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*Rogue Community College District  
Board of Education – April 18, 2017 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 Ron Fox, Board Chair, at approximately 4:00 p.m., April 18, 2017, Table Rock Campus (TRC) room 206, 7800 Pacific Avenue, White City. Due Notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Tim Johnson, Kevin Talbert and Dean Wendle  
  
Absent: Brett Johnson and Claudia Sullivan
3. **Introduction of Guests and Public Comment** – Michelle Jacobsen, President, Associated Student Government (ASG) Riverside Campus (RVC) and Table Rock Campus (TRC); Michael Spark, President, ASG Redwood Campus (RWC); and RCC District employees including Cathy Kemper-Pelle, Judy Basker, Kori Ebenhack, Robert Felthousen, Kirk Gibson, Ron Goss, Greg McKown, Sara Moye, Tracy Olsen, Teri Smith, Curtis Sommerfeld, Lori Sours, Lisa Stanton, Grant Walker, Sarah Wofford and Denise Nelson.
4. **Public Comment** – There was no public comment.
5. **Presentation** – None
6. **College Reports**

**A. Bond Oversight Committee**

A written report was provided to Board members in advance of the meeting (see file).

Vice President Sommerfeld reported TRC master planning is under way and includes objectives, growth projections and a vision out to 2030. May 3 and 4 are scheduled dates to collect information from all TRC departments.

Upon completion of the design for the RWC water line project, the college will advertise for construction of the project itself. In the process of finding a qualified contractor for the water project at RWC.

RCC met with John Patterson, Fire District 3 to discuss conceptual drawings and possible savings available regarding fire training classrooms. A design build contract is being considered. The Fire District has not yet secured total funding for the current design.

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**B. Finance and Audit Committee**

Dean Wendle participated in the Finance and Audit Committee meeting held just prior to the Board meeting. Mr. Wendle reported the proposed Investment Policy was reviewed by the State Short Term Bond Board and was returned with minor adjustments. Revisions will be discussed at the May Finance and Audit Committee meeting and then administration will bring the recommended policy to the June Board meeting for first reading.

The Financial Report reflects everything is close to projections for fiscal year end. The ending fund balance is at \$3 million. The District Budget Committee will hold its first meeting in May.

**C. President's Evaluation Committee**

Kevin Talbert reported the President's evaluation process is near completion and the Committee is finalizing the Board's message to the President. Of 68 people invited to participate as evaluators, 34 responses were received.

**D. Strategic Planning Committee**

Kevin Talbert reported the Committee wants to ensure Strategic Plan objectives will be measurable and is currently brainstorming measurement options. Grant Walker has developed a Microsoft SharePoint link where people can comment.

**E. Written Reports**

- a. Student Government – Michelle Jacobsen reported RVC and TRC ASG had a good year (2016). A de-stress event was held at year end which several hundred people attended. ASG is in the process of revising their constitution.
- b. Classified Association – Sarah Wofford provided a written report to the Board in advance of the meeting (see file) and had no further report. She commented it has been a hard month at RCC due to personnel reductions with this last week being particularly difficult. Classified and management have worked well together. Although it has been difficult, we have tried to place the employees who were displaced due to position reductions.
- c. Faculty Association – A written report was provided to the Board in advance of the meeting (see file).
- d. Faculty Senate – A written report was provided to the Board in advance of the meeting (see file). Dean Wendle commented he was concerned about the security issues noted in the Faculty Senate meetings minutes. President Kemper-Pelle

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advised she is serving on the Medford Downtown Advocacy Group which is discussing this issue. She has also discussed this with RCC Board member Brett Johnson, Deputy Chief of Police for the City of Medford. Randy Sparacino, City of Medford Chief of Police, is also very aware of this. They have looked into the dispatch issue. The City of Medford will be placing cameras on the footbridge from the park to the RCC/SOU Higher Education Center. Dr. Kemper-Pelle reported she has received an offer from Jackson County Mental Health, AllCare Health and City of Medford Police department, to offer workshops to faculty, staff and students on how to deal with people when verbally accosted.

Pat Ashley is also concerned about RWC safety and asked if it would be possible to add LED lighting to that campus. Vice President Sommerfeld responded the College is in the process of adding LED lighting to all campuses.

