
Rogue Community College District
Board of Education – August 20, 2019 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Kevin Talbert, Ph.D., Board Chair, at 4:00 p.m. on August 20, 2019, at the Table Rock Campus (TRC), Room 206, 7800 Pacific Avenue, White City, OR. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Kevin Talbert, Pat Ashley, Pat Fahey, and Claudia Sullivan.

Absent – Ron Fox, Shawn Hogan, and Roger Stokes.

3. **Introduction of Guests** – RCC District employees including, Cathy Kemper-Pelle, Kori Ebenhack, August Farnsworth, Laurie Roe, Greg McKown, Teri Smith, Larry Sheely, Grant Walker, Juliet Long, Jodi Simons, Denise Nelson, and Kathy Diaz.

4. **Public Comment** – None

5. **Presentation** – None

6. **College Reports**

A. Finance and Audit Committee –The committee reviewed the Monthly Financial Data Report (see file). Pat Fahey reported the following:

- State appropriations are \$1.46 million above what was originally budgeted. The College has an arbitrage liability related to the 2016 Bond issue. President Kemper-Pelle stated the arbitrage is much lower than it was in previous bonds.
- The College will be revisiting changes with the bookstore. There are three or four options being evaluated.
- The Micro Market at Table Rock Campus (TRC) will be open in September.
- Tuition revenue is somewhat less for the Summer than what was originally thought.

B. Written Reports

- a. Student Government – No written report. President Kemper-Pelle reported she met new student government leaders today at lunch. Student leaders are not officially on campus until the Fall term.
- b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file).
- c. Faculty Association (no written report).
- d. Faculty Senate – Faculty Senate meeting minutes were provided for Board review (see file).

7. **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:

- Lunch was held with RCC students who won the InventOR competition. Two of the students will be transferring to OSU (one in Math, and one in Bioengineering). The other three students will continue classes at RCC for one more year. All of these students have future plans in the engineering and bioengineering fields. This is the second year in a row that RCC has won the community college division.

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RCC will be hosting InventOR in Medford next Summer. Southern Oregon Regional Economic Development, Inc. (SOREDI) committed to providing their assistance for the event.

- The Verizon Science, Technology, Engineering, and Math (STEM) Camp has just completed the second year of a two-year grant. This grant is in partnership with the Boys and Girls Club. Verizon and Macy's sponsored this grant-funded opportunity which provides middle school girls with exposure to highly advanced STEM equipment.
- President Kemper-Pelle and Teri Smith had a good meeting with the Healthcare Sector Group. Our concerns are the lack of quality curriculum in the apprenticeship, infringement on RCC clinical spaces in local healthcare facilities, and lack of recognition that RCC has doubled the capacity of its existing MA program to meet local need. After discussion, the sector strategy group indicated that it did not want to infringe on clinicals or discourage enrollment in our MA program. The intent of the apprenticeship is to train a small group of qualified incumbent workers. Teri and her team will continue to monitor this discussion. General question and answer period ensued. President Kemper-Pelle reported that medical assistants are assuming more responsibilities in the healthcare arena, and are needed now more than ever. Teri Smith lobbied to make regulation changes with the American Medical Association (AMA) to allow military to earn their Certified Medical Assistant (CMA). In September, there will be an announcement to change the regulation and if this happens, RCC can be accredited. This will be a major step to set RCC apart for AMA training in Southern Oregon.
- The accreditation site visit has been scheduled for April 2020. It was decided for RCC to go with the new standards as opposed to the old standards.
- President Kemper-Pelle provided a review of the Oregon Presidents Council (OPC) retreat as noted in her report.

B. Bond Oversight Committee (BOC) – Pat Fahey, Roger Stokes, and Kevin Talbert serve on the committee. A written report was provided to the Board for review with the Board meeting material (see file).

- Greg McKown reported that the Health Professions Project is 120 days into construction. Mr. McKown reported that work is currently being done on stairwells and concrete landings from the second level and the roof deck. This will continue into the middle of September. This project is on schedule and within budget as well.
- Mr. McKown reported that he is working with the City of Grants Pass on the next steps for the design piece on the RCC Water Project. They are presently working on the City-Wide Water Master Plan, and developing what needs are on the west side of Grants Pass now and how that will tie into what RCC is doing. There will be another meeting with the City of Grants Pass on September 6th.
- Mr. McKown reported there is a wait for a water grant in the amount of \$1.5 million. Work is finishing up with the Redwood Campus (RWC) Art Building. This should be completed toward the end of the month. Transformers are being changed out this weekend, as it affects buildings Y and Z. They are cutting power off to buildings D,

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Y, and Z on Saturday, 8/24/19 and part of Sunday, 8/25/19. Furniture will be moved September 3rd through September 11th. New furniture will show up on September 9th, so that it will be ready for Fall term. Mr. McKown reported that the ribbon cutting would take place the first week of October.

