
Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Claudia Sullivan, Chair, at 4:00 p.m., August 21, 2018, Redwood Campus, 3345 Redwood Highway, room H2, Grants Pass, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Roger Stokes, Claudia Sullivan and Kevin Talbert.

Absent: Shawn Hogan
3. **Guests** – The following RCC employees were in attendance: Cathy Kemper-Pelle, Judy Basker, Kori Ebenhack, Natalie Herklotz, Leo Hirner, Juliet Long, Greg McKown, Teresa Rivenes, Laurie Roe, Teri Smith, Curtis Sommerfeld, Carmen Sumner, Grant Walker, Cheryl Johnson and Denise Nelson
4. **Public Comment** – None
5. **Presentation/Other** – None
6. **College Reports**
 - A. **Finance and Audit Committee** – Pat Ashley and Roger Stokes participated in the monthly committee meeting. Ms. Ashley reported the committee reviewed the Monthly Financial Data Report which was included with the Board meeting material (see file).
 - B. **Written Reports**
 - a. Classified Association – Sarah Wofford, President, Classified Association, was not available to attend the Board meeting today. Ms. Wofford provided a written report for Board review prior to the meeting (see file).
 - b. Faculty Association – (no written report)
7. **President’s Reports**
 - A. **Monthly Calendar and College Issues** – President Kemper-Pelle distributed a monthly report for Board review prior to the meeting (see file). She advised the Board of a change in format to the President’s report to include reference to related Wildly Important Goals and College Values in the narrative section. A brief overview of the narrative section was provided.
 - B. **Bond Oversight Committee (BOC)** – Greg McKown, Construction Project Manager, reported the following:
 - The High Tech Center (HTC) grand opening will be held 9/20 at 1:00 p.m. The bridge spanning the ditch from TRC to/from the HTC has been installed.
 - The Health Professions budget estimate will be available next Thursday.
 - The RCC/Fire District 3 classroom building ground breaking ceremony will be held on Monday, 8/27, 4:00 p.m. and Pat Ashley plans to attend.

Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes

- D building (Art) design development is about 95 percent complete. We are on schedule as planned to put the project out to bid.

Curtis Sommerfeld reported there is no update regarding the water project. The BOC is scheduled to receive a presentation from the ZCS engineer on 8/30.

Claudia Sullivan has requested to attend BOC meeting whenever the RWC water project is to be discussed. There was no opposition to this request.

C. Enterprise Resource Planning (ERP) Consortium Update – President Kemper-Pelle reported the ERP kickoff was held at Columbia Gorge Community College a few weeks ago. Prior to that, the consortium’s five presidents met to discuss governance and it was agreed they would try not to customize the ERP for each institution. Instead, the approach would be to create a standardization, use best practices, and help each other. It is less expensive not to customize. The president’s group discussed the process for making decisions and the group is now working on language to craft something in writing.

D. Entrepreneurial Fund Update – President Kemper-Pelle provided a handout titled *Review of Entrepreneurial Funds Proposal* (see file) containing detailed information (15 pages) about the Latino Outreach and Recruitment project. Cathy provided an overview of the document which serves as the Entrepreneurial Fund quarterly report requested by the Board.

8. Board Action and/or Information Items

Kevin Talbert moved, seconded by Ron Fox, the Board adopts the resolutions for agenda items 8.A through 8.H as presented:

- A.** New Board Policy VIII.A.050: Dual Credit (Second Reading)
- B.** Revised Board Policy VII.A.080: Degrees and Certificates (Second Reading)
- C.** New Board Policy VIII.E.020: Credit Hour (Second Reading)
- D.** Revised Board Policy VIII.A.010: Comprehensive Program Policy (Second Reading)
- E.** Revised Board Policy IV.C.020: Naming of Facilities (Second Reading)
- F.** New Board Policy V.B.060: Research on Human Subjects (Second Reading)
- G.** New Board Policy VIII.A.060: Transfer and Articulation (Second Reading)
- H.** Adopt Revised Board Policy VII.A.010: Admissions (Second Reading)

Dr. Talbert reported the Executive Committee discussed the Naming of Facilities policy and he emphasized this policy revision does not spell out the naming procedure, rather, it indicates the Board has authority regarding the naming of facilities.

The motion unanimously carried.

**Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes**

I. Approve Redwood Campus Rogue Building Heating, Ventilation, and Air Conditioning (HVAC) Replacement

Kevin Talbert moved, seconded by Roger Stokes, the Board adopts Resolution No. B7-18/19 approving the replacement of the HVAC system in the RWC Rogue Building through Johnson Controls, Inc. for a not-to-exceed amount of \$62,202.

The motion unanimously carried.

J. Approve Revisions to Management Handbook

MAIN MOTION

Roger Stokes moved, seconded by Pat Ashley, the Board adopts revisions to the Management Handbook as presented (see file).

Vice President Sommerfeld reported the proposed revisions are brief and are mostly housekeeping items. The revision incorporated for Article 17 (page 20) modifies the language regarding evaluations to align with current form and procedure as we are changing to an annual evaluation for management employees. President Kemper-Pelle added the College is shifting to a performance management model. Dr. Talbert expressed his view that he favors annual evaluations and this is a good change.

The motion unanimously carried.

K. Approve Emeritus Status – Mary Pierce

Pat Ashley moved, seconded by Kevin Talbert, the Board adopts Resolution No. P8-18/19 awarding the honor of Faculty Emeritus status to Mary Pierce.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

A. Foundation – Judy Basker, Executive Director, provided an overview of items from the Foundation’s written report (see file). She reported that Dr. Kristin Miller, Chief Medical Officer for Siskiyou Community Health, has joined the Foundation Board.

B. Institutional Research, Effectiveness and Planning (IREP) – Laurie Roe, Director of IREP, reviewed the following reports with the Board:

- a. FTE Report – Summer 2018 to Summer 2017 Comparison (see file)
- b. FTE Report – Fall 2018 to Fall 2017 (see file)

C. College Services – Vice President Sommerfeld reported he is focusing on the ERP transition. Juliet Long, Interim Dean of Science and Technology, helped to identify computer science students to create a data dictionary of RogueNet. This project has been completed. Curtis reported there are over 1,895 data tables in RogueNet (this is a

Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes

huge amount) with 10,748 data fields (data points in RogueNet). Institutional Research has identified 15 critical data tables. From a system design stand point, this is a regular, reasonable number. We will start creating the configuration in October.

Mr. Sommerfeld also reported the following:

- The College website was hacked three to four weeks ago by a group called Anonymous. They didn't do any damage, rather, this group tries to hack websites to let you know they could so you can fix the problem before being hacked by someone who could create problems.
- The contract for campus security is expiring. The intention of administration is to complete the request for proposal process for approval at next month's Board meeting.
- Smoke from wildfires has caused us to close dampers on buildings. We still have buildings with visible smoke inside even with closing the dampers. We have looked into renting large high efficiency particulate air (HEPA) type filters and found this to be cost prohibitive.

D. Instructional Services – Dr. Leo Hirner, Vice President of Instructional Services, provided a written report for Board review prior to the meeting (see file). It was announced that Dr. Teresa Rivenes, Dean of Curriculum and Instruction, has accepted the position of Vice President of Instruction at Tillamook Community College. We are sorry to see her go and wish her the very best.

E. Student Services – Kori Ebenhack, Vice President of Student Services, distributed “Yes, You Can” informational flyers which were developed for students. Kori explained this campaign strategy focuses on driving fall enrollment. The Marketing Department put this campaign together. The Recruitment Team has distributed 109 flyers to date. Since March, the College has processed 1,182 new applications. As the calendar moves forward, Kori will introduce the next step of this campaign to the Board. She also noted the public will see posters and billboards for soccer.

Claudia Sullivan called for a ten-minute break from 5:05 to 5:15 p.m.

10. Board Discussion Items

A. Pending Items List – Board members discussed whether or not to continue using the pending items list. Board members agreed to retire the list effective immediately.

- Pat Ashley suggested the Board should incorporate “visioning” into discussion, such as, should RCC have housing? Pat commented the Board should spend time understanding, questioning and debating. President Kemper-Pelle suggested using the time the Board has set-aside this year to receive internal information reports to receive a brief presentation, 15 minutes maximum, followed by 45 minutes for Board discussion (work session). Cathy also recommended administration should provide written material for Board review prior to the meeting so Board members would be prepared for discussion. In

***Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes***

addition, it would be beneficial for the Board to identify expected outcomes prior to the work session. Pat Ashley agreed it would be more effective to have a discussion not just a presentation.

Ron Fox would like administration to present items to the Board during information meetings and schedule a work session when the Board identifies a subject requiring further discussion.