## **7. President's Report**

### **A. Monthly Calendar and College Issues**

President Cathy Kemper-Pelle provided a written report to the Board prior to the meeting (see file) and reviewed the following highlights:

- Enterprise Resource Planning (ERP) project update – A seven-college collaboration has been formed to determine a new system to replace RogueNet. Consultants are helping identify the needs of each college and assisting with writing a request for proposal for the new ERP. Consultant fees are being paid with funding from the Higher Education Coordinating Commission (HECC). President Kemper-Pelle and Vice President Sommerfeld will be attending the two-day kick-off event with the CampusWorks consultant. Each college has received a data request from the consultant. The group will be reconvening at Mt. Hood Community College to determine levels of collaboration. RCC site visit dates are May 23 and 24.
- Cathy attended the Sustainable Systems for Accelerated Learning state-wide Workgroup meeting. This group consists of K-12 superintendents, community college president, several university provosts, representatives of Higher Education Coordinating Commission, etc., all talking about dual credit in all of its many forms and how a more standardized model can be created across the state (see Exhibit A distributed with the Board meeting material).

**B. FTE Report** – President Kemper-Pelle reported spring term student full time equivalency (FTE) has decreased slightly compared to the same time last year.

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The total reimbursable FTE has decreased by 45 students. Overall, FTE is flat with a slight decrease.

**C. SBDC 2016 Performance Review**

Ron Goss, Director, RCC Small Business Development Center (SBDC), provided an overview of the 2016 SBDC Performance Review (see file). The Annual Performance Review of all 19 Small Business Development Centers in Oregon is conducted by the State of Oregon. RCC's SBDC is ranked second (2<sup>nd</sup>) in the State for Capital Formation, by assisting businesses in acquiring \$5,155,480 in new loans, capital or equity investments, an increase of 52% over last year.

- RCC SBDC ranked first (1<sup>st</sup>) in the State for Business "Starts" with 23 new businesses which matches the business starts metric from last year.
- RCC SBDC ranked third (3<sup>rd</sup>) in the State in Jobs Created with the creation of 88 new jobs.
- The Center provided 1,917 advising hours to 358 individual business owners, managers and entrepreneurs.

Ron Fox commended the SBDC for their outstanding work. Dean Wendle commented the quality background of RCC advisors is superb and Mr. Goss has developed a great team.

Mr. Goss reported the RCC SBDC is on track to have another great year. He acknowledged the SBDC staff for their excellent work. He believes RCC has one of the best SBDC staff in the State of Oregon. Ron Fox agreed and indicated the level of substantial experience in RCC's SBDC business management, capital access, and business formation is outstanding and, compared to other community college SBDCs in the State, RCC has a clear, fundamental difference based on life experience.

President Kemper-Pelle thanked Mr. Goss and his team.

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

**A. Approve Contract with CS Engineering for Consultant Services**

Dean Wendle moved, seconded by Kevin Talbert, the Board adopts Resolution No. B70-16/17 approving a contract with ZCS Engineering not to exceed \$102,000 (one hundred two thousand dollars) for consultant services necessary to complete the

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project to connect Redwood Campus to the City of Grants Pass' Municipal Water System.

**The motion unanimously carried.**

**B. Approve Contract with CORE Business Services and Verizon**

Tim Johnson moved, seconded by Kevin Talbert, the Board adopts Resolution No. B71-16/17 approving the contract with CORE and Verizon for the SOHOPE project not to exceed the amount of \$77,533.00 plus fees at \$150.00 per computer, including applicable taxes as needed.

**The motion unanimously carried.**

**C. Approve Family Support Services Certificate and Career Pathway Certificate**

Pat Ashley moved, seconded by Tim Johnson, the Board adopts Resolution No. B72-16/17 approving the new Family Support Services Certificate and Career Pathway Certificate programs.

Vice President Gibson reported the addition of these certificate programs is in response to the changes in requirements at Head Start during 2016. RCC's programs work closely with Head Start's programs.