- Mr. McKown stated if RCC is awarded the Water Grant, it would be a big bonus. Laurie Roe reported that there should be an update on the status of the Water Grant sometime in the next month, which will also include some feedback.
- President Kemper-Pelle reported that there has been quite a lot of discussion with OCCA about the Bond Oversight Committee (BOC). It has been confirmed through OCCA legal counsel that this is a President's committee. Membership currently consists of Kevin Talbert, Roger Stokes, and Pat Fahey. In President Kemper-Pelle's view, a Josephine County RCC Board member should serve on the committee, because much of the work in this next year is going to take place on the Redwood Campus (RWC).

After the July Board meeting, Pat Ashley, Roger Stokes, and Kevin Talbert had a meeting and agreed to draw straws to create a vacancy on the BOC. Pat Ashley drew the short straw and has withdrawn from the BOC. President Kemper-Pelle has appointed Pat Fahey in her place.

MAIN MOTION

Dr. Talbert reported Pat Ashley asked to serve on the Finance and Audit Committee. There being no objection to this request, Pat Fahey moved, seconded by Claudia Sullivan, to appoint Pat Ashley to the Finance and Audit Committee

The motion unanimously carried.

- C. Enterprise Resource Planning (ERP) Consortium Update – President Kemper-Pelle reported that Curtis Sommerfeld and Lisa Stanton are at Columbia Gorge Community College previewing what the financial portion for the ERP is going to look like. There was also another emergency meeting with the vendor on Monday to discuss the timeline because it has been slipping. The Campus Management rep was going to go back to his team to talk to them and see what they could come up with to try and speed this process up. President Kemper-Pelle feels that this has turned out to be a larger project for Campus Management than anticipated.

There was a discussion on Monday about possibly bringing one college online on the Student Information System (SIS) in the next six weeks, get the bugs worked out, and then bring the rest of the colleges on. It is anticipated that Blue Mountain Community College (BMCC) will be first. RCC would follow after them.

President Kemper-Pelle referred to the following staff members and noted they are putting in many additional hours to make this transition happen: Dani Crouch, Director of Enrollment Services; Nicole Sakraida, Assistant Director of Admission and Recruitment; Lisa Stanton, Chief Financial Officer; Shauna Law, Financial Aid Specialist; and Rene McKenzie, Director of Student Programs. Cathy plans to recognize these individuals for their hard work. She reported Curtis Sommerfeld is doing 90% of the code writing for this transition. He too has been working many additional hours. President Kemper-Pelle

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reported that Mr. Sommerfeld submitted a year’s advance notice for retirement, but has renegotiated his time to see RCC through to the end of this transition.

- D. Entrepreneurial Fund Update** – President Kemper-Pelle referred to the budget report, and specifically pointed out appendices A, B, C, and D. She reported Appendix A is all of the Allied Health programs that are being tracked in the Entrepreneurial Fund. Appendix B refers to programs like Innovation Hub, Latino Outreach, and Achieving the Dream. Appendix C is the Science, Technology, Engineering and Math (STEM) activity. Work is being done to build those matching funds from the Federal government to help support student success.
- E. Preview & Discuss Board Retreat** - Kevin Talbert reported that he and President Kemper-Pelle discussed goals that are aligned with the President’s goals for Achieving the Dream, Accreditation, and Guided Pathways. Some of these goals are not as directly aligned with those major initiatives as well as they could be. Dr. Talbert stated that the goal for the retreat should be to try to keep focused on things that have already been set in motion, and not on creating a different set of goals. Pat Ashley agreed and said it gives the group focus and keeps everyone on track. She mentioned that she personally has no idea what role the Board has in a number of some of these areas. She said that there needs to be more direction regarding what the college needs from Board members, and in turn what the Board feels the college should be giving to them.

President Kemper-Pelle said this applies, especially to Guided Pathways. Achieving the Dream is focused on data and the Sweet 16. If students don’t make it to 16 credits, they usually don’t stay with us. Our student success work is going to be focused on getting them to that 16th credit. Guided Pathways and Achieving the Dream are very intertwined. Part of the upcoming retreat may have to be spending a little time on how they overlay and what kind of support is needed. They both involve building a lot of capacity and buy in across the entire institution. It would be helpful if the institution knows the Board is behind it.

Dr. Talbert reported Cheryl Johnson will be facilitating the Board retreat. Ms. Johnson has agreed to provide summaries of work that the Board did with her in the Spring.

