

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

Newport Central Campus
400 SE College Way
Newport, OR 97366

Wednesday, April 19, 2023, 6:00pm, Room 140

Zoom Meeting ID: 945 1009 9328

<https://oregoncoast.zoom.us/j/94510099328>

Regular Business Meeting

A. Call to Order

a. Board roll call

Vice-Chair Rich Emery called the meeting to order at 6:02pm. The meeting was held in a hybrid format with attendees both in-person and virtual via Zoom. Board members in attendance: Vice Chair Rich Emery, Alison Baker, Debbie Kilduff, and Alison Nelson-Robertson. Chair Chris Chandler, Jeff Ouderkirk, and Nancy Osterlund were excused.

b. Welcomes by President

President Ryslinge welcomed OCCC staff in attendance: Dave Price (VP of Engagement), Dr. Andres Oroz (VP of Student Affairs), Robin Gintner (VP of Administrative Services), Dan Lara (VP of Academic Affairs), Lori Templeman (Executive Assistant to the Board and President), Chris Rogers (Director of Facilities & Safety), and Jeanette Campagna (Director of Advancement). Ryslinge also acknowledged Conor Delaney from Pauly Rogers & Co.

c. Approval of Business Meeting Minutes from March 15, 2023

Baker moved to approve the meeting minutes from March 15th. Nelson-Robertson seconded. All present voted in Favor. **Motion carries.**

d. Finalize agenda

No changes to the agenda.

B. Communications

a. Written

No written communications received.

b. 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. The President's Report is available online as a PDF for public record on the [Board of Education Meetings and Agendas](#) page.

1. Bond Measure Update

- Ryslinge provided a follow-up to the Board's 3/15/2023 motion regarding the bond: "Authorize President Ryslinge to make a decision tomorrow on whether to delete the [state

match] information, move forward with the bond measure, or pull it, with all 3 options authorized for President Ryslinge.”

- After further consultation with the PAC, the decision was made to withdraw the bond measure. Follow-up explanatory communications were released to the community.
- The OCCC 2023-25 Reauthorization Funding Request (HB5005) was submitted.
- On April 7th, the project request was presented by Dave Price, VP of Engagement at the Capital Construction Legislative hearing in Salem. Representatives from the College also attended the April 14th Ways and Means Roadshow in Newport.
- The Political Action Committee remains operational with continued informal presentations and meetings.
- The Board will need to assume a new schedule for Bond placement on a future ballot.

2. Student Activities & Engagement

- Ten spring and summer 2023 On-the-Spot Admissions events are taking place at multiple locations May 16th-August 16th.
- Winter Honor Roll was announced on April 17th and published on social media, the OCCC website, and in the News Guard Newspaper.
- All-College In-Service is Friday, April 21st and the College is closed to the public.
- Two Tuition & Fees Increase Town Halls were held for students on March 30th and April 6th.
- OCCC staff attended the Oregon Association for Career and Technical Education Conference April 12-14th.
- On April 5th and April 19th, OCCC’s faculty and staff hosted a two-part Learning Circles discussion via Zoom on autism and allyship, facilitated by Student Accessibility Services.
- A Cultural and Identity-based Graduation Celebration will take place June 8th at 3:30pm in the Newport Community Room. Students will receive a stole or cord as a symbol of their connection to a cultural/identity-based community.
- Phi Theta Kappa Induction ceremony will take place May 11th at 4:00pm in Room 151.

3. College & Program Updates

- The OCCC Library has several displays recognizing National Arab American Heritage Month, National Poetry Month, National Library Week, and a Smithsonian Poster Exhibition “Sounds of Religion”.
- The SBDC is offering free SBDC workshop tuition for Lincoln City businesses sponsored by Lincoln City Economic Development. Community Education courses currently have 375 registrations and counting.
- OCCC and the SBDC hosted two Legislative Town Halls with Representative Gomberg and Senator Anderson on March 17th and April 14th.
- OCCC is participating in Lincoln City Community Days. Staff and Waverly will be at McKay’s Market for the annual Food Drive on April 20th from 4-5pm.
- On May 6th, OCCC will have a float in the Newport Loyalty Days Parade and a booth at the Waldport Beach, Bike, and Blues Festival.

