

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

Newport Central Campus

400 SE College Way

Newport, OR 97366

Wednesday, October 18, 2023, 6:00pm, Room 140

Zoom Meeting ID: 936 1414 1406

<https://oregoncoast.zoom.us/j/93614141406>

Regular Business Meeting

A. Call to Order

a. Board roll call

Acting Chair Chris Chandler 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: Acting Chair Chris Chandler, Vice-Chair Debbie Kilduff, Rich Emery, Alison Nelson-Robertson, Paul Schuytema, Marion Mann, and Nancy Osterlund.

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), Larry Boles (Aquarium Science Program Director), Lori Templeman (Executive Assistant to the Board and President), Chris Rogers (Director of Facilities & Safety), Dr. Melissa Batchelor (Associate Dean of Academic Affairs), Joy Gutknecht (Director of HR), Spencer Smith (Director of IT), Matt Batchelor (Career Connected Learning Systems Navigator), Dr. Crystal Bowman (Dean of Nursing & Allied Health), and Jeanette Campagna (Director of Advancement).

c. Approval of Business Meeting Minutes from September 20, 2023

Mann moved to approve the meeting minutes from September 20th. Nelson-Robertson seconded. Emery, Nelson-Robertson, Osterlund, Schuytema, and Mann voted in Favor. Chandler abstained and Kilduff was excused. **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)

Public comment was given by Associate Dean of Academic Affairs Dr. Melissa Batchelor. Batchelor expressed appreciation from students for the books and calculators provided to GED students at the Lincoln County Jail.

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. College & Program Updates

- OCCC hosted a Community Resource Fair on October 3rd.
- Oroz provided a Fall Enrollment preview. Increases were seen in Small Business Development and other non-credit courses and CTE enrollment due to the LPN to RN program.
- The Welding program has enrolled 3 apprentices from Georgia Pacific as part of a 4-year apprenticeship program.
- Dr. Crystal Bowman, Dean of Nursing and Allied Health, was appointed to the Administrative Requirements for Clinical Training Advisory Committee (ARCTAC), to advise the Oregon Health Authority on the appropriate and necessary requirements for students in clinical training who work with patients.

2. Student Activities & Engagement

- The Equity & Inclusion Committee hosted a Hispanic Heritage Month Food celebration on October 10th. Empanadas and tamales were served and posters about famous Hispanics in academia, politics, and entertainment were hung around campus.
- OCCC is participating in The Great Oregon Shakeout on 10/19 at 10:19am.
- Student Game Club meets Wednesdays 1-4pm with growing attendance.
- ASG hosted Fall Festivities October 18th with pumpkin decorating, coloring, and refreshments.
- The Male Student Mentorship program, funded by the Ford Family Foundation, held its first event to support and engage male students.
- Aquarium Science is hosting an open house and movie night on October 24th.
- OCCC is hosting a blood drive Wednesday, October 25th.
- Career Connected Learning is developing community partnerships with Waldport High School and STEM Hub.

3. Engagement

- The Donor Scholar Reception will be held October 26th, 4-6pm.
- Giving Tuesday is November 28th.

4. OCCC Media Highlights

- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include the Community Resource Fair, P.E.O. Scholarship Awards, and OCCC's RFP for website redesign.

b. Cybersecurity and Vulnerability Assessment for Oregon Coast

Spencer Smith (Director of IT) outlined OCCC's risk management efforts for online security and communications.

1. Phishing Activities

- Phishing activity is increasing, more Spear Phishing targeting individuals and groups.
- Phishing security test results provided from KnowBe4.

2. CISA: Cybersecurity and Infrastructure Security Agency

- A free service provided by the Federal Government scans our webspace and website and tests for vulnerabilities by attempting to penetrate our local network.
- Smith shared the Cyber Hygiene Report Card and Cyber Vulnerabilities from 10/01/2023.

3. Multi-Factor Authentication

- Uses cell phone or one-time password token
- This process is being implemented for CNS, Azure, Microsoft 365, and Canvas.
- Required by insurance

c. Deferred Maintenance & Clery Crime Reporting

Chris Rogers (Director of Facilities & Safety) gave the mandatory Clery Crime report. OCCC had zero reported incidents on campus and the surrounding areas.

1. Clery Overview & OCCC Crime Stats

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 2022 reporting year, OCCC had zero Clery crimes to report.

2. Annual Security Report (ASR)

The ASR is required by any institution that administers federal financial aid. The 2020-22 report is available at oregoncoast.edu.

