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**Rogue Community College District**  
**Board of Education – June 18, 2019 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 Claudia Sullivan, Board Chair, at 4:00 p.m. on June 18, 2019, at the Redwood Campus (RWC), Room H2, 3345 Redwood Highway, Grants Pass, OR. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Claudia Sullivan, Pat Ashley, Pat Fahey, Ron Fox, Shawn Hogan, and Roger Stokes.

Absent: Kevin Talbert

3. **Introduction of Guests** – RCC District employees including Cathy Kemper-Pelle, Judy Basker, Navarro Chandler, Debbie Dice, Kori Ebenhack, August Farnsworth, Jamee Harrington, Natalie Herklotz, Juliet Long, Rene McKenzie, Tracy Redd, Laurie Roe, Teri Smith, Lisa Stanton, Curtis Sommerfeld and Denise Nelson.

4. **Public Comment – None**

5. **Public Hearing – 2019/2020 Budget**

Claudia Sullivan opened the public hearing at 4:02 p.m. for the purpose of receiving public comment regarding the 2019/20 Budget. There being no comment, Ms. Sullivan closed the hearing at 4:03 p.m.

6. **Presentation/Other – None**

7. **College Reports**

A. Finance and Audit Committee – The Committee met just prior to the Board meeting and reviewed the Monthly Financial Data Report (see file). Pat Fahey reported the College recently paid-off a financial loan for the facility located in downtown Grants Pass. This loan was the last non-bond debt of the College. Pat Ashley mentioned that a cost savings was realized by paying the loan off in an expeditious manner. Roger Stokes reported the College is operating in the black.

B. Written Reports

- a. Student Government – Rene McKenzie, Director of Student Programs, advised that student leadership provided written reports for Board review in advance of the meeting (see file). Student representatives are no longer on campus because spring term ended June 14.
- b. Classified Association – Sarah Wofford provided a written report for review prior to the Board meeting (see file).
- c. Faculty Association – (no written report).
- d. Faculty Senate – (no written report).

8. **President's Report**

A. Monthly Calendar and Narrative – President Kemper-Pelle provided a written report for Board review prior to the meeting (see file) and discussed the following highlights:

- Page 4 of the report provides information regarding the Workforce Partnership award given to Lynn Black and Juliet Long. Dr. Serena St. Clair was named Workforce Champion for her work with Career Pathways. The Presidents of the Southern Oregon Higher Education Consortium also received recognition.

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- Page 5 provides information regarding the Oregon Pathways to Opportunity Summit. All 17 of Oregon’s community colleges are moving forward to expand their participation by leveraging federal, state and local resources. RCC is piloting this in Adult Basic Skills.

**B. Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting (see file). It was reported that some board members participated in a tour of the new RWC Art building prior to the Board meeting today. A grand opening will be planned to possibly incorporate an art show.

- The High Tech Center project is officially completed.
- The Health Professions Building project is currently on time, currently in soil preparation.
- Pat Ashley thanked staff for displaying a sign at TRC to advise people what is going on.
- The RWC Science building is on hold until the RWC Master Plan process is conducted.
- Moving forward with the water connection.

**C. Enterprise Resource Planning (ERP) Consortium Update** – Vice President Sommerfeld reported the new ERP is in a pause mode to work out migration issues. Blue Mountain Community College’s (BMCC’s) RogueNet data was delivered this morning. Most likely, BMCC will be first to transition to the new ERP. RCC Subject Matter Experts (SMEs) are working on the processes and configuration of the system including test processes (not just data). RCC is currently scheduled to go live February or March 2020.

**D. Entrepreneurial Fund Update** – No report at this time.

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

**A. Adopt 2019/20 Budget**

Pat Ashley moved, seconded by Ron Fox, the Board approves Resolution No. B87-18/19 as presented to adopt the 2019/20 Budget and make applicable appropriations.

