



Monthly Financial Data
April 30, 2024

Prepared for: RCC Board of Education
Rogue Community College
3345 Redwood Highway
Grants Pass, OR 97527

Rogue Community College

Executive Financial Summary

For the Period July 1, 2023 through April 30, 2024

Audit

The College has received a clean audit opinion for 2022/23. The 2022/23 Annual Comprehensive Financial Report (ACFR) was submitted to the Government Finance Officers Association (GFOA) for consideration to receive the Certificate of Achievement for Excellence in Financial Reporting. A copy of the ACFR is available at <https://web.roguecc.edu/audit>.

Looking forward, the College is gearing up for a major shift in our systems - we're moving from RogueNet to Jenzabar over the summer months. The timing of our 2023/24 ACFR (Annual Comprehensive Financial Report) and our monthly financial reporting will be impacted as follows:

- The ACFR will be presented at the January Board meeting.
- The July, August, and September financial reports will be combined into a quarterly report and presented at the October meeting.

Budget

The Board of Education adopted the 2023/24 annual budget and associated property tax levies on June 20, 2023. Budget information is available at <https://www.roguecc.edu/operations/budget.asp>.

The 2024/25 proposed budget will be presented to the District Budget Committee on May 21, 2024. A total of five (5) college-wide budget forums were held between January and May 2024. Budget information is available at <https://www.roguecc.edu/operations/currentBudgetDev.asp>.

Investments

Currently, the College holds most of its cash in the Oregon Local Government Investment Pool (LGIP). The annualized yield for the LGIP is 5.2%. The Treasury staff determine this rate based on market conditions and yield for fixed income securities such as government and corporate bonds. The College manages its cash balances to maximize interest while maintaining compliance with allowed LGIP balance limits.

General Fund

Tuition and Fee Revenue

The adopted tuition and fee budget of \$12.7 million was developed assuming a 2.5% increase in tuition bearing credits when compared to the prior year. Tuition and fee revenue through spring term is \$14.6 million, or 115 % of the adopted budget. This is 15% more than expected. Overall, general fund tuition revenue is projected to be \$14.6 million, \$1.9 million more than the original budget.

State Appropriations

The state appropriations budget of \$9.2 million was developed using a community college support fund (CCSF) appropriation of \$748 million. However, the community college budget bill (HB 5025) was passed and signed by the Governor committing a funding level of \$800 million for the 2023-25 biennium. The College's percentage of the overall state appropriation for 2023/24 is 2.8%; the same as the prior year. Based on updates from the Oregon Higher Education Coordinating Commission (HECC), we are anticipating RCC's allocation will be \$1.6 million more than budgeted.

Rogue Community College
Executive Financial Summary
For the Period July 1, 2023 through April 30, 2024

General Fund (Continued)

Property Taxes

Property tax revenue is budgeted at \$16.9 million. Through April the College has received 91.9%, or \$16.3 million, of the imposed levies. The College has also received \$380,900 from prior year levies. Overall, property tax revenue is projected to be \$17.1 million, approximately \$200,000 higher than the original budget.

Expenses

Expenses by function, by type, are presented on page 5. The College has spent 69.2% of original budget as of April 30th. Overall expenses are not expected to exceed budget.

Fund Balance

The 2023/24 adopted beginning fund balance is \$10.8 million. The beginning fund balance for 2023/24 is \$11.4 million, which is \$569,600 more than the original budget.

The 2023/24 ending fund balance is projected to be \$12.2 million; \$801,700 more than beginning fund balance.

Community and Workforce Development Fund

Tuition and Fee Revenue

The adopted tuition and fee budget for the Community and Workforce Development Fund is \$695,900. Tuition and fee revenue through spring term is \$919,300, or 132.1% of the adopted budget. Overall, tuition revenue is projected to be \$919,300, \$223,400 more than the original budget. The demand for Workforce offerings has increased which is reflected in the growth of Commercial Truck Driver Training and other offerings provided for our community partners, including Water School and Arial Operator. Driver Education is beginning to realize growth with the addition of qualified ODOT instructors.

Expenses

Expenses by function, by type, are presented on page 6. The College has spent 49.8% of original budget as of April 30th. Overall expenses are not expected to exceed available resources, including beginning fund balance, for the fiscal year.

Fund Balance

The 2023/24 adopted beginning fund balance is \$276,800. The beginning fund balance for 2023/24 is \$334,000. This equates to an increase of \$57,000 in beginning fund balance.

The 2023/24 ending fund balance is projected to be \$694,800, \$360,800 more than beginning fund balance.

Entrepreneurial Fund

The combined statement is presented on page 7; detailed statements by type of activity may be found in Appendices A - B on pages 16-17.

Rogue Community College
Executive Financial Summary
For the Period July 1, 2023 through April 30, 2024

Entrepreneurial Fund (continued)

Entrepreneurial Activity (Appendix A)

Revenue

Nursing Assistant activity is now reflected in the Community and Workforce Development Fund. Other revenue for this activity is primarily transfers in from the General Fund.

Expenses

Entrepreneurial activity has spent 22.2% of original budget as of April 30th. Overall expenses are not expected to exceed available resources, including beginning fund balance, for the fiscal year.

Fund Balance

The 2023/24 adopted beginning fund balance for entrepreneurial activity is \$433,800. The beginning fund balance for 2023/24 is \$462,900, \$29,000 more than budgeted.

The 2023/24 ending fund balance is projected to be \$534,000, \$71,000 more than beginning fund balance.

STEP Activity (Appendix B)

Revenue

Other entrepreneurial activity revenue is based upon reimbursable time and effort related to SNAP Training and Employment Program (STEP) activity. The 2023/24 projected reimbursement is \$184,500. STEP is billed on a quarterly basis.

Expenses

STEP activity has spent 18.5% of original budget as of April 30th. Overall expenses are not expected to exceed available resources for the fiscal year.

Fund Balance

The 2023/24 adopted beginning fund balance for STEP activity is \$404,300. The beginning fund balance for 2023/24 is \$405,100, which is \$800 more than budgeted.

The 2023/24 ending fund balance is projected to be \$423,800 (assuming unspent contingency), \$18,700 more than beginning fund balance. The net increase reflects the use of new STEP Expansion grant funds instead of reinvestment funds.

Renewal and Replacement Fund

Tuition and Fee Revenue

The adopted fee budget for the Renewal and Replacement Fund is \$653,000. Tuition and fee revenue through spring term is \$758,300, or 116.1% of the adopted budget. This is 16.1% more than expected. Overall, revenue is projected to be \$758,300, \$105,400 more than the original budget.

Expenses

Expenses by function, by type, are presented on page 8. The College has spent 46.3% of original budget as of April 30th. Overall expenses are not expected to exceed available resources, including beginning fund balance, for the fiscal year.

Rogue Community College
Executive Financial Summary
For the Period July 1, 2023 through April 30, 2024

Renewal and Replacement Fund (Continued)

Fund Balance

The 2023/24 adopted beginning fund balance is \$2.7 million. The beginning fund balance for 2023/24 is \$3.0 million, which is \$303,000 more than the original budget.

The 2023/24 ending fund balance is projected to be \$2.4 million, \$621,300 less than beginning fund balance.

Contract and Grant Fund

A list of active grants has been updated as of April 30, 2024. The report may be found at: <https://www.roguecc.edu/businessOffice/PDF/activeGrantReport.pdf>.

