
***Rogue Community College District
Board of Education – April 16, 2019 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 4:00 p.m. on April 16, 2019, at the RCC/Southern Oregon University (SOU) Higher Education Center (HEC), Room 127/129, 101 S. Bartlett Street, Medford, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Claudia Sullivan, Kevin Talbert, Pat Ashley (late arrival), Ron Fox, Shawn Hogan, Roger Stokes, and Pat Fahey.
3. **Guests in Attendance** – Sara Wofford, President, Classified Association, Thomas Close, ASG – RVC and TRC, Jennifer Cunningham, ASG – RWC; RCC District employees Cathy Kemper-Pelle, Judy Basker, Kori Ebenhack, August Farnsworth, Ron Goss, Leo Hirner, Rene McKenzie, Greg McKown, Rosalyn Mendoza, Laurie Roe, Curtis Sommerfeld, Lisa Stanton, Grant Walker, and Cheryl Johnson.
4. **Public Comment** – none
5. **Presentation** – none
6. **College Reports**
 - A. Finance and Audit Committee – Pat Fahey and Roger Stokes participated in the Board Finance and Audit Committee meeting just prior to the Board meeting. Pat Fahey stated that the budget looks to be ahead of projections. Roger Stokes shared that revenue is higher than expenses, it is all good.
 - B. Written Reports
 - a. Student Government – written reports shared in advance. Thomas Close expanded on his written report. Cathy Kemper-Pelle thanked Thomas Close for participating at the State Capitol during the Legislative Summit.
 - b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). Nothing additional.
 - c. Faculty Association (no written report)
 - d. Faculty Senate – (see file). Not in attendance, nothing additional.
7. **President’s Report**
 - A. Monthly Calendar and Narrative – Cathy Kemper-Pelle discussed her Narrative Report (see file). Cathy Kemper-Pelle highlighted the three attached written reports that were included with her narrative. Cathy Kemper-Pelle commented that the parking situation for RVC is de-incentivizing students from taking more classes, due to the expense of a parking permit. Cathy Kemper-Pelle met with Matt Lund from the YMCA and he is very interested in partnering with RCC. Mary Spilde is working with Cathy Kemper-Pelle to design a leadership development program. Jason Elzy, Jackson County Housing Authority is interested in investigating a low-income student housing complex. Ron Fox asked if student housing would be part of the RWC Master Planning process – it is. Achieving the Dream (ATD) coaches were here last week and they received great input from the RVC students, staff, and faculty. Claudia Sullivan commented that she and Pat Fahey attended the ATD forum and were really impressed with the quality of engaged conversation. Cathy Kemper-

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Pelle reported that HB3212 (requesting \$500K in funding to support collaborative student success efforts between OIT, SOU, RCC, and KCC) has moved to Ways and Means.

- 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). Greg McKown reviewed highlights of the report including:
- a. We were able to start on the Health Professions Center yesterday. Initial excavation was delayed due to rain.
 - b. RWC Science Project: the next BOC meeting will include conversation with ORW for site possibilities.
 - c. RWC Water Project is in the initial phases for environmental review.
 - d. Next month will be an opportunity for tours of Art Building (Building D).
- C.** Enterprise Resource Planning (ERP) Consortium Update – Curtis Sommerfeld shared that we are cruising along with the Campus Nexus project at all five participating campuses. RCC has just completed Spin 2. Spin 1 was rough and Spin 2 was much better. RCC staff are getting a better understanding of the system. Curtis Sommerfeld shared a Campus Nexus overview page with definitions and explanations of the ERP project. RCC will be working on our integration with our other existing database systems (e.g. Accuplacer testing software, ADP for Payroll, etc.). There will be efficiency of scale for all participating Campus Management campuses. There will be a special recognition at Inservice in May, for those RCC staff who are working on the Campus Nexus project.
- D.** Entrepreneurial Fund Update – Cathy Kemper-Pelle offered that there are no updates at this time. We will have a fund update in June at the end of the academic year. Laurie Roe's position will be moving out of the Entrepreneurial Fund and into the General Fund.

8. Board Action and/or Information Items

- A.** Approve RWC Transformer Replacement Project

Kevin Talbert made a motion to approve. Pat Fahey seconded. Curtis Sommerfeld shared that this project is needed for the entire lower part of RWC, due to the Art Building remodel. It will bring us more current and have plenty of capacity for the foreseeable future.

The motion was unanimously approved.

Kevin Talbert made a motion to approve Agenda items B, C, and D as one motion. Ron Fox seconded.

