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**Rogue Community College District**  
**Board of Education – March 19, 2019 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 Kevin Talbert, Board Vice-Chair, at 4:00 p.m. on March 19, 2019, at the RCC Redwood Campus, Conference Room H-2, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Kevin Talbert, Roger Stokes, Shawn Hogan, and Pat Fahey. Pat Ashley joined the meeting by phone. Board members Claudia Sullivan and Ron Fox were unable to attend.

**Guests in Attendance** – Darlene Dart, Peoples Bank and RCC District Budget Committee; Sarah Wofford, President, Classified Association; RCC District employees Cathy Kemper-Pelle, Judy Basker, Leslie Cox, Jennifer Cunningham, Kori Ebenhack, August Farnsworth, Leo Hirner, Nikki Johnson, Juliet Long, Rosalyn Mendoza, Greg McKown, Laurie Roe, Lisa Stanton, Grant Walker, Michelle Welch, and Cheryl Johnson. Curtis Sommerfeld joined the meeting by phone.

3. **Public Comment** – none

4. **Presentation** – An Informational Presentation on Achieving the Dream (ATD) was delivered prior to the beginning of the board meeting.

5. **College Reports**

A. Finance and Audit Committee – Roger Stokes and Pat Fahey participated in the Board Finance and Audit Committee meeting just prior to the Board meeting. The monthly financial statement was reviewed. (see file). Roger Stokes shared that we are in good shape in relation to the budget. The budgeting process for the next fiscal year is underway.

B. Written Reports

- a. Student Government – written reports shared in advance. Jennifer Cunningham expanded on her report in sharing their survey results of tuition costs and mental health. The ASG did a big push during diversity week on mental health awareness and by the Rainbow Club (LGBTQ students). Cathy Kemper-Pelle thanked our student leadership for their role in Legislative Days in Salem. They willingly shared their stories that were well received and so impactful.
- b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). Sarah Wofford added that the Classified Association has also been engaged with the legislative initiatives – both in Salem and Washington, DC. Kevin Talbert thanked the Student Government and Classified Association for their work and high level of engagement.
- c. Faculty Association – no written report
- d. Faculty Senate – no written report

6. **President's Report**

A. Monthly Calendar and Narrative – Cathy Kemper-Pelle discussed her Narrative Report (see file) and highlighted the board dinners with the Medford and Grants Pass School Districts with their respective superintendents and two board members. The main focus of the dinners was how we could work together more collaboratively, with a focus on the Career and Technical Educational (CTE) programs.

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At the Oregon Legislative Summit, Cathy Kemper-Pelle and Ron Fox met with all of our local legislators. It is clear that we need to continue our messaging on the importance of community colleges and CTE education.

There was an emergency meeting with the Campus Nexus governance group – due to slippage in the timeline of implementation. It was a productive meeting, and they have made adjustments to be sure we are getting the response that was promised.

- B. Bond Oversight Committee (BOC) – Roger Stokes and Kevin Talbert. A written report was provided to the Board for review prior to the meeting (see file). Greg McKown reviewed highlights of the report including: the Redwood Campus Master Plan scoring of bids is scheduled. There is a resolution for the Health Professions Center contract before the board tonight. Provided that resolution passes, RCC will have a groundbreaking on Wednesday, March 20, 2019. We had cost savings of approximately \$160,000 on the Health Professions Center project. Redwood Campus Water Project – Engineering contractor is ready to move forward, just waiting on some details. The Art Building project is moving along. There are plans to set up a tour for the Board to see the latest in the construction. Cathy Kemper-Pelle shared details on the Health Professions Center groundbreaking ceremony scheduled for 2pm on Wednesday, March 20, 2019.
- C. Enterprise Resource Planning (ERP) Consortium Update – Cathy Kemper-Pelle previously shared the update.
- D. Entrepreneurial Fund Update – Cathy Kemper-Pelle offered that this fund is not for permanent funding, these are for initial startup funds. The Latinx Outreach project is an example of how the Entrepreneurial Fund are utilized.

