
Rogue Community College District
Board of Education – April 19, 2016 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 4:05 p.m., Tuesday, April 19 2016, Table Rock Campus, 7800 Pacific Avenue, White City, OR, Room 206. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle

Absent: Ron Fox and Brett Johnson

3. **Introduction of Guests and Public Comment** – Michelle Jacobsen, RCC Associated Student Government (ASG) Riverside Campus (RVC) / Table Rock Campus (TRC); Jessica Kitchen, Co-Chair, RCC Faculty Senate; Zachary Malatesta, President, RCC ASG RVC/TRC; Kalypso Rousso, RCC ASG; Sarah Wofford, President, Classified Association; and RCC District employees including Peter Angstadt, Judy Basker, Kori Ebenhack-Bieber, Roger Friesen, Kirk Gibson, Kevin Hoff, Mary O’Kief, Curtis Sommerfeld, Lori Sours, Genna Southworth, Lisa Stanton, Denise Swafford, Grant Walker, and Denise Nelson.

There was no public comment.

4. **Board Action Item / Presentation - None**

5. **College Reports**

A. Student Government – Zachary Malatesta introduced Michelle Jacobsen and Kalypso Rousso, both are candidates for President of RCC’s Student Government:

- Zac reported the Associated Student Government (ASG) has been active on campus promoting student services and student engagement during the *Week of Welcome*.
- Michelle Jacobsen reported ASG is encouraging students to vote this upcoming election, and are telling students about a certain measure that may interest them. ASG has also connected with other departments to plan and help with events for the American Association of Women in Community Colleges (clothing drive in support of student scholarships), Music department, and Green Team.
- Kalypso reported ASG representatives also distributed information to students about activities around campus. 150 students visited the ASG welcome table at RVC. 50 students visited the table at TRC, which they felt was a good number of students for that campus. Promotional materials about services such as the tutoring centers and SALT were also distributed. The *Vote to Vote* campaign was also promoted at the welcome table providing an opportunity for students to register to vote.

10.A.b

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- Over 200 students have registered to vote as a direct result of the *Vote to Vote* campaign.
- Student Government attended the high school Preview Day at TRC and will participate in another event to provide tours to high school students.
- There are now 14 clubs chartered through ASG (doubled in comparison to last year).

B. Faculty Association – None

C. Classified Association – Sarah Wofford, President, reported they are finalizing nominations for annual award recognition and completing leadership training with the Oregon School Employees Association (OSEA) new Chapter leaders.

D. Faculty Senate – Jessica Kitchen reported the Senate is going through nominations for Faculty Senate awards to be announced at the college-wide inservice the beginning of May. They are moving forward with task forces and also have an upcoming professional dialogue scheduled and the topic is Early Childhood Development.

Dean Wendle commented the Board appreciates receiving the Faculty Senate meeting minutes in the Board's monthly meeting packets.

E. Finance and Audit Committee – Claudia Sullivan reported the ending fund balance is \$4.3 million compared to last year's \$4.28 million. Revenue projections were expected to be down 8%, however, it is down only 4% due to tuition and fee revenues. The first RCC District Budget Committee meeting was held today and the committee took a close look at the general fund revenue and expenditures.

6. President's Report

A. Monthly Calendar and College Issues – President Angstadt reported he has met with over 45 different civic groups to date regarding the bond campaign. The voter's pamphlets will be mailed tomorrow and the ballots will be distributed one week from Friday. The College has received eight letters of support for the Jackson County pamphlet and six for Josephine County. The Friends of RCC are soon going to start a specific media campaign. We are concentrating on getting information out regarding the campaign. Student Government did a great set-up at the Pear Blossom event.

Kevin Talbert acknowledged everyone that is working on the bond campaign effort. The Foundation Board has taken an active roll and are doing a great job.

B. FTE Report – (see file)

C. Faculty Senate Meeting Notes – (see file)

D. Spring Inservice – Will be held on May 6, Redwood Campus, Grants Pass.

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7. Board Action and/or Information Items

- A.** Approve Removal of Appendix 3 – *Student Rights, Freedoms and Responsibilities* from the Board Policy Handbook

Tim Johnson moved, seconded by Pat Ashley, the Board adopt Resolution No. P59-15/16 approving the removal of Appendix 3, *Student Rights, Freedoms and Responsibilities*, from the Board Policy Handbook.

The motion unanimously carried.

