
Rogue Community College District
Board of Education – September 18, 2018 Meeting Minutes

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Claudia Sullivan, Board Chair, at 5:00 p.m. on September 18, 2018, Conference Room H2, Redwood Campus, 3345 Redwood Highway, Grants Pass, 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, and Kevin Talbert.
3. **Guests in Attendance** – Jean Ann Miles, candidate for Zone 2 Board seat; Jay Randolph, candidate for Zone 2 Board seat; Pat Fahey, candidate for Zone 2 Board seat; and Mark Minnis, candidate for Zone 2 Board seat; Sara Wofford, President, Classified Association; faculty and staff including Judy Basker, Kori Ebenhack, August Farnsworth, Leo Hirner, John Miles, Laurie Roe, Lisa Stanton, Curtis Sommerfeld, Grant Walker, Marina Whitchurch, and Cheryl Johnson.
4. **Public Comment** – no public comments
5. **Presentation/Other**
 - A. Interviews – RCC Board of Education Zone 2 Candidates
 - a. Jean Ann Miles
 - b. John (Jay) Randolph
 - c. Pat Fahey
 - d. Mark Minnis

Each candidate was interviewed individually and asked a round of questions.
6. **College Reports**
 - A. Finance and Audit Committee – Pat Ashley and Roger Stokes participated in the Board Finance and Audit Committee meeting just prior to the Board meeting and reviewed the monthly financial statement (see file). The budget review contained no surprises, and we are on track for income and expenses. A final FTE was not available as we are still registering students for fall term. Next month we will have a more accurate picture of enrollment, based on FTE. Lisa Stanton shared the dashboard concept of reviewing the financials, which we will use in the future.
 - B. Written Reports
 - a. Student Government (no report)
 - b. Classified Association – Sarah Wofford provided a written report for review prior to this meeting (see file). OSEA met today and Curtis Sommerfeld attended and discussed budget.
 - c. Faculty Association (no report)
 - d. Faculty Senate – Chelsea Fine and Marina Whitchurch: Marina Whitchurch attended and introduced herself. The first Faculty Senate meeting will be held next week.
7. **President’s Report**
 - A. Monthly Calendar and Narrative – Cathy Kemper-Pelle: Discussed Narrative Report (see file)

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Dr. Kemper-Pelle highlighted the developing partnership with Pacific Power to create an annual STEAM (science, technology, engineering, arts, math) event in downtown Grants Pass, the Campus Nexus ERP implementation, data integrity regarding FTE reporting, the Executive Team retreat, college in-service, the Verizon Innovation in Learning Girls STEM camp, and the visit from National Association of Community Colleges for Entrepreneurship (NACCE) CEO, Dr. Rebecca Corbin

- A. Bond Oversight Committee (BOC) – Pat Ashley, Roger Stokes, Kevin Talbert and Claudia Sullivan. A written report was provided to the Board for review prior to the meeting (see file). Cathy Kemper-Pelle reviewed highlights of the report.
- **High Tech Center:** It is ready for the grand opening on Thursday. We will have a proper ribbon-cutting ceremony with speakers who will discuss the value and contribution of the HTC to the community. This project was completed on time and on budget.
 - **Health Professions Building:** Planning is complete and we are close to going to construction bid on this project. Curtis Sommerfeld gave an overview of the site elevations provided in 7.B Handout. These plans are considered final design, although there may be some small changes, if deemed necessary. Cathy Kemper-Pelle noted the value of doing tours of other colleges and incorporating those great ideas/best practices. Marina Whitchurch asked if this was a place where we would offer health services for students. The answer was no, however, the dental services might be provided. Kevin Talbert noted that we are on budget, and in the overall project, have stayed very close to the original estimate.
 - **Water project:** Today, RCC contacted the owner of the triangle of land between Hwy. 199 and Canal Street. The conversation went well, and the property owner may be willing to consider selling RCC the part of the property we need to go forward with the water project. We will need $\frac{1}{3}$ to $\frac{1}{2}$ of the 1.4 acre parcel. Curtis Sommerfeld will work with the City of Grants Pass to take the next steps, which involves getting survey of this property.
 - **CTE expansions/D building:** We are about 50% on the project design. We should have a final design by end of December with plans to move in the building in late summer/fall 2019.
 - **Fire Training Center:** Construction has started and we expect Spring term 2019 for occupancy.
 - Ron Fox suggested that the term “Cancelled” on the Nursing Building Expansion in our Bond Oversight Report be changed to “Reassigned” or something that shows our true intent.
- B. Enterprise Resource Planning (ERP) Consortium Update – Cathy Kemper-Pelle deferred this item to Curtis Sommerfeld in his update in Agenda item 9.C.
- C. Entrepreneurial Fund Update – Aviso Student Advising – Cathy Kemper-Pelle
- August Farnsworth shared a handout and talked about the Aviso advising program. We signed the contract in December 2016 and it implemented in Spring 2017. We are still working to utilize the program to its full capabilities. It will work exceptionally better with CampusNexus than it currently works with RogueNet. It allows us to produce a number of reports as well as aiding advisors in working with individual students. Employees are still being trained we are

