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***Rogue Community College District  
Board of Education– May 19, 2020 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, Ph.D., Board Chair, at 5:04 p.m. on May 19, 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, Carmen Sumner, Kim Freeze, Rene McKenzie, Nikki Johnson, Jamee Harrington, Lisa Stanton, August Farnsworth, Greg McKown, Judy Basker, Sean Taggart, Teri Smith, Sarah Wofford, Rachelle Brown, Loren Langdon- ASG RVC/TRC President, and the Executive Director of the Oregon Community College Association (OCCA), Cam Preus.
5. **Public Comment-** No one signed up for public comment.
6. **College Reports**
  - A. **Finance and Audit Committee-** Roger Stokes stated that with our Spring term enrollment decrease of 14%, that results in about a half a million-dollar revenue loss to the college. This loss is not mitigated by funds from the CARES Act. Our general fund balance indicates we are on track to end the 2019-20 year under budget. The Budget Committee met earlier today, and the proposed 2020-21 budget is in a state of flux due to the unknowns of COVID-19. The 2020-21 budget will be built the same way it has been done in the past, and we will revisit the budget in the fall.
  - B. **Written Report(s)**
    - a. **Student Government-** Loren Langdon highlighted ASG’s social media campaign. Their student life page on Facebook had 164 followers at the time of the report. The coffee hour show-and-tell with Juliet Long went very well.
    - b. **Classified Association** (no written report)- Sarah Wofford commented on the classified positions that have been furloughed due to COVID-19. Ms.

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Wofford noted that many of the people being furloughed have never had to apply for unemployment before and stated that there is fear among the classified staff that they will not have positions to return to in the fall. She commented that Jamee Harrington and Curtis Sommerfeld have both shown great kindness, sincerity, and compassion to the classified staff during this difficult time. Kevin Talbert thanked Sarah for her heartfelt message and for her leadership of the classified staff.

- c. **Faculty Association** (no written report)- There was no representative present from the association to comment.
- d. **Faculty Senate**- There was no representative present from the senate to comment.

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

- A. **Monthly Calendar and Narrative**- President Kemper-Pelle highlighted a letter from the Oregon State Board of Nursing (OSBN) (see file). The letter, originally received by RCC nursing director Paula Calcaterra, indicated that Providence University will begin a cohort of 16 BSN nursing students in clinicals at Providence Medford Medical Center in January 2021. RCC, along with other regional and state organizations, responded with letters of concern to OSBN to be included in their upcoming board meeting. RCC leadership met with Providence Medford and the University of Providence, and President Kemper-Pelle felt that it was the University of Providence that led the discussion. From that meeting we learned that this program is for students who already have a degree but who are changing their career paths to nursing. These 16 nursing clinical spaces would not just be at Providence hospital but would indeed be all over the Rogue Valley. During the meeting, the University of Providence gave the impression that these students would be Providence employees; however, upon looking at their website it was discovered that they are openly inviting anyone into this program. Since the submission of this report, President Kemper-Pelle had reached out for a promise that this program would not recruit RCC faculty, and she was assured that they would absolutely not be recruiting our faculty and that they were doing a national search for a director to lead this clinical site. Not even a week later, it came to light that they are indeed actively recruiting our faculty. President Kemper-Pelle has since submitted a follow-up letter to OSBN in regarding RCC faculty recruitment.

Our Achieving the Dream (ATD) coach visit went very well. Our new data coach, Nancy Finazzo, is very engaging and will be able to spend a lot of time working with Laurie Roe. They are looking at how to align our ATD goals with our accreditation recommendations.

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We are still receiving clarifications from the government on how we can distribute the CARES Act funds to students as well as how we can use the funding for our institution.

The Spring In-Service event was very well attended with 327 college employees in attendance for the virtual event. There were various options for employees to attend three breakout sessions throughout the day. A survey was sent out asking to provide feedback on the virtual meeting and the breakout sessions. The results of that survey will be shared with the Board when they become available.

- B. CCWD Update - OCCA**- A communication from the Higher Education Coordinating Commission was distributed to the Board prior to this meeting (see file). The communication discussed the Department of Administrative Services (DAS) budget reduction exercise, which reduces the general fund allotment by 8.5% for the current biennium, which equals 17% for the upcoming fiscal year. It is important to note that this is an exercise, and we will have a better idea tomorrow from the Governor’s office with regard to budget.
- C. Accreditation Update** - No update at the moment but as soon as we receive the final letter from our accreditors it will be shared with the Board.
- D. Entrepreneurial Fund Update** - The only update is that we will no longer be funding the Innovation Hub through the Entrepreneurial Fund Update.
- E. Bond Oversight Committee (BOC)**- Greg McKown provided an update on the Health Professions Building. Most projects are moving right along with just a few minor delays due to COVID-19. We are about 85-90% complete on this project. Mr. McKown expects the last 10% of finishing work to be completed very quickly. In addition, Mr. McKown and Grant Walker are working with students to designs murals, way findings, and signs for the new Health Professions Building. Once these drawings are completed, they will be brought forward to the Board. Two contracts are being presented tonight in relation to the Redwood Campus Science Building Project. Pending approval of these contracts, design meetings are being scheduled with the Bond Oversight Committee, faculty, and staff for end user input. There were a few delays on phase 1 on the Redwood Campus Water Project, but we are still on schedule to complete this project on time.
- F. 2020/21 Management Renewal List** - No comments.
- G. Executive Summary - Revised Management Handbook** - No comments.