- B.** Approve Program Suspensions – *Retail Management and Juvenile Corrections* Certificates of Completion

Dean Wendle moved, seconded by Tim Johnson, the Board adopt Resolution No. P60-15/16 approving the suspension of the Retail Management and Juvenile Corrections Certificates of Completion.

The motion unanimously carried.

- C.** Approve Contact Extension for Audit Services

Dean Wendle moved, seconded by Pat Ashley, the Board adopt Resolution No. B61-15/16 approving to extend a contract for Audit Services with Eide Bailly, LLP for an additional three years with an option for an additional two years, for a *not to exceed* contract price of \$142,200.

The motion unanimously carried.

- D.** Review 2016/17 Strategic Plan Intended Outcomes

Mary O’Kief, Grants and Planning Coordinator, reported the College Effectiveness Council has been working on intended outcomes for the 2016/17 Strategic Plan goals and objectives. In that process, it was determined there was a redundancy between the work outlined in objective A.2 and objective E.5 related to work with the Diversity Programming Board to survey staff and identify relevant training opportunities for staff on diversity issues, thus improving student’s sense of belonging through connections with staff. The College Effectiveness Council recommends removal of objective E.5, which would also change objective E.6 to E.5 in the 2015-2019 Strategic Plan.

Dr. Talbert wondered if there would be an opportunity to more clearly state in the Strategic Plan the Board’s idea of making strategic investments. Mary O’Kief indicated a thorough assessment of the Plan would occur at a meeting to be held August 2. Board members are invited to participate in this meeting. Mary suggested this would provide a good opportunity to address strategic investments. President Angstadt asked Board members to forward questions regarding this directly to him over the next few weeks.

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Pat Ashley requested staff include (in the 2016/17 Strategic Plan Intended Outcomes report) the outcomes previously completed in order to provide a basis for comparison per objective. Mary will follow-up on this and will redistribute the report to the Board when the information has been added.

E. Adopt Revision to the 2015-2019 Strategic Plan

Dr. Talbert reiterated he would like the Board to have an opportunity to revise the Strategic Plan regarding strategic investments.

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P62-15/16 approving the elimination of objective E.5 from Goal E and changing objective E.6 to E.5 in the 2015-2019 Strategic Plan.

The motion unanimously carried.

F. Approve Board Participation – Governance Institute for Student Success (June 28-30, 2016)

Dean Wendle moved, seconded by Tim Johnson, the Board adopt Resolution No. P63-15/16 approving the participation of Pat Ashley, Claudia Sullivan and Kevin Talbert in the June 28-30, 2016 Governance Institute for Student Success for Oregon community colleges.

The motion unanimously carried.

G. Discussion/Possible Endorsement of RVTD Bond

Dr. Talbert reported the Notice of Measure Election for the Rogue Valley Transit District (RVTD) bond was included with the Board meeting material in advance of the meeting. The Notice of Measure Election clearly indicates if approved, the RVTD bond will provide service from downtown Medford to the RCC Table Rock Campus (TRC). Pat Ashley and Ron Fox indicated they are in support of providing transit service to TRC to help our students. Dean Wendle commented he would like RVTD to work with college staff regarding service to TRC if the RVTD bond passes.

Pat Ashley moved, seconded by Claudia Sullivan, the RCC Board endorse the RVTD bond project.

The motion unanimously carried.

8. Foundation and Vice President's Reports

A. Foundation – Judy Basker reported the Foundation has been busy with the College bond campaign. In addition, they have also been managing the scholarship application and award process.

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- 135 volunteers read and scored scholarship applications electronically. There are three Foundation Board members rotating off the Board at the end of this fiscal year. Staff is organizing another retiree luncheon. The Foundation is making slow, but steady, progress with alumni.
- B. Student Services – Kori Ebenhack-Bieber reported the College has received a grant award from the State of Oregon in support of two academic counselors for the 2016/17 academic year. She reported this funding will be used to place four part-time academic counselors who will focus more on career/job placement. She mentioned she would like to partner more effectively with the Aspire Program. This is a grant bridge program, individualized to work one-on-one with students. We will market this program. In closing, Kori reported that Cole Watson, RCC's cross country coach, won the Pear Blossom run. Congratulations Cole!
 - C. Instructional Services – Kirk Gibson reported Development Education is moving all writing into Humanities within the Writing department. This provides a different internal structure.
 - D. College Services – Curtis Sommerfeld reported the appeal to the City of Medford regarding the Riverside Campus (RVC) sidewalk issue was denied. We have placed caution tape and cones around the uprooted sidewalk. Direction has been given by the City to reach an agreement with affected businesses along the sidewalk. The Redwood Campus Early Childhood building (Head Start) is experiencing a sinking floor in a corner of the building. Dean Wendle indicated there should have been a compaction test completed during the building stage which, if completed, would have identified issues at the time of construction.

