

**OREGON COAST COMMUNITY COLLEGE  
BOARD OF EDUCATION WORK SESSION**

400 SE College Way

Newport, OR 97366

Sunday, November 5, 2023, 10am-2pm

**10:05am Welcome: President Ryslinge and Chair Emery**

Board Members in attendance: Chair, Richard Emery, Chris Chandler, Paul Schuytema, Marion Mann, Alison Nelson-Robertson. Debbie Kilduff was excused. Nancy Osterlund, Zone 4, not present, having resigned effective October 19, 2022.

Staff Present:

President Ryslinge for the duration,

Vice Presidents Dr. Andres Oroz, Dave Price, and Robin Gintner for Part 1, Bond Presentation.

- Welcome & thanks for participation.
- Nancy Osterlund resigned from the Board effective October 19, 2023. The resignation will be on the agenda of the regular Board meeting on 11/15/2023.
- Board members were reminded of the purpose of a Work Session, as an opportunity to learn and share perspectives, but not to include deliberations or decisions (which must occur during a regular Board meeting).

**10:10 OCCC 2044: Facilities Bond Recommendation**

- Ryslinge, Oroz and Price gave a 60-minute presentation outlining:
  - The case for a facilities bond
  - President's Recommendation for bond
  - How proceeds would be invested
  - Election process for a bond
  - Next steps: this Bond Recommendation will be presented for first read at the 11/15/2023 Board of Education Meeting
- Ryslinge requested that Board members, either today or before the 11/15 meeting, share with herself and Chair Emery additional requests for information necessary for deliberation regarding a Bond recommendation.
- Board members asked for clarifications and elaboration on various parts of the presentation, including the utilization of current space, and how bond related work would be staffed. Ryslinge & VPs addressed the questions raised during the retreat.

**11:30 Board of Education Self-Evaluation**

- Part I of a BOE self-evaluation tool focusing on Board roles, responsibilities, relationships, and overall functioning was completed the prior week by all Board members, including Osterlund (given her 8 years of service on the Board).
- Chair Emery facilitated a discussion of the results. Almost all questions saw high alignment among the respondents, with Strongly Agree and Agree being the most typical response (indicating high levels of agreement with Board Governance best practices as identified by the American Association of Community College Trustees. ) A few questions had single instances of "disagree" and the Board members explored what this might indicate. There was discussion as to how agendas were developed

for Board meetings, and President Ryslinge explained the process by which the full Board gave guidance to the President for a two-year cycle of regular topics.

### **12:30 Fiscal Trends and Implications**

Ryslinge noted that OCCC will soon be entering the annual budget development cycle, and is drawing Board attention to a particular fiscal trend with relevance to that process.

The annual budget (spending plan) must balance to zero with annual revenues.

Revenues are either continuing (renewed annually) such as tuition, state funding, property tax or one-time, such as beginning fund balance, grants, Covid relief funds, etc.

Likewise, Expenditures are either continuing (most personnel costs, contracts, on-going materials & supplies) or one-time such as a roof repair for example.

An important trend to monitor is the extent to which the annual budget relies upon one-time revenue to support on-going/continuous costs. At OCCC this factor had varied over the past 8 years from 0% to 7.5%. The current year's budget (23-24) relies upon approximately 11% of one-time funds. Ryslinge noted that the Board might wish to establish guidelines as to what would be an acceptable range for this metric in the future. The Board asked questions to better understand the metric, and what factors underlie the growth in the metric.

### **1:00 Board of Education Goals**

Board members reviewed 22-23 Board Goals, and developed draft goals which could be discussed at the next regular Board meeting. The draft goals under consideration relate to the following areas.

1. Facilities Bond
2. Finish the current cycle of Board Policy Review & Updates
3. Support & advance the NWCCU 7-Year Reaccreditation of OCCC
4. Consider fiscal guidance on reliance on one-time funds in balancing the annual budget.

The Retreat adjourned at 2:00pm.

Approved by:

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

Birgitte Ryslinge, PhD

Clerk of the Board