

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, March 17, 2021  
Meeting ID: 937-0674-9064

**Regular Business Meeting**

**A. CALL TO ORDER**

a. Board roll call.

Vice-Chair Chandler called the business meeting to order at 6:07pm. Roll call was taken– Chris Chandler, Rich Emery, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, and Cliff Ryer were in attendance. Jeff Ouderkirk was excused.

b. Welcome.

President Ryslinge welcomed Conor Delaney from Pauly Rogers & Co who will present the audit report this evening. Ryslinge also welcomed the OCCC staff in attendance, Crystal Bowman, Robin Gintner, Joy Gutknecht, Ben Kaufmann, Dan Lara, Linda Mollino, Andres Oroz, Chris Rogers, Spencer Smith, and Kathleen Andrews.

c. Approval of Minutes.

Chandler moved, and Nelson-Robertson seconded the motion to approve the February 17, 2021 business meeting minutes. All approved. **Motion Passed.**

d. Finalize agenda.

Ryslinge asked if the audit results could be done first and then facilities second.

**B. COMMUNICATIONS**

a. Written

None.

b. Public comment on agenda items.

None.

**C. COLLEGE REPORTS**

a. 19-20 Audit results: Conor Delaney, Pauly Rogers & Co.

Conor Delaney began by letting the board know there are three separate reports that he will discuss. He began with the audit opinion letter included on page one of the Financial Report where the firm agrees that the financial statements are fairly stated. There is also a short letter to the governing body that provides a summary of the audit results for the 19-20 year and a separate management letter with recommendation on the software. The governing body letter states the purpose of the audit which is to issue an opinion. The letter also describes the process used to collect data to arrive at their opinion. The letter provides an unqualified opinion stating that the financial statements are fairly stated in association with generally accepted accounting principles and auditing standards and Oregon municipal audit law. Conor thanked Robin Gintner and the accounting staff for all they did to assist with the audit. While the statement regarding the ongoing issue with the SharkNet financial system, there were no other issues noted within the statement of standards. As soon as the new software is fully implemented the comment relating to outdated software will be removed from the management letter. Conor explained the best practice for credit card approval levels, whoever reviews and approves credit card statements should be at the same level or higher. Ryslinge asked about when the statement about the software would be removed from the audit report, given that we are still in transition during 20-21. Conor replied if the

College is already in the process of fully implementing the new software and as soon as the transition phase is started the statement can most likely be removed.

#### b. Facilities and Deferred Maintenance

VP Gintner introduced Chris Rogers, Director of Facilities and Safety and explained that they will be presenting the first of what will become an annual report in December or January on facilities and maintenance and will serve as a precursor to the budget season. The presentation will include an overview of the facilities and the major equipment systems that we see in the buildings that make up OCCC. The presentation will include a look at maintenance, preventive maintenance, deferred maintenance and how they are tracked, and a look briefly at the deferred maintenance projects accomplished last year and those slated for Spring and Summer and wrap up with information on the facility maintenance budget. Gintner provided specifics about the OCCC buildings. Rogers explained that there is a web-based software program that is used to track maintenance and organize deferred and preventative maintenance. The major maintenance projects are entered into the system and then generates email notification of the maintenance that is due. Rogers explained what deferred maintenance means and described several projects that are considered deferred maintenance. Rogers shared with the board due to the COVID Pandemic the maintenance team was able to get to many deferred maintenance projects since more staff were working remotely, the buildings were emptier than usual. Rogers said he is very grateful to the three maintenance team members for their dedication and hard work. Rogers informed the board of some of the Spring and Summer projects including a fire fuel management project in collaboration with EENW – the managing party for Wilder and the surrounding properties. Gintner informed the board that Rogers prepares a cost analysis of deferred maintenance projects and plans out when the various projects need to be completed. In looking at the deferred maintenance that needs to be completed between now and 2025 the College will need about \$600K to cover everything. Given what the State's economy may look like in the coming years, coming up with \$600K between now and 2025 is probably not realistic. Gintner continued by explaining that the first approach is to continue to evaluate the condition of the building and the systems to look for places where less critical projects can continue to be deferred until funds become available. Gintner also mentioned that the State has discussions in every biennium about funding colleges with deferred maintenance dollars since all of Oregon schools are faced with this same funding issue. Gintner shared with the board that some schools will take out a basic bank loan for immediate deferred maintenance projects. Getting a bank loan is something that could be considered, as currently there is nothing on the list that is so exorbitant that a bank loan would not be an option for it. Gintner concluded that as the budget develops various strategies will be considered for building a reserve over time for maintenance projects. Ryer reminded everyone about the September forest fires on the coast and asked if the current air handlers could be swapped out to HEPA filters and are HEPA filters kept on hand to maintain air quality at the College? Rogers addressed the question by describing the current filter ratings and stated the current filters have been solid up to this point and have the highest rating. Ryslinge thanked Gintner and Rogers for their time in preparing their report and appreciates the complexity of what they do.

#### c. President's Report

Ryslinge shared with the board that OCCC's allocation of the CARES 2 pandemic funding that went to higher education was once again mingled with Portland Community College funds. After some negotiation and discussion about the formula used to get to the final amount, a \$480K one-time federal funding pandemic COVID related relief will be coming from PCC within the next couple of weeks. A legal Memorandum of Understanding has been agreed upon. Ryslinge informed the board that the third phase of federal stimulus funding for Higher ed is currently in the works.

