

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, July 17, 2024**

South County Center
3210 Crestline Dr., Waldport, OR 97394
Zoom Meeting ID: 949 2083 3575

<https://oregoncoast.zoom.us/j/94920833575>

A. Call to Order

a. Board roll call

Chair Rich Emery called the meeting to order at 6:00pm. 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 OCCC staff and members of the public in attendance.

c. Approval of Budget and Business Meeting Minutes from June 20, 2024

Chandler moved to approve the June 20, 2024 Business minutes. Nelson-Robert seconded.

Mann moved to amend the June 20, 2024 minutes to reflect topics of public comment. Shoemake seconded.

The board deliberated on the amendments to the minutes, specifically regarding the level of detail for public comments. Ryslinge clarified that the minutes should record board actions and considerations and a summary of public comments while maintaining the minutes as a clear, concise record of the meetings.

A vote was called on Mann's motion to amend the minutes.

Mann voted in favor. Emery, Kilduff, Chandler, Nelson-Robertson, and Shoemake voted against.

Motion failed.

A vote was called on Chandler's motion to approve the minutes. Emery, Kilduff, Chandler, Nelson-Robertson, and Shoemake voted in favor. Mann voted against.

Motion Carried.

e. Finalize agenda

Mann motioned to add to the agenda under discussion: "Organize a sub-committee to generate a climate survey". Nelson-Robertson seconded.

Mann's suggestion, based on feedback from public comment at the June 20th Board meeting, was to conduct a climate survey of staff. The purpose is to establish the college culture and gather data to support institutional decision-making. The Board agreed that any new initiatives to change the College's culture should be considered after the new President is in place. Instead of immediate action, the board planned to discuss this further at the Board retreat and suggested an

informational session on organizational climate surveys to benchmark the college's culture against other institutions.

A vote was called on Mann's motion. Mann voted in favor. Emery, Kilduff, Chandler, Nelson-Robertson, and Shoemake voted against. **Motion Failed.**

B. Communications

a. Written

No written communications received.

b. Public comment on agenda & non-agenda items (as received)

No public comment received on agenda items.

c. Closing Public Comment

Public comment was closed.

d. President's Response to Public Comment (if needed)

No response was given.

C. College Reports

a. Introduction of Dr. Bruce Clemetsen, Interim Vice-President of Academic and Student Affairs

Dr. Bruce Clemetsen, the new interim Vice President of Academic and Student Affairs, was introduced to the Board and shared his extensive background in higher education.

b. President's Report

President Ryslingle 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 and Program Updates

- Waverly's Weekly Catch(up) video updates are sent to staff in collaboration with Engagement & Human Resources
- On-the-spot Admissions events will be held at various locations throughout July and August.
- Spring 2024 Honor Roll was announced on July 11th.

3. Student Issue Updates

- Student IDs are available for all students, including ESOL students. To be eligible, the person must be registered in the current or a future term.
- A new Business certificate was approved for ESOL students by College Council. Approval from HECC and NWCCU is pending. Students who have already completed the 3 proposed courses will have the opportunity to earn this certificate. Grant funds will be provided to pay for one course this academic year which makes them eligible to receive the certificate.

4. Community Engagement

- The Leadership Lincoln Class of 2023-2024 graduation was held in June.
- Waverly attended the Lincoln City Parks & Recreation Touch-a-Truck event.

5. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights include On-the-Spot Admissions events and the community education class lineup.

c. Bond Update

Ryslingle provided a bond update, focusing on the critical next step of identifying and onboarding a project management firm (Owner's Rep). This firm would assist in developing RFPs for various construction projects with a target issue date of August 7th. Ryslingle also discussed the early stages of site work, the need for a geotechnical study, and the importance of reviewing the environmental impact study.

Updates were shared on the professional development of managers for their involvement, comparable site visits, and the need to assess current and future space requirements. Lastly, Ryslingle discussed preliminary planning for the new OCATT building and the potential need for a brief Zoom meeting prior to September to convene as the Contract Review Board.

d. College Strategic Plan Annual Update on Goals

Ryslingle discussed the college's five-year strategic plan, focusing on the 2023-2024 planned activities in five key areas including student engagement, career development, and learning initiatives focused on equity and inclusion. The successes and outcomes of various programs were highlighted, such as the integrated education and training model, mentoring programs, incarcerated learning, and a new model for student assessment and course placement.

