
Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Dean Wendle, Chair, Tuesday, May 15, 2018, Redwood Campus (RWC), room H2, 3345 Redwood Highway, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Shawn Hogan, Claudia Sullivan, Kevin Talbert and Dean Wendle.
3. **Guests in Attendance** – Community member, Jean Ann Miles; Zone 6 candidates Dan Sylvester and Joel Garavaglia-Maiorano; Uriah Barrows, President, Associated Student Government, Riverside Campus (RVC)/Table Rock Campus (TRC); and RCC employees including Cathy Kemper-Pelle, Judy Basker, Elizabeth Butler, Debbie Dice, Kori Ebenhack, Gary Heigel, Natalie Herklotz, Chauncey Kieley, Joann Linville, Dusty Rittenbach, Laurie Roe, Teresa Schawo, Curtis Sommerfeld, Lisa Stanton, Carmen Sumner, Sarah Wofford, Angel Woods and Denise Nelson.
4. **Public Comment** –None
5. **Presentations**

A. Presentation – Achievement for Excellence in Financial Reporting

President Kemper-Pelle announced RCC’s Budget and Financial Services department has received the Government Finance Officers’ Association Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. She added that Lisa Stanton, Chief Financial Officer, and her team are to be congratulated and recognized for winning this award sixteen consecutive years.

B. Presentation – Innovation Award

President Kemper-Pelle announced that Gary Heigel, Department Chair of Emergency Services, received the Innovation of the Year Award by the League for Innovation in Community Colleges. He was recognized earlier this year with the John and Suanne Roueche Excellence Award from the League as a result of his colleagues’ nomination as an innovator at RCC.

In addition, our Marketing staff were recognized with the John and Suanne Roueche Excellence Award for a team innovation. Carmen Sumner, Sara Bristol, Elizabeth Butler, Rynne Mitchell and Angel Woods received this recognition for the development of a marketing toolkit that puts marketing resources in the hands of every department at RCC.

Board members recognized Budget and Financial Services staff, the Marketing staff and Gary Heigel for their excellent work.

C. Interviews – RCC Board of Education Zone 6 Candidates

Dean Wendle announced that two applicants, Dan Sylvester and Joel Garavaglia-Maiorano, would be interviewed today. The third applicant, Roger Stokes, was unable to attend this meeting. Mr. Stokes will be interviewed at a future meeting.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

Candidate applications were distributed to Board members for review prior to the meeting (see file). As directed by the Board, applicants received interview questions for review prior to the meeting (see file). Two applicants, Dan Sylvester first, then Joel Garavaglia-Maiorano, were interviewed using the same set of questions administered in the same order.

Mr. Wendle noted the Board will not take action on this matter until after the third and final applicant's interview is conducted.

6. College Reports

A. Finance and Audit Committee – The committee met just prior to the Board meeting to review the monthly financial data report. Committee member Shawn Hogan reported tuition and fees have declined as projected. A change in reporting for the Entrepreneurial Fund consists of breaking out how the fund is specifically. As an example, staff have listed Allied Health funding separately from other initiatives. Discussion occurred at the Committee meeting about the Enterprise Resources Planning (ERP) implementation and ideas about how to fund the implementation. Some of the ideas included a possible loan from inside the College and the possibility of using revenue from RogueNet to fund some of the costs.

B. Written Reports

- a. Student Government – A written report from ASG Presidents, Eric Gardner, RWC and Uriah Barrows, RVC/TRC was distributed for Board review prior to the meeting (see file).

Uriah Barrows reported the Vote OR Vote Campaign is going well and he hopes to reach student government's annual voter registration goal before the end of spring. Mr. Barrows announced he has been accepted at the University of California – Berkley where he will attend this fall.

- b. Classified Association – Sarah Wofford, President, provided a written report for Board review prior to the meeting (see file). There were no questions or comments.
- c. Faculty Association – No written report.
- d. Faculty Senate – The meeting notes from the most recent Faculty Senate meeting will be provided for Board review at the Board's June meeting.

