

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, September 11, 2024, 6:00pm
Newport Central County Campus, Room 140
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 971 5287 6560
<https://oregoncoast.zoom.us/j/97152876560>**

A. Call to Order

a. Board roll call

Vice-Chair Debbie Kilduff called the meeting to order at 6:33 PM. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Alison Nelson-Robertson, Paul Schuytema, and Bud Shoemake.

b. Welcomes by President

President Ryslinge welcomed OCCC staff and members of the public in attendance.

c.1. Appoint _____ as Board Chair and _____ as Vice-Chair for 2024-2025 (retroactive to July 1, 2024)

Mann moved to nominate Debbie Kilduff as Chair and Bud Shoemake as Vice-Chair. Kilduff and Shoemake declined the nominations.

Chandler moved to nominate Rich Emery as Chair and Debbie Kilduff as Vice-Chair. Schuytema seconded. All voted in favor. **Motion Carried.**

C.2. Approval of Business Meeting Minutes from July 17, Special Meeting Minutes from July 31, Chandler moved to approve the Business Meeting Minutes from July 17, Special Meeting Minutes from July 31, and Executive Session Minutes from July 25, August 26, and August 28, 2024. Nelson-Robert seconded. All voted in favor. **Motion Carried.**

C.3. Approval of Executive Session Minutes from July 25, August 26, and August 28, 2024 Executive Session minutes were approved with the previous motion.

e. Finalize agenda

Ryslinge announced there would be an additional motion added under F.a. Action Items

Note, Ryslinge advised Kilduff that Return to Open Meeting (from prior Executive Session) notification had been overlooked in this agenda and suggested it would be appropriate to do so now.

Vice Chair Debbie Kilduff announced the return to open meeting following the Executive Sessions held 8/26, 8/28 and 9/11/24 pursuant to ORS 2(a) to consider the employment of a public officer, employee, staff member or individual agent.

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. Public Comment Closed

Public comment was closed.

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

No response was given.

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 and Program Updates

- Fall term starts September 16th, with student activities scheduled during Welcome Week September 16-19th.
- Associated Student Government members participated in the Georgia Pacific Containerboard Boat Race at the Port of Toledo Wooden Boat Show, winning the "Most Sinkable" trophy.
- The OCCC Library featured displays for Banned Books Week and Hispanic Heritage Month.

3. Community Engagement

- Ryslinge described the Pre-Apprenticeship and Construction Trades program (P.A.C.T) and praised the College's partnership with the local workforce investment board.

4. Roof Update

- The Central Campus Roof Project finished on time and under budget, with the final warranty close-out walk-through planned for the week of September 16th.
- The Board approved a final budget of \$2.284 million, but the projected total is an estimated \$1.715 million. The total is projected to be approximately \$569,000 under the Guaranteed Maximum Price.
- The crew averaged roughly 9,000 square feet of roofing per week.
- Interior wall repairs and a new roof access door were completed.
- Construction waste was made available to employees, leading to repurposed items such as picnic tables and benches.
- Ryslinge shared a comparison of year-to-year enrollments, reflecting a 23% increase in Full Time Enrollment (FTE) from a low point of 398 FTE during the pandemic to 502 FTE for the year just ended.

5. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights include the announcement of finalists in the OCCC President search, the fall term non-credit course lineup, and the Request for Qualifications for Project Management Services for the construction of the Oregon Coast Advanced Technology & Trades Center (OCATT).

c. Adult Basic Skills/ESOL/Corrections

Melissa Batchelor, Dean of Academic Pathways and CTE, updated the Board on the Adult Basic Skills, English Speakers of Other Languages (ESOL), and Corrections Education programs. OCCC has served 252 Workforce Innovation and Opportunity Act (WIOA) students this year, with 164 eligible learners reaching the 12-hour mark to become eligible for their GED.

The grant-funded Adult Basic Skills program has seen growth in GED completion and Integrated Education Training Programs (IET). This year already has 3 GED completers with 5 more students nearing completion. The IET program allows students to pursue a career while earning their GED. Virtual Reality software was purchased for career exploration as an additional way for students to determine their career interests. OCCC has continued to develop a relationship with the Lincoln County Jail for educational resources, including new computers.

D. Board Reports

a. Other Board Reports

OCCA Liaison Debbie Kilduff shared the OCCA September update. The monthly update document was forwarded to the Board.

Ryslinge attended the OCCA Board Member Training on September 7th and shared some event takeaways. The Board is encouraged to meet with the new Executive Director Abby Lee to discuss support and services for OCCC. Meeting management and public comment strategies and considerations were topics discussed at the event. Ryslinge suggested a future review of the board policy on public comment and a discussion of public comment strategies and procedures.

Ryslinge also mentioned a new bill going into effect in January, requiring Zoom recordings to be available for public consumption, and the need for planning and resources to ensure compliance.

E. Information and Discussion Items

a. Bond Project Manager Update & Board Interface Points

Robin Gintner, VP of Administrative Services, shared an update on the Bond Project Manager process. The Request for Qualifications (RFQ) for a Capital Project Management firm is in progress. The chosen firm will be responsible for Bond implementation, including managing multiple stakeholders, balancing budgets and risks, and ensuring compliance with legal and regulatory standards. This process will be guided by Board Policy 6340: Bids and Contracts and ORS 279A.055, which allows for personal service contracts.

A recommendation for a contract award will be brought to the Board in October. Nine eligible proposals were received. The Board will review the RFQ Committee's recommendation and vote to approve or reject the contract award in a regular or special meeting.

F. Action Items

a. Action Item Read by Nelson-Robertson

Nelson Robertson moved to authorize Rich Emery and Chris Chandler on behalf of the Board (in consultation with staff as needed) to negotiate the new presidential employment contract within the salary parameters set by the board at the beginning of the search process and any other non-

compensation related provisions necessary to attract and retain a new president. Schuytema seconded. Emery, Kilduff, Chandler, Nelson-Robertson, Schuytema, and Shoemake voted in favor. Mann abstained. **Motion Carried.**

G. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, October 16, 2024, in person at Central County Campus, 400 SE College Way, Newport, OR & via Zoom.

Ryslinge announced upcoming vacation dates from September 17th to the 25th, during which time Joy should be contacted for any urgent matters.

H. Adjournment

Kilduff adjourned the meeting at 7:17 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:

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