
Rogue Community College District
Board of Education – October 22, 2019 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Kevin Talbert, Ph.D., Board Chair, at 5:00 p.m. on October 22, 2019, at the Rogue Community College (RCC)/Southern Oregon University (SOU) Higher Education Center (HEC), Room 129A/B, 101 S. Bartlett Street, Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Claudia Sullivan, Kevin Talbert, Pat Ashley, Pat Fahey, Ron Fox, Roger Stokes, and Shawn Hogan.

Kevin Talbert acknowledged that the board has made the decision to experiment with a different format, where they convene at 4:00 pm in a work session. It is an official board meeting, but no decisions are made in a work session. Today, the discussion focused on RCC work that Board members are involved in and clarification of Board goals.

3. **Introduction of Guests** – RCC District employees Cathy Kemper-Pelle, Kori Ebenhack, Juliet Long, Kim Freeze, Greg McKown, Judy Basker, Laurie Roe, Lisa Stanton, Grant Walker, Teri Smith, Navarro Chandler, Rene McKenzie, Mary Middleton, Jennifer Cunningham, Associated Student Government (ASG) Redwood Campus (RWC) Student Body President, Chelsea Daugherty, ASG Riverside Campus (RVC)- Table Rock Campus (TRC) Advisor, Kelsey Carlson, ASG RVC Student Resource Coordinator, Loren Landen, ASG RVC and TRC President, Geoffe McClaray, ASG RVC Diversity Coordinator

4. **Public Comment**

No one signed up for public comment.

5. **College Reports**

- A. **Finance and Audit Committee** – Pat Ashley, Pat Fahey, and Roger Stokes participated in the Board Finance and Audit Committee meeting just prior to this Board meeting. It is early in academic year, but everything is on track. RCC's share of the increased state appropriations is \$1.67M. The only challenge that was discussed was the inability of the federal government to decide whether or not to continue the Southern Oregon Health Occupations Poverty Elimination (SOHOPE) grant. Current funding goes through September 2019, and the president has contacted our federal legislators to advocate to Congress on our behalf for passage of an extension of funding of this grant.

- B. **Written Reports**

- a. **Student Government** – written reports shared in advance.

Jennifer Cunningham shared that teams from Riverside and Redwood Campuses went to the Statewide Student Government Training. She stated that it was an opportunity to see how other student governments work and learn what we can do on our campuses to serve students better. The first big student event of the 2019-20 academic year was Welcome Week.

Loren Landen shared that the grand opening of Ossie's Cupboard, Riverside Campus food pantry, went really well. For Welcome Week, 718 students were served food and helped with things as simple as finding classes and deciphering schedule details. The RVC student government leadership team has developed a 5-year plan

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which actively set long-term goals for improving student success. Ms. Landen stated they are focusing on improving their budget as well. The board recognized student government for the quality of their reports.

- b. **Classified Association** – Sarah Wofford, Accounting Specialist and Classified Association President, provided a written report for review prior to this meeting (see file). There was no representative present from the association to comment on the report.
- c. **Faculty Association** (no written report) – Mary Middleton, Mathematics Faculty and Faculty Association Treasurer, pointed out that the association has started bargaining, and it is going well.
- d. **Faculty Senate** – Mary Middleton stated that in their first meeting this academic year, they assemble a written report (see file) and compiled a list of 10 to 12 items to prioritize this coming Friday. They are also conducting a bylaws review and work with the green team. Senate was recognized by the board for their written reports as they provide a little bit of insight into what issues are important to faculty.

