
Rogue Community College District
Board of Education – August 18, 2015 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 4:00 p.m., Tuesday, August 18, 2015, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), 101 S. Bartlett Street, Conference Rooms 127 and 129, Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Brett Johnson, Claudia Sullivan, Kevin Talbert, and Dean Wendle (via teleconference).

Board member(s) absent: Tim Johnson

3. **Introduction of Guests and Public Comment** – Zachary Malatesta, President, Riverside Campus (RVC) / Table Rock Campus (TRC) Associated Student Government (ASG), and RCC District employees including Peter Angstadt, Kori Bieber-Ebenhack, Roger Friesen, Kirk Gibson, Kevin Hoff, Chris Licata, Deb Murphy, Teresa Rivenes, Curtis Sommerfeld, Lisa Stanton, Denise Swafford and Denise Nelson. There was no public comment.

4. **Presentations** - None

5. **Reports**

- A. **Student Government** – Zachary Malatesta reported ASGRCC representatives have been doing summer training and have also worked on goals for 2015/16. They have developed their own strategic plan using the College plan as a guide. Their plan will be presented to the Board when finalized.

They plan on familiarizing students with frequently used terms/acronyms at the College such as Holland codes, SALT, start strong, or even what a cohort is. They also plan on connecting with new students by attending Welcome Days and speaking in CG 100 classes.

ASGRCC representatives will be attending a retreat at the Menucha Retreat and Conference Center September 8-10 at which Zachary will be presenting five times.

Student Government will host an Ospreys tailgate barbecue.

- B. **Faculty Association** – No report.
- C. **Classified Association** – No report.

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- D.** Faculty Senate – Chris Licata and Deb Murphy distributed (via handout) a detailed report to the Board. Ms. Licata and Ms. Murphy reviewed the report which provided highlights from the group’s meetings/efforts during 2014/15.
- Co-Chairs Tracy Davenport and Chris Licata attended a workshop designed to help colleges use the Community College Survey of Student Engagement (CCSE).
 - Faculty Senate participated in discussions with faculty representatives regarding college programs with the intended outcomes of engaging in peer conversation about program goals and practices.
 - The Senate was involved with task forces regarding the Senate bylaws and mission; online evaluation of instruction; professional dialogues; teaching and learning practices; students (discuss systems from student-centered perspective, share knowledge) and sustainability.
 - Blackboard Community Forum – Blackboard is a tool that allows faculty to add resources for students to access online. Some departments use Blackboard, some don’t use it at all.
 - Institutional Learning Outcomes - Five broad Institutional Learning Outcomes (ILOs) statements were developed by RCC faculty in 2009-2011. They describe characteristics that we hope or expect our students to exhibit by the time they finish a degree or certificate at RCC. Faculty Senate continues to discuss the ILOs and how to engage everyone. (For more information on ILOs - <http://go.roguecc.edu/departments/outcomes-and-assessment/institutional-learning-outcomes-0>.)
- E.** Finance and Audit Committee – Pat Ashley reported the committee met to review the monthly financial statement. The College experienced a 13% decrease in tuition for 2015/16 summer term compared to the same term 2014/15. Tuition revenue projections were updated to include the shortfall.

6. President’s Report

A. Monthly Calendar and College Issues

President Angstadt reported staff is looking at the issue of enrollment which is trending at a decrease of 13%. The College continues to see a decline in the number of credits taken which also stretches out the students’ length of attendance. Statistics show the longer it takes to attain a degree, the more prone a student is to be a non-completer. Peter is aware the U.S. Army is not currently reaching their enrollment targets by 20%. This trend is occurring across Oregon’s community colleges as well, except for the Portland metro area schools.

The free community college initiative has caused a lot of confusion. Communication regarding this needs to improve in order to clarify facts. Dr. Talbert added the

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Oregon Community College Association has worked to ensure attention is paid to students that needs the financial assistance most. The expectation is that the Higher Education Coordinating Commission (HECC) will help target those needs.

B. FTE Report (see file)

7. Foundation and Vice President’s Reports

A. Foundation – President Angstadt reported the Foundation now has office space in Jackson County in the B building of Riverside Campus. He also reported the Foundation recently received a \$300,000 pledge from AllCare for our health professions initiative for which we have raised approximately \$2 million thus far. We probably will restart and revise the fundraising campaign. The State of Oregon will only sell bonds once. The legislature reauthorized our funding for 2015-17 and it can also be reauthorized for the 2017-19 biennium.

The Spears Awards events will be held on Friday, 9/18, Redwood Campus. All Board members are invited to attend, please RSVP to Cindy Harboldt.

