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**Rogue Community College District**  
**Board of Education – December 20, 2016 Meeting Minutes**

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1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Tim Johnson, Vice Chair, at approximately 4:04 p.m., December 20, 2016, Redwood Campus (RWC), 3345 Redwood Highway, Grants Pass, Oregon, Room H-2. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle (via teleconference).

Absent: Ron Fox and Brett Johnson

3. **Introduction of Guests and Public Comment** – Lealan Miller, Certified Public Accountant/Partner, Eide Bailly, LLP; Michelle Jacobsen, President, RCC Associated Student Government (ASG) Riverside Campus (RVC) / Table Rock Campus (TRC); Michael Spark, President, RCC ASGRWC and RCC District employees including Judy Basker, Kori Ebenhack, Kirk Gibson, Kevin Hoff, Cathy Kemper-Pelle, Nikki Koenig, Juliet Long, Brooke McDermid, Rene McKenzie, Sara Moye, Teresa Rivenes, Teresa Schawo, Teri Smith, Curtis Sommerfeld, Lisa Stanton, Grant Walker, Sarah Wofford and Denise Nelson.

4. **Public Comment** – There was no public comment.

5. **Presentation – 2015-16 Audit Report**

Lealan Miller, Eide Bailly, LLC., provided the following report to the Board. He met with the Board Audit and Finance Committee just prior to the Board meeting to review the audit in detail. The Audit report reflects a clean opinion, the financial statements are materially correct, there are no issues with management and no differences in opinion. He commended RCC Chief Financial Officer, Lisa Stanton, and her team for their work. In addition to reviewing the financial numbers, auditors look at internal controls and reported there are no material weaknesses or significant deficiencies. They also look at federal funds wherein the majority is for student financial aid, and they complete compliance testing and look at internal controls. There is one repeat finding from the previous year which is a significant deficiency regarding reporting of financial aid. This does not cause great concern and is a small break down in internal controls. This does not affect overall risk designation so RCC is still rated “low risk.” Mr. Miller reported, overall, this was a good audit.

Board members thanked Mr. Miller for his report. Claudia Sullivan commended staff for their good work. Vice President Sommerfeld commented the good audit report is a reflection on Lisa Stanton’s leadership and the good work of her crew and many people around the College.

6. **College Reports**

A. **Bond Oversight Committee** – Curtis Sommerfeld, Chair, distributed a written report to Board members in advance of this meeting in the Board meeting packet. There were no questions or concerns.

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- B.** Finance and Audit Committee – Claudia Sullivan and Dean Wendle reported the committee met prior to the Board meeting. Members reviewed the audit with Lealan Miller, Eide Bailly, LLC. The November monthly finance statement was also reviewed by the committee. Tuition revenue to date is \$361,000 more than projected in the original budget. It is anticipated that State appropriations will come in higher at \$9.5 million instead of the original projection of \$9.27 million.

There will be a change in the Public Employee Retirement System (PERS) which will affect our net revenues and is something we need to watch carefully as the State sets PERS liability.

Ms. Sullivan also reported that Chief Financial Officer Lisa Stanton distributed a draft version of the new investment policy to committee members. The committee anticipates bringing this to the Board at the February Board of Education meeting.

**C.** Written Reports –

- a. Student Government – Michael Spark provided a written report in advance of the meeting (see file) and mentioned the following highlights of his report:
- RWC held a successful Festivus celebration which is a non-denominational holiday event. There was a good turnout with about 50 people in attendance. The National Guard helped out with an arm wrestling stand.
  - The following new clubs have chartered: Espernato Club (language), Dance Club, Education Club and Jam Meet Paper Club (music).
  - A blood drive was held mid-November.
- b. Classified Association – Sarah Wofford, President, Classified Association, provided a written report in advance of the Board meeting (see file). Board member Pat Ashley thanked Ms. Wofford for spelling out acronyms in the report.
- c. Faculty Association – Juliet Long, Faculty Association representative attended on behalf of President Margaret Brewer. The Faculty Association provided a written report in advance of the Board meeting (see file). Board member Pat Ashley expressed her appreciation of the written report. She responded to the report by indicating faculty members can be assured, as in any strategic planning of the College, faculty will be involved with making the plan.
- d. Faculty Senate - none

**7. President's Report**

- A.** Monthly Calendar and College Issues – The President's Report (see file) includes a list of meetings and events President Kemper-Pelle was involved with over the past month.

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The President's written report this month is focused on RogueNet (see file). President Kemper-Pelle reviewed the process taken to reach the decision that RCC can no longer afford to commit financial and human resources into maintenance of the RogueNet system, which has been deemed by the other colleges as insufficient for their needs. The RogueNet college presidents met via teleconference to discuss how to proceed with the exploration of a new data platform and how the Higher Education Coordinating Commission (HECC) can provide the most impactful assistance. At this time, a job description for the Project Manager to coordinate the work of a core planning committee is under construction with input received from all RogueNet colleges and presidents.

