
**MINUTES OF THE AUGUST 18, 2009
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION MEETING**

1. **Call to Order** – Joseph Zagorski, Chair, called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:00 p.m. on Tuesday, August 18, 2009 at the Redwood Campus, H building conference room, 3345 Redwood Highway, Grants Pass, OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Dr. Zagorski, Pat Ashley, Joe Davis (via teleconference), Tim Johnson, Joe Keith, Kevin Talbert and Dean Wendle. Advisory committee members Jerry and Sharon Work were in attendance.
3. **Introduction of Guests and Public Comment** – Cam Preus, Commissioner, Oregon Community Colleges and Workforce Development; Brice Helm, RWC Student Body President; Dr. Jim Shames, Jackson/Josephine Public Health; Belle Shepherd, Josephine County Public Health; Jane Stevenson, Jackson County Public Health; Viki Brown, Jackson County Public Health; and RCC management, faculty and staff including Peter Angstadt, Kori Bieber, Margaret Bradford, Rena Denham, Jeanne Howell, Cheryl Markwell, Mary O’Kief, Linda Renfro, Teresa Schawo, Lisa Stanton, Lynda Warren and Denise Nelson were in attendance. There was no public comment.
4. **Presentations/General Discussion**

Since this was the first regular Board meeting of the new fiscal year, Dr. Zagorski reminded Board members of parliamentary procedure according to *Robert’s Rules of Order* in regard to action items. When certain action is to be taken, a motion will be stated prior to discussion occurring on the subject.

A. Budget and Financial Services Plaque Presentation, Certificate of Achievement for Excellence in Financial Reporting

President Angstadt presented the Certificate of Achievement for Excellence in Financial Report plaque to Lisa Stanton and Teresa Schawo. This significant award was issued to the Budget and Financial Services Department for its comprehensive annual financial report by the Government Finance Officers Association. Peter commended Lisa and Teresa, along with other department staff, for their very fine professional work by keeping RCC’s financial reports to the highest standard. Teresa Schawo served as coordinator for the financial report for the fiscal year ending June 30, 2008. Grant Hubler was also commended for his contributions. Congratulations Budget and Financial Services Department!

B. Program Presentation – Jackson & Josephine County Health Departments

Kori Bieber introduced representatives from the Jackson and Josephine County Health Departments – Dr. Jim Shames, Belle Shepherd, Jane Stevenson and Viki Brown. Handout information on the H1N1 pandemic was distributed by this group (see file). Viki Brown reviewed the list of essential services of the Department of Health and Human Services (see file). Belle Shepherd explained this effort is to ensure RCC is receiving information needed on the pandemic and

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to establish contacts in both counties if an epidemic occurs. Dr. Shames reviewed the following information via handout (see file):

- The current status of the H1N1 pandemic
- Descriptive Statistics of Novel Influenza A (H1N1) Cases Reported to CDC by State as of July 10, 2009
- Oregon statistics to date – Hundreds of cases, 9 deaths
- Epidemiology/Surveillance chart
- Epidemiology/Surveillance Pandemic H1N1 Hospitalization Rate chart
- Mortality Rates for H1N1 chart
- School planning assumptions for the 2009/10 flu season

Hand washing is being heavily promoted and the Department of Health and Human Services has posters for this. Kori Bieber will continue to work with this group.

C. Oregon Community Colleges & Workforce Development (CCWD) Report

Cam Preus, Commissioner, traveled from Salem to provide her annual report to the Board. She distributed the CCWD handout, 2009-2011 Oregon Community Colleges Budget Picture (see file) which contains information to help local college board members and their constituents understand what has been happening to community college funding and what they may expect during the coming biennium. She explained this department is in the process of finalizing last year's FTE headcounts. Enrollment growth currently reflects an 11% statewide increase and she expects this percentage may also increase before statistics are finalized. Community colleges have experienced three times the enrollments growth of the university system. Dean Wendle commented an anticipated 20,000 community college students this year will not receive financial aid thus funding for the Opportunity Grant is crucial. The procedures for processing Opportunity Grant awards were discussed, specifically the disadvantage this process gives to community college students. Dean is serving on a task force to review this.

Following a substantial decline in 2001-03, the State's investment per student has only recently achieved the levels seen in the late 1990s. The Legislatively Adopted Budget includes \$450.5 million to serve approximately \$200,000 community college students during 2009/11. State support would be \$2,252 per student.

