

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, August 19, 2020  
**Zoom Meeting:** <https://oregoncoast.zoom.us/j/97063274270>  
**Meeting ID:** 970 6327 4270

**Regular Business Meeting**

**A. CALL TO ORDER**

a. Board roll call.

Chair Osterlund called the business meeting to order at 6:00pm. Roll call was taken all board members were in attendance – Chris Chandler, Rich Emery, Debbie Kilduff, Nancy Osterlund, Alison Nelson-Robertson, Cliff Ryer, and Jeff Ouderkirk.

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Robin Gintner, Dan Lara, Linda Mollino, Dave Price, Andrea Spirtos, and Chris Ousley. Chris Chandler welcomed Dana Tims from Yachats News who joined the meeting.

c. Approval of Minutes.

Chandler moved, and Emery seconded the motion to approve the meeting minutes from June 17, 2020. All in favor. **Motion Passed.**

d. Finalize agenda.

Ryslinge asked that under Information & Discussion E.e add Major Gift Acceptance Policy review.

**B. COMMUNICATIONS**

a. Written

Dave Price shared an OCCC Facebook post with the Board about Ron Potter, a community education student who wrote to Dan Lara to tell him how the community education class he took using the senior waiver program, helped him recover from his chemo treatment. Ron's oncologist told him that the classes he took helped to keep his mind active and most likely accelerated his mental recovery from chemo by 4-6 months.

b. Public comment on agenda items.

None.

**C. COLLEGE REPORTS**

a. President's Report

Ryslinge updated the board on the following topics, CARES Act supplemental funding, revised academic calendar, guided pathways, the OCCC welding program, progress of the search for administrative positions and information about a recent grant from CTSI. Ryslinge began by reminding the board about the short fall of CARES Act funding allocated to OCCC. Ryslinge informed the board that Representative Gomberg worked with the Oregon Emergency Board

and was able to get the shortfall of funds (\$320K) allocated to OCCC. The board was very appreciated and grateful to Representative Gomberg for his efforts and support of OCCC. Ryslinge explained to the board that the College has been doing internal work bringing on the new automated system for student registration and curriculum as well as working with the Department of Education setting up student Federal Financial Aid – in the process of these project there was an error discovered in the academic calendar. The approved calendar listed a 12-week term, yet the dates were 11 weeks so the recent change in the calendar that was sent to the board was to align the dates. While with PCC we followed their academic calendar with 12-week terms, while other Oregon community colleges have 11-week terms and with OCCC's independence we can make the change. Ryslinge explained to the board the idea of Guided Pathways at the community college as a process to help students choose classes in a more intentional way based on their goals and interests. Oregon community colleges made a commitment to implement guided pathways. OCCC will be embarking upon this process this next year. Retention rates have been shown to improve with guided pathways particularly in CTE education. Ryslinge updated the board on the welding program, it was delayed due to COVID restrictions. Welding is being offered Fall, two sections being held in Toledo and abiding by social distance rules. The search has begun for a Nursing Director with finalists visiting the college the week of August 27<sup>th</sup>. Linda Mollino will continue as a consultant, as well as mentor the new Director. In addition to the Nursing Director position, the VP Student Affairs search has begun, screening of applicants is currently being done and virtual interviews will take place. Ryslinge told the board about a \$5K grant received from CTSI to help with tutoring and to help with remote learning. Ryslinge shared with the board summer enrollment is the same as it was last year. Updates on Fall term enrollment are lagging due to transition to the new ERP.

b. VP Administration Affairs report: Robin Gintner – Fiscal Reporting & ERP Migration update.

Gintner reminded the board there it is that time of year when we are in between year end and complete of the audit so there are not financials. The ERP consortium is moving along, three colleges included OCCC are currently using Campus Nexus Student. Gintner explained how it has taken great effort to configure the ERP to meet OR education requirements. OCCC's implementation has been different than the other colleges, in that OCCC did not import RogueNet data into the new system. OCCC returning students must re-apply now that we are an independent college. We must begin from scratch collecting current information for each student. Another project underway is the integration between Global, OCCC's financial aid processor and Campus Nexus. The Financial Aid specialists have worked closely with the two entities and were able to process summer financial aid, albeit through RogueNet, however our first batch of financial aid was processed for students.

c. Foundation Update & Student Pandemic Support Fund (SPSF): Andrea Spirtos & Dave Price.

