

**OREGON COAST COMMUNITY COLLEGE**  
**BOARD OF EDUCATION MEETING**  
**Wednesday, November 13, 2024, 6:00 PM**  
**North County Center, Room 211**  
**3788 SE High School Dr., Lincoln City, OR 97367**  
Zoom Meeting ID: 922 6480 4067  
<https://oregoncoast.zoom.us/j/92264804067>

**A. Call to Order**

a. Board roll call

Vice Chair Debbie Kilduff called the meeting to order at 6:00 PM. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Paul Schuytema, and Bud Shoemake. Alison Nelson-Robertson was excused.

b. Welcomes by President

President Ryslinge welcomed OCCC staff and Board members in attendance. The incoming President Marshall Mease Roache was also welcomed to the meeting on his first day of employment with OCCC.

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

Chandler moved to approve the Business Meeting minutes from October 16, 2024. Emery seconded. All voted in favor. **Motion Carried.**

d. Finalize agenda

Ryslinge requested Action Item G.a. approval of the Bachelor of Science in Nursing program, move to immediately after item C.b. BSN Program Curriculum Overview to allow Dr. Crystal Bowman to be present for the vote.

**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 & Action Items**

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. National Apprenticeship Week

- OCCC will host the kickoff for National Apprenticeship Week next Monday with a visit from the Oregon Bureau of Labor & Industries (BOLI) Commissioner and several industry-connected community partners. This visit will highlight the success of the OCCC's P.A.C.T. Program, funded by a Future Ready Oregon BOLI grant.

#### 2. Associated Student Government

- The Associated Student Government (ASG) is fully staffed with leaders: Gael Maldonado-Galicia, Kara Norton, Hunter Woodard, Delayna O'Daniels, and Eddie Romero-Yenez, with Joshua Kamp as their advisor. ASG biographies are available on OCCC's [ASG webpage](#).
- ASG has been very active, with Delayna presenting their work with the Shark Shack at the Lincoln City Rotary, with an opportunity to practice fundraising and public speaking skills.

#### 3. Community Engagement

- Two OCCC Students, Gael (Miguel) Maldonado-Galicia and Heather Swinney represented the College by participating in the student panel at the OCCA Conference. They shared their experiences, highlighting the kindness and support of the Staff as an important element in their success.
- Board members Kilduff, Mann, and Schuytema joined President Ryslinge at the Conference. Kilduff and Nelson-Robertson were recognized for their 12 years of service on the Board.

#### 4. College Updates

- The Aquarium Science Department will host a Fall Open House on Tuesday, November 19<sup>th</sup>.
- The OCCC Event Committee and ASG hosted Costumepalooza on October 31<sup>st</sup>. Activities included a staff lunch, a costume contest, and pumpkin painting.
- "Munchies with Marshall" sessions are scheduled for the week of November 18-22 to provide opportunities for OCCC staff and students to meet with the incoming president.
- President Ryslinge will be attending the Northwest Commission on Colleges and Universities conference November 20-22<sup>nd</sup> with Laura McClister (Director of Curriculum Operations & Effectiveness) and Ben Kaufmann (Dean of Academic Foundations & Student Success).

#### 4. Media Report

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights included a donation to the OCCC Foundation by the TLC Credit Union and the issuance of the RFP for the Bond Program architect.

#### b. BSN Education Program Curriculum Overview

President Ryslinge began her introduction by reminding the Board of their role in the approval process for new programs. Concepts for new degree and certificate programs are shared with the Board before any development and pursued when there is Board support. Presentations regarding the BSN have been made to the Board going back several years and Board support has been constant. Tonight's presentation provides the specific curriculum for Board approval so that the BSN degree can move forward to the approval process of the Higher Education Coordinating Commission and NWCCU. President Ryslinge then introduced Dr. Bowman.

Dr. Crystal Bowman, Dean of Nursing & Allied Health, presented the curriculum for the Bachelor of Science in Nursing (BSN) program, which has now completed the internal approval processes with the Curriculum Committee and College Council. The program is designed as a cohort program, with students progressing through the course in 15 months. The curriculum is focused on advanced

nursing courses that prepare students for various roles within healthcare. The program is unique in Oregon, offering three different pathways for the capstone: administration/management, hospice/palliative care, and underserved/vulnerable populations. The consortium model involves six community colleges, with each college admitting seven students into the program. The degrees will be conferred by each community college, with a shared model for Canvas and joint conditions for the program. The faculty pool will ensure that classes are always covered. [View the BSN Curriculum Overview here.](#)

c. Action Item: Approve establishment of a Bachelor of Science in Nursing (BSN), based on the present curriculum, and in accordance with the consortium agreement of Oregon community colleges, to be offered and awarded by Oregon Coast Community College upon approval from the Higher Education Coordinating Commission and the Northwest Commission of Colleges and Universities.

