
***Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes***

1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Tim Johnson, Chair, at approximately 4:00 p.m., Tuesday, September 19, 2017, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), 101 S. Bartlett Street, rooms 127 and 129, Medford, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum of the Board was present including Shawn Hogan, Tim Johnson, Claudia Sullivan, Kevin Talbert and Dean Wendle.

Absent: Ron Fox and Pat Ashley

3. **Introduction of Guests** – RCC District employees including Cathy Kemper-Pelle, Judy Basker, Navarro Chandler, Kori Ebenhack, Brooke McDermid, Greg McKown, Laurie Roe, Steve Schilling, Teri Smith, Curtis Sommerfeld, Lisa Stanton, Jeremy Taylor, Grant Walker, Sarah Wofford and Denise Nelson.

4. **Public Comment** – None

5. **Presentation**

A. Southern Oregon Regional Economic Development, Inc. (SOREDI) Board of Director Service Award – Dean Wendle

On behalf of SOREDI, President Cathy Kemper-Pelle presented a Service Award to Dean Wendle and thanked him for his outstanding service. Mr. Wendle served on the SOREDI Board of Directors from 1987-2017. Mr. Wendle accepted the award.

6. **College Reports**

A. Finance and Audit Committee – Shawn Hogan and Dean Wendle participated in the September committee meeting. A letter from Eide Bailly, LLP, describing the planned scope of the June 30, 2017 year-end audit, was distributed to Board members prior to the meeting (see file). Dean Wendle provided the following report:

- Additional fund explanations have been added to the monthly financial report.
- Interim fieldwork by the auditor was performed in July. The auditors identified two issues. A) Similar to last year, incorrect withdrawal dates were reported on the return to Title IV calculations. Other community colleges have reporting issues with this too. B) Material weakness in internal control in the review of eligibility status of students participating in the Southern Oregon Health Occupations and Poverty Elimination (SOHOPE) program. We were using a third party to review eligibility and the College no longer has that reviewer.
- Summer term actual student full time equivalency (FTE) was lower than projected reducing summer term projected tuition and fee revenue by \$187,000. Projections for the remainder of the year are based on preliminary fall term numbers with an approximate shortfall of \$1 million for the fiscal year.
- We are doing well with financial controls.

Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes

- The College is experiencing larger than expected “prior PERS adjustments” as explained in the Executive Financial Summary (see page 4). The College’s normal prior PERS adjustments per year are under \$50,000. This year, the College is aware of three prior PERS adjustments totaling an estimated \$90,000.

Kevin Talbert noted the Entrepreneur Fund is running in surplus. One of the goals of the Board is for this funding to be spent in a new way. He voiced concern this funding was not utilized completely. President Kemper-Pelle explained the College created a process for the use of this funding and only two proposals were received. This topic will be discussed further at the Board retreat.

- B.** Due to reduced activity during summer term, there were no Student Government, Classified Association or Faculty Association written reports submitted. The June 17, 2017 Faculty Senate meeting notes were submitted as the Senate’s written report (see file).

Classified Association – Sarah Wofford reported she attended the Annual Conference in Portland. She often feels grateful for the relationships we have at RCC with the union, administration and Board.

Faculty Association – Jeremy Taylor was introduced as the new Faculty Association President. He reported the Faculty Association held a meeting over lunch at the recent In-service event. He reported Faculty members seem excited about defining the full-time to part-time ratio and are concerned with the rising cost of healthcare. They also seem concerned about the new class size limits and the balance with scheduling, cost recovery and faculty workload.

7. President’s Reports

- A. Monthly Calendar and College Issues** – President Kemper-Pelle provided an overview of the detailed items included in her written report (see file) as follows:

- Surgical Technology partnership, which emerged quickly over the summer.
- Oregon President’s Council retreat, which included a tour of the new Linn-Benton Community College Health Professions facility.
- CampusWorks Completion of Request for Proposal.
- President’s Industry Tours – Colleen Padillia and Rob Merriman of Southern Oregon Regional Economic Development, Inc. (SOREDI) invited President Kemper-Pelle to join them on industry tours as her schedule allowed. To date, she has completed plants tours at Highway Products, Croman, Carestream, Amy’s Kitchen, Lamination Technologies and Ascentron.

