

## Oregon Coast Community College

### Board of Education Business Meeting Minutes

Wednesday, April 15, 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 6:00pm. Board of Education members in attendance via Zoom Meeting #865-551-6392: Jeff Ouderkirk, Debbie Kilduff, Nancy Osterlund, Chris Chandler, Alison Nelson-Robertson, and Rich Emery. Excused: Cliff Ryer

##### b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Birgitte Ryslinge, Robin Gintner, Dan Lara, Linda Mollino, Steve Seney and Joy Gutknecht. Chair Osterlund welcomed visitor Cam Preus, OCCA Executive Director.

##### c. Approval of Minutes.

Chandler moved Kilduff seconded the motion to approve the minutes from March 18, 2020. All in favor. **Motion Passed.**

##### d. Finalize agenda.

Ryslinge explained an action item will be added to the agenda that will address the opening of two additional checking accounts at Columbia Bank for the purpose of administering the College's Title IV and Nursing Loan funding and closing of a safe deposit box.

#### B. COMMUNICATIONS

##### a. Written

Ryslinge read a memo from Newport City manager, Spencer R. Nebel regarding the possible use of Urban Renewal District Funds for small business recovery due to the COVID-19. Ouderkirk noted some potential concerns, and asked that the matter be tracked and reviewed again by Board.

##### b. Public comment on agenda items.

None.

##### c. Introduction of Cam Preus, Executive Director OCCA

After a brief introduction made by Ryslinge, Preus addressed the Board and reported about OCCA. Preus informed the board that every Oregon Community College has been a member of the OCCA since its inception in 1962. Preus shared OCCA's three major goals 1) secure adequate funding so individual community colleges can fulfill their mission, 2) strengthen OCCA as an entity for support of board members and 3) increase equitable student success. Preus informed the board about the first system wide call about COVID-19 that happened on March 13<sup>th</sup> and since then they have had meetings four days a week with close to 75 attendees. OCCA works to be advocates with the legislature and governor for legislation that is in the best interest of

Community Colleges. OCCA connects colleges with training and informational webinars. Preus recognized Ryslinge for her leadership at OCCC, and also as Chair this year of the Oregon President's Council. Preus recognized Emery in his role as OCCC representative to OCCA. Finally Preus noted the State of Oregon budget is going to be in a difficult fiscal position as the economic impacts of Covid 19 move through the economy. Preus said current CC enrollment is down across the state between flat and 21% enrollment decline. Board members agreed that OCCA is very helpful to the College and appreciates all the support it provides.

## **C. COLLEGE REPORTS**

### **a. President's Report**

Ryslinge updated the board on the current status of operating under COVID related Governor's Executive Orders. EO 20-09 requires that there be no face to face instruction except for healthcare this EO will most likely run through spring term. Summer is still unclear; most colleges are planning distance education for the summer. EO 20-12 requires workplace constraints limiting on-site operations to only essential services. Wherever possible the College has moved work remotely, which has impacted the physical open hours of the College. The staff are working M-F 8-5, but the main campus building is only open M-Thurs and North Center is open M-W. Only students may access the physical sites. Social distancing guidelines are strictly enforced, and employees on campus have been offered facemasks. The College has ramped up the availability of laptops for students who might need them, and is observing social distancing and cleaning between uses for community computers for the students who use them for internet access. Ouderkirk asked if the students have had access to training for their new on-line courses. Ryslinge explained the many avenues students have for assistance with their courses.

Ryslinge shared with the Board that the Federal Department of Education issued funds to Colleges and Universities through the CARE Act. Funds for OCCC were bundled with funds that went to PCC. Ryslinge is working closely with PCC to calculate the amount of funds that are due OCCC, it looks to be about \$183K. Ryslinge shared with the board that she is working with Merkley's office to let them know that OCCC might have been under-funded, especially comparing the funds another similarly sized small college received. Ryslinge outlined the rules of how the funds can be spent. Ryslinge informed the Board that the College has been tracking any fiscal impacts from the COVID situation that can potentially be reimbursed. There will be a challenging fiscal picture for the next three years. Due to such uncertainty budget development has been difficult. The college has been able to avoid furloughs and layoffs so far. With on-line courses, we have been able to reduce duplicate classes, such as one available at Central Campus and the same class available at North County Center are now one course on-line. This combining of courses has meant that a few part-time faculty who were expecting to teach for spring term are not doing so.

Ryslinge showed the board the packet being sent to all Lincoln County Schools graduating Seniors who applied to OCCC. The packet includes a welcome and acceptance letter, a gift certificate for the bookstore and a card with new student information. Ryslinge said there are 200+ of these acceptance letters being mailed. On the non-credit side, in order to maintain

contact with Lincoln County, a small rotating roster of free drop in Community Ed classes are being offered via Zoom.