**The motion unanimously carried.**

**D. Approve Suspension of Program: Web Development AAS Degree and Career Pathways Certificate**

Kevin Talbert moved, seconded by Dean Wendle, the Board adopts Resolution No. B73-16/17 approving the suspension of the Graphic Design: Website Design Certificate; Web Development: Associate of Applied Science Degree; Web Development: Website Development Certificate; and Web Development: Website Assistant Career Pathways Certificate.

**The motion unanimously carried.**

**E. Adopt Student Educational Rights and Privacy Statement**

Pat Ashley moved, seconded by Kevin Talbert, the Board adopts the Student Educational Rights and Privacy Statement as presented.

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Dean Wendle noted he is pleased with the succinct statement as presented. Tim Johnson reported he learned a great deal from developing the statement. Ron Fox added, when developing the statement, committee members thoroughly reviewed information including federal requirements.

President Kemper-Pelle indicated staff is coordinating the publication of this statement. She reported Kori Ebenhack and Grant Walker have done a good job of getting the message out.

**The motion unanimously carried.**

**F. Approve District Budget Committee Members**

Pat Ashley moved, seconded by Dean Wendle, the Board adopts the complete slate of RCC District Budget Committee members as presented including the final two seats to be filled by Ian Bachtel and Russ Milburn.

Dean Wendle commented he is pleased with the strong group of people being appointed to the Budget Committee.

**The motion unanimously carried.**

**9. Foundation and Vice Presidents' Reports**

**A. Foundation**

Judy Basker, Executive Director, RCC Foundation, provided a written report to the Board prior to the meeting (see file) and offered highlights of the report. Two new members are joining the Foundation Board, Ezra Marcos, professional photographer in Ashland and Megan Davis Lightman, Business Consultant. Ms. Basker thanked Ron Goss for his service as President of the Foundation.

**B. Student Services Report**

Kori Ebenhack, Vice President of Student Services, provided a written report to the Board prior to the meeting (see file) and reviewed highlights of the report which focused on veteran students and resources in addition to financial aid.

Grant Walker, Director of Marketing, presented video of advertisements used for the current RCC campaign which is designed for people under 30 years old. These advertisements are currently airing on television and radio.

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**C. Instructional Services**

Kirk Gibson, Vice President of Instructional Services, provided a written report to the Board prior to the meeting (see file) and offered highlights of the report. In addition, Mr. Gibson reported the recent reduction in positions was difficult and thanked the faculty and classified associations for working together and talking about the best thing(s) we could do for people.

**D. College Services**

Curtis Sommerfeld, Vice President of College Services, provided a written report to the Board prior to the meeting (see file) and reviewed highlights of this material as approved by the College Executive Team titled “RCC Energy Program” which mainly consists of college operation guidelines for the Energy Program. President Kemper-Pelle added it will be nice to refer to this document as needed when moving forward with construction.

Kevin Talbert commented it is good to see progress made in this area. He asked about the status of the President’s Climate Commitment and requested that Cathy look into this.

**10. Board Discussion Items**

**A. Campus Safety/Security (Ongoing Discussion)**

There was nothing to add at this time. (See previous discussion agenda item 6.E.d)

**B. Board Meeting Schedule and Format (Ongoing Discussion)**

There is no further discussion regarding the meeting schedule and format for this fiscal year. The 2017/18 Board information meeting schedule and format will be discussed at the next retreat.

**C. Guided Pathways Webinar (April 6, 2017)**

Cathy Kemper-Pelle and Ron Fox participated in webinar and agreed this was a very informative presentation. The PowerPoint presentation used during the webinar was provided to Board members for review prior to the meeting (see file). This was a statistically focused agenda for student completion. Not only did completion percentages jump over a ten-year period by 20 to 30 percentage points, the playing field was leveled in regard to race and ethnicity. This was in result to taking a pathways approach. The American Association of Community Colleges has put all of its efforts behind this because this effort is the first one to move the needle. Kirk Gibson’s group has done a great deal of work on pathways thus we are already heavily engaged in this. Career pathways is helping reduce the number of choices

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and improving developmental education. It is fast tracking students through developmental education, including writing and math. It is also using ways to identify students more accurately. Kirk Gibson has attended various presentations on this topic and has identified other community colleges with success in this area that we can use as mentors.

