
Rogue Community College District
Board of Education – November 15, 2016 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Ron Fox, Chair, at approximately 4:10 p.m., November 15, 2016, Table Rock Campus (TRC), 7800 Pacific Avenue, OR, Room 206. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Brett Johnson, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle.
3. **Introduction of Guests and Public Comment** – Michelle Jacobsen, President, RCC Associated Student Government (ASG) Riverside Campus (RVC) / Table Rock Campus (TRC); Michael Spark, President, RCC ASG Redwood Campus (RWC), Shawn Hogan, community member; and RCC District employees including Judy Basker, Kori Ebenhack, Steve Foster, Kirk Gibson, Todd Giesbrecht, Kevin Hoff, Nikki Koenig, Brooke McDermid, Rene McKenzie, Deborah Murphy, Mary O’Kief, Steve Schilling, Curtis Sommerfeld, Lisa Stanton, and Denise Nelson.
4. **Public Comment** – None
5. **Presentation – Internal Program Presentation, Manufacturing** – Steve Schilling, Dean, School of Science and Technology

Mr. Schilling distributed a Manufacturing/Welding fact sheet (see file) and reviewed a Power Point presentation containing videos.

- Open lab environment – Manufacturing/TRC; Welding – RWC and TRC
- Multiple state, community, business and industry partnerships and collaborations
- Faculty – 3 full-time instructors (1 Manufacturing, 2 Welding) and 7 adjuncts
- Combined postsecondary and secondary Industry Advisory Committees
- Collaborate and share equipment with Apprenticeship
- Flipped classrooms

Tim Johnson inquired about needed equipment in order to expand the programs. Mr. Schilling indicated the College anticipates the ability to get 3D scanning soon, and the next item on the list would be a waterjet cutting machine. Also, he believes a resolution will be presented to the Board for approval at the December Board meeting for a portable scanning electronic microscope.

Math is the most challenging hurdle for students. Workforce readiness is the most challenging issue for business and industry. The College is looking into software for business and industry readiness and is also changing the culture in classes by changing the environment to reflect what students are going to need as employees in business and industry.

New developing two-year degrees:

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- Mechatronics/Robotics/Drones
- Plant Systems Technician (millwright-type)
- Entrepreneurship (innovation/maker space – Small Business Development Center (SBDC) partnership)

Board members thanked Mr. Schilling and his team for this presentation. They would have liked more time for the presentation and requested to discuss “Board Meeting Schedule and Format” at the December Board meeting.

6. College Reports

A. Bond Oversight Committee – Curtis Sommerfeld, Chair, reported there are four different items in process and referred to the RCC Bond Oversight Committee report (see file).

- High Tech Center – Board action to approve the contract for architecture services is on today’s Board agenda.
- Construction Project Manager Position – The process to fill this position is near completion and will be presented to the Board for approval when ready.
- RWC Water Upgrade – A request for proposal (RFP) for consulting and design work is under development. The final RFP will be posted in early December after which time the Committee will review responses.
- TRC Master Planning – An RFP is under development.

B. Finance and Audit Committee – Dean Wendle and Claudia Sullivan participated in the Committee meeting held just prior to the Board meeting. Mr. Wendle reported the College has funds in the Local Government Investment Pool which is a Board authorized depository for college funds and has a limit to how much money can be held in the Pool. By the end of this week, the College will exceed that amount. Lisa Stanton presented an idea to have a sweep administered through US Bank wherein funds would go into insured banks in \$250,000 amounts. US Bank, a Board authorized depository for college funds, limits the sweeps to banks with an AA rating or better. The Board has already authorized the sweeps. Mr. Wendle reported the College will be monitoring this regularly and noted this is a manageable solution. Mr. Wendle thanked Chief Financial Officer, Lisa Stanton, for her work with this.

C. Written Reports

- a. Student Government – ASG representatives were invited to comment on two or three important items from their written reports (see file).

