

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, December 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 6:05pm. Board of Education members in attendance: Chris Chandler, Cliff Ryer, Jeff Ouderkirk, Debbie Kilduff, Nancy Osterlund. Excused: Rich Emery and Alison Nelson-Robertson.

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Larry Boles, Cindy Carlson, Robin Gintner, Spencer Smith, Dan Lara and guest Mr. Osterlund.

c. Approval of Minutes.

Kilduff moved Ouderkirk seconded the motion to approve the minutes from November 13, 2019. 4 Aye, 1 Abstain. **Motion Passed.**

d. Finalize agenda.

None.

**B. COMMUNICATIONS**

a. Written

None

b. Public comment on agenda items.

None.

**C. COLLEGE REPORTS**

a. Aquarium Science Program:

Larry Boles reported on current enrollment and graduation data for the AQS Program. Past year 15 students graduated. Welcomed 19 new students in the fall, 20 were selected 1 declined. Boles described the students as a good group, none are struggling, none have dropped out. The program had its annual visit from the National Visiting Committee in November (in the past this visit was held in February). Boles will email a copy of the report to the board members for their review. The AQS program received high marks. Next year, Boles said he will invite the board members so they can meet the committee. Boles with help from Dan Lara performed a program review particularly for student success data as required for accreditation. Two things that were found through this review are that the certificate program students are well prepared for success as they come into the program with a four-year degree in biology or marine biology and college experience. The degree seeking students are coming in straight from high school and in need of some interventions as they struggle with math and biology as well as being away from home for the first time. In the last 7-8 years there have been the applicant pool has been at 20-25 applicants, limiting the selection in order to have a class of 20. The report also noted the program should have a more diverse student body. This year the students went to Career Day

at the Seattle Marine Science Center. The event included the Coast Guard, US Navy, NOAA and other agencies and companies related to marine science. Boles shared that aquarium hobbyists have been targeted for the program. Boles informed the board that he was able to get a \$10K data base that is used throughout the aquarium science industry donated to the College. This will allow the students to learn the system and be prepared for employment. The program also received a grant from the Siletz Tribe to upgrade equipment in the AQS building to all remote sensing for pumps and oxygen, and webcams which allow elementary students to view such things as coral reefs from their classroom. Boles is in the very early stages of working with Western Oregon University to have their students enrolled in the AQS program for a degree. Boles shared that recently the CEO of a company in Texas where one of the AQS graduates started as an intern, then was hired on as an aqua culturist, wrote and is looking to partner with OCCC and are looking to hire 30 new employees. Ouderkirk complimented the AQS program posters that were in the hall. Osterlund commended Boles on the uniqueness of the program. Lara took a minute to thank Larry Boles for all his hard work and dedication to the AQS program.

b. President's Report.

Ryslinge announced that a NASA grant had been awarded to an OCCC student, Haley Dean who is mentored by William Lilley and is collecting micrometeorites, the press release has the details of her project. Ryslinge informed the board about OCCC ranking 2<sup>nd</sup> among 20 colleges and universities that participated in the Oregon OER (Open Educational Resources) program. For the biennium, state reporting show that OCCC students have saved \$213,900 over what would have been spend on traditional textbooks. Ryslinge congratulated Darci Adolf and Matt Fisher for their engagement and success in this work. Ryslinge told the board that the NWCCU peer evaluation report is now available on the OCCC website. Ryslinge and Lara will be attending the NWCCU Trustee board meeting on Thursday, January 9th and will report back to the board at the January meeting. Ryslinge described the transition process for OCCC issuing degrees and certificates (rather than PCC) that will take place if accreditation is awarded. While technically we could be independent effective in the current year, only a few "pilot" students (if any) would be awarded by OCCC in June 2020, as it would be unfair and disruptive to require students to essentially switch schools within months of their completion. Ryslinge laid out the change students will be facing in 2020 with the migration to Campus Nexus and transition to OCCC Federal Financial Aid. Ryslinge said a communication plan is being devised with consideration on how individual students will be impacted. Cindy Carlson will be with the College through February then a short-term interim dean will finish out the year as the College prepares to recruit a permanent dean.

