

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

Newport Central Campus

400 SE College Way

Newport, OR 97366

Wednesday, September 20, 2023, 6:00pm, Room 140

Zoom Meeting ID: 910 7883 5815

<https://oregoncoast.zoom.us/j/91078835815>

Regular Business Meeting

A. Call to Order

a. Board roll call

Chair Rich Emery called the meeting to order at 6:00pm. The meeting was held in a hybrid format with attendees both in-person and virtual via Zoom. Board members in attendance: Chair Rich Emery, Vice-Chair Debbie Kilduff, Alison Nelson-Robertson, Paul Schuytema, Marion Mann, and Nancy Osterlund. Chris Chandler was excused.

b. Welcomes by President

Acting President Dr. Andres Oroz welcomed OCCC staff in attendance: Dave Price (VP of Engagement), 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), Melissa Batchelor (Associate Dean of Academic Affairs), Joy Gutknecht (Director of HR), Spencer Smith (Director of IT), Julia Ryan (Marketing & Foundation Coordinator), Talaina King (North Center & SBDC Coordinator), and Matt Batchelor (Career Connected Learning Systems Navigator).

c. Approval of Business Meeting Minutes from July 19, 2023

Mann requested the minutes reflect that Chandler nominated her for Foundation Liaison. Kilduff moved to approve the meeting minutes as amended from July 19th. 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

Dr. Oroz shared highlights of happenings around the college since the last 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. Student Activities & Engagement

- New Board Members Mann and Schuytema attended the OCCA Board Member Training in Salem, OR. Materials from the event will be shared with other Board members.
- Welcome-back activities geared toward faculty and staff from 9-11-9/14 included a Committee Fair, chocolate-covered treats, Student Affairs meet & greet, fall in-service, and a rock painting party.
- Welcome Week activities for students included a welcome supply booth, campus games, fall BBQ, ice cream social, shark spirit day, and a scavenger hunt.
- Eight Community On-the-spot Admissions events served 49 students, including an event at Waldport Center. Five high school events served 90 students with 15 new student orientations.
- The Student Resource fair will take place October 3rd, 10am-2pm. Community members and non-profit service organizations will provide outreach to students and the community. This event is open to the public.
- The Careers Exploration Program in partnership with the STEM group, and Northwest Oregon Works seek to recruit middle school and high school students interested in health careers. Students recently toured hospitals and clinics.
- Conexión Fenix partners with OCCC to support GED and ESOL programs. The Semillas de Acceso event was held at the Performing Arts Center to recruit students and provide services to the Spanish-speaking community.

2. College & Program Updates

- The Welding program was expanded, and welding lab ventilation was installed at the Port of Toledo through funds from the Future Ready Oregon Pathways grant.
- Two science students worked with Biology faculty Matt Fisher during the summer at the Yakona Nature Preserve to conduct some research and presented their findings to the greater community.
- New phone installation and implementation is in progress. The new system should improve communication within OCCC and the community.

3. Engagement

- OCCC participated in summer parades throughout Lincoln County in Newport, Waldport, Toledo, and Siletz.

4. OCCC Media Highlights

- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include scholarship opportunities, Nursing Assistant Program applications, and a registration announcement for SBDC and Community Education courses.

b. Engagement, Marketing, and Community Ed

Julia Ryan (Marketing and Foundation Coordinator) and Talaina King (SBDC/North County Coordinator) shared updates from the Office of Engagement. They work directly with Community Education, the College website, publications, marketing, public relations, and the public information office. Fall 2023 Community Education has the largest class lineup ever. Ryan and King showed examples of recent social media promotions through various channels and platforms.

c. Adult Basic Skills/ESOL/Corrections

Dr. Melissa Batchelor (Associate Dean of Academic Affairs) presented an update on Adult Basic Skills (ABS) services, including GED, English Speakers of Other Languages, and Corrections. The presentation outlined the populations served and offerings for daytime and evening students. Data was shared for 2022-2023 including the benchmarks required for performance-based grant funding.

Batchelor discussed the Student Goals and Pathways for students, shared program successes, and discussed future goals and objectives. Schuytema asked about the transition process from ABS to an Integrated Education Program. Batchelor described the resources and faculty support available to ESOL students and the goal of preparing GED for the workforce.

