
***Rogue Community College District
Board of Education – October 20, 2015 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Dr. Kevin Talbert, Chair, at 4:10 p.m., Tuesday, October 20, 2015, Redwood Campus (RWC), H-2 Conference Room, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Tim Johnson, Claudia Sullivan (via teleconference), Kevin Talbert, and Dean Wendle.

Board member(s) absent: Brett Johnson

3. **Introduction of Guests and Public Comment** – Zachary Malatesta, President, Riverside Campus (RVC) / Table Rock Campus (TRC) Associated Student Government (ASG); Nic Davidson, President, RWC ASG; and RCC District employees including Peter Angstadt, Judy Basker, Tracy Davenport, Kori Bieber-Ebenhack, Debbie Dice, Roger Friesen, Kirk Gibson, Natalie Herklotz, Kevin Hoff, Anna Manley, Kemp Pheley, Teresa Rivenes, Teresa Schawo, Steve Schilling, Larry Sheely, Curtis Sommerfeld, Lisa Stanton, Lynda Surran, Denise Swafford, Grant Walker, and Denise Nelson. There was no public comment.

4. **Presentations** – Certificate of Achievement for Excellence in Financial Reporting

President Angstadt presented an award for the Certificate of Achievement for Excellence in Financial Reporting. Teresa Schawo, Senior Accountant, received the award on behalf of the Budget and Financial Services department. This achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the 12th consecutive year (plus two other years) RCC has received this award. Ms. Schawo commented that employees from a variety of departments play an important role toward making this award possible. This notable accomplishment is the result of a team effort. Board members thanked the Budget and Financial Services department, led by Chief Financial Officer, Lisa Stanton, and for the efforts of all employees involved.

5. **Reports**

- A. **Student Government** – Zachary Malatesta reported ASGRCC has a phenomenal team this year. Two new members were just added to the RVC/TRC team. Prior to fall term, members assisted with the Spears Awards event, new student welcome days and the Helping Oregon Latinos Advance (HOLA) program. Zachary attended a Foundation meeting with Board of Education member Kevin Talbert. Zach commented this was a great experience and members of student government are interested in working with the Foundation in the future. The first week of fall term was very successful. Members helped over 185 students get connected to the electronic application called “Rogue Connect.” They also helped a lot of students find where they needed to go for classes.

10.A.a

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In addition, the team held a safety meeting, which was open to all students, with Vice President Sommerfeld after the bomb threat on campus. Candle light vigils were held to show support of UCC. A large number of students attended at RVC, however, TRC did not have a good turnout. The ASGRCC team did a great job with this. The next event will be a haunted house. The team will also be involved with the Day of the Dead celebration with the Programming and Diversity Board on November 2-3. A blood drive will be held in November in addition to a food drive in conjunction with Access.

Nic Davidson reported “Rogue Connect” has been well received by RWC students. He has seen students help each other with homework when needed and it seems to be a very “supportive” tool. RWC ASGRCC currently has two open positions. Recent events include the RWC candle light vigil in support of UCC. Christopher Wikel worked a lot on this event and he did a very good job. Jenny Jackson, Advisor, also did a good job. Clubs Day was held the day after the vigil. Upcoming events include a haunted house for Halloween and a turkey egg hunt for Thanksgiving. RCC will be hosting the Oregon Community College Student Association (OCCSA) meeting (Nic serves as Chair).

- B.** Faculty Association – No report
 - C.** Classified Association – Larry Sheely reported that Sarah Wofford, Accounting Specialist, has been elected to the position of President.
 - D.** Faculty Senate – No report
 - E.** Finance and Audit Committee – Pat Ashley reported a substantial amount of grant funding has been received (see detail provided in the Executive Financial Summary). This is a remarkable number of new and continuing grants. The Board thanked Mary O’Kief and others responsible for their good work. The College realized a 5.5% decrease in tuition revenue for fall term, which is better than the projected decrease of 8%. This improvement is primarily due to organized student enrollment efforts.
- Dean Wendle reported the auditors requested to speak with him as part of the annual audit. This is standard protocol while the audit is being conducted. If any Board member has questions, or anything to discuss with the auditor, he/she may do so. The auditor spoke highly of Financial Aid and the Budget and Financial Services department(s).
- F.** President Search Advisory Committee – Kevin Talbert reported the College scheduled, advertised and held three internal and three external public forums on all primary campuses. Faculty and staff participated, however, not many community members (external) attended. Preston Pulliams, consultant, attended all forums held over a three-day period then facilitated the President Search Advisory Committee meeting. The work of the committee is being presented for Board review/approval later in this meeting (see agenda item 7.C).

