

**Annual Board Organization for Fiscal Year 2024/25**

**Recommendation of the President:** That the Rogue Community College (RCC) Board of Education (Board) adopts Resolution No. P1-24/25, approving election of officers, establishing the Board of Education regular meeting schedule, and designating the custodian of funds and bank depositories for college funds for fiscal year 2024/25 (see Exhibits A and B).

**Background Information:** Pursuant to Oregon Revised Statute (ORS) 341.283 Organization; meetings; quorum; rules; journal; expenses (in part):

- *After July 1 of each year, the board of a district shall meet and organize by electing a chairperson and a vice chairperson from its members.*
- *The board shall provide for the time and place of its regular meetings.*

Pursuant to ORS 341.703 Custodian of funds; depositories; signature on checks; warrants as checks (in part):

- *The board of a community college district shall designate a custodian of funds of the district.*
- *For the purpose of receiving deposits of community college funds, the board of the district shall designate such bank or banks, as the board deems safe and proper depositories for district funds.*

**Whereas,** according to the above-referenced Oregon Revised Statutes the Board must annually approve the election of chair and vice chair; and

**Whereas,** the Board has established its regular meeting schedule; and

**Whereas,** the Board has designated a custodian of funds and bank depositories for fiscal year 2024/25; therefore, be it

**Resolved,** that the RCC Board of Education adopts Resolution No. P1-24/25 approving the attached Annual Board Organization (Exhibits A and B) for the fiscal year beginning July 1, 2024 through June 30, 2025.

Board Action: Approved

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Maria Ramos Underwood, Chair, RCC Board of Education

Dated: July 16, 2024

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## **2024/25 Annual Board Organization**

1. Election of Officers
  - A. Board Chair: Gary Plano
  - B. Vice Chair: Vanessa Jones
  
2. Custodian of Funds/Signatory: Lisa Stanton
  - a. Alternate/Substitute Signatory (checks): Randy Weber, Juliet Long, and Jamee Harrington
  
3. Depositories for College Funds
  - a. US Bank
  - b. Computershare
  - c. Local Government Investment Pool



## 2024/25 Regular Board of Education Meeting Schedule

Date	Time	Location
7/16/24	5:00 p.m.	RVC/Zoom
8/20/24	5:00 p.m.	RWC/Zoom
9/17/24	5:00 p.m.	TRC/Zoom
10/15/24	5:00 p.m.	RWC/Zoom
11/19/24	5:00 p.m.	TRC/Zoom
12/17/24	5:00 p.m.	RWC/Zoom
1/21/25	5:00 p.m.	TRC/Zoom
2/18/25	5:00 p.m.	RWC/Zoom
3/18/25	5:00 p.m.	TRC/Zoom
4/15/25	5:00 p.m.	RWC/Zoom
5/20/25	5:00 p.m.	TRC/Zoom
6/17/25	5:00 p.m.	RWC/Zoom

### Campus Addresses

Redwood Campus (RWC)  
Building H, Room 2  
3345 Redwood Highway, Grants Pass, OR

Table Rock Campus (TRC)  
Building A, Room 123A  
7800 Pacific Avenue, White City, OR

Riverside Campus (RVC)  
Higher Education Center  
Room 127/129  
101 South Bartlett Street, Medford, OR



**Board of Education: 2024-25 Committee Assignment Worksheet**

<b>Committee/ Liaison Name</b>	<b>Description</b>	<b>Meeting Schedule</b>	<b>Time Commitment</b>	<b>Number of Board Members to Serve on Committee</b>	<b>Name(s) of Board Member Assigned</b>
Board Outreach Committee	Develop strategies for engaging with the community	Once per month, one-hour meeting plus additional as needed	1 hour per month and as needed	Two - Three	1. Pat Fahey 2. Indra Nicholas 3. Jonathan Bilden
Board Policy Committee	Revises Board Policies and Procedures in Chapters 1 & 2	One to two meetings per month, plus additional as needed.	1 to 2 hours per month	Two - Three	1. Vanessa Jones 2. Maria Ramos Underwood
Bond Oversight Committee Liaisons	Consults on bond projects as a result of the November 2024 Bond Election on an as-needed basis.	Once per quarter, one-hour meeting and as needed	1 hour per quarter as needed	Three	1. Roger Stokes 2. Pat Fahey
Board Self Evaluation Committee	Meets to establish timeline and methodology for annual self-evaluation.	One to two meetings per month for 3 to 4 months	1 hour per meeting	Three	This topic will be moved to the August Retreat.
Foundation Liaison	Attends RCC Foundation Board meetings and other meetings/events as invited. Serves as an	Quarterly Board meetings and other meetings/events as invited.	1.5 hours once every 3 months	One	1. Indra Nicholas 2. Maria Underwood

