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**Rogue Community College District**  
**Board of Education – June 26, 2018 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 Dean Wendle at 4:00 p.m. on Tuesday, June 26, 2018, Table Rock Campus (TRC), room 206, 7800 Pacific Avenue, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Shawn Hogan, Roger Stokes, Claudia Sullivan, Kevin Talbert and Dean Wendle.
3. **Guests in Attendance** – RCC employees including Cathy Kemper-Pelle, Judy Basker, Navarro Chandler, Kori Ebenhack, Natalie Herklotz, Joann Linville, Juliet Long, Rene McKenzie, Greg McKown, Teresa Rivenes, Laurie Roe, Teri Smith, Curtis Sommerfeld, Carmen Sumner, Grant Walker, Sarah Wofford and Denise Nelson.

4. **Public Comment** – None

5. **Public Hearing – 2018/2019 Budget**

Dean Wendle opened the public hearing at 4:02 p.m. for the purpose of providing an opportunity for public comment regarding the 2018/19 Budget. There being no comment, Mr. Wendle closed the hearing at 4:03 p.m.

6. **Presentation/Other**

A. **Welcome – Board Member for the Interim, Roger Stokes, Zone 6**

Dean Wendle reported he administered Mr. Stokes' Oath of Office on June 14, 2018 at President Kemper-Pelle's Redwood Campus (RWC) office. President Kemper-Pelle and Denise Nelson provided new board member orientation immediately following. Board members welcomed Mr. Stokes to his service on the Board of Education.

7. **College Reports**

A. **Finance and Audit Committee**

Pat Ashley and Shawn Hogan participated in the Finance and Audit Committee meeting which was held just prior to the Board meeting. Pat Ashley reported the Committee reviewed the Monthly Financial Data Report and budget transfers. Shawn Hogan reported while our portion of funding from the State of Oregon based on student full-time equivalency (FTE) is down over last year, administration is looking at auditing FTE to maximize the amount we receive from the State.

B. **Written Reports**

- a. Student Government – Rene McKenzie, Director, Student Programs, reported written reports from student government presidents were provided for Board review prior to the meeting (see file). Students are now on break between terms.
- b. Classified Association – Sarah Wofford, President, Classified Association, provided a written report for Board review prior to the meeting which included the May 11, 2018 Oregon School Employees Association (OSEA) RCC Chapter 152 meeting minutes (see file).

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- c. Faculty Association – No written or verbal report.
- d. Faculty Senate – The April 27, 2018 Faculty Senate meeting minutes were provided for Board review prior to the meeting (see file).

**8. 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.

- RCC hosted a meeting with K-12 superintendents and their staff to discuss the launch of an early college program focused on career and technical education. This meeting was very productive and we identified questions that each district would need to answer prior to developing a memorandum of understanding. All three Medford High Schools and Eagle Point High School are interested in jumping in right away. Josephine County schools would like to wait another year. They were interested in doing proactive recruiting over the entire school year and registering students during spring term for the following fall. This project is a source of revenue for the College. We still have classes going with the Morris Family Foundation.
- A team of six from RCC, including President Kemper-Pelle, participated in the Achieving the Dream (ATD) kick-off event in Cleveland, Ohio. Some team members provided written reports regarding this experience for Board review prior to the meeting (see file). Team members Teresa Rivenes, Juliet Long, Laurie Roe, and Rene McKenzie, also provided verbal comments regarding the event. The following points were noted:
  - Realized how important this is
  - Everyone needs to own it
  - Our coaches are excellent
  - Event was really motivating
  - Learning the things that work makes this seem possible
  - ATD is not one size fits all
  - Use your data to identify your unique situation
  - It was good to have the opportunity to learn and work with our coaches

**B. Bond Oversight Committee (BOC)** – President Kemper-Pelle provided a handout item to Board members regarding the naming of facilities at TRC. There is a high priority on getting the name established for what we are now calling the High Tech Center since signage needs to be ordered soon. It was determined at the most recent BOC meeting that President Kemper-Pelle would invite input from instructional faculty of departments to be housed in the building. In result, faculty recommended “High Tech Center” as industry partners already know the center as such. Changing it may cause confusion with industry.

