
***Rogue Community College District
Board of Education– December 17, 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 5:01 p.m. on December 17, 2019, at the Redwood Campus (RWC), Room H2, 3345 Redwood Highway, Grants Pass, OR. Due notice was given.
- 2. Determine Presence of a Quorum-** A quorum of the Board was present including Claudia Sullivan, Kevin Talbert, Pat Ashley, Pat Fahey, Ron Fox, Roger Stokes, and Shawn Hogan.
- 3. Introduction of Guests-** RCC District employees included: Michael Lawrence, Debbie Dice, Teresa Schawo, Navarro Chandler, Kim Freeze, Jamee Harrington, Greg McKown, Grant Lagorio, Renee McKenzie, Lisa Stanton, Kori Ebenhack, Juliet Long, Judy Basker, Josh Welch, Laurie Roe, Terri Smith, Vicki McCrary, and Rachelle Brown. President Cathy Kemper-Pelle was present via Zoom. In addition, those present included Jennifer Cunningham, Associated Student Government (ASG) RWC Student Body President and Kristen Diggs, CPA, Eide Bailly, LLP.

Kevin Talbert thanked Josh Welch, the chair of the RCC Foundation, for coming to the meeting. Mr. Welch pointed out that Judy and her team have raised over \$675,000 for healthcare equipment in the new Health Professions Building.

4. Public Comment

No one signed up for public comment.

5. Presentation/Others

A. 2018-19 Audit Report- Eide Bailly, LLP.

A copy of the Comprehensive Annual Financial Report for year ending June 30, 2019 was distributed to Board members for review prior to the meeting (see file).

Kristen Diggs, CPA, Eide Bailly, LLP gave a comprehensive presentation on the 2018-2019 Audit Report during the Finance and Audit Committee meeting prior to the start of the Board work session earlier today.

Ms. Diggs reviewed the following information from the audit report:

- a. Page 13 shows that the auditors gave RCC an unmodified opinion over our financial statements. Based on their testing, she states that they are comfortable with the numbers.
- b. The Board was encouraged to take a look at page 17, where they can find management's discussion on the big changes that happened in the previous year.

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- c. Page 132 shows our Oregon compliance, which shows that there were no issues that arose and we were given an unmodified opinion.
- d. Page 138 shows our internal control over financial reporting for which we were given a clean audit with an unmodified opinion.
- e. Page 142 covers our student financial aid. We were given a clean and unmodified opinion; however, there were three findings that came up as a result of the audit. Two findings were over student financial aid (pages 145-146) and one finding over the TRIO program (pages 147-148). Lisa Stanton stated that these issues are already being addressed by RCC to make sure we do not have these findings again going forward.

Kevin Talbert thanked Ms. Diggs for her report.

6. College Reports

- A. Finance and Audit Committee- Roger Stokes noted that the focus was on the 2018-2019 Audit Report presentation. Our budget review indicated there are no surprises and no significant variances. We are where we are expected to be.
- B. Written Report(s)
 - a. **Student Government**- Jennifer Cunningham highlighted successful items from the written report, including the Healthy Study Jam Week and the Donut Panic.
 - b. **Classified Association**- Michael Lawrence highlighted a few of the goals that were set forth for the chapter. One of the goals relates to access to educational opportunities. Mr. Lawrence was happy to report that members can now complete a Bachelors online for a little over \$4,000 a year. Internally there is a Classified hardship scholarship in which the funds come directly out of the dues paid by members. An eligible member can receive up to \$300 for a qualifying event. It was also noted that this month, Classified News is honoring Natalie Coppedge for her work as Student Records Specialist.
 - c. **Faculty Association** (no written report)- There was no representative present from the association to comment.
 - d. **Faculty Senate**- A written report was provided for review prior to this meeting (see file). There was no representative present from the senate to comment on the report.

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7. President’s Report

- A. Monthly Calendar and Narrative- President Cathy Kemper-Pelle noted that she attended a very interesting presentation on cyber security that was given during the Oregon President’s Council December meeting. During this same meeting a presentation was given on the Community College Support Fund which President Kemper-Pelle will share the Power Point presentation with the Board. It was noted that we switched to the 2020 Accreditation Standards and that has caused us to go back and reconfigure some of the report to meet the new standards. Our leadership team has been working hard on the report and they are making great progress. The report will be submitted to the Northwest Commission in mid-February.

