

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
OCCC Central Campus, 400 SE College Way, Newport, OR 97366
Wednesday, September 20, 2017
6:00 PM

A. CALL TO ORDER

Chairperson Debbie Kilduff called the meeting to order at 6:07pm.

a. BOARD ROLL CALL

Board of Education Members Present: Rich Emery, Debbie Kilduff, Nancy Osterlund, Jeff Ouderkirk, Cliff Ryer. Excused: Chris Chandler and Alison Nelson-Robertson.

b. WELCOMES

Mr. Osterlund, Joan Brown from Newport News Times; and OCCC staff: Robin Gintner, Dan Lara, Joy Gutknecht, Cindy Carlson, Linda Mollino, Lucinda Taylor, Dave Price.

c. APPROVAL OF MINUTES

Osterlund proposed and Ouderkirk seconded a motion to approve the minutes of the August 23, 2017 Board of Education meeting as corrected by Alison Nelson-Robertson. One member abstained and the remainder voted in favor. **MOTION PASSED.**

d. FINALIZE AGENDA

Ryslunge informed the Board that a presentation by Dave Price, Director of Small Business Development Center has been added to the agenda under C. College Reports.

B. COMMUNICATIONS

a. WRITTEN

None

b. PUBLIC COMMENT ON AGENDA ITEMS

None

C. COLLEGE REPORTS

- a. Human Resource functions were discussed and explained by Joy Gutknecht, OCCC Human Resource and Process Improvement Manager. Gutknecht began by introducing herself to the BOE and continued to outline her current activities and tasks as HR Manager. She informed the BOE of the new Paycom software, and the presence of OCCC HR on the web. The Process Improvement side of her position is currently working on documenting OCCC policies and procedures. One of the policies that she is working on is the evaluation process. Ryer asked about the new Paycom system being able to handle the leave totals for employees. Gutknecht noted that the previously OCCC managed employee leave by hand on a spreadsheet and printing labels for paychecks, the new system calculates and includes the employee leave information directly on the paycheck. Ryslunge in speaking for

the OCCC Team, expressed her appreciation of Gutknecht as OCCC's Human Resource Manager. Her good nature and ability to assist in hiring the best candidate for positions at OCCC is helping the college to move forward.

- b. Dave Price, Director of Small Business Development. Price informed the Board the presentation he was going to give was recently presented to the OCCC Foundation Board. He introduced the OCCC Marketing Team which consists of President Ryslinge, Lucinda Taylor and himself. Price gave a special thank you to Joan Brown, at Newport Times News for all the press she has provided for the college. Price mentioned that every community college in the state of Oregon has a Small Business Development Center created by Congress in 1981 to help small businesses after the recession. The Mission of the SBDC is to assist in civic and economic vitality. This is done by free one on one business advising, free/low cost classes and workshops, and referral services. Price explained how the Small Business Management Program works, that it is an academic year long with monthly classes and monthly counseling sessions. Price mentioned that the college receives FTE for each student in the Small Business Management Program. Currently the course has a record number of students enrolled. Price also informed the board of Dr. Flores' presenting his business classes in Spanish for the Spanish speaking small business owners. Community Education is another area that Price manages for the College, he presented the statistics of community education classes that are held at the three college locations. Price is the editor of Catch the Wave and discussed the need to improve the process of registration for community classes, currently interested students can register on line, but a manual payment process is still in place and needs to be updated for payment at registration. Price discussed the importance of marketing the college, he pointed out the OCCC bumper stickers and banners that are put outside the college for passersby to see. Price shared his appreciation for Shirley Hill, the SBDC Coordinator and her dedication and commitment to assisting community education students and faculty.
- c. The President's Report for September 2017 will be distributed at a later date. Ryslinge explained the activities that were currently happening at the college. The week before the first week of classes has been designated as JAWS week. Monday was SharkBytes Day and invites new students to come to campus and meet each other and meet the faculty and staff, a BBQ lunch is provided. There is a day of Teaching & Learning for new and part-time faculty, and a two-day In-Service for all faculty and staff. Dr. Franki Trujillo-Dalbey and Bud Lane, Vice-Chairman Confederated Tribes of Siletz Indians were the invited as key note speakers who spoke about Exploring Cultural Competency: More than Single Lens. President Ryslinge shared Fall 2017 enrollment numbers with the board. Ryslinge read a letter received by Linda Mollino from June 2017 graduate who shared her gratitude to Linda and the program. The student expressed her happiness in her current position in a mental health center and feels prepared for the position. Ryslinge announce some community events happening – North Lincoln Samaritan Hospital had their ground breaking, OCCC is hosting the

Chamber luncheon on October 6th, Ryslinge will be presenting at the Chamber Luncheon on Friday October 13th, the Leadership Lincoln has the first of its classes at the college. Two OCCC employees, Misty Lambrecht and Kathleen Andrews will be representing the college at Leadership Lincoln. Ryslinge mentioned that she and Dan Lara visited the Linn Benton Advanced Technology Facility in Lebanon where they have a National Certification Center and they train and certify in technical education areas.

D. BOARD REPORTS

a. Foundation Liaison: Nancy Osterlund

Nancy reported that the Foundation Board attended a retreat on September 26th. The new Board members attended and all members spent time getting to know each other. On October 26th the Williams Lecture Series will take place and the speaker Robert Kentta, who is a former student of Osterlund's will be an excellent speaker. Osterlund shared that student artwork has been made into notecards that are being sold in the bookstore. In addition, Osterlund reminded the board about the Donor Scholarship event on November 9th from 7-8:30pm and she encouraged everyone to attend.

b. OCCA Liaison: Richard Emery

Ryslinge informed the board of several ideas that are being floated from the Governor's office. One of these ideas is the consolidation of small colleges, and another is publicly funded districts to no longer have their funds rolled over. Ryslinge stressed the importance of the advocacy that OCCA provides for all of the community colleges when these types of issues come up in Salem.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION ITEMS

- a. Ryslinge shared a couple of special reports from the Center for Community College Engagement out of Austin Texas and focuses on Community Colleges. Even though OCCC is on terms, most other colleges are on semesters and the Even One Semester report shows how students whether full time or part time can be successful. Ryslinge summarized the second report Making Ends Meet and the importance of assisting students in getting all the financial assistance they can qualify for. Many students are struggling to make ends meet and not because of their budgeting skills, it is because they are living on the edge of poverty. Although the focus on financial literacy is a good thing, it is important to work with students about other benefits the students may be eligible for. PCC President Mitsui previously worked in DC as secretary for workforce education in the Obama administration and is knowledgeable about how to help Oregon students with additional benefits. Osterlund added many of our students write about the dire straits they are experiencing in the Foundation Scholarship application they submit.

F. ACTION ITEMS – None

G. ANNOUNCEMENT OF FUTURE MEETING

The next regularly scheduled meeting of the OCCC Board of Education will be held October 18, 2017 6:00PM at the OCCC North County Campus, 3788 SE High School Drive, Lincoln City, OR 97367

H. ADJOURNMENT

Chairperson Debbie Kilduff adjourned the meeting at 7:22pm

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, Ph.D.
Clerk of the Board