheduled monthly Board meetings. The details of the report, of course, could be changed as time goes on, upon Board request.

Student Success

1. Access
  - a. Number of applications processed
  - b. Number of students placing at each level, by county, intent to begin upcoming term (no “college now/pathfinder” students)
  - c. Closed and waitlisted courses
  - d. Magnificent 8 enrollments/demand
  - e. Financial aid awards
2. Progress
  - a. New, transfer, returning students enrolled at week 4
  - b. Successful completion of term – 2.0 and PACE and payment
  - c. Successful completion of 15/30 college level credits
  - d. Enrolled consecutive term
3. Completion
  - a. Graduation with degree or certificate, GED
  - b. Graduation within 150% time/credit
  - c. Graduation rate 100% time/credit
  - d. Percent of completions (completions per 100 students)
  - e. Transfer or dual enrollment
  - f. Loan debt/student aid/Pell
  - g. Spending per completion

Kori explained that item 1.d above (magnificent 8 enrollments/demand) refers to the 8 most required courses needed to complete 90% of degrees and certificates at the College. This provides a good representation of access and progress.

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Ms. Bieber also explained that 65% of RCC students place in Math 65 or below. With Performance Based Funding, this is something the College should consider and is a multidimensional issue. Pat Ashley asked about convening dialogue with high schools regarding results of placement testing.

Vice President of Instruction/Chief Academic Officer, Kirk Gibson, shared that he has been involved with this topic on different levels throughout his career, providing him with a unique perspective. Only 30% of RCC students are enrolled directly from high school. He believes this truly is a multidimensional issue that should not be over simplified.

Curtis Sommerfeld, Vice President of College Services/Chief Information Officer, added that from an institutional research perspective, RCC serves many different populations and he also agrees this is a multidimensional issue.

Dean Wendle added that some schools do not require placement testing. Kori confirmed the placement test is not a state mandated test; however it is considered a “best practice.” Three other *examples* of differences are as follows:

1. University systems have an admissions process
2. Portland Community College does not have mandatory pre-requisites
3. University of Oregon no longer requires some of the math that other universities still require

RCC’s resources are somewhat limited. The College forecasts student enrollment to the best of its ability and tries to match the teaching capacity to that level. Issues that arise include classroom space and available faculty.

In regard to “access” Kevin Talbert thinks it is important to see successful student completion trends, prior term compared to current term and on a multi-year level.

Board members agreed the Creating New Taxpayers information is a valuable document. Even though it is resource intensive for staff to maintain this information, Board members would like to see this continue. A suggestion was made to outsource the tracking if possible, as to lessen the time it takes for department heads to maintain this information.

Pat Ashley commented it would be good to continue our relationship with students after completion. If we had a program to do so, we would create alumni support of RCC as students advance in their careers. It is important to establish this continued relationship when they are enrolled.

Board members requested to see the student comments of those who leave RCC without achieving certificates or degrees.

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In conclusion of this segment, Board members agreed to the following:

- The monthly student success report will include Access, Progress and Completion – all points listed in the presentation. (Kori mentioned this report will probably be provided beginning with the November Board meeting.)

**7. Goal Setting**

Ms. Willis explained different approaches toward goal setting based on her experience assisting other Oregon community colleges with this process. Some colleges decide to develop goals related to their strategic plan/objectives and other colleges develop goals more specific to the Board. Board members agreed to capture all thoughts/ideas from each Board member which resulted in the following preliminary list of goals for fiscal year 2013/14:

1. Promote a focus on student success.
2. Effectively prepare for collective bargaining.
3. Promote public awareness by carrying the message of RCC to local, state, and national constituents including legislators.
4. Forge relationships with K-12 policy makers to share mutual concerns and opportunities.
5. Be actively involved in the higher education transformation process to help influence positive outcomes.
6. Finalize our relationship with the RCC Foundation.
7. Emphasize and promote a regional focus in our efforts.
8. Discuss and clarify the role of OCCA.
9. Structure time in Board meetings to create time for thoughtful, focused, strategic conversations among the Board and commit to taking the time for the conversation.
10. Develop relationships with multiple levels of the organization through informal communication opportunities with appropriate guidelines.
11. Facilitate exploration of emerging and/or growing economic areas where RCC could become involved.
12. Develop an outreach program to promote dialogue with key stakeholders, including educational, civic, political and economic entities.