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6. President's Report

A. Monthly Calendar and College Issues – President Angstadt provided the following report:

- All faculty, staff and students did a wonderful job handling the recent bomb threat. We are receiving input, thoughts and ideas and will put this information to good use.
- We are doing all we can to help our friends at Umpqua Community College.
- We will be talking about statewide issues (regarding campus safety) at the Oregon Community College Association (OCCA) conference. The Higher Education Coordinating Commission (HECC) and Community College Workforce Development (CCWD) are engaging with someone to evaluate community college campuses.
- There is word that, during the February legislative session, legislators might consider authorizing community colleges to have their own police departments. Ron Fox commented he is concerned this would place the less endowed colleges in a difficult position due to lack of financial resources.
- There has also been discussion regarding the possibility of putting together a statewide group of retired police officers to be armed on campuses. Peter will provide the Board with updates on this as information becomes available. Dean Wendle discussed the City of Grants Pass annexation issue. The Grants Pass Fire Department is concerned about water pressure on RWC. Dean suggested asking about police department services only, not fire department. Peter will look into this.
- The College will be holding the 15th annual Education, Un Mundo de Oportunidades (EMO - Education, A World of Opportunitites) on Friday, November 13. This is designed for Latino high school juniors and seniors. Board members were asked to RSVP to Denise Nelson if interested in attending.
- After receiving authorization from RCC, Chemeketa Community College utilized the math program designed by RCC's Doug Gardner to develop a math book for their students. Their previous book cost students \$51, while this new book costs only \$16. This is a great example of Doug's efforts helping many students.
- Peter wrote a letter (see file) to the capital campaign co-chairs, Pat Huycke, Dick Entinger, Jim Dole and Jennifer Phillippi, providing an update on the campaign and thanking them for their service. Phase I of our campaign efforts are complete and we are moving forward to completion in Phase 2.

B. FTE Report (see file)

C. Grant Report – 2014/15 Year End (see file)

D. Grant Status Report – 2015-16 Year to Date (see file)

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7. Board Action and/or Information Items

A. Board Policy II.B.030 – Drug-Free Campus (First Reading)

This being the first reading, no action was taken. Pat Ashley requested the policy to be simplified and more direct. Dr. Talbert is concerned this policy, as written, would ban research as an educational component. Staff will make revisions in preparation of the second reading.

B. Appointment (Revision) to President Search Advisory Committee

Dr. Talbert reviewed the committee selection process to date. In addition, he explained that on the evening of October 7, he received an e-mail from Faculty Association President Margaret Brewer (forwarded by Denise Nelson) requesting the Faculty Association have representation on the Committee even though they missed the deadline to submit nominees as requested. In the e-mail chain, Cynthia Patterson, nominated by the Faculty Senate, offered to relinquish her seat on the Committee. Knowing that a quorum of the Board must discuss and act on this, Dr. Talbert responded that Cynthia Patterson would need to retain her seat on the Committee until further notice. After consultation with President Angstadt, Dr. Talbert invited the Faculty Association nominee, Elijah Bunnell, to attend the Committee meeting without commitment. After the Committee meeting, Ms. Patterson, now feeling engaged with the process, advised Dr. Talbert she would rather not relinquish her seat.

Dr. Talbert believes it is within the best interest of the Board to make this an open and transparent process. The total number of committee members is at the discretion of the Board. He believes one additional person on the Committee would not have a negative impact on the committee. Pat Ashley agreed.

MAIN MOTION

Pat Ashley moved, seconded by Tim Johnson, the Board appoints Elijah Bunnell, Faculty Association Representative, to the President Search Advisory Committee.

