
***Rogue Community College District
Board of Education – September 16, 2014 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Board Chair Patricia Ashley at 4:00 p.m., Tuesday, September 16, 2014, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Tim Johnson, Kevin Talbert, Dean Wendle and Joseph Zagorski

Board member(s) absent: Brett Johnson
3. **Introduction of Guests and Public Comment** – RCC District employees in attendance: Peter Angstadt, Kori Bieber, Kirk Gibson, Jaimee Harrington, Natalie Herklotz, Anna Manley, Barb McAuley, Sara Moye, Christine Murff, Mary O’Kief, John Osbourn, Linda Renfro, Teresa Schawo, Steve Schilling, Lisa Stanton (arrived late due to Foundation meeting), Carmen Sumner, Denise Swafford, Shannon Wade, Grant Walker, Katie Watson, and Denise Nelson
4. **Presentations** – Certificate of Achievement for Excellence in Financial Reporting – *RCC Budget and Financial Services Department*.

President Angstadt presented the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2013, to Natalie Herklotz, Assistant Director, Budget and Financial Services. This Certificate of Achievement is awarded to RCC for the college comprehensive annual financial report (CAFR) and is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by a government and its management. The CAFR was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure.” This is the 11th *consecutive* year RCC has received this award out of 12 total awards.

Ms. Herklotz accepted the award on behalf of the Budget and Financial Services Department and commented that many employees, including those from other departments, contributed to this process. She specifically recognized Financial Aid, Human Resources, and Payroll employees in addition to RCC Programmers. Teresa Schawo, Senior Accountant, also thanked those involved for their efforts.

5. **Reports**
 - A. Student Government – No report (Peter noted that fall term begins September 29)
 - B. Faculty Association and Faculty Senate – No reports (Faculty returns September 22)
 - C. Classified Association – No report

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6. President's Report

A. Monthly Calendar and College Issues (see file)

- As requested by the Board, Peter will be providing updates on specific items that correspond to the President's priorities.
 - Foundation – Judy and a selection committee are beginning interviews of four internal candidates for the position of Assistant Director.

Jackson County Commissioners have asked us to return to their 9/23 work session to discuss the Flex Tech and Health Sciences initiatives.

Presented updates on both initiatives to the Central Point City Council meeting. Met with City of Central Point and discussed the benefits of being in an urban renewal district. Continuing to evaluate the use of new market tax credits.

Have made a specific funding request to Asante.

- Appreciative Inquiry – The Board will meet on October 9 for a special Board meeting (work session). This topic will be discussed.
- Strengthening Partnerships w/ Regional Universities – Peter plans to contact President Maples and President Saigo once fall term is underway.

B. FTE Report

- A decrease of approximately 9.5% at the end of summer term.
- Anticipate fall term collections to be down 10%.
- Student Services initiated a “call campaign” to contact students by telephone and will continue this effort.

C. Grant Status Report

- RCC has a Grants Team and a proactive process to encourage staff to apply for grants. To help identify specific need for grant funding, Vice Presidents, and Department Heads are interviewed. In addition, staff reach out to the college community to help identify need. A list of grant priorities is established. Grant research is completed with the help of student employees. Peter commented there is a large return on investment.

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7. Vice President’s Reports

A. Vice President Bieber distributed the definition of student success as developed at the 2013 Board Retreat (see file). As the 2015-2019 strategic planning process begins, the Vice Presidents wanted to provide this information to the Board once again. She acknowledged the Board would like to be more involved, informing and participatory in the strategic planning process. The Strategic Planning Ad-Hoc Committee met on September 9th. Pat Ashley served as Board representative. It has been agreed to that the college mission, vision, core values and core themes will remain the same. New strategic goals will be developed. As related to timing, the strategic planning process will need to fit into the budgeting process. Pat Ashley reminded everyone that the October 9 half-day work session will cover strategic planning and community engagement.

