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***Rogue Community College District  
Board of Education– January 18, 2022 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 Roger Stokes, Board Chair, at 5:01 p.m. on Tuesday, January 18, 2022 via Zoom. Due notice was given.
2. **Determine Presence of a Quorum-** A quorum of the Board was present including: Roger Stokes, Kevin Talbert, Pat Fahey, Pat Ashley, Jeff Lang, Maria Ramos Underwood, and Claudia Sullivan.
3. **Zoom Etiquette-** Rachelle 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.
4. **Land Acknowledgement-** President Cathy Kemper-Pelle read a statement that serves as an acknowledgment of Indigenous peoples and their connections to the land that Rogue Community College occupies. This acknowledgement was developed in conversation between Grand Ronde Tribal staff, Siletz Tribal staff, and Native American Programs faculty and staff at Southern Oregon University; it continues to be a living statement through this ongoing partnership.
5. **Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Juliet Long, Lisa Stanton, Kori Ebenhack, Jamee Harrington, Amy Durst, August Farnsworth, Greg McKown, Jodi Simons, Laura Hill, Marco Vasquez, Laurie Roe, Rene McKenzie, Marianne Berry, Mary Middleton, Sarah Wofford, Navarro Chandler, Chiharu Sai, Debbie Dice, Kim Freeze, Julie Raefield, Jeanine Henriques, and Rachelle Brown; and Lauren Bishop Reporter- Grants Pass Daily Courier.

President Cathy Kemper-Pelle introduced Julie Raefield, the new Community and Government Relations Coordinator/Public Information Officer, and stated that she is very excited to have her on the President’s Office team. The Board welcomed Ms. Raefield to RCC.

6. **Public Comment-** None.

7. **College Reports**

- A. **Finance and Audit Committee-** Maria Underwood stated that the committee reviewed the statement of changes to the general fund (see file). Ms. Underwood

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noted that based on updates from the Oregon Higher Education Coordinating Commission (HECC), they are anticipating RCC's state allocation to be \$552,000 more than originally budgeted.

**B. Written Report(s)-**

- a. **Student Government (no written report)-** Chelsea Daugherty, Faculty Advisor, noted that the Associated Student Government (ASG) is not active over the winter closure, so that is why they did not submit a report this month. She added that the Student Huddles continue to go well and that ASG have some exciting in-person events planned for winter term.
- b. **Classified Association (see file)-** Sarah Wofford, Accounting Specialist II, noted that the Classified Association are currently in contract bargaining and recently opened up wage negotiations.
- c. **Faculty Association (no written report)-** Mary Middleton, Mathematics RWC Coordinator/RCCEA President, noted that faculty are reporting a lot of absences in their classes due to rising cases of COVID-19. She added that they are currently working on the college's program prioritization process.
- d. **Faculty Senate (no written report)-** Chiharu Sai, Music Department Coordinator/Faculty Senate Co-chair, noted that the senate will meet soon and they are also working on the program prioritization process.

**8. President's Report**

- A. **Monthly Calendar and Narrative-** President Kemper-Pelle highlighted items from her written report (see file). She noted that the final reports for the Programs and Services Prioritization Process will be presented to the Board at their April meeting. Discussion occurred on enrollment and President Kemper-Pelle stated that we are down about 8% in tuition bearing FTE for winter term. She added that she has recently co-presented with Southern Oregon University (SOU) at three different community meetings to help people understand the benefits of the short-term credentials that both RCC and SOU have to offer.
- B. **Bond Oversight Committee (BOC)-** Greg McKown highlighted items from his written report (see file). Mr. McKown stated that the Redwood Campus Science Building is about 75% complete and he suggested that board members schedule a tour to view the new facility.
- C. **Prioritized Capital Projects List-** President Kemper-Pelle highlighted item number three on the Prioritized Capital Projects List (see file) regarding renovations of the Blue Room at the Table Rock Campus to allow for classroom space, as well as meeting room space. Discussion was then had on the potential benefits and outcomes of such a renovation.

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MAIN MOTION

Pat Ashley motioned, seconded by Pat Fahey, that the Board approve Greg McKown and Lisa Stanton to investigate the cost of renovating the Blue Room on the Table Rock Campus.

**The motion unanimously carried.**

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

- A. Review Board Policy BP-5541: Deceased Student (First Reading)
- B. Review Board Policy BP-5800: Prevention of Identity Theft in Student Financial Transactions (First Reading)
- C. Approve Contract with Vitus Construction, Inc. for the Redwood Campus Building K Renovation

Pat Ashley moved, seconded by Pat Fahey, that the Board approve item 10.C, as presented.

**The motion unanimously carried.**

AMENDED MOTION

Kevin Talbert moved, seconded by Maria Underwood, that the Board approve item 10.C with the addition that the total budget for the Building K Renovation project not exceed \$991,000.

**The amended motion unanimously carried.**

- D. Approve 2021-22 RCC District Budget Committee Members

Kevin Talbert moved, seconded by Claudia Sullivan, that the Board approve item 10.D, as presented.

**The motion unanimously carried.**

- E. Approve Recommendation for Posthumous Emeritus Status for Stephen Foster

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Pat Ashley moved, seconded by Maria Ramos Underwood, that the Board approve item 10.E, as presented.

