

**OREGON COAST COMMUNITY COLLEGE  
BOARD OF EDUCATION MEETING  
Wednesday, December 11, 2024, 6:00 PM  
Central County Campus, Room 140  
400 SE College Way, Newport, OR 97366  
Zoom Meeting ID: 947 3617 0385  
<https://oregoncoast.zoom.us/j/94736170385>**

**A. Call to Order**

a. Board roll call

Chair Rich Emery called the meeting to order at 6:00 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 Birgitte Ryslinge welcomed everyone to the meeting and acknowledged the presence of OCCC staff, Board members, and guests.

c. Approval of Business Meeting Minutes from November 13, 2024

Schuytema moved to approve the Business Meeting minutes from November 13, 2024. Chandler seconded. Emery, Kilduff, Chandler, Nelson-Robertson, Schuytema, and Shoemake voted in favor. Mann abstained. **Motion Carried.**

d. Finalize agenda

No changes to the agenda.

**B. Communications**

a. Written

A written communication was received from Board Member Alison Nelson-Robertson. Nelson-Robertson read the letter announcing her resignation from the Board due to work and personal commitments effective December 12, 2024.

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

Public Comment from Clyde Rood, Oregon School Board Association (OSBA) Board of Directors, Region 10. Topic: Seeking endorsement for re-election as OSBA's District 10 representative. Rood provided his personal background as an OSBA Board member and noted that OSBA is a resource for Board policy development.

c. Public Comment Closed

Public comment was closed.

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

Ryslinge clarified that while there is some intersection of Oregon Statute for school boards and community college boards, there are unique statutes and aspects related to community college boards. OCCC subscribes to the Oregon Community College Association (OCCA) board policy service. OCCA's service provides annual legal updates and alignment with accreditation standards. Ryslinge

noted recent efforts to improve communication and connection between OSBA and OCCA due to their shared interests. Ryslinge also mentioned OSBA’s professional development opportunities, such as workshops for board members.

### **C. College Reports & Action Items**

#### **a. Board Member Acknowledgment**

Ryslinge recognized Nelson-Robertson for her 12 years of Board service for Zone 2, highlighting her contributions. Nelson-Robertson was presented with a token of appreciation from the College.

#### **b. President’s Report**

President Ryslinge gave her final report to the Board, highlighting recent events and activities at the College. The President’s Report is available online as a PDF for public record on the [Board of Education Meetings and Agendas](#) page.

##### **1. College Updates**

- OCCC hosted the kickoff for National Apprenticeship Week with a visit from the Oregon Bureau of Labor & Industries (BOLI) Commissioner and several industry-connected community partners.
- *The Double R Show* podcast has recently featured guests from OCCC: Dave Price (VP of Engagement), Talaina King (North Center & SBDC Coordinator), and Dr. Birgitte Ryslinge (President).
- The Higher Education Coordinating Commission (HECC) Commissioners are visiting all Oregon community colleges in 2024-2025. OCCC’s visit is scheduled for January 14<sup>th</sup>, 2025, hosting HECC Chair Sandy Rowe.
- OCCC is hosting registration events, including Nursing Program info sessions, Winter Term Walk-in Registration, and Oregon Transfer Days.

##### **2. Community Engagement**

- *Winter Catch the Wave* is in the mail, which includes OCCC’s winter term credit courses and community education.
- OCCC staff participated in holiday activities including a Secret Santa, Winter Gathering, and an ornament craft table.
- The Shark Shack Student Resource Closet received donations from the Lincoln City Rotary Club and Yachats Ladies Club.

##### **3. Media Report**

- A monthly list is kept of news articles and media featuring OCCC. Current media highlights included coverage from the Bureau of Labor and Industries Commissioner visit, issuance of Request for Proposals (RFP) for the Bond Architect, the water leak in Waldport South Center and the Bachelor of Science in Nursing curriculum approval by the Board.

##### **4. President Ryslinge expressed gratitude as she prepares to retire from the OCCC presidency after 10.5 years. She specifically thanked the following: for their support:**

- Board members, current and past
- Community and partners to the college
- The Executive Team, current and past
- Faculty, staff and managers
- Most importantly, students who entrust OCCC with their education

### c. Corequisite Model for Student Success

Ben Kaufmann, Dean of Academic Foundation & Student Success, reported on developmental education redesign, discussing the nationwide movement to change the pathway for students to reach college-level writing and math courses. Oregon Coast Community College has transitioned to a new model where students take a co-requisite lab section alongside their gateway course, instead of first taking a series of developmental courses. This model has shown significant success in increasing student success and completion rates at OCCC. Data from other states that have implemented similar models was also shared, showing a significant increase in students passing math within the first year.

