
***Rogue Community College District
Board of Education – May 20, 2014 Meeting Minutes***

1. **Call to Order** – Dean Wendle, Chair, called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:04 p.m., Tuesday, May 20, 2014 at the Redwood Campus (RWC), conference room H-2, 3345 Redwood Highway, Grants Pass, OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum was confirmed with the following Board members in attendance: Pat Ashley, Ron Fox, Brett Johnson (via teleconference), Tim Johnson, Kevin Talbert, Dean Wendle and Joseph Zagorski.
3. **Introduction of Guests and Public Comment** – Midge Renton, Josephine County Advisory Committee member; and RCC District employees including, Peter Angstadt, Judy Basker, Kori Bieber, Margaret Bradford, Rena Denham, Kirk Gibson, Ron Goss, John Osbourn, Linda Renfro, Curtis Sommerfeld, Genna Southworth, Lisa Stanton, Denise Swafford and Denise Nelson.
4. **Recognition/Presentation**

A. RCC Small Business Development Center (SBDC) - Review of Performance (President Angstadt)

President Angstadt introduced Ron Goss, Director, Small Business Development Center. The 2013 SBDC Review of Performance was distributed to the Board for review prior to the meeting (see file). The highlights for the RCC SBDC in 2013 were:

- Ranked third (3rd) in the state in Jobs Creation” (88 total)
- Ranked fifth (5th) in the state for Capital Formation, assisting business with acquiring new loans and/or capital investments in the amount of \$2,604,400
- Ranked fifth (5th) in the state for business starts with 15 new businesses

In 2013, the SBDC provided 2,264 advising hours to 363 individual business owners, managers, and entrepreneurs. They also conducted 52 individual training events with 343 attendees. Other accomplishments include:

- Developed and initiated, with funding from Avista and RCC, the new Avista Entrepreneurial Center. The center was launched with an initial group of 12 entrepreneurs last fall.
- Worked with the City of Grants Pass to pursue and successfully acquire an \$85,000 Community Development Block grant to provide scholarship money for business community training events. This project was also endorsed by the City of Cave Junction and Josephine County.
- Received RCC funds and assistance to improve a number of outdated facilities for the center, including new training room facilities and upgrades to the SBDC business resources library.

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Board members commended SBDC leadership and staff, and indicated the RCC SBDC is a source of pride for the college community.

B. Program Light- Allied Health Update (John Osbourn, Dean, School of Health & Public Service)

John Osbourn distributed the 2014-16 Health Care Program and Training Completions charts. Ron Fox asked about the nursing demand. Mr. Osbourn indicated that the RCC program, coupled with Oregon Health & Science University (OHSU), has over 80 nursing completions per year.

The salary information reflected in the aforementioned charts is received from the Oregon Employment Department and includes straight compensation without benefits. Mr. Osbourn introduced Genna Southworth, Director, Allied Health. She is very proud to be a part of the amazing RCC Allied Health Team. Kenton Gould, Allied Health Training Services Coordinator, manages the American Heart Association Center. RCC has partnership contracts with Lane and Linn-Benton Community Colleges. RCC will be providing Community Health Worker Education and training through a \$267,000 grant from the State of Oregon. All projects related to this grant must be completed by June 30, 2015. Staff are working with The Job Council regarding 12 positions. Implementation is yet to come. Staff are working on new planned programs/courses. Medical Assistant Certificate – we have commitments from 40 clinics. This reflects the fact that RCC has developed a program that really meets their needs. Staff understand there is a desperate need for surgical technicians and are working on this. Another need identified through Allied Health partnerships are trained phlebotomists with additional skill sets – looking beyond someone with stand-alone phlebotomy skills.

Board members thanked Mr. Osbourn and Ms. Southworth for their presentation.

5. Committee Reports

A. Student, Faculty, Classified, Faculty Senate Reports – No reports.

B. Advisory Committees – President Angstadt reported that since the Advisory Committees are involved with duties associated with the Budget Committee this time of year, discussions centered around the 2014/15 Budget.

C. Board Executive Committee – Dean Wendle, Kevin Talbert and Joseph Zagorski participated. The committee reviewed and discussed the 5/20 Budget Committee and 5/20 Board of Education meeting agendas.

D. Board Self-Evaluation Committee – Dr. Zagorski reported the Board Self-Evaluation form was distributed to all Board members the end of April. The due date to return completed responses was May 7. Denise Nelson is working on compiling responses. Dr. Zagorski encouraged 100% Board member participation.