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training trainers to bring it out to all staff. We have signed a two-year contract which will annually renew unless we give a 30-day cancellation notice. Once CampusNexus comes on-line, we can re-evaluate the efficacy. Aviso has significantly more functionality than CampusNexus for monitoring student progress, and, it will work/interface with that platform. Leo Hirner shared that his previous campus used a similar tool and it was very helpful for early alerts and positive feedback. Claudia Sullivan asked where the funding will come from for renewals. The agreement was that Entrepreneurial Funds would not be used for more than 3 years. Future funding is to be determined.

8. Board Action and/or Information Items

A. Approve Board Development 2018 OCCA Annual Conference, November 7-9, 2018

Kevin Talbert moved, seconded by Pat Ashley, the Board approves Resolution No. P11-18/19, participation of all Board members in the 2018 OCCA Annual Conference, November 7-9, 2018, in Sun River, OR as applicable.

Roger Stokes, Pat Ashley, Kevin Talbert, Ron Fox, and Claudia Sullivan will be attending. Pat Ashley asked that the new Board member will also attend if they are available. Shawn Hogan will not be available that week due to business travel.

The motion unanimously carried.

B. Approve Contract for Contracted Security Services

Pat Ashley moved, seconded by Roger, the Board adopts Resolution No. B12-18/19, Contract for Contracted Security Services.

Curtis Sommerfeld explained that we interviewed three companies and it was clear that Concierge was clearly the best choice for providing RCC the necessary services.

The motion unanimously carried.

C. Approve Contract for Pacific Healthcare: Nursing Assistant and CNA2 Training

Pat Ashley moved, seconded by Kevin Talbert, the Board adopts Resolution No. B13-18/19, Contract for Pacific Healthcare: Nursing Assistant and CNA2 Training

Kevin Talbert clarified that this is a pass-through grant and asked what is the future plan for offering this training. Cathy Kemper-Pelle expressed that future programming may be through Continuing Education. Ron Fox commented that Pacific Healthcare is advertising this as their program and not mentioning financial support from RCC. Kevin Talbert: consider contractually requiring Pacific Healthcare to mention that it is a RCC program in their advertising.

The motion unanimously carried.

D. Approve Contract for Automotive Technology Training Courseware and Equipment

Pat Ashley moved, seconded by Shawn Hogan, the Board adopts Resolution No. B14-18/19, Contract for Automotive Technology Training Courseware and Equipment

No discussion on the motion.

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The motion unanimously carried.

E. Approve Contract for Mac Lab Upgrade

Kevin Talbert moved, seconded by Pat Ashley, the Board adopts Resolution No. B17-18/19, Contract for Mac Lab Upgrade

Pat asked how many computers this bid covered. It was explained that it was a lab at RVC and it is 24-26 computers.

The motion unanimously carried.

9. Foundation and Senior Management Team Reports

A. Foundation – Judy Basker, Executive Director, highlighted items from the Foundation’s written report (see file). They are off to a good start this year. Cathy Kemper-Pelle highlighted that the Foundation did a great job of gathering 30+ giveaways for Inservice today. Thanks to the Foundation and vendors for their generosity. The Foundation is hosting a community event Saturday, October 13th during our soccer games at US Cellular Field. She asked for participation at the game to show our support for RCC athletics. Pat Ashley shared that the Foundation has filled their table at the Medford Chamber Forum for the past year. It is commendable of the Foundation, and good for RCC.

B. Institutional Research, Effectiveness & Planning – Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of the FTE Report and Student Enrollment and Retention report (see file).

