
*Rogue Community College Board of Education Meeting Minutes
February 15, 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, February 15, 2011 at the Table Rock Campus (TRC), Conference Room 206, 7800 Pacific Avenue, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Patricia Ashley, Joseph Davis, Tim Johnson, Randy Sparacino, Dean Wendle and Joseph Zagorski. Kevin Talbert was absent due to pre-arranged plans.
3. **Introduction of Guests and Public Comment** – DonnaJean Wendle; and RCC District employees including Peter Angstadt, Kori Bieber, Margaret Bradford, Dan Buck, Jason Fiano, Jodie Fulton, Kirk Gibson, Cheryl Markwell, Dave McKeen, Linda Renfro, Sharon Smith, Curtis Sommerfeld, Claudia Sullivan, Denise Swafford, Lynda Warren, Colletta Young and Denise Nelson. There was no public comment.
4. **Presentations**

A. Student Services – *Kori Bieber, Vice-President of Student Services/CSSO*

Kori Bieber introduced Student Services staff. A Student Services division organization chart and “Relationship Building” frequently asked questions were distributed to Board members (see file). Student Services is focusing on building relationships with students.

Sharon Smith, Assistant to Vice-President Bieber, provided an example of “My Rogue” which is a secure access, online student resource program, that offers students the option to access RCC online classes, register for classes, utilize a program planner, withdraw/drop from classes, process payment, obtain grades and transcripts (to name a few).

Dan Buck, Recruitment Coordinator, displayed RCC’s Facebook page. Based on the consistent growth of this page and the increasing reliance on Facebook for personal communication among RCC stakeholders, it is anticipated that Facebook will take on a larger role in the college’s communication plans. Currently, RCC has approximately 1600 Facebook “friends.” Only three staff members have access to the editing of the official page. Cooperation with the Marketing department ensures that institutional messaging remains consistent. There is no direct cost associated with maintaining a Facebook page. Pay-per-hit advertisements are available if desired. The average post to the Facebook “wall” takes less than five minutes. The RCC Facebook account has been set up to automatically “tweet” the post to the RCC Twitter account in real time. Twitter is another social media outlet that allows RCC to push messages directly to end-users, although Twitter is limited to approximately 140 characters.

6.A.a

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Tim Johnson asked if Twitter is included in the college emergency plan. It is not currently written into the plan; however, Facebook was utilized to immediately post the photo of the person who recently robbed the book-buy-back desk in Medford.

Board members thanked Student Services division staff for their presentation.

5. Committee/Advisory Reports

A. Student, Faculty & Classified Reports

Student – None

Faculty – Dave McKeen, Department Head & Faculty, Electronics and Manufacturing/Engineering Technology, provided a report on behalf of the Faculty association. The association is currently working on proposals and is appreciative the Board approved (in December) a one-time early retirement option (in accordance with the current Collective Bargaining Agreement).

President Angstadt commended Mr. McKeen for developing an Electronics employment tracking system of recent RCC graduates and the promotions they are receiving in their current jobs.

Classified – Peter meets with Mark Petersen, President, Oregon School Employee Association on a regular basis.

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 – Joseph 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 – Dean Wendle reported S&B James will be providing cost estimates for the Riverside Campus F building.

E. Finance & Audit Committee – The committee met prior to the Board meeting to review and discuss the January Financial Statements. The Governor released his balanced 2011-13 budget which includes \$410 million for the Community College Support Fund. It is anticipated; however, the final version of the State budget will not be determined until the May Oregon Revenue Forecast is released.

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- F. Foundation Report** – President Angstadt reported the Foundation is working on a revision to their bylaws. Jennifer Wheatley and Peter met with Kathleen Davis who offered excellent thoughts and ideas regarding fundraising campaigns. A Request for Proposals (RFP) for a major gifts campaign consultant will be issued within the next 2-3 weeks.
- G. Legislative Committee** – Since the 76th Regular Legislative Session recently convened on February 1, OCCA has indicated there is no immediate action required.
- H. OCCA/OSBA Reports** – Dean Wendle reported he and Peter continue to attend the Oregon Community College Association (OCCA) weekly legislative teleconference meetings.

A community college lobbyist was successful in getting the wording changed, to be friendly to community colleges, in Senate Bill (SB) 242, which is driven by the Oregon University System.

The OCCA Legislative Summit, February 23-24 will be held in Salem. Board members attending will have an opportunity to speak with legislators regarding the influx of students within the community college system and how RCC is making a difference in their lives. Board members decided it would be advantageous to have business cards for this summit. Denise Nelson will attempt to order cards.