7. President's Reports

A. Monthly Calendar and College Issues – A written report was provided to the Board for review prior to the meeting (see file). President Kemper-Pelle provided an overview of the following items:

- Recognition was given to the Spring Inservice Planning Team who pulled together after the key coordinator's departure from the College to ensure the May 11 event would be a success.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

- RCC was chosen by OCCA to participate in the first cohort of Oregon’s new Guided Pathways initiative. Only five colleges were chosen for the first cohort, based on their readiness and capacity to begin implementation of the pathways principles.
- Dr. Rene McKenzie was thanked for her assistance with coordinating student meetings with the President in RVC classrooms. President Kemper-Pelle plans to share the meeting notes with the College. More information regarding this effort can be referenced in the President’s monthly report (see file).
- The diagram on page 6 of the report was reviewed by President Kemper-Pelle. This diagram was displayed to all employees at Inservice to show how the RCC self-study will serve multiple purposes and how everything we are doing supports our mission, core themes and objectives. We are required by the Northwest Commission on Colleges and Universities to conduct an in-depth self-study every seven years, and the current study happens to coincide with self-studies for Guided Pathways and Achieving the Dream (ATD). In addition, the timing of the aforementioned self-studies also coincides with adopting a new Enterprise Resource Planning (ERP) system to replace RogueNet.
- President Kemper-Pelle reported the ATD kickoff will be held the third week of June (June 18-21) and she must attend this event being held in Cleveland, Ohio. It was decided the June Board meeting will be moved to Tuesday, June 26, 4:00 p.m., Table Rock Campus.

The first ATD site visit will be held in October. RCC’s ATD coaches will be Linda Watkins, retired community college president and Mark Figueroa, Associate Vice President for Institutional Research and Planning, Lewis and Clark College.

- B. 2018-2020 RCC Communications Plan** – A copy of the 2018-2020 Communications Plan was distributed to Board members for review prior to the meeting (see file). President Kemper-Pelle reported, as a member of ATD, we need to show them we have a communication plan and that we are using it.
- C. Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting (see file). Greg McKown, Construction Project Manager, provided an overview of the report as follows:
- The High-Tech Center tours are conducted on the last Wednesday of the month. Board members were asked to contact Denise Nelson if interested in attending a tour.
 - The schematic design phase of the Health Professions building project has been completed. Cost estimates of the plan will be presented to the BOC on May 24th. This project is on schedule and on budget.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

- The Science building space needs and condition analysis for the remodel is complete. Regarding the water connection, the legal recommendation was received and it does not align with what we heard from the City of Grants Pass. In the view of the legal opinion, the College has not exceeded the 25% threshold. This finding has been sent to the City of Grants Pass.
- The bids are out for the fire training classrooms at Fire District 3, White City, and scheduled to be closed on 30th of this month.

D. Enterprise Resource Planning (ERP) Consortium Update – A written summary was provided to the Board for review prior to the meeting (see file).

E. Entrepreneurial Fund Update – A written summary consisting of updates on the current initiatives funded from this account was provided to the Board for review prior to the meeting (see file). President Kemper-Pelle noted the Entrepreneurial Fund financial information has been listed in the Executive Financial Summary section of the monthly Financial Data Report. The combined statement is presented on page 7 and detailed statements by type of activity may be found in Appendices A and B of the Financial Data Report on pages 23 and 24 (see file).

8. Board Action and/or Information Items

A. Board Policy Revision – Credit for Prior Learning (First Reading)

President Kemper-Pelle reported this is a required policy and the corresponding administrative procedure will contain the detail. This is the Board’s first reading of the proposed policy revision.

B. Board Policy Revision – Qualifications and Selection of Instructors (First Reading)

President Kemper-Pelle noted this policy needed to be clarified by revision. The corresponding administrative procedure will contain the detail. This is the Board’s first reading of the proposed policy revision.

C. Approve New Associate of Science Information Technology Degree – Transfer to Oregon Tech

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopts Resolution No. P73-17/18, approving the new Associate of Science Information Technology Degree – Transfer to Oregon Tech as presented.

The motion unanimously carried.

D. Approve New Associate of Science Engineering Degree – Transfer to Oregon

Shawn Hogan moved, seconded by Pat Ashley, the Board adopts Resolution No. P74-17/18 approving the new Associate of Science Engineering Degree – Transfer to Oregon

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

Tech with emphasis in Civil, Electrical/Renewable Energy or Mechanical Engineering as presented.

President Kemper-Pelle recognized the efforts of Dusty Rittenbach, Faculty, Science Department, for his work developing this degree.

The motion unanimously carried.

E. Approve Contract with ORW Architecture for RWC Art Department Remodel

Kevin Talbert moved, seconded by Pat Ashley, the Board adopts Resolution No. B76-17/18 approving a contract with ORW Architecture to provide architectural services for the Art Department remodel of Building D at the RWC in Grants Pass for a not-to-exceed amount of \$90,000.

The motion unanimously carried.

