

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, May 15, 2024, 6:00p
Newport Central Center, Room 140
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 910 1654 2302
<https://oregoncoast.zoom.us/j/91016542302>

Regular Business Meeting

A. Call to Order

a. Board roll call

Acting Chair Debbie Kilduff called the meeting to order at 8:04 pm. 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, and Bud Shoemake. Paul Schuytema was excused.

b. Welcomes by President

President Ryslinge welcomed the Board members and OCCC staff present.

c. Approval of Business Meeting Minutes from April 17, 2024

Kilduff moved to approve the Business Meeting minutes from April 17th. Shoemake seconded. All voted in favor. **Motion Carried.**

d. Finalize agenda

No changes to the agenda

e. Board Operations

A new tab in the front of Board member binders contains Quick Reference Documents outlining common Board processes. Ryslinge reviewed the documents with Board members. Currently included are the affirmation of OCCC Board of Education Code of Ethics/Standards of Practice, target schedule of annual reports and activities, Chapter 2 BOE Board Policies and highlights, orientation to Board Policy 101, and Administrative Policy 3720: Technology Acceptable Use Policy. As new reference documents are developed, they will be included in this Reference Tab.

B. Communications

a. Written

No written communications were received.

b. Public comment on agenda items (as received)

No public comment requests were received.

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 (see report for full updates)
 - Winter Term 2024 Honor Roll was announced.
 - The percentage of Nursing program graduates passing the NCLEX on the first attempt has increased to 95.24%, with the OCCC Nursing Program ranked 19th out of 30 in the state of Oregon (a 54% improvement over 2020's ranking).
 - The Bachelor of Science in Nursing consortium is now officially recognized by the HECC, and individual College statements of need have been submitted to the HECC for the implementation of SB 523.
 - The Youth Entrepreneurship Pitch Competition took place May 15th with high school students from all over the county competing for cash and scholarship funds in a "Shark-Tank"-Like" environment. The SBDC team planned the event with support from LCSD high schools and EDALC.
 - May 19, 2024 is OCCC's 37th birthday.
2. Community Events & Engagement
 - At the Loyalty Days Parade, our Nursing program, Welding, and other volunteers represented OCCC, and the PAC hosted a booth at the Beach, Bike, and Blues Festival.
 - Celebrateus staff appreciation event is June 7th. Awards and service anniversary recognitions.
3. Media Highlights

A monthly list is kept of news articles and media featuring OCCC. Recent media highlights of the past month primarily featured coverage of the bond measure.

b. Annual Audit of OCCC

Conor Delaney presented the financial report and audit letter to the board, detailing the results of the 2022-2023 financial audit. The audit found no major issues, with an unmodified opinion indicating a clean statement of the financials. There were two areas for improvement: the outdated College accounting system, which is at risk of becoming unsupported, and staffing challenges within the finance department that have impacted audit completion timelines. Both concerns are being addressed by Administration. Delaney thanked the accounting staff for their cooperation and commended the college's Federal compliance record.

c. Workforce Snapshot

Joy Gutknecht, Director of Human Resources, presented an overview of OCCC's workforce. The statistics included details about the number of employees, workforce generation demographics, and duration of employment. Additionally, the implementation of the performance review process was discussed, with the aim of meeting the NWCCU recommendation during the 2026 assessment. Gutknecht asked for input on what to include in future annual workforce updates. Some board members asked about the impact of high housing costs on recruitment.

D. Board Reports

a. President Search Process Update

Emery shared that the Presidential search content has been posted on the College website and applications are being accepted through the end of May.

b. Other Board Reports

No other Board Reports.

E. Board Policy Update Process

a. Action Item: Adopt all Chapter 3 Board Policy Changes (updates, revisions, new policies)

Type of Revision	Legal	Board Policy
Proposed change in content	SUG	BP 3500 Campus Safety
New Policy	LR SUG SUG	BP 3420 Equal Employment Opportunity (Rescinds BPs 301 & 700) BP 3510 Workplace Violence BP 3570 Smoking and Other Tobacco Use and Possession on Campus as revised 4/17/24 (Rescinds BP 211)
Total BPs Reviewed: 4		

Legal Key: LR = Legally Required LA = Legally Advised SUG = Suggested AR = Accreditation Related

Shoemake motioned to adopt all Chapter 3 Board Policy Changes (updates, revisions, new policies). Kilduff seconded. All voted in favor. **Motion carried.**

F. Information and Discussion Items

a. 2024-2025 Board Meeting Locations

Emery outlined the existing Board meeting schedule and meeting locations and asked whether Board members wished to keep or change these meeting locations. No change was requested and meeting rotations will continue with one meeting at South Center, two at North Center, and nine at the Central County Campus. The process will continue with the 2024-2025 schedule.

b. Confirm Commencement Participation

Ryslingle announced the upcoming commencement ceremony on June 14th and confirmed Board participation.

c. Roof Project Update

i. Coated steel procurement

Ryslingle explained a supply chain issue with coated steel coil and requested the Board authorize the President to procure the steel coil now with the preliminary estimated price of \$300,000-\$400,000 (this amount is part of the GMP).

ii. Guaranteed Maximum Price (GMP) process

Ryslingle reviewed the ongoing roof replacement project, with sub-bids ranging from \$2.3 to \$2.8 million for an estimated \$3 million total cost (including expenses already incurred). The process is progressing as expected, and the Guaranteed Maximum Price will be presented at the next Board meeting on May 22nd, which will be held via Zoom.

iii. GMP Template A133 Exhibit A

Ryslingle said the Board would receive the *A133-2019 Exhibit A* document complete with the GMP information before the May 22nd meeting. The Re-roof project team was

pleased with the bids received and needed to narrow down options with the Contractor Managed General Contractor (CM/GC).

G. Action Items

a. Approve early procurement of coated steel coil for roof panels

Kilduff moved to approve the early procurement of coated steel coil for the roof panels. Nelson-Robertson seconded. All voted in favor. **Motion Carried.**

H. Announcement of future meetings:

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

- May 22, 2024, Business Meeting at Newport Central Campus, Room 140, 400 SE College Way, Newport, OR & via Zoom
- June 20, 2024, (Thursday), Business Meeting at North County Center, 3788 SE High School Dr., Lincoln City, OR, Room 108 & via Zoom
- June 26, 2024, Business Meeting (and Budget Adoption if needed) at Newport Central Campus, Room 140, 400 SE College Way, Newport, OR & via Zoom
- July 17, 2024, Business Meeting at South County Center, 3120 Crestline Dr. Waldport, OR and via Zoom

I. Adjournment

Emery adjourned the meeting at 9:04 pm.

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