
***Rogue Community College District
Board of Education – June 20, 2017 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Ron Fox, Chair, at approximately 4:00 p.m., Tuesday, June 20, 2017, Table Rock Campus (TRC), 7800 Pacific Avenue, room 206, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Brett Johnson, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle.
3. **Introduction of Guests** – RCC District employees including Cathy Kemper-Pelle, Judy Basker, Kori Ebenback, Jodie Fulton, Kirk Gibson, Natalie Herklotz, Brooke McDermid, Greg McKown, Sara Moye, Christine Murff, Deb Murphy, Teresa Rivenes, Teri Smith, Lisa Stanton, Sarah Wofford and Denise Nelson.
4. **Public Comment** – None
5. **Public Hearing 2017/18 Budget** – Ron Fox opened the public hearing at 4:02 p.m. for the purpose of providing an opportunity for public comment regarding the 2017/18 Budget.

There being no comment Mr. Fox closed the hearing at 4:03 p.m.
6. **Presentation**
 - A. Board of Education Service Award – Brett Johnson
President Cathy Kemper-Pelle presented an award to Board member Brett Johnson and thanked him for his service on the Board of Education over the past four years.

Mr. Johnson provided his gratitude and appreciation for the support he received as a Board member. He particularly appreciated the respectful manner in which people worked together.
7. **College Reports**
 - A. Bond Oversight Committee – A written report was provided to the Board for review prior to the meeting (see file). Greg McKown reviewed the following highlights:
 - The High Tech Center’s modified plans and the request for proposal were resubmitted to the U.S. Economic Development Administration (EDA) for approval on June 6th.
 - The permit for the ditch project was submitted. The U.S. Army Corps of Engineers is required to approve and sign-off since the water drains into the Rogue River.
 - The Bond Oversight Committee and college deans met on May 26 to discuss the space utilization study. We are seeking recommendations for the Health Professions building.

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- Annexation to the City of Grants Pass will occur only after the Redwood Campus (RWC) water project is completed. Will be meeting with the City of Grants Pass to identify their requirements and logistics to move the project forward. The City does not prefer to have ownership of the system, however, they would entertain the idea, and provide options, if we decided to go that route. A 20-foot easement would be required in addition to a meter on every building as opposed to one master. Infrastructure upgrades would also be required in order to meet their standards.
- Tim Johnson posed a question for consideration as the Bond projects move forward. When the projects are completed, will we be able to identify what was done that brought energy efficiency or environmental improvement? Greg McKown believes it will not be difficult to provide this information because we are required to itemize everything as we construct.

B. Finance and Audit Committee – Claudia Sullivan and Dean Wendle participated in the June committee meeting and Claudia reported the following:

- All funds, except Financial Aid, will have an ending fund balance to carry over into fiscal year 2017/18.
- The Investment Policy is being presented for first reading today.
- The summary of changes for April through May 2017 is listed on page 1 of the 2016/17 Budget Transfer report (see file).

C. Written Reports from Student Government, Classified Association and Faculty Senate were distributed to the Board for review in advance of the meeting. Deb Murphy, Faculty Senate also provided the following verbal report:

- President Kemper-Pelle and Board member Pat Ashley were guests at the faculty award luncheon. In the midst of the stress and chaos of fiscal year end, it was nice to take the time to acknowledge the accomplishments of faculty.
- Deb is stepping down as co-chair. Jessica Kitchen will continue to serve as co-chair and someone (to be determined) will share the responsibility with her.
- Faculty Senate will be reviewing their bylaws to determine if anything needs to be changed. They will also be looking at the Wildly Important Goals (WIGS) to discuss how the goals tie into the strategic plan.
- Vice President Curtis Sommerfeld attended a Faculty Senate meeting to discuss security. The discussion went well and everyone appreciated talking with him.

8. President's Reports

A. Monthly Calendar and College Issues (see file)– President Kemper-Pelle reported the following:

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- Last week, Riverside Campus received a threatening note referencing the events at Umpqua Community College. A debrief meeting has been held. The electronic notification system did not respond in a way we were promised it would. There was a delay in sending notification by e-mail and text messages. This event occurred during the end of term and finals were disrupted. It was reported that faculty provided additional opportunities for testing.
- When RCC decided to raise tuition rates as one of our strategies to address budget cuts from the State of Oregon, college administration made a commitment to offset tuition increases by lowering textbook costs. The Math department is converting all developmental math courses into Optional Educational Resources (free book developed in-house). President Kemper-Pelle congratulated the Math department for their good work.

