

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
Wednesday, February 17, 2021  
Meeting ID: 982-8961-2240

**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, Alison Nelson-Robertson, Nancy Osterlund, Jeff Ouderkirk and Cliff Ryer were in attendance.

b. Welcome.

Chair Osterlund welcomed OCCC staff in attendance, Crystal Bowman, Robin Gintner, Dan Lara, Linda Mollino, Andres Oroz, Dave Price, PT Faculty Member Marion Mann, Birgitte Ryslinge and Kathleen Andrews.

c. Approval of Minutes.

Chandler moved, and Nelson-Robertson seconded the motion to approve the January 26, 2021 business meeting minutes. Six in favor, Kilduff abstain. **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. CTE Focus: Dan Lara, VPAA, Crystal Bowman, Director of Nursing & Dave Price, Vice President Engagement and Entrepreneurship (VPEE)

Lara began by describing Workforce Wednesday as an opportunity throughout the month of March for Oregon Community Colleges to showcase their CTE programs to local legislatures and to emphasize the importance of what community colleges do in relation to creating workforce that drives economic development in Oregon. Lara then introduced Crystal Bowman, (started with OCCC in September) Director of Nursing and Dave Price, VPEE. Bowman provided historical data on graduation, enrollment and after graduation employment. She described an arrangement OCCC has with Lincoln County hospitals to hire OCCC nursing graduates. The program is an important tool for retention and focuses on increasing the number of health care professionals in Lincoln County. Skills in simulation is of increasing importance. There has been an increase in requests for the LPN to RN option from both inside Lincoln County and outside Lincoln County. Bowman and Lara are considering the LPN to RN pathways, along with ways for Medical Assistants, Nurse Assistants and EMT students to transition easily into other medical programs or even the nursing program. Bowman and Linda Mollino recently met with Samaritan North Lincoln Health District Board to create new partnerships in the mental health care system and

substance abuse programs. Bowman replied to a question about attention to cultural competency within nursing education, she explained that it has been thought about in many ways including within the nursing curriculum as well as increasing diversity within staff and student population. Currently the program is considering a possible change in the future to more of a concept-based curriculum with culture and diversity as a major concept. Bowman replied to a question about partnership with law-enforcement. Bowman explained that recently she has been in communication with the emergency management coordinators at both Samaritan North Lincoln and Samaritan Pacific who are putting together a very wide spectrum emergency management drill this summer which will bring together law enforcement, fire, EMT and hospitals to discuss how the different entities can work together. Dave Price then showed the nursing video that was created for CTE month, and the Board expressed their appreciation of the quality of the content.

b. Small Business Development Center: Dave Price, VPEE

Dave Price described the current makeup of the SBDC team and went to outline the many ways the SBDC assisted small businesses during through the now year long COVID pandemic. Price shared data on the number of small business interactions with the SBDC team of which the majority were virtual events. The SBDC had 43 students enrolled in its 2020 small business management course, the highest number of students in a cohort since they began. The SBDC also played a new and critical role acting as the grant disbursement entity for \$900K in Lincoln County small business grant funds (from Governor's office) to be issued before the beginning of 2021. The SBDC and North West Oregon Works (local WIB) assisted the county by building an application, notifying small businesses county wide and volunteering to be the fiscal agent. The checks, between \$1,800 and \$8,000, were issued and delivered to SBDC on December 23rd where Price had the pleasure of stuffing into envelopes and mailing to businesses before the New Year. Finally Price informed the board that Governor Brown's proposed budget for 21-23 includes a \$2.6 Million reduction from the current \$4 million budget for the statewide SBDC network.

c. FY 19-20 Financial Wrap-Up: Robin Gintner, VPAS

Robin Gintner reviewed with the board how the financials finished up last year with year-end balance slightly higher than projected in the general fund. As 19-20 unfolded, some grants were awarded and funded costs for portions of salaries for staff now working on grant outcomes.

The debt service fund ended the year within projections for income and expense. The bookstore ended the year under projections, as it was particularly hard hit by the pandemic closures. The internal services fund came in a bit under budget. Balances in the ERP implementation reserve fund are close to fully expended.

