

Oregon Coast Community College Board of Education Meeting
Minutes

Wednesday, October 17, 2016 at 6:00 PM

OCCC Central County Campus

400 SE College Way, Newport, OR 97366

CALL TO ORDER

Chairperson Debbie Kilduff called the meeting to order at 6:00 PM.

a. BOARD ROLL CALL

Board of Education members present: Chris Chandler, Debbie Kilduff (Chair), Alison Nelson-Robertson, Nancy Osterlund (Vice-Chair), Jeff Ouderkirk, and Clifford Ryer. Board Members absent: Richard Emery. Quorum achieved.

b. WELCOMES

c. APPROVAL OF MINUTES

Osterlund proposed and Ouderkirk seconded a motion to approve the minutes of the September 14, 2016 Board of Education meeting. Two members abstained and the remainder voted in favor. **MOTION PASSED.**

d. FINALIZE AGENDA

No changes were made.

e. THANK YOU CHRIS CHANDLER

Kilduff thanked former Chairperson Chris Chandler for her service. Kilduff said that she and all the other new Board members appreciated Chandler's guidance and support as they came on board. She also pointed out that there were a lot of high impact decisions and important Board work performed during Chandler's tenure as Chair, most notably the Presidential Search and OCCC's Application for Accreditation.

Chandler acknowledged the Board's thanks and in turn thanked the Board for its confidence in her leadership. She admitted that the past three years were more challenging than expected and that the work of Board Chairperson was the most difficult volunteer assignment of her career.

Ryslinge took a moment to extend her personal appreciation to Chandler. She added that it is the relationship between the President and the Board that "makes or breaks it" for a Community College as a whole and for its surrounding community. She added that she is grateful for the positive relationship she shares with the entire Board and that she is particularly grateful for Chandler's leadership during her first two years as OCCC President. Ryslinge shared that she was able to count on Chandler to come to the aid and defense of the College at a moment's notice while also working in a very demanding, full-time job.

The Board then broke for a short refreshment break.

COMMUNICATIONS

- a. WRITTEN
None.

- b. PUBLIC COMMENT ON AGENDA ITEMS
None.

STUDENT SUCCESS FOCUS

- a. Library, Research and Information Literacy: Darci Adolf, Library & Information Services

Adolf shared a short, photo-heavy, PowerPoint presentation highlighting news and changes to the library and its user-centered services. The OCCC Library (established in 1991) serves and supports students, faculty, staff and the public. The library evaluates and updates its services based in part on the needs of its users. Some current library services includes:

- Study Rooms & Computer Rooms
- Laptops for use by students and faculty
- Graphing Calculators to support math classes
- Evaluation of Instruction
- Periodicals and Reference (including online chat with Reference Librarian)
- Credit Classes (Lib 101/127)
- Collections: print/digital/other
- Course Reserves/National Interlibrary loan (free service)
- Membership in Chinook Libraries Consortium

Adolf stressed the importance of student information literacy and shared her hopes of continuing to work with faculty and the new Dean of Academics and Workforce to incorporate it still further into the OCCC curriculum. Adolf believes that her membership on the OCCC Curriculum Committee and in related groups would be key in promoting information literacy at OCCC.

After discussion and several questions from the Board, Ryslingle praised the work of the OCCC library, and explained how instrumental it has been in helping the College meet certain accreditation standards.

COLLEGE REPORTS

- a. PRESIDENT'S REPORT

Latino Business Outreach Initiatives

Ryslingle said that approximately 50% of Lincoln County employment originates from its small businesses. With the recent hire of full-time business faculty member, Dr. Alberto Flores, we have capacity for additional outreach and support of Latino owned small businesses. The Oregon State SBDC Network has contracted with Dr. Flores, who also has a background in small business consulting, to assist in the development of specialized small business curriculum, to include delivery in Spanish. Dr. Flores will work with Dave Price to bring some of these services

to Lincoln County.

