

Oregon Coast Community College
Board of Education Business Meeting Minutes
Wednesday, March 16, 2022
Held virtually - Meeting ID: 945-5442-2086

Regular Business Meeting

A. CALL TO ORDER

a. Board roll call.

Chair Chandler called the business meeting to order at 6:00pm. Roll call was taken. The meeting was held virtually with an in-person option. Board members in attendance were Chris Chandler, Rich Emery, Nancy Osterlund, Jeff Ouderkirk and Cliff Ryer. Debbie Kilduff and Alison Nelson-Robertson were excused.

b. Welcome.

President Ryslinge welcomed other attendees:

Kathleen Andrews, Executive Assistant

Robin Gintner, VP Administrative Services

Dan Lara, VP Academic Affairs;

Andres Oroz, VP Student Affairs

Dave Price, VP Engagement & Entrepreneurship;

Marion Mann, PT Faculty Member

Miche Dreiling, American Federation of Teachers

Crystal Bowman, Director of Nursing

Joy Gutknecht, Director of HR

Chris Rogers, Facilities Director

Spencer Smith, Director of IT

Andi Spirtos, Foundation Development Director;

Morgan Cawley, OCCA Director

Karen Smith, OCCA Legal

c. Approval of Minutes.

Chandler asked for approval of the February 16, 2022, business meeting minutes. Ouderkirk moved to approve, Ryer seconded the motion. Three were in favor one abstained.

d. Finalize agenda.

President Ryslinge notified the board that the College Report on OCCC STEP Program has been cancelled and will be rescheduled for another board meeting.

B. COMMUNICATIONS

a. Written

No written communication.

b. Public comments.

Marion Mann asked board members to confirm their email address for correspondence. Marion informed the board that faculty contract negotiations has started mediation, in addition she informed the board that the faculty has started a public information campaign about the challenges the faculty face at OCCC.

Miche Dreiling addressed the board and asked the board to confirm the best way to contact board members. President Ryslinge shared that the preferred method of contact with board members is through their college email account and any communications regarding college business should be made through the college account. Several changes in college email addresses (related to independent accreditation) have occasionally impacted Board member access to email. If there are difficulties getting in touch with board members, the executive assistant can be reached at ea@oregoncoast.edu and will facilitate the communication.

c. Appreciation and Farewell: Cliff Ryer, Zone 6

Chris Chandler announced that Cliff Ryer after many years has resigned his position on the board to spend time traveling. Jeff Ouderkirk and Nancy Osterlund both expressed their appreciation of Cliff's time and expertise on the OCCC Board of Education and will miss him. Chris Chandler presented Cliff with a gift and announced him to be a "life-time member of the benevolent order of the Sharks." President Ryslinge expressed her gratitude for Cliff's steady presence and shared her gratitude for his decision to stay on the board through the accreditation process.

C. INFORMATION AND DISCUSSION ITEMS

a. Introduction of Morgan Cowling, Executive Director, OCCA

Morgan Cowling shared her work experience with the Board and looks forward to advocating for the Oregon Community Colleges. Cowling hopes to visit all the colleges in-person soon to learn firsthand what is working and to meet everyone. Cowling continued by informing the Board of the successful session that just ended with funding available for community colleges. Currently they are working on the OCCA annual conference that will happen in person in Sun River in April with over 100 registered. Board members welcomed Morgan.

b. Best practices for interim Board vacancies, Karen Smith, OCCA Legal Counsel

Ryslinge invited Karen Smith to share approaches other Boards have used recently to recruit for vacancies. Karen shared her gratitude for all Morgan is doing for OCCA and her appreciation for all Rich Emery does for the OCCA Executive Committee and as OCCA rep and liaison to the OCCC Board. Karen gave an overview of how community college board vacancies work through statute and about the appointment process as well as how to identify and appoint someone to that role. Statute ORS 341.335 sets out the requirements for when a community college board must declare the office of a board member vacant. The statute requires that the board declare the vacancy and the board must appoint a person to fill the vacancy from any of the electors in the zone in which the vacancy occurs. The statute addresses the term of the person appointed, the person when appointed serves through the remainder of the term until the next regular election. Depending on the term they are filling they either have to be elected to the remaining two years or required to run for a new 4-year term. In the case of Cliff, he is in the latter part of his term ending in June 2023 so the person appointed will serve till June 2023. The elections take place in May of 2023 when the appointed person can run for election.

Selecting an appointee from Zone 6 does not in any way effect the redistricting process the board is currently going through. If any adjustments are made in the redistricting, there may be some differences to the zones including Zone 6 that would be up for election in May 2023.

