
Rogue Community College District
Board of Education – August 16, 2016 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 4:07 p.m., August 16, 2016, Redwood Campus (RWC), 3345 Redwood Highway, OR, Room H-2. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle.

Absent: Brett Johnson

3. **Introduction of Guests and Public Comment** – Josh Balloch, AllCare Health, Vice President of Government Relations and Health Policy; Michelle Jacobsen, President, RCC Associated Student Government (ASG) Riverside Campus (RVC) / Table Rock Campus (TRC); Sarah Wofford, President, Classified Association; and RCC District employees including Judy Basker, Kori Ebenhack, Kirk Gibson, Kevin Hoff, Brooke McDermid, Theresa Rivenes, Steve Schilling, Curtis Sommerfeld, Lori Sours, Lisa Stanton, Denise Swafford and Denise Nelson.

There was no public comment.

4. **College Reports**

A. Student Government - Michelle Jacobsen reported the following:

1. There are four returning members and three promising incoming members.
2. Summer training:
 - a. Meeting monthly for trainings and teambuilding
 - b. Reviewing ASG position descriptions
 - c. Defining ASG's role at RCC and in student services
 - d. Outlining and scheduling next year's event schedule in collaboration with Student Life
 - i. Cultural diversity and enrichments
 - ii. Social and collegiate education
 - iii. Interpersonal campus engagement
3. Upcoming:
 - a. Preparing for the annual Munucha conference early September
 - b. Holding SALT ambassadorship training
 - c. ASG will be assisting with and speaking on college engagement at the HOLA and Student Success Bridge program orientations
 - d. Attending New Student Welcome Days

10.A.a

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In summary, ASG is projecting a strong upcoming year to follow the success of last year. They are eagerly looking forward to partnering with Student Life to further the goals outline in the Strategic Plan and collaborating with the student body.

- B.** Classified Association – Sarah Wofford indicated she is excited for the Classified election and process and reported they will have new Vice Presidents. They have experienced growth in membership over the past couple of months.

- C.** Bond Oversight Committee – Curtis Sommerfeld reported the Bond Oversight Committee will oversee the bond funds. Curtis distributed a seven-page report that included a copy of the Notice of Bond Election as approved by the Board on February 16, 2016 and the corresponding Explanatory Statement. A flyer used during the bond campaign listing the projects to be funded and the property owner contribution was included in the report in addition to three spreadsheets titled a) Projected Construction Projects, b) Projected Construction Projects Sequencing and c) Construction funding (see file). Note: Costs reflected on the reports are “projected.” The committee has determined the High Tech Center at TRC is the priority project in Jackson County. On RWC, there is an infrastructure requirement before any work begins. The City of Grants Pass requires the College to have an upgraded water system. Dean Wendle and Curtis will be meeting soon with the City of Grants Pass. The cost for the upgraded water system is unknown at this time. The Bond Oversight Committee has received a draft version of the Project Manager job description. Mr. Sommerfeld reviewed construction funding sources.

Mr. Wendle reported as the process progresses and the buildings are being designed, there will be open meetings for everyone to attend in order to receive input from everyone. Curtis added the College will be creating a website to provide a public website for information regarding the projects.

- D.** Finance and Audit Committee – Claudia Sullivan reported there is a \$4.6 million General Fund for 2016/17 and are projecting a \$5.1 million ending fund balance in July 2016. The cost to process the bond money was \$195,299. There were some minor formatting changes to the report to make it easier to read. The new format is a work in progress.

5. President’s Report

- A.** Monthly Calendar and College Issues – In the President’s Report (see file) Dr. Cathy Kemper-Pelle included a list of meetings and events she was involved with from July 15 through August 9. She provided an overview of the Oregon President’s Council Retreat at Treasure Valley Community College in Ontario, OR. The “Big Topics” discussed were the 40-40-20 initiative and the Equity Lens. She reviewed the focus of the OPC Retreat and their plans for committee work over the next year (see file).

In working with the Oregon presidents and the RCC Executive Team, it is clear to President Kemper-Pelle the College is data rich but information poor. Cathy is looking at ways to immediately address the need for data analysis so the College will have the ability to make data-informed decisions.

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- B. FTE Report (Handout) – (see file)
- C. 2015/16 Grants Office Summary Report (see file)
- D. Center for Community College Student Engagement (CCCSE) Student Survey Results

President Kemper-Pelle reviewed information from the CCCSE student survey results. The survey is designed to capture student engagement as a measure of institutional quality. As a tool for improvement, the survey helps:

- Assess quality in community college education
- Identify and learn from good educational practice
- Identify areas in which we can improve

Basic principles:

- Provides reliable data on issues that matter
- Reports data publicly
- Is committed to using data for improvement

RCC survey respondents:

- 63% overall completion of survey
- 90% of targeted classes were surveyed

The following respondents were excluded from reporting:

- Respondents not indicating enrollment status
- Respondents marking invalid data selections
- Respondents under the age of 18
- Respondents indicating previous survey submission

Student survey respondent profile (in part):

- 30% - less than full-time
- 70% - full-time
- 46% - between the ages of 18-24
- 54% - 25 years old and older
- 42% - male and 57% are female
- 41% - first generation

There are five categories of student engagement. Cathy will provide more information regarding this.

