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**Rogue Community College District**  
**Board of Education – March 17, 2015 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 Patricia Ashley, Chair, at 4:00 p.m., Tuesday, March 17, 2015, RCC Redwood Campus (RWC), conference room H-2, 3345 Redwood Ave., 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, Kevin Talbert, Dean Wendle and Joseph Zagorski (via Skype).
3. **Introduction of Guests and Public Comment** – Liela Forbes, Redwood Campus (RWC) Student Government President and RCC District employees including Peter Angstadt, Kori Bieber-Ebenhack, Tracy Davenport, Doug Gardner, Kirk Gibson, Kevin Hoff, Anna Manley, John Osbourn, Linda Renfro, Larry Sheely (Classified Association Representative), Steve Shilling, Lori Sours, Curtis Sommerfeld, Lisa Stanton, Denise Swafford and Denise Nelson
4. **Presentations** – New Mathematics Pathway (Mathematics Department)

Kirk Gibson, Vice President of Instruction/Chief Academic Officer, introduced Doug Gardner, Mathematics Department Head and Faculty. Mr. Gardner and Serena Ota St. Clair were the principal investigators for the new Applied Algebra I curriculum. This effort was funded by an Advanced Technological Education grant from the National Science Foundation. Mr. Gardner distributed two handouts for review (see file). The handouts provided an example of the curriculum with the new mathematics pathway being offered (for the first time) during Spring term. Once enrollment opened, the class filled within three days. This new curriculum provides a pathway for students to take college level mathematics without Math 95 or 111. It mimics 95 with the same objectives, but with different scenarios. Examples of questions in the handouts were reviewed. A question and answer period with Board members ensued. In closing, Mr. Gardner indicated he is confident this new pathway will increase student learning. Board members thanked Mr. Gardner for his efforts and presentation.

5. **Reports**

- A. Student Government – Zachary Malatesta, Riverside Campus Associated Student Government (ASG) President, provide a written report in advance of the meeting (see file). Redwood Campus ASG President, Leila Forbes, provided the following report:
  - ASG is refocusing their efforts on things that are more helpful to students. In addition, they will focus on high school transfers by bringing more high school students to campus.

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- They are looking at things students can benefit from in the long-term and providing quiet study areas, free pencils and scantron forms (test scoring forms).
- Discussing partnership with the American Association of Women in Community Colleges for a possible casino night event.
- Ms. Forbes participated in a workshop on assertiveness. This is the fourth year Student Government attended the conference thanks to funding provided through the College Services division.
- ASG is providing emergency supplies to students in need. They are also partnering with Planned Parenthood to make a free contraceptive available to students at campus locations.

**B. Faculty Association** – No report

**C. Classified Association** – Representative Larry Sheely reported the association is waiting to hear the State of Oregon community college funding level.

**D. Faculty Senate** – Tracy Davenport, Co-Chair, provided the following report:

- The group was happy to receive a “professional dialogue” presentation from the Mathematics department in February. Julie Rossi, Adult Basic Skills, also provided a “professional dialogue” presentation to the Faculty Senate. Ms. Rossi indicated she appreciated the positive feedback received from the group, as this will help her with future presentations. Faculty Senate is scheduled to receive one more “professional dialogue” presentation this fiscal year regarding Graphic Design.

- The group is working to develop an online form for Faculty Senate awards.

**E. Finance and Audit Committee** – Dean Wendle reported the committee met prior to the 4:00 p.m. Board meeting and reviewed the monthly financial statement. The ending fund balance reflects \$4.8 million. The College is experiencing decreased enrollment thus tuition revenue is down.

**6. President’s Report**

**A. Monthly Calendar and College Issues** – President Angstadt reported the following:

- Foundation staff are preparing for the Scholarship reader’s dinners the end of March (Grants Pass) and beginning of April (Medford).

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- Kirk Gibson and the instructional team are developing a new proposal for the Tech Center and Health Center combined project development at Table Rock Campus. Engineering and cost estimates are being established.
  - Spring Inservice will be held Friday, 5/8, 8:30 a.m., Redwood Campus. John Harelson will receive recognition at the event. A luncheon is being planned following conclusion of the general session. Board members interested in attending were asked to RSVP to Denise Nelson.
  - Catering for this Board of Education meeting was provided by Terrell Blalock.
  - The Request for Proposal (RFP) for the community engagement process has been sent out. Staff are receiving questions and following due process. We anticipate receiving a good response. Tim Johnson serves on this committee.
  - The statewide “Creating New Taxpayers” will be ready to distribute at the subcommittee meeting of Ways and Means. Peter will be in attendance at the meeting to present the information.
  - The Engineering/Technology Innovation Council’s (ETIC) review of our engineering course proposal is being completed. We expect to develop Ralph Henderson’s pre-proposal to host engineering courses through Oregon Tech into a full proposal by the ETIC deadline of April 19.
  - Tuition revenue has declined. Working on cost structure plan and will convey cost reduction ideas. This will be discussed at future Budget Committee meetings.
  - Grant Walker, Director of Marketing and Recruitment, has developed television commercials for the College and recruitment staff are diligently working to help increase enrollment.
  - Boise Cascade has a new executive, John White. Mr. White indicated he would like to partner with the College on radio marketing. He had positive comments regarding our Industrial Technician training.
  - The Redwood Campus Flagpole Celebration will be held 5/26, 12:00 p.m.
- B. FTE Report – Pat Ashley asked if the College receives FTE for [College Now] high school programs. Kirk Gibson reported the College receives full credit. Students are enrolled with RCC but not “admitted.”**
- C. Grant Status Report (see file)**