Mann asked about the logistics of a part-time student success coach. Batchelor would like to have a success coach dedicated to the ABS program. Oroz clarified that the Title II Coordinator currently refers ABS students to one of the four Student Success Coaches in Student Affairs based on their academic program of interest. A combined Academic and Student Affairs coach would provide a familiar face to transition students from ABS to credit programs.

d. 2022-23 Draft Year-end Financials

Robin Gintner (VP of Administration Services) presented a review of the 2022-23 draft year-end financials. The draft FY 22-23 Financial Report was provided to the Board, and Gintner went over the various balances and accounts. The report has draft numbers due to changes in the audit and reporting schedules. Final adjustments will be made when the audit is complete.

The General Fund revenue finished slightly under budget. Property taxes were over budget, but tuition & fees came in less than budgeted. The Nursing program support from the health districts that passes through the Foundation did not get transferred to the College until July 2023, resulting in zero donation income in FY 22-23. With interest income improving, the Local Government Investment Pool income was eleven-fold over what is budgeted. Personnel costs, materials and services finished well under budget. The fund balance carried forward into the current year is significantly less than budgeted.

Gintner then addressed the Special Revenue Fund. Local and federal grant revenue at year-end was significantly less than budgeted, but there was additional budget capacity built into this fund. State grants and financial aid came in above budget. Expenses, except for financial aid disbursements, were all kept well under budget. Mann asked for clarification on transfers from other Funds. Gintner explained money from the Federal Government for nursing loans comes into the general fund and requires matching funds. The matching funds were transferred from the general fund into the special revenue fund. Emery asked for examples of capital outlay. Gintner said the funds came from the HRSA Grant for the nursing simulation lab being built at North Center.

The Debt Service Fund is slightly ahead of budget as far as total revenue with only a slight ending deficit. The deficit will help reduce the risk of exceeding IRS arbitrage limits.

The Enterprise Fund-Your College Store saw significantly less revenue than budgeted primarily due to the trend of textbooks switching to Open Education Resource and a reduction of students on campus. Personnel costs, materials and services were kept under budget. COVID Relief funds were able to reduce the negative fund balance.

The Internal Service Fund expenditures were well under budget. Even with less print and copy revenue, the fund still had a small surplus and increased its fund balance.

There was no expenditure for ERP travel in FY 22-23 so there were no costs charged to the Reserve fund. \$300,000 was transferred to begin rebuilding the fund.

Mann asked for some additional breakdown of the various funds and Gintner offered to provide information on specific accounts as requested.

D. Board Reports

a. Other Board Reports

No additional reports

E. Board Policy Update Process

a. First Read April Board Policy Review Packet

Dan Lara (VP of Academic Affairs) presented the first read Board Policy review for Chapter Four. Chapter four contains policies for Academic Affairs with 2 existing policies for review and 5 recommended new policies. A summary of policies was provided with recommended additions and changes highlighted in yellow. Lara gave an overview of each policy and answered questions from the Board.

F. Information and Discussion Items

a. Annual Board Meeting Report & Focus Areas 2023-24

Oroz clarified that the July minutes the nomination for Marion Mann as Foundation liaison was stated on page 3 and no correction to the minutes is necessary.

The calendar of annual board meeting reports was presented to the Board. Monthly topics and presentations are outlined for each month. Oroz noted it is a living document and subject to change.

Emery asked if there was any other business before closing the meeting. Kilduff announced the OCCA Conference is the 1-3rd of November. Registration is open if any Board members would like to attend. Emery stated attending the conference is worthwhile.

G. Announcement of future meetings:

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

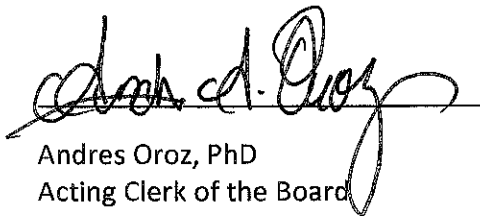
H. Adjournment

Emery adjourned the meeting at 7:23pm.

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 black ink, appearing to read "Andres Oroz", is written over a horizontal line.

Andres Oroz, PhD
Acting Clerk of the Board