

Oregon Coast Community College
Board of Education Business Meeting Minutes
Wednesday, June 17, 2020
Zoom Meeting: <https://oregoncoast.zoom.us/j/8655516392>
Meeting ID: 865 551 6392

Budget Hearing

A. CALL TO ORDER

a. Board roll call.

Chair Osterlund called the meeting to order at 5:59pm. Board of Education members in attendance via Zoom Meeting #865-551-6392: Jeff Ouderkirk, Debbie Kilduff, Nancy Osterlund, Chris Chandler, Alison Nelson-Robertson, Rich Emery. Excused: Cliff Ryer

B. Public Comment

Chair Osterlund asked for public comment, there was no public comment.

C. Board discussion

Chair Osterlund asked for board discussion, there was no discussion.

D. Close of hearing

Chair Osterlund closed the budget hearing at 6:03pm

Regular Business Meeting

A. CALL TO ORDER

a. Board roll call.

Chair Osterlund called the business meeting to order at 6:04pm. Roll call was taken at the budget hearing and will be used for the regular business meeting.

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Birgitte Ryslinge, Robin Gintner, Dan Lara, Linda Mollino, Dave Price, Ben Kaufmann and Joy Gutknecht.

c. Approval of Minutes.

Ouderkirk moved Nelson-Robertson seconded the motion to approve the budget meeting minutes from May 20, 2020. All in favor. **Motion Passed.**

Emery moved Kilduff seconded the motion to approve the regular business meeting minutes from May 20, 2020. All in favor. **Motion Passed.**

d. Finalize agenda.

None

B. COMMUNICATIONS

a. Written

None

b. Public comment on agenda items.

None.

C. COLLEGE REPORTS

a. President's Report

Ryslingle expressed her appreciation to everyone involved in the planning and organization of the Commencement and Pinning ceremonies held on June 12th. Dave Price provided further information about the commencement event held virtually via Zoom. There were 125 different devices logged into the event, with maybe 2-4 people gathered around to view, as well as the chat feature being used. He estimates 1185 people viewed on Face Book while 800 clicked on the link for the event. Ryslingle shared her thanks to Jeff Ouderkirk for coming to the College to represent the board and especially appreciated that he has been at every Commencement during the 30 years he has served on the board. Ryslingle shared about the Nursing pinning ceremony that was held on the OCCC parking lot with families in remaining in their vehicles. Linda Mollino and the nursing faculty put together a fabulous event that was supported by IT and facilities.

Ryslingle continued her report by notifying the board that OCCC has been approved by the Department of Education to be a Title IV institution and now have an OPEID number and also OCCC has gone live with the new .edu domain which is only given to independently accredited institutions. The OPEID number allows students to choose OCCC when submitting their FAFSA documents.

Ryslingle updated the board on the ERP process. The new ERP will be going live next week. Rich Emery asked about new email accounts for board members. Dave Price explained that the board members can begin using their oregoncoast.edu email account. Robin Gintner gave a brief update on the ERP implementation.

Ryslingle explained how the potential reductions of state funding seem to be getting smaller and might even be less than what we were told and there might be a bit more time before phase two has to be implemented. We have a balanced budget for 2020-2021 and have time to respond to any further reductions. Administration has opened conversation with the union to discuss the financial status the college will be facing in 2021 or subsequent bienniums. Leadership team members were told they are not receiving increases this year and it is anticipated to be across employee classes, yet there is a strong likelihood that may not be the case. Ryslingle stated that she received a phone call that informed her that at the state level labor is not taking reductions in 2021, so decisions are still being worked out.

Ryslingle described several grants that the College received; the OR First Generation Student Success Grant, Ben Kaufmann and the Navigate team completed the application for funds to expand the Navigate program and to broaden student success focus, the Regional Promise Grant for \$92K that helps us to do work around credit and partnering with LCSD, a small library grant for \$3K and some additional funding for Title II.

Dave Price and Dan Lara are working together with the EDALC looking to work with the county to put together a very ambitious grant that would include the other half of the OCCC work center.

Ryslunge shared with the board new staffing positions at the College, the current Interim Dean position has been extended to the end of September/October and the search for candidates will begin soon, the Director of Nursing position is soon to be recruited and will report to Dan Lara. Linda will continue with the College as a consultant probably 10 hours a week. In addition, the foundation coordinator position has been developed, not posted yet, Ryslunge is working with a committee of foundation board members and hope to fill it sooner than later.

