
*Rogue Community College Board of Education Meeting Minutes
October 19, 2010*

1. **Call to Order** – Patricia Ashley, Chair, called the Rogue Community College (RCC) Board of Education (Board) Meeting to order at approximately 4:00 p.m., Tuesday, October 19, 2010 at the RCC/SOU Higher Education Center (HEC), 101 S. Bartlett St., Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Joe Davis (by telephone), Tim Johnson, Randy Sparacino, Kevin Talbert, Dean Wendle and Joseph Zagorski.
3. **Introduction of Guests and Public Comment** – Katilyn Eccleston, Riverside Campus (RVC) Associated Student Government (ASG) President; and RCC district employees including Peter Angstadt, Kori Bieber, Cheryl Markwell, Marie Mueller, Mary O’Kief, Sue Orris, Linda Renfro, Curtis Sommerfeld, Lynda Warren and Denise Nelson.

There was no public comment.

4. **Presentations/General Discussion**

A. **2010 Annual Assessment Report**

Mary O’Kief, Grants and Planning Coordinator, provided an overview of the 2010 Annual Assessment Report and introduced Marie Mueller, Faculty Emeritus, Business Technology department. Mrs. Mueller served as report writer of the aforementioned report. Ms. O’Kief also introduced Curtis Sommerfeld, Associate Dean of College Services. Mr. Sommerfeld provided an overview of the assessment process.

Mrs. Mueller indicated the purpose of this annual assessment is for the college to review how well it has accomplished its goals and objectives as stated in its 2008-12 Strategic Plan. This is the second year of the four-year Strategic Plan. The 2008-09 report scores were included this year to provide a comparison with 2009-10 scores when applicable. Substantial improvement was made this last fiscal year. This improvement is due in part to the appointed “champion” (whose job is to develop action plans, identify budget needs, monitor progress, and report on success of the efforts) becoming accustomed to the goals. In addition, the college had a very good working team that challenged one another. A new course management system (*Angel*®) is now in place and working well.

6.A.a

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Every goal and objective in the assessment was strongly affected by the economy. This year the college has been further impacted by state shortfalls. Jackson and Josephine County unemployment rates are higher than the national average, spurring large enrollment increases; correspondingly, more students need more services and additional financial aid. In 2010, for the first time, benchmarks were included on the summative assessment document. Accordingly, recommended procedural changes for future assessment teams included a need to clarify at the beginning on what basis the team is scoring – either the benchmarks or the overall goal.

Accomplishments of each department were very apparent when completing the assessment. There were many signature events listed in the report. The Faculty Senate is helping with the assessment process. A strong effort is being given to accreditation planning including the involvement of many people and wide circulation of information.

A brief question and answer period pursued. Board members thanked Mrs. Mueller for presenting the report and also expressed gratitude to all involved with completing the Annual Assessment Report.

5. Committee/Advisory Reports

A. Student, Faculty & Classified Reports

Student – Katilyn Eccleston provided a RVC student government report.

- A Welcome Back Bash was held at the beginning of fall term and was very well attended.
- This year, ASGRCC and the Southern Oregon University (SOU) Higher Education Center (HEC) administration will be working together to forge stronger associations with the Heart of Medford Association. A letter, identifying collaborative projects planned by ASGRCC and SOU HEC administration was distributed to the Medford business community (see file). Tim Johnson asked if the letter was sent to the City of Medford. Katilyn will look into this.
- A Harvest Festival has been scheduled for October 27. Students and their families are invited to attend.
- A Breast Cancer Awareness event will also be held on October 27. A student, who is a breast cancer survivor, will serve as guest speaker.
- The Winter Style Fest will be held sometime in December or January.

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- ASGRCC Representatives plan to attend the Students of Color conference November 12-14.
- 2 clubs, the Veterans Club and the Gay-Straight Alliance Club, have chartered with ASGRCC.
- The plasma screen in RVC-G is now working. ASGRCC events will display on the screen as well as information on featured student government representatives. ASGRCC has offered to post RCC department information too.

Faculty – Sue Orris reported that counseling faculty, and student services staff, have been very busy orienting many students. At a recent roundtable discussion, most faculty department heads said that this was the smoothest start to fall term they have experienced, despite the large increase in enrollment. She acknowledged Kori, Cheryl and the student services managers with their “How to Help Students Succeed” plan. What this meant is that staff clearly and consistently communicated to students about realistic financial aid deadlines. This summer RVC counseling staff served 1,000 new students in 13 large group orientation sessions, and Redwood Campus (RWC) served 786 in 12 large groups. Winter registration begins November 22. Counseling faculty are in the process of contacting students who have not been academically successful the past two terms and are working with those students to problem solve and evaluate how they can be assisted.

