
*Rogue Community College Board of Education Meeting Minutes
January 18, 2011*

1. **Call to Order** – Patricia Ashley, Chair, called the Rogue Community College (RCC) Board of Education (Board) Meeting to order at approximately 4:00 p.m., Tuesday, January 18, 2011 at the Redwood Campus (RWC), Conference Room H-2, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Patricia Ashley, Joe Davis (via teleconference), Tim Johnson, Randy Sparacino, Kevin Talbert, Dean Wendle and Joseph Zagorski. Advisory Committee member Midge Renton attended.
3. **Introduction of Guests and Public Comment** – RCC District employees including Peter Angstadt, Kori Bieber, Margaret Bradford, Rena Denham, Kirk Gibson, Pat Huebsch, Cheryl Markwell, Charlie Phenix, Linda Renfro, Lisa Stanton, Denise Swafford, Bart Van Syoc, Lynda Warren and Denise Nelson. There was no public comment.
4. **Presentations**

A. Student Safety – *Bart Van Syoc, Director of Facilities (Josephine County) and Charlie Phenix, Faculty/Wildland and NIMS Coordinator*

The RCC/SOU Higher Education Center (HEC) will test its lock-down procedure starting at 10:00 a.m., January 25. The building was designed to allow all exterior doors to be locked simultaneously with the push of a button. During the drill, personnel will be on hand and will use the time to educate students, staff and faculty about the lock-down procedure and what they can do to protect themselves. A part-time Safety position has been added for Jackson County facilities with the hope of expanding the position to full-time at a later date.

Personnel have been working on a similar lock-down system for Josephine County facilities and would like to extend the system beyond Coates Hall. The Redwood Campus server based camera system has been expanded.

Two-way radios are being added district-wide and placed in strategic locations, such as Rogue Central and information desks.

The College has been working with representatives from SOU, Jackson and Josephine counties, and the state of Oregon, to standardize incident and emergency system responses with a goal of creating standardized formats. This includes developing information guidelines for emergency situations.

A system is being implemented for handling wildfire and structure fires.

6.A.a

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Training will be provided including emergency management training seminars. Key individuals will attend specified training.

A timely warning broadcast is being developed with a goal to place telephones in all classrooms.

RCC will participate in the Great Oregon Shake Out, January 26, which is an earthquake preparedness training exercise initiated by the state. Students and staff throughout the RCC District will receive guidelines and training documents prior to the drill. The training will include an announcement over telephone systems that will pose the question, "What would you do in an earthquake?" Faculty, staff and students won't be asked to get under their desks, which is recommended in the event of an actual quake, but will be asked to answer the question based on the guidelines they received in advance.

Randy Sparacino suggested the possibility of college participation in an "Active Shooting Exercise" normally conducted by the Medford Police department. RCC's Table Rock Campus, during term break, might prove to be a good location for this training exercise.

Discussion occurred regarding the recent shooting incident in Arizona.

Board members requested to receive an update regarding student safety on a regular basis, and thanked Mr. Van Syoc and Mr. Phenix for their time and effort toward this important issue.

5. Committee/Advisory Reports

A. Student, Faculty & Classified Reports - None

B. Advisory Committees, Jackson and Josephine Counties

President Angstadt met with both committees and is providing members with updates regarding the budget.

C. Board Executive Committee – Joe Davis reported the committee met prior to the Board meeting to review and discuss items to be presented for review/discussion as listed on the Board meeting agenda.

D. Facilities Committee – Although there has not been a recent committee meeting, Dean Wendle mentioned staff is providing committee members with updates regarding the Medford H building.

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- E. Finance & Audit Committee** – The committee met prior to the Board meeting to review and discuss the December Financial Statements. Property taxes are the College’s largest non-operating revenue. Property taxes are levied and become a lien on all taxable property as of July 1. The majority of property taxes are distributed to the College during the months of November and December. A correction to the Executive Financial Summary (financial statement page 1 – see file) was noted, removing. Also, the second paragraph, first sentence, December 31, 2011 date was changed to reflect December 31, 2010.
- F. Foundation Report** – President Angstadt reported he is working with Jennifer Wheatley to review potential consultants, in addition to the Clements Group, for a capital campaign. Pat Ashley and Peter will attend the Foundation Board meeting at Table Rock Campus tomorrow.
- G. Legislative Committee** – The 76th Regular Legislative Session will convene February 1, 2011.
- H. OCCA/OSBA Reports** – Dean Wendle reported the Oregon Community College Association (OCCA) has initiated their weekly legislative teleconference meetings. OCCA produced a “Bill Summary” dated January 14, 2011 which was distributed to Board members at the meeting (see file). Mr. Wendle reviewed bills labeled as Priority 1 and Priority 2. Bills will change as legislative committees review and discuss content. There may be a rush for employees to retire by March due to possible legislative changes with PERS.

