
Rogue Community College District
Board of Education – November 20, 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 November 20, 2018, at the RCC Table Rock Campus, Room 206, 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, Roger Stokes, Claudia Sullivan, Kevin Talbert, Ron Fox, Pat Fahey, and Shawn Hogan.
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; faculty and staff including: Judy Basker, Navarro Chandler, Kori Ebenhack, Jamee Harrington, Leo Hirner, Rene McKenzie, Laurie Roe, Lisa Stanton, Curtis Sommerfeld, Grant Walker, and Cheryl Johnson.
4. **Public Comment** – no public comments
5. **Presentation/Other** – no presentations
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). Roger Stokes reported that things are coming along as anticipated at this point in the fiscal year. Lisa Stanton explained the dashboard report of Tuition Revenue by Term that was provided as a handout for the meeting.
 - B. Written Reports
 - a. Student Government – Jennifer Cunningham provided an expansion of her written report in highlighting Diversity Week and Spirit Week events. Thomas Close highlighted his written report talking about the Halloween events and filling club vacancies. In addition, he added they were happy to participate in the Innovation event in Grants Pass in October.
 - b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). Nothing additional to add to the report.
 - c. Faculty Association (no written report)
 - d. Faculty Senate – (no written report)
7. **President’s Report**
 - A. Monthly Calendar and Narrative – Cathy Kemper-Pelle discussed her Narrative Report (see file). Cathy Kemper-Pelle highlighted the National Association for Community College Entrepreneurship (NACCE) Conference and talked about her participation and her presentation at the conference on the STEM/Verizon grant. NACCE offered one of the best and most productive conferences she has attended. She is excited for the possibility of partnering with South Medford High School for CTE Programs. Cathy Kemper-Pelle was encouraged to apply for a grant from Pacific Power for the Health Professions Center at TRC. Cathy Kemper-Pelle added the Student Life Cycle information as a snapshot of one small piece of the implementation of the ERP. She noted her appreciation of the RCC staff that are doing the work to make software and workflow design decisions and their efforts in getting us to implementation.

Rogue Community College District
Board of Education – November 20, 2018 Meeting Minutes

- 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). Cathy Kemper-Pelle reviewed highlights of the report.
- a. Cathy Kemper-Pelle talked about the need for a Redwood Campus Master Plan Review and Site Planning Process. We will be front loading the process with the Science Building as that is the next large scale construction. As part of a Comprehensive Review, a master plan review and site planning process will ensure we are considering the changing demographics of the community we serve. Kevin Talbert shared that it would be a good way to re-engage with the Josephine County community. It is an excellent opportunity to assure the local community that we are committed to continuing to support Josephine County. Shawn Hogan recommended that we look to the Health Professions Building for lessons learned. Pat Ashley urged us to not unnecessarily delay the Science Building project with this process.
 - b. Health Professions Building: Ron Fox asked about the status of the Foundation donations and any additional loans needed. Cathy Kemper-Pelle commented that we are not anticipating needed any loans. Curtis Sommerfeld commented that the word “loan” will be scratched from the BOC report.
- C.** Enterprise Resource Planning (ERP) Consortium Update – Curtis Sommerfeld updated where we are in the design and testing process and the fact that we are working on three modules simultaneously: Student, Finance, and Human Resources. Each testing process is done as a “spin cycle” to test the data and processes. We have just kicked off Spin Zero. Once that is completed, subsequent cycles will be sequentially numbered. Once the data is tested, we validate, and then clean up. It is anticipated that there will be three additional Spin Cycles. Spin One will be tested before the holiday break. We will spend most of January doing validation on Spin One. The goal is that we will be going live on June 1, 2019.
- D.** Entrepreneurial Fund Update –Cathy Kemper-Pelle offered a financial update, as shown in the Financial Report (12.C.a) on page 25. Additionally, pages 3-4 offer an update of the different projects. Kori Ebenhack talked about our work with Aviso and the fact that we have not fully exercised its functionality.
- E.** Information: RCC Safety Committee 2018 Frank J. Bertak Safety Committee Recognition Award – Cathy Kemper-Pelle shared the plaque and application binder that the Safety Committee presented. Claudia Sullivan commended the Committee on their hard work and offered congratulations for a well-earned award.
- F.** Information: Heidi Saleska Selected by US Department of State for Prestigious English Language Teaching Fellowship – Cathy Kemper-Pelle shared that this is a prestigious two-year fellowship. We are sorry to lose Heidi Saleska, and look forward to having her back.

