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**Rogue Community College District**  
**Board of Education – February 16, 2016 Meeting Minutes**

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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, February 16, 2016, Redwood Campus (RWC), 3345 Redwood Highway, Building H, conference room 2. 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, Kevin Talbert and Dean Wendle.  
  
Board member(s) absent: Brett Johnson
  
3. **Introduction of Guests and Public Comment** – Chante Doshier, President, RWC Associated Student Government (ASG); Zachary Malatesta, President, Riverside Campus (RVC) / Table Rock Campus (TRC) ASG; Lise Van Brunt, Three Rivers School District/Community Member; Sarah Wofford, President, Classified Association; and RCC District employees including Peter Angstadt, Susie Ashbridge, Judy Basker, Candace Bunow, Debbie Dice, John Duarte, Kori Ebenhack-Bieber, Chelsea Fine, Roger Friesen, Kirk Gibson, Laura Haga-Duffy, Kevin Hoff, Nikki Koenig, Jordan Kourupes, Anna Manley, Greg Millick, Rhonda Misner, Amy Moon, Tanner Nelson, Kayla Pankonin, Wendy Rieder, Curtis Sommerfeld, Lori Sours, Lisa Stanton, Carmen Sumner, Denise Swafford, Dennis Underwood, Grant Walker, Cole Watson and Denise Nelson.  
There was no public comment at this time.
  
4. **Presentations** – Program Lite – Athletics  
  
Kori Ebenhack-Bieber, Vice President of Student Services/Athletic Director, thanked everyone in the room who has helped with athletics. Specifically, Laura Haga-Duffy, Interim Director, Bookstore and Shipping/Receiving, orders all of the merchandise for the Athletic department. The College now has Osprey gear available for purchase in the bookstores. Kori mentioned we have received a good response to the Osprey logo which is helping increase the awareness level of RCC's mascot. An RCC student created the design of the mascot logo. She thanked coaches, Rusty Veth, Cole Watson and Greg Millick, for their hard work toward developing the athletic programs. Their ethics and values help to build strong academic performers. They have put together team rules and outlines, and require tutoring time for athletes. They run reports every week to talk about how much time athletes spend in the tutoring center. They have done a good job presenting RCC in a professional and ethical way. The sports marketing team has done a good job as well. In addition, Gary Heigel, Emergency Services Department Chair, and everyone in his program, have done a great job in support of athletics. Sharon Smith, Assistant to the Vice President of Student Services, has done an excellent job communicating with departments and running budgets. Judy Basker, Executive Director of the Foundation, has done a terrific job raising funds for athletics in the amount of \$12,000. Anna Manley, Director of Financial Aid, handles the athletic waivers. Rhonda Misner, Health/Physical Education/Recreation Coordinator helped with weight rooms, etc. Start-up of the Athletics program has been a campus-wide effort.

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Tim Johnson asked about concussion protocol. Kori reported our head coaches go through annual training regarding this with the Northwest Athletic Conference (NWAC).

Grant Walker, Director of Marketing and Recruitment, indicated people really like the Osprey brand. RCC athletics is not only helping students, it is building community pride.

Kori distributed an athletics report, reflecting the students' majors and number of credits for fall and winter terms per athlete, and budget reports for soccer and cross country (see file). Each team has a friends and family fund raising commitment. We are coordinating an online auction to raise money for athletics. The RCC internal fundraising campaign through the Foundation, called the Rogue Hero campaign, is a way that employees can donate in support of the program. Having a presence in the community is important to everyone in the program. The women's soccer team is part of an upcoming fundraising event called the "polar plunge" which supports the Oregon Special Olympics.

On behalf of the Board, Kevin Talbert thanked everyone that contributed to get athletics started.

Lise Van Brunt, Three Rivers School District and Grants Pass community member, thanked the Board for taking on the Athletic program initiative for our community. Having been in education for many years, she knows the value of an athletic program. She said there is something special about what athletics brings to the community. Athletics helps grow the community at large, gives younger students and families something else to root for, and provides another person to stand up for you. Ms. Van Brunt wanted to attend the meeting to encourage the Board to continue with this effort. RCC is headed in a great direction with athletics, offering a local option to the students of our community.

## **Reports**

**A.** Student Government – Chante Doshier, was introduced as the new President, RWC Associated Student Government. We will be hearing more from her in the future. Zachary Malatesta reported ASG has been very busy this last month. They have been doing multiple presentations on RCC campuses and provided a total of six (6) workshops at the Northwest Student Leadership Conference. Student government met with Kirk Gibson about how to get instructors to events, and to also determine ways that students can provide feedback. As a result of this meeting, ASG is planning to promote course evaluations by educating students they are important to the College community and their feedback is valued.

