
Rogue Community College District
Board of Education – October 17, 2017 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Dean Wendle, Vice Chair, at approximately 4:00 p.m., Tuesday, October 17, 2017, Table Rock Campus (TRC), 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, Claudia Sullivan, Kevin Talbert and Dean Wendle.

Absent: Tim Johnson

3. **Introduction of Guests** – Uriah Barrows, President, Riverside Campus (RVC)/TRC, RCC Associated Student Government (ASG) and RCC District employees including Cathy Kemper-Pelle, Judy Basker, Kori Ebenhack, Navarro Chandler, Kirk Gibson, Grant Lagorio, Rene McKenzie, Greg McKown, Sara Moye, Laurie Roe, Steve Schilling, Lisa Stanton, Carmen Sumner, Sarah Wofford and Denise Nelson.

4. **Public Comment** – None

5. **College Reports**
 - A. Finance and Audit Committee – Shawn Hogan and Dean Wendle participated in the October 17 Committee meeting. The monthly financial statement was reviewed. Overall, tuition revenue has decreased 2.9% compared to last September and is forecasted to be down approximately \$540,000 this year compared to last year. On a positive note, the Allied Health portion of entrepreneurial fund tuition revenue is projected to be about \$53,000 more than originally budgeted.
 - Dr. Talbert asked about the balance in the Entrepreneurial Fund. Lisa Stanton reported the tuition and fee funds budgeted for entrepreneurial projects were reduced to zero. At this time we do not have entrepreneurial activities that directly generate tuition and fees.
 - The auditing firm of Eide Bailly, LLC, performed audit compliance testing in July on the Southern Oregon Health Occupations Poverty Elimination (SOHOPE) program and also Financial Aid. Mr. Wendle reported the auditors found incorrect withdrawal dates reported on the return to Title IV calculations. They also identified a material weakness in internal control in the review of eligibility status of students participating in the program.
 - The College has used the same bank for ten years. Staff anticipate bringing a proposal to the Board in the near future for a two or three year extension to continue using the current bank. This will provide the College with the time needed to prepare for a possible Request for Proposal (RFP).

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B. Written Reports

- a. Student Government – Uriah Barrows reported the New Student Welcome Day event was a success. Student government representatives reached out to about 90 new students by answering questions and providing assistance. During the first week of Fall term, student government teams were stationed at the front of RVC-G building and also the RCC/SOU Higher Education Center (HEC). Board member Claudia Sullivan noted she appreciated the format in the report which tied student government activities to the College Strategic Plan.
- b. Classified Association – Sarah Wofford provided a written report for review in advance of the meeting (see file) and had nothing further to report.
- c. Faculty Association – Jeremy Taylor, Faculty Association President, instructs a class at the same time Board meetings are held thus he is unable to attend Board meetings this term.
- d. Faculty Senate – The Faculty Senate meeting minutes were provided for review in advance of the meeting (see file).

6. President's Reports

A. Monthly Calendar and College Issues – President Kemper-Pelle provided an overview of the detailed items included in her written report (see file) as follows:

- As requested by the Board at the October retreat, the metrics used for institutional strategic planning were provided with the Board meeting material this month (see file). President Kemper-Pelle reported there are some metrics the Board is accustomed to, some are currently being designed and some are not established yet. We are first going through a data integrity review to ensure we are gathering and collecting data appropriately. This will take more time than anticipated as we have two vacant data analyst positions. Consequently, generating baseline data to set targets is also moving slower than expected. Ron Fox requested the Board receive a report (update) on Strategic Plan objectives and metrics by June 30, 2017. President Kemper-Pelle will ensure the Board receives this report.

B. Bond Oversight Committee (BOC) – A written report was provided to the Board for review prior to the meeting. President Kemper-Pelle advised it was recently clarified at a committee meeting, from this point forward recommendations from the committee to the Board will be coming through president. This was a housekeeping issue to ensure compliance with public meeting law.

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- Greg McKown provided a brief highlight of bond project updates from the written report. He also mentioned the Fire District 3 Request for Proposal was sent out to bid and will close November 7, 2017.