- a. FTE Report: Laurie Roe handed out an updated report with figures as of 9/17/18. Enrollment is currently up 1.34%. Pat Ashley commented that the distributed (online) learning is growing and asked if the Board need to do something to support that growth.
- b. Student Enrollment into CG100 and Student Retention – Achieving The Dream (ATD) will be asking us about the first-year experience at RCC. Laurie Roe shared our retention for both full-time and part-time students and the positive impact of the CG100 course on that retention. Kevin Talbert asked how students could “not pass” this class. Some ways described were: not doing the class work, substandard work, not doing homework, not participating, etc. Cathy Kemper-Pelle shared student comments that she heard when visiting classes, including students having to see the value in the course before they will do the work. Roger Stokes asked for clarification on whether it is a requirement for first-time full-time students. It is strongly advised, but there currently is no way to *make* students attend. Ron Fox asked if the impact is as high when students take the course in their second or third term, and the answer was that impact is not as high. He also asked since it works and makes a difference, how can we incent students to take the course? The reality is that the course is owned by Student Services and they do not have the staff/resources to offer this course to ALL first-time, fall quarter students. If students who take it have a better rate of success, how do we scale this to more students? Leo Hirner cautioned that in his experience this course can become a barrier to graduation. The course is in the

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early stages and it is bearing fruit. We will work with our ATD coaches to determine the best path moving forward.

C. College Services –

- a. CampusNexus Implementation Estimated Project Plan – Curtis Sommerfeld, Vice President, College Services gave a report and walked the board through the CampusNexus timeline (see file) Curtis Sommerfeld shared the handout and the analogy of RogueNet being an old steam engine train and Nexus is a new bullet train barreling down the tracks. The handout is the timeline for all activities that have to be completed this academic year. There are a huge number of hours required by different areas of RCC between now and March 2019. We will have up to 50% more work that will be added to the workload of some current employees, however, the outcome will be very positive. We cannot hire additional staff to backfill for the ongoing work.

D. Institutional Services – Leo Hirner, Vice President, Instructional Services elaborated on his written report (see file). Leo Hirner highlighted that the report is a primer on the Guided Pathways program which will be highlighted at the next board meeting. Pat Ashley asked that we highlight the ribbon-cutting on the High Tech Center (HTC) on Thursday. Shawn Hogan shared that a number of manufacturing partners met at TRC last week and watched the activity in the HTC.

E. Student Services – Kori Ebenhack, Vice President, Student Services elaborated on her written report (see file) and discussed the Medford Dancing and Dining in the Streets event. Kori has been working to facilitate a lunch meeting with Jackson and Josephine County Transportation. There is a need to have both counties coordinating transportation better. Kori wanted to acknowledge the staff of recruiting, testing, marketing, advising, financial aid, career services, etc. who have been working really hard on enrolling students. She also thanked Laurie Roe for providing the data that shows the Student Services team the fruits of their labor. Kori appreciated the staff being excused from Inservice so that they could continue to enroll students during the busiest time for their area.

10. Board Discussion Items

- A. Inservice, Fall 2018: Claudia Sullivan shared that she attended this morning. She liked it and was well informed by the presentations. There was a lot of information revealed that people had no idea about. Most of it was information that was covered at the board retreat, including students subject to poverty, food insecurity, and homelessness. There was a strong focus on equity to help retain students. Verne Underwood and Chauncey Kieley introduced “Mythbusters” where they asked questions based on RCC statistics. It was fun for staff and faculty play along with this “Participoll” activity and learn more about our students. Claudia shared that it was a great use of “What’s Your Superpower?” to engage employees in how they can help students. Congratulations to Cathy Kemper-Pelle for a great job. Cathy pointed out that we had a larger in-service committee this fall that included ATD conference participants to tie it all to student success. Cathy Kemper-Pelle shared the Accreditation Update that Lori Sours and Michelle Gray gave on their work to date. She also shared the Management Team break-out session that talked about how they can access the accreditation

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document drafts to make comments, add examples, or ask for clarity of those things they do not understand.

- B. Ribbon Cutting for High Tech Center: Claudia Sullivan indicated everyone on the board who was attending.

