
***Rogue Community College District
Board of Education – November 21, 2017 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Tim Johnson, Board Chair, at 4:00 p.m., November 21, 2017, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), rooms 127 and 129, 101 S. Bartlett Street, Medford, OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Shawn Hogan, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle
3. **Introduction of Guests** – DonnaJean Wendle, Doug Wendle, Uriah Barrows, President, Riverside Campus (RVC)/Table Rock Campus (TRC), RCC Associated Student Government (ASG) and RCC District employees including Cathy Kemper-Pelle, Navarro Chandler, Laurie Roe, Teri Smith, Lori Sours, Grant Walker, Judy Basker, Casey Nolan, Steve Schilling, Stephen Foster, Rene McKenzie, Kori Ebenhack, Kirk Gibson, Curtis Sommerfeld and Denise Nelson
4. **Public Comment** – None
5. **Presentation**
 - A. **Mechatronics Program – Steve Schilling, Dean, School of Science and Technology**

Vice President Kirk Gibson introduced Steve Schilling, Dean, School of Science and Technology, and Stephen Foster, Faculty/Department Chair, Mechatronics. Mr. Schilling provided a brief description of Mechatronics as a hands-on understanding of electrical, mechanical, fluids, programmable logic and robotics, and how they all work together throughout today's industry. A video was presented to the group. In addition, a handout was distributed providing detail about the Mechatronics program including general information, entry requirements, advance standing, graduation requirements and course work (see file).

Mr. Schilling and Mr. Foster discussed the first annual manufacturing summit hosted at Table Rock Campus (TRC). Other items reviewed included industry partnerships and the Mechatronics Program Advisory Committee. General discussion, questions and answers ensued. Mr. Schilling was asked to provide the Board with the full list of Mechatronics Advisory Committee members. In addition, Tim Johnson requested to receive, within the next two months, a paragraph regarding the federal funding used toward creating this program.

Mr. Schilling reported there is a purposeful integration of high schools regarding this program. He has plans to continue this effort in 2018.

Board members thanked Mr. Schilling and Mr. Foster for their excellent presentation.

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B. American Association of Women in Community Colleges (AAWCC) Excellence Award – Gaia Laysner

President Kemper-Pelle reported she recently attend the AAWCC annual conference in Portland where she had the honor of presenting the AAWCC Excellence Award to RCC counselor, Gaia Laysner. Ms. Laysner is active in RCC's AAWCC clothing drive which is a bi-annual drive to sell clothing to students inexpensively and provides access to good clothing for school and work. Proceeds from the drive go toward student scholarships through the RCC Foundation. In addition to her role in the counseling department, Ms. Laysner volunteers her personal time to help others. President Kemper-Pelle and Board members congratulated Ms. Laysner on her award.

Ms. Laysner commented she was honored to receive recognition from AAWCC. She also mentioned she heard from fellow staff about being a part of AAWCC's volunteer work, such as the clothing drive, but not always feeling supported by the College with these type of events. When volunteering, employees must use vacation hours. She provided a suggestion for a new model wherein employees could volunteer in the community and get paid for the contract hours. In her view, this would provide the opportunity for RCC to network in the community.

