

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, March 20, 2024, 6:00pm
North County Center, Room 108
3788 SE High School Drive, Lincoln City, OR 97367
Zoom Meeting ID: 987 2086 0872
<https://oregoncoast.zoom.us/j/98720860872>

Regular Business Meeting

A. Call to Order

a. Board roll call

Acting Chair Debbie Kilduff called the meeting to order at 6:04pm. 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, Marion Mann, Alison Nelson-Robertson, Paul Schuytema, and Bud Shoemake.

b. Welcomes by President

President Ryslinge welcomed the Board members and OCCC staff present.

c. Approval of Work Session and Business Meeting Minutes from February 21, 2024

Mann requested amending the February 21st Business Meeting minutes to reflect resolution of a conflict-of-interest question. Nelson-Robertson moved to approve the Work Session Minutes, Business Meeting minutes as amended, and the Special Meeting Minutes from February 28th. Schuytema seconded. Emery, Kilduff, Mann, Nelson-Robertson, Schuytema, and Shoemake voted in favor. Chandler voted in favor of the February 21st Work Session and Business meeting minutes, abstaining to approve the February 28th meeting minutes due to her absence. **Motion Carried.**

d. Approval of Special Meeting Minutes from February 28, 2024

Special Meeting Minutes were approved in the previous motion.

e. Finalize agenda

No changes to the agenda

B. Communications

a. Written

No written communications received.

b. Public comment on agenda items (as received)

No general public comment requests received, see E.b for public comments regarding Presidential Vacancy Report.

C. College Reports

a. President's Report

Ryslinge reported a busy month with numerous achievements, including successful networking opportunities, community engagement, and academic accomplishments.

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 (see report for full updates)
 - The All-Oregon Academic Team Luncheon presented by OCCA will take place on April 19th. Kara Norton and Darby Davis are the 2024 student Honorees from OCCC. Board members are invited to attend. Lori Templeman will make arrangements.
 - Aquarium Science hosted the National Visitors Committee from the Aquarium Science Committee to examine the program, give feedback, and meet the AQS students.
 - Spring 2024 Catch the Wave is released
 - Pearls of Wisdom was a successful event, and Ryslinge thanked all the donors, volunteers, and staff who participated.
 - The Career Technical Education Showcase (3/24/24) will welcome hundreds of OCCC & LCSD high school students, local employers, and stakeholders.
2. Trades Education Bond Update
 - OCCC filed SEL 803 (500-word explanatory statement for the bond measure)
 - During April, President will host College Bond information meetings at Port of Toledo and Newport, Lincoln City, and Waldport.
3. Roof Committee Recommendation
 - The Roof Repair Committee was made up of: Dr. Birgitte Ryslinge (OCCC President), Robin Gintner (OCCC VP of Administrative Services), Chris Rogers (OCCC Director of Facilities & Safety), Chris Walkup (GLAS Architects), Bud Shoemake (OCCC Board Member), and Dan Van Calcar (Soderstrom Architects).
 - On March 1st an RFP with scoring criteria was issued. Proposals were received from Todd Construction, CB Construction, and Richards Remodeling LLC.
 - The Committee applied scoring criteria on March 15th.
 - Pending the completion of the protest period, OCCC will award a contract for CM/GC services for the OCCC Central Campus Reroof Project to Todd Construction, Inc.
 - Projected cost for this portion of roof replacement is approximately \$341,000.
4. Media Report

A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include OCCC Community Education class offerings and CTE Day.

b. Nursing & Allied Health Program Updates

Dr. Crystal Bowman, Dean of Nursing & Allied Health provided updates on the Nursing Department's growth and achievements. The full report is available [here](#). Dr. Bowman made comments at the conclusion of her report which included her appreciation for the support and leadership provided by Dr. Oroz to the Health programs since the beginning of 2024, when he transitioned into the leadership of Academic Affairs.

c. Title IX, Drug & Alcohol

Dr. Andres Oroz (VP of Academic and Student Affairs and Title IX Coordinator) provided an overview of Title IX and the American Disabilities Act explaining their role in providing accommodations and ensuring compliance. OCCC reported no Title IX reports or investigations in the last three years and noted that they had not received any reports of drug or alcohol use during the same period. The full report is available [here](#).

D. Board Policy Update Process

a. First Read: March Board Policy Review Packet

Ryslingle introduced a First Read of two Board Policies from Chapter 3. BP 3540 Sexual and Other Assaults on Campus is up for review, and a New Board Policy 3410 Nondiscrimination was introduced. BP 3410 will Rescind current Board Policies 301 & 302.

E. Board Reports

a. President Vacancy Committee Report

The President Vacancy Committee of Board members Schuytema, Chandler, and Nelson-Robertson presented their findings on employment conditions, the Next President Profile & Criteria, and process options. Schuytema introduced the presentation and included a reminder that the charge of the committee was to gather information for board discussion, not to make recommendations.

The full report is available [here](#). The Draft Profile of the Next President of Oregon Coast Community College is available [here](#).

Chandler outlined the process of the committee to develop the Draft President Profile. The draft was shared with all OCCC employees and the Foundation Board (as a proxy for community input) to solicit feedback. The survey was open for 10 days. Approximately 110 surveys were sent out, and 21 were returned. Within the responses, the average rating of the profile was 4.01 out of 5, indicating an overall positive response to the profile. The survey also asked for narrative comments, and Chandler shared those results.

