

Oregon Coast Community College Board of Education Meeting  
Minutes

Wednesday, September 14, 2016 at 6:00 PM

OCCC Central County Campus

400 SE College Way, Newport, OR 97366

#### CALL TO ORDER

Chairperson Debbie Kilduff called the meeting to order at 6:05 PM.

a. BOARD ROLL CALL

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

b. WELCOMES

c. APPROVAL OF MINUTES

Nelson-Robertson proposed and Ouderkirk seconded a motion to approve the minutes of the August 10, 2016 Board of Education meeting. All voted in favor. **MOTION PASSED.**

Ryslinge reminded the Board that although the August 10 Executive Session notes were distributed, they are to be considered confidential and should not be released to the public.

d. FINALIZE AGENDA

Ryslinge informed the Board that there were no changes to the agenda but acknowledged Ouderkirk's request for fiscal impact data of the salary raises and that the CoFO is prepared to share it this evening.

e. THANK YOU CHRIS CHANDLER

Kilduff suggested delaying the celebration (appreciation event for Chandler's years of service as Board Chair) until next meeting, when she has returned from traveling.

#### COMMUNICATIONS

a. WRITTEN

Ryslinge said that there was none, but would share information surrounding the "Alliance Defending Freedom" communication later in the meeting.

b. PUBLIC COMMENT ON AGENDA ITEMS

None.

#### COLLEGE REPORTS

a. PRESIDENT'S REPORT

##### Staffing

Ryslinge informed the Board of her pleasure in reporting that almost all of the open positions are now filled. Four of the five new faculty will be starting this fall. Business faculty, Dr. Alberto Flores will be here in January but plans on attending our fall New Faculty Orientation

and In-Service. He will also be teaching the Introduction to Business course online this fall while he prepares for his move.

The two Academic Advisor vacancies have been filled: (1) Colleen Doherty is a permanent replacement for Barbara Kessler and (2) Blake Hagen will replace Ben Kaufmann while he serves as the Navigate (Student Success Grant) Program Manager for the year. Ryslinge added that Cindy Carlson, Dean of Student Services, is currently working to hire a temporary replacement for Blake in the Office of Instruction.

The finalist forums for the Dean of Academics and Workforce were held on Monday. Results from the feedback forms are being compiled and reference check calls are being made. The hope is to be ready to make an offer on Friday. Ryslinge added that if for some reason the search is unsuccessful, the plan would be to hire a temporary dean (likely a retired, former community college administrator).

#### **Community Interface on Newport Campus**

Ryslinge informed the Board that the new Community Interface Office, comprised of OCCC Advancement, Foundation and the Newport locations of the Small Business Development Center and Community Ed, has moved into the former Human Resources suite. (Conversations about having a temporary Head Start preschool facility in the space did not come to fruition, although the College continues to explore the potential for an Early Childhood Education program.) This space is intended to be a physical representation of our commitment around Community Engagement. The Director of Advancement will meet with donors and scholars there and the SBDC staff will utilize the space to conference with business clients.

#### **Upcoming Events**

The New Faculty Orientation will be held on September 19-20, OCCC's fall all-college In-Service follows on September 21 and 22, and then classes start next Monday. Ryslinge added that she wanted to express publically how much she appreciates the work of the staff who have been extremely busy preparing for the new academic year: Chris Rogers and his custodial staff are cleaning up and preparing the buildings inside and out; Student Services is enrolling students and hosting High School tours.

#### **Fall Enrollment**

Our enrollment is up approximately 10% on transfer/general education courses, but Ryslinge suggested that more accurate data will be revealed in next week's enrollment report.

#### **Community Education/Small Business Development Center**

The North County Center's "Speak Easy" series is going strong; the brewing class is full. Dave Price, SBDC Director, and his team were successful for the fourth time in securing a Lincoln City Urban Renewal Agency grant of \$20,000 to underwrite the SBDC scholarship program for Small Business owners.

b. NEW ORGANIZATION CHARTS

Ryslunge directed Board member attention to the OCCC Organizational Charts that have recently been updated. The most complicated OCCC org chart (Academics and Workforce) lists most of the staff and faculty. Part-time term faculty are included on the chart if they taught last academic year (and haven't indicated that they would not teach this upcoming year). Other OCCC unit org charts will be completed soon.

