



Monthly Financial Data
July 31, 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, 2024 through July 31, 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>.

The College has moved from RogueNet to Jenzabar and the Business Office is working through the process changes and end of year activities. The timing of our 2023/24 ACFR (Annual Comprehensive Financial Report) and our monthly financial reporting will be impacted as follows:

- August 20 & September 17 Board Meetings: College Wide Summary for prior month end
 - Revenues by Tuition & Fees, Contracts & Grants, and Other
 - Expenses by Wages & Benefits, Materials & Services, and Other
- October 15 Board Meeting: Full Monthly Financial Report by fund for September year to date
- Annual Comprehensive Financial Report will be presented at the January Board meeting.

Budget

The Board of Education adopted the 2024/25 annual budget and associated property tax levies on June 18, 2024. Budget information is available at <https://www.roguecc.edu/operations/budget.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 5.3%. 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 FY 23-24 Ending Fund Balance Estimate

Final adjustments are still being recorded to the FY23-24 fiscal year. The current estimate of the General Fund Ending Balance, representing the estimated beginning balance for FY24-25, is \$13.2 million.

July to Date Activity

Revenues (All funds)

Tuition & Fees	\$1,530,236
Contracts & Grants	261,576
Other	43,600
Total	\$1,835,412

Expenses (All funds)

Wages & Benefits	\$2,641,414
Materials & Services	1,263,279
Other	1,297,955
Total	5,202,648

To: **JOSEPHINE COUNTY TREASURER OFFICE**
500 NW 6TH ST, DEPT. 14
GRANTS PASS OR 97526

Fax – 541-474-5176

From: Rogue Community College
Taxing District

Date: August 20, 2024

Current list of the Board of Education:

Name: Jonathan Bilden

Title: Board Member

Name: Pat Fahey

Title: Board Member

Name: Vanessa Jones

Title: Board Member – Vice Chair

Name: Indra Nicholas

Title: Board Member

Name: Gary Plano

Title: Board Member – Chair

Name: Roger Stokes

Title: Board Member

Name: Maria Ramos Underwood

Title: Board Member

Please mail all reports to: Rogue Community College, Business Office, 3345 Redwood Highway, Grants Pass, OR 97527

Fax # 541-956-7249

Contact person: Lisa Stanton, VP/CFO
lstanton@roguecc.edu
541-956-7024

2nd Contact person: Natalie Herklotz
nherklotz@roguecc.edu
541-956-7019

We agree to inform the Josephine County Treasurer’s Office of any changes to the list of officers or board of directors.

AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county’s investment program. The Board of Directors has approved the participation in the county’s investment program on August 20, 2024. **The district will provide a copy of this approval.** The Treasurer will provide the taxing district a report of all income credited to our account, including interest.

Vanessa Jones, Vice Chair

8.B₂

Contract with Johnson Controls for Building Automation Services

Recommendation of the President: That the Rogue Community College (RCC) Board of Education (Board) adopt Resolution B4-24/25 approving a contract with Johnson Controls for Building Automation Services.

Background Information: Rogue Community College installed a district-wide key card access control system in 2006. The access control system is Vanderbilt SMS and has been an essential component in providing campus safety and security through automated scheduling and emergency lock-down capability for all campus buildings within the district. The manufacturer of the access control system has informed the College that the system is scheduled to be discontinued and would no longer provide product support and updates thereafter. The existing system is antiquated, cumbersome to use, and has limited functions for College expansion. Additionally, without product support from the manufacturer the system security will become vulnerable.

Johnson Controls Inc. provides a building keycard access control system called CCure 9000 and will replace the existing college keycard access control system district-wide. The College’s Risk Management, IT, and FMPC departments met multiple times with Johnson Controls and reviewed the product compatibility with other College systems, future growth and flexibility, difficulty of use, available training, and long-range manufacturer support.

The system replacement project is part of the 5-year capital renewal plan for campus buildings and related systems, and is included in the capital improvement project budget adopted for the 24-25 fiscal year. The total cost for replacement of the district-wide key card access control system is proposed as follows:

Johnson Controls - Ccure 9000	
District-Wide	Total
Equipment	\$ 169,996.10
Design & Installation	\$ 96,742.80
Contactor Mobilization	\$ 16,686.00
System Manager Training	\$ 8,763.12
Total Cost *	\$ 292,188.02
* Estimated Annual Software Support After Year 1	\$ 9,220.95

The contract is quoted under the Sourcewell purchasing cooperative contract #070121-JHN. Per Community College Rules of Procurement CCR.205 and CCR.306, the College may use a cooperative contract and is not required to seek additional quotes from other vendors which would be cost prohibitive.