8. Board Action and/or Information Items

Roger Stokes asked about the latitude to change language. It was confirmed that these policies have been legally vetted and it is highly encouraged to retain the language as much as possible. Pat Fahey asked about any updates or changes to the ORS; Cathy Kemper-Pelle advised that we will receive notification of any changes or updates. Claudia Sullivan highlighted that the 8.L. draft (handout) was updated as discussed at the November 16, 2018 Special Board Meeting.

- A. Review Board Policy BP1100: The Rogue Community College (First Reading)
- B. Review Board Policy BP1200: Rogue Community College’s Mission (First Reading)
- C. Review Board Policy BP2010: Board of Education Membership (First Reading)
- D. Review Board Policy BP2200: Board of Education Duties and Responsibilities (First Reading)

Rogue Community College District
Board of Education – November 20, 2018 Meeting Minutes

- E. Review Board Policy BP2410: Board Policies and Administrative Procedures (First Reading)
- F. Review Board Policy BP2430: Delegation of Authority to the College President (First Reading)
- G. Review Board Policy BP2431: Selection of the College President (First Reading)
- H. Review Board Policy BP2435: Evaluation of the College President (First Reading)
- I. Review Board Policy BP2510: Participation in Local Decision-Making (First Reading)
- J. Review Board Policy BP2710: Conflict of Interest (First Reading)
- K. Review Board Policy BP2715: Code of Ethics/Standards of Practice (First Reading)
- L. Review Board Policy BP2745: Board of Education Self-Evaluation (First Reading)
- M. Approve Board Development: ACCT National Legislative Summit, Washing, DC; February 10-13, 2019. Kevin Talbert made a motion to approve attendance for up to three RCC participants; with the possibility of student leadership attending as one of the three attendees Pat Ashley seconded. Pat Fahey asked about additional participants attending if they are willing to self-fund, and that is acceptable.

The motion was unanimously approved.

- N. Approve MOU – Southern Oregon Higher Education Consortium: Pat Ashley moved for approval of RCC to participate in the Consortium and Roger Stokes seconded. Pat Ashley congratulated everyone for their efforts to make this happen. Ron Fox applauded the fact that this is happening and we need to publicize, and continue to publicize the fact that this consortium is in place. The language around transparency is much appreciated.

The motion was unanimously approved.

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 complimented Cathy Kemper-Pelle and her work for their presentation that they gave to AllCare and is thrilled with the \$200,000 AllCare gift. Judy Basker expressed special recognition to Megan Davis Lightman (RCC Foundation Board member) on the video and thank you message for the Thanksgiving email that went out to all of RCC. As of this month, Foundation has received \$654,000 in donations, which is a year-to-date increase compared to last year. Judy Basker publicly thanked Anna Manley for her work in many different areas of the Foundation operation.
- B. 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).
 - a. FTE Report: Laurie Roe shared that The Voluntary Framework of Accountability (VFA) metrics are designed specifically for community colleges. Our data is showing that our two-year completion rates are going up. Laurie Roe explained the data points that are shown in the table of Momentum Points, or milestone metrics, informs the Guided Pathways (GP) program, Achieving The Dream (ATD), as well as our Accreditation report. Roger Stokes asked about anticipated data points and whether or not we have target data. RCC will be setting our targets based on our experience and expectations with GP and ATD. Laurie Roe explained that three years of data points are typically what she looks for to the validate stability of the data to determine trends, as well as program success.
 - b. Student Demographic Dashboard – Laurie Roe explained the dashboard report and handed out an additional report that shows a standard headcount breakdown. Ron

