
***Rogue Community College District
Board of Education– March 17, 2020 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 5:03 p.m. on March 17, 2020, at the Rogue Community College (RCC) Table Rock Campus (TRC), Room 211, 7800 Pacific Avenue, White City, Oregon. The meeting was also held at: RCC Redwood Campus (RWC), Room H2, 3345 Redwood Highway, Grants Pass, Oregon, Zoom, and teleconference. Due notice was given.

- 2. Determine Presence of a Quorum-** A quorum of the Board was present including Kevin Talbert, Pat Ashley, Pat Fahey, Ron Fox, Roger Stokes, Shawn Hogan, and Claudia Sullivan.

- 3. Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Juliet Long, Kim Freeze, Rene McKenzie, Laurie Roe, Tracy Thompson, Lisa Stanton, Curtis Sommerfeld, Marina Whitchurch, Teri Smith, Navarro Chandler, Sarah Wofford, Grant Walker, Mike Lawrence, RaeLynn Minton, Rachelle Brown, Kori Ebenhack and the City of Grants Pass Business Advocate, Susan Seereiter.

- 4. Public Comment-** RaeLynn Minton submitted a comment via email prior to the start of the meeting and read her testimony to the Board. She addressed the proposed tuition increase. Ms. Minton expressed concern that the increase would cause a variety of insecurities among students. She asked the Board to reconsider the \$4.00 per credit increase and noted that if the increase is approved, the Board should consider lowering the cost of books for students to offset the increase.

- 5. College Reports**
 - A. Finance and Audit Committee-** Pat Fahey spoke on behalf of this committee. The committee is continuing to look at third term enrollment and while it is too early to tell what impact the coronavirus will have on the upcoming terms, they are planning for worst case scenario to best prepare. The committee also discussed the future of the Bookstore, and they believe they have a good proposal in the works. Lastly, Mr. Fahey noted that the preliminary meetings for the RCC District Budget Committee start next month.
 - a. State Match for Future Capital Construction-** President Cathy Kemper-Pelle stated that we are eligible to apply for authorized state support for community college capital construction (see file). A proposal is being written using campus master plans for this state match, and they will be presented at the April Board meeting.

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b. **Innovation Hub Renovations**- Greg McKown explained the projected budget for the Innovation Hub (see file). This is a draft budget that is based on conceptual drawings put together several years ago and will need to be updated again once the drawings are confirmed. We have potential partners who are interested in assisting with this project. Seismic renovations were also discussed. Mr. McKown clarified that with the current conceptual proposal, no seismic renovations are needed, but if the proposal changes to include updates that would trigger the need for seismic renovations, the cost would be significant. President Cathy Kemper-Pelle stated that she wants Board support to move forward with approving an architect. An architect can help stage the renovations in a way to keep parts of the building functional while other areas are being renovated. Moving forward, we will work with the City of Grants Pass on the budget for the building.

MAIN MOTION:

Roger Stokes moved, seconded by Pat Ashley, to authorize Greg McKown and his team to proceed with finding an architect for the Innovation Hub renovations.

The motion unanimously carried.

B. Written Report(s)

- a. **Student Government**- Rene McKenzie stated that Riverside Campus (RVC) ASG were at the CTE Letter of Intent Signing Day and that it was a great opportunity for RCC students to connect with high school students in the area to discuss clubs and student engagement. Both ASG teams met with Lisa Stanton regarding budget and Bookstore changes. ASG found Ms. Stanton to be very approachable and transparent with the budget and enjoyed learning from her. RaeLynn Minton stated that clubs are still doing really well, and they had 17 attendees at the February Inter Club Council meeting. They are also working with the Diversity Programming Board to bring diversity inclusion events to all campuses.
- b. **Classified Association**- Sarah Wofford thanked the Board and college staff for their flexibility and spirit through these challenging times.
- c. **Faculty Association** (no written report)- There was no representative present from the association to comment.
- d. **Faculty Senate** (no written report)- Marina Whitchurch discussed the last Faculty Senate meeting, noting that it was highly informative and she

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hopes that more people will start attending these meetings in the future. With all the changes happening around COVID-19, they anticipate future hardships, especially for students, but they are staying positive and are planning to send out a positive and informative newsletter by the end of this week. Ms. Whitchurch thanked everyone for all the hard work they are doing during this challenging time.

