
Rogue Community College District
Board of Education – December 18, 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 December 18, 2018, at the RCC Redwood Campus, Conference Room H-2, 3345 Redwood Highway, Grants Pass, 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, and Shawn Hogan. Board member Pat Fahey was absent due to an emergency at his business.
3. **Guests in Attendance** – Kristin Diggs, Eide Bailly, LLP; Jean Ann Miles, City of Cave Junction; Sara Wofford, President, Classified Association; RCC District employees Cathy Kemper-Pelle, Kori Ebenhack, August Farnsworth, Natalie Herklotz, Leo Hirner, Juliet Long, Greg McKown, John Miles, Laurie Roe, Teresa Schawo, Jodie Simons, Curtis Sommerfeld, Lisa Stanton, Grant Walker, Marina Whitchurch, and Cheryl Johnson.
4. **Public Comment** – Jean Ann Miles, City of Cave Junction expressed her concern about the effects of the wildfires during the last two summers. She will be speaking with the legislature on January 24, 2019 in Salem and is looking to bring letters which will show how the fires impacted RCC. Jean Ann Miles would like anyone interested in sharing their experience to send her a letter that she will take to Salem. This will allow legislators to know our story and can then advocate on our behalf. Letters can be mailed to Jean Ann Miles at PO Box 2604, Cave Junction, OR 97523; delivered to the City of Cave Junction, c/o Jean Ann Miles; or delivered to the President’s office, who will get the letters to her.

5. **Presentation**

A. Eide Bailly, LLP presented the 2017-18 Audit Report

A copy of the Comprehensive Annual Financial Report for year ending June 30, 2018 was distributed to Board members for review prior to the meeting (see file).

Kristin Diggs, CPA, Eide Bailly, LLP addressed the board and reported her audit findings. Ms. Diggs shared that she has worked with RCC on our audit for the last 8 years. A comprehensive presentation of the audit report was provided by Ms. Diggs to the Finance and Audit Committee members at the committee meeting prior to the board meeting. At this board meeting, a review of the audit was provided to the full Board.

Ms. Diggs thanked Lisa Stanton and the Budget and Financial Services team for their assistance while the audit was conducted. She reported RCC has received an *unmodified audit opinion*, which is the highest opinion they can provide.

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

- a. Page 12 shows that GASB75 is now a part of the audit to show compliance with the book entry needed for OPERS and the retrospective opinion
- b. Page 15 shows the management analysis and any high level changes and why you are seeing those changes in comparison to prior years.
- c. Page 134 shows our Oregon compliance, and there were no issues that arose.
- d. Page 141 indicates that we had a clean audit for internal controls

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- e. Page 144 covers our federal funds review for student financial aid – two internal control issues were identified: an incorrect date and four awards that were not disbursed within the timeframes required. Neither of these issues rise to the level of major concern.

6. College Reports

- A. Finance and Audit Committee – Pat Ashley, and Roger Stokes participated in the Board Finance and Audit Committee meeting just prior to the Board meeting at which Kristin Diggs, Eide Bailly, discussed the annual audit. The monthly financial statement was also reviewed. (see file). Pat Ashley reported at this point we are financially sound. However, we will be facing financial challenges in the coming years. Roger Stokes complimented Lisa Stanton and her staff for an excellent job with the audit and our internal controls.
- B. Written Reports
 - a. Student Government – written reports shared in advance, nothing additional.
 - b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). Nothing additional.
 - c. Faculty Association (no written report)
 - d. Faculty Senate – Marina Whitchurch presented additional information on her written report that was provided. The new Faculty Senate website is now active and has an *Osprey to English Dictionary* on the different higher education acronyms, which you can add to via the generator on the page.

