
Rogue Community College District
Board of Education – January 23, 2018 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Tim Johnson, Board Chair, at 4:00 p.m., January 23, 2018, Table Rock Campus (TRC), Room 184, 7800 Pacific Avenue, White City, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Shawn Hogan (by phone), Tim Johnson, Claudia Sullivan, and Kevin Talbert.

Absent: Dean Wendle

3. **Guests in Attendance** – Valerie Barr, RCC Foundation/Logos Charter School, Jay Harland, Consultant; Madeline Shannan, Daily Courier, RCC student government representative Uriah Barrows and RCC District employees: President Cathy Kemper-Pelle, Judy Basker, Toni Bromley, Navarro Chandler, Gary Heigel, Shelly Hohl, Dhara Katz, Chauncey Kieley, Joann Linville, Dave McKeen, Greg McKown, Mary Middleton, Tracy Redd, Laurie Roe, Steve Schilling, Jodi Simons, Teri Smith, Lori Sours, Lisa Stanton, Carmen Sumner, Linda Wagner, Grant Walker, Sarah Wofford and Denise Nelson

4. **Public Comment** – Mr. Johnson announced that Board member Ron Fox would be reading a written statement from Board member Dean Wendle as Mr. Wendle was unable to attend the meeting in person. Public comment would be received immediately following. Each person speaking would have three minutes.

- Mr. Fox read Mr. Wendle’s written statement (see file) regarding the RCC nursing program decision. The first part of Mr. Wendle’s statement consisted of reviewing historical milestones for the College such as RCC’s annexation into Jackson County, acquiring buildings and classroom space in downtown Medford, the joint RCC/SOU Higher Education Center, and the bond approved by Jackson County voters to purchase the building and land which is now Table Rock Campus. Mr. Wendle then reviewed the steps taken in 2015/16 toward a successful \$20 million district-wide bond campaign. In the second part of Mr. Wendle’s statement, he provided detail regarding subsequent events which have caused him concern. In closing, Mr. Wendle provided his concerns about potentially changing the projects as identified during the 2016 bond campaign and the fact that an opportunity for public comment has not been provided.
- Linda Wagner, Nursing Department Chair, commented RCC’s nursing program has been located at Redwood Campus (RWC) in Grants Pass for 28 years. The department has made due over the years and they have been happy with the situation on RWC. The basic needs of the program are being met, however, there are disadvantages. The Practical Nursing (PN) program was located on RWC until two years ago when it was moved to TRC. This was appreciated as the move provided better space. In her view, a con with moving the Nursing program is the fact that the program has always been located on RWC. The pro of moving the program to TRC tends to be heavier as locating all departments on one campus would be better for students and faculty. This would bring the program into the 21st century. She reported 82 percent of nursing

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students live in Jackson County. Students have always traveled the length of the valley and will continue to do so no matter where the program is located. In closing, Ms. Wagner commented she sees definite advantages to co-locating the programs.

- Toni Bromley, Faculty, Nursing program, does not have a preference for the program's location, however, she feels the students must have exactly the same support as currently provided on the RWC. In her view, nursing faculty can provide simulation training wherever the equipment is located. If the program is moved to TRC, students need a robust counseling department on TRC every day and covering all hours that students are on campus. Nursing students rely on counselors. In past years, the program has had students with emotional issues and those who needed emergency care. She added that students in this program also need full library services and security.

5. Presentation – Jay Harland, consultant for the RWC water project, provided the Board with an update on the referenced project. Mr. Harland reviewed the following three possible solutions:

- a. Full Parallel Main Extension: This solution would involve the full Redwood Highway reinforcement water main, either a 12-inch or 16-inch line. This solution will require substantial cost sharing by the City of Grants Pass.
- b. Expanded Private System: This solution would tap into the existing campus system to serve the domestic needs of the new construction and would construct a holding pond with fire pumps and dedicated plumbing for the new building's fire protection.
- c. Incremental City Improvements: The particular improvements for this type of solution are indeterminate at this time. This solution will require further analysis and careful engineering that is coordinated with the building design team. The basic concept is to identify a smaller set of improvements to the municipal water system that will advance the long-term service needs of the area while also providing the minimum fire flows for the immediate short-term construction projects at the RCC campus.