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**7. Foundation and Vice President’s Reports**

A. Foundation – Report provided by President Angstadt (see agenda item 6.A).

B. Student Services – Vice President Kori Bieber-Ebenhack distributed a chart indicating the cohort default rates from 2008 through 2012 and a chart with enrollment percentages of paid enrollments successfully completed (see file). A possible improvement would be for the College to learn how students are doing in their courses earlier in the term. Currently, we don’t know how they’re doing until midterm and then it’s too late to intervene. It would be good to assess early enough to allow students to self-correct and pass the class.

Dr. Talbert commented that data points are one of the best measures to utilize. If there is funding available, he suggested this would be a good investment toward improvement that has potential to make a difference for the College.

Kori added that another possible area for improvement is to be more proactive with part-time instructors.

Statistics show the slower in pace a student goes toward a degree, the lower their GPA will be. Also, students contributing a lower amount financially score lower on placement tests. Using data to target at risk students up front, and to start investing in the initial conversation with students, are positive improvements.

C. Instruction – Vice President Gibson distributed talking points regarding the topic of “College Now” (see file). He reviewed and discussed this information with Board members. The Board complimented Kirk on this and conveyed their gratitude for his time and effort toward developing the document. They will put this to good use.

D. College Services – In response to a previous request made by the Board, Vice President Sommerfeld provided information regarding cyber security. He explained there are two different ways to gain data; a) hack attack and b) phishing attempt. The college prevents this in various ways:

- A firewall protects the college from the outside world
- Systems are constantly updated and provide current lists of phishing sites and threatening geographic regions
- A heuristic system constantly looks on its own
- E-mail system completes and additional check which looks for phishing and blocks 90% of emails which never reach users
- Employees and registered students have to log into the network – students do not have access to data
- Employment authenticated
- Added another layer of protection with data file servers

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Dr. Talbert commented the College is doing a good job with cyber security. He thanked Curtis for following up with the Board on this topic. He asked for an update regarding Rogue Net. President Angstadt and Vice President Sommerfeld held a teleconference meeting with presidents of community colleges using Rogue Net. All community colleges involved voiced their intention to remain with Rogue Net. We are working toward hiring a replacement for the open staff position overseeing this system.

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

**A. Board Policy V.A.010: Human Resources/ Hiring/ Equal Employment Opportunity (Second Reading)**

Joseph Zagorski moved, seconded by Kevin Talbert, the Board adopt Resolution No. HR61-14/15 approving proposed revision(s) to Policy V.A.010 as presented.

**The motion unanimously carried.**

**B. Board Policy V.C.050: Human Resources / Compensation / Affordable Care Act Compliance (Second Reading)**

Kevin Talbert moved, seconded by Joseph Zagorski, the Board adopt Resolution No. HR62-14/15 approving proposed revision(s) to Policy V.A.050 as presented.

President Angstadt commented this policy revision was a statewide recommendation by the Oregon Community College Association (OCCA) and benefits administrator.

**The motion unanimously carried.**

**C. Tuition – 2015/16 School Year (Second Reading)**

Joseph Zagorski moved, seconded by Kevin Talbert, the Board adopt Resolution No. B63-14/15 approving the recommended tuition for the 2015/16 school year as presented, effective Summer Term 2015.

Dr. Zagorski asked how many out of state students are enrolled at RCC and where were they from? Kori and Curtis responded we have a reciprocity in state tuition agreement with our bordering states of Washington, Idaho and California. Curtis also provided the following information regarding RCC students:

- 7800 in state
- 69 out of state (top several are from Alaska and Texas)
- 7 international

**The motion unanimously carried.**

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**D. Fees – 2015/16 School Year (Second Reading)**

Kevin Talbert moved, seconded by Ron Fox, the Board adopt Resolution No. B64-14/15 approving the 2015/16 Student Fee Schedule as presented.