7. President’s Report

- A. Monthly Calendar and Narrative – Cathy Kemper-Pelle discussed her Narrative Report (see file). Cathy Kemper-Pelle highlighted her meetings with individuals and agencies that can support our Health Professions Building, as well as at the local and state legislative level. She also further explained her efforts with Judy Basker to contact potential local donors. RCC plans to ask for the opportunity to host the 2020 InventOR on our campus. After the signing of the consortium agreement with the four southern Oregon higher education institutions, there are plans for a meeting in January. Cathy Kemper-Pelle expressed her disappointment in missing all three campus Christmas parties due to her scheduled vacation.
- 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). Greg McKown reviewed highlights of the report including:
 - a. The High Tech Center is nearly 100% complete and at that point all signage from construction will be removed.
 - b. Greg McKown provided additional information on the Art Building Renovation (Building D) and walked the board members through the pages of the drawings that were provided as a handout. Greg McKown indicated that further in the agenda the board will be asked to approve the contract award for the renovation of the building. Roger Stokes asked about the fact that there was only one qualified bidder and it was confirmed that Adroit was the only bidder that met all bidder qualifications.
- C. Enterprise Resource Planning (ERP) Consortium Update – Cathy Kemper-Pelle 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. Curtis Sommerfeld shared that we are currently in Spin One, and in the second week of January there will be some Campus Nexus representatives on campus for two weeks to validate all of our student

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data. There will be approximately 6,700 student records that will be checked and validated. Once validated, we will move to Spin Two. Ultimately, Spin Three will be used to validate that the data in Spin One was corrected and is correct. It is anticipated that Spin Four will be our “go-live” database. The Student system is scheduled to go live on June 1, 2019. Shawn Hogan asked for clarification of Spin Two and Spin Three for validation of the data: is it only subset data or all of the data. Curtis Sommerfeld explained that it will be a check of identified subset data, and a spot check of the rest of the data. Cathy Kemper-Pelle complimented Curtis Sommerfeld for all of his hard work on this huge project. The attitude of the entire team has been very positive and supportive of the project.

- D. Entrepreneurial Fund Update –Cathy Kemper-Pelle offered a financial update, as shown in the Financial Report. After 1/1/19, there will be an update on the Latinix program, as well as the IREP director and the impact of that role.

8. Board Action and/or Information Items

Claudia Sullivan suggested that approval of Board Policies - Items A-L be moved and approved in a single motion.

- A. Approve Board Policy BP1100: The Rogue Community College (Second Reading)
- B. Approve Board Policy BP1200: Rogue Community College’s Mission (Second Reading)
- C. Approve Board Policy BP2010: Board of Education Membership (Second Reading)
- D. Approve Board Policy BP2200: Board of Education Duties and Responsibilities (Second Reading)
- E. Approve Board Policy BP2410: Board Policies and Administrative Procedures (Second Reading)
- F. Approve Board Policy BP2430: Delegation of Authority to the College President (Second Reading)
- G. Approve Board Policy BP2431: Selection of the College President (Second Reading)
- H. Approve Board Policy BP2435: Evaluation of the College President (Second Reading)
- I. Approve Board Policy BP2510: Participation in Local Decision-Making (Second Reading)
- J. Approve Board Policy BP2710: Conflict of Interest (Second Reading)
- K. Approve Board Policy BP2715: Code of Ethics/Standards of Practice (Second Reading)
- L. Approve Board Policy BP2745: Board of Education Self-Evaluation (Second Reading)

Ron Fox made a motion to approve the Board Policies as indicated in agenda item 8.A through 8.L. Kevin Talbert seconded.

The motion was unanimously approved.

- M. Approve Program Suspension/New Program: Phlebotomy and Medical Assistant CC0 Programs

Pat Ashley asked for clarification on the CC0 and CC1 designation. That was explained by Leo Hirner, including the background of why we have to make this change. As this change will take effect in the Winter term, there will be no impact to our students in the program. Cathy Kemper-Pelle stated that the suspension is immediately followed by a replacement program

Pat Ashley made a motion to suspend the current Phlebotomy and Medical Assistant CC0 program and replace it with the Phlebotomy and Medical Assistant CC1 program. Kevin Talbert seconded.

