
***Rogue Community College District
Board of Education – March 1, 2019 Special Board 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 8:30 a.m. on March 1, 2019, at the RCC Redwood Campus, Room H2, 3345 Redwood Hwy., Grants Pass, Oregon. Due notice was given. This special meeting was originally scheduled to discuss general economic projections and budgets. The meeting was expanded to include items requiring action from the February 26, 2019 board meeting that was cancelled due to inclement weather. College reports, E-Team reports, and Board reports were provided in advance as part of the board packet for 2/26/19 and not covered further in this meeting.
2. **Determine Presence of 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. **Guests in Attendance** – Jean Ann Miles, City of Cave Junction, Zoe Morgan, Grants Pass Daily Courier, RCC District employees Cathy Kemper-Pelle, Judy Basker, Navarro Chandler, Kori Ebenhack, Robert Felthousen, Leo Hirner, Juliet Long, Juan Rivera, Teri Smith, Curtis Sommerfeld, Lisa Stanton, Grant Walker, and Cheryl Johnson. RCC District Budget Committee members in attendance were Ian Bachtel, Darlene Dart, Colleen Padilla, Matt Stephenson, and Dawn Welch.
4. **Public Comment** – None
5. **Presentation** – None
6. **College Reports** – As provided in the board packet/file from February 26, 2019
7. **President's Report**
 - A. Monthly Calendar and Narrative – Cathy Kemper-Pelle provided her written report in advance of the meeting (see file).
 - 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).

Cathy Kemper-Pelle gave an overview of the Redwood Master Plan project. Curtis Sommerfeld stated that Jodie Fulton is in the process of issuing a Request for Proposal. Pat Ashley added that the plan is very comprehensive. Ron Fox asked about the timing of the Science Building project relative to the project plan. Curtis Sommerfeld explained that it fit in perfectly. Curtis Sommerfeld further added that the Science Building legislative approval appears to be moving through without any problems.

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

The board reviewed a variety of resolutions and policies for the first reading. Those items will move to the March 19, 2019 board meeting agenda for the second reading and possible approval. In addition, the board took the following action:

- A. Lisa Stanton walked the board through a handout she provided at the meeting that detailed the changes to tuition, fees, and a fee assessment. The need for the change is due to a combination of the biennium budget and the new ERP database. The impact to the students is shown at the graphs on the handout. Lisa Stanton explained the new fee structure and how in some cases taking more credits will be a lower cost. In the areas where

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we have the highest headcount based on student cost, the cost structure is built to incentivize our 4 unit, 8 unit, and 12 unit load students. Roger Stokes observed that the net pricing is break-even. Lisa Stanton talked about the assessment of the student fee. That fee will be applied if we are funded below our minimum budget requirement, rather than additional increases to price per unit. Kevin Talbert talked about what the expectations and reality of having to apply this special fee.

- B. Approve Suspension: Commercial Truck Driving Certificate program: Leo Hirner explained that this is the suspension of a credit program... a non-credit program is already being offered. The price of the program is kept at a reasonable level as a non-credit model. Currently, there are four students left in a teach-out in the credit program. All newly enrolled students will be at the non-credit program – which is being re-launched and re-branded in partnership with some local trucking companies. Roger Stokes asked if it makes any difference to the student perspective. Leo Hirner stated that it did not make any difference to the student.

Pat Ashley made a motion to approve Suspension of the Commercial Truck Driving Certificate credit program. Ron Fox seconded.

The motion was unanimously approved.

- C. Approve Contract: Engineering/Consultant Services with Marquess & Associates, Inc. for the water project at the Redwood campus

Kevin Talbert made a motion to approve the contract for Engineering/Consultant Services with Marquess & Associates, Inc. for the water project at the Redwood campus. Pat Ashley seconded.

The motion was unanimously approved.

- D. Approve Resolution supporting increased community college funding

Kevin Talbert made a motion to approve. The motion was seconded by Pat Ashley. Ron Fox commented that this resolution is a blanket statement for more money which he is in favor of, and OCCA has been driving this initiative on behalf of Oregon community colleges.