The following are recent ASG events:

- Clubs Day – With 85 people both days, the club leaders were very happy.
- Trivia Night – 31 people in attendance
- Donor Awareness Day
- Valentine's Day – This was a social event, 50 people attended

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- B.** Faculty Association – Margaret Brewer – No report.
- C.** Classified Association – Sarah Wofford, President, reported the Oregon School Employees Association (OSEA) will be donating funds and time toward the bond campaign.
- D.** Faculty Senate – Chris Licata/Deb Murphy – No report.  
Board member Dean Wendle commented he really appreciates receiving the minutes of Faculty Senate meetings and asked to convey his gratitude to the Senate for sharing the meeting minutes with the Board.
- E.** Finance and Audit Committee – Claudia Sullivan and Pat Ashley participated in the committee meeting wherein the monthly financial statements were reviewed. Ms. Sullivan reported RCC's contract with Eide Bailly, LLP, (auditor) is expiring. The College continues to be happy with their services. Dean Wendle supports continuing with Eide Bailly, LLP. Ms. Sullivan reported the Budget and Tuition Committee has numerous upcoming meetings scheduled and will be discussing various ways to cut back on expenditures.
- F.** President Search Advisory Committee – Dr. Talbert reported he is pleased to announce the four candidates have been selected as finalists, Kirk Gibson, Laura Driscoll, Cathy Kemper-Pelle and Bob Griggs. The Board is in the process of conducting reference checks. Publicized open forums for each candidate will be held at our three major campuses. Candidates will also meet with the Foundation, Vice Presidents, Deans and community members during comprehensive two-day schedules. Pat Ashley commented there will be a great deal of participation by the board during each two-day schedule. Board members are very committed to the process and are working hard to make it successful effort. The forums will be advertised in the Daily Courier, Medford Mail Tribune and the Ashland Tidings. Candidates are being asked to provide a 15 to 20 minute presentation at each forum. Dr. Talbert encouraged everyone to participate in the forums.

**5. President's Report**

- A.** Monthly Calendar and College Issues (see file) – President Angstadt reported the necessary information for moving forward with the May 17 bond election process, including necessary budget, materials, roles and responsibilities are being collected, disseminated, developed, and in some cases, have been completed. He commended Lisa Stanton on her work with budgets and bond counsel. Curtis Sommerfeld will be assigned the task of officially filing tomorrow. Denise Swafford did a tremendous amount of research and Peter thanked her for her good work. He complimented the Foundation staff, who coordinated a treasurer and campaign chairs, and have reported that every member of the Foundation board is willing to help.
- B.** FTE Report – We experienced an 8% decline for winter term, although headcount indicates a decline of 3%. It is clear that students are taking fewer classes.

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**6. Board Action and/or Information Items**

**A. Approve Contract for Community Engagement Project**

This agenda item was removed and will be presented to the Board in March.

**B. Approve Contract with Lane Community College for Delivery of Physical Therapist Assistant AAS degree Southern Oregon Cohort 2016-18**

Tim Johnson moved, seconded by Claudia Sullivan, the Board adopt Resolution No. B45-15/16 approving the two-year contract with Lane Community College for delivery of an AAS degree for Physical Therapy Assistant to southern Oregon cohorts in an amount *not to exceed* \$71,880.

**The motion unanimously carried.**

**C. Approve Four (4) New Allied Health Occupation Program Offerings:**

- a. Medical Administrative Assistant**
- b. Sterile Processing**
- c. Medical Coding Specialist**
- d. Pharmacy Technician**

Tim Johnson moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P46-15/16 approving all four new educational program Certificates of Completion as defined.

**The motion unanimously carried.**

**D. Approve two (2) Program Offering Suspensions:**

- a. Clinical Lab Assistant**
- b. Sustainability Leadership (Associate of Science Degree articulated with SOU)**

Kirk Gibson provided the following background information:

The Clinical Lab Assistant is something that started under the previous Trade Adjustment Assistance Community College Career Training (TAACCCT) grant. This funding is ending and we did not get student interest to sustain the program and it is not sustainable from a cost standpoint. (A teach-out is in place.)

The Sustainability Leadership articulated with Southern Oregon University (SOU) – RCC has had to respond to changes in the program at SOU. The degree this articulated with has changed and is no longer available.

