

**Oregon Coast Community College  
Board of Education Meeting Minutes  
Wednesday, March 20, 2019  
OCCC North County Campus  
3788 SE High School Drive, Lincoln City, OR 97367**

**A. CALL TO ORDER**

Chair Debbie Kilduff called the meeting to order at 6:00pm

a. Board Roll Call

Board of Education members in attendance: Richard Emery, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund. Excused: Chris Chandler, Jeff Ouderkirk, Cliff Ryer.

b. Welcomes.

OCCC faculty and staff in attendance: Linda Mollino, Dan Lara, Dave Price, Steve Seney, Robin Gintner, Dan Lara. Guests: Lincoln City Mayor Anderson, Mr. Osterlund.

c. Approval of Minutes

Osterlund made a motion and Emery seconded the motion to approve the February 20, 2019 minutes of the OCCC board meeting. All in favor. **MOTION PASSED**

d. Finalize Agenda

No changes.

**B. COMMUNICATIONS**

a. Written

None.

b. Public Comment on Agenda Items

None.

**C. COLLEGE REPORTS**

a. GED ESOL & Adult Basic Skills Title II Presentation by Steve Seney, Asst. Dean of Academics and Workforce.

Seney explained the three separate parts of Title II funding. He provided the board with enrollment information for the current academic year and announced that a new faculty member had been hired to take over the GED courses at the jail. If an inmate starts a GED Program at the LC jail, upon release, the County will continue paying for the person to complete the GED program. Seney defined ESOL (English for Speakers of Other Languages) for the board and provided specifics about the program's curriculum and outcomes. Seney reminded the board it is difficult to quantify completion of the ESOL program (unlike the GED program). A GED student will take a test and complete the program, ESOL students may remain in ESOL classes for years to continue improving their ability to speak English.

SEOL enrollment in the current term consists of students that represent six different native languages and the single largest cultural group is from Guatemala. Seney explained a new program called Aztec that is going to be used to assist GED students beyond the classroom. Kilduff asked if there is an opportunity to exit the ESOL program? Seney shared the best benchmark is preparation and completion for the citizenship test. ESL students are recognized at commencement based on their attendance. Ryslingle shared she had just reviewed an Environmental Scan completed on Lincoln County and the report showed the county is behind the state medium in percent of population who have a diploma. Ryslingle asked if Seney sees any opportunities where the College could address education completion. Seney told the board that he is currently working with the Northwest Oregon Workforce NOW to contact local employers to assist with offering employees the opportunity to complete their education.

b. President's Report

Ryslingle will provide written President's Reports on a quarterly basis (and they will continue to be posted publicly on the College website). OCCC will have two students as part of the All Oregon Academic Team, a banquet will be held in Salem on Friday, April 26<sup>th</sup>. One of the AOAT students, Waverly Sudborough was also selected as one of 50 Coca Cola USA Gold Scholar and will receive an additional \$1500 scholarship. Ryslingle reminded the board that the Newport Campus is designated for emergency gathering for the South Beach area and Chris Rogers, Facilities Manager has taken on a leadership role in planning emergency response for the South Beach area. He has arranged for supplies to be kept in containers in the back of the College. Recently Rogue Brewery donated 6000 misprinted Ale cans filled with water for the emergency supply. Ryslingle summarized many of the events College employees have been busy working on: Student Services is working on orientation and registration, Juntos, CTE day specifically for Lincoln County schools, Library Services consistently gets high reviews and currently created an OER petting zoo for faculty and students to review OER text books, the library also loans out equipment such as computers and calculators. The Office of Instruction and Workforce has worked closely with LCSD to create meaningful dual credit courses at a cost to the HS student of only \$35 (vs hundreds of \$\$ when the course is taken after HS graduation. Enrollment numbers in dual credit courses has increased since 2015-16 from 45 students to 144 current students. Osterlund asked about cost to the College for dual credit courses. Dan Lara described the costs and the monetary support from LCSD including how LCSD in some instances subsidizes half of OCCC faculty release time as OCCC faculty train the LCSD faculty.

d. Monthly Financials by Robin Gintner, CoFO

Gintner reviewed the financial handouts, noting that revenue is where it is expected to be, but issues of timing can impact YTD percentages. Residual property taxes came in at end of January and we are now waiting on collection of Spring term tuition and fees. The third CCSF funding payment was received, and in odd years (2019) the final CCSF payment will be received in July. Gintner explained that expenditures are under budget in the General Fund and the Enterprise Fund (YCS Bookstore) is right on budget. Gintner reminded the board

they will be receiving quarterly financial reports instead of monthly, she suggests the reporting months to be November, February, May, & August.