**The motion unanimously carried.**

**B. Impose 2019/20 Taxes**

Pat Fahey moved, seconded by Roger Stokes, the Board adopts Resolution No. B88-18/19 to levy all taxes as required by the 2019/20 Budget, and further resolves that the Vice President of College Services/CIO (Deputy Clerk) certify to the County Assessor (or other Assisting Officer) of Jackson and Josephine Counties, Oregon, the tax levy made by this Resolution and shall file with them a copy of the Resolution to Impose 2019/20 Taxes for Rogue Community College.

**The motion unanimously carried.**

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**C. Approve Board Policy: BP-3410 Nondiscrimination (Second Reading)**

Ron Fox moved, seconded by Pat Fahey, the Board adopts agenda action items C through G; BP-3410, BP-3900, AP-2410, AP-2510, AP2715 and the Code of Ethics Compliance Statement as presented.

The motion unanimously carried.

**D. Approve Board Policy: BP-3900 Speech: Time, Place, and Manner (Second Reading)**  
(see 9.C)

**E. Approve Board Procedure: AP-2410 Board Policies and Administrative Procedures (Second Reading)** (see 9.C)

**F. Approve Board Procedure: AP-2510 Participation in Local Decision-Making (Second Reading)** (see 9.C)

**G. Approve Board Procedure: AP2715 Code of Ethics/Standards of Practice (Second Reading)** (see 9.C)

**a. Code of Ethics Compliance Statement (Second Reading)** (see 9.C)

**H. Review Board Policy: BP-2100 Board Elections (First Reading)** – No comments at this time.

**I. Review Board Policy: BP-2110 Vacancies on the Board (First Reading)** – No comments at this time.

**J. Review Board Policy: BP-2210 Board Officers (First Reading)** – No comments at this time.

**K. Review Board Policy: BP-2220 Committees of the Board (First Reading)** – No comments at this time.

**L. Review Board Policy: BP-2305 Annual Organization Meeting (First Reading)** – No comments at this time.

**M. Review Board Policy: BP-3600 Auxiliary Organizations (First Reading)**

Ron Fox commented he likes how this policy currently reads.

**N. Review Board Procedure: AP-2430 Delegation of Authority to the College President (First Reading)** – No comments at this time.

**O. Approve Contract w/Hunter Communications for Internet Services**

Roger Stokes moved, seconded by Pat Ashley, the Board adopts Resolution No. B89-18/19 approving a contract with Hunter Communications to provide Internet Services to all college locations for an annual cost of \$105,600 for a five (5) year period.

The motion unanimously carried.

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**P. Approve Contract w/Outlier Construction for EMS Department Renovation**

Pat Ashley moved, seconded by Roger Stokes, the Board adopts Resolution No. B90-18/19 approving a contract with Outlier Construction, LLC, to provide Construction Services for the Emergency Medical Services (EMS) renovation at the Table Rock Campus (TRC), not to exceed \$123,998 plus an owner contingency of not more than 15%.

Pat Ashley requested more information regarding the renovation. Curtis Sommerfeld described that TRC room 100 currently has a door leading into the EMS Department, thus room 100 will be converted into EMS instructional space. The room will be divided up into scenario spaces with screens to change the back drop of the scenario(s). President Kemper-Pelle added this will be a high-tech instructional space integrating a variety of aromas to enhance the instructional scenario(s).

**The motion unanimously carried.**

**Q. Approve Equipment Purchase Through Klein Education Systems**

Ron Fox moved, seconded by Roger Stokes, the Board adopts Resolution No. B91-18/19, approving the purchase of Equipment through Klein Educational Systems in the amount of \$55,952.10.

**The motion unanimously carried.**

**R. Approve Faculty Emeritus Status – Linda Wagner**

Pat Ashley moved, seconded by Shawn Hogan, the Board adopts Resolution No. P92-18/19 awarding the honor of Faculty Emeritus status to Linda Wagner.

Claudia Sullivan commented that Linda Wagner has been an exemplary Department Head for the Nursing program and has earned Faculty Emeritus status at the College.

**The motion unanimously carried.**

**S. Approve Faculty Emeritus Status – Jim Van Brunt**

Pat Fahey moved, seconded by Pat Ashley, the Board adopts Resolution No. P93-18/19 awarding the honor of Faculty Emeritus status to Jim Van Brunt.