- B.** Approve Board Policy: BP-3720 Computer and Network Use (Second Reading)
- C.** Approve Board Procedure: AP-2710 Conflict of Interest (Second Reading)
- D.** Approve Board Procedure: AP-2745 Board of Education Self-Evaluation (Second Reading)

The motion was unanimously approved.

- E.** Approve Fire District 3 Lease

Roger Stokes made a motion to approve. The motion was seconded by Kevin Talbert. Kevin Talbert questioned why RCC was leasing this space, after contributing to the purchase. Lisa Stanton explained that this lease pays for maintenance and utilities, as well as our utilization of the space, including storage space for our ambulance, two fire trucks, etc.

The motion was unanimously approved.

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9. Foundation and Senior Management Team Reports

- A. Foundation** – Judy Basker, Director, highlighted items from the Foundation’s written report (see file). Judy Basker shared that Hector Flores is very excited to have the garbage truck that was donated by SOS (Pat Fahey). Judy Basker thanked Pat Fahey for his donation. Kevin Talbert asked about the status of tool sets that Hector Flores requested. Judy Basker explained that we are using the funding that is available and we are making progress. RCC Foundation is holding steady with \$275K in pledges for health care equipment. Eric and Amy Waldport have been selected as the alumnae of the year. They are very excited and they will be at the upcoming reception. Judy Basker thanked her staff for their phenomenal support of RCC Foundation. Cathy Kemper-Pelle shared that Jennifer Harlow (last year’s alum of the year) came to campus last week and was so excited to be recognized; and she had wonderful things to say about the RCC Art Department.
- B. Institutional Research, Effectiveness & Planning** – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE Report and graphs in her report (see file). It has been a very busy month, and the information shared included:
- a. FTE Report: It appears we are up a bit in enrollment this quarter.
 - b. The data vision slides in the report were created by Michelle Welch (IREP student that the board met last month), and supervised by IREP staff member Leslie Cox. Kevin Talbert questioned some of the trends that appear to be moving in the wrong direction. Laurie Roe explained that at this point they are not digging deeper in to the causes and it will be evaluated more in-depth in the future. We will be looking to sharpen the focus on the FTE goal so that we are able to measure our progress.
- C. College Services** – (no written report). Curtis Sommerfeld, Vice President, College Services did not have anything to add, as the updates are included in other parts of the meeting.
- D. Instructional Services** – Leo Hirner, Vice President, Instructional Services did not have anything additional beyond his written report (see file)
- a. Ron Goss from the Small Business Development Center (SBDC) gave a presentation on his organization. Ron Goss shared an infographic on the SBDC economic impact and utilization. RCC’s SBDC has been consistently in the top five SBDCs in the state for the last five years. Cathy Kemper-Pelle pointed out that our area only serves 6% of the state’s population, yet our SBDC is one of the best in the state. Kevin Talbert asked about the SBM program which is a peer-to-peer program. Ron Goss explained that it is still a going enterprise and has good participation. Ron Goss complimented Grant Walker and his team for the award winning website that they developed for the SBDC. Cathy Kemper-Pelle just saw a video on “Vetrepreneurship” and encouraged Rene McKenzie to work with Ron Goss – which they plan to do.
- E. Student Services** – Kori Ebenhack, Vice President, Student Services highlighted items from her written report (see file) and expanded on the surveys below.
- a. Student Success Survey: These are the newest results from the ATD suggested survey that we ask of incoming students. The data will help us to better focus on what students truly need as we provide wrap-around services.
 - b. Food Pantry Survey: A student, Kyle, did a survey as part of his classwork. ASG has been actively involved on this topic and are looking to create food pantry services, beginning in the fall. Jennifer Cunningham explained that RVC has identified space, and RWC is working on finding space. Kori Ebenhack is working with the Josephine County Food Bank who is interested in delivering food to campus. Kevin Talbert shared that there was a timely article in the Chronicle for

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Higher Education about this very topic. Ron Fox asked if our campus food pantry programs would be working with local county food bank programs. Rene McKenzie explained that we will be working with the local programs as well as identifying local resources and/or partners. We will be looking to coordinate our campus SNAP program resources and connect them to a food pantry on campus. Jennifer Cunningham offered that their community project at the end of this academic term will be to create a “pop-up” party. Cathy Kemper-Pelle thanked everyone for their involvement in this important project.

Claudia Sullivan called for a break at 5:07pm. The board meeting resumed at 5:21pm.

10. New Business

- A. Happy birthday to Pat Ashley and a thank you to Chery Johnson
- B. Jeff Merkley Visit on 4/28/19: Cathy Kemper-Pelle, Pat Fahey, Ron Fox, and Shawn Hogan will be attending.

