
Rogue Community College District
Board of Education – June 21, 2011 Meeting Minutes

1. **Call to Order** – Patricia Ashley, Chair, called the Rogue Community College (RCC) Board of Education (Board) Meeting to order at approximately 4:00 p.m., Tuesday, June 21, 2011 at the Redwood Campus (RWC) H-2 Conference Room, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Patricia Ashley, Joe Davis, Tim Johnson, Randy Sparacino (via teleconference), Kevin Talbert, Dean Wendle and Joseph Zagorski. Advisory Committee member Midge Renton attended.
3. **Introduction of Guests and Public Comment** – RCC District employees in attendance included Peter Angstadt, Kori Bieber, Margaret Bradford, Rena Denham, Kirk Gibson, Jeanne Howell, Cheryl Markwell, Lisa Stanton, Denise Swafford, Lynda Warren and Denise Nelson. There was no public comment
4. **Presentations/General Discussion**
 - A. **Public Hearing/Public Comment – 2011/12 Budget**

Ms. Ashley opened the public hearing for the 2011/12 Budget at 4:02 p.m., and with no public comment identified, closed the hearing at 4:03 p.m.
5. **Committee/Advisory Reports**
 - A. **Student, Faculty and Classified Reports** – None
 - B. **Advisory Committee** – Josephine and Jackson County Advisory Committee meetings will not be held during the summer months.
 - C. **Board Executive Committee** – Pat Ashley, Joe Davis and Joseph Zagorski participated. The June Board meeting agenda was discussed.
 - D. **Facilities Committee** – Riverside Campus (RVC) building “C” building construction is progressing. Dean Wendle reported an unforeseen expense occurred due to a cracked beam. Structural steel was used for the repair. Funding for two other minor changes came out of contingencies. Board members agreed they would like to schedule the August Board meeting at the Higher Education Center (HEC) in order to tour RVC “C” building. Denise Nelson will make arrangements.
 - E. **Finance and Audit Committee** – Joseph Zagorski reported the committee met just prior to the Board meeting to review the May Monthly Financial Data report and Budget Transfers report. Dr. Zagorski suggested staff include detail regarding significant items and/or changes to the monthly Executive Financial Summary. Tim Johnson reported a request for proposals for an audit services will be initiated. The committee hopes to conduct interviews by December.

6.A.b

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- F. Foundation Report** – Pat Ashley reported that Marv Leroy of the Clements Group has started coordinating the organization process of the fundraising campaign with the Foundation. The annual Foundation Board meeting and dinner will be held Wednesday, June 29.
- G. Legislative Committee** – Joe Davis reported that OCCA has been providing updates regarding the legislative session and advises Peter when/if a need arises for assistance to contact legislators. Primarily, this has been a low-key session as far as work from the committee is concerned.
- H. OCCA/OSBA Reports** – Dean Wendle reported there is a big effort toward charter schools and online charter schools. A community college can opt out of supporting a charter school. More information from the Oregon Community College Association (OCCA) is forthcoming regarding this topic.
- I. President’s Evaluation Committee** – Joe Davis served as chair of the 2010/11 President’s Evaluation Committee with fellow Board of Education members Tim Johnson and Kevin Talbert. Mr. Davis said, “The evaluation process was very inclusive this year wherein all faculty, staff and student leaders were invited to serve as evaluators, along with Board of Education, Advisory Committee and RCC Foundation Board members. President Angstadt received exemplary reviews. The high confidence level reflected was not surprising to the Board, but very welcomed.”
- 6. Consent Agenda** – Tim Johnson moved, seconded by Joe Davis, the Board approve the consent agenda as presented:
- A. Meeting Minutes
 - a. May 17, 2011 Budget Committee Meeting
 - B. Human Resources
 - a. Full-time, Exempt Managerial/Supervisory, SBDC Director (Fredric Leibowitz)
 - b. Full-time, Exempt Managerial/Supervisory, Director of TRiO Projects (EOC/TS) (Jason Fiano)
 - c. Full-time, Fixed-term, Faculty, Humanities (Foreign Language) Instructor (Ryan Maple)
 - d. Full-time, Fixed-term, Automotive Instructor (Paul Boothroyd)
 - e. Full-time, Faculty, Manufacturing Instructor (Stephen Foster)
 - f. Full-time, Fixed-term, Faculty, Disability Services Coordinator (Edward “Andrew” Childress)
 - g. Early Retirement, Full-time, Faculty, Humanities Instructor (Bobbi Kidder)