Ryslinge was happy to announce to the board the OCCC All Oregon Academic Team members, Melissa Hernandez-Pacheco majoring in public health along with Cora Kehr who is studying biology. Both are earning an OR transfer degree. Ryslinge noted that SBDC is having their accreditation visit at the end of the month. Also, the NWCCU Ad-hoc report is in the works, Dan Lara with the help of others is preparing the report that will address technology infrastructure and will be shared with the board next month. Ryslinge added that Dave Price is hosting the state legislative town hall meetings that will be both virtual and appropriately distanced on site. Ryslinge updated the board on the current communications between the 17 OR Community College and the Higher Education Coordinating Commission around what fall will look like and what point we will expect to transition. The current guidelines have not changed but might possibly change by the end of April.

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

##### a. Foundation: Nancy Osterlund

Osterlund updated the board with the Pearls of Wisdom final fundraising efforts of \$42,455. The foundation received two major in-kind donations, one being a welding machine for the welding program and a Michael Gibbons statue valued between \$2K-\$5K. The next newsletter will be sent on April 15<sup>th</sup>. Scholarship due date has been moved up to March 19<sup>th</sup>.

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

Emery shared that OCCA does not meet again until April.

##### c. Other Board Reports

None.

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

##### a. 21-22 budget Development Process – Robin Gintner

i. Calendar – Gintner described the calendar dates and informed the board about the process of budget development that is in the works. Gintner shared that this is the time of year, in March, which focuses on developing budget assumptions and defining the cost escalators and expenditures. Supervisors are working with faculty and staff to prioritize needs in their areas. The Executive Team is discussing strategic priorities and exploring grant opportunities. In April/May forums will be held along with budget advisory committee meetings. State level of CC funding will not be known until mcu later, as always, even potentially after our mandated budget adoption date in June..

ii. Consideration of tuition and fees – Ryslinge reviewed with the board that in accordance with Board Policy and as part of the budget development process tuition and fees must be determined as part of the budget assumptions. Ryslinge shared considerations that are involved in the decision to raise tuition and fees. Ryslinge suggested to the board that despite rather chronic revenue shortfalls, for this upcoming year a freeze on tuition and fees be put in place and to look for other ways to address the shortfalls. This takes into consideration the very difficult year experienced by Lincoln County and students, along with the 17% drop in enrollment. A tuition freeze will be Ryslinge's approach unless the board gives direction to work up a minimum tuition increase based regional price indices. Board members expressed support for a freeze tuition, several stating is not a good time to add to student burdens.

##### b. Mission Statement review – Birgitte Ryslinge & Ben Kaufmann

Ryslinge gave some history of the OCCC Mission Statement and the recent review process held at Fall In-Service

along with other surveys where feedback concluded that although the current Mission Statement is well crafted and aligned, it could be more direct in speaking of equity. Ryslinge introduced Ben Kaufmann from the Equity and Inclusion Committee who gave a more detailed report of the process the Equity and Inclusion Committee took to come up with the two alternatives for a slightly revised Mission Statement being presented to the board to consider. Ryslinge reminded the board the vote for one of the statements will be held next month. The board briefly shared comments about the two proposals. Kaufmann shared the committee's thoughts on both statements. Emery brought up the question "What is meant by Equity". Ryslinge explained that much of the language in the mission statement is open to interpretation, and the College's meaning is expressed within the Core Theme definitions, including equity. When asked which version committee might have been more supportive of, Kaufman explained there was not a "vote," but that the discussion reflected slightly greater support for the "outcomes" version. Nelson-Robertson thanked Ben Kaufmann and the Committee for all their work on the proposals.

c. First Read Curriculum Approval: Associate of Science Transfer – Computer Science (AST-CS) – Dan Lara

d. first Read Curriculum Approval: Associate of Arts Oregon transfer- Elementary Education (AAOT-Elementary Ed) – Dan Lara

Lara explained the transfer degree and the associate of science degree at OCCC and the 2017 HB 2998 legislative assignment for OR Community Colleges and Universities to facilitate student transfer. The goal is minimal loss of credit and everyone comes in as a junior in the student's major. The Computer Science pathway and the Elementary Education pathway are the first of these mappings that OCCC can offer to students. Lara told the board that the Lincoln County School District is very supportive of these courses for their students.

e. Update to Reopening Framework

Ryslinge gave some history about the Reopening Framework that laid out the principles and assumptions about how the college would operate during the time of the pandemic. The current framework needs to be updated to have the capacity to allow for ongoing planning for summer and fall. The Executive Team and All Managers Group identified places that needed to be changed and key areas where a modest change in direction would need to take place. Emery asked if after adoption of this Framework does it go on to another authority. Ryslinge answered it does not.

f. Lincoln County School District Joint Board Meeting October 2021

Ryslinge asked if meeting in October with LCSO would be a good date for them, it will be hosted by OCCC BOE and potentially held on one of the already scheduled BOE business meetings, if the Board is amenable. The Board should decide if they want to have this joint meeting instead of their regularly scheduled meetings, or for it to be held before the BOE meeting.

**F. ACTION ITEMS**

a. Approval of Update to Reopening Framework.

Chandler moved and Nelson-Robertson seconded the approval of the Updated Reopening Framework, all in favor. MOTION PASSED.

**G. ANNOUNCEMENT OF FUTURE MEETING** – the Board of Education Business meeting will meet next on Wednesday, April 21, 2021 at 6:00pm via Zoom.

**H. ADJOURNMENT** at 7:29pm.

*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