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***Rogue Community College District  
Board of Education – July 19, 2016 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, 2015/16 Chair, at approximately 4:00 p.m., Tuesday, July 19, 2016, Table Rock Campus (TRC), 7800 Pacific Avenue, White City, OR, Room 206. Due notice was given.
  
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Brett Johnson, Tim Johnson, Ron Fox, Kevin Talbert and Dean Wendle  
  
Absent: Claudia Sullivan
  
3. **Introduction of Guests and Public Comment** – Michael Sparks, President, RCC ASG RVC/TRC; and RCC District employees including Judy Basker, Kori Ebenhack-Bieber, Kirk Gibson, Kevin Hoff, Mary O’Kief, Theresa Rivenes, Steve Schilling, Curtis Sommerfeld, Lori Sours, Denise Swafford, Grant Walker and Denise Nelson.  
There was no public comment.
  
4. **College Reports**
  - A. Student - Michael Sparks, RWC Associated Student Government President, reported summer term has brought an influx of people on Redwood (RWC) campus. In addition, the new Pokemon Go game is also contributing to this as the game directs people to points on the campus. Michael suggested this provides an opportunity for the College to do a marketing campaign focused on bringing new students to campus. He also reported a school dance will be held on July 29.
  
  - B. Bond Oversight Committee (BOC) – President Kemper-Pelle provided a report on behalf of Committee Chair, Vice President Curtis Sommerfeld. Dr. Kemper-Pelle reported the committee held an initial meeting whereat no action was taken. During discussion, committee members identified two projects of the highest priority; one at TRC and the other at RWC. Due to the rental situation with the Welding program at TRC, (month-to-month lease), there is a need to address the RCC building next door immediately. At RWC, in order to pursue larger projects, there is a need to address annexation with the City of Grants Pass and complete upgrades in water access (which is fairly involved, particularly with the science laboratories).

Member Tim Johnson asked about the status of the possible annexation agreement. President Kemper-Pelle reported she has not reviewed a written agreement to date. Member Dean Wendle recommended, if the College is asked to pay for an expensive pipe diameter increase, to ensure the agreement includes reimbursement as new people come on line. A line must be brought to the campus since one does not currently exist.

Meeting notes from the first committee meeting were distributed to Board members with the July 19 Board meeting material. At the BOC meeting, members were introduced

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to Pat Huebsch, retired RCC employee. Mr. Huebsch was involved in the original remodel of the RWC from its Job Corps origins. He became the RCC Facilities Director and was involved with every RCC building project since the early nineties. The committee received his recommendations regarding construction contracting methods.

Pat Ashley participated in the July 6 BOC meeting and reported, as currently directed by the Board, any expense over \$50,000 will be brought to the Board for approval.

Mr. Wendle reported, after reviewing the committee meeting notes, he is concerned the Board should have more notice and input. The meeting notes indicated change orders would be decided at a manager level; however, change orders on a remodel could be substantial. He suggested the Board have complete control over the costs involved with change orders on existing buildings. He added that designation of the contract manager would be critical. President Kemper-Pelle recommended utilizing a CMGC to ensure work is being completed according to blue prints, etcetera. A challenge will be that, because the building projects are going to be so different, we will have to handle projects on a case-by-case basis.

When applicable, it was suggested to develop a Board resolution, specifying the Board authority given to the Bond Oversight Committee and the CMGC, to be presented for Board approval. Dr. Talbert suggested asking Curtis Sommerfeld about the process upon his return. As Pat Ashley mentioned, any cost over \$50,000 requires Board approval. Identified priority projects (welding and annexation) have already been discussed at great length by the Board. Mr. Wendle reported it is no longer required for annexation to be voted on by communities.

In recap, Dr. Talbert stated the Board is agreeing on the identified two priorities (welding and annexation) and desires to receive additional briefing from Curtis and a better understanding of how the process is going to work. Ron Fox asked Board members to send questions or issues to Pat, Kevin or Dean and they will bring the items to the next BOC meeting for discussion.

Pat suggested the Board members serving on the BOC organize a plan on how the Board should work with the BOC and what items should be brought to the Board. Each project will have its own subgroup consisting of people from the College having intimate knowledge about the individual projects.

It was reported that Pat Huebsch was willing to serve as a screener or reviewer of the requests for proposals (RFPs) and Pat mentioned it would be good to work with someone like Jim McNamara, who has an engineering background and could help from the design to close-out phases.

