

**Oregon Coast Community College
Board of Education Budget Meeting Minutes
Wednesday, May 15, 2024**

Newport Central Campus, Room 140
400 SE College Way, Newport, OR 97366

Zoom Meeting ID: 910 1654 2302

BUDGET COMMITTEE MEETING

I. Call to order

OCCC Board of Education Chair Rich Emery called the meeting to order at 6:02 p.m.

II. Roll Call

Budget Committee members in attendance: Alison Baker, David Bigelow, Sandy Gruber, Billie Jo Smith, Sandra Roumagoux, Richard Emery, Chris Chandler, Marion Mann, Alison Nelson-Robertson, Debbie Kilduff, and Bud Shoemake. Paul Schuytema was excused. Kaitlin Heart and Michael Smith were absent. **Quorum established.**

OCCC staff attendees: Birgitte Ryslinge, Robin Gintner, Joy Gutknecht, Spencer Smith, Lori Templeman, Andres Oroz, Crystal Bowman, and Chris Rogers.

III. Elect Chair of Budget Committee

Chandler nominated David Bigelow to Chair the OCCC Budget Committee. Kilduff seconded the nomination. All present voted in favor. **Motion carried.** David Bigelow was voted in as Chair.

Ryslinge announced that in person guests who wish to sign up for public comment notify the Executive Assistant by using the sign-up sheet at the entrance to the meeting room. Zoom guests sign up via the Zoom chat.

IV. Appoint to Budget Committee Alison Baker & Reappoint Sandy Roumagoux and Billie Jo Smith

Kilduff moved to appoint Alison Baker & reappoint Sandy Roumagoux and Billie Jo Smith to 3-year terms on the Budget Committee. Mann seconded the motion. All present voted in favor. **Motion carried.**

V. Review budget process, timeline, roles

Bigelow asked Ryslinge to review the budget approval process, timeline, and roles. Ryslinge welcomed and thanked all members of the budget committee for their service to the College. Ryslinge summarized the Oregon Budget Process for Public Entities and explained the Budget Committee conducts the public hearing and will review, provide input, and once satisfied, approve the preliminary OCCC budget this evening or at a subsequent meeting if more time is needed. The full budget process presentation is available [here](#).

The proposed budget was developed by the President and Budget Officer (Robin Gintner, VP of Administrative Services) with input and guidance from the Executive Team and multiple College stakeholders. Once approved, the President and Budget Officer will finalize the preliminary budget (as final numbers become available) and present it to the Board of Education for its adoption at its next

regularly scheduled meeting. If the preliminary budget is not approved tonight, the Budget Committee will be invited back on May 22nd for additional discussion and deliberation.

Ryslingle announced that public notice for the Budget meeting was made available in newsprint and on the College website on May 8th. The public was provided with contact information and instructions to send any comments to ea@oregoncoast.edu.

VI. Presentation of the proposed 2024-2025 OCCC Budget

President's Budget Message, President Ryslingle

The purpose of the Budget Message is to provide a narrative explanation for the numerical budget, addressing key components in budget development which include financial inputs, relevant trends and conditions, major budgeting assumptions, key features of the budget, and the budget process. Ryslingle provided a summary of the information contained in the written draft [Budget Message](#) and [Proposed Budget](#). The supporting Budget Message Canva presentation shared at the Board Meeting is [here](#).

2024-2025 Proposed Budget: Vice President Administrative Services, and Budget Officer Robin Gintner

Gintner presented the fiscal specifics of the proposed budget to the committee, sharing the following schedules, which can be accessed [here](#).

- Schedule 1: Summary of Proposed Appropriations
- Schedule 2: Detailed Planning Assumptions for the Fiscal Year 2024-25
- Schedule 3: Proposed Budget 2024-24
- Schedule 4: Statement of Revenues, Expenses and Changes in Fund Balance
- Schedule 5: General Fund Resources
- Schedule 6: General Fund Expenditures by Category
- Schedule 7: General Fund Expenditures by Function
- Schedule 8: General Fund Division/Department Summary
- Schedule 9: Debt Service Funds
- Schedule 10: Special Revenue Funds
- Schedule 11: Capital Projects Fund
- Schedule 12: Enterprise Fund
- Schedule 13: Internal Service Funds
- Schedule 14: Reserve Fund

Gintner introduced the summary of proposed appropriations and reviewed each schedule.

VI. Public Comment

No public comment was received.

VII. Discussion

During and following the presentation, Budget Committee Members posed multiple questions of Ryslinge and Gintner to ensure their understanding of the budget. See Appendix A for a summary of question themes and the responses provided. The Board and Budget Committee thanked Ryslinge and Gintner for their time, effort, and explanations.

VIII. Approval of proposed budget or announcement of next meeting

Roumagoux moved to approve the proposed 2024-2025 budget as presented. Billie Jo Smith seconded. Roll call was taken, and all 11 committee members in attendance voted in favor. **The motion carried to approve the OCCC 2024-2025 preliminary budget as presented.**

X. Adjournment

The Budget Committee Meeting adjourned at 7:51pm.

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

Appendix A Question Areas from Budget Committee: Responses provided jointly by Ryslinge and Gintner

Changes to the Community College Support Fund (CCSF)

As of fiscal year 2025, the HECC will determine payments to each college based on the Student-Focused Distribution Model, a revision to the longstanding funding model that was approved in 2023 after a year-long review focused on Oregon community and state goals. With this change, the HECC will continue to distribute the majority of the fund through the foundational enrollment-based funding described above but will eventually dedicate up to 10 percent of state taxpayer funds to support student success and equity outcomes. The new student success and equity components focus on the enrollment, completion, and success of low-income learners, adult students, career/technical education seekers, and underrepresented students as identified by race/ethnicity. HECC and Community Colleges have worked together to establish a unified data reporting system to support the new model.

Budget and Schedules Clarifications

Impact on staffing of the Budget Alignment Process in the 24-25 Budget: In addition to the reduction from 4 to 3 Vice-Presidents, Budget also assumes a 5% reduction in employee FTE costs.

Proportional utilization rates in budget:

- Expenditures by Category: Personnel Costs comprise 69% of budgeted funds, Materials & Services 20%, Contingency 11%.
- Expenditures by Function: Approximately 50% of General Fund Expenditures are for student facing personnel (Instruction, Academic Support, Student Services).

Grants, Donations and Other Revenue

How are new programs (for example those to be offered in the new Trades Center) funded? Historically this has been accomplished by obtaining grants and partner contributions to provide funding for the first 3-4 years until enrollment stabilizes and is fully integrated into the Community College Support Fund distribution model (reaches self-sustaining based on enrollment).

Does the Special Revenue Fund contain potential grants that fund personnel? Yes, funding personnel responsible for completing grants objectives is a very common use of grant funds.

Donations made for specific programs (i.e. Nursing) often originate within the Foundation and then are invoiced/transferred to the College.

Year over Year Funding Fluctuations

- Adult Basic Skills/GED/ESOL: Primarily funded in Title II (in Special Revenue Fund) and the General Funds budgeted amount is for overages.
- Increase in Aquarium Science is due to the vacant faculty position being filled.
- Office of President line includes non-personnel expenses, strategic initiative support, and staff in addition to the current president. Funds the next president at the level authorized by the Board.
- Work-Study is from federal funding.
- Community Education, Gintner will follow up.

Miscellaneous clarifications

- Outside Services funds unemployment payments when they occur.
- Clarified formula for projecting cash flow from property tax appropriations.
- HIS: Hispanic Serving Institution (a federal designation).
- Board of Education budget covers OCCA Dues, professional development for Board members, meeting costs, and travel reimbursement.