B. FTE Report – (see file)

C. Time Magazine Article – *The Case for Community College* (see file) – Community colleges are now seen as the primary vehicles for workforce training in the United States. Cathy was happy to see Time Magazine publish an article on this topic.

9. Board Action and/or Information Items

A. Adopt 2017-2020 Strategic Plan (second reading)

Tim Johnson moved, seconded by Pat Ashley, the Board approves Resolution No. P87-16/17 adopting the 2017-2020 Strategic Plan as presented.

Ron fox commented he likes the format and also likes the three Wildly Important Goals with only nine metrics underneath.

Board members thanked those involved for their good work.

The motion unanimously carried.

B. Adopt 2017/18 Budget

Tim Johnson moved, seconded by Pat Ashley, the Board approves Resolution No. B89-16/17 to adopt the 2017/18 Budget and make applicable appropriations as presented.

Board members thanked staff for the excellent work developing the 2017/18 Budget. Compliments were provided to Natalie Herklotz for making the information easy to read.

The motion unanimously carried.

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C. Impose 2017/18 Taxes

Dean Wendle moved, seconded by Tim Johnson, the Board adopts Resolution No. B90-16/17 to levy all taxes as required by the 2017/18 budget, and further resolved 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 the Resolution, and shall file with them a copy of this Resolution to Impose 2017/18 taxes for Rogue Community College.

The motion unanimously carried.

D. Approve Abstract of Voters – May 16, 2017 District Election

Tim Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. P91-16/17 accepting the Official Abstract of Voters for the May 16, 2017 Special Election as presented.

The motion unanimously carried.

E. Approve contract for Nursing Assistant and CNA2 Training with Pacific Healthcare Training

Pat Ashley moved, seconded by Brett Johnson, the Board adopts Resolution No. B92-16/17 approving a contract with Pacific Healthcare Training to provide Nursing Assistant and CNA2 training as part of the Southern Oregon Health Occupations Poverty Elimination Project (SOHOPE) not to exceed the amount of \$101,675.

The motion unanimously carried.

F. Approve Contract with Blackboard, Inc. for Course Delivery, Hosting and Blackboard Learn Licensing

Tim Johnson moved, seconded by Dean Wendle, the Board adopts Resolution No. B93-16/17 approving a three-year contract with Blackboard, Inc. not to exceed \$335,965.66.

The motion unanimously carried.

G. Approve Contract for Janitorial Services – Riverside Campus

Brett Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. B94-16/17 approving a multiyear contract with Pathway Enterprises, Inc., a Qualified Rehabilitation Facility for janitorial services at Rogue Community College's Riverside Campus. The contract will be in effect July 1, 2017 at a not to exceed amount of \$365,446.75 for the three-year period.

The motion unanimously carried.

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H. Approve Contract with MBS Service Company, LLC for Bookstore Retail Store Point of Sale System

Tim Johnson moved, seconded by Claudia Sullivan, the Board adopts Resolution No. BR95-16/17 approving the five-year contract with MBS Service Company, LLC, not to exceed (NTE) \$206,337 plus an annual escalation on the support fee NTE 3%.

President Kemper-Pelle reported it is necessary to provide point of sale services to students and this software will greatly improve efficiency with the bookstore.

The motion unanimously carried.

I. Approve Deferred Compensation Retirement Plan

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopts Resolution No. HR96-16/17 approving the Rogue Community College 457(b) Deferred Compensation Plan Document to be effective July 1, 2017.

The motion unanimously carried.

J. Approve Faculty Emeritus Status – Alex Kozlowski

Tim Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. P97-16/17 awarding the honor of Faculty Emeritus status to Alex Kozlowski.

The motion unanimously carried.

K. Approve Faculty Emeritus Status – Gaia Layser

Tim Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. P99-16/17 awarding the honor of Faculty Emeritus status to Gaia Layser.

The motion unanimously carried.

L. Approve Faculty Emeritus Status – Mary O’Kief

Tim Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. P100-16/17 awarding the honor of Faculty Emeritus status to Mary O’Kief.

The motion unanimously carried.

M. Review New Board Policy Article IV: Business/Non-Instructional; Section A: Finance and Budget; Policy 100:Cash and Investment Program (first reading)

This is the first reading of the proposed new policy. Board members were advised to direct questions to Lisa Stanton, Chief Financial Officer, prior to the second reading.