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Dr. Talbert reported the committee’s discussion also included campus-wide naming issues. RWC buildings are named after rivers and Riverside Campus (RVC) buildings are named after trees. A naming convention has not been established for TRC because until now it was just one building. Moving forward, are we going to adopt a naming convention for TRC? Pat Ashley recommended identifying buildings at TRC by nature of what they produce. As an example, the High Tech Center and the Health Science building. Ron Fox would like the Board to have a future discussion about donor naming opportunities. Dr. Talbert agreed. After discussion, it was determined there is nothing that would preclude adding a donor name to a building in the future. Staff will move forward with ordering High Tech Center signage.

Mr. McKown reported there is a delay with the storefront windows for the High Tech Center. Finish work on the building is in process. Greg submitted for the first financial reimbursement on this project. He reported there is a pre-application meeting scheduled with Jackson County for the Health Professions building to discuss requirements for that site. There is a workshop scheduled the end of July for that building and the design development package will be presented the end of August. The Health Professions project will then move into the construction drawing phase.

Regarding the RWC Water project, potential pumping locations are being reviewed with the City of Grants Pass. Working with DCS Engineering and their sub-consultant from Portland. The preferred alternative is to connect to city water. The consultant has done the leg work on this and believes we can make this happen. President Kemper-Pelle reported we have to change the wording of this project with the State of Oregon. The wording originally was limited to “remodel” and we want the flexibility of “new construction and/or remodel.”

Mr. McKown reported the RWC Deschutes (D) building schematic design package is due this Friday. He also reported the Fire District 3 training bids came in with the guaranteed maximum price (GMP) higher than expected.

**C. Enterprise Resource Planning (ERP) Consortium Update** – President Kemper-Pelle reported all five colleges have signed contracts with Campus Management. Vice President Sommerfeld reported the Campus Management kick-off meeting will be held on July 26<sup>th</sup>. Functional experts will be in attendance and the timeline and calendars will be discussed.

**D. Entrepreneurial Fund Update** – President Kemper-Pelle reported the largest expenditures in this fund right now are ATD and institutional research. She commented that after attending the ATD kickoff event she received confirmation that investing in an institutional research director was a critical and necessary step. The nature of the problems we are trying to address are so complex that we need help solving them.

Claudia Sullivan asked if the Aviso software contract will expire soon and if so, she requested the Board receive an outcome report regarding this software. President

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Kemper-Pelle will look into this and will confirm the contract period for this software is December 2016 through November 2018.

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

**A. Approve Board Policy Revision VII.A.090 – Credits for Prior Learning (Second Reading)**

Pat Ashley moved, seconded by Ron Fox, the Board adopts Resolution No. P71-17/18 approving the proposed revisions to Board Policy VII.A.090 as presented.

**The motion unanimously carried.**

**B. Approve Board Policy Revision VI.B.010 – Qualifications of Instructors (Second Reading)**

Claudia Sullivan moved, seconded by Kevin Talbert, the RCC Board adopts Resolution No. P72-17/18 approving the proposed revisions to Board Policy VI.B.010 as presented.

**The motion unanimously carried.**

**C. Review New Board Policy VIII.A.050 – Dual Credit (First Reading)**

This is the Board's first reading of the recommended new policy. No action taken.

**D. Review Revised Board Policy VII.A.080 – Degrees and Certificates (First Reading)**

This is the Board's first reading of the revised policy. No action taken.

**E. Review New Board Policy VIII.E.020 – Credit Hour (First Reading)**

This is the Board's first reading of the recommended new policy. No action taken.

**F. Review Revised Board Policy VIII.A.010 – Comprehensive Program Policy (First Reading)**

This is the Board's first reading of the revised policy. No action taken.

**G. Review Revised Board Policy IV.C.020 – Naming of Facilities (First Reading)**

Discussion occurred regarding the proposed revision. Dr. Talbert commented, in his view, he would like to see this policy further developed and more comprehensive. Pat Ashley would like to put something in place now (after second reading) and then the Board could re-examine it when time is available. She agrees this should be addressed as a comprehensive policy. President Kemper-Pelle reported the BOC discussed this at their last meeting and wanted to make this simple, more direct, and clearly state that naming of facilities is the Board of Education's responsibility. After discussion, Board members agreed they have no recommended revisions prior to the second reading. It was decided the BOC will discuss the overall issue of naming conventions and donor naming in further detail.

