

**OREGON COAST COMMUNITY COLLEGE**  
**BOARD OF EDUCATION MEETING**  
OCCC Central Campus, 400 SE College Way, Newport, OR 97366  
**Wednesday, January 17, 2018**  
6:00 PM

**A. CALL TO ORDER**

Chair Debbie Kilduff called the meeting to order at 6:00pm

a. Board Roll Call

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

b. Welcomes

Mr. Osterlund, OCCC Staff; Linda Mollino, Ann Wales, Marion Mann, and Lucinda Taylor.

c. Approval of Minutes

Ouderkirk moved to approve, and Emery seconded the approval of the December 13, 2017 OCCC BOE meeting minutes. All in favor. **MOTION PASSED**

d. Finalize Agenda

No changes to the agenda.

**B. COMMUNICATIONS**

a. Written

Ryslingle shared with the board a letter from NWCCU informing OCCC that Dr. Ryan Thomas from Weber State University in Ogden, Utah has been selected as the Chair of the evaluation.

b. Public Comment

None

**C. COLLEGE REPORTS**

a. President's Report

Ryslingle began her President's report with gratitude and recognition for the Board members. With January being Board appreciation month, OCCC is happy to recognize and appreciate each board member for their continued service with a small gift of an OCCC logo blanket.

Ryslingle summarized events happening February through June and explained the work entailed for each event. Currently there is a group of OCCC employees in Salem for the RFP Vendor Demos. The Civil Rights visit has been rescheduled from February to June.

President Ryslinge updated the board with our accreditation process. She noted that the college publicized in the newspaper and on our website the date of the accreditation visit, which is a requirement of the NWCCU. At the recent visit from the NWCCU we were made aware of a few more parts that need to be created and submitted with the report. Our approach to the Eligibility Requirements is required to be in more detail than we had anticipated, and we need a detailed transition plan to move from PCC to our own services. Ryslinge provided an update to the board on the Navigate program, OCCC's recruitment and retention program, working with students as early as 8<sup>th</sup> grade. Ryslinge shared information about the Oregon Promise program with the board – this fall is the second year – the first year there were 17 Lincoln County students that came from this program. This fall there have been 37 Oregon Promise students that have come to OCCC. In addition, Ryslinge shared about a recent meeting with the Lincoln County School District to talk about shared costs on programs that benefit both parties. There has been a new Lincoln County Education Leaders group formed from LCSD and OCCC that will meet monthly working together in strategic planning, grants and sharing data.

President Ryslinge provided some instruction highlights to the board including the program planning for the Early Childhood Education and the Rural Teacher Education Pathway. Ryslinge summarized the new term for Health and Human Services and informed the group of the new AQS Manager/STEM Coordinator, Larry Boyles.

President Ryslinge updated the board on some new SBDC programs. Students can now enroll on-line and pay for their course on-line.

c. Finance and Operations Report

- Gintner is in Salem at the RFP Demos, so President Ryslinge summarized the CoFO Report.
- The auditors will be presenting the 16-17 audit at the February board meeting.
- Ryslinge explained the ERP RFP process – there are 4 vendors who demonstrating their products. Top vendors will be named and invited back for further demonstrations. Some of the vendors are within our annual budget with modest adjustments. A major cost to consider is the installation/migration/transition costs.
- The list of budget committee members from last year was presented to the board with a request to reach out to them for another year of commitment. The board discussed the zoning of the budget committee members and the mapping of zones. Ryslinge suggested to visit the OCCC President's page to view the current mapping of zones.

d. OCCA Budget Ask Campaign

Ryslinge notified the board that due to the requirements of preparing the candidacy report, she will not be able to attend the Legislative Short Sessios in Salem and mentioned local advocacy is important. Chandler listed the local politicians that can be contacted.

**D. BOARD REPORTS**

a. Foundation Liaison: Nancy Osterlund

Osterlund shared information from the most recent OCCC Foundation board meeting. The Foundation Board was stunned by the recent passing of one of their members, MaryAnn Bozza she joined the board last summer and will be greatly missed. Her services were held at OCCC. Scholarships dates are being changed to have them complete by high school graduation. Pearls of Wisdom – the big fundraising event for the foundation will be held May 19<sup>th</sup> more information will be given as the planning proceeds.

The college and the foundation are working towards an agreement. The college legal council completed the review of the agreement and had some minor changes. The foundation legal council completed its review of the agreement and has some comments to be reviewed. President Ryslinge suggests the board identify a board member to work through the reconciliation of the agreement.

b. OCCA Liaison: Richard Emery

Emery summarized the OCCA meeting in Salem. He shared with the board that OCCA is looking for a full-time Member Services Coordinator. Dues bring in \$814K and their budget might include a 2% increase. OCCC dues for this year are just under \$26K and a 2% increase would be \$26,500. Conversation took place at the meeting around a larger increase than 2%. The exec director gave a nice report on how bills get introduced in the OR legislative process. Rich informed the board of the presentation by Elizabeth Cox about the transfer bill.

c. Other Board Reports

None

**E. INFORMATION & DISCUSSION ITEMS**

a. Tuition Framework

As follow-up to the discussion at the board retreat about tuition increases, Ryslinge notified the board she will be recommending a tuition increase in the coming budget cycle. Ryslinge described the handout with tuition costs in community colleges. Ryslinge asked that the board consider and think about the financial sustainability of the college and making a revision to our current board policy about tuition. Osterlund mentioned the responsibility of the board to plan for financial sustainability as required by accreditation standards. There was discussion of what kinds of indices could be used by the Board if they were to establish a more regular approach to increases. At the February meeting the board will consider 1) 2018-2019 tuition increase and 2) a board policy for a regular increase schedule.



- b. Foundation Agreement Process  
Discussed earlier in the meeting.
- c. New Board Policy: Nondiscrimination Assurances  
Ryslingle recommended to the board to agree upon a nondiscrimination assurance policy that applies to all and addresses federal laws. This type of blanket assurance policy states that the Board is committed that the College will follow all nondiscrimination laws and procedures.
- d. New FYI section of Board Agendas  
Beginning in February 2018 board agendas will include a new FYI section that lists staffing changes, and also newly adopted College policies, practices and procedures.
- e. Office of Civil Rights Compliance  
Ryslingle discussed the handout in the board packet that contained all board related items from the Civil Right Compliance checklist. Ryslingle summarized the process of the Civil Rights Compliance review.
- f. Review Budget Committee Composition  
Discussed during the financial report.

**F. ACTION ITEMS**

- a. Resolution 18-01-01: Appointment Board Member for Foundation Agreement Alignment.  
Ouderkirk volunteered. All in favor. Resolution passed.
- b. Resolution 18-01-02: Approve Early Childhood Education Less than One-Year Career Pathway Certificate.  
All in favor. Resolution passed.

Osterlund requested from Ryslingle updates regarding assessments so the board is aware – what are we doing, how are we doing, what tools are being used.

**G. ANNOUNCEMENT OF FUTURE MEETING:**

The next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, March 21st, 6:00pm at the OCCC North County Center, 3788 SE High School Drive, Lincoln City, OR 97367

H. ADJOURNMENT

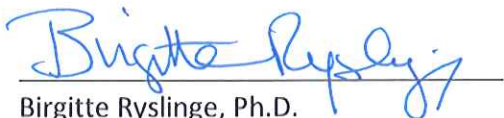
Chair Kilduff adjourned the meeting at 7:49pm.

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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.*

Submitted by: Kathleen Andrews, Executive Assistant

Approved by:



Birgitte Ryslinge, Ph.D.

Clerk of the Board