

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING**

North County Center
3788 NE High School Dr.
Lincoln City, Oregon

Wednesday, November 16, 2022, 6:00pm

Zoom Meeting ID: <https://oregoncoast.zoom.us/j/92946564960>

Regular Business Meeting

A. Call to Order

a. Board roll call

Chair Chris Chandler called the meeting to order at 6:01pm. The meeting was held in a hybrid format with attendees both in-person and virtual via Zoom. Board members in attendance: Chair Chris Chandler, Vice Chair Rich Emery, Alison Baker, Alison Nelson-Robertson, and Nancy Osterlund. Jeff Ouderkirk was excused.

b. Welcomes by President

President Ryslinge welcomed OCCC staff in attendance: Dave Price (VP of Engagement), Joy Gutknecht (Director of HR), Dr. Andres Oroz (VP of Student Affairs), Robin Gintner (VP of Administrative Services) Spencer Smith (Director of Information Technology), Chris Rogers (Director of Facilities & Public Safety), Lori Templeman (Executive Assistant to the Board and President), Marion Mann (PT Faculty, Biology), and Jeanette Campagna (Director of Advancement).

c. Approval of Business Meeting Minutes from October 19, 2022

Chandler questioned the \$ in front of “300,000 of additional post-secondary credentials”. After clarifying this is a number and not a dollar amount, the \$ will be removed. Chandler also requested the removal of the word “adult” in front of the word workers. Rich Emery moved to approve the meeting minutes from October 19th as amended. Debbie Kilduff seconded. All voted in Favor. **Motion passed.**

e. Finalize agenda

Dr. Ryslinge requested the addition of a Discussion item regarding the timing and schedule conflict with the December Board meeting. Ryslinge also explained the action item on the current agenda to rescind a Board Policy.

B. Communications

a. Written

No written communications.

b. OCCA Board Service Awards

The OCCA provides awards in recognition of Board service increments. Nancy Osterlund received an award for 8 years of service and Jeff Ouderkirk for 36 years of service. Ryslinge thanked them for their service and dedication to the College.

c. Public comment on agenda items (as received)

No public comment.

C. College Reports

a. President's Report

President Ryslinge shared highlights of happenings around the college since the past Board meeting.

1. NWCCU Mid-Cycle Peer Evaluation Report Finalized
 - OCCC received the finalized mid-cycle peer evaluation report from NWCCU. The report was consistent with the findings shared at the October Board meeting. The official report is available to view on the College website under "[Accreditation Status](#)".
 - NWCCU is very pleased with the direction the college is going, the systems that have been set up, and the goals that have been set. Implementing these systems and goals will prepare the college for the Year 6 and Year 7 accreditation reviews.
2. Student Centered Activities
 - OCCC's marketing is well designed for an annual cycle, customizing the methods of outreach to the time of year, various age groups, and a variety of marketing materials.
 - Registration is open for winter term. OCCC is making improvements to generate opportunities for students to register that fit with their schedule. A registration party was held November 16th for students to register in Newport. Online registration options are also available.
 - The Donor Scholar reception was put on by the Foundation as an in-person event on October 27th. The event was well attended and very well received.
 - The library received the "Enhancing Academic Library Collections" grant from the State Library of Oregon. The funds are building the library's collection of Native American materials, particularly around the history, culture, and literature of the Pacific Northwest.
3. External Engagement
 - The Joint Boards Meeting with Lincoln County School District is rescheduled: February 28th, 2023, 5:00pm at the Newport Campus.
 - OCCC had representation at conferences and professional development events:
 - NWCCU: Annual Conference: VP Lara & Team
 - OCCA Annual Conference: Board Members Baker & Emery, President Ryslinge
 - Oregon Chapter of AAWCC Conference: Admin Support Team
 - Northwest Oregon Works Board Meeting (local 5-county Workforce Investment Board): President Ryslinge, acting Board member
 - The OCCC Leadership team gave a 70-minute presentation to the Oregon Coast Learning Institute. The presentation content produced will be a useful resource for future speaking opportunities.
 - The Associated Student Government and Waverly ran a booth at the Waldport Trunk or Treat on October 28th.
 - OCCC ran a table at the Driftwood Public Library Día de los Muertos event November 1st. The Basic Skills team and SBDC outreach specialist Maria Eliosa have been doing engagement with the Spanish-speaking small business community. The ESOL program has seen significant increase in enrollment this last year.
 - SBDC is presenting a workshop on Income Tax Essentials for Small Business on Friday, November 18th.
 - Community Education continues to offer a variety of classes, including Gyoatoku fish print and Knitting. The Winter Term Community Education schedule is coming soon with Chocolate-Dipped Strawberries among the classes.