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This is the Board's first reading of the revised policy. No action taken.

**H. Review New Board Policy V.B.060 – Research on Human Subjects (First Reading)**

President Kemper-Pelle advised we are asked frequently to submit data about our students for larger projects. We also have graduate students who request to survey students. We do not currently have a policy regarding this.

This is the Board's first reading of this new policy. No action taken.

**I. Review New Board Policy VIII.A.050 – Transfer and Articulation (First Reading)**

This is the Board's first reading of this new policy. No action taken.

**J. Review Revised Board Policy VII.A.010 – Admissions (First Reading)**

This is the Board's first reading of the revised policy. No action taken.

**K. Adopt 2018/2019 Budget**

Claudia Sullivan moved, seconded by Kevin Talbert, the Board approve Resolution No. B95-17/18 as presented to adopt the 2018/19 Budget and make applicable appropriations.

**The motion unanimously carried.**

**L. Impose 2018/2019 Taxes**

Pat Ashley moved, seconded by Claudia Sullivan, the Board approve Resolution No. B96-17/18 to levy all taxes as required by the 2018/19 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 this Resolution, and shall file with them a copy of this Resolution to Impose 2018/19 Taxes for Rogue Community College.

**The motion unanimously carried.**

**M. Approve Contract for Janitorial Services**

Ron Fox moved, seconded by Shawn Hogan, the Board adopts Resolution No. B97-17/18, approving a multi-year contract with Pathway Enterprises, Inc., a Qualified Rehabilitation Facility (QRF) for janitorial services at Rogue Community College's Riverside Campus and dental lab space. The contract will be in effect July 1, 2018 for \$10,813.80 per month, \$129,765.60 annually.

**The motion unanimously carried.**

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**N. Approve Faculty Emeritus Status – Dr. Randy Wade**

Pat Ashley moved, seconded by Claudia Sullivan, the Board adopts Resolution No. P99-17/18 awarding the honor of Faculty Emeritus status to Dr. Randy Wade.

**The motion unanimously carried.**

**O. Contract with Infracale, Inc. for Offsite Data Storage**

Kevin Talbert moved, seconded by Shawn Hogan, the Board adopts Resolution No. B104-17/18, approving a three-year contract with Infracale, Inc. for Offsite Data Storage, not-to-exceed \$109,477.62.

**The motion unanimously carried.**

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

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

- The Foundation had a record breaking year with donations totaling \$1.7 million. This moves the Foundation’s corpus to over \$10 million.
- Ms. Basker thanked Pat Ashley for her service as the Foundation’s Board of Education liaison. Pat Ashley reported the Foundation received a gift of forested land years ago. Now, the time has come for the land to be harvested and replanted, and the Foundation who owns it for at least 100 years will be able to harvest it again. Whenever the timber is harvested, 60 percent of the proceeds go to the endowed scholarship and 40 percent is for use by the College as agreed by the Foundation. The property is currently leased to the College because many years ago the property was used for training, however, the College has not had a forestry related program for a long time. In order for us to pursue the harvest we must break the lease. A lawyer will provide assistance with this. President Kemper-Pelle recommended drafting a letter from the College and the Foundation will consider the lease null. Dr. Talbert confirmed the Foundation will ensure best practices by established companies are used when harvesting. Ms. Basker confirmed yes, that is important to the Foundation as well. It was determined that Judy Basker would draft the letter.

**B. Institutional Research, Effectiveness and Planning (IREP) –** Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the monthly enrollment report (see file).

- a. FTE Report – Ms. Roe commented that one of the rules of institutional research is that bad data costs money. Her team has been auditing data to ensure maximum reimbursement from the State. She is pleased with the work they are doing and provided a brief overview.
- b. Dual Credit Students at RCC – Ms. Roe provided the Dual Credit Students at RCC report to the Board for review prior to the meeting. The report offers a definition of dual credit and charts providing RCC data regarding this.