6. President's Report

- A. **Monthly Calendar and Narrative** – Cathy Kemper-Pelle highlighted the meeting with the House Sub-Committee on Education in which she and Linda Schott, President of SOU, reviewed the mission and goals of the Southern Oregon Higher Education Consortium (SOHEC). The two presidents received praise for this collaboration. Prospect meetings with Judy Basker, Executive Director of the RCC Foundation, continue as we raise funds for equipment for the Health Professions Center. Additionally, President Kemper-Pelle, Diane Hoover, Director of Continuing Education, and Lee Bollschweiler, Continuing Education Adjunct Faculty, met with a representative of the Ford Family Foundation about the Rogue Innovation Hub. Lastly, President Kemper-Pelle met with the new Medford Superintendent, Bret Champion, and Navarro Chandler, Dean of Instruction, General Education and Transfer, provided him a tour of the Riverside Campus. We had an Achieving the Dream (ATD) coach visit by Dr. Linda Watkins, focusing on Instruction and Student Services work for this year.
- B. **Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting (see file). Greg McKown, Construction Project Manager, reviewed highlights of the report including the Health Professions Center. Construction is on schedule in the 29th week and we are 40 to 45 percent complete. The roof should be installed by the first site tour on November 21, and a copy of the site tour schedule will be sent out soon. There has been an invitation to bid on dental equipment, operatories, and other major equipment, and it closes tomorrow. The plan is to bring the recommendation for contract to the November Board of Education meeting.

System design began last Friday for the Redwood Campus water project. It is a 120-day design process, and Mr. McKown included the rough schedule in his report (see file). RCC

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is working collaboratively with all organizations with jurisdiction such as the City of Grants Pass, Grants Pass Irrigation District, and Oregon Department of Transportation.

There are several public events this week seeking community involvement on the Redwood Campus Master Plan. The schedule of those meetings is as follows:

10/23 - RCC staff breakfast at 8:30 am with Ogden Roemer Wilkerson Architecture (ORW) at RWC

10/24 - Happy Hour at the HIVVE (164 SE G Street) at 4:00 pm for select group of guests

10/25 - Art Building Open House (RWC) from 1:00 pm to 3:00 pm

10/25 - ORW Master Plan presentation 3:00 pm at RWC

10/30 - Master Plan Workshop #5 from 1:00 pm to 3:00 pm at RWC

10/30 - Bond Oversight meeting from 3:00 to 4:00 pm at RWC

12/4 - Bond Oversight meeting from 1:30 pm to 2:30 pm at RWC

12/4 - Master Plan Workshop #6 from 2:30 to 4:30 pm at RWC

Mr. McKown was recognized for keeping projects on time and under budget.

C. Enterprise Resource Planning (ERP) Consortium Update – Cathy Kemper-Pelle shared that there was a “reset meeting” October 7 for the purpose of getting all five colleges and Campus Management on the same page. There has been concern amongst the presidents that the schedule was slipping again. She expressed gratitude to our campus leads for the professional way they handled themselves, asking fantastic questions and holding Campus Management accountable for information and details. The five colleges have pulled together very well and are trying to keep this implementation simple, avoiding unnecessary customization.

D. Entrepreneurial Fund Update – Cathy Kemper-Pelle attended two conferences last week: NACCE (National Association of Community College Entrepreneurs and ACCT (Association of Community College Trustees). She presented, on request, at each of these conferences about our entrepreneurial fund. This fund is quite unique, and she received a lot of requests for additional information. The audience was also very impressed that our Executive Team created a process that allows employees to apply for project funding and that the Small Business Development Center actually advises people on writing their proposals.

7. Board Action and/or Information Items

A. Adopt Board Policy: BP 4030 Academic Freedom (Second Reading)

B. Adopt Board Policy: BP 6330 Purchasing (Second Reading)

C. Adopt Board Policy: BP 6340 Bids and Contracts (Second Reading)

D. Approve Community College Rules of Procurement Update (Second Reading)

E. Adopt Board Policy: BP 6600 Capital Construction (Second Reading)

Ron Fox moved, seconded by Roger Stokes to approve items 7A through 7E, as presented.

The motion was unanimously approved.