Rogue Community College District
Board of Education – November 20, 2018 Meeting Minutes

Fox asked about further breakdown of data points beyond the large group shown in the 25-64 age bracket. He stated that a bell curve of the age would be valuable. Laurie Roe offered that we can break the data at any segment the board wants to see. Kori Ebenhack explained that the data is grouped based on many different requirements for reporting, such as admission rules and legal requirements. Roger Stokes asked about the possibility of building our own report based on what we are looking for. Laurie Roe said it is complicated and we would have to look at what the board is looking to find. Pat Fahey also pointed out that the number of career(s) learners would be interesting to see.

- C. College Services** – (no written report). Curtis Sommerfeld, Vice President, College Services gave a verbal presentation on the security incident at Riverside Campus last week and the fact that the campus was locked down due to an event that was happening off-campus in downtown Medford. In a very short time, the lock down order was lifted. It was a good experience for the “what now” once the all-clear is received and the lock down has ended.
- a. Pay Equity – Jamee Harrington discussed Oregon’s Pay Equity Legislation (handout provided) which was enacted in June. We have a January 1, 2019 deadline to enact this legislation. Oregon’s Pay Equity Act is fairly inflexible and clearly states the eight factors in which pay for comparable work must be tied to. Claims can be filed January 1, 2019 and are not retroactive. RCC will review our current pay practices and conduct a pay equity analysis. We will apply any corrective actions needed to comply with the law.
- D. Instructional Services** – Leo Hirner, Vice President, Instructional Services elaborated on his written report (see file) with the exciting news that our Adult Basic Skills program is a finalist for the Bellwether Award. It is a huge honor to be nominated.
- E. Student Services** – Kori Ebenhack, Vice President, Student Services highlighted items from her written report (see file) and further explained the data that shows our student default rate, as well as retention rates for our athletes and veterans. She is available to answer any questions the board may have.

Claudia Sullivan called for a break at 5:30pm. The meeting resumed at 5:45pm.

10. New Business

- A. Claudia Sullivan – no new business to discuss.

11. Old Business

- A. Cathy Kemper-Pelle handed out folders to all board members that contained resources for discussion with legislators. There are a number of documents with data, as well as drawings/floor plans for the High Tech Center and the Health Professions Building. Pat Ashley asked for clarification of the meeting with our legislators: Cathy Kemper-Pelle clarified that it is best to meet with them now, while they are still in southern Oregon, and before they go to Salem. Board members are encouraged to meet with legislators on one of the RCC campuses, and if possible/applicable, include local business leaders that can speak to the impact of RCC students/graduates on the workforce and the economy. It is the intention to meet with as many legislators as possible before January 14, 2019. Ron Fox stressed that we meet with them individually, and that Cathy Kemper-Pelle join the meetings as much as possible. If applicable, ask another board member and/or Cathy Kemper-Pelle to join the board member when meeting with the legislator. As a reminder, RCC campuses will be closed from December 20, 2018 through January 1, 2019.

Rogue Community College District
Board of Education – November 20, 2018 Meeting Minutes

12. Consent Agenda

Claudia Sullivan noted that Curtis Sommerfeld advised that agenda 12.D.c. has been withdrawn due to changing dates.

- A. Meeting Minutes
 - a. October 16, 2018 Board Meeting:
 - b. November 16, 2018 Special Board Meeting (handout):
 - B. Grant Acceptance – No grants this month.
 - C. Financial Reports
 - a. Monthly Financial Data Report – October 2018
 - D. Human Resources
 - a. Full-Time Faculty Retirement, Lori T. Sours, Ph.D. – Outcomes and Assessment
 - b. Full-Time Faculty Retirement, Toni Bromley – Nursing
 - ~~c. Full-Time Faculty Retirement, Serena St. Clair, Ph.D. Adult Basic Skills (withdrawn)~~
- Ron Fox made a motion to approve the Consent Agenda as amended; Pat Ashley seconded.

