
Rogue Community College District
Board of Education – December 19, 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., December 19, 2017, Redwood Campus (RWC), H building, Conference Room 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, Shawn Hogan, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle (by phone).

Absent: Ron Fox

3. **Guests in Attendance** – Kristin Diggs, Eide Bailly, LLP; Madeline Shannon, Grants Pass Daily Courier; RCC student athletes Alex Bauer, Haley Janky and Greg Millick and RCC District employees Cathy Kemper-Pelle, Judy Basker, Navarro Chandler, Kori Ebenhack (by phone), Jodie Fulton, Rene McKenzie, Tracy Redd, Laurie Roe, Teresa Schawo, Steve Schilling, Larry Sheely, Teri Smith, Curtis Sommerfeld, Lisa Stanton, Carmen Sumner, Darren Van Lehn, Grant Walker and Denise Nelson.
4. **Public Comment** – None
5. **Presentation**

A. 2016-17 Audit Report – Eide Bailly, LLP

A copy of the Comprehensive Annual Financial Report for year ending June 30, 2017 was distributed to Board members for review prior to the meeting (see file).

Lisa Stanton, Chief Financial Officer, introduced Kristin Diggs, CPA, Eide Bailly, LLP. Ms. Stanton reported a comprehensive presentation of the audit report was provided by Ms. Diggs to Finance and Audit Committee members at the Committee meeting this afternoon and a review of the audit will now be 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 contains a paragraph explaining a correction of error related to the pension transition liability. During the audit, the College determined a pension transition liability should have been recorded in prior years, resulting in an overstatement of the previously reported net position. Note 11 within the report (see page 52) provides detailed information regarding the correction. Due to this, an extra PERS (Public Employees Retirement System) liability of \$3 million was placed on the books this year. Ms. Diggs reported this is not a breakdown of internal control. This is something the College should have discovered, however, the information provided to the College was not clear.

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

- b. The College is in compliance, in all material respects with the requirements that could have a direct and material effect on each of the major federal programs, however, within the Schedule of Findings and Questioned Costs, the auditors identified the following issues (see pages 132-134):
- Significant deficiency in internal control over compliance within the student financial aid cluster (pages 132-133)
 - Material weakness in internal control over compliance within the Southern Oregon Health and Occupations Poverty Elimination (SOHOPE) project eligibility (page 134)

Lisa Stanton distributed a letter to Board members prior to the Board meeting which included management's response to the aforementioned auditors findings (see file). Lisa thanked Anna Manley, Director of Financial Aid, and Teri Smith, Dean of Instruction, School of Health and Public Service, for their work developing corrective action plans.

Vice President Sommerfeld commended Lisa Stanton for her excellent work. Ms. Stanton recognized the Budget and Financial Services team and also mentioned that many college employees play an important role in this process throughout the year.

6. College Reports

- A.** Finance and Audit Committee – Shawn Hogan and Dean Wendle participated in the December 19 committee meeting at which Kristin Diggs, Eide Bailly, discussed the annual audit. The monthly financial statement was also reviewed. It was reported tuition and fee revenue through fall term is \$5.1 million of the adopted budget which is 8% less than expected. The final allocation from the state for this biennium increases the expected funding to the College from the State by \$829,000.
- B.** Written Reports
- a. Student Government – Rene McKenzie, Director of Student Programs, reported fall term ended December 9th and students are currently on break.
 - b. Classified Association – A written report was provided to the Board in advance of the meeting. Larry Sheely was in attendance on behalf of the Classified Association.
 - c. Faculty Association – No report.
 - d. Faculty Senate – Tracy Redd, Faculty Senate Co-chair, reported that Serena St. Clair volunteered to serve as Faculty Senate representative on the College Effectiveness Council (CEC).

Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes

7. President’s Reports

- A. Monthly Calendar and College Issues** – A written report was provided to the Board for review prior to the meeting (see file). President Kemper-Pelle provided an overview of the three topics included in her written report a) RogueNet replacement process, b) accreditation, and c) Oregon Department of Education Civil Rights Review.
- B. Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting (see file). Pat Ashley and Dean Wendle commended Greg McKown for his thorough monthly project status report.

8. Board Action and/or Information Items

A. Acceptance of the 2016-17 Audit

Pat Ashley moved, seconded by Shawn Hogan, the Board adopt Resolution No. B34-17/18 accepting the 2016/17 audit as presented.

The motion unanimously carried.

B. Adopt Best Practices for Health Science Education Facilities

Dr. Talbert reviewed highlights from touring health programs at five different community colleges in Oregon. Until he participated in the tour, he didn’t realize nursing programs at other Oregon community colleges are co-located with allied health programs. He appreciated hearing about the benefits and best practices of co-locating the programs from each college visited. In his view, Dr. Talbert believes it would be a benefit for the College to consider locating the nursing program in the new allied health building on the Table Rock Campus (TRC).

Pat Ashley agreed and reported the consistent message heard from each college was about the benefits of locating all health sciences together, not only in regard to facilities and instructional staff, but for nursing to join health sciences for the conversation and synergy that occurs.

Claudia Sullivan asked if President Kemper-Pelle has received input from nursing department chair, Linda Wagner. Cathy reported, since the practical nursing program is located in Jackson County and the nursing program is in Josephine, faculty members are not able to work, plan, or share lab space together.

Shawn Hogan commented, from shared resources to daily interaction, it would appear beneficial to co-locate nursing with allied health.

Dean Wendle added, the College’s nursing program has been successful on the Redwood Campus for many years and expressed the following concerns:

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

- TRC is not located near a major hospital complex.
- TRC lacks adequate busing for students.
- The 2016 bond ballot measure reflected the nursing program facility on RWC would receive improvements. He questioned the legal ramifications for changing this.
- Statements were made and information was distributed during the bond campaign which specifically identified what the bond funding would be used for.
- The opportunity for public input has not been provided to the community we serve.

Mr. Wendle requested to receive a legal opinion from an attorney to determine the legality of making a change after the bond measure was approved by voters. There was no objection to Mr. Wendle's request for a legal opinion.

Before any action is taken regarding the nursing program, Mr. Wendle strongly suggested the Board advertise for public input on the matter. There was no objection to Mr. Wendle's suggestion.

Tim Johnson expressed concern about the best outcome for students and the best use of bond funding. He believes locating all health science programs on one campus makes sense. He suggested the \$1 million bond funding allocated for the nursing program could still be used on RWC for upgrades to the science building.

Dr. Talbert explained this discussion is necessary because the Board expected the architects would have started on the design of the health building at TRC by this date. The delay has occurred out of consideration for whether or not the design should include nursing. In his view, it would be in the interest of the College to design facilities for nursing at TRC even if the decision to relocate nursing is delayed. The kind of facilities needed, classrooms, labs and sim, would be useful for the growth of current or future allied health programs.

Pat Ashley stated she agrees with Dr. Talbert's suggestion to direct the architect firm to design the health professions building to accommodate the nursing program. If in fact the nursing program does not move to Jackson County, the space would be utilized for another purpose.

MAIN MOTION

Pat Ashley moved, seconded by Claudia Sullivan, the Board directs the architect to provide space for the potential move of nursing to the health professions building at Table Rock Campus.

Dean Wendle questioned the process of asking the architect to include space for the nursing program in the design. Vice President Sommerfeld indicated the architect bids were based on certain things being in the program and if the College adds to this,

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

the architect would provide a response to the change. Mr. Sommerfeld asked for confirmation the Board is directing staff to make this change with the architect. In Ms. Ashley's view, this is the right thing to do. She asked to receive staff input about space needs. Mr. Sommerfeld prefaced his response by stating a projection can be provided but not a final statement as architects would need to do programming working on this. Preliminarily, it is anticipated the addition would include one very large classroom with multiple faculty offices. Mr. Johnson asked for clarification that funding would not be moved from Redwood Campus and Mr. Sommerfeld confirmed.