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E. Facilities Committee – Dr. Zagorski reported there are two options being discussed regarding the HEC glass panel replacement:

1. Build smoke and flame diverters out of sheetrock
2. Build smoke and flame diverters out of sheet metal

A sample for option 2 is being designed by a local vendor and will soon be available for review.

Dean Wendle would like to see follow up take place with the architect regarding the well-known difficulties experienced with tempered glass. He requested the Board receive updates regarding this issue.

F. Finance and Audit Committee – Tim Johnson reported the committee met prior to the Board meeting and reviewed the monthly financial statement. Staff will be closing out access to the 2013/14 accounts for the end-of-year accounting.

G. Foundation Report – President Angstadt introduced Judy Basker as the new RCC Foundation Executive Director. Judy has been in her new position just two days and brings a wealth of experience into the position. Board members welcomed Judy to RCC! Everyone looks forward to working with her.

H. OCCA/OSBA Reports – Dr. Talbert reported the Oregon Education Investment Board and the Higher Education Coordinating Commission, has been focused on adopting the “Equity Lens” ensuring that equity is central in their work so that every student receives a high quality education. They are also focused on outcomes toward building a unified system of education so that students can move along the pathway seamlessly. Dr. Talbert suggests RCC adopt an equity statement. Vice President Bieber indicated the RCC Executive Team has agreed to develop a Diversity Plan to include the Equity Lens, training, etcetera.

The Oregon Community College Association (OCCA) is working on a response to the state goal that would require college coursework as a condition of graduating from high school. It was noted the State of Oregon’s graduation rates currently rank 49th.

The OCCA Board has approved an increase to annual OCCA dues. The additional cost to RCC is approximately \$5,000 per year. It was determined this was needed due to the amount of time placed on staff with the changes occurring in education including tracking the Higher Education Coordinating Commission meetings, subcommittee meetings, activities, etcetera and the Oregon Education Investment Board, and what will happen with the Department of Community College and Workforce Development (to name a few).

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- I. President’s Evaluation Committee** – Dr. Talbert, Chair, along with Pat Ashley and Dr. Zagorski form the committee. The committee has discussed the type of evaluation for this years’ process and will meet with Peter soon.
- 6. Consent Agenda** – Tim Johnson moved, seconded by Joseph Zagorski, the Board approve the consent agenda as follows:
- A. Meeting Minutes
 - a. April 15, 2014 Budget Committee Meeting
 - b. April 15, 2014 Board Meeting
 - B. Human Resources
 - a. Full-Time Faculty – Felishia Jenkins, Reference Librarian
 - b. Full-Time Management – Judy Basker, RCC Foundation Executive Director
 - c. Full-Time Faculty Retirement – Joyce Morgan, Nursing Assistant Lab/Clinical Instruction
 - d. Full-Time Faculty Retirement – Ronald Robson, Criminal Justice Instructor
 - e. Full-Time Faculty Retirement – Thomas A. Miller, Reference Librarian
 - f. Full-Time Management Retirement – Linda Renfro, Dean of Instruction, School of Workforce & College Preparation
 - C. Grants
 - A. New Grants
 - 1. Body Art Tattoo Pageant
 - 2. Music Instruments – Vibraphone
 - 3. Community Development Block – Microenterprise
 - 4. Speak Up: A Day for Change Conference
 - 5. Developmental Math w/CTE Contextualization: Next Generation
 - D. Financial
 - Monthly Financial Data Report – April 2014

The motion unanimously carried.

7. Board Action and/or Information Items

- A. Review and Adopt Board Policies VI.C.010 Publications and Inventions; VIII.A.020 Professional – Technical Education; VIII.A.030 – Curriculum Approval; VIII.A.040 – Supplementary Class Activities; VIII.B.030 – Textbooks and Manuals; and VIII.C.010 – Use of College-Owned Equipment (Second Reading)**

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Pat Ashley moved, seconded by Joseph Zagorski, the Board adopt Resolution No. P68-13/14, approving revisions to the aforementioned list of Board Policies as presented.

The motion unanimously carried.

- B. Approve (1) New Degree, (1) New Certificate and (1) Program Suspension**
- C. Approve Computer Lab Furniture Upgrades on Redwood and Riverside Campuses**
- D. Approve Contract with Blackboard, Inc.**
- E. Approve Contract for Janitorial Services**
- G. Approve Revised 2014/15 Faculty Renewal List**
- H. Approve 2014/15 Full-Time Management, Administrative and Professional Employee Renewal List**

Joseph Zagorski moved, seconded by Tim Johnson, the Board approve agenda items 7.B, 7.C, 7.D, 7.E, 7.G and 7.H as presented.

