

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, December 16, 2020  
Meeting ID: 986-4819-5110

**Regular Business Meeting**

**A. CALL TO ORDER**

**a. Board roll call.**

Chair Osterlund called the business meeting to order at 6:30pm after the Executive Session. Roll call was taken—Chris Chandler, Rich Emery, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, Jeff Ouderkirk and Cliff Ryer were in attendance.

**b. Welcome.**

Chair Osterlund welcomed OCCC staff in attendance, Joy Gutknecht, Ben Kaufmann, Dan Lara, Marion Mann, Linda Mollino, Andres Oroz, Dave Price, Layton Spence, Birgitte Ryslinge and Kathleen Andrews.

**c. Approval of Minutes.**

Chandler moved, and Ouderkirk seconded the motion to approve the November 18, 2020 meeting minutes. Roll call was taken. 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. Cultural Competency HB2864 Report: Ben Kaufmann, Associate Dean of Student Affairs**

Ben Kaufman updated the board on HB2864. Kaufmann explained how the bill is the result of Oregon students in higher education who shared their experiences at educational institutions in Oregon. These experiences included micro-aggressions, lack of institution resources and lack of understanding from their peers and faculty and staff. Kaufmann explained that the equity work being done is to have support for students, so they have equal chances to succeed. Kaufmann explained how cultural competency is described in the bill. Kaufmann shared that OCCC met the 2019 requirements, and now the requirements for 2020 are due in report form by December 31, 2020. Kaufmann has completed the HB2864 report for 2020 and will submit to the executive assistant to include with the minutes (appended to the end of these minutes). The 2020 requirements were to :

- a) provide continued training and development around cultural competency,
- b) propose institution wide goals that seek to improve the cultural inclusion climate for students, faculty and staff,
- 3) recommend mechanisms for assessing how well the institution meets cultural competency standards, and
- 4) to ensure the institution clearly communicates with new faculty, staff, and administrators the commitment to including cultural competency standards in professional development.

Kaufmann described how OCCC is meeting each of these requirements for 2020. The board expressed their gratitude to Ben Kaufmann for all his work on advancing equity and inclusion at OCCC, and ensuring compliance via the HB2864 reporting.

#### b. Enrollment Update: Dan Lara, Vice President Academic Affairs

Dan Lara presented and discussed the enrollment count for 2020 and how the Spring, Summer and Fall terms had been affected by the pandemic. Lara explained some of the reasons why students dropped their classes. Points covered included: the number of credit students not receiving Pell Grant who dropped doubled in Spring 2020, the largest percentage of students who dropped were 19 years and younger, total drops doubled in 2020 and female students dropped at a slightly higher rate. Lara reviewed with the board FTE throughout the months of the pandemic. Lara noted the student services team has been very active in reaching out to students about registration. Key staff will be working during the three days between Christmas and New Year's to respond to student messages before the first day of winter courses.

#### c. President's Report

Ryslinge thanked Lara for the update on student enrollment and for informing the board how the College is supporting students. A holiday greeting card went out from the President's office to constituents in the community. Ryslinge gave a review of the year which included the following:

- Achievement of accreditation,
- Successful Pearls 2020
- Transition to working and teaching almost 100% remote because of the pandemic,
- Fires in Lincoln County,
- earned Title IV status which enables the college to issue federal financial aid,
- fiscal challenges & a very difficult budget development year
- BDC has been a first responder from the get go for the small businesses of Lincoln County,
- Accessing the CARES act funds which were diverted to PCC
- Migrating the ERP system,
- the issuance of the first OCCC diploma.

Ryslinge expressed her gratitude to all the people of OCCC: administration, support staff, faculty, students, and board members for their dedication to working through every aspect of 2020. Ryslinge reminded the board of the partnership with the Marine Innovation Center which will help to keep moving the work forward and visibility of the work around maritime that we are trying to do ourselves. It may advance our curriculum development and build on the welding for maritime offerings as well as possibly providing support for the WERC facility. Ryslinge checked in with the Board that there is still a bond in our future for the WERC facility.

### **D. BOARD REPORTS**

#### a. Foundation: Nancy Osterlund

Osterlund shared with the board that the employee giving campaign is at 30% of employees donating. A year-end appeal was launched by sending a holiday card. Former employee Wendy Williams, the spouse of prior professor at the college who supported the Williams Lecture Series passed and left her PERS account to OCCC. Another inheritance was left to the college of over \$200,000. The first issue of a Foundation e-newsletter will be sent out in January. Pearls will be held virtually on Saturday, March 6<sup>th</sup>.