A roll call vote was conducted:

Shawn Hogan – Yes
Claudia Sullivan – Yes
Kevin Talbert – Yes
Pat Ashley – Yes
Dean Wendle – No
Tim Johnson – Yes

The motion carried 5 to 1.

MAIN MOTION

Pat Ashley moved, seconded by Claudia Sullivan, the Board make a decision to move the nursing program to the Table Rock Campus not later than the February Board meeting.

Dr. Talbert advised, sometimes the answer you receive regarding a legal issue depends on the question you ask. Discussion ensued about the specific question to ask legal counsel. After discussion, Vice President Sommerfeld suggested the following:

“Is it legal to move the Associate Degree Nursing program to Jackson County given the documents and statements made by the College as part of the 2016 bond process?”

Board members agreed on the aforementioned question and directed staff to present the question for legal opinion.

Claudia Sullivan believes it is not the Board's role to make a decision about the location of a program. Rather, this is a decision to be made by administration after administrators consider input from departments, Deans, Vice Presidents, etcetera. Mr. Wendle agreed with Ms. Sullivan.

Regarding the main motion on the table, Pat Ashley and Claudia Sullivan asked to withdraw the motion.

There being no objection, the motion was withdrawn.

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

C. Approve Contract with Adroit Construction for High Technology Center

Kevin Talbert moved, seconded by Dean Wendle, the Board adopt Resolution No. B35-17/18 approving a contract with Adroit Construction to provide construction services for the High Technology Center building at the Table Rock Campus in White City, not to exceed \$2,610,450 plus an owner contingency of not more than 3.5%.

The motion unanimously carried.

D. Approve Contract for Banking Services with US Bank

Pat Ashley moved, seconded by Dean Wendle, the Board adopt Resolution No. B36-17/18 approving a contract with US Bank for banking services at an average service charge of \$948.42 (nine hundred forty-eight dollars and forty-two centers) per month.

The motion unanimously carried.

E. Approve Board Development ACCT National Legislative Summit February 11-14, 2018

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P37-17/18 approving the participation of Tim Johnson in the 2018 ACCT National Legislative Summit.

The motion unanimously carried.

F. Adopt New Board Policy Article 7, Section A, Policy 140: Equal Access (Second Reading)

Kevin Talbert moved, seconded by Shawn Hogan, the Board adopt Resolution No. P23-17/18 approving new Board Policy Article 7: Students; Section A: Admissions, Finance, Enrollment; Policy 140: Equal Access as presented.

The motion unanimously carried.

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

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopt Resolution No. P25-17/18 approving revised Board Policy Article 5: Human Resources-General; Section D: Miscellaneous; Policy 060: Telecommuter Agreement as presented.

The motion unanimously carried.

H. Review Revised Board Policy Article 2, Section B, Policy 010: Tobacco Use (First Reading)

As explained in the resolution, this policy revision is in accordance with State of Oregon Senate Bill 754.

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

I. Review Revised Board Policy Article 1, Section A, Policy 010: Mission, Vision, Values and Core Themes (First Reading)

President Kemper-Pelle reported this revision is presented to bring the Board Policy current with the coinciding board-adopted 2017-2020 Strategic Plan.

J. Review Revised Board Policy Article 1, Section A, Policy 020: Organization and Authority (First Reading)

This revision incorporates the change in Oregon Revised Statute indicating Oregon community college districts adhere to the adopted guidelines of the Higher Education Coordinating Commission.