**The motion unanimously carried.**

**10. Foundation and Senior Leadership Team Reports**

- A. Foundation (see file)- Judy Basker, Executive Director of the Foundation, is retiring at the end of this month and discussion occurred around the interim Executive Director position.
- B. Senior Leadership Team- Juliet Long, Vice President of Academic Affairs, highlighted items from the written report (see file).

**11. New Business**

Discussion occurred on a potential special board meeting for the Board to learn about outcomes of the ongoing student success initiatives. It was decided that the Senior Leadership Team would focus their February board report on these initiatives and that a special board meeting would not be needed.

**12. Old Business**

- A. Upcoming Conferences and Conventions- Discussion occurred regarding the upcoming Oregon Community College Association (OCCA) Annual Conference. The conference is scheduled for April 13-15, 2022 in Sunriver, Oregon. OCCA plans to announce registration information and pricing in mid-February. Rachelle Brown, Assistant to the President- Governance, will update the Board when more information becomes available.

**13. Approve Consent Agenda**

- A. Meeting Minutes
  - a. December 14, 2021 Special Board Meeting
  - b. December 14, 2021 Regular Board Meeting
- B. Grant Acceptance (none)
- C. Human Resources (none)
- D. Financial Reports
  - a. Monthly Financial Data Report- December 2021
  - b. Quarterly Budget Transfers

Pat Fahey moved, seconded by Pat Ashley, that the Board approve the consent agenda.

**The motion unanimously carried.**

**14. Board Reports**

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- A. Executive Committee- Nothing to add.
- B. OCCA/OSBA Liaison- Pat Fahey stated that OCCA meetings are going well, and he looks forward to meeting the new Executive Director, Morgan Cowly, in person sometime soon. President Kemper-Pelle noted that OCCA will be hosting Career and Technical Education (CTE) month in February again this year.
- C. Board Outreach Committee- Nothing to add.
- D. RCC Foundation Liaison- Claudia Sullivan noted that the next Foundation Board meeting is scheduled for tomorrow evening and that she will update the Board at next month's meeting.
- E. EDI Council Liaison- Claudia Sullivan said that she finds the EDI Council meetings to be very inspiring because the committee members are so passionate about the EDI work that is being done at RCC. She added that they are currently working on a student climate survey.
- F. Facilities Committee Liaisons- Roger Stokes highlighted items from the last committee meeting, which included discussions on A Building and the Blue Room at the Table Rock Campus, classroom utilization, updated masterplans, zoning updates, and landscaping.
- G. Board Policy Committee- Nothing to add.
- H. President's Search Committee- Pat Fahey updated the Board on where the president's position is being advertised. He added that the Presidential Search Advisory Committee will be meeting on January 28<sup>th</sup> to start discussing the applications and deciding on a group of semi-finalists. Discussion occurred around the potential salary range for the president's position. Kevin Talbert noted that based on the current presidential salary ranges for comparable community colleges around the state, the committee discussed a potential range of \$200,000 to \$220,000.

Roger Stokes closed the public meeting at 6:11 p.m.

- 15. Executive Session-** Roger Stokes called the meeting into Executive Session at 6:12 p.m. pursuant to ORS 192.660 (2)(d) Labor Negotiations; (2)(e) Real Property Transactions; and (2)(h) Legal Counsel; and closed the Executive Session at 6:34 p.m.

Roger Stokes reconvened the public meeting at 6:34 p.m.

**16. Roundtable-**

Roger Stokes noted that the Roundtable portion of the meeting agenda is a great opportunity for Board members to bring questions or concerns they may have received from the general community to the full board for discussion.

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Pat Fahey stated that he is thankful for Jamee Harrington and Rachelle Brown for all their help on the presidential search.

Pat Ashley noted that she has heard from several people that they are having issues registering for classes or that the classes they wish to take are already full. President Kemper-Pelle stated that she would like to create an information sheet for the Board that would detail important phone numbers and online resources for when they receive concerns like this in the future. Juliet Long added that if a board member ever hears from a student who is having issues registering for a class or applying to RCC, if the board member is able to get that student's name and phone number to a member of the Senior Leadership Team, one of them will reach out and help.

Maria Ramos Underwood noted that the local healthcare sector is experiencing major staffing shortages due to COVID-19. She added that they are thinking about partnering with RCC and other local institutions to identify career pathways for their internal staff.

Kevin Talbert stated that he admires President Kemper-Pelle and the entire leadership team at the college for how well they have handled all of the challenges they have faced over the recent years. He added that it is inspiring to see how they show up every day looking to do right by the students and the community.

Claudia Sullivan noted that she is about three-quarters of the way through the book *Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance* and she is finding it to be very interesting.

Jeff Lang thanked the Executive Team for all of their hard work, especially during these hard times. He added that he is interested in learning what RCC is doing to market in local high schools. Additionally, he would like to see not only the measurements when it comes to the Wildly Important Goals, but also what types of behaviors influence those measurements and what is being done to move those markers up or down.

President Kemper-Pelle shared that she had a fantastic time with her family over the Christmas break. She added that she hopes that her leadership team also had a nice and relaxing break.

**17. Adjournment-** Roger Stokes adjourned the meeting at 6:49 p.m.

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