
***Rogue Community College District
Board of Education– April 21, 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 5:00 p.m. on April 21, 2020, via Zoom. Due notice was given.
2. **Zoom Etiquette-** Curtis Sommerfeld explained the Board’s Zoom Etiquette expectations. Participants, aside from Board members and the Senior Leadership team, were asked to mute themselves and have their video turned off. If someone were to cause a distraction or disturbance to the meeting, that person would be dismissed from the meeting. If anyone wished to speak, they were asked to electronically raise their hand as well as type their question into the chat function of the Zoom meeting.
3. **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.
4. **Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Juliet Long, Kori Ebenhack, Curtis Sommerfeld, Kim Freeze, Rene McKenzie, Laurie Roe, Jamee Harrington, Lisa Stanton, Amy Peterson, August Farnsworth, Mary Middleton, Greg McKown, Judy Basker, Sean Taggart, Teri Smith, Navarro Chandler, Sarah Wofford, Grant Walker, Mike Lawrence, Josh Ogle, Rachelle Brown, and Isabelle Pierre- Associated Student Government (ASG) Vice President, Loren Langdon- ASG RVC/TRC President, and Sam Venture- ASG Director of Clubs and Organizations.
5. **Public Comment-** No one signed up for public comment.
6. **College Reports**
 - A. **Finance and Audit Committee-** Pat Fahey stated that the Finance and Audit Committee met today prior to the start of the Board work session and the main topic of discussion was the financial impact of COVID-19 on RCC. We are currently down 14.4% in Full Time Enrollment. A 1.5-million-dollar impact is anticipated and it is our hope that the 1.2 million-dollar institutional portion of the CARES Act grant will help make up for this loss.
 - B. **Written Report(s)**
 - a. **Student Government** (no written report)- ASG has been working with the Marketing department to create a student life Facebook page to reach students virtually.
 - b. **Classified Association** (no written report)- The Classified Association newsletter (see file) recognized the Bookstore and Shipping and Receiving for their great work in converting the Bookstore to an online format.

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Kevin Talbert asked Sarah Wofford to thank all of the classified staff on his behalf for all of their hard work during this time of transition.

- c. **Faculty Association** (no written report)- Mary Middleton noted that FAMAT meetings are on hold due to the pandemic but that discussions with management have gone well and they expect to extend the contract by another year so that they may meet next year and finish their bargaining items.
- d. **Faculty Senate**- Through this new virtual environment, they are still meeting regularly and focusing on teaching and learning in our new online world.

7. President's Report

- A. Monthly Calendar and Narrative- President Kemper-Pelle highlighted items from the narrative section of her report. On March 17 Governor Kate Brown issued an Executive Order that extended distance learning requirements to April 28. After meeting with faculty and leadership, it was decided that it was in the best interest of our students and staff to plan for an entirely virtual spring term. The Executive Order was extended through June 13, and because we were already prepared for that, there was no interruption to our students or staff. Surveys will be sent out to ask faculty and staff what things are going well in this new online environment and what things could be done better. This will help us plan for summer and fall terms.
- B. Accreditation Update- The accreditation site visit was held via Zoom meetings from April 15-17th. The accreditors were extremely impressed with the level of collaboration and collegiality at RCC in the midst of this pandemic. We received high praise for the cohesive way in which we responded to COVID-19. Overall, we received 3 commendations and 5 recommendations. We are already on the right path with our recommendations, and the accreditors are not recommending that we change anything, we simply have not done enough cycles of assessing our effectiveness in these areas to demonstrate that we have institutionalized these new ways of operating.
- C. Entrepreneurial Fund Update- We are continuing with our Latinx outreach, and our data shows that in our fall term we again increased our enrollment of Latinx students. Tracy Thompson is continuing to work on determining the cost of renovations to the Innovation Hub as well as working on online opportunities.
- D. Bond Oversight Committee (BOC)- The water pipeline project at Redwood Campus is currently split into two phases, with phase one connecting the campus to the city at Canal Ave and phase two taking the water to the new science building. Both phases will go out for public bidding no later than the week of May 25th, but construction applications will be filed the first week of May. The Health

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Professions Center is still on schedule and is approximately 87% completed. The last 13% is mostly finishes and should be completed quickly. There are a few COVID-19 related delivery delays; however, this is not anticipated to affect the completion date of the project. The Science Project will be coming back to the Board next month for feedback.