Mr. Harland will receive an opinion from a land use lawyer. He noted the next step should run in parallel with the building design. Pat Ashley asked, if the College were to reach an agreement with the City on cost sharing, is there any idea about length of time regarding the involvement of the Oregon Department of Transportation (ODOT)? Mr. Harland responded, yes, there's going to be a process with ODOT, but it would be standard engineering protocol. Nothing out of the ordinary.

The following points were mentioned:

- The College has not made a decision about building a new science building or renovating the existing building.
- If it were decided to do cost sharing, financing would have to come from the bond agreement, which means a change to bond funding.
- The College can file a placeholder permit that would be subject to revision.

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- It would cost \$3.2 million, unshared, for the full meal deal to reach minimum flow and then the College would need another \$1 million.

In conclusion, the Board asked President Kemper-Pelle to pursue the options. Board members thanked Mr. Harland for his presentation.

6. College Reports

A. Finance and Audit Committee – Ron Fox reported the committee reviewed the monthly financial statements and all accounts are well in line. Revenues decreased a small amount due to part-time enrollment. At the same time, expenses have decreased. The committee also reviewed budget transfers, which were relatively small in number of categories and dollar amounts.

B. Written Reports

- a. Student Government – Uriah Barrows, President, Associated Student Government Riverside/Table Rock Campus provided a written report for Board review prior to the meeting.
- b. Classified Association – Sarah Wofford, President, Classified Association provided a written report for review prior to the meeting. She also reported the cost of living adjustment (COLA) came in at 2.1%.
- c. Faculty Association – Dave McKeen was in attendance on behalf of the Faculty Association. There was no official business to report.
- d. Faculty Senate – Tracy Redd, Faculty Senate Co-chair, provided minutes for review in advance of the Board meeting (see file). She reported the next Faculty Senate meeting will be held Friday, January 26th.

7. President's Reports

A. Monthly Calendar and College Issues – A written report was provided to the Board for review prior to the meeting (see file).

- a. Status of Vice President of Instruction position:
 1. Interim Announcement and Resume – President Kemper-Pelle reviewed the resume of Joann Linville who has been contracted to serve as Interim Vice President of Instruction.
 2. Objectives for Interim Vice President – Cathy reported that Ms. Linville has immediately helped to identify Allied Health space needs and is working closely with Teri Smith. Ms. Linville will be attending Faculty Association meetings and

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providing leadership and mentorship to the deans. A list of objectives was distributed to the Board for review prior to the meeting (see file).

3. Job Description Review and Timeline – A task force from the College was assigned to review the VP of Instruction job description and make a recommendation for updating. The expectation is to have the position posted by February 15 with the start date of July 1.

- b. Student Success Funding Model Taskforce - Kevin Talbert attended the Student Success Funding Model Task Force meeting. This taskforce was formed by the Higher Education Coordinating Commission (HECC) and charged with establishing criteria to develop a funding request to the state. Unfortunately, this will not be ready in time for the short legislative session but it will be ready for the next long session.

B. Bond Oversight Committee (BOC) – A written report was provided to the Board for review prior to the meeting (see file).

- a. December 20, 2017 Letter to Board/President from Tracy Redd – President Kemper-Pelle referenced Ms. Redd’s letter to the Board (see file). This letter and also the e-mail mentioned below from Linda Wagner, have to do with the relocation of the nursing program. Dr. Talbert recommended the Board reply to the letter from Ms. Redd. He appreciated the tone of being helpful and constructive, the board has been received and considered. Claudia Sullivan thanked Ms. Redd for posing good questions.
- b. Email from Linda Wagner on the Pros/Cons Potential Nursing Move - Cathy Kemper-Pelle shared an email (see file) from Linda Wagner (Faculty/Department Chair) about the potential nursing program move to Table Rock Campus.

8. Board Action and/or Information Items

- A.** Discuss Best Practices for Health Science Education Facilities – President Kemper-Pelle recommended that we have an open forum to allow employees and community members from both counties to offer their opinions on the potential nursing program move. Claudia Sullivan feels the Board does not make that decision. In Pat Ashley’s view, since this decision is tied directly to the bond with multiple legal issues, the board should be supportive of what the College decides on for best practices. Cathy will get back with the board for possible date/time options to hold one or two public forums.