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C. Grants

- a. New Grant(s)
 - 1. HOLA Summer Bridge Program Grant

D. Financial

- a. Monthly Financial Data Report – May 2011
- b. Budget Transfers

The motion unanimously carried.

7. Action/Information Items

A. Adopt New Board Policy III.A.090 – Electronic Communication

President Angstadt explained the purpose of this new Board policy is to set forth expectations for all faculty, staff and students to read all electronic communication relating to RCC business and to take action on communications received.

Kevin Talbert asked if this policy has gone through due process. President Angstadt indicated yes, as this Board policy supports Administrative Procedure – 037, *Information Technology – Acceptable Use* (see Exhibit B) (approved by the College Executive Team in 2008).

In Exhibit B (Administrative Procedure – 037), Joseph Zagorski suggested the Personal Use section could reflect a stronger statement advising employees that employee email is considered public record and is subject to subpoena.

Joseph Davis recommended, if not done so already, staff check on state archive laws. Are there laws that govern a minimum/maximum amount of time that a public institution should keep electronic mail? Staff will also confirm an attorney has reviewed the proposed policy.

This policy will be submitted to the Board for second reading at the August Board meeting.

B. Amend Board Policy I.A.010 and Suspend Board Policy I.A.060 Mission, Vision, Core Values and Core Themes

Kevin Talbert moved, seconded by Joseph Zagorski, the Board adopt Resolution No. P104-10/11 approving the addition of core themes to Board Policy I.A.010 and suspending Board Policy I.A.060.

The motion unanimously carried.

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C. Amend Fees for the 2011/12 School Year

On May 19, 2011, the state notified GED Test Proctors that there will be a cost-increase to have GED tests scored beginning July 1, 2011. GED Test Proctors were also notified that the testing company, NRSpro, must be paid directly; therefore, costs will also rise as a result of increased accounting paperwork.

Joseph Zagorski moved, seconded by Joe Davis, the Board adopt Resolution No. B105-10/11 approving an increase in the GED Test and Retest fees for the 2011/12 school year as presented on the 2011/12 Student Fee Schedule (see file).

The motion unanimously carried.

D. Adopt 2011/12 Budget (Handout)

Joseph Zagorski moved, seconded by Tim Johnson, the RCC Board approve Resolution No. B106-10/11 adopting the 2011/12 Budget as presented.

Lynda Warren thanked Lisa Stanton, Natalie Herklotz and Budget and Financial Services staff and also Information Technology staff including Curtis Sommerfeld, Grant Hubler and Jeff Miller for their contributions in preparing the budget.

The motion unanimously carried.

E. Custodial Contract Services – Riverside Campus

Kevin Talbert moved, seconded by Joe Davis, the RCC Board, acting as the College's Local Contract Review Board, approve Resolution No. B118-10/11 intending to award a three-year contract to Zero Waste Solutions for RCC's RVC in Medford, Oregon for the amount of \$92,260.92 for 2011/12 and for the HEC in Medford, Oregon for the amount of \$94,209.72 (shared with SOU; RCC portion is \$51,815.35) for 2011/12.

The motion unanimously carried.

F. Contract for Copier Services – RCC

Joseph Zagorski moved, seconded by Joe Davis, the RCC Board, acting as the College's Local Contract Review Board, approve Resolution No. B119-10/11 intending to award a contract to IKON Office Solutions, Inc. for Copier Fleet Services in the amount of \$7,254.82 per month.

The motion unanimously carried.

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G. Approve Memorandum of Understanding – RCC Foundation and RCC District, 2011-2013 Major Gifts Campaign

MAIN MOTION

Joseph Zagorski moved, seconded by Dean Wendle, the RCC Board approve the Memorandum of Understanding between the RCC Foundation and the RCC District for the 2011-2013 Major Gifts Campaign.