#### b. OCCA Liaison: Rich Emery

Emery reported to the board that at the OCCA meeting HECC shared that they are ready to go with the transfer map for business majors. HECC is also working on securing common course numbers between community colleges and universities. The OSBA reported that 63% of elementary and high school students are not taking in person classes. There is legitimate concern to the long-term impact of this statistic and how it may affect community colleges. Emery reported to the board the importance of the board's awareness of equity and inclusion and noted the timeliness of Kaufman's report tonight. The presenter at the last OCCA meeting suggested the board needs to ask the right questions about equity and inclusion, and a way to look at it is that

board members “need to get comfortable with being uncomfortable.” There is no OCCA meeting until February so he will not have a report in January.

c. Other Board Reports

None.

**E. INFORMATION AND DISCUSSION ITEMS**

a. Review Process for Zone Boundaries (ORS 341.175)

Ryslinge reminded the board that 2020 was a census year, and there is an OR statute that requires a review, and if necessary the adjustment of zone boundaries within a district to make them as nearly equal as possible as is feasible according to the latest federal census. The Lincoln County clerk does not believe our boundaries have been reviewed since OCCA was formed in 1987. Ryslinge shared a count by zone of registered voters that was provided by the Clerk’s office. The process begins by reviewing the census numbers, when they become available. Depending on the results of that review reworking of the zones to create more equal distribution of population might ensue. The county clerk’s office has offered to assist the board in the process. Dana Jenkins, County Registrar requests that when and if the board decide to change boundaries, they go along with existing precinct boundaries similar to how the school district and library recently adjusted their boundaries. Ryslinge shared the current zone map, which is very difficult to read and at the end of the review process a new map using modern mapping software can be generated. Ryslinge summarized that she will support the board as they go through the process and is confident it can be completed in 2021. In addition, Ryslinge shared that she was in contact with OCCA about board zones and some boards have at-large seats. The board agreed that when the census data is received by Ryslinge she should come to them to begin the process.

**F. ACTION ITEMS**

a. Approval of President Ryslinge’s performance/accomplishments and compensation.

Chandler moved to approve, and Emery seconded a motion for President Ryslinge to receive a onetime payment of \$15,000.00 for meritorious achievement, up to 500 hours of unused vacation payout at separation and review of President Ryslinge’s total compensation package in Fall 2021. The compensation committee is pleased to recognize President Ryslinge’s continued outstanding leadership in acquiring Accreditation, meeting challenges, problem solving, team building, and forming community connections. Roll Call was taken. All were in favor.

**MOTION PASSED.**

**G. ANNOUNCEMENT OF FUTURE MEETING** – the Board of Education Business meeting will meet next on Wednesday, January 20, 2021 at 6:00pm via Zoom.

**H. ADJOURNMENT** at 7:51pm.

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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



## HB 2864 - Cultural Competency at Post-Secondary Institutions

Report submitted by: Ben Kaufmann

Title: Equity and Inclusion Chair and Associate Dean of Student Affairs

Contact Information: 541-867-8512, ben.kaufmann@oregoncoast.edu

Date submitted: 12/10/20

The following document summarizes Oregon Coast Community College's efforts to meet the December 31, 2010 expectations of HB 2864, Cultural Competency at Post-Secondary Institutions.

| SECTION 1                      |  |                                     |   |
|--------------------------------|--|-------------------------------------|---|
| December 31, 2019 Requirements |  |                                     |   |
| #                              | Text from Legislation  | Status (met, in development, unmet) | Institutional Summary   |
| 2                              | Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of, cultural competency standards for the public institution of higher education and the institution's employees. | Met                                 | <ul style="list-style-type: none"> <li>• College Council serves as the oversight committee for the implementation for the cultural competency standards at OCCC.</li> <li>• <a href="https://www.oregoncoastcc.org/occc-college-council/">https://www.oregoncoastcc.org/occc-college-council/</a></li> <li>• Recommendations will be brought to College Council and the Executive Team by the Equity and Inclusion Committee (E&amp;I). E&amp;I has a monthly spot on the College Council agenda.</li> <li>• Both College Council and E&amp;I report to the President.</li> <li>• These two governing bodies will provide oversight for the implementation of the 2020 requirements.</li> </ul> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Oregon Coast Community College is addressing HB 2864 requirements in partnership with the Oregon Rural Colleges Consortium: sharing resources and best practices.</li> <li>• Spring 2019 campus climate survey of staff, faculty, and administrators.</li> <li>• Microaggressions presentation at the Spring 2019 college-wide in-service.</li> </ul> |

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|              |   |     | <ul style="list-style-type: none"> <li>• Rainbow Riot LGBTQ+ awareness event presented by Associated Student Government Spring 2019.</li> <li>• Unconscious Bias and Understanding Transgender College Students presentation at the Fall 2019 college-wide in-service.</li> <li>• Equity and Inclusion Fall in-service activity 2020.</li> <li>• Equity book club for College staff created in Spring 2020.</li> <li>• Spring 2020 student campus climate survey.</li> </ul> |
| 2(a)<br>2(b) | Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students. | Met | <ul style="list-style-type: none"> <li>• College Council has representation from students, staff, faculty and administration.</li> <li>• Each classification has a proportional number of voting members on College Council. The voting membership includes four members of classified staff, eight members of faculty, three members of administrators, and one member of Associated Student Government.</li> </ul>   |