Gintner stated that the audit is almost completed and that the auditors could be present at the next board meeting via zoom, the board agreed and will review audit documents for discussion next month.

Financials for 20-21

Gintner reviewed the general fund for last quarter, December 2020. Gintner noted the transition between the two ERP systems (SharkNET to Campus Management) have made year to year comparisons very challenging. She reminded them the grant fund is established far in advance of actually being awarded grants, and so the YTD comparisons of budget to actual are not particularly meaningful. The debt service fund is well within projections the bookstore was again limited to book sales and will not get anywhere near where it was budgeted, the internal service fund has significantly lower income and although there are more unemployment claims than usual the fund will be able to cover expenses due to its decent fund balance, the reserve fund has a minimal amount that is being used to pay implementation costs to Anthology.

#### d. President's Report

Ryslinge reminded the board that February is CTE month and suggested they take a look at the enhanced OCCA website. The executive team is reviewing the assumptions for the Re-opening Framework, initially developed in Spring 2020, and will bring an updated Framework for 21-22 to the board soon. The accreditation ad-hoc report addressing the Information Technology Infrastructure Plan is due on March 19<sup>th</sup>, and Vice President Lara Dan is developing the report which will be shared with the board upon its submission to the NWCCU. Ryslinge was happy to report the property in Waldport was sold at \$170K. Ryslinge discussed the next wave of pandemic funding and how OCCC will receive the distribution. The transition between the current Student Earn and Learn (SEAL) program to the Federal Work Study program will occur for the 21-22 academic year and more funds will allow for more students to participate. Ryslinge was asked whether she has received any guidance about faculty and staff of education institutions having priority for vaccination schedules. Ryslinge responded that the plan in place does not as yet prioritize higher education there is just not sufficient supply to pull out the higher education group for and so employees and students are in the general population priority groups. Some individuals at the college have fallen within the priority groups for other entities, for example Nursing staff and students, and some employees that work with LCSD students have already been offered the vaccine.

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

##### a. Foundation: Nancy Osterlund

Osterlund shared that the Foundation board is very busy getting ready for Pearls of Wisdom, if you have not purchased your tickets yet, the deadline is February 24<sup>th</sup>. They have received \$14K worth of sponsorships for Pearls. The event will be virtual this year "An Evening Nearly at the College."

The Foundation has now received the GuideStar platinum award, which is a rating for non-profits. Platinum is the highest level possible and is something that can be noted on grant applications as indications that the Foundation and funds are well-managed. It also equates to higher % of proceeds via Amazon Smile.

Osterlund was happy to report that a new scholarship for an AQS student has been established and funded. Scholarship applications are due in March and scholarships will be awarded in April.

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

Last month's OCCA Board meeting continued a focus on diversity, equity, and inclusion (DEI) and the role of Boards in ensuring that the College is moving in a good direction for DEI. One area to consider is the diversity of the Boards themselves. Emery noted that when there are vacancies on the Board, perhaps Board members should look beyond their own networks to encourage people to run for the Board. OCCC could look to other community organizations and encourage involvement with the College such as running for a Board seat or invite them to be included on various sub-committees created by the board, such as the budget committee. Emery reported that an interesting point made by the presenter was "if you have a brain you have bias". Emery reminded board members he forwarded a guided pathways webinar to them and the second webinar will take place February 26<sup>th</sup> at noon, the webinar can be found on the OCCA website. Emery shared that the rebalancing of the district through the census was discussed at the last OCCA meeting and reflected the information already shared by President Ryslinge. Finally, the 19-20 OCCA audit was completed, and it was a clean audit.

c. Other Board Reports

None.

**E. INFORMATION AND DISCUSSION ITEMS**

None

**F. ACTION ITEMS**

a. CTE Board Resolution.

Osterlund read the CTE Month Resolution 2021-02-01. Ouderkirk moved to approve and Kilduff seconded. Roll call was taken, all in favor. MOTION PASSED.

**G. ANNOUNCEMENT OF FUTURE MEETING** – the Board of Education Business meeting will meet next on Wednesday, March 17, 2021 at 6:00pm via Zoom.

**H. ADJOURNMENT** at 7:34pm.

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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