
***Rogue Community College District
Board of Education – December 15, 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 approximately 4:00 p.m., Tuesday, December 15, 2015, Redwood Campus, 3345 Redwood Highway, room H-2, 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 and Kevin Talbert.

Board member(s) absent: Brett Johnson and Dean Wendle

3. **Introduction of Guests and Public Comment** – Lealan Miller, Eide Bailly, LLP; Zachary Malatesta, President, Riverside Campus (RVC) / Table Rock Campus (TRC) Associated Student Government (ASG), and RCC District employees including Peter Angstadt, Judy Basker, Roger Friesen, Kirk Gibson, Kevin Hoff, Steve Schilling, Curtis Sommerfeld, Lisa Stanton, Genna Southworth, Denise Swafford, Grant Walker, Sarah Wofford and Denise Nelson.

There was no public comment.

4. **Presentations** – 2014-15 Audit Report

Lisa Stanton, Chief Financial Officer, introduced Lealan Miller, CPA, Director of Governmental Services, Eide Bailly, LLP. Mr. Miller advised a comprehensive review of the audit was provided to the Board Finance Committee prior to the board meeting. He was pleased to report the result of the audit is a “clean opinion.” During the audit process, Eide Bailly identified and tested risk areas. Mr. Miller reported nothing came to attention that raised concern. There were no significant deficiencies. They also look at how good our internal controls are and he was happy to report again, there were no significant deficiencies. There was one aspect in the student record area wherein over 60 student records were tested. Regulations require an institution to ensure all information reported to the National Student Loan Clearing House system is within the required time frame. The auditors identified inaccurate withdraw dates on six of the 60 students tested. The majority of these errors occurred due to the limitations of the system/process. A few of the discrepancies occurred while manually inputting corrected dates into the system. For the amount of financial aid process, this does not cause concern in regard to the financial standings.

Board members were provided time to ask questions regarding the audit. Mr. Miller concluded his report. He complimented staff by saying he has been conducting audits over 30 years and believes RCC staff has done a masterful job with the 2014-15 Comprehensive Annual Financial Report. Vice President Curtis Sommerfeld agreed, and recognized the efforts of Lisa Stanton and Teresa Schawo, Senior Accountant, and the entire Budget and Financial Services team.

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5. Reports

- A. Student Government – Zachary Malatesta reported RVC student government held Trivia Night and Finals Week events and also organized a food drive. Unfortunately, someone stole all of the food from one of the barrels.
- B. Faculty Association – No report
- C. Classified Association – Sarah Wofford, President, reported the Association would be able to hold e-mail voting by fall term.
- D. Faculty Senate— No report
- E. Finance and Audit Committee – Claudia Sullivan and Pat Ashley participated in the committee meeting just prior to the Board meeting. Ms. Sullivan reported the ending fund balance for this year is \$4.5 million. She also reported the College anticipates it will receive 101% of the amount budgeted in 2015/16 for property taxes – a total amount of \$12.2 million.
- F. President Search Advisory Committee – Dr. Talbert reported Lisa Hallock, Human Resources and Denise Nelson, President's Office, have been doing a good job assisting with this process. Preston Pulliams, Consultant, has reported we have received a good pool of applicants to date. The President Search Advisory Committee will try to complete review of all applications by January 19. The Screening Committee is scheduled to meet with Preston Pulliams on January 26.

6. President's Report

- A. Monthly Calendar and College Issues (see file) – President Angstadt discussed the following items:
 - Vice President Ebenhack-Bieber has been working diligently with Rogue Valley Transit District (RVTD) regarding transportation services to White City. They believe they will have some money available to be directed toward development.
 - Genna Southworth, Dean, School of Health and Public Service, Judy Basker, Foundation Executive Director, and Vice President Kirk Gibson, provided a nice presentation to the Morris Family Foundation. The Foundation was appreciative and supportive.
- B. FTE Report – (see file)
- C. Grant Status Report – (see file)

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7. Foundation and Vice President's Reports