Pat Ashley moved, seconded by Ron Fox, the Board adopt Resolution No. P47-15/16 approving the suspension of the Clinical Lab Assistant and Sustainability Leadership (AS) degree articulated with SOU.

**The motion unanimously carried.**

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**E. 2015-19 Strategic Plan Progress Report** – This report is being provided as an information item to the Board. Pat Ashley advised there were a number of acronyms in the body of the report which should have been identified. Staff will follow-up on this with the next update.

**F. Approve Bond Measure Resolution**

Tim Johnson moved, seconded by Claudia Sullivan, the Board approves calling a measure election to submit to the electors of the District the question of contracting general obligation bonded indebtedness in an aggregate principal amount not to exceed \$20,000,000.00 to finance capital costs; and related matters.

Kevin Talbert reported the Executive Committee recommended revision to the proposed language which has been reflected in the resolution before the Board today. He is pleased with the outcome.

A roll-call vote was conducted.

Pat Ashley – Yes

Ron Fox – Yes

Tim Johnson – Yes

Claudia Sullivan – Yes

Kevin Talbert – Yes

Dean Wendle – Yes

**The motion unanimously carried.**

**G. Review Recommended 2016/17 Tuition and Fees (First Reading)**

President Angstadt reported the Budget Advisory Team, after holding meetings with the RCC community, including students, to review and discuss 2016/17 tuition and fees, are recommending a \$4 increase in tuition from \$95 to \$99 per credit. Students attended the Budget Advisory Team meetings, reached out to student government representatives, and had conversations regarding this.

The Board requested to receive comparative information from around the state, even if it is preliminary information, at the March Board meeting.

President Angstadt reported the fee proposal is to increase the tiers by \$5. The College Services Fee is a universal fee charged to all students supporting activities and incidental costs such as, student printing, student government, transportation, athletics, class supplies, facility rental, facility maintenance and debt service. Dr. Talbert feels the student fee is more of an option and would like to receive student input on this to help the Board make the right decision.

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**7. Foundation and Vice Presidents' Reports**

**A. Foundation** – Judy Basker, Foundation Executive Director, reported the Foundation is busy. She has undergone a crash course on bond campaigns by talking with the Secretary of State's office, and Blue Mountain and Clackamas Community Colleges. Every Foundation employee is excited about this campaign and wants to be involved. We have set a goal to make a presentation to at least 100 organizations within ten (10) weeks. She is calling on Foundation Board members to be involved.

The Foundation has modernized the scholarship application process by conducting scholarship application review electronically. They set a goal to sign-up 150 people to review scholarship application and, to date, have received 187 volunteers. Staff are working hard to manage expectations, make people aware of the process, and have been receiving positive feedback so far. Judy is in the process of determining the amount the Foundation will be able to award in scholarship funding.

Judy mentioned these other following items:

- They will be hosting an Oregon Community Foundation meeting on March 4.
- They will be hosting a faculty reunion on March 24.
- Peter and Judy met with the new Chief Executive Officer of Harry and David.
- Judy thanked Dean Wendle for providing guidance on the treasurer aspect of the bond campaign; Pat Ashley for her continued support and the Foundation is excited that Zachary Malatesta is going to help provide ideas for the bond campaign from a student's perspective.

**B. College Services** – Vice President Curtis Sommerfeld talked with Dave Daniel and President Angstadt to discuss security on RWC to supplement Concierge Security services. They discussed the possibility of regular deputies within five (5) years of their retirement. An *estimated* cost received for 4 hours per day was \$25 per hour, equating to an *estimated* \$50,000 per year. These officers would have arrest powers. Further discussion is needed.

Claudia Sullivan thanked President Angstadt and Vice President Sommerfeld for following through on this issue.

Mr. Sommerfeld reported on RCC's Strategic Energy Management Plan. We have completed the first year of the plan with substantial savings in kilowatt hours over the first year.

**Student Services** – Vice President Kori Ebenhack-Bieber reported Student Services continues to pay attention to student debt. The SALT (name of program, not an acronym) program has components wherein students can log in to read about, and interact with, the information. A total of 3,698 students have become members of SALT. RCC has nearly 10,000 total visits to the SALT website. It continues to be a priority for Student Services to help students with financial literacy. Working on campus is the number one thing helping students stay in school.