**ROGUE COMMUNITY COLLEGE
GENERAL FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>June 30, 2024 Projected</u>	<u>Better (Worse) vs Original Budget</u>
Revenues:					
State Sources	9,162,461	9,162,461	10,776,638	10,776,638	1,614,177
Local Sources	16,897,387	16,897,387	16,548,719	17,095,859	198,472
Tuition and Fees	12,704,924	12,704,924	14,624,096	14,612,695	1,907,771
Other Revenue Sources	1,739,032	1,739,032	2,603,092	3,146,494	1,407,462
Total Revenues	40,503,804	40,503,804	44,552,546	45,631,686	5,127,882
Expenditures:					
Instruction					
Personnel	11,499,987	12,469,637	8,916,450	12,578,751	(1,078,764)
Other Personnel	4,062,483	4,098,983	3,115,638	3,891,286	171,197
Materials and Services	681,004	699,911	449,942	612,904	68,100
Capital	6,174	9,018	5,800	6,174	-
Total Instruction	16,249,648	17,277,549	12,487,831	17,089,114	(839,466)
Instructional Support					
Personnel	2,216,432	2,198,190	1,831,000	2,267,236	(50,804)
Other Personnel	1,164,354	1,164,354	903,865	1,091,238	73,116
Materials and Services	767,464	773,464	511,537	745,904	21,560
Capital	23,623	23,623	21,839	23,623	-
Total Instructional Support	4,171,873	4,159,631	3,268,241	4,128,001	43,872
Student Services					
Personnel	3,913,359	3,625,118	3,015,167	3,704,737	208,622
Other Personnel	2,525,433	2,556,615	1,901,249	2,395,773	129,660
Materials and Services	845,066	891,066	540,000	776,439	68,627
Total Student Services	7,283,858	7,072,799	5,456,416	6,876,948	406,910
Community Services					
Personnel	123,022	105,962	89,979	110,013	13,009
Other Personnel	74,810	74,810	55,642	67,671	7,139
Materials and Services	69,223	69,223	23,514	56,069	13,154
Total Community Services	267,055	249,995	169,135	233,753	33,302
College Support Services					
Personnel	4,513,071	4,066,579	3,483,725	4,333,177	179,894
Other Personnel	2,512,116	2,435,934	1,772,752	2,210,779	301,337
Materials and Services	5,254,011	5,290,549	4,469,342	4,830,056	423,955
Capital	32,141	-	-	-	32,141
Total College Support Services	12,311,339	11,793,062	9,725,819	11,374,013	937,326
Plant Operations/Maintenance					
Personnel	1,585,128	1,443,678	1,245,672	1,518,199	66,929
Other Personnel	982,072	982,072	728,136	882,106	99,966
Materials and Services	1,979,471	1,979,471	1,318,040	1,745,287	234,184
Capital	44,629	44,629	16,000	44,629	-
Total Plant Ops/Maintenance	4,591,300	4,449,850	3,307,847	4,190,221	401,079
Contingency	1,000,000	843,337	-	-	1,000,000
Reserved for Future Expenditures	4,538,148	4,538,148	-	-	4,538,148
Total Expenditures	50,413,221	50,384,371	34,415,290	43,892,050	6,521,171
Revenues Over (Under) Expenditures:					
Other Financing Sources (Uses):					
Transfers In	637,258	637,258	621,247	637,258	-
Transfers Out	(1,559,450)	(1,588,300)	(1,575,237)	(1,575,237)	(15,787)
Total Other Financing Sources (Uses):	(922,192)	(951,042)	(953,990)	(937,979)	(15,787)
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(10,831,609)	(10,831,609)	9,183,266	801,658	11,633,267
Fund Balance, Beginning of Year	10,831,609	10,831,609	11,401,239	11,401,239	569,630
Fund Balance April 30, 2024	-	-	20,584,505	12,202,897	12,202,897

Tuition and Fee Revenue by Term

	Summer	Fall	Winter	Spring	Total
Projected	-	-	-	-	-
Actuals as of 5/7/2024	1,239,129	4,597,182	4,441,708	4,334,677	14,612,695
Current Projection	1,239,129	4,597,182	4,441,708	4,334,677	14,612,695
Original Budget	1,143,443	3,938,526	3,811,477	3,811,477	12,704,924
Better(worse)	95,685	658,655	630,230	523,200	1,907,771

**ROGUE COMMUNITY COLLEGE
COMMUNITY AND WORKFORCE DEVELOPMENT FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	Original Budget	Current Budget	April 30, 2024 Actual	June 30, 2024 Projected	Better (Worse) vs Original Budget
Revenues:					
State Sources	59,430	59,430	-	90,720	31,290
Tuition and Fees	695,911	695,911	832,335	919,348	223,437
Other Revenue Sources	200,000	200,000	3,078	-	(200,000)
Total Revenues	955,341	955,341	835,413	1,010,068	54,727
Expenditures:					
Instruction					
Personnel	305,311	305,311	255,400	334,628	(29,317)
Other Personnel	71,969	71,969	39,990	53,320	18,649
Materials and Services	341,718	341,718	171,323	202,825	138,893
Capital	15,000	15,000	-	-	15,000
Total Instruction	733,998	733,998	466,713	590,773	143,225
Instructional Support					
Personnel	270,478	270,478	188,589	227,127	43,351
Other Personnel	134,805	134,805	98,793	113,199	21,606
Materials and Services	29,400	29,400	8,984	10,000	19,400
Total Instructional Support	434,683	434,683	296,366	350,326	84,357
Contingency	328,795	328,795	-	-	328,795
Total Expenditures	1,497,476	1,497,476	763,079	941,099	556,377
Revenues Over (Under) Expenditures:					
Other Financing Sources (Uses):					
Transfers In	300,301	300,301	251,259	291,873	(8,428)
Transfers Out	(35,000)	(35,000)	-	-	35,000
Total Other Financing Sources (Uses):	265,301	265,301	251,259	291,873	26,572
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(276,834)	(276,834)	323,593	360,842	637,676
Fund Balance, Beginning of Year	276,834	276,834	333,985	333,985	57,151
Fund Balance April 30, 2024	-	-	657,578	694,828	694,828

Tuition and Fee Revenue by Term

	Summer	Fall	Winter	Spring	Total
Projected	-	-	-	88,011	88,011
Actuals as of 5/7/2024	202,167	217,005	236,473	175,692	831,337
Current Projection	202,167	217,005	236,473	263,703	919,348
Original Budget	118,439	159,161	190,803	227,508	695,911
Better(worse)	83,728	57,844	45,670	36,195	223,437

**ROGUE COMMUNITY COLLEGE
ENTREPRENEURIAL FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>June 30, 2024 Projected</u>	<u>Better (Worse) vs Original Budget</u>
Revenues:					
State Sources	268,008	268,008	134,561	184,561	(83,447)
Tuition and Fees	51,120	51,120	-	-	(51,120)
Other Revenue Sources	100,000	70,184	-	-	(100,000)
Total Revenues	419,128	389,312	134,561	184,561	(234,567)
Expenditures:					
Instruction					
Personnel	45,000	49,167	31,999	29,925	15,075
Other Personnel	11,828	12,442	4,138	3,679	8,149
Materials and Services	68,999	64,218	19,631	28,362	40,637
Total Instruction	125,827	125,827	55,768	61,966	63,861
Instructional Support					
Personnel	75,132	75,132	53,045	75,132	-
Other Personnel	62,130	62,130	39,547	62,130	-
Materials and Services	90,732	90,732	2,184	50,000	40,732
Total Instructional Support	227,994	227,994	94,776	187,262	40,732
Student Services					
Personnel	74,819	74,819	60,902	81,203	(6,384)
Other Personnel	40,902	41,719	31,802	42,403	(1,501)
Materials and Services	207,706	206,889	47,923	84,224	123,482
Total Student Services	323,427	323,427	140,628	207,830	115,597
Community Services					
Materials and Services	20,000	20,000	-	-	20,000
Total Community Services	20,000	20,000	-	-	20,000
College Support Services					
Materials and Services	35,000	35,000	-	-	35,000
Total College Support Services	35,000	35,000	-	-	35,000
Plant Operations/Maintenance					
Personnel	62,898	62,898	2,827	20,966	41,932
Other Personnel	37,769	37,769	244	12,590	25,179
Materials and Services	24,715	24,715	-	5,000	19,715
Total College Support Services	125,382	125,382	3,071	38,556	86,826
Contingency	591,849	591,849	-	-	591,849
Reserved for Future Expenditures	502,038	502,038	-	-	502,038
Total Expenditures	1,951,517	1,951,517	294,243	495,613	1,455,904
Revenues Over (Under) Expenditures:					
Other Financing Sources (Uses):					
Transfers In	852,038	852,038	550,000	550,000	(302,038)
Transfers Out	(157,829)	(157,829)	(149,401)	(149,401)	8,428
Total Other Financing Sources (Uses):	694,209	694,209	400,599	400,599	(293,610)
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(838,180)	(867,996)	240,917	89,547	927,727
Fund Balance, Beginning of Year	838,180	867,996	867,996	867,996	29,816
Fund Balance APRIL 30, 2024	-	-	1,108,913	957,542	957,542