6. College Reports

- A.** Finance and Audit Committee – Shawn Hogan and Dean Wendle participated in the November 21 Committee meeting. The audit report is complete and the draft version has been reviewed by staff. The audit summary reflects issues with: a) financial aid withdraw dates for which many colleges had the same issue and has been corrected at RCC, and b) financial aid incorrect withdraw dates related to disbursement procedures with Southern Oregon Health and Occupations Poverty Elimination Project (SOHOPE). Teri Smith, Dean, School of Health and Public Service, reported the SOHOPE item was a situation where an eligibility specialist was housed with a different agency not RCC and now the position has since been brought to RCC under our direct supervision to ensure processes can be followed. Mr. Wendle reported revenue and student enrollment decreased 12 percent this summer compared to last summer and the current fall term has decreased five percent compared to 2016 fall term. Revenue is projected to be down \$500,000 to \$600,000 this year. Expenditures have been reduced by not hiring new employees and also through delayed purchasing. This type of effort helps in the short term but is not sustainable in the long term. Mr. Hogan commented enrollment is down across Oregon and he has been advised RCC is mid-pack. When asked about the entrepreneurial fund, President Kemper-Pelle reported administration intends to release another call for proposals. Dr. Talbert requested, if for any reason entrepreneurial funds will not be spent this fiscal year, the topic should be presented to the Board for discussion. Ron Fox voiced his concern, except for one proposal over the past two years, we haven't found issues of entrepreneurial merit. He would like to see this expedited this year.

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B. Written Reports

- a. Student Government – Uriah Barrows reported on key points from the written report provided for review in advance of the meeting (see file). The haunted house was a huge success. Many community members with families expressed gratitude for providing this event free of charge. It was the only family-friendly haunted house in the area without an entry fee. To date, eight clubs have chartered through RVC/TRC ASGRCC. Grant Walker thanked student government for their assistance with the fall term student enrollment drive.
- b. Classified Association – A written report was provided for review in advance of the meeting (see file). Casey Nolan attended the meeting on behalf of the Association and had nothing further to report.
- c. Faculty Association – No written report.
- d. Faculty Senate – The Faculty Senate meeting minutes were provided for review in advance of the meeting (see file).

7. President's Reports

- A. Monthly Calendar and College Issues** – President Kemper-Pelle provided an overview of her written report (see file) regarding integrating student benefits.
- B. Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting (see file). Vice President Sommerfeld reported the College is waiting to hear back from the U.S. Economic Development Administration (EDA) regarding the contractor for the High Technology Center. He is hopeful to receive a response in time for approval at the December meeting.

8. Board Action and/or Information Items

A. Review Board Policy Revision Article 2: General Operations; Section B: Miscellaneous; Policy 060: Animals on Campus (Second Reading)

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopts Resolution No. P14-17/18 approving the proposed revisions to Board Policy 2.B.060: Animals on Campus as presented.

The motion unanimously carried.

B. Review New Board Policy Article 7: Students; Section A: Admissions, Finance, Enrollment; Policy 140: Equal Access (First Reading)

This is a new Board policy for review. There was no discussion at this time.

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C. Review Revised Board Policy Article 5: Human Resources; Section B: Conduct and Ethics; Policy 050: Non-Discrimination (First Reading)

President Kemper-Pelle advised the specific language in this policy is driven by the recent Civil Rights review. This is the first reading.

D. Review Revised Board Policy Article 5: Human Resources-General; Section D: Miscellaneous; Policy 060: Telecommuter Agreement (First Reading)

Dr. Talbert inquired about the amount of telecommuting currently at the College. Vice President Sommerfeld responded it is minimal with the bulk of telecommuters from the financial aid office. Not all jobs are suitable to telecommuting. The College clearly communicates through the use of forms specific to telecommuting regarding a) security and 2) ergonomics.

E. Approve Mechatronics Lab Equipment Purchase Through Klein Educational Systems

Dean Wendle moved, seconded by Ron Fox, the Board adopts Resolution No. B26-17/18 approving the purchase of Mechatronics Lab equipment from Klein Educational Systems in the amount of \$190,130.00 plus installation, training and shipping, not to exceed \$200,953.25.

The motion unanimously carried.

F. Approve Technology Equipment Purchase Through Snap-On Industrial

Pat Ashley moved, seconded by Dean Wendle, the Board adopts Resolution No. B27-17/18, approving the purchase of Automotive Technology equipment from Snap-on Industrial in the amount of \$54,773.80.

The motion unanimously carried.