- South Center hosted the Waldport Chamber of Commerce meeting with strong attendance on October 27th.
 - SBDC shot marketing videos with local artist and entrepreneur Nora Sherwood in the county Economic Development-funded digital studio, as well as with the Siletz Tribe-funded drone. The effort marks the early steps to reopen the studios for regular use post-pandemic.
 - The OCCC Media Report will be returning to the President's Report highlighting news and press releases throughout the month. PDF documents of the President's and Media Reports will be available on the OCCC website BOE page after each Board meeting.
4. Internal Engagement & Community Building
- The All Managers Group meets twice a month sharing updates from each Department.
 - Town Halls are held on alternating months open to all college employees.
 - College Council meets monthly during the academic year.
 - Community Building events – the Foundation provides funding for staff events throughout the year, including the recent Costume-palooza on October 31st. A combined costume contest was held with OCCC staff and students.
5. Looking Ahead
- The Policy Review Process is beginning (Board and Administrative).
 - Winter Term Registration is open this week.
 - The College will be closed November 24-25th for Thanksgiving.
 - Winter Term starts January 6, 2023.
 - Finals Week is December 5-10th.

b. Cybersecurity: Malware Protection & Vulnerability Scanning and Assessment:
Spencer Smith, Director of Information Technology

President Ryslince prefaced the report explaining that part of being an independent college recognized by the Department of Education to handle Federal financial aid, we have a requirement that the Board receives an annual update on Cybersecurity infrastructure. The Department of Education recognizes the risks with student information and Federal Funds.

Smith outlined OCCC's Risk management efforts for online security and communication.

1. Phishing Activities
 - OCCC hasn't been infected with any malware, which is positive news given the 61% increase in phishing attacks across the nation since last year.
 - Some Spear Phishing (targeted individuals or groups) and Site Spoofing links have been coming through but have been avoided.
 - KnowBe4 sends a weekly Phishing test to staff emails. If the link is clicked it sends a warning and directs the employee to take an automated training.
 - Phone email can be problematic – voicemail messages are forwarded to staff emails. Dark Trace was viewing these as an attack and Smith is working on fixing the problem.
 - A chart highlighted the Phishing Activities in the last 6 months and showed a dramatic upsurge in the last 2-3 months. The industry average for responding to Phishing attempts is 17.9% and OCCC is coming in at 5%. Smith recommends taking the online automated security training for the information and advice it provides.
2. CISA: Cybersecurity and Infrastructure Security Agency

- A free service provided by the Federal Government scans both our webspace and website and tries to penetrate our local network. The 11/2/22 Cyber Hygiene Report Card states they were not able to penetrate any of them.
3. Dark Trace Incident Reporting and SOC
- Cyber Security Insurance companies require a Security Operations Center to scan network traffic and network operations to identify problems, security risks, and malware behavior. Dark Trace is an AI Driven Security Operations Center providing continual scanning of operational security, network activity, email scanning, and checks for device compliance. The program sends out notifications if something questionable is happening.

c. OCCC Facilities and Safety: Deferred Maintenance and Updates:

Chris Rogers, Director of Facilities and Safety

1. Update on Deferred Maintenance (DM) Projects in 21/22
- Rogers began with a summarized breakdown of each OCCC facility with square footage and age plus an inventory of major equipment systems.
 - Completed Spring and summer DM projects:
 - Major generator repairs and North and Central locations
 - Painted all Central classrooms
 - Replaced all DVRs in all buildings
 - Yearly boiler preventative maintenance
 - North Center EMT classroom remodel
 - Grounds Rehabilitation – The Newport and Waldport planter beds were reset in Newport and Waldport by weeding, taking off a layer of bark, and replenishing with several yards of fresh bark. OCCC currently has a landscape contractor and is putting out bids for a new one.
 - Upcoming DM Work and Projects:
 - Building controls are being updated and modernized
 - Stripping and waxing all tile floors
 - Ongoing roof and gutter work
 - Continuing the planter resets for all locations
2. Long Term Projects and Estimated cost
- 2023-24 - \$67, 750 (AQS Lighting Swap \$25,000)
Rogers explained when the Aquarium Science Building designs were drawn and given to the architect, lights were installed to accommodate a general classroom. Due to the drains in the floor and saltwater tanks, the lights are corroded and need to be replaced.
 - 2024-25 - \$225,750 (Painting building exteriors \$215, 250)
 - 2025 - \$215, 000 – (North Center generator \$50,000): replacing the generator from natural gas to diesel.
 - 2025 - Replacing the commons and parking lot lights to LED (\$80,000) and working to comply with Newport’s airport laws.
 - Commons carpet replacement (\$70,000)
3. Public Safety Updates
- Rogers gave an overview of the Clery Act. This law requires higher education institutions to disclose information about crimes committed on or near campuses so students, family, and employees can make informed decisions regarding safety. For the 2021 reporting year which came out in October, OCCC has zero Clery crimes to report. These are classified as

violent, hate, or bias crimes. This report is available at oregoncoast.edu by searching “Clery Act” and the information is listed on the [Facilities and Safety](#) page. President Ryslinge clarified the reporting boundaries include OCCC’s properties and the surrounding community.

