

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

Newport Central Campus
400 SE College Way
Newport, OR 97366

Wednesday, January 24, 2024, 6:00pm, Room 140
Zoom Meeting ID: 969 0923 3761

<https://oregoncoast.zoom.us/j/96909233761>

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, Chris Chandler, Paul Schuytema, Marion Mann, and Bud Shoemake. Alison Nelson-Robertson was excused.

b. Welcomes by President

President Ryslinge welcomed OCCC staff in attendance: Dave Price (VP of Engagement), Robin Gintner (VP of Administrative Services), Dr. Andres Oroz (VP of Student 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), Darci Adolf (Director of Library & Media Services) and Jeanette Campagna (Director of Advancement).

c. Swearing In: Bud Shoemake Zone 4 by Amy Southwell, Lincoln County Clerk

It was announced that County Clerk Amy Southwell was delayed, and the swearing-in would take place upon her arrival.

d. Approval of Business Meeting Minutes from December 13, 2023

Chandler moved to approve the meeting minutes from December 13th. Kilduff seconded. Emery, Kilduff, Chandler, and Schuytema voted in favor. Mann abstained. Nelson-Robertson was excused. Due to the delay of the swearing-in, Bud Shoemake did not vote. **Motion carried.**

e. Finalize agenda

In addition to the delayed Swearing in, Ryslinge announced an addition to section E. Board Policy Update Process. A new attachment, "Orientation to Board Policy 101" would become E.a. and "First Read: January Board Policy Review Packet" would become E.b.

B. Communications

a. Written

No written communications received.

b. Public comment on agenda items (as received)

No Public Comment

c. Board Chair Meeting Process Request

Emery discussed the adjustments to the meeting room setup and his request for refined protocols to accommodate hearing challenges. Board members were asked to be recognized by the chair prior to speaking and when making a motion so meeting processes are effectively managed.

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

- Ryslinge discussed the impact of a recent storm on OCCC operations, which led to power outages and unplanned closures. Staff maintained communication and made decisions via text.
- Enrollment numbers for 2024 Winter Term and Year-to-date was shared. Winter Term enrollment saw double-digit growth compared to 2023 Winter term.
- Community Education enrollment is steadily increasing.
- OCCC Student Affairs was selected as one of the 2024 Most Promising Places to Work in Student Affairs by ACPA and Diverse: Issues in Higher Education. Ryslinge highlighted the national recognition and efforts of Dr. Oroz and his team.

2. Trades Education Center/Bond Update

- The Trades Education Center has a new title: Oregon Coast Advanced Technology & Trades (OCATT) Center.
- The planning and development process for various trade programs, the significance of grant funding, and the importance of common core skills were discussed.
- Ryslinge shared an internal tool that lists 14 potential program focus areas under consideration for the OCATT Center.
- The OSBA Bonds, Ballots, and Buildings Conference will take place in Salem on Feb. 16th. Board Members Schuytema and Shoemake are attending, along with staff representatives from OCCC.

County Clerk Amy Southwell arrived, and Bud Shoemake was sworn in. The President's Report resumed.

3. Engagement/Foundation

- The OCCC Foundation was awarded a \$5,000 grant to expand ESOL programming at the North County Center.
- The first OCCC Alumni social will take place February 1st at The Taphouse at Nye Creek.
- Planning has begun for the Pearls of Wisdom fundraising event to be held March 2nd.
- Congresswoman Val Hoyle visited OCCC on January 23rd to review congressionally directed spending for OCCC. Dr. Leslie Ogden joined the delegation during a tour of the Nursing Simulation Lab.

4. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include the Board approval for the trades education ballot measure, Fall Honor Roll, and a grant award to the OCCC Foundation from the City of Lincoln City.

b. Newport Campus Roof, Next Steps

Ryslingle provided an update on the ongoing issues with the building's roof. The Central Campus roof has been a problem for several years and the issues are expanding, leading to a sense of urgency. The repair or replacement is a complex project with a tight timeline. A facility study was conducted last year, which estimated the cost of roof replacement to be \$1.25 million.