G. Approve the RCC Oregon Savings Growth Plan

Dean Wendle moved, seconded by Kevin Talbert, the Board adopts HR28-17/18 approving the Rogue Community College Oregon Savings Growth Plan.

The motion unanimously carried.

H. Approve Emeritus Status – Ralph Henderson

Kevin Talbert moved, seconded by Shawn Hogan, the Board adopts Resolution No. P29-17/18 awarding the honor of Faculty Emeritus status to Ralph Henderson.

The motion unanimously carried.

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I. ACCT National Legislative Summit – February 11-14, 2018

The early bird discount registration deadline is December 20th, one day after the December Board meeting. Board members were asked to consider attending this conference and provide notice to Denise Nelson if interested and available to participate. Tim Johnson is available if no other Board member can attend.

J. Higher Education Coordinating Commission (HECC) Day – December 6, 2017

President Kemper-Pelle reported Ben Cannon, Executive Director, HECC, reached out to us and asked if he could bring a members of his team to southern Oregon and learn a little more about what RCC does. Cathy had an idea to turn the HECC visit into a VIP Day with invitations distributed to county commissioners, mayors and legislators. In addition to a tour, presentations will be provided regarding the importance of RCC as an economic driver in the community. Cathy reviewed the schedule for the events to be held on December 6th.

9. Foundation and Senior Management Team Reports

- A. Foundation** – Judy Basker, Executive Director, provided a written report (see file) and there were no questions regarding the report.
- 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). She included an additional table this month to provide a breakdown in headcount.
- C. College Services** – Vice President Curtis Sommerfeld provided a written report for review in advance of the Board meeting (see file) and provided a brief overview of the College Services division facts listed in the report.
- D. Instructional Services** – Vice President Kirk Gibson provided written background information and an internet link to (see file) the 2016/17 Regional Career & Technical Education Program Advisory Committee Report.
- E. Student Services** – Vice President Kori Ebenhack provided a written report for Board review prior to the meeting (see file) and also provided a verbal overview of the Helping Oregon Latinos Advance (HOLA) summer bridge program.

Tim Johnson called for a break at 5:43 p.m. and reconvened the meeting at 5:55 p.m.

10. Board Discussion Items

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- A. Health Professions Building Analysis and Location – President Kemper-Pelle referred to the Bond Oversight Committee report (see file, agenda item 7.B) which contains a section on the Redwood Campus (RWC) water project. She provided the following review and update regarding the RWC water project:
- The College retained ZCS Engineering to develop plans to get city water to RWC. The College is in the Urban Growth Boundary (UGB). Curtis Sommerfeld and Greg McKown have met several times over the past year with the City of Grants Pass (the City) planning and public works departments. In September, a meeting was held with the City and ZCS Engineering at which participants reviewed two detailed options regarding how a pipeline and pumping station could be built for the purpose of getting city water to RWC. These parties have talked several times since and conversation has been challenged by the fact the City does not yet have a plan established to deliver water to west Grants Pass. It has been reported the City does not currently have funding in the budget for this project and is without plans to do so in the near future.
 - President Kemper-Pelle wrote a letter to the City regarding concerns about campus projects and needs. She noted the College is currently trying to build a shed which does not require water, however, the College is unable to get a permit from the City. The College is still working with the City on this.
 - President Kemper-Pelle met with a consultant earlier this week for a productive discussion to determine all possible options. She also met with a professional planner and developer who provided advice.
 - President Kemper-Pelle will be meeting tomorrow morning with the City Manager to work toward an agreement regarding what the water project will entail. Financially, the College can only commit to what is required due to a limited budget.
 - It seems the most expeditious way to move RWC projects forward is if we build a pumping station partially down Redwood Highway then across college property, however, the timeline for this has not been established. Vice President Sommerfeld reported the pumping station would become city property and would be city owned up to College property with some possibilities of creating reimbursement.
 - Two Board members, Pat Ashley and Kevin Talbert, along with administrative personnel including the President, toured other community colleges in Oregon to view allied health and science facilities. The primary take-away from the tour was the majority of colleges had nursing co-located with other health/science programs. This clearly provides synergy throughout the programs. Labs are shared along with other activities back and forth. In his view, Dr. Talbert sees the need for the Board to discuss the value in co-locating nursing with allied health. Pat Ashley agreed.

