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***Rogue Community College District  
Board of Education – September 20, 2016 Meeting Minutes***

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1. **Call to Order** – The Rogue Community College (RCC) Board of Education (Board) meeting was called to order by Ron Fox, Chair, at approximately 4:00 p.m., September 20, 2016, RCC/Southern Oregon University (SOU) Higher Education Center (HEC), 101 S. Bartlett Street, Medford, OR, rooms 127 and 129. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Board was present including Pat Ashley, Ron Fox, Brett Johnson, Tim Johnson, Claudia Sullivan and Dean Wendle.  
  
Absent: Kevin Talbert
3. **Introduction of Guests and Public Comment** – Michelle Jacobsen, President, RCC Associated Student Government (ASG) Riverside Campus (RVC) / Table Rock Campus (TRC); and RCC District employees including Judy Basker, Kori Ebenhack, Kirk Gibson, Kevin Hoff, Cathy Kemper-Pelle, Jessica Kitchen, Anna Manley, Rene McKenzie, Teresa Rivenes, Steve Schilling, Curtis Sommerfeld, Lori Sours, Lisa Stanton, Grant Walker, and Denise Nelson.
4. **Public Comment** - None
5. **College Reports**
  - A. Bond Oversight Committee: Curtis Sommerfeld, Committee Chair, provided the following report:
    - a. High Tech Center
      - A Request for Proposals (RFQ) for architectural services have been received. Seven people submitted proposals. The selection committee, composed of the Bond Oversight Committee and selected others will meet on Wednesday, 9/21, to select qualified architects. The next step is to issue an RFP to the qualified architects for the design of the High Tech Center. We anticipate this RFP to be posted on 10/19.
      - The RFP for builders is under development and will soon be posted.
    - b. Construction Project Manager Position
      - The job description has been created and the position posted as of 9/19.
    - c. Table Rock Campus (TRC) Master Planning
      - An RFP is under development and will go to the Bond Oversight Committee for review prior to distribution.

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d. Redwood Campus (RWC) Water Upgrade

- Curtis Sommerfeld and Dean Wendle met with Lora Glover, City of Grants Pass, on 9/14. Curtis reported they received good news that the requirement for a pumping station is no longer needed.
- An RFP is under development for a water designer for the system. Curtis reported work could be delayed due to the winter season. Curtis anticipates a firm annexation agreement will be finalized by the end of the year.

**B. Finance Committee:**

Claudia Sullivan reported the new format of the Monthly Financial Data report, including the additional executive summary per fund, has been very helpful. The Committee met just prior to this Board meeting and discussed a change to the format for the annual budget approval process next spring. The changes include scheduling additional meetings wherein people would have an opportunity to attend informational meetings and ask questions to the Budget and Financial Services department representatives. Also under consideration is providing an orientation for the District Budget Committee members so they would better understand the process and be more informed. Dean Wendle commented he likes these suggestions and thinks they are a good idea. Budget and Financial Services will distribute an e-mail regarding these meetings to all board members. It was noted this is a change of procedure, not a change of policy. The Board will be provided with a description of the process and will have an opportunity to provide input.

Discussion occurred regarding an identified need to create an Investment Policy. Staff will move forward with this.

Dean Wendle reported the budget is on track and projections for the year are higher than originally anticipated. The 2016/17 adopted beginning fund balance is \$4.3 million. The pre-close estimated ending fund balance for 2015/16 is \$4.88 million.

**C. Written Reports**

- a. Student Government (see file) – Michelle Jacobsen provided a brief overview of the written report
- b. Classified Association – No report
- c. Faculty Association – No report
- d. Faculty Senate – No report

**6. President's Report**

- A. Monthly Calendar and College Issues –** (see file) Dr. Cathy Kemper-Pelle included a list of meetings and events she was involved with from August 10 through September 13.