Karen explained how through either policy or tradition the board determines how to fill a vacancy. The first thing is to formally declare that there is a vacancy through a simple motion where the board declares the vacancy on whatever date that vacancy occurs, in this case as of today. The board then decides how to fill the vacancy. A direct appointment can be made or a more common way among community college is to have an open process, which is considered a best practice. Karen described how typically a board will advertise the opening, recruit and interview and then make the appointment. There is no set time frame although she suggests probably a 30-day process between board meetings. Advertising in local newspapers, social media, a news release with information about the area of the zone and asking for a letter of interest and a resume. A timeline of two weeks to submit for consideration is appropriate. Karen suggests not to limit the notice to these advertising ideas, but to reach out to diverse community groups. Once letters of interest are submitted and the board begins to review and then interview prospective candidates, Oregon law requires that the interviews, discussion of applicants and appointment take place as an open public meeting. Karen will provide interview

questions that have been asked by other community college boards to President Ryslinge along with a sample press release and timeline.

c. Resume pre-pandemic board locations?

Will be discussed further at the next meeting.

d. Review of Budget Committee members.

A budget committee member is needed for Zone 6 north of Waldport south of South Beach.

D. COLLEGE REPORTS

a. Nursing and Allied Health: Crystal Bowman, Director of Nursing & Allied Health

Crystal shared overall statistics about the nursing and allied health professions that was provided by the Bureau of Labor and the U.S. Census Bureau. Crystal shared nursing and allied health specific statistics from Oregon and Lincoln County. Crystal updated the board on current enrollment information for both the nursing program and the allied health program. Crystal was happy to report North Health District Board will continue to fund the program, and the Foundation awarded the program funds to purchase equipment. Recently a grant funding has been applied for to help create a nursing lab in the north county center. The LPN program is currently being revitalized, a new program on the radar is phlebotomy because there have been many requests.

b. Financial Report: Robin Gintner, VP Administrative Services

Robin apologized for the delay in getting this report to the board. With OCCC now receiving federal financial aid funds directly there are different and higher requirements for how these funds are held, tracked and audited. Understanding and developing these new policies and practices has taken time. Robin went on to step through the current status of the various funds, as are documented in the March 2022 financial reports (available in Board attachments for 03/22).

c. President's Report

President Ryslinge shared a variety of happenings around the college.

- Face coverings will continue to be required in all classes and labs when “for-credit” instruction occurs from March 12 to March 26. There are also particular requirements applicable to Health programs. Face coverings are now optional in all other college settings. The college will continue to encourage and support the use of face coverings by anyone who chooses to wear them.
- The FY22 Omnibus bill passed and included funding \$503,000 for equipment at Oregon Coast Community College. This will fund a Nursing Simulation lab at North County center.
- The Associated Student Government planned a beach clean-up at South Beach State Park.
- Faculty member Matt Fisher wrote a paper that is featured in the current issue of *The American Biology Teacher*.
- SBDC will host a live video town hall with Lincoln County residents and their elected officials on March 17th.
- Pearls of Wisdom was a great success!
- The 2022 Oregon Legislative Session has ended with success for two of the three Oregon Community College legislative priorities being funded: Future Ready Oregon and adjustments to Oregon Promise.

E. BOARD REPORTS

a. Foundation: Nancy Osterlund

- Pearls was a huge success raising \$44,919. Much gratitude to all the college staff for their assistance on Pearls.
- Scholarship applications are available until April 1st.
- Andi along with an OCCC alumni, Lauralee Norris, are working on creating draft by -laws for the alumni association.
- The next Foundation Board of Directors meeting is scheduled for April 26th with a presentation by Ann Hovey on FERPA rules.

b. Oregon Community College Association Liaison: Rich Emery

No report

c. Other Board Reports

None

F. Action Items

a. Tuition and Fees Recommendation (2022-2023):

Ouderkirk moved that no tuition increase for 2022-2023 and President is directed to review and make a recommendation to the Board re “all other student fees that are of general nature and impact the student body”, Osterlund seconded, all were in favor. **MOTION PASSED**

b. Accept resignation of Cliff Ryer and declare vacancy

Chandler asked for a motion, Ouderkirk moved to accept the resignation of Cliff Ryer as representative of Zone 6 as of Thursday, March 17, 2022, Osterlund seconded with gratitude to Cliff for his service to the board. All were in favor. **MOTION PASSED**

G. ANNOUNCEMENT OF FUTURE MEETING – the next Board of Education Business meeting will be held on Wednesday, April 20, 2022, at 6:00pm to be held in person at the Newport campus and via Zoom.

H. ADJOURNMENT at 7:45pm.

Minutes submitted by: Executive Assistant, Kathleen Andrews

Approved by:



 Birgitte Ryslinge, PhD
 Clerk of the Board

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.