## **7. Board Action and/or Information Items**

- A. Approve Construction Contract Amendment: Health Professions Center – Guaranteed Maximum Price

Pat Fahey made a motion to approve the construction contract amendment for the Health Professions Center – Guaranteed Maximum Price. Seconded by Roger Stokes.

Kevin Talbert thanked Greg McKown for his leadership and everyone's hard work to bringing this project in under budget.

Roll Call Vote:

Kevin Talbert – Yes

Pat Ashley – Yes

Roger Stokes – Yes

Shawn Hogan – Yes

Pat Fahey – Yes

**The motion was unanimously approved.**

- B. Approve Suspension: Exercise Specialist Certificate program

Pat Ashley made a motion to approve the suspension of the Exercise Specialist Certificate program. Pat Fahey seconded.

Leo Hirner explained that the certificate program enrollment is down with minimal completers. The program is still available as a degree program.

**The motion was unanimously approved.**

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C. Approve Suspension: AAS Computer Support Technician Healthcare Informatics program  
Roger Stokes made a motion to approve the suspension of the AAS Computer Support Technician Healthcare Informatics program. Shawn Hogan seconded.

**The motion was unanimously approved.**

D. Approve Suspension: Certificate Healthcare Informatics Assistant  
Roger Stokes made a motion to approve the suspension of the Certificate Healthcare Informatics Assistant program. Seconded by Shawn Hogan.

**The motion was unanimously approved.**

E. Approve New Program: Production Technician Career Pathways  
Shawn Hogan made a motion to approve the new program of the Production Technician Career Pathways. Seconded by Roger Stokes.

This is the credit version of the program that was approved in the fall.

**The motion was unanimously approved.**

F. Approve 2019/20 Tuition (Second Reading)

Pat Fahey made a motion to approve the 2019/2020 Tuition rates. Pat Ashley seconded.  
Lisa Stanton explained that we are asking for a \$5 increase for in-state students, \$6 for out-of-state students, and \$17 for international students. The Finance Office offered a variety of open forums to share information and receive feedback. From a student perspective, Jennifer Cunningham shared that there is an impact, yet after attending the Budget Advisory Team meetings, she has a better understanding as to the need. Rene McKenzie added that students are looking for open-source initiatives (e.g., textbooks, etc.) when possible. Roger Stokes questioned whether this tuition increase is going to drive students away. Jennifer Cunningham explained that yes, there will be some students who will not be able to continue with the higher tuition rate. Yet, if school and their degree is important, they will make it a priority. In addition, those students that receive FAFSA or other forms of financial aid, it is anticipated the impact will be lessened.

**The motion was unanimously approved.**

G. Approve 2019/20 Fees (Second Reading)

Roger Stokes made a motion to approve the 2019/2020 Fees. Seconded by Pat Fahey.  
Lisa Stanton shared this fee is revenue neutral, and it is a flat per credit fee, rather than a banded fee.

**The motion was unanimously approved.**

H. Approve 2019/20 Additional Student Fee assessment (Second Reading)

Pat Ashley made a motion to approve the 2019/2020 additional student fee assessment. Roger Stokes seconded.

Lisa Stanton explained that if the legislature passes a budget less than \$590M, this is a contingency fee. Depending on the level of funding, the fee will be between \$2 and \$5.

**The motion was unanimously approved.**

Cathy Kemper-Pelle discussed House Bill 3381 which was dropped on Friday, March 15, 2019, with no prior notice to Oregon Community Colleges. The initial reaction from OCCA was very negative. Cathy Kemper-Pelle said that “preposterous” is the only word that she can use to describe this HB3381. The unintended consequence is that those that are focused on student debt see this as a positive. This is not a good legislative tactic, and we have no alternative other than to contact our legislators and let them know what a bad idea this bill is. Rene McKenzie shared that Sen. Jeff

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Golden requested that students return to Salem and share their stories, as they are much more impactful than carbon copied letters. Kevin Talbert opined that this bill will not be going anywhere, and it is important that we support our students.