11. Old Business

- A. Campus Building Naming Opportunities: Cathy Kemper-Pelle shared that she wanted to get the board updated about where we are relative to the policy and procedure on the naming of buildings on campus. Cathy Kemper-Pelle reviewed the board action handout and the approved policy language. We have the policy set, and the procedure is currently being developed. Cathy Kemper-Pelle and Judy Basker are working on a draft procedure that they will bring to the May board meeting.

12. Consent Agenda

- A. Meeting Minutes
 - a. March 19, 2019 Board Meeting
- B. Grant Acceptance – No grants this month.
- C. Financial Reports
 - a. Monthly Financial Data Report – March 2019
 - b. Quarterly Budget Transfers – March 2019

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

The motion unanimously carried.

13. Board Reports

- A. Board Policy Committee: Claudia Sullivan and Pat Ashley are meeting on April 23, 2019 to work on the next batch of draft policies for first reading. The committee continues to focus on accreditation related policies. Cheryl Johnson will be working on a temporary contract through August 2019 to continue the work of the committee.
- B. Executive Committee: Claudia Sullivan shared that there was a nice lunch after the Executive Committee meeting. The Medford Chamber Forum hosted Greg Walden.
- C. Facilities Committee: Shawn Hogan and Roger Stokes: Roger Stokes said that we have not met and all of the facilities are still standing. Kevin Talbert expressed his concern that the BOC be involved in the conversation with ORW. Curtis Sommerfeld confirmed that ORW will be at the next BOC meeting.
- D. OCCA/OSBA: Ron Fox reported that Grant Walker and Cathy Kemper-Pelle joined him for the latest legislative update. The current revenue proposal (Measure 97) is developing

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into something that can be reviewed. Cathy Kemper-Pelle shared that there will be Zoom meetings with our legislators on Thursday, April 18, 2019. Ron Fox also discussed HB2016 which allows for state employees to participate in union mandates, with no revenue resources provided by the state – each agency has to self-fund. Ron Fox was asked to be nominated for Vice-President for OCCA and he said yes.

- E. President’s Performance Review Committee: Claudia Sullivan reported that the committee met last week. Cathy Kemper-Pelle’s performance review will be discussed in Executive Session. Claudia Sullivan will be meeting with Cathy Kemper-Pelle on Wednesday afternoon.
- F. Board Outreach Committee: Pat Ashley, Pat Fahey, and Shawn Hogan: Pat Fahey shared that the committee will be meeting again on Friday, April 19, 2019. Pat Fahey will be presenting to the Grants Pass Rotary Club on June 19, 2019.

Claudia Sullivan closed the public meeting at 5:54p.m.

- 14. Executive Session** – Claudia Sullivan called the meeting into Executive Session at 5:59 p.m. pursuant to ORS 192.660(2)(e) Real Property Transactions; and (2)(i) – Performance of Public Officer; and closed the Executive Session at 6:17 p.m.

Claudia Sullivan reconvened the public meeting at 6:22 p.m.

15. Board Discussion Items – General Items

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

MAIN MOTION:

Pat Fahey made a motion to authorize the purchase of the triangle piece of property adjacent to the Redwood Campus, along Hwy. 199 and Canal Street for the RWC water project. The board authorizes a purchase price of \$211,500. Seconded by Shawn Hogan.

The motion was unanimously approved.

- B. Claudia Sullivan reminded the board of the upcoming special meeting on April 24, 2019 to continue the Board self-evaluation process.
- C. Claudia Sullivan shared that there is a Board panel discussion at Inservice on May 17, 2019. Claudia Sullivan, Pat Ashley, and Pat Fahey will be the panelists.
- D. Ron Fox asked if any board member was available on Saturday, April 27, 1 to 2pm for a town hall meeting with Jeff Golden and Pam Marsh in Phoenix. Nobody is able to attend.

16. Roundtable – Going around the room:

- Pat Fahey – Received a call from a constituent whose daughter was having a problem getting her transcript. Pat Fahey talked with Cathy Kemper-Pelle and it was already handled. He appreciates RCC for making him look so good. Pat Fahey will be attending the SkillsUSA conference in Lexington, KY at the end of June; as a guest of/with the Southern Oregon Education Service District.
- Claudia Sullivan enjoyed attending the ATD Debrief on Friday, April 12. Thank you to Cheryl Johnson and we will miss you.
- Cathy Kemper-Pelle closed on her farm in TX on April 9. Yay!!!

17. Adjournment – Claudia Sullivan adjourned the meeting at 6:49 p.m.

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