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*Rogue Community College District  
Board of Education – February 18, 2014 Meeting Minutes*

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1. **Call to Order** – Kevin Talbert, Vice Chair, called the Rogue Community College (RCC) Board of Education (Board) meeting to order at approximately 4:00 p.m., Tuesday, February 18, 2014 at the RCC/SOU Higher Education Center, 101 S. Bartlett, Rooms 127 and 129, Medford, OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was presented including Pat Ashley, Ron Fox, Brett Johnson, Tim Johnson, Kevin Talbert and Dean Wendle (via teleconference). Absent: Joe Zagorski
3. **Introduction of Guests and Public Comment** – Liela Forbes, Redwood Campus (RWC) Associated Student Government (ASG), and RCC District employees including Peter Angstadt, Sam Battrick, Kori Bieber, Margaret Bradford, Rena Denham, Kirk Gibson, Rich Kirk, Tom Miller, John Osbourn, Linda Renfro, Curtis Sommerfeld and Denise Nelson.

There was no public comment.

4. **Presentations**

- A. Distance Education – Vice President Kirk Gibson introduced Rich Kirk, Director, Instructional Media and Sam Battrick, Instructional Design Specialist.

Mr. Kirk retired from the college June 2013 and is currently working through his post-retirement transition year. He has worked at RCC for over 16 years and has been very involved with the growth of distance education at our institution. He mentioned the college is currently experiencing a transition in course management software. Faculty members are being trained on the new system. The transition will take some time to complete.

Mr. Battrick displayed a power point presentation via electronic visual equipment (see file). They reported that distance learning classes currently make up 23% of RCC's FTE. These students do not physically come to the college for class. The top four reasons students enroll in an online course at RCC are as follows:

1. Class schedule
2. Work schedule
3. Family obligation
4. Prefer online classes

76.86% of distance learning students earn productive grades (A, B or C) compared similarly to 80.75% of students attending classes face-to-face. 45.7% of distance learning students would not have been able to enroll in their selected course if it had only been offered on campus.

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The retention center of the online course management software is consistently running in the background and updates data. It runs alongside the class roster so that student risk data can be accessed at any time regarding missed deadlines, lower than average grades, course activity levels (clicks) and course access (logins). This ability comes with the software so faculty members do not have to set anything up.

There is no difference in the funding metrics between an online student and a student attending on campus. Instructors can gain more data easily with course management software.

Board members thanked Rich and Sam for their work with distance learning and wished Rich well as he ends his post-retirement transition year.

**5. Committee/Advisory Reports**

**A. Faculty, Student, Classified, Faculty Senate Reports**

Faculty – Paul Fisher provided a written Faculty Association report to the Board in advance of the meeting (see file).

Student – Bob Floyd, President, ASG-RWC, provided a written report to the Board in advance of the meeting (see file). Liela Forbes, ASG-RWC representative, was in attendance and reported the Southern Oregon College Student Leadership Summit, to be hosted by RCC-ASG, had to be cancelled. Registration was low due to weather and travel conditions.

Student government has received several inquiries about the new wireless access policy. Students are questioning how much access to personal devices this allows RCC. Curtis Sommerfeld, Vice President College Services, invited Liela to contact him directly regarding this.

Emmy Hall, ASG-RWC Director of Activities, put together a scholarship information packet and organized a two-day event to make this information available to students and to explain the process. To date, more than 500 packets have been distributed.

The Red Cross Blood Drive, coordinated by Skyler Westra, ASG-RWC Director of Health and Wellness, was a great success. The Red Cross set a collection goal of 35 pints and the amount collected totaled 46 pints.

