

Oregon Coast Community College
Board of Education Business Meeting Minutes
Wednesday, July 24, 2019
OCCC South County Center
3120 Crestline Drive • Waldport, OR 97394

A. CALL TO ORDER

a. Board roll call.

Chair Kilduff called the meeting to order at 6:02pm. Board of Education members in attendance: Debbie Kilduff, Nancy Osterlund, Rich Emery, Cliff Ryer, and Chris Chandler. Excused: Alison Nelson-Robertson and Jeff Ouderkirk

b. Welcome.

Chair Kilduff welcomed OCCC staff in attendance, Dan Lara, Joy Gutknecht, Linda Mollino, and Robin Gintner, and guests Mr. Osterlund.

c. Approval of Minutes.

Osterlund moved and Ryer seconded the motion to approve the meeting minutes of June 19, 2019. All in favor. **MOTION PASSED.**

d. Finalize agenda.

Ryslingle noted there is a correction to the agenda. Section E.a. Retreat date should be Saturday, September 21st, and F.a. date should read 2019-2020.

B. COMMUNICATIONS

a. Written

None.

b. Public comment on agenda items.

None.

C. COLLEGE REPORTS

a. President's Report.

Osterlund shared a comment with the board from Peace Village- they told her how accommodating the College was during the week they were at the college, they had a wonderful reception and really appreciated all that was done to help them have a successful week.

Ryslingle complimented the college staff for all they did to support the Peace Village session.

Ryslingle explained to the board how the college focuses on making sure our courses are accessible for students who might have a variety of abilities and disabilities, the framework for accessibility used to be about the classroom – the physical state of the classroom. While moving to digital delivery has been a great advantage it has also created a new host of accessibility issues especially if the student is visually impaired. Darci Adolf, Director of Library Services reviews these services and the College belongs to a state-wide consortium that shares funding to invest in advances. Recently Darci and has completed the implementation of an application called Ally software that automatically generates accessible formats for students.

Ryslingle shared that current activity at the College is the completion by August 21st of the Self Evaluation Report for independence. In addition, work is being done to complete the application to establish eligibility for Financial Aid with the Dept of Education and implementation of the new system for financial aid is in process. Robin Gintner is working on the migration of the ERP; it is being constructed and will interface with every aspect of the College. Summer enrollments is our smaller term by far and enrollment is up by 3 FTE.

D. BOARD REPORTS

a. Foundation Liaison: Nancy Osterlund

Foundation is interviewing a second group of candidates for the Director of Development. Linda Mollino gave the Foundation an excellent report on the Nursing Program at the last Foundation Board meeting. The Foundation received \$40,000.00 from Pacific Communities Health District. There will be a Foundation Social event on August 22nd in Toledo at Billie Jo Smith's house everyone is invited. The Scholarship Donor Reception is scheduled for November 14, 2019 and Pearls of Wisdom is scheduled for March 7, 2020.

b. OCCA Liaison: Richard Emery

Emery noted the OCCA summary is posted on the college website.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION ITEMS

a. Retreat topics –

Ryslingle suggested topics for the Board Retreat that will take place Saturday, September 21st from 10am – 2pm. The topics suggested were: Board preparation for the NWCCU evaluation visit, 2019 Board self evaluation results, mission fulfillment metrics and outcomes, institutional planning & evaluation framework, review of goals and goal setting and brief overview of the new NWCCU standards.

b. 19-20 College Area Reports & Presentations to Board

Ryslingle handed out a list of college area report topics and asked the board members to circle presentations they would like to hear at board meetings throughout the year.

c. Purchasing requirements Exception – Global Financial Services: Robin Gintner

Gintner addressed the board with information about moving down the path to provide Financial Aid to students, reminding the board that costs for a 3rd party contract was included and approved in the budget. Global Financial Services is a unique vendor as they are the only partner of the Campus Management system. Gintner recommends it is in the best interest of the college to contract with Global Financial Services.

d. New Board Policy, First Read Chapter Three: General Institution

Ryslingle shared with the board the background for each of the new board policies for chapter three (see list of policies on the agenda) called General Institution and asked the board to do a first read before approval at the September 2019 board meeting.

e. President's recommendation of Compensation & Benefits for Non-Collective Bargaining Employees 2019-2021: Joy Gutknecht

Gutknecht explained the memo she sent to the board in advance of this meeting. The memo summarized the President's recommendation of salary increases for management, technical and confidential employees. Since the President is management, Gutknecht asked the board for direction as to whether the increase in management salaries included the President. The board discussed the President's current contract and the need to review sections 5.A, 5.B.17 and 5.B.19 of the contract. Gutknecht will find out the specifics to organize a committee of board members for a President's salary review in the Fall. Chandler moved to approve President Ryslinge be included as part of the Executive Team in the 2019-2020 and 2020-2021 MTC salary and benefit adjustments. Gutknecht confirmed with the board the motion made. Chair Kilduff called for a vote – all were in favor **MOTION PASSED**.

f. Board of Education members to reaffirm adherence to the BP 2715 – Code of Ethics

Ryslinge reminded the board of BP 2715 and the board having to reaffirm their Code of Ethics. A clipboard with a reaffirming document was passed around for members to sign.

F. ACTION ITEMS

a. Emery nominated Nancy Osterlund for 2019-2020 Chair and Chris Chandler for 2019-2020 Vice-Chair. All were in favor of nominations as stated. **MOTION PASSED**

b. Ratification of the President's recommendation of Compensation and Benefits for Non-Collective Bargaining Employees 2019-2021 – **see section E.e.**

G. ANNOUNCEMENT OF FUTURE MEETING – Board Retreat Saturday, September 21st, 10am-2pm. Business Meeting Wednesday, September 18, 2019 6:00pm Central County Campus Newport, OR.

H. ADJOURNMENT at 7:14pm.

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