### BOARD REPORTS

A. FOUNDATION LIAISON: NANCY OSTERLUND

Osterlund reported on the productive OCCC Foundation Retreat that was held on August 27. She said that the next OCCCF meeting will be held September 27<sup>th</sup>. Osterlund invited her fellow Board members to attend the Oregon Community Foundation's "Endowment Partners 101" workshop that is scheduled for October 13 (from 10-noon in the OCCC Newport Community Room). She also described the events planned for the OCCCF Donor/Scholar Reception scheduled for that same evening (7:00-8:30 pm) and encouraged all to bring guests as a lovely evening has been guaranteed.

B. OCCA LIAISON: DEBBIE KILDUFF

Kilduff said that the OCCA has not met since June, but that Board members should check their email for an announcement about the early November OCCA annual conference in Sun River. She encouraged all to attend. Ryslunge added that she recently attended the OCCA Executive Committee retreat. She took some time to describe how OCCA is evolving from what once was solely an advocacy and Board support group to one that is moving towards adding a student success and membership services resource role. Kilduff asked Ryslunge to confirm that the November OCCA state meeting would be held at OCCC. It will be held at the Newport campus on November 18, 2016 (the Oregon Presidents' Council will be meeting the day before). A separate meeting between OCCC and accreditation partner Portland Community College will also be scheduled for some time the state gathering, if possible.

### INFORMATION AND DISCUSSION ITEMS

A. Alliance Defending Freedom

Ryslunge informed the Board of communications received from this non-profit organization (whose goal is to defend 1<sup>st</sup> Amendment rights in educational environments) concerning the language used in some of OCCC's internal administrative policies on student conduct and computer use, after what appears to have been a cursory review of our website and catalog. After having checked with OCCA, Ryslunge learned that the same or similar letters had also been received by other colleges and universities in Oregon and across the US. Ryslunge clarified that the review College administrative policies began last year after completing the review of Board policies. The student conduct policy revision is already nearing completion. After seeking legal counsel (via the OCCA lawyer and our own college counsel, Mike Porter of Miller Nash) she feels confident that the College is on the right cycle of policy and practice review. Some discussion on free speech (and student conduct) ensued.

B. Board of Education Retreat Follow-up

Ryslunge asked the Board if there was anything they needed from her as a follow up from the retreat. Osterlund and Kilduff encouraged all members to participate in the OCCA meetings and trainings. Ryslunge informed the Board that a Board member handbook (from OCCA) is currently

under revision but that it would be distributed once ready.

#### ACTION ITEMS

- a. Approval of Resolution 16-09-01: Ratification of 2016-2019 Collective Bargaining Agreement between Oregon Coast United Employees Local 6020, AFT, AFL-CIO and Oregon Coast Community College (Classified Unit)

Ouderkirk proposed and Nelson-Robertson seconded a motion to approve Action Item a. above.

Ouderkirk then asked the CoFO about the financial impact of the classified raises. The CoFO answered that, with the 2% increase, the cash requirement will be \$23,000 for the 16-17 year with \$14K representing the permanent increase between salary and benefits.

After discussion, all voted in favor. **MOTION PASSED.**

- b. Approval of Resolution 16-09-02: Adoption of New Unified Classified Pay Schedule (Replacing previously separate schedules for Support Staff, and Administrative and Professional Staff.)

Osterlund proposed and Nelson-Robertson seconded a motion to approve Item b. above. After discussion, all voted in favor. **MOTION PASSED.**

- c. Approval of Resolution 16-09-03: Formation of BOARD subcommittees on President Evaluation and Compensation  
Members: Cliff Ryer, Alison Nelson-Robertson, and Chris Chandler

Kilduff proposed and Osterlund seconded a motion to approve the membership as stated above. All voted in favor. **MOTION PASSED.**

#### ADJOURNMENT

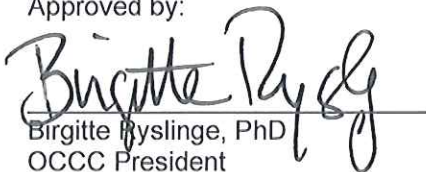
Chairperson Debbie Kilduff adjourned the meeting at 7:00 PM.

The next regularly scheduled meeting of the OCCC Board of Education will be held October 19, 6:00 PM at the OCCC Central County Center, 400 SE College Way, Newport, OR 97366.

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*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 Pyslinge, PhD  
OCCC President