
**MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

1. **Call to Order** – Chair, Kevin Talbert called the Rogue Community College (RCC) Board of Education (Board) meeting to order at 4:05 p.m. on Tuesday, June 19, 2007 at the 206 Conference Room, Table Rock Campus, 7800 Pacific Avenue, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Dr. Talbert, Sharon Davidson, Jim Dole, David Trump and Dean Wendle. Pat Huycke and Charles Warren were absent due to pre-arranged plans. Advisory Committee member John Harelson was also in attendance.
3. **Introduction of Guests** – Lynn Sjolund, OCF; Joe Keith, Million Air Medford; Tim Conroy, KDRV-TV; Joseph Zagorski, Incoming Board of Education Member; Management, faculty and staff in attendance included Peter Angstadt, Margaret Bradford, Denise Caldwell, Cindy Hauser, Jeanne Howell, Cheryl Markwell, Nancy Maxwell, Kathy Pierson, Linda Renfro, Curtis Sommerfeld, Lisa Stanton, Denise Swafford, Lynda Warren and Denise Nelson. There were no Faculty or Classified representatives in attendance.
4. **Presentations/General Discussion**

A. General Discussion

Kevin Talbert announced he received written notice from Charles Warren, resigning his seat from the Board of Education, Zone 4 effective July 7, 2007. Staff will post advertisements in local newspapers to obtain candidates for an interim member. The Board will interview qualified candidates.

B. Presentation – Oregon Community Foundation

Kevin Talbert introduced Lynn Sjolund, Oregon Community Foundation (OCF). Mr. Sjolund provided background of the continuing grant RCC received from the OCF. He explained this Foundation has grown substantially over the last 4-5 years with assets totaling nearly 1 billion dollars. They now have approximately 850 volunteers which helps keep overhead costs low. Grants and scholarships are provided to support humanitarian, educational and cultural programs. RCC was awarded a three-year grant, receiving \$15,000 the first year and \$10,000 last year. Mr. Sjolund was pleased to present RCC with the final grant award in support of the Oregon Leadership Institute in the amount of \$5,000. He encouraged the college to continue applying for grants through the OCF.

C. Presentation – Apprenticeship Program Status

Jeanne Howell introduced Cathy Pierson, RCC Workforce Training Apprenticeship Coordinator. Handouts were distributed regarding the Professional-Technical apprenticeship programs (see file). Cathy provided an overview of the Industrial Maintenance and Electrical apprenticeship pathways.

MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING

Jeanne Howell introduced Joe Keith, President, Million Air Medford. Mr. Keith serves on the Advisory Committee for the Aircraft and Powerplant (A&P) apprenticeship program and has proven instrumental in initiating this program at the college. Mr. Keith provided background information regarding the program. He explained the first group of apprentices will be through the program in twelve months. Typical classroom time is 1 or 2 days per week. The average student range of age is 30 to 40 years old. The annual salary for someone in this career averages around \$50,000 - \$70,000. Industry members involved have put competition aside and are working very well together toward a common cause. He's very pleased with this program and sees great potential. He believes there are maybe less than 10 of these types of program in the United States. Grant dollars were applied for and received to pay for needed tools for students. Board members thanked Mr. Keith for his involvement with this program. His efforts are greatly appreciated. Board members also thanked RCC staff for their efforts in organizing the program. Sharon Davidson requested the Board be advised of the date for the first graduation class.

D. Budget – Public Hearing / Public Comment

Kevin Talbert opened the meeting to the public for hearing/comment regarding the 2007/08 budget proposal at 4:40 p.m. There was no request for comment from the general public. Dr. Talbert closed the public hearing at 4:41 p.m.

5. Committee Advisory Reports

A. Students, Faculty, Classified

There were no Faculty or Classified reports.

