

Oregon Coast Community College Board of Education Meeting
Minutes
Wednesday, January 25, 2016 at 6:00PM
OCCC Central Campus
400 SE College Way, Newport, OR 97366

A. CALL TO ORDER

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

a. Board Roll Call

Board of Education members present: Chris Chandler, Richard Emery, Debbie Kilduff (Chair), Nancy Osterlund (Vice-Chair), Jeff Ouderkirk and Cliff Ryer. Board members excused: Alison Nelson-Robertson. Quorum achieved. Also present was OCCC President Birgitte Ryslinge.

b. Introduction from Audience

None.

c. Approval of Minutes

Osterlund proposed and Chandler seconded a motion to approve the minutes of November 16, 2016 Board of Education meeting. 5 Yea with Ouderkirk abstaining. Minutes approved and accepted.

d. Finalize Agenda

No changes made.

B. COMMUNICATIONS

a. Written

No written communications received. Board members should have received a copy of the HECC Strategic Plan in the mail this week.

b. Comment on Agenda Items

None noted on sign-in sheet.

C. COLLEGE REPORTS

a. President's Report: The President's reports report encompassed Dec 2016 and January 2017.

(President's Report continued.)

Hard copies were distributed to the Board, and soft copies will be available on the College website. Highlights include:

- Student Government celebrated the Dia de los Muertos (Day of the Dead) during fall term and have done some fund raising for small student scholarships. They held their first ever Mario cart competition and raised funds for a water filling station in an effort to support sustainability and to reduce use of plastic bottles. The Student Nursing Association raised funds among faculty and staff to support foster youth in Lincoln County.
- OCCC has 30 students in the new Oregon Promise program that covers tuition for recent Oregon high school or GED graduates. These students, among others, now take CG100 as a requirement early in their time at OCCC. Once again, and staff volunteered to make phone calls to remind students to take the CG course.
- Student Services coordinated a variety of activities, including: calling students to check on their classes for the winter term, hosting (together with Nursing) 140 sixth graders who toured the Sim lab, AQS and hiked the disc golf course. Student Services also held their Welcome Back BBQ and hosted the Oregon Transfer days.
- The Navigate Grant Program is well underway and the high schools are excited and have made space on their campus for Ben Kaufmann to be there. This program is particularly helpful for the first-generation students. The Tutoring center provided upwards of 300 hours of tutoring, much of it delivered by community volunteers. In addition, the Career Readiness Center ran a series of workshops such as resume writing, interview building, and how to be a successful transfer student.
- OCCC's put on an All College Student Success Conference on Friday, January 13th in the Community room. Faculty and staff reviewed the many strategies in place to support student success. Joining us were our Achieving the Dream: leadership coach and data coach, along with the Linn Benton Data Institutional Effectiveness Manager.
- The College has also launched a new professional development opportunity for faculty and staff, Mental Health First Aid USA. Like First Aid training, this model provides more people in a community with the skills to recognize and more appropriately respond to mental health situations until professionals can respond. We were approached by County Commissioner, Bill Hall, who is part of the Stepping Up initiative. Twenty faculty/staff signed up for the eight-hour training that will take place on Friday January 27th.
- New building hours began winter term at the Newport site, where OCCC will now have a Dean of Darkness and Public Safety Officer. This approach increases safety and security of those who are in the building, but also by keeps an administrator on site that can answer questions from students and faculty. It also

creates a nice sense of community at the front of the building. The Newport building is officially open until 7:30pm. Anyone in the classroom can stay in the building, but no new visitors in the building after 7:30pm. The Public Safety Officer walks through the building several times during the evening, while the Dean of Darkness remains at the desk in the Commons. Ryslinge believed the economic cost is under \$10K a year for the Safety Officer. The extended hours will only be during the academic term. Jeff Ouderkirk mentioned it was nice being greeted as he came in the door.

- There were also numerous OCCC's Community Outreach events. Zane Stevens OCCC's Financial Aid Specialist participated in the Veterans stand down event in Lincoln County. Waverly continues to be active in the community and in high demand. The Foundation Speaker Series about Immigration in December was well attended. Lucinda Taylor, Director of Advancement added that there were over 50 people, it was more of a community engaged in conversation than a lecture. Dave Price met with the Toledo Chamber and he supported them in their request for a business training session. Community Education continues to grow strong.

Ouderkirk asked about the Craps class being taught. Ryslinge confirmed there was a Craps class as well as a Brewing course through the Speak Easy Community Education courses.

b. Finance and Operations Report

Ryslinge provided the Finance Report and Operations report because the CoFO was not available. The Board received a packet for the 15/16 accounting year which is now closed, which included management notes. Ouderkirk complimented the CoFO on a job well done, as did Kilduff who appreciated the memo spotlighting the financial sheet.

Ryslinge notified the Board that they will have the audit before the next meeting and that the auditors will come to the next board meeting to provide a management letter which will include a finding about our reliance on RogueNet, which is where our financial and student data live. RogueNet is a privately developed ERP, owned by Rogue Community College. The challenge is how data is being extracted as well as Rogue supporting the program. There are five colleges relying on RogueNet. It will need to be replaced with a commercially available ERP which can be very expensive. Robin along with a team collected preliminary costs of anywhere from \$300K to \$1M. The CCWD Office of the State Higher Education is assisting with funds to hire a consultant for needs assessment and then help the group issue an RFP. This process (from looking at possible vendors, to selection, to implementation of multiple modules) will take three years or longer. Rogue has committed to supporting the software during this time. It is hoped to have the RFP responses to review in July. A steering committee from each college consists of the President and at least one technical person to guide the process.

