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**MINUTES OF THE DECEMBER 14, 2004**  
**ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION**

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1. **Call to Order** – Chair, Pat Huycke called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:05 p.m. on Tuesday, December 14, 2004 at RCC, Redwood Campus, 3345 Redwood Highway, Grants Pass, Oregon, Room H-2. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including, Mr. Huycke, Sharon Davidson, Jim Dole, Kevin Talbert, David Trump, Charles Warren and Dean Wendle. Advisory Committee member Midge Renton also attended.
3. **Introduction of Guests** – Peter Angstadt, Margaret Bradford, Galyn Carlile, Paul Fisher, Priscilla Goulding, Cindy Harboldt, Cindy Hauser, Natalie Herklotz, Mike Laam, John Lopez, Cheryl Markwell, Nancy Maxwell, Wolfgang McAninch-Runzi, Margaret Michaelis, Teresa Schawo, Sharon Smith, Lisa Stanton, Lynda Warren, Shirlee Willis-Haslip. RCC Auditor, Kenneth Kuhns was also present.
4. **Presentations** - None
5. **Committee Advisory Reports**
  - A. **Students, Faculty, Classified** – No representatives from students or classified. Paul Fisher reported for faculty on December 1 State Board Steering Committee meeting with handouts, “. . . State Board Steering Committee on the Distribution Formula; The Models For Equalization; Policy Issue: Connecting State Board of Education Policy Levers” and “State Interests to a Distribution Formula for 2005/07.”
  - B. **Legislative Committee** - The Committee has identified priorities and is working on a communication plan. They will be contacting legislatures regarding the Governor’s proposed 5% decrease in funding and its impact on RCC and other Oregon community colleges.

College budgets were also discussed at the last OCCA Board meeting. Weekly conferences will be scheduled during the session. Other top issues will be high school students seeking college credits, transferability of credits from colleges to 4-year universities, and a policy regarding sex offenders on campus. The OCCA conference is scheduled **March 1-3** in Salem.
  - C. **Foundation Board Liaisons** – Jim Dole attended the meeting at TRC, with a tour of the facility. The Board discussed the issue of more representation from Jackson County needed.
  - D. **Finance and Audit Committee** – Monthly Financial Data and 2003/2004 Audit Approval action items (below) were discussed.

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- E. Board Executive Committee** - The Committee met to review the December Board meeting and also discussed process for board reorganization, growing FTE, RVC facilities (including RCC/SOU joint building project), advisory assignments, high school outreach, and the budget and funding formula.
- F. Facilities Committee** – The Committee discussed processes for managing TRC project, including change orders, contingencies, limits of authority, and progress reports. Sufficiency of the \$400,000 budget item for equipment was also discussed. Bi-weekly meetings are planned. Staff will evaluate suggestions for outside expert to assist with project management. Wolfgang provided a report with recommendations from faculty on considerations for RVC facilities.
- 6. Consent Agenda** - Ms. Davidson moved, seconded by Kevin Talbert that the Board approve the consent agenda as follows:
- A. Minutes – November 16, 2004 Board Meeting**
- B. Grants**
- a. CCWD Practical Nursing
  - b. Healthcare Workforce Initiative Simulation Equipment
  - c. Regional Tech Prep Associate Degree Program
- C. Human Resources** - None
- D. Financial**
- a. Monthly Financial Data Report – November 2004
- The motion was carried 7 to 0.**

**7. Financial and Other Action/Information Items**

- A. 2003/2004 Audit Approval** – Kenneth Kuhns provided an overview of the audit report (handout) with focus on net assets, revenue/expenses, and cash flow. RCC received a clean opinion without qualifications or exceptions and is in full compliance with rules and regulations of federal programs. Bryan Herve, Teresa Schawo, Natalie Herklotz, Margaret Michaelis, and Lisa Stanton were commended for their contribution to this successful outcome.

