

**Oregon Coast Community College**  
Board of Education Budget Meeting Minutes  
Wednesday, May 18, 2022  
Zoom Meeting ID: 990-7806-9119

## **BUDGET COMMITTEE MEETING**

### **I. Call to order**

OCCC Board of Education Chair Chris Chandler 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 Heart, Debbie Kilduff, Alison Nelson-Robertson, Nancy Osterlund, Jeff Ouderkirk, Sandy Roumagoux, Billie Jo Smith. Zone 6 is a vacant position on the BOE. Quorum established.

Other attendees: Birgitte Ryslinge, Robin Gintner, Joy Gutknecht, Kimberly Jones, Dan Lara, Dave Price, Spencer Smith, Marion Mann, Andres Oroz, Chris Rogers, Andrea Spirtos and Kathleen Andrews.

### **III. Elect Chair of Budget Committee**

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

Ryslinge announced 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](mailto:ea@oregoncoast.edu). President Ryslinge informed the committee of the process for guests to notify the Executive Assistant of their desire to make a public comment.

### **IV. Review budget process, timeline, roles**

Bigelow welcomed all present and asked Ryslinge to review the budget approval process, timeline, and roles. Ryslinge welcomed and thanked all members of the budget committee for their service to the College and was happy to see that the two new members from last year returned this year. 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 the Executive Team and 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 25th for additional discussion/deliberation. Ryslinge asked if anyone had any questions, none were proposed.

## **V. Presentation of the proposed 2022-2023 OCCC Budget**

Bigelow then asked President Ryslinge to present the proposed 2022-2023 budget. President Ryslinge summarized the President's Budget Message that was made available earlier along with the proposed budget. Ryslinge explained the relevant conditions and trends that the College has experienced and that the budget provides necessary staff and support for the return of students in person as the community and the College emerge from the pandemic. Ryslinge continued by explaining how the budget continues to invest in technology and sustains and makes permanent targeted increases in the infrastructure of independence. Ryslinge shared how Covid-related federal funding is being phased out but through careful use of resources, OCCC has been able to bring forward an ending year balance from 21-22 that serves a similar purpose. Ryslinge was happy to report that the 2022-23 budget also begins to restore a number of reserves and contingencies, and that modest funds are being set aside for roof repair.

Ryslinge reported on the budget process and how budget development meets the necessary Local Budget Law of the State of Oregon by supporting the College's strategic and educational plans, the Board of Education is presented the assumptions upon which the budget is based, any changes in the assumptions are reported to the Board of Education in a timely manner and budget projections will address long-term goals and commitments.

Ryslinge explained the funding model and financial resources of the College and shared how the core themes were integrated into the planning and budgeting process. Ryslinge described the major planning assumptions that are included in the proposed 2022-2023 budget.

In conclusion, Ryslinge shared that through cost containment, the budget addresses the current economic realities and needs of the institution and modestly builds for the future.

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.

## **VI. Public Comment**

Bigelow asked the audience if there were any comments on the budget document. Marion Mann asked to make a comment and was recognized Bigelow. Mann, part time faculty shared her concern about the current faculty contract negotiations and concern that future budget processing needs to address faculty salaries and benefits.

**VII. Discussion** Ouderkirk moved and Kilduff seconded approval of the budget as presented. Bigelow took a moment to respond to Marion Mann and thanked her for her comments and wished they were not considering a budget that isn't as she would like to see, but he takes solace in the fact that the College's situation isn't as dire as other colleges and enrollment which effect everyone's income. For a young college and a brand new independently accredited college he feels we are on the right track and would like to get where she would like the College to be in the future.

**VIII. Approval of proposed budget or announcement of next meeting**

Roll call was taken all 11 committee members in attendance voted in favor, and the motion passed to approve the OCCC 2022-2023 preliminary budget as presented.

**X. Adjournment**

The Budget Committee Meeting adjourned at 7:31 pm.

**Oregon Coast Community College**  
Board of Education Business Meeting Minutes  
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**Regular Business Meeting**

**A. CALL TO ORDER**

a. Board roll call.

Chair Chandler called the business meeting to order at 7:38pm. Roll call was taken. The meeting was held in-person with a virtual option. Board members in attendance were Chris Chandler, Nancy Osterlund, Jeff Ouderkirk, Debbie Kilduff, Alison Nelson-Robertson, Zone 6 is vacant. Rich Emery was excused.

b. Welcome.

President Ryslinge welcomed other attendees:

Kathleen Andrews, Executive Assistant

Robin Gintner, VP Administrative Services

Chris Rogers, Facilities Director

Dave Price, VP Engagement & Entrepreneurship

Dan Lara, VP Academic Affairs

Spencer Smith, Director of IT

Andres Oroz, VP Student Affairs

Andi Spirtos, Foundation Development Director

Kimberly Jones, Director of Financial Aid

Marion Mann, PT Faculty Member

c. Approval of Minutes.

Chandler asked for approval of the April 20, 2022, business meeting and executive session minutes. Osterlund moved to approve, Ouderkirk seconded the motion. All were in favor. MOTION PASSED.

d. Finalize agenda.