K. Review Revised Board Policy Article 1, Section A, Policy 030: Representation (First Reading)

Claudia Sullivan reported she serves on the Board Policy Committee with Pat Ashley. The committee receives assistance from Denise Nelson. When completing policy review, the committee has been confirming the correct statute to cite so anyone interested can easily refer to applicable Oregon State Statute (ORS). Also, as previously reported to the Board, the policies currently contain a lot of procedure so consideration is given to identify procedure and redirect it to the College's administrative procedures or the newly created board handbook as applicable. It was mentioned the RCC District zone represented by Tim Johnson includes constituents from Jackson and Josephine counties.

Denise Nelson was asked to check the applicable ORS wording for this and revise accordingly for the second reading.

L. Review Revised Board Policy Article 1, Section A, Policy 040: Qualifications (First Reading)

There were no recommended changes to this policy.

M. Review Revised Board Policy Article 1, Section A, Policy 050: Vacancies and Elections (First Reading)

Dean Wendle asked to clarify if this dictates a vacancy when it comes from the same zone. Kevin Talbert suggested, by attempting to reduce policies down to a minimum they can seem limitless. He recommended the Board Policy Committee re-examine the policies presented as first reading and add verbiage that will define what it is. Mr. Wendle agreed.

N. Review Revised Board Policy Article 1, Section A, Policy 060: Compensation (First Reading)

There were no recommended changes to this policy.

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

O. Southern Oregon Business Conference January 25, 2018

Board members interested in attending this conference were asked to RSVP to Denise Nelson prior to the January Board meeting.

P. Approve Letter of Support – Achieving the Dream Membership

MAIN MOTION

Pat Ashley moved, seconded by Claudia Sullivan, the Board approve the letter of support as presented for RCC's Achieving the Dream membership.

President Kemper-Pelle reported, if accepted in Achieving the Dream, RCC's membership would start in the fall.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

A. Foundation – Judy Basker, Executive Director, provided a written report for review prior the meeting (see file). She reported the bottle drop campaign has raised \$765 for student scholarships.

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). Going forward, Dr. Talbert requested to receive a report from the same point and time. Ms. Roe indicated the FTE report is at the same two points and time and it is her goal to provide the same for the headcount report. She noted there are things on the back end making it more difficult for the headcount report but the new enterprise resource planning system will allow for headcount comparison.

C. College Services – Vice President Curtis Sommerfeld reviewed the current lease agreements for cell phone towers on college property. The leases cannot be amended unless there's a substantial change. AT&T is asking to bring additional fiber to a tower, which is considered a substantial change. Since 2013, RCC has hired a cell tower attorney. He negotiated with the AT&T attorney. Mr. Sommerfeld reported there is a 34% increase in lease payment from AT&T and the lease expires in 2045. They must advise us if a sublet occurs and the College would receive the lease payments from that.

D. Instructional Services – A written report was provided for Board review prior to the meeting (see file).

E. Student Services – A written report regarding RCC Athletics was provided for review prior to the Board meeting (see file). Darren Van Lehn, Athletic Director, introduced Alex Bauer, Haley Janky and Greg Millick, RCC student athletes and provided a summary of their accomplishments this year. He reported two RCC coaches won

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

“Coach of the Year.” Dr. Talbert commented it was nice to read the sport page of the Mail Tribune about the team’s wins and thanked the students for their efforts. Mr. Van Lehn added the College is in discussion about bringing cross county back and would need to start pursuing a dedicated coach for the program. Board members thanked Mr. Van Lehn and students for coming to the meeting and providing a report in person.

10. Board Discussion Items

- A.** December 4, 2017 Oregon Leadership Summit – Dr. Talbert reported the Summit this year was different than others he previously attended. There was an effort to try to get people engaged in conversation rather than having a predetermined set of legislative initiatives. It seems there was more of an effort to try to get people to acknowledge we have a serious structural issue with PERS (Public Employee Retirement System).

Pat Ashley also attended the Summit and agreed with Kevin. She reported an acknowledgement was received from the business industry. Businesses recognize they will not reach their full potential without supporting education.

Mr. Talbert commented the agenda also included a segment on the future of technology and its implications for work, the economy and society presented by Steve Brown, the Bald Futurist. Artificial intelligence was another topic presented.