6. Consent Agenda

Tim Johnson moved, seconded by Joseph Zagorski, the Board approves the consent agenda as follows, with revision to the Executive Summary of the December Financial Statement to reflect removal of the tenth sentence of the first paragraph and change of the December 31, 2010 date to reflect the year 2011 in the second paragraph:

A. Meeting Minutes

- a. December 14, 2010 Board Meeting

B. Human Resources

- a. Full-time Faculty Early Retirement – Mary (Mollie) Owens, Humanities Instructor
- b. Full-time Exempt New Hire – Colletta Young, TRiO Director (SSS)

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C. Grants

- a. New Grant
 - 1. Oregon Leadership Institute – Gordon Elwood Foundation Grant
- b. Continuation Grant
 - 1. Microenterprise Assistance Program Grant

D. Financial

- a. Monthly Financial Data Report – December
- b. Quarterly Budget Transfers

The motion unanimously carried.

7. Other Action/Information Items

A. Approve Board Policy – VI.B.010 Qualifications of Instructors (Second Reading)

Tim Johnson moved, seconded by Randy Sparacino, the Board adopt Resolution No. P39-10/11 approving Board policy Article VI Human Resources/Instruction; Section B: Duties, Workload, Qualifications; Policy 010 – Qualifications of Instructors, as revised.

The motion unanimously carried.

B. Review New Board Policy V.A.040 Background Checks (First Reading)

President Angstadt advised Board members that an attorney representing the College has reviewed and approved this policy. In addition, the Board Executive Committee had an opportunity to review and discuss the policy and has recommended a revision as presented. It was proposed to change the first sentence to “Rogue Community College shall (versus may) conduct criminal background checks on all newly hired employees.” Board members agreed. Staff will discuss this change with associations prior to presentation of second reading. Board members also suggested developing a decision matrix to be used as a guideline when determining the need to conduct background checks. The matrix form itself does not require Board approval; however, Board members requested to view the form once completed. Staff will develop a decision matrix.

C. Approve Board Development – 1/26/11 Southern Oregon Business Conference

Joseph Zagorski moved, seconded by Tim Johnson, the Board approve Resolution No. P54-10/11 approving participation of Pat Ashley, Joe Davis, Kevin Talbert and Dean Wendle in the January 26 Southern Oregon Business Conference

The motion unanimously carried.

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D. Discuss Board Member Participation – 2/23/11 OCCA Legislative Summit

The 2011 OCCA Legislative Summit is scheduled Wednesday, February 23, at the Salem Conference Center. The sessions will begin with registration at 11:00 a.m. followed by a luncheon with speaker at noon. Afternoon sessions will start at 1:00 p.m. and end at approximately 5:00 p.m. OCCA will host a reception that evening from 5:00 – 7:00 p.m. A roundtable discussion ensued to determine availability of Board member attendance. Dean Wendle, Tim Johnson, P-at Ashley and possibly Randy Sparacino will attend. Denise Nelson will coordinate arrangements and, pursuant to Board policy, a resolution will be prepared for Board approval in February

8. President's Report

A. Administration/Organization/Information Items

a. President's Monthly Report (see file)

- Peter complimented Lynda Warren and Craig Morris (SOU) for a letter well written to the Mayor of Medford and City Counselors providing recommendations regarding parking in downtown Medford. Kevin Talbert agreed. Dean Wendle offered to speak at the January 20, 7:00 p.m. meeting where this issue will be discussed. The College is still very concerned there is not enough low cost parking provided for students.

b. FTE Report (see file) – FTE continues to reflect an increase compared to last year this term.

c. Go Oregon Stimulus Project Update (see file)

d. Accreditation Update – Denise Swafford, Accreditation Liaison Officer, continues to follow this process closely.

e. Grant Status Report (see file)

f. Second Quarter Strategic Plan Report (see file) – Pat Ashley asked about input listed on page 9, number 2 of Goal C.4 - Develop and improve institutional support and alignment to increase the number of students transitioning from ABS to credit postsecondary work in a career pathway. Kori Bieber and Cheryl Markwell have been working on this. More administrative dialogue and organization around high school relations is needed. Kirk Gibson will be playing an important role in this.

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- g. Lisa Stanton was recognized for her excellent effort toward obtaining the Certificate of Achievement for Excellence in Financial Reporting for the 7th consecutive year.

9. Executive Session - None

10. Old Business

A. Pending Items (see file)

B. Review/Discuss 1/11/11 Institutional Student Learning Outcomes Program Meeting

Board members complimented Cheryl Markwell and staff for their excellent presentation! The meeting was very well attended.

11. New Business – None

12. Board Round Table

- Kevin Talbert requested the Board receive a brief report at a future meeting on student response to the Smoking policy. He also mentioned he will not be in attendance at the February Board meeting.
- Dean Wendle reported that Josephine Country Transit (JCT) bus ridership continues to increase. There is a possibility that JCT will add another night bus. Dean suggested inviting JCT to speak at a future Board meeting.

13. Adjournment – The meeting adjourned at 5:42 p.m.

Denise Nelson, Assistant to the President and Board of Education

Board Action: Approved

Patricia Ashley, Chair, RCC Board of Education

Dated: February 15, 2011
