
***Rogue Community College District
Board of Education – October 16, 2018 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Claudia Sullivan, Board Chair, at 4:00 p.m. on October 16, 2018, at the RCC/Southern Oregon University (SOU) Higher Education Center (HEC), Room 127/129, 101 S. Bartlett Street, Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Pat Fahey, Roger Stokes, Claudia Sullivan, and Kevin Talbert. Ron Fox and Shawn Hogan were absent.
3. **Guests in Attendance** – Jennifer Cunningham, Associated Student Government – Redwood (ASG-RWC) President; Thomas Close, Associated Student Government – Riverside/Table Rock (ASG-RVC/TRC) President; Sara Wofford, President, Classified Association; Jeremy Taylor, Faculty Association; faculty and staff including Joe Anderson, Judy Basker, Kori Ebenhack, August Farnsworth, Leo Hirner, Rene McKenzie, Greg McKown, Tracy Redd, Laurie Roe, Lisa Stanton, Carmen Sumner, Grant Walker, Marina Whitchurch, and Cheryl Johnson.
4. **Public Comment** – no public comments
5. **Presentation/Other**
 - A. A warm welcome was extended to our new Zone 2 Interim Board Member, Pat Fahey. Claudia Sullivan introduced, and Board members welcomed, Pat Fahey to his service on the Board of Education.
6. **College Reports**
 - A. Finance and Audit Committee – Pat Ashley, Roger Stokes and Pat Fahey participated in the Board Finance and Audit Committee meeting just prior to the Board meeting and reviewed the monthly financial statement (see file). Pat Ashley reported that we are on budget as far as expenses go. FTE may change some of the revenue as the academic year gets going.
 - B. Written Reports
 - a. Student Government – Jennifer Cunningham and Thomas Close elaborated on their written reports (see file). Thomas Close commented that the most popular activity at the Riverside (RVC) campus was the parking pass raffle. Redwood (RWC) and RVC campuses are planning student engagement events for Halloween. Jennifer Cunningham reported that there have been many meetings and trainings as they got ready for the new academic year. Week of Welcome at RWC was very successful, and they were able to fill some vacant positions with contacts made during Week of Welcome.
 - b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). Sarah shared that today is the last day to register to vote and OSEA has been very active in the effort to get people registered.
 - c. Faculty Association (no written report), Jeremy Taylor expressed that the Faculty Association is looking forward to working with management this year. The faculty is excited to be working with VP Leo Hirner.
 - d. Faculty Senate – (no written report), Chelsea Fine and Marina Whitchurch: Marina Whitchurch reported that they will have a big meeting in a few weeks and will have a report for the next board meeting.

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7. President's Report

- A.** Monthly Calendar and Narrative – Cathy Kemper-Pelle discussed her Narrative Report (see file) and discussed two handouts provided in the board packet (see file): Cathy Kemper-Pelle highlighted a very successful meeting with the Executive Leadership team of Asante; Fall In-service survey results; Rogue Workforce Task Force; SOREDI engaging with TIP Strategies; Adult Attainment (post-secondary credentials); and a meeting with Brenda Johnson of La Clinica. Roger Stokes asked about the willingness of Asante and/or La Clinica to subsidize some of the instruction and/or potential faculty. Cathy Kemper-Pelle affirmed that the conversation is happening.
- B.** Bond Oversight Committee (BOC) – Pat Ashley, Roger Stokes, and Kevin Talbert. A written report was provided to the Board for review prior to the meeting (see file). Greg McKown reviewed highlights of the report.
- **High Tech Center:** The High Tech Center is in a 90-day close-out period with the contractor and EDA. There are small items that are remaining to be repaired and are on the punch list. There are still some outstanding invoices, and we anticipate coming in under budget. Lisa Stanton thanked and applauded Greg McKown, Marie Chandler, and Jodie Fulton for their work to get the two payments from EDA on this project.
 - **Health Professions Building:** We are currently in the construction drawing approval phase. The next step is to go out to bid and submit for permits and plan review. The cost estimate is unchanged and the timeline is still on target. It is anticipated to bring the contract to the board in March 2019 for approval.
 - **Water project:** RCC is currently seeking approval from the City of Grants Pass for partitioning of the property needed to install a pumping station.
 - **CTE expansions/D building:** Art Building renovation: drawings are expected to be completed and submitted this week, and the next step will be filing for permits. It is anticipated that we will go out to bid in November, and bring the bids to the board for approval in December 2018. If approved, plans are to start construction in January
 - **Fire Training Center:** Construction is moving along and the roof trusses are going on this week. The building is on schedule for completion by the end of January.
- Claudia asked that the projects in the Monthly Bond Project Status Report be changed from “cancelled” to “reassigned” as those funds were allocated to other projects. Greg McKown replied that he would make the changes.
- C.** Enterprise Resource Planning (ERP) Consortium Update – Cathy Kemper-Pelle: Curtis Sommerfeld is currently spending four days a week working on the ERP design project. We will be doing some deep exploration as to whether all five campuses go with the same exact configuration, or offer campuses some flexibility for customized implementation.
- D.** Entrepreneurial Fund Update – Cathy Kemper-Pelle: The financial report shows the latest information on our Entrepreneurial Funds. A press release for the upcoming STEAM event in downtown Grants Pass is included on page 26 of the financial report. This is a great partnership with Pacific Power, Dutch Bros., and RCC, to showcase our Innovation Hub.