6. Consent Agenda

Tim Johnson moved, seconded by Randy Sparacino, the Board approves the consent agenda as follows:

A. Meeting Minutes

- a. January 18, 2011 Board Meeting

B. Human Resources

- a. Full-time, Fixed-term, Faculty – Humanities (Foreign Language) Instructor (Ryan Maple)
- b. Full-time, Exempt – Human Resources & Employee Benefits Coordinator (Julie Baumer)

C. Grants

- a. New Grants
 - 1. Learning Standards Phase 4, First Year Implementation Grant
 - 2. Book Club for Adult Basic Skills Grant
 - 3. Green LMI Implementation Grant

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D. Financial

- a. Monthly Financial Data Report – January

The motion unanimously carried.

7. Other Action/Information Items

A. Review Board Policy – IV.B.010: Purchasing Authority (First Reading)

Recommended changes to the policy coincide with the revision to the Community College Rules of Procurement (see item 7.B). No action taken, first reading.

B. Review Amendment to Community College Rules of Procurement (First Reading)

Amendments to the CCRP are recommended by the Community College Rules of Procurement Task Force, made up of Participating Oregon Community College members. No action taken, first reading.

C. Approve Go Oregon Stimulus Sole Source Project – Telephone System Upgrade

Tim Johnson moved, seconded by Joseph Zagorski, the Board approve Resolution No. B61-10/11 granting the Sole Source Justification to enter into an agreement with TouchPoint Networks for upgrade of the current telephone system network in the amount of \$150,000.

The motion unanimously carried.

D. Approve Board Development – 2/23/11 OCCA Legislative Summit

Joseph Zagorski moved, seconded by Joseph Davis, the Board adopt Resolution No. P62-10/11 approving Board member participation in the OCCA Legislative Summit as presented.

The motion unanimously carried.

8. President's Report

A. Administration/Organization/Information Items

a. President's Monthly Report (see file)

- Medford police and FBI officers were present to offer support, insight and suggestions during the Higher Education Center lockdown drill. Staff was notified in advance regarding procedures to follow during the drill. Overall, the drill went very well.

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- Waiting to hear from the City of Medford regarding their plans to educate the public about the new parking situation downtown.
- The “Great Oregon Shakeout” earthquake emergency preparedness drill provided RCC with an opportunity to test its telephone system timely warning announcement, which worked well.
- Board members will be receiving the Board Self-Assessment form in the mail within the next few days. A Special Board meeting has been scheduled to review and discuss the results 3/15, 3:00 p.m., HEC 127/129, just prior to the regularly scheduled Board meeting at 4:00 p.m.
- The March Finance Committee meeting will be held at 2:30 p.m. and will last 30 minutes.

b. FTE Report (see file) – FTE reflects an increase of 4% compared to last year this term.

c. Go Oregon Stimulus Project Update (see file)

d. Faculty Senate Meeting Minutes (see file)

2011/12 Strategic Plan – Action Plans (see file)

e. Accreditation Update - Denise Swafford, Accreditation Liaison Officer, continues to follow this process closely.

9. Executive Session - None

10. Old Business

A. Pending Items (see file)

- a) Student Safety – Receiving an update on this subject annually has worked well. Staff will ensure this is accomplished. Board members agreed this item can be removed from the Pending Items list.
- b) Semester Concept – Research regarding change to semester concept – Oregon University System proposal. Board members agreed this item can be removed from the Pending Items list as it has been determined this change would be too costly for the system.

MAIN MOTION

Joseph Davis moved, seconded by Randy Sparacino, the Student Safety and Semester Concept topics be removed from the Pending Items list.

The motion unanimously carried.

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B. Review/Discuss 1/26/11 Southern Oregon Business Conference

Joseph Davis commented the speakers were very engaging and did a very good job painting a realistic economic picture and also discussed the challenges facing education. They reaffirmed, regardless of the economic situation, that community colleges and universities play a very important role. Pat Ashley enjoyed the conference and indicated all of the speakers tied economic recovery with education.

11. New Business

- Joseph Davis would like to see a mechanism developed to create time for the Board to be forward-looking. This is imperative to the health of the Board and the College. Dean Wendle commented that Central Oregon Community College uses the Carver’s Policy Governance model and this might be something to look into. Board members agreed to discuss this further.
- Margaret Bradford is proposing to eliminate mass printing and distribution of the Credit Class Schedule. Instead, this information would be accessible electronically. An annual publication, to be utilized as a marketing piece, would be distributed. A magazine will be developed which would possibly be sent to residences in the RCC District. Continuing Education material will still be distributed. Tim Johnson suggested exploring a download for Kindle.

12. Board Round Table

- Joseph Zagorski asked to confirm if “incumbent” can be specified in the Voter’s Pamphlet for the May 17 election. Denise Nelson will contact the applicable elections offices.
- Randy Sparacino confirmed the College has Veterans’ representatives.

13. Adjournment – The meeting adjourned at 5:25 p.m.

Denise Nelson, Assistant to the President and Board of Education

Board Action: Approved

Patricia Ashley, Chair, RCC Board of Education

Dated: March 15, 2011