Whereas, Rogue Community College District has identified a need for sustainability in building automation and security in College buildings; be it

Resolved, the RCC Board of Education adopts Resolution No. B4-24/25 approving a contract with Johnson Controls for the Building Automation Services in the not to exceed cost of \$292,188.02 plus an estimated annual software support agreement of \$9,220.95 after the first year.

Action: Approved

Vanessa Jones, Vice Chair, RCC Board of Education

Dated: August 20, 2024



BP 4260 Academic Forgiveness

References:

None

Academic Forgiveness is a single opportunity for students to exclude credits and grades from forgiven terms when calculating grade point average (GPA).

Students at Rogue Community College, whose prior academic records impede future academic or professional goals, can make one request for Academic Forgiveness through the procedures specified in AP 4260. Upon approval, all credits and grades for the specified term will be excluded from meeting program requirements, and the calculation of the cumulative GPA.

Once students graduate from Rogue Community College, they can no longer seek Academic Forgiveness for terms preceding their most recent graduation date.

Rescinds Policy Number: None

Adopted:

Rogue Community College District Budget Committee
May 21, 2024 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) District Budget Committee meeting was called to order by Maria Ramos Underwood, Board of Education Chair, at 2:00 p.m. on Tuesday, May 21, 2024, in-person on the Redwood Campus, Room H2, 3345 Redwood Highway, Grants Pass, OR and via Zoom. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the committee was confirmed including: Ian Bachtel, Kevin Talbert, Jay Meredith, Jay Randolph, Karen Thornton, Roger Stokes, Pat Fahey, Maria Ramos Underwood, Jonathan Bilden, and Vanessa Jones.
3. **Introduction of Guests** – The following RCC employees were in attendance: President Randy Weber, Jamee Harrington, Juliet Long, Lisa Stanton, Natalie Herklotz, Jeremy Taylor, Dan Ruby, and Rachelle Brown.

4. **Select Budget Committee Chair for Budget Process**

Budget Committee member Jay Randolph was nominated to serve as the 2023/24 District Budget committee Chair.

MAIN MOTION

Pat Fahey moved, seconded by Kevin Talbert, that the RCC District Budget committee appoint Jay Randolph as committee Chair.

The motion unanimously carried.

5. **Review Budget**

[Oregon Budget Law, Chapter 294, (Oregon Revised Statutes)]

- A. **Review 2024/25 Budget Document**

A link to the 2024/25 budget documents was distributed via email prior to the start of this meeting (see file).

- B. **Presentation on Proposed Budget – focus on General Fund**

Lisa Stanton, Chief Financial Officer and Vice President of Operations and Finance, and Natalie Herklotz, Budget Coordinator, provided a presentation of the 2024/25 RCC proposed budget that overviewed the budget document, changes for the 2024/25 fiscal year, budget development webpage, the budget process, timeline, and budget investments (see file). They also reviewed the general fund portion of the budget. Committee members were instructed to submit any questions in writing to Rachelle Brown by 5:00pm on Friday, May 24, 2024.

- C. **Public Comment** – None.

6. **New Business**

Next meeting: Thursday, May 30, 2024, 2:00 p.m., via Zoom.

*Rogue Community College District Budget Committee
May 21, 2024 Meeting Minutes*

7. **Adjournment** - Jay Randolph adjourned the meeting at 3:05 p.m.

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

***Rogue Community College District Budget Committee
May 30, 2024 Meeting Minutes***

1. **Call to Order** – Jay Randolph, Chair, Rogue Community College (RCC) District Budget Committee, called the meeting to order at 2:03 p.m., Thursday, May 30, 2024, via Zoom.
2. **Determine Presence of Quorum** – A quorum of the Committee was confirmed with the following members in attendance: Ian Bachtel, Dawn Welch, Jay Meredith, Jay Randolph, Karen Thornton, Roger Stokes, Pat Fahey, Maria Ramos Underwood, Gary Plano, Jonathan Bilden, and Vanessa Jones.
3. **Introduction of Guests** – RCC District employees in attendance including: President Randy Weber, Lisa Stanton, Juliet Long, Jamee Harrington, Natalie Herklotz, and Rachelle Brown.
4. **Review Budget and Public Comment [Oregon Budget Law, Chapter 294, Oregon Revised Statutes]** – Committee members were encouraged to ask questions throughout the meeting.

A. Review and Discuss 2024/25 Budget –

Lisa Stanton, Chief Financial Officer and Vice President of Operations and Finance, reviewed a PowerPoint presentation consisting of descriptions and details regarding the following funds (see file):

- General Fund
- Capital Projects Fund
- Debt Service Fund
- Special Revenue Funds
- Community and Workforce Training Fund
- Contract and Grant Fund
- Innovation Fund
- Intra-College Fund
- Renewal and Replacement Fund
- Reserve Fund
- Student Financial Aid Fund
- Auxiliary Services Fund

B. Public Comment – None

C. Possible Action – Approve 2024/25 Budget and Property Taxes for Action for the Board of Education

Dawn Welch moved, seconded by Pat Fahey, the RCC District Budget Committee adopt Resolution No. B70-23/24 approving the budget for the 2024/25 fiscal year, for action by the Board of Education on June 18, 2024, for total requirements in the amount of \$176,766,609 and the property taxes for the 2024/25 fiscal year at the permanent rate of \$0.5128 per \$1,000 of assessed value for operating purposes in the General Fund and in the amount of \$3,735,043 for the general obligation bond principal and interest in the Debt Service Fund.

