

Oregon Coast Community College Board of Education Meeting  
Minutes

Wednesday, February 15, 2017 at 6:00pm

OCCC Central Campus

400 SE College Way, Newport OR 97366

**A. CALL TO ORDER.**

Chairperson Kilduff called the meeting to order at 6:00pm

**a. Board Roll Call.**

Board of Education members present: Richard Emery, Debbie Kilduff (Chair), Nancy Osterlund (Vice-Chair) Jeff Ouderkirk, Alison Nelson-Robertson and Cliff Ryer. Chris Chandler attended by way of telephone conference. Also present was OCCC President Birgitte Ryslinge. Quorum achieved.

**b. Welcomes.**

Ryslinge welcomed Kathy Andrews, the new Executive Assistant to the President of OCCC. Also in attendance Lucinda Taylor, Linda Molino, Robin Gintner, Calley Hari from Newport News Times.

**c. Approval of Minutes.**

Chandler proposed and Ouderkirk seconded a motion to approve the minutes of January 25, 2017. Chandler suggested listing audience members in future minutes. All in favor of approval of minutes. Minutes approved and accepted.

**d. Finalize agenda.**

Ryslinge mentioned a discussion about Board Calendar change should be added to the 2017-2018 Budget Calendar portion of the agenda.

**B. COMMUNICATIONS.**

**a. Written.**

None.

**b. Comment on agenda items.**

None noted on sign-in sheet

**C. Audit Fiscal Year15-16.**

**a. Communication to the Governing Body.**

Conor Delaney, CPA from Pauly, Rogers & Co. P.C. informed the board that the 15-16 audit was a clean audit, and that Robin and her team are great to work with. Delaney touched on main points of the audit with an explanation of how the audit is conducted, and the recommendation noted in the management letter. The recommendation made by Pauly, Rogers & Co. P.C. notes deficiencies in the college's current ERP (Enterprise Resource Planning) system. Rogue Community College

developed this system some years ago, and it is used at five colleges including Roque. At OCCC this system is called SharkNet. Examples of deficiencies are that manual checks are required to verify accounts receivable reporting. Ouderkirk asked for clarification on how they tested the system, and Delaney explained how deposit entries were double checked. Delaney emphasized that there were no actual errors in our reports, but it takes staff time and manual process to double check the accuracy of some reports. It is beyond their scope of work to communicate with Rogue on our behalf. Ryslinge discussed with the Board the process that is well underway for OCCC to work with the other colleges to explore ERP alternatives. Ouderkirk expressed his concern about the cost to transition. Delaney noted a cost analysis is important in considering a new program, they also consider the current system to present risks that would not be present in a commercially available and widely used ERP. Ryslinge notes that Roguenet is still meeting our needs (albiet with higher than desired impacts of staff time) and Roque and the HECC have committed to keeping the current systems functioning at current levels until a replacement is secured. Emery remarks that realistically the college will not be changing systems until the beginning of July 2018, and Ryslinge agreed. Emery also confirms with Delaney that the next audit will look further into the discrepancies of Roguenet. Delaney confirmed to Ryslinge that given the size of the college the internal controls are sufficient.

## **D. College Reports**

### **a. President's Report.**

Ryslinge announced 2017 is the college's 30<sup>th</sup> year. There was a memory board set-up in the room with past newspaper clippings. The college will not be having an elaborate celebration for the 30<sup>th</sup> year, we will save the celebration for 2018 when we anticipate our accreditation candidacy will be approved. There will be smaller events at the Newport campus and Lincoln City campus. Catch the Wave will also promote our 30<sup>th</sup> anniversary.

In other news: OCCC and Taft High School have come together to offer Taft high school students college business courses at the Lincoln County campus. A Steering Committee for OCCC Accreditation has been formed and will meet monthly. President Ryslinge has been appointed to the Northwest Oregon Works Board of Directors (regional arm of Oregon Workforce Investment Board). Board member Nelson-Robertson mentioned participating in a SBDC meeting at the North County Campus, hosted by Dave Price, attended by Dr. Flores who presented some valuable economic strategic questions. Ryslinge concluded the President's report with information about the OCCC Job Fair, and the Ways and Means Road Show activity happening on March 3<sup>rd</sup>.

### **b. Financial Report.**

Gintner, CoFO reported to the board that with the 15-16 audit complete and the year closed, she is now able to bring balances forward and provide the data on year-to-date expenditures. Those reports were provided to the Board, and Gintner went over the various balances and accounts. Revenue from property tax received, tuition and fees are slightly ahead of budget and on track with state funding. Gintner informed the board that the Enterprise Fund is slightly underbudget due to faculty using the open education resources. The material and service budget is over budget due to

the bulk of book purchases before fall term and returns done at the end of the year. Adjustments will be made at the end of spring term. Change to the Reserve funds include allocation to the Strategic Initiative Fund.

## **E. Board Reports.**

### **a. Foundation Update:**

Osterlund informed the board about the Williams Lecture Series being held Friday, April 14th from 7-9pm at OCCC– the invited speaker is Thomas Lindsey, an attorney for community environmental legal defense fund. The topic of his presentation will be forthcoming.

### **b. OCCA Update:**

Kilduff notified the board that OCCA has not met since last OCCC Board meeting. There is going to be a Webinar on the Legislature process if anyone wants to participate contact Kilduff for the call-in phone number.

## **F. Information & Discussion Items.**

### **a. 2017-2018 Budget Calendar.**

Ryslinge shared with the Board about the prior 2 years approaches to the budget calendar as preparation to establishing the 17-18 budget calendar. Discussion ensued, and reached agreement to have the full budget committee meet in May before the regular Board meeting, with a second meeting if needed for budget approval. The Board will then adopt the budget at either the regular June meeting, or at a second June meeting if needed. There was also discussion of the need to move a Board meeting date due to Ryslinge traveling to the annual AACC conference.

## **G. Action Items:**

### **a. Accept the 15-16 Audit.**

Nelson-Robertson proposed and Osterlund seconded the motion to approve the 15-16 budget audit. All voted in favor. **Motion passed.**

### **b. Adopt the 2017-2018 Budget Calendar.**

Nelson-Robertson proposed and Chandler seconded the motion to approve the amended 2017-2018 budget calendar. All voted in favor. **Motion passed.**

### **c. Forming President Compensation Committee.**

Kilduff reminded the board of previous discussions about forming a President's Compensation Committee and recommendation from several sources is to form a small committee. The committee members will be Rich Emery, Chris Chandler and Debbie Kilduff. Ouderkirk proposed and Nelson-Robertson seconded the motion to form a President Compensation Committee. All voted in favor. **Motion passed.**

## **H. Announcement of Future Meeting**

The next regularly scheduled meeting of the OCCC Board of Education will be held 6:00pm Wednesday, March 15, 2017 at the OCCC North County Campus 3788 SE High School Drive, Lincoln City, OR 97367.

### **a. Upcoming Events:**

Andrea Henderson from OCCA will be attending the March 15, 2017 board meeting.

Ways and Means Roadshow March 3<sup>rd</sup> in Tillamook, OR

OCCA Legislature Summit Days March 22, 2017

AACC Annual Conference in New Orleans, April 20, 2017.

## **I. Adjournment**

Chairperson Debbie Kilduff adjourned the meeting at 7:15pm

*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:

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Birgitte Ryslinge, Ph.D.  
OCCC President