
MINUTES OF THE NOVEMBER 21, 2006
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING

1. **Call to Order** – Chair, Kevin Talbert called the Rogue Community College (RCC) Board of Education (Board) to order at 4:00 p.m. on Tuesday, November 21, 2006 at the Redwood Campus, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Dr. Talbert, Sharon Davidson, Jim Dole, Pat Huycke, David Trump, Charly Warren and Dean Wendle. There were no Advisory Committee members in attendance.
3. **Introduction of Guests** – Retiring SBDC Advisory Council members Eugene Clark and Harry Mackin attended the presentation portion of the meeting. Patricia Snyder, Daily Courier reporter, Faculty representative Juliet Luaders, ASRCC representative Tanya Dungey, in addition to management, faculty and staff including Peter Angstadt, Kori Bieber, Margaret Bradford, Galyn Carlile, Roger Harding, Cindy Hauser, Rand Hill, Cheryl Markwell, Nancy Maxwell, Linda Renfro, Lisa Stanton, Denise Swafford, Lynda Warren, Shirlee Willis-Haslip and Denise Nelson were in attendance.
4. **Presentations/General Discussion**
 - A. **Plaque Presentation** - Roger Harding introduced retiring SBDC Advisory Council members Eugene Clark and Harry Mackin, providing an overview of their contributions to RCC’s SBDC Advisory Council. He also provided a brief video presentation. Mr. Mackin and Mr. Clark offered positive comments regarding their service on the council. In recognition of their years of service and valuable contributions, Board Chair, Dr. Talbert, presented each gentleman with a plaque, commemorating the event.
 - B. **Recruitment/Retention Program Light Presentation** – Nancy Maxwell, Executive Dean, introduced Kori Bieber, Associate Dean. Ms. Bieber distributed a flow chart and provided a description of the chart, explaining each step taken to connect with students, from placement testing to student progress issues. She explained these services are based on the student developmental theory, meeting students at individual academic levels. Recruitment entails High School Outreach, Internet, Institutional Research, Marketing and Community Relations, and TRiO EOC and Talent Search. Retention encompasses Discovery programs, Student Life and Leadership, Counseling and Advising, Support Services and TRiO SSS. Shirlee Willis-Haslip, Associate Dean, was introduced. She explained that, historically, community colleges did not have a need to actively recruit students. This has now been identified as a priority at RCC. The recently organized recruitment team had its first meeting on August 15 and is quickly moving forward, developing materials and a student database. The database will assist the college in providing a system to track students in addition to providing the means to evaluate recruitment efforts. Students, and potential students, are utilizing the internet more then ever. Recruitment efforts will include advertising on the internet more. Ms. Willis-Haslip described upcoming outreach events including career fairs, counselor road trips and high school field trips. The Oregon Opportunity Grant was discussed. Dr. Talbert requested the Board receive an update regarding recruitment and retention next summer.

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5. Committee Advisory Reports

A. Students, Faculty, Classified

ASRCC representative Tanya Dungey reported an effort is being made to establish more of a connection between students at Josephine and Jackson County campuses. In addition, student leadership desires to establish a bond with southern Oregon communities. ASRCC provided a Thanksgiving feast for approximately 80 faculty, staff and students. Riverside Campus ASRCC will be coordinating food baskets and will participate in the Providence Christmas Tree Festival. The Star of Stars event will be organized at the Riverside Campus in 2007. Scholarship funds will be raised by a Battle of the Bands contest to be held on the Redwood Campus.

There were no Faculty or Classified reports.

B. Advisory Committee – Peter Angstadt reported the Josephine County Advisory Committee met and discussed upcoming financial concerns and ways to get the legislature involved. In addition, the Josephine County Bond Levy was discussed.

C. Facilities

RCC/SOU Joint Facility Advisory Council – Lynda Warren is drafting a joint occupancy agreement. The amount of square footage dedicated to each institution was discussed. Kevin Talbert recognized Lynda Warren for her work on this project.

D. Finance and Audit Committee – Pat Huycke reported the committee met prior to the Board meeting and reviewed the October financial statement. The committee also discussed the Community College Workforce Development’s initiative to consolidate the financial reporting of all colleges into a “transparent budgeting” system. This would provide a standard reporting structure consistent throughout all colleges, thereby allowing ease in information gathering. Currently, it has proven difficult to obtain comparative information when all 17 community colleges utilize different reporting systems.