3. Deferred Maintenance (DM)

Completed spring and summer DM projects:

- Replaced Newport UPS battery bank
- Implemented a new phone system
- Replaced Newport main generator radiator
- Five-year inspection and test of fire systems in Newport and Lincoln City
- Wrapping up installation of Lincoln City Nursing Simulation Lab

Current and upcoming DM work and projects:

- Lincoln City main UPS PM work, battery replacement possibly in FY 2024/25
- Begin working with contractors on camera and access control systems
- Semiannual boiler maintenance, Newport and Lincoln City
- Transformer rebuilds in Newport

d. Annual Board Level Success Metrics

Dan Lara, Vice President of Academic Affairs provided an update on College enrollment. NWCCU standards require institutions to self-assess institutional mission fulfillment based on student achievement metrics.

The 10-year trend for OCCC's Full-time equivalency (FTE) metrics was shared, followed by data in three categories:

1. Retention/Persistence

- Fall to winter retention
- Students with all DFW grades in the 1st term
- Fall to fall persistence.

2. Pace

- Students earning 9+ credits in 1st term
- Students earning 36+ College level credits in 1st year
- Percentage of new students completing gateway writing in 1st year
- Percentage of new students completing gateway math in 1st year

3. Completion

- Cohort Year by Outcome (150% of time)

Lara concluded the report with strategies to improve enrollment and completion:

- Schedule & modality
- Mentoring
- Corequisite instruction
- Matriculation project
- Student Services redesign
- Examining Policies/Procedures
- Taking class attendance in Canvas

Lara and Oroz answered questions about recording class attendance. A policy is under development that will aim to reduce dropped classes. Faculty will begin taking attendance in Canvas, and an early alert system will notify the student, faculty, and Student Affairs after a defined number of absences.

Emery asked about follow-up with students who do not complete courses. A student exit survey is distributed to gain feedback and the data is reviewed.

D. Board Reports

a. OCCA Report

Dr. Oroz (Acting President/VP of Student Affairs) shared appointments to OCCA committees.

- Debbie Kilduff was selected for the Equity and Inclusion Committee
- Dr. Oroz was selected for the Member Services Committee

OCCA is offering a series of Lunch and Learn workshops for professional development over the next 7 months. A flyer was provided with the schedule and topics available. The Board is encouraged to participate.

b. Other Board Reports

No additional reports

E. Board Policy Update Process

a. Action Item: Adopt all Chapter 4 Board Policy Changes (Updates, revisions, new policies) as summarized on page 3 of this agenda, and as detailed in September 20, 2023 Board Document attachment E.a.

Mann requested a revision of Board Policy 4040 Library and Learning Support Services. The Board agreed to change “we resist censorship” to “we do not exercise censorship”.

Schuytema moved to adopt all Chapter 4 Board Policy Changes (Updates, revisions, new policies) as noted and summarized on page 3 of this agenda, and as detailed in September 20, 2023 Board Document attachment E.a., as amended. Nelson-Robertson seconded. All voted in favor.

Motion carries.

F. Information and Discussion Items

a. OCCA Lunch and Learn Webinars

This topic was discussed during the OCCA report.

G. Additional Action Items

a. Approve Board Resolution No. 2023-10-01: Explore and develop the Nursing/BSN degree with the Oregon Community College Consortium

Oroz presented the details of Resolution 2023-10-01. SB 523 has been approved by the Oregon Governor, allowing community colleges to offer a Bachelor of Science in Nursing (BSN). OCCC is working in a consortium with Central Oregon, Chemeketa, Treasure Valley, Klamath, and Linn-Benton Community Colleges to develop the BSN Degree.

The resolution approves OCCC to work with the Consortium and submit for approval from the state to begin working on the curriculum. Next steps require approval from NWCCU and the Department of Education, to allow qualification with open financial aid. The state also gives formal approval to award the degree. The projected timeline for the first Nursing cohort is Fall 2025.

Nelson-Robertson moved to approve Resolution 2023-10-01, with an amendment to spell out Bachelor of Science in Nursing instead of the acronym BSN on the resolution document. Kilduff seconded.

Emery requested Dr. Crystal Bowman's opinion. As the Dean of Nursing and Allied Health, Bowman fully supports developing the BSN degree, which can be offered locally and at a lower cost. Bowman thanked everyone for the letters of support and backing for SB 523.

A vote was called with all voting in favor. **Motion carries.**

H. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held November 15th, 6:00pm in-person at North County Center, 3788 SE High School Dr., Lincoln City, OR & via Zoom. Oroz reminded the Board of the upcoming Board Retreat Sunday, November 5th from 10:00am-2:00pm at the Newport Campus.

I. Adjournment

Chandler adjourned the meeting at 7:33pm.

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