**ROGUE COMMUNITY COLLEGE
RENEWAL AND REPLACEMENT FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>June 30, 2024 Projected</u>	<u>Better (Worse) vs Original Budget</u>
Revenues:					
Tuition and Fees	652,986	652,986	756,473	758,341	105,355
Other Revenue Sources	150,000	150,000	4,458	4,458	(145,542)
Total Revenues	802,986	802,986	760,931	762,799	(40,187)
Expenditures:					
Instruction					
Materials and Services	337,359	410,207	195,641	257,001	80,358
Capital	202,000	129,152	-	-	202,000
Total Instruction	539,359	539,359	195,641	257,001	282,358
Instructional Support					
Materials and Services	156,418	156,418	1,232	1,232	155,187
Capital	25,000	25,000	-	-	25,000
Total Instructional Support	181,418	181,418	1,232	1,232	180,187
Student Services					
Materials and Services	150,000	150,000	-	-	150,000
Total College Support Services	150,000	150,000	-	-	150,000
Community Services					
Materials and Services	150,000	150,000	-	-	150,000
Total College Support Services	150,000	150,000	-	-	150,000
College Support Services					
Materials and Services	319,853	458,331	361,134	370,744	(50,891)
Capital	317,038	178,560	12,716	12,716	304,322
Total College Support Services	636,891	636,891	373,850	383,459	253,432
Plant Operations and Maintenance					
Materials and Services	853,689	1,108,730	700,959	962,376	(108,687)
Capital	524,326	269,285	49,400	15,600	508,726
Total Plant Ops/Maintenance	1,378,015	1,378,015	750,360	977,976	400,039
Contingency	572,537	572,537	-	-	572,537
Total Expenditures	3,608,220	3,608,220	1,321,082	1,619,668	1,988,552
Revenues Over (Under) Expenditures:					
Other Financing Sources (Uses):					
Transfers In	752,605	752,605	869,179	885,544	132,939
Transfers Out	(650,000)	(650,000)	(650,000)	(650,000)	-
Total Other Financing Sources (Uses):	102,605	102,605	219,179	235,544	132,939
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(2,702,629)	(2,702,629)	(340,971)	(621,325)	2,081,304
Fund Balance, Beginning of Year	2,702,629	2,702,629	3,005,357	3,005,357	302,728
Fund Balance APRIL 30, 2024	-	-	2,664,387	2,384,032	2,384,032

Tuition and Fee Revenue by Term

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Projected	-	-	-	-	-
Actuals as of 5/7/2024	59,767	247,155	228,633	222,785	758,341
Current Projection	59,767	247,155	228,633	222,785	758,341
Original Budget	58,769	202,426	195,896	195,896	652,986
Better(worse)	999	44,730	32,737	26,889	105,355

**ROGUE COMMUNITY COLLEGE
CAPITAL PROJECTS FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Federal Sources	3,615,000	3,615,000	-
State Sources	1,459,782	1,459,782	-
Local Sources	-	-	-
Other Revenue Sources	4,000,000	4,000,000	217,928
Total Revenues	<u>9,074,782</u>	<u>9,074,782</u>	<u>217,928</u>
Expenditures:			
Facilities Acquisition and Construction			
Personnel	-	-	-
Other Personnel	-	-	-
Materials and Services	-	4,706,620	900,824
Capital	15,691,659	10,985,039	3,350,000
Total Facilities Acq/Construction	<u>15,691,659</u>	<u>15,691,659</u>	<u>4,250,824</u>
Contingency	-	-	-
Total Expenditures	<u>15,691,659</u>	<u>15,691,659</u>	<u>4,250,824</u>
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	500,000	500,000	873,592
Transfers Out	-	-	-
Total Other Financing Sources (Uses):	<u>500,000</u>	<u>500,000</u>	<u>873,592</u>
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(6,116,877)	(6,116,877)	(3,159,304)
Fund Balance, Beginning of Year	6,116,877	6,116,877	6,174,440
Fund Balance, APRIL 30, 2024	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>3,015,135</u></u>

**ROGUE COMMUNITY COLLEGE
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Local Sources	3,661,572	3,661,572	3,568,303
Other Revenue Sources	3,915,282	3,915,282	3,238,603
Total Revenues	7,576,854	7,576,854	6,806,907
Expenditures:			
College Support Services			
Materials and Services	1,820,888	1,820,888	910,444
Capital	5,985,000	5,985,000	-
Total College Support Services	7,805,888	7,805,888	910,444
Unappropriated Ending Fund Balance	874,906	874,906	-
Total Expenditures	8,680,794	8,680,794	910,444
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses):	-	-	-
Revenues and Other Sources Over (Under)	(1,103,940)	(1,103,940)	5,896,463
Expenditures and Other Uses:			
Fund Balance, Beginning of Year	1,103,940	1,103,940	1,268,532
Fund Balance APRIL 30, 2024	-	-	7,164,995

Long term debt schedule:

	Original Principal Amount	Principal Balance July 1, 2023	Principal Due FY 23/24	Principal Balance June 30, 2024	Principal Due Within One Year
2005 Limited tax pension bonds, interest 4.643% to 4.831%, Maturity June 30, 2028	\$ 21,035,000	\$ 9,025,000	\$ 1,700,000	\$ 7,325,000	\$ 1,865,000
2012 General obligation refunding bonds, interest 3.0% to 4.0%, Maturity June 15, 2025	\$ 9,430,000	2,980,000	1,450,000	\$ 1,530,000	1,530,000
2016A General obligation refunding bonds, interest 3.0% to 4.0%, Maturity June 15, 2025	\$ 7,040,000	1,375,000	660,000	\$ 715,000	715,000
2016B General obligation refunding bonds, interest 3.0% to 5.0%, Maturity June 15, 2034	\$ 20,000,000	14,715,000	1,105,000	\$ 13,610,000	1,200,000
2021 Limited tax pension bonds, interest 0.199% to 2.945%, Maturity June 15, 2040	\$ 31,545,000	\$ 29,700,000	\$ 1,070,000	\$ 28,630,000	\$ 1,135,000
Total	\$ 89,050,000	\$ 57,795,000	\$ 5,985,000	\$ 51,810,000	\$ 6,445,000