Committee/ Liaison Name	Description	Meeting Schedule	Time Commitment	Number of Board Members to Serve on Committee	Name(s) of Board Member Assigned
	Ex-officio voting member of the Foundation Board.				_____
Legislative Committee Liaison	Serves as Legislative Committee Chair if committee is re-activated. Committee is comprised of President, staff, and students.	Meets as needed, during active legislative sessions	As needed	One  (other Board members are invited to join committee if interested)	1. Gary Plano (if committee is reactivated)
OCCA/OSBA	Serves as RCC representative on the <b>OCCA</b> Board.  Serves as <b>OSBA</b> liaison keeping Board members informed of issues relative to community colleges.	<b>OCCA:</b> 7 to 8 meetings per year at various locations including Salem and/or community colleges  <b>OSBA:</b> Does not need to attend meetings; however, will be added to OSBA list serves to keep apprised of information relative to community colleges.	OCCA: 4 hours per meeting plus travel time to/from locations  OSBA: Minimal	One	1. Pat Fahey  <b>Alternate:</b>  2. Jonathan Bilden
President's Performance Review	Vice-Chair of the Board serves as Chair of this committee. Committee meets to coordinate and process the annual performance review of the President.	Begins in August (mutually establish terms of evaluation by September Board meeting then evaluation, compensation and benefits completed by May Board meeting)	2 hours max. for 3 to 4 months	Three	1. Gary Plano  2. Roger Stokes  3. Maria Ramos Underwood

Committee/ Liaison Name	Description	Meeting Schedule	Time Commitment	Number of Board Members to Serve on Committee	Name(s) of Board Member Assigned
Executive	Meets to review the Board meeting agenda and receive President's report on current issues.	Once per month, about one week prior to the Board meeting.	1 hour per month	Three  (Chair, Vice-Chair and 1 alternating Board member. The alternating Board member normally serves two months in a row; however, substitutes are found when scheduling conflicts arise.)	1. Chair 2. Vice Chair 3. & 1 Alternating Board Member on a two-month rotation: <b>JUL &amp; AUG: Maria</b> <b>SEP &amp; OCT: Roger</b> <b>NOV &amp; DEC: Roger</b> <b>JAN &amp; FEB: Jonathan</b> <b>MAR &amp; APR: Indra</b> <b>MAY &amp; JUN: Pat</b>

**RESOLUTION NO. P2-24/25**

**A RESOLUTION OF ROGUE COMMUNITY COLLEGE DISTRICT, JACKSON AND JOSEPHINE COUNTIES, OREGON CALLING A MEASURE ELECTION FOR GENERAL OBLIGATION BONDS AND RELATED MATTERS.**

WHEREAS, the Board of Education (the “Board”) of Rogue Community College District, located in Jackson and Josephine Counties, Oregon (the “District”) has determined that a need exists for the District to finance capital costs, as described in the ballot title attached hereto as Exhibit A (collectively, the “Project”); and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of bonds which may be issued in multiple series; and

WHEREAS, ORS 341.675 to 341.702, subject to voter approval, authorizes the District to issue general obligation bonds to finance the Project;

NOW, THEREFORE, the Board of Education of Rogue Community College District, located in Jackson and Josephine Counties, Oregon, resolves as follows:

1. The measure election is hereby called for the purpose of submitting to the electors of the District the question of authorizing general obligation bonds in a principal amount not to exceed \$60,315,000 (the “Bonds”). Bond proceeds will be used to finance the Project.

2. The measure election hereby called shall be held in the District on the 5th day of November, 2024.

3. The District authorizes the Vice President of Operations and Finance/CFO or the President or designee of any of those officials (each an “Authorized Representative”) to finalize the ballot title in substantially the form attached hereto as Exhibit A but with such changes as the Authorized Representative shall approve (the “Ballot Title”), to submit the Ballot Title and explanatory statement, if required, and to execute any documents and take any other action necessary or desirable to facilitate the measure election.

