
***Rogue Community College District
Board of Education – July 31, 2020 Special Meeting Minutes (Retreat)***

- 1. Welcome and Introductions** – Shawn Hogan, Board Chair, welcomed participants to the Board retreat. A quorum of the Board was present including Pat Ashley, Ron Fox, Pat Fahey, Roger Stokes, Claudia Sullivan and Kevin Talbert. Due notice was given.

Administration/Staff: Cathy Kemper-Pelle, Kori Ebenhack, Juliet Long, Curtis Sommerfeld, Lisa Stanton, Greg McKown and Rachelle Brown.

Guests: John Bowling, Facilitator and Heather Nelson, Executive Assistant (Sustainable Leadership Consultants, LCC).

- 2. Tour of Health Professions Center** – Greg McKown led the Board members on a tour of the new Health Professions Center (HPC) at the Table Rock Campus (TRC). A virtual grand opening of the HPC will be held sometime in the fall.

- 3. Budget and Facilities Discussion** – Lisa Stanton, Chief Financial Officer, addressed the Board and shared her screen to show spreadsheets of current and projected budgets. In light of COVID-19, Ms. Stanton anticipates that funding from the state for the rest of the current biennium should stay the same but that the funding formula for the next biennium will most likely decline. Discussion followed regarding declining enrollment and how that may get better or worse as a result of COVID-19. President Kemper-Pelle noted that while some people might be returning to school for retraining opportunities, others might be staying home and taking time off due to the various stresses related to COVID-19. There are still many unknowns for the upcoming biennium. Ms. Stanton then discussed changes in the current budget resulting from COVID-19. These changes included furloughs and position eliminations. A few employees have already been brought back from furlough, but it is still unclear if additional furloughs will need to happen. It was noted that RCC's full-time faculty are willing to give back their built-up balance of professional growth funds (\$150,000) to help with the current budget shortage. Ms. Stanton concluded that while we are in pretty good shape for the 2020/21 academic year, we cannot ignore the projected budget shortfall of the next biennium. The Board asked that Ms. Stanton keep the RCC District Budget Advisory Committee up to date on the current budget situation.

Curtis Sommerfeld, Vice President of College Services, led a discussion of facility use at the various RCC locations and potential facilities surpluses. Currently, there are two buildings considered immediate potential sources of revenue: the Kerby Building in the Illinois Valley and the Ester Bristol Building in downtown Grants Pass. The Board will discuss further options for these buildings at an upcoming Board meeting. Discussion also included utilization of the buildings on the Riverside Campus (RVC) versus Table Rock Campus (TRC). Kori Ebenhack, Vice President of Student Services, noted that with the new buildings being built at TRC, a lot of programs will now be based at that location. The Board said it would be helpful for them to understand what the current distribution of students is between the three campuses and how the program location changes would affect that distribution. President Kemper-Pelle described discussions with South Oregon University (SOU) to bring more bachelor degree programs back to the Higher Education Center (HEC)

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in downtown Medford. This would allow more students to complete general education classes at RCC and then stay in the same location to finish their degree. Juliet Long, Vice President of Instructional Services, said that along with the expansion of programs at HECC, there should also be expansion of classes to five days a week. This would help with the utilization of rooms in buildings on all campuses. Mr. Sommerfeld commented that our biggest growth potential is at TRC, especially compared to RVC. Ms. Long noted that while COVID-19 forced RCC to put a lot of classes and services online that would not normally have been offered online, that has actually addressed an equity issue that we were unaware existed. A lot of students that were unable to attend in person classes or in person tutoring sessions have now been able to do so online. She anticipates that at least some of these services and classes will continue to be offered online, even once the COVID-19 situation improves.

In light of declining enrollment, dual credit students were discussed. How we can market more to high school students and parents? Ms. Long said that she anticipates a large decline in dual credit students for the upcoming fall term due to COVID-19 and high schools potentially having to keep classes remote.

4. **OCCA Budget Forecast for 2020-21 AY and 2021-23 Biennium** – Ron Fox echoed what Ms. Stanton said earlier, which is that the conversation for this academic year is pretty hopeful. Mr. Fox noted that the 2021-23 biennium budget will depend on revenues to the state, and we do not yet know how COVID-19 will affect those revenues. The group discussed the disparity in funding between large universities and community colleges. President Kemper-Pelle explained that the community colleges get a lump sum, and that sum is distributed by a formula that does not always address need.

10-minute break.

5. **Facilitated Discussion** – John Bowling reviewed the discussion agenda (see file) and outlined his guidelines, which where to: listen with curiosity, assume good intent, be forthright, and be present.

A. **Overview- supportive context**

Board objectives for facilitated discussion:

- Increase clarity and understanding related to BOE’s current and potential support efforts around enrollment, retention, advocacy and innovation.
- Differentiate BOE roles/actions from RCC Executive Team’s roles/actions related to today’s discussion
- Share themes/ideas from collected input and explore specific “how’s”.