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10. 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) and provided the following comments:

- Jodi Simons, Assistant Director, has done a terrific job this past year.
- Anticipating over \$1 million in pledges next year.
- The Foundation's end of year meeting and dinner will be held next Thursday.
- An inquiry has been received from a place in Reno, NV doing mineral exploration. They are requesting permission to look for minerals/metals on or near property owned by the Foundation in exchange for a fee. Staff is looking into this.

B. Vice Presidents

- a. College Services – Lisa Stanton, Chief Financial Officer, reported on behalf of Vice President Sommerfeld who is out of district. Southern Oregon University (SOU) lost \$1.9 million due to e-mail fraud. Unknown suspects allegedly posed as a construction company currently contracted with SOU. The e-mail prompted SOU to wire transfer the spring payment to a bank account that was not owned by the actual construction company. An FBI investigation is underway. Lisa reported RCC does not complete many wire transfers. In addition, Lisa has set a payment cap in our system. She has confidence in the security measures in place at RCC.
- b. Instructional Services – Kirk Gibson, Vice President of Instruction, referred to a document titled *CC4A (College & Career for All) Biennial Report*, distributed to Board members with the Board meeting material, marked as agenda item 10.B.b (see file). This report provides data regarding the Science, Technology, Engineering and Math (STEM) activities in Jackson and Josephine Counties and RCC's numbers are impressive. The following lists percentage increases over a two-year period (2016/17 vs. 2014-15):
- Duplicated student head count, +22%
 - Participating teachers, +49%
 - Credit hours granted, +15%
 - Total tuition savings, +34%

President Kemper-Pelle congratulated the Instructional division on a job well done. It was a phenomenal amount of work to get that many people approved in a short time.

- c. Student Services – Kori Ebenhack, Vice President of Student Services, provided a written report for Board review prior to the meeting (see file).

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Ms. Ebenhack indicated the Student Services report lists the benefits RCC students have access to. She is considering using some of this information for an advertising campaign. Students have more opportunities than a classroom education only. Pat Ashley asked if it was possible to expand on the TRiO model. Kori reported TRiO provides \$1,500 per student, in each year of support, for 170 students. Helping people, as the TRiO program provides, takes a lot of individual contact hours. We can use this model but we would need the funding to carry out the student contact hours.

Ron Fox likes the idea of building on the life of a grant program and he is interested in what we could learn about the way we function in student services because of best practices.

Claudia Sullivan reported the College maintains a chart called the *27 Best Practices* and commented more student contact can be provided with additional funding. Career Services is the one thing we do not have a robust program for. We have one person for three campuses. It would be good for the Board to consider this since it is something we know would make a big difference.

Ron Fox recommended discussing this issue at the next Board retreat.

11. Board Discussion Items

- A.** May 19, 2017 Faculty Senate Awards Luncheon – Pat Ashley enjoyed attending the luncheon and hearing more about the work of our Faculty.
- B.** May 19, 2017 Jackson County Scholarship Award Ceremony – Pat Ashley participated and enjoyed the opportunity to sit with students. Kingsley Kelley, KTVL, served as emcee of the event, which added levity to the award ceremony.
- C.** May 23, 2017 Josephine County Scholarship Award Ceremony – Claudia Sullivan attended and agreed the emcee added levity to the event as Pat previously mentioned. Claudia enjoyed listening to student’s stories about how their scholarship has changed their lives. In addition, she liked the change in format to include a focus on donors.
- D.** May 23, 2017 Reserve Officer Law Enforcement Academy Graduation – Brett Johnson attended this event which he reported was a very good ceremony. He feels the secret of making this program successful is the recruitment of instructors.
- E.** June 2, 2017 TRiO SSS Graduation/Transfer Celebration (RWC) – Claudia Sullivan attended and enjoyed the event. She thought it was nice to hear from every student regarding future educational plans.
- F.** June 9, 2017 TRiO SSS Graduation/Transfer Celebration (RVC) – No report.

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- G.** Pending Items List – A consensus was reached to discuss the Board meeting schedule and format at the Board retreat, in particular, the internal and external informational sessions. Also to be added to the Board retreat agenda, it would be good for the Board to discuss the Wildly Important Goals (WIGS) on a monthly basis. Since there are a number of WIGS, what format should be used for this at the monthly board meetings?

