

Oregon Coast Community College
Board of Education Business Meeting Minutes
Wednesday, September 16, 2020

Meeting ID: 999-4040-1871

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– Chris Chandler, Rich Emery, Debbie Kilduff, Nancy Osterlund, and Cliff Ryer were in attendance Alison Nelson-Robertson and Jeff Ouderkirk were excused.

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Dan Lara, Linda Mollino, Joy Gutknecht, and Chris Ousley.

c. Approval of Minutes.

Kilduff moved, and Emery seconded the motion to approve the meeting minutes from August 19, 2020. All in favor. **Motion Passed.**

d. Finalize agenda.

Agenda complete, no changes.

B. COMMUNICATIONS

a. Written

None

b. Public comment on agenda items.

None.

C. COLLEGE REPORTS

a. President's Report

Ryslunge summarized the topics discussed at the Executive Team retreat. Executive team members including Birgitte Ryslunge were Robin Gintner, Dan Lara, Chris Ousley, Dave Price & Linda Mollino. The team focused on development as a leadership team, equity & inclusion, team development, they discussed ways to get through some of the challenges working remote. The executive team also discussed two accreditation related tasks; the mission review process and the technology plan recommendation. Birgitte shared with the board their role in these two tasks. The Mission was reviewed in 2018 and now with some of the NWCCU standards changing, a review of the mission should be done to evaluate that it captures the purpose of OCCC over the next years. The standards are calling out that an equity focus be embedded in the mission although the requirement for core themes has gone away although they can continue to be used in the mission. The board will be presented at an upcoming board session what the

process is for their input. Next year an initial report is due and the work around the mission will need to be referenced. In addition, the initial accreditation had a recommendation around the need for the college to review the technology plan. Fiscal sustainability was discussed at the retreat using a conceptual approach to consider a five-year view of the College's fiscal situation.

Ryslinge confirmed that the College received the contract for the \$320K of the CARES act funding. Ryslinge updated the board on the ERP project. Fall classes begin on 9/28 as scheduled, the majority of classes will be remote, with some on-site classes that will be conducted under the In-Person Instruction Plan the board agreed to last month. Due to the transition of new software, enrollment numbers have been difficult to obtain. Ryslinge asked Dan Lara and Chris Ousley to give their assessment of enrollment. Both Lara and Ousley agreed enrollment was down slightly. The fires in Lincoln County about 20 students were affected. Ryslinge informed the board the Fall 2020 In-Service for all OCCC faculty and staff will be held remotely, over three days. Ryslinge told the board a new Director of Nursing was hired, as difficult it is to replace Linda Mollino, Dr. Crystal Bowman has accepted the position. Dr. Bowman held the position of Health Educator at North Samaritan.

Ryslinge shared with the board the impacts of the first in Lincoln County. The College closed on Tuesday due to hazardous air quality and on Wednesday the College opened as an interim evacuation center to assist the Red Cross. Student Services is calling all students in the Otis area to see how our students have been impacted and to see how the College can help. As a community service, available office space at North County Center is being used by Brian Bray, as he manages the ODF Echo Mountain Fire website and Kevin Joyce OR Dept of Consumer & Business services managing a hotline for business owners who are affected by the COVID quarantine.

b. VP Academic Affairs, Dan Lara: Guided Pathways.

Lara informed the board about a new initiative being implemented at OCCC called Guided Pathways. Guided Pathways is a national community college movement focusing on increasing student success through structured academic career pathways. OCCC is the third OR cohort to implement this initiative. The goal is to remove barriers that block student's success. Lara presented a video to the board that summarized the benefits of the Guided Pathways approach. Lara explained to the board the challenges students are experiencing and how guided pathways will structurally alter the landscape for students and allow them to focus on their career path. Lara informed the board that the initiative comes with 420K and a coach to help the College implement the changes. Chandler stated it will be great to get a report back in 6-8 months to hear some case history of the students who have been helped.

