

Oregon Coast Community College Board of Education Meeting  
Minutes

Wednesday, June 15, 2016 at 6:00 PM  
OCCC North County Campus  
3788 SE High School Drive, Lincoln City, OR 97367

**Budget Hearing**

**CALL TO ORDER**

Board Member Alison Nelson-Robertson called the meeting to order at 6:02 PM.

**CALL FOR PUBLIC COMMENT ON APPROVED BUDGET**

None

**ADJOURNMENT**

Board Member Alison Nelson-Robertson adjourned the meeting at 6:03 PM.

**Board of Education Meeting**

**CALL TO ORDER**

Chairperson Alison Nelson-Robertson called the meeting to order at 6:03 PM.

a. BOARD ROLL CALL

Board of Education members present: Richard Emery, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, and Jeff Ouderkirk.

Members excused: Chris Chandler (Chair) and Clifford Ryer (Vice-Chair).

b. WELCOMES

c. APPROVAL OF MINUTES

Kilduff proposed and Emery seconded a motion to approve the minutes of the May 18, 2016 Board of Education meeting. All voted in favor. **MOTION PASSED.**

Osterlund proposed and Ouderkirk seconded a motion to approve the minutes of the May 18, 2016 Budget Committee meeting. All voted in favor. **MOTION PASSED.**

d. FINALIZE AGENDA

Ryslingle clarified that Resolution 16.06.01 addresses two related matters, the PACE rejoinder and approval of agent of record on college insurance.

## COMMUNICATIONS

### a. WRITTEN

Ryslinge invited the Board members to read the provided Ford Family Foundation publication *Community Vitality: When tragedy hits, a community responds* at their leisure. Any questions/ideas arising from the review of the document may be brought up at the next meeting.

Ryslinge introduced the topic of Board voting rules in the case of conflict of interest. The OCCA forwarded a “quick reference guide” on Oregon’s Ethics Law to all college boards after reports of board members recusing themselves from voting needlessly in an overabundance of caution. Ryslinge summarized the rule: if there is a “potential” conflict of interest, a Board member can identify it and then move forward (vote); if there is an actual conflict of interest a Board member must recuse him or herself.

Ryslinge circulated a hard copy program announcing the Small Business Management Program’s cohort graduation, happening tonight. She also passed around a copy of USA Today’s write up on the All USA Academic Team awards.

Emery asked Ryslinge if ethics training is required for Board members. Ryslinge responded that an ethics training is completed every year. Since Emery is a new Board member, Ryslinge promised to get those materials to him. She also announced that she received word that the City of Lincoln City would be doing a 3-4 session ethics training for board members/various other officials at no cost to participants. Unfortunately the date of that training conflicts with OCCA’s Governance Institute for Student Success.

### b. PUBLIC COMMENT ON AGENDA ITEMS

None.

## COLLEGE REPORTS

### a. PRESIDENT’S REPORT

Ryslinge thanked the Board for participating in the 2016 OCCC Commencement Ceremony. She said that the event had the highest levels of participation of all time. OCCC had approximately 105 graduates although not all of them walked in the ceremony. The award list follows:

- ✦ Associate of Arts Oregon Transfer Degree- 32
- ✦ Associate of General Studies Degree- 5
- ✦ Associate of Science Oregon Transfer Degree- 2
- ✦ Associate of Applied Science Degree: Nursing- 19
- ✦ Associate of Applied Science Degree: Criminal Justice- 2
- ✦ Associate of Applied Science: Aquarium Science- 7
- ✦ Certificate of Completion: Aquarium Science- 11
- ✦ Certificate of Completion: Practical Nursing- 16
- ✦ Certificate of Completion: Nationally Certified Medical Assistant- 11

Although she will soon be attending a debriefing meeting with the OCCC Commencement organizers, Ryslinge asked the Board members who attended for feedback (observations or suggestions for improvement). Nelson-Robertson thanked Emery for speaking. Kilduff commented that commencement seemed more light-hearted this year. Ryslinge agreed and added that, in an attempt to improve the media coverage, Dave Price was off the stage taking pictures and immediately posting them to social media sites. Emery said that having the faculty on stage and shaking hands with the graduates was a nice touch.

There was some concern that OCCC Commencement has outgrown the Newport Performing Arts Center (PAC) so other venues and the possibility of restricting participation was discussed. Ryslinge mentioned, and other Board members agreed, that she likes that the GED/ESOL students participate. One board member said that GED/ESOL students attending commencement with those receiving degrees may encourage them to continue their studies.

Ryslinge then mentioned that she enjoyed the extra pomp and circumstance acquired with the Board members dressed in robes and teal stoles. She added that next year the College could provide regalia in the colors of the Board members' educational institutions/field of studies.

Ryslinge directed the Board to other news within the report including:

**Summer Term** – OCCC has the smallest summer offerings of all the Oregon community colleges. Historically, summer at OCCC is quiet. This summer, due to better management of offerings, enrollment is up 27% this time last year. Ouderkirk expressed interest in knowing if OCCC has the potential to increase summer enrollment: if more classes were offered, would there be enough students available and interested in taking them?