4. The Authorized Representative shall cause Form SEL 805 to be delivered to the Election Officer of Josephine County, Oregon (the “Election Officer”) not later than August 16, 2024 (eighty-one (81) days prior to the election date). The Authorized Representative shall also cause Form SEL 803 to be delivered to the Election Officer not later than September 5, 2024 (sixty-one (61) days prior to the election date).

5. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds, which may be issued in one or more series, for any of the Expenditures incurred by it prior to the issuance of the Bonds.

6. The law firm of Hawkins Delafield & Wood LLP, is hereby appointed to serve as Bond Counsel with respect to the issuance of the Bonds. Piper Sandler & Co. is hereby appointed to serve as Underwriter or Placement Agent with respect to the issuance of the Bonds.

ADOPTED by the Board of Education of Rogue Community College District, located in Jackson and Josephine Counties, Oregon this 16th day of July, 2024.

**ROGUE COMMUNITY COLLEGE DISTRICT  
JACKSON AND JOSEPHINE COUNTIES,  
OREGON**

By: \_\_\_\_\_  
Chair

**ATTEST:**

By: \_\_\_\_\_  
President



**EXHIBIT A**  
**BALLOT TITLE**

**CAPTION: (10 WORD LIMIT)**

Bonds constructing, updating career education, community learning facilities, audits required

**QUESTION: (20 WORD LIMIT)**

Shall Rogue Community College construct, update, vocational facilities; improve accessibility, safety, security; issue up to \$60,315,000 in bonds; audits required?

If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

**SUMMARY: (175 WORD LIMIT)**

- **State expected to provide \$15 million in matching funds**

Bonds would finance capital costs to support students and the Southern Oregon community, including:

- Increasing capacity in **workforce training programs**:
  - **apprenticeship, diesel, commercial truck driving, pre-nursing, welding, manufacturing** and adding **automotive** at Table Rock Campus (White City)
  - **automotive, welding, manufacturing** and adding **EMT, diesel** programs at Redwood Campus (Grants Pass)
- Improving **safety and security** at all campuses
  - camera systems
  - lockdown capabilities
- Modernizing student success center and classrooms at Riverside campus (downtown Medford).
- Accessibility improvements at all campuses
- Building improvements to extend lifespan

- energy efficiency
  - HVAC
  - Roofs
- Site improvements, furnishings, equipment, bond interest, issuance costs.

**Jackson County: bond levy rates are estimated to continue at the current rate of \$0.13/\$1000 of assessed value**

**Josephine County: bond levy rates are estimated to increase by \$0.09/\$1000 to \$0.13/\$1000 of assessed value**

Rates subject to change based on interest rates, assessed value fluctuations. Bonds would mature within 21 years from the date of issuance, may be issued in series.

## 2024-25 Conferences and Conventions

### Association of Community College Trustees (ACCT) 2024 Governance Leadership Institute: Fundamentals of Governance

**Date:** August 7-9, 2024

**Registration Deadline:** N/A

**Fee:** \$650 Member; \$850 Non-member

**Hotel Cost:** \$184 per night (Sheraton Flowood)

**Location:** Hinds Community College- Jackson, MS

#### ***Board members attending:***

**Overview:** This GLI is an immersive and engaging experience which includes interactive workshops and facilitated discussions by experts in the field of community college governance. This institute will focus on the fundamentals of effective board governance and is a must-attend for newly elected and appointed trustees, college presidents, and board staff.

Topics include: Policy Role of the Board, Parliamentary Procedures, as well as focus on Strengthening Effective Governance, the Board/CEO Relationship, Advocacy 101, and much more!

### Oregon Community College Association (OCCA) Board Member Training

**Date:** September 7, 2024

**Registration Deadline:** TBD

**Fee:** TBD

**Location:** Chemeketa Community College- Salem, OR

#### ***Board members attending:***

**WHAT:** Join community college board members and presidents from around the state for this one-day training opportunity.

**WHO:** This training is ideal for ALL community college board members and presidents in Oregon.

#### **What You Can Expect:**

- Morning: Learn about how OCCA supports board members, presidents and colleges in Oregon, the future of OCCA and its services, and meet new OCCA Executive Director Dr. Abby Leel
- Afternoon: Learn about how boards and colleges can hold constructive dialogues using civil discourse methods.