- B. Bond Oversight Committee (BOC)** – A written report was provided to the Board for review prior to the meeting. President Kemper-Pelle reported, BOC members discussed the reporting structure of the Committee to the Board and determined, after receiving

***Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes***

counsel from Karen Smith, Oregon Community College Association (OCCA), it is best for the College President to bring the committee's recommendations to the Board. Dean Wendle noted, the report from this Committee at monthly Board meetings will be provided during the President's Report.

Greg McKown provided an overview of the Monthly Project Status Report (see file).

- C. Organization Charts** – Board members appreciated receiving copies of the College's organization charts. Kevin Talbert asked to receive a version with leadership's names. Vice President Sommerfeld will follow-up on this request with the Human Resources department.
- D. Fall In-service – September 18, 2017** – President Kemper-Pelle reported the break out session schedule provided something of interest for everyone. Staff will be initiating a survey to receive input and comments from attendees. Cathy commended the efforts of Dhara Katz, Assistant to the President, for her work on this project. Dhara took a leadership role to coordinate this college-wide event right after she began her employment at RCC and she did a fantastic job. Cathy also thanked the Vice Presidents for their work, commenting they each provided a divisional presentation and also participated in a group presentation.

8. Board Action and/or Information Items

A. Adopt New Board Policy Article IV: Business/Non-Instructional; Section A: Finance and Budget; Policy 100: Cash and Investment Program (Second Reading)

Kevin Talbert moved, seconded by Dean Wendle, the Board approves Resolution No. B5-17/18 adopting new Board Policy, Article IV: Business/Non-Instruction; Section A: Finance and Budget Policy 100: Cash and Investment Program as presented.

The motion unanimously carried.

B. OSBA Regional Fall Meeting – October 25, 2017

MAIN MOTION

Kevin Talbert moved, seconded by Claudia Sullivan, the Board approves participation of Ron Fox and Dean Wendle at the Oregon School Board Association (OSBA) Fall Regional dinner and meeting on October 25, 2017 in Medford, OR as applicable.

The motion unanimously carried.

***Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes***

C. OCCA Annual Conference – November 1-3, 2017

MAIN MOTION

Shawn Hogan moved, seconded by Claudia Sullivan, the Board approves participation of all Board members in the OCCA Annual Conference, November 1-3, 2017, in Gleneden Beach, OR as applicable.

The motion unanimously carried.

D. Approve Board Participation OSBA Annual Convention – November 9-12, 2017

Kevin Talbert moved, seconded by Dean Wendle, the Board adopts Resolution No. P6-17/18 approving the participation of Board member Ron Fox in the 2017 OSBA Annual Convention in Portland, OR as applicable.

The motion unanimously carried.

E. Oregon Business Plan Leadership Summit – December 4, 2017

Dr. Talbert and Mr. Wendle provided positive comments regarding this annual summit. Board member participation will be presented for approval at the October Board meeting.

9. Foundation and Vice President's Reports

A. Foundation – Judy Basker, Executive Director, provided an overview of items in her written report (see file). There were no questions or concerns.

B. Institutional Research, Effectiveness and Planning

- a. FTE Report (Student full time equivalency)
- b. EMSI Report (Analysis of the return on investment and economic impact of education – the economic value of RCC)

Laurie Roe, Director of Institutional Research, Effectiveness and Planning, provided an overview of items in the FTE and EMSI reports (see file). There were no questions or concerns.

C. College Services – Vice President Sommerfeld had nothing further to report.

D. Instructional Services – Vice President Gibson reported the Instructional Division received a presentation on the Friday of in-service week from a national speaker on guided pathways. The speaker then worked individually with the Workforce department. This was well received by all.

***Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes***

E. Student Services – Vice President Kori Ebenhack acknowledged the work of Brooke McDermid, Dean of Student Success, for her work overseeing counseling and advising. Ms. Ebenhack also commended Rene McKenzie, Director of Student Programs and Danielle Crouch, Director of Enrollment Services, for their excellent work handling the fall term registration rush.