**Summit on Safeguarding College Campuses** - Ryslinge reported that she and Cindy Carlson (Dean of Instruction and Student Services) attended the national Summit, learned a lot from professionals in the safety field and were provided many valuable resources. At the Summit it was recognized that smaller colleges do not have the same resources as larger ones. To make up for its lack of resources, OCCC has a mutual aid agreement in place with Linn Benton Community College (LBCC). LBCC would provide immediate aid if the need arose. The agreement is reciprocal. Ryslinge added that she and Carlson were glad to learn that OCCC is already following many of the best-practices presented at the Summit and that its facilities are in better shape (modern/safer) than some colleges. Each term this academic year, the OCCC community has undergone a practice safety drill (earthquake, fire (evacuation), and active shooter (shelter in place/partial lock-down). Additional progress has been made with video surveillance. The Newport Police Department is now able to link to OCCC's system.

**CelebrateUs** - Ryslinge reported on the staff appreciation event. This year's "People Choice" awards were the Shark Pup of the Year (Debbie Hess) and Educator of the Year (Mary Lee Scoville).



**Orlando Tribute** - OCCC main campus and its North and South county centers are currently flying rainbow flags on its poles in support of the LGBT community at this difficult time and through the end of June. The flags were ordered from NorthWest Winds Kite Store, but were provided to the college free of charge by its owner (David Gomberg).

b. CoFO FINANCE REPORT for MAY

The CoFO reported that the fiscal year is 91.7% completed and that overall General Fund revenue is approximately 7% above budget. The CoFO told the Board that she was excited that tuition and fees for the year exceeded projections helping to make up for the loss of enrollment from the Expanded Options Program.

The CoFO reported that some HVAC system problems will need to be addressed at significant cost. In error, one of the Newport units has not been serviced since its installation. Ouderkirk asked for more information about the oversight, the expected cost of the repair, and the responsible party. At the time of the repair, a loss of power to half of the building is expected. Ryslinge indicated that the campus may be required to close that day (July 1).

Budget adjustments (pgs. 9-10 of report) for compliance purposes were discussed. The CoFO explained that the budget transfer resolution request to be voted on today is detailed on those pages. When asked, she also explained the consequences of non-compliance.

### BOARD REPORTS

A. FOUNDATION LIAISON: ALISON NELSON-ROBERTSON

Foundation news is included in the May President's Report.

B. OCCA LIAISON: DEBBIE KILDUFF

Kilduff reported on the OCCA meeting. She said she found the presentation made by the Oregon Rising Project very interesting and exciting. The group is organizing the creation of a dream list of hopes and desires for the future of education in Oregon (what Oregon schools should be) and then work to implement them. It is hosting conversations across the state and has distributed a survey so that everyone's voice may be heard. Kilduff encouraged the Board to take a look at the project website and to participate.

C. OTHER?

Since Chairperson Chandler was absent, Ryslinge distributed copies of the CEO evaluation resource guide that Chandler purchased at the May 11 workshop.

### INFORMATION AND DISCUSSION ITEMS

A. Insurance Renewal – PACE Joinder of Trust Agreement

The CoFO provided the background on the Property and Casualty Coverage for Education (PACE) agreement. Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. Before OCCC can renew its insurance, the Board of Education will need to adopt the joinder of trust agreement. If adopted, the Board must sign and return the agreement by June 30. Approval of resolution 16.01.01 includes approval of Brown and Brown Northwest as OCCC's insurance agent of record.

Ouderkirk questioned the appropriateness of voting on this resolution tonight. Normally the Board is provided information on upcoming resolutions at least a month in advance of a requested decision. Ryslinge explained that the College received the agreement paperwork after the May Board meeting and that the June deadline requires a speedy decision, either in person tonight or via email before June 30.

B. Update on 2016-17 Approved Budget: Robin Gintner

The CoFO told that Board that the only change made to the 2016-17 budget, since the preliminary budget was approved by the OCCC Budget Committee on May 18<sup>th</sup>, was one small adjustment (an addition of \$4,900 to the personnel line).

C. 2016-17 Board Calendar

Discussion over the dates on the proposed 2016-17 Board meeting calendar was held. Also discussed were two potential dates for the Board retreat/planning meeting: August 27 and September 3. The Board members present preferred the September date, but Ryslinge said that Chandler and Ryer will need to be consulted before scheduling the retreat.

#### ACTION ITEMS

- a. Resolution No. 16.06.01, Adoption of the PACE Joinder of Trust Agreement
- b. Budget Resolution No. 2016-01, Adoption of 15-16 Budget Adjustments
- c. Budget Resolution No. 2016-02, Adoption of 2016-17 Budget and Appropriations
- d. Budget Resolution No. 2016-03, Impose and Categorize Taxes for 2016-17
- e. Approval of 2016-17 Board Calendar
- f. Approval of Advanced Emergency Medical Technician Less than One-Year Certificate (20 Credits)

Ouderkirk proposed and Kilduff seconded a motion to approve Action Items a-f above. All voted in favor. **MOTION PASSED.**

#### ADJOURNMENT

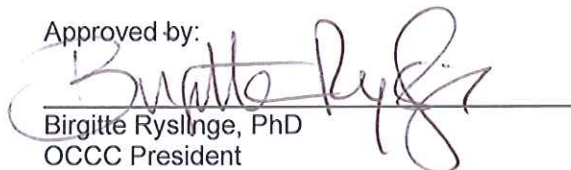
Board Member Alison Nelson-Robertson adjourned the meeting at 7:02 PM.

The next regularly scheduled meeting of the OCCC Board of Education will be held July 13, 6:00 PM at the OCCC Central County Center, 400 SE College Way, Newport, OR 97366.

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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:

  
 Birgitte Ryslinge, PhD  
 OCCC President