Pat Fahey referred to the recommendation letter written by Juliet Long to appoint Jim Van Brunt to Faculty Emeritus status and commented Mr. Van Brunt is clearly deserving of this status.

**The motion unanimously carried.**

**T. Approve Faculty Emeritus Status – Lori Sours**

Pat Ashley moved, seconded by Roger Stokes, the Board adopts Resolution No. P94-18/19 awarding the honor of Faculty Emeritus status to Lori Sours.

Claudia Sullivan commented that Lori Sours is an amazing person and student advocate. President Kemper-Pelle added that Ms. Sours worked with all departments across the Instructional division.

**The motion unanimously carried.**

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**U. Approve Faculty Emeritus Status – Serena St. Clair**

Ron Fox moved, seconded by Pat Ashley, the Board adopts Resolution No. P95-18/19 awarding the honor of Faculty Emeritus status to Serena St. Clair.

Ron Fox reported that he had occasion to work closely with Ms. St. Clair when accomplishing work related to Workforce Training and advised that Serena was a great representative of RCC.

**The motion unanimously carried.**

**V. Approve Abstract of Voters – May 2019 Special District Election**

Ron Fox moved, seconded by Pat Ashley, the Board adopts Resolution No. P96-18/19 accepting the Official Abstract of Voters for the May 21, 2019 Special Election as presented.

**The motion unanimously carried.**

Claudia Sullivan called the meeting into recess at 4:36 p.m. and reconvened the meeting at 4:50 p.m.

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

**A. Foundation** – Judy Basker, Executive Director, highlighted items from the Foundation’s written report (see file). Ms. Basker also reported, for the first time in five years, there is a decline in donations nation-wide. This is related to the fact that donors can no longer take itemized deductions for a certain level, and people are making donations to political parties.

**B. Institutional Research, Effectiveness & Planning** – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the Full-Time Equivalency (FTE) Report (see file). Ms. Roe reported the State of Oregon is conducting an FTE audit (first round) and she also reviewed the following graphs from her written report (see file).

- Adjusted Six-Year Completion Rate by Key Performance Indicator (KPI) Status: All
- Three Year Completion Rate: Any Certificate or Degree
- Student Faculty Interaction
- Active and Collaborative Learning

**C. College Services** – Curtis Sommerfeld, Vice President, College Services, has been focused on the new ERP project and will continue to work with Campus Management and the Oregon Community College Consortium on this. The monthly Bond Project Status Report, Monthly Financial Data Report, Quarterly Budget Transfer Report, and Monthly Facilities Report, were submitted for Board review (see file) by the College Services Leadership Team.

**D. Instructional Services** – No report at this time.

**E. Student Services** – Kori Ebenhack, Vice President, Student Services, highlighted items from her written report (see file).

- Student Services retreat was held June 6-7
- Vice President Ebenhack thanked Rene McKenzie, Director, Student Programs, for her excellent work and accomplishments related to the student success grant. Page 10 of the Student Services report highlights the history and future of the First Generation Student Success grant at RCC (see file).

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**11. New Business - None**

**12. Old Business**

- A. Campus Building Naming Opportunities Procedure Update: President Kemper-Pelle reported this is a procedure presented to the Board because this has been a discussion topic at previous Board meetings. Claudia Sullivan requested Board members contact Board Policy Committee members with suggestions or feedback regarding the wording of the procedure.

**13. Consent Agenda**

Pat Ashley moved, seconded by Roger Stokes, the Board approves the consent agenda as presented:

- A. Meeting Minutes
  - a. May 21, 2019 District Budget Committee Meeting
  - b. May 30, 2019 District Budget Committee Meeting
- B. Grant Acceptance – None
- C. Financial Reports
  - a. Monthly Financial Data Report – May 2019
  - b. Budget Transfers

President Kemper-Pelle reported the vacant Grants Coordinator position should be filled soon.

