

**Oregon Coast Community College
Board of Education Meeting Minutes
Wednesday, February 20, 2019
OCCC Central County Campus
400 SE College Way, Newport, OR 97366**

A. CALL TO ORDER

Chair Debbie Kilduff called the meeting to order at 6:04pm and announced an Executive Session will take place before the regular business meeting pursuant to Oregon Revised Statute ORS 192.660(2)(d)- For the purpose of College real estate matters. Guests were asked to wait outside the room until the end of the Executive Session. Executive Session adjourned 6:20pm. The regular board meeting began at 6:23pm

a. Board Roll Call (taken in Executive Session)

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

b. Welcomes.

OCCC faculty and staff present: Joy Gutknect, Linda Mollino, Ben Kaufmann, Dan Lara. Guests: Mr. Osterlund.

c. Approval of Minutes

Chandler proposed and Ryer seconded a motion to approve the January 16, 2019 minutes of the OCCC board meeting. All in favor. **MOTION PASSED**

d. Finalize Agenda

Ryslunge informed the Board that Joy Gutknect, HR Manager will address the Board for F. Action Item

b. Board ratification of the Collective Bargaining Agreement.

B. COMMUNICATIONS

a. Written

None.

b. Public Comment on Agenda Items

None.

C. COLLEGE REPORTS

a. Student Success: Navigate & Juntos, Ben Kaufmann, Navigate Program Manager

Ben shared with the Board the history of the Navigate Program and how it was created to help families navigate all the paths to college. This is the third year the program has been in place. Ben explained how the College meets with students at the high schools and assists with any academic questions they have. With the grant Ben explained that the College was

able to hire a Navigate Outreach Specialist, Holly Shank who has provided consistency with the high schools as well as regular hours at Waldport High School. Recently Ben has been able to include junior high students in the college information meetings. Navigate is about a College Going Culture and helps Lincoln County students with all aspects of attending college. Ben explained CTE day that is held at OCCC. This year will be the third year to hold the CTE day for Lincoln County high school students. Navigate also has a Matriculation Project where Ben and Holly register students for college at the high school. The next event for the Navigate program is an evening event where families are invited to the college for dinner and to celebrate their first successful term. Ben explained the Junto program for Latino families. The last three years there have been close to 150 participants in the Juntos program. The program is co-funded with LCS&D & OCCC.

b. 17-18 Audit Results, Pauly Rogers & Co (by Zoom Session), Conor Delaney

Reported to the Board the main goal is to issue a clean opinion on the financial statements. They are able to do that this year by issuing an audit opinion known as Unmodified Opinion the cleanest highest level that can be issued on the financial reports. Conor explained to the board the process they go through during the audit. The finance department was well organized and provided all requested documentation. They also review best practices for the college and internal controls and have recommendations. In their review of expense reimbursement procedures, they noted the College's travel policies seem to be out of date and not formally enforced. It is recommended the formally written travel policy be updated with specifics about per diem rates, mileage reimbursement rates, what level hotel is acceptable. Another best practice noted for review is to maintain the hierarchy of review controls, the president's expenditures be reviewed by the Board of Education. Again, this year it is recommended a new accounting system needs to be put in place. There was also one (1) budget line item over spent on the budget. Conor also mentioned the new liability for what is called the implicit rate subsidy for health care, OR law states any public entity must allow retirees to buy back into the health plan. Ouderkirk asked that in the past the Board Chair reviewed and approved the President's expense report, at the beginning of the BOE meeting, when did that practice discontinue? Ryslinge asked when the audit report will be distributed to the College? Conor shared that the audit was released to the College in early February, he will forward copies via email.

Addressing the audit recommendation of a new accounting system, Ryslinge informed the Board of the progress of the new ERP installation and going live dates. Ryslinge will re-institute President expenses being reviewed and signed by the Board.

c. President's Report

Ryslinge informed the Board the faculty contract has been settled. The College appreciates both bargaining teams and the work both have done to accomplish this agreement. Ryslinge told the Board about the renewal of the services agreement with PCC. Ryslinge will be attending the annual NWCCU workshop next month. Pearls of Wisdom is in two weeks and the planning is going smoothly and it is anticipated there will be about 110 guests. Currently the guest count is at 90. Ryslinge talked about the legislative session happening in

Salem. Ryslingle shared with the board information about Senate Bill 3 that would allow community colleges offer applied baccalaureate programs. Ryslingle believe OCCC has quite a lot to do before being able to offer a baccalaureate program. This bill will be very significant for other larger Oregon community colleges.

d. Monthly Financials

Ryslingle reported on the monthly financials and made the Board aware the new board policy that is proposed is written that financial reports will be given quarterly. Revenues is up about 14% and expenditures are under about 5% both will level out in the next couple of months.