**ROGUE COMMUNITY COLLEGE
CONTRACT AND GRANT FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	Original Budget	Current Budget	April 30, 2024 Actual
Revenues:			
Federal Sources	3,558,188	3,558,188	2,034,025
State Sources	2,316,471	2,316,471	558,752
Local Sources	55,000	55,000	91,627
Tuition and Fees	249,000	249,000	311,593
Other Revenue Sources	1,114,912	1,114,912	470,057
Total Revenues	7,293,571	7,293,571	3,466,054
Expenditures:			
Instruction			
Personnel	831,739	922,835	555,731
Other Personnel	303,804	359,587	201,769
Materials and Services	466,279	730,549	361,831
Capital	143,044	286,513	256,479
Total Instruction	1,744,866	2,299,484	1,375,810
Instructional Support			
Personnel	457,408	458,158	266,978
Other Personnel	249,211	249,211	125,799
Materials and Services	1,013,132	853,752	324,166
Capital	-	-	-
Total Instructional Support	1,719,751	1,561,121	716,943
Student Services			
Personnel	1,338,442	1,247,888	1,022,346
Other Personnel	429,265	362,729	272,997
Materials and Services	3,109,095	2,895,478	425,132
Total Student Services	4,876,802	4,506,095	1,720,475
Community Services			
Materials and Services	25,000	25,000	-
Total Community Services	25,000	25,000	-
College Support Services			
Personnel	185,250	205,759	108,315
Other Personnel	95,737	109,837	58,660
Materials and Services	168,412	133,803	51,248
Total College Support Services	449,399	449,399	218,223
Plant Operations and Maintenance			
Personnel	11,791	11,791	5,665
Other Personnel	9,895	9,895	1,468
Materials and Services	378,926	378,926	220,034
Total Plant Ops/Maintenance	400,612	400,612	227,167
Facilities Acquisition and Construction			
Materials and Services	25,000	25,000	-
Total Facilities Acq/Construction	25,000	25,000	-
Contingency	2,419,808	2,394,527	-
Unappropriated Ending Fund Balance	5,948,867	5,948,867	-
Total Expenditures	17,610,105	17,610,105	4,258,619
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out	(154,828)	(154,828)	(114,214)
Total Other Financing Sources (Uses):	(154,828)	(154,828)	(114,214)
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(10,471,362)	(10,471,362)	(906,778)
Fund Balance, Beginning of Year	10,471,362	10,471,362	10,521,266
Fund Balance APRIL 30, 2024	-	-	9,614,487

For a list of active grants please visit:
<https://www.roguecc.edu/businessOffice/PDF/activeGrantReport.pdf>

**ROGUE COMMUNITY COLLEGE
INTRA-COLLEGE FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Tuition and Fees	-	-	-
Other Revenue Sources	49,000	50,807	37,986
Total Revenues	<u>49,000</u>	<u>50,807</u>	<u>37,986</u>
Expenditures:			
Instructional Support			
Materials and Services	261,198	261,198	62,789
Total Instructional Support	261,198	261,198	62,789
Student Services			
Personnel	51,000	54,000	47,259
Other Personnel	13,404	14,381	9,597
Materials and Services	631,529	597,944	277,412
Capital	356,060	7,374	-
Total Student Services	1,051,993	673,699	334,269
College Support Services			
Materials and Services	107,842	107,842	65,996
Total College Support Services	107,842	107,842	65,996
Contingency	-	-	-
Total Expenditures	<u>1,421,033</u>	<u>1,042,739</u>	<u>463,053</u>
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	708,906	708,906	570,377
Transfers Out	(35,841)	(414,135)	(409,317)
Total Other Financing Sources (Uses):	<u>673,065</u>	<u>294,771</u>	<u>161,060</u>
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(698,968)	(697,161)	(264,007)
Fund Balance, Beginning of Year	698,968	697,161	700,790
Fund Balance APRIL 30, 2024	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>436,783</u></u>

Activities include Associated Student Government of Rogue Community College, Professional Growth, Athletics, and other departmental charges.

**ROGUE COMMUNITY COLLEGE
RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Other Revenue Sources	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:			
Reserved for Future Expenditures			
College Services Reserve	3,557,914	3,557,914	-
District Refund	350,000	350,000	-
PERS Reserve	7,123,786	7,123,786	-
Stability Reserve	5,311,052	5,311,052	-
Unemployment Reserve	172,635	172,635	-
Total Expenditures	<u>16,515,387</u>	<u>16,515,387</u>	<u>-</u>
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out			
District Refund	(300,000)	(300,000)	(300,000)
District Wildfires	(602,038)	(602,038)	(300,000)
Total Other Financing Sources (Uses):	<u>(902,038)</u>	<u>(902,038)</u>	<u>(600,000)</u>
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(17,417,425)	(17,417,425)	(600,000)
Fund Balance, Beginning of Year:			
College Services Reserve	3,557,914	3,557,914	-
District Refund	650,000	650,000	300,000
District Wildfires	602,038	602,038	300,000
PERS Reserve	7,123,786	7,123,786	7,123,786
Reinvestment Reserve	-	-	4,382,587
Stability Reserve	5,311,052	5,311,052	5,311,052
Unemployment Reserve	172,635	172,635	-
Total Beginning Fund Balance	<u>17,417,425</u>	<u>17,417,425</u>	<u>17,417,424</u>
Fund Balance APRIL 30, 2024	<u>-</u>	<u>-</u>	<u>16,817,424</u>

Internally Restricted:
College Services Reserve
District Refund (ERP implementation costs)
District Wildfires
Reinvestment Reserve
Stability Reserve

Externally Restricted:
PERS Reserve
Unemployment Reserve

**ROGUE COMMUNITY COLLEGE
STUDENT FINANCIAL AID FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Federal Sources	15,823,907	15,823,907	11,682,371
State Sources	4,665,000	4,665,000	5,435,274
Local Sources	750,000	750,000	511,359
Total Revenues	<u>21,238,907</u>	<u>21,238,907</u>	<u>17,629,004</u>
Expenditures:			
Financial Aid			
Personnel	125,791	125,791	76,206
Materials and Services	21,078,116	21,078,116	18,237,507
Total Financial Aid	21,203,907	21,203,907	18,313,713
Contingency	-	-	-
Total Expenditures	<u>21,203,907</u>	<u>21,203,907</u>	<u>18,313,713</u>
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out	(35,000)	(35,000)	-
Total Other Financing Sources (Uses):	<u>(35,000)</u>	<u>(35,000)</u>	<u>-</u>
Revenues and Other Sources Over (Under) Expenditures and Other Uses:	-	-	(684,709)
Fund Balance, Beginning of Year	-	-	-
Fund Balance APRIL 30, 2024	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>(684,709)</u></u>

Negative fund balance is due to timing from when Financial Aid disburses awards, and the Business Office draws down from the Federal and/or State Department of Education. This resolves itself the following month.

**ROGUE COMMUNITY COLLEGE
AUXILIARY SERVICES FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>
Revenues:			
Sales	75,000	75,000	32,323
Tuition and Fees	5,500	5,500	5,760
Other Revenue Sources	84,100	84,100	70,082
Total Revenues	<u>164,600</u>	<u>164,600</u>	<u>108,166</u>
Cost of Goods Sold:			
Materials and Services	74,500	74,500	29,837
Gross Profit	<u>90,100</u>	<u>90,100</u>	<u>78,329</u>
Operating Expenditures:			
Personnel	98,286	98,286	81,188
Other Personnel	47,070	47,070	39,412
Materials and Services	122,204	119,052	28,313
Capital	28,544	31,696	2,943
Total Operating Expenditures	<u>296,104</u>	<u>296,104</u>	<u>151,856</u>
Year to Date Net Operating Income (Loss)	<u>(206,004)</u>	<u>(206,004)</u>	<u>(73,527)</u>
Contingency	142,366	126,001	-
Reserved for Future Expenditures	311,761	311,761	-
Revenues Over (Under) Expenditures:			
Other Financing Sources (Uses):			
Transfers In	-	-	-
Transfers Out	(221,122)	(237,487)	(237,485)
Total Other Financing Sources (Uses):	<u>(221,122)</u>	<u>(237,487)</u>	<u>(237,485)</u>
Revenues and Other Sources Over (Under)	(881,253)	(881,253)	(311,013)
Expenditures and Other Uses:			
Fund Balance, Beginning of Year	881,253	881,253	861,041
Retained Earnings APRIL 30, 2024	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>550,028</u></u>

Activities include Art, Auto Artist, College Store, Diesel Technology, Disability Services, Early Childhood Education Facility, Facility Rental, Friends of the Library, Gallery Projects, Manufacturing Engineering Technology, Massage, Math, Music Ensembles, Testing Center, Theater, and Welding.

