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***Rogue Community College District  
Board of Education – May 16, 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 Kevin Talbert, Immediate Past Chair, at approximately 4:00 p.m., Tuesday, May 16, 2017, Redwood Campus (RWC), 3345 Redwood Highway, room H2, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Brett Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle. Board Chair, Ron Fox and Vice Chair, Tim Johnson were unavailable to attend the meeting. Immediate Past Chair, Kevin Talbert, served as Chair.
3. **Introduction of Guests** – Board of Education candidate Shawn Hogan; Michael Sparks, President, Associated Student Government (ASG), RWC; Michelle Jacobsen, President, ASG, Riverside Campus (RVC)/Table Rock Campus (TRC); student representatives Elijah Barrows and Andrew Hubbard; and RCC District employees including Cathy Kemper-Pelle, Judy Basker, Margaret Brewer, Kirk Gibson, Juliet Long, Greg McKown, Teresa Rivenes, Steve Schilling, Curtis Sommerfeld, Lisa Stanton, Carmen Sumner, Grant Walker, Sarah Wofford, and Denise Nelson.
4. **Public Comment** – None
5. **Presentation**
  - A. Certificate of Achievement for Excellence in Financial Reporting – President Kemper-Pelle presented the Certificate of Achievement to Lisa Stanton, Chief Financial Officer. Ms. Stanton accepted the award on behalf of the Budget and Financial Services team and thanked staff for their excellent work.
  - B. RCC Business and Computer Science Program Presentation – Vice President Kirk Gibson introduced Juliet Long, Faculty/Computer Science Department Chair. Ms. Long provided information regarding the College’s Computer Science program. There are 53 active majors and computer literacy and fundamental courses are also offered. The department reaches 1,100 students over three terms (fall, winter, spring) and also has a very good relationship with Oregon Tech. The department also works with Community Education and provides, as an example, computer basics, digital photography and Adobe Photoshop. What’s next? This will depend on what the department’s Advisory Committee tells us. Cyber security is currently a hot topic.

Ms. Long provided a hand-on exercise using the SMART computer system in the conference room so all attendees could see the presentation on the T.V. screens. Board members thanked Ms. Long for her excellent presentation.
6. **College Reports**
  - A. Bond Oversight Committee – A written report was provided to the Board for review prior to the meeting (see file). Curtis Sommerfeld reported progress on the High Tech Center is pending EDA procurement approval.

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- B.** Finance and Audit Committee – Claudia Sullivan and Dean Wendle participated in the May committee meeting and Dean reported the ending fund balance in the General Fund is a little over \$3 million. Staff is looking into new software for the Bookstore.
- C.** President’s Evaluation Committee – Kevin Talbert reported President Kemper-Pelle’s evaluation is complete. Board members will be discussing this topic during executive session.
- D.** Strategic Planning Committee – President Kemper-Pelle reported she presented a draft version of the Strategic Plan at the May 5<sup>th</sup> Inservice and has received great written feedback. A Strategic Plan portal has been created on the RCC website.
- E.** Written Reports
- a. Student Government
- Michael Sparks reported Library Social Night is a monthly gathering for students that is held at the RWC library. The social nights are designed to bring students together and promote clubs. He also reported a Red Cross blood drive was held on May 3<sup>rd</sup>. We had 41 successful donations that will help save 123 lives. Michael provided a written report for Board review prior to the meeting (see file).
  - Michelle Jacobsen reported RVC/TRC student government has held multiple events such as Club’s Day, Preview Day and Earth Day. The largest event ASG representatives attended was Comic Con with over 4,000 people in attendance. Michelle also provided a written report for Board review prior to the meeting (see file).
- b. Classified Association – Sarah Wofford, President, Classified Association, provided a written report for Board review prior the meeting (see file). She had no further report.
- c. Faculty Association – Margaret Brewer had no report.
- d. Faculty Senate – Deb Murphy provided a written report (April 28 Faculty Senate meeting minutes – see file) for Board review and had no further report.

**7. President’s Reports**

- A.** Monthly Calendar and College Issues (see file)– President Kemper-Pelle reported the following:
- 2018 Commencement will be held at a different venue. The Marjorie Holzgang Concert Bowl is not ADA compliant. Jackson County fairgrounds seems to be the best option.

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- On Monday, May 22 and Tuesday, May 23, CampusWorks will be conducting listening sessions at RCC. The purpose of these sessions is to interview power users of RogueNet to determine specific needs in an Enterprise Resource Planning system.
- B.** Update on Etsy Maker Cities Grant – In collaboration with the City of Grants Pass, the College is submitting a grant proposal for \$30,000 to assist with consulting fees for a proposed Innovation Hub partnership in downtown Grants Pass.
- C.** FTE Report – (see file)

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

**A. Approve Suspension of the Employment Skills Training and the Occupational Skills Training Certificate Programs**

Pat Ashley moved, seconded by Dean Wendle, the Board approves Resolution No. P80-16/17 approving the suspension of the Employment Skills Training Certificate of Completion and Occupational Skills Training Certificate of Completion.

**The motion unanimously carried.**

**B. Approve New Mechatronics Certificates and AAS Degree**

Pat Ashley moved, seconded by Dean Wendle, the Board adopts Resolution No. P81-16/17 approving the Mechatronics AAS Degree, Mechatronics Specialist Certificate and Mechatronics Maintenance Technician Career Pathway Certificate.