4. OCCC Media Highlights

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights include communication for the bond measure delay, winter honor roll, and new SBDC education courses.
- Commencement will take place on Friday, June 16th at 6:00pm.

b. FY 21-22 Audit Results: Conor Delaney, Pauly Rogers & Co.

Conor Delaney provided a report on the audit for the Fiscal Year 2021-2022. Two documents were provided: a letter to the governing body with a recap of the audit process and the financial report with the results of the audit. Delaney informed the Board that it was a clean audit and thanked Gintner and her team for their efforts during the process.

Delaney touched on the main points of the audit with an explanation of how the audit was conducted and the recommendations noted in the management letter. In the Oregon Minimum Standards report one line item of actual expenditures was more than what was budgeted, which is a common finding.

Regarding the financial statements and internal controls, Delaney recommended updating the Enterprise Resource Planning system accounting software. The current system has limitations in its reporting abilities. It was noted the College is in the process of implementing new software. The final recommendation commented on the timeliness of financial reporting. Due to staffing challenges, the reporting occurred after the Dec. 31st deadline. OCCC's financials were accurately reported but he warned about the higher risk of errors when falling behind. Baker commented she was pleased with the audit & complimented the finance team.

c. FY 21-22 College Financial Report – Robin Gintner, VP of Administration

With the 21-22 Audit completed, the Business Office was able to complete the year-end financials for 21-22, which finalizes the status of opening fund balances for the next year. The FY 21-22 Financial Report was provided to the Board, and Gintner went over the various balances and accounts. General Fund revenue for FY 21-22 finished slightly under budget. Property Taxes and the state CCSF funding were over budget, but Tuition & Fees, donations, interest & misc. revenue were under budget by various degrees. Expenditures finished under budget to preserve the fund balance for FY 22-23. Gintner noted Personnel Services is significantly under budget due to several unfilled staff positions.

Gintner then addressed the Special Revenue fund, reminding Board members that the purpose of this fund is to receive grant funds which may come in over the course of the year, the extent of which is unknown at time of budget development. Consequently, this Fund is always budgeted with extra capacity built in. Spending in the grant fund for personnel, materials and services was well under budget with a carryover of funds to be used in FY 22-23. The Debt service fund is slightly above budget due to the inflow of Property Taxes and State Funding with interest and principal payments on target.

The Enterprise Fund – Your College Store fund saw significantly less revenue than budgeted. The store had reduced operating hours with declining textbook use and sales due to Open Educational Resources and competition with Amazon. The deficit was higher than the prior year, and the College is working to re-imagine the model for the bookstore. Ryslinge noted the College Store provides food provisions for students and staff in an area with limited options, and the College is seeking creative ideas to make it sustainable.

Revenue and expenditures in the Internal Service Fund were very close, so the fund balance at year end did not significantly change. The Reserve Fund had no travel expenditures related to the ERP in

FY 21-22 so there were no costs charged to the Reserve fund. The Audubon Building fund balance was transferred to the general fund in FY 20-21.

D. Board Reports

a. Foundation Liaison: Jeanette Campagna

In Nancy Osterlund's absence, Director of Advancement Jeanette Campagna provided the Foundation report.

- The Foundation is finishing administration from the Pearls of Wisdom event.
- The goal for the donor wall installation is set for spring with an open house event (date TBD).
- On April 7th Campagna, two Foundation Board members, and Susan Gomberg enjoyed a delightful hike through the Yakona Nature Preserve provided by Bill Barton and Natalie Schaefer (the Yakona Nature Preserve & Learning Center partnership will be the featured program at next week's Foundation Board meeting).
- The Foundation is in the process of securing some new named scholarships.
- Initial efforts began with the College establishing an Alumni Association.
- Coordination of this year's 2023/2024 scholarship awards has begun. A calibration meeting took place last Friday, and scholarship applications were sent on Monday to the committee for scoring. The scoring is due at the end of April, and awards are presented May 12th.

b. OCCA liaison: Rich Emery

Emery is following weekly legislature updates regarding community college agenda items. He announced the OCCA Board Executive Director has resigned. Karen Smith, Senior Policy Advisor & General Council for OCCA will become interim Executive Director.

