

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, September 18, 2019  
OCCC Central County Campus  
400 SE College Way • Newport, OR 97366

**A. CALL TO ORDER**

a. Board roll call.

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

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Dan Lara, Joy Gutknecht, Linda Mollino, and Cindy Carlson, and guests Mr. Osterlund.

c. Approval of Minutes.

Ouderkirk moved and Emery seconded the motion to approve the meeting minutes of July 24, 2019. All in favor. **MOTION PASSED.**

d. Finalize agenda.

No changes.

**B. COMMUNICATIONS**

a. Written

None.

b. Public comment on agenda items.

None.

**C. COLLEGE REPORTS**

a. President's Report.

Ryslingle informed the board that the OCCC Self-Evaluation report for the NWCCU was submitted on August 29<sup>th</sup>. The report was submitted electronically into the NWCCU drop box page and flash drives were sent to the NWCCU team as well as the NWCCU office. OCCC's website has a pdf with live links of the SER and all supporting documentation are available on the website. Ryslingle gave a short summary of the All Manager's retreat that took place on September 13<sup>th</sup>, and shared with the board the current week's events for the Fall term, which began with academic department meetings, a part-time faculty and new faculty dinner, Teaching and Learning day, full day of in-service for all employees and a welcome reception at the President's residence. Ryslingle and Lara provided the board with Fall enrollment numbers. Ryslingle updated the board with donations given to the College include a private donor who will be fully funding the first cohort for the welding program.

b. Mission Fulfillment: Dan Lara, Chief Academic Officer

Lara reminded the board that about 24 months ago the College redefined its mission and part of the new definition was two core themes rather than four. He explained the two core themes are Student Success and Educational Pathways and it is through the lens of the two themes that the fulfillment of the mission is assessed. Lara continued to explain how mission fulfillment is made when the College has acceptable progress in each of the two core themes. He defined acceptable progress as having met at least 70% of the indicators within the core themes. He shared that currently 11 of the 13 indicators have been met within Student Success with 2 having no data and 13 out of 18 indicators have been met in Education Pathways with 2 having no data. Lara explained to the board that the indicators were established by the Instructional Leadership Team, vetted through College Council and presented to the Board about 21 months ago. The College is now able to measure itself against the defined indicators and have learned a lot about the selected indicators and as the College moves forward will likely change the indicators. He continued to explain each of the indicators and how many of the indicators have been met for each of the core themes using the OCCC Core Theme Indicator Score Cards. Lara updated the board with a description of the AVISO software the College uses to track student success by way of their attendance in their classes, this software alerts faculty and advisors of student who have consistent absences. Lara explained how the College has been steadily building and expanding the STEM fields by adding calculus, chemistry and more biology classes. Lara discussed OCCC's high school penetration rate, a few years ago, out of 320 graduating high school seniors, only 8% attended OCCC, projecting outward we are at 17% due to intentional planning done by the College through the Navigation Program and last year the College instituted a high school matriculation program that directly benefits high school seniors. The College has been accepted into the new STEP cohort which is a program to allow institutions of higher education to be reimbursed for college classes taken by those students who are eligible for nutritional assistance. Dan explained how the CTE programs rely on students being able to perform in the workplace. The NCLEX is an exam taken by the nursing students to show their progress, there are exams by industry – AQS students and the Medical Assistant program students take an exam to indicate the student's workplace performance ability. Lara ended his presentation by explaining the state indicators used for the SBDC program, how the local economy effects the results of the SBDC program's mission fulfillment and the importance of the program to the community.

**D. BOARD REPORTS**

a. Foundation Liaison: Nancy Osterlund

Osterlund shared good news with the Board members that a new Development Director has been hired and will begin at the College on September 30<sup>th</sup>. Ryslinge shared that Emily Fasnacht was hired as the OCCC Foundation Development Director and outlined Ms. Fasnacht's resume. Osterlund shared about the well-attended Foundation House Party that was in Toledo on August 22<sup>nd</sup>. Ryslinge gave a kudos to Sharon Hahn, Finance Manager for all her assistance in working through the financials and working closely with the Foundation Finance Committee. Ryslinge announced that the Foundation Board agreed to contract with Angela Nebel to assist the new Development Director with organizing the Pearls event which will take place on March 7, 2020.

b. OCCA Liaison: Richard Emery

Emery told the board he received a legislative report from David Gomberg that he will forward to anyone who would like to see it.

c. Other Board Reports

None.

**E. INFORMATION AND DISCUSSION ITEMS**

a. Office of Civil Rights feedback and plan

Ryslingle reminded the board the College was visited by the Office of Civil Rights in June 2018. The Letter of Findings was received in June 2019 and the College is addressing the voluntary compliance plan which will be fulfilled by June 2020, Cindy Carlson will be the lead and keeping the College on track with compliance.

b. NWCCU Accreditation

Ryslingle informed the board about the NWCCU Evaluation Team visit October 16<sup>th</sup>-18<sup>th</sup>. She asked each of them to attend the Opening Meeting and Welcome Breakfast on Wednesday, October 16<sup>th</sup> from 8-9am and the Board meeting with the Team from 9:30-10:30am in the President's Conference Room. Ryslingle also reminded the board there will be an Exit meeting on Friday, October 18<sup>th</sup> where the NWCCU Team will briefly report out their findings. Ryslingle described the agenda for the Board retreat on Saturday, September 21<sup>st</sup>.

c. Oregon Community College Tuition

Ryslingle presented the board with a listing of Oregon Community College tuition rates and discussed the College's place among the rates.

d. 2019-20 BOE presentations calendar

Ryslingle shared with the board the 2019-20 calendar for College presentations to the board. Ryslingle asked the board to review and let her know if they might want other topics presented.

e. October 9<sup>th</sup> board meeting change to the 23<sup>rd</sup>

Ryslingle recommended to the board to move the October 9<sup>th</sup> board meeting to October 23<sup>rd</sup> due to the NWCCU visit and a conflict with an ELDAC meeting.

**F. ACTION ITEMS**

a. Ouderkirk moved and Kilduff seconded the approval of Chapter Three-General Institution Board Policies and rescind any existing conflicting policies. All in favor. **MOTION PASSED**

b. Kilduff moved and Ouderkirk seconded the revisions to Board Policy 6900: Auxiliary Services including Bookstore. All in favor. **MOTION PASSED.**

G. **ANNOUNCEMENT OF FUTURE MEETING** – Wednesday, October 23<sup>rd</sup> 6:00pm Central County  
Campus 400 SE College Way, Newport, OR 97366

H. **ADJOURNMENT** at 7:50pm.

---

*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