Nelson-Robertson introduced the President vacancy process and outlined four options:

- A. National Formal Search
- B. Internal Search
- C. Direct Appointment
- D. Hybrid Model, combining elements of A, B, C

b. Public Comment on President Vacancy Report including Next President Profile & Criteria

Acting Chair Kilduff opened Public Comment on the President Vacancy process by noting that given the very full agenda, she would apply BP 2350 that provides: "The Board Chair may establish at the meeting a maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Education meeting." Kilduff noted that the 4 speakers had all signed up under the same topic, and therefore she would limit total comment on that topic to six minutes. Public Comments ensued.

1. Alberto Flores (Community member) – asked the Board to consider conducting an extensive search for the new college President with community and staff involvement and share desired qualities of the new President.
2. Ren Whipple (Oregon Coast United Employees) – requested the Presidential selection process be open, transparent, and inclusive to all stakeholders and the local community.

Acting Chair Kilduff then asked the remaining people who had signed up for comment whether they wished to address something different from what was already covered. Mr. Juarez said yes and was invited to speak.

3. Oscar Juarez (Oregon Coast United Employees) - read a statement from an OCCC employee, emphasizing the importance of involving both students and staff in the selection process for the President.

The remaining signup (Shannon McKibben) stated she had nothing to add to what had already been said and waived her request to speak.

F. Information and Discussion Items

a. President Vacancy

i. President Profile Board Discussion

During Board discussion of the profile, Mann offered a number of revisions. Other Board members either suggested alternative wording for the concept or spoke against the revision. The revisions which were discussed by the Board are presented below as concepts and do not represent the final wording which will be determined by staff. The Board action (G.i.) on the proposed edit is in parenthesis following the statement.

Revisions Adopted by Board

1. Augment the emphasis on being employee centered. (Yes, revise to include)
2. Add emphasis on team management and building a positive campus culture. (Yes, revise to include)
3. Demonstrate commitment to transparency by always being open, honest, and forthright. (Yes, include)
4. Exhibit integrity and ethics in leadership and decision-making. (Yes, include)

Revisions Discussed, Not Adopted

5. Actively work toward creating an inclusive and supportive environment that is welcoming and is there to serve all students and employees regardless of their cultural and socioeconomic differences. (Already encompassed in the Profile, do not revise).
6. Implementing a shared government model with feedback loops. (Do not include)
7. No hidden agendas. (Do not include)
8. Avoid actions that would embarrass the Board, or the institution. (Do not include)

ii. Process to fill the 9/30/2024 vacancy

The Board discussed the various options for selecting a new President, including the cost, risks, and benefits of each choice. Also discussed was the expense of a consultant, and the bandwidth of staff to manage a search without a consultant. Board members each shared their hopes and concerns for the search, which included: recruitment of qualified applicants, competitiveness of the salary OCCC can offer, housing shortage, the learning curve for an out-of-state candidate, and the time, expense, and value of a national search.

G. Action Items

a. President Vacancy

i. Adopt the Next President Profile and Criteria as refined via Board Discussion

Chandler motioned to accept the President Profile for the ideal candidate with certain amendments (F.a.i include 1-5 and 8). Schuytema seconded. Discussion on the motion ensued. Schuytema offered an amendment to the original motion, to include F.a.i revisions 1-4 and strike 5-8. Chandler agreed to amend the motion and include Schuytema's amendments. Schuytema seconded. Templeman read the Presidential Profile changes with the proposed amendments. A vote was called. All voted in favor. **Motion Carried as amended.**

ii. Authorize Board Chair Emery to work with the staff to implement option _____ to initiate the process to fill the pending vacancy.

Schuytema motioned to authorize Emery to work with staff to implement a modified Option B, which would limit the search to candidates internal to the state of Oregon and be implemented within the existing bandwidth of college staff (i.e., no consultant). Chandler seconded.

The motion carried with Emery, Kilduff, Chandler, Nelson-Robertson, Shoemake, and Schuytema voting in favor, and Mann voting against.

iii. Authorize Board Chair Emery to negotiate salary within the range of \$_____ to \$_____.

Nelson-Robertson moved to authorize Board Chair Emery to negotiate salary within the range of \$160,000 to \$180,000. Shoemake seconded. Mann expressed a preference for a lower starting salary. Nelson-Robertson declined amending the motion, stating the need to be competitive and attract a qualified candidate.

A vote was called. Kilduff, Chandler, Nelson-Robertson, Schuytema, Shoemake voted in favor. Emery and Mann abstained. **Motion Carried.**

b. The OCCC Board of Education has received the recommendation of the Roof Repair Committee. Pending the completion of the protest period, OCCC will award a contract for CM/GC services for the OCCC Central Campus Reroof Project to Todd Construction, Inc.

Kilduff moved to approve Action Item G.b. as written.

Schuytema seconded. All voted in favor. **Motion carried.**

H. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held April 17, 2024, in-person at Newport Campus, 400 SE College Way, Newport, OR & via Zoom.

J. Adjournment

Kilduff adjourned the meeting at 8:38pm.

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