After discussion, it was determined the following items will be added to the Pending Items list. One board member accepted responsibility to partner with an administrator on the identified topic, complete research, and provide information as follow-up:

New Topics

- Should the College offer childcare again? The Medford School District has been successful with this. Is there federal or state money available for this? Pat agreed to work on this with Kori Ebenhack.
- Parking at all campuses. Downtown Medford is currently the largest challenge for our students, but what are the needs (current and future) for RWC and TRC in the future. Ron Fox agreed to work on this with Kori Ebenhack.
- WIGS – Ron and Claudia volunteered to work with Cathy Kemper-Pelle and Laurie Roe once the Board determines the format in which they would like to receive a report.

The following are topics previously added to the Pending Items list:

- Campus safety/security – Ongoing, all board members
- Board meeting schedule and format – To be discussed by all board members at the retreat
- Nursing program and expansion – Tim Johnson agreed to work on this with Kirk Gibson
- New markets tax credits – This is currently on hold. Dean Wendle agreed to work on this with Lisa Stanton
- Board policy handbook – This is currently pending information from OCCA. Pat Ashley and Claudia Sullivan have been working on this with Denise Nelson

Denise Nelson will revise the Board of Education Pending Items List to reflect the revisions noted above.

Denise Nelson circulated a thank you card for Sheriff Daniels and team for coordinating phenomenal security at RCC's commencement ceremony with minimal preparation time. President Kemper-Pelle noted she plans to write an official thank you letter to Sheriff Daniels.

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12. Approve Consent Agenda

Tim Johnson moved, seconded by Dean Wendle, the Board approve the Consent Agenda as presented:

- A. Meeting Minutes
 - a. March 21, 2017 Board Meeting
 - b. May 16, 2017 District Budget Committee Meeting
 - c. May 25, 2017 District Budget Committee Meeting

- B. Human Resources
 - a. Full-Time Faculty Retirement, Early Childhood and Elementary Education – Eileen Micke-Johnson

- C. Grants
 - a. New Grant – Teen Drivers’ Tuition Assistance Grant
 - b. Continuation Grant – Learning Standards Trainers Grant

- D. Financials
 - a. Monthly Financial Data Report – May 2017
 - b. 2016/17 Budget Transfers

The motion unanimously carried.

13. Board Committee/Advisory Reports

- A. Board Executive Committee – In addition to reviewing the draft June 20 Board meeting agenda, the Executive Committee discussed the 2017/18 Board meeting schedule. Since this was an election year for our District, the annual board organization meeting must be conducted during the month of July. Denise Nelson contacted staff members who normally contribute agenda items for the Board meeting and determined, at this time, there are no time sensitive issues for Board approval in July or August. After discussion, it was determined the Board will hold their annual Board organization meeting on the third Tuesday of July and will forgo the regular Board meeting in August.

Board members discussed holding a retreat. Denise Nelson was directed to poll Board members to determine a date to hold a seven-hour retreat (including lunch) 9:00 a.m. to 4:00 p.m. Pat Ashley suggested holding the retreat at the same location as last year, if possible.

- B. Facilities Committee – Dean Wendle reported the environmental controls failed in the J, L and H buildings on RWC. He also reported the final results from the civil rights review audit for ADA accessibility are pending.

- C. OCCA/OSBA - President Kemper-Pelle provided a brief update regarding the State budget for the next biennium.

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Ron Fox called for a ten-minute break from 6:18 p.m. to 6:28 p.m.

- 14. Executive Session** – Ron Fox called the meeting into executive session at 6:28 p.m. in accordance with Oregon Revised Statute 192.660(2)(d) Labor Negotiations and closed executive session at 6:52 p.m.

15. New Business

- A. Approve Collective Bargaining Agreement Between RCC and RCC Education Association/OEA/NEA**

MAIN MOTION

Tim Johnson moved, seconded by Pat Ashley, the Board adopts the Collective Bargaining Agreement between RCC and the RCC Education Association/OEA/NEA as presented.

The motion unanimously carried.

- B. Approve Collective Bargaining Agreement Between RCC and Oregon School Board Employee Association Chapter 152**

MAIN MOTION

Tim Johnson moved, seconded by Claudia Sullivan, the Board adopts the Collective Bargaining Agreement between RCC and the Oregon School Board Employee Association Chapter 152.

The motion unanimously carried.

16. Old Business – None

- 17. Roundtable** – Claudia Sullivan offered congratulations to Pat Ashley for receiving the 2017 RCC Outstanding Citizen Award.

- 18. Adjournment** – Ron Fox adjourned the meeting at 6:58 p.m.

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