Kori reported transportation districts in the State of Oregon received increased funding. RCC is rolling out the new bus schedule when fall term begins.

10. Board Discussion Items

A. OCCA New Board Member Orientation – July 25-26, 2017

Shawn Hogan attended the orientation session and reported OCCA provided a good presentation. Mr. Hogan also provided a written summary of his experience at the orientation. The summary was distributed to Board members for review in advance of this Board meeting (see file).

B. Special Board Meeting (Retreat) – October 5, 2017

A list of possible discussion topics, compiled from Board member comment at Board meetings throughout the year, was distributed for review in advance of this Board meeting (see file).

Tim Johnson asked Board members to comment on items to be discussed at the retreat.

- Shawn Hogan would like to review the objectives of the Strategic Plan
- Claudia Sullivan is interested in receiving Bond updates
- Dean Wendle requested a presentation from Greg McKown regarding the contractor manager/general contractor (CM/GC) process
- Kevin Talbert agrees with the aforementioned suggestions and would also like to discuss the entrepreneur fund
- Tim Johnson would like to discuss avoiding a possible increase in tuition

Denise Nelson will coordinate a meeting with Tim Johnson, Cathy Kemper-Pelle and the retreat Facilitator, Lois Schlegel.

C. Pending Items List

Item 2-2016/17: Board Meeting Schedule and Format

Kevin Talbert recommended President Kemper-Pelle identify topics and presenters for the external and internal presentations. There was no objection to this recommendation.

Item 5-2016/17: Board Policy Handbook

Pat Ashley and President Kemper-Pelle reported OCCA does not have funding available to provide board policy assistance to community colleges. Pat Ashley, Claudia Sullivan and President Kemper-Pelle recommended college administration begin reviewing

Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes

policies and providing revision recommendations to the Board for review (first and second readings). There was no objection to this recommendation. Denise Nelson will continue to work with Pat Ashley and Claudia Sullivan on the policies that are specific to the Board of Education (the first Article of the Board Policy Handbook).

11. Approve Consent Agenda

Dean Wendle moved, seconded by Kevin Talbert, the Board approves the Consent Agenda as presented:

A. Meeting Minutes

- a. April 18, 2017 Board Meeting
- b. May 16, 2017 Board Meeting
- c. June 20, 2017 Board Meeting
- d. July 18, 2017 Board Meeting

B. Human Resources

- a. Full-Time Faculty, Adult Basic Skills Faculty Coordinator (SOHOPE) – Kristi Kowalski

C. Grant Acceptance

New Grants

- a. Pathways to College/Concurrent Enrollment
- b. Adult Basic Skills Concurrent Enrollment
- c. Custom Lab Manual and Incubator
- d. Helping Oregon Latinos Advance

Continuation Grant

- e. Adult Basic Skills – Title II
- f. TRiO – Education Opportunity Centers (EOC)
- g. TRiO – Talent Search
- h. Perkins Basic Formula

D. Monthly Financial Data Report – August 2017

The motion unanimously carried.

12. Board Reports

A. Board Policy Adhoc Committee – See previous discussion agenda item 10.C

B. Executive Committee – The Committee met and reviewed the draft September Board meeting agenda.

***Rogue Community College District
Board of Education – September 19, 2017 Meeting Minutes***

- C. Facilities Committee – Kevin Talbert referred to the written facilities report provided for Board review in advance of this Board meeting (see file).
 - D. OCCA/OSBA – No report at this time.
13. **Executive Session** – Tim Johnson called the meeting into executive session at 5:25 p.m. in accordance with Oregon Revised Statutes 192.660(2)(d) Labor Negotiations and 192.660(2)(f) Exempt Public Records and closed executive session at 5:48 p.m.
14. **New Business** – None
15. **Old Business** – None
16. **Roundtable** – It was mentioned that building supply shortages, due to hurricane relief, could affect costs and timing of construction projects.
17. **Adjournment** – Tim Johnson adjourned the meeting at 5:50 p.m.

Meeting minutes respectfully submitted by Denise Nelson, Assistant to the President - Governance.