

**Oregon Coast Community College
Board of Education Meeting Minutes
Wednesday, January 16, 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 6:02pm and announced there will be an Executive Session immediately following the board meeting.

a. Board Roll Call

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

b. Welcomes.

OCCC faculty and staff present: Joy Gutknect, Linda Mollino, Spencer Smith. Guests: Mr. Osterlund.

c. Approval of Minutes

Osterlund proposed and Ryer seconded a motion to approve the December 12, 2018 minutes of the OCCC board meeting. All in favor. **MOTION PASSED**

d. Finalize Agenda

None.

B. COMMUNICATIONS

a. Written

None.

b. Public Comment on Agenda Items

None.

C. COLLEGE REPORTS

a. President's Report

Ryslinge summarized activities of the winter term, including; student connect phone calls, dean of darkness, welcome back BBQ, manning the welcome desk and transfer day. The contract for the nursing student cohort with Tillamook Bay Community College has been agreed upon and applications for Fall are now coming in. The Early Childhood Education program is off and running this term with new faculty member Oscar Juarez and five students. Ryslinge shared some data on the economic impact of the Maritime Workforce sector in Lincoln county, particularly Newport and Toledo. OCCC and LCSD are considering a pilot welding course with with LCSD. Ryslinge shared her recent involvement with the Governor's Maritime Task Force proposal to the State Work Force Investment Board to prioritize Maritime workforce education through community colleges. Ryslinge informed the board of the College's plan to apply for major federal grants that are becoming available. Ryslinge updated the board on the ERP migration process. Ryslinge informed the board of the creation of a new Internal Budget Committee consisting of internal staff that will work with Robin Gintner. Ryslinge explained our current engagement with the College regarding the budget has been forums with students and faculty/staff, but there has not been a committee. The Budget

Committee will be about seven people 2-3 managers, 2 faculty and 2 classified. Ryslinge updated the board on the upcoming Pearls of Wisdom fund raising event on March 9th.

b. Cyber Security presented by Spencer Smith, IT Manager

Smith outlined the College's plan and process for security within information technology systems used at the College. Smith reported on the compliance areas that are currently managed and those areas where implementation is in the planning stages. Servers will be updated upon the replacement of the new ERP, adding an additional layer of security. Smith explained currently he is most involved in developing policies and procedures as well as developing training opportunities for students and staff.

D. BOARD REPORTS

a. Foundation Update: Nancy Osterlund

Osterlund reminded the board about the Williams Lecture Series happening January 17th at the Newport Campus Community Room.

b. OCCA Update: Richard Emery

Emery distributed copies of a report on Oregon's Community Colleges. Emery reported on a phone meeting he called in with the Governor. The Governor discussed new budget possibilities that include a reduction in the base budget by 3.5%. Emery was impressed with a letter written by a board member advocating for community colleges. The next OCCA meeting is January 31st at the Capital Building. Ryslinge told the board about the CTE day in Salem the end of January. OCCC's SBDC, business program, nursing program, and ECE program will be represented. Ryslinge thanked Emery for his attendance in the phone meeting with the Governor.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION

a. Fiscal Report, President

Ryslinge began by giving the regular financial update, she continued with summarizing the OCCC Fiscal History and Projection handout. Ryslinge explained to the board the FY19-20 Budget Estimates and the process required to obtain these estimates. Ryslinge pointed out the many significant additional costs faced by the college over the next two years. These include costs related to independent accreditation, implementation of the new ERP, duplicate payment of license fees for the new and old ERP as we transition, the on-going payments to PCC, and new unbudgeted PERS expenses. Also, because the college was fully staffed all of the past year, there are little to no salary savings to contribute to a year end balance, as has historically been the case.. Ryslinge previewed with the board that like most CCs in Oregon, OCCC will need to cut costs in non-strategic areas, look for ways to fund significant one-time costs (including a potential decreasing of the reserve %) and also a tuition increase. These options will be introduced in greater detail at the February Board meeting.

F. ACTION ITEMS

a. Chandler made a motion to Approve New or Revised Board Policies:

BP 2110 Vacancies on the Board of Education

BP 2210 Board of Education Officers

BP 2305 Annual Organizational Meeting

BP 2315 Closed/Executive Sessions

- BP 2330 Quorum and Voting
- BP 2350 Speakers
- BP 2360 Minutes
- BP 2410 Board Policies and Administrative Procedures
- BP 2510 Participation in Local Decision Making
- BP 2431 Selection of the President
- BP 2432 Administrator in Charge and Acting President
- BP 2435 Evaluation of the President
- BP 2710 Conflict of Interest
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Board of Education Political Activity
- BP 2720 Communications Among Board of Education Members
- BP 2735 Board of Education Member Travel
- BP 2745 Board of Education Self-Evaluation

Nelson-Robertson seconded the motion. All in favor no opposed. MOTION PASSED.

b. Chandler made a motion to move the February Board of Education meeting from Wednesday, February 27th to Wednesday, February 20th, Osterlund seconded the motion. All in favor no opposed. **Motion Passed.**

G. ANNOUNCEMENT OF FUTURE MEETING: The next regularly scheduled meeting of the OCCC Board of Education will be held 6:00pm Wednesday, February 20, 2019 at Central County Campus, 400 SE College Way, Newport, OR 97366

H. ADJOURNMENT

Kilduff adjourned the meeting at 7:42pm

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