
MINUTES OF THE SEPTEMBER 20, 2005
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION

1. **Call to Order** – Chair, Sharon Davidson called the Rogue Community College (RCC) Board of Education (Board) meeting to order at 4:00 p.m. on Tuesday, September 20, 2005 at the RCC Table Rock Campus, 7800 Pacific Avenue, Second Floor Board Room, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including, Ms. Davidson, Pat Huycke, David Trump, Charles Warren and Dean Wendle. Jim Dole and Kevin Talbert were absent. Advisory Committee members Skip Patterson, Midge Renton, and Dawn Welch also attended.
3. **Introduction of Guests** – Peter Angstadt, Galyn Carlile, Mary Louise Doran, Nancy Maxwell, Paul Fisher, Lynda Warren, Cheryl Markwell, Marie Mueller, Linda Renfro, Curtis Sommerfeld, Nancy Vaughn, Larry Mulally, Shirlee Willis-Haslip, Sarah Bacon, ASRCC-RVC representative, Denise Nelson and Denise Swafford were present.
4. **Presentations/General Discussion**

A. Assessment of 2004/05 College Goals and Objectives

See handout: Report titled, “RCC Annual Assessment 2004-05 Keys and Key Objectives.” Larry Mullaly and Marie Mueller provided an overview of the assessment of the college’s 2004-05 goals and objectives and provided two reasons for the report: 1) accreditation requirement; and 2) to determine how well the College has done in accomplishing the previous year’s goals. The president’s four keys presented a challenge in this year’s assessment because reports were completed before keys were implemented.

Key 2: Build the Foundation is a work in progress -- the final assessment will be revised and presented at a future date. The other 12 objectives under Keys 1, 3 and 4 were more adequately addressed.

Some recommendations include the need for an institutional master plan in time for the College’s October 2006 accreditation visit, continuing to upgrade equipment and technology, working to achieve three campuses in one college and improving professional development opportunities.

Pat Huycke appreciated the recommendation regarding the importance of the institutional master plan. He also suggested the committee consider a different grading system perhaps on a scale of 1 to 10 vs. 1-5. He asked how individual employees could be involved in meeting goals and objectives under the keys.

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5. Committee Advisory Reports

- A. Students, Faculty, Classified** – No classified report. Paul Fisher said faculty is gearing up for fall term and a bargaining year. They participated in fall inservice this morning and held an association meeting in the afternoon. Faculty plans to be more active in the legislative process especially on issues like the funding formula, quality of education (QEM), and the tax structure (see handout). Sarah Bacon reported that students are also interested in being more involved with the legislative process. Students are planning activities including, but not limited to a procedures manual for future student body representatives, assisting with student outreach, attending the City of Medford’s multi-cultural event; leadership training; training on dressing for success and interview skills; and reducing the cost of books. Sharon Davidson said she appreciated Sarah’s enthusiasm.
- B. Advisory Committee** – Peter is meeting with the Jackson County Advisory in a couple of weeks. He met with Josephine County recently and the major topic was the potential bond campaign in Fall 2006 for Josephine County. They also discussed ideas for adding to the RCC Advisory Committee.
- C. Table Rock Campus Oversight Committee** - Pat Huycke said TRC is being completed on time and under budget. Contingency funds were used for landscaping, signs, and parking lot seal. The College is working on signs for main thoroughfares and adding a billboard sign on the empty lot. Sharon suggested having a discussion with the city or county for stop signs or a stoplight.
- D. Finance and Audit Committee** – Financials are on target. Lynda Warren referred to the executive summary noting the need for an upgrade to the sewer for the Early Childhood Education Center (ECE) before fall term begins. If the City approves plans, Copeland will be able to start work on this tomorrow and finish by Monday. The College decided not to seek a bid for this job due to the urgency of the situation; however, the College will be able to do a formal bid on electrical for the project.
- E. Board Executive Committee** – No report.
- F. OCCA/Legislative** – The Oregon Opportunity Grant received additional funding in the past month year. The income threshold for the grant is very low.
- Board training is scheduled in Salem September 29-30. Also, Governor Kulongoski will be at the College, Riverside Campus on September 27 in A-8 for the signing of the capital construction bill.
- G. Foundation** – No meeting until September 21.

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6. Consent Agenda

Dean Wendle pointed out an impressive list of new hires on the consent agenda and two revisions were made to the meeting minutes, including addition of City of GP representative Tom Schaver and an amendment to the Foundation report indicating the 2004-05 is not completed but a work in progress to be completed in early November.