- The College met with City of Grants Pass representatives regarding the Redwood Campus (RWC) waterline project. The greatest challenge is, even though the City has a water extension project recognized in their master plan, the project is low on their priority list. This is a critical issue for the College. Without the City of Grants Pass, the College would need to pay for a pumping station which would cost \$1 million or more. Discussion occurred regarding this and considering the importance of timing and partnership with the City of Grants Pass on this project, President Kemper-Pelle will write a formal letter to the City and hopes to have an opportunity to schedule a work session with the City Council. President Kemper-Pelle requested Board member review and input regarding the letter. Sooner get letter to city sooner we can get meeting work session. Kevin Talbert recommended being prepared in advance by identifying who will attend a work session with the City. President Kemper-Pelle added there are multiple challenges with this project, as an example, placing a water line along highway 199 will involve the Oregon Department of Transportation which may take years to plan and execute. In fact, it has been suggested this might take five years. It will be important to explore all possible options regarding this project. The most important thing is for students to have science and nursing facilities.

C. Organization Charts – Dr. Talbert and Ms. Ashley thanked staff for providing a version of the organization charts with names in leadership positions.

D. American Association of Community Colleges (ACCT) - Fast Facts

President Kemper-Pelle reported this document informs us about what’s happening with community colleges on a national level. There are 1,108 community colleges in the United States. There is no other place in the world with a community college system like ours. The majority of students nationwide are first generation students attending college part-time. Credit classes are still the predominant type of instruction occurring, however, non-credit is growing. We are getting more “skills” based and less focused on degrees. Pat Ashley noticed an inequity of ACCT Board member representation west of the Rocky Mountains. In fact, the ACCT Board is comprised of mostly college presidents. Denise Nelson was asked to research ACCT’s board nomination process.

7. Board Action and/or Information Items

A. Review Board Policy Revision Article II: General Operations; Section B: Miscellaneous; Policy 060: Animals on Campus (First Reading)

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Pat Ashley and Claudia Sullivan voiced concern about the length of the draft policy. In other areas of board policy revisions, the Board Policy Committee has been trying to achieve direct statements of policy, within two sentences, in other areas of policy by citing the applicable Oregon Revised Statute (ORS) and recommend doing the same for this.

President Kemper-Pelle responded this draft is in direct response to the Oregon Department of Education Civil Rights review wherein the College was given exclusive instructions for policy verbiage. This is a broad policy for which there is no ORS and is at the discretion of the Board of Education. President Kemper-Pelle recommended revising the policy to meet the recommendation(s) of the Board and submit it to the Department of Education for their review. Pat and Claudia agreed with this recommendation.

Dr. Talbert is concerned about the definition of service animals used in the draft policy. He is also concerned about the stringent wording of the draft policy prohibiting dogs from being left in a vehicle on RCC property. He commented, as an example, this does not give students an opportunity to drive on campus with a dog in the car and momentarily leave the dog (in the car) to drop a book off at the library. In Dr. Talbert's view, the policy should provide for the opportunity to leave a dog in the car and also include verbiage about not endangering the animal. Pat Ashley suggested separating the service animal policy from animals remaining on campus. Ron Fox commented the draft presented does not separate land from building. What about people who walk their dog on college property?

President Kemper-Pelle summarized the next steps by stating administration will attempt to shorten the verbiage to be policy oriented and specifically addressing compliance with the Americans with Disabilities Act (ADA) while meeting the requirements of the Oregon Department of Education in response to the Civil Rights review. The remaining verbiage from the draft version and any additional detail will be placed in procedure. There were no further suggestions or opposition to the next steps as presented by the President.

B. Adopt Table Rock Campus Master Plan (Second Reading)

RF moved seconded by Claudia Sullivan, the Board adopts Resolution No. B15-17/18 approving the adoption of the Table Rock Campus Master Plan.

Dean Wendle reported this Master Plan was thoroughly discussed at the October 5 Board retreat.

The motion unanimously carried.

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C. Approve Contract for Architecture and Engineering Services, Health Professions Building

Ron Fox moved, seconded by Pat Ashley, the Board adopts Resolution No. B16-17/18 approving a contract with Kistler, Small and White Architects to provide Architectural and Engineering Services for the Health Professions Building project for a contract price of \$1,104,340 plus an owner contingency of \$82,825.50 not to exceed a total of \$1,187,165.50.

The following items were noted:

- The College has flexibility throughout the estimated nine-month design development phase.
- A RWC nursing program space needs assessment has not been completed. The dental program and allied health which were part of RVC/TRC have been evaluated.

Roll Call Vote

Dean Wendle – Yes
Ron Fox – Yes
Pat Ashley – Yes
Kevin Talbert – Yes
Claudia Sullivan – Yes
Shawn Hogan - Yes

The motion unanimously carried.

D. Approve Contract with Adroit Construction for CM/GC Services, Health Professions Building

Ron Fox moved, seconded by Kevin Talbert, the Board adopts Resolution No. B17-17/18 approving a contract with Adroit Construction to provide CM/GC Services for the Health Professions Building at the Table Rock Campus in White city for Construction Management Services not to exceed \$19,500.