Dr. Trump moved, seconded by Dean Wendle that the RCC Board adopt Resolution No. B50-04/05 approving the 2003/2004 Audit as submitted.  
**The motion was carried 7 to 0.**

- B. Review 2+2 Early College Credit Fee Change (First Reading)** - After a discussion of this proposal, Ms. Davidson moved to suspend the “first reading” rule on Resolution B51-04/05, seconded by Jim Dole. **The motion carried 6 to 0.** *[Note: Mr. Warren was absent for the vote and the balance of the meeting].*

Mr. Wendle moved, seconded by Kevin Talbert that the RCC Board adopt Resolution No. B51-04/05 approving the reduced flat fee of \$10 per student/ per class for RCC’s 2+2 Early College Credit offering. **The motion was carried 6 to 0.**

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- C. Review Tuition Waiver for Oregon National Guard (First Reading)**  
The Board approved the proposal in concept, but questions were raised on the extent of veterans' benefits, students deployed before/after 9/11, the Foundation's ESAM scholarship, and other military servicemen that should be rewarded. These questions will be clarified for the second reading.
- D. Certify November 4, 2004 General Election Results on Bond Measure 17-3**  
Dr. Trump moved, seconded by Ms. Davidson that the RCC Board adopt Resolution No. P59-04/05 accepting the certified abstract of votes, "General Election, November 2, 2004, Jackson County, Oregon, dated November 22, 2004 from Jackson County Clerk. **The motion was carried 6 to 0.**
- E. Review Board Policy Handbook Sections I.B.010-I.B.050 (First Reading)**  
The Board reviewed proposed revisions to Board policies Article I: Board of Education, Section B: Authority, 010-Officers of the Board; 020 Duties of the Board Chair; 030-Duties of the Board Vice-Chair; 040-Authority of Members; and, 050-Legal Counsel. Pat Huycke said policy should be clarified for second reading to indicate Board chair serves on the Executive Committee.
- F. Approve Revisions to Board Policy Sections IV.A.080 and V.B.010 (Based on Sarbanes-Oxley Act) (Second Reading)** - Mr. Dole moved, seconded by Sharon Davidson that the RCC Board approve Resolution No. B48-04/05 amending current Board Policy IV.A.080 Business and Non-Instructional Operations, Finance and Budget, Annual Audit/Appointment of Auditor and V.B.010-Human Resources/General Conduct, Conflict of Interest, as recommended. **The motion was carried 6 to 0.**
- G. Review Advisory Committee Terms** - Terms for John Anhorn and Pat Fahey expire in January 2005. John has agreed to continue. Pat is resigning. Executive Committee discussed suggestions for a replacement, (a Josephine County resident per HB 2972). Peter will research the bill, seek nominations, speak to individuals, and bring recommendation to January meeting regarding a replacement.
- a. John Anhorn (Jackson County) – Renewal** – No action pending further discussion at January meeting.
- b. Pat Fahey (Josephine County) – Term Expiration/Resignation**  
No action pending further discussion at January meeting.
- H. Board Development – OSBA Bonds and Ballots Workshop** - Mr. Wendle moved, seconded by Sharon Davidson that the Board adopt Resolution No. P58-04/05 approving Mr. Dole's participation in the OSBA Bonds/Ballots workshop on January 13-14, 2005. **The motion was carried 6 to 0.**

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- 8. President's Report**
- A. Campus Leaders' and Grant Summary** – See November 2004 Report
- B. Administration/Organization/Information Items**
- a. **FTE Report** – Enrollment is “even” with slight variance of +/- 1%.
  - b. **President's Report** - See December 14 report.
  - c. **Recognition** - The Board recognized Denise Swafford honored at the State AAWCC Fall Conference with the 2004 Excellence Award.
- 9. Executive Session** - The Board adjourned for Executive Session at 6:10 p.m. pursuant to ORS 192.660(2) (d) - Labor Negotiations and returned to regular session at approximately 6:15 p.m.
- 10. Old Business**
- A. Pending Items List** – Differential tuition and peer ratio's were added.
- B. January 26 Meeting** – Confirm joint meeting with Foundation Board.
- C. HB 2972** – See discussion under 7.G (above). Administration should review legislation regarding rules for selection of advisory members.
- 11. New Business** – Notes from the Board's September goal setting meeting session will be distributed for review and Peter will provide a follow-up report. The Board discussed a possible retreat for management review goals with the Board.
- 12. Board Round Table**
- Dean Wendle asked for clarification on management of the TRC project. Dave Trump indicated the project was going well.
  - RCC 2004/05 At-A-Glance (handout) was recognized as a handy reference tool.
  - The OSBA's "Salute to Success Program" (handout) was acknowledged.
  - Midge Renton was acknowledged for her ZONTA award.
  - Sharon Davidson thanked all for a good year and Jim Dole thanked Pat Huycke for his office open house last week.
- 13. Adjournment** – The meeting was adjourned at approximately 6:30 p.m.

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Sharon Smith, Assistant to the Executive Dean, Redwood Campus

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Pat Huycke, Chair, RCC Board of Education

Dated: January 18, 2005

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