Stephen M.R. Covey will give a presentation at Grants Pass High School on September 16. The community is very excited about this and the RCC Executive Team has been conducting a 10-week common read on his book, *The Speed of Trust*. Copies of the book have been provided to each Board member.

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6. Presentation

A. Analysis of Voting Results – RCC Bond Measure 17-69 – Josh Balloch

Jackson County:

- Jackson County was the key to victory with this bond measure
- Turnout of democrats was high (but not outside the normal)
- Southern Jackson County carried the vote
- Did well enough in Medford
- Rural areas voted no
- Rogue Valley Transit District did better with their bond measure in overlapping areas

Jackson County Key Takeaways:

- Keep building ties in Ashland and southern Jackson County
- Keep building ties in Medford
- There's much room for improvement in rural communities

Josephine County:

- Slightly above average turnout
- The Republicans and Democrats came to make a statement
- City of Grants Pass voted yes
- The county voted no
- Generally speaking, no votes increased as you get further away from the city

Josephine County Key Takeaways:

- Josh believes the City is tapped out (you can't pull more yes voters out there)
- The rural parts of the county activated no voters
- It was made close due to the high support of the city
- Focus on the communities just outside of the city to win

Board members thanked Mr. Balloch for the analysis and his time.

7. Board Action and/or Information Items

A. Josephine County Authorization to Invest Taxing District Funds

Tim Johnson moved, seconded by Pat Ashley, the Board adopts Resolution No. B4-16/17, approving investment fund participation through the Josephine County Treasurer/Tax collector.

The motion unanimously carried.

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B. Board Participation – 2016 ACCT Leadership Congress, October 5-8, 2016

Depending on his schedule in October, Dr. Talbert is interested in attending the ACCT Leadership Congress in New Orleans.

Tim Johnson moved, seconded by Dean Wendle, the Board approve Kevin Talbert's participation in the ACCT Leadership Congress if he is available to attend.

The motion unanimously carried.

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

Ron Fox reported the first day of the Board retreat has been scheduled from 8:30 a.m. to 5:00 p.m. A group dinner will be held at 5:45 p.m. at Porters Restaurant. The second day will consist of a half day from 8:30 a.m. to 12:45 p.m. Lois Schlegel will serve as facilitator.

8. Foundation and Vice Presidents' Reports

A. Foundation – Judy Basker provided the following report:

- Katie Hamlyn, part-time employee, resigned from the Foundation for full-time work elsewhere. There are no immediate plans to fill the position.
- Wrapping up the audit. Jodi Simons did a fantastic job with this.
- The Foundation has a new Certified Public Accountant.
- Finalizing pledges made in the past.
- Provided an update on possible new Foundation Board members.
- With the help of Rene McKenzie, the Foundation may have found a veteran who is interested in serving of the Board.
- The summer application process brought in 235 electronic applications of which 177 were completed, compared to 100 last year. There is \$60,000 available for scholarship funding during this process.
- The President's Circle reception was a huge success.
- Working on a new project with the Development Committee involving sponsorships.
- Through the Morris Foundation Board, we have been invited to make a presentation at Pioneer Village in Jacksonville, OR. This is a wonderful opportunity.
- Working with Asante at all three campuses to do a program which engages their alums, such as an educational program. The first program will more than likely be held in Grants Pass.
- The next retiree lunch will be held on November 10 at TRC. President Kemper-Pelle will be the featured speaker.

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- B.** College Services – Vice President Curtis Sommerfeld distributed an American Red Cross Shelter Agreement and reported the College was prepared to serve as a shelter for victims from a recent fire near Cave Junction, however, the fire closed Highway 199 which restricted travel to Redwood Campus. Arrangements were made by the American Red Cross for another location, accessible to those in need, to serve as a shelter.
- C.** Instructional Services – Vice President Kirk Gibson reviewed the Instructional Division update (see file). He provided definition of College Now/Dual Credit and Early College. He also discussed current and future goals of the Division. Results of current goals include:
- Increased total pre-diploma credits by 43%
 - Increased College Now pre-diploma credits from 10,374 to 10,750
 - Increased Early College pre-diploma credits from 3,246 to 4,509
 - Increased Educational Partnership’s tuition revenue by \$119,985 to a total tuition of \$428,355

Projections for 2016/17 include:

- College Now – a projected increase of over 150 students
 - Early College – a projected increase of over 200 students
 - Tuition Revenue – a projected increase of \$120,750
- D.** Student Services – Kori Ebenhack reported staff have been collaborating to come up with a better flow of process for the Morris Foundation students. We have tried to separate the work out, instead of having it all housed in Educational Partnerships. The Foundation will receive and administer the funds, Student Services will onboard and provide advising and career counseling to students, and Instructional Services will develop the pathways, curriculum, equipment and instructors. This will provide a more streamlined process and we will be able to track their success through Rogue Net databases.

