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***Rogue Community College District***  
***Board of Education – February 17, 2015 Special Meeting Minutes (Work Session)***

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1. **Call to Order** – The special meeting of the Rogue Community College (RCC) Board of Education (Board) was called to order by Pat Ashley, Chair, at approximately 1:20 p.m., Tuesday, February 17, 2015, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), 101 S. Bartlett St., rooms 127 and 129, Medford, Oregon. Due notice was given.
2. **Determine Presence of a Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Brett Johnson, Tim Johnson, Kevin Talbert, Dean Wendle and Joseph Zagorski (via Skype).
3. **Introduction of Guests** – District employees in attendance included Peter Angstadt, Kori Bieber-Ebenhack, Jodie Fulton, Kirk Gibson, Curtis Sommerfeld, Lisa Stanton, Denise Swafford, Grant Walker and Denise Nelson
4. **Overview and Purpose of Work Session** – Pat Ashley indicated this work session is being held for the following purpose(s):
  - A. Discuss 2015/16 District Budget Scenarios
  - B. Discuss Request for Proposals – Community Engagement Consultant
  - C. [Time Permitting] Review 2015 Legislative Session (to date)
5. **2015/16 Budget Scenarios**
  - A. Update – Proposed 2015-17 Biennium Community College Support Fund

Lisa Stanton, Chief Financial Officer and Curtis Sommerfeld, Vice President of College Services/Chief Information Officer, electronically displayed a budget worksheet via the smart classroom technology/LCD projector. The worksheet allowed Board members and staff to suggest a variety of variables/budget scenarios. As an example, the worksheet provided Board members the opportunity to view budget scenarios depending upon different funding levels from the state.
  - B. Questions and Answers – The electronic worksheet was used to discuss a variety of budget scenarios/variables and questions were asked throughout this segment of the work session. Board members thanked Ms. Stanton and Mr. Sommerfeld for their assistance with providing the budget scenarios worksheet.
6. **Break** – Pat Ashley called for a break from 2:55 p.m. to 3:10 p.m. and it was also decided that Board members would take time to read the Community Engagement Consultant Request for Proposal (RFP) individually during this time instead of reviewing it together as a group. Copies were distributed (see file).

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**7. Request for Proposals (RFP) – Community Engagement Consultant**

**A. Review Proposed Timeline – Community Engagement Consultant RFP**

Grant Walker, Director of Marketing and Recruitment, and Jodie Fulton, Contract and Procurement Manager, reviewed the proposed timeline (see page 4). Board member Tim Johnson will serve on the consultant selection committee.

**B. Review and Discuss Draft RFP – Community Engagement Consultant**

Mr. Walker directed Board members to page 7 and reviewed the “Proposal Description and Requirements.” Phases 1-4 of the Project Scope of Work (pages 8 and 9) were discussed. Dr. Talbert indicated this did not capture what he understood the Clackamas model to be. The concept was to create engagement and interaction with the community in addition to addressing the college image. Dean Wendle agreed about the Clackamas model and added the concept is to reach out to community members to ask their thoughts about the College.

Mr. Walker advised that research to be conducted in Phase 1 serves both projects (community engagement and marketing needs). It was recommended to add verbiage to the RFP indicating phases could overlap. It was also suggested to that add experience in the Rogue Valley is preferred.

After further discussion regarding the draft RFP, Pat Ashley suggested Kevin Talbert and Dean Wendle work with Mr. Walker to revise and finalize the document while working within the proposed timeline. They agreed to do so.

**8. 2015 Legislative Session Update [Time Permitting] (President Angstadt)**

It was determined this topic would be discussed during the regular Board meeting at 4:00 p.m. (immediately following this work session).

**9. Adjournment** – Pat Ashley adjourned the work session at 3:50 p.m.