

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, October 16, 2024, 6:00 PM
Newport Central County Campus, Room 151
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 925 0006 2790
<https://oregoncoast.zoom.us/j/92500062790>**

A. Call to Order

a. Board roll call

Rich Emery called the meeting to order at 6:02 PM. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Alison Nelson-Robertson, and Paul Schuytema. Bud Shoemake was excused.

b. Welcomes by President

President Ryslinge welcomed OCCC staff and Board members in attendance.

c. Approval of Business Meeting Minutes from September 11, 2024

Schuytema moved to approve the Business Meeting minutes from September 11, 2024, Executive Session minutes from September 11, 2024, and Special Meeting minutes from September 30, 2024. Chandler seconded. All voted in favor. **Motion Carried.**

d. Approval of Executive Session Minutes from September 11, 2024

Executive Session minutes were approved with the previous motion.

e. Approval of Special Meeting Minutes from September 30, 2024

Special Meeting minutes were approved with the previous motion.

After the vote was complete, Executive Assistant Lori Templeman collected the Board members' printouts of Executive Session minutes.

f. Finalize agenda

No changes to the agenda.

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

- The Board welcomed OCCC's newly selected President, Marshall Mease Roache.
- OCCC has a new grant-funded billboard on Highway 20 highlighting Career Technical Education (CTE) programs.
- Since January 2024, OCCC has a new position of Grants Director, and Dan Lara is serving in this capacity. As a result, the College has secured significant OCATT funding through grants, totaling \$1.69 million in 2024, with an additional \$7.7 million in grants applied for and awaiting a decision. The grants support various programs, including, CTE, Nursing, and Aquarium Science.
- OCCC has seen enrollment growth in its Small Business Management programs, generating 40 full-time equivalent enrollments.
- The OCCC Foundation has received a grant from the Roundhouse Foundation to support students enrolling in CTE programs.

2. Enrollment Update

- Enrollment continues to grow. Ryslinge shared 3-year data, along with fall-to-fall term comparisons. Parking lots and classrooms are at high utilization. Administration is working with faculty to ensure the maximization of classroom usage to accommodate student demand and instructional space requirements.

3. Community Engagement

- Ryslinge highlighted continued growth of student clubs and activities, and the successful hosting of the Student Resource Fair.
- Hayward Flow Control visited the AQS program students, with the company providing a state-of-the-art device for student learning and demonstration.
- The OCCC Foundation's Pearls of Wisdom event was moved to March 15th due to harsh weather conditions in previous years. This falls on the same day as the Board Retreat. The Board was asked to reschedule the Board Retreat to March 8th or 22nd and confirm their availability for the new dates.

4. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Recent media highlights focused on the next President, Student Resource Fair, Bond RFP process, and announcements of grants and scholarships received by OCCC.

b. Cybersecurity & Vulnerability Assessment for Oregon Coast

Spencer Smith, Director of IT, presented a cybersecurity and vulnerability assessment for OCCC, with a focus on mitigating risks such as phishing and spear phishing. The team uses various software and tools to monitor and protect the network, including Barracuda, Dark Trace, Palo Alto Firewall, and Malwarebytes. The team also conducts regular training sessions to educate staff on potential threats. [View the report here.](#)

c. Clery Crime Reporting & Safety Report

Chris Rogers, Director of Facilities & Safety, provided the Clery Crime Report, an annual reporting requirement for institutions that gain independence and administer financial aid. The Clery Act requires disclosing Clery-related crimes, implementing preventative measures and training, developing an emergency response plan, and designation of campus security authorities. Rogers reported zero Clery-related crimes for the year.

Additionally, Rogers highlighted the institution's disaster preparedness efforts, which include establishing disaster caches and forming agreements with the Red Cross for long-term shelter in the event of a Cascadia disaster. [View the entire report here.](#)

d. Financial Updates

i. Fiscal Report: 23-24 Quarter 4 Draft Year-end

Robin Gintner, VP of Administrative Services, discussed the financial performance of the College's various funds. The General Fund finished 5% over budget. The Special Revenue Fund closed at 72% of budget, significantly higher than in previous years due to a grant received from the Bureau of Labor and Industries in June. The Debt Service Fund closed within the desired balance range, and the Enterprise Fund showed a drastic improvement in revenue. The Internal Service Fund closed with a surplus, and the Reserve Fund paid out \$65,000 in roof expenditure, which will be reimbursed in the current year. The full financial report can be viewed [Here](#).

