

**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 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

- 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

Ryslinge 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. Ryslinge 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, Ryslinge 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

Ryslinge 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.

Ryslinge 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, Ryslinge 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

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION
Special Meeting
Wednesday, July 31, 2024
ZOOM ONLY: NO IN-PERSON MEETING
Meeting ID: 920 7519 6280
<https://oregoncoast.zoom.us/j/92075196280>

A. Call to Order as Return to Open Meeting

Chair Rich Emery announced the return to open meeting following the Executive Session held 7/25/24 pursuant to *ORS 2(a) to consider the employment of a public officer, employee, staff member or individual agent* and called the meeting to order at 5:31pm.

B. Board Roll Call

In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Alison Nelson-Robertson, Paul Schuytema, and Bud Shoemake.

C. Introduction: Kathleen Rodden-Nord, Search Consultant with Human Capital Enterprises

Emery welcomed Kathleen Rodden-Nord, a consultant from Human Capital Enterprises, to assist in the search for a new President.

D. Discussion and Action

a. Naming of Finalists for the Next President of Oregon Coast Community College

Emery announced there were seven initial Presidential candidates. Two withdrew and five went through the initial screening process. After reviewing the applications, Emery recommended three finalists: Joel Keebler, Brian Kelly, and Marshall Roache. Chandler motioned to select Joel Keebler, Brian Kelly, and Marshall Roach as the three finalists. Schuytema seconded. A vote was called. All voted in favor. **Motion carried.**

E. Finalist Activities Overview

a. Board Activities: Rodden-Nord

Rodden-Nord guided the Board through the next steps of the Presidential selection process, including Board participation in conducting telephone reference checks on the three finalists. Lori Templeman will survey who is available to do so, and they will receive directions on how to proceed. Rodden-Nord outlined the process for conducting reference checks for the three candidate finalists. She indicated that the number of checks would depend on the availability of Board members but suggested that four or five Board members would be sufficient. The checks would ideally be conducted one-on-one, with a template provided for contacting references

Rodden-Nord also outlined the schedule of events for [finalist activities](#). As the process proceeds, the Board will have a variety of inputs to consider, including information from the candidates, feedback from faculty, staff, and from students (depending upon their participation). Sessions to gather input from from broader community partners are also included. The Board will hold an executive session to interview finalists in person in the timeframe of August 26-27th. On August 28th, the Board will reconvene in executive session to review all input and decide on next steps, aiming to

identify the next President and potentially have a contract ready for approval in time for the September 11th Board meeting. (Exact timing will depend on how Board deliberations progress.)

b. College & Community Activities re Finalist Search

Joy Gutknecht, Director of Human Resources, outlined the activities and logistics for the upcoming Presidential search process from the perspective of college staff and community. The Timeline of Events, Inputs for Board Decision, and Role of College Staff and HR can be viewed [HERE](#). The candidates will participate in various activities including providing application materials, attending board interviews, providing references, writing samples, and community partner meetings.

Gutknecht described a participatory process with broad input from multiple stakeholder groups most central to the college mission. Chandler suggested also incorporating feedback from President Ryslinge about the candidates. Mann inquired about additional opportunities for board members to participate and get to know the candidates. Gutknecht affirmed Board engagement as central to the process and that the 2-day plan was designed with this in mind. Finalists have full schedules for the two days they will be on-site. Board direct engagement with finalists, as guided by our consultant, consists of the Board interview, reference checks, and the consideration of all input generated by the various stakeholder groups.

Ryslinge congratulated the finalists.

F. Adjournment

Emery adjourned the meeting at 6:07pm.

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Minutes submitted by: Executive Assistant, Lori Templeman

Approved by:

A handwritten signature in cursive script that reads "Birgitte Ryslinge". The signature is written in dark ink and is positioned above a horizontal line.

Birgitte Ryslinge, PhD
Clerk of the Board



PRESIDENT'S REPORT

Board of Education Meeting

September 11, 2024

- College & Program Updates
- Community Engagement
- Roof Update
- Media Report



College Updates



**FALL '24
WELCOME WEEK**

Sept 16 - Sept 19

MONDAY
Welcome Desk
Coffee
& Pastries
8:00 - 11:00

TUESDAY
Fun & Games
in the Commons
12:00 - 2:00

WEDNESDAY
Fall Cookout
& Karaoke
12:00 - 2:00

THURSDAY
Pizza Social
& Club Fair
11:00 - 1:00