The motion was unanimously approved.

- E. Approve Board Development: Board participation at OCCA Legislative Days – 3/6 to 3/7/19 in Salem, OR

Pat Ashley made a motion to approve Ron Fox to attend the 2019 OCCA Legislative Days – 3/6 to 3/7/19 in Salem, OR. Roger Stokes seconded.

The motion was unanimously approved.

- F. Board Information: Political Activity/Lobbying

Cathy Kemper-Pelle shared a document from OCCA that highlighted the parameters of board member participation in political activity and lobbying.

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9. **Foundation and Senior Management Team Reports** – As provided in the board packet/file from February 26, 2019
10. **New Business** – none
11. **Old Business** – none
12. **Consent Agenda**
- A. Meeting Minutes
 - a. January 15, 2019 Board Meeting
 - b. February 2, 2019 Special Board Meeting
 - B. Grant Acceptance – No grants this month.
 - C. Financial Reports
 - a. Monthly Financial Data Report – January 2019
 - D. Human Resources
 - a. Full-Time Faculty Retirement, Serena St. Clair, Ph.D. – Adult Basic Skills

Pat Ashley made a motion to approve the Consent Agenda; Kevin Talbert seconded.
The motion was unanimously approved.

13. **Board Reports** – none discussed at this meeting

Claudia Sullivan closed the public meeting at 8:59a.m.

14. **Executive Session** – Claudia Sullivan called the meeting into Executive Session at 9:03a.m. pursuant to ORS 192.660(2)(e) Real Property Transactions and (2)(f) Exempt Public Records; and closed the Executive Session at 9:13 a.m.

Claudia Sullivan reconvened the public meeting at 9:18a.m.

15. **Board Discussion Items – General Items**

- A. Board Budget: Tabled to March 19, 2019 board meeting.
- B. Lisa Stanton and Curtis Sommerfeld explained their handouts that they provided. This is not an official budget committee meeting. Lisa Stanton started her session by explaining that this is not an official Budget Committee meeting, rather this is an informational introduction to our budget. Lisa Stanton then handed out a document that explained the RCC District Budget Committee roles and responsibilities and the timeline for the budget process.

Lisa Stanton explained the spreadsheet of the General Fund Projections of actual and projected as well as budget assumptions. Cathy Kemper-Pelle clarified that the budget assumptions are based on a \$5 tuition increase, a 2% enrollment decrease and an increase in tax revenue. Lisa reminded everyone that this is a two year budget projection based on the legislative budget. It is anticipated that we would be close in budgeting, and if the projections fell short in the second year, we would not look to make up a deficit from our reserves.

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Cathy Kemper-Pelle shared some ideas from the Achieving the Dream (ATD) conference that were provided in the handout: *Strategic Finance: Setting Culture, Finding Resources, and Aligning Assets to Mission*. She also highlighted how the Guided Pathways initiative will dovetail with the ATD program. Ron Fox commented on how both ATD and GP have a good track record for success and we are looking to see positive results.

Lisa Stanton showed how the spreadsheet is designed to be interactive and all of the figures will updated based on different budgeting assumptions of funding and revenue.

Cathy Kemper-Pelle highlighted that we have to find ways to balance the budget while maintaining or increasing programs with an emphasis on quality. We are not interested in decreasing our quality at the expense of our credibility and the student experience.

Pat Ashley thanked Lisa Stanton and Curtis Sommerfeld for bringing this information to the board two months BEFORE we have budget discussions. Pat Ashley shared that it is very helpful to have this information in advance of future budget meetings to have a clearer picture for budget planning.

Claudia Sullivan called for a break at 10:25am. The special board meeting resumed at 10:40am

Claudia Sullivan expressed a need to schedule a separate board working session/meeting to discuss the board self-evaluation. It is planned to have that discussion on April 16, 2019 prior to the regularly scheduled board meeting.