11. Consent Agenda

Pat Ashley moved, seconded by Kevin Talbert, the Board approves the Consent Agenda as presented:

- A. Meeting Minutes
 - a. March 20, 2018 Board Meeting
 - b. August 30, 2018 Bond Oversight Committee
- B. Grant Acceptance: the Board adopts
 - a. New Grant: Resolution No. P15-18/19, Anna May Family Foundation Grant,
 - 1. Anna May Foundation Signed Copy
 - b. Continuation Grant: Resolution No. P16-18/19, US Department of Education, TRiO Grant
- C. Financial Reports: Resolution No. B18-18/19:
 - a. Monthly Financial Data Report – August 2018

The motion unanimously carried.

12. Board Reports

- A. Board Policy Ad-Hoc Committee (on hold) – Pat Ashley, Claudia Sullivan
- B. Executive Committee – Claudia Sullivan, Pat Ashley, Roger Stokes: The Committee met and reviewed the draft September Board meeting agenda.
- C. Facilities Committee – Shawn Hogan, Roger Stokes: The committee has not met, and everything currently happening is in the report.
- D. OCCA/OSBA – Ron Fox: Announced Cam Preus as the new OCCA Executive Director, effective November 1st. OCCA Executive Committee will have a retreat on 10/16, and Ron Fox will attend, therefore, he not able to attend the next board meeting. In addition, Ron Fox is the Foundation liaison and cannot attend the 10/11 RCC Foundation Board meeting. Claudia Sullivan will attend for Ron Fox.
- E. President’s Performance Review Committee – Claudia Sullivan: The committee will be meeting at noon on Thursday, September 20, 2018 to begin developing the President’s Performance Review process. They will review last year’s letter from the board, last year’s matrix and Cathy’s goals for 2018/2019AY.

- 13. Executive Session** – At approximately 7:26 p.m., Claudia Sullivan adjourned the meeting for executive session under Oregon Revised Statute 192.660(2)(f) Exempt Public Records. Executive Session was concluded at 7:34 p.m. and the regular Board meeting resumed.

14. New Business

- A. **Appointment of Zone 2 Board Member** – Kevin Talbert asked for the board to discuss initial impressions. Pat Ashley agreed. Board members had a round table discussion about the strengths and weaknesses of each candidate. Board members were asked to think about the four interviews conducted and be prepared to discuss and vote at a Special Board

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Meeting, to be held Monday, September 24th at 12:30 at the Redwood campus in H-2 or via phone conference.

B. Approve President’s 2018/19 AY Performance Goals

Pat Ashley moved, seconded by Ron Fox, to accept the President’s Performance Goals. Pat Ashley was extraordinarily impressed with Cathy Kemper-Pelle’s work on her goals. Ron Fox loved that it was condensed into two pages. Cathy Kemper-Pelle asked that the board to address the “disconnect” in the process from last year that did not directly address her goal achievement. All items in the evaluation focused on specific leadership traits, but there was no item that addressed her goals.

The motion unanimously carried.

15. Old Business

- A. **Discuss Board Statement of Support** – Claudia Sullivan drafted this statement as a starting point. Cathy Kemper-Pelle offered the words shared by Verne Underwood at Inservice that student success was tied to risk and experimentation. Claudia Sullivan took these draft goals from the *Trusteeship as Entrepreneurship* article and the *Aspen Institute* slides. The board discussed the wording and will send comments to Cheryl Johnson. She will collect the input and share it back to the board as a second draft. The board discussed how this will be used; keeping the statement fuzzy/generic enough so that the administration can still operate; and to use these goals as a guide for future decisions.
- B. Discuss Status of Budget Advisory Committee and Expected Outcomes: Cathy Kemper-Pelle is in the process of reaching out to each committee member to see if they want to continue to serve.
- C. Discuss Future Board Meeting Presentations
 - a. Guided Pathways (October)
 - b. Foundation Board (attend in October for Guided Pathways)
 - c. Achieving The Dream (February) This conference conflicts with the February 2019 board meeting. It is recommended to move the February board meeting to the following week: February 26, 2019.
 - d. Accreditation (May)

16. Roundtable: Pat Ashley: Think about when we want to have a joint conversation with the SOU Board. Do we want to rethink? Is there value in that?

17. Adjournment – Claudia Sullivan adjourned the meeting at 8:19p.m.

Meeting minutes respectfully submitted by Cheryl Johnson, Assistant to the President – Governance.