9. Board Action and/or Information Items

- A. Update – May 17, 2016 Bond Campaign – More lawn signs are available and need to be distributed. Contact the Foundation if you'd like to take some.
- B. Annual Board Self-Assessment – Dr. Talbert asked Board members for their input regarding whether or not to conduct a self-assessment this year. Claudia Sullivan commented it's always a good time to self-assess when you've done good work. Pat Ashley suggested that Board members are currently spending a great deal of time and energy toward the bond campaign, and with four weeks to go until the bond election, it might be difficult to conduct a self-assessment right now. After some discussion, it was decided to wait until just prior to the summer retreat to conduct the self-assessment then review the assessment results at the retreat. Claudia Sullivan volunteered to select/develop a form and prepare for the assessment process to be completed this summer. Denise Nelson will assist Claudia.
- C. Annual Board Organization – Pat Ashley volunteered to coordinate the committee assignment process this year with the assistance of Denise Nelson.

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10. Approve Consent Agent

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

- A. Meeting Minutes
 - a. March 15, 2016 Board Meeting
- B. Human Resources - None
- C. Grants
 - a. New Grant
 - 1. 2016-2017 Academic Counselor
- D. Financials
 - a. Monthly Financial Data Report – March 2016
 - b. Quarterly Budget Transfers

The motion unanimously carried.

11. Board Committee/Advisory Reports

- A. Jackson/Josephine County Advisory Committees** – President Angstadt met with Jackson and Josephine County members. Primary discussion topics were the budget and the bond. Jackson County Advisory Committee members have decided to retire when Peter retires. The Board requested staff prepare recognition awards for each member. Denise Nelson was asked to research legislation regarding the Advisory Committee, and also the Oregon Revised Statutes related to the Budget Committee, and provide this information to the Executive Committee at their May meeting.
- B. Executive Committee** – Claudia Sullivan reported the committee met and reviewed the Budget Committee and Board of Education meeting agendas. She also reported that discussion occurred about forming a subcommittee of the Board to review and discuss the Board Policy Handbook over the summer months.
- C. Facilities Committee** – Dean Wendle reported he is pleased to see the College is working with the Energy Trust of Oregon. With the upcoming bond, Mr. Wendle recommended keeping in mind the possible need to engage with a Construction Manager/General Contractor (CMGC). Dr. Talbert asked Denise Nelson to add this to the June Board meeting agenda. The Board wants to be a part of establishing the priority order of the projects.
- D. OCCA/OSBA** – Kevin Talbert reported he has participated in the Oregon Community College Association (OCCA) Executive Committee conference calls. There has been an internal re-organization with OCCA. In part, Elizabeth Cox-Brand has moved into a new role related to student success.

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12. **Executive Session** – Kevin Talbert called the meeting into Executive Session at 5:32 p.m. in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents, and closed Executive Session at 5:46 p.m.

13. **New Business**

A. Approve President’s Contract

MAIN MOTION

Dean Wendle moved, seconded by Tim Johnson, the Board approve the employment contract of Cathy Kemper-Pelle as presented.

Ron Fox was unable to attend the Board meeting, but informed Dr. Talbert he was in favor of the contract with Dr. Kemper-Pelle.

A roll call vote was conducted:

Kevin Talbert – Yes
Claudia Sullivan – Yes
Dean Wendle – Yes
Pat Ashley – Yes
Tim Johnson – Yes

The motion unanimously carried.

14. **Old Business**

A. Dean Wendle requested to add the topic of campus safety/security to the monthly Board meeting agenda on an ongoing basis. Denise Nelson will complete this task.

15. **Roundtable**

Claudia Sullivan reported she has participated in a number of bond campaign presentations and has enjoyed getting to know people as a result.

Kevin Talbert added, during his participation in bond campaign presentations, he has been asked when the College will be adding more nursing (which is in high demand).

16. **Adjournment** – Dr. Talbert adjourned the meeting at 6:00 p.m.

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