B. Advisory Committee, Josephine and Jackson Counties – Peter Angstadt reported the Josephine County Advisory Committee met and primarily discussed the Illinois Valley Business Entrepreneurial Center. He also reported the Jackson County Advisory Committee met and discussed upcoming opportunities with the Steamfitters as their training coordinator plans to visit RCC this summer. Students in Jackson County have been utilizing RCC's portion of the Jackson County library. To date, RCC has not had to limit or change hours of operation. The cost of keeping the downtown library closed in Medford will be approximately \$1.4 million annually. This includes heating, lighting, maintenance and security. Dick Rudisile serves on the Budget Committee and suggested speaking with Dan Jordan regarding this.

C. Facilities

RCC/SOU Joint Facility Advisory Council – Peter Angstadt indicated construction continues as the steel structure is being built. Anticipate finishing the building on-time. The oversight committee was discussed.

D. Finance and Audit Committee – Dean Wendle reported the committee met prior to the Board meeting and reviewed the May 2007 financial report. The ending fund

MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING

balance by accrual basis is \$1.121 million. Although small, it is in balance. John Harelson added the committee discussed the 07/08 budget and budget projections.

E. Board Executive Committee – Kevin Talbert reported the Executive committee met and reviewed the proposed Board meeting agenda. The idea of a Faculty Senate was discussed and the committee encouraged Peter to discuss this with faculty representatives. See agenda item 8.B for further information.

F. OCCA/ Legislative/OSBA Reports – Dean Wendle provided an update from the OCCA. During the weekly teleconference call with all community colleges, OCCA is still trying to encourage the legislature to increase funding. RCC is striving for \$510 million. Other community colleges are advocating for capital construction. Peter explained that newspaper articles indicate \$510 million; however, the actual support fund for community colleges totals around \$500 million with the other \$10 million going toward the strategic fund and the Commissioner’s office. Sharon Davidson added it is possible not all capital construction projects will be funded. She announced the RCC Legislative Committee has been working on a central web page for faculty and staff. Ann Trausch has been working on this. The committee will hold a meeting one week from Friday.

G. Foundation – Kevin Talbert, Dean Wendle and Sharon Davidson attended a meeting with Foundation Board members as requested by the Foundation. The main topic of discussion was the loss of funding support from the college to the foundation due to the decrease in funding received from the state. College and Foundation Board members also exchanged views at the meeting. The foundation has committed to a \$3 million campaign. Jennifer Wheatley and Peter will discuss how the college can support this effort. Jim Dole encouraged the college’s financial support for this campaign. Kevin Talbert added the college is thankful for the scholarship and program support received from the foundation.

6. Consent Agenda

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

- A.** May 15, 2007 Budget Session and Board Meeting Minutes
- B.** Human Resources
 - a. Full-time Management Retirement (Larry Mullaly)
 - b. Full-time Faculty Early Retirement (Mollie Owens)
- C.** Grants
 - a. Continuing Grants
 - 1. U.S. Small Business Administration (SBDC)
 - 2. Asante-Robert Woods Johnson Grant, Addendum to Include Computers (AD Instructional Admin.)
 - 3. RCC Foundation Department Grants (Multiple Departments)
 - 4. Natural Resources-Winema (Natural Resources)

MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING

- b. 2007-08 AAUW Community Action “Education and Pay Equity Conference” (Student Services Admin.)
 - c. Four Way Community Foundation – Illinois Valley Business Center (Facilities)
 - d. Cow Creek Foundation – Oregon Leadership Institute (OLI)
 - e. Oregon Department of Forestry – Wildland Urban Interface (Operations & Maintenance: Grounds)
- D. Financial**
- a. Monthly Financial Data Report – May 2007
 - b. Quarterly Budget Transfers – Period Ending June 30, 2007

The motion was carried 5 to 0.

On behalf of the Board, Kevin Talbert extended the Board’s appreciation to Larry Mullaly and Mollie Owens.