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President Kemper-Pelle provided the following report regarding college issues (see file):

- Cathy has been attending meetings with the Rogue Advance Manufacturing Partnership (RAMP) which is a large group. The overall goal is to address the shortage of skilled workers in southern Oregon. This is an ambitious goal but critical to the economy. The group has hired a consultant to help lead organizational efforts. Cathy provided an overview of RAMP's identified priorities (see file for details). She noted this group does not currently have an organized marketing campaign.
- The regional workforce strategy identified three categories, a) allied health, b) manufacturing, and c) Information Technology (I.T.) and electronic commerce. Cathy reviewed the document titled *Advanced Manufacturing Competency Model* (see file).

- B. FTE Report** – This report reflects summer term data which clearly shows summer enrollment decreased this year compared to last. TRC summer enrollments have some room to grow. Online classes are holding about the same as this time last year.

A question was asked if RCC experienced many university students attending during summer term. Vice President Ebenhack responded yes, however, it is not a huge piece of our population, maybe 10%. Grant Walker and Kori have talked about marketing to those families.

- C. Fall In-service** will be held September 22, 2016 at the Inn at the Commons in Medford. All Board members are welcome to attend. The agenda begins at 7:30 a.m. with breakfast and concludes at 11:45 a.m. Cathy felt it was important to kick-off this academic year with a formal gathering. Pat Ashley and Claudia Sullivan will attend.
- D. Community College Week/OCCA – 2016/17 Meetings and Events** (see file). A list of events, statewide and national, was provided to Board members as an information item.

**7. Board Action and/or Information Items**

- A. Adopt Amendment to Resolution B79-15/16**

Tim Johnson moved, seconded by Dean Wendle, the Board adopt amended Resolution No. B79-15/16 adding further detail to the “Debt Service Fund – General Obligation Fund” category with the Resolution by separately listing bond measure line items.

**The motion unanimously carried.**

- B. OSBA Regional Fall Meeting – October 24, 2016 (no cost)**

Statewide issues will be discussed at this meeting. Dean Wendle and Ron Fox plan to attend. Denise Nelson will process their registrations.

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**C. OCCA Annual Conference – November 2-4, 2016**

Brett Johnson moved seconded by Tim Johnson, the Board adopt Resolution No. P8-16/17, approving Board member participation in the 2016 OCCA Annual Conference for Board of Education members available to attend. Denise Nelson will confirm attendance with Pat Ashley, Ron Fox, Tim Johnson and Kevin Talbert.

**The motion unanimously carried.**

**D. OSBA Annual Convention – November 10-13, 2016**

Pat Ashley moved, Claudia Sullivan seconded, the Board adopt Resolution No. P9-16/17 approving the participation of one Board member (name TBD if applicable) in the 2016 Oregon School Board Association convention.

**The motion unanimously carried.**

**E. Oregon Business Plan Leadership Summit – December 5, 2016 (save the date)**

The 14<sup>th</sup> Oregon Business Plan Leadership Summit will address Oregon's economic and fiscal future heading into a legislative session that faces a host of policy and budget issues. Leaders from across Oregon's public and private sectors will meet to discuss these issues and shape the agenda for the year ahead. The main themes, topics, speakers and breakout sessions for the Summit have yet to be distributed. Pat Ashley indicated she plans to attend.

**F. Measure 98 (see file) – President Kemper-Pelle explained this measure is known as the High School Graduation College and Career Readiness Act. Also being referred to as the Dropout Prevention Act. High schools have not continued to offer traditional career and technical programs. Programing has not been available to create a new generation of skilled workers to fill the jobs of the retiring population. This is a nationwide issue. This act is designed to take \$800 per student to apply toward recreating technical education at the high schools and is a good dropout prevention strategy. If we can get career/technical classes back into high schools, more students will stay in and graduate from high school which leads to a good living wage. One of the challenges is that high schools do not have the space to accommodate the classes. This is a very large problem that needs to be solved collaboratively.**

Measure 98 will be on the November ballot, and if voted in, it will go to the state legislature.