- OCCC participated in the Great Oregon Shake Out earthquake safety drill on October 20th. Staff who participated in the event enjoyed single-serve ice cream in lieu of usual milkshakes.

Chandler enquired about the efficiency status of the Aquarium Science building solar panels. Rogers offered to gather information and send out the numbers. The panels were also cleaned last year.

Ryslinge extended a thank you to Smith and Rogers, stating OCCC is well supported in terms of expertise and ownership of the Technology, Facilities and Public Safety departments. Chandler noted their efforts are appreciated, especially keeping the campus looking clean and well-presented leading up to the proposed Bond Measure.

D. Board Reports

a. Foundation Liaison: Nancy Osterlund

- Osterlund attended the Donor Scholar Reception. It was an early afternoon event with a nice variety of refreshments. The speakers were on point for the audience and overall, it was a very successful event.
- The Art Auction brought in \$800, shared between the student artists and the Foundation.
- The Foundation has a new Director, Jeanette Campagna

b. OCCA Liaison: Richard Emery

Emery attended the OCCA Conference and enjoyed the presentations, particularly the three breakout sessions. The first session he attended was “Emerging Legal Issues”. This session provided an update on what a Board legally can and cannot do. For example, the Board must ensure there is no retaliation in the case of whistleblowers, and reporters are allowed in Executive Sessions. The second session was titled “Purple Cow Leadership”, a presentation on positivity in leadership roles. It was very entertaining and informative. The third session “Community College Support Fund: Funding Overview” provided information the state’s funding formula for Community Colleges.

c. Other Board Reports

No additional reports.

E. Information & Discussion Items

a. Preliminary Inventory: Board Policy

Ryslinge referenced the Preliminary Board Policy Inventory attachment on the agenda. One of the Board goals for this year is the review of Board Policies to ensure they have been reviewed within the last 5 years and meet regulatory requirements from Oregon Statute and Accreditation standards.

The attachment includes 2 spreadsheets. The first is a listing of all OCCC current Board Policies, including the date of last review. The Policies are separated into 4 Quarters to illustrate the time of year each section will be reviewed. All current Board Policies are also listed on the OCCC website.

The second spreadsheet has a summary listing of OCCA Board Policies. OCCC subscribes to a service from OCCA providing default language that's reviewed annually for legal compliance. It is a valuable reference to assist in this process.

b. Board Policy Process Guidance

Over the course of the next year, OCCC will be reviewing existing policies and comparing them with OCCA's policies. The goal is to ensure Board Policies are appropriate and current regarding compliance. The numbering system will continue to be aligned with OCCA's numbering system. The Policies are divided into target review dates for each quarter of 2023. The first quarter will be Chapter 1 "The Oregon Coast Community College" and Chapter 7, "Human Resources". Unless there is a compelling need for urgency, policies will be sent in a packet for Board review and introduced for first read. Board members can suggest revisions at first read, and during the three weeks following first read via email. The following month policies will be advanced via a consent agenda and Board members can move individual policies to discussion as needed.

Alison Baker attended the OCCA Conference Board Policy workshop with Ryslinge. It was presented by Karen Smith, the legal counsel for OCCA. Ryslinge expressed the value of this subscription resource providing advocacy and legal support. This resource is a good value for the subscription dues paid.

Ryslinge reminded the Board if a policy is being eliminated or replacing an existing policy, the prior policy must be rescinded. An action item on the current agenda is to rescind one of those policies.

c. Conflict/Timing of December BOE Meeting

Chandler stated there is a scheduling conflict for next month's Board meeting. The farewell event for County Commissioner Doug Hunt is scheduled at the same time as the December Board meeting. Chandler suggested cancelling the December Board meeting to allow attendance at the event. After confirming there was no urgent business, Kilduff motioned to cancel the December meeting. Osterlund seconded. All voted in favor. **Motion Passed.**

F. Action Items

a. Rescind BP 403 Admissions (superseded by BP 5010 Admissions and Concurrent Enrollment)

Osterlund moved to rescind BP 403. Kilduff seconded. All voted in favor. **Motion Passed.**

G. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held January 18, 2023, 6:00pm in-person at Newport Campus, 400 SE College Way, Newport, OR & via Zoom.

H. Adjournment

Chandler adjourned the meeting at 7:21pm.

Minutes submitted by: Executive Assistant, Lori Templeman

Approved by:

A handwritten signature in black ink that reads "Birgitte Ryslinge". The signature is written in a cursive style and is positioned above a solid horizontal line.

Birgitte Ryslinge, PhD
Clerk of the Board