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***Rogue Community College District  
Board of Education Work Session- April 21, 2020 Meeting Minutes***

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1. **Call to Order-** The Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by Kevin Talbert Ph.D., at 4:01 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, Lisa Stanton, Juliet Long, Curtis Sommerfeld, Kori Ebenhack, Jamee Harrington, Laurie Roe, Rene McKenzie, and Rachelle Brown.
5. **Public Comment-** no one signed up for public comment.
6. **Information Presentation-** The work session focused on RCC's response to COVID-19. A presentation was distributed to the Board prior to the start of the meeting (see file). A detailed timeline was displayed that showed RCC's communication with the Higher Education Coordinating Consortium (HECC) and the Oregon Community College Association (OCCA), as well as Governor Kate Brown's Executive Orders relating to COVID-19. President Kemper-Pelle then discussed the communications and decisions that were made by Senior Leadership and the Incident Response Team to get RCC prepared to handle the pandemic. She thanked the leadership team for all of the hours, hard work, and collaboration that they put in to making all the necessary changes in their divisions.

Kori Ebenhack discussed all of the things that Student Services have done in response to these changes. One of their main goals was to provide consistent and timely messages to students. To achieve this goal, two new web links were created that contain information, FAQs, and resources for students. A total of 104 Student Services staff were moved to a work from home environment. In addition, Student Services managed their student employees Federal Work Study program, provided telecommuter agreements, and created a new student work position to support new online learners.

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Juliet Long provided an update on how Instructional Services has handled COVID-19 and the move to distant learning. Ms. Long highlighted that one of the first things they did was to create an instructional continuity of learning plan in collaboration with Faculty Senate and RCC Education Association (RCCEA). A lot of cross divisional work was done to get everyone prepared for teaching in an online environment as well as to move students into newly created online courses to ensure full class rosters. Faculty peer groups were formed to share instructional ideas, and some members of the faculty have been visiting each other's Zoom sessions and classes to provide support. Lastly, Marketing worked with faculty to create short, positive message videos for students.

Curtis Sommerfeld discussed how Instructional Services transitioned their division to a remote working environment. Most services have been moved to a remote format with the exception of check processing and printing needing to be done onsite twice per week. The entire bookstore was moved online, and during a span of two weeks they processed 1,400 orders and shipped over 8,000 pounds of books. Prior to the closure, facilities installed hand sanitizer dispensers in all buildings and disinfected all high touch points daily. Since the closure, they are working to deep clean all 40 buildings with RVC and TRC expected to be completed mid-May and RWC by the end of May. Mr. Sommerfeld noted the vast number of hours that have been dedicated over the past few weeks to training on online tools: Ally 248 training hours, Zoom 444 training hours, and Blackboard 1,122 training hours. Computer labs are currently still open at RWC and RVC and meet social distancing requirements. In order to accommodate all of RCC staff now working from home, IT added three remote access servers to handle the new workload.

Laurie Roe presented figures on our enrollment impact due to COVID-19. Overall, we are 14.4% down, with 10.6% down for Academic students and 25.8% down for Career and Technical Education students. In terms of headcount, compared to last spring we are 24.0% down. It was noted that headcount does not reflect our full-time enrollment because our biggest loss in headcount seems to be coming from students who were taking less than 6 credits.

Lisa Stanton discussed COVID-19's financial impact on the college. A total loss of \$918,945 is anticipated for spring term. We have received a total of 2.5 million dollars from the CARES Act Institutional Grant with half of that going directly to students. Ms. Stanton noted that expenses are still occurring and being aggregated. Updated information will be provided in the monthly financial statements as information becomes available.

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President Kemper-Pelle wrapped up the presentation and discussed RCC's long-term planning. Governor Brown has released a plan to reopen Oregon and it involves several different phases. RCC is working with HECC to discuss and plan for these various phases. Based on these reopening guidelines, we are looking at an online summer term and possibly an online fall term. President Kemper-Pelle is still attending twice weekly OCCA COVID-19 briefings. They are starting to discuss the impact that the pandemic could have on the community college support fund and how that will affect our budget.

Claudia Sullivan asked if the 1.26 million dollars from the CARES Act could be spent on anything or are there guidelines on what it could be used for? Mr. Sommerfeld said that they have not yet received any guidance on that. It is the hope of the college that the CARES Act grant will cover our losses for this term.

Roger Stokes asked what are some things that we have learned and gained so far from this crisis? Mr. Sommerfeld said that we can do anything when we put our minds to it and he is impressed with our institution. Mr. Stokes commented that he has noticed a lot of collaboration coming out of this crisis. Ms. Long noted that new relationships have formed that she believes will continue into the future. A lot of positive feedback has also been received from faculty who once thought it would be too difficult to move to an online environment and who are now loving all of the resources that an online environment provides.

**7. Discussion Topics-** none.

**8. Adjournment-** Kevin Talbert adjourned the meeting at 4:49 p.m.

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