D. BOARD REPORTS

a. Foundation Update: Nancy Osterlund

Osterlund reminded the Board to purchase their Pearls of Wisdom tickets. The Foundation Director position will be posted within two weeks.

b. OCCA Update: Richard Emery

Emery shared with the Board the most recent discussion of PERS at an OCCA meeting. Emery has a Power Point presentation for any Board member interested in seeing it, let him know. The PERS outlook is not good. There is a task force coming up with solutions. Emery announce the OCCA legislative summit being held in March.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION

a. February Board Policy Review, First Read Chapter 6

Ryslingle explained the new board policies in chapter six for the Board to review.

**E. a. OCCC Board of Education Meeting, 2/20/2019
February Board Policy Review, First Read
Chapter 6 – Business & Fiscal Affairs**

New Policy #	New Name	Rescinds (Old Policy #)	Name (Old Policy Name)
6100	Delegation of Authority, Business and Fiscal Affairs	None, new policy	
6150	Designation of Authorized Signatures	600	600: Accounting, Investment and Maintenance of College Funds
6200	Budget Preparation	627	627: Financial Condition (Reserve)
6250	Budget Management	627	
6300	Fiscal Management	627	
6301	Tuition and Fees	660	660: Student Tuition & Fees

			(no change to wording of BP 660)
6320	Investments	600, 630	
6330	Purchasing	640	640: Purchasing
6340	Bids and Contracts	615	615: Contracting Board
6400	Financial Audits	610,627	610: Annual Audit
6450	Travel	645	645: Travel (no change to wording of BP 645)
6500	Property Management	None, new policy	
6520	Security for College Property	626	626: Asset Protection (Risk Management)
6540	Insurance	626	
6550	Disposal of Property	None, new policy	
6600	Capital Construction	None, new policy	
6700	Facilities Use	655	655: Use of District Facilities and Equipment
6750	Parking	None, new policy	
6800	Occupational Safety	625	625: Safety
6900	Bookstore	None, new policy	
Eliminate		650	Unemployment Insurance

Not adopting at this time		Current BP #s in Use
6450	Wireless or Telephone Use	600, 610, 615, 625, 626,627, 630, 640, 645, 650, 655, 660
6620	Naming of Buildings	

Chandler read through the proposed board policies and made edits.

b. Fiscal Strategies for 19-21 Biennium

Ryslunge began by giving a handout to the Board members. Ryslunge shared the importance of budgeting for the biennium. She informed the Board of the short-run challenges and the ongoing challenges. Ryslunge talked about the next two years and contracting services through PCC. Ryslunge discussed the fiscal impact being up to \$700K for each of the next two years. Ryslunge provided 19-21 rough expenditure estimates. Ryslunge supported the challenges with strategies to address the deficit.

F. ACTION ITEMS

- a. Adopt OCCA Resolution on Budget and Revenue.
Ouderkirk made a motion to adopt the OCCA Resolution on Budget and Revenue, Chandler seconded the motion. All voted in favor. **MOTION PASSED.**
- b. Board ratification of Collective Bargaining Agreement between AFT-Oregon Coast United Employees, Local 6020, AFT, AFL-CIO and Oregon Coast Community College.
Joy Gutknecht spoke to the Board and explained the collective bargaining agreement. Chandler moved to ratify the Collective Bargaining Agreement between AFG-Oregon Coast United Employees, Local 2020, AFT, AFL-CIO and Oregon Coast Community College, Osterlund seconded the motion. All in favor. **MOTION PASSED.**

G. ANNOUNCEMENT OF FUTURE MEETING: The next regularly scheduled meeting of the OCCC Board of Education will be held 6:00pm Wednesday March 20, 2019 at North County Campus, 3788 SE High School Drive, Lincoln City, OR 97367.

H. ADJOURNMENT

Kilduff adjourned the meeting at 8:10pm.

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