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***Rogue Community College District  
Board of Education– February 23, 2021 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 Shawn Hogan, Board Chair, at 5:03 p.m. on February 23, 2021 via Zoom. Due notice was given.
2. **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.
3. **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.
4. **Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Curtis Sommerfeld, Juliet Long, Kori Ebenhack, Lisa Stanton, Jamee Harrington, Amy Durst, August Farnsworth, Bernyne Wright, Carmen Sumner, Chelsea Daugherty, Darren Van Lehn, Greg McKown, Judy Basker, Kim Freeze, Laurie Roe, Rene McKenzie, Lisa Parks, Mary Middleton, Navarro Chandler, Sean Taggart, Julie Toledo and Rachele Brown; Isabelle Pierre, Riverside (RVC)/Table Rock (TRC) Associated Student Government (ASG) President, and Jhoel Sarraude, RCC Student; and Kristin Diggs, Eide Bailly, LLP.
5. **Public Comment-** None.
6. **Information Presentation**
  - A. RCC Single Audit Report- Eide Bailly, LLP. – Kristin Diggs, CPA, Eide Bailly, LLP, noted that the compliance aspect of the 2019-20 RCC audit was not included in the Comprehensive Annual Financial Report (CAFR) that was presented to the Board at their December, 15, 2020 meeting (see file). The reason for the delay was that guidance had not yet been issued from the federal government regarding the new funding related to the CARES Act. That guidance came out in January 2021 and Eide Bailly was able to complete the audit (see file).

Ms. Diggs reviewed the following information from the single audit report:

  - a. Page 1 shows our internal control over financial reporting for which we were given a clean audit with an unmodified opinion.

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- b. Page 3 shows the opinion over the compliance report as being a clean and unmodified opinion.
- c. Page 10 shows finding 2020-001 which relates to enrollment reporting and the recommendation for the college to review the current control process over the enrollment reporting process.
- d. Page 11 shows finding 2020-002 which relates to funding from the Higher Education Emergency Relief Funds (HEERF) grant and the recommendation for the college to review the current practices and policies for drawing down aid from the federal government.

**7. College Reports**

**A. Finance and Audit Committee-** Roger Stokes noted that Ms. Diggs presented the Single Audit Report to the committee prior to the start of this meeting. He added that they discussed the current financial situation and that the management team was complemented for their planning skills regarding the current budget. Mr. Stokes said that the committee also discussed the proposed tuition rates and fee resolutions, as well as the grant resolutions that are on today's agenda.

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

a. Student Government- Shawn Hogan said he found the Student Huddle minutes to be very informative. He asked Isabelle Pierre if students find the remote learning technology to be a roadblock for student success or if it is something they have been able to work through. Ms. Pierre responded that she feels that some students are frustrated with the online learning environment but that they know these are unprecedented times and are able to navigate the challenges. She added that she feels it is important to address the challenges and come up with solutions before the students ever feel too overwhelmed. Mr. Hogan congratulated Ms. Pierre on her chairmanship of the Oregon Community College Student Association and thanked her for taking on that role. Claudia Sullivan congratulated ASG on their new student bulletin. She noted that it was very informative and professional.

i. Student Profiles- Mr. Hogan commented that he found both student profiles to be heartening and informative. He thanked Jhoel Sarraude for his attendance at tonight's Board meeting.

b. Classified Association (no written report)- No comments.

c. Faculty Association- No comments.

d. Faculty Senate – The Board complimented the faculty's quick response to concerns brought up in the Student Huddles (see file).

