

**Oregon Coast Community College Budget Hearing and
Board of Education Meeting
Minutes
Wednesday, June 20, 2018
OCCC North County Campus
3788 SE High School Drive, Lincoln City, OR 97367**

Budget Hearing

A. CALL TO ORDER & ROLL CALL

Chair Debbie Kilduff called the meeting to order at 6:00pm. Board of Education members present: Chris Chandler, Debbie Kilduff (Chair), Alison Nelson-Robertson, Nancy Osterlund (Vice-Chair), Jeff Ouderkirk. Absent: Cliff Ryer. Excused: Richard Emery.

Ryslinge announced that due to some technical issues at the College, OCCC was unable to include the financial summary along with the Public Notice of this budget-hearing. Staff checked with Oregon Department of Revenue, and if this exception is noted in our Budget Hearing minutes, we are in compliance.

B. CALL FOR PUBLIC COMMENT ON APPROVED BUDGET

None

C. ADJOURNMENT

Chair Debbie Kilduff adjourned the meeting at 6:05pm

Board of Education Meeting

Announcement of Executive Session

Oregon Community College Board of Education will hold an executive session immediately following the adjournment of the Regular Session. The executive session is being held pursuant to Oregon Revised Statute ORS 192.660(2)(f)- To consider information or records that are exempt by law from public inspection. No formal action will be taken.

A. CALL TO ORDER

a. Welcomes.

OCCC faculty and staff present: Linda Mollino, Dan Lara, Dave Price, Robin Gintner. Lucinda Taylor, Joy Gutknecht. Mr. Osterlund.

b. Approval of Minutes.

Ouderkirk proposed and Chandler seconded a motion to approve the minutes of the Budget Committee meeting minutes and the Regular Board meeting minutes from May 16, 2018. 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. President's Report.
Ryslingle reported out on the 2018 Celebrate Us service event, she announced to the board the 2018 Faculty Award went to Laura Hamilton. The 2018 Shark Pup award went to Kathy Andrews. This year the Faculty Award includes a \$500 award to the instructor for them to sue for student success in their program. It is up to them how they use the funds. Commencement consisted of 64 Associates Degrees, 6 AQS Science Certificates, 12 Medical Assistants, and 29 Small Business Management Certificates. Ryslingle reminded the board she will be going to the NWCCU Commissioner's Board Meeting June 28th in Kirkland, WA. Ryslingle spoke with the NWCCU interim president about the specifics of the meeting. Dan Lara and Cindy Carlson will be accompanying her to the meeting. Ryslingle notified the board the College begins summer hours beginning June 24th and will be closed on Fridays. The College hired a full-time math faculty member to replace Zerr, who retired from the college last year, also an offer is in progress to a new faculty member for the Early Childhood program. Ryslingle informed the board of the beginning of a project to possibly bring on a small-scale welding course with LCSD.
- b. CoFo Financial Report.
Gintner described the current state of financial affairs for the college including that the property taxes will be coming in June & July. Tuition and fees are already at 99% of what was budgeted. We received 100% of what we budgeted for donations. Interest is higher than we had anticipated. We received our final state support payment and all total for the year we ended up slightly above what had been budgeted. End of April we had 101% revenue of budget. Personnel services and materials were slightly under budget we are watching those very closely. Special Revenue fund continues to have federal funds delayed. Ouderkirk asked about underspending in payroll. Gintner explained that we know what our payroll is every month and it will close out. She does not expect an overage in salaries. These numbers do not account for May & June.
- c. Office of Civil Right Visit – Preliminary Report: Joy Gutknecht
Gutknecht updated the board on the recent visit from the Office of Civil Right Visit. She explained it was a routine visit from the state. The committee consisted of three people, they stayed for three days and before arriving gave the College a 22-page list of

documents the College was to have available for their visit. The last visit was ten years ago. They informed us of some lagging in gender and disability in our enrollment numbers. They provided us with information how to address this. They were overall very impressed with the student forum and the staff involved in the conversations. Chris Rogers, Facilities Manager did a wonderful job in meeting the needs of the committee and taking them around the facility. They gave us pointers in how to become compliant in our need to address second language students. Ouderkirk commented that it looks as though our problem is more demographic. Gutknecht agreed. Ouderkirk suggested a service to assist with second language interpretation of documents. Gutknecht informed the board once we receive their written report we have two years to complete any items that need to be corrected.

