

**Oregon Coast Community College Board of Education Meeting**  
**Minutes**  
**Wednesday, May 17, 2017 at 6:00pm**  
**OCCC Central County Campus**  
**400 SE College Way Newport, OR 97366**

**A. CALL TO ORDER.**

Chair Debbie Kilduff called the meeting to order at 6:01pm

**a. Board Roll Call.**

Board of Education members present: Chris Chandler, Richard Emery, Debbie Kilduff (Chair), Alison Nelson-Robertson, Nancy Osterlund (Vice-Chair), Jeff Ouderkirk, Cliff Ryer.

**B. Action.**

- a. Appointment of Sandy Gruber and Don McDonald to Budget Committee 3 year term.**  
Jeff Ouderkirk proposed and Chris Chandler seconded a motion to appoint Sandy Gruber and Don McDonald to the OCCC Budget Committee each for a three year term 2017-18, 2018-19 & 2019-20. All voted in favor. **MOTION PASSED.**

**C. Adjournment.**

Board Member Debbie Kilduff adjourned the meeting at 6:02pm.

The next regularly scheduled meeting of the OCCC Board of Education will be held immediately following the Budget Committee Meeting May 17, 2017

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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:

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Birgitte Ryslinge, PhD  
Clerk of the Board

**Oregon Coast Community  
College Budget Committee  
Meeting**

Minutes of Budget Committee – Wednesday, May 17 at 6:00  
PM OCCC – Central County Campus  
Newport, OR 97366

**BUDGET COMMITTEE MEETING**

**I. Call to order**

OCCC Board of Education Chair Debbie Kilduff called the meeting to order at 6:03 p.m.

**II. Roll Call**

Budget Committee members attending: Bigelow, Chandler, Emery, Gruber, Hurley, Kilduff, McDonald, Nelson-Robertson, Osterlund, Ouderkirk, Roumagoux, and Ryer  
Budget committee members excused: Crawford and Pryor

**III. Elect Chair of Budget Committee**

Ouderkirk moved, Emery seconded and David Bigelow was nominated as Chair. Ouderkirk moved to close nomination, Nelson-Robertson seconded. David Bigelow was voted in as Chair.

**IV. Review budget process, timeline, roles**

Ryslingle welcomed all present and reviewed the budget approval process. As in previous years, the Budget Committee will be asked to review, provide input, and approve the preliminary OCCC budget either this evening, or at a subsequent meeting if more time is needed. The preliminary budget was developed over the last few months by the president and budget officer with input and guidance from others. Once approved, the president and budget officer will finalize the preliminary budget (as final numbers become available) and present it to the Board of Education for its adoption at its next regularly scheduled meeting. If the preliminary budget is not approved tonight, the Budget Committee will be invited back on May 24th for additional discussion/deliberation.

**V. Presentation of the proposed 2017-18 OCCC Budget**

Ryslingle was pleased to present a balanced budget and explained some of the highlights of the proposed budget. She described some of the challenges OCCC faces with resources that continue to be tight. OCCC has been focused on its strategic goals, capacity building and accreditation. The budget creates capacity for the future. The Growth CAP rule change was approved so that beginning with the 2017-19 biennium the Growth Management Component shall only apply to reimbursable FTE at or above 1101. For OCCC, this means that growth realized in the Five Big Ideas framework will receive state funding. This is a meaningful change for OCCC as previously there was an approximate 5% growth cap. Ryslingle informed the committee that the General Fund structural gap is at \$261,756 and the College internal contingency account is at \$255,000. Ryslingle reported that the college is close to 100% staffed all current positions and vacancies are carried forward in the 2017-18 budget. Ryslingle continued to explain some of the key components of the budget message. The full budget message is embedded in the 17-18 budget document.

## **VI. Public Comment**

Bigelow asked the audience if there were any comments on the budget document. There were none.

## **VII. Discussion**

Gintner summarized the 2017-18 budget. Gruber asked for a clarification of “contingency for PERS.” Gintner responded that it is basically an additional line of potential funding if needed. Ouderkirk asked if in considering the headwinds and looking into the future has there been any modeling. Ryslingle explained OCCC’s two funding sources are state funding and tuition. Ouderkirk shared his concern about PERS. McDonald asked about reinstating the Expanded Options program. Ryslingle answered that there are many partnering opportunities for OCCC and LCSD and she has met with the new Superintendent. There are three LCSD students earning their High School and Associate Diploma this year. Hurley asked why the General Fund by Function is up by \$100K from last year in Academics Support. Gintner explained the change represents changes in Materials and Services and shifts to where funds are tracked to allow the Dean of Academics and Workforce over time she has been shifting expenditures to more accurate cost centers that help with cost analysis. Bigelow asked about the adopted 2016-17 and projected numbers. Gintner confirmed custodial services are through a temporary agency. Gintner explained that SBDC’s increase is primarily grant funded. Some of the numbers in the budget are still projections and estimates based upon the best information we have at the time. The state has not yet adopted a budget, grants are typically not awarded this early in the year, and we have not yet closed out the current year. These three areas represent the greatest potential for fluctuation.