9. Board Discussion Items

- A.** Campus Safety/Security (Ongoing Discussion) – Vice President Sommerfeld reported the campus-wide lockdown drill scheduled this term was cancelled due to an emergency just 20 minutes prior to the drill. The emergency was located in the Riverside Campus (RVC) “A” building when people reported smelling smoke in the building. 911 was called and the Fire Department arrived. As not to confuse the situation, a decision was made to cancel the lockdown drill. The Fire Department completed an investigation and determined it was ballast that had smoked and pooled inside the heating, ventilation and air conditioning (HVAC) system.

We used to have open cubby cabinetry space outside of the RVC bookstore to hold backpacks while people go into the bookstore. It is an unsecure space. We decided to put in lockers (honor system) for use when the person is in the bookstore.

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We are now having problems with some people leaving their back pack in the storage area, which could create a variety of problems. Misuse of the lockers has occurred.

B. Opportunities for Facilities Use Beyond Monday-Thursday (Ongoing Discussion) – Fox, Sommerfeld

Vice President Sommerfeld discussed the RCC Facilities Use Guidelines (see file). He reviewed spreadsheet(s) titled “Non-RCC Use of RCC Facilities.” The data contained in the spreadsheet was provided in response of the Board’s request for data regarding RCC facilities use beyond Monday-Thursday. Mr. Sommerfeld mentioned the systems used to track this information are not sophisticated thus we do not have good data to track this.

10. Approve Consent Agent

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

- A. Meeting Minutes**
 - a. July 19, 2016 Board Meeting
- B. Human Resources – N/A**
- C. Grant Acceptance**
 - a. Adult Basic Skills – Title II (Continuation Grant)
 - b. Oregon Promise Support – HB 4076-2016 (New Grant)
- D. Monthly Financial Data Report – July 2016**

The motion unanimously carried.

11. Board Committee/Advisory Reports

- A. Board Policy Ad-Hoc Committee –** Pat Ashley reported the committee met to review and revise policies. A red-lined version of changes made to the first section of the Board Policy Handbook was distributed to Board members. Pat Ashley asked the Board to review the document and provide feedback to Pat or Claudia on the revisions to date.
- B. Executive Committee –** Pat Ashley reported the committee met to review the August Board meeting agenda.
- C. Facilities Committee –** Dean Wendle indicated the Facilities report was included with the Board meeting material. Curtis Sommerfeld reported there is a problem with pigeons in downtown Medford. The City would like to enter into a two-year agreement with the College to stage an auto feeder that dispenses birth control for pigeons. The

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College has already put up pigeon strips so we do not have this problem at RCC. Unless the Board directs staff otherwise, the answer will be no.

D. OCCA/OSBA – President Kemper-Pelle announced OCCA is requesting nominations for the Howard Cherry Awards. She has forwarded an e-mail to Board members regarding this.

Ron Fox called for a five-minute recess at 6:03 p.m. Tim Johnson left the meeting at this time.

12. **Executive Session** – Ron Fox called the meeting into executive session at 6:08 p.m. in accordance with ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents and ORS 192.660(2)(d) Labor Negotiations and closed executive session at 6:25 p.m.
13. **New Business** – N/A
14. **Old Business** – Claudia Sullivan has recommended a format for the 2015/16 Board self-evaluation. The Executive Committee has reviewed the suggestion and agreed. Denise Nelson was directed to distribute the self-evaluation to the board via e-mail tomorrow in preparation for the upcoming Board retreat.
15. **Roundtable** – Dean Wendle reported last week at the Southern Oregon Regional Economic Development, Inc. (SOREDI) meeting, John White, Regional Manager for Boise Cascade, spoke about his inability to hire trained people, and they are going to start their own training program. Dean asked Cathy about this. President Kemper-Pelle reported she, and Judy Basker, met with Mr. White last week. Cathy talked about the challenges with the apprenticeship program.

Pat Ashley reported Eagle Point High School is offering a certificate specific to high school students and asked if anyone could provide information about this. Kirk Gibson responded there is a great deal of regional interest in offering industry certification as part of the early college dual credit experiences. Eagle Point adopted an industry certificate called the MT1 which has to do with manufacturing. There are over 30 certificates that can be picked within that realm and Eagle Point selected and identified which particular certificate they were going to use before the larger group that has been working on this. There has been some disagreement rather or not that particular certificate has enough connection to local industry to be the right one. The number of certificates have been narrowed down to five to seven. The region is hoping to identify three to five that would be beneficial for local employment.

Ron suggested we invite the two co-chairs, Jessica Gomez and Michael Donnelly, from the Regional Workforce Partnership to attend a future Board of Education meeting to give the Board a high level view of the regional workforce strategy.

16. **Adjournment** – Ron Fox adjourned the meeting at 6:38 p.m.

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