D. BOARD REPORTS

a. Foundation: Nancy Osterlund

Osterlund shared with the board that Sharon Beardsley has resigned after spending many years on the Foundation board because she is moving out of the area. Sharon was the secretary of board and taught classes at the College and was a valuable member of the scholarship committee during her tenure on the board. She will be greatly missed. Nancy told the board

that the committee to discuss the Gift Acceptance Policy will meet next month after Andrea Spirtos attended a conference that will have current information about writing a gift acceptance policy. Ryslinge updated the board on the Student Pandemic Support Fund and its current donation total of approximately \$7,000.00.

b. OCCA Liaison: Rich Emery

Emery informed the board that the OCCA Board Training workshop was rescheduled to September 29th. The next OCCA Board meeting will be Oct. 9th and he will have a report next month. The OCCA annual conference will be a zoom meeting on Nov 4-6.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION ITEMS

a. Fire Impacts

Ryslinge covered the fire impacts in her President's report.

b. Start Date for Fall Term.

Ryslinge explained this item was put on the agenda before the decision was final to continue with the scheduled start date. Fall term will begin as scheduled on the academic calendar.

c. BOE Retreat Outcomes & Next Steps

Ryslinge reminded the board that the retreat needs to be rescheduled, maybe just a 2-hour meeting to review last year's BOE goals and set new goals. Board members present agreed that Saturday 10/10 and/or Saturday 10/24. Ryslinge will send an invite to all board members to establish which of these dates work best.

d. Indigenous Peoples Statements & Actions: Introduce concept.

Ryslinge mentioned she emailed a handout about the topic earlier in the day, she explained the concept is that the institute might consider to develop a land acknowledge statement to be used at major events, such as; commencement, in-service, pearls, etc. A Native Lands Acknowledgement statement recognizes that most of the land Oregon colleges are on were at one time under the ownership of various tribes. A second concept to consider is whether our campus/centers might permanently display a Confederated Tribes of Siletz flag. The process is to establish a committee that has some representation from the college, a board member, local tribe member and come up with a proposal that will come back to the board with specific wording around the land acknowledgement and proposal to display the flag. Ryslinge summarized the handout for board members saying it has a link to an OSU web page that has the history of the tribes. The handout also has three samples of acknowledgements. The Cultural Competency Bill request higher education institutions to think about these things and to go beyond a statement and apply something more visible in nature. Ryslinge asked the board members review the document and have it become a discussion item at the next board meeting.

e. Budget process for Fiscal Changes in 20-21 adopted budget.

Ryslinge explained to the board that as a result of the CARES act funding and some grant funds that have been received, there are additional revenues not reflected in the adopted 20-21 budget. Ryslinge continued to explain changes to the adopted budget can sometimes require the adoption of a supplemental budget. Changes to the adopted 20-21 budget that are less than a 10% increase allow the College the authority and ability to move funds from one account to another. Ryslinge informed the board that a presentation will be made at a future meeting describing the overall and magnitude of changes and at that time the board will decide if they want to let the President & Finance Officer move funds or if they want to see a supplemental budget. The board can ask for a new budget if they feel the changes are significant and formally adopt the new budget in a regular business board meeting. If changes to the adopted 20-21 budget exceed 10% another OR statute needs to be followed and a public hearing on the supplemental budget is required. Ryslinge reminded the board that Phase I of reductions and changes to the budget, included management to forgo their salary increases while classified staff and faculty maintained their increases. Ryslinge continued and shared with the board that some budgeted funds have become available in the personnel category due to changes in PERS expenses. Ryslinge has made the choice to re-instate the management salary increases.

F. ACTION ITEMS

a. Approval of BP 3433 & BP 5040. Chandler moved to approve BP 3433 & BP 5040 Kilduff seconded. All voted in favor. **MOTION PASSED.**

G. ANNOUNCEMENT OF FUTURE MEETING – the Board of Education Business meeting will meet next on Wednesday, October 21, 2020 at 6:00pm via Zoom.

H. ADJOURNMENT at 7:05pm.

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:

Birgitte Ryslinge, PhD
Clerk of the Board