Ryslingle added that one of OCCA's 3 priorities for this year is making good progress. Senate Bill 523, allowing community colleges to deliver a Bachelor of Science in Nursing passed in the Senate with a unanimous vote and will move to the House of Representatives. Ryslingle also noted the Governor's Recommended Budget (GRB) saw a modest increase over prior years and OCCA is using the GRB as the premise for the upcoming year's budget development.

c. Other Board Reports

No additional reports

E. Board Policy Update Process

a. Action Item: Adopt Chapter 5 Board Policy Changes (Updates, revisions, new policies) as summarized on page 3 of this agenda, and as detailed in March 15, 2023 Board Document attachment E.b.

Alison-Robertson moved to adopt Chapter 5 Board Policy Changes (Updates, revisions, new policies) as summarized on page 3 of this agenda, and as detailed in the March 15, 2023 Board Document attachment E.b. Kilduff seconded. All present voted in favor. **Motion carries.**

b. First Read: April Board Policy Review Packet – Ryslingle

Ryslingle provided an overview of proposed updates for board policies within Chapters 2,3, & 7. A summary of policies was provided with all recommended changes highlighted in yellow. The packet has 19 policies up for review and 7 recommended new policies.

A new Chapter 2 – Board of Education policy is introduced regarding Board Member Censure. Chapter 3 – General Institution policies all have minor or no changes. New policies for Chapter 7 – Human Resources are presented with more detailed administrative policies to follow. A few policies were moved to different chapters. Ryslinge encouraged Board members to contact her with feedback or have discussion at the next Board meeting before approval.

F. Information and Discussion Items

a. Bond Measure Update – President Ryslinge

Ryslinge addressed the Bond Measure update in the President’s Report.

b. Reports and Communications to the Board - Ryslinge

President Ryslinge presented some communication suggestions for Board meetings. She suggested utilizing other available communication tools in lieu of a Board report and asked for the Board’s preferences and feedback on frequency and mode. Kilduff suggested quarterly Foundation and OCCA reports unless an announcement or timely discussion is needed. Nelson-Robertson prefers academic program reports every other year unless a topic needs to be discussed. An overview of academic programs is also provided during the annual budget process. Ryslinge noted that the Board will receive an update on school district shared programs during the annual Joint Board meetings. Baker noted “other board reports” on the agenda gives an opportunity to share any updates, and Ryslinge offered that this part of the agenda is a time for Board members to share their participation in College or Community events.

c. College Strategic Plan (2023-2028) Final - Ryslinge

Ryslinge presented the completed College Strategic Plan. The 4-page document lays out the 5-year strategic priorities for the College. It includes an executive summary, planned activities and goals for each year, mission, vision, and land acknowledgement. It will be updated once a year with new planned activities.

d. First Read: Proposed South County Center Garden Agreement - Dave Price, VP of Engagement

Price presented the details of the Garden Agreement. The OSU Master Gardeners program recently lost their community garden in Yachats. OCCC has existing agreements and partnerships with OSU as long-time supporters of demonstration gardens in North County Center and Central County Campus. The South Center in Waldport has 13,000sq ft. of land available for a new garden. Ryslinge added that approval is requested from the Board because the term “lease” is used within the agreement. The initial agreement is for a 5-year term and may be terminated by either party with 90 days’ notice. There is no charge for the lease. Price added the master gardeners can also periodically utilize OCCC classrooms. Ryslinge, Price, and Kilduff endorsed the use of the South County facility to benefit the community.

F. Action Items

a. Tuition and Fees 2023-2024 Recommendation - Ryslinge

Kilduff moved to approve the Tuition and Fees increase as stated. Baker seconded. All those present voted in favor. **Motion Carries.**

G. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held May 17, 2023, 6:00pm in-person at Newport Campus, 400 SE College Way & via Zoom. Ryslinge announced on May 17th there will be a Budget Committee meeting beginning at 6:00pm, followed by the regular Business meeting.

H. Adjournment

Emery adjourned the meeting at 7:26pm.

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, Lori Templeman

Approved by:

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

Birgitte Ryslinge, PhD
Clerk of the Board