Classified – None

Faculty Senate – None

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- B. Jackson County Advisory Committees** – President Angstadt met with Jackson County Advisory Committee members and primarily discussed fundraising projects. Josephine County Advisory Committee did not meet this month.
- C. Board Executive Committee** – The committee met and discussed the February Board meeting agenda and staff changes at the Foundation.
- D. Board Self-Evaluation Committee** – Joseph Zagorski and Pat Ashley would like to distribute the evaluation in April and review/discuss the results (possibly in May) when all seven Board members can be in attendance.
- E. Facilities Committee** – A written report was distributed prior to the Board meeting (see file). 2013/14 capital projects are being completed at Riverside Campus
- F. Finance and Audit Committee** – Tim Johnson attended the Finance Committee meeting just prior to the Board meeting. He reported on the following items:
- Page five of the financial statement reflects a surplus of approximately \$2.9 million in reserve
  - The recommendation of not increasing tuition and fees will be discussed later in the meeting (see agenda item 7.A and 7.B)
  - There were no surprises/no significant finding when reviewing the financial statement
- G. Foundation Report** – Pat Ashley reported the Foundation is currently in need of scholarship readers. She encouraged Board members to attend and to bring their significant other. Ron Fox and Dean Wendle did not receive invitations regarding these events.
- H. Oregon Community College Association (OCCA)/Oregon School Board Association (OSBA) Reports** – Dean Wendle and Kevin Talbert provided the following report:
- There's a bill in process at the Legislature to give all Oregon high school graduates two years free at a community college. The bill requires the Higher Education Coordinating Commission (HECC) to study the idea and report back later this year.
  - A bill and amendments are under consideration that would require Higher One and similar companies to provide students with a schedule of fees and information on how to avoid them. One amendment would prohibit Higher One from charging debit card swipe fees. Higher One is a financial services company founded by three college students while they were still in school in 2000. Higher One provides refund management and payment services to higher education institutions through a card-based solution.

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- Andrea Henderson, OCCA Executive Director, anticipates the health care coverage bill for part time faculty employees will not progress any further during this session. It might be back during the regular legislative session.
6. **Consent Agenda** – Tim Johnson moved, seconded by Pat Ashley, the Board approves the consent agenda as follows:
- A. Meeting Minutes
    - a. December 17, 2013 Board of Education Meeting
  - B. Human Resources - None
  - C. Grants
    - a. New Grant (Correction)
      - 1. ECE – VES
  - D. Financial
    - a. Monthly Financial Data Report – January 2014

**The motion unanimously carried.**

7. **Action/Information Items**

**A. Approve 2014/15 Tuition (First Reading)**

The 2014/15 tuition recommendation reflects zero increase over last year. President Angstadt added that community colleges received extra funding last session in order to minimize any additional student expense. While the recommendation of no increase is consistent with the Legislature, staff has also considered the good financial condition of the college.

**B. Approve 2014/15 Fees (First Reading)**

Same comments as 7.A – no proposed increase. The recommendation for no increase to tuition and fees is supported by the Board and a suggestion was made to distribute a press release regarding this. President Angstadt commented this is something the marketing department will take of.

**C. Discuss March 11, 2014 Special Board Meeting, Guest Speaker – Shelly Parini, Dean of Advancement, Clackamas Community College**

Shelly Parini will be providing a special presentation to the Board regarding an appreciative inquiry model developed by Ms. Parini titled “Imagine Clackamas.” The meeting will be held at the RCC/SOU Higher Education Center. Denise will confirm that a quorum of Board members will be in attendance.

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**D. Review Achievement Compact Outreach Plan**

Vice President Gibson distributed the Achievement Compact Committee Plan in advance of the Board meeting (see file). He commented this plan is specific and straightforward. As the state directive indicates, community members, faculty, staff and students will be involved in the development process.

**E. Review 2014 Winter Term – Strategic Plan Report**

A request was made to identify the acronym “BHC” which means, Basic Healthcare Certificate. Board members commented they liked the format of this report.

**8. Board Discussion Items**

**A. 2013/14 RCC Board of Education- Areas of Focus**

Board members are excited about the opportunity to discuss the appreciative inquiry model with Shelly Parini, Clackamas Community College. This is directly related to the Board’s Area of Focus to engage in dialogue with RCC key stakeholders through regionally centered outreach efforts. Pat Ashley asked for a listing of Chamber of Commerce in the southern Oregon region. Margaret Bradford has such a list and will forward it to Denise Nelson for distribution to the Board.

