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**Rogue Community College District**  
**Board of Education – November 19, 2013 Meeting Minutes**

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1. **Call to Order** – Dean Wendle, Chair, called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:00 p.m., Tuesday, November 19, 2013 at the RCC/Southern Oregon University (SOU) Higher Education Center (HEC) Rooms 127 and 129, 101 S. Bartlett, Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Dean Wendle, Patricia Ashley, Ron Fox, Kevin Talbert and Joseph Zagorski. Brett Johnson and Tim Johnson were absent due to prearranged plans.
3. **Introduction of Guests and Public Comment** – Paul Fisher, Faculty Association President; Liela Forbes, Redwood Campus (RWC) Student Government, and RCC District employees including Peter Angstadt, Kori Bieber, Margaret Bradford, Roger Friesen, Kirk Gibson, John Osbourn, Linda Renfro, Terrie Sandlin, Curtis Sommerfeld, Lisa Stanton, Denise Swafford, Jennifer Wheatley and Denise Nelson.

There was no public comment.

4. **Presentations**

**A. Program Light Presentation – GED Testing – Linda Renfro and Terrie Sandlin**

Linda Renfro, Dean, School of Workforce and College Preparation introduced RCC employee Terrie Sandlin, GED Chief Examiner. Significant changes are occurring nationwide toward transitioning into computer based GED testing. All Riverside Campus (downtown Medford) testing will be moved to the Table Rock Campus in White City. RCC has distributed over 1,000 letters notifying those yet to complete the GED test regarding this change. Two public meetings have also been held. Staff has met with most high school preparation sites and has held individual training sessions. It has been difficult to find good GED preparation material related to the new system. The new computer based test is more difficult than the old test. People will need good skills to complete the new test. A handout from the GED Testing Service titled, “The Climb to Alignment” was distributed as a reference tool for this presentation (see file).

**B. 2012-13 Strategic Plan Assessment Report – President Angstadt**

President Angstadt reviewed the annual assessment process by the College Effectiveness Council. This report consists of the Council’s meeting findings, conclusions and scoring. President Angstadt indicated those involved have promoted data driven evidence based goal setting while keeping achievement compacts in mind.

Dr. Zagorski indicated he was encouraged to see data points included in the report and also the measurable outcomes.

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Dr. Talbert offered his compliments to staff in recognition of the amount of work they have dedicated to this process. As mentioned previously, he would like the college to graphically incorporate information regarding five-year trends.

**5. Committee/Advisory Reports**

**A. Faculty, Student, Classified, Faculty Senate Reports**

Faculty – Paul Fisher distributed a written report and also provided a verbal overview of the report.

- A few years ago there was an effort to combine two courses into one delivery component. The courses were physics and WR122, and were a total of 8 credits. The purpose was to give a cross-discipline experience (science and humanities) to students that would allow for a deeper learning experience in both disciplines. The report (see file) provides details regarding this effort, but in the end, the impact on the College was so focused that dialogues and planning for the combo course concept was difficult. Paul believes the conversation should continue and we should be exploring different course times and combinations to allow for a more robust educational experience for students.
- Thanksgiving is approaching and Paul suggested people participate in “Small Business Saturday.” This is being developed by a coalition of independent and local businesses. Every \$1.00 that is spent in the local economy can have the economic impact of \$7.00. Dean Wendle suggested the Board adopt a resolution beginning next year in support of local small businesses.

Student - Liela Forbes, Vice President, RWC Associated Student Government (ASG), provided a student report. (Bob Floyd, RWC ASG President, and Tony Nordheim, RVC ASG President, provided written reports – see file.)

- RWC ASG hit the ground running in October. Collectively, the team has coordinated about 11 events including a successful Red Cross Blood Drive with 35 pints of blood donated. Student government representatives also made themselves available for new student orientation to assist new students with helpful information.
- Kaitlyn Green has been added to the RWC ASG team as Student Senator. The team is currently in the process of screening two applicants for the position of Intramural Coordinator. The applicants will organize a ping-pong tournament and an indoor soccer tournament.
- The Clubs Day event was well attended with nine clubs currently chartered.

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- ASG is pursuing the idea of a Biggest Loser type event to kick-off winter term and promote healthy lifestyles. ASG has contacted the RCC Foundation for support and fund raising authorization and are waiting for their response. Student government hopes to offer up to three scholarships as incentive for participants.
- The Oregon Community College Student Association (OCCSA) met twice in September. RCC hosted the meeting October meeting. One of the September meetings served as a joint meeting between OCCSA and the Oregon Student Association. A merger between the two boards began last year and support for this merger continues to grow this year. In regard to the challenges RCC student government experienced last year with one of the organizers from OCCSA, an apology was issued and RCC ASG leaders feel more much positive about the merger conversation this year.