B. **Lessons learned from COVID-19 shutdown**

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Mr. Bowling had each Board member and senior leadership team member share lessons they have learned so far from COVID-19. He reviewed answers that participants submitted in response to a survey he sent out prior to the retreat (see file). General discussion followed on further organizational learnings from the COVID-19 shutdown.

10-minute break and start of working lunch.

The Board was provided a Campus Nexus update. Go-Live did not go well, and there have been a lot of ups and downs. There was a major system failure in terms of financial aid that caused a lot of distress with students. Mr. Sommerfeld commended the staff for keeping up with a staggering amount of work. He noted that Anthology (formerly Campus Nexus) have been made aware of all of the failures in the current system. The Board applauded all of the hard work and time spent by staff on adapting to the new system.

C. Student success/engagement/retention/academic delivery

Mr. Bowling highlighted survey responses dealing with Board support of retention and engagement (see file). General discussion followed on additional ideas to engage around student success, as well as an explanation of the SOHOPE, TRIO, and STEP programs. We know that these three programs work well, and we want to be able to mirror these services for the general student population. President Kemper-Pelle added that Achieving the Dream focuses on specific metrics and how to become more data informed to help close equity gaps. She also highlighted the work that Ms. Ebenhack is doing with advising redesign. Ms. Ebenhack said that we are striving to be student ready. The Board identified advising as a key part of student success and retention, and it is something that they want to continue to develop. They also added that our budget should be structured around wrap around services for student success.

5-minute break.

Mr. Bowling highlighted survey responses regarding supporting faculty innovation (see file). President Kemper-Pelle noted that we already have Innovation Awards but that it has been difficult for people to write nominations. General discussion briefly followed on alternative options for awards.

D. Cathy and the Vice Presidents' review of enrollment actions

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President Kemper-Pelle stated that nationally, community college enrollment is declining. The average rate of decline is around 8% a year. Prior to COVID-19, RCC was down roughly 1.4% last fall and compared to our sister colleges in the state, we were doing pretty well. Even in the face of COVID-19 we were down around 14%, compared to about 20% for our counterparts around the state. She noted that we do not yet know what enrollment will look like for fall term. It was noted that RCC has been disaggregating data to identify the various populations we are serving. Our marketing team has been strategic in their marketing campaigns to target underserved demographics. Pat Fahey added that RCC has taken great steps in the recruitment of Career and Technical Education (CTE) students. Overall, President Kemper-Pelle feels like the college has the support they need from the Board in terms of enrollment. She added that community college enrollment is not just an issue at RCC, but it is a national problem.

E. Takeaways

Mr. Bowling went around the room and asked participants to each briefly give one takeaway from today's facilitated discussion. He thanked everyone for their participation in today's conversations. The Board thanked Mr. Bowling for his facilitation and guidance.

- 6. RCC COVID-19 Health and Safety Operational Plan (First Reading)**– The Board received a copy of the restart plan prior to the beginning of the retreat (see file). President Kemper-Pelle noted that this will not be a static document, and it will continue to change as new developments arise. General discussion was held on the current COVID-19 situation and how it affects RCC. The Board agreed that the highest priority should be placed on CTE classes, especially those classes that need to be held in person in order for students to complete their programs. It was noted that all staff and students on campus need to comply with all mask and social distancing requirements. The Board appreciated that the Incident Response Team developed a conservative plan and said they are willing to hold a Special Board meeting should one be needed to get the plan approved.
- 7. Discussion on Board meeting structure and adding a student non-voting member to the Board** – The Board agreed to continue the current monthly meeting structure, with a one-hour work session held prior to the regular board meeting. They appreciate that the work session allows a more open discussion on certain items.

Discussion followed regarding adding a student non-voting member to the Board. In light of COVID-19, the Board would like to table this topic until the new year. In our current state of flux, they do not feel like now is the best time to add a student to the Board. They would

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also like to reach out to other community college boards in the state that already have a student non-voting member and inquire about that position and how they feel it helps. The discussion then turned to what the Board could be doing in the short term to hear more from the students. It was noted that the current Associated Student Government (ASG) reports do a great job of detailing the activities of the students, but the Board would like to know more about how the students are feeling. An idea was brought up to perhaps invite students to a work session once a term to be able to hear their comments on items that the Board is discussing. They want to make sure the students have a voice. If there are not any major issues to discuss that month, students from various programs could come to the work session and give presentations to the Board.

Ron Fox announced that he has plans move out of his district. He will continue to serve out the remainder of his term and he expressed his commitment to help find a strong, diverse candidate to replace him.

8. **Adjournment** – Shawn Hogan adjourned the meeting at 3:44 p.m.

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