
**MINUTES OF THE SEPTEMBER 21, 2004
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION**

1. **Call to Order** – Chair, Pat Huycke called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:10 p.m. on Tuesday, September 21, 2004, at RCC’s Riverside Campus, 202 S. Riverside Avenue, Building A-8, Medford, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including, Mr. Huycke, Sharon Davidson, Jim Dole, Charles Warren, and Dean Wendle. Kevin Talbert and David Trump were absent. Advisory Committee members Midge Renton, Dawn Welch and Skip Patterson also attended.

3. **Introduction of Guests** – Peter Angstadt, Mary Louise Doran, Galyn Carlile, Nancy Maxwell, Lynda Warren, Paul Fisher, Margaret Bradford, Betsy Fuller, Cindy Hauser, Pat Huebsch, Cheryl Markwell, Linda Renfro, Nancy Vaughn, John Lopez, Mary O’Kief, Curtis Sommerfeld, Lisa Stanton, and Denise Swafford were present. Grants Pass City Manager Bill Peterson, also attended.

4. **Presentations**
 - A. **RCC Technical Park (RWC)** – Bill Peterson presented an overview of the proposed Tech Park project that has been the subject of city and college consideration over the past couple of years. He provided handouts including 1) copy PowerPoint slides, 2) “RCC Technical Park: Summary for Steering Committee,” and 3) “Market Conditions and Feasibility for RCC Technical Park: Phase I,” dated August 2004.

Pat Huebsch was asked to organize a meeting with RCC facilities committee to analyze the proposal and make a recommendation to the Board for its **October 19** meeting. RCC plans for a 2006 bond campaign in Josephine County and comparison of the proposal to other facilities plans for RWC should be considered. Dean Wendle suggested the property be appraised.

 - B. **2004/05 Marketing Plan** - Margaret Bradford provided an overview of RCC’s Marketing Council’s “Communications Plan 2004/05,” including a new theme: “Life’s Best Lessons Start Here . . .,” major communication topics target audiences, strategies for feedback, image/identify, media relations, speaking bureau, Web, signage, internal communications and outreach. Her department is working with the Foundation to upgrade their materials. And, a thorough, coordinated effort in high school outreach is underway.

5. **Committee Advisory Reports**
 - A. **Students, Faculty, Classified** - No students present. No report. For faculty, Paul Fisher reported as follows:

**MINUTES OF THE SEPTEMBER 21, 2004
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION**

- Faculty will be assisting with voter registration drive
- Faculty donated \$1,000 to bond campaign and OEA provided another \$1,000. *[Pat Huycke thanked the association for its donations.]*
- Grievance process training is being offered this fall
- Paul serves as faculty rep on the Community College UniServ Council, formed by legislative action last Spring. He has consulted with Peter and Lynda. There is a statewide goal to increase FTE by 2%. A report is due to state Board in December. *[Dean thanked Paul for his work with this Council.]*

For classified, Bonnie Donald, OSEA officer, reported sixteen (16) staff members were recognized at fall inservice for outstanding work performance: Patrick Bolan, Sheri Bransfield, Denise Caldwell, Arlene Dowell, Bea Frederickson, Brigitte Garlitz, Tim Hoone, Michael Lawrence, Pat LeVan, Dave Littrell, Denise Nelson, Dean Prescott, Rita Shirreffs, Sue Simmons, Lee Ann Stoner, and Theresa Van Ravenhorst.

- B. Legislative Committee/Bond** – Legislators are invited to October 28 OIT Respiratory Therapy Open House. They should be invited to more college events. Bond effort is currently main focus. Sharon said signs are being posted this week, and speaking engagements and “letters to editor” are on. A September 30 pizza party is scheduled to organize work teams/volunteers. She acknowledged Margaret for doing a “phenomenal amount of work.”

Skip Patterson expressed urgency about the \$6,000 in contributions to date, indicating the college would need more funds for advertising and other expenses. Pat will send a letter to RCC on or about the 1st requesting assistance in generating more contributions for the campaign.