Spirtos told the board about the new campaign at the Foundation office called Student Pandemic Support Fund. The campaign came out of meeting with student services and foundation board members to discuss the needs of the OCCC students due to the pandemic. In addition to \$10k that the Foundation offered for student needs, it was decided to also reach out

to the community for support. Spirtos shared that with the help of Dave Price and Linda Mollino who identified students who were willing to share their pandemic experience on video, a public service announcement was created and posted on Face Book. The campaign launched on August 17<sup>th</sup>. The video was shown to the board. Spirtos explained that donations can be made through the Foundation page on the website. Ryslinge asked for Spirtos to take a minute and talk to the board members about supporting the Foundation and the benefit for all faculty, staff and board members to support the foundation. Ryslinge expressed her appreciation to the board members for their time and efforts supporting the College. Spirtos shared that if any of the board members had a potential donor that they would like her to meet with to please give her a call.

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

##### a. Foundation: Nancy Osterlund

Osterlund shared that she and the other Foundation board members are delighted that Andrea Spirtos has joined them as the Development Director. Osterlund informed the board that at the recent Foundation Board retreat a new foundation board member was added, Annette Mulee who is a welcomed addition to the board. Adam Springer is the new President of the Foundation. Ryslinge gave a little bit of background about Annette Mulee. Ryslinge is very appreciative of the Foundation board and how they have really evolved over the last couple years. Ryslinge described the board members as representative of the community, energetic and very interested in donor development and fundraising.

##### b. OCCA Liaison: Rich Emery

Emery informed the board that there is a board training session on 9/15 if anyone is interested in attending. The OCCA retreat in November will be held virtually.

##### c. Other Board Reports

None.

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

##### a. First Read:

Osterlund explained the two Board Policies that were included in the board packet. BP 3433 & BP 5050. Ryslinge shared a little background on the two board policies and thanked Chris Ousley for all his work on preparation of BP 3433 and his work on the Admin Policy that supports BP 3433. Ryslinge detailed how BP 5050 Education Records and Directory Information and Privacy works for students.

##### b. 2020 Plan for In-Person Instruction.

Ryslinge explained why this plan is being presented to the board. Since March 2020, the College

has been under many directive orders from the Governor, OSHA & HECC about how to offer instruction. Over the summer the restriction for face to face was removed, however, to have face to face instruction the College needs to have a plan as to how it will implement instruction. HECC requires the plan be reviewed and approved by the board of education. Because of the due date to submit the plan it is necessary for the board to approve the plan this evening. Linda Mollino gave an overview of the plan, thanked the members of the CVRT (CoronaVirus Response Team: Chris Rogers, Shannon McKibbon, Joy Gutknect, Dan Lara, Dave Price, Linda Mollino) and addressed questions from the board.

c. BOE Retreat Planning

Ryslingle provided several topics to the board for the retreat scheduled for Saturday, September 12<sup>th</sup> 10-2pm. When the retreat was originally scheduled it was planned to have it in person. With the current COVID circumstances, Ryslingle asked the board if they would like to meet virtually. Most board members preferred to hold the retreat virtually via Zoom from 10am – 1pm. Emery expressed his desire to hold it in person and is willing to attend virtually if that is what is decided. The agenda and zoom id will be sent to the board before the meeting. Ryslingle said she would email the topic choices and if everyone could reply with their top three items, she will create the agenda.

d. Format for 2021 Board meetings.

Ryslingle discussed the need to confirm that the board would like to hold their monthly business meetings virtually until further notice. All board members agreed to hold board meetings virtually and the calendar will be updated to reflect that meetings are held virtually via Zoom.

e. Gift Acceptance Policy

Ryslingle shared with the board that the Foundation Board of Directors is planning to review and update their outdated Gift Acceptance Policy. The Board Policy that addresses gift acceptance was rescinded in the first round of board policy updates. Ryslingle suggested formation of a committee, that consists of Board of Education, Foundation Board of Directors, herself and Andi Spirtos, Development Director to address the gift acceptance policy. The policy work would define major gifts, such as real estate and other large assets such as art given that might be given to the college. Osterlund and Ouderkirk agreed to represent the OCCC Board of Education on the committee with the Foundation. Osterlund will contact Adam Springer, Foundation President to select the Foundation members for the committee and a date for their first meeting.

**F. ACTION ITEMS**

a. Approval of Plan for In-Person Instruction. Chandler moved to approve the Plan for In-Person Instruction that was presented earlier, Nelson-Roberson seconded. All voted in favor.

**MOTION PASSED.**

G. **ANNOUNCEMENT OF FUTURE MEETING** – the Board of Education Business meeting will meet next on Wednesday, September 16, 2020 at 6:00pm via Zoom.

H. **ADJOURNMENT** at 7:32pm.

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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:

A handwritten signature in cursive script that reads "Birgitte Ryslinge".

Birgitte Ryslinge, PhD  
Clerk of the Board