**ROGUE COMMUNITY COLLEGE
ENTREPRENEURIAL FUND - ENTREPRENEURIAL ACTIVITY
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

Appendix A

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>June 30, 2024 Projected</u>	<u>Better (Worse) vs Original Budget</u>
Nursing Assistant					
Revenue:					
Tuition and Fees	51,120	51,120	-	-	(51,120)
Fund Balance, Beginning of Year	83,536	85,039	85,039	85,039	1,503
Total Nursing Assistant Revenue	134,656	136,159	85,039	85,039	(49,617)
Expenditure:					
Personnel	45,000	46,503	29,925	29,925	15,075
Other Personnel	11,828	11,828	3,679	3,679	8,149
Non-District M&S	19,999	19,999	2,034	2,034	17,965
Transfers Out	57,829	57,829	49,401	49,401	8,428
Total Nursing Assistant Expenditures	134,656	136,159	85,039	85,039	49,617
Total Nursing Assistant	-	-	-	-	-
Other Activity					
Revenue:					
Other Revenue Sources	100,000	70,184	-	-	(100,000)
Transfers In	852,038	852,038	550,000	550,000	(302,038)
Fund Balance, Beginning of Year	350,344	377,840	377,840	377,840	27,496
Total Other Activity Revenue	1,302,382	1,300,062	927,840	927,840	(374,542)
Expenditure:					
Other	140,447	132,473	-	-	140,447
22/23 Microgrants - Stabilize Enrollment					
Adult Basic Skills: Engen	6,000	2,000	1,040	2,000	4,000
Marketing: Mural	-	9,654	-	-	-
Welding: Weld-A-Thon	5,968	5,968	-	-	5,968
23/24 Microgrants					
High School Partnerships	100,000	100,000	35,346	71,328	28,672
Energy Management	242,262	242,262	194,776	242,262	-
Investments in Future & Transformative Changes	115,667	115,667	3,071	38,556	77,111
Contingency	40,000	40,000	-	40,000	-
Reserved for Future Expenditures	150,000	150,000	-	-	150,000
Total Other Activity Expenditures	502,038	502,038	-	-	502,038
Total Other Activity	1,302,382	1,300,062	234,233	394,146	908,236
Fund Balance APRIL 30, 2024	-	-	693,607	533,695	533,695

Projected for future years:	2024/25	2025/26	2026/27
Other Activity			
Revenue:			
Other Revenue Sources	\$ -	\$ -	\$ -
Transfers In	250,000	250,000	250,000
Projected Fund Balance, Beginning of Year	533,695	296,461	115,932
Total Other Activity Revenue	\$ 783,695	\$ 546,461	\$ 365,932
Expenditure:			
Microgrants	100,000	100,000	100,000
High School Partnerships	230,074	168,789	
Energy Management	117,160	121,740	
Investments in Future & Transformative Changes	40,000	40,000	40,000
Total Other Activity Expenditures	\$ 487,234	\$ 430,529	\$ 140,000
Projected Ending Fund Balance	\$ 296,461	\$ 115,932	\$ 225,932

**ROGUE COMMUNITY COLLEGE
ENTREPRENEURIAL FUND - STEP ACTIVITY
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE MONTH ENDED APRIL 30, 2024**

Appendix B

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>June 30, 2024 Projected</u>	<u>Better (Worse) vs Original Budget</u>
Revenues:					
State Sources	268,008	268,008	134,561	184,561	(83,447)
Total Revenues	268,008	268,008	134,561	184,561	(83,447)
Expenditures:					
STEP Project					
Personnel	74,819	74,819	60,902	81,203	(6,384)
Other Personnel	40,902	41,719	31,802	42,403	(1,501)
Materials and Services	30,028	30,028	5,876	7,834	22,194
Tuition	34,560	34,560	6,968	9,290	25,270
Travel & training	14,150	14,150	701	934	13,216
Supportive Services	36,000	36,000	18,124	24,165	11,835
Contingency	441,849	441,849	-	-	441,849
Total Expenditures	672,308	673,125	124,372	165,829	506,479
Fund Balance, Beginning of Year	404,300	405,117	405,117	405,117	817
Fund Balance APRIL 30, 2024	-	-	415,306	423,848	423,848

Projected for future years:	2024/25	2025/26	2026/27
Revenues:			
Other Revenue Sources	184,561	184,561	184,561
Total Revenues	184,561	184,561	184,561
Expenditures:			
STEP Project			
Personnel	84,451	87,829	91,342
Other Personnel	44,099	45,863	47,697
Materials and Services	8,147	8,473	8,812
Tuition	9,662	10,048	10,450
Travel & training	972	1,011	1,051
Supportive Services	25,132	26,137	27,182
Total Expenditures	\$ 172,462	\$ 179,361	\$ 186,535
Projected Fund Balance, Beginning of Year	\$ 405,117	\$ 417,215	\$ 422,416
Projected Ending Fund Balance	\$ 417,215	\$ 422,416	\$ 420,442

The SNAP Training and Employment Program (STEP) is a federally-recognized Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Program. STEP assists SNAP participants in receiving job skills training, finding work, or gaining experience that will increase their ability to secure and maintain employment in a family-wage job. Participation in STEP is voluntary, and is a qualifying service for allowing able-bodied adults without dependents (ABAWDs) to maintain access to vital supplemental food assistance while attending college. STEP participation includes needs assessment, training and employment-related activities, and wraparound support services.

ROGUE COMMUNITY COLLEGE
GENERAL FUND - BOARD OF EDUCATION
STATEMENT OF EXPENDITURES
FOR THE MONTH ENDED APRIL 30, 2024

Appendix C

	<u>Original Budget</u>	<u>Current Budget</u>	<u>April 30, 2024 Actual</u>	<u>Better (Worse) vs Original Budget</u>
Expenditures:				
Personnel	178,076	144,576	112,027	66,049
Other Personnel	88,805	69,379	53,749	35,056
Materials and Services:				
OFFICE SUPPLIES	-	-	-	-
MEETING SUPPLIES	6,890	6,890	1,511	5,379
OTHER SERVICES	3,963	89,463	48,100	(44,137)
FEES AND DUES	2,601	2,601	-	2,601
STAFF TRAVEL	11,218	11,218	10,286	932
NON-STAFF TRAVEL	-	-	-	-
POSTAGE	7	7	1	6
Total Expenditures	<u>291,560</u>	<u>324,134</u>	<u>225,673</u>	<u>65,887</u>

**ROGUE COMMUNITY COLLEGE
GLOSSARY OF TERMS**

ADOPTED BUDGET – The financial plan adopted by the College.

APPROPRIATION – (1) A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purpose, usually with specific limitations as to amount, purpose and time limits. (2) An account used to record the budgetary appropriation for the period.

BEGINNING FUND BALANCE – The amount of unexpended funds carried forward from one fiscal year to another.

BOND – A certificate of debt issued by a government or corporation guaranteeing payment of the original investment plus interest by a specified future date.

CAPITAL IMPROVEMENT FUND TYPE – The Capital Improvement Funds account for the receipt and disbursement of resources for buildings and land, buying or maintaining College facilities, and equipment. The principal revenues include transfers from the College Services Fund, bond levy proceeds, certificates of participation and investment earnings.

Capital Projects Fund – This fund accounts for the purchase or remodel of buildings and land. The principal revenue is from the sale of voter approved general obligation bonds, COPs, state funding, such as the Article XI-G Higher Education Facilities and Community College Bonds, financed by the state and local resources. This fund is externally restricted.

DEBT SERVICE FUND TYPE – The Debt Service Funds account for the accumulation of resources for and payment of principal and interest on the College's long-term debt obligations.

Debt Service Fund – This fund accounts for the accumulation of resources for and payment of principal and interest on the College's long-term debt obligations including the General Obligation Bonds and Limited Tax Pension Obligation Series 2005 and Series 2021. The principal revenue is property taxes approved for bond levies and the PERS Bond expense charged to other funds. This fund is externally restricted.