The expense of roof replacement is included in the bond planning. A contract was awarded to Glas Architects for \$90,000 to design and develop specifications for a new roof system. Per Board Policy 6340, Bids and Contracts, as this contract would not have a value of greater than \$100,000, it is within the authority of the President to enter the contract without Board ratification. Ryslingle is providing this update as the work will lead to larger expenses which will require Board action.

The potential interim funding sources for the project include the bond, strategic initiative fund, current maintenance fund, an operating loan, and board reserve % reduction. Recommendations for the next phase of the roof replacement contract subject to Board Policy 6340 Bids and Contracts, Board Approval and Ratification will be brought before the Board for approval, potentially in February.

c. OCCC Library Update: Darci Adolf, Director of Library & Media Services

Adolf highlighted the importance of the library in fostering student success through information literacy, instruction, and support. The shift from traditional to online resources in response to rising costs, security issues, as well as student demand was presented. Adolf shared the challenges and solutions related to organizing and accessing electronic library resources, such as using a cloud-based program called LibGuides.

Adolf reviewed the library's future plans, including the development of a chat bot, a budget line for laptops available for checkout, and the vision for the library to support Online Educational Resources. Adolf emphasized the advantages of using the library's tools over online resources like Google and clarified the budgeting process for these tools.

D. Board Reports

a. Other Board Reports

Kilduff provided an update on OCCA's process to interview for a new Executive Director. The short Legislative session is beginning and OCCA will soon share information about legislative bills pertinent to the community colleges.

b. Other Board Reports

No additional reports

E. Board Policy Update Process

a. Orientation to Board Policy 101

Ryslinge provided an orientation to the board policy review process, which predates the addition of three new board members. Ryslinge also explained the role of board policies in establishing the College's operations and compliance standards, and the importance of simplicity in these policies to minimize potential misinterpretations. OCCC subscribes to the OCCA Policy Service, which ensures alignment with applicable statutes and standards.

b. First Read: January Board Policy Review Packet

Ryslinge introduced the Board Policies under review from Chapter 3 – General Institution. Three new policies are proposed, and the Drug-free Environment and Drug Prevention Program policy has a recommended change in content.

F. Information and Discussion Items

a. First Read: Tuition and Fees 2024-2025 Recommendation

Ryslinge discussed the annual budget development cycle, emphasizing the importance of setting tuition rates early. The current tuition recommendation for FY 24-25 is for a \$2 increase in both the per credit fee and the student success fee for a total of \$4 per credit to offset rising costs. Following Board Policy, this recommendation considered local economic trends and impacts, and a relevant consumer price index.

The recommendation will be up for a vote at the next Business meeting in February.

b. Statement from President Ryslinge

Ryslinge reflected on her ten-year presidency at Oregon Coast Community College, highlighting achievements such as earning independent accreditation and launching new programs. Ryslinge announced plans to retire by September 30th, 2024, while committing to a successful bond campaign, the development of the 2024-2025 budget, and the application for more grant funding to develop Trades Education.

Ryslinge's recommendation moving forward is to form a committee of 3 Board members to work with the College and OCCA to review current conditions related to the Presidency, gather process information, and report to the Board in March.

Kilduff motioned to appoint a committee of three Board members, Chris Chandler, Alison Nelson-Robertson, and Paul Schuytema, to work with the College and OCCC staff to 1.) Review current employment conditions related to the Presidency, and 2.) Gather process options and report to the Board in March.

Emery, Kilduff, Chandler, Schuytema, and Shoemake voted in favor. Mann abstained. Nelson-Robertson was excused. **Motion carried.**

G. Action Items

a. No action items this month

I. Announcement of future meetings:

The next regularly scheduled meetings of the OCCC Board of Education will be held

- February 21, 2024, at LCSD Teaching and Learning Center, 1212 NE Fogarty St., Newport, OR & via Zoom.
 - 5:00pm, Joint LCSD & OCCC Work Session
 - OCCC Board Meeting immediately following the Board Work Session in person and via Zoom.

Emery reminded the participants that the OCCC Board of Education will hold an executive session immediately after the adjournment of this business meeting. The executive session is being held pursuant to Oregon revised Statute ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

J. Adjournment

Emery adjourned the meeting at 7:55pm.

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:



Birgitte Ryslinge, PhD
Clerk of the Board