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**Rogue Community College Budget Committee Meeting Minutes**  
**May 17, 2016**

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1. **Call to Order** – Kevin Talbert, Chair, Rogue Community College (RCC) Board of Education, called the meeting to order at 3:00 p.m., Tuesday, May 17, 2016, at the Redwood Campus, 3345 Redwood Highway, Grants Pass, room H-2. Due notice was given.
  
2. **Determine Presence of Quorum** – A quorum was confirmed with the following committee members in attendance: Pat Ashley, Ron Fox, Brett Johnson (via teleconference), Skip Patterson, Midge Renton, Dick Rudisile, Claudia Sullivan, Kevin Talbert, Dawn Welch, and Dean Wendle  
  
Absent: John Anhorn, Darlene Dart, Tim Johnson, Sharon Work and Jerry Work
  
3. **Introduction of Guests** – Sarah Wofford, President, Classified Association, and RCC District employees including Peter Angstadt, Debbie Dice, Kori Ebenhack, Kirk Gibson, Natalie Herklotz, Curtis Sommerfeld, Lisa Stanton, and Denise Nelson.
  
4. **Appointment of Alternate Chair** – Kevin Talbert, Board Chair, explained that Darlene Dart was appointed as Budget Committee Chair at the April meeting, however, she was unable to attend this afternoon, thus an alternate chair must be appointed. After accepting the appointment, Dawn Welch was unanimously elected as Budget Committee Chair.
  
5. **Review Budget and Public Comment [Oregon Budget Law, Chapter 294 (Oregon Revised Statutes)]**
  - A. **Updates on Proposed Budget Presented April 19, 2016** – Lisa Stanton, Chief Financial Officer, explained the process today will be to review the budget accounts and then end with the General Fund to include updates on the proposed budget.
  
  - B. **Review Descriptions of Budget Accounts** – Ms. Stanton reviewed the following accounts:
    - Maintenance Fund – Transfer from the College Services Fund, for the maintenance of the College, repairing different items, funded by the College, there are no external dollars coming into this fund
    - COP & Bonds – \$20 million 2016 bond levy, if the levy doesn't pass these funds will not be used
    - State and Local Funds – \$8 million XI-G bonds and \$2 million donations
    - Debt Service Funds, Other – Limited tax pension obligations bonds; Series 2005 and United States Department of Education, 1994
    - Debt Service Fund, General Obligation Bonds – General obligation and refunding bonds, series 2005; refunding bonds, series 2012; general obligation bonds, series 2016
    - Special Revenue Funds – College services fund - \$4.8 million; contract and grant fund - \$10 million; entrepreneurial fund - \$1.5 million

**11.A.a**

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Dr. Talbert inquired about the entrepreneurial fund and stated that because the Board has not had an opportunity in the budget to make investments for entrepreneurial activities, he would like to see this budget increase and suggested increasing it by \$325,000 (from 175,000 to \$500,000). After discussion it was determined to increase this line item to a total of \$500,000.

Kevin Talbert moved, seconded by Ron Fox, the Budget Committee increase the entrepreneurial fund to a total amount of \$500,000.

**The motion unanimously carried.**

- Financial Aid Fund – pass through from the Federal government - \$4.8 million
- Higher Education Fund – \$894,000 (expenditures shared with SOU)
- Intra-College Fund - \$705,000
- PERS Fund - \$7.5 million, Ms. Stanton noted the College has money to offset changes in PERS
- Self-Support Fund - \$1.3 Million, this fund has decreased around \$500,000 and will be treated as a true “self-support” fund. The self-support instructional activities of the College are aware of this and they are supportive of the change. This is a significant change in philosophy for the College. There is a Dean tasked specific to this area who felt this approach is far more transparent and much stronger. Dr. Talbert applauds them for doing this, and feels it is appropriate.
- Stability Reserve Fund - \$3.7 Million
- Technology and Equipment Fund - \$1.8 Million
- Unemployment Fund - \$236,000
- Proprietary Funds – Auxiliary Services Fund, anticipate revenue of \$2.4 million – bookstore. This is the first year the bookstore is losing funds. Changed practices in the bookstore used to be all new, now selling used books, and less students are buying books. We are actively reducing costs in the book store. Looking at electronic books to bring costs down for students and we are cutting back on expenditures. Having three separate bookstores has been a deal-breaker for people that contract that service out. We are looking at book sales and non-educational items. As the trend is to move away from new text books, not just from student demand, but from government regulations, we need to look at things differently.
- Other Auxiliary Services Fund – Automotive department, facilities rentals, Art, and RogueNet. We support 5 community colleges, including RCC, with RogueNet. RogueNet is at a crossroads and is either going to stay stable and grow somewhat, or diminish rapidly. Within the next two years, the four schools using this program will make a decision to use, or not to use, this program in the future.

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Dr. Talbert requested, sometime within the next year, a work session to be scheduled for the Board to discuss and understand the implications of this.

- Agency Fund – Custodial in nature, \$413,000

Lisa Stanton reviewed the changes since the last District Budget Committee meeting and distributed a paper titled, Rogue Community College as of May 17, 2016 (see file). At a state meeting, Ms. Stanton received an update for other community colleges which affects the funding formula. As a result, we received a \$200,000 decrease in revenue. This not only decreases revenue in 2016/17, it also affects 2017/18. While everyone else is experiencing a decline, Portland Community College is level (or growing a little). Curtis Sommerfeld will be traveling to a state meeting soon and will talk with institutional research people to confirm numbers. In reality, we are months away from knowing what the real numbers are going to be. Our goal, at a minimum, is to maintain the average rate of change in the state.

Regarding the book store, Dean Wendle commented this is a trend and we need to be on top of the trend. He requested administration update the Board with a report on this topic in six months. Ron Fox requested to receive dashboard metrics on revenues and expenses when the update is provided to the Board.

Skip Patterson asked about student parking and bus fees. Mr. Sommerfeld advised bus fees and parking are based on a reimbursement basis.

**C. Public Comment - None**

**D. Approve 2016/17 Budget**

Pat Ashley moved, seconded by Ron Fox, the RCC District Budget Committee adopts Resolution No. B67-15/16, approving the 2016/17 Budget as presented, and to include the increase of \$325,000 in the Entrepreneurial Fund, for action by the Board of Education in June 2016.

**The motion unanimously carried.**

6. **Old Business** – None
7. **New Business** – None
8. **Adjournment** – Dawn Welch adjourned the meeting at 4:00 p.m.