President Angstadt noted the Foundation has entered into an agreement with the Clements Group to provide major gifts counsel. The Foundation will initiate the campaign beginning June 2011 with an estimated conclusion May 2013.

Midge Renton commented the Clements Group representative made an impressive presentation and all reference checks completed were very positive.

The motion unanimously carried.

H. Abstract of Voters – May 17, 2011 Special Election

Joseph Davis moved, seconded by Dean Wendle, the RCC Board approve Resolution No. P120-10/11 accepting the Abstract of Voters for the May 17, 2011 Special Election as presented and dated June 2, 2011.

The motion unanimously carried.

I. Annual Board Organization

Joseph Zagorski moved, seconded by Joe Davis, the Board adopt Resolution No. P121-10/11 approving the annual Board organization for the period of July 1, 2011 through June 30, 2012 (fiscal year 2011/12) as presented.

The motion unanimously carried.

J. Appointment of Faculty Emeritus Status – Mollie Owens

Joseph Davis moved, seconded by Dean Wendle, the RCC Board approve Resolution No. P122-10/11 awarding the honor of Faculty Emeritus status to Mollie Owens.

The motion unanimously carried.

K. State of Oregon Maintenance of Effort (MOE) Payment

Tim Johnson moved, seconded by Joseph Zagorski, the Board adopt Resolution No. B123-10/11 approving the potential MOE payment and application of approximately \$600,000.

The motion unanimously carried.

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8. President's Report

A. Administration/Organization/Information Items

a. President's Monthly Report

- Two special meetings will be scheduled to approve a vendor for security services and to discuss a process for forward-looking strategic planning.
- With the indication that personnel costs will be increasing this year, it does appear we will be looking at an estimated \$2 million deficit for the next fiscal year. We will be monitoring this situation very closely and working with college groups to see how we can handle this deficit. It is very likely we will be eliminating jobs for the next fiscal year.
- Graduation ceremonies (TRiO, GED and commencement) were very successful. Gratitude is extended to all those who coordinated a wonderful event for a record number of graduates and guests.
- Commencement Demographics/Statistics were distributed as an information item with the Board packet (see file). Dr. Talbert requested a 10 year comparison of this data be distributed to the Board, if readily accessible.

b. FTE Report (see file)

c. Faculty Senate Meeting Minutes (see file)

d. Strategic Plan Report (see file)

e. Grant Status Report (see file)

f. Accreditation Update – Denise Swafford continues to do a great job preparing the self-study.

Pat Ashley called for a 10 minute break at 5:12 p.m.

- 9. Executive Session** – Pat Ashley called the meeting into Executive Session pursuant to ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(i) Performance Evaluation of Public Officers and Employees at 5:22 p.m. and reconvened into open public session at 6:10 p.m.

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10. New Business

A. Approve President’s Management Contract

President’s Evaluation Committee Chair, Joe Davis, commended President Angstadt on his excellent work and leadership. He reported that, during the evaluation process, the committee comparatively reviewed salaries of other Oregon community college presidents, and considering the fine performance of President Angstadt, attempted to increase his salary to be comparable to his peers. Sighting difficult economic times and continued reduction of state funding support for community colleges, President Angstadt did not feel comfortable accepting a pay increase. The Board respected his decision and honored his request by making no salary change.

MAIN MOTION

Joseph Zagorski moved, seconded by Tim Johnson, the employment term of President Peter Angstadt be extended to a four-year contract commencing July 1, 2011 and continuing until July 1, 2015. In addition, the contract will include 30 days of sabbatical to be used during the employment contract period.

The motion unanimously carried

11. Old Business

A. Discuss Recent Graduation Ceremonies (TRiO/GED/Commencement)

Pat Ashley congratulated staff on the skillful manner in which all graduation ceremonies were carried out. Board members conveyed their appreciation for the preparation and organization completed by staff for these events.

12. Board Round Table

- Board members discussed their summer schedules.

13. Adjournment – The meeting adjourned at 6:20 p.m.