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- C. College Services** – Vice President Curtis Sommerfeld reminded Board members of the High Tech Center tour tomorrow at 3:00 p.m.
- D. Instructional Services** – Joann Linville, Interim Vice President of Instructional Services provided a review of the division’s written monthly report (see file). She reported Steve Schilling, Dean of Science and Technology, resigned effective June 15<sup>th</sup> and announced that Juliet Long, long-time faculty in the Computer Science department has agreed to serve as the Interim Dean through the summer. President Kemper-Pelle thanked Dr. Linville for her service and expressed appreciation for her excellent work at RCC.
- E. Student Services** – Vice President Kori Ebenhack provided a written report in advance of the meeting (see file) and verbally reviewed the transportation section of the report. The various transportation services offered in Josephine and Jackson Counties have different fees, and transfers are only good for 90 minutes. Students are unable to get across district to/from Cave Junction in one day. Ridership is low with students as it is a difficult system unless you are local. Although there are still challenges, it is better than it used to be. She is working on consistencies with companies. Ms. Ebenhack is going to propose a cross-county partnership with transportation service providers.

**11. Board Discussion Items**

- A. Pending Items List** – Pat Ashley reported the local agencies she has talked with regarding childcare for RCC students are still very interested, however, Kid Time is in the process of trying to raise \$4 million to renovate their new facility, the Carnegie Library. Ms. Ashley reported this item will be on hold until their new facility is up and running.
- B. May 18, 2018 Faculty Senate Luncheon** – Claudia Sullivan attended the luncheon. She reported students spoke about their journeys and what inspires them. She enjoyed participating in this event.
- C. May 22, 2018 RCC Foundation Scholarship Awards Ceremony** – Ron Fox attended this event and commented it is always heart-warming and inspirational. He had chance to talk with donors and received an informative perspective about what they’re doing. Mr. Fox complimented the Foundation for hosting a well-organized event.
- D. May 22, 2018 RCC Officer Law Enforcement Academy Graduation** – Pat Ashley attended and reported it was wonderful to hear the stories of those graduating and the people who teach them.
- E. June 8, 2018 TRiO Student Support Services Graduation/Transfer** – Dean Wendle participated. He noted the interaction between administration and students within the TRiO program is great. It was a very moving event and well organized.
- F. June 15, 2018 Nursing Pinning Ceremony** – Pat Ashley attended the ceremony. It was very clear these nursing students receive strong support from their families. Small children

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were involved with the event this year, placing recognition around the necks of their parents. There was even a surprise marriage proposal and the student accepted.

**G. June 16, 2018 GED Graduation** – Shawn Hogan and Pat Ashley attended. Mr. Hogan reported this was an enjoyable event and it was nice to hear stories from students. There was a strong presence of family members in attendance.

**H. June 16, 2018 Commencement** – Claudia Sullivan reported this was the first year the College held this event at the Expo in Jackson County. In her view, everything went very well. She enjoyed watching people easily navigate wide paths which were also ADA accessible. Everyone was easily seated and the venue could accommodate additional people. The speakers were excellent.

Kori Ebenhack has received positive feedback regarding the venue. She conveyed her thanks to all employees who volunteered to assist. She recognized the efforts of Danielle Crouch, Director of Enrollment Services, and here team for doing a good job of planning and coordinating the successful event.

**I. June 21, 2018 RCC Foundation End of Year Celebration** – Kevin Talbert attended and reported people were enjoying conversation with each other and this was a very positive event. Pat Ashley conveyed she feels honored to have served as the Board of Education liaison to the Foundation for so many years. The Foundation Board is a committed group who are doing excellent work. The College is lucky to have such a wonderful foundation.

**J. June 25, 2018 OCCA Trustee Summer Workshop** – Pat Ashley, Ron Fox, Claudia Sullivan and Kevin Talbert participated. This annual workshop is valued not only for the content provided but also for the time shared with other community college board members and presidents. Information from the workshop “Leading with Equity for Student Success” will be shared with all Board members.