Kevin Talbert would like to plan and reserve time in advance but have the ability to be nimble and respond where the energy is at the time. He would also like the Board to think farther ahead.

Claudia Sullivan suggested, in addition to holding the Board information meetings as planned, scheduling quarterly four-hour work sessions to be held this fiscal year with the understanding that if a work session is not needed it will be canceled. There being no opposition to this, Ms. Sullivan confirmed that staff will work on scheduling a four-hour Special Board meeting (work session) once per quarter and keep the one-hour internal information meetings scheduled as planned.

B. Board of Education Retreat, August 2, 2018 – Board members provided the following thoughts regarding the retreat:

- Lois Schlegel, Facilitator, did a very good job.
- The student data discussion with Laurie Roe was extensive.
- The financial data discussion with Curtis Sommerfeld and Lisa Stanton included the topic of dashboards. The Board provided many thoughts/ideas regarding this as noted in the retreat meeting minutes. Staff will work on developing draft dashboards for Board review.
- The enrollment management discussions with Vice Presidents Ebenhack and Hirner were informative. It was nice to receive an instructional perspective on this topic.
- Board of Education goals were not addressed at this meeting and will need to be discussed in the near future.
- With Achieving the Dream and Guided Pathways, we are on our way to significant change at the College.
- The Board is supportive of the work to be done in preparation for the upcoming accreditation process.

The following items were suggested by the Vice Presidents when the Board asked about providing their support during this busy time:

- When the Board develops strategic direction, be very clear about what that is.
- Consider our finite resources.
- Consider the workload of staff.

Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes

C. 2018 OCCA Annual Conference, November 7-9, 2018 – Board members Pat Ashley, Ron Fox, Roger Stokes, Claudia Sullivan and Kevin Talbert plan to attend. Board participation in this conference will be approved at the September Board meeting.

11. Approve Consent Agenda – Pat Ashley moved, seconded by Ron Fox, the Board approve the Consent Agenda as follows:

- A. Meeting Minutes
 - a. August 2, 2018 Special Board Meeting (Retreat)
- B. Human Resources
 - a. Full-time Humanities Faculty Retirement, Wolfgang McAninch-Ruenzi
- C. Grant Acceptance – None
- D. Financial Reports
 - a. Monthly Financial Data Report – July 2018

The motion unanimously carried.

12. Board Reports

A. Board Policy Ad-Hoc Committee – Board members and staff will be attending a presentation regarding the new OCCA board policy service at the OCCA Annual Conference.

B. Executive Committee

- a. Zone 2 Board Vacancy – After newspaper and website advertisements regarding the vacant seat, one application was received. To remain consistent with past practice of interviewing more than one candidate, the committee asked staff to process newspaper, website and radio advertisements with the goal of interviewing candidates next month.

C. Facilities Committee – Curtis Sommerfeld reported the College is requesting a change with project funding to allow new construction as well as remodel. Four other schools are also requesting changes that are more significant than our request. Curtis also reported we have experienced a major setback with the automotive project as the lift solution did not work. As it turns out, we are unable to penetrate the walls since they are fire walls. The center and lower end of that building will have to close down unless another solution is reached. The Instructional division is looking at changing the instructional location.

D. Oregon Community College Association (OCCA) and Oregon School Board Association (OSBA) – Ron Fox reported OCCA conducted interviews for the Executive Director position and a finalist was selected. They are currently in the process of negotiating a contract. The announcement should come soon. The OCCA Executive Committee retreat will be held on October 16th.

Kevin Talbert left the meeting at 5:57 p.m.

***Rogue Community College District
Board of Education – August 21, 2018 Meeting Minutes***

13. Executive Session – N/A

14. New Business – President Kemper-Pelle requested discussion regarding the September Board meeting date as the college-wide Fall Inservice is being held the same day. After discussion, it was determined the start-time of the Board meeting would be 5:00 p.m. on the same day as planned, September 18th.

15. Old Business – None

16. Round Table

- Roger Stokes commented, as a new Board member, he appreciated the discussion that occurred at the Board retreat. The session gave him a good picture of many initiatives occurring at the College and the responsibility of staff.
- Ron Fox announced the Manufacturing Summit will be held at TRC from 9:00 a.m. to 1:30 p.m. and he encouraged Board members to attend if possible.

17. Adjournment – Claudia Sullivan adjourned the meeting at 6:14 p.m.

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