ii. Update Automation Migration for Financial Systems

Gintner provided an update on the ongoing implementation of a new finance module, which is about 80% complete and expected to be live by January 1st. The new system will run parallel to the old one for six months before fully replacing it. The new system should eliminate the long-term audit recommendation for a system upgrade.

e. Annual Student Success Metrics

Ryslinge reported on student success metrics and the importance of data-driven decision-making at OCCC. The College's mission is to ensure student success, and there is an established methodology for assessment and reporting to the Board. The report emphasized the challenges faced in collecting and sharing data, particularly due to the time spent as a contracting college, independent accreditation, the pandemic, and the transition to the Anthology system. The College tracks four key student success metrics: pace/content, momentum/pace, staying enrolled (persistence), and achieving success (graduation and transfer). Metrics are benchmarked against five similar colleges in Oregon, and two national institutions, Dawson and Miles, both located in Montana.

The Board was encouraged to understand the system used for assessing student success and to engage in the practice of national benchmarking. Ryslinge focused on the College's data collection and reporting system, particularly the [dashboard](#) that aggregates data from various sources. A data-sharing agreement between Oregon community colleges was reached in 2022, which allows for benchmarking and disaggregation of data, providing insights into student success metrics. The data is used to inform student success initiatives and to meet federal requirements. The college is also

adapting its curricular offerings to meet the needs of its students, which may affect certain metrics. The College is working on improving the extent to which students are willing to state their race or ethnicity. [View the Student Success Metrics Report Here.](#)

D. Board Reports

a. OCCA Report

OCCA Liaison Debbie Kilduff shared the OCCA September update. The quarterly Board meeting was held on October 4th and covered the roles of Board representatives and the approval of all Standing Committees. Kilduff is on the Diversity, Equity, and Inclusion Committee, which has already met and produced some work which could be reviewed at a future OCCC Board retreat. A legislative update highlighted efforts to streamline student transfers from community colleges to four-year public universities, with the OCCA actively involved. They are also advocating for a raise in the capital construction state match cap from \$8 million to \$12 million, which hasn't been adjusted in 15 years. The OCCA Lunch and Learn webinars start on October 31st, and the Annual Conference will be held in Salishan Coastal Lodge in Gleneden Beach, November 6th-8th.

b. Other Board Reports

No other Board Reports.

E. Information and Discussion Items

a. Project Management RFQ Review and Selection Committee recommendation regarding award of the project management services contract

Dave Price, VP of Engagement, reported on the search for an Owner's Representative/Project Manager for the College's new OCATT building and remodeling projects. An RFQ was advertised, and nine proposals were received. Price presented the selection of Integrity Management Solutions LLC (IMS) as the preferred partner, which the selection committee unanimously recommended on factors including local presence, experience, and compliance with procurement and reporting requirements. The board was asked to approve the Public Services Agreement with IMS for a \$1,072,000 total project cost. [Link to RFQ Review.](#)

b. Public Meetings in the Age of Zoom

Ryslinge shared a presentation on public meetings developed by Karen Smith from the recent September 7th OCCA Board Training. Ryslinge discussed the importance of public meeting transparency and the need for compliance with the Oregon Public Meeting Laws. Recent changes to Oregon Public Meeting Laws were discussed, including the requirement for publicly accessible meetings, the posting of public meeting video recordings online, and new training for board members starting in 2025. Ryslinge also covered the implications of these changes for public meetings in the age of Zoom. [View the Public Meetings Presentation Here.](#)

F. Action Items

a. Approve Project Management Firm recommendation and Professional Services Agreement with Integrity Management Solutions, LLC for an estimated \$1.072M over 49 months

Schuytema moved to approve the Project Management Firm recommendation and Professional Services Agreement with Integrity Management Solutions, LLC for an estimated \$1.072M over 49 months. Kilduff seconded. All voted in favor. **Motion Carried.**

G. Announcement of future meetings:

The next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, November 13, 2024, in person at North County Center, 3788 SE High School Dr, Lincoln City, OR & via Zoom.

H. Adjournment

Emery adjourned the meeting at 8:03 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