**8. Foundation and Vice Presidents' Reports**

**A. Foundation – Judy Basker provided an overview of her written report (see file).**

Ms. Basker thanked Anna Manley, Director of Financial Aid, for good work completed during the summer awards process. She commented this process is wonderful for the student that does not know in January they are coming to RCC. Positive feedback was received from students and a considerable amount of time was spent matching to state applications.

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**B. College Services – Vice President Curtis Sommerfeld**

Mr. Sommerfeld reported preliminary results of water tests done in the Riverside Campus “A” building indicated lead and copper levels in excess of EPA limits in one fountain. The final test results are due next Tuesday and will indicate if any other fixtures are of concern. Notifications have been made and signs have been posted. The water fountains in the building are down. Dental has their own supply of water for their program. The College is going to test RWC and TRC also.

**C. Instructional Services – Vice President Kirk Gibson**

Mr. Gibson reported an Instructional Division meeting will be held tomorrow, 9/21. Approximately 230 to 250 instructional faculty/staff will be in attendance. They will kick-off the year with a positive, exciting and inspiring event. He also reported the new program review is nearly finished and will begin this year. He will provide more information in the future regarding this.

**D. Student Services – Vice President Kori Ebenhack**

Ms. Ebenhack provided an overview of her written report to the Board (see file) and discussed the Oregon Promise Grant.

- Veteran’s benefits can stack on top of the Oregon Promise Grant
- RCC’s numbers are disappointing (we’ve added to these numbers but nothing significant)
- Requested Board member advocacy at state level to talk about the fragmentation happening at the state. It would have been more helpful to put money into an existing strategy instead of creating a lot of different systems. The systems are very fragmented and it takes a savvy person to negotiate them. It turns out to be confusing for students.
- As a software provider, our programmers have had to create four different variations of the formula
- Information from state has been segmented
- As of today, Anna Manley reported 250 people have been awarded with 30 in the pipeline

Ron Fox advised Kori the Board will have an opportunity to talk with our legislators regarding this. He thanked Kori for her written report and added that in three pages, the report provided a policy perspective regarding the topic. Vice President Ebenhack thanked Anna Manley for her work on this.

**9. Board Discussion Items**

- A. Campus Safety/Security (Ongoing Discussion) –** Curtis Sommerfeld reported there was nothing new to add.
- B. Grants Pass Annexation Update –** Dean Wendle reported there was nothing more to add.

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- C. August 29-30, 2016 Special Board Meeting (Retreat) – Ron Fox commented he thought this was one of the best retreats we’ve had since he joined the Board. He added that time together was spent effectively. He is also pleased with the adjustments the Board plans to implement in regard to Board meeting agendas to provide more time at meetings for policy discussion relevant to the Board’s responsibilities.

President Kemper-Pelle noted written college reports will be submitted for inclusion in the Board packet, however, if there is a critical issue that comes up in your area that you want to address, simply contact Denise Nelson in advance and let her know. Also, it is important to attend the Board meetings when providing a written report as Board members might have questions, or would like to further discuss, detail provided in the written report. Submitting written reports provides us with something to refer to containing a good level of detail.

Vice President Sommerfeld commented the Harry and David tour was informative. He commented that he liked Lois Schlegel’s facilitating style. She helped the group stay focused but also allowed good discussion.

Ron Fox commented it was good to hear from Mike Young, Vice President of Human Resources, Harry and David. Pat Ashley agreed and thought the segment with Mr. Young was very productive. She would like to pursue this type of presentation vigorously to provide the Board with more knowledge about what is happening in the community. She would like to hear directly from external people. Discussion occurred regarding scheduling time for presentations from businesses while avoiding the addition of more Board meetings. Program/Program Light meeting times have already been scheduled and should be considered as an option. Also, President Kemper-Pelle will invite Board members to join her at applicable meetings/tours with local businesses.