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

- A. Adopt Board Policy: BP- 5055 Enrollment Priorities (Second Reading)**

Claudia Sullivan moved, seconded by Shawn Hogan, that the Board adopt item 8.A, as presented.

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**The motion unanimously carried.**

- B.** Approve Contract with Adroit Construction for CM/GC Services- RWC Science Building

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

**The motion unanimously carried.**

- C.** Approve Contract for Architecture and Engineering Services- RWC Science Building
- a. Curtis Sommerfeld and the Board commended Greg McKown on the amazing job he has done in negotiating these fees on behalf of the college and helping to save the taxpayers money.

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

**The motion unanimously carried.**

**9. Foundation and Senior Management Team Reports**

- A. Foundation** - Judy Basker highlighted that the Foundation has donated \$30K from their Project Grants Subcommittee to the college to be used for student emergencies. Ms. Basker was excited to announce that there are three new Foundation board members. Lastly, just today the Foundation received a \$20K check from the Oregon Community Foundation to put toward Health Care Equipment, bringing the grand total raised so far to \$811,000. The Board thanked Judy for her continued efforts on behalf of RCC.
- B. Senior Leadership Team** - Curtis Sommerfeld gave an update on our application to the state for matching capital construction funds. We are applying for support for a Transportation Technology Complex at the Redwood Campus and have sketched out a conceptual plan for a 30,000 square foot building. Juliet Long added that this would bring new technology and space to our automotive department and other transportation related programs
- C. Institutional Research Effectiveness & Planning (IREP)** - President Kemper-Pelle highlighted Objective 6 from the report (see file). The Board expressed interest in putting this item back on the agenda at a time when they could spend more time discussing and interpreting this data.

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**10. New Business-**

- A. Nominating Committee - Annual Board Organization - Shawn Hogan has agreed to take the lead of conferring with his fellow board members in creating board organization for next year.
- B. Board Retreat - Since the original Doodle poll was sent out pre COVID-19, the Board agreed that Rachelle Brown will send out another poll to reassess everyone's summer availability. The results will be shared with Shawn Hogan and President Kemper-Pelle to set a final date and location.
- C. Health Professions Advisory Committee Meetings - Claudia Sullivan provided an update on the Health Professions Advisory Committee Meetings she has been attending. She attended the Early Childhood Education Advisory Committee Meeting on May 11, and the main topic at that meeting was to look at their new program outcomes. Ms. Sullivan said that it was a great information session. She was really impressed with the collaboration and encouragement between the various groups in response to COVID-19. On May 13 Ms. Sullivan also attended the Dental Assisting Advisory Committee. She noted the work that was being done to reach out to dentists and other people in the dental profession in the community to hear what they would like to see as part of the curriculum. Ms. Sullivan said she has found her new passion as a board member and is looking forward to attending more of the advisory committee meetings in the future, and she encourages her fellow board members to do the same.

**11. Old Business - None.**

**12. Approve Consent Agenda**

- A. Meeting Minutes
  - a. April 21, 2020 Special Board Meeting
  - b. April 21, 2020 Regular Board Meeting
- B. Grant Acceptance (None)
- C. Human Resources (None)
- D. Financial Reports
  - a. Monthly Financial Data Report- April 2020

Pat Fahey moved, seconded by Pat Ashley, 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.

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- C. Facilities Committee - Shawn Hogan and Roger Stokes had a meeting with Curtis Sommerfeld and his team on the prioritization of projects. They will have a follow up meeting soon.
- D. OCCA/OSBA - Ron Fox attended the OCCA board meeting last Friday and said that he was shocked to hear some of the enrollment declines that other colleges were reporting. He commended President Kemper-Pelle and her team on quickly switching to a virtual learning environment, and he believes that has helped us keep our FTE from dropping any further in response to COVID-19.
- E. Board Outreach Committee - Nothing to report.
- F. Marketing Advisory Council - The council met on April 24<sup>th</sup> and they reviewed logos for RCC's 50<sup>th</sup> anniversary and discussed the upcoming timeline for celebrations.
- G. RCC Foundation - Ron Fox encouraged his fellow board members to attend the Foundation end of the year board meeting and celebration to praise Judy Basker and her team for all of the funds they have been able to raise.

Kevin Talbert closed the public meeting at 6:23 p.m.

- 14. Executive Session-** Kevin Talbert called the meeting into Executive Session at 6:27 p.m. pursuant to ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents, (2)(d) Labor Negotiations, (2)(f) Exempt Public Records, and (2)(i) Performance of Public Officer and closed the Executive Session at 7:00 p.m.

Kevin Talbert reconvened the public meeting at 7:01 p.m.

**15. Action Item-**

- A. Approve President's Contract

Ron Fox moved, seconded by Shawn Hogan, that the Board approve item 15.A, as presented.

**The motion unanimously carried.**

**16. Roundtable-**

Pat Fahey - He has been enjoying taking classes at RCC and complemented the staff and faculty at RCC for the smooth transition to distance learning.

Pat Ashley - Says it is not the same over the phone and she misses seeing everyone.

Shawn Hogan - He is glad that Pat is enjoying his classes at RCC.

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Claudia Sullivan - She attended Spring In-Service, and she found it to be very informative.

Ron Fox - Wished everyone good health and to stay safe.

Kevin Talbert - Stated that he will be going back to work over the summer as an interim director for a non-profit organization.

**17. Adjournment-** Kevin Talbert adjourned the meeting at 7:07 p.m.

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