8. Board Action and/or Information Items

A. “College for All” Conference, October 23-24, 2014

President Angstadt reported RCC will have two employees in attendance at this conference, Steve Schilling, Dean, School of Science and Technology and Katie Wicks, Admission Recruiter. Board members will not be attending the conference, however, requested to receive a report from staff upon return. No action taken.

B. Approve Board Participation – OCCA Annual Conference, November 5-8, 2014

Tim Johnson moved, seconded by Joseph Zagorski, the Board adopts Resolution No. P26-14/15 approving the participation of Pat Ashley, Ron Fox, Kevin Talbert, Dean Wendle and Joseph Zagorski at the November 5-8, 2014, OCCA Annual Conference.

The motion unanimously carried.

C. The “Promise of Oregon” Campaign

Dean Wendle explained the Promise of Oregon is a public education support campaign that aims to create public support for K-14 education to help meet the State of Oregon 40-40-20 goals and lifting student achievement and graduation rates. The campaign will advocated during the 2015 legislative session for funding levels necessary for Oregon’s students to compete in the 21st century economy.

Ron Fox requested the addition of a cover letter from Peter indicating the Board approved the resolution in favor of the Promise of Oregon campaign.

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Kevin Talbert moved, seconded by Joseph Zagorski, the Board adopts Resolution No. P27-14/15, pledging to join and support the efforts of the Promise of Oregon campaign to ensure that Oregon’s lawmakers continue to prioritize investments to improve the educational outcomes for Oregon’s greatest natural resource: our children.

The motion unanimously carried.

9. Board Discussion Items

A. 2015-2019 Strategic Planning Ad-Hoc Committee Meeting

Pat Ashley reported committee discussion included simplification of language when developing the plan and stating definitive goals vs. broad goals.

B. 2013-2014 Board Self-Evaluation Outcomes/Action Plan

Pat Ashley reviewed the action plan:

1. Find other community colleges leading with creative bold ideas
2. Begin the Community Engagement process
3. Detailed discussion of strategic plan – will do this on October 9 (work session)
4. Balance fundraising with heart of mission
5. Restructure board meeting order of agenda – in process

Should community outreach including testing of current ideas? The earliest we could begin this would be March/April.

C. 2013-2014 Board Areas of Focus – No discussion

D. Rogue at 50: Community Engagement – This topic will be discussed at the October work session.

E. October 9, 2014 Board Work Session

Ms. Ashley requested input regarding the structure of the work session. The Board decided to have someone facilitate the meeting. Denise Nelson will research possible facilitators.

Regarding the community engagement process, Kevin Talbert envisioned engaging someone for a few years to guide the Board through this process (i.e., Clackamas Board of Education had Shelly Parini). It was determined that staff will research this and report back to the Board.

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F. Time and Place of Board Meetings

Board members discussed rotating meetings per campus. Ms. Ashley voiced concern regarding the parking challenges at the Higher Education Center and suggested meeting at Redwood and Table Rock Campuses during peak periods and the Higher Education Center during summer (as an example). The majority of Board members like the current rotation per campus.

Board members discussed the meeting time. It was determined the meeting time works for the majority and if needed, the order of agenda can be changed to accommodate Board member involvement with action items.

10. Consent Agenda

Tim Johnson moved, seconded by Kevin Talbert, the Board approve the consent agenda as presented.

- A. Meeting Minutes**
 - a. August 19, 2014 Board Meeting Minutes

- B. Human Resources**
 - a. Part-Time Exempt/Professional, Foundation Coordinator, Extended Fixed-Term Contract, Robyn Martin
 - b. Full-Time Faculty, Diesel Technology Instructor, Theodore Daw
 - c. Full-Time Exempt, Special Projects Coordinator – CHWET Grant, Sarah Walker
 - d. Full-Time Faculty, Health, Physical Education and Recreation Instructor, Rhonda Misner

- C. Grants – None**

- D. Financials**
 - Monthly Financial Data Report – August 2014

The motion unanimously carried.