The Community College Capital Construction package includes \$128.6 million for 15 new construction and deferred maintenance projects at 13 community colleges. The approved budget contains \$57,455,000 for nine community college Capital Construction projects. The legislature also approved \$13.7 million in Other Funds (lottery bonds) for six construction and deferred maintenance

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projects which included \$1,250,000 for RCC to replace aging windows and air handling systems and renovate instructional classroom and laboratory space.

Peter Angstadt thanked Commissioner Preus again for her assistance with obtaining Strategic Reserve funding for RCC. This funding has been well used and very beneficial to the college. Board members thanked Cam for attending the meeting and for her continued support.

5. Committee/Advisory Reports

A. Student, Faculty & Classified Reports

Student – Brice Helm provided a RWC student report. Student government leaders are getting started, receiving training, and looking forward to setting preliminary goals. RWC and RVC leaders meet approximately twice per term. Brice would like to meet personally with Peter and Kori. There are 4 new student representatives and 6 returning. Board members thanked Brice for attending and added they look forward to his reports and input throughout the year.

Faculty – None

Classified – None

- B. Advisory Committees** – Advisory Committee meetings were not held this past month. Advisory Committee member Jerry Work added these meetings provide for valuable communication and have had a positive impact, resulting in better representation, for Illinois Valley residents. He thanked the Board for having an opportunity to serve as a voice for the Illinois Valley community.
- C. Board Executive Committee** – Joseph Zagorski, Pat Ashley and Dean Wendle participated. The committee reviewed the August Board meeting agenda, discussed the increase in classes sizes, the possibility of priority enrollment and RCC utilizing SOU housing since SOU dorms are only 2/3 full.
- D. Facilities Committee** – Peter reported an RFP for the Institutional Master Plan architect resulted in 2 responses. Interviews will be held on the 25th.
- E. Finance and Audit Committee** – Tim Johnson reported this committee met just prior the Board meeting and reviewed the financial statements. The Executive Financial summary of the financial statements includes information regarding Deferred Maintenance Stimulus contract award during late July which were greater than \$50,000 and will be approved by the Board with acceptance of the financial statement. The method of Board travel reimbursement was discussed and will be handled on the same basis as college staff. The college will be initiating an enhanced check refund system. The vendor selected has a positive 9 year track record. Receipts are no longer needed for meal reimbursements. There is a set

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amount for breakfast, lunch and dinner. This is a simple, transparent trend throughout government agencies.

- F. Foundation Report** – Joe Keith reported the next Foundation Board meeting will be held on August 26.
- G. OCCA/OSBA Reports** – Dean Wendle reported OCCA chose not take a position on the tax measure. President Obama’s plan, HR 3221, will help community colleges throughout the nation. Cam Preus added CCWD has signed a letter of support for this bill, sponsored by ACCT/AACC. Peter will compose and send a letter on behalf of the Board to RCC’s federal delegation in support of President Obama’s American Graduation Initiative. Dean reported PCC campuses are now tobacco free.
- 6. Consent Agenda** – Tim Johnson moved, seconded by Pat Ashley, the RCC Board approve the consent agenda as follows:
- A. Meeting Minutes
 - a. June 16, 2009 Board Meeting
 - B. Human Resources
 - a. Adult Basic Skills Instructor – Full-time Faculty (Julie Rossi)
 - b. Art Instructor – Full-time Faculty (Cynthia Gott)
 - c. Math Instructor – Full-time Faculty (Doug Gardner)
 - C. Grants
 - a. New Grant(s)
 - 1. Electronics – Solar System Grant
 - 2. Construction Technology Build-A-Thon Grant
 - 3. Business Development Center Grant
 - 4. Business Development Center, IVBEC – USDA Grant
 - 5. Business Development Center, IVBEC – Josephine County Grant
 - 6. GEAR UP – College Awareness Grant
 - 7. Government Contract Assistance Program Grant
 - 8. Josephine County Master Recycling Initiative Grant
 - b. Continuation Grant(s)
 - 1. OCCURS and ABE Title II
 - D. Financial
 - a. Monthly Financial Data Report – July
 - E. Approval of Four New Career Pathway Programs

The motion was unanimously approved.

At this time (5:14 p.m.) Joseph Davis excused himself from the meeting due to pre-arranged commitments. A quorum of the Board remained.

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7. Other Action/Information Items

A. Approve Amended Fees for Academic Calendar 2009/10 (Second Amendment)

Kevin Talbert moved, seconded by, Pat Ashley, the Board adopt Resolution No. B1-09/10 approving the second amendment to the fee schedule for academic school year 2009/10, increasing the GED Reinstatement Fee from \$50 per tester to \$60 per tester effective September 1, 2009.

