

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, November 15, 2023
North County Center
3788 SE High School Dr., Lincoln City, OR 97367
Meeting ID: 944 9970 3521
<https://oregoncoast.zoom.us/j/94499703521>

Regular Business Meeting

A. Call to Order

a. Board roll call

Chair Rich Emery called the meeting to order at 6:01pm. 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, Chris Chandler, Alison Nelson-Robertson, Paul Schuytema, and Marion Mann.

b. Welcomes by President

President Ryslinge welcomed OCCC staff in attendance: Dave Price (VP of Engagement), Robin Gintner (VP of Administrative Services), Andres Oroz (VP of Student Affairs), Dan Lara (VP of Academic Affairs), Lori Templeman (Executive Assistant to the President and Board), Chris Rogers (Director of Facilities & Safety), Joy Gutknecht (Director of HR), and Spencer Smith (Director of IT).

c. Approval of Business Meeting Minutes from October 18, 2023

Nelson-Robertson made a motion to approve the minutes from the October 18th meeting and work session notes from November 5th. Schuytema seconded. All voted in favor. **Motion carries.**

d. Approval of Work Session Notes from November 5, 2023

The work session notes were approved with the previous motion.

d. Finalize agenda

No changes to the agenda.

B. Communications

a. Written

i. Board Resignation, Osterlund, Zone 4

Ryslinge announced the receipt of Board Member Nancy Osterlund's resignation after 8 years on the Board. The next step will be declaring a vacancy in Zone 4.

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 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

- The Annual Board Retreat took place November 5th.

Agenda items included:

- OCCC 2044: Facilities Bond Recommendation
 - Board of Education Self-Evaluation
 - Fiscal Trends and Implications
 - Board Goals 2023-2024
- OCCC staff attended conferences from the Oregon Community College Association, Northwest Commission on Colleges and Universities, and the American Association of Women in Community Colleges for professional development.
 - 2020-2023 Fall enrollment statistics showed a steady increase in credit enrollment (FTE) and a significant rise in community education enrollment.

2. Student Activities & Engagement

- Updates on the LPN and nursing programs were provided, along with community involvement initiatives and campus activities.
- The Alumni Club's first social event was announced.

3. OCCC Media Highlights

- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include the Summer 2023 OCCC Honor Roll and the SBDC Zoom Conference.

b. Student Success Equity & Inclusion

Dr. Andres Oroz (VP of Student Affairs) presented two key initiatives: the Student Basic Needs Program, which helps students access resources for food, transportation, medical care, mental health, housing, and technology, and the Male Mentoring Program, which was initiated the previous year.

Student Basic Needs Program:

- OCCC expanded the Oregon House bill 2835 and created the Student Basic Needs program.
- The program connects students to federal, state, and local agencies providing direct support to cover basic needs.
- Future plans include focusing on student health and wellness, increasing partnerships to support basic needs, and growing the Shark Shack student pantry.
- Housing and transportation were identified as the top needs for students.
- A student resource fair was held, and it was well-attended by students and community members. Similar fairs will be held every term.
- Data from the last academic year showed that 71 students were served, with 55% continuing enrollment, 24% graduating, and 21% withdrawing.
- The program's impact is expected to increase, with a projection of 151 students being served in the current academic year.
- The program provides direct funding for transportation and food to students in need.

Male Mentoring Program:

- This program focuses on male students aged 18 to 24 and aims to increase their completion rates for associate or certificate programs.

- The program was a competitive grant funded by the Ford Family Foundation. OCCC was one of the four awardees.
- Activities include creating a small learning community, mentorship programs, partnerships with local employers, and bridging programs for transfer.
- Data showed that program participants had higher fall-to-spring persistence rates and earned more credits on average compared to all male students and all students.
- Qualitative data collection using journey mapping and interviews is planned to gain insights into students' experiences.

c. North Center Updates

Dave Price (VP of Engagement) provided an update on the North Center in Lincoln City:

- The new sim lab for nursing students is operational, featuring advanced technology and cameras for monitoring student interactions with mannequins. The grant-funded project was headed up by Dr. Bowman and construction and remodeling took place over the Summer Term.
- A medical assistant lab, computer lab (used this term for Spanish-language computer skills classes), and the recently updated digital media and marketing studio are available.
- The Latino outreach office, led by our partners in the nonprofit Conexión Fénix, is actively engaging with the community and participating in events, such as the recent Lincoln City *Día de los Muertos*.
- The technology-rich GED and ESOL classroom is being used for various subjects, from Women's Studies to Sociology, in addition to its basic skills core courses.
- The art room and science lab are available; the art room is coveted by art instructors who rave about its natural light, easy-access sinks, vertical art storage racks, and more.
- The community room has been impacted by the growth of the nursing program, and some classes have been relocated to the Lincoln City Cultural Center for Winter term to accommodate the added volume the room has seen, including nursing classes of 40 or more participants.
- The Northwest Oregon Works main office remains at the North Center, and the organization still hosts staff meetings in the building and connects regularly with the SBDC and Instruction.
- The garden on the premises has been enhanced with 1,500 flowers planted for pollinators, in a Community Education project that engaged the general public and was presented by OSU Master Gardeners.