11. Board Committee/Advisory Reports

- A. Jackson/Josephine County Advisory Committees** - Peter met with both committees and primarily discussed the Allied Health and Flex Tech initiatives.

- B. Executive Committee** – Pat Ashley and Kevin Talbert participated and reviewed the September Board meeting agenda and discussed community engagement and the upcoming OCCA annual conference.

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- C. Facilities Committee** – Dean Wendle and Joseph Zagorski participated and were taken on a tour of the Redwood Campus which gave them the opportunity to view the water tanks (one is leaking). The underground valves were located. Staff are attempting to get AT&T (cell tower) for locator needs prior to repairing underground valves. Discussion occurred regarding possible options to repair tank.
- D. Finance and Audit Committee** – Tim Johnson and Dean Wendle participated in the committee meeting held just prior to this Board meeting. The committee reviewed the monthly financial report. No deficiencies were found. Projections indicate decrease in revenue tuition and ending fund balance, however, it is still early in the fiscal year. President Angstadt reported they will be watching this very closely. Kevin Talbert added this trend seems to be occurring statewide.
- E. Foundation** – Judy Basker reported the Foundation Finance and Investment Committee met this afternoon. Lisa Stanton, RCC Chief Financial Officer, attended. Committee members recommended developing a spending policy.

Upon completion of the Assistant Director interviews, additional permanent staff will be hired. Having entered her 16th week with the Foundation, Ms. Basker stated she was very appreciative of the positive support she is receiving.

Four new Board members will be added to the roster on September 24 including Ron Goss, Director, RCC Small Business Development Center. She is hoping to add an additional four Board members in December.

Kori Bieber agreed to lead the internal Rogue Hero fundraising campaign.

Dr. Zagorski discussed the importance of every Board member contributing to the Foundation.

Ms. Basker reported she will be joining a rotary club in Jackson County and will be dedicating two days per week in Jackson County once office space is arranged.

- F. OCCA/OSBA** – Dr. Talbert reported the Higher Education Coordinating Commission (HECC) has pledged to work collaboratively with community colleges. James Sinks has been hired at the Communications Director for OCCA. It is nice to have this position filled at OCCA to keep everyone well informed. There are still many undetermined issues, including HECC's budget.

Dean Wendle will attend the OSBA fall regional meeting in Medford. OSBA Board candidates for the southern Oregon region will be in attendance. If a candidate would like to speak at an RCC Board meeting, he/she will contact us.

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12. Executive Session – None

13. Old Business

A. Spears Awards Event – Dean Wendle commented that he has been attending Spears Awards events for many years now, and he believes the event this year was by far the best one. Many people had the opportunity to view the Redwood Campus science building (in need of update). A positive response was received by all. President Angstadt commended Cindy Harboldt for taking the lead on this project and thanked the many volunteers who donated their time to make this event possible.

B. OCCA Annual Board Training Session, Silverton, OR – Dr. Zagorski reported that RCC had the largest representation at the meeting. RCC Vice Presidents attended in addition to Board members and President Angstadt. Chart notes will be distributed by OCCA and Peter will forward to Board members. Participants agreed it was a very good training session and Board members valued the conversations with Peter and the Vice Presidents.

14. New Business – Dr. Talbert asked about what the college will do if marijuana is legalized? Vice President Bieber responded that procedures are already in place.

Ron Fox asked about the default rate? Staff responded this has decreased to 25%. RCC is Oregon’s top rated – most engaged student body – with the SALT program (non-profit-backed resource that helps students take control of their finances and student loans.

Note: Tim Johnson left the meeting at 6:05 p.m.

15. Board Round Table

Pat Ashley offered an invitation to attend a meeting with Kevin Talbert in support of his campaign for the position of Jackson County Commissioner.

Kori Bieber reported the Rogue Valley Commuter Line between Grants Pass and Medford has been wildly successful to date.

16. Adjournment

Pat Ashley adjourned the meeting at 6:15 p.m.

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