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***Rogue Community College District  
Special Meeting: Board of Education Work Session  
March 15, 2022 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 Roger Stokes, Board Chair, at 4:03 p.m. on Tuesday, March 15, 2022 via Zoom. Due notice was given.
2. **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.
3. **Determine Presence of a Quorum-** A quorum of the Board was present including: Pat Fahey, Claudia Sullivan, Jeff Lang, Kevin Talbert, Roger Stokes, Maria Ramos Underwood, and Pat Ashley.
4. **Introduction of Guests-** RCC District employees included: President Cathy Kemper-Pelle, Lisa Stanton, Juliet Long, Jamee Harrington, Kori Ebenhack, Ruth Swain, Hugh Griffiths, Veronica Lambert, and Rachelle Brown.
5. **Information Presentation:**
  - A. **Small Business Development Center Annual Report-** Ruth Swain, Director of the RCC Small Business Development Center (SBDC), provided the Board with a presentation that overviewed the role of the SBDC, how they serve small businesses, and how they support RCC’s Wildly Important Goals (see file). Ms. Swain highlighted small business success stories that were a result of the small business management programs offered by the SBDC. The SBDC offers confidential, free advising and low-cost training. Ms. Swain stated that in 2020 and 2021 there was a 20% increase in clients served, and they had the highest number of requests for service in the history of the SBDC. Oregon has a network of 20 SBDC centers that can help with things such as capital access, global trade, cybersecurity, Latino outreach, government contracting assistance, and market research. Ms. Swain stated that RCC’s SBDC is a state star and is often in the top 5 in the areas that the Oregon SBDC Network tracks, such as annual sales increase, capital investment, clients served and jobs supported, and contract hours and long-term clients. The Oregon SBDC Network 2020-2024 Strategic Plan has a vision that states, “The Oregon SBDC Network is Oregon’s preeminent provider of effective and innovative business advising and training services”. They focus on enhancing services, strengthening partnerships, assisting underserved, and improving performance. Ruth Swain then overviewed the SBDC support team, which includes two full time RCC employees, part time advisers and instructors, and part time administrative staff. Ms. Swain thanked the Board, President Kemper-Pelle, and the

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RCC leadership team for allowing the SBDC to now be located on the Redwood Campus in the B Building. An Open House for the RWC SBDC will take place on Wednesday, March 30<sup>th</sup>. Roger Stokes thanked Ms. Swain for her presentation and for all of the great work her and her team are doing, as well as thanked her for the services the SBDC provides to the community.

**6. Adjournment-** Roger Stokes adjourned the meeting at 4:43 p.m.

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