Classified – None

Faculty Senate – None

- B. Advisory Committees** – President Angstadt met with Jackson and Josephine County Advisory Committee members and primarily discussed employer workforce issues.
- C. Board Executive Committee** – Dean Wendle, Kevin Talbert and Pat Ashley attended. Mr. Wendle reported the committee reviewed the November Board meeting agenda and discussed conducting a Board self-assessment this fiscal year.
- D. Facilities Committee** – A written report was distributed prior to the Board meeting (see file). After discussion, it was determined this committee will begin to meet in person on a quarterly basis beginning in January 2014.
- E. Finance and Audit Committee** – Joseph Zagorski, serving as substitute Board member, attended the Finance Committee meeting just prior to the Board meeting. He reported on the following items:
- The supplemental budget is needed as a result of projects not being completed and billed in fiscal year 2012/13. The purpose of the funds will be for HVAC system upgrades, replacement and additional units.
  - A comparative general fund year-to-date expenditure for 2013/14 and 2012/13 is included in the Executive Summary of the Financial Statement. The decrease in capital expenditures reflects the infrastructure upgrade in 2012/13 that is not planned to reoccur in 2013/14.

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- The committee discussed the progress of the annual audit with new auditors in place. It was requested to schedule the audit review and approval during the month of January versus December in order to allow more time for the process. Board members agreed.

**F. Foundation Report** – Jennifer Wheatley, RCC Foundation Executive Director, provided the Foundation report:

- Last week, Foundation Board and Board of Education members received a detailed campaign update from Marv LeRoy, Campaign Consultant.
- The Foundation has been busy preparing information for a benefactor, providing donors with information, providing campaign updates, and working with volunteers.
- The next step of the campaign is the public phase. Three leadership awareness gatherings have been scheduled for January, and Jennifer anticipates scheduling more.
- Peter will be speaking with more service groups and he will remain very engaged with the campaign. Jennifer is working on strategies with volunteers to speak with donors.
- The Foundation is entering the fall scholarship re-award process.
- Significant changes in the scholarship reader process are being developed including providing more information to readers and asking them to sign a conflict of interest priorities statement. The recommendation form will now be an online process.

Dr. Zagorski thanked Ms. Wheatley for attending the Board meeting and providing a report. He found that when reviewing Foundation financial statements, the format proved difficult to identify the dollar amount of newly raised donations. With the College providing \$105,000 in annual support to the Foundation, he asked if she could help identify the return on this support. Jennifer indicated the Foundation supports college project grant funding, works to increase the donor base, and works with current scholarship donors to make them aware of different opportunities of giving. The Foundation has an operating endowment which helps support the Foundation's operating costs.

**G. OCCA/OSBA Reports** – Oregon Community College Association (OCCA) Board Chair, Kevin Talbert, provided the following report:

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- This has been an unusually busy time for OCCA compared to same time last year. OCCA staff is busy preparing for the February legislative session, monitoring the Oregon workforce system redesign, and working with various committees.
- It seems possible that an office of community colleges (exact title to be determined) will be formed under the Higher Education Coordinating Commission (HECC).

**6. Consent Agenda** – Joseph Zagorski moved, seconded by Pat Ashley, the Board approves the consent agenda as follows:

A. Meeting Minutes

- a. October 15, 2013 Meeting Minutes

B. Human Resources

- a. Full-time Management, Director of Human Resources – Sara Moye
- b. Full-time Faculty, Speech/Communications Instructor – Doran O’Donnell
- c. Full-time Management, CNA Coordinator (Allied Health) – Neva Brendmoen

C. Grants

- a. New Grants
  - 1. SALT Membership Program – American Student Assistance
- b. Continuation Grants
  - 1. SBDC – Economic Development
  - 2. Learning Standards Project 2013-14
  - 3. 2013-14 Project Oregon Reverse Transfer (PORT)

D. Financial

Monthly Financial Data Report – October 2013

Dr. Zagorski commented he was very pleased with the number of applications received for open positions. He was also pleased with the credentials of Dr. O’Donnell.

**The motion was unanimously carried.**

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**7. Action/Information Items**

**A. Adopt 2013-14 Board of Education Areas of Focus**

**MAIN MOTION**

Joseph Zagorski moved, seconded by Kevin Talbert, the Board of Education adopts the 2013/14 Board of Education Areas of Focus as presented.

**The motion unanimously carried.**

**B. Approve 2013-14 Supplemental Budget**

Joseph Zagorski moved, seconded by Kevin Talbert, the Board approves Resolution No. B30-13/14 adopting the 2013-14 Supplemental Budget as presented.

**The motion unanimously carried.**

**C. Approve Contract for HVAC Control Upgrade - TRC**

Kevin Talbert moved, seconded by Pat Ashley, the Board adopts Resolution No. B29-13/14, approving the contract with Metal Masters, Inc. for the HVAC control upgrade on the Table Rock Campus in the amount of \$52,615 for areas 4, 5 and 6 with a contingency to utilize available remaining funds for area 3, with the total project not to exceed \$70,000.

**The motion unanimously carried.**

**D. Adopt Amendment to Community College Rules of Procurement**

Joseph Zagorski moved, seconded by Ron Fox, the Board adopts Resolution No. B31-13/14 acting as the College's Local Contract Review Board amending the Community College Rules of Procurement as presented.

A request was made to provide a report at the December Board meeting that lists all contracts approved fiscal year to date in the range of \$25,000 to \$49,999.