ENCUMBRANCE – The formal accounting recognition of commitments to expend resources in the future.

FUND – A division in the budget with independent fiscal and accounting requirements with a self balancing set of accounts for its assets, liabilities, fund balance, revenues and other additions, expenditures and other deductions, and transfers.

GENERAL FUND – The General Fund covers general operations of the College and accounts for all financial resources and expenditures of the College, except for those required to be accounted for in another fund. The principle sources of revenue include tuition, property taxes, and state community college support.

PROPERTY TAXES – Amounts received from tax levies based on the assessed valuation of real and personal property within a district.

PROPRIETARY FUND TYPE – Proprietary Funds are used to account for operations that are financed and operated in a manner similar to those of private business enterprises. The intent is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Auxiliary Services Fund – This fund accounts for the operation of ancillary activities for Art, Auto Artist, College Store, Diesel Technology, Disability Services, Early Childhood Education Facility, Facility Rental, Friends of the Library, Gallery Projects, Manufacturing Engineering Technology, Massage, Math, Music Ensembles, Testing Center, Theater, and Welding.

**ROGUE COMMUNITY COLLEGE
GLOSSARY OF TERMS**

SPECIAL REVENUE FUND TYPE - The Special Revenue Funds account for revenues and expenditures for specific projects that are legally and/or administratively restricted for a specific purpose.

COMMUNITY AND WORKFORCE DEVELOPMENT FUND – This fund accounts for the self-support instructional activities of the College. The principle revenue is tuition and fees.

CONTRACT AND GRANT FUND – This fund accounts for grants and contracts awarded to and for the College from federal, state and local sources. This fund is externally restricted.

ENTREPRENEURIAL FUND – This fund accounts for the development and growth of innovative activities of the College. The principal revenue is transfers from the General Fund and the STEP contract with the state.

INTRA-COLLEGE FUND – This fund accounts for activities performed by the College for the benefit of the College. Activities include Associated Student Government of Rogue Community College, Professional Growth, Athletics, and other departmental charges. The principal revenue for this fund is transfers in from other funds.

RENEWAL AND REPLACEMENT FUND – This fund is designated for the replacement of the College's equipment and costs of maintaining College facilities. The principal revenues are the \$7 per credit and the \$7 per non-credit course technology fee, and transfers in from other funds. The principal expenditures are upgrades/replacements for equipment and maintenance of College facilities.

RESERVE FUND – This fund accounts for the funds set aside for the following: College Services reserve to be used in the next biennium to smooth changes in support from the State; PERS reserve held by the College for anticipated, future rate increases, and the unfunded actuarial liability; District reserve from the ERP refund to be used for implementation of new ERP; District reserve from replacement of lost revenue due to wildfires; Stability reserve established by the RCC Board of Education to be used to stabilize the College's funding; Unemployment reserve to mitigate fluctuations in the unemployment benefits paid to terminated employees. The principal revenue is transfers from the other funds and investment earnings.

STUDENT FINANCIAL AID FUND – This fund accounts for student aid in the form of federal grants (Federal Pell Grant, Federal Supplemental Education Opportunity Grant), the Oregon Opportunity Grant (OOG), the Oregon Promise Grant (OPG), institutional scholarships (RCC Foundation), state scholarships administered by the Oregon Student Access Commission, third-party scholarships, federal work-study student employment, federal direct loans to students (subsidized and unsubsidized) and private student loans. This fund is externally restricted.

TRANSFERS – May be made between funds within a fund group or among two or more fund groups and may be either mandatory or non-mandatory.

Mandatory Transfers – Result from (1) binding legal agreements related to the financing of plant assets, including amounts for debt retirement, interest, and required provision for renewals and replacement of facilities not financed from other sources: and (2) sponsored program agreements with Federal agencies, donors, and other organizations to match gifts and grants.

Non-mandatory Transfers – Made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of facilities, and prepayment on debt principal.

BP 5151 Academic Adjustments for Limited English Proficiency

References:

Civil Rights Act of 1964; Appendix B to Part 100: Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs

BP/AP 3410 Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964, agencies that receive federal funds must guarantee their programs and activities provided in English are accessible to students with Limited English Proficiency (LEP).

Rogue Community College defines the process to provide academic adjustments for students with LEP to have complete access to programs and services in Administrative Procedure 5151 Academic Adjustments for Limited English Proficiency.

Rescinds Policy Number: None.

Adopted:

Board Policy Adoption – Revised BP-6330: Purchasing

Recommendation of the President: That the Rogue Community College (RCC) Board of Education (Board) adopt Resolution No. P66-23/24 approving adoption of revised Board Policy BP-6330: Purchasing.

Background Information: Pursuant to Board Policy BP-2410: Board of Education Policies and Administrative Procedures, the RCC Board has directed college administrators to assist the Board in reviewing Board policies at monthly Board meetings. Unless circumstances require immediate action, a policy will not be voted on at the first meeting during which it is discussed.

Oregon Community College Association (OCCA) provides general policy advice and guidance to all Oregon community college members as part of their current OCCA dues. OCCA works with college presidents, staff, and board members to analyze and help operationalize recently passed Oregon legislation and administrative rules. RCC is a participant in partnership with the Community College League of California (League) and the law firm of Liebert Cassidy Whitmore, and OCCA. OCCA provides subscribing Oregon community colleges access to the League’s national program designed for community colleges. OCCA’s Board Policy and Procedure Program includes: Board Policy (BP) and Administrative Procedure (AP) Samples; Legal Updates; a ListServ; and Workshops. The policy samples reflect federal and state law requirements as well as accreditation standards. The templates are customizable to reflect local community college practices and procedures. RCC’s policy committee is in the process of reviewing the policy samples and adapting to RCC policies and procedures.

The College President recommends the attached revision to Board Policy BP-6330: Purchasing. The proposed version showing the language of the policy is attached (see Exhibit 1). This is the second reading.

Whereas, the Board has deemed it necessary to review and update established Board policy; and,

Whereas, the Board has directed RCC administrators to review and recommend revisions as needed to Board policy; and,

Whereas, the College President has reviewed and approved the adoption of revised Board Policy BP-6330: Purchasing; therefore, be it

Resolved, that the RCC Board adopts Resolution No. P66-23/24 approving adoption of revised Board Policy BP-6330: Purchasing as presented.

Board Action: Approved

Maria Ramos Underwood, Chair, RCC Board of Education

Dated: May 21, 2024

BP 6330 Purchasing

References:

ORS 279A, ORS 279B
Community College Rules of Procurement

The College's Board of Education as the Local Contract Review Authority per ORS 279A.060 has delegated the authority for the signing of contractual agreements, purchasing functions and participation in the Participating Oregon Community Colleges (POCC) group, to the College President to support the efficient operation of Rogue Community College District.

The College Board has elected to follow the Community College Rules of Procurement (CCRP) that are developed and maintained by the POCC. Pursuant to ORS 279A.065, as changes to the Public Contracting Code occur (ORS chapters 279A, 279B, and 279C), the Attorney General's Model Contracting Rules must be reviewed and subsequently modified, as applicable. The POCC then reviews and updates the CCRP. All updates or modifications to the CCRP will be approved by the Board through an update to this policy.

The CCRP is broken down into the following sections:

1. Section 100 – Definitions of the Oregon Administrative Rule (OAR) and Oregon Revised Statutes (ORS) as adopted at the state level. Any OAR/ORS rules not included in the CCRP must be followed as written in Oregon Revised Statute 279 A, B, C and Oregon Administrative Rule Chapter 137 divisions 45,46,47,48 and 49.
2. Section 200 – Defines the POCC rules that amend the OAR and ORS allowing flexibility or appropriate restrictions for the educational environment and cannot be changed by individual colleges that have adopted the CCRP.
3. Section 300 – Establishes the Board of Education's rules of procurement for the College allowing flexibility or appropriate restrictions. Which include procurement thresholds for contracts and purchases requiring Board approvals and formal solicitation requirements.