***Rogue Community College District Budget Committee
May 30, 2024 Meeting Minutes***

A roll call vote was taken:

Dawn Welch- yes	Roger Stokes- yes
Karen Thornton- yes	Pat Fahey- yes
Ian Bachtel- yes	Vanessa Jones - yes
Jay Meredith- yes	Maria Ramos Underwood- yes
Jay Randolph- yes	Gary Plano- yes
	Jonathan Bilden- yes

The motion unanimously carried.

5. **Old Business** – None.
6. **New Business** – None.
7. **Adjournment** – Jay Randolph adjourned the meeting at 2:53 p.m.

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

***Rogue Community College District
Special Meeting: Board of Education Work Session
June 18, 2024 Meeting Minutes***

1. **Call to Order-** The Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by Maria Ramos Underwood, Board Chair, at 4:00 p.m. on Tuesday, June 18, 2024 in-person on the Table Rock Campus, Room A184, 7800 Pacific Ave, White City, OR and via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Maria Ramos Underwood, 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, Dave Koehler, Lisa Parks, Stephen Phelps, Tiffany Malsberger, Raelyn Horton, Jonah Liden, Navarro Chandler, and Rachelle Brown.
4. **Information Presentation:**
 - A. High School Partnerships Update- RCC District employees Juliet Long, Nicole Sakraida, Lisa Parks, Tiffany Malsberger, and Raelyn Horton lead a presentation on RCC's high school partnerships (see file). Ms. Sakraida stated the importance of pursuing high school partnerships to help stabilize enrollment, improve the college-going pipeline, and build community partnerships. Members of the High School Enrollment Taskforce demonstrated results of their enrollment goals for high school partnerships. The Board also heard from local school district partners in support of RCC's continued goal of improved high school partnerships and the work that has been done so far. The Board thanked the High School Enrollment Taskforce for their excellent work.
5. **Q&A: Items on Regular Meeting Agenda-** None.
6. **Adjournment-** Maria Ramos Underwood, Board Chair, adjourned the meeting at 5:03 p.m.

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

Rogue Community College District
Board of Education– June 18, 2024 Meeting Minutes

1. **Call to Order-** The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Maria Ramos Underwood, Board Chair, at 5:09 p.m. on Tuesday, June 18, 2024 in-person on the Table Rock Campus, Room A184, 7800 Pacific Avenue, White City, OR via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Maria Ramos Underwood, Roger Stokes, Pat Fahey, Indra Nicholas, Vanessa Jones, Gary Plano and Jonathan Bilden.
3. **Introduction of Guests-** RCC District employees included: President Randy Weber, Lisa Stanton, Juliet Long, Jamee Harrington, Nicole Sakraida, Dave Koehler, Lisa Parks, Navarro Chandler, Jonah Liden, Joseph Maurer, and Rachelle Brown; Tiffany Hyde, President- RCC Associated Student Government; and Finn Franklin, RCC Student.
4. **Public Comment-** Finn Franklin gave a verbal public comment to the Board.
5. **College Reports**
 - A. Written Report(s)-
 - a. **Student Government-** Tiffany Hyde discussed items from the written report (see file).
 - b. **Faculty Association (see file)**
 - c. **Faculty Senate (no written report)**
 - d. **Classified Association (no written report)**
6. **Board Reports**
 - A. Executive Committee- Gary Plano overviewed items from the Executive Committee meeting agenda (see file).
 - B. Board Outreach Committee- Pat Fahey and Indra Nicholas provided an update on upcoming outreach events.
 - C. OCCA/OSBA Liaison- Pat Fahey updated the Board on the onboarding of OCCA’s new Executive Director. He also encouraged his fellow board members to attend the upcoming OCCA Annual Conference in November.
 - D. Foundation Board Liaison- No updates at this time.
7. **College Updates**
 - A. President’s Report- President Randy Weber highlighted items from his written report and provided a presentation on the 2024 Bond Initiative- Capital Projects Final Scope Estimates (see file).
 - B. Senior Leadership Team- Jamee Harrington, Vice President of People, Culture, and Safety, Lisa Stanton, Vice President of Operations and Finance, and Juliet

***Rogue Community College District
Board of Education– June 18, 2024 Meeting Minutes***

Long, Vice President of Student Learning and Success, outlined items from the combined Executive Team report (see file).