OCCC committee is Kimberly, Robin, Spencer, and Cindy. Ouderkirk mentioned to the board that he could meet with the auditors, Ryslinge agreed and asked any board member interested in meeting with the auditors before them coming to the next meeting to notify her office and it will be arranged. Ouderkirk confirmed his interest in meeting with the auditors.

C. Accreditation Timeline

In January 2016 OCCC reached applicant status with NWCCU. The next step in the process is candidacy which means that OCCC will be recognized by the commission as fully meeting all the eligibility requirements and partially meeting all the standards. During 2017, OCCC will conduct a large-scale self-study based on the 128 standards. President Ryslinge then informs NWCCU that we are ready to move forward, and NWCCU assigned an evaluation team and schedules the peer-evaluation visit. OCCC's self-study report must be delivered to the peer-evaluation team 6 weeks before an on-site visit. They schedule visits in Spring and Fall, OCCC's visit could be as early as April 2018. The peer evaluation team is put together by the Commission, there is a fee of \$2500 per evaluator and OCCC covers their visitation costs. Emery asked about the make-up of the peer evaluators are they from community colleges? Ryslinge was able to say most typically the members of the evaluation team are not from the same state. Emery asked if once we have candidacy are we still under PCC? Ryslinge answered yes, until we are fully independent we will be accredited through PCC.

D. BOARD REPORTS

a. Foundation Update

Osterlund noted the Foundation has a new Board member from Columbia Bank, Julie Hanrahan. At a recent Foundation Board meeting, Ben Kaufmann gave a presentation about the Navigate Program and in November Dan Lara stopped by to introduce himself.

b. OCCA Update

Kilduff informed the board about the house bills and senate bills being presented which are supported through OCCA. About 300 were presented and there is a big push for student housing. Ouderkirk asked Ryer if he know the number of student housing at OSU. Ryer guessed about 60 beds. Ryslinge mentioned some of the OCCC AQS students stay at OSU's housing. Kilduff also informed the board that the Oregon Promise does not have the funds and some of the students are trying to figure out how to pay for the spring term. Ouderkirk thanked Kilduff for going to the meeting and reporting the news from OCCA.

E. INFORMATION AND DISCUSSION ITEMS

a. Enrollment Funding Cap

Ryslinge stated that in Oregon since 2008-09 funding of enrollment has been capped to the average enrollment of the prior three years plus a small growth factor. Ryslinge has

been working for the last two years with the Oregon President's Council to have the cap not apply to small colleges such as OCCC. The proposal to remove the cap from colleges with under 1100 FTE was unanimously passed and the cap will no longer apply to OCCC. It impacts OCCC, Tillamook and Columbia Gorge. This will allow for OCCC to grow as much and as quickly as it can, until it reaches the much more sustainable size of 1100 FTE. Then cap will apply again

b. 17/18 Budget

Ryslinge reported that both the governor's budget, and the co-chairs budge have now been released. The Community Colleges received a slight increase in the co-chairs budget from the governors' budget. The challenges are all around revenue. This is one of those years that potentially the community colleges will (they must by law) adopt a budget before the state budget is finalized. Ryslinge recommends that OCCC start its budget process in April. The budget committee will need to be contacted to begin the budget process.

c. Linn County Class Action

Ryslinge notified the Board that OCCC received a notification of a Class Action Lawsuit against State of Oregon filed by Linn County. Ryslinge checked with College counsel (Pete Gintner) and it was recommended to stay in. Chandler does not believe OCCC ever got Timber receipts. Ryslinge mentioned it is the default to stay in, in which case no action is required from the board.

d. MOU with OCCC Foundation

Ryslinge discussed the development of the long-awaited MOU between OCCC and the Foundation. Under accreditation standards the Board is ultimately responsible for fund raising done in the name of the college. The MOU will need to be in place when we file our self-evaluation for accreditation. Lucinda Taylor (Director of Advancement) is obtaining models from other institutions. Ryslinge suggests the board get their own legal review of the MOU. The Foundation Board will likely get an independent review as well.

e. Board Policy Service

Ryslinge informed the board of the new fee-based Board Policy update service. The California Community College League (counterpart of OCCA) did this work for California, and is now offering to do the same for Oregon. work in preparing a Community College standard board policy template. Costs are estimated at \$10K for the first three years, and then less going forward.

f. Joint Meeting with LCSD

Ryslinge reported there has been positive communication with LCSD Board members and the Superintendent. There are a number of collaborations underway, including: Navigate, Juntos, Dual Credit, Business Program, and potentially other CTE program

areas. Ryslinge & Dean Lara recently presented to the LVSD Board. talk about where we are headed with our career technical programs and interest in aligning programs between the High Schools and OCCC. The general consensus was to look for a time during the summer for a Joint Boards meeting.

F. ACTION ITEMS

None.

G. ANNOUNCEMENT OF FUTURE MEETINGS

The next regularly scheduled meeting of the OCCC Board of Education will be held February 15, 6:00PM at the OCCC Central County Center, 400 SE College Way, Newport Or 97366.

H. ADJOURNMENT

Chairperson Kilduff adjourned the meeting at 7:19pm.

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)867-850 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.