The motion was unanimously approved.

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N. Approve Contract Award: Construction Services, Art Building Renovation
Pat Ashley made a motion to approve the contract award to Adroit Construction for the Renovation of Building D/Art Building. The motion was seconded by Ron Fox.

The motion was unanimously approved.

O. Approve Contract Award: Purchase of Lifecast Manikins through Echo Healthcare
Kevin Talbert moved to approve the purchase of Lifecast Manikins. Pat Ashley seconded.

The motion was unanimously approved.

P. Accept 2017-2018 Audit Report submitted by Eide Bailly, LLP
Pat Ashley moved that the Board accept the 2017/18 audit report as presented. Seconded by Roger Stokes. Kevin Talbert expressed his appreciation for their hard work.

The motion was unanimously approved.

9. Foundation and Senior Management Team Reports

- A. Foundation – Jodi Simons, Director of Operations, highlighted items from the Foundation’s written report (see file). Jodi Simons was excited to share that we just received a \$40,000 gift that will be endowed for student scholarships.
- 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 handed out the most up to date data on the FTE and Headcount figures for the Winter Term after two weeks of registration. Our numbers are still down, which is surprising that our previous numbers have been trending upwards. It is hoped that the upward trend continues as there are still a few weeks to register. Pat Ashley asked about the figures for Table Rock Campus where our enrollment is up... she wondered if that was attributable to the new High Tech Center or online learning. Laurie Roe explained that it may be too soon to see the enrollment impact at TRC; all online learning trends are up.
 - b. RCC 17-18 Campus Attendance by County: Laurie Roe answered a number of questions as to the origin of the location of students not residing in Josephine or Jackson counties. The board was very complimentary of the data being provided and really appreciate the data as a “flow”, rather than a bunch of numbers.
- C. **College Services** – (no written report). Curtis Sommerfeld, Vice President, College Services did not have anything to add to the meeting.
- D. **Instructional Services** – Leo Hirner, Vice President, Instructional Services did not have anything additional beyond his written report (see file)
- E. **Student Services** – Kori Ebenhack, Vice President, Student Services highlighted items from her written report (see file) and elaborated on the newly created website for Multiple Measures they are utilizing for the placement process. Some of the measurements are changing, so we will have to adapt the data to make accurate comparisons of data. We will be working with our local high schools to help engage high school students. We are moving to a “Placement Process”, rather than the default process of the past which was to take a

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placement test. Pat Ashley inquired about veterans being able to use their past experience in lieu of a placement test. Kori Ebenhack shared that we are in the process of looking at options to use in the future. Ron Fox asked about the communication with high school students moving into the RCC pipeline. We are in the process of developing a more robust dual credit track to help students succeed. The high schools are receptive to the dual credit options.

Claudia Sullivan called for a 10 minute break at 5pm. The meeting was reconvened at 5:10p.m.