F. Approve Purchase of HAAS Vertical Machining Center for the TRC High Technology Center

Claudia Sullivan moved, seconded by Ron Fox, the Board adopts Resolution No. B77-17/18, approving the purchase of a HAAS Vertical Machining Center in the amount of \$58,956 plus rigging and freight.

The motion unanimously carried.

G. Approve Purchase of Victor 1440G Lathes for the TRC High Technology Center

Ron Fox moved, seconded by Pat Ashley, the Board adopts Resolution No. B78-17/18, approving the purchase of four Victor 1440G Lathes in the amount of \$62,698.60 plus freight of \$2,700 for a total of \$65,398.60.

The motion unanimously carried.

H. Approve Purchase of Welding Equipment for the TRC High Technology Center

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopts Resolution No. B79-17/18, approving the purchase of Welding Equipment through Airgas USA, LLC in the amount of \$191,097.40.

The motion unanimously carried.

I. Approve 2018-2019 Management/Exempt Contract Renewal List

Ron Fox moved, seconded by Pat Ashley, the Board adopts Resolution No. HR80-17/18, approving the 2018-19 Management/Exempt Contract Renewal List as presented.

The motion unanimously carried.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

J. Approve Board Development – OCCA Summer Workshop

Claudia Sullivan moved, seconded by Shawn Hogan, the Board adopts Resolution No. P81-17/18 approving participation of Board members Pat Ashley, Ron Fox, Claudia Sullivan and Kevin Talbert in the 2018 OCCA Trust Summer Workshop as presented.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

A. Foundation – Judy Basker, Executive Director, highlighted items from the Foundation’s written report (see file).

B. Institutional Research, Effectiveness and Planning (IREP)

a. FTE Report – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the monthly enrollment report (see file). Spring 2018 compared to Spring 2017 has declined 5.3% as of May 2, 2018. Ms. Roe reported she has hired two analysts to assist with data. Her team is starting to complete an internal audit on enrollments for FTE.

b. Swirling of RCC Students Between Counties – 2016/17

Ms. Roe reviewed the report titled *An Initial Examination of the Swirling of Rogue Community College Students Between Counties During the 2016/17 Academic Year* (see file). A general question and answer period ensued.

Takeaways included:

- A request was made to derive how much this will influence whether or not a student could complete their program. Do course scheduling needs interfere with the course needs toward achieving completion?
- Expand on our process to capture why people leave and provide a report to the Board on an applicable recurring basis.
- How many students travel to/from Jackson/Josephine counties by bus? Provide a report to the Board on a recurring basis.

C. College Services – Curtis Sommerfeld, Vice President of College Services provided an update on the replacement for RogueNet. The consortium of colleges selected Campus Management. This project will require a substantial amount of money and the College is looking into a ten-year internal loan to cover implementation costs. The planned two-year implementation begins on July 1, 2018. Student systems will be in place by the end of the first year and financial systems at the end of year two. This will be a rolling implementation where each college will begin with the same module. The stated intention of the consortium is to remain as common as possible in order to provide resources to each other for assistance.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

- D. Instructional Services** – Interim Vice President of Instruction, Joann Linville, provided a review of the division’s written monthly report (see file).

Dr. Linville distributed a flyer titled *RCC Career and Technical Academy – Beginning Fall 2018* (see file). This is a newly created career and technical education partnership for high school students. RCC will be meeting tomorrow with superintendents of Jackson and Josephine County high schools. This was a project listed in Dr. Linville’s work plan. She is hopeful this will be a morning program wherein the College will receive high school students for the a.m. hours and students will return to their respective high school for lunch. The Academy would ideally serve 30 students on each campus (RWC and TRC). Students will earn college credits with potential for dual high school credit. Programs to be offered include Electronics Technician Certificate and High Technology Studies: Plant Systems technician Career Pathway Certificate.

- E. Student Services** – Kori Ebenhack, Vice President of Student services, reported the Student Employment department has moved back to the Student Services division from Human Resources. To help students persist, we are currently making a change to offer employment to students during Summer term.

Ms. Ebenhack distributed a flyer titled *Veteran Services Green Zone Training*. RCC is the first community college on the west coast to offer this. The Green Zone provides resources and knowledge to help understand and appreciate the unique challenges and strengths of student veterans. Rene McKenzie, Director, Student Programs, is piloting a CG100 class for veterans and is receiving rave reviews. Pat Ashley and Claudia Sullivan commended Dr. McKenzie for her excellent work.