**8. President's Report**

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- A. Monthly Calendar and Narrative**- President Kemper-Pelle highlighted items from her written report (see file). She noted that RCC is actively engaged with both Rogue Workforce Partnership and Southern Oregon Regional Economic Development, Inc. (SORED) in creating a stronger talent development pipeline to regional careers. She added that the new Rogue Careers website (<https://roguecareers.org/>) is an exciting resource that focuses on the sector strategy groups in our region and provides real time data on wages, job opportunities, and job trainings. President Kemper-Pelle overviewed the recognition section of her report, noting the following: Amy Peterson and Rachelle Brown have both been selected to serve on the newly formed Oregon Community College Association (OCCA) Diversity Equity and Inclusion (DEI) committee; the RCC Southern Oregon Health Occupations Poverty Elimination (SOHOPE) grant was one of ten finalists in the workforce development category at the Bellwether Awards, at which Lisa Parks and her team presented; and Juliet Long and Terrie Sandlin have both been selected to participate in the Northwest Commission on Colleges and Universities (NWCCU) Mission Fulfillment Program.
- B. Bond Oversight Committee (BOC)**- Greg McKown highlighted that subcontractor bidding for the Redwood Campus (RWC) Science Center Project will close this week, at which time the proposals will be vetted and a guaranteed maximum price will be proposed. The BOC will meet on March 11 to review and discuss. If approved, the anticipated construction start time is still on schedule for March 29. Mr. McKown added that the RWC Water Project is also still on schedule.

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

- A. Review Board Policy: BP-4300: Field Trips and Excursions (First Reading)**
- a. No comments.
- B. Review 2021/22 Tuition Rates (First Reading)**
- a. No comments.
- C. Review 2021/22 Fees (First Reading)**
- a. Kevin Talbert noted that at the Finance and Audit Committee meeting earlier today, Juliet Long explained that while the fees would be going up, some fees would encompass equipment that students formerly had to purchase themselves at a higher cost. Claudia Sullivan wanted to know if the fees increase, will financial aid also increase to cover the new costs. Kori Ebenhack responded that the Federal Pell Grant is increasing, but she is unsure of the adjustment. Lisa Stanton added that she will be looking into the increase of the Pell grant and she will follow up with the Board.

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Maria Ramos Underwood wanted to know if as fees go up, will fundraising for scholarships also increase. Judy Basker responded that the Foundation is aware of the new fees and they are working on identifying more funding opportunities. Kori Ebenhack added that RCC is trying to identify scholarships that fall along our various pathways. This will allow students to search our scholarships based on their particular program.

- D. Approve Revised Administrative Procedure: AP-2430: Delegation of Authority to the College President (Second Reading)
- E. Approve Revised Administrative Procedure: AP-2510: Participation in Local Decision-Making (Second Reading)

Kevin Talbert moved, seconded by Pat Ashley, that the Board approve items 9.D-9.E, as presented.

**The motion unanimously carried.**

- F. Approve 2020/21 RCC District Budget Committee Members

Pat Ashley moved, seconded by Claudia Sullivan, that the Board approve item 9.F, as presented.

**The motion unanimously carried.**

- G. Approve Suspension of Sterile Processing Certificate Program

Pat Ashley moved, seconded by Roger Stokes, that the Board approve item 9.G, as presented.

**The motion unanimously carried.**

#### **10. Foundation and Senior Management Team Reports**

- A. Foundation- Judy Basker highlighted the President’s Circle event that was held on February 11 via Zoom. President Kemper-Pelle added that two student scholarship recipients spoke during the event and both of their speeches were very inspirational. Kevin Talbert noted that it was very inspiring event overall.
- B. Senior Leadership Team- Shawn Hogan asked if the new syllabus software package would address some of the student concerns regarding outdated syllabi

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technology. Juliet Long responded that the new software will definitely address those concerns and added that syllabi will now be much easier to update.

