

**Oregon Coast Community College**

Board of Education Business Meeting Minutes

Wednesday, March 18, 2020

Zoom Meeting: <https://oregoncoast.zoom.us/j/8655516392>

Meeting ID: 865 551 6392

**A. CALL TO ORDER**

a. Board roll call.

Chair Osterlund called the meeting to order at 6:10pm. Board of Education members in attendance via Zoom Meeting #865-551-6392: Cliff Ryer, Jeff Ouderkirk, Debbie Kilduff, Nancy Osterlund, Chris Chandler, Alison Nelson-Robertson, and Rich Emery

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Birgitte Ryslinge, Robin Gintner, Spencer Smith, Joy Gutknecht, and community member Dick Anderson.

c. Approval of Minutes.

Ouderkirk moved Kilduff seconded the motion to approve the minutes from February 19, 2020. All in favor. **Motion Passed.**

d. Finalize agenda.

Ryslinge explained there is an action item to be added to the agenda that will address replacing Cindy Carlson with Dan Lara as an OCCC bank account signatory.

**B. COMMUNICATIONS**

a. Written

None.

b. Public comment on agenda items.

None.

**C. COLLEGE REPORTS**

a. President's Report: COVID Impacts and Response

Ryslinge referred to and summarized the President's Report: COVID Impacts and Response notes that were emailed to the Board members. Ryslinge shared with the Board the process and guidance the College has received from the State of Oregon and HECC. Ryslinge announced that along with prior restrictions, an executive order from the Governor now prohibits face to face instruction (except for some health programs) through April 28, 2020. Ryslinge explained the OCCC response to the COVID virus. All students were able to complete their Winter Term finals which was a great success for them and the College. Working remotely has been implemented for those employees wherever possible. The start of Spring Term has been delayed a week and will become a ten-week term instead of eleven and will be taught only on-line (except for some healthcare). An essential services model has been instituted and will continue to be in effect until further notice. Ryslinge informed the Board members that until further notice board meetings and upcoming budget committee meetings will take place remotely through Zoom.

Ryslinge invited the board to call or email her with any questions or further comments about the COVID impacts and responses.

**D. BOARD REPORTS**

a. Pearls of Wisdom Report: Birgitte Ryslinge & Nancy Osterlund

Ryslinge shared that many new community members attended there were over 100 attendees. Overall net after costs for tickets, raffle, paddle raise, wine pull was \$32K.

**E. INFORMATION AND DISCUSSION ITEMS**

a. 20-21 Budget Development Process – Robin Gintner

Ryslinge began by sharing recent budget assumptions and budget assumptions that are emerging. Ryslinge told the Board there will be a 20% enrollment drop built into the budget along with an impact on college employment as well as increased technology expenses to support remote learning and employment. Ryslinge reminded the Board their only revenue lever is tuition and fees. Ryslinge reminded the Board the budget process will be handled remotely. Gintner reviewed the budget development process document and the budget calendar that includes the dates for budget meetings. Gintner told the Board the yearly forums with staff and students will have to be arranged virtually. Ouderkirk asked for clarification on the budget development document. Gintner clarified the Dec-Mar activity listed on the document.

b. 20-21 Tuition and Fee Increase – Birgitte Ryslinge: Ryslinge introduced a recommended tuition increase to the Board. Ryslinge explained that BP 6301 adopted in 2019 includes the following principles: consider the market and local economic trends, implement regular incremental changes rather than large increases, and tuition shall be set at the lowest responsible level in order to support the necessary expenditures of the college and strategic initiatives. Ryslinge asked the Board to consider a tuition increase for 20-21 of \$6 per credit and a \$6 technology fee.

c. COVID Impacts and Response: Board

None.

**F. ACTION ITEMS**

a. Ouderkirk moved and Nelson-Robertson seconded to approve the Form Emergency COVID 19 Resolution, after a brief discussion the motion carried. All in favor. RESOLUTION PASSED.

b. Ryslinge asked that the board take action on updating an annual approval that was adopted on June 19, 2019 for the current year where three individuals Birgitte Ryslinge, Robin Gintner and Cindy Carlson were appointed signatories for college funds. With Cindy Carlson's retirement on February 28, 2020, Ryslinge requests that the Board approve removing Cindy Carlson's name and adding Dan Lara, Chief Academic Officer. Emery so moved, Kilduff seconded the motion, all in favor. MOTION PASSED.

c. 20-21 Compensation review for President Ryslinge: Joy Gutknecht

Gutknecht stated that the contract signed by the college with the president in 2017 requires a

review of compensation in 2019 for application in FY 20-21. Gutknecht asked for volunteers from the Board to make up the committee to review the President's compensation package. Emery, Osterlund, and Chandler volunteered to be on the committee. Ouderkirk moved and Nelson-Robertson seconded to appoint the committee to meet and discuss the President's salary. All in favor. MOTION PASSED.

- G. **ANNOUNCEMENT OF FUTURE MEETING** – Wednesday, April 15, 2020 Remotely via Zoom. Notice will be sent Friday, April 10, 2020.

Ryslinge also told the Board that in contingency planning commencement might need to be reworked and possibly be virtual. Emery asked if both credit and non-credit courses for Spring term be virtual. Ryslinge answered that the Community Ed has been cancelled through April, SBDC have been mandated to cancel all in person counselling and classes, but the advising is taking place on a virtual platform.

- H. **ADJOURNMENT** at 7:20pm.

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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) 867-8532 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:



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Birgitte Ryslinge, PhD