The motion was unanimously approved.

B. Review Board Policy II.B.090 – Parking (First Reading)

No action taken, first reading.

C. Approve Josephine County – Authorization to Invest Taxing District Funds

Tim Johnson moved, seconded by Dean Wendle, the Board approve Resolution No. B3-09/10 approving investment fund participation through the Josephine County Treasurer/Tax collector.

Peter explained this is a short-term investment process through the Josephine County Treasurer/Tax collector's office.

The motion was unanimously approved.

D. Review Program/program Light Meeting Topics

Board members reviewed and discussed the proposed schedule (see file). It was requested the April 13, 2010 Program meeting will be held at TRC.

Dr. Talbert asked about the vision for "arts" in Medford and requested this be a topic of discussion at some point.

Joe Keith suggested a presentation topic of "Workforce Training." (Will be assigned to the available program light meeting date of May 18, 2010.)

E. OCCA Annual Conference – October 29-30

All Board members are encouraged to attend this event to be held at Lane Community College in Eugene. Denise Nelson will process registration – please contact her with RSVP's.

F. Approve Higher One Bank – Depository for College Funds

Tim Johnson moved, seconded by Dean Wendle, the Board adopt Resolution No. B18-09/10 approving Higher One bank as a depository for the college for electronic reimbursement of student refunds.

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Lynda Warren explained refunds will be applied to debit cards which do not function as a credit card, thus cannot be overdrawn. SOU has used Higher One bank, which is FDIC insured, since 2003.

The motion was unanimously approved.

G. Review 2008-2012 Strategic Plan Proposed Revisions

After discussion it was determined Mary O’Kief will work with Kevin Talbert regarding sustainability issues, revisions will be made and presented to the Board at the September Board meeting.

8. President’s Report

A. Administration/Organization/Information Items

a. President’s Monthly Report

- Reviewed monthly report (see file).
- Financial Aid staff has reduced financial aid processing from 12 weeks to 8 weeks.
- We will continue to discuss the potential of growing our nursing and allied health programs with area community and educational partners. The basis of the idea is to use differential tuition/fee structures to fund the needed instructors, facilities, and rotational experiences.
- Paul Cleary, Director of Oregon PERS will be in the Rogue Valley on 8/27. Board members were given the schedule and were asked to RSVP to Denise Nelson if able to attend.
- Peter will compose a letter to the RCC Foundation encouraging them to continue their fundraising goal.
- The board requested to receive Faculty Senate meeting minutes with Board packets. Denise Nelson will coordinate.

b. FTE Report (see file) – Year over year comparisons reflect an approximate 56% increase 2009 summer term. Faculty and staff are doing a tremendous job handling this increase. In general, colleges statewide are experiencing increased enrollment but are struggling to support the increase due to decline in state funding. RCC is forecasting a 30-40% FTE increase Fall term.

c. 2008/09 4th Quarter Strategic Planning Report (see file)

d. 2008/09 Grant Status Report (see file)

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9. Executive Session – Dr. Zagorski called the Board into Executive Session pursuant to ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(e) Real Property Transactions at 6:10 p.m. and returned to regular session at 6:30 p.m.

10. Old Business

A. Pending Items – (see file).

11. New Business – Oregon School Employee Association Contract Renewal

The Oregon School Employees Association Collective Bargaining Agreement was submitted for approval. Lynda Warren provided an Executive Summary of the contract renewal.

MAIN MOTION

Kevin Talbert moved, seconded by Tim Johnson, the Board approve the July 1, 2009 through June 30, 2012 Collective Bargaining Agreement between RCC and the Oregon School Employees Association as presented.

The motion was unanimously approved.

12. Board Round Table

- Pat Ashley will assist Board members with high school outreach tours. It was noted Tim Johnson’s district, as defined in the handout (see file) did not reflect the correct high schools. Staff will look into this.
- Dean Wendle commented he is very impressed with the current, proactive, high school outreach efforts of staff.
- As a new Board member, Joe Keith is appreciative of explanation provided by other Board members. He also thanked Denise Nelson for the Board reference manual she provided.

13. Adjournment – The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Denise Nelson, Assistant to the President and Board of Education

Board Action: Approved

Joseph Zagorski, Ed.D., Chair, RCC Board of Education

Date: September 22, 2009