- B. FTE Report – President Kemper-Pelle indicated the report shows a slight FTE increase in Professional/Technical programs and a slight decrease in Academic programs. Distributed learning, which is almost exclusively online learning, is increasing. Almost every class has some type of distributed learning component. Vice President Gibson mentioned that hybrid classes are not considered distributed learning.
  
- C. Voorhees Consulting Firm Update – The Voorhees Group provided a written summary of the highpoints of their November 30 through December 1 visit (see file). This report will be posted on the RCC strategic planning website. Cathy briefly reviewed the written report with the Board. She reported that Rick Voorhees, consultant, has agreed to stay two days more in January than originally planned. She is especially happy Mr. Voorhees was able to extend his visit to include Friday morning, 1/27, as this day and time will work best for faculty availability. The February visit will not be planned until we see who participates during the January visit. As an example, if a strategic session is poorly attended in January, we will schedule it again in February. A Strategic Planning Task Force will be formed in January.

**8. Board Action and /or Information Items**

- A. Acceptance of 2015-16 Audit.

Kevin Talbert moved, seconded by Claudia Sullivan, the Board adopts Resolution No. B28-16/17 accepting the 2015/16 audit as submitted.

**The motion unanimously carried.**

- B. Approve Purchase of Scanning Electron Microscope from Marine Reef International.

Pat Ashley moved, seconded by Kevin Talbert, the Board adopts Resolution No. B29-16/17 approving the purchase of a Scanning Electron Microscope (SEM), Energy Dispersive X-Ray Spectroscopy (EDS) and Variable Tilt-Stage for a price not to exceed \$124,900.

**The motion unanimously carried.**

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**C.** Approve Board Participation, ACCT Legislative Summit.

Pat Ashley moved, seconded by Kevin Talbert, the Board adopts Resolution No. P30-16/17 approving the participation of Tim Johnson in the 2017 ACCT National Legislative Summit.

**The motion unanimously carried.**

**D.** Students' Right to Learn – After discussion, the Board requested staff include a preamble to the resolution in preparation for possible Board action at the January Board meeting. The Board requested to receive the revised resolution with enough time to thoughtfully review and revise if needed, prior to discussion at the January meeting. Vice President Ebenhack will create a draft preamble. This item was tabled until the January meeting.

**E.** Wendles Honored at Four Way Community Foundation Event – RCC Board member Dean Wendle and his wife, DonnaJean Wendle, both longtime civic leaders, were given a round of applause by all in attendance for being honored by the Four Way Community Foundation as recipients of the annual Louis F. Schultz Jr. Distinguished Service Award. As part of the award, the Four Way Community Foundation made a \$10,000 charitable contribution to the Josephine Community Libraries, a local nonprofit selected by the Wendles to receive the donation.

**F.** Student Success and Retention Conference – Board members were asked to contact Denise Nelson, Assistant to the President and Board of Education, if interested in attending this conference to be held February 2-3, 2017 in Portland, OR. Each year, educators from campuses across Oregon come together to discuss common issues, successes and challenges regarding student success and retention in post-secondary education.

**9. Foundation and Vice Presidents' Reports**

- A.** Foundation – Judy Basker, Executive Director, provided a written report in advance of the meeting (see file). She was pleased to report the Smullin Foundation plans to add \$200,000 over the next four years to their current account at the RCC Foundation.
- B.** College Services – Vice President Sommerfeld reviewed a letter dated November 30, 2016 received from the City of Medford and distributed to Board members in advance of the meeting (see file). The letter was in response to RCC's request for the city to work in conjunction with the College to remove existing trees on Central Avenue and replant them with a variety better suited to the location. The City's Arborist, Mr. Arioldi, has advised that the existing trees need to be retained because they are mature and are providing the designed benefits. Since the trees are mature, it is expected there should not be much additional movement of pavers or grates. The letter states, therefore, RCC is not able to remove or replant the existing trees.

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Brooke McDermid, Dean, Student Success, informed the Board about a new advising model which will shift the current model to a case management model. She reported that being able to manage groups of students will help us significantly and having a software system that has tools to manage groups of students will also help. There is a new company eager to work with us that can work with RogueNet as is. This software will manage caseloads of students and integrate the case points we have so advisors can work with students.

Ms. McDermid explained how the RCC system currently works and the advantages of changing to a case management model. Board members had an opportunity to ask questions thus a question/answer period ensued.