C. Institutional Research Effectiveness & Planning (IREP)- No comments.

### **11. New Business**

- A. May 18, 2021 Special Election- RCC District Board Zones 2, 3, 6, and 7 terms are expiring June 30, 2021. Shawn Hogan (Zone 3) stated that he will not be running for re-election. Kevin Talbert commented that Mr. Hogan has been a great board chair and he is sorry to see him go. Mr. Hogan said that he hopes to be able to participate on the Board again sometime in the future. The deadline to file for candidacy is Thursday, March 18.
- B. Board Equity Workshop- Amy Peterson and two coaches from Achieving the Dream will facilitate a diversity, equity, and inclusion workshop for the Board. The two-hour workshop is being planned for mid-April to align with our Strategic Planning process. Rachelle Brown will work with the three facilitators and the Board to find a date that works for everyone.
- C. ACCT National Legislative Summit Update- Board members Pat Fahey and Claudia Sullivan both attended this year's virtual conference. Ms. Sullivan commented on the many amazing speakers that presented at the conference. Mr. Fahey noted that many of the legislators that he met with seem to understand the importance of community colleges. President Kemper-Pelle also attended the conference and she spoke directly with Senator Wyden and Senator Merkley. Pat Fahey met with Representative Bentz.

### **12. Old Business**

### **13. Approve Consent Agenda**

- A. Meeting Minutes
  - a. January 19, 2021 Special Board Meeting
  - b. January 19, 2021 Regular Board Meeting
- B. Grant Acceptance-
  - a. CARES Act Continuation Grants- Emergency Aid Grants to Students, Institutional, and Strengthening Institutions Program
  - b. GEER- Distance Learning Support
  - c. RCC Foundation Gift
- C. Human Resources (none)
- D. Financial Reports
  - a. Monthly Financial Data Report- January 2021

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Kevin Talbert moved, seconded by Claudia Sullivan, that the Board approve the consent agenda.

**The motion unanimously carried.**

**14. Board Reports**

- A. Executive Committee- Nothing to add.
- B. Facilities Committee- President Kemper-Pelle noted that the Senior Leadership Team took a socially distanced tour of the Riverside Campus to assess how we might reduce our footprint at that location.
- C. OCCA/OSBA- Pat Fahey stated that he is attending the weekly OCCA legislative calls.
- D. Board Outreach Committee- Nothing to add.
- E. Marketing Advisory Council- Claudia Sullivan noted that Carmen Sumner showed the council new items and updates on the RCC website. Ms. Sullivan noted that there is a marketing campaign going on called ‘Yes You Can’. The council also discussed the various projects happening around RCC’s 50<sup>th</sup> Anniversary Celebration.
- F. RCC Foundation- Claudia Sullivan commented on the Foundation Board meeting that was held on January 26.
- G. Board Policy Committee- The committee will now be meeting once a month to review policies prior to their first readings.
- H. President’s Performance Review Committee- Shawn Hogan noted that the committee is on schedule and evaluation forms will be sent out to certain community members in mid-March.

Shawn Hogan closed the public meeting at 6:30 p.m.

- 15. Executive Session-** Shawn Hogan called the meeting into Executive Session at 6:31 p.m. pursuant to ORS 192.660 (2)(d) Labor Negotiations, (2)(e) Real Property Transactions, and (2)(f) Exempt Public Records and closed the Executive Session at 6:52 p.m.

Shawn Hogan reconvened the public meeting at 6:52 p.m.

**16. Roundtable-**

Pat Fahey said that he had an enjoyable month attending the National Legislative Summit (NLS) and OCCA meetings, as well as his RCC classes.

Claudia Sullivan commented that she was grateful to attend the NLS.

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Maria Ramos Underwood said that after her second meeting of the Board she feels like she has gained more understanding, and she is very happy to be a part of the Board.

Kevin Talbert thanked Ms. Underwood for all of the work she is doing with diversity, equity, and inclusion. Dr. Talbert also thanked Mr. Fahey for getting involved with the OCCA and state legislature.

President Kemper-Pelle stated that she is impressed with the leadership at RCC and their ability to continue to serve our students and our community through all of the challenges this past year has brought.

**17. Adjournment-** Shawn Hogan adjourned the meeting at 6:58 p.m.

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