## **5. President's Report**

- A. Monthly Calendar and College Issues – President Kemper-Pelle reported the Board was provided with a calendar of her activities (see file) beginning with her transition contract. She commented the community has been very welcoming.

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College Issues

- Dual credit continues to be a hot topic. In April, Kirk Gibson informed the Board about state-level changes regarding the different ways faculty can be credentialed. She reported these changes would give the College a little more breathing room.
- Reviewing the Strategic Plan will fall in line with the accreditation process. We are three years out from accreditation.
- Strategic Enrollment – This topic will be discussed in depth at the Board retreat. In the meantime, the Vice Presidents are putting together information that will help guide the discussion.
- Communication Plan – The Board plans to discuss the topics of community engagement and the communication plan at the Board retreat. One is about pulling information in, and the other is about disseminating information out to the community. If we are going to do a request for proposals (RFP) we will need to decide if both components are going to be part of the RFP.

B. FTE Report – (see file)

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

A. Adopt Annual Board Organization – 2016/17 Fiscal Year

Pat Ashley moved, seconded by Tim Johnson, the RCC Board adopt Resolution No. P1-16/17 approving the attached Annual Board Organization for the fiscal year beginning July 2, 2016 through June 30, 2017 as presented.

**The motion unanimously carried.** Having been elected as the 2016/17 Board Chair, Ron Fox served as Chair for the remainder of the meeting.

B. Special Board Meeting (Retreat) – August 29-30, 2016

Mr. Fox reported the Board plans to hold a two-day retreat, Monday-Tuesday, 8/29-30. The hours of the retreat are yet to be determined. Members reviewed handout 6.B (see file) which consists of the Board’s compiled suggestions regarding topics to be discussed during the retreat.

Pat Ashley suggested placing “data dashboard” on the retreat agenda. She believes the Board should reach agreement on how to use the dashboard and also identify specific dashboard items.

To help guide the Strategic Plan discussion at the retreat, Cathy Kemper-Pelle recommended discussing different ways to revise strategic plans. She noted it is also

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important to incorporate a broad collaboration of people during strategic plan revisions to meet accreditation requirements. Cathy recommended spending time identifying a process for revising the Strategic Plan at the upcoming retreat. Also, Cathy recommended contracting with an experienced facilitator and including staff during strategic planning discussion. Vice Presidents Ebenhack and Gibson will provide information from recent brainstorming sessions with their divisions.

Ron Fox would like to discuss broad based community outreach at the retreat. Kevin Talbert is interested in hearing innovative ideas from staff. Kevin noted that his preference would be to meet for a full day, followed by a group dinner, then meet four hours the morning of day two and conclude with lunch.

Mr. Fox suggested contacting Harry and David in Medford about possibly using their conference room for the retreat. In addition, this would provide an opportunity for Board members to meet Steve Lightman, President, and take a tour of the Harry and David facility. Denise Nelson will check into this.

## **7. Foundation and Vice Presidents' Reports**

A. Foundation – Judy Basker reported the following:

- The President's Circle reception was a success with approximately 40 to 50 people in attendance including representatives from the Morris Family Foundation. Dr. Kemper Pelle thanked foundation staff for organizing this wonderful event.
- The Interim Vice President of Nursing at Asante, Amanda Kotler, is a member of the RCC Foundation Board and is serving on the Development committee. She is helping the Foundation connect with Asante's employees who are RCC alum. Asante has about 5,200 employees of which approximately 1/3 have been connected to RCC.
- The Foundation lost data when the College's file server experienced issues. Jodi Simons did an excellent job responding to problems incurred during this timeframe.

B. Instructional Services – Kirk Gibson, Vice President of Instruction, was pleased to report about an opportunity with the Southern Oregon Health Occupations Poverty Elimination (SOHOPE) grant which the College received from the U.S. Department of Health and Human Services (HHS). HHS has granted RCC permission to make an exception to work directly with Redemption Ridge, an organization committed to helping young female survivors of sex trafficking. We were granted exception to work directly with up to 60 Redemption Ridge clients to provide them with a foothold into a new career. He commend our Allied Health folks for thinking of, and exploring, this model. Mr. Gibson also reported the following:

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- Rogue Valley Transit District (RVTD) will provide service four times per day to TRC. Starting in September, the first bus will be at 8:00 a.m. and the last bus will be at 5:00 p.m. The Instructional division will schedule classes in a logical and ordered sequence. Student enrollment management will not only look at how the schedule is set up, but also look at who can access it.
- C. Student Services – Kori Ebenhack, Vice President of Student Services, distributed a report regarding 2015/16 RCC GED graduation statistics (see file) and reviewed the data with the Board. Kori also provided the definition and examples of Career Pathways. The Oregon Transfer Module is the core of the Associate of Arts Oregon Transfer degree, but is not recognized by the state as an official degree or certificate. Ms. Ebenhack also reported the following:
- Employees involved with the RCC SOHOPE grant have brought fresh ideas and good energy to the College. They are a great group of people to work with. She thanked them for their efforts.
  - Regarding the topic of free college, Kori recently attended an Oregon Council of Student Services Administrators (CSSA) meeting and reported RCC's Oregon Promise student numbers have substantially declined. With a potential of 700 Oregon Promise students, the College has processed only 63 students to date. We have developed an outreach plan for this.
  - The Medford School District and RCC are going to share a student RVTD route downtown Medford. After attending some courses at the high schools, the RVTD bus will pick-up Central and North students and bring them to TRC. Students will return to high school via RVTD in time to catch their yellow buses. Students will be enrolled as RCC students (concurrently enrolled).

### **Board Discussion Items**

- A. Campus Safety/Security (Ongoing Discussion) –Dean Wendle recently visited the State of Michigan and reported their schools have blue lights strategically placed around campuses with a button to press when emergency assistance is needed. Ron Fox recently visited the George Fox campus and reported they have the same.
- B. Opportunities for Facilities Use Beyond Monday-Thursday (Ongoing Discussion)
- Curtis will provide information regarding this at the August Board meeting.
- C. RCC Foundation Annual Dinner – Pat Ashley and Kevin Talbert attended the dinner which was held at The Haul restaurant in Grants Pass. It was an informal opportunity to talk with Foundation Board members. A suggestion was made for the Board of Education to reciprocate and ask Foundation Board members to a social event after a Board of Education meeting.

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D. Governance Institute for Student Success – Pat Ashley, Claudia Sullivan and Kevin Talbert participated. Ms. Ashley and Dr. Talbert commented the interaction with Cathy Kemper-Pelle, Kori Ebenhack, Kirk Gibson, and Curtis Sommerfeld was valuable.

**9. Approve Consent Agent**

Tim Johnson moved, seconded by Pat Ashley, the Board approve the consent agenda as presented:

- A. Meeting Minutes
  - a. June 7, 2016 Special Board Meeting
  - b. June 21, 2016 Board of Education Meeting
- B. Human Resources – N/A
- C. Grants
  - a. Science – Cold Storage Unit Replacement
  - b. Rain and Fire-Wise Garden
- D. Financials – N/A

**The motion unanimously carried.**

**10. Board Committee/Advisory Reports**

- A. Executive Committee – Ron Fox and Claudia Sullivan participated. Ron Fox reported the committee met and reviewed the July 19 Board meeting agenda.
- B. Facilities Committee – Dean Wendle referred to the written Facilities Department report from the Board packet. He was pleased to hear that several members of the RCC Facilities staff recently attended a free Occupational Safety and Health Administration (OSHA) workshop. He is interested in receiving information about anything new they might have. Dean also reported the College is replacing the heating, ventilation, and air conditioning (HVAC) at the Riverside campus G building.

Ron Fox mentioned there was a recent article in the Mail Tribune reporting the Medford City Council has approved to pay for sidewalk replacement where needed, including the sidewalks near the RCC Riverside campus. Denise Nelson will locate an electronic copy of the article and forward it to Board members (copy to Curtis Sommerfeld).

- C. OCCA/OSBA – Kevin Talbert reported Andrea Henderson, Oregon Community College Association (OCCA) Executive Director announced OCCA had received funding from two different organizations to establish a Center for Student Success. Elizabeth Cox Brand will head the Center and will have close to \$1 million in funding. This Center has been a vision of OCCA for some time and they believe it will be a way

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to leverage additional resources for the institutions regarding student success. Kori Ebenhack added this is an online resource, but will host occasional workshops.

**11. Executive Session – None**

- 12. New Business –** President Kemper-Pelle has been asked to write a letter for the RCC Connections magazine. The article will include information regarding the bond election results. She plans to thank voters for their support. Board members agreed it would be appropriate for Cathy to mention the two identified priority projects and also mention the bond rating achieved which will save tax payers money.

Dean Wendle mentioned the Oregon School Board Association (OSBA) offers training on the bond construction process. He recommended staff contact OSBA to check on this.

**13. Old Business - None**

**14. Roundtable - None**

- 15. Adjournment –** Ron Fox adjourned the meeting at 5:40 p.m.

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