It was noted that advisors will be able to communicate better with students by e-mailing and/or texting with students that fall into different categories. It will also allow an opportunity to work better with faculty. The system will integrate classes so faculty can identify students that are struggling in their classes. President Kemper-Pelle reported she likes this model as it engages others in providing wrap-around service to students. Vice President Sommerfeld reported the system looks at events we set up and is also a proactive model of retention. This is a new way of doing business in the retention world. Through presidential discretionary use, the College will utilize entrepreneurial dollars at the cost of \$49,000 for two years.

Board members were supportive of this and appreciated being kept apprised of the entrepreneurial fund.

- C. Instructional Services – Vice President Kirk Gibson provided a written report in advance of the Board meeting (see file). He reviewed highlights of the report with the Board.
- D. Student Services – Vice President Kori Ebenhack provided a written report in advance of the Board meeting (see file). She reviewed the process to date regarding the development of the Students’ Right to Learn statement which was also discussed earlier in the meeting (see agenda item 8.D). Board members agreed it would be good to proceed with communicating about this via Hispanic radio stations. Vice President Ebenhack will work to develop a resolution preamble with Michael Sparks, Kevin Talbert and Cathy Kemper-Pelle, prior to the January Board meeting.

Vice President Ebenhack reported that three Ospreys cross country runners made “All Academic American.” The Grants Pass Daily Courier and T.V. channel 12 reported on this wonderful news. Congratulations to Shane Crofoot, Nigel Leonis and Devin Rodman. The press release was distributed to Board members for review with Board meeting material (see file).

**10. Board Discussion Items**

- A. Campus Safety/Security (Ongoing Discussion) – Vice President Sommerfeld reported there have been a number of thefts recently. There were 20 incidents at Redwood Campus alone. Mr. Sommerfeld reviewed some of the crimes with the Board.

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President Kemper-Pelle also reported she has received concerns from faculty and students about problems on the footbridge near the Higher Education Center crossing over to Bear Creek Park. Some concerns have been related to responses received from dispatchers when making the reports.

Vice President Sommerfeld reported the College will be adding patrols at Redwood and Riverside Campuses throughout the break.

**B. Oregon Business Plan – Leadership Summit – Ashley, Talbert**

Pat Ashley reported the format of the Summit changed this year, and in her view, it was not as effective as past events. Dr. Talbert agreed the event wasn't quite as dynamic this year. Even with the change in format, Ms. Ashley and Dr. Talbert agreed it was a worthwhile meeting and provided a report on the speakers and session attended. President Kempe-Pelle reported she made good connections at the Summit and realized how important it was to our industry partners to see us there.

**C. Board Meeting Schedule and Format – No discussion at this time.**

**11. Approve Consent Agent**

Kevin Talbert moved, seconded by Pat Ashley, the Board approve the consent agenda as presented:

**A. Meeting Minutes**

- a. November 15, 2016 Board Meeting

**B. Human Resources –**

- a. Full-time Faculty Retirement, Individualized Career Training, Alex Kozlowski
- b. Full-time Management Construction Project Manager New Hire, Gregory McKown

**C. Grant Acceptance**

New Grants

- a. Portable Sound System Component Grant
- b. Knowledge Skills Transfer Project Grant

**D. Financials**

- a. Monthly Financial Data Report – November 2016

**The motion unanimously carried.**

**12. Board Committee Reports**

**A. Board Policy Ad-Hoc Committee –** Claudia Sullivan reported the committee met on November 17, however, staff have not been able to work on the draft revisions. Another meeting will be scheduled in January or February.

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- B. Executive Committee** – Pat Ashley, Brett Johnson and Dean Wendle participated in the meeting and reviewed the December 20 Board meeting agenda with President Kemper-Pelle.
- C. Facilities Committee** – Vice President Sommerfeld reported the committee has not met, however, the Director of Facilities and Operations, Grant Lagorio, issues a monthly report to provide an update on work being completed. The water issue at Riverside Campus has been taken care of by replacing several fixtures.
- D. OCCA/OSBA** – Dr. Talbert reported State funding for community colleges is expected to be flat at \$550 million and if there are no further increases, the budget would be \$82 million short. The message to legislators will not be asking for an increase, rather, to make up the gap in budget so we can at least have stable funding.

Vice Chair Tim Johnson called for a ten minute break at 5:48 p.m.

- 13. Executive Session** – Tim Johnson called the meeting into executive session at 6:01 p.m. in accordance with ORS 192.660(2)(d) Labor Negotiations and closed executive session at 6:29 p.m.
- 14. New Business** – None
- 15. Old Business** – Dean Wendle requested discussion regarding the U.S.A Today newspaper article at the next Board meeting.
- 16. Roundtable** – None
- 17. Adjournment** – Tim Johnson adjourned the meeting at 6:34 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the President and Board of Education.