A suggestion was made to invite the “SHERM” group (consisting of local human resource directors) to provide a brief presentation at a Board of Education meeting. This group is active in southern Oregon and could give the Board a regional perspective.

- D. September 16, 2016 Stephen M.R. Covey Event

Pat Ashley attended the breakfast with Mr. Covey and the evening presentation at Grants Pass High School. She likes the idea the College is going to do a common read with the *Speed of Trust* book.

**10. Approve Consent Agent**

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

- A. Meeting Minutes
  - a. August 16, 2016 Board Meeting
- B. Human Resources – N/A

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**C. Grant Acceptance**

New Grants

- a. HOLA, Anna May Family Foundation
- b. TRiO-Education Opportunity Centers
- c. TRiO-Talent Search

Continuation Grant

- d. \*Perkins Basic -Formula

**D. Monthly Financial Data Report – August 2016**

**The motion unanimously carried.**

**11. Board Committee/Advisory Reports**

- A. Board Policy Ad-Hoc Committee** – Pat Ashley and Claudia Sullivan have not received any comments regarding the presented changes to the Board Policy Handbook. There being no opposition, they will move forward with revising the handbook.
- B. Executive Committee** – Dean Wendle reported, in addition to reviewing the Board meeting agenda, the Committee talked about applying items discussed at the August retreat. The Committee also discussed needed signage around campus.
- C. Facilities Committee** –Dean Wendle advised the Facilities report was included with the Board meeting material. He commented when remodels occur beyond a small amount, seismic codes must be addressed. This is something that needs to be discussed when looking at remodeling/rebuilding.
- D. OCCA/OSBA** – Ron Fox reported this is a quiet time for the Association. He received an e-mail today regarding the OCCA Executive Director's evaluation. He added it would be nice to have 100% participation from those providing input. He asked if the new Student Success Center could provide a presentation to the Board. OCCA's Elizabeth Cox Brand is serving as the Executive Director of this Center. President Kemper-Pelle reported the Student Success Center is planning to present at an RCC Executive Team (E-Team) meeting. She will advise the Board when the meeting is confirmed. Board members are invited to attend.
- E. President's Evaluation Committee** – Claudia Sullivan, reported the Committee met with Dr. Kemper-Pelle and discussed ideas regarding the President's first year evaluation. Categories for the evaluation were developed and mutually agreed upon (see file). A sample list of participants was discussed (see file). Regarding the instrument to be used for the evaluation, a rating scale will be developed and also some open comment sections where people can describe what they think will be provided (to be developed). After discussion it was determined that a random selection of all employee groups, 6 to 8 people total, will be included as participants.

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Mr. Fox called the meeting into recess at 6:08 p.m. and reconvened at 6:12 p.m.

12. **Executive Session** – Ron Fox called the meeting into executive session at 6:12 p.m. in accordance with ORS 192.660 (2)(a) Employment of Public Officers, Employees and Agents and closed executive session at 6:20 p.m.
13. **New Business** – N/A
14. **Old Business** – At the previous Board meeting Curtis Sommerfeld asked the Board to identify items of interest for the Collective Bargaining Agreement process. Mr. Sommerfeld asked if the Board had any thoughts to convey regarding this. Dean Wendle requested to add health insurance early retirement benefits to the interest list. There being no opposition to this request, Vice President Sommerfeld will add this item to the interest list.
15. **Roundtable**
  - Brett Johnson will move to a residence outside of his elected zone. He will not run for re-election in May. At this time, Mr. Johnson plans to remain in his seat on the Board until June 30, 2017.
  - Pat Ashley asked, with the RWC annexation into the City of Grants Pass, does that mean we will have police respond to phone calls for any event? Curtis Sommerfeld responded yes, city police officers would respond, but it does not mean we will discontinue security guards.
16. **Adjournment** – Ron Fox adjourned the meeting at 6:30 p.m.

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