

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Taking place after the Budget Hearing meeting
Wednesday, June 20, 2024
North County Center
3788 SE High School Dr.
Lincoln City, Oregon
Zoom Meeting ID: 992 8723 2151
<https://oregoncoast.zoom.us/j/99287232151>**

Budget Hearing for FY 2024-2025 Budget

A. Call to Order & Roll Call

The Budget Hearing for FY 2024-2025 was called to order at 6:00pm. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Marion Mann, Alison Nelson-Robertson, Paul Schuytema, and Bud Shoemake. Chris Chandler was excused.

B. Public Comment

No public comment.

C. Board Discussion

None.

D. Close of Hearing

There being no discussion, Emery closed the budget hearing at 6:03pm

Regular Business Meeting

A. Call to Order

a. Board roll call

Vice-Chair Rich Emery called the meeting to order at 6:03pm. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Marion Mann, Alison Nelson-Robertson, Paul Schuytema, and Bud Shoemake. Chris Chandler arrived during agenda item D.a.

b. Welcomes by President

President Ryslinge welcomed OCCC staff and members of the public in attendance. Ryslinge shared the history of Juneteenth in Oregon.

c. Approval of Budget and Business Meeting Minutes from May 15, 2024

Kilduff moved to approve the May 15 Business and Budget minutes, and the May 22nd Special meeting minutes. Schuytema seconded. All present voted in Favor. **Motion carries.**

d. Approval of Special Meeting Minutes from May 22, 2024

The Special Meeting Minutes were approved with the previous motion.

Emery called a short recess to review the public comment sign-ups received and determine a course of action.

e. Finalize agenda

Emery announced an addition of Public Comment on Non-agenda items as item G.a. moving Announcement of future meetings to Agenda letter H.

B. Communications

a. Written

No written communications received.

b. Public comment on agenda items (as received)

No public comment received on agenda items. Emery reviewed the process for public comment.

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. Commencement and Nursing Pinning

- Ryslinge reflected on the Commencement and Nursing Pinning events on June 14th and provided an overview of degrees and certificates awarded in 2024.

2. College and Program Updates

- OCCC held the annual Celebrateus employee recognition event on June 7th. Educator of the Year is Lynn Barton. Five C-Star Awards were given to employees from various divisions of the College, and service pins were presented to employees for 5-year increments of service.
- On-the-spot Admissions events will be held at various locations throughout July and August.
- June is Pride Month. Campus facilities are flying the Pride flag and the OCCC library created a themed display.

3. Campus Reroof Project Update

- Work on the Central Campus roof began on June 17th. Alternate workstations are being provided to staff in impacted areas to reduce noise and impact on employees.

4. Community Engagement

- The success of the Youth Entrepreneurship Program was celebrated.
- The SBDC Small Business Management program graduated a total of 41 students.
- A new Google search campaign and geo-fencing techniques were implemented to increase brand awareness.

5. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights include election results, coverage of the Youth Entrepreneurship Program pitch competition, and AQS Director Larry Boles shared opinions on the health of Charlotte the Stingray at the Aquarium and Shark Lab in North Carolina.

b. Bond Update

Ryslinge provided the first monthly Bond Update report, noting the Board will receive monthly reports on high-level developments of the bond process. More focused reports and work sessions will be scheduled as needed.

Dave Price, VP of Engagement reported on the successful passage of a bond measure to fund educational facilities in Lincoln County. The voting results by precinct were shared.

Ryslinge reviewed the timeline from bond measure to funding from May 27 to August 15. The full timeline can be viewed [here](#). Summer priority Bond projects are the Newport roof replacement, the Owner's Representative RFP process, determining the Bond staffing structure, AQS and Waldport small non-RFP projects, and developing bond governance and communication structures.

D. Board Reports

a. President Search Process Update: Chair Emery

The position application closed on May 31, resulting in a strong applicant pool. Board member questions regarding the methods to attract applicants were addressed.

Emery provided an updated timeline to provide additional time for the next phases. The revised start date for the new President is "at least by Winter Term, January 1, 2025". Ryslinge is willing to extend her time as President to accommodate this change. In July, Zoom interviews will be conducted by College staff for the purpose the assessment of president-level competencies. The final phase of the process will include Board interviews and other activities, all in-person in Lincoln County. The College will secure the support of an external expert: Human Capital Enterprises, to support the Chair and the Board in supporting the finalist process through to appointment. Human Capital Enterprises is the firm that completed the OCCA Director search and has agreed to support the remaining part of OCCC's process at approximately 1/3 of its normal fee. Cost is estimated at \$8,000 to \$10,000 and the funds are available.