President Kemper-Pelle pointed out that the handouts given to Board members provide updated goals, a letter of support from a parent of a student who attended the Verizon STEM Camp, and an article titled *Leveraging Public Benefits to Improve College Success*. The article talks about how important it is to connect our students with public benefits like the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), childcare assistance, Medicaid, etc. She reported that next month the Board will see if a grant was awarded that will help us expand that capacity even more. This grant was written collaboratively with the Department of Human Services (DHS). This will also expand the amount of match we are getting from the Federal government.

8. Board Action and/or Information Items

- A. Adopt Board Policy: BP 2100 Board Elections (Second Reading)**
- B. Adopt Board Policy: BP-2110 Vacancies on the Board (Second Reading)**

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- C. **Adopt Board Policy: BP-2210 Board Officers (Second Reading)**
- D. **Adopt Board Policy: BP-2220 Committees of the Board (Second Reading)**
- E. **Adopt Board Policy: BP-2305 Annual Organization Meeting (Second Reading)**
- F. **Adopt Board Policy: BP-3600 Auxiliary Organizations (Second Reading)**
- G. **Adopt Board Procedure: AP-2430 Delegation of Authority to the College President (Second Reading)**

Pat Ashley moved, seconded by Claudia Sullivan, that the Board adopt policies and procedure 8.A through G, as presented.

The motion unanimously carried.

- H. **Review Board Policy: BP-2310 Regular Meetings of the Board (First Reading)**
President Kemper-Pelle would like to make sure if a meeting needs to be moved, the language reflects it can happen.
- I. **Review Board Policy: BP-2315 Executive Sessions (First Reading)** No discussion.
- J. **Review Board Policy: BP-2320 Special and Emergency Meetings (First Reading)**
No discussion.
- K. **Review Board Policy: BP-2330 Quorum and Voting (First Reading)** No discussion.
- L. **Review Board Policy: BP-2340 Agendas (First Reading)** No discussion.
- M. **Review Board Policy: BP-2345 Public Participation at Board Meetings (First Reading)** President Kemper-Pelle reviewed the policy with Board members. She reported this policy is also tied to another procedure, making sure all bases are covered.
- N. **Review Board Policy: BP-3200 Accreditation (First Reading)** President Kemper-Pelle reported this is a new policy. She reported some programs that are also individually accredited, such as, Nursing. Program accreditation like these are also covered by this policy. She noted that when NWCCU visits in September, they may want to visit with some Board members.
- O. **Authorization to Invest Taxing District Funds in Josephine County**
Pat Ashley moved, seconded by Claudia Sullivan, that the Board adopts Resolution No. B9-19/20, approving investment fund participation through the Josephine County Treasurer/Tax Collector.

The motion unanimously carried.

- P. **Approve Purchase Through Dell for a PowerSwitch & Storage Space**
Claudia Sullivan moved, seconded by Pat Fahey, that the Board adopts Resolution No. B10-19/20, approving a Purchase through Dell Marketing to provide a PowerSwitch and Storage at the College's Table Rock and Riverside/HEC locations for a total cost of \$72,296.62.

President Kemper-Pelle reported this is for TRC and RVC.

The motion unanimously carried.

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Q. Approve Purchase of Diesel Engine Trainer System

Pat Ashley moved, seconded by Pat Fahey, the Board adopts Resolution No. B11-19/20, approving the purchase of a Diesel Engine Trainer system through Creative Custom Products for a total cost of \$61,400.00.

Juliet Long said this is being covered by Perkins.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

A. Foundation – Jodi Simons, Director of Operations, highlighted items from the Foundation’s written report (see file).

- Jodi Simons reported the Inman logging project should net about \$200,000. Sixty percent will be used to create an endowment scholarship for students. The use of the other 40% will be discussed by the Foundation Board to see if it can support project grant funds.
- President Kemper-Pelle asked for a reminder to be shared regarding the President’s Circle event. Juliet Long reported the President’s Circle is on September 12th, and is in the process of securing some student speakers. This will be held at Schmidt Family Vineyard. The time of this event is from 6 p.m. to 8 p.m.
- President Kemper-Pelle reported Friday the 13th is the Excellence in Business Awards. The Party of the Century will be held on Saturday, the 14th for the Jackson County Chamber 100th Anniversary Celebration.