The motion unanimously carried.

13. Board Reports

- A. Board Policy Ad-Hoc Committee: Claudia Sullivan – first reading on the new policies is moving forward, beginning with this meeting. Cathy Kemper-Pelle shared a process clarification for Board Policies that require Administrative Procedures to accompany new policies: those Administrative Procedures will be coming to the board for review after action by the Executive Team.
- B. Executive Committee: Cathy Kemper-Pelle reported we will need to reschedule the February Executive Committee meeting due to a conflict with the ACCT Legislative Conference.
- C. Facilities Committee: Roger Stokes reported that the committee has not met. A written report was submitted as part of the board packet.
- D. OCCA/OSBA: Ron Fox shared a handout from the OCCA Board Meeting. OSBA has a budget surplus windfall of approximately \$1.5M that is being invested in unfunded K-12 initiatives. The state Community Colleges have to be attentive to the legislative session such that our budgetary ask for Oregon’s Community Colleges is not diluted by the OSBA budget. In addition, this biennium legislative session is likely to be friendly to higher education and we need to be ready to share our message and reinforce the need for funding of CTE programming. Ron Fox will be sharing a list of the goals of the OCCA Board that he helped to develop. Those goals will be shared to Cathy Kemper-Pelle and Cheryl Johnson, which will be forwarded to the Board.
- E. President’s Performance Review Committee: No action/report. A meeting will be scheduled in January, 2019.

Claudia Sullivan closed the public meeting at 6:08pm.

- 14. Executive Session** – Claudia Sullivan called the meeting into Executive Session at 6:11p.m. pursuant to ORS 192.660(2)(e) Real Property Transactions, and (2)(f) Exempt Public Records; and closed the Executive Session at 6:23p.m.

15. Board Discussion Items – General Items

- A. 2018 OCCA Annual Conference – Claudia Sullivan recognized Pat Ashley and Kevin Talbert for the recognition award they each received for their years of service. The awards

***Rogue Community College District
Board of Education – November 20, 2018 Meeting Minutes***

were presented at the Howard Cherry Awards Dinner at the OCCA Annual Conference. Pat Ashley found the conference to be mixed in the offerings. Claudia Sullivan really enjoyed the keynote sessions. Ron Fox found the breakout sessions not as robust as in the past, likely due to the tremendous amount of transition happening at OCCA.

- B. November 16, 2018 Work Session – Claudia Sullivan revisited the self-evaluation process and will work with Cheryl Johnson to submit a draft survey to the board. The sample board self-evaluation surveys are available in the Dropbox. Ron Fox commented that the November 16th Special Meeting/Work Session was very productive and impressed with the amount of work that was accomplished; and is looking forward to future sessions. Pat Ashley stressed that there are a number of upcoming initiatives and challenges that the board could benefit in utilizing these work sessions to define how the board can be proactive, rather than reactive. Claudia Sullivan clarified that the next session is scheduled for March 2019 and it is slated to cover the ATD Conference and pre-budget formulation and messaging. The February board meeting will be preceded by an information session on ATD, as well as the ICAT survey results. Ron Fox asked about the timing of ATD/ICAT information relative to the budget allocations. On February 26, 2019 the ATD information session will be expanded to a two hour work session to include the necessary discussions relative to the budget process.

- 16. Roundtable** – Pat Fahey noted that the Oregon Leadership Summit is starting 30 minutes sooner. Avista Utilities is hosting a breakfast for southern Oregon attendees at the Leadership Summit. Cathy Kemper-Pelle hopes to close on a house on December 22, 2018.

- 17. Adjournment** – Claudia Sullivan adjourned the meeting at 6:53p.m.

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