Michelle Jacobsen: ASGRCC RVC/TRC has experienced good success so far this year with planned events. Specifically, the Halloween haunted house received very good reviews. In addition, Michelle reported the following:

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- RVC/TRC student government representatives are working in tandem with RWC ASG to capture data regarding the student contacts made by student government. They have implemented a process to analyze this data thereby providing a more precise method to evaluate how many students they are reaching.
- The Oregon Community College Student Association (OCCSA) is undergoing many changes this year. RCC's student government is involved with this.
- The RVC/TRC ASG report refers to a "class rap" which is when a student government representative is provided the time to briefly speak in a classroom about an ASGRCC event or program. Also mentioned in the report, a "clipboard" is when student government representatives go around campus and hand things out.

Michael Spark: Redwood Campus student government held a very successful Halloween Hogwarts event. An estimated 300 people participated. They learned it is possible to experience good participation at an event scheduled beyond normal school hours on a Friday evening. In addition, Michael reported the following:

- RWC ASG hosted a Day of Kindness by handing out inspirational cards to students along with getting thank you cards to members of the Facilities department. They received very good feedback on this effort.
 - Student government is experiencing a big increase in student volunteers this year.
 - RWC ASG now has 9 clubs chartered which meet on a regular basis.
 - The November statewide OCCSA meeting will be held at RCC's RWC on 11/18 and 11/19.
- b. Classified Association – Nikki Koenig, Vice President, Oregon School Employee Association (OSEA) Chapter 152, reported the Collective Bargaining Agreement (CBA) with the College is currently open for bargaining. At this time, the Classified Association Management Advisory Team (CAMAT) is discussing the Position Analysis Questionnaire (PAQ) process. As stated in the Classified Association report to the Board (see file) the RCC OSEA Executive Team meets once per week to discuss personnel issues, CAMAT topics, and state-wide activities.
- c. Faculty Association – N/A
- d. Faculty Senate – Deb Murphy, Co-Chair, Faculty Senate, reported the group is trying to have more meetings and focus on campus safety, professional dialogue, and student engagement, retention and sustainability (best practices). Ms. Murphy recognized Senate co-chair Jessica Kitchen for the extra effort provided while Ms. Murphy was on leave.

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7. President's Report

- A.** Monthly Calendar and College Issues – The President's Report includes a list of meetings and events President Kemper-Pelle was involved with over the past month (see file).

President Kemper-Pelle reported the following:

- On November 8, Judy Basker and Cathy took a team of faculty and staff to four one-hour open forums for Asante employees, hosted by Win Howard, Chief Executive Officer, Asante Three Rivers Medical Center. The team addressed over 300 Asante workers, 90% or more of whom had a relationship with RCC. The purpose was to highlight healthcare programs at the College, describe exciting developments related to our bond-funded construction projects, and recruit members for an RCC Alumni Association. We plan to continue this activity at the Medford and Ashland Asante facilities. Tim Johnson requested that when Cathy has meetings at Asante in Medford, he would like to be advised as he might be able to attend.
- Judy Basker and Cathy met with Cindy Mayo, Chief Executive Officer, Providence Medford Medical Center today.
- Cathy held an all-day Executive Team retreat on October 24. The retreat primarily consisted of team building and discussion related to strategic enrollment management. A plan was made to identify which strategic goals would be the focus for 2016-17 as we transition into a new strategic plan. This will be brought to the Board for discussion.
- Cathy attended a Rogue Business-Education Development Project meeting recently. RCC faculty member Ann Trausch has been the RCC representative with this group. They have been establishing their mission, vision and goals, and Ms. Trausch requested Cathy attend to weigh-in on the formation of goals. This group is being driven by industry people and the intent is to build stronger partnerships between business and education to collectively work toward closing the skills gap in the valley. They are not grant funded and not dependent upon anyone else. This organization is a subset of Southern Oregon Economic Development, Inc. (SOREDI).
- At the November Oregon President's Council (OPC) meeting, Cathy accepted the position of chair of the statewide Visioning Team for Accelerated Learning. This new team is composed of community college leaders and K-12 superintendents. It is a statewide initiative to get accelerated learning programs moving in the same direction and to work in sync with each other.
- Cathy is collaborating with Klamath Community College, Oregon Tech and Southern Oregon University leadership to improve transfer articulation between institutions.