6. President's Report

A. Monthly Calendar and Narrative- Since the submission of her written report, President Kemper-Pelle has been attending daily video conference calls related to COVID-19 with the Higher Education Coordinating Commission (HECC) and the Oregon Community College Association (OCCA). These meetings discuss the latest news from Governor Kate Brown, as well as response plans for community colleges to provide continuity of services to the extent possible. With such a rapidly developing situation, sometimes things change by the hour. The meetings she attended earlier today focused on the extension of the online option for schools. RCC has activated its Incident Response Team to develop ways to meet our student's needs. There is already a shortage of healthcare workers as well as truck drivers, and we want to explore ways to ensure that these programs can continue, especially during a crisis where the demand for such jobs is likely to skyrocket. The goal right now is to plan for the entire spring term to be delivered online, not just the first two weeks as currently advised by the state. Our open lab concept for career and technical education was discussed. It was explained that the course is held online, but the skills labs are done in person in a lab setting that is open all day with a limited number of students allowed in at one time. There is still some question if we will be allowed to have these labs. Currently, the Incident Response Team meets after President Kemper-Pelle's HECC and OCCA meetings to decide how RCC will handle any new changes. Similarly, Senior Leadership is meeting every day to determine how the implementation of our plans are going and to address any new challenges. The Marketing team is doing a great job at keeping our COVID-19 webpage up to date, and it is a place where people can go to get answers and view frequently asked questions. One challenge at the moment is people taking information distributed by the college and rewriting it. These items need to be distributed verbatim.

Kevin Talbert stated that there is a change to the Agenda. An Emergency COVID-19 Resolution has been brought forward (see file). The verbiage in the resolution is recommended by OCCA and it allows the Board to decide when emergency conditions are present and authorizes the President, or designee, to take action necessary to ensure the continuation of public education and the health and safety

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of students and staff. It also allows flexibility in our purchasing and procurement process in case emergency supplies are needed. The Board agreed that at a time like this the President needs to be allowed flexibility to do what needs done, exercising her best judgement. The Board was also in agreement on the verbiage of the resolution.

MAIN MOTION- Emergency COVID-19 Resolution

Roger Stokes motioned, seconded by Claudia Sullivan, that the Board approve the Emergency COVID 19 Resolution as written.

A roll call vote was taken:

Roger Stokes- Yes
Ron Fox- Yes
Claudia Sullivan- Yes
Shawn Hogan- Yes
Pat Ashley- Yes
Pat Fahey- Yes
Kevin Talbert- Yes

The motion unanimously carried.

- B. Bond Oversight Committee (BOC)-** Greg McKown stated that the Health Professions Project is still on time and on budget. Projects this week include the glazing of the interior spaces and testing the moisture content of the concrete. During spring break, they will be installing the ceiling grid on the first floor as well as counter tops and cabinets inside the building. Solar panels have been installed on the roof, and they are preparing for the parking lot canopy. The BOC will be meeting tomorrow to discuss architect proposals for the Redwood Campus Science Project. The Water Project design for phase one will be done on March 27th. At tomorrow's BOC meeting, phase two of this project will be considered.

- C. COVID-19-** Discussed in section 6.A.

7. Board Action and/or Information Items-

- A. Review Authorization to Rescind Board Policies (First Reading)**
 - a.No comments

- B. Review Board Policy: BP- 3503 Missing Student Notification (First Reading)**
 - a.No comments