10. Board Discussion Items

A. Pending Items List

- The Board asked President Kemper-Pelle to recommend information presentation topics at the annual board retreat.
- Pat Ashley reported she talked with Kori Ebenhack regarding childcare and Pat will attempt to contact partnerships after commencement in June.
- Discussion occurred regarding the Board’s Pending Item List and whether or not to keep using it. In Dr. Talbert’s view, it’s nice to have a parking lot of items as a reminder for the Board. Ron Fox agreed, but would like to list only the items the Board will be actively working on. A final decision on this remains to be determined.

- B. April 20, 2018 Honor’s Night** – Dean Wendle attended and commended Vice President Ebenhack on a job well done with this event. He enjoyed observing students as they received recognition and commented this was very well-organized event.

- C. April 25, 2018 Veteran’s Resource Center Open House** – Dean Wendle attended and commented RCC staff from the Veteran’s Resource Center are very dedicated. He was impressed with the supportive message expressed for Veterans.

Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes

D. May 11, 2018 Spring In-service – Claudia Sullivan reported she enjoyed the Faculty Senate and other Faculty awards given at the event. The retirees were celebrated and a variety of other awards were presented as employees were recognized for their excellent work. Michelle Grey and Lori Sours gave an uplifting, informative presentation regarding accreditation.

11. Approve Consent Agenda

Kevin Talbert moved, seconded by Ron Fox, the Board approve the Consent Agenda as presented:

- A. Meeting Minutes - None
- B. Human Resources – None
- C. Grant Acceptance – HECC First Generation Student Success Grant
- D. Financial Reports
 - a. Monthly Financial Data Report – April 2018

The motion unanimously carried.

12. Board Reports

- A. Board Policy Ad-Hoc Committee** – Committee members and Denise Nelson will be meeting with Karen Smith by telephone.
- B. Executive Committee** – Ron Fox reported the committee met to review the Board meeting agenda.
- C. Facilities Committee** – Claudia Sullivan reported this committee meets quarterly. Denise Nelson will coordinate a meeting in June, probably after commencement.
- D. Oregon Community College Association (OCCA) and Oregon School Board Association (OSBA)** – Ron Fox reported he has been asked to serve on the OCCA Executive Committee through the end of the year. He agreed to do so. Kevin Talbert reported he will be serving on the OCCA Executive Director Search Committee. Pat Ashley agreed to attend the next OCCA Board meeting in Portland as a substitute for Ron.
- E. 2018/19 Nominating Committee** – Claudia Sullivan reported she will meet with Denise Nelson regarding this next month. Claudia noted the Board can prepare for this process in advance but cannot take action until after July 1.

Dean Wendle called for a break at 5:50 p.m.

- 13. Executive Session** – Dean Wendle called the meeting into Executive Session pursuant to ORS 192.660(2)(d) Labor Negotiations; (2)(f) Exempt Public Records; and (2)(h) Legal Counsel at approximately 6:05 p.m. and adjourned Executive Session at approximately 6:38 p.m.

**Rogue Community College District
Board of Education – May 15, 2018 Meeting Minutes**

14. New Business

- A. May 24, 2018 Special Board Meeting** – The Board will interview the final applicant for the vacant Zone 6 seat.
- B. July 17, 2018 Annual Board Organization Meeting** – This will be a reduced agenda meeting held for the primary purpose of completing the annual board organization. Other Board action can occur at this meeting, however, college reports and Board committee reports will not be included. The agenda will be distributed as usual in accordance with public meeting law.
- C. Annual Board Retreat** – Denise Nelson will schedule this retreat to occur in August or early September. It was decided the Board would like to hold a one-day retreat from 9:00 a.m. to 4:00 p.m. and Denise Nelson was asked to schedule the retreat at a Josephine County location. Board members were asked to forward agenda suggestions to President Kemper-Pelle.

15. Old Business – None

16. Round Table

- Ron Fox attended Comic-Con which was co-sponsored by Jackson County Library District and RCC. He reported at the recent Medford Chamber Forum, Travel Medford, Travel Southern Oregon and the Mayor of Medford presented an award for the organization that had the greatest impact and Comic-Con won the award. President Kemper-Pelle mentioned the library accepted the award and unfortunately RCC and Southern Oregon University were not mentioned although they were partners in this event. It was suggested that RCC Library staff should be invited to attend a future Board meeting for recognition.
- Ron Fox advised the Board he chose to take a personal role and be a personal advocate for the Medford School District Bond Measure.
- Dean Wendle advised that DeVry University has been under investigation due to fraudulent and/or deceptive practices.

17. Adjournment – 6:57 p.m.

Meeting minutes respectfully submitted by Denise Nelson,
formerly Assistant to the President – Governance;
currently Assistant to the Vice President of College Services