
Rogue Community College District
Board of Education Work Session- March 17, 2020 Meeting Minutes

1. **Call to Order-** Due to technical issues that delayed Kevin Talbert, Board chair, the Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by President Cathy-Kemper Pelle, at 4:13 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, Lisa Stanton, Juliet Long, Curtis Sommerfeld, Kori Ebenhack, Amy Durst, Laurie Roe, Tracy Thompson, Jamee Harrington, and Rachelle Brown along with RCC District Budget Committee members Matt Stephenson and Colleen Padilla, and the City of Grants Pass Business Advocate, Susan Seereiter.
4. **Public Comment-** no one signed up for public comment.
5. **Information Presentation-** The work session focused on part two of the accreditation report presentation. Juliet Long started off the presentation with discussion on Academic Freedom. This section of the report highlights board policies and administrative procedures that protect students, staff, and faculty. Similarly, the next section of the report also focuses on policies and procedures. To provide an example, Ms. Long outlined our policy on the transfer of credits and how we make that policy known to students via various landing pages on our website.

President Kemper-Pelle discussed the Institutional Integrity section of the report and highlighted how we use our announcements, website, and publications to accurately and honestly report about our programs. This section also discusses our ethical standards and procedures and references our administrative procedure on standards for professional behavior, as well as our complaint processes for students and employees. Lastly, this section outlines how we adhere to our policies that prohibit conflicts of interest.

Lisa Stanton focused on the section of the report on Financial Resources. This section requires us to demonstrate that we are fiscally sound and that we have enough cash flow to make it through the year. The report walks the accreditors through where they can find this information along with the policies that we have to support how we remain fiscally stable. This section also demonstrates how we are open and transparent with our budget

Rogue Community College District
Board of Education Work Session- March 17, 2020 Meeting Minutes

and that we make sure we are keeping in mind both the short- and long-term goals of the college. In terms of transparency, the report highlights our internal budget advisory team as well as the district budget committee processes, both of which help to adopt the yearly budget and allow input both internally and externally.

Jamee Harrington discussed the section of the report focused on Human Resources. This section highlights how employees are given their job assignments as well as their rights and responsibilities. The Human Resources (HR) department conducts New Employee Orientations (NEOs) with all employee types. The external facing HR website focuses on employment opportunities and attracting talent while the internal HR SharePoint is where current employees can go to learn about things such as professional growth and development as well as access collective bargaining agreements. The executive team works hard to keep this internal SharePoint up to date with meaningful opportunities for professional growth. This section of the report also highlights the number of faculty and staff at RCC and makes sure that we have people with qualifications to meet the needs of our students. A tracking system was created to track faculty credentials and qualifications to make sure they match the classes they are teaching. Similarly, the deans have access to a shared database where they can view this information. Ms. Harrington highlighted all of the collaborative work that has been done between HR and Institutional Research Effectiveness and Planning with regard to equal employment opportunities and how we are now able to hire talent that better reflects our student population.

Kori Ebenhack discussed Student Support Resources and how it highlights student success and achievement in educational programs. This is reflective of how all of our services pay attention to the diversity of our students. Ms. Ebenhack highlighted an interesting part of the report that discussed smoking shelters on campus. This is not something that is typically thought about when it comes to student resources but through various trainings, Student Services has discovered that these shelters play an important role in giving students an area to destress and reduce anxiety. This section also focuses on the default of student loans. There is now a dedicated staff member in Student Services that does loan counseling, and our default rate has dropped.

Ms. Long moved the discussion to the section of the report on Library and Information Resources. The library has a collection development policy to evaluate the book collection, and this helps them determine what they need to have to meet the needs of our students. Ms. Long displayed the library website to the Board to help them better understand all of the services and resources that are offered.

Lastly, Curtis Sommerfeld presented the section on Physical and Technology Resources. The first part of this section of the report highlights physical facilities. Currently we have

Rogue Community College District
Board of Education Work Session- March 17, 2020 Meeting Minutes

500,000 square feet of facilities across 43 buildings at the three of our campuses and significant sites. The second part of this section discusses disaster planning and safety and security. We have created various communication systems such as text messages, phone calls, and social media to help with safety. The third part of this section details technology systems and focuses on online instruction, particularly when it comes to accessibility. Our accessibility is currently at 74% in regards to our instructional webpages. An after-hours helpdesk component is being added to help students as we move forward with distance learning.

President Kemper-Pelle acknowledged the high level of collaboration across all departments that was put forth to write and complete this report and she is very proud of everyone who participated. The conclusion of the report was used as an opportunity to discuss the excellence that has been done pertaining to our three Wildly Important Goals.

6. Board Action and/or Information Items

A. Review Board Policy: BP- 5130 Financial Aid (First Reading)

- a.No comments. A second reading will be done during the regular board meeting following this work session.

7. Discussion Topics- none.

8. Adjournment- President Cathy Kemper-Pelle adjourned the meeting at 4:52 p.m.

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