Dean Wendle indicated PERS auditors have identified a problem within that system. Lisa Stanton provided an explanation of how the system was over crediting interest to employee accounts.

At the beginning of each fiscal year, the Board provides the college with authorization, by means of a resolution, to bank with specifically named banks for the upcoming fiscal year. The banks named in the resolution for fiscal year 2006/07 did not include Premier West bank; however, a need has arisen to do so. Dean Wendle moved, seconded by Sharon Davidson, that the RCC Board approve the addition of Premier West bank to the list of authorized banking institutions for fiscal year 2006/07.

The motion was carried 6-0, Pat Huycke abstained.

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E. Board Executive Committee – Kevin Talbert reported he attended an Executive committee meeting and reviewed the proposed Board meeting agenda. See Agenda Item 8.B, President’s Report, for further information. He added that Board members received a copy of Esther Bristol’s biography in their Board packets. He anticipates making an official proposal regarding the naming of a building (see Pending Items List) at the December or January Board meeting. Per the policy regarding naming of buildings, Jim Dole discussed this with the Foundation Board and is looking forward to receiving their response. Kevin Talbert suggested the possibility of discussing the Board ethics policy at a retreat. Dean Wendle suggested inviting Karen Smith, OCCA attorney, to give a presentation on this topic.

F. OCCA/ Legislative/OSBA Reports – Sharon Davidson reported the next Legislative committee meeting is scheduled for November 27. Peter Angstadt knows of a student eager to get involved with legislative issues. He will contact the student and invite him to join the committee. The OCCA will be conducting weekly Legislative committee teleconferences beginning January 8.

G. Foundation – Jim Dole reported Lindsay Berryman and Mike Murphy are developing a proposal to substantially increase the Foundation’s corpus. This would be beyond scholarship support, looking toward capital improvement projects. Ms. Berryman discussed the SOU Foundation’s success with this type of effort. Mr. Dole indicated the Board Development committee of the Foundation would be interested in receiving referrals for prospective Jackson County Foundation Board members to assist the Foundation with growth in this area.

Josephine County Bond Levy – Jim Dole discussed the disappointing results of RCC’s measure (17.18) in the November 7th General Election. Peter Angstadt wrote a letter to the editor, asking citizens who voted no, to share their reasoning with him. Peter will share the general consensus of received responses with the Board. Mr. Dole and Dean Wendle acknowledged the efforts of college administrators and faculty and staff volunteers.

6. Consent Agenda

Pat Huycke moved, seconded by David Trump, that the RCC Board approve the consent agenda as follows:

- A. October 17, 2006 Board and November 9, 2006 Special Session Meeting Minutes
- B. Human Resources
 - a. Full-time Social Science Department Coordinator/Instructor Retirement, (James Dunn)
- C. Grants
 - a. Continuing Grants
 - 1. ABE – Even Start (Adult Basic Education)
 - 2. Women in Trades Fair (Gender Equity)
 - b. Oregon GEAR Up - (Student Support)

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- c. RCC Outreach Plan Assessment (Outreach)
- d. Youth Service America – Climate Change Grant (Adult Basic Education)

D. Financial

- a. Monthly Financial Data Report – October 2006

The motion was carried 7 to 0.

7. Other Action/Information Items

A. Review Board Policy Handbook Sections I.D.130-I.D.150 (Second Reading)

After some discussion, the following language was agreed upon for Board Policy Handbook Section I.D. 150 (no other changes to policies being presented for approval was made):

All meetings except for executive sessions are open to the public. The Board of Education may consider items not on the agenda during the meeting. The board; however, will generally not consider any request unless such items are submitted to the president in writing at least 72 hours before the meeting. The board chair, board member, or president may add any item to the agenda for consideration. The board chair may limit citizen comment.

The board chair will welcome public comment and will provide a sign-up sheet. All participants must sign in.

Charly Warren moved, seconded by Pat Huycke, that the RCC Board approve Resolution No. P33-06/07, Board Policy Handbook Sections I.D.130-I.D.150 with incorporated changes to I.D. 150 (underlined above).

The motion was carried 7 to 0.