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- F.** Review Board Policy BP 2350 Speakers (First Reading)
Pat Ashley had a question on the second paragraph regarding oral presentations relating to a matter on the agenda. Do we wish for that to be done during public comment or when, in fact, there is an agenda item? She feels this verbiage gives the opportunity for people to speak preceding a vote and wanted clarity on what the board thinks of this. Specifically, does the board want to specify when oral presentations can be made and when? Such as only during public comment and before the item is heard. President Kemper-Pelle shared that she understands this verbiage should represent the people the board invites to come and present, but it does not and needs to be returned for this correction. The time for public comment is public comment and isn't included in our agenda and this does not state that either. Kevin Talbert asked that Item 7F be remanded back for clarity on each of these items.
- G.** Review Board Policy BP 2355 Decorum (First Reading)
Pat Fahey mentioned that this is not just about physical violence or threat so it would be nice to talk about the Oregon Constitution Section 2, Article 9 regarding challenging an elected official. Kevin Talbert shared that he feels that the masculine pronoun used in that policy is not appropriate and needs to be changed.
- H.** Review Board Policy BP 2360 Minutes (First Reading)
Pat Ashley asked if we wish for the minutes to have contain the vote of each member by name for all votes. That is what we are now asking for in this policy and we vote unanimously often. The discussion revealed that the meeting notes list the members names who are in attendance so unanimous votes are obvious. As well, it is the practice to list the names of members who are “no” votes and abstentions from voting. This wording does not include either of these points and should be returned to for these changes and bring our wording in line with our practices. Discussion also included the need for the Board Chair to ensure that the Board Secretary is aware of the “no” and “abstention” votes to ensure the quality of the notes.
- I.** Review Board Policy BP 2735 Board of Education Member Travel (First Reading)
No comments.
- J.** Review Board Policy BP 4010 Academic Calendar (First Reading)
No comments.
- K.** Review Board Policy BP 4025 Philosophy and Criteria for Associate Degree and General Education (First Reading)
Juliet Long, Interim Vice President of Instruction, asked for clarification on Item 7K - BP 4025 Philosophy and Criteria for Associate Degree and General Education. Does this mean that we will end the 92 credit Presidential Exemption? Cathy Kemper-Pelle stated that the goal was to get us to 92 credits so we could entertain a proposal to raise that number because it will take some time to get there. She further stated that if this became policy right now, we would not have a single program that could comply, which we do not want to do before an

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accreditation year. Kevin Talbert asked President Kemper-Pelle and Ms. Long to revise the language.

- L.** Review Administrative Procedure AP 2100 Board Elections (Information)
Pat Ashley asked that 7L be returned as the last paragraph is missing verbiage.
- M.** Review Administrative Procedure AP 2110 Vacancies on the Board of Education (Information)
No comments.
- N.** Review Administrative Procedure AP 2320 Special and Emergency Meetings (Information)
No comments.
- O.** Review Administrative Procedure AP 2340 Agendas (Information)
No Comments.

8. Foundation and Senior Management Team Reports

- A.** Foundation – Judy Basker highlighted items from the Foundation’s written report (see file). Since the last Board of Education meeting, the donation amount is up to \$561K for healthcare equipment.
- B. Senior Management Team** – Kori Ebenhack, Vice President of Student Services stated that she, Curtis Sommerfeld, Vice President, College Services and Juliet Long, are responding to the request from the board for a more collaborative report. Ms. Ebenhack and Ms. Long addressed student engagement and their teams’ efforts to help students become more engaged in their own learning. The Student Engagement Team is creating a toolkit for all staff (classified, faculty, and management) to improve how they personally contribute to student engagement. Ms. Long shared that on the faculty side, they’ve development games and tools for teachers and students to find ways to connect, engage and learn each other’s names. There were trainings during In-Service for faculty to learn simple ways to be more involved with the student body. Student clubs and student employment were also highlighted as effective student engagement strategies.
- C.** Institutional Research, Effectiveness & Planning – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE Report and the Student Demographic Dashboard report (see file). Ms. Roe shared that our FTE numbers are slightly down this fall. Her team is doing a deeper dive into the annual trends of career and technical education FTE. Claudia Sullivan asked why RWC showed 450 heads and only 48 FTE positions, and Ms. Roe explained that electronics online hybrid classes have a lab associated with them which skews the numbers from campus to campus. She will provide an updated RCC enrollment penetration rate document for the board.