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- B.** Full-Time Equivalent (FTE) Report – Cathy noted that enrollment is stable but a shift is occurring wherein academic FTE has dropped and professional/technical FTE has increased.
- C.** 2015/16 Assessment Report – Mary O’Kief, Grants Development and Planning Coordinator, presented the 38-page, year one, 2015-2019 Strategic Plan assessment report for Board review (see file). A total of 23 participants, consisting of the College Effectiveness Council and Board members Claudia Sullivan and Pat Ashley, attended the annual assessment meeting. This group provided a broad representation of all college divisions and campuses. As related to Strategic Plan goals, Ms. O’Kief reviewed the following highlights of the report with the Board:
- The Marketing department has started to tie new marketing material to Holland Codes. Mary explained the Holland Code colors.
 - RCC’s TRiO programs are successful and have exceeded all performance marks over the last few years.
 - The Instruction division is making good progress on creating a sustainability plan for allied health.
 - RCC’s educational partnerships (dual credit/early college) have been extremely successful.
 - The entrepreneurial fund has grown to \$600,000.
 - The Bond Campaign was successful.
 - Land was purchased next door to TRC.
 - The Diversity Program Board coordinated 14 diversity events during the year.

Pat Ashley reported the annual assessment meeting consisted of real discussion that stimulated new ideas. She was pleased to have participated in the meeting. Claudia Sullivan remarked the 38-page report represents a lot of good work being completed at the College.

- D.** Regional Career and Technical Education Program Advisory Committee Report - President Kemper-Pelle indicated a brief overview of the committee report has been provided (see file). The website link to the full report can be found on page three of the overview. The complete report contains meeting minutes from local advisory committee meetings. Kirk Gibson commended Diana Moynahan, Assistant to the Vice President of Instruction, for her work on this.

8. Board Action and /or Information Items

- A.** Approve Contract for Strategic Planning and Community Outreach Consultant

Ron Fox reported, as the Board discussed, the environmental scan for strategic planning was combined with community outreach in one RFP request. President Kemper-Pelle informed that Board Chair, Ron Fox, served as the Board member to review and score the five proposals

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received in response to the RFP. Two companies rose to the top. There was a \$15,000 difference between the two and the low bid was awarded.

Tim Johnson voiced concern that he was not involved with this RFP process as he invested time and energy when the Board approached a similar RFP in the past. It was explained the proposal had changed notably since that time. As a result of Board discussion with President Kemper-Pelle, the effort now included strategic planning.

Pat Ashley moved, seconded by Dean Wendle, the Board adopt Resolution No. B19-16/17 approving a contract with Voorhees Group, LLC to provide Strategic Planning and Community Outreach Consulting Services for a contract price not to exceed amount, including a \$2,000 contingency, of \$54,010.

The motion unanimously carried.

Kevin Talbert conveyed disappointment he did not have an opportunity to review the proposal in advance. He expressed his view that a copy of the proposal should have been included with the resolution. When completing focus group outreach, he urged administration to include populations the College is not currently serving, such as agriculture, food, tourism, and the hospitality industry. President Kemper-Pelle indicated the consultant's initial visit will consist of specific internal and external groups and the second visit will include the groups he mentioned, in addition to others. Cathy made note of Dr. Talbert's outreach recommendations and invited all Board members to send their outreach contact information directly to her. Administrators provided a copy of the Voorhees Group proposal to Dr. Talbert.

B. Approve Contract for Nursing Assistant and CNA2 Training with Pacific Healthcare Training

Pat Ashley moved, seconded by Tim Johnson, the Board adopt Resolution No. B20-16/17 approving a contract with Pacific Healthcare Training to provide Nursing Assistant and CNA2 training as part of the Southern Oregon Health Occupations Poverty Elimination (SOHOPE) project, not to exceed the amount of \$101,675.00.

Dean Wendle confirmed this is a one-year contract.

The motion unanimously carried.

C. Approve Contract for Case Management, Education and Other Services for the SOHOPE Project with Rogue Workforce Partnership

Dean Wendle moved, seconded by Pat Ashley, the Board adopt Resolution No. B21-16/17 approving a contract with Rogue Workforce Partnership to provide eligibility/suitability determination, case management, education, and other services as part of the SOHOPE project, not to exceed the amount of \$118,642.00.