c. Finance Report:

Gintner reviewed each page of the financials for the completed 18-19 fiscal year. All things considered the General Fund has done well. Expenses in the General Fund were controlled and the structural deficit was kept to a minimum. The Special Revenue Fund shows that the College finished under budget both in grant revenue and expenditures. Gintner said this is not unusual and is because there is always a buffer built into that fund to accommodate the receipt of additional grants that were not known about at the time the budget was passed. Ryslinge explained how the College involves itself in the process of applying for grants. Ouderkirk shared some concerns he has with grant funding. Gintner summarized the Debt Services Fund. She

updated the Board about the Enterprise Fund which has struggled due to the decrease in textbook sales that has resulted from faculty moving to the use of OER textbooks. Gintner indicated that if that trend continues, that we may need to consider moving the bookstore to the General Fund. Gintner described the Internal Services Fund and detailed copy/print costs since new copier/printers were installed. Historically departments were only charged for copying not printing but the new machines allow for tracking both the printing and copying that goes on in departments. This fund also reflects unemployment claims and Ryslinge shared that with a high-functioning Human Resource department attention has been given to better communicating part-time employment constraints, resulting in less unemployment claims. Osterlund thanked Gintner for her efforts and commitment to the College.

#### **D. BOARD REPORTS**

##### a. Foundation Liaison: Nancy Osterlund

Nancy shared with the board that beginning in January, the Foundation will be meeting every other month rather than quarterly. Pearls of Wisdom is schedule for March 7, 2020 tickets are live and can be purchased on-line. Regarding welding, a new donor is contributing funds sufficient to covering an entire first cohort. Scholarship cycle: applications opened in January. Osterlund said she would be willing to again this year be on the scholarship committee. Osterlund shared that Fasnacht (new Director of Development) has been meeting individually with each Foundation Director.

##### b. OCCA Liaison: Richard Emery

As Emery was excused due to travel, Ryslinge gave the board an update on the recent OCCA meeting and how OCCA is trying to make the quarterly meetings more relevant by providing more specific information to be brought back to share with community college boards. At the last OCCA Board meeting, there were presentations around the board's role in equity and inclusion leadership.

##### c. Other Board Reports

None

#### **E. INFORMATION AND DISCUSSION ITEMS**

a. First Read of board policies. Ryslinge presented a number of Board Policies (new and revised) that are required to apply for Title IV Institutional Eligibility. For example, while the Emergency Response Plan is compliant and was called out as exemplary by NWCCU visiting peer team, there are specific revisions needed in the policy that references the plan. There was discussion as to whether discrimination based on sexual orientation should be included in the discrimination policy, and Ryslinge noted that per legal advice, it is best that policy hew closely with the exact federal definitions (which do not include sexual orientation). However, Ryslinge explained that there are other places in policy to address behaviors that are not acceptable in terms of the OCCC environment but are not explicitly illegal under federal law. Examples are bullying and discrimination against groups outside the federally protected classes. Ryslinge will gather more information about where the topics of bullying and sexual orientation might be addressed in board policy.

b. Cliff Ryer mentioned it has been a long time since there has been a presentation on the College infrastructure, physical plant impact systems, where we stand up to date on repairs and maintenance. Ryslinge asked that the topic be added to the annual presentation calendar beginning Fall 2020, since the 2019-2020 presentations were already selected by the Board, and additionally the facilities manager is currently working diligently on Clery Act compliance for Title IV. Ryer said in general he would like to hear about the age of systems, maintenance schedules, and overall, “how are we doing in regards to maintenance needs, and deferred maintenance planning?”

**F. ACTION ITEMS**

None.

**G. ANNOUNCEMENT OF FUTURE MEETING** – Wednesday, January 15, 2020 Central County Campus 400 SE College Way, Newport, OR 97366

**H. ADJOURNMENT** at 7:23pm.

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Minutes submitted by: Executive Assistant, Kathleen Andrews

Approved by:



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Birgitte Ryslinge, PhD