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- President Kemper-Pelle reported, as a result of discussion on the tour, the College has consulted with Bond Counsel. Cathy reported the recommendation from bond counsel identified two possible options, one being to go back out to voters. Bond counsel has never experienced an entity going back out to voters. The College must have transparent and specific reasons why this can't be accomplished on RWC. President Kemper-Pelle reported, an unresolved water project is a legitimate reason.
- Dean Wendle requested to wait and receive a report on the conversation tomorrow with the City Manager. He voiced concern about changing the location of the nursing program to co-locate with allied health since the bond measure specifically reflected the nursing program on Redwood Campus.
- In Mr. Hogan's view, given what has been seen as best practices, he recommends the Board have a fundamental discussion, regardless of the building issue, regarding nursing changing to a common campus environment. He also requested clarification about the funding allocated from all resources.
- Ms. Sullivan commented the College must solve the water problem on RWC as the Science building is in poor condition.
- Ms. Ashley suggested it might be helpful to receive timelines regarding the bond projects and also a spreadsheet listing the additional funding secured such as the State match including statements regarding what is allowable for bond funding.
- It was decided the Board will expand the time of the December 7 Special Board meeting to begin one hour earlier, at 2:00 p.m., to discuss the outcome of the President's meeting with the City Manager and also the possible co-location of nursing with allied health.

Reports from the tour of Other Community College Allied Health, Nursing and Science Facilities:

- Pat Ashley and Kevin Talbert both reported the nursing programs were co-located with other health professions. The other community colleges advised it was financially and educationally desirable to be co-located in one building. A prime example was a ward where the nursing students and other students were all using the same space for their non-fidelity and high-fidelity mannequins. This seemed to be a good way of promoting people working together in addition to the financial benefit.
- Teri Smith reported the team visited five very different buildings and saw the same things in each building as a collective group. Similar questions were asked to staff in every building. Important items mentioned on a consistent basis were:
 - ❖ Storage for programs and students
 - ❖ Space for students to congregate
 - ❖ Shared space for sterile processing for dental and nursing

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- ❖ Natural light
 - ❖ Central Oregon designed instructional carts which serves as a central supply (training opportunity) point came up that might be a learning piece for students, then give students hours in central supply
 - ❖ Glass walls and stainless steel were not favored
 - ❖ Microwaves for students
 - ❖ Some version of a student lounge
 - ❖ Not an official tutoring center but enclosed gathering rooms – a lot of them had big screen televisions, table in the middle, chairs, plug-ins for computers.
- B.** December 7, 2017 Special Board Meeting (Work Session) – Health professions Design Team – The meeting time has been changed to **2:00** to 4:30 p.m.
- C.** Pending Items List – Pat Ashley reported on Pending Item number 6-2016/17 – Reinstate Childcare for students. Eileen Micke-Johnson, Counselor, organized a meeting with 15 community people including nonprofit organizations who deal with children and government agencies regarding how they could help RCC create childcare for students off campus through partnerships.

11. Approve Consent Agenda

Dean Wendle moved, seconded by Shawn Hogan, the Board approves the Consent Agenda as presented:

- A. Meeting Minutes
 - a. October 5, 2017 Board Special Meeting (Retreat)
 - b. October 17, 2017 Board Meeting
- B. Human Resources – None
- C. Grant Acceptance
 - New Grants
 - a. Advanced Cardiac Life Support Training Center Grant
 - b. City of Grants Pass – SBDC Microenterprise Training Assistance Program Grant
 - Continuation Grants
 - c. TRiO Student Support Services (RVC)
 - d. TRiO Student Support Services (RWC)
 - e. Adult Basic Skills: Learning Standards Trainers
- D. Financial Reports
 - a. Monthly Financial Data Report – October 2017

The motion unanimously carried.