- B. Bond Oversight Committee (BOC)- Greg McKown highlighted that a tour of the new Health Professions Center will be taking place on Thursday, January 19th. It was noted that we are ahead of schedule for many of the upcoming milestones and things are moving along very swiftly with this project. The water project design is on schedule and an ODOT review is planned for later this week. Kevin Talbert wanted to add to the report, as a member of the BOC, that there may be some savings in the anticipated cost of the Health Professions Center.

- C. Enterprise Resource Planning Consortium Update- President Cathy Kemper-Pelle commented that we are back on track with the ERP. There will be more information to come at future meetings.

- D. Entrepreneurial Fund Update- President Cathy Kemper-Pelle stated that the executive team decided to fund the Director for the Rogue Innovation HUB out of Entrepreneurial Fund dollars. A search is in progress.

8. Board Action and/or Information Items

- A. Adopt Board Policy BP-2350 Invited Speakers (Second Reading)
- B. Adopt Board Policy BP-2355 Decorum (Second Reading)
- C. Adopt Board Policy BP-2360 Minutes (Second Reading)
- D. Adopt Board Policy BP-4025 Philosophy and Criteria for Associate Degree and General Education (Second Reading)
- E. Adopt BP-4230 Grading and Academic Record Symbols (Second Reading)
- F. Adopt BP-7100 Commitment to Equity, Diversity, and Inclusion (Second Reading)

Pat Ashley moved that the Board adopt policies 8.A through 8.F, as presented.

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Pat Ashley motioned to amend the previous motion and remove item 8.D from the adoption, seconded by Pat Fahey.

The motion unanimously carried.

- G.** Approve Board Procedure AP-2100 Board Elections (Second Reading)
 - a. Action held on G.

- H.** Approve Board Procedure AP-2110 Vacancies on the Board of Education (Second Reading)
 - a. Action held on H.

- I.** Approve Board Procedure AP-2320 Special and Emergency Meetings (Second Reading)
 - a. Action held on I.

- J.** Approve Board Procedure AP-2340 Agendas (Second Reading)
 - a. Action held on J.

- K.** Review BP-6800- Occupational Safety and Environmental Health (First Reading)
 - a. No comments.

- L.** Review BP-7310 Nepotism (First Reading)
 - a. Action held on L.

- M.** Review BP-7700 Whistleblower Protection (First Reading)
 - a. No comments.

- N.** Review Regional Career & Technical Education Program Advisory Committee Report 2018-19

The Board was provided a link to the Regional Career & Technical Education Program Advisory Committee Report 2018-2019 for review prior to the meeting (see file).

- O.** Review HB 2864 Cultural Competency Report

The Board was provided a copy of the HB 2864 Cultural Competency Report for review prior to the meeting (see file).

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Jamee Harrington noted that this template comes from OCCA and all institutions use this same template. She added that the Equity Inclusion Diversity position has been posted and a candidate should start in early February.

P. Approve New Degree in Dental Hygiene

Juliet Long noted that this is a high demand industry with a high wage. We have strong support from dentists in the area who are currently unable to fill these positions. The facilities would be shared between this new program and the already existing Dental Assistant program. The Dental Hygiene program would also benefit the community as the facility would be run as an actual clinic. This would help community members who do not have access to other dental care. It is estimated that the first-year cohort would contain 20 students.

Pat Ashley moved, seconded by Ron Fox, that the Board approve 8.P as presented.

The motion unanimously carried.

Q. Approve Health Professional Project Owner Carried Contingency

Roger Stokes moved, seconded by Pat Fahey, that the Board approve 8.Q as presented.

The motion unanimously carried.

R. Accept 2018-2019 Audit

Roger Stokes moved, seconded by Claudia Sullivan, that the Board accept 8.R as presented.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

- A. Foundation**- Judy Basker highlighted page 2 of her report (see file) and stated that since she submitted the report last week, the Foundation has received an additional \$15,000 toward equipment for the Health Professions Center. Ron Fox facilitated the donated a 2012 Prius to the automotive department. In addition, five 1990s era garbage trucks have been donated by Southern Oregon Sanitation.