### **ACCT Leadership Congress**

**Date:** October 23-26, 2024

**Registration Deadline:** Early Bird- August 16<sup>th</sup>

**Fee:** \$875 Member; \$1075 Non-member

**Hotel Cost:** \$299 per night (Sheraton Grand or Hyatt Grand)

**Location:** Seattle Convention Center, Seattle, WA

#### ***Board members attending:***

**Overview:** The ACCT Leadership Congress is the largest professional development opportunity for over 1,500 community college trustees and presidents, as well as leaders from philanthropic organizations, government agencies, and other national non-profits. It is a time for community college leaders to share your experiences and expertise, network with people from around the country and beyond, and expand your knowledge of the community college sector. The event will feature nationally renowned keynote speakers, peer-to-peer and expert presentations designed to advance governance and student success.

### **OCCA Annual Conference**

**Date:** November 6-8, 2024

**Registration Deadline:** Early Bird- October 4; Regular- October 18

**Fee:** TBD

**Hotel Cost:** \$169 per night

**Location:** Salishan Coastal Lodge, Gleneden Beach, OR

#### ***Board members attending:***

**Overview:** The OCCA Annual Conference brings together college board members and administrators to learn more about how to be empowered and become advocates on statewide community college issues. The conference provides a structure for learning more about current issues and exploring the roles and responsibilities board members can play in providing leadership that ensures Oregon's community colleges remain vibrant institutions that provide equitable educational opportunities for all. The theme for the 2024 OCCA Annual Conference is "Charting a Course to the Future." Stay tuned for details coming this summer!

### **Oregon School Board Association (OSBA) Annual Convention**

**Date:** November 7-9, 2024

**Registration Deadline:** TBD

**Fee:** TBD

**Location:** Marriott Downtown Waterfront Hotel, Portland, OR

#### ***Board members attending:***

**Overview:** This year's theme is "All in for Students". The OSBA Annual Convention is Oregon's premier continuing education program — delivering practical solutions to help school boards and their superintendents improve student learning and achievement. Whether you are a

veteran board member, a superintendent, a board support professional or a first-time attendee, you'll leave the conference with practical ideas and a renewed commitment to help your board accomplish the critical work ahead. The convention features some of the "best practices" from school boards across the state. (You will find additional event information at the bottom of the page.)

### **Student Success & Retention Conference**

**Date:** February 12-14, 2025

**Registration Deadline:** TBD

**Fee:** TBD

**Hotel Cost:** TBD

**Location:** Sheraton Portland Airport Hotel & Conference Center, Portland, OR

***Board members attending:***

**Overview:** Details regarding keynotes, key themes, and breakout sessions will be coming out this fall/winter. A large group of RCC staff attend each year and take a chartered bus to Portland (which you would be welcome to ride in as well).

### **2025 OCCA Legislative Summit**

**Date:** March 5-6, 2025

**Registration Deadline:** TBD

**Fee:** TBD

**Hotel Cost:** TBD

**Location:** Salem Convention Center & Oregon State Capitol, Salem, OR

***Board members attending:***

**Overview:** This important event is a great opportunity for college presidents, board members, campus advocacy coordinators, students and other advocates to learn more about impacts to community colleges during the Legislative Session. You'll hear from legislators, veteran community college advocates, and students, and learn advocacy best practices and important messaging as we work to support community colleges during the 2025 Legislative Session. The Summit will take place March 5 at the Salem Convention Center, while March 6 will be for colleges to meet with legislators at the Capitol.

More details coming this winter!

### **OCCA Lunch & Learn 2024-25 Schedule (see attached flyer)**



# LUNCH & LEARN

Last Thursday of the month  
Noon to 1:00 p.m. PST

# 2024-25

## October



October 31

Intro to OCCA  
101

## November



November 21

Local Budget  
Law

## January



January 30

2025 Legislative  
Session &  
Advocacy

## February



February 27

Workforce/  
Economic  
Development

## March



March 27

Artificial  
Intelligence

## April



April 24

Diversity,  
Equity &  
Inclusion

## May



May 29

Mental  
Health

## June



June 26

Public Meeting  
Law

**No-cost registration for OCCA members**

To learn more and to register, visit <https://www.occa17.com/lunchandlearn/>