Tim Johnson commented he believes it is a very good idea to appoint Elijah Bunnell.

Dean Wendle is concerned about this since the deadline was not met and this was an open, clearly communicated, inclusive process. Pat Ashley agreed, however, she believes input from a variety of areas will give the Board a better understanding.

Tim Johnson added that Board members will have an opportunity to review all applicant information during the process.

A roll call vote was conducted. The motion unanimously carried.

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C. Adopt Profile, Minimum Requirements and Timeline – 2015/16 Presidential Search

Pat Ashley moved, seconded by Tim Johnson, the Board adopts Resolution No. P16-15/16, approving the President's Profile, Minimum Requirements and Timeline for the 2015/16 Presidential Search Process.

It was noted that Board discussion regarding salary range must occur in a timely manner. Dr. Talbert will bring this forward at the appropriate time.

The motion unanimously carried.

D. Approve Contract for Heating, Ventilation and Air Conditioning (HVAC) Replacement at Table Rock Campus.

Pat Ashley moved, seconded by Tim Johnson, the Board adopts Resolution No. B17-15/16, approving the contract with Metal Masters, Inc., for HVAC replacement services at the Table Rock Campus in the amount of \$148,807 with a contingency to be used for unforeseen circumstances of \$10,000, not to exceed \$158,807.

Vice President Sommerfeld noted this is for the first year of the needed HVAC work at TRC and does not complete all work.

The motion unanimously carried.

E. Approve Contracted Security Services

Tim Johnson moved, seconded by Ron Fox, the Board adopts Resolution No. B18-15/16, approving a multi-year contract, based on hours of service provided and identified need, with Concierge Home and Business Watch, for college-wide contracted security services. The contract will be in effect November 1, 2015 for \$370,008 annually with a cost escalation cap of 3%.

Pat Ashley asked if this included armed services. Vice President Sommerfeld indicated the College would have the ability to add armed service in the future. Ms. Ashley is hopeful the Board will have further discussion on this issue.

The motion unanimously carried.

8. Foundation and Vice President's Reports

- A. Foundation** – Judy Basker reported the Foundation is continuing with internal improvements. Previous Board of Education member Joseph Zagorski has joined the Foundation Board and has volunteered to serve as Interim Chair of the Development

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Committee. He is already making progress and the committee is deciding what events to have in the future. The internal fundraising “Rogue Hero” campaign is underway with a new \$1,000 “President’s Circle” giving level available. A number of employees have already donated at this level. Last year, 120 employees donated to the Rogue Hero campaign in the amount of \$21,000.

B. Instructional Services – Vice President Kirk Gibson highlighted recent progress made by Instructional Deans as follows:

- Kevin Hoff, Dean, School of Arts and Technology, is working on getting more degrees fully online.
- Teresa Rivenes, Dean, School of Workforce and College Preparation, is working on self-support – continuing education. She is streamlining systems and energizing the team.
- Steve Schilling, Dean, School of Science and Technology, is working on the acquisition near TRC.
- Genna Southworth, Dean, School of Health and Public Service, is working on logistics, having received the \$14.5 million grant, and will add 4-5 new program staff.

Tim Johnson noted, as Board members attend state and national conferences, it would be helpful to receive timely updates of the impact we are making, and the related return on investment, similar to the Creating New Taxpayers model.

C. Student Services – Vice President Ebenhack-Bieber reported Roger Friesen, Dean of Students, has given time and effort to Student Government leaders regarding structure and expectations. The Career Centers are up and running, and are being used heavily right now. As an example, many students are receiving assistance with resume writing. The “Start Strong” cohort is high-touch and something Board members might be familiar with from Discovery programs.

The Osprey men’s soccer team beat Portland Community College and the women’s team tied.

D. College Services – In recognition of the Certificate of Achievement for Excellence in Financial Reporting, Vice President Curtis Sommerfeld thanked all accounting staff, lead by Lisa Stanton, for their excellent work. Curtis talked about the recent challenges with the Higher One ATM network. Higher One has received a lot of bad press this past year. Student Government has agreed to assist with educating students about Higher One.