The remaining timeline and Board interactions will include in-person interviews with the Board in late August, internal and external stakeholder engagement, and follow-up interviews via Zoom. The specifics of this process, including Board participation, will be determined by Chair Emery in consultation with Human Capital Enterprises. The update and timeline attachment is available [here](#). Board members will be sent a survey regarding their availability for the finalist activities.

b. Foundation Report

Mann provided an update on the Foundation. A new Mary Lamfrom Charitable Foundation grant in partnership with the Explore Lincoln City Finders Keepers program provided \$2,500 to the OCCC Foundation from a glass float found and registered to OCCC Foundation. An upcoming meeting is scheduled with the Georgia Pacific Public Affairs office to discuss further support for the Foundation and College. Mann also highlighted the awarding of 79 scholarships totaling \$96,500 to 68 students, the Foundation's invitation to present at the Yachats Ladies Club, and its new Oregon Community College Foundation Consortium membership.

c. Other Board Reports

No other Board reports

E. Information and Discussion Items

a. 2024-2025 Board Meeting Calendar

The proposed 2024-2025 meeting calendar was presented. Three areas for consideration might impact the calendar: meeting locations (increase distribution at North and South?), scheduling of the regular February Board meeting considering the joint LCSD meeting, and whether the Board retreat should occur in the Fall, or after the next President starts.

b. Board Approval of purchase > \$100,000. When purchases are over \$100,000, they must be approved by the Board. Ryslinge advised the Board of a pending action item for contract approval by the Board next month. Bid \$127,200, Grant funded from Future Ready Oregon P.A.C.T (Pre-Apprenticeship in the Construction Trades) program. Virtual Reality System for Career Exploration and Skill Building/Training Construction Trades (3-year license and hardware). Sole source vendor: *Transfr VR.* The bid is from a sole source vendor because their product integrates with OCCC's current welding headsets. This will be on the agenda for approval in July. If Board members would like more information about the bid and purchase, please reach out to President Ryslinge.

c. 2024-25 Budget Update

Robin Gintner, VP of Administrative Services, discussed a 0.5% change in the budget, well within the 10% threshold, primarily due to transferring funds between the general and special revenue funds and reestablishing a reserve fund. The updated budget can be viewed [here](#).

d. Board Role in Issuance of Bonds

Carol McCoog from Hawkins, Delafield & Wood LLP and David Williams from Piper Sandler & Co. introduced themselves as bond counsel and financial advisor to the board. McCoog and Williams emphasized their role in ensuring compliance with state, federal tax, and securities laws. Carol detailed the bond issuance process, highlighting the importance of the authorization resolution and the future comprehensive Preliminary Official Statement. She clarified that the document serves both marketing and informative purposes. A question was raised about the availability of bonds for local residents to purchase. Williams promised to address this by gathering information on how community members can engage in the sale process.

G. Action Items

a. Approve Budget Resolution No. 2024-06-01 – Adoption of 2023-25 Budget and Appropriations

Chandler motioned to approve Resolution No. 2024-06-01 and 2024-06-02. Kilduff seconded. All voted in favor. **Motion Carries.**

b. Approve Budget Resolution No. 2024-06-02 – Impose and Categorize taxes for 2024-25

Resolution No. 2024-06-02 was approved with the prior motion.

c. Approve Budget Resolution No. 2024-06-03 – Resolution Authorizing the Sale of General Obligation Bonds

Chandler moved to approve Resolution 2023-06-03. Nelson-Robertson seconded. All voted in favor. **Motion Carries.**

Emery called a 5-minute Recess

G. Public Comment on Non-Agenda Items

a. Public Comment

The Board opened the floor for public comments on non-agenda items. Ten of the eleven people who signed up were allowed by the chair to provide public comment to the board as noted below. The chair did not recognize one commenter whose topic indicated the potential inclusion of personal personnel information of a former employee.

Each person was given three minutes to speak.

Name; Topic; In-Person or Zoom

1. Ren Whipple; Staffing Issues; In-Person
2. Lacy Jane; Student Letter; In-Person
3. Justin MacKey; Nursing; In-Person
4. Shannon McKibben; Student Experience at OCCC – withdrew comment
5. Dr. Francisca Trujillo-Dalbey; Sharing personal employment experience; Zoom
6. Tatiana Wong; Personal Concern; In-Person
7. Maria Eliosa; Personal Concern; In-Person
8. Marisel Martinez-Garcia; Personal Concern; In-Person
9. Mayra Vasquez; Personal Concern; In-Person
10. Rev. Kim Puttman; Personal Concern; In-Person

b. President's Response to Public Comment

Chair Emery provided President Ryslingle the opportunity to provide clarifications if needed for information presented in public comment. Clarifications included:

- The College's need to ensure that the average class size is fiscally self-sustaining and the cancellation process of low-enrolled classes.
- HR has focused on increasing consistency in conducting exit interviews for departing employees.
- Challenges faced by nursing institutions in Oregon, particularly in terms of compensation disparities between the healthcare industry and education sectors.
- There will be a follow-up to clarify the practice for issuing student IDs for ESOL students and consider changes if needed.

H. Announcement of future meetings:

- The next regularly scheduled meeting of the OCCC Board of Education will be held July 17, 2024, Business Meeting at South County Center, 3120 Crestline Dr. Waldport, OR and via Zoom

H. Adjournment

Emery adjourned the meeting at 8:36pm.

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 thin horizontal line.

Birgitte Ryslinge, PhD
Clerk of the Board