Ms. Orris and Verne Underwood, Faculty and Humanities Department Head, provided written reports prior to the Board meeting (see file). Mr. Underwood’s written report included that he added 8 new part-time instructors last fall, and then another 5 new part-time instructors this fall. He indicated that, with so many new part-time instructors, he is concerned about curriculum consistency.

Ms. Orris stated that Faculty members are aware the Board will have to make difficult decisions in the future due to decrease in state funding. She is hopeful the decisions made will honor the hard work of Faculty.

Brief discussion occurred regarding evaluation of part-time staff. Four Associate Deans and Cheryl Markwell, Dean of Instruction, conduct evaluations and manage the evaluation process. Board members thanked Sue Orris for attending the meeting and providing a report.

Classified – No Report

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B. Advisory Committees

Jackson County – John Anhorn, Dick Rudisile and Skip Patterson attended. President Angstadt said that a new report has been developed in response to a recommendation made by Mr. Rudisile, in support of Advisory Committee members duties on the annual Budget Committee. This report will be distributed on a monthly basis to committee members.

Josephine County – Jerry and Sharon Work attended the October 6 committee meeting.

C. Board Executive Committee – Pat Ashley, Joe Davis and Tim Johnson attended. Joe Davis reported the committee primarily reviewed and discussed the Board meeting agenda. The status of the Clements Group was also discussed.

D. Facilities Committee – Kevin Talbert and Dean Wendle attended. Mr. Wendle provided an update on the progress being made on RVC F and H buildings in Medford. He also mentioned that if the flexible room being constructed is used as a meeting room, the capacity will be approximately 200 people. Dr. Talbert reported that remodel projects are on time and on budget. The RVC Bookstore should be able to move into their new facility prior to the beginning of spring term in March 2011.

E. Finance & Audit Committee – Pat Ashley, Tim Johnson and Joseph Zagorski attended the meeting scheduled just prior to the Board meeting. Dr. Zagorski reported the committee reviewed the monthly financial statement and reported the increase in revenue is due to increased enrollment.

F. Foundation Report – President Angstadt reported a letter has been written by Board Chair, Pat Ashley, on behalf of the Board of Education to the Foundation President, Suzanne Stewart. Primarily, the letter conveys the Board's position, despite the turn of events with the Clements Group consultant, to keep moving and reach a decision on proceeding with a major gifts campaign. A request has been made to have a small group of RCC Foundation and Board of Education representatives, along with President Angstadt and Jennifer Wheatley, meet with the proposed new Clements Group consultant by the end of October. Clements Group as agreed to send their new representative at their own expense. The Board of Education will support and assist the Foundation to move ahead with the analysis of a major gifts campaign. The next Foundation Board meeting is scheduled for October 27 and they are also planning a retreat to be held November 17. Umpqua Community College (UCC) Foundation is currently working with the Clements Group on a capital fundraising campaign for their Viticulture program. UCC will be making presentations regarding this in Josephine and Jackson Counties and will provide this information to RCC.

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In regard to the feasibility study that RCC received from the Clements Group, Kevin Talbert recommended staff should request receipt of the detail from community member interviews.

- G. OCCA/OSBA Reports** – Dean Wendle reported that Mount Hood Community College had a project listed toward the top of the State capital construction funding list; however, because they made a change to the project, it has been moved to the bottom of the list.

Mr. Wendle discussed the possibility of an Oregon Higher Education Policy Board. The National Center for Higher Education Management Systems (NCHEMS) and the Western Interstate Commission for Higher Education (WICHE) have been commissioned by the Oregon University System to develop a proposed structure for this board (see file, item 8.A.c). Instead of the State Board setting policies for Oregon's universities (as current), this concept consists of local university boards implementing policy. There are pros and cons to this concept for community colleges with many unknown variables. The Oregon Community College Association (OCCA) will continue to work with key individuals to determine the effect this would have on community colleges and they hope to obtain more definitive information. Mr. Wendle serves on the OCCA Executive Committee.

Kevin Talbert asked about the OCCA Annual Conference, November 4-6, in Sun River. Discussion occurred regarding attendance. Dr. Talbert wanted to make sure that any Board member available to attend has the opportunity to do so.