9. Board Discussion Items

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A. RCC Spears Awards Event – September 18, 2015

Ron Fox attended and reported this was a very nice, well organized, event. There has been some questions regarding the viability of the event not being consistent with the Foundation's objectives and goals.

B. Special Board Meeting (Retreat) September 24, 2015

Dr. Talbert thanked Pat and Ron Ashley for hosting the retreat at their home. Lois Schlegel did a wonderful job facilitating the meeting. Kevin appreciated everyone attending.

C. RCC Host – OCCA Board/OPC Meeting – October 1-2, 2015

The mood of participants was somber as the first day of the meeting was the same day of the UCC tragedy. Understandably, some participants wanted to return to their districts. Although the meeting schedule was shortened, it was not canceled. Presidents and OCCA staff traveled to Roseburg the evening of the shootings to support the UCC president, faculty, staff and community.

D. Upcoming OCCA Annual Conference – November 5-6, 2015

Pat Ashley, Ron Fox, Claudia Sullivan, Kevin Talbert and Dean Wendle are scheduled to attend. Pat Ashley and Kevin Talbert will attend the VFA pre-conference meeting.

10. Approve Consent Agenda

Kevin Talbert had one revision to the September 15, 2015 meeting minutes and asked Denise Nelson to revise the university named for the class he is teaching from Southern Oregon University to the University of Oregon.

Tim Johnson moved, seconded by Pat Ashley, the Board approves the consent agenda as follows incorporating the aforementioned revision:

A. Meeting Minutes

- a. September 15, 2015 Board Meeting
- b. September 24, 2015 Special Board Meeting
- c. September 29, 2015 Special Board Meeting

B. Human Resources – N/A

C. Grants

- a. Continuation Grants
 1. TRiO Educational Opportunity Center (EOC)
 2. TRiO Student Support Services (SSS) Redwood Campus
 3. SBDC – U.S. Small Business Administration (SBA)

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- 4. Perkins Basic
- b. New Grants
 - 1. TRiO Student Support Services (SSS) Riverside Campus
 - 2. Race to the Top (RTT) Professional Development
 - 3. Southern Oregon Health Occupations Poverty Elimination (SOHOPE)

D. Financials

- a. Monthly Financial Data Report – September 2015
- b. Quarterly Budget Transfers

The motion unanimously carried.

11. Board Committee/Advisory Reports

- A. Jackson/Josephine County Advisory Committees** – President Angstadt reported both committees met just after the UCC tragedy. The primary topic of discussion was security. Current members of the Jackson County Advisory Committee, John Anhorn, Skip Patterson and Dick Rudisile, provided notice they will retire from the committee when Peter retires the end of this fiscal year.
- B. Executive Committee** – Kevin Talbert, Ron Fox and Pat Ashley participated. The committee reviewed the October 20 Board meeting agenda.
- C. Facilities Committee** – Dean Wendle reported the Facilities Report was distributed with the Board meeting material. Items on the report are primarily routine maintenance.
- D. OCCA/OSBA** – Kevin Talbert reported the OCCA Board meeting was abbreviated this month due to the UCC tragedy. Community colleges are moving ahead with the student success collaborative grant and have received letters of support from many people including Governor Kate Brown.

Kevin Talbert called the meeting into a ten-minute break at 6:05 p.m.

- 12. Executive Session** – Kevin Talbert called the meeting into Executive Session at 6:15 p.m. in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents; and ORS 192.660(2)(e) Real Property Transactions, and closed Executive Session at 6:52 p.m.

13. New Business

MAIN MOTION

Ron Fox moved, seconded by Pat Ashley, the Board authorize executive staff to expend up to \$25,000 to address the seismic requirements as identified at the proposed building near Table Rock Campus, and if it can be done for that, to move ahead with the purchase.

The motion unanimously carried.

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14. **Old Business** – None
15. **Roundtable**
 - Dean Wendle appreciated the active participation at today’s meeting.
16. **Adjournment** – Kevin Talbert adjourned the meeting at 7:00 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the President and Board of Education.