8. Board Action and/or Information Items-

- A. Review Board Policy: BP- 5055 Enrollment Priorities (First Reading)
 - a. No comments.

- B. Adopt Board Policy: BP- 3503 Missing Student Notification (Second Reading)
- C. Adopt Board Policy: BP- 6910 Housing (Second Reading)
- D. Adopt Board Policy: BP- 7160 Professional Development (Second Reading)
- E. Adopt Board Policy: BP- 7210 Academic Employees (Second Reading)
- F. Adopt Board Policy: BP- 7250 Educational Administrators (Second Reading)
- G. Adopt Board Policy: BP- 7360 Discipline and Dismissal- Academic Employees (Second Reading)
- H. Adopt Board Policy: BP- 7365 Discipline and Dismissal- Non-Academic Employees (Second Reading)

Roger Stokes moved, seconded by Pat Fahey, that the Board adopt items 8.B-8.H, as presented.

A roll call vote was taken. Kevin Talbert- Yes, Pat Ashley- Yes, Pat Fahey- Yes, Claudia Sullivan- Yes, Ron Fox- Yes, Shawn Hogan- Yes, and Roger Stokes- Yes

The motion unanimously carried.

- I. Approve Authorization to Rescind Board Policies (Second Reading)

Pat Fahey moved, seconded by Roger Stokes, that the Board approve item 8.I, as presented.

The motion unanimously carried.

- J. Approve New Associate of Science Program: Associate of Science Transfer to Oregon Tech Cybersecurity

Pat Ashley moved, seconded by Claudia Sullivan, that the Board approve item 8.J, as presented.

The motion unanimously carried.

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- K.** Approve New Associate of Science Program: Associate of Science Transfer to Southern Oregon University Digital Cinema

Roger Stokes moved, seconded by Pat Fahey, that the Board approve item 8.K, as presented.

The motion unanimously carried.

- L.** Approve New Career Pathway Certificate Program: Design and Digital Media-Social Media Technician

Roger Stokes moved, seconded by Pat Ashley, that the Board approve item 8.L, as presented.

The motion unanimously carried.

- M.** Approve new Career Pathway Certificate Program: Design and Digital Media-UI-UX Technician

Claudia Sullivan moved, seconded by Pat Fahey, that the Board approve item 8.M, as presented.

The motion unanimously carried.

- N.** Approve New Career Pathway Certificate Program: Design and Digital Media-Video Production Technician

Claudia Sullivan moved, seconded by Roger Stokes, that the Board approve item 8.N, as presented.

The motion unanimously carried.

- O.** Approve Suspension of the Medical Coding Specialist Certificate

Pat Fahey moved, seconded by Pat Ashley, that the Board approve item 8.O, as presented.

The motion unanimously carried.

- P.** Approve 2020/21 Fee Schedule Amendment

Pat Ashley moved, seconded by Pat Fahey, that the Board approve item 8.P, as presented.

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The motion unanimously carried.

Q. Approve 2020/21 Faculty Renewal List

Claudia Sullivan moved, seconded by Roger Stokes, that the Board approve item 8.Q, as presented.

The motion unanimously carried.

R. Approve Audit Services

Pat Ashley moved, seconded by Claudia Sullivan, that the Board approve item 8.R, as presented.

The motion unanimously carried.

S. Approve Contract for Janitorial Services

Pat Ashley moved, seconded by Ron Fox, that the Board approve item 8.S, as presented.

The motion unanimously carried.

T. Approve Health Professions Furniture Purchase

Claudia Sullivan moved, seconded by Pat Ashley, that the Board approve item 8.T, as presented.

The motion unanimously carried.

U. Approve Copier Contract with Canon Solutions

Pat Ashley moved, seconded by Claudia Sullivan, that the Board approve item 8.U, as presented.

The motion unanimously carried.

V. Approve Recommendation for Posthumous Emeritus Status for Cyndy Patterson

Claudia Sullivan moved, seconded by Pat Fahey, that the Board approve item 8.V, as presented.

The motion unanimously carried.

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- W.** Adopt Coronavirus Aid, Relief and Economic Security (CARES) Act Grant
- a. This is the first part of the CARES grant for 1.26 million-dollars that will go toward our students.