### December 31, 2020 Requirements

| #    | Text from Legislation  | Status (met, in development, unmet) | Institutional Summary  |
|------|--|-------------------------------------|--|
| 2(c) | Require that the institution provide continuing training and development opportunities that foster the ability of the institution's faculty, staff and administration to meet cultural competency standards. | Met                                 | <ul style="list-style-type: none"> <li>• Oregon Coast Community College has provided staff and faculty with training and professional development opportunities in the area of cultural competency through Fall and Spring in-service and College Council. In previous in-services, Oregon Coast Community College has had session on microaggressions, unconscious bias, and collaborations with leadership from the Confederated Tribes of Siletz Indians. The Equity and Inclusion Committee and Oregon Coast Community College Administration will continue to provide these types of engaging, interactive opportunities for staff and faculty.</li> <li>• Because not all faculty and staff can attend in-service events, Oregon Coast Community College has also implemented SafeColleges training on the topics of diversity and inclusion as mandatory training for all employees. Additionally, OCCC will add SafeColleges training on Implicit Bias as mandatory training starting in 2021. This will also ensure that all staff and faculty have a baseline of training and vocabulary.</li> </ul> |
| 2(d) | Propose institution-wide goals that seek to improve the cultural   | Met                                 | Oregon Coast Community College has adopted two institution-wide goals:   |

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|      | inclusion climate for students, faculty, staff and administration from diverse backgrounds.  |     | <p><i>1. A college infrastructure that dismantles barriers to student access and success. Some populations are disproportionately impacted.</i></p> <p><i>2. OCCC will have an environment that is welcoming and inclusive to all students and staff.</i></p> <p>These goals were created by a process beginning with a student panel at Fall in-Service 2020. The students were asked questions regarding their successes and challenges at OCCC. Next, all OCCC staff and faculty met to brainstorm ways to address these barriers. Once the suggestions were collected and broad categories were created, staff and faculty were asked to prioritize which areas were most important for the college. Lastly, the Equity and Inclusion Committee formed the draft institutional goals from the prioritized categories.</p> <p>Each institutional goal has draft strategies and associated learning outcomes that are currently being reviewed and refined by the Equity and Inclusion committee along with college executive leadership. These learning outcomes will be used to assess the status of progress made towards the institutional goals.</p> |
| 2(e) | Require preparation of a biennial report that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this legislation. | Met | <ul style="list-style-type: none"> <li>Ben Kaufmann, Equity and Inclusion Committee Chair, presents to the board in the Fall and Spring terms each academic year on progress made towards the HB 2864 requirements.</li> </ul>  |
| 2(f) | Recommend mechanisms for assessing how well the institution meets cultural competency standards.   | Met | <ul style="list-style-type: none"> <li>Oregon Coast Community College implemented a staff and faculty campus climate survey spring of 2019 and a student campus climate survey spring of 2020 to create a baseline. Going forward, surveys will be administered on a regular schedule (TBD).</li> <li>These surveys will be used to inform additional professional development opportunities provided by</li> </ul>   |

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|      |   |     | <p>the college as well as equity related student success initiatives.</p> <ul style="list-style-type: none"> <li>• Additionally, Oregon Coast Community College will use assessment from in-service activities and SafeColleges training to assess the institution's progress on meeting cultural competency standards.</li> </ul>  |
| 2(g) | <p>Ensure that the institution clearly communicates to new faculty, staff and administrators the institution's commitment to including meeting cultural competency standards in professional development.</p> | Met | <p>Oregon Coast Community College includes mandatory SafeColleges diversity and inclusion training in its new employee orientation process. OCCC is currently implementing a new employee onboarding system that will allow the Equity and Inclusion Committee to have additional input on the process.</p> <p>All position announcements at OCCC include the following:</p> <ul style="list-style-type: none"> <li>• Oregon Coast Community College is proud to be an equal opportunity employer. We strive to recruit, develop and retain the most talented people from a diverse candidate pool, and we encourage applications from persons with varied backgrounds and perspectives.</li> <li>• For faculty: Creating an inclusive classroom environment that is sensitive to and respectful of student diversity.</li> </ul> <p>Oregon Coast Community College leadership has released the following statement addressing equity and inclusion:<br/> <a href="https://oregoncoast.edu/college-statement-on-racial-injustice/">https://oregoncoast.edu/college-statement-on-racial-injustice/</a></p> |