Shawn Hogan agrees the public forums are necessary to arrive at, or direct, a decision by understanding concerns or viewpoints the Board is not aware of. He suggested the full Board’s digestion of the decision matrix would take place after the forums. Ron Fox agreed with receiving public input at forums and he would also like to reach a point and time when the Board can list and discuss the pros and cons.

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Pat Ashley recommended coordinating the public forums to ensure Board members serving on the Bond Oversight Committee could attend then the full Board would have a work session to hear from Joann, faculty, or whomever can provide the Board with information regarding best practices so a decision can be made at the regular February Board meeting. There was no objection to this recommendation. Staff will schedule public forums and a Special Board meeting (work session).

B. Recommendation and Action – RCC/RCC Foundation Memorandum of Understanding (MOU)

MAIN MOTION

Pat Ashley moved, seconded by Claudia Sullivan, the College will fund the Foundation at the level indicated in the RCC/RCC Foundation MOU (see file).

President Kemper-Pelle explained the issue is that the College is not following the MOU right now and should be supplying 50 percent of the cost needed to fund the Foundation's support staff. Shawn Hogan referred to section B7 of the MOU which states "The College agrees to provide the Foundation with personnel for which the foundation will reimburse the college for 50% of the total cost. This shall be re-evaluated annually..." Due to changes in administration at the College and the Foundation, the MOU has not been re-evaluated annually, however, it will be in the future.

The motion unanimously carried.

Tim Johnson called for a ten-minute break at 5:30 p.m. and reconvened the meeting at 5:40 p.m.

C. Approve Board Development Southern Oregon Business Conference: January 25, 2018

Ron Fox moved, seconded by Kevin Talbert, the Board adopt Resolution No. P46-17/18 approving the participation of Board member Claudia Sullivan in the January 25, 2018 Southern Oregon Business Conference.

The motion unanimously carried.

D. Adopt Revised Board Policy, Article 2, Section B, Policy 010: Tobacco Use (Second Reading)

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P38-17/18 approving revised Board Policy 2.B.010: Tobacco Use.

The motion unanimously carried.

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- E.** Adopt Revised Board Policy, Article 1, Section A, Policy 010: Mission, Vision, Values and Core Themes (Second Reading)

Kevin Talbert moved, seconded by Pat Ashley, the Board adopt Resolution No. P38-17/18 approving revised Board Policy 1.A.010: Mission, Vision, Values, and Core Themes

The motion unanimously carried.

- F.** Adopt Revised Board Policy, Article 1, Section A, Policy 020: Organization and Authority (Second Reading)

Pat Ashley moved, seconded by Ron Fox, the Board adopt Resolution No. P40-17/18 approving revised Board Policy 1.A.020: Organization and Authority.

The motion unanimously carried.

- G.** Adopt Revised Board Policy, Article 1, Section A, Policy 030: Qualification and Election (Second Reading)

Kevin Talbert moved, seconded by Pat Ashley, the Board adopt Resolution No. P41-17/18 approving revised Board Policy 1.A.030: Qualification and Election.

The motion was carried unanimously.

- H.** Adopt Revised Board Policy, Article 1, Section A, Policy 040: Vacancies (Second Reading)

Pat Ashley moved, seconded by Rob Fox, the Board adopt Resolution No. P43-17/18 approving revised Board Policy 1.A.040 Vacancies.

The motion unanimously carried.

- I.** Adopt Revised Board Policy, Article 1, Section A, Policy 050: Compensation (Second Reading)

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P44-17/18 approving revised Board Policy 1.A.050: Compensation

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

- A. Foundation** – Judy Basker, Executive Director, reported the Foundation inherited an estate gift which has been pending in court, and has recently been advised the

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Foundation won the case including attorney fees. This gift will be approximately \$500,000 for nursing scholarships. They have two more weeks to appeal. She also reported, in general, things are going well.

B. Institutional Research, Effectiveness and Planning (IREP)– FTE Report

Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the enrollment report (see file). The full-time equivalent (FTE) headcount report reflects only 1.7% reduction at this time. The reduction is related to the dropping of courses at Riverside Campus and less enrollment of part-time students.