8. Board Action and/or Information Items

Kevin Talbert moved, seconded by Pat Ashley, the Board adopts Resolution No. P20-18/19 approving the participation of Pat Fahey, Roger Stokes, Ron Fox, Pat Ashley, Shawn Hogan, and Kevin Talbert in the 2018 Oregon Business Plan Leadership Summit in Portland, OR.

The motion unanimously carried.

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9. Foundation and Senior Management Team Reports

- A. Foundation – Judy Basker, Executive Director, highlighted items from the Foundation’s written report (see file). Judy Basker shared that she met with Hector Flores from the Diesel program. Hector Flores shared with Judy Basker that he needed a garbage truck for students in his program to work on. Judy Basker contacted Pat Fahey. Hector Flores and Judy Basker met with Pat Fahey, who was happy to help and donated a garbage truck to our program.
- B. Institutional Research, Effectiveness & Planning – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE Report and Student Enrollment and Retention report (see file).
 - a. FTE Report: Laurie Roe talked about the kickoff of the SENSE data collection. Laurie Roe handed out an updated FTE report, and shared that we are continuing the trend of increasing FTE and the figures look promising. The state just finalized the Reimbursable FTE totals and Laurie Roe included a chart with the final totals. She also included charts of Total FTE by Instructional Area of RCC compared to all Community Colleges. Laurie Roe discussed the End of the Summer Term report and what the data in the report represents.
 - b. Extraneous Credits Earned by Students at RCC – Laurie Roe explained that the number of students that complete a degree with more credits than necessary is very insightful. Claudia Sullivan asked if there is any study of trends. Laurie Roe shared that she will be looking deeper for things like dual credit, ethnic groups, major changes, students on financial aid needing to fill their schedule, etc.
- C. **College Services** – Curtis Sommerfeld, Vice President, College Services was absent and there was no report from College Services.
- D. **Instructional Services** – Leo Hirner, Vice President, Instructional Services elaborated on his written report (see file). Leo Hirner added that the Certified Production Technician non-credit certificate program was approved by the state.
- E. **Student Services** – Kori Ebenhack, Vice President, Student Services highlighted items from her written report (see file) and she gave a special shout-out to Judy Basker and the Foundation for a great job with the Soccer Expo. It was a terrific event that was well attended. Kori Ebenhack praised all of the Foundation Team for their efforts. Joe Anderson provided a brief presentation on Big Interview – a video based interview program for all RCC Students. It is a helpful technological tool that will provide instant feedback to the student user, as well as being able to email their interview to someone.
 - a. Big Interview Email
 - b. Big Interview Flyer

Claudia Sullivan called for a break at 5:10pm. The board meeting resumed at 5:25pm. Before moving on to the agenda, Roger Stokes thanked Kori Ebenhack for the efforts of her and her team to increase enrollment. Leo Hirner added that RCC is one of two community colleges in Oregon with positive growth.

10. New Business

- A. Emergency Drill – April 16, 2019 at 7 p.m. in HEC: Claudia Sullivan advised that there will be an emergency fire drill on the evening of our board meeting in April 2019. If we are still in session at 7pm, we will have to evacuate the building.

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- B. OCCA Board Policies, Claudia Sullivan said that she and Pat Ashley will be attending the OCCA Annual Conference, where there will be a workshop on the OCCA Board Policy and Procedure program. Claudia Sullivan shared that the board should anticipate receiving seven or more policies per meeting. The plan is to start with the policies that are legally required. Pat Ashley stated that the biggest challenge of this process will be to meld our current policies with the new policies and to be aware of what policies get replaced and what stays.