Cathy Kemper-Pelle shared that the Institutional Capacity Assessment Tool (ICAT) survey results show that we have areas of less capacity in data and equity. These are areas that we need to focus on and talk about. The ATD coaches recommend focus on our current efforts, rather than new initiatives. The ATD coaches shared their observation that RCC needs to work on a culture of caring; as well as cross departmental communication, rather than working in silos and a “what’s in it for me” attitude. ATD coaches had serious concerns about our institutional focus and a lack of talk about “what’s in it for students”. Cathy Kemper-Pelle shared that we have to come up with a two-year plan on how to address these findings and issues. The ATD Informational Presentation is rescheduled for March 19, 2019, prior to the board meeting.

16. Roundtable – Going around the room:

- Ron Fox: participated as a member of OCCA and the legislative process: there are a number of “unfunded mandates” that are buried in a variety of bills. Of note: SB3, submitted by Senate President Courtney – allowing community colleges to offer Bachelors of Applied Science degrees. If it passes – it would be something that we *could* do. The question becomes is it something we *want* to do. In addition, any potential for increased legislative revenue will only come after the K12 funding is done; and will require a great deal of support/lobbying from the community colleges. Ron Fox brought up dual credit initiative currently under consideration by the legislature. Cathy Kemper-Pelle explained that the dual credit initiative is in direct conflict with our accreditation requirements.
- Pat Fahey shared his fabulous RCC experience at the Bellwether Awards in San Antonio, and to see the “best in class” presentations. In addition, he had a valuable learning

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experience and networking opportunities at the National Legislative Summit (NLS) in Washington, DC. When meeting with our legislators, it was clear that they were very aware of and interested in RCC and local higher education. Pat Fahey also saw Sen. Ron Wyden in Medford, and feels we have Wyden's support

- Cathy Kemper-Pelle shared that 14 RCC staff attended the DREAM conference in Long Beach, CA. She shared that it was the best ATD DREAM conference she has ever been to. Karen Stout is the new ATD Executive Director, and she has brought a new focus to ATD and their offerings.
- Claudia Sullivan shared her NLS conference experience as incredibly valuable, and highlighted the different legislative priorities brought forward at NLS and talking to those priorities when speaking to legislators. Claudia shared that she will be on vacation and out of the country from March 8 through April 2, 2019. Kevin Talbert will step in as chair during her absence.
- Kevin Talbert compliments the board participation in the national meetings and conferences.
- Pat Ashley talked about the commitment of the work of the Board Policy Subcommittee. She also shared what a great event the ribbon cutting was for the RCC/FD3 Fire Science Center.
- Roger Stokes complimented the RCC staff that were involved in the *Careers In Gear* event. There were at least three RCC tables that had a fair amount of activity. He was impressed with how engaged RCC was with the high school students.
- Shawn Hogan shared his rewarding experience, along with Ron Fox, being a part of the Career Technical Education (CTE) Signing Day to welcome our new incoming CTE students. It was wonderful to see, and a great start down the right path for these students. At the Rogue Advanced Manufacturing Partnerships (RAMP) meeting there was good discussion about our workforce development programs. Ron Fox complimented RCC and their work to welcome a diverse student enrollees. Shawn Hogan also complimented Juliet Long and her team who will be hosting a STEMtathlon on March 6th along with local employers.
- Cathy Kemper-Pelle thanked the board for their participation at the Jackson County commissioners meeting. RCC was asking for financial support for the Health Professions Center, which the Jackson County commissioners granted.
- Pat Ashley and Pat Fahey shared the mission of the Board Outreach Committee which was developed at the committee meeting in February. Other accomplishments from the meeting were:
 - They thanked Grant Walker for attending the meeting and offering help
 - They have developed a list of meetings they want to meet with and help deliver the RCC message (e.g. Rotary Clubs, Lions Clubs, civic groups, etc.)
 - Develop a plan to follow up and follow through

17. Adjournment – Claudia Sullivan adjourned the meeting at 11:17 a.m.

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