The motion unanimously carried.

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- D.** Approve Contract for Computer and Wireless Internet Services for SOHOPE Project with Core Business Services and Verizon Wireless

Kevin Talbert moved, seconded by Pat Ashley, the Board adopt Resolution No. B22-16/17 approving a contract with Core Business Services and Verizon Wireless as part of the SOHOPE project, not to exceed the amount of \$98,518.70 plus applicable taxes.

The motion unanimously carried.

- E.** Approve Contract for Architecture Services – High Tech Center

Pat Ashley moved, seconded by Kevin Talbert, the Board adopt Resolution No. B23-16/17 approving a contract with Kistler, Small & White for Architectural Services for a contract price of \$188,800 plus a contingency for unforeseen costs of \$18,880 for a total contract not to exceed amount of \$207,680.

The motion unanimously carried.

Dean Wendle recommended, when making a decision to award a contract, the Bond Oversight Committee provide time for a roundtable discussion prior to making the decision. This will ensure each committee member has the opportunity to provide their view.

Mr. Wendle also recommended looking into the possibility of the Board of Education authorizing the Bond Oversight Committee to approve contingencies on a case basis by project. Vice President Sommerfeld will look into this possibility.

- F.** Approve Reimbursement of Parking Expenses Per College President's Contract

Ron Fox reported President Kemper-Pelle contacted him regarding parking expenses, including but not limited to downtown Medford, and the topic was subsequently discussed with the Board Executive Committee. The President's reimbursement for this expense is handled separately through the President's contract which states the College shall reimburse the President for reasonable travel expenses actually incurred during the performance of the President's duties; provided such expenses have been previously approved by the Board. He noted that Cathy has been at the College four months now and the Board needs to provide approval.

Dean Wendle moved, seconded by Pat Ashley, the Board approve the President's actual parking expenses incurred during the performance of the President's duties.

Mr. Fox made a suggestion for the Board Policy Committee to review policy related to parking expenses as RCC is becoming an urban college, and although parking at TRC as an example does not necessitate payment, we are in an urban environment in downtown Medford and it's going to get more challenging.

The motion unanimously carried.

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9. Foundation and Vice Presidents' Reports

- A.** Foundation – Judy Basker, Executive Director, provided a written report (see file). President Kemper-Pelle provided an overview of the report on behalf of Ms. Basker.
- B.** College Services – Vice President Curtis Sommerfeld addressed the content of a letter dated October 3, 2016 from the City of Medford. The City has authorized their staff to remove all tree grates and to repair or replace defective pavers on Central Avenue provided the property owners sign a waiver. The City will perform sidewalk repairs at no charge, but once the repairs are completed, the College is responsible for inspecting and maintain the sidewalk. Mr. Sommerfeld provided his view that the real issue is that the wrong trees were planted thus the problem is not going to go away. In approximately ten years, the problem with occur again. Discussion occurred regarding a possible solution. It was consensus of the Board to accept the solution provided by the City of Medford and try to do more. If needed, Ron Fox volunteered to talk with the City Councilors regarding this.
- C.** Instructional Services – Vice President Kirk Gibson co-wrote a report this month with Vice President Ebenhack (see file). They are focusing on working together to support staff in professional growth. He is pleased with work faculty coaches are doing in terms of supporting other faculty in their work. Blackboard is now being used to deliver faculty professional growth.

Ron Fox asked about growing concern for immigrant families. Vice President Ebenhack is part of the Hispanic interagency panel. RCC is very in tune to this and will continue to be a safe place and good partner. The December report will be focused on this topic. Vice President Gibson indicated stress and anxiety is also present in staff and faculty regarding this. There are efforts being made from all college divisions to make people feel heard and feel safe.

- D.** Student Services – See agenda item 9.C.