**The motion unanimously carried.**

**E. Approve US Bank Extension**

Pat Ashley moved, seconded by Joseph Zagorski, the Board adopts Resolution No. B32-13/14, approving a one-year contract extension with US Bank for Banking Services at an average service charge of \$1,454 per month.

**The motion unanimously carried.**

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**F. Approve Board Development – December 9, 2013 Oregon Business Plan Leadership Summit**

Joseph Zagorski moved, seconded by Ron Fox, the Board adopts Resolution No. P33-13/14, approving the participation of Pat Ashley and Kevin Talbert in the 2013 Oregon Business Plan Leadership Summit.

**The motion unanimously carried.**

**G. Approve City of Grants Pass Annexation Agreement**

**MAIN MOTION**

Joseph Zagorski moved, seconded by Pat Ashley, the Board approves the City of Grants Pass Redwood Campus Annexation Agreement as presented.

President Angstadt provided a review of the annexation agreement process with the City of Grants Pass to date. Joseph Zagorski requested clarification on item 3 of the agreement, specifically, “with the understanding that the City may contract for the fire protection services with Rural Metro Fire Service or an equivalent.” President Angstadt confirmed this means the City of Grants Pass could provide fire protection through City services or Rural Metro Fire (or equivalent). Discussion occurred regarding City water services reiterating RCC would not connect to the City of Grants Pass water services unless the College builds a large facility on Redwood Campus and the College didn’t exceed what the current College water system can support.

Mr. Wendle called for a roll call vote:

Mr. Fox: Yes  
Dr. Zagorski: Yes  
Ms. Ashley: Yes  
Dr. Talbert: Yes  
Mr. Wendle: Yes

**The motion unanimously carried.**

**H. 2012-13 Regional Career & Technical Education Program Advisory Committee Report**

This report is an information item for the Board. Dean Wendle asked about the Truck Driving program is it is not listed in the report. Kirk Gibson will look into this.

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**I. State of Oregon Weekly Updates – Workforce System Redesign**

This information from the State of Oregon is provided as an information item for the Board.

**8. Board Discussion Items**

**A. OCCA Annual Conference**

Board members in attendance provided written reports (see file) for review prior to the Board meeting. Board members identified one consistent item requiring follow-up and requested Denise Nelson make arrangements for Shelly Parini, Dean of Advancement, Clackamas Community College, to visit RCC in March to provide an over of the Clackamas Community College “Charting a Course for Community Engagement” model.

Board members discussed the event and all agreed that it was a very good conference! They provided compliments to Kevin Talbert as host of the event.

**B. Board of Education Self-Assessment**

It was determined that a small committee will be formed to develop the self-assessment process for this fiscal year. Joseph Zagorski and Pat Ashley will work with Denise Nelson to complete the assessment by April 2014.

**C. Board Members’ List of Suggested Discussion Items – No discussion.**

**D. General Discussion – None**

**9. Administration Information Items**

**A. President’s Monthly Report**

- Discussion regarding a possible location for the Allied Health expansion continues. This may involve some donations and lease-buy back options in order to maximize the potential to match the state matching funds.
- Vice President Kirk Gibson did a wonderful job speaking with timber industry representatives.
- Kirk Gibson and the Instructional Division are working with Peter and manufacturing employers to see if we can develop a course of study for industrial technology/mechanics. This is the start of testing our flexible technology concept.



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- The December 17 schedule is as follows:
  - 12:00 – 1:00 p.m. – Lunch w/Identified Staff
  - 1:00 – 3:00 p.m. – Special Board Meeting
  - 3:00 – 4:00 p.m. – Finance Committee Meeting
  - 4:00 p.m. – Regular Board Meeting
- Tennis Complex Update – Grants Pass Tennis Complex Board would like to speak with City of Grants Pass about permits.
- The Flag pole on Redwood Campus is rotting. An effort to fund raise for a replacement pole is underway.

**B.** FTE Report (see file) – FTE report currently indicating an increase. Tuition collection is up 5%.

**C.** Student Success Report – (see file) Board members thanked Vice President Bieber for her report.

Dean Wendle, Chair, called for a ten minute break at 6:00 p.m.

**10. Executive Session** – Dean Wendle called the meeting into Executive Session per ORS 192.660(2)(e) Real Property Transactions and ORS 192.660(2)(h) Legal Counsel at 6:10 p.m. and closed the Executive Session at 6:40 p.m.

**11. Old Business - None**

**12. New Business**

**A. Strategic Conversation About the Future of OCCA** – This will be topic of discussion at the 12/17 Special Board meeting. No further discussion at this time.

**13. Board Round Table**

- Pat Ashley commented she found the OCCA annual conference stimulating and complimented Kevin Talbert by saying, “We are fortunate to have Kevin on our Board.”
- Dr. Zagorski indicated his financial advisor was interested in receiving campaign packets to have on hand at his office. Other Board members could distribute packets if they are interested in doing so.
- Dean Wendle also complimented Kevin Talbert on his work with OCCA.

**14. Adjournment** – The meeting adjourned at 6:50 p.m.

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