This policy approves the CCRP version 1.9 as amended as of February 27, 2024.

Rescinds Policy Number: IV.B.010

Adopted: October 22, 2019

Revised:

Names, titles, and departments updated 01/04/2022

Approval of New Program: Emergency Services Associate of Applied Science Degree

Recommendation of the President: That the Rogue Community College (RCC) Board of Education (Board) adopts Resolution No. P67-23/24 approving new Emergency Services Associate of Applied Science Degree.

Background Information: In accordance with Oregon Revised Statute (ORS) 341.290, the Board of Education of a community college district shall be responsible for the general supervision and control of any and all community colleges operated by the district. Consistent with any applicable rules of the Higher Education Coordinating Commission, the Board may: *prescribe the educational program.*

At the June 18, 2013 Board of Education meeting, the Board defined “educational program” as any curriculum that results in a certificate or degree. Furthermore, the Board provided direction that any new or discontinued educational program shall be presented for approval via formal resolution; therefore, the following degree is presented for Board approval:

Emergency Services Associate of Applied Science Degree

The Emergency Services degree offers comprehensive career training tailored for entry-level personnel, from EMTs to fire science students. Students complete a rigorous Emergency Medical Technician (EMT) course in the initial year of study, culminating in eligibility to sit for both state and National Registry EMT exams. In year two, students delve deeper into advanced EMS techniques, honing their expertise in patient care, crisis management, and emergency response strategies.

Whereas, in accordance with ORS 341.290(3) the RCC Board of Education may prescribe the educational program; and,

Whereas, the Board defines “educational program” as any curriculum resulting in a certificate or degree; and,

Whereas, the aforementioned Emergency Services Associate of Applied Science Degree is being presented for approval; therefore, be it

Resolved, that the RCC Board of Education adopts Resolution No. P67-23/24 approving the new educational program as described herein.

Board Action: Approved

Maria Ramos Underwood, Chair, RCC Board of Education

Dated: May 21, 2024

Addition to the Contract with ZOHO Corp. for ManageEngine’s DataSecurity Plus

Recommendation of the President: That the Rogue Community College (RCC) Board of Education (Board) adopt Resolution B68-23/24 approving an addition to the contract with ZOHO Corp. for ManageEngine’s DataSecurity Plus.

Background Information: On September 19, 2023, the RCC Board of Education approved Resolution B8-23/24 for a contract with ZOHO Corp, for Enhanced Integration of ManageEngine for a Not to Exceed amount of \$114,146.

ManageEngine includes a suite of products that includes a Security Information and Event Management (SIEM) called Log360 that will consolidate and log information from servers, networks, applications, and cloud platforms, creating a unified dashboard of system activities.

Adding DataSecurity Plus to the existing Log360 SIEM will enhance the College’s security posture by providing deeper insights and a unified view of network data security status. DataSecurity Plus is designed to enhance file integrity monitoring, data leak prevention, and compliance management. This software provides real-time analysis and alerts on file activity, protecting sensitive data from unauthorized access or breaches and supports educational compliance requirements and safeguards student and faculty information.

The costs for ManageEngine DataSecurity Plus are as follows:

ManageEngine DataSecurity Plus		
Description	One Time Fee	Annual Cost
Perpetual Model Single Installation License, 2 file Servers	\$ 1,863.00	
Annual Maintenance/support fee		\$ 373.00
Professional Edition, Single Installation License, 10 TB	\$ 3,738.00	
Annual Maintenance/support fee		\$ 748.00
EDU/Govt Discount	\$ (672.00)	
Total Costs	\$	6,050.00

Under the Community College Rules of Procurement CCR.212, proprietary software licenses are considered intellectual property and do not require additional due diligence consistent with ORS 279B.010(1).

Whereas, Rogue Community College District has identified a need protect the College’s IT systems; be it

Resolved, the RCC Board of Education adopts Resolution No. B68-23/24 approving an addition to the contract with ZOHO Corp. for ManageEngine’s DataSecurity Plus for a Not to Exceed amount of \$6,050.00.

Action: Approved

Maria Ramos Underwood, Chair, RCC Board of Education

Dated: May 21, 2024

RESOLUTION NO. P69-23/24

A RESOLUTION OF ROGUE COMMUNITY COLLEGE DISTRICT, JACKSON AND JOSEPHINE COUNTIES, OREGON, TO DIRECT ADMINISTRATION TO DEVELOP GENERAL OBLIGATION BOND MEASURE FOR 2024 ELECTION

WHEREAS, ORS 341.675 to 341.702, as amended, subject to voter approval, authorizes Rogue Community College District, Jackson and Josephine Counties, Oregon (the “District”) to issue general obligation bonds to provide funds to finance capital costs and to pay bond issuance costs; and

WHEREAS, the Board of Directors of the District is considering seeking voter approval for general obligation bonds (the “Bonds”) in the November 2024 election; and

NOW, THEREFORE, the Board of Directors of Rogue Community College District, Jackson and Josephine Counties, Oregon, resolves as follows:

SECTION 1. The District authorizes the Vice President of Operations and Finance or the President or either of such officer’s designee (collectively, the “Authorized Representative”) to evaluate projects eligible for Bond financing, determine the maximum, aggregate principal amount of the Bonds, and develop the ballot title, explanatory statement, and take any other action in order for the Board to call a measure election on November 5, 2024 for the purpose of submitting to the electors of the District the question of issuing the Bonds.

ADOPTED by the Board of Education of Rogue Community College District, in Jackson and Josephine Counties, Oregon this 21st day of May, 2024.

**ROGUE COMMUNITY COLLEGE DISTRICT
(JACKSON AND JOSEPHINE COUNTIES), OREGON**

By: _____
Chair

ATTEST:

By: _____
Clerk

***Rogue Community College District
Special Meeting: Board of Education Work Session
April 16, 2024 Meeting Minutes***

1. **Call to Order-** The Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by Gary Plano, Board Vice Chair, at 4:00 p.m. on Tuesday, April 16, 2024 in-person on the Riverside Campus, Higher Education Center, Room 129, 101 South Bartlett Street, Medford, OR and via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Gary Plano, Roger Stokes, Vanessa Jones, Pat Fahey, Indra Nicholas, and Jonathan Bilden.
3. **Introduction of Guests-** RCC District employees included: President Randy Weber, Lisa Stanton, Juliet Long, Jamee Harrington, Nicole Sakraida, Navarro Chandler, April Hamlin, Jeanine Henriques, Dave Koehler, Lisa Parks, and Rachelle Brown; and Greg Hamann, Vice Chair- Higher Education Coordinating Commission (HECC).
4. **Presentation:**
 - A. College Priorities Update- President Weber, Vice President Long, and Deans Chandler, Hamlin, Henriques, Koehler, Parks, and Sakraida, updated the Board on RCC's college priorities (see file). The college priorities include: Institutional Planning Model, Development of KPIs, Stabilize Enrollment, Enhance Pathways, and Community Relations.
5. **Higher Education Coordinating Commission (HECC) Vice Chair Introduction and Q&A-** HECC Vice Chair, Greg Hamann, spoke with the Board about his visit to RCC's Table Rock Campus prior to the board meeting. During his visit, Vice Chair Hamann met with the college's executive team, key staff, and student leaders. He also received a tour of the campus. The HECC Chair and Vice Chair are committed to visiting all 24 of Oregon's community colleges and public universities this year.
6. **Adjournment-** Gary Plano, Board Vice Chair, adjourned the meeting at 4:55 p.m.

Meeting minutes respectfully submitted by Rachelle Brown, Assistant to the President.