## **VIII. Approval or Announcement of Next Meeting**

Ouderkirk moved, Chandler seconded, all voted in favor, and motion passed to approve the OCCC 17-18 preliminary budget as presented.

## **IX. Adjournment**

The Budget Committee Meeting adjourned at 7:04 pm.

**Oregon Coast Community College Board of Education Meeting**  
**Minutes**  
**Wednesday, May 17, 2017**  
**Immediately following the OCCC Budget Committee Meeting**  
**OCCC Central County Campus**  
**400 SE College Way Newport, OR 97366**

**A. CALL TO ORDER.**

Chair Debbie Kilduff called the meeting to order at 7:18pm

a. Board Roll Call.

Board of Education members present: Chris Chandler, Richard Emery, Debbie Kilduff (Chair), Alison Nelson-Robertson, Nancy Osterlund (Vice-Chair), Jeff Ouderkirk, Cliff Ryer.

b. Welcomes.

OCCC faculty and staff present: Linda Mollino, Lucinda Taylor, Cindy Carlson, Dan Lara.  
Guest: Paul Osterlund

c. Approval of Minutes.

Emery proposed and Chandler seconded a motion to approve the minutes of the April 12, 2017 BOE meeting. Chandler, Emery, Nelson-Robertson, Osterlund voted in favor, Kilduff, Ouderkirk, and Ryer abstained. 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.

Ryslunge provided the Board with information about OCCC Commencement on Friday, June 16<sup>th</sup> at 6:00pm at the Newport Performing Arts Center. The Board is part of the stage party. Nelson-Robertson is unable to attend. Board should be there by 5:30pm to pick up their gowns. OCCC will be having an employee recognition event called Celebrate Us on Thursday, June 15<sup>th</sup> from 2-4pm, Ryslunge welcomed the Board to attend. Ryslunge touched on the highlights of the community engagement portion of the President's Report. Ryslunge noted that spring cleaning has taken place and the invasive plant Scotch Broom has been removed from most of the campus property and the monument signs in Newport and Waldport have been cleaned.

Dan Lara, Dean of Academics & Workforce provided an update in the President's Report with news of the OCCC Title II application, and OCCC involvement in the Maritime Workforce sector as well as participation in the Coastal STEM Hub. Linda Mollino, Director of Health and Human Services included an update with the current CNA cohorts. Linda and Lucinda have been involved in presenting the nursing program around the community.

- b. CoFo Financial Report.  
Gintner was excused after the Budget Committee Meeting. No report was given. No questions/comments were made by the board.

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

- a. Foundation Liaison: Nancy Osterlund  
Osterlund announced 85 scholarship applications were received. Ben Kaufmann, Navigate Program, Zane Stevens, Financial Aid, Blake Hagan, OCCC Student Advisor and Colleen Doherty, OCCC Student Advisor were instrumental in helping students apply for the scholarships. Foundation Work Groups are underway with their projects. Board Development is looking to increase the number of board members and Investment Policy and Philanthropy are working on developing policy and increasing giving.
- b. OCCA Liaison: Debbie Kilduff  
No report.

#### **E. INFORMATION & DISCUSSION ITEMS**

- a. New CTE Facility, Capital Construction Article 11G update.  
Ryslinge informed the Board about the recent OR Ways and Means Committee for Construction hearing that she attended. Ryslinge also informed the Board about the many letters from leaders of the community that she received in support of OCCC's proposal for the new CTE building.
- b. Lincoln County School District Initiatives.  
Ryslinge met with the new Lincoln County School District Superintendent and provided the list of topics discussed at the meeting in the board packet.
- c. Institutional Capacity Assessment Tool (ICAT) results.  
Ryslinge described the ICAT survey given to the OCCC employees. The results were reviewed and discussed at the OCCC Spring In-Service. The information that the survey provides will be useful as the college progresses in the accreditation process.

#### **F. ACTION ITEMS**

- a. Receipt of Approved 2017-2018 OCCC Budget from the Budget Committee.
- b. Adopt 2017-18 Academic Calendar.  
Ouderkirk proposed and Nelson-Robertson seconded a motion for approval of Action Items a. and b. above. All in favor. **MOTION PASSED.**

- c. Resolution No. 17-05-01: Approve recommendation from Compensation Committee for Contract Renewal for President Ryslinge.

Ouderkirk proposed and Nelson-Robertson seconded approval of the recommendation for renewal of President Ryslinge's contract. Roll call, all board members were in attendance. All in favor. MOTION PASSED.

Ryslinge expressed her gratitude and appreciation as well as her excitement for the future of the College.

**C. Adjournment.**

Board Chair Debbie Kilduff adjourned the meeting at 7:51pm

The next regularly scheduled meeting of the OCCC Board of Education will be held June 14, 2017 6:00pm at Lincoln City Campus.

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