
Rogue Community College District
Board of Education – August 27, 2021 Special Meeting Minutes (Retreat)
Table Rock Campus- Room 184, White City, OR

1. **Opening Comments** – Roger Stokes, Board Chair, welcomed participants to the Board retreat and called the meeting to order at 9:03 a.m. A quorum of the Board was present including: Pat Ashley, Maria Ramos Underwood, Pat Fahey, Claudia Sullivan, and Kevin Talbert. Due notice was given.

Administration/Staff: Cathy Kemper-Pelle, Lisa Stanton, and Rachelle Brown (via Zoom).

Guests: Dr. Mary Spilde, Facilitator.

2. **Board Action Items** –

- A. Approve sale of Real Property- Riverside Campus C Building

Maria Ramos Underwood moved, seconded by Pat Fahey, that the Board approve item 2.A, as presented.

The motion unanimously carried.

- B. Approve Contract for Enterprise Resource Planning Consulting Services

Kevin Talbert moved, seconded by Maria Ramos Underwood, that the Board approve item 2.B, as presented.

The motion unanimously carried.

3. **Facilitated Discussion** –

- A. Best practices in Board/President Relations- Mary Spilde gave a presentation on governance responsibilities and the role of the president versus the role of the board (see file).

- B. Communication Protocols- Discussion was had on President/Board communication protocols. In addition to President Kemper-Pelle’s monthly board report and the “Things You Should Know” emails, the Board would like to be sent information and/or links when RCC is mentioned in the media. It was also suggested that President Kemper-Pelle share her notes from the “Chats with Cathy” meetings that are held with Faculty, Classified, and Management. The Board would like to bring back quarterly face-to-face, individual meetings with President Kemper-Pelle. These individual meetings will be dependent upon current COVID-19 restrictions. Discussion was had on communication with the media. Board policy states that the Board Chair is the official spokesperson for the Board, and the Board agreed to follow that policy. Discussion followed on the importance of communication to the RCC community during the upcoming presidential search process. It was agreed that

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once a search consultant is hired and a timeline is developed, communications will be sent out and a webpage will be made on the RCC website to keep everyone up to date. In addition, a monthly update from the President’s Search Committee will be given at every board meeting. It was noted that the search consultant will hold focus groups to gather ideas for the presidential profile. Discussion followed on the need for a transition period next spring with the new president and President Kemper-Pelle.

- C. 2020-21 Board Goals Assessment- The Board reviewed their 2020-21 Board Self-Assessment (see file). Discussion was had on developing a more formal process for creating and measuring board goals, as well as reformatting the self-evaluation tool to assess the yearly board goals and better reflect the responsibilities of the board. The Board expressed the importance of checking in on their goals throughout the year.

The Board reviewed their goals from the last academic year (see file). They agreed that COVID-19 had a severe impact on being able to achieve certain goals. Discussion was had on goals for the 2021-22 academic year. Three main areas of focus were identified: presidential search, community engagement, and fiscal sustainability. Discussion followed on the importance of board member attendance at K-12 board meetings, as well as other key organizational meetings, such as the Southern Oregon Higher Education Consortium (SOHEC) and the Higher Education Coordinating Commission (HECC). In terms of fiscal sustainability, the Board would like to make sure that the pre-budget process is reviewed and discussed early in the year.

The Board reviewed their current list of board committees and the designation of a committee versus a liaison to a college committee. All agreed that there are five board committees and six groups to which the Board serves in a liaison capacity. The five board committees are as follows:

- Board Outreach Committee
- Board Policy Committee
- Executive Committee
- Finance and Audit Committee
- President’s Performance Review and/or Search Committee

The six liaison positions are as follows:

- Bond Oversight Committee Liaisons
- Facilities Committee Liaison
- Foundation Board Liaison
- Legislative Committee Liaison
- Marketing Advisory Council Liaison
- OCCA/OSBA Liaison

Discussion followed on the need for the committee and liaison charters to be reviewed to assure the scope of work is clear.

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Discussion occurred around the makeup of the President’s Search Committee. The Board stressed the importance of having a diverse committee. Roger Stokes volunteered to step down from that committee to allow room for one of the female board members to join.

MAIN MOTION

Pat Ashley moved, seconded by Claudia Sullivan, that the Board reorganize the makeup of the President’s Search Committee to allow Roger Stokes to step off the committee and appoint Maria Ramos Underwood to the committee.

The motion unanimously carried.

Discussion was had on restructuring the Facilities Liaison position to better serve the needs of the college. Further discussion on this topic will occur at a future board meeting.

- D. Strategic Plan- President Kemper-Pelle reviewed the 2021-28 Strategic Plan and overview of the strategic planning goals, metrics, and targets for the 2021-22 academic year (see file). Discussion followed on dashboards that are being developed by Institutional Research to be able to better review and analyze college data. A set of dashboards will be developed for use by the Board.

Discussion was had on President Kemper-Pelle’s goals for the 2021-22 academic year. The Board identified four areas of focus:

- ERP- resolve issues with past ERP, move forward with process for a new ERP, and identify needs to support staff through the new ERP implementation.
- Focus on recruitment and retention issues as they align with the strategic plan.
- Develop a sustainable budget.
- Design a smooth transition plan for the next president.

- E. Presidential Search – Characteristics from Board Perspective- Discussion was had on what the Board is looking for in a new president. Dr. Spilde asked board members to share what attributes, characteristics, qualities, abilities, and experience they would like to see in a presidential candidate (see file for compiled list). Discussion followed on the makeup of the search advisory committee and the need for a diverse group of members.

- F. New ERP- Next Steps- Discussion occurred on the need for ongoing support to assist staff in the configuration and implementation of a new ERP system, once a

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new system has been chosen. The Board then discussed their thoughts on resolving remaining issues regarding the old ERP system.

- G. Impact of Remote Learning on Facility Utilization- President Kemper-Pelle discussed the facilities condition report that was done in 2019. That report showed that the Table Rock Campus was severely underutilized. To better utilize existing facilities and improve the overall budget, RCC is working to shrink its physical footprint. This includes downsizing buildings on the Riverside Campus and moving programs to the Table Rock Campus to better utilize those existing facilities. It was noted that the impacts of COVID-19 and the demand from students for online learning opportunities are still unfolding. Facility utilization will be a continued topic of discussion at future board meetings.
- H. Board Statement of Support- Due to time constraints, the Board agreed to discuss their statement of support at a future board meeting. The Board expressed that they would like help from RCC's Equity, Diversity, and Inclusion (EDI) Coordinator and our Achieving the Dream coach to reframe the statement of support with an EDI lens.

4. Adjournment – Roger Stokes adjourned the meeting at 5:14 p.m.

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