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12. Board Reports

- A. Board Policy Ad-hoc Committee – Claudia Sullivan reported Karen Smith, Legal Counsel, Oregon Community College Association mentioned at the OCCA annual conference, OCCA is still looking at the format California is using for Board policy development. Karen is going to see if this is something reasonable that OCCA could adopt. President Kemper-Pelle reported the Northwest Commission on Community Colleges and Universities requires to have a guiding document from the Board that drives a calendar for review of policy. As an example, how often policies are reviewed and the criteria for review. The Board Policy Committee will work on this with Denise Nelson.
- B. Executive Committee – Tim Johnson, Shawn Hogan and Dean Wendle participated in the November 13th committee meeting and reviewed the draft Board of Education meeting agenda.
- C. Facilities Committee – Kevin Talbert reported the committee met October 23rd and discussed a variety of issues including but not limited to updating the totem pole, earthquake preparedness and the Small Business Development Center. The Facilities department is working on standardized signage in response to the civil rights report. Curtis Sommerfeld reported the College is in the process of changing the emergency notification system. Will be going to the same system used by Josephine and Jackson counties. We had a diesel truck fire at TRC. There was not much damage to the building and the exact cause of the fire is unknown There was good video coverage of the area so tampering of the vehicle has been ruled out. A written 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).
- D. OCCA/OSBA
- a. October 25, 2017 OSBA Regional Meeting – Ron Fox attended the meeting and reported polling data regarding taxation and revenue for schools was discussed. Results indicated there was no voter support for taxation. There is support for constitutionally dedicated revenue for education and addressing cost containment issues with PERS and public employee benefits. Voters were in support of Oregon School Board Association’s (OSBA) pursuit of revenue reform for education.
 - b. November 1, 2017 OCCA Board Forum and Meeting – Ron Fox, Pat Ashley and Claudia Sullivan participated.
 - c. November 1-3, 2017 OCCA Annual Conference – Pat Ashley, Ron Fox, Claudia Sullivan and Kevin Talbert attended. Ron Fox attended a breakout session hosted by Lori Sours, RCC Outcomes and Assessment Strategist, and recommends Ms. Sours provide the same presentation to the full Board of Education in the future. Board members discussed the different sessions attended. All agreed the conference was very good.

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- E.** 2016/17 Board Self-Evaluation – Ron Fox volunteered to coordinate the self-evaluation and provided a draft document for board review prior to the meeting (see file). Mr. Fox thought the format used last year was good. He added a summary of Board accomplishments during the 2016/17 fiscal year. Board members liked the document and had no recommended changes. Denise Nelson will distribute the document again and provide a due date in January for responses. Upon receiving Board member input, Denise will compile the responses and prepare a report for Board discussion at the January 16, 2018 Board meeting.

Tim Johnson called for a two-minute break from 7:13 p.m. to 7:15 p.m.

- 13. Executive Session** – Tim Johnson called the meeting into executive session at 7:15 p.m. in accordance with Oregon Revised Statutes 192.660(2)(d) Labor Negotiations; and 192.660(2)(f) Exempt Public Records at 7:21 p.m.

14. New Business – None

15. Old Business – None

16. Roundtable

- Dean Wendle liked the volunteer hour suggestion made by Gaia Layser. Mr. Wendle also commended Ron Goss, Executive Director, RCC Small Business Development Center. Mr. Goss, and staff, are doing a great job. Ron Fox agreed.
- Pat Ashley asked to discuss the maker space at a future meeting.
- Ron Fox would like the full Board to receive an update from Rogue Valley Transit District.

17. Adjournment – Tim Johnson adjourned the meeting at 7:25 p.m.

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