d. Financials through Quarter #1 (current year)

Robin Gintner (VP of Administrative Services) discussed the first quarter financials, which are currently drafts as the beginning balances cannot be finalized until after the audit is complete. The first quarter report only covers the year up to the end of September, including the summer term and the first few weeks of the fall term, and thus the budget comparison may not be very meaningful at this stage.

The General Fund revenue is tracking very close to budget for the first quarter.

- Property tax revenue will catch up with projections once the December payment is received.

- Tuition and fees are higher than in previous years at the end of the first quarter.
- Interest income is currently twice the budgeted amount due to better rates in the Local Government Investment Pool.
- The state funding received in August was slightly higher than expected.
- Personnel costs are under budget after the summer term due to lower faculty costs.
- Materials and services expenses are high due to significant payments made in July for insurance, dues, and data services.
- Overall, expenses for the first quarter are under budget, marking a decent start to the year.

Grant revenue and expenses in the Special Revenue Funds are below budget as many grants, especially state and federal ones, start their year in October.

The Debt Service Funds follow similar trends to the General Fund, with low property taxes and high interest income. Unfunded PERS (Public Employees Retirement System) liability is low due to lower expenditures for the minimal summer class schedule and is expected to increase reflecting the normal fall (& forward) schedule.

The Enterprise Fund (Your College Store) bookstore fund is ahead of budget with the best sales in three years. Finance staff covered operations in the summer, eliminating personnel costs in the first quarter.

The Internal Service Fund shows minimal activity with no unemployment claims and low copier income and costs, resulting in a slight surplus.

The Reserve Fund had no activity.

The report ended with anticipation for the trends to continue and pick up throughout the year.

D. Board Reports

a. Foundation Liaison: Marion Mann

- The Foundation Board of Directors has held two recent meetings.
- Six Foundation Board members met their term limits with four of them renewing.
- They acknowledged the two retiring board members and welcomed two new ones. Thirteen Board seats are filled and two are vacant.
- The Donor Scholar Reception took place on October 26th.
- A Giving Tuesday event will take place in the Newport Campus Commons on November 28th from 11am-2pm.
- An Alumni Association Mixer will be held at Rogue Public House on December 7th.
- The "Pearls of Wisdom" event is planned for March 2, 2024.

b. 2023 Board Self-Evaluation: Part I, Part II tentative Schedule December 2023

The Board discussed the results of the self-evaluation conducted during a retreat. There was consistency among board members on most elements, but some areas required clarification of intent. The Board expressed strong support for the college's mission and leadership.

c. Other Board Reports

No additional reports

E. Board Policy Update Process

a. No new Board policies reviewed this month

F. Information and Discussion Items

a. First Read Board Resolution 2023-11-01: Calling Measure Election (contract bonded indebtedness)

The Board discussed a resolution for a bond measure election. The President's recommendation provided changes over the 2023 election wording. Changes focused on describing the state match, and a levy amount which could be supported by a continuation levy, rather than the approximately .05 cent increase envisioned last year. The wording of the measure is still being fine-tuned based on county-provided data on revenues and assessment rates.

b. Board Goals 2023-2024 Draft

The Board reviewed its goals, which have been carried forward from the previous year with updates. One new goal involves reducing one-time funding reliance by 1% per year, targeting less than 8% reliance by fiscal year 2026-27.

G. Action Items

a. Accept resignation of Nancy Osterlund and declare vacancy effective November 16, 2023, for Zone 4.

The board discussed Nancy Osterlund's resignation. The process for filling the vacancy involves public announcements, applications, interviews, and a direct appointment to complete the remaining first two years of the current term. At the next election in 2025, the candidate will need to run for election to finish out the remaining 2 years of the term.

Schuytema asked about the impact of the pending Bond vote on the direct appointment process. Ryslinge clarified that the board should follow its established process for vacancy appointments regardless of the bond measure.

Mann motioned to accept the resignation of Nancy Osterlund and declare vacancy effective November 16, 2023. Schuytema seconded.

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 December 13, 2023, in-person at Newport Campus, 400 SE College Way, Newport, OR & via Zoom.

I. Adjournment

Emery adjourned the meeting at 7:21pm.

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