**D. Annual Board Evaluations**

Ron Fox volunteered to work with Denise Nelson on this next year.

**11. Approve Consent Agenda**

Tim Johnson moved, seconded by Dean Wendle, the Board approves the consent agenda:

- A. Meeting Minutes – N/A
- B. Human Resources
  - a. Full-Time Faculty Retirement, Project Coordinator, Instructional Construction – Ralph Henderson
- C. Grant Acceptance
  - a. U.S. Department of Commerce/Economic Development Grant
- D. Financials
  - a. Monthly Financial Data Report – March 2017
  - b. Quarterly Budget Transfers

**The motion unanimously carried.**

**12. Board Committee Reports**

- A. Board Executive Committee** – Dean Wendle reported the Executive Committee met and reviewed the Board meeting agenda. A few adjustments to the agenda were made.
- B. Board Policy Ad Hoc Committee (on hold)** – Pat Ashley reported this is a very important issue and we are currently waiting to see if the Oregon Community College Association (OCCA) will be providing support with Board policy development and revisions for all Oregon community colleges.
- C. Facilities Committee** – Dean Wendle reported plans are being developed to replace all external lights with new LED in sections and phases. Staff is working toward ADA compliance accessibility needs for building users. Final results from the civil rights review audit for ADA accessibility are pending.



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- D. OCCA/OSBA** – Dr. Talbert reported he attended OCCA Legislative Days with President Kemper-Pelle and met with all southern Oregon legislators but Alan DeBoer who was out of town. Individual meetings were very positive and our legislators were very receptive. Upcoming hearings are scheduled on various bills related to community colleges. President Kemper-Pelle reported the date for testimony on capital expenditures has been changed to May 5<sup>th</sup> which is RCC’s in-service day. Board member Ron Fox volunteered to attend and speak on behalf of the College.
- E. Student Opportunity to Learn Committee** – Pat Ashley moved, seconded by Tim Johnson, to dissolve the Student Opportunity to Learn Committee since the work of the committee is finished.

**The motion unanimously carried.**

- 13. Executive Session** – Ron Fox called the meeting into executive session at 6:00 p.m. in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents; 192.660(2)(d) Labor Negotiations and 192.660(2)(i) Performance Evaluations of Public Officer and closed executive session at 6:50 p.m.

**14. New Business**

**A. Approve Faculty Renewal List**

Tim Johnson moved, seconded by Kevin Talbert, the Board adopts Resolution No. HR77-16/17 approving the Full-Time Faculty Renewal List for 2017/18 as presented.

**The motion unanimously carried.**

**B. Approve President’s Contract**

Tabled until the May Board meeting.

**15. Old Business**

- A. Nursing Program Expansion** – Pat Ashley is hopeful the College can work out a way to expand the nursing program in the future. She appreciated having a discussion about keeping the nursing program on the Redwood Campus. Dr. Talbert added that extended discussion occurred regarding the sim lab and there was no compelling argument to move it.

Note: Board member Tim Johnson left the meeting at 6:57 p.m.

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- B.** New Markets Tax Credit – Dean Wendle recommended, when applicable, looking at what Linn Benton Community College is doing with this.

**16. Roundtable**

General discussion occurred regarding possible opportunities for RCC in the following areas:

- a. Community education
- b. Utilization of facilities
- c. SBDC – leading SBDC in Oregon
- d. Partnership with City of Grants Pass
- e. Travis Boersma’s efforts in downtown Grants Pass and the Josephine County Fairgrounds
- f. SOREDI partnership with Launch Ashland, then Launch Grants Pass and Launch Medford.
- g. Asante Three Rivers Medical Center selected for the Blue Zone Project
- h. Meet with representatives of the wine, brewery and hospitality industries which are areas of growth in our region. Linn Benton has a fermentation science program which is very general and applies to what is happening in this area. SOU has a hospitality leisure and academic program.
- i. Dialogue with SOU and Oregon Tech

Note: Board member Dean Wendle left the meeting at 7:30 p.m.

Cathy reported she attended the SOU Strategic Planning event last Friday.

**17. Adjournment** – Ron Fox adjourned the meeting at 7:33 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the Board of Education.