The motion unanimously carried.

F. Approve Intent-To-Award for Agent of Record Services

Joseph Zagorski moved, seconded by Pat Ashley, the Board adopt Resolution No. B87-13/14 approving the Intent-To-Award a three year contract for Agent of Record services to Hart Insurance Agency for a contract based on a straight commission basis, effective July 1, 2014.

Curtis Sommerfeld, Vice President of College Services, provided an Executive Summary report as additional background (see file). The committee reviewing the Agent of Record RFPs is recommending the selection of Hart Insurance Agency. While recognizing Hart's proposal is more expensive, there are several reasons for this recommendation. First, Hart has a significantly larger team located in our region. Second, Hart has extensive knowledge of RCCs practices, policies and history. Third, it was strongly felt by the committee that Hart would be significantly more responsive in day-to-day demands, for such common requests as certificates of insurance, review of insurance language for contracts, waivers and event review an advice. Fourth, the college is satisfied with the thoroughness and completeness of the submitted proposals, with Hart's reflecting a higher quality of work.

Dean Wendle, Chair, requested a roll call vote. The motion carried unanimously.

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I. Higher Education Coordinating Commission (HECC) 2014/15 Strategic Plan

Dr. Talbert reported the HECC recently adopted their “Pathways to Progress: A Strategy for Steering, Cheering and Persevering to Achieve Oregon’s Higher Education Goals” 2014-15 strategic plan (see file). Ben Cannon, Executive Director, HECC, has been attending OCCA/Oregon Presidents’ Council meetings.

J. Review RCC Achievement Compact for 2014/15 (First Reading)

President Angstadt reported that Kirk Gibson, Vice President of Instruction, has worked to provide the first reading of RCC’s 2014/15 Achievement Compact. Board members will review the document and were asked to contact Peter or Kirk with any questions or concerns prior to the next Board meeting.

8. Board Discussion Items

A. April 18, 2014 – Honors Night (Wendle)

Dean Wendle attended and commented about RCC’s talented students. He was also very impressed with the instructors.

B. April 22, 2014 – All Oregon Academic Team Event (Talbert)

Dr. Talbert attended this event in Salem, hosted by OCCA. RCC selected two outstanding students. The event was well received.

C. May 9, 2014 – Faculty/Staff Inservice (Ashley)

Pat Ashley attended and enjoyed the keynote presentation given by Ben Cannon, Executive Director, HECC. She was impressed with his ability to communicate with the large number of people in attendance. She also enjoyed the retirement presentations. It was wonderful to see how the retirees, through their many years of service, helped shape the college.

D. 2013/14 RCC Board of Education – Areas of Focus

- Update – RCC Appreciative Inquiry Model (Input from Board)

Dr. Zagorski suggested the Board schedule a work session to review the Board self-evaluation and review proposed goals submitted for the Appreciative Inquiry Model. Board members agreed. Denise Nelson will coordinate this.

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E. General Discussion - None

9. Administration Information Items

A. President's Monthly Report (see file)

- Ben Cannon's keynote speech at Inservice gave people an understanding that broad change in Oregon's education system is not easy. President Angstadt complimented Denise Swafford for coordinating an excellent inservice event for the entire college community.
- Nancy Golden, State of Oregon Chief Education Officer, visited RCC and met with President Angstadt while she and a staff member were in southern Oregon for meetings.

B. FTE Report – FTE is down 3% - projected to be down 4% for the fiscal year

C. Student Success Report – Dr. Zagorski commented the focus groups were organized very well.

D. Grant Status Report – Board members complimented staff for their work obtaining grant funding.

10. Executive Session: N/A

11. Old Business

A. Update – Possible Endorsement of the Oregon State Treasurer's Opportunity Initiative

Ron Fox reported he is working together with Steve Vincent to contact the Treasurer's office regarding a southern Oregon meeting.

B. Update – ACCT 2014 Leadership Congress, October 22-25, Chicago, IL

Pat Ashley and Kevin Talbert will check on their availability during this timeframe and will review the proposed agenda.

12. New Business

A. Annual Board Organization (Volunteer for Process) – Pat Ashley volunteered to work on this process. Denise Nelson will provide assistance.

B. OCCA Annual Board Training, August 26-28, Silverton, OR (The Oregon Gardens)
Board members interested in attending were asked to contact Denise Nelson.

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13. Board Round Table - None

14. Adjournment – Dean Wendle adjourned the meeting at 6:10 p.m.

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