I. Approve Board Policy Revision – VII.A.070: Placement Examinations (Second Reading)  
Pat Fahey made a motion to approve the policy revision for VII.A.070 – Placement Examinations. Roger Stokes seconded.

**The motion was unanimously approved.**

Pat Ashley suggested that approval of Board Policies – Items J-U and Board Procedure – Item V, be moved and approved in a single motion.

- J. Approve Board Policy: BP-3100: Organizational Structure (Second Reading)
- K. Approve Board Policy: BP-3200: Accreditation (Second Reading)
- L. Approve Board Policy: BP-3225: Institutional Effectiveness (Second Reading)
- M. Approve Board Policy: BP-3250: Institutional Planning (Second Reading)
- N. Approve Board Policy: BP-3300: Public Records (Second Reading)
- O. Approve Board Policy: BP-3310: Records Retention and Destruction (Second Reading)
- P. Approve Board Policy: BP-3500: Campus Safety (Second Reading)
- Q. Approve Board Policy: BP-3501: Campus Security and Access (Second Reading)
- R. Approve Board Policy: BP-3505: Emergency Response Plan (Second Reading)
- S. Approve Board Policy: BP-3515: Reporting of Crimes (Second Reading)
- T. Approve Board Policy: BP-3820: Gifts to Rogue Community College (Second Reading)
- U. Approve Board Policy: BP-6800: Occupational Safety (Second Reading)
- V. Approve Board Procedure: AP-2435 Evaluation of the President (Second Reading)

Pat Ashley made a motion to approve the Board Policies and Procedure as indicated in agenda item 8.J through 8.V. Pat Fahey seconded.

**The motion was unanimously approved.**

W. Adopt 2019/20 Full-Time Faculty Renewal List

Pat Ashley made a motion to adopt the 2019/2020 Full-Time Faculty Renewal List. Seconded by Shawn Hogan.

**The motion was unanimously approved.**

The following Board Policy and Procedures were brought forward for a First Reading:

- X. Review Board Policy: BP-3720 Computer and Network Use (First Reading)
- Y. Review Board Procedure: AP- 2710 Conflict of Interest Code (First Reading)
- Z. Review Board Procedure: AP- 2745 Board of Education Self-Evaluation (First Reading)

## **8. Foundation and Senior Management Team Reports**

- A. Foundation – Judy Basker, Executive Director, highlighted items from the Foundation’s written report (see file). Judy Basker shared that our new gifts are looking very good, and nearly keeping pace with our \$1.7M year from last year. Judy Basker complimented Cathy Kemper-Pelle on her involvement in meeting with potential donors. We have a \$7,000 gift from Express Professionals in Central Point, to be used for buying 20 welding kits for our students. Uriah Barrows is thriving at UC Berkeley. Pat Fahey will be delivering the donated SOS truck to Hector Flores and the Diesel program next week.

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- B. Institutional Research, Effectiveness & Planning – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE Report (see file).
  - a. IREP Report: The housing report showed a sobering situation due to the high cost of housing in both of our counties.
  - b. Data Integrity Training – Michelle Welch, a student worker with IREP – developed an online Data Integrity training program. This project was done as a class assignment, and is so valuable that it was adopted by Human Resources for our online training for all employees. The training program was viewed by the board.
- C. **College Services** – (no written report). Curtis Sommerfeld, Vice President, College Services was not in attendance at the regular meeting.
- D. **Instructional Services** – Leo Hirner, Vice President, Instructional Services did not have anything additional beyond his written report (see file).
- E. **Student Services** – Kori Ebenhack, Vice President, Student Services submitted a written report (see file.) Kori Ebenhack explained that the attached update on RCC’s Latinx Outreach-Recruitment is showing a general upward trend, especially with Latina students. Kori Ebenhack expressed appreciation to Nicole Sakraida and her team of Angelica Mendoza and Kevin Chavez for their terrific work on this project. Together, they are thinking outside of the box and doing great things.

