

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

Newport Central Campus
400 SE College Way
Newport, OR 97366

Wednesday, April 17, 2024, 6:00pm, Room 140
Zoom Meeting ID: 967 9095 3208

<https://oregoncoast.zoom.us/j/96790953208>

Regular Business Meeting

A. Call to Order

a. Board roll call

Chair Rich Emery called the meeting to order at 6:01pm. 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 the Board and OCCC staff in attendance.

c. Approval of Business Meeting Minutes from March 20, 2023

Chandler moved to approve the meeting minutes from March 20th. Shoemake seconded.

Discussion ensued. Mann requested that her support for a national search be specifically reflected and also inquired whether the Board modifications to the Next President Profile had been incorporated. President Ryslinge clarified that Board modifications were incorporated in the Profile subsequent to the March Board meeting.

Mann asked to amend the motion to approve the minutes as submitted. Chandler declined the amendment. Mann moved to amend the minutes. Motion not seconded. **Motion failed.**

Chair Emery called the vote on the original motion to approve as submitted (Chandler's motion).

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

d. Finalize agenda

On agenda item E.b., Executive Assistant Lori Templeman will read specific wording into the record regarding approval of the Board Policies.

B. Communications

a. Written

No written communications received.

b. Public comment on agenda items (as received)

No Public Comment

C. College Reports

a. President's Report & Roof Repair Update

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 shared the success of the CTE Showcase on March 22.
 - The tree harvest plan from EENW allows many trees to remain in the 2 ½ acres of College land near the Wilder development.
 - Enrollment growth has reached 500 FTE in AY 2023-24, and this year is closing 11% over total enrollment for the prior year. The spring current spring term saw a 15.66% increase over spring term in AY 2022-23.
2. Community Engagement
 - OCCC will participate in upcoming local parades and events. The first events are the Newport Loyalty Days Parade and the Waldport Beach, Bike, and Blues Festival on May 4th.
 - New SBDC Classes include "AI Tools for Small Business", "Content Creation Lab", and "Small Business Makeover".
3. Trades Education/College Bond Update
 - College Bond Information meetings are being held around the county with upcoming dates at OCCC's Waldport and Lincoln City Locations.
 - College staff and the PAC have a robust roster of scheduled presentations leading up to election day on May 21st.
4. Roof Repair Update
 - OCCC is in a contract with Todd Construction as the CM/GC.
 - Construction documents have been submitted to the City of Newport for permit.
 - A constructability review with Todd Construction occurred.
 - The Roof Committee has been provided with final plans and specifications for their review and comment.
5. Media Report
 - A monthly list is kept of news articles and media featuring OCCC. Recent media highlights include press about the upcoming Trades Education Bond, Community Education class offerings, and funding from U.S. Senators Jeff Merkley and Ron Wyden for OCCC to create an educational pipeline to develop Blue Economy workers.

b. 2nd Quarter Financial Report

Robin Gintner, Vice President of Administrative Services, presented the FY 2023-2024 second quarter financials.

The General Fund total revenue for the second quarter is above the budgeted level, primarily due to the timing of property tax revenues. Tuition and fees revenue for the first six months was lower, impacted by reduced Summer term enrollment. Donation revenue was significantly higher due to prior year nursing support from health districts transferred in this fiscal year. CCSF funding is halfway executed with disbursements through December aligning with the budget. Personnel costs

remained below budget, reflecting markedly fewer courses offered during the Summer term. Total expenses for the first six months were slightly under budget.

Gintner reminded the Board that the Special Revenue Funds are always budgeted at the high-end of potential grant funding that might be received, to provide capacity in the budget should the College be successful in grant awards. The 2023-2024 budget includes grant revenue and expenses of \$2million of built-in capacity for grant funds, which keeps the percentages for “actual compared to budget” artificially low. Total revenue and expenditure are both around half of the budgeted amount for the first six months.

The Debt Service Funds received a higher than expected disbursement of property tax revenue for the year during December. Tax receipts are expected to be standard in the third and fourth quarters. Interest income is currently near 100% of the budgeted amount. PERS is currently under budget due to reduced payroll during the Summer term. The first bond payments for the 23-24 year were made in December, with the principal and remaining interest payments scheduled for June.

The Enterprise Fund (Your College Store) sales revenue is still slightly above budget at the end of December, continuing the positive trajectory for two quarters. Personnel costs were under budget through the second quarter. Material and Services were high due to book acquisitions for the Fall term.

The Internal Service Funds revenue is slightly above budget from unemployment and printing/copying set-asides. Both unemployment and printing/copying expenses are significantly under budget. Copying activity remains low due to operational changes. To ensure future funds for maintenance and replacement of printers/copiers, the charging basis to departments will be revised. The unemployment fund allocation is linked to payroll percentage; with the Fall term’s higher payroll, the fund is increasing, providing a reserve for potential future claims.