D. BOARD REPORTS.

- a. Foundation Liaison: Nancy Osterlund
Osterlund reported that student art for note cards were chosen and the note cards have been printed (copies were provided for each board member). The winning students were awarded a cash award as well as a packet of the cards. The Foundation had a student speaker, Michelle Watson at their last meeting whose story was very impressive and uplifting. The Pearls of Wisdom event has been scheduled for March 9, 1919, plans are moving forward. Osterlund notified the board that the officers of the Foundation have agreed to continue their terms for three more years. Osterlund agreed to continue as liaison if the board elected her. The Foundation made some changes to the By-Laws; added an administrative fee of 5% to the restricted funds to cover the time, and materials to monitor things, also they have moved to a quarterly meeting system and extending the term of Officers elect. The foundation meeting schedule and budget were approved. \$130K was established for scholarship and \$100K for program.
- b. OCCA Liaison: Summary of OCCA events are contained in a memo was handed out. They hope to have their new director hired by August. Ryslinge informed the board that the OCCC liaison advocacy coordinator will be Dave Price. Ryslinge will be attending the OCCA Summer workshop next week and will bring back information.

E. INFORMATION & DISCUSSION ITEMS

- a. Update on 2018-2019 Approved Budget: Robin Gintner
Gintner reported there is nothing that changed on the approved budget.
- b. 2018-2019 Board Calendar.
Discussion took place to finalize the 18-19 BOE board calendar and the date of the summer retreat. Either September 8th or 15th morning 9am-1:30pm. After a brief discussion September 15th was the agreed upon date for the BOE retreat.
- c. Comprehensive Institutional Learning Outcomes CILO; Dan Lara
Lara informed the board of the process OCCC plans to introduce around student success and learning outcomes. The College has worked diligently in talking about and looking at our curriculum as whole to decipher what we expect students to be able to do when

they leave OCCC. We look at student learning at many levels; course level, program level, and at an institutional level, general education level. There is not a standard directly related to student assessment at course level. The standards themselves speak to what students learn while they are at OCCC. Comprehensive Institutional Learning Outcomes which we refer to as CILOs reflect the overall mission, values and core themes of the institution. The assessment task force at OCCC came up with CILOs: problem solving, communication, cultural literacy/awareness and personal responsibility. These CILOs will need to be assessed and tracked. Going into next fall the ATF will further define these expectations and a rubric, the following year we will be mapping all of programs and courses. Ryslinge explained the importance of these objectives to our accreditation process and requirements of the NWCCU.

d. Foundation By-law Changes

Ryslinge reminded the Board of the newly established contract between BOE and Foundation Board, and the Article in which the Foundation must seek agreement from the College for any by-law changes. Since this is a new agreement, a process for the College to provide agreement (or not) was not yet in place. In May & June, the Foundation proposed changes to their by-laws:

1. Added an administrative fee of 5% to the restricted funds to cover expenses of maintaining and administering the funds,
2. Have moved to a quarterly meeting system
3. Extending the term of Officers elect.

A process to address Foundation By-Law changes was developed by the President, the Executive Director of the Foundation, and the BOE Foundation Liaison as follows:

- the foundation board discusses the changes (often preceded by extensive committee work) and votes on the matter.
- If an action impacts the Foundation By-Laws, the process to notify and seek approval from the college ensues.
- the Foundation Director, the Foundation BOE liaison, and the College president review and assess if it is a minor change that can be approved by the President (through delegated authority of the BOE), or a more substantive matter that falls within the oversight of the BOE.
- The discussions between these three parties is documented via email, and any actions reported at the next BOE meeting.