President Ryslinge asked that an action item be added to the agenda that reads "Receive approved 2022-2023 budget from budget committee."

**B. COMMUNICATIONS**

a. Written

President Ryslinge addressed the confirmation letter received from NWCCU that was shared with the Board regarding the Mid-Cycle Self Evaluation Report and committee visit in October 2022.

b. Public comments.

No public comment.

**C. COLLEGE REPORTS**

a. Financial Aid institutional Requirements: Kimberly Jones, Financial Aid Director.

Kimberly Jones reviewed the timeline, institutional eligibility requirements, partners, the year in review, new aid programs and what is in store for 2022-2023. Jones explained the training process that OCCC employees (including President Ryslinge) were required to complete for the College to administer Financial Aid. Jones listed the basic school eligibility requirements that included accreditation, state approval for programs and locations, established written policies and procedures and annual financial and audits submitted in a timely manner. Jones recognized the partners (especially Global Financial Services) that assist the college with the financial aid distribution and management of funds. Jones reviewed 2020-21 ISIRs, Direct Loans and Pell Grant statistics and explained new aid programs such as Federal Work Study and FSEOG. Jones concluded her report with plans for the 2022-2023 year.

## President's Report

President Ryslinge shared a variety of happenings around the college.

- OCCC's 35<sup>th</sup> Birthday will be recognized on social media and happy birthday cupcakes at the college to celebrate
- In-Service was successful in person this year with a video feature available for part time faculty unable to attend. Dave Price was able to get a great group photo of all college staff in attendance which hasn't been done since 2019.
- Future Ready Oregon (SB 1545) passed in the 2022 legislative session and invests historic levels of funding to increase the pipeline of workers in three major areas: manufacturing, healthcare, and technology.
- SBA Nano Business of the Year (2020) for Oregon was awarded to an SBDC business owner Capt. Tyler Turner aboard the Surf rider at Depot Bay Harbor. This award is given by the US Small Business Administration.
- Waverly along with other OCCC staff represented the College in the Loyalty Days parade.
- A reminder about the NWCCU mid-cycle report due September 1<sup>st</sup> and a 3-person committee from NWCCU will be visiting the campus October 17-18, 2022.
- An update on the Strategic Planning Process and notice to the Board that they will be presented with the draft Strategic Priorities at the June meeting.

## **D. BOARD REPORTS**

### a. Foundation: Nancy Osterlund

- The Scholarship Committee met and distributed \$90,000 in scholarships to 43 applicants. Every applicant received a scholarship.
- Andi is working on updating the donor wall at the Newport campus.
- The nurse pinning and commencement will be held Friday, June 17<sup>th</sup>.

### b. OCCA Liaison: Birgitte Ryslinge

- Rich Emery is excused this evening, President Ryslinge announced news from OCCA; the OCCA budget has been approved and planning for the Board Member training event is in process.

### c. Other Board Reports

None.

## **E. Information and Discussion Items**

### a. Possible LCSD & OCCC Joint Board Meeting Tuesday, October 25, 2022, 5:00pm

Chandler asked Board members to check their calendars for their availability for this meeting. There were no objections to the date/time.

### b. Develop BOE 2022-2023 Meeting Calendar

Chandler asked that Board Members review the draft calendar and next month they will have approval of the calendar for an action item. Chandler mentioned they would probably have the August 17 meeting rather than the July meeting and could swear in the new Zone 6 member in August.

c. Process Change, Academic Calendar

Ryslingle explained the new process of approval for the Academic Calendar. Past practice has been for the Board to adopt the academic calendar, and any changes came back to the BOE. OCCC does not have policy requiring this, and a check with OCCA legal counsel found no legal requirements or statute for the Board to adopt the academic calendar, and the practice of BOE approval can sometimes create operational challenges. Going forward, the President has the final authority to approve the academic calendar. Updates and changes to the academic calendar will be presented as an Information item listed at the end of the Board of Education meeting agendas (after adjournment).

d. Zone 6 vacancy: process discussion and another application

Ryslingle informed the Board about the 2<sup>nd</sup> applicant. The Board discussed their desire to meet with the candidates at the next meeting. Ryslingle will work with Chandler for the interview process and questions to be asked of the candidates. Applicants will be given the option to either wait outside the BOE meeting space, or remain in the room while the Board makes their decision.

**F. ACTION ITEMS**

a. Receive approved 2022-2023 Budget from Budget Committee.

Ouderkirk moved and Kilduff seconded the motion to receive the approved 2022-2023 budget from the budget committee. Roll call was taken, all were in favor. **MOTION PASSED**

**G. ANNOUNCEMENT OF FUTURE MEETING** – the next Board of Education Business meeting beginning with the Budget Hearing will be held on Wednesday, June 15, 2022, at 6:00pm to be held in person at the Newport campus and via Zoom.

**H. ADJOURNMENT** at 8:32pm.

Minutes submitted by: Executive Assistant, Kathleen Andrews

Approved by:

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Birgitte Ryslingle, PhD  
Clerk of the Board

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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.*