Pat Ashley moved, seconded by Claudia Sullivan, that the Board adopt item 8.W, as presented.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

- A. Foundation**- We received a new five-thousand-dollar gift toward the Health Professionals Equipment, bringing our total to \$791,000. Judy Basker said that the entire Foundation staff hit the ground running and are doing wonderfully in this new online environment. The BottleDrop is still open and accepting donation bags. If anyone needs more bags they can reach out to the Foundation to receive them. Almost \$10,000 has been raised so far through this scholarship fundraiser.
- B. Senior Leadership Team**- The report submitted to the Board (see file) is a follow up report to the one submitted last month on student outcomes assessment in instruction. Kori Ebenhack briefly highlighted the areas of Student Services that are currently being mapped.
- C. Institutional Research Effectiveness & Planning (IREP)**- Our enrollment is down 14.4%; however, Laurie Roe stated that this appears to be coming mostly from those students who are enrolled in 6 credits or less. Our winter to spring retention is currently at 71.4%. IREP will continue to monitor enrollment data in regards to the impact of COVID-19.

10. New Business

- A. HECC Capital Funds Request**- HECC is accepting applications for matching capital construction funds. We are one of two colleges that are eligible to apply this year; however, an application is not a guarantee and the funds do not need to be raised immediately. President Kemper-Pelle recommends that we take advantage of this opportunity and fulfill the requirements of the application process. The maximum match is set at 8 million-dollars.

11. Old Business- None.

12. Approve Consent Agenda

- A. Meeting Minutes**
 - a. March 17, 2020 Special Board Meeting
 - b. March 17, 2020 Regular Board Meeting
- B. Grant Acceptance (None)**

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- C. Human Resources (None)
- D. Financial Reports
 - a. Monthly Financial Data Report- March 2020
 - b. Quarterly Budget Transfers

Ron Fox moved, seconded by Roger Stokes, that the Board approve the consent agenda.

The motion unanimously passed.

13. Board Reports

- A. Board Policy Committee- Nothing to report.
- B. Executive Committee- Nothing to report.
- C. Facilities Committee- A Zoom call was had with Curtis Sommerfeld and his team in regards to the RWC master plan. One of the biggest challenges will be finding funding for some of the maintenance work. A priority list will be put together for each campus. Kevin Talbert said that he appreciates the efforts of the Facilities Committee.
- D. OCCA/OSBA- OCCA is looking to hire an Outreach Coordinator. A Zoom meeting is scheduled between OCCA and Governor Brown to discuss higher education.
- E. Board Outreach Committee- Meetings have been cancelled at the moment due to COVID-19.
- F. Marketing Advisory Council- A meeting is scheduled this Friday via Zoom.
- G. RCC Foundation- Ron Fox commented on the remarkable success that the Foundation has had over the past three years.
- H. President's Performance Review Committee- The committee has met to review the results of the president's evaluation survey, and the results will be discussed, along with the president's self-evaluation, during today's Executive Session. Kevin Talbert will be meeting with President Kemper-Pelle to discuss the outcome of that discussion.

Kevin Talbert closed the public meeting at 6:19 p.m.

14. Executive Session- Kevin Talbert called the meeting into Executive Session at 6:20 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations, (2)(e) Real Property Transactions, (2)(f) Exempt Public Records, and (2)(i) Performance of Public Officer and closed the Executive Session at 6:57 p.m.

Kevin Talbert reconvened the public meeting at 6:50 p.m.

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15. Roundtable-

Pat Ashley- Noted she is healthy and it sounds like everyone else is healthy!

Pat Fahey- Said that he misses everyone. He's been doing more yardwork in the past two weeks than he's ever done before! He's thankful for his classes at RCC and glad everyone is staying healthy.

Roger Stokes- Commented that he is working on projects around the house.

Claudia Sullivan- Said she is actually more in touch with people now that she normally is and is enjoying all of the virtual meetings.

Shawn Hogan- Said we are all hanging on the best we can in these interesting times.

Ron Fox- He is happy that everyone is well and healthy. He is very impressed with the colleges COVID-19 response.

Kevin Talbert- He is doing well, taking in foster dogs, and riding his bicycle. He is proud to be connected to RCC and impressed with the way the leadership team has guided the institution through this crisis.

16. Adjournment- Kevin Talbert adjourned the meeting at 6:56 p.m.

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