10. Board Discussion Items

- A.** Campus Safety/Security (Ongoing Discussion) – Pat Ashley asked about the earthquake preparedness drill. Curtis Sommerfeld reported there was good participation in the drill. We continue to find flaws in the alert system in regard to the texting feature in that it was inconsistent. Some users received multiple texts. The campus phone system worked well by transmitting an audio message over the telephone intercoms. For the first time, we communicated via telephone intercoms over all campuses at once and the system worked perfectly.
- B.** OCCA Annual Conference November 2-5, 2016 – Pat Ashley reported one of the most productive sessions she attended was led by RCC's Daniella Bivens and Kirk Gibson. She now understands what we do with high schools and how it works from one place to the next. She also has a better understanding of pathways. She is tremendously proud of the work our group is accomplishing. Tim Johnson agreed and reported both of the presentations RCC staff provided were outstanding.

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Ron Fox added that Dr. Rittling’s presentation on Pathways to Student Success was good and he also thought the conference schedule was well organized.

- C. Board Meeting Schedule and Format – Board members reviewed the Board meeting schedule for the remainder of 2016/17 (see file) and discussed the start time of Board meetings with internal presentations scheduled. It was determined the **February 2017 Board of Education meeting at RWC will begin at 3:30 p.m.** in order to provide an additional 30 minutes for the scheduled internal Allied Health presentation at the beginning of the meeting.

11. Approve Consent Agent

Dean Wendle moved, seconded by Tim Johnson, the Board approve the consent agenda as presented:

- A. Meeting Minutes
 - a. October 18, 2016 Board Meeting
- B. Human Resources – None
- C. Grant Acceptance
 - New Grants
 - a. CPR Training Manikins Grant
 - b. Truck Driver Training Grant
 - Continuation Grants
 - a. SOHOPE – Year 2 Grant
- D. Financials
 - a. Monthly Financial Data Report – October 2016

The motion unanimously carried.

12. Board Committee Reports

- A. **Board Policy Ad-Hoc Committee** – Pat Ashley reported the committee is scheduled to meet Thursday, 11/17.
- B. **Executive Committee** – Pat Ashley reported the committee met to review the Board meeting agenda. The Committee discussed the need for Board approval of the President’s actual parking expenses in accordance with the president’s contract. Discussion also occurred regarding contingencies.
- C. **Facilities Committee** – Dean Wendle reminded staff to use “incentive” when reporting on the Energy Trust item instead of “kickback.” Vice President Sommerfeld updated the Board regarding the Riverside Campus A building water testing for lead. After testing the water from the new water fountains, test results show they are clean.

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D. OCCA/OSBA – Dr. Talbert reported he plans to attend the OCCA Board meeting on 11/18 in Newport, OR.

Ron Fox called for a ten-minute recess at 6:35 p.m.

- 13. Executive Session** – Ron Fox called the meeting into executive session at 6:45 p.m. in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents, and 192.660(2)(d) Labor Negotiations and closed executive session at 7:08 p.m.
Note: Vice President Ebenhack left the meeting at 7:04 p.m.

14. New Business

Pat Ashley requested an update on the process being developed to utilize entrepreneurial funds. President Kemper-Pelle and Chief Financial Officer Lisa Stanton are putting together a proposal for this and will solicit feedback from the Board before it goes out.

Dr. Talbert commented he likes the approach President Kemper-Pelle is taking on this but would like for the President and leadership team to make investments based on strategic investments. This request was noted by President Kemper-Pelle. Cathy added her intent is to receive sound proposals in the format of a business plan. The proposal will describe expected outcomes and include the expected return on investment. The RCC Small Business Development Center will serve as advisors and also help with the evaluations. Kevin Talbert suggested this might not be just for things that would provide a financial return on investment, as an example, the Math program.

15. Old Business

- Mr. Wendle reported after the RFP for architect services was developed and distributed, responses received (including those from experienced firms) did not address parking or landscaping. Moving forward, Mr. Wendle recommended, specifically for the contractor RFP, to clearly spell out parking and landscaping. This recommendation was noted by Vice President Sommerfeld.

16. Roundtable

- Claudia Sullivan was unable to attend the annual OCCA Conference and requested to receive material from the conference if possible.
- Pat Ashley is interested in receiving information regarding Southern Oregon University's competency based learning. She suggested this might be an interesting topic for the full Board to hear about.

- 17. Adjournment** – Ron Fox adjourned the meeting at 7.29 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the President and Board of Education.