The Foundation will be hosting another retiree luncheon in November.

B. Instructional Services – Vice President Kirk Gibson announced he has received the honor of being assigned to a policy advisory group task force related to the Higher Education Coordinating Commission.

- We are hoping to hear soon from the Meyer Memorial Trust regarding our Tech Center proposal in the amount of \$250,000.
- Kirk and Peter met with high school superintendents regarding dual credit/early college (now starting to be referred to as “College for All”). The meeting went well.
- Mr. Gibson is expecting to see an increase in enrollment at the College from area high school students (around 400 to 500 students total).
- Teresa Rivenes, Dean, School of Workforce and College Preparation, was introduced to the Board.
- There has been a recent change with the state’s Pathways leadership which provides us with an opportunity to host the position. RCC’s Pathways, Cooperative Work Experience (CWE) and Articulation Coordinator, Serena St. Clair, Ph.D., is very knowledgeable in this area. The application has been processed for RCC to serve as host. If awarded, this will provide some revenue from the State. Mr. Gibson stated, with this effort, we are giving weight and attention to something we strongly believe in.
- Regarding high school college credit, we are emphasizing the reasons we have decided to remain conservative with how we approve staff to work in programs. When we discussed this with high school superintendents, they

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understood the reasons behind our caution. We've advised the superintendents that if they have instructors we should take a look at, please bring this to our attention and we would be happy to do so. In comparison to RCC, Klamath Community College (KCC) is very small. The number of credits we process is significant and we want to be confident we are not putting students' credits in jeopardy. KCC does work with some of the high schools in our district, but this is primarily related to KCC's agricultural program. It does not add up to a large number of courses or students, and KCC is here with our knowledge.

C. Student Services – Vice President Ebenhack-Bieber distributed a report indicating a timeline of events targeting a specific population such as the deadline for new student orientation, TRiO Student Support Services outreach to Jackson County, the calling campaign for recent Stop Outs, pull campaign for registration, etcetera (see file). Staff will be tracking each step and will follow through with students. She reported that statistics show the last students in are usually the first students out. The goal of our efforts is to stop the downhill slide in enrollment and get near our budget for fall term.

- We will be recruiting 180 students for the new TRiO grant in Jackson County.
- The placement test has been redesigned.
- The new Career Service Center will be very helpful to students.
- The Business department will be working hard to engage student employees.
- Staff are working on changing the RCC web page for registration and will add a splash page in front of the regular page.

Peter mentioned staff are creating concrete tools and building systems that we can use year after year. When this effort started we had 331 students enrolled fall term taking 8 credits or more and it has now grown to nearly 500 students.

Brett Johnson recommended including veterans as a targeted group in this effort.

D. College Services – Vice President Curtis Sommerfeld distributed an informational flyer (see file) directing students to check with the RCC library for textbooks available for loan; check out the bulletin boards in the bookstore for deals on used books, and also check with the RCC library to rent a graphing calculator each term. The goal with this effort is to see what the College can do to help students with resources and costs.

- Online ordering for books will be available on our website soon. The system will include used books. Shipping will be available with UPS pricing.
- Creating a bulletin board where students can post their used books. This is innovative, will be vetted by the book store, and facilitates a good exchange from student to student.
- Entered into a contract with brokerage – some books have electronic version, some don't. Pricing is set by the publisher.
- These efforts will provide a substantial savings to students.

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8. Board Action and/or Information Items

A. Adopt Board Policy V.B.060: Human Resources/Conduct/Discrimination, Harassment and Violence Including Sexual Harassment and Sexual Violence (Title IX)) Second Reading

Ron Fox moved, seconded by Pat Ashley, the Board adopt Resolution No. P96-4/15 approving Board Policy V.B.060 and approving removal of Board policies II.B.010, V.D.070 and the Human Rights Policy.

The motion unanimously carried.

B. Review Board Policy VII.A.030: Determination of Residence for Tuition and VII.A.110 – Administrative Drop Policy (First Reading)

Regarding policy VII.A.030, Pat Ashley suggested simplifying the policy and regarding VII.A.110, she recommended combining paragraphs and improving wording to provide clarity.

C. Authorization to Invest Taxing District Funds – Josephine County

Pat Ashley moved, seconded by Ron Fox, the Board adopt Resolution No. B6-15/16, approving investment fund participation through the Josephine County Treasurer/Tax Collector.

The motion unanimously carried.

9. Board Discussion Items

A. 2014/15 Annual Institutional Assessment Meeting, August 11, 2015

Claudia Sullivan reported she was very impressed with the goal champions who held their feet to the fire during the detailed assessment process. A full report regarding assessment outcomes will be provided to the Board in October. There were no goals that had no progress made toward them. Pat Ashley also attended the meeting and suggested Board members take turns attending this meeting.