**The motion unanimously carried.**

**C. Approve Contract with Lane Community College for Delivery of a Physical Therapist Assistant AAS Degree Southern Oregon Cohort**

Dean Wendle moved, seconded by Brett Johnson, the Board adopts Resolution No. B82-16/17 approving the contract with Lane Community College for delivery of a Physical Therapist Assistant AAs degree to a Southern Oregon Cohort in the amount of not to exceed \$74,036.

**The motion unanimously carried.**

**D. Possible Action – Approve MOU Between City of Grants Pass and RCC for Consulting Services**

MAIN MOTION

Brett Johnson moved, seconded by Claudia Sullivan, the Board approves the Memorandum of Understanding between the City of Grants Pass and RCC for consulting services.

**The motion unanimously carried.**

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**E. Review 2017-2020 Strategic Plan (First Reading)**

President Kemper-Pelle reported this is the first reading. Board members were encouraged to review and contact Cathy with any questions or concerns prior to the next Board meeting. Pat Ashley asked how goals will be measured. Cathy responded that she wants the new Director of Institutional Research, Effectiveness and Planning to be involved with that decision once hired. A request was made to provide the Board with a red-lined version of updates compared to the previous plan. Denise Nelson will fulfill this request.

**9. Foundation and Vice President's Reports**

**A. Foundation** – Judy Basker, Executive Director, provided a report to the Board for review prior to the meeting (see file).

**B. Vice Presidents**

- a. Student Services – A report focusing on the Diversity Programming Board was distributed to Board members for review prior to the meeting (see file). Sharon Smith has done an excellent job leading this group and negotiating fees of presenters. Quality presentations have been provided for a modest investment.
- b. Instructional Services – Kirk Gibson, Vice President of Instruction, provided a summary of the RCC Morris Proposal dated May 8, 2017 which was distributed to Board members for review prior to the meeting (see file).
- c. College Services – Vice President Sommerfeld briefly discussed the state revenue forecast which has increased by \$300 million.

**10. Board Discussion Items**

- A.** April 28, 2017 Ashland Innovator's Conference – Kevin Talbert attended and reported that President Kemper-Pelle spoke at the event. Kevin enjoyed the conference and recommended that other Board members attend this annual conference if possible.
- B.** May 5, 2017 College-wide Inservice – Pat Ashley and Claudia Sullivan attended. Claudia enjoyed the award ceremony and she also liked the Strategic Plan segment facilitated by Cathy. Claudia felt that being able to contribute comments stimulated intense conversations. Pat Ashley agreed.
- C.** May 5, 2017 Ways and Means Capital Construction Hearing – Ron Fox attended this hearing on behalf of RCC since Cathy was needed at inservice. RCC's PowerPoint slides were well written with clear pictures. Ron felt our chances for funding are good.
- D.** Pending Items List – The Executive Committee suggests spending time at a Board meeting to assign Board members to each pending item listed.

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- E. Annual Board Evaluation – The Board Chair was assigned to planning the Board evaluation.

Board members reached unanimous consensus to terminate the President’s Evaluation Committee and Strategic Planning Committee for this fiscal year.

**11. Approve Consent Agenda**

Dean Wendle moved, seconded by Claudia Sullivan, the Board approves the Consent Agenda as presented. Kevin Talbert acknowledged the retirement of a long-time faculty member.

- A. Meeting Minutes
  - a. February 21, 2017 Board Meeting
  - b. March 6, 2017 Special Board Meeting
- B. Human Resources
  - a. Full-Time Faculty Retirement, Business Technology, Randy Wade
- C. Grants - None
- D. Financials
  - a. Monthly Financial Data Report – April 2017

**The motion unanimously carried.**

**12. Board Committee/Advisory Reports**

- A. Board Executive Committee – The Executive Committee met to review the Board meeting agenda.
- B. Board Policy Ad Hoc Committee – Pat Ashley reported we are waiting to hear from the Oregon Community College Association (OCCA) regarding the possibility of OCCA coordinating a statewide effort for Board policies.
- C. Facilities Committee – Dean Wendle reported the Facilities report was distributed to Board members for review prior to the meeting.
- D. OCCA/OSBA – Kevin Talbert reported he will be attending the OCCA Board meeting next Thursday.

Kevin Talbert called for a ten-minute break from 5:50 p.m. to 6:00 p.m.

- 13. Executive Session** – Kevin Talbert called the meeting into executive session at 6:00 p.m. in accordance with Oregon Revised Statute 192.660(2)(a) Employment of Public Officers, Employees and Agents; 192.660(2)(d) Labor Negotiations, and 192.660(2)(i) Performance Evaluation of Public Officer and closed executive session at 6:19 p.m.

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**14. New Business**

**A. Approve Full-Time management, Administrative and Professional Employee  
Renewal List – 2017/18**

Pat Ashley moved, seconded by Dean Wendle, the Board adopts Resolution No. HR85-16/17 approving the attached management, administrative, and professional employee renewal list for 2017/18 as presented.

**The motion unanimously carried.**

**B. Approve President's Contract**

Dean Wendle moved, seconded by Claudia Sullivan, the Board adopts Resolution No. P86-16/17 approving the revised Employment Contract between Dr. Cathy Kemper-Pelle and RCC effective July 1, 2017.

**The motion unanimously carried.**

**15. Old Business – None**

**16. Roundtable – None**

**17. Adjournment – Kevin Talbert adjourned the meeting at 6:25 p.m.**

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