Kilduff read aloud action item C.a. Chandler moved to approve the action item. Emery seconded. Emery, Kilduff, Chandler, Mann, Schuytema, and Shoemake voted in favor. **Motion Carried.**

d. Financial Report: Fiscal year 24-25 Quarter 1

Robin Gintner, VP of Administrative Services, reviewed the financial report for the first quarter of Fiscal Year 24-25, which showed a 2% overage in revenue and under-budget expenditures. The Special Revenue Fund is under expected revenue and expenditure due to the lower grant activity and financial aid revenue during the summer term. Personnel costs are slightly higher due to union settlement payouts but remain under budget.

The new Capital Project Fund is established, with the fund currently holding bond proceeds and having minimal activity.

The Debt Service Fund also had minimal activity.

The Enterprise Fund bookstore is performing well with merchandise sales, particularly books for the fall term. Personnel costs are on budget, while materials and services are over budget due to purchasing textbooks and nursing scrubs. Food sales have been strong.

The Internal Service Fund was well under budget, with expenditures primarily for printer maintenance.

The Reserve Fund was used for roofing costs in the first quarter while awaiting bond funds, which have now arrived, allowing the fund balance to be restored for future needs.

[View the Financial Report here.](#)

e. Northern Exposure: Update on OCCC's North County Center

Dave Price, VP of Engagement updated the Board on activities at the North County Center. OCCC is experiencing high demand for programs, leading to occasional overcrowded parking and full classrooms. To address this, the College has permission to use a neighboring school's parking lot.

The Small Business Management program has seen a significant increase in enrollment, with 54 students signed up this year. OCCC's North County Center is offering a variety of courses tailored to the county's needs, including Allied Health, Business, ESOL, and non-credit community education classes. The nonprofit Conexion Fenix also occupies space within the building. Price shared that 807 registrations, totaling \$28,000 have been sold for community education workshops for the fall term.

#### **D. Board Reports**

##### **a. OCCA Conference**

Kilduff, Mann, and Schuytema attended the OCCA Conference on November 6-8<sup>th</sup>. They each shared a few notable topics and takeaways from their experience.

##### **b. Foundation Report**

Marion Mann, Foundation Liaison, shared a report from the OCCC Foundation. The quarterly Foundation Board Meeting was held on October 22<sup>nd</sup>. The Foundation is meeting student emergency needs with textbooks, supplies, and equipment purchased through various funds and grants. \$10,000 was approved by Georgia Pacific for the Youth Entrepreneurial Program, and the Foundation submitted a grant request to the City of Lincoln City for the Virtual Reality Oculus for students to experience a variety of real-life professions. A new named scholarship fund has been established by donor Rose Shaw.

Mann also shared that she is part of the Foundation's planning subcommittee and that one of the ideas explored by that subcommittee is the purchase of a storage container to expand space for ASG storage. Mann shared some of the information they have learned about containers as storage. Ryslingle agreed that ASG storage has been limited, and this is a worthwhile idea to be brought forward for consideration in the future. The Bond program will provide the opportunity for a review and engagement process to determine plans for particular sites. Ryslingle also stated that the use and placement of containers is an operational matter for which administration will be responsible.

##### **c. Other Board Reports**

Ryslingle reminded the Board to RSVP their availability for the proposed rescheduled Board Retreat. The two alternate dates are March 8<sup>th</sup> and March 22<sup>nd</sup>.

#### **E. Board Policy Update Process**

##### **a. First Read: Board Policy Review Packet Chapter 4 – Revise BP 4010**

Ryslingle reviewed the board policy update process, highlighting the need for revised policy updates in preparation for the Year 6 Accreditation Review in 2025. The policy update pertained to Board Policy 4010, describing the College's functions around an academic calendar. The revised policy moves the presentation of the academic calendar to the Board from February to December and allows for a multi-year calendar to be presented. The policy will be presented as an action item at the December Business meeting. [Board Policy Packet – BP 4010](#).

#### **F. Information & Discussion Items**

##### **Introduction to IMS and Bond Project: Overview of RFP process & current steps**

Chris & Nancy Giggy, co-owners of Integrity Management Solutions (IMS) presented an introduction to the Bond Project. They shared their professional experience and the RFP process of selecting a design firm and contractor. Proposals are due at the beginning of December, followed by scoring

and review by a selection committee. Selected firms will be interviewed in early January, with a recommendation expected at the January Board meeting.

[Full Report: Introduction to the IMS Bond Project](#)

The meeting was interrupted due to a network issue, causing the Zoom participants to lose connection with the in-person meeting. President Ryslinge noted that all of the business items of the meeting had been completed and invited Schuytema to adjourn if he wished.

**G. Announcement of future meetings:**

At the in-person part of the meeting, Schuytema announced the next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, December 11, 2024, in person at Central County Campus, 400 SE College Way, Newport, OR & via Zoom.

**H. Adjournment**

Schuytema adjourned the meeting at 7:32 PM.

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*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