## **12. Approve Consent Agenda**

Ron Fox moved, seconded by Pat Ashley, the Board approve the consent agenda as follows:

- A. Meeting Minutes
  - a. May 15, 2018 Budget Committee Meeting
  - b. May 24, 2018 Budget Committee Meeting KT
- B. Human Resources – None
- C. Grant Acceptance – Cow Creek Umpqua Indian Foundation Grant
- D. Financial Reports
  - a. Monthly Financial Data Report – April 2018
  - b. Budget Transfers

Dr. Talbert requested an addition to the May 24, 2018 Budget Committee meeting minutes to reflect the following at the end of the minutes: Jerry Work made a comment about the fact that Budget Committee members are only seeing financial information with little context



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regarding goals and such as the fiscal year progresses. President Kemper-Pelle will talk with Budget Committee members throughout the year.

**The motion unanimously carried.**

**13. Board Reports**

- A.** Board Policy Ad-Hoc Committee – Pat Ashley and Claudia Sullivan participated in a Zoom phone meeting with Karen Smith, OCCA legal counsel. Pat Ashley reported she is thankful we decided to join the consortium. The OCCA board policy service will ensure the College is not legally at risk.
- B.** Executive Committee – The committee met to review and discuss the June 26 Board meeting agenda.
- C.** Facilities Committee – Kevin Talbert and Claudia Sullivan met with Vice President Sommerfeld and Grant Lagorio, Director, Facilities and Operations on RWC. An overview of the budget was received followed by a tour of projects related to the Oregon Department of Education audit. Dr. Talbert reported the automotive building needs two wheelchair lifts. The RWC Library ramp does not have a right angle but that building currently has a double staircase so one side can be used for a wheelchair lift. The bathroom has been changed in the science building. Dr. Talbert complimented staff for developing affordable solutions in order to remain in budget.
- D.** Oregon Community College Association (OCCA) and Oregon School Board Association (OSBA) – Pat Ashley reported Ron Fox was elected to the OCCA Executive Committee and thanked him for volunteering to serve in the capacity. Ron Fox announced the OCCA annual conference will be held at the Sunriver Resort, November 7-9, 2018. He reported OCCA is currently in the process of interviewing candidates for the Executive Director position. He noted that OSBA has set aside \$1.5 million in their budget to complete analytical work for determining the level of voter support in Oregon for education.
- E.** 2018/19 Nominating Committee – Claudia Sullivan provided a draft of the 2018-19 Annual Board Organization List for Board review prior to the meeting (see file). She noted one more person is needed for the President’s Evaluation Committee. After discussion, it was determined that Ms. Sullivan would serve on that committee. Per Oregon Revised Statute, the Board must wait until after July 1 each year to take action on the annual board organization. Discussion occurred regarding the Board’s information meetings and it was agreed the Board would like to receive internal presentations next year vs. external.

Mr. Wendle called for a fifteen meeting break at 6:04 p.m.

**14. Executive Session** – Dean Wendle called the meeting into Executive Session at 6:16 p.m. pursuant to ORS 192.660(2)(b) Dismissal or Discipline or Public Officer or Employee; (2)(d) Labor Negotiations; (2)(f) Exempt Public Records; (2)(h) Legal Counsel at 6:16 p.m. and closed the Executive Session at 6:56 p.m.

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**15. New Business**

A. Decision on Due Process Hearing

MAIN MOTION

Dr. Talbert moved, seconded by Pat Ashley, the Board accept the recommendation of the attorney as discussed during executive session in affirming the actions of college administration and communicating this by letter to the complainant. A roll-call vote was conducted.

Dean Wendle – Yes  
Claudia Sullivan – Yes  
Ron Fox – Yes  
Roger Stokes – Yes  
Pat Ashley – Yes  
Kevin Talbert – Yes  
Shawn Hogan – Yes

**The motion unanimously carried.**

The Board requested a follow-up report from President Kemper-Pelle regarding clarity on the process related to the aforementioned executive session item including recommended changes if applicable.

**16. Old Business**

- Denise Nelson was asked to contact Lois Schlegel to facilitate the Board retreat.

**17. Round Table**

- Kevin Talbert announced he will not be available to attend the July Board meeting.
- Pat Ashley would like the Board to consider, and have a future discussion regarding, development of a succinct Board statement about student success.
- Dean Wendle announced, after careful consideration, he will be resigning from the Board effective June 30, 2018 and distributed a copy of his resignation letter to Board members (see file).

**18. Adjournment** – Mr. Wendle adjourned the meeting at 7:13 p.m.

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