- C. Foundation Board Liaisons** - Jim Dole indicated the first 2004/05 meeting is scheduled tomorrow. He understands there is positive action on the Foundation’s loan for TRC and will report next month.
- D. Finance Committee** - Dean noted RCC lost some tuition-paying FTE. Peter gave a great message at inservice on the importance of building FTE, building revenue, building the Foundation and managing resources. The general balance of \$1,899,000 is better than last year.
- E. Board Executive Committee** - Pat Huycke said Charlie Warren joined him and Sharon Davidson for the Board Executive Committee meeting this month. They discussed the bond campaign, inservice, and FTE. They also reviewed and revised the draft Board agenda.

- F. Facilities Committee**

**MINUTES OF THE SEPTEMBER 21, 2004
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION**

- a. **Table Rock Campus Update** - Pat Huebsch reported the EDA grant added some reporting requirements, which extended the time frame on the bid now scheduled for October 15 – possibly too late for October 19 Board meeting approval. The TRC project is about one month behind. A County staff shortage is also slowing things down.

Mary Louise reported on discussions with SOU regarding the joint building project with RCC. Mahlum architects facilitated. This project will be presented to the Board at a later date.

- 6. **Consent Agenda** - Ms. Davidson moved, seconded by Dean Wendle that the Board approve the consent agenda as follows:

- A. **Minutes** – August 17, 2004 Board Meeting Minutes
- B. **Grants**
 - a. Southern Oregon Women-in-Trades (Perkins Non-Traditional Subgrant)
- C. **Human Resources**
 - a. Full-time Faculty (Developmental Education) - Caroline Bessey
- D. **Financial**
 - a. Monthly Financial Data Report – July 2004

The motion was carried 5 to 0.

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

- A. **Approve Bid for 2004-2006 Schedule of Classes**

Ms. Davidson moved, seconded by Charles Warren that the RCC Board approve resolution B26-04/05 accepting the bid award for the 2004-2006 schedule of classes from Eagle Web Press, Salem, Oregon for a total two-year bid award of between \$108,981.00 and \$112,023.00 with one amendment: “Two-year bid award should be changed to two-year request for proposal” throughout the document. **The motion was carried 5 to 0, as amended.**

- 8. **President’s Report**

- A. **Staff, Faculty, Student Recognition** – See September 2004 report.
- B. **Campus Leaders’ and Grant Summary** – See September 2004 report.

- C. **Administration/Organization/Information Items** - Peter briefly discussed the new RCC/GPHS agreement for delivery of Culinary Arts and Welding

**MINUTES OF THE SEPTEMBER 21, 2004
ROGUE COMMUNITY COLLEGE BOARD OF EDUCATION**

programs. He also invited Board members to the September 23 Open House at Illinois Valley Learning Center, to introduce new interactive two-way video technology there. He pointed out a proposed 2004/05 Board program meeting schedule was provided in packets this month.

9. **Executive Session** – The Board adjourned for executive session at approximately 6:25 p.m. under ORS 192.660(2)(b)–Public Employees; and ORS 192.660(2)(e) – Real Property and returned to regular session at approximately 6:50 p.m.

10. **Old Business**
 - A. **Sarbanes-Oxley Act** – Lynda Warren provided a handout from ACCT and NACUBO listing recommendations on how colleges should respond to the 2002 Sarbanes-Oxley Act. The handout included a list of recommendations for RCC including, but not limited to changing the name of the Board Finance Committee to the Finance *and Audit* Committee. Minor suggested RCC process adjustments are the same or similar to those Central Oregon Community College is making.

 - B. **Pending Items List** - Follow-up issues are down to a list of four (attached). The Board Executive Committee reviews the list monthly and Board and Advisory members are free to make suggestions about future issues.

11. **New Business** - Pat Huycke congratulated Mary O’Kief and her team for their work in securing a \$750,000 grant award from the Meyer Foundation for TRC.

12. **Board Round Table** – Pat will be on vacation for a couple of weeks, but back in time for the October Board meeting. No other discussion.

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

Denise Swafford, Assistant to the President

Pat Huycke, Chair, RCC Board of Education

Dated: October 19, 2004
