

Oregon Coast Community College
Board of Education Budget Meeting Minutes
Wednesday, May 19, 2021
Zoom Meeting ID: 947 4272 3874

BUDGET COMMITTEE MEETING

I. Call to order

OCCC Board of Education Chair Nancy Osterlund called the meeting to order at 6:02 p.m.

II. Roll Call

Budget Committee members in attendance: David Bigelow, Chris Chandler, Richard Emery, Richard Fetrow, Sandy Gruber, Kaitlin Hart, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, Jeff Ouderkirk, Sandy Roumagoux, Cliff Ryer, Billie Jo Smith.

Quorum established.

Other attendees: Birgitte Ryslinge, Robin Gintner, Linda Mollino, Dan Lara, Dave Price, Spencer Smith, Layton Spence, Marion Mann, Andres Oroz, Crystal Bowman and Kathleen Andrews.

III. Elect Chair of Budget Committee

Chandler moved Emery seconded the nomination of Sandy Roumagoux as Chair. Ouderkirk moved to close nominations, Smith seconded. All voted in favor. Motion passed. Sandy Roumagoux was voted in as Chair.

IV. Review budget process, timeline, roles

Roumagoux welcomed all present and asked Ryslinge to review the budget approval process, timeline and roles. Ryslinge introduced and welcomed a new member of the budget committee, Kaitlin Hart and thanked all members for their service on the committee. Ryslinge summarized the OR Budget Process for Public Entities and explained as in previous years, the Budget Committee is conducting the public hearing and will review, provide input, and once satisfied, approve the preliminary OCCC budget this evening or at a subsequent meeting if more time is needed. The preliminary budget was developed by the president and budget officer with input and guidance from multiple college stakeholders. Once approved, the president and budget officer will finalize the preliminary budget (as final numbers become available) and present it to the Board of Education for its adoption at its next regularly scheduled meeting. If the preliminary budget is not approved tonight, the Budget Committee will be invited back on May 26th for additional discussion/deliberation. Ryslinge asked if anyone had any questions, none were proposed.

V. Fiscal Strategies for 2021-2023 Biennium

Roumagoux then asked President Ryslinge about the Fiscal Strategies. Ryslinge explained to the committee that the strategies were combined with the budget message and will be explained at that portion of the meeting. Ryslinge referred the committee to the OCCC Budget Development Process document and the Budget Calendar.

VI. Presentation of the proposed 2020-2021 OCCC Budget

President Ryslinge presented a summary of the principals and strategies of the proposed 2021-2022 budget, referencing the President's Budget Message section of the budget. This budget is at once reactive and proactive. It is reactive in that the College has had an unprecedented year with the effects of the pandemic with impacts on students, staff and on finances related to enrollment declines. At the same time there has been unprecedented federal support to allow the backfill of expenses of the institution and render direct aid to students. In addition, two other major conditions give complexity to the budget. As anticipated, the College achieving independence (February 2020) has necessitated, continuing investment in infrastructure and staff. These increases have been gradual over the last biennium and continue into the next, mainly in student affairs, financial operations, and instruction. Prior to independence, the College contracted with other institutions to handle student records, registrar functions and financial aid functions and now the College requires staffing for these jobs. The second condition with major fiscal impact is replacement of the ERP (previously SharkNet/RogueNet, now replaced by Anthology Campus Management). This transition required major outlays and duplicate expenditures during the last biennium. We are pleased that in this next budget, those duplicate systems, and implementation costs, do not carry forward.

The budget includes the continued implementation of the Five Big Ideas strategic plan, which emphasizes programmatic expansion to meet community needs. Prior environmental scanning revealed demand for expanded offerings in CTE, science, distance learning and more. In conditions of expansion, the fiscal model in Oregon typically requires the subsidizing of expansion in offerings, as state funding is based on the previous three years of enrollment.

The proposed budget adopts the strategy of using one-time funds (primarily federal relief) to address the general fund gap that resulted from enrollment declines. This allows the planned investment in expanded programming to continue, and ultimately achieve self-sustaining enrollment levels above those that existed prior to the pandemic. The budget also provides expanded marketing and student outreach funding, to drive enrollment growth by making potential students aware of the expanded options at OCCC.

Ryslinge continued describing the funding model and financial resources of the College as described in the document *President's Budget Message 21-22*. The Board of Education and President agreed to forgo the normal increase tuition for 21-22. Ryslinge noted that while enrollment dropped in the past year, the completion rate has increased.

Ryslinge moved on to the Federal Stimulus portion of the *President's Budget Message 21-22*, describing the sources and impact of federal assistance funding for both 2019-21 Biennium and 2021-23 Biennium. Ryslinge also explained the atypical distribution method for OCCC, with our federal funding flowing first to PCC and then distributed via an MOU. This occurs because of OCCC's prior federal standing as a branch campus of PCC prior to independence.

Ryslinge noted the proposed budget remains designed to fulfill the College Mission. The federal funds and other savings are used to balance the budget which does include a significant

structural deficit. The plan is to fulfill the education plan by supporting the robust programs that are currently available as well as new programs being added which will allow the College to succeed. The leadership team believes the review and cost reduction process they went through last year and the reductions of spending have otherwise strengthened the fiscal standing of OCCC.

Ryslinge reviewed the Five Big Ideas Strategic Framework and the progress of each and continued reviewing the President's Message with the committee.

Ryslinge turned the meeting over to Robin Gintner, VP Administrative Services who explained the proposed budget to the committee. Gintner reviewed each page with explanation of comments in the notes section of the budget pages. Gintner welcomed questions and answered several that were asked by committee members.

The committee thanked Gintner for her time, effort and explanations.

VII. Public Comment

Ryslinge shared with the committee that public notice for the virtual budget meeting was made available in newsprint and on the College website. The public was provided with contact information and instruction to send any comments to ea@oregoncoast.edu by 6:00pm May 19th. Roumagoux asked the audience if there were any comments on the budget document. No comments from the public were received.

VIII. Discussion Roll call was taken, and all budget committee members agreed to approve the proposed budget.

IX. Approval of proposed budget or announcement of next meeting

Ouderkirk moved and Bigelow seconded, all voted in favor, and motion passed to approve the OCCC 2021-2022 preliminary budget as presented.

X. Adjournment

The Budget Committee Meeting adjourned at 7:28 pm.