Roll Call Vote

Dean Wendle – Yes
Ron Fox – Yes
Pat Ashley – Yes
Kevin Talbert – Yes
Claudia Sullivan – Yes
Shawn Hogan - Yes

The motion unanimously carried.

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E. Oregon Business Plan Leadership Summit – December 4, 2017

Claudia Sullivan moved, seconded by Kevin Talbert, the Board adopts Resolution No. P18-17/18 approving the participation of Pat Ashley, Ron Fox and Kevin Talbert in the 2017 Oregon Business Plan Leadership Summit in Portland, OR.

The motion unanimously carried.

8. Foundation and Senior Management Team Reports

A. Foundation – Judy Basker, Executive Director, provided an overview of items from the written report (see file). The Foundation held the first Board meeting of this fiscal year. RCC employees Steve Schilling, Steve Foster and Dorothy Twain provided a scanning electron microscope presentation. Ms. Basker also reported the following:

- The Foundation has a strong and invested board
- There is longevity with Foundation staff
- President Kemper-Pelle is doing a fantastic job with community outreach
- The Foundation was given the opportunity to speak during the “Minute at the Medford Chamber” presentation last month. Board member Kingsley Kelly represented the Foundation very well.
- An RCC student recently experienced an emergency situation when his apartment building burned. Within 48 hours, the Medford Rogue Rotary provided assistance to him. RCC Board of Education member Tim Johnson, also a member of the Medford Rogue Rotary club, met with the student in a timely manner and assisted the student with emergency needs.

B. Institutional Research, Effectiveness and Planning – FTE Report

Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE report (see file). Student headcount was included in the report this month per request of the Board. Ms. Roe reviewed the report in detail with the Board. A question and answer period ensued. In closing, Board members commented they like seeing this type of report and liked the format.

C. College Services – In the absence of Vice President Sommerfeld, President Kemper-Pelle reported the following:

- The College Services written report this month (see file) consists of an update on the Oregon Department of Education (ODE) Civil Rights review. Required facility updates identified in the audit are predominantly located at RWC. The College has submitted the first report due to ODE primarily consisting of facilities updates and a marketing update. The next reporting deadline is January 15, 2018 which primarily consists of policy related items. Lisa Stanton, Chief Financial Officer, recognized the efforts of Grant Lagorio, Director of Facilities and Operations, for his work responding to the audit.

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- D. Instructional Services** – Vice President Kirk Gibson provided a written report for review in advance of the Board meeting (see file). The report highlighted the great work being done by RCC regarding Pathways. Mr. Gibson provided the Board with resources on definitions of Pathways programs and a link to an excellent document providing more detail around a number of these topics. The Board will be receiving a Mechatronics program presentation next month. This program combines the need of manufacturing companies with a degree program. Dr. Talbert asked if Mr. Gibson is aware of any initiatives around hospitality or tourism. Kirk reported RCC continuing education received a grant for viticulture. There are also local crafts such as hummas. Uriah Barrows, ASGRCC, co-founded a club that participated in creating a remote operated vehicle.

President Kemper-Pelle reported the Oregon Community College Association (OCCA) has funding to support specific targeted development of community college pathways work to be completed in a tiered approach. The colleges most ready will be in cohort one for funding. RCC requested to be in cohort one as we are prepared and well-positioned with our pathways programs.

- E. Student Services** – Vice President Kori Ebenhack provided a written report for Board review prior to the meeting (see file). She explained RCC used to have a robust career center. The State of Oregon removed funding in 2006 and it has taken a long time to rebuild. We currently have only one career service employee. The work completed by this one full-time staff person has been amazing. This is an area where administration would like to increase staffing. The College is working on creating a small career center at TRC.

The Disability Services yearly summer report is also included (see file). The College has a good system in place to notify instructors about student's requests. Instructors are electronically notified and there is no question where or not the instructor received the information.

Claudia Sullivan commented on the amount of good work being completed by minimal staffing on three campuses. She commended staff for their good work in keeping up with applications, paperless office strategies and all the changes that occur in this area.

9. Board Discussion Items

- A.** October 5, 2017 Special Board Meeting (Retreat) – Claudia Sullivan reported the Board retreat was held in a conference room at People's Bank in Medford and was well organized. Lois Schlegel served as facilitator and she did a very good job. Topics of the retreat included the TRC Master Plan for which a presentation was provided by the architect, a presentation by RCC's Greg McKown regarding the Contract Manager/General Contractor process, a Strategic Plan update from President Kemper-Pelle, and the Board also discussed the Entrepreneur Fund application and decision process used this year.