C. College Services – Vice President Curtis Sommerfeld reported the replacement for RogueNet has been narrowed down to two finalists for final interview. In an ideal world the replacement would be operating by July 1, 2019.

D. Instructional Services – A written report was provided for Board review prior to the meeting (see file). Teresa Rivenes, Dean of Instruction – Curriculum and Instruction, reported the new director of community education is on board and offers a good deal of experience. We should hear of great things coming from that department. Dr. Talbert commented he is pleased received that news.

E. Student Services – A written report was provided for Board review prior to the meeting (see file). Vice President Kori Ebenhack mentioned the Veteran’s department was highlighted in the report this month. The report also included information from the Marketing department, which will be recognized at the League for Innovation Community College Innovations Conference.

10. Board Discussion Items

A. Pending Items List – No discussion

11. Approve Consent Agenda

Dr. Talbert asked to remove the December 19, 2017 meeting minutes from the Consent Agenda. Ron Fox moved, seconded by Pat Ashley, the Board approve Consent Agenda items B, C and D as presented:

- A. Meeting Minutes
 - a. December 19, 2017 Board Meeting
- B. Human Resources – None
- C. Grant Acceptance – New Grant
 - a. Campus Veteran Resource Center Grant
- D. Financial Reports
 - a. Monthly Financial Data Report – December 2017
 - b. Quarterly Budget Transfers Report

The motion unanimously carried.

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Dr. Talbert indicated there was an apparent lack of clarity about the Board's December 19, 2017 decision to provide direction to the architect. He referred to page 4 of the meeting minutes, which indicate "...the Board directs the architect to provide space for the potential move of nursing to the health professions building at Table Rock Campus."

Dr. Talbert added, it was the intent of the Board to authorize the builders to move ahead. There was no revision to the December 19, 2017 meeting minutes.

Kevin Talbert moved, seconded by Ron Fox, the Board approves the December 19, 2017 meeting minutes as presented.

The motion unanimously carried.

12. Board Reports

- A.** Board Policy Ad-hoc Committee – Claudia Sullivan reported the committee reviewed and revised policies as suggested during the Board's first reading in December. Instead of presenting 12 policies this month, the committee is presenting six. Pat Ashley added she looks forward to hearing from administration regarding the policies they will be renovating. Ms. Ashley is hopeful to have the Board's section of the policy handbook completed by May. Tim Johnson recognized the time and effort that goes into revising the policies and thanked the committee for their work.
- B.** Executive Committee – Pat Ashley and Claudia Sullivan participated in the January committee meeting and reviewed the December Board meeting agenda.
- C.** Facilities Committee – Claudia Sullivan and Kevin Talbert indicated the Facilities and Operations staff provided a written report for review prior to the Board meeting (see file).
- D.** Oregon Community College Association (OCCA) and Oregon School Board Association (OSBA) – Ron Fox provided the following new from OCCA and OSBA:

Ron Fox reported he was surprised to hear the significant movement achieved under House Bill 2928 which consists of legislative action enforcing universities to work collaboratively with community colleges. He also reported OCCA will be holding Community College Lobby Day on Thursday, February 8. Cathy and Ron will develop a schedule to meet with legislators. Mr. Fox also provided an overview of the January 12 OCCA Board forum and meeting.

Kevin Talbert reported he is serving on the OCCA Budget Committee. OCCA has only one increase this year for an administrative assistant. An administrative assistant is a minimal increase which will free up other OCCA members.

- E.** Initial Review of 2016/17 Board Self-Evaluation and 2017/18 Board Areas of Focus – Evaluation results were distributed to Board members in advance for review (see file).

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Due to the importance of the nursing program discussion, it was decided to wait to discuss the evaluation results. A review of the Board's 2017/18 Self-Evaluation results was postponed until a later time (to be determined).

13. Executive Session – None

14. New Business – None

15. Old Business – Pat Ashley has continued to look into childcare for students and she has made good contacts and uncovered good resources for students. She requested to hand this information and effort off to college leadership.

16. Roundtable – Ron Fox distributed an information item from a magazine titled “Wanted: jobs for the boys” (see file).

17. Adjournment – Tim Johnson adjourned the meeting at 6:12 p.m.

Meeting minutes respectfully submitted by Denise Nelson, Assistant to the President - Governance.