A. Foundation – Judy Basker, Foundation Executive Director reported the Foundation staff is celebrating their one-year anniversary as a team. She also reported on the following:

- ☐ The donor tracking system, a product of Sales Force, has been installed. This is a non-profit version that is currently holding the data of 181 scholarship accounts. The Foundation hopes to consolidate down to 120 accounts.
- ☐ The electronic scholarship reader system is up and running. About 60 people are signed-up to serve as online readers.
- ☐ The internal fundraising campaign, Rogue Heroes, received the same number of donors as last year, 122, with a breakdown of 33 full-time faculty, 12 part-time faculty, 61 classified employees, and 16 exempt staff. The amount donated increased from \$22,000 last year to \$33,000 this year.
- ☐ Staff is working on the annual appeal letter.
- ☐ Two Development Committee meetings have been held and a decision has been made to replace scholarship reader dinners with a donor-focused event. The ultimate goal of the Committee is to have a signature event.
- ☐ A President's Circle event will be held July 2016 for those donating \$1,000 or above.

B. College Services – Vice President Curtis Sommerfeld reported the following:

- ☐ The College will serve as an emergency evacuation shelter from now through January 4, 2016, for the American Red Cross.
- ☐ The Public Employment Retirement System (PERS) has had a rough year again. There is an expectation of a rate increase. Mr. Sommerfeld will have additional information for the board in the next few meetings.
- ☐ Input regarding armed security guard(s) on campus continues to be very mixed. Dr. Talbert indicated the Board Executive Committee discussed this issue and requests more information to be provided to the Board on this topic via an extensive report from Vice President Sommerfeld. What are other community colleges doing? What are the costs and alternatives? What are the options regarding fully trained officers versus armed private security? The Board also requested to set aside time at the next meeting to discuss this.
- ☐ The possibility of a bond campaign was discussed. Dr. Talbert indicated the Board Executive Committee discussed this issue and requests more information

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to be provided to the Board on this topic. Vice President Sommerfeld was prepared with information regarding this for the Board work session, however, the session was cancelled. Dr. Talbert requested the Board receive information in advance of the next meeting and also requested to set aside time at the next meeting to discuss this. It would be timely to list this as a possible action item on the January Board meeting agenda.

- C. Instructional Services** – A handout titled *“Southern Oregon Health Occupations Poverty Elimination Program”* was distributed to Board members and reviewed.

Vice President Kirk Gibson reported the number of teachers enrolled in College Now/Dual Credit totals 120 with 353 sections. He is also excited about the open source discussion. He admires the courage of Dusty Rittenbach, Faculty, Physics. The student cost beyond tuition and fees for the Physics class used to be \$285 (book) plus the lab kit expense of \$300. Mr. Rittenbach has now switched to open source.

- D. Student Services** – Roger Friesen, Dean of Student Services, and Grant Walker, Director of Marketing and Recruitment, provided a report on behalf of the Student Services division. Mr. Friesen distributed and reviewed a handout from a study titled *“One-Stop Shop – A Real Misnomer.”* The study included information from RCC. We improved upon the one-stop shop model in 2001 by introducing Rogue Central, an enrollment case manager model in which new students seeking in-person support come to a central location and receive help from a single dedicated staff person.

Mr. Walker provided an update on Rogue Connect, an app designed to improve student life at RCC. The start-up and continued use of this app at our college has been successful in part thanks to the efforts of Atana Morell, Social Media and Marketing Specialist. Ms. Morell identified students willing to be “super users”. These students actively encouraged other students to download and use the free app. The app allows students to communicate with each other. 765 people created social connections with the app and 12,235 people have had conversations. They are also informed about top events. To download the app, go to roguecc.campusapp.com. Steve Schilling, Dean, School of Science and Technology, would like to use the app as a navigation tool at TRC. Mr. Walker thanked his staff and everyone who has made this app a great success.

8. Board Action and/or Information Items

A. Acceptance of the 2014-15 Audit

Pat Ashley moved, seconded by Ron Fox, the Board adopt Resolution No. B27-15/16 accepting the 2014-15 Audit as submitted.

