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***Rogue Community College District  
Special Meeting: Board of Education Work Session  
January 16, 2024 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 Maria Ramos Underwood, Board Chair, at 4:00 p.m. on Tuesday, January 16, 2024 in-person on the Riverside Campus, Higher Education Center, Room 127/129, 101 South Bartlett Street, Medford, OR and via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Pat Fahey, Roger Stokes, Maria Ramos Underwood, Indra Nicholas, Gary Plano, Vanessa Jones, and Jonathan Bilden.
3. **Introduction of Guests-** RCC District employees included: President Randy Weber, Lisa Stanton, Juliet Long, Jamee Harrington, Nicole Sakraida, Lisa Parks, Dave Koehler, Navarro Chandler, April Hamlin, Greg McKown, Jonah Liden, Grant Lagorio, and Rachelle Brown.
4. **Presentation:**
  - A. **Facilities Index Report-** Greg McKown, Chief Facilities Management Officer, gave a presentation to the Board on RCC's Facilities Condition Assessment (FCA) (see file). The FCA is a comprehensive framework for assessing RCC's facilities and linking future capital, maintenance, and infrastructure needs with strategic goals. The Facilities Management, Planning, and Constructions (FMPC) Department contracted with ORW Architecture and McKinstry for the FCA. The goals of the FCA are to:
    - Conduct an evaluation of the existing conditions of RCC campus facilities, which will help contribute to the development of a long-range capital renewal budget.
    - Develop a 10 year Renewal Plan with costs and escalation.
    - Asset tag and inventory all undocumented building equipment that require routine servicing.
    - Develop an engineered Preventative Maintenance (PM) plan for all newly inventoried assets.
5. **Adjournment-** Maria Ramos Underwood, Board Chair, adjourned the meeting at 4:55 p.m.

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