9. New Business

- A. none

10. Old Business

- A. none

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11. Consent Agenda

- A. Meeting Minutes
 - a. September 24, 2019 Board Meeting
- B. Grant Acceptance
 - a. Professional Development Grants – Adult Education and Literacy
 - b. Career Pathways 2019-21 Grant
- C. Human Resources
 - a. Full-time Faculty Retirement – Science Kevin Culhane
- D. Financial Reports
 - a. Monthly Financial Data Report – Month 2019
 - b. Quarterly Budget Transfers

Pat Ashley motioned to approve the Consent Agenda. Pat Fahey seconded the motion. Claudia Sullivan provided a correct date of the Board Retreat.

The motion unanimously carried.

12. Board Reports

- A. Board Policy Committee: Pat Ashley/Claudia Sullivan – Ms. Sullivan shared there are a few corrections to be made on some documents reviewed today, and a meeting will be scheduled.
- B. Executive Committee: Kevin Talbert, Shawn Hogan, Pat Ashley attended the meeting for October. This team expressed appreciation to the many staff who have stepped up to prepare for today's meeting.
- C. Facilities Committee: Curtis Sommerfeld provided a written report for Board review prior to the Board meeting (see file). Roger Stokes explained that an offline discussion is needed, and there is nothing to report at this time.
- D. OCCA/OSBA: Ron Fox stated that the Oregon Community College Association (OCCA) Annual Conference and Governance Institute for Student Success (GISS) will be beneficial for attendees and a good investment by the board. Mr. Fox recognized Cathy Kemper-Pelle and Betty Reynolds, OSBA Representative, for their accelerated learning presentation at the October OCCA board meeting in Pendleton, OR. President Kemper-Pelle addressed RCC's CTE Academy which generated interest. This program is key to meeting one of our goals for increasing student engagement.
- E. Board Outreach Committee: Pat Ashley, Pat Fahey, and Shawn Hogan attended. Pat Fahey shared that on October 8 he gave a presentation to the Illinois Valley Rotary Club. Upcoming events are December 2 at the Grants Pass Rotary and April 14 at the Ashland Morning Club.
- F. Marketing Advisory Council – Shawn Hogan and Claudia Sullivan attended. Mr. Hogan shared there was a meeting on October 7 where the group reviewed marketing videos and concluded new videos will be shot to focus on diversity. They also reviewed the net promoter's score survey results from last year and this year which Grant Walker, Director of Marketing and Public Information Officer (PIO) will share with the rest of the Board.
- G. RCC Foundation – Kevin Talbert shared that they talked about scholarships, fundraising and activities and debriefed the President' Circle event at the Schmidt winery.

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Kevin Talbert closed the public meeting at 6:07 p.m.

- 13. Executive Session** – Kevin Talbert, called the meeting into Executive Session at 5:50 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations; and closed the Executive Session at 6:12 p.m.

Kevin Talbert reconvened the public meeting at 6:14 p.m.

14. Roundtable –

Pat Fahey expressed that his experience at RCC as a student was great. He had good instructors and felt included. There was comradery and student engagement.

Ron Fox is anxious to see the presentation at GISS. He hopes this will be a new way for this board to consider what it looks at on a monthly basis and see how other institutions around the country address the same challenges.

Claudia Sullivan is looking forward to the grand opening of art building on Friday.

Kevin Talbert thanked the Board for working with the new meeting format and suggested finding ways to have a longer conversation. It was suggested spreading the word to staff not to show up until 5:00 pm.

Pat Ashley shared that there are things that need to be discussed in deeper discussions that would improve our decision making.

Shawn Hogan would like to seed the conversation with topics of interests. He read the paper that Mr. Fox shared at the retreat on advising and Mr. Hogan would like to know how the Board helps the institution implement some of the best practices that paper suggests. What policies or funding are needed?

Roger Stokes suggested we create parking lot to address topics as appropriate.

Claudia Sullivan asked that we add sustainability to the next Board meeting.

Cathy Kemper-Pelle provided a reminder to the Oregon Tech event on November 1 in Wilsonville.

- 15. Adjournment** – Kevin Talbert adjourned the meeting at 6:30 p.m.

Meeting minutes respectfully submitted by Vicki McCrary, Assistant to the President – Operations