**B. General Discussion**

Pat Ashley would like to forge relationships with local K-12 schools. She asked if Kirk would be able to help the Board with this. Kevin Talbert commented the issue of building relationships with K-12 is being discussed at many meetings – OCCA Board meetings, subcommittee meetings, OSBA meetings, K-12 schools, and when community colleges get together. This thought is definitely mirroring the discussions currently taking place around the state. Peter added that Kirk meets with the Southern Oregon Education Service District (SOESD) on a regular basis. Dr. Talbert mentioned he is hearing about the possibility of regional compacts. Informational meetings might be held on this topic.

**9. Administration Information Items**

**A. President’s Monthly Report**

- Peter has been working with Denise Swafford and Cindy Harboldt to keep the campaign moving forward.
- A man allegedly assaulted a woman in RCC’s Riverside Campus B Building last Thursday night. Staff worked on distributing emails to students. The system is old and on its last leg. RCC will be getting a new system hosted by Microsoft. We will have a student meeting on 2/27.

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- A press release was distributed regarding pest control management specialists completing work at Redwood Campus. The college is considering bringing neutered cats to the campus in an effort to naturally control pests. Dean Wendle thanked Peter for distributing information regarding the alleged assault and the pest management situation.
  - Peter met with Bruce Laird, former regional representative for Business Oregon, to discuss the possibility of using new market tax credits for the allied health project. Peter contacted Karen Smith, OCCA attorney, regarding this and responded that the new market tax credits can be used as match for our project. Denise Nelson is in the process of scheduling a more detailed session with Bruce to discuss the facts of this idea.
- B.** FTE Report (see file) – FTE count reflects a decrease of 4%. Overall, the college has seen a net income gain of \$600,000 over a four year period.
- C.** Student Success Report – (see file) Vice President Bieber distributed the Developmental Education Participation Rates and Outcomes of Oregon Public High School Students at RCC report as prepared by the Oregon College and Career Readiness Research Alliance through Regional Educational Laboratory (REL) at Education Northwest. Kori and Kirk Gibson explained how this report ties into the “progress” component of RCC’s definition of student success with information about students making progress toward 15 college credits in a year. It also ties into RCC’s achievement compact with information regarding students enrolled in developmental education. Kirk receives REL reports through the Council of Instructional Administrators. He likes this report because it is specifically focused on RCC. He also mentioned the college is talking about implementing a college success course. Data suggests this should be a 1 credit course. Board members thanked Kori and Kirk for sharing this report.
- D.** Faculty Senate Meeting Notes (see file) – Meeting notes were distributed to Board members for review in advance of the meeting.
- E.** Chinese International Program Update - Kori Bieber reported she is working with Kirk and Linda Renfro to build two tracks for international students. These courses will be a summer bridge course and also a traditional transfer track.

Kevin Talbert called for a five-minute break at 5:34 p.m.

- 10.** Kevin Talbert called the meeting into executive session per ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents and ORS 192.660(2)(h) Legal Counsel at 5:39 p.m. and adjourned the executive session at 6:05 p.m.

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**11. Old Business**

**A. Review of January 30, 2014 Southern Oregon Business Conference**

Ron Fox was very pleased with the conference. Pat Ashley agreed and complimented Mr. Fox for his efforts thought his work at SOREDI. She also commended Kirk Gibson, Bill Jiron and Brandon Bretl for their good work.

**B. Review of February 6-7, 2014 Student Success and Retention Conference**

Pat Ashley and Kevin Talbert attended. They commended Kori Bieber for her work coordinating the conference, and also the work of her staff. It was good to see a number of RCC employees in attendance. They set a very good example for our institution.

**12. New Business**

**A. President's Evaluation Committee**

As Vice-Chair of the Board of Education, Kevin Talbert will serve as Chair of this committee. Pat Ashley and Joe Zagorski will also serve on the committee and will meet to discuss thoughts and ideas for the evaluation process.

**13. Board Round Table - None**

**14. Adjournment** – The meeting adjourned at 6:12 p.m.

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