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 Career and Technical Education (CTE) disproportionate enrollment increased in percentage for women in non -traditional CTE courses this year. This is the first time in five years this has happened.
- Ms. Roe’s team is gearing up for the first ever High School Educational Partnerships Data Summit with K12. Dual Credit data sharing and new reporting requirements from the State are being discussed. She is trying to get ideas of what is most informative for K12. Grants Pass High School served as the pilot and had the first successful data transmission.
- Summer FTE experienced a 9.6% increase. Part of this increase is attributed to increased CTE enrollment, the Student Success Grant, and the First Generation Grant.
- Ms. Roe reported Fall enrollment reflects an increase compared to this time last year. She stated the total number of students has increased, but the total number of credits they are taking has decreased from the previous year. There was also a change in the proportion of students enrolling by race ethnicity. The credits to student ratio has dropped for some underserved populations.
- Pat Ashley asked how the dropped percentage is related to the percentage of that population within the community. Ms. Roe stated this will be examined in the Disproportionate Report next month. Laurie wants to look at high school density to make sure we are serving the appropriate population compared as demonstrated

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in the community. Our equity target is no achievement gaps based upon race, ethnicity or gender. This will require collaboration with K-12.

- Dr. Talbert feels that the number of students in our Asian, African American, Native American, and Pacific Islander groups are so small that we're not talking about very many students. The number of Hispanic students is a substantive number in the enrollment. Dr. Talbert asked about the reference to offerings from other colleges.
- Ms. Roe said offerings from other colleges is for reference tracking, or a loosening of whether or not you can offer college courses in other college districts. President Kemper-Pelle reported this came up at the Oregon Community College Association - Presidents' Council (OCCA-PC), however, the group didn't address it. OCCA-PC has a signed Memo of Understanding (MOU) between the Presidents that says they are not going to advertise in each other's districts, except under certain circumstances, (if you have residence halls and/or athletic programs). Those are the only two exceptions for advertising in another district. The other exception was dual credit. The only time another community college can offer dual credit in our service area is if we don't offer the courses. There has to be a signed agreement between RCC, the other community college, and the high school that states it is only good for one year.
- Dr. Talbert asked who will be approving instructors. Instructor approval for all college courses is the responsibility of the Vice President of Instructional Services. Ms. Roe stated she's had conversations with NWCCU, and there are concerns about dual credit. Eastern Oregon is dealing with high schools that piece together a full degree from different colleges, but don't have student support resources. Laurie stated there is disproportionate enrollment at the County level, and also a margin of error because of the small size of some of these particular populations. She stated the goal is getting to a place where under-served populations are no longer invisible.

Dr. Talbert called the meeting into recess at 5:12 p.m., and reconvened the public meeting at 5:24 p.m.

C. College Services – No report

D. Instructional Services – Juliet Long, Interim Vice President of Instruction provided a written report for Board member review (see file).

- Ms. Long reported an informative tour of the Dry Creek Landfill was sponsored by Rogue Disposal. The tour included RCC Faculty, and Student Services representatives. A benefit of the tour was anticipating workforce needs. Rogue Disposal will be on campus next week touring RCC facilities.
- Harry & David were at RCC facilities a couple of weeks ago, and Juliet's group will tour their facilities next week.
- Dean of Curriculum and Academic Excellence Forums will be held next week. There will be three candidates coming to all three campuses, one candidate per day. These forums are open to everyone.
- Work is progressing with the new building at TRC.

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- In the TRC High Tech Center, the Welding program has nearly doubled their FTE for Fall term. Student registration for this program was the highest it has ever been in Jackson County. RCC will be adding a new Boat Building course in the Welding program this Fall. Juliet reported this class will probably be filled within days of open registration. She stated there are industry partners to help meet some market demands. Pat Ashley commented the High Tech Center appears to offer good usage of space. Ms. Long stated the space is an open-lab format. It will operate from 12 p.m. to 7 p.m. Tuesday through Friday during the Fall term. She indicated that adding morning hours (Saturdays, Mondays) in the future, may be a possibility. RCC is looking at offering some night classes in Josephine County as well.
- Teri Smith mentioned construction in the TRC room 100 area has started. Tours are available. Board members can contact Kathy Diaz for arrangements, if interested. This area is now dedicated space for the Emergency Medical Services (EMS) program. There has been a major redesign, which includes simulation rooms that will help students understand the complexity of a rescue scenario in small areas, like a small bathroom or an upstairs apartment. On the outside of this building, the ambulance space will be moved to be co-located with the scenario lab, so they can take the mannequins on a gurney to be loaded.

