

Oregon Coast Community College
Board of Education Budget Meeting Minutes
Wednesday, May 17, 2023
Zoom Meeting ID: 962 5011 8171

BUDGET COMMITTEE MEETING

I. Call to order

OCCC Board of Education member Jeff Ouderkirk called the meeting to order at 6:02 p.m.

II. Roll Call

Budget Committee members in attendance: David Bigelow, Sandy Gruber, Kaitlin Heart, Billie Jo Smith, Michael Smith, Chris Chandler, Richard Emery, Alison Nelson-Robertson, Debbie Kilduff, Nancy Osterlund, Jeff Ouderkirk, and Alison Baker. Richard Fetrow and Sandra Roumagoux were excused. Quorum established.

Other attendees: Birgitte Ryslinge, Robin Gintner, Joy Gutknecht, Dan Lara, Dave Price, Spencer Smith, Lori Templeman, Andres Oroz, Chris Rogers, and Jeanette Campagna.

III. Elect Chair of Budget Committee

Sandy Gruber nominated Billie Jo Smith for Chair of the Committee. Kilduff seconded the nomination. Ouderkirk moved to close nominations, and Kilduff seconded. All present voted in favor. Motion passed. Billie Jo Smith was voted in as Chair.

IV. Appoint Michael Smith & Reappoint David Bigelow, Sandy Gruber, and Sandy Roumagoux

Ouderkirk moved to appoint Michael Smith & reappoint David Bigelow, Sandy Gruber, and Sandy Roumagoux to 3-year terms. Alison Nelson-Robertson seconded the motion. All present voted in favor. Motion passed.

V. Review budget process, timeline, roles

Billie Jo Smith 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. 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 24th for additional discussion and deliberation.

Ryslinge announced that public notice for the virtual budget meeting was made available in newsprint and on the College website May 8th. The public was provided with contact information and instruction to send any comments to ea@oregoncoast.edu. President Ryslinge informed the committee of the process for guests to notify the Executive Assistant or put a comment in the Zoom chat of their desire to make a public comment.

Ryslinge asked if anyone had any questions. Billie Jo Smith asked if the Legislative Budget Revenue forecast projected an increase in state funding for community colleges. Ryslinge said the funding amount will depend on what the legislature adopts. The unexpected positive revenue forecast is potentially good news for community colleges as a whole. Due to OCCC's small size (approximately 3% of state enrollment) increases in state funding don't make a significant impact on revenue for OCCC.

V. Presentation of the proposed 2022-2023 OCCC Budget

Billie Jo Smith asked President Ryslinge to present the proposed 2023-2024 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. The budget provides necessary staff for independent accreditation requirements and addresses rising costs in compensation. Relationships with partner organizations help maintain reasonable program fees in nursing and provide help with start-up programs such as welding and computer science. Ryslinge noted the funding formula for community colleges will be changing next year, with a shift toward outcome-based funding. Ryslinge continued by explaining how the budget continues to invest in technology and the increased demand for flexibility in class delivery with HyFlex (in-person and remote) options.

Ryslinge reviewed Revenue and Enrollment trends. Revenue projections include property tax, Community College Support Fund, (which together comprise total public resources), tuition and fees. Revenue for community colleges is highly dependent on enrollment levels, and Ryslinge shared OCCC's enrollment trends pre and post pandemic.

Ryslinge reported on the budget process, describing 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, and 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. Ryslinge described the major planning assumptions that are included in the proposed 2023-2024 budget. The 2023-24 budget also includes reserves and contingencies, and modest funds are being set aside for deferred maintenance and strategic initiatives.

Bigelow asked for a clarification of the modest structural pay increase based on enrollment contingent conversion. Ryslinge explained the bargaining process of negotiation. The final settlement in the last round of negotiations included a one-time increase, with a permanent increase if enrollment numbers reached a specified number. The final enrollment numbers are not available until after the current term ends.

Bigelow asked for balance of the Strategic Initiative Fund to support the College Strategic Plan. Ginter provided the information. Ryslinge explained that once again, this budget is balanced through a reliance on carryover funds from the prior year.

Ryslinge turned the meeting over to Robin Gintner, VP Administrative Services, who presented the fiscal specifics of the proposed budget to the committee. Gintner reviewed each Schedule with an

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. No public comment was received.

VII. Discussion

Gruber inquired about the possibility of expanded credit courses in computer science to include programs such as GIS and AutoCAD. Ryslinge explained the process of building new credit courses requires data showing demand for those programs supporting ongoing enrollment before making a financial investment.

Baker asked about the public understanding of the additional operations and funding it takes to meet accreditation requirements. Ryslinge stated the budget message is an opportunity to increase the public's understanding of those mechanics.

VIII. Approval of proposed budget or announcement of next meeting

Ouderkirk moved to approve the proposed budget 2023-24 as presented. Bigelow seconded. Roll call was taken, and all 12 committee members in attendance voted in favor. The motion passed to approve the OCCC 2023-2024 preliminary budget as presented.

X. Adjournment

The Budget Committee Meeting adjourned at 7:44 pm.

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, reading "Birgitte Ryslinge", is written over a horizontal line.

Birgitte Ryslinge, PhD
Clerk of the Board