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Additional thoughts regarding the aforementioned goals:

- Create and maintain a rolling list of talking points for the Board regarding issues that affect RCC
- May want to make goals more measureable
- Develop a process to evaluate goals at the end of the fiscal year (self-assessment?)

President Angstadt volunteered to consolidate the Board goals as appropriate and forward to Board members for their review. Board members will respond to Peter only with questions and/or input prior to the next meeting. It was determined the Executive Committee would discuss a recommendation, in preparation of the October 15 Board meeting, regarding next steps for the Board to take toward adopting goals for 2013/14.

**8. Forums – Board Member Constituents**

Earlier in the meeting (agenda item 7, Goal Setting – goal number 10) members decided to pursue the development of relationships with multiple levels of the RCC community through informal communication opportunities. President Angstadt suggested the idea of holding an informal lunch meeting with staff and Board members on the third Tuesday of the month (day of the regularly scheduled Board meeting) at 12:00 p.m., followed by a Special Board meeting to further discuss goals (or other topics as decided upon by the Board) at 1:00 p.m., followed by the regularly scheduled Board meeting at 4:00 p.m. It was suggested to involve the Marketing and Recruitment department in the Special Board meeting (1:00 p.m.) in order to help develop an outreach program (or public relations program) to prompt dialogue with stakeholders. Board members liked these ideas.

**9. Closing Remarks – Roundtable**

Ron Fox reported that Southern Oregon Regional Economic Development, Inc. (SOREDI) held their 3<sup>rd</sup> annual site consultant tour on Saturday, 9/21 in Medford. Three site consultants were very impressed that President Angstadt and Southern Oregon University Provost, Dr. James Klein, provided them with presentations during an early weekend breakfast meeting. The site consultant tour was a success.

Kirk Gibson commented he thinks the diversity and unity of our Board members is remarkable. He looks forward to working on the Board's quarterly Strategic Plan report.

Kevin Talbert complimented Ron Fox on his fast learning curve as a new Board member. He is also pleased to see the community college presidents more involved and feels the RCC Board is well engaged in important issues. He also complimented Vicki Willis for serving as a good facilitator.

Pat Ashley reported the Board will probably receive a response from the Foundation in December. She was very pleased with this productive retreat.

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Joseph Zagorski commented he was also very pleased with the work completed at the retreat.

Tim Johnson commented that RCC is a wonderful resource for our region.

Dean Wendle appreciates the confidence of President Angstadt to provide an opportunity for the Board to work closely with the Vice Presidents.

Kori Bieber thanked the Board for clarifying the items to be included in the monthly Student Success report.

Curtis Sommerfeld advised the Board they will be presented with a supplemental budget at the October or November meeting. Also, the selection process for a Human Resources Director is near completion.

Vicki Willis indicated Denise Nelson will type notes utilizing the flip charts from the retreat, including the “Next Steps” and “Parking Lot (Pending Items)” lists as follows:

Next Steps

1. Send out materials on other states’ experiences regarding Performance Based Funding (Peter Angstadt)
2. Plan on receiving a Strategic Plan quarterly report at the November or December Board meeting
3. Board supports three theme areas for student success – Access, Progress, Completion
  - Share all data as listed within these areas then Board can suggest additions or deletions

Parking Lot (Pending Items)

1. Conversation currently going on about role of college and high schools in remedial work
2. Consider a mid-year meeting or retreat for an extended conversation to follow-up on goals
3. Once per quarter (third Tuesday of the month) have an extended, scheduled Board meeting and involve the marketing department for feedback/clarity on promoting dialog with key stake holders

12:00 – 1:00 p.m. – Lunch with identified staff

1:00 – 4:00 p.m. – Topic discussion

4:00 p.m. – 6:00 p.m. – Board of Education meeting

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- 10. Adjournment** – Board members and staff thanked Ms. Willis for facilitating this meeting. The retreat adjourned at 5:05 p.m. for dinner.