The motion unanimously carried.

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B. Approve Contract for Nursing Assistant and CNA2 Training with Pacific Healthcare Training

Ron Fox moved, seconded by Tim Johnson; the Board adopts Resolution No. B28-15/16 approving a contract with Pacific Healthcare Training to provide Nursing Assistant and CNA2 training as part of the SOHOPE project, not to exceed the amount of \$173,020.

The motion unanimously carried.

C. Approve Contract for Case Management, Education, and Other Services for the SOHOPE Project with Rogue Workforce Partnership

Pat Ashley moved, seconded by Tim Johnson, the Board adopts Resolution No. B29-15/16 approving a contract with Rogue Workforce Partnership to provide Eligibility/Suitability Determination, Case Management, Education and Other Services as part of the SOHOPE project not to exceed the amount of \$203,653.

The motion unanimously carried.

D. Approve Board Development – ACCT National Legislative Summit, February 8-11, 2015, Washington, D.C.

Pat Ashley moved, seconded by Ron Fox, the Board approve Resolution No. P30-15/16 approving the participation of Tim Johnson in the 2016 Association of Community College Trustees (ACCT) National Legislative Summit.

The motion unanimously carried.

E. Discuss Upcoming Southern Oregon Business Conference, January 28, 2016, Medford, OR – Board Member Participation

Jim Sorenson, master facilitator and sought after public speaker, will provide the keynote for the Southern Oregon Business Conference this year. Board members Kevin Talbert, Claudia Sullivan and Pat Ashley advised they plan to attend. Any other Board members interested in attending should contact the President's Office for registration assistance.

F. Discuss Upcoming Student Success and Retention Conference, February 4-5, 2016, Portland, OR – Board Member Participation

Board members planning to attend should contact the President's Office for registration assistance.

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9. Board Discussion Items

A. Review Oregon Business Plan Leadership Summit (December 14, 2015)

Pat Ashley, Ron Fox and Claudia Sullivan participated in the Summit and provided a review of the break out sessions attended. They commented this was an excellent, informative conference and well-worth attending.

10. Approve Consent Agent

Pat Ashley moved, seconded by Tim Johnson the Board approve the consent agenda as presented:

A. Meeting Minutes

- a. November 17, 2015 Board Meeting

B. Human Resources

- a. Full-time Management, Director of SOHOPE Grant Programs, Kristina Hess

C. Grants

- a. Thermal Imaging Camera Equipment Project
- b. STEM Academy (pass through RCC Foundation)
- c. Veterans Tutoring Project

D. Financials

- a. Monthly Financial Data Report – November 2015

The motion unanimously carried.

11. Board Committee/Advisory Reports

A. Jackson/Josephine County Advisory Committees –President Angstadt advised Committee members primarily discussed the SOHOPE grant and the High-Tech Center.

B. Executive Committee – Dr. Talbert reported the Committee met to review and discuss the Board meeting agenda.

C. Facilities Committee – This committee will meet in January. A Facilities Report was distributed to Board members for review in advance of the Board meeting.

D. OCCA/OSBA – Dr. Talbert advised the Oregon Community College Association has not met since the last Board meeting.

12. Executive Session – N/A

13. New Business – N/A

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14. Old Business

A. Discuss Community Engagement (Part 1) = marketing Research and Position Consultant

Grant Walker updated the Board regarding the results of the Community Engagement (Part 1) Request for Proposals (RFP). Tim Johnson served of the committee reviewing the RFPs. There were four (4) proposals received. Committee members came to a consensus regarding two (2) proposals. The proposal from a company in Michigan included thoughts and ideas worth discussing with the Board.

After discussion, and considering the upcoming change in leadership with President Angstadt's retirement, the Board is interested in a one-year program only. The Board requested staff determine if the consultant could help with a possible bond campaign. Also, the Board would like to receive a specific proposal in order to be well informed.

15. Roundtable – Board members wished everyone a happy holiday season.

16. Adjournment – Dr. Talbert adjourned the meeting at 6:30 p.m.