7. Other Action/Information Items

A. Approve Board Policy Handbook Section II.A.020 Distribution of Information (Second Reading)

Jim Dole requested clarification on paragraph one, second sentence, “Authorization for these activities shall be based solely on publicity guidelines and shall be neither prejudicial nor capricious.” After some discussion, Jim Dole moved approval, seconded by Dr. Trump. Kevin Talbert opened the motion for further discussion. Sharon Davidson suggested adding the aforementioned “publicity guidelines” to the policy. After some discussion, Board members agreed to this suggestion and Jim Dole withdrew the motion for approval. Denise Nelson will add the publicity guidelines to the policy in preparation for review and approval at the July Board meeting.

B. Revise Management, Administrative and Professional Employee Handbook (Second Reading)

Jim Dole moved, seconded by Sharon Davidson, that the RCC Board approve Resolution No. HR95-06/07 approving the revisions to the Management, Administrative and Professional Employee Handbook as presented.

Dean Wendle verified the early retirement guidelines were for this employee group specifically. Sharon Davidson thanked administration responsible for their work on this handbook revision. Lynda Warren complimented Jenny Rossknecht as she was the primary person responsible.

The motion carried 5 to 0.

**MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

C. Approve Agent of Record General Insurance

Jim Dole moved, seconded by Dean Wendle, that the Board approve Resolution No. B102-06/07 to continue the contract for RCC Agent of Record for General Insurance with Hart Insurance of Medford and Grants Pass, Oregon, as of July 1, 2007 for four (4) years based on performance each contract year.

Dean Wendle asked if the RFP process was initiated. Lynda Warren commented this service will go out for RFP after this 4 year contract expires.

The motion carried 5 to 0.

D. Approve Agent of Record – Employee Benefits Insurance

Sharon Davidson moved, seconded by David Trump, that the RCC Board approve Resolution No. P103-06/07 to renew the contract of Elements Health Plans of Portland and Ashland, Oregon, as RCC Agent of Record for Employee Benefits Insurance, as of June 1, 2007 for a period of four (4) years, with contract continuation contingent upon the need for RCC to comply with any changing legislative requirements that may occur during this four-year period of time.

The motion carried 5 to 0.

E. Adopt 2007/08 Budget

Lynda Warren explained there are changes to the budget as approved the Budget Committee. The summary sheet defines said changes (see file). The budget is being presented utilizing the most recent information from the state, assuming \$500 million in college support funding. To date, this amount has not passed both House and Senate and will not bring back any reduction in force positions.

Jim Dole moved, seconded by Sharon Davidson, that the RCC Board approve Resolution No. B104-06/07 to adopt the 2007/08 Budget, make applicable appropriations, and levy all taxes as required by said budget.

A roll call vote was conducted. The motion carried 5 to 0.

Lisa Stanton and staff were thanked for their hard work in preparing the budget.

**MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

F. 2007/08 Schedule of Classes Proposal Acceptance

Sharon Davidson moved, seconded by Dean Wendle, that the RCC Board approve Resolution No. B105-06/07 to accept the total one-year proposal award of \$62,593.77 from Oregon Lithoprint of McMinnville, Oregon, for printing four (4) quarterly class credit schedules and four (4) non-credit schedules for the 2007/08 fiscal year.

The motion carried 5 to 0.

G. Annual Board Organization

A copy of the Annual Board Organization worksheet was distributed prior to the meeting. The following changes to the worksheet were made and agreed upon:

- a) Due to recently received resignation of Charles Warren, his name will be removed from applicable assignments.
- b) Kevin Talbert will be added to the Finance Committee.
- c) Sharon Davidson will serve on the Strategic Planning Committee.
- d) The Facilities Committee position vacated by Charles Warren will be filled by the interim Board member and elected Board member thereafter.

Sharon Davidson moved, seconded by Jim Dole, that the Board adopt Resolution No. B106-06/07, incorporating the aforementioned changes, approving the 2007/08 fiscal year Annual Board Organization.

The motion carried 5 to 0.

