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***Rogue Community College District***  
***Board of Education Work Session- February 23, 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 4:02 p.m. on February 23, 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, Curtis Sommerfeld, Juliet Long, Kori Ebenhack, Jamee Harrington, Lisa Stanton, Laurie Roe, Amy Durst, Rene McKenzie, August Farnsworth, and Rachele Brown.
5. **Information Presentation-**
  - A. Institutional Effectiveness and Strategic Plan- Every seven years RCC's accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), allows for review and revision of our Institutional Strategic Plan. Laurie Roe gave an update on Year 1 of our Strategic Plan (see file). So far there have been three data summits focusing on external environmental scan data, internal environmental scan data, and student success data. In addition, there have been focus groups with external stakeholders, management, faculty, staff, and students. These focus groups center around review and discussion of RCC's mission, vision, and values. The focus groups also allow for identification and discussion of RCC's strengths, weaknesses, opportunities, and threats (SWOT analysis). Ms. Roe outlined the timeline for the upcoming Strategic Plan. The Strategic Plan Steering Committee, which is made up of both internal and external participants, will meet on March 22, 2021 and will review both data and focus group reports. The Strategic Planning Steering Committee then drafts the plan from mid-March to mid-April. The plan will be posted for RCC internal review/feedback in mid-April. The Strategic Plan will go to the Board of Education in May for a first reading. Ms. Roe and Amy Durst overviewed the five recommendations from NWCCU that RCC received during our last accreditation process. They also highlighted action plans and timelines for each of the five recommendations (see file). Last month the College Effectiveness Council (CEC) met to review the progress being made with regards to institutional effectiveness.

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The CEC is reviewing and completing an updated Institutional Effectiveness Assessment Handbook. Juliet Long noted that NWCCU had a concern regarding the lack of a technology master plan that promotes sustainability and documents the relationship to the college mission and strategic goals. Ms. Long stated that the IT department is currently reviewing other college's plans for examples that they may be able to incorporate into a technology master plan for RCC.

Discussion was had on the Board's role in the strategic planning process. Board members Pat Ashley, Pat Fahey, and Claudia Sullivan will be participating on the Strategic Plan Steering Committee and they will report back to the full Board. The entire Board will have a chance to review the Strategic Plan at the May Board meeting. Laurie Roe noted that recordings and slideshows from the three data summits can be provided to any Board members who wish to view them. Pat Fahey wanted to know if lessons learned from COVID-19 and remote/distance learning will be incorporated into the new Strategic Plan. Ms. Long responded that those discussions are already happening within the focus groups and she anticipates that lessons learned from COVID-19 will be incorporated into the plan.

As part of the Associated Student Government (ASG) and Student Profile sections of the regular Board session agenda, Shawn Hogan hopes to identify a couple of questions at the end of each work session to ask the students each month. This will help the Board members to be on the same page as well as conserve time during the regular session. The Board agreed that is a good idea and Shawn noted that he already has a couple of questions written down for this month.

**6. Adjournment-** Shawn Hogan adjourned the meeting at 4:49 p.m.

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