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

- A. Minutes – August 16, 2005 Board Meeting (Amended)**
- B. Human Resources**
 - a. Full-time Faculty (Criminal Justice) – Ron Robson
 - b. Full-time Faculty (reference Librarian) – Lynda Kettler
 - c. Full-time Faculty (Nursing) – Toni Bromley
 - d. Full-time Faculty (Automotive) – Pete Ridgeway
 - e. Full-time Faculty (Student Life Advisor) – Shareen Fiol
 - f. Full-time Faculty (Math) – James Lapp
 - g. Full-time Faculty (High School Outreach Coordinator) – Serena St. Clair
- C. Grants – None**
- D. Financial**
 - a. Monthly Financial Data Report – August 2005

The motion was carried 5 to 0; as amended.

7. Financial and Other Action/Information Items

A. Review Revised Students Rights, Freedoms and Responsibilities Procedure (Appendix 3, Board Policy Handbook)

Nancy Maxwell provided an overview of revisions to the student grievance procedure. She worked with the student services council, associate deans, and the OSBA attorney to make the necessary revisions to the procedure. The revisions were approved by Executive Council on September 12.

- B. Update on Classified and Faculty Bargaining Processes – Lynda Warren** provided a handout summary of the bargaining processes. FAMAT is an abbreviation for Faculty and Management Advisory Team and CAMAT is Classified and Management Advisory Team. This year the faculty is working on an interest-based bargaining process – making a broad statement in consideration

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of what is best for the college. A kick-off meeting for FAMAT is scheduled September 30. Each group will bring interest statements and begin to work on those weekly through April. The Board will receive updates. Lynda will provide the Board with the list of issues next month.

C. Full-time Management Retirement (Human Resources Director) – Marilyn Mills-Uribe

Dean Wendle moved, seconded by David Trump that the RCC Board adopt Resolution No. HR21-05/06 approving Marilyn Mills-Uribe's request for early retirement and continued health benefits, for retiree only, and removing the second paragraph from the resolution, effective November 1, 2005. **The motion was carried 4 to 0, as amended.** *Mr. Warren was absent for the vote.*

8. President's Report

A. Staff, Faculty, Student Recognition, Campus Leaders' and Grant Summary Reports – See September 2005 Report

B. Administration/Organization/Information Items – See President's August/September Report.

Peter reported fall inservice held today. Dawn Welch provided a motivational speech on achieving goals based on her experience in qualifying for the 1984 Olympic trials. Some faculty and staff were taking tours of TRC this afternoon. RWC inservice is scheduled tomorrow and RVC and TRC meetings are scheduled for Thursday. Board members were invited to participate.

A bid process is underway for the ECE lab through the City of Grants Pass. There is some concern regarding the spike in building costs due to Hurricane Katrina. The building estimate is currently approximately \$1.2 million. Peter is working with Jennifer Wheatley on in-kind services for infrastructure.

Nancy, Galyn and Peter met with OIT on additional instructional programs for TRC. This fall, a medical technology/medical instrumentation program is being considered for Fall 2006. They are also working on bringing additional civil, mechanical and electrical engineering courses to RCC through OIT.

Last week Thursday and Friday, Peter participated in a conference with the Oregon Council on Education in Los Angeles on educating low-income adults. The American Council on Education covered the cost.

He provided a draft proposal for the Southern Oregon Educational Assembly. Rogue Valley Council on Governments may be a sponsor of this. The summit is

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tentatively scheduled March 10. Thoughts and ideas for this project are welcome.

RVC is piloting an express registration process to remove barriers for students between 5:00 p.m. and 7:00 p.m. tomorrow night on selected credit courses. No placement tests or pre-requisites are required.

- a. Enrollment Report** – The report indicates the College is currently up 46 FTE but too early in the term for accurate report. A more reliable report will not be available until the 4th or 5th week of term.
 - b. RCC/SOU Shared Building Update** – Ready to advertise RFP for architectural work on the building.
 - c. Discuss Management Performance Evaluation** – Peter provided a form based on 4 keys that was used for management performance evaluations. He said individual, anonymous reviews can be provided at the Board’s request.
- 9. Executive Session – ORS 192.660(2)(a) – Employment of Public Officers, Employees or Agents** – The Board adjourned for executive session pursuant to ORS 192.660(2)(a) at approximately 5:45 p.m. and returned to regular session at 6:10 p.m.
- 10. Old Business - None**
 - A. Pending Items List**
- 11. New Business - None**
- 12. Board Round Table -** Dean Wendle said American Indians from Oregon that have been relocated to other states during the 1800s will pay resident tuition. He suggested the college make revisions to the tuition policy offering this. He also shared an article from the Oregon Business Journal, written by Oakley Brooks and featuring Cam Preus-Braly titled, “Retooling Worker Training.”

Pat Huycke has been seeing/hearing good ads on the TRC but still believes the College needs to explore more creative ways of marketing.
- 13. Adjournment** – The meeting was adjourned at approximately 6:25 p.m.

Denise Swafford, Assistant to the President

Sharon Davidson, Chair, RCC Board of Education

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Dated: October 18, 2005
