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**Rogue Community College District**  
**Board of Education Work Session- January 19, 2021 Meeting Minutes**

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1. **Call to Order-** The Rogue Community College (RCC) Special Board of Education (Board) meeting was called to order by Shawn Hogan at 4:03 p.m. on January 19, 2021 via Zoom. Due notice was given.
2. **Zoom Etiquette-** Rachele Brown explained the Board's Zoom Etiquette expectations. Participants, aside from Board members and the Senior Leadership team, were asked to mute themselves and have their video turned off. If someone were to cause a distraction or disturbance to the meeting, that person would be dismissed from the meeting. If anyone wished to speak, they were asked to raise their hand, either electronically or physically on their video screen. Participants were asked to sign in with their full name and title using the chat box.
3. **Determine Presence of a Quorum-** A quorum of the Board was present including: Kevin Talbert, Pat Fahey, Roger Stokes, Shawn Hogan, Pat Ashley, Claudia Sullivan and Maria Ramos Underwood.
4. **Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Juliet Long, Kori Ebenhack, Jamee Harrington, Lista Stanton, Laura Hill, Natalie Herklotz, Rene McKenzie, Sarah Wofford, August Farnsworth, and Rachele Brown.

Shawn Hogan and President Cathy Kemper-Pelle welcomed Maria Ramos Underwood to her first Board of Education meeting as the new interim Board member representing RCC District Zone 7. Ms. Underwood took her oath of office at the Executive Committee meeting on Monday, January 11, 2021 (see file).

5. **Information Presentation-**
  - A. **Overview of Budget Process-** Lisa Stanton outlined the recently updated RCC Budget and Financial Services webpage (<https://web.roguecc.edu/budget-and-financial-services>). Budgets for the current academic year, as well as the past ten years, can be found on this webpage. Also located on the webpage is information regarding the budget development process. Ms. Stanton described how the proposed budget for the upcoming academic year is being prepared, and she detailed the current budget projections (see webpage). An RCC District Budget Committee is created every year to help finalize and approve the budget. Once the budget is approved by the Budget Committee, it moves on to adoption by the Board of Education. RCC is required by Oregon local budget law to have the budget balanced and adopted by the Board by June 30 preceding the budget year. Ms. Stanton noted the impact that COVID-19 has had on our full-time enrollment and revenue, as well as how it has impacted other community colleges across the state. While our enrollment has been down, there is hope for better enrollment numbers for spring term; however, Ms. Stanton noted that the baseline budget assumptions are always very conservative to try to minimize any surprises.

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President Kemper-Pelle shared a presentation that outlined funding for Oregon community colleges and described the Oregon Community College Support Fund (see file). The principles of the state funding formula are: access, quality, equity, and stability. President Kemper-Pelle noted that the funding formula was developed by the Oregon President's Council with help from the Oregon Community College Association.

**6. Adjournment-** Shawn Hogan adjourned the meeting at 5:04 p.m.

Meeting minutes respectfully submitted by Rachelle Brown, Assistant to the President-Governance.