- 9. **New Business** – Cathy Kemper-Pelle shared exciting news that our Small Business Development Center is a finalist for a National Association of Community College Entrepreneurs (NACCE) award at the annual meeting in Orlando. Cathy Kemper-Pelle is really proud of Ron Goss and the work that he and his team does at the Small Business Development Center (SBDC). The SBDC serves only 6% of the population of the state of Oregon and consistently ranks in the top 2 or 3 in the state for job creation and new business startups.

Shawn Hogan shared that Juliet Long and Lynn Black were awarded a statewide Workforce Partnership Workforce Champion award for CPT training. Leo Hirner read the letter of nomination. Juliet Long stated that it could not have happened without the work of a number of people on the team.

- 10. **Old Business** – none

- 11. **Consent Agenda**

- A. Meeting Minutes
  - a. March 1, 2019 Special Board Meeting
- B. Grant Acceptance – No grants this month.
- C. Financial Reports
  - a. Monthly Financial Data Report – February 2019

Pat Ashley made a motion to approve the Consent Agenda; Pat Fahey seconded.

**The motion unanimously carried.**

- 12. **Board Reports**

- A. Board Policy Committee: Pat Ashley shared that you have the results of the ongoing work of the committee, and there will be more.
- B. Executive Committee: nothing to add

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- C. Facilities Committee: Curtis Sommerfeld provided a written report for Board review prior to the Board meeting (see file). Shawn Hogan and Roger Stokes stated that there was nothing additional to add.
- D. OCCA/OSBA: No report as Ron Fox was absent. Cathy Kemper-Pelle updated that OCCA and the community college Presidents are still having their weekly calls to stay up to date with the legislative issues. Cathy Kemper-Pelle is waiting to hear of a town hall to be scheduled in the southern Oregon area.
- E. President's Performance Review Committee: Roger Stokes shared that the surveys will be distributed this week, with the process concluding at the April board meeting.
- F. Board Outreach Committee: Pat Fahey reported that the next meeting will be on March 28 at Linx Technology at 10am. Their primary focus is how the board will be reaching out to and communicating with the public.

Kevin Talbert closed the public meeting at 5:24p.m. Curtis Sommerfeld joined the meeting by phone.

- 13. Executive Session** – Kevin Talbert called the meeting into Executive Session at 5:28 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations; (2)(e) Real Property Transactions; and (2)(f) Exempt Public Records; and closed the Executive Session at 5:54 p.m.

Kevin Talbert reconvened the public meeting at 5:55 p.m.

**14. Board Discussion Items – General Items**

- A. Water Project: Purchase of property adjacent to the Redwood Campus:

MAIN MOTION:

Pat Fahey made a motion to authorize Curtis Sommerfeld and Cathy Kemper-Pelle to negotiate on behalf of Rogue Community College for the purchase of the triangle piece of property along Hwy. 199 and Canal Street for the future water project. The board authorizes a purchase price no higher than 150% of the appraised value. Seconded by Shawn Hogan.

Roll call vote:

Kevin Talbert – Yes  
Pat Ashley – Yes  
Shawn Hogan – Yes  
Roger Stokes –Yes  
Pat Fahey – Yes

**The motion was unanimously approved.**

- B. Board Budget: Cathy Kemper-Pelle discussed the need to control our budgetary costs in the new fiscal year as we are not adding new funds. The board needs to plan on identifying what out of area meetings and conferences board members will be attending. Kevin Talbert shared that in this time of fiscal challenges, the board needs to be mindful of our expenditures.

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**15. Roundtable** – Going around the room:

- Pat Fahey – Great dinner with the Grants Pass School District K-12 superintendent and board members. There is a great amount of misinformation or lack of information about RCC that we need to change.
- Kevin Talbert was at the State Capitol and the tone and atmosphere is changed in light of sexual harassment awareness. There is a definite change in culture.
- Shawn Hogan was sorry to miss out on the GPSD dinner.
- Roger Stokes suggested we adjourn.

**16. Adjournment** – Kevin Talbert adjourned the meeting at 6:01 p.m.

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