C. Foundation (see file)

8. Board Action and/or Information Items

A. Receive Monthly Financial Data Report- May 2024

a. Lisa Stanton overviewed items from the monthly financial data report.

B. Adopt Board Policy BP-5151: Academic Adjustments for Limited English Proficiency (Second Reading)

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

The motion unanimously carried.

C. Rescind AP and BP-7345: Catastrophic Leave Program

Vanessa Jones moved, seconded by Jonathan Bilden, that the Board approve item 8.C, as presented.

The motion unanimously carried.

D. Adopt 2024/25 Budget

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

The motion unanimously carried.

E. Impose 2024/25 Tax Levy

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

The motion unanimously carried.

F. Approve Additional Contingency for Construction Services RWC Rogue Bowl Renovations

***Rogue Community College District
Board of Education– June 18, 2024 Meeting Minutes***

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

The motion unanimously carried.

G. Review 2024/25 Board of Education Meeting Schedule

H. Review November Ballot Language (First Reading)

I. Executive Summary of Changes to Collective Bargaining Agreement (Information)

9. New Business (none)

10. Old Business (none)

11. Approve Consent Agenda

A. Meeting Minutes

a. May 21, 2024 Special Board Meeting

b. May 21, 2024 Board Meeting

B. Grant Acceptance (none)

C. Budget Transfers

a. May 2024

Jonathan Bilden moved, seconded by Vanessa Jones, that the Board approve the consent agenda.

The motion unanimously carried.

Maria Ramos Underwood closed the public meeting at 6:29 p.m.

12. Executive Session: Maria Ramos Underwood called the meeting into Executive Session at 6:34 p.m. pursuant to ORS 192.660 (2)(d) Labor Negotiations; and (2)(e) Real Property Transactions and closed the Executive Session at 6:46 p.m.

Maria Ramos Underwood reconvened the public meeting at 6:47 p.m.

*Rogue Community College District
Board of Education– June 18, 2024 Meeting Minutes*

13. Roundtable

Pat Fahey mentioned that he attended the pinning ceremony for RCC’s nursing graduates, and he encouraged his fellow board members to attend a future ceremony.

Vanessa Jones noted that she enjoyed this year’s commencement ceremony.

Roger Stokes thanked everyone for a great meeting.

Indra Nicholas stated that she enjoyed the high school partnerships update presented during the work session.

Jonathan Bilden said that commencement was a great conclusion to his first year on the board.

14. Adjournment- Maria Ramos Underwood adjourned the meeting at 6:55 p.m.

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

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

- 1. Call to Order-** The Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by Maria Ramos Underwood, outgoing Board Chair, at 5:00 p.m. on Tuesday, July 16, 2024 in-person on the Riverside Campus, Room HEC-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: Maria Ramos Underwood, 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, Jonah Liden, Navarro Chandler, Steve Phelps, Dave Koehler, and Rachelle Brown; and Chris Bristol, Reporter- Grants Pass Daily Courier.
- 4. Board Action and/or Information Items:**

A. Approve Annual Board Organization for Fiscal Year 2024/25

Pat Fahey moved, seconded by Jonathan Bilden, that the Board approve item 4.A, as presented.

The motion unanimously carried.

B. Board Committee and Liaison Assignment Worksheet (Information)

- a. No comments

Due to a technology issue in the board room, the Board had to pause their meeting at 5:08 p.m. and resumed their meeting at 5:14 p.m., once the issue was resolved.

C. Approve Resolution No. P2-24/25: 2024 Capital Bond

Vanessa Jones moved, seconded by Pat Fahey, that the Board approve item 4.C, as presented.

The motion passed with a 6-1 vote in favor of approving Resolution No. P2-24/25: 2024 Capital Bond.

In favor (yes): Jonathan Bilden, Pat Fahey, Vanessa Jones, Gary Plano, Roger Stokes, and Maria Ramos Underwood

Against (no): Indra Nicholas

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

5. New Business

- A. 2024-25 Conferences and Conventions- The Board were provided with a list of upcoming conferences and conventions (see file). They were encouraged to reach out to Rachelle Brown to coordinate their registration and travel arrangements for the events they would like to attend.
- B. Board Retreat- Thursday, August 15th- The Board will hold their annual summer retreat on Thursday, August 15th on the Table Rock Campus.

6. Old Business (none)

7. Roundtable

Gary Plano said that he thoroughly enjoyed being part of the RCC portion of the July 4th parade in Ashland.

Roger Stokes thanked Maria Ramos Underwood for her leadership of the board during this last year.

Indra Nicholas said it has been a pleasure and great experience to work with her fellow board members during her first year of service on the Board.

8. Adjournment- Gary Plan, incoming Board Chair, adjourned the meeting at 5:51 p.m.

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