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**C. Instructional Services** – Vice President Kirk Gibson reported the following:

- Faculty are engaged with the State’s Development Education effort.
- Department Chairs formed a task force to build a new program review model.
- Faculty and management teams are working together to define and qualify what a good online course should look like and recently presented their first draft at what the best practice at RCC should look like. In the future, these two programs will be folded together.
- Faculty Senate has a peer review model where departments present in front of Faculty Senate, talk about what is working, what isn’t, then expand and improve models.

**8. Board Discussion Items**

**A. Southern Oregon Regional Economic Development, Inc. (SORED) Business**

Conference – Pat Ashley reported this was an excellent conference which highlighted the business climate. It was interesting to listen to three business owners at entirely different places in the growth of their business/industry. It provided a good picture of what southern Oregon’s climate is for business and growth of economy. Dean Wendle commented the conference was very well organized and included a start-up business, relocated business, and a business that started here. Claudia Sullivan reported she was interested by one of the keynote speakers, an economist from the University of Oregon. She felt uplifted by his analysis of the economy which indicated the economy is good and getting better. Board members congratulated Ron Fox on his upcoming retirement from SOREDI.

**B. The Association of Community College Trustees (ACCT) National Legislative**

Conference – Tim Johnson reported this was a good conference. He met with two U.S. Senators who are aware of our needs and supportive of all of the issues we are facing. Senator Merkely is drafting a bill for next year addressing repayment options on loans for students. Portland Community College took two students to the conference who spoke at the conference. They did an outstanding job, to a point where all Board members were encouraged to do this next year. Tim recommends that if another Board member attends next year, schedule a day before or after the conference to allow for meetings with legislative staff. The transportation representative in Senator Wyden’s office mentioned there might be \$377 million available this year for the college transportation act which includes community colleges. Board members thanked Tim for representing RCC at the conference and with legislators.

**10. Approve Consent Agent**

Dr. Talbert explained that due to work load with the president search, Denise Nelson requested to postpone approval of the January meeting minutes until next month. Dr. Talbert approved the request.

Ron Fox moved, seconded by Pat Ashley, the Board approve the consent agenda as presented:

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- A. Meeting Minutes – None
- B. Human Resources - None
- C. Grants
  - a. Continuation Grants – None
  - b. New Grants
    - 1. Adult Basic Skills Co-Enrollment Pilot–Cow Creek Umpqua Indian Foundation: \$7,500
    - 2. Adult Basic Skills Co-Enrollment Pilot–Gordon Elwood Foundation: \$10,000
- D. Financials
  - a. Monthly Financial Data Report – January 2016

**The motion unanimously carried.**

**11. Board Committee/Advisory Reports**

- A. Jackson/Josephine County Advisory Committees** –President Angstadt reported both Committees met and primarily discussed the bond election. All Advisory Committee member are highly in favor of the bond.
- B. Executive Committee** – Ron Fox reported the committee met to review and approve the February Board meeting agenda.
- C. Facilities Committee** – Dean Wendle reported the Wiseman building, which houses the tutoring center and library had water under the building. The water table came up high in that area and flooding occurred in the power vaults. Pumps have been placed inside of the vaults and are pumping water out. Dehumidifiers have been placed in the building. Marine bilge pumps have been ordered. Mr. Wendle recommended an inspection to ensure there’s no mold and administration could check with the insurance carrier to see if they could cover the inspection. The facilities department did a good job addressing the issue.

The sidewalk in front of G building on RVC is raising due to tree roots. The City of Medford planted the trees, however, the City is making RCC pay for the sidewalk repairs. The College is in the process of appealing to the City.

- D. OCCA/OSBA** – Dr. Talbert reported he has participated in an Oregon Community College Association (OCCA) legislative call and one Executive Committee call. The big issue right now is the minimum wage bill and the affect it would have on community colleges. The OCCA Board voted to lobby on this issue in order to try to help legislators understand the impact the changes would have on community colleges. The potential impact is millions of dollars and cooperative work experience could lose one third of its student employees. In addition, OCCA believes it is unlikely the \$10 to \$15 million request for security will come forth.



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**12. Executive Session – None**

- 13. New Business** – Pat Ashley suggested the Board save a date to convene soon after the final candidate interviews are complete. After discussion, it was decided to “save the dates” of Saturday, 3/5 from 9:00 a.m. to 12:00 p.m. and a second date of Monday, 3/7, 9:00 a.m. to 12:00 p.m. if needed.

President Angstadt reported the emergency drills went well on all three campuses. The Jackson County Sheriff’s department participated at the TRC event.

**14. Old Business - None**

**15. Roundtable - None**

- 16. Adjournment** – Dr. Talbert adjourned the meeting at 6:40 p.m.

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