There was no activity in the Reserve Fund for the first half of the fiscal year.

c. Financial Aid Report

Carol Martin, Director of Financial Aid, provided a financial Aid report for FY 2022-2023. The report showed that total financial aid exceeded \$1.5 million, with about 57% of students receiving some form of aid, and 70% of the aid did not require repayment. Most of the funding is obtained from a diverse range of federal and state sources.

D. Board Reports

a. President Search Process Update

Emery provided a Presidential search update. The process for assessing Presidential candidates was outlined, which includes a Subject Matter Assessment Committee (SMAC) and initial interviews via Zoom. The Board will also use open forums to gather feedback on applicants. A timeline anticipates applications submitted during the month of May, zoom interviews in June, and finalist activities (Board interviews and open forums) in late June or early July, aiming for a decision and announcement by the July meeting. The Board discussed and shared ideas for HR and the President to do outreach on the vacancy.

b. Foundation Report

Foundation Liaison Marion Mann provided an update from the OCCC Foundation.

- The grants update highlighted that a \$5,000 grant was secured from the City of Lincoln City for 2024, with half allocated to a Certified Nursing Assistant Scholarship and the other half to the ESOL program.
- A grant application is in progress for a TRANSFER VR Oculus to aid in career exploration.
- A little over half of the Roundhouse grant has been spent on CTE programs for the Fall and Winter terms, with additional funds set aside for educational materials and student necessities in the Spring term.
- New scholarships have been introduced, including the Mary Lou and Bruce Mate Fund for Nursing and a pending Nursing scholarship from the Oregon Coast Veterans Association.
- Annette Mulee donated household items for student aid.
- The scholarship application deadline is now May 1st, with awards to be announced in early June.
- The Pearls of Wisdom event raised approximately \$40,100 net, with slightly lower attendance due to inclement weather.

c. OCCA Report

OCCA Liaison Debbie Kilduff provided an OCCA update to the Board.

- The search for a new Executive Director continues, with an expected hiring announcement in late May and a summer start date.
- The Legislative session policy priorities included a legislatively created work group to support and accelerate the adoption of corequisite education and changes in decision-making regarding Oregon Opportunity Grants.
- The All-Oregon Academic Team luncheon takes place Friday, April 19th.
- OCCA announced the hiring of a new executive support specialist.
- Ryslinge emphasized contacting Templeman for any travel-related needs if the Board is interested in attending any events.

d. Other Board Reports

No additional reports

E. Board Policy Update Process

a. First Read: April Board Policy Review Packet

Ryslinge reviewed proposed updates to Chapter 3 Board Policies, with revisions to BP 3430 and 3500, and introduced new policies BP 3420, 3510, and 3570. A summary of the policies was provided with recommended additions and changes highlighted in yellow. Ryslinge gave an overview of each policy and answered questions from the Board.

There was a discussion about BP 3570 *Smoking and Tobacco Use and Possession on Campus* and its applicability to using nicotine products on campus. Ryslinge will review the suggested revision to the policy and clarify the language with OCCA.

b. Approve Chapter 3 Board Policies 3410 and 3510

Executive Assistant Lori Templeman read the language of the motion – Adopt all Chapter 3 Board Policy Changes (Updates, revisions, new policies) as summarized on page 3 of this agenda, as detailed in March 20, 2024 Board Document Attachment E.b. Chandler moved to approve the Board Policies as stated by Templeman. Schuytema seconded. All present voted in favor. **Motion carried.**

F. Information and Discussion Items

a. Updates to Board Calendar (May through September 2024)

Ryslinge discussed proposed changes to the upcoming Board meeting schedule. The Board will require additional meetings to address the roof repair & replacement in Newport, the Presidential search, and depending on the outcome of the May election, initiation of OCCC's next 20-year levy.

The revised calendar inserts additional meetings on May 22nd and June 26th. The regular June meeting will be held on Thursday, June 20th due to the Juneteenth holiday. In addition, Ryslinge proposed a September meeting date on the second Wednesday, September 11th due to a personal scheduling conflict, particularly because it would be her last Board meeting as President. The additional scheduled meetings will address specific topics in a timely manner.

G. Action Items

a. Approve Tuition and Fees 2024-2025 Recommendation

Chandler moved to approve the Tuition and Fees 2024-2025 Recommendation. Schuytema seconded. All present voted in favor. **Motion carried.**

b. Approve Updates to Board Calendar (May through September 2024)

Chandler moved to approve updates to the Board Calendar (May through September 2024). Schuytema seconded. All present 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 15, 2024, Business Meeting and Budget Committee Meeting: Presentation of Budget at Newport Central Campus, Room 140, 400 SE College Way, Newport, OR & via Zoom.
- May 22, 2024, Business Meeting (and Budget Committee Meeting if needed) at Newport Central Campus & via Zoom.
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

Ryslinge noted the implementation of Mann's suggestion to separate upcoming informational events on the agenda into two sections: Events for Board participation and Events of Board interest.

I. Adjournment

Emery adjourned the meeting at 7:38pm.

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