**The motion unanimously carried.**

**14. Board Reports**

- A. Board Policy Committee: Pat Ashley reported the Committee is getting through the Board portion of the policies rapidly and continues to work with Cheryl Johnson and President Kemper-Pelle. The next reading of policies and procedures will occur at the Board's regular meeting in August.
- B. Executive Committee: Pat Fahey reported the Executive Committee met to review and discuss the proposed June Board meeting agenda.
- C. Facilities Committee: Roger Stokes reported the monthly Facility Report (see file) lists the regular maintenance being performed.
- D. Oregon Community College Association (OCCA)/Oregon School Board Association (OSBA): Ron Fox provided an update regarding the pending State of Oregon budget. The last report received indicated the \$641 million commitment from the State will not happen, however, it is possible the \$40 million one-time investment directed toward Career and Technical Education might be approved.

Mr. Fox serves on the OCCA Membership Committee. The Government Institute for Student Success (GISS) survey is a membership service provided by OCCA to reinforce, and be clear about, what members want to receive from OCCA. President Kemper-Pelle reported the GISS training conference occurs every three years as professional development for Board members.

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- E. Board Outreach Committee: Pat Fahey reported the first presentation was given at the Grants Pass Rotary meeting. RCC student, Jennifer Cunningham, did very well. The Committee completed a brief study about the printed material Grant Walker had available for distribution by the group by keeping track of what was set out and what came back. It was clear that the Pathways material was a hit. The Committee is contacting other Rotary Clubs and hope to conduct one or two presentations per quarter.

Claudia Sullivan called the meeting into recess at 5:30 p.m. and reconvened the meeting at 5:38 p.m.

15. **Executive Session** – Claudia Sullivan called the meeting into Executive Session at 5:39 p.m. pursuant to ORS 192.660(2)(d) Labor Negotiations; (2)(e) Real Property Transactions; and (2)(f) Exempt Public Records, and closed the Executive Session at 6:12 p.m.

Claudia Sullivan reconvened the public meeting at 6:12 p.m.

**16. Board Discussion Items**

- A. Board Retreat – Claudia Sullivan reported the Board Retreat will be held on September 20, 2019. It was determined Cheryl Johnson would be asked to facilitate the Retreat since she has already worked with the Board on developing goals.
- B. 2019/20 Draft Board of Education Committee Assignments & Meeting Dates  
A handout related to this topic was distributed to Board members (see file). The annual Board organization meeting will be held in July according to Oregon Revised Statute.
- Staff will distribute Executive Committee dates to Board members.
  - President’s Performance Review – Proposed Committee members are:
    - a. Kevin Talbert (incoming Board Chair);
    - b. Shawn Hogan (incoming Board Vice-Chair); and
    - c. Claudia Sullivan (immediate past Board Chair)
  - It was noted that Pat Fahey can serve as alternate for OCCA/OSBA.

Discussion occurred regarding the Bond Oversight Committee. Claudia Sullivan reported, when the Bond Oversight Committee was formed, the Board made a decision not to conduct this work by quorum of the Board, rather, to conduct this work by committee. In addition, when the committee was formed, it was determined the President would be responsible for making recommendations to the Board (it would be a President’s committee). Originally, Board members serving on the Committee were Pat Ashley, Kevin Talbert and Dean Wendle. Roger Stokes began serving on the Committee as the replacement for Dean Wendle.

- In Claudia Sullivan’s view, it would be best to have a representative from Josephine County serve on the Committee, especially with bond projects in Josephine County underway.
- Pat Fahey agreed, and in his view, it would be best to have a representative from Josephine County serve on the Committee.
- President Kemper-Pelle reported that people in Josephine County are concerned about not having Board representation from Josephine County on the Committee.
- Vice President Sommerfeld recommended the Bond Oversight Committee discuss this at the Committee’s July meeting. There was no objection to this recommendation.

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**17. Roundtable**

- Claudia Sullivan enjoyed participating in the GED graduation ceremony and Commencement. She complimented staff for their work on these events.
  
- Pat Ashley commented on the venue and appreciates the events are now held at a location which provides stationery seating and is easily accessible to all.

**18. Adjournment** – Claudia Sullivan adjourned the meeting at 6:40 p.m.

Meeting minutes respectfully submitted by Denise Nelson, Assistant to the Vice President of College Services (substitute recorder).