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- C.** Review Board Policy: BP- 6910 Housing (First Reading)
a.No comments
- D.** Review Board Policy: BP- 7160 Professional Development (First Reading)
a.No comments
- E.** Review Board Policy: BP- 7210 Academic Employees (First Reading)
a.No comments
- F.** Review Board Policy: BP- 7250 Educational Administrators (First Reading)
a.No comments
- G.** Review Board Policy: BP- 7360 Discipline and Dismissal- Academic Employees (First Reading)
a.No comments
- H.** Review Board Policy: BP- 7365 Discipline and Dismissal (Non-Academic Employees) (First Reading)
a.No comments
- I.** Adopt Board Policy: BP- 3420 Equal Employment Opportunity (Second Reading)
- Pat Ashley moved, seconded by Roger Stokes, that the Board adopt policy 7.I, as presented.
- The motion unanimously carried.**
- J.** Adopt Board Policy: BP- 5030 Tuition and Fees (Second Reading)
- Pat Ashley moved, seconded by Roger Stokes, that the Board adopt policy 7.J, as presented.
- The motion unanimously carried.**
- K.** Adopt Board Policy: BP- 5052 Open Enrollment (Second Reading)
- Ron Fox moved, seconded by Pat Fahey, that the Board adopt policy 7.K, as presented.
- The motion unanimously carried.**

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L. Adopt Board Policy: BP- 5130 Financial Aid (Second Reading)

Roger Stokes moved, seconded by Pat Ashley, that the Board adopt policy 7.I, as presented.

The motion unanimously carried.

M. Approve Administrative Procedure: AP- 2345 Public Participation at Board of Education Meetings (Second Reading)

Roger Stokes moved, seconded by Pat Ashley, that the Board approve 7.M, as presented.

The motion unanimously carried.

N. Approve Administrative Procedure: AP- 2360 Minutes (Second Reading)

Pat Fahey moved, seconded by Roger Stokes, that the Board approve 7.N, as presented.

The motion unanimously carried.

O. Approve 2020/21 Tuition Rates (Second Reading)

- a. Kevin Talbert stated that this was the agenda item to which the public comment had been directed. In response to Ms. Minton’s comment on reducing the cost of books, it is believed that with the proposed changes to the Bookstore, there should be a decrease in the cost of books. The Board discussed the idea of quantifying the current price of books for the average student; however, Lisa Stanton noted that is very difficult to do because it varies not only by the market price of books, but also by program. The Board discussed the possibility of changing the increase to \$3 instead of \$4, however, at this time the only way to make the 2020/21 budget work would be to keep the \$4 increase as it stands. It was also noted that this budget was created before COVID-19 and the college needs to prepare for the aftermath of the virus and its financial impact on the college. Measures are being taken to help students the best we can. The Foundation has increased its scholarship funds, and the RCC foodbank is hoping to remain open during the current crisis. Renee McKenzie expressed the desire for the Board to revisit Open Educational Resources (OERs) so that faculty

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could create more of these opportunities for students. She mentioned that now that we have a grants coordinator, we might be able to access funds to create more OERs for students. The Board understands the challenges that students face when it comes to financial stability, and they appreciate the public comments and discussion on this topic. They want students to know that this will be a continued discussion in an ongoing effort to support the needs of the students.

Pat Ashley moved, seconded by Pat Fahey, that the Board approve 7.N, as presented.

Shawn Hogan abstained.

The motion carried.

P. Approve 2020/21 Fees (Second Reading)

Roger Stokes moved, seconded by Pat Fahey, the Board approve 7.P as presented.

The motion unanimously carried.

Q. Approve Suspension of Fire and Life Safety Certificate Program

R. Approve Suspension of Fire Officer Certificate Program

Pat Ashley moved, seconded by Pat Fahey, that the Board approve 7.Q and 7.R as presented.

The motion unanimously carried.

8. Foundation and Senior Management Team Reports

- A. Foundation**- There was no representative present to comment on the report. President Kemper-Pelle noted that our total donations for healthcare equipment is now up to \$786,285.
- B. Senior Leadership Team**- Juliet Long stated that the submitted report is part 1 of a 2-part report from the VPs on outcomes assessment (see file). The report highlights the work that has been done on Program Learning Outcomes maps. This information can be found on the RCC website. Each department went through their courses and mapped out where the learning outcomes were taking place. They then took that information and moved it into a format where they

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could track how they are reporting on the assessments. In preparation for our accreditation visit, all programs have been mapped, and we can now track outcomes over a period of five years. The other project featured is Institutional Learning Outcomes assessment. The goal for the spring term is for each department to tie institutional outcomes to programs. There is now a really clear process, and we will be able to show our accreditors the improvements in outcomes assessment. The Board acknowledged that these maps are a huge achievement, and they understand the amount of time and effort that went into creating them. Ms. Long wanted to specifically thank Terri Sandlin for her work leading learning outcomes assessment.