Kaufmann also discussed the use of the First Generation Student Success Grant to provide scholarships, additional tutoring hours, and a program to address digital literacy gaps. OCCC has been developing a partnership with Motimatic to reach out to students who have left the College and encourage them to return.

[Link to Corequisite Model full report](#)

### d. Small Business Development Center Update

Greg Price, Small Business Development Center (SBDC) Director, provided an update on the SBDC's activities and achievements. The center's efforts to diversify funding sources were highlighted, including a \$162,000 grant from State Bill 3410, which was fully awarded and leveraged for capacity building. Price noted a significant increase in the Hispanic and Spanish language communities served, as well as a high percentage of women-owned businesses. The Center has added various programs, including AI training, digital marketing, financial management tools & resources, and a Childcare Business Accelerator program.

A video was shown about the Youth Entrepreneurship Program, which had over 30 participants and awarded around \$8,000 in awards to contestants. The program aims to teach young entrepreneurs about different career paths and will be expanded next year.

Price noted the success of the Restaurant Small Business Management program and the launch of a retail-focused program. The team, including Kellianne Parker as the new Assistant Director, was praised for their contributions. The impending end of State Bill 3410, a significant funding source, is an upcoming challenge. The community impacts of the SBDC included serving 176 unique clients, 400 individual clients, creating 19 new jobs, and contributing over \$1 million in sales increases.

[Full SBDC Report](#)

### e. Waldport Facility Emergency

Ryslingle presented on behalf of Robin Gintner, VP of Administrative Services. Ryslingle addressed a significant leak that occurred at South County Center on Sunday, November 24th, due to an intake pipe failing at the water heater. A state of emergency was declared on 11/26, which allows for an accelerated contracting process for repairs. Relevant Board Policies were reviewed, including BP 6520, BP 6540, ORS 279B.080, and section 3.09 of the OCCC Contracts and Purchasing rules. Three

vendors have been retained to assist with the repairs and the administrative team is working with insurance agents to cover the costs. The overall estimate is potentially \$50,000 with a deductible of \$10,000. The tenants (Economic Development Alliance of Lincoln County) have been moved to Newport. Community meetings and Winter term classes have been moved to Newport or canceled.  
Full Report: Waldport Facility Emergency

f. Bond Project: Update on Architect RFP Process

Chris and Nancy Giggy, OCCC Bond Project Managers (of IMS Management Solutions) reported on the progress of the bond Architect RFP process. Nine proposals were received from the RFP. The selection committee applied a scoring process and has selected four companies to be interviewed. An Architect recommendation is expected at the January Board meeting. In subsequent meetings, IMS will recommend using the Construction Manager/General Contractor (CM/GC) approach and will present the findings of fact to the Board as part of that process.

**D. Board Policy Update Process**

a. Action: Approve Revised Chapter 4 Board Policy 4010

Mann motioned to approve the revised Chapter 4 Board Policy 4010. Chandler seconded. All voted in favor. **Motion carried.**

[Board Policy Packet – BP 4010.](#)

**E. Information & Discussion Items**

a. None

**F. Board Reports**

a. Comments from Chair

Ryslinge’s final board meeting was acknowledged by Emery, who also presented a card on behalf of the Board. Individual Board members expressed their appreciation for Ryslinge’s leadership and many contributions during her tenure, with several emphasizing her leading the College to achieve independent accreditation and the recent passage of the facility Bond.

b. Other Board Reports

Kilduff announced an update from OCCA regarding the change in Oregon statute and the new legal requirement for board member training in public meeting law. Details and frequency of training opportunities will be announced in January.

Ryslinge reminded the Board about the upcoming law going into effect on January 1, 2025, requiring that education boards of community colleges make video recordings of their meetings available online for public access.

**G. Action Items**

a. Declare Board Vacancy Zone 2 and Direct President Ryslinge to initiate process for solicitation of applicants for direct appointment to fill the seat on an interim basis.

Nelson-Robertson motioned. Schuytema seconded. All voted in favor. **Motion carried.**

b. Affirm Declaration of Emergency at Waldport Facility, Authorize Purchasing Exception for Related Contracts in Accordance with ORS 279B.080.

Chandler moved. Nelson-Robertson seconded. All voted in favor. **Motion carried.**

**G. Announcement of future meetings:**

Emery announced the next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, January 15, 2024, in person at Central County Campus, 400 SE College Way, Newport, OR & via Zoom.

**H. Adjournment**

Emery adjourned the meeting at 7:33 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:

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