Foundation

Ryslinge reported that on October 14th, the Yachats Ladies, one of the longest serving clubs in our area, held its annual fundraising dinner (supports a variety of causes, including an OCCC Nursing Scholarship). Three of this year's scholarship recipients attended and acted as volunteer servers.

OCCC received a donation of bookmaking equipment from local resident Don Boone.

The OCCCF Donor/Scholarship reception, which was canceled due to inclement weather, will soon be rescheduled.

Ryslinge also reported on OCCC mascot Waverly's recent activities, which included helping our Student Nurses Organization (SNO) with its annual drive to collect hundreds of pounds of personal hygiene items for homeless youth and families.

A Prize for *Catch the Wave*

The Fall 2016 *Catch the Wave* publication won division Gold at the National Council for Marketing and Public Relations' convention. OCCC is a new member of this 40 year-old organization which supports community college marketing efforts.

Student Call Night

The Fall Quarter OCCC Student Call Night was held on October 10th. Aside from the standard check-in (*how's it going, is there any way we can be of assistance to you?*), students were asked about their interactions with OCCC's new learning management system (Canvas) and email platform (Microsoft 365), and they were informed of the changes to the FAFSA process. 365 phone calls were made with direct contact to 200 students.

The Great ShakeOut

OCCC will again participate in the annual worldwide earthquake drill, the Great ShakeOut on October 20th. Information on FlashAlert, an automated notification system that distributes emergency messages (to subscribers), such as breaking news or weather closure information, will be distributed at around the time of the drill as will tasty milkshakes. OCCC is aiming for a 100% faculty/staff FlashAlert subscription rate and will be encouraging students to also subscribe. Ryslinge added that OCCC is in the process of updating its emergency equipment maps so all will be able to locate first aid, fire extinguishers, our AED (automated external defibrillator), and other emergency supplies when needed.

Board Email Accounts

Ryslinge informed the Board members that their Google email accounts (occc.cc.or.us), like the student accounts, would soon be migrated over to Microsoft 365 (oregoncoastcc.org). Members will be contacted before the process takes place.

Staffing Changes

Ryslinge asked the Board members to see page 6 of the President's Report for a full list of new faculty and staff. She also directed their attention to the new online OCCC Staff (photo)

Directory. Ryslinge announced plans for two additional permanent positions: Human Resources and Process Improvement Manager and an Information Technology Support Manager. HR and IT services are currently managed by temporary and contracted staff members.

b. FINANCIAL REPORT

The CoFO explained how the time needed to complete the audit each year impacts the availability of TYD budget comparisons. At the close of the year OCCC's books remain "open" awaiting the October auditor visit. The CoFO needs to wait for the auditors' adjusting entries from the previous year (property tax receipts, grants, depreciations, etc.) before she can "close" the books and begin to report out to the Board as is her practice.

The CoFO also briefly reported on the state-level process establishing a budget for the next biennium and the importance of the passage of Oregon Ballot Measure 97 (1.3 billion education budget shortfall if measure fails).

BOARD REPORTS

A. FOUNDATION LIAISON: NANCY OSTERLUND

Osterlund stated that the last OCCCF meeting was canceled. She then reported on the prospective dates of the soon to be rescheduled Donor/Scholar Reception (November 9th, 10th, or 14th).

B. OCCA LIAISON: DEBBIE KILDUFF

Kilduff said that the OCCA has also not met. The annual conference in Sunriver is Nov 2-5 and the monthly OPC/OCCA meeting will be held in Newport on Nov 18 -19. Ryslinge added that a small meeting with PCC will be scheduled for that Friday and she would like at least one Board member to join her in that.

INFORMATION AND DISCUSSION ITEMS

None.

ACTION ITEMS

None.

ADJOURNMENT

Chairperson Debbie Kilduff adjourned the meeting at 7:23 PM.

The next regularly scheduled meeting of the OCCC Board of Education will be held November 16, 6:00 PM at the OCCC North County Center, 3788 SE High School Drive, Lincoln City, OR 97367.

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.