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

- Ms. Ebenhack reported the Helping Oregon Latinos Advance (HOLA) Summer Bridge Program is a major program that increases in enrollment. This program is predicated on relationships RCC is making in the community, such as Spanish materials, different signs on campus, etc. This particular program has done a great job of staying connected with students. Vice President Ebenhack commended Nicole Sakraida and her team. Kevin Chavez has resigned from his position with Latino Outreach to become a Transition Specialist in the TRiO program at Phoenix High School.
- Pat Ashley asked if there were talks with other colleges to give them some insight on how RCC is doing this. Ms. Ebenhack stated she is asking them to conduct a presentation at the Student Success Conference, which is one of the ways we can implement Best Practices in the state of Oregon.
- Ms. Ebenhack reported the commencement venue, BiMart Amphitheater, really worked well. There was plenty of American with Disabilities Act (ADA) seating. She and her team are talking about some positive changes with GED graduation for next year. Claudia Sullivan commended staff for staying within budget and added that it was a great event.

10. New Business - None

11. Old Business – None

12. Consent Agenda

Pat Ashley moved, seconded by Claudia Sullivan, the Board approved the Consent Agenda as presented.

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- A. Meeting Minutes
 - a. May 21, 2019 Board Meeting.
 - b. July 16, 2019 Special Board Meeting
- B. Grant Acceptance – No grants this month.
- C. Human Resources
 - a. Full-Time Faculty Retirement-Business Technology, Joyce Graham
 - Discussion occurred regarding health insurance benefits for early retirement benefits. Dr. Talbert provided the history of these benefits at the College. Claudia Sullivan stated, about two years ago, the Board discussed this topic and staff provided a cost analysis. The analysis results determined that offering the health insurance for early retirements was cost effective for the College at that time.
- D. Financial Reports
 - a. Monthly Financial Data Report – July 2019

The motion unanimously carried.

13. Board Reports

- A. Board Policy Committee – Claudia Sullivan reported the committee met and worked on Board policy first readings and drafted procedures. President Kemper-Pelle stated procedures do not need to be voted on as they are for information only. She stated the Board Policy Committee will meet again in September. In Dr. Talbert’s view, it is not always transparent what is a policy and what is a procedure. Pat Ashley suggested bringing all of the committee’s work as an information session to the Board. Ms. Sullivan said there is a lot of work to be done to move these policies into their own divisions. Ms. Ashley stated a procedure will be developed to review policies on a continuing basis.
- B. Executive Committee - Dr. Talbert reported the Executive Committee met to review and discuss the August 20, 2019 meeting agenda. Shawn Hogan and Pat Fahey were present.
- C. Facilities Committee –The monthly Facility Report was distributed with the Board meeting material (see file).
- D. OCCA/OSBA – President Kemper-Pelle reported the OCCA Annual Fall Conference is November 6th through the 8th at the Salishan Resort in Lincoln City. OCCA will also host the Governance Institute for Student Success (GISS) on November 8th and 9th at the same venue. Information will be shared at GISS on what boards can do to support student success. Pat Fahey stated he may be able to attend November 7th and 8th. Pat Ashley and Claudia Sullivan stated they may be able to attend November 6th through the 9th. An email will be distributed to Board members for confirmation and follow up.
- E. Board Outreach Committee – Pat Fahey reported in six weeks the Board Outreach Committee will give a presentation to the Illinois Valley Rotary Club. In addition, a presentation will be given to the Ashland Rotary Club (date TBD).
- F. Marketing Advisory Committee – Claudia Sullivan reported that she and Shawn Hogan attended a meeting last week to begin planning for RCC’s 50th Anniversary next year. Grant Walker will coordinate marketing and media for this event, some history of RCC, and highlight some of the alumni. Mr. Walker added that official planning will start Fall 2020, and will culminate with the 50th Commencement ceremony in 2021.

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14. Executive Session – None

15. Board Discussion Items – None

16. Roundtable

- Pat Fahey– The New Board Member Orientation Training provided by OCCA was very informative. Mr. Fahey and Roger Stokes attended. Ron Fox also attended as an executive committee member.
- Claudia Sullivan– Appreciates seeing all the graduate demographics provided by Student Services. It is very interesting how the data is obtained.
- Pat Ashley– Is delighted to hear that the High Tech Center (HTC) is so well used, and that the facility is working well for students.
- President Kemper-Pelle – RCC is outgrowing the High Tech Center (HTC) very rapidly. The level of collaboration with Student Services, Instructional Services, and College Services is exciting. She added there is a lot of work to do to get ready for accreditation. There is a plan to do that in segments. We have a draft and are making revisions to fit new standards.
- Kevin Talbert – Very busy this summer helping to revive a new campground in Fort Klamath.

17. Adjournment – Dr. Talbert adjourned the meeting at 5:55 p.m.

Meeting minutes respectfully submitted by Kathy Diaz, Assistant to the President – Governance.