10. New Business

- A. Ron Fox introduced a discussion about the financial impacts of the Governor's Recommended Budget (GRB) for community colleges. He explained that the GRB is a formulated process that does not look at all factors and is typically less than the Legislative Fiscal Office (LFO) budget. The LFO budget is higher than the GRB, and less than the community college ask of \$787M. In order to get to \$787M, we need to define some new revenue sources to close the funding gap. Cathy Kemper-Pelle explained where the \$787M number originated: the OCCA changed their strategy to ask for what is **needed** for student success, rather than what we think they **might fund** for community colleges. Kevin Talbert pointed out that the GRB is a political document and it is used to answer to current political issues. Also, K-12 does not have the option to raise tuition like community colleges and universities can. Kevin Talbert pointed out that it is likely that the board will ask Curtis Sommerfeld and Lisa Stanton to develop multiple budget scenarios based on the different funding expectations. Kori Ebenhack shared how her CSSA group is talking about how to grow the Perkins program. Ron Fox also suggested that the TriO program is an excellent model to more broadly utilize funding. Roger Stokes questioned about the presence of an adversarial relationship between K-12 and higher education for the same funding dollar. Cathy Kemper-Pelle explained that there is little to no collaboration regarding budgets. Ron Fox shared the longer term perspective that there has not been an ability to have needs keep up with revenue. We have a number of obligations that take funding before anything can be allocated to the different funding requests. Roger Stokes expressed that we should be able to provide education services from K through 4-year university graduation. Cathy Kemper-Pelle is encouraged by the Southern Oregon College Consortium and how the four campuses will be able to work together to bring more alignment in the transition from high school to college. Ron Fox opined that K-12 will be asking for money to support their CTE programs and the community colleges are at risk of having their CTE funding requests reduced because legislators believe they are funding CTE at the high school level. Cathy Kemper-Pelle shared that CTE is a starting point, and not an entire solution to the skills gap for high school students to graduate and move directly to employment. It is important to be looking at the entire big picture, not just the CTE programs. Kevin Talbert mentioned that there is a conference call scheduled at 11am on January 15, 2019 with Gov. Brown to talk with OCCA presidents and board members. Cathy Kemper-Pelle explained that Leo Hirner is working with our local high schools to make sure that they are aware of our Pathways programs. Leo Hirner expressed that we are in the process of building bridges with the high schools. One of the challenges is that the high schools use different language for the same topic or item in community college, and the students do not know that the two different words are speaking to the same topic or item. Juliet Long also highlighted the grant program that allows us to offer RCC classes at the high schools.

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- B. Claudia Sullivan presented information on the SOREDI Southern Oregon Business Conference that will be held on January 31, 2019 in Medford. In the past, it has been a very worthwhile (and local) conference for board members to attend.

MAIN MOTION:

Kevin Talbert made a motion to approve Board Professional Development funds to pay for the registration fee for each board member. Pat Ashley seconded the motion. All board members expressed intention to attend. Cheryl Johnson will check with Pat Fahey. Shawn Hogan will be attending on behalf of his work.

The motion was unanimously approved.

11. Old Business

- A. Claudia Sullivan initiated a discussion about Legislator visits to the RCC campuses in the first two weeks of January:
Ron Fox will be reaching out to Kim Wallan and Pam Marsh. Kevin Talbert has reached out to Jeff Golden and two dates have cancelled. He will reconnect with Jeff the first week of January. Pat Ashley contacted Mike McLane's office and has not heard back. Kevin Talbert pointed out that we really need to connect with Harold Baertschiger as he and Carl Wilson are the senior representatives for our area. Cathy Kemper-Pelle offered that she was meeting with John Watt and his group and she took the opportunity to share the current GRB and how it affects RCC. Cathy Kemper-Pelle challenged John Watt and his group to become more aware of the connection of businesses understanding that students are more successful in the workforce after attending RCC. Cathy Kemper-Pelle will be bringing the "hot-button" legislative issues to the Jackson county meetings. Ron Fox cautioned that our legislators need to be behind some of the revenue enhancing initiatives. Roger Stokes has spoken with John Watt as well and there is an opportunity to collaborate with the Medford Chamber for our initiatives. Pat Ashley questioned how much a tuition increase affects our enrollment. Price elasticity is the term and we do not have a reliable model to know the data. We do not know that historically it is the "gap students" who do not qualify for Pell Grants that can no longer afford to attend college. She knows that it has to directly impact our students, and thus, our revenue. Pat Ashley asked how we can utilize that story to make a case that is impactful in illustrating the student perspective.
- B. Claudia Sullivan asked participants to share their experience at the Oregon Leadership Summit in Portland on December 3, 2018. Kevin Talbert attended the PERS session and learned that there is really nothing that anyone has come up with as valid options to close the funding gap. He also attended a session on revenue and a very spirited discussion on a "Business Activity Tax" as a possible revenue stream. Kevin Talbert felt it was a very valuable conference and worthwhile to connect with a variety of people. Ron Fox offered the difference between current revenue needs vs. PERS funding needs... \$3.5B per year for the next 3 to 4 biennium. It is estimated that the only viable solution that will truly fund the underfunded PERS system as well as education systems would be helped by a bond initiative. Shawn Hogan was most intrigued by the general keynote on economic impact of student success after graduation. Pat Ashley asked how RCC might be able to capture student success and their economic impact relative to RCC graduates. We have done some targeted follow up in the past, however, we do not have a way to automatically capture this qualitative data. We have done a variety of different attempts in staying in contact with RCC