Main Motion

Dean Wendle moved, seconded by Joseph Zagorski, the Board approves participation of any Board member available and interested in attending the OCCA Annual Conference in Sun River, November 4-6.

The motion unanimously carried.

6. Consent Agenda

Joseph Zagorski moved, seconded by Tim Johnson, the Board approves the consent agenda as follows:

- A. Meeting Minutes
 - a. September 14, 2010 Special Board Meeting
 - b. September 21, 2010 Board Meeting
- B. Human Resources
 - a. Fixed-Term, Full-Time, Faculty – Diesel Technology
(Kenneth Ealy, Jr.)

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C. Grants

- a. New Grant(s)
 1. ABE/GED for TANF Clients (The Job Council)
- b. Continuation Grant(s) – None
- c. Amended Grant(s)
 1. OCCURS (Amendment to Continuing Grant of 8/18/09)

D. Financial

- a. Monthly Financial Data Report – September
- b. Quarterly Budget Transfers

The motion unanimously carried.

7. Other Action/Information Items

A. Oregon Business Plan, Leadership Summit 2010 – Portland (12/13/10)

RCC Board members have historically attended this summit. The event is coordinated by the Oregon Business Plan organization and is held at the Portland Convention Center. Denise Nelson will provide Board members with registration and hotel information as soon as it becomes available. Board members were asked to RSVP to Denise. Dr. Talbert responded, and is interested in attending.

B. OCCA 2011 Legislative Summit – Salem (2/23/11)

This is an annual summit coordinated by OCCA at the Salem Conference Center. The sessions will begin on Wednesday, 2/23, with registration at 11:00 a.m. followed by a luncheon at noon. The afternoon sessions will start at 1:00 p.m. and end at approximately 5:00 p.m. OCCA will host a reception that evening. The morning of Thursday, 2/24, will consist of scheduled visits with legislators. A detailed agenda and registration information will be provided by OCCA in January.

8. President's Report

A. Administration/Organization/Information Items

a. President's Monthly Report (see file)

- The estimated full-time student enrollment increase for fall term is 6.5%.

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- The Department of Community College Workforce Development (CCWD) estimates the community college support level (CSL) should be at \$477 million (see report for details). Currently, after the governor's reductions, the CSL is \$417 million. RCC's budget is being based on a CSL of \$380-\$387 million estimate.
- Cam Preus, commissioner of CCWD, will be taking an enrollment growth (cap) proposal to the State Board of Education in November. She is expecting the State Board to act on this proposal in January. The proposal calls for a cap on growth funding of 5% per year with 2009-10 serving as a baseline year.
- Kevin Talbert confirmed that RCC FTE has increased 25% over the last 2 years.
- Joseph Zagorski noted that K-12 statewide enrollment is decreasing.
- President Angstadt reported he has been, and will continue to be, speaking with employee groups about the state's projected future biennial deficit of \$3.3 billion. Based on these estimates, the college is projecting a 2010-11 RCC deficit of \$3.5 million. It will take the type of changes similar to what we did last year to get us through the next biennium.
- Some Oregon community colleges are discussing the possibility of mid-year tuition increases.

b. FTE Report (see file)

c. Oregon Higher Education Policy Board – See item 5.G (previously discussed).

d. Go Oregon Stimulus Project Update (see file)

e. Strategic Plan Quarterly Report (see file)

f. Accreditation Update – This topic has been added to the Board meeting agenda as part of the President's report and will be discussed on a monthly basis. (See additional information on this topic to follow – item 10.B.)

9. Executive Session - None

10. Old Business

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A. Pending Items (see file) – A Student Safety Program Light presentation will be provided at the January Board of Education meeting. Board members briefly discussed safety procedures at the Higher Education Center. RCC has a good working relationship with the Medford Police Department.

B. Discuss/Review 10/12/10 Accreditation Program Meeting

- Pat Ashley commented the presentation was very precise and well done.
- Discussion occurred regarding the National Association of College and University Business Officers (NACUBO) training exercise, held October 4-5.
- Lynda Warren, Kori Bieber, Kirk Gibson and Denise Swafford will be trained by the N.W. Commission to serve as regional evaluators.
- With the assistance of staff, Board members will complete a self-evaluation process prior to the end of this fiscal year.

11. New Business - None

12. Board Round Table – None

13. Adjournment – The meeting adjourned at 5:48 p.m.

Denise Nelson, Assistant to the President and Board of Education

Board Action: Approved

Patricia Ashley, Chair, RCC Board of Education

Dated: November 16, 2010