#### **D. BOARD REPORTS**

a. Foundation Update: Nancy Osterlund

Dave Price played a video taken at Pearls of Wisdom. Osterlund summarized the Pearls of Wisdom event – it was a wonderful event with student speakers and student guides. Osterlund shared the food was delicious and the auction was fun, the classes were really an insight into the college – there were lots of good things to see. Ryslingle explained to the board that in respect of the Foundation since Pearls of Wisdom was their event the financial results will not be reported until the Foundation Board meeting next week. The Director of Advancement position is posted not only locally, but regionally. Members of the Foundation Board will be on the hiring committee.

b. OCCA Update: Richard Emery

Emery shared with the Board about the March 6 & 7 legislative summit in Salem, he attended the event on the 6<sup>th</sup> there was training on communicating with legislators, he found it very informative. He found out that the Chemeketa Board has sixteen elected representatives in Salem that they need to connect with. Ryslingle reported that OCCA has commissioned a poll of the public to understand what the overall levels of support is for community colleges. Ryslingle participates in the Tuesday afternoon Legislative Summit phone meetings that is open for anyone who is interested. Ryslingle explained the HB 3009 bill relating to labor organization representation and informed the board the legislative co-chairs released their budget frameworks.

c. Other Board Reports

None.

#### **E. INFORMATION AND DISCUSSION**

a. 2019-2020 Budget Development Process, Robin Gintner CoFO

Gintner explained and reviewed the Budget Process handouts. Gintner is working with managers to find out what the different areas need in order to put it in the master budget. Gintner informed the board the Student and Staff Budget Forums were held the week of March 18th, and despite the inclusion of free pizza the student forums could have been better attended. The faculty/staff forums were well attended. Gintner has created an Internal Budget Advisory Committee consisting of faculty, staff and administrators who have committed to meeting and reviewing budget issues through next budget year. Gintner explained how the committee will help to develop practices around how resource requests can flow through committees to line up with the College strategic planning, core themes and mission. Gintner confirmed with the board the Board Budget Committee members from last year have all, except Don McDonald agreed to be on the committee again this year. Kilduff will recruit someone from her zone to participate on the Board Budget Committee.

b. Reserve Policy Change

Ryslinge referred to the discussion the board held in March regarding the structural deficit budget vs actual and the handout that lays out the strategies for the big items, and short-term expenses that need to be covered. Ryslinge explained the outcome of this discussion included a strategy to allow the reserve to go to 10%. This change is reflected in the new board policy 6250 that will be voted on later this evening. Emery asked where the current 15% reserve came from? Gintner explained it is a recommendation from the Governmental Finance Officers Association. Emery suggested an increase of 1% each biennium until the 15% is reinstated. Ryslinge recommended this be included as a Board goal rather than a policy. Ryslinge reminded the board of the new ERP program and that the college will have expenses while taking on their own Financial Aid processes.

c. 2019-202 Tuition Increase, First Read

Ryslinge discussed the matrix handout summarizing the Oregon Community College Budget requests. Ryslinge explained the HECC budget number of \$646.7M, the Co-Chair budget recommendation of \$590M, both well below the community college calculated level of \$647 million (plus \$140 million additional for CTE and Student Supports. The handout notes that at the \$590 million level for CCSF, a statewide tuition increase for community colleges of 11.66% would be needed in order to continue without program cuts. Ryslinge shared that she and Gintner, CoFO recommend the board increase tuition 9.5%. This increase was reflected in the budget forums for students, faculty and staff. The board will be asked to vote next meeting for a \$10 per credit increase. Nelson-Robertson asked how the tuition increase funds will be used. Ryslinge answered the tuition increase will general \$120K and coupled with what we hope will be some increase from state funding is intended to address the ongoing structural deficit of \$200K that will continue to increase. Ryslinge will inform the Foundation of the tuition increase to help them with their offer of scholarship opportunities for students, other opportunities for students are the Oregon Promise, Pell Grants and the SEAL program. Setting tuition for AY 19-20 will be an action item on the April Board agenda.

**F. ACTION ITEMS**

- a. Emery made a motion to rescind prior and approve new or revised board policy for Chapter Six – Business and Fiscal Affairs, Osterlund seconded. All in favor, **MOTION PASSED.**

New Policy #	New Name	Rescinds (Old Policy #)
6100	Delegation of Authority, Business and Fiscal Affairs	None, new policy
6150	Designation of Authorized Signatures	600
6200	Budget Preparation	627
6250	Budget Management	627
6300	Fiscal Management	627
6301	Tuition and Fees	660
6320	Investments	600, 630
6330	Purchasing	640

6340	Bids and Contracts	615
6400	Financial Audits	610,627
6450	Travel	645
6500	Property Management	None, new policy
6520	Security for College Property	626
6540	Insurance	626
6550	Disposal of Property	None, new policy
6600	Capital Construction	None, new policy
6700	Facilities Use	655
6750	Parking	None, new policy
6800	Occupational Safety	625
6900	Bookstore	None, new policy
Eliminate		650

**G. ANNOUNCEMENT OF FUTURE MEETING:** The next regularly scheduled meeting of the OCCC Board of Education will be held 6:00pm Wednesday April 17, 2019 at Central County Campus, 400 SE College Way, Newport, OR 97366.

**H. ADJOURNMENT**

Kilduff adjourned the meeting at 7:39pm and reminded the board members to look over the list of upcoming events.

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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.*

Minutes submitted by: Executive Assistant, Kathleen Andrews

Approved by:

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Birgitte Ryslunge, PhD