- B.** December 6, 2017 Higher Education Coordinating Commission (HECC) Tour and Special Board Meeting – Claudia Sullivan reported it was nice to visit classrooms and hear from department heads. They are very passionate about their programs and conveyed enthusiasm and excitement. Kevin Talbert commended President Kemper-Pelle for doing a nice job of telling our story and laying out current issues. This was an informative sessions for all. Ms. Sullivan added it was good to have exposure to the HECC. She is looking forward to the High Tech Center so manufacturing can have elbow room.
- C.** December 7, 2017 Special Board Meeting – Board members were very engaged in the eco-charrette process.
- D.** December 7, 2017 Fire Academy 1 Graduation – Tim Johnson attended the graduation for 16 students and about 200 people were in attendance. Wonderful support for RCC was conveyed. Every speaker mentioned the leadership of RCC.
- E.** Pending Items List – Pat Ashley provided an update on the possibility of reinstating childcare for RCC students. Pat and a representative from the Foundation talked with Kid Time in Medford. They are interested in working with the College in the sense that Kid Time and two other organizations want to have a meeting in January to see what they can do to use their own facilities to help students. If we wish to continue this discussion, Pat feels it is time for someone from administration to participate in the next meeting. President Kemper-Pelle thanked Ms. Ashley for the work she has done on this.

Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes

11. Approve Consent Agenda

Kevin Talbert moved, seconded by Pat Ashley, the Board approves the Consent Agenda as presented:

- A. Meeting Minutes
 - a. November 21, 2017 Board Meeting
- B. Human Resources – None
- C. Grant Acceptance - None
- D. Financial Reports
 - a. Monthly Financial Data Report – November 2017

The motion unanimously carried.

12. Board Reports

- A. Board Policy Ad-hoc Committee – Claudia Sullivan reported the Committee will plan to meet again in February.
- B. Executive Committee – Tim Johnson, Pat Ashley and Ron Fox participated in the December Executive Committee meeting to review the December Board meeting agenda.
- C. Facilities Committee – Claudia Sullivan reported Facilities staff provided a written report for review prior to the Board meeting. There are some traffic issues occurring at RWC and it was noted the College has not been able to obtain a permit for the shed on RWC.
- D. OCCA/OSBA – President Kemper-Pelle reported handouts from the November 30, 2017 OCCA Board Forum and Meeting were distributed to the Board and she provided an overview of the report (see file). Kevin Talbert announced he was asked by Andrea Henderson, OCCA Executive Director and the incoming OCCA President to serve on a committee with the President, legislators and others to develop a cost and funding model. The first meeting of the committee will be held on January 3, 2018.

Tim Johnson called for a ten-minute break from 6:02 p.m. to 6:12 p.m.

- 13. Executive Session** – Tim Johnson called the meeting into executive session at 6:12 p.m. in accordance with Oregon Revised Statutes 192.660(2)(f) Exempt Public Record. Board members, President Kemper-Pelle, Vice President Sommerfeld, Vice President Ebenhack (by phone) Assistant to the President Denise Nelson, and Grants Pass Daily Courier reporter Madeline Shannon, attended the session. Mr. Johnson adjourned executive session at 6:20 p.m.

14. New Business – None

***Rogue Community College District
Board of Education – December 19, 2017 Meeting Minutes***

- 15. Old Business** – President Kemper-Pelle reported she will be attending vendor presentations on January 16, 2018 in Salem for the Enterprise Resource Planning system to replace RogueNet. Presentations have been very challenging to schedule and she requested Board members consider moving the scheduled January 16 Board of Education meeting to January 23. Board members responded positively to this request. Denise Nelson will poll the Board to determine a quorum of members would be available to attend on January 23, 2018.
- 16. Roundtable** – None
- 17. Adjournment** – Tim Johnson adjourned the meeting at 6:26 p.m.

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