B. Approve Faculty Emeritus Status (Belva-Carole (B.C.) Lamb)

Sharon Davidson moved, seconded by Dean Wendle, that the RCC Board approve Resolution No. P43-06/07 awarding the honor of *faculty emeritus* to Rogue Community College instructor Belva Carole (B.C.) Lamb.

The motion was carried 7 to 0.

C. Approve Faculty Emeritus Status (Sylvia Thomas)

Sharon Davidson moved, seconded by David Trump, that the RCC Board approve Resolution No. P44-06/07 awarding the honor of *faculty emeritus* to Rogue Community College instructor Sylvia Thomas.

The motion was carried 7 to 0.

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D. Approve RCC-AAWCC and Family Friends Fundraising Event

Jim Dole moved, seconded by Charly Warren, that the RCC Board approve Resolution P45-06/07 in support of the RCC-AAWCC and Family friends fundraising event, "Treasures of Our Community."

The motion carried 7 to 0.

8. President's Report

A. Campus Leaders' and Recognition Report - See November 2006 report.

B. Administration/Organization/Information Items

Peter discussed the following items:

- Thanks to the efforts of Mary O'Kief, Connie Denham, Nancy Maxwell, Dean Wendle and Jennifer Wheatley, enough grant funding has been pledged to complete the Redwood Early Childhood Education Center. Liberty Bank has pledged \$25,000 in \$5,000 increments over the next five years.
- A review of the most recent FTE report was provided.
- Cam Preus-Braly has scheduled her annual trip to RCC in February. Peter explained this visit will consist of general discussion. No special preparation is required.
- A retirement party for Mary Louise Hendricks is planned for Friday, December 1 at the Rogue Gallery, Medford, 5:00 p.m.
- The 2+2 program is suspending its \$10.00 p/class transcript fee. A lot of students are completing the program but are not proceeding through the transcript process. This has been discussed with high school counselors. Shirlee Willis-Haslip provided an explanation of this process and supporting information for suspending the fee.
- A fact sheet titled, "Economic Impact of Rogue Community College" was distributed to the Board. Sharon Davidson commented the data contained in the fact sheet is good, and suggested the addition of charts and graphs.

9. Executive Session – The Board adjourned for executive session pursuant to ORS 192.660 (2)(a) – Employment of Public Officers and ORS 192.660 (2)(d) – Labor Negotiations at 5:40 p.m. with all Board members in attendance. The Board returned to regular session at 6:45 p.m.

10. Old Business

A. Pending Items

- a. Demographic Study – (See discussion, agenda item 11)

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- b. Esther Bristol, Naming of Building – (See discussion, agenda item 5E)
- c. Board of Ethics Policy – (See discussion, agenda item 5E)

11. New Business

- Dean Wendle reported a recent Medford Chamber Forum program included information on drug testing and criminal background checks. He inquired about RCC's procedures regarding this. Lynda Warren provided information on the testing/checks the college currently completes. Peter Angstadt will look into this further.
- Kevin Talbert reported the Southern Oregon Business Conference will be held January 25. The cost to participate is \$50.00. Guest speakers include Dave Frohnmeyer and Dr. Randy Harrington. He suggested the Board entertain a motion to authorize interested members the ability to register and attend.

Pat Huycke moved, seconded by Charly Warren, that the RCC Board approve the registration of any interested Board member to attend the upcoming Southern Oregon Business Conference including the registration fee of \$50.00.

The motion was carried 7 to 0.

Denise Nelson will obtain electronic information on the conference and email to Board members.

- Pat Huycke requested the Board receive data regarding program cost p/FTE. This information will be available at the December Board meeting.
- Sharon Davidson suggested contacting David Longanecker, and inquire about the possibility of a video conference with him and the Board. Kevin Talbert added this ties in with the completion of a demographic study the Board has been discussing and suggested a winter Board retreat. In addition, he believes it would be good timing to review the stated Mission of the College. Kevin and Sharon will work with Peter on this.

12. Board Round Table – Dr. Trump inquired about the possibility of an aviation program at RCC. Peter commented on the high expense of a program of this type. Dr. Trump was referred to Mike Laam, Associate Dean, for further information.

13. Adjournment – The meeting adjourned at 6:55 p.m.

Denise Nelson, Assistant to the President and Board of Education

Kevin Talbert, Ph.D., Chair of the RCC Board of Education

Dated: December 19, 2006