Ryslunge notified the board that the normal in-person Commencement at the Performing Arts Center will not occur, and a committee with student engagement has been formed to recommend alternative ways to celebrate students 2020 graduation.

b. Adult Basic Skills: Steve Seney, Asst. Dean of Academics and Workforce

Ryslunge introduce Steve Seney to the Board, Seney gave the Board an overview of the Adult Basic Skills program, which is Title II (ESOL and GED). The program receives about \$186K in grant funding, there are three grants: Comprehensive GED, Corrections and ESOL. Typically, there are seven GED classes including classes taught at North County Center, currently there are 18 students enrolled. The three ESOL classes are being taught in correspondence format using email and instructional packets. GED Enrollment has experienced a steady increase in enrollment over the last year resulting in a 28% increase. Seney said that conversely ESOL has experienced a steady decrease in enrollment. Seney shared some significant changes in the ESOL program that came from the Federal Government, the program now includes Individual Education Training which assist ESOL students enroll in occupational programs such as Early Childhood Education. Seney told the Board that currently the ESOL faculty and ECE faculty are working closely with four ESOL students to complete the ECE program. Seney noted how rewarding he finds working with GED students, for example, seeing a 36 year old GED student who had not previously experienced employment success employment earning their GED.. Ouderkirk asked if the courses taught in the jail are on-line. Seney answered that even before Covid 19, teaching in the jail is pretty much old school with white board and paper, as internet access is not allowed.

c. ERP Progress Report: Robin Gintner, CoFO

Gintner presented two critical overview documents that represent the College's journey into the 21<sup>st</sup> century of the automation of college functions: an "Out with the Old, in With the New" document summarized the functions of the new ERP as compared to the use of the current Rogue Net and other miscellaneous software programs. Gintner shared with the Board the level of manual work being done throughout College areas. The current ERP is only used 30% of the time, another 30% is the use of other software and 40% is manual work. The problem these manual systems cause is that the work is siloed and access to this work is limited to other areas. With the new ERP the College will increase automation to 100%. Finance will see a great benefit from the new ERP far more functions and the ability to decrease spreadsheet work. The second document was a timeline for the final phase of the project, happening now through Sept 2020 which is the planned date for full implementation of all aspects. Gintner discussed the timeline over the next few months as the use of Rogue Net is decreased and the new Campus Management System is implemented.

**D. BOARD REPORTS**

a. Foundation: Nancy Osterlund

Osterlund shared with the Board that student scholarship applications have been distributed to

the scholarship committee for review and scoring. She is again this year impressed with the student stories and dedication to their education. Osterlund reported that Sharon Hahn has been very helpful and organized with the scholarship process. Emery asked if there was a way to perhaps ask foundation donors to give their stimulus funds or tax returns to the Foundation. Ryslingle will follow up to see if this can be accomplished given the vacancy in the Foundation staff.

b. OCCA Liaison: Rich Emery:

No report.

c. Other Board Reports

None.

**E. INFORMATION AND DISCUSSION ITEMS**

a. OCCC Budget Committee Roster

Ryslingle reminded the Board that next month is the Budget Committee meeting. The South County/Waldport zone does not have a representative on the committee. Kilduff will work on this and let Ryslingle know. The Budget Committee meeting will be held via Zoom with an option for a few persons to be in person at the Central Campus Community Room. Gintner said supporting documents for the budget committee meeting will be sent out the week before the meeting.

b. Board Responsibilities Related to Independence.

Ryslingle explained to the Board that pre-Independence curriculum items were approved through the PCC Board of Education. Now that OCCC has independent Accreditation the ultimate responsibility for the inventory of what degrees and certificates the college offers lies with the OCCC Board of Education. Two items related to this new status are on the agenda for first read tonight: Academic Calendar and a program deletion.

c. First Read; 2020-2021 Academic Calendar

Ryslingle addressed above in E.b.

d. First Read: Curriculum Deletion

Ryslingle discussed how the AAS Computer Applications degree and certificate came to OCCC through PCC and currently enrollment for the courses are low and the Department of Academics has recommended the degree and certificate be deleted.

e. First Read: 403(b) Plan at OCCC – Federal Changes: Joy Gutknecht

Gutknecht summarized for the board the changes to the OCCC 403(b) Plan and asked that next month the Board approve the plan. The changes were made to bring the plan into federal compliance. Ouderkirk requested a “red-line” version showing the specific changes prior to the next Board meeting, Gutknecht will provide.

**F. ACTION ITEMS**

a. Nelson-Robertson moved to approve both the opening of two additional checking accounts at Columbia Bank, for the purpose of administering the College's Title IV and Nursing Loan funding and the closure of the no-longer needed safe deposit box. Kilduff seconded the motion. All in favor. MOTION PASSED.

b. Ouderkirk moved to approve Resolution 2020-04-01 Tuition and Technology Fee Increase for Academic Year 2020-2021. Kilduff seconded the motion. Roll Call was taken. All in attendance were in favor. MOTION PASSED.

**G. ANNOUNCEMENT OF FUTURE MEETING** – Wednesday, May 20, 2020 the Budget Committee will meet beginning at 6:00pm via Zoom and the Board of Education Business meeting will meet immediately after.

**H. ADJOURNMENT** at 7:48pm.

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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  
Clerk of the Board