Ryslunge explained the CARES Act funding distribution, the funds came through PCC (\$180K) 50% will go to direct student aid in the spring awards that went to students who had completed a FAFSA, the other 50% is in the College budget and is for institution expenses related to COVID in particular technology costs and helping to fund faculty moving to virtual instruction. Next week there will be a discussion with the Foundation about how they can assist with students who are ineligible to receive the CARES act funding.

b. Cultural Competency Update: Ben Kaufmann, Equity & Inclusion Committee Chair

Kaufmann reported on the College's progress on the HB 2864 Cultural Competency Standards. College Council has been designated as the oversight committee because it contains a broad range of institutional perspectives and gives equal weight to administrators, faculty, staff and students. This year our work is setting up the required training and development opportunities, propose institutional wide goals and to prepare the required biannual report that is presented to the board. Recommend mechanisms for assessing how well the institution is meeting cultural competency standards and insures the institutional clearly communicates to new faculty, staff and administrators the institutional commitment to including meeting cultural competency standards. Kaufmann continued by explaining that Cultural Fluency standards were voted in by College Council. The standards are to better meet the needs of students who are underserved. Institutional goals will be created at the Fall In-Service. Kaufmann informed the board members that they will be receiving training information login for SafeColleges from the Human Resource Manager, Joy Gutknecht. Kaufmann shared with the board that faculty and staff are calling all students to check in on them to see how they are doing with the COVID conditions.

D. BOARD REPORTS

a. Foundation: Nancy Osterlund

Osterlund had no report.

b. OCCA Liaison: Rich Emery

The OCCA annual conference is schedule in November at Sun River. Recently OCCA sent a survey asking if people would attend if it was in person and/or remotely based on the survey they should make a decision soon.

c. Other Board Reports

None.

E. INFORMATION AND DISCUSSION ITEMS

a. Update on 2020-2021 Approved Budget: Robin Gintner

Gintner told the board some minor changes, less than \$2K was made to the approved budget. Ryslingle reminded the board they will be voting to accept the approved budget later in the meeting and asked if anyone had any questions. No questions were asked.

b. First Read BP 3440 Service/Assistance Animals

Ryslingle reminded the board now that the College is with the Dept of Education, policy checks are strict, while the College has welcomed service animals there has not been a board policy. BP 3440 will have an administrative policy as well it is currently being created.

c. Cultural Competency Training

Ryslingle informed the board that part of what will be provided to college faculty and staff for Cultural Competency training is available to board members. Board members were instructed to get in touch with Joy Gutknecht to get signed up for SafeColleges.

d. Reopening Framework

Ryslingle discussed and reviewed the handout "E.d. Draft Reopening framework". Ryslingle explained to the board how the College is currently operating under executive orders from the governor's office and within the standards of the OR health authority. After internal discussion with the Executive Team, the reopening framework document was developed and is driven by the college mission and is what the College will do to reopen. The College is required to have an Institutional Plan which will be presented to the Board in August. The plan outlines what the College will do operationally. This reopening framework is the beginning of the Institutional Plan. The purpose of this document is to communicate internally and externally where the college will focus its efforts under the current Pandemic conditions.

e. Select date for retreat

Saturday, September 12th from 10:00am to 2:00pm is selected for the 2020 Board Retreat, the Community Room or outside in the courtyard will be set up for those that can attend in person. Everyone was in agreement. Ryslingle said lunch will be provided, and agenda items will be discussed at the August Board meeting.

F. ACTION ITEMS

- a. Approval of Annual Appointments 2020-Chris Chandler moved approval as presented, Debbie Kilduff seconded. All voted in favor. **MOTION PASSED.**
- b. Approve Budget Resolutions No. 2020-06-01 – Adoption of 2020-21 Budget and Appropriations
- c. Approve Budget Resolution No. 2020-06-02 – Impose and Categorize Taxes for 2020-21

Ouderkirk moved to approve both budget resolutions (b. & c.) Kilduff seconded. Roll call was taken. All voted in favor. **MOTION PASSED.**

d. Adopt Board Policy 3440 Service Animals. Debbie Kilduff moved approval for BP 3440 Rich Emery seconded. All voted in favor. **MOTION PASSED.**

G. **ANNOUNCEMENT OF FUTURE MEETING** – the Board of Education Business meeting will meet next on Wednesday, August 19, 2020 at 6:00pm via Zoom.

H. **ADJOURNMENT** at 7:15pm.

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 black ink that reads "Birgitte Ryslinge". The signature is written in a cursive, flowing style.

Birgitte Ryslinge, PhD
Clerk of the Board