

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

Newport Central Campus

400 SE College Way

Newport, OR 97366

Wednesday, December 13, 2023, 6:00pm, Room 140

Zoom Meeting ID: 920 5489 3121

<https://oregoncoast.zoom.us/j/92054893121>

Regular Business Meeting

A. Call to Order

a. Board roll call

Chair Rich Emery called the meeting to order at 6:02pm. 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. (Zone 4 vacant)

b. Welcomes by President

President Ryslinge welcomed OCCC staff in attendance: Dave Price (VP of Engagement), Robin Gintner (VP of Administrative Services), 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), and Jeanette Campagna (Director of Advancement).

c. Approval of Business Meeting Minutes from November 15, 2023

Schuytema moved to approve the meeting minutes from November 15th. Nelson-Robertson seconded. All 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. Interviews for Zone 4 Vacancy

The Board welcomed two applicants, Jacob Moose and Bud Shoemake, who had applied to be considered for appointment to the vacant Board position for Zone 4. The board then conducted interviews with the applicants.

- a. Jacob Moose – Board members took turns asking questions of Mr. Moose. Mr. Moose shared his volunteer and community experience, his perceptions of the college, and his motivation for applying for the board position.
- b. Bud Shoemake – Board members took turns asking questions of Mr. Shoemake. Mr. Shoemake shared his previous work and business background, his perceptions of the college, and his motivation for applying for the board position.

Moose and Shoemake were informed of the option to leave after the interviews and be informed of the outcome, or stay for the discussion and potential decision scheduled later on the meeting agenda.

D. 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 SBDC is offering a Youth Entrepreneurship Program in collaboration with LCSD that begins January 2024.
- Nursing Program Info Sessions took place December 6th via Zoom for the RN and LPN programs.
- The OCCC library December display features multicultural fiction.
- Associated Student Government provided "Shark Shack" meal kits for Thanksgiving.
- The OCCC Foundation held a "Dollars for Scholars" event on Giving Tuesday, November 28th.
- The annual LCSD/OCCC Coordination meeting and breakfast was held on December 6th.
- OCCC hosted the OCCA Oregon President's Council and OCCA Board meetings at the Central County Campus December 7-8th.

2. Academic Affairs Reorganization

- Dan Lara, Vice President of Academic Affairs, is stepping down due to personal commitments, but will continue to contribute to various areas in a different role through the end of FY 23-24. Ryslinge outlined the interim restructuring plan of a single Vice President, Dr. Oroz, overseeing both Academic and Student Affairs. The roles of Associate Deans were also discussed, with Dr. Melissa Batchelor and Associate Ben Kaufmann taking on additional responsibilities, Ryslinge will serve as the Accreditation Liaison Officer (ALO) with NWCCU. This current structure will stay in place until the end of the fiscal year and evaluated in the Spring to assess the best structure long-term.

3. Community Engagement

- The Winter "Catch the Wave" issue is released with a variety of Community Education courses open for registration.
- The Small Business Restaurant Management Program is delivered locally and via Zoom to Clatsop and Columbia Gorge SBDCs and features accomplished guest speakers and content experts.

4. Staff Activities Engagement

- OCCC Staff Winter Festivities included a Secret Santa, Winter Gathering, and a Library Bookshelf Decorating Contest.
5. Media Report
- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include the search to fill the OCCC Board vacancy, Nursing Program Information Sessions, and the SBDC's Youth Entrepreneurship Program.

b. SBDC: Greg Price

SBDC Director Greg Price provided an update on SBDC Programs. Price reported strong financial results for the Small Business Development Center, attributing them to increased state funding and a new bill that allocated the first direct appropriation to the network in 40 years. Price also highlighted new partnerships, such as with longtime partner Northwest Oregon Works, which offset tuition costs and expanded access to Small Business Management programming beyond just Lincoln City – the city having offered sponsorships for a decade for firms located within city limits. In addition, a new Restaurant Small Business Management program has been running since the start of Fall term. Price discussed the successful completion of a childcare acceleration program, funded through the American Rescue Plan Act grant, which provides training and help with licensing and regulations for childcare providers. That program was delivered with support of the Lincoln County Board of Commissioners.