**The motion unanimously carried.**

**E. Board Policy I.D.030: Board of Education / Meetings / Parliamentary Procedure, Quorum, and Board Discussion (First Reading)**

Board discussion occurred around setting a standard of a first and second reading of all items to be considered for action, but also providing the Board with an option to vote on items to be considered after the first reading, except for the subjects of tuition, fees and board policy which would require a first and second reading. Peter requested Board members forward their thoughts (individually) to him via email.

**F. Management, Administrative and Professional Employee Handbook Revisions (Second Reading)**

President Angstadt reviewed the proposed changes to the Handbook as listed in the Executive Summary provided by Vice President Sommerfeld. Discussion occurred regarding the longevity award pay increase. It was determined this topic should not be addressed in the Handbook thus will be removed in preparation of the third reading in April. Peter and Curtis will discuss the appropriate avenue to use for presentation of this specific topic.

Dean Wendle asked if employees retain their pay for jury duty as this is not clearly stated on pages 19 and 20 under Jury Duty/Witness Duty. Mr. Sommerfeld responded it is the intention of the College to allow the employee to keep his/her jury duty pay. Staff will add language to this section accordingly in preparation of the third reading in April.

**G. RCC Foundation Scholarship Reader Dinners – Dates/Times/Locations provided (see file)**

**H. RCC District Budget Committee 2015 Meeting Schedule – Dates/Times/Locations provided (see file)**

**9. Board Discussion Items**

- A. OCCA Legislative Summit – Ron Fox reported is it clear the dollar amount for community college funding will not known until the May forecast is announced, which is not different than any other biennium.**

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President Angstadt advised that we are looking at proposed cost reductions including a hold on filling some positions until the funding level from the State is determined.

Dean Wendle commented it was unfortunate timing that Governor Kitzhaber resigned when the OCCA Legislative Summit was being held as attention and discussions were drawn to his resignation. Ron Fox added the various speakers at the event were good. Pat Ashley complimented Andrea Henderson and staff for organizing a great summit.

**10. Consent Agenda**

Tim Johnson moved, seconded by Joseph Zagorski, the Board approve the Consent Agenda as presented:

**A. Meeting Minutes**

- a. February 17, 2015 Board Meeting (Lunch w/Staff)
- b. February 17, 2015 Special Board Meeting (Work Session)
- c. February 17, 2015 Board Meeting

**B. Human Resources - None**

**C. Grants - None**

**D. Financials**

- a. Monthly Financial Data Report – February 2015

**The motion unanimously carried.**

**11. Board Committee/Advisory Reports**

**A. Advisory Committees** – Peter reported this was Darlene Dart’s first meeting with the Josephine County Advisory Committee having replaced John Harelson. Peter shared the five-year budget forecast with both committees.

**B. Executive Committee** – Tim Johnson reported the committee met and reviewed the proposed Program and Board meeting agendas.

**C. Facilities Committee** – Dean Wendle reported the tank repair on Redwood Campus will take place this weekend. Valves will be replaced. Tim Johnson recommended inviting Rural Metro Fire to revisit and refresh at Redwood Campus in preparation for fire season.

**D. OCCA/OSBA** – Kevin Talbert reported the subcommittee of the Ways and Means Committee will meet April 1, 2 or 6. OCCA is still asking for a community college funding level of \$650 million and hoping for \$550 or \$535 million.

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With Mr. Kitzhaber no longer in office, Senate Bill 84 regarding accelerated learning might lose some momentum.

The Higher Education Coordinating Commission made a decision to create a separate Workforce position.

The All Oregon Academic Team will be recognized at a statewide event, coordinated by OCCA, the end of April. Student scholars will meet Governor Brown and will be provided with an individual photo opportunity with the Governor.

- E. President’s Evaluation Committee** – Kevin Talbert will serve as Chair with Brett Johnson and Joseph Zagorski joining him on the committee. Kevin and Joseph met via teleconference and determined an approach for President Angstadt’s evaluation.

Pat Ashley called for an eight-minute break at 6:34 p.m.

12. **Executive Session** – Pat Ashley called the meeting into Executive Session at 6:42 p.m. in accordance with **ORS 192.660(2)(e) Real Property Transactions** and closed Executive Session at 7:05 p.m.
13. **Old Business - None**
14. **New Business** – President Angstadt reported the College has received a proposal for the purchase of the property known as the “Burrill Property.” Dean Wendle moved, seconded by Tim Johnson, the Board approve the sale of the “Burrill Property” in the amount of \$32,500.

**The motion unanimously carried.**

Board members discussed the best possible month to hold the 2015/16 Retreat. It was determined that Denise Nelson will poll the Board to reserve a date in September.

15. **Roundtable - None**
16. **Adjournment** - Pat Ashley adjourned the meeting at 7:07 p.m.

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