Ryslingle also shared OCCC's goals for 2024-2025, including securing funding through a local bond measure for a new Career Technical Programs building, improving student achievement and retention, and expanding programs to meet regional needs. Lastly, Ryslingle reported progress in a 5-year Collective Bargaining Agreement, employee training, infrastructure improvements, and partnerships with key sectors. OCCC is continuing ongoing program reviews and student learning outcome assessments. [View the entire report here.](#)

e. Financials January through May 2024

Robin Gintner, Vice President of Administrative Services, presented an update on the General Fund's year-to-date financial status through May 2024. Year-to-date total revenue was over budget by 3%. Gintner noted that almost all revenue lines were either more than budget or right at 100%, except for the Miscellaneous category which was 7% under budget. Personnel costs were significantly under budget. OCCC's overall expenditures were also well under budget at the end of May with a healthy fund balance that is expected to carry into the next fiscal year.

The Special Revenue Fund, Enterprise Fund, and Internal Service Fund were all under budget in revenue. Within the Internal Service Fund, because the printing and copying revenue was significantly under budget, adjustments to departmental charges are being made to ensure that maintenance costs continue to be covered. The Reserve Fund, which has been covering roof replacement costs, will be replenished once the bond revenue is received.

f. South County & Engagement Update

Dave Price, Vice President of Engagement, presented an update with metrics and engagement in the South County area. Price shared a snapshot of South County, reporting population growth, increased median household income, and noted the significant role of investment earnings and transfer payments in these communities – an indicator of the disproportionate influence of retirees in this part of the county. The Board also highlighted successful GED and ESOL courses, the importance of mathematics in construction trades, and the introduction of new community education and SBDC classes. Price recognized community partnerships and addressed questions about the May 21 primary election results.

D. Board Reports

a. OCCA Report

OCCA Liaison Debbie Kilduff discussed upcoming OCCA events and trainings, including board member training and advocacy training. The OCCA monthly update document will be forwarded to the Board.

b. Other Board Reports

Mann announced the upcoming Foundation Board retreat on July 25th.

Emery shared a report on the Presidential search process, with the first step of reviewing applications expected to be completed soon. Emery will be meeting with a consultant to discuss the procedure and recommendations for the applications. Emery also described the process of discussing finalists in an executive session and the need for nondisclosure agreements. The Board decided to schedule the executive session for Thursday, July 25th at 7:00pm.

Emery attended a webinar on Public Meetings Law and described new requirements for video retention in public meetings starting in January and the importance of careful email usage. Lastly, the Board agreed on the value of Board training but was uncertain if it was a formal requirement.

E. Information and Discussion Items

a. 2024-2025 Board Meeting Calendar (Retreat, LCSD, Locations)

The Board reviewed the proposed meeting calendar and deliberated on scheduling a retreat date. The Board settled on a tentative date of March 15, 2025, allowing transition time for the new President. They also discussed the scheduling of annual events, including the budget cycle and the fall retreat, intending to establish good habits for the accreditation process.

b. Reading of OCCC Board of Education Code of Ethics/Standards of Practice

[The 2024-2025 Code of Ethics and Standards of Practice](#) was read aloud by Shoemake.

G. Action Items

a. Consent Agenda of Annual Approvals 2024-2025, as detailed on page 3 of the Agenda

Chandler motioned to approve agenda items G.a [Consent Agenda Annual Approvals](#) and G.c. 2024-2025 Board Meeting Calendar. Shoemake seconded.

A vote was called. All voted in favor. **Motion carried.**

b. Affirmation/Reaffirmation of OCCC Board of Education Code of Ethics/Standards of Practice
All the Board members signed the Affirmation document.

c. Approve 2024-2025 Board Meeting Calendar
This item was addressed in the previous motion.

d. Board Approval of purchase > \$100,000. Virtual Reality System for Career Exploration and Skill Building/Training Construction Trades (3-year license and hardware). Sole source vendor: Transfr VR. Bid \$127,000, Grant funded from Future Ready Oregon P.A.C.T. (Pre-Apprenticeship in the Construction Trades) program

Chandler motioned to approve the contract. Nelson-Robertson seconded. A vote was called. All voted in favor. **Motion Carried.**

H. Announcement of future meetings:

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

- Thursday, July 25, 2024, 7:00pm, Executive Session via Zoom only
- Wednesday, September 11, 2024, 6:00pm, Business Meeting at Central County Campus, 400 SE College Way, Newport, OR and via Zoom

H. Adjournment

Emery adjourned the meeting at 8:30pm.

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