Various new SBDC programming was introduced for the Fall and Winter terms, including training for Artificial Intelligence, Digital Marketing & Branding, and new in-development programming in Spanish. The Youth Entrepreneurship Program begins January 31st. The 12-week program is available to LCSD students with stipends and scholarships available to participants. Challenges of hiring and recruiting, especially for local positions, and the need to improve the SBDC's registration process were also raised. This lack of a fully staffed advising team remains the biggest hurdle facing the Center.

E. Board Reports

a. OCCA Liaison: Debbie Kilduff

Kilduff attended the OCCA Board meeting on December 8th. Co-requisites for math was a key take-away from the meeting. Co-requisites decrease the time and expense for students to reach and succeed in college level math.

Ryslinge noted OCCA's search for a permanent replacement Director. The OCCA Board approved a contract to hire a consulting firm to help with the process.

Kilduff announced the OCCA Annual Conference will be hosted at Salishan Coastal Lodge in Gleneden Beach, Nov. 6-8, 2024.

b. Other Board Reports

No additional reports

F. Board Policy Update Process

a. No new Board Policies reviewed this month

G. Information and Discussion Items

a. Update to Bond Resolution

Ryslinge presented the final versions of RESOLUTION NO. 2023-11-01 (putting the question of general obligation bonds on the May 2024 Ballot) and Exhibit A.

Ryslinge went over the changes from the first read documents considered by the Board at the November Board meeting, as documented in [Attachment G.a. Update to Bond Resolution](#) describes all changes in detail. The updates are:

1. Bond issuance limit went from not to exceed \$30,365,000 to not to exceed \$33,165,000. This change reflects declining interest rate projections since November, as well as capacity to address the interest overlap in the final year of the current Bonds (2024-2025).
2. Clarified that of the state match allocation of \$8,140,000, \$8million is for the college, and the remainder is for state Bond issuance costs (of the match).
3. Specified the current tax rate of \$.21 per \$1,000 assessed value.

Ryslinge noted that Interest rates and the advice of Bond Counsel may cause further minor adjustments after the Board acts and before filing. The Resolution (item #3) delegates authority to President and key staff to make such adjustments and report back to the Board.

b. Deliberation on Zone 4 Interim Appointment

Board members shared their impressions of the two candidates, Mr. Moose and Mr. Shoemake, and agreed that both candidates are excellent community representatives. Chandler moved to appoint Bud Shoemake for the Zone 4 board position. Nelson-Robertson seconded the motion. All voted in favor. **Motion Carries.**

H. Additional Action Items

a. Approve Board Resolution No. 2023-11-01: Calling Measure Election (contract bonded indebtedness)

Nelson-Robertson moved to approve Board Resolution 2023-11-01: Calling Measure Election (contract bonded indebtedness). Chandler seconded the motion. A vote was called with all voting in favor. (After casting a vote in support, Mann noted that being new to the Board, she had questions about planning and program specifics. Chair Emery noted the need to complete the vote that was already underway). **Motion carries.**

b. Adopt Board Goals 2023-2024

Schuytema moved to adopt the Board Goals for 2023-2024. Mann seconded. All voted in favor. **Motion carries.**

Ryslinge followed up on the question regarding planning and programs, providing some insight on the level of specificity most helpful in early stages of a Bond and building campaign.

Ryslinge also very briefly summarized the planning process to date, noting that the Board would receive periodic updates over the life of the Bond campaign and potential implementation. Ryslinge noted the importance of all Board members receiving common updates and information about the

Bond. Ryslinge emphasized the importance of consistency in public communications and that communication guidelines for the Board would be provided as we get closer to the election. In the meantime, please rely on the prior Bond presentation given to the Board at the September retreat and refer further questions to Chair Emery and Ryslinge.

c. Appoint Bud Shoemake as Interim Zone 4 Representative (through June 30, 2025)

The deliberation and vote took place during G.b.

I. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held January 17, 2023, 6:00pm in-person at Newport Campus, 400 SE College Way, Newport, & via Zoom.

J. Adjournment

Emery adjourned the meeting at 7:45pm.

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 dark ink and is positioned above a horizontal line.

Birgitte Ryslinge, PhD
Clerk of the Board