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B. October 6, 2017 Manufacturing Summit – Ron Fox attended this first annual summit coordinated by Southern Oregon Regional Economic Development, Inc. (SOREDI). About 70 people attended including approximately 20 manufacturing firms. Some had multiple people in attendance and discussion occurred regarding the challenges manufacturers are facing. There were four separate breakout sessions and Ron attended two of those. Steve Schilling provided a great presentation on the Mechatronics program. Shawn Hogan participated in the meeting representing Linx Technologies. The event provided good exposure to RCC by having an opportunity to show what we do at TRC. Mr. Hogan commented it was nice to see companies getting involved.

C. Pending Items List.

Pat Ashley provided an update regarding item number 6-2016/17 – Reinstate Childcare for Students. Pat volunteered to work with Vice President Ebenhack on this. They are looking into the possibility of childcare and have met twice regarding this. Kori Ebenhack reported a survey was conducted. People liked the idea of childcare but did not deem it necessary. They are now trying to talk to people who aren't coming to RCC due to childcare challenges such as the Maslow Project, Medford High School, Southern Oregon University and RCC's own early childhood program.

There were no other updates provided regarding the Pending Items list.

10. Approve Consent Agenda

Kevin Talbert moved, seconded by Pat Ashley, the Board approves the Consent Agenda as presented:

- A. Meeting Minutes
 - a. September 19, 2017 Board Meeting
- B. Human Resources – None
- C. Grant Acceptance
 - New Grants
 - a. Commercial Motor Vehicle Operator Safety Training Project
 - b. Early Learning Professional Development Project
 - Continuation Grants - None
- D. Financial Reports
 - a. Monthly Financial Data Report – September 2017
 - b. Quarterly Budget Transfers

The motion unanimously carried.

Ron Fox left the meeting at 6:08 p.m.

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11. Board Reports

- A. Board Policy Ad-hoc Committee – Claudia Sullivan reported the committee has been working on removing administrative procedure from Article 1 of the Board policies and keeping policy statements succinct and easier to read. A reference is being made to Oregon Revised Statute (ORS) when applicable. Board policies are listed on the Board of Education page of the College website. Administration will begin reviewing board policies and will bring draft revisions forward to the Board for first and second readings.
- B. Executive Committee – Tim Johnson, Claudia Sullivan and Dean Wendle participated in the October 5th committee meeting and reviewed the draft Board of Education meeting agenda.
- C. Facilities Committee – Kevin Talbert reported the committee is scheduled to meet Monday morning, October 23. A Facilities Report was provided to Board members for review in advance of the Board meeting and consists of an update of the work being conducted (see file). Claudia Sullivan added there was an e-mail distributed to all of RCC announcing the Facilities department has a new internet webpage for work orders. In addition, the Energy Program was distributed with the e-mail. Claudia commented this in-depth plan was well thought through and widely disseminated.
- D. OCCA/OSBA – President Kemper-Pelle reported college boards will be receiving a bi-annual report on competencies. The upcoming February legislative session was discussed. OCCA is planning to go back to legislators and ask for the \$32 million we didn't receive. It was agreed it is time to be bold. Community colleges were not funded at the same level as universities. We need to boldly ask for what we need to keep things at the current service level. Dr. Talbert reported there is discussion occurring about the discrepancy in legislative funding for universities and community colleges. Universities were indicating they were going to raise tuition substantially. The legislature provided more funding to universities. Discussion occurred regarding the possibility of meeting with legislators before the February session begins. President Kemper-Pelle would like to host a gathering in southern Oregon if possible. On another note, it was reported the OCCA Executive Committee will be meeting to update goals for the organization.

Dean Wendle called for a five-minute break from 6:20 p.m. to 6:25 p.m.

- 12. Executive Session** – Dean Wendle called the meeting into executive session at 6:25 p.m. in accordance with Oregon Revised Statutes 192.660(2)(a) Employment of Public Officers, Employees and Agents; and 192.660(2)(d) Labor Negotiations and closed executive session at 6:40 p.m.

- 13. New Business** – None

- 14. Old Business** – President Kemper-Pelle reported her business trip to Kentucky has been temporarily cancelled.

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15. Roundtable

- Pat Ashley attended a recent chamber of commerce meeting which included a presentation about self-driving cars.

- Kevin Talbert reported next Monday he will start teaching an online class at the University of Oregon.

16. Adjournment – Dean Wendle adjourned the meeting at 6:42 p.m.

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