***Rogue Community College District
Board of Education– April 16, 2024 Meeting Minutes***

1. **Call to Order-** The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Gary Plano, Board Vice Chair, at 5:02 p.m. on Tuesday, April 16, 2024 in-person on the Riverside Campus, Higher Education Center, Room 129, 101 South Bartlett Street, Medford, OR via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Gary Plano, Roger Stokes, Vanessa Jones, Pat Fahey, Indra Nicholas, and Jonathan Bilden.
3. **Introduction of Guests-** RCC District employees included: President Randy Weber, Lisa Stanton, Juliet Long, Jamee Harrington, Nicole Sakraida, Navarro Chandler, April Hamlin, Jeanine Henriques, Dave Koehler, Lisa Parks, Jonah Liden and Rachelle Brown; Tiffany Hyde, President- RCC Associated Student Government; and Jeremy Wright, Strategic Consultant- Wright Public Affairs.
4. **Public Comment-** None.
5. **College Reports**
 - A. Written Report(s)-
 - a. **Student Government-** Tiffany Hyde discussed items from the written report (see file).
 - b. **Faculty Association (no written report)**
 - c. **Faculty Senate (no written report)-** Julie Toledo, Faculty Senate Co-Chair, provided a verbal update.
 - d. **Classified Association (no written report)**
6. **Board Reports**
 - A. Executive Committee- Jonathan Bilden overviewed items from the Executive Committee meeting agenda (see file).
 - B. Board Outreach Committee- Jonathan Bilden will be joining Pat Fahey and Indra Nicholas on this committee.
 - C. OCCA/OSBA Liaison- Pat Fahey updated the Board on OCCA’s current search for a new Executive Director.
 - D. Foundation Board Liaison- Indra Nicholas provided a verbal report on behalf of Dan Ruby, Foundation Executive Director, who was unable to attend tonight’s meeting.
 - E. President’s Performance Review Committee- The Board will be discussing the results of the President’s Performance Review during tonight’s Executive Session portion of the meeting.

*Rogue Community College District
Board of Education– April 16, 2024 Meeting Minutes*

7. College Updates

- A. Polling Report- Wright Public Affairs- Jeremy Wright, Strategic Consultant, provided to the Board the results of the bond polling report (see file).
- B. President’s Report- President Randy Weber highlighted items from his written report (see file).
- C. Senior Leadership Team- Jamee Harrington, Vice President of People, Culture, and Safety, Lisa Stanton, Vice President of Operations and Finance, and Juliet Long, Vice President of Student Learning and Success, outlined items from the combined Executive Team report (see file).
- D. Foundation- See agenda item 6.D.

8. Board Action and/or Information Items

- A. Receive Monthly Financial Data Report- March 2024
 - a. Lisa Stanton overviewed items from the monthly financial data report.
- B. Review Revised Board Policy BP-6330: Purchasing (First Reading)
- C. Adopt Revised Board Policy BP-7251: Management Handbook (Second Reading)

Vanessa Jones moved, seconded by Pat Fahey, that the Board adopt item 8.C, as presented.

The motion unanimously carried.

Contracts

- D. Approve Contract with AVI-SPL, LLC

Jonathan Bilden moved, seconded by Roger Stokes, that the Board approve item 8.D, as presented.

The motion unanimously carried.

- E. Approve Contract with Softdocs for Travel Workflow

Roger Stokes moved, seconded by Pat Fahey, that the Board approve item 8.E, as presented.

The motion unanimously carried.

- F. Approve Contract with Softdocs for Travel Workflow

***Rogue Community College District
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Vanessa Jones moved, seconded by Roger Stokes, that the Board approve item 8.F, as presented.

The motion unanimously carried.

- G.** Approve Contract with MOXFIVE for additional Okta Desktop Licenses
Pat Fahey moved, seconded by Roger Stokes, that the Board approve item 8.G, as presented.

The motion unanimously carried.

New Programs

- H.** Approve New Program: Information Technology Technician Career Pathway Certificate
I. Approve New Program: Manual Machinist Certificate of Completion
J. Approve New Program: Medical Assisting Administrator Associate of Applied Science
K. Approve New Program: Healthcare Administration Transfer to SOU Associate of Science
L. Approve New Program: Basic Patient Services Career Pathway Certificate
M. Approve New Program: Advanced Emergency Care Certificate of Completion
N. Approve New Program: Early Intervention Transfer to Western Oregon University Associate of Science

Jonathan Bilden moved, seconded by Vanessa Jones, that the Board approve items 8.H-8.N, as presented.

The motion unanimously carried.

Program Suspensions

- O.** Approve Program Suspension: Manufacturing/Engineering Technology: CNC Technician Certificate of Completion
P. Approve Program Suspension: Manufacturing/Engineering Technology Transfer to Oregon Tech Associate of Science

Vanessa Jones moved, seconded by Jonathan Bilden, that the Board approve items 8.O-8.P, as presented.

*Rogue Community College District
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The motion unanimously carried.

Program Suspensions and Resubmissions

- Q.** Approve Suspension of Manufacturing/Engineering Technology AAS and Resubmission of New Program Manufacturing Technology AAS
- R.** Approve Suspension of Computer Aided Design and Drafting Certification Career Pathway Certificate and Resubmission of New Program Computer Aided Design and Drafting Career Pathway Certificate
- S.** Approve Suspension of Computer Numerical Control CNC Operator Career Pathway Certificate and Resubmission of New Program Computer Numerical Control CNC Operator Career Pathway Certificate
- T.** Approve Suspension of Diesel Specialist Certificate of Completion and Resubmission of New Program Diesel Specialist Certificate of Completion
- U.** Approve Suspension of Preventive Maintenance Technician Career Pathway Certificate and Resubmission of New Program Preventive Maintenance Technician Career Pathway Certificate
- V.** Approve Suspension of Pharmacy Technician Certificate of Completion and Resubmission of New Program Pharmacy Technician Certificate of Completion
- W.** Approve Suspension of Administrative Medical Assistant Career Pathway Certificate and Resubmission of New Program Administrative Medical Assistant Career Pathway Certificate
- X.** Approve Suspension of Medical Assistant Certificate of Completion and Resubmission of New Program Medical Assistant Certificate of Completion
- Y.** Approve Suspension of Phlebotomy Career Pathway Certificate and Resubmission of New Program Phlebotomy Career Pathway Certificate

Jonathan Bilden moved, seconded by Vanessa Jones, that the Board approve items 8.Q-8.Y, as presented.

The motion unanimously carried.

9. New Business-

- A.** Board Retreat- August 15, 2024
- B.** 2024 RCC Commencement- This year's commencement will take place on the Redwood Campus on Saturday, June 15th. The Board is invited to attend.

10. Old Business- None.

11. Approve Consent Agenda

- A.** Meeting Minutes

***Rogue Community College District
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- a. March 19, 2024 Special Board Meeting
- b. March 19, 2024 Board Meeting
- B. Grant Acceptance**
 - a. Future Ready Oregon- Workforce Ready Registered Nursing Joint Appointment Project
- C. Quarterly Budget Transfers**

Jonathan Bilden moved, seconded by Pat Fahey, that the Board approve the consent agenda.

The motion unanimously carried.

Gary Plano closed the public meeting at 6:31 p.m.

- 12. Executive Session:** Gary Plano called the meeting into Executive Session at 6:42 p.m. pursuant to ORS 192.660 (2)(a) Employment of Public Officer; (2)(d) Labor Negotiations; (2)(e) Real Property Transactions; (2)(i) Performance Evaluations of Public Officers and closed the Executive Session at 7:52 p.m.

Gary Plano reconvened the public meeting at 7:54 p.m.

13. Roundtable-

Jonathan Bilden said he appreciates serving on this Board and that it's been a great nine months so far.

Vanessa Jones and Pat Fahey noted that the Board received a lot of educational and useful information today.

- 14. Adjournment-** Gary Plano adjourned the meeting at 7:57 p.m.

Meeting minutes respectfully submitted by Rachelle Brown, Assistant to the President.