8. President's Report

A. Campus Leaders' and Recognition Report - See June 2007 report (on file).

B. Administration/Organization/Information Items

Peter discussed the following items:

- 14 RCC students have received Ford Family scholarships. Joe Momyer and others have done excellent work preparing students to apply for this prestigious scholarship.
- Spring FTE is forecasted to be down 4-5%. This will be evaluated. An annual FTE report will be provided soon.
- Focus will be placed on strategic planning with a goal to make planning more transparent and coordinated.
- Kevin Talbert added that after the Board retreat in April, he met with the RCC staff strategic planning sub-committee to discuss the Board's role in the strategic planning process. It was determined the Board will submit priorities to assist with the planning process. Kevin has summarized

MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING

priorities, as identified at the Board Retreat, and distributed them for review (see file). He requested Board members review this information prior to the July Board meeting when Denise Nelson will prepare a resolution to submit these strategic priorities as the Board's input for the strategic planning process.

- Peter received a request from the Committee for a Community Enrichment Center (Josephine County) for a letter of support for their cause. After some discussion it was agreed upon to respectfully decline at this time.
- It has been proposed to hold the OCCA Annual Convention in Medford this October. Dean Wendle asked if there is anything we can do to help. Peter will check with OCCA staff.

9. Executive Session – The Board adjourned for executive session pursuant to ORS 192.660 (2)(d) Labor Negotiations and ORS 192.660 (2)(i) Performance Evaluations of Public Officers and Employees, at 5:50 p.m, with all attending Board members present. The Board returned to regular session at 6:50 p.m.

A. Upon return from executive session, Jim Dole moved, seconded by Sharon Davidson, that the Board approve President Angstadt's recommendation to accept the changes to the Faculty Collective Bargaining Agreement in reference to the compensation issues; however, defer final approval of the agreement until such time that Board members have had an opportunity to review contract language since some information was received by Board members the day of the Board meeting. It is with the Board's good intention to approve the contract prior to the fiscal year end.

A roll call vote was conducted. The motion carried 5 to 0. Upon review of the materials distributed, members agreed to forward any questions to Peter and Lynda no later than Friday, June 22. Denise Nelson will coordinate a telephonic special session for final vote of the proposed Faculty Collective Bargaining Agreement by the Board early next week.

Kevin Talbert left the meeting after the roll call vote was conducted due to prior commitment.

B. David Trump moved, seconded by Sharon Davidson, that the Board of Education, after discussion during executive session, accept the recommendation of the President's Evaluation Committee, that President Angstadt be afforded an additional one-year contract extension, making his contract due to expire July 1, 2010, unless further extended, and that the President's base compensation be increased 1.5% and that the contract be amended to provide a vehicle allowance of \$1,000 per month.

The motion carried 4 to 0.

**MINUTES OF THE JUNE 19, 2007
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

10. Old Business

A. Pending Items

- a. Board of Ed Ethics Policy
- b. Board Member Evaluation

B. Strategic Planning – Previously discussed, see item 8.B.

11. New Business

A. Approve President's 2007/08 Management Contract – Previously discussed, see item 9.B.

12. Board Round Table

Sharon Davidson – Wal-Mart has a national scholarship program. She suggested looking into this with Wal-Mart. Sharon also added the Board will miss Jim Dole and thanked him for his work.

Jim Dole – Is interested in serving as an Advisory Committee member for the college. He feels serving on the Board of Education has been a tremendous privilege and a highlight of his extra curricular work. He will miss working with his fellow Board members, Peter, faculty and staff.

Dean Wendle – Attended 3 graduations and commented they were well organized celebrations. He thanked everyone involved with planning and preparation for these events.

Dr. Trump – Nothing at this time.

13. Adjournment – The meeting adjourned at 6:56 p.m.

Denise Nelson, Assistant to the President and Board of Education

David Trump, M.D., Vice-Chair of the RCC Board of Education

Dated: July 17, 2007