- C. Institutional Research Effectiveness & Planning (IREP)- Laurie Roe clarified that while the current FTE is up, this number is a little misleading due to the one-week extension of spring break and the fact that the computer system calculates FTE with the start date of spring term. This term will have one less week than last year (see file). To give the Board an idea of where we need to be, Ms. Roe stated that we need to increase our FTE by about 230 to reach where we were last year. The Board acknowledges all of the unknowns and variables that will come this term as result of COVID-19. A survey was sent out last fall to students regarding homelessness and food insecurities, and from those results it was discovered that 72% of RCC students responded with some sort of basic need insecurity. It was noted that this is a smaller sample size compared to our entire student population, however, a consistent body of evidence has been developed regarding food and housing insecurities among our students. The report demonstrates the importance of our food pantries and getting students in touch with places in the communities that supply food. The results of the childcare and transportation part of the survey are expected at the end of April.

9. New Business

- A. Announcement of the Vice President of Instruction- President Kemper-Pelle announced that Juliet Long is now officially the Vice President of Instructional Services. Ms. Long said that she is very excited for the role, especially during these new and interesting times.
- B. Date Selection for a Special Board Meeting- It was determined that a Special Board Meeting is not necessary.

10. Old Business- None.

11. Approve Consent Agenda

- A. Meeting Minutes
- a. February 25, 2020 Special Board Meeting

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- b. February 25, 2020 Regular Board Meeting
- B.** Grant Acceptance (None)
- C.** Human Resources (None)
- D.** Financial Reports
 - a. Monthly Financial Data Report- February 2020

Shawn Hogan moved, seconded by Roger Stokes, that the Board approve the consent agenda.

The motion unanimously passed.

12. Board Reports

- A.** Board Policy Committee- Pat Ashley noted that the committee continues to review, update, and write the board policies.
- B.** Executive Committee- No comments.
- C.** Facilities Committee- No comments.
- D.** OCCA/OSBA- Ron Fox noted that due to COVID-19 these groups plan to convert upcoming meetings and ceremonies to virtual ones.
- E.** Board Outreach Committee- Pat Fahey commented that his next scheduled meeting has been cancelled due to COVID-19 and other meetings are up in the air for the same reason.
- F.** Marketing Advisory Council- There has been no marketing advisory council since the last board meeting.
- G.** RCC Foundation- Ron Fox wanted to echo President Kemper-Pelle's acknowledgement of the healthcare equipment funds raised.
- H.** President's Performance Review Committee- The survey has been sent out and the committee will meet again once the results have been received, along with President Kemper-Pelle's self-evaluation. Going forward the committee would like to rotate the various groups of people who are asked to participate in the survey.

Kevin Talbert closed the public meeting at 6:44 p.m.

13. Executive Session- Kevin Talbert called the meeting into Executive Session at 6:50 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations and (2)(f) Exempt Public Records and closed the Executive Session at 6:57 p.m.

Kevin Talbert reconvened the public meeting at 6:58 p.m.

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14. Roundtable- Claudia Sullivan commented that she had the privilege to read nine scholarship applications through the Foundation and she encourages others to volunteer next year to do the same as it was a very rewarding and informational experience.

Kevin Talbert noted that he is on the board for various non-profits, and they are all facing big challenges due to COVID-19. He said while he knows that RCC will also face challenges, he is confident that RCC will weather this storm.

The Board thanked President Kemper-Pelle and the leadership team for keeping them up to date with the ever-changing environment of COVID-19.

President Kemper-Pelle feels extremely grateful to have this Board and this leadership team during this crisis.

15. Adjournment- Kevin Talbert adjourned the meeting at 7:07 p.m.

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