B. Special Board Meeting (Retreat) September 24, 2015

Dr. Talbert recapped the primary topics for the retreat (previously mentioned by the Board) include the presidential search, community engagement (do we proceed while conducting the president search?) and the 2015/16 Board Areas of Focus.

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10. Approve Consent Agenda

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

- A. Meeting Minutes**
 - a. June 16, 2015 Board Meeting
 - b. July 8, 2015 Special Board Meeting (Telephonic)
- B. Human Resources – N/A**
- C. Grants – N/A**
- D. Financials**
 - a. Monthly Financial Data Report – July 2015

The motion unanimously carried.

11. Board Committee/Advisory Reports

- A. Jackson/Josephine County Advisory Committees** – President Angstadt advised both committees took a summer break in their meeting schedule as they do each year.
- B. Executive Committee** – Pat Ashley reported the committee met to review and discuss the August Board meeting agenda. President Angstadt talked with the committee about limiting Human Resources department resolutions **to new positions not approved on the annual renewal lists, retirements, and any change requiring Board approval as listed in adopted employee handbooks/contracts.** There being no disagreement from the Board, staff will move forward with this. In addition, on a regular basis and upon receipt from the Human Resources department, Denise Nelson will forward an informative e-mail to the Board titled “Recently Hired/Position Changes and No Longer Employed Lists.” These lists will cover more personnel groups than the Board had been receiving via resolution.
- C. Facilities Committee** – Dean Wendle reported, as noted in the Facilities Report to the Board, the College is processing the Request for Proposals for the heating, ventilation and air conditioning (HVAC) systems at TRC. Pat Ashley asked if we have taken into consideration a possible remodel at TRC. Vice President Sommerfeld indicated he does not believe there would be any waste or redo regarding the new HVAC system is a remodel occurred.
- D. OCCA/OSBA** – Kevin Talbert reported he is in the process of completing the OCCA Executive Director’s evaluation. He requested Board members forward related comments to him.

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E. Ad-hoc Board Subcommittee – Executive Search – Kevin Talbert reported the Board received seven (7) proposals from executive search consulting firms which were scored by each subcommittee member (Kevin, Pat and Dean). Each committee member had the same sequence of the top three (3). The top candidate (firm) was also very clear and the consensus reached identified Gold Hill Associates as the leading company. While on vacation, Dr. Talbert completed the due diligence process of contacting references. In result, Gold Hill Associates were superior with universally positive responses. Jodie Fulton, Contract and Procurement Manager, is working on the contract with Gold Hill Associates. Preston Pulliams, Gold Hill Associates, will join a segment of the 9/24 retreat via teleconference. This completes the work of the Ad-Board Subcommittee for the Executive Search. As Board Chair, Dr. Talbert will serve as Board liaison for the search process.

Kevin Talbert called the meeting into a ten-minute break at 5:50 p.m.

12. Executive Session – Kevin Talbert called the meeting into Executive Session at 6:05 p.m. in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents and ORS 192.660(2)(e) Real Property Transactions and closed Executive Session at 6:30 p.m., bringing the meeting back into an open, public session.

13. Old Business

- Kevin Talbert reminded staff about consulting the Board first regarding identification of possible strategic funds/investments. This is something that needs to be considered and discussed as a Board.

14. New Business

A. Call for Presentations – OCCA Annual Conference – Dr. Talbert recommended providing a presentation at the conference. President Angstadt will look into the possibility of giving a presentation on “Community Colleges – Oregon’s Best Investment.”

B. OSBA Annual Convention – Dean Wendle would like to attend. Expenses for his participation would only consist of registration fee and meals.

15. Roundtable

- Brett Johnson reported his position as Deputy Chief of the Medford Police Department has been keeping him busy. He will make every attempt to attend Board meetings. He enjoys his service on the Board.
- Pat Ashley recently hosted two Britt musicians and their families at her home.

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- Claudia Sullivan thanked the Board for their patience as she gets up to speed as a Board member. She values fellow Board members' experience.
- Ron Fox updated the Board on efforts of Southern Oregon Regional Economic Development, Inc. (SORED), such as the industry tours they are conducting throughout the region. There are funds available to provide complimentary tickets for the tours. He will forward this information to the College when tickets become available.
- Dean Wendle welcomed Claudia Sullivan to the Board.
- Kevin Talbert reported he has joined the board of the Southern Oregon Land Conservancy.

16. **Adjournment** – Kevin Talbert adjourned the meeting at 6:58 p.m.