

Oregon Coast Community College Board of Education Meeting
Minutes

Wednesday, May 18, 2016 at 6:00 PM

OCCC Central County Campus

400 SE College Way, Newport, OR 97366

A. CALL TO ORDER

Chairperson Chris Chandler called the meeting to order at 7:43 PM.

a. BOARD ROLL CALL

Board of Education members present: Chris Chandler (Chair), Richard Emery, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, Jeff Ouderkirk, and Clifford Ryer (Vice-Chair).

b. WELCOMES

c. APPROVAL OF MINUTES

Ryer proposed and Nelson-Robertson seconded a motion to approve the minutes of the April 27, 2016 Board of Education meeting. All voted in favor and one abstained. **MOTION PASSED.**

d. FINALIZE AGENDA

No changes.

B. COMMUNICATIONS

a. WRITTEN

Ryslingle indicated that there was one item she would speak to it during the President's report.

b. PUBLIC COMMENT ON AGENDA ITEMS

None.

c. OCCA MAY DIGEST

No comment was made.

C. COLLEGE REPORTS

a. PRESIDENT'S REPORT

Ryslinge reminded the Board of the College's end of the year events. OCCC graduation ceremonies will be held on Friday, June 10th, with the Nursing Program pinning ceremony at 11:00 AM and College commencement at 6:00 PM. Osterlund has another commitment and would not be attending (family member is graduating at another institution) but all other Board members will be part of the stage party. Discussion was held over whether or not to wear regalia. It was decided that if possible to be obtained in time, all would wear gowns with caps optional. Ryslinge also invited the Board to OCCC's internal employee recognition event, Celebrateus. Originally named "Celebrate Us," the dessert reception will be held on Thursday June 9th at 4:00 PM and will honor OCCC retirees as well as employees receiving 5, 10, and 15 year service awards.

Ryslinge directed the Board to other news within the report including:

Bidding Farewell – Interim Associate Dean of Instruction Jean Garcia-Chitwood is moving on to a job at Oregon State University. Jean's position at OCCC was a temporary one. OCCC has advertised to recruit a permanent Dean of Academics and Workforce.

Criminal Justice – Ryslinge thanked Linda Mollino for managing the Criminal Justice program along with her other duties since Jane Hodgkins retired. The program has struggled with enrollment over time. Ryslinge commented that the enrollment challenges are especially unfortunate since she heard in the field that employers are struggling to find qualified employees. Chandler mentioned that the recent approval of the Siletz levy might also generate jobs in the field. Work continues to be done to encourage student interest in the program.

Facilities – An upgrade to the outdoor lighting at the Lincoln County Center is underway. The LED fixtures will provide brighter lighting and better visibility. New fixtures will be installed on the Newport campus this summer. A long-standing building leak at the North County facility has also been resolved at the expense of the building's original contractor.

Mascot Appearances - Ryslinge commented on Waverly's recent visits to the community, including a First year Nursing teaching project with local Girl Scouts that Chandler christened "Take a Bite out of Grime."

b. CoFO FINANCE REPORT

The CoFO reported that overall college revenues, at the completion of the fiscal year, were 14% above budget while Personnel Services expenditures are currently 14% under budget and Materials and Services expenditures are 17% over budget. The CoFO told the Board to expect final 15-16 budget adjustments in June.

D. BOARD REPORTS

A. FOUNDATION LIAISON: ALISON NELSON-ROBERTSON

Nelson-Robertson announced that her fellow Board member, Nancy Osterlund has agreed to take over the role of OCCC Foundation liaison. Ryslinge thanked Nelson-Robertson for stepping into the role and Nancy for taking over. She added that Foundation Board members seem excited about the concept of a new building and capital campaign.

B. OCCA LIAISON: DEBBIE KILDUFF

Kilduff reported that the OCCA has been rather quiet and has not met since the last time she reported. She reminded the Board to review the May digest.

c. CEO Evaluation Workshop: CHRIS CHANDLER

Chandler announced that the elected official evaluation workshop was held on May 11th. Although lightly attended, she found the information useful. Chris has purchased a book from the instructor and will share it with the Board.

Discussion was then held about the evaluation of Dr. Ryslinge. Her second year as CEO is coming to an end. According to the contract, evaluations should normally be completed in September. Chandler asked the Board if it would like to schedule an executive session in the next month in order to complete the evaluation, or wait until September. Osterlund and Nelson-Robertson agreed with waiting until September. Ryer suggested that the Board take some time to discuss the evaluation's structure during the next few meetings in order to be prepared to conduct the evaluation in September. It was agreed that the Board would work collaboratively with Ryslinge on source materials and goals in advance of the evaluation. Ryslinge responded that the Board approved her goals for 15-16 (copies redistributed) and would be happy to discuss those past goals in September as well as discuss and establish upcoming plans. When asked about fulfilling NWCCU reporting needs, Ryslinge responded that it will be necessary to conduct an evaluation in September of 2016 and September of 2017. It was agreed that the evaluation of Ryslinge would be held during the, soon to be scheduled, Board retreat in September.

d. OTHER?

Chandler stated that as she has addressed OCCC graduates many, many times, she would like to give another Board member the opportunity to speak at commencement. Discussion regarding expanding the Board's role during the ceremony was then held. Emery agreed to give the BoE welcome and the other Board members were invited to stand and shake hands with the graduates if they desired. Ryslinge promised to provide Emery an outline from which to plan his remarks.

E. INFORMATION AND DISCUSSION ITEMS

A. BOARD SELF-EVALUATION (GISS: GOVERNANCE INSTITUTE FOR STUDENT SUCCESS)

Chandler reminded the Board that they were asked to complete the GISS self-evaluation. She added that the process is very simple and does not take much time. Kilduff warned that the results will be skewed if the majority of Board members fail to complete the assessment.

B. EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE REVIEW INITIATED

Ryslinge reminded the Board of their role in approving new programs. Linda Mollino introduced the proposed certification program and discussed the history of EMT courses at OCCC. She presented a justification for the advanced program including labor market data and projected costs. Emery asked for some clarification on the two-term course sequence and enrollment. Mollino answered that the enrollment in the courses, which are offered Fall/Winter or Spring (based on instructor availability), has been consistently good and projects an enrollment of at least ten in the new program.

c. APPROACH TO RECRUITMENT

Ryslinge told the Board that the five new faculty positions have been advertised broadly and in order to secure candidates with the right fit (student-centered, teaching-focused), all of the full-time job postings include language indicating OCCC's desire for faculty who match our philosophy. Successful candidates, among other qualifications, will need to be leaders in their discipline, understand that they will be required to be engaged in many and various aspects of college life, teach at all of our locations, and have an interest in instructional technology.

F. ACTION ITEMS

a. Adopt 2016-17 Academic Calendar

Chandler requested that the date of the 2017 Commencement be added to the calendar. Ouderkirk proposed and Kilduff seconded a motion to approve the *Oregon Coast Community College 2016-2017 Academic Calendar* as revised. All voted in favor. **MOTION PASSED.**

G. ADJOURNMENT

Chairperson Chandler adjourned the meeting at 8:45 PM.

The next regularly scheduled meeting of the OCCC Board of Education will be held June 15, 6:00 PM at the OCCC North County Center, 3788 SE High School Drive, Lincoln City, OR 97367.

OCCC Board meetings are held in accordance with open meeting laws and with accessibility requirements. If a person with a disability needs assistance to participate in a meeting, please notify the President's Office at (541) 867-8530 at least 48 hours in advance. A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance.

Approved by:



Birgitte Ryslinge, PhD
OCCC President