Ryslinge noted this is where we are now. The three changes reported by Osterlund had By-law impact. Osterlund, Ryslinge and Taylor assessed the changes, and were unanimous that these were changes that could be approved by the President and did not elevate to BOE discussion, but rather to Board "Inform."

Discussion ensued. Ouderkirk would like to see the changes being presented the month ahead of time and believes it shouldn't be approved by the board after it has been already changed by the Foundation. Ryslinge noted the agreement between the BOE and the Foundation does not say that the BOE is to approve the Foundation by-law

changes, but the College is to agree to the changes. The Board has delegated many authorities to the President around operational issues such as this. Ryslinge reminded the board that the Foundation's board has a duty to inform and BOE must agree, but not approve. If the BOE would like a different approach than what is being presented and would want to see every potential by law change, they will need to have a discussion.

Taylor described the Foundation committee structure; the Finance Committee meets regularly and is hiring a finance management firm. Scholarship committee meets when it is scholarship time from the beginning of the process to the awards. Event committee for Pearls of Wisdom has a regular meeting structure up to the event.

Ouderkirk agrees that the primary concern is the BOE's fiduciary responsibilities as overseers. Ryslinge reminded the Board that the Foundation does report their annual audit to the BOE and the Foundation had extensive discussion around these by-law changes. They have a robust finance committee that meets more frequently. Osterlund shared that the finance committee recently met and brought their suggestion of the finance manager to the full board for further discussion. Osterlund remembers sharing the audit findings.

Taylor shared that each board member is on subcommittees or hosting small events. The previous Foundation Board meetings were bi-monthly so they are going from six to four. The business happens in the committee level and then goes to the full Foundation board.

Ouderkirk asked about the budget for fundraising. Taylor explained the budget for fundraising in a line item in the approved annual budget. Ouderkirk asked to see the Foundation's approved budget. Taylor agreed to forward it.

Nelson-Robertson asked about the BOE's responsibility.

Debbie suggested to review the MOU in order to be reminded what was agreed upon.

Ryslinge reminded the BOE that this discussion is based on implementing the new contract which included the requirement that the College be informed of any by-law changes, and the actual informing of three such By-law changes, announced by Osterlund and already approved by the President through the proved described. The level of discussion indicates great interest in the process, and consequently we will revisit the proves as a board at a later date. Ryslinge will get together with Osterlund and Taylor to review the requirements of the contract and how best formalize the sharing of information between the Foundation and BOE (August if schedules allow).

F. ACTION ITEMS

a. Approval of Annual Appointments.

Chandler proposed, and Nelson-Robertson seconded a motion to approve the Annual Approvals for 2018-2019 Attachment 1. All voted in favor. **MOTION PASSED.**

- b. Budget Resolution No. 2018-01 – Adoption of 2018-19 Budget and Appropriations
- c. Budget Resolution No. 2018-02 – Impose and Categorize Taxes for 2018-19
Chandler proposed and Ouderkirk seconded a motion to approve Action Items b. and c. above. All voted in favor by roll call. **MOTION PASSED.**
- d. Approve Campus Management Contract for ERP Software (Attachment 2)
- e. Approve Core Theme Sub-objectives, Metrics and Thresholds (Attachment 3)
- f. Approve Board Policy Changes
 - i. Revised BP 625 – Safety
 - ii. Revised BP 626 – Asset Protection (Risk Management)
 - iii. Revised BP 627 – Financial Condition (Reserve)Chandler proposed, and Nelson-Robertson seconded a motion to approve Action Items d., e., and f. above. All voted in favor. **MOTION PASSED.**
- g. Chandler nominated Debbie Kilduff for Chair and Nancy Osterlund for Vice-Chair. Ouderkirk closed the nominations and moved to approve the nominees, Nelson-Robertson seconded. All voted in favor. **MOTION PASSED.**

H. The next regularly scheduled meeting of the OCCC Board of Education will be held August 15, 2018 at the South County Center, 3120 Crestline Drive, Waldport, OR 97394.

I. ADJOURNMENT.

Board Chair Debbie Kilduff adjourned the meeting at 7:11pm

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:

Birgitte Ryslinge, PhD
Clerk of the Board