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graduates that did not yield significant response or information. Ron Fox has over 20 years of experience at the Oregon Legislative Summit and he is of the opinion that Oregon's business community has the ability to work with the Democratic super majority currently in Salem... if they do not want to work with the legislators, it appears that it will likely be a ballot measure to the voters. The PERS obligation is so significant and it does not appear to have an answer at this time.

12. Consent Agenda

- A. Meeting Minutes
 - a. November 20, 2018 Board Meeting
- B. Grant Acceptance – No grants this month.
- C. Financial Reports
 - a. Monthly Financial Data Report – November 2018

Kevin Talbert made a motion to approve the Consent Agenda; Pat Ashley seconded.

The motion unanimously carried.

13. Board Reports

- A. Board Policy Ad-Hoc Committee: Claudia Sullivan – meeting on January 3 and we will be bringing further policies forward in future meetings.
- B. Executive Committee: Ron Fox said it is all covered in the agenda, nothing additional
- C. Facilities Committee: Curtis Sommerfeld provided a written report for Board review prior to the Board meeting (see file). Roger Stokes brought up the Auto Facility and a solution to our current ADA compliance need. It will be a temporary fix and we will be facing future changes and needs.
- D. OCCA/OSBA: Ron Fox had nothing further to add around the budget discussion. He did offer that the new OCCA executive director, Cam Preus has asked to visit all 17 community college boards. We should anticipate that we will be seeing her at some future date.
- E. President's Performance Review Committee: Claudia Sullivan shared that the committee will be meeting again in January.

Claudia Sullivan closed the public meeting at 6:02 p.m.

- 14. Executive Session** – Claudia Sullivan called the meeting into Executive Session at 6:06 p.m. pursuant to ORS 192.660(2)(e) Real Property Transactions; and closed the Executive Session at 6:17 p.m.

15. Board Discussion Items – General Items

- A. January 11, 2019 Work Session, 9-11 a.m. at RWC – Claudia Sullivan offered that we review our Areas of Focus and how they link to WIGs and mission fulfillment. Claudia Sullivan has been working with Cheryl Johnson in developing a draft board self-evaluation. She will be sharing it with the board in January and will ask the board to finalize the document and process.
- B. Cathy Kemper-Pelle requested that we begin a board discussion about our grant strategy and how much of our funding do we want grants to cover. RCC needs to establish an over-arching philosophy as to where and how we will leverage grants. How do we identify grants that have alignment with our Strategic Plan and that there is true value and benefit of grants that we apply for.

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- C. Ron Fox reminded everyone of the discussion at the Executive Committee about reducing the cost of board meals. The board will announce at the next board meeting that in an effort to manage down the costs, the board will be offering lower cost dinner options.

16. Roundtable – Going around the room:

- Pat Ashley: Safe, happy and merry Christmas.
- Kevin Talbert was proud to say that Roger Stokes made a contribution to Southern Oregon Land Conservancy from the Oregon Community Foundation.
- Claudia Sullivan shared that she, Pat Ashley, and Leo Hirner attended the Fire Academy graduation and it was a lovely ceremony. Disappointingly, there were no women in the graduating class this year.
- Cathy Kemper-Pelle was happy to talk about her recent vacation in Costa Rica for her son's wedding. She and her husband are still negotiating on buying a home in the area.

17. Adjournment – Claudia Sullivan adjourned the meeting at 6:49 p.m.

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