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- B. Senior Management Team**- The Board had asked at the last board meeting to have an update and overview regarding sustainability. In Mr. Somerfield's absence, Grant Lagorio noted that RCC has really taken a step forward in working with the Energy Trust of Oregon. The main focus right now is on LED lighting upgrades as well as bottle filling stations. The question was raised in regards to the number of single pane windows are located on campus. Mr. Lagorio said that he would look into the report to make sure those figures are accurate. Greg McKown presented an idea to the Energy Trust of Oregon to fly a drone containing an infrared/thermal imaging camera over campus to look at how much energy we are losing out of the buildings. Th Energy Trust of Oregon has approved the site analysis and final details are being worked out. The Board has identified sustainability as an area of importance and it is something they will continue to monitor. Juliet Long noted that there is a class each spring that pitches sustainability ideas and she would be happy to invite the Board to that event when she has more details.
- C. Institutional Research Effectiveness & Planning (IREP)** – Laurie Roe highlighted areas from her report, mainly the Voluntary Framework for Accountability (VFA) two-year outcomes. Ms. Roe noted that VFA changed their reporting methods. They have now included students who have not earned 12 credits, when previously these students were filtered out.

10. New Business

- A. Morris Foundation Recognition-** President Kemper-Pelle stated that the Morris Foundation had given us significant funding to renovate room 100 at TRC to create a skills lab for the Emergency Medical Services Program. We are having a plaque made and inviting their board come to TRC as we hang the plaque. This will be happening after the 1st of the year.
- B. Future Board Meeting at Innovation Hub-** It was the hope of the Board to hold a board meeting at the Innovation Hub. It was noted that there are several spaces in that building that could accommodate such a meeting. The Board preference is to hold the meeting there sooner rather than later. It was decided that the March Board of Education meeting be held at the Innovation Hub rather than the Redwood Campus.
- C. President Cathy Kemper-Pelle** noted that the executive team is concerned about Board Policies that need to go through two readings, specially policies that are

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accreditation related. It was decided that there will be a Special Board Meeting in January to just address these Board Policies.

11. Old Business- None

12. Approve Consent Agenda

- A. Meeting Minutes
 - a. November 19, 2019 Special Board Meeting
 - b. November 19, 2019 Regular Board Meeting
- B. Grant Acceptance (None)
- C. Human Resources (None)
- D. Financial Reports
 - a. Monthly Financial Data Report- November 2019

Pat Ashley motioned to approve the Consent Agenda. Ron Fox seconded the motion.

The motion unanimously carried.

13. Board Reports

- A. Board Policy Committee- Kevin Talbert said that he appreciates what this committee is doing. The committee will meet soon to go over those items that were pulled today from the Board Action items.
- B. Executive Committee- no comments.
- C. Facilities Committee- Shawn Hogan noted that they are looking at the Master Plans that exist for RVC and TRC campuses.
- D. OCCA/OSBA- Ron Fox commented on the handout that was provided to the Board. This handout aligns with the Board goal to meet with local K-12 leaders and the Student Success Act. Ron also attended the Oregon Community College Association/Oregon School Board Association meeting this month which was held at Tillamook Bay Community College.
- E. Board Outreach Committee- Pat Fahey noted that he has three scheduled meetings coming up next month.
- F. Marketing Advisory Council- Claudia Sullivan and Shawn Hogan attended a meeting at the beginning of the month and their takeaway was that RCC 50th anniversary celebrations are going to tag along to already scheduled outreach

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events. While there will be stand alone 50th anniversary events, it will be efficient to optimize the events that are already planned.

G. RCC Foundation- No comments.

Kevin Talbert closed the public meeting at 6:29 p.m.

14. Executive Session- Kevin Talbert called the meeting into Executive Session at 6:36 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations and closed the Executive Session at 6:52 p.m.

Kevin Talbert reconvened the public meeting at 6:52 p.m.

15. Roundtable-

Pat Fahey noted that we have an open invitation to Small Business Development Center meetings and that he believes they are worthwhile to attend.

Claudia Sullivan wished everyone Happy Holidays and she's sorry that she will miss the meeting in January.

Ron Fox wanted to note that the legislature of Oregon will be in session in early February and RCC will be participating in a career day in February.

Roger Stokes wished everyone Happy Holidays.

Pat Ashley wished everyone Happy Celebrations.

16. Adjournment- Kevin Talbert adjourned the meeting at 6:56 p.m.

Meeting minutes respectfully submitted by Rachelle Brown, Assistant to the President-Governance.