11. Old Business

- A. Discuss President's Performance Review – Claudia Sullivan: Cathy Kemper-Pelle shared that she added Objective #4 – Engage with students and college employees in communications regarding college goals and values. Cathy Kemper-Pelle is looking forward to engaging with students in the classroom, as well as faculty and staff in their regular staff meetings.
- B. Discuss Board Self-Evaluation/Board Goals – Claudia Sullivan had indicated those areas of focus (see file) that she felt had been completed. Pat Fahey asked for clarification about the K-12 board to board dialogue. Claudia Sullivan pointed out that item was a perfect example of how the board needs to decide on how they want to proceed. Pat Ashley commented that it might be counter to the efforts of Kori Ebenhack, Leo Hirner, and/or Cathy Kemper-Pelle and their current efforts. Pat Ashley suggested that we may get some better benefit if we engaged in dialog with the SOU board. Kevin Talbert shared that there has been a more “social” feel to past engagements. He offered that it would be a nice gesture to also invite the OIT board as well. Cathy Kemper-Pelle said there will be a reception in the HEC on November 29, 2018 to celebrate ten years in the building, and this is an opportunity to involute both boards to a single event. Claudia Sullivan encouraged board members to participate in future discussion about these items in a quarterly work session (as the board decided at the retreat). Board members are asked to share their availability through the end of November with Cheryl Johnson, who will find a mutually agreeable time for everyone to meet.
- C. Discuss Board Statement of Support – Claudia Sullivan shared that this work would be better accomplished in a quarterly work session.
- D. Discuss Status of Budget Advisory Committee and Expected Outcomes – Claudia Sullivan. Cathy Kemper-Pelle asked Leo Hirner to allow us to share his Guided Pathways presentation with the Committee.

12. Consent Agenda

Pat Ashley moved, seconded by Roger Stokes, the Board approves the Consent Agenda as presented:

- A. Meeting Minutes
- a. April 17, 2018 Board Meeting
 - b. May 15, 2018 Board Meeting
 - c. May 24, 2018 Special Board Meeting
 - d. June 26, 2018 Board Meeting
 - e. July 17, 2018 Board Meeting
 - f. August 21, 2018 Board Meeting
 - g. September 18, 2018 Board Meeting
 - h. September 24, 2018 Special Board Meeting
 - i. Grant Acceptance – Continuation of a variety of Grants

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- B. Financial Reports
 - a. Monthly Financial Data Report – September 2018
 - b. Quarterly Budget Transfers

The motion unanimously carried.

13. Board Reports

- A. Board Policy Ad-Hoc Committee: Pat Ashley stated that the committee is “back in duty” and working to get through the new policies as quickly as possible, especially those that are legally required. Claudia Sullivan wants to bring all of the legally required policies to the November board meeting. In addition, the goal is to bring as many of the accreditation required policies as possible for a first reading in November.
- B. Executive Committee: Claudia Sullivan reported that the Executive Committee proposed moving the new and old business ahead of the executive session. Claudia Sullivan recommended moving the Consent Agenda up with the Board Action so that all can be moved at one time. The board concurred that these recommended changes are a good idea.
- C. Facilities Committee: Roger Stokes reported that he and Shawn Hogan met with Grant Lagorio and Curtis Sommerfeld on October 12, 2018. They were given an update and tour of the ADA upgrades done at the Redwood Campus in bathrooms, classrooms, and the automotive shop. There was general board discussion about what is necessary to make the automotive facility ADA compliant and the need for an updated master plan for the Redwood Campus. There are a number of issues around the water project, science building, city annexation, etc. There are many questions, and without a master plan, it is hard to make informed decisions for the long term. Kevin Talbert asked Cathy Kemper-Pelle to check with her executive team about timing and projects, with an eye toward defining a master plan for the Redwood Campus.
- D. OCCA/OSBA: Ron Fox was absent as he was attending the OCCA Executive Board retreat. He will provide a report at the November board meeting.
- E. President’s Performance Review Committee: Claudia Sullivan shared that a fourth objective was added to the President’s performance review to include internal collaboration with staff and faculty. We will be working with a schedule similar to what was used last year.

14. Executive Session – There were no items for Executive Session

15. Board Discussion Items – There were no items for Board Discussion

16. Roundtable – Pat Fahey expressed his appreciation to the board and the staff for the warm welcome. Cathy Kemper-Pelle expressed appreciation for everyone that worked on Inservice this year. People stepped up and made it a wonderful day and she is thankful. Claudia Sullivan commented about how nice the Soccer Expo was and that it was a great event and good exposure for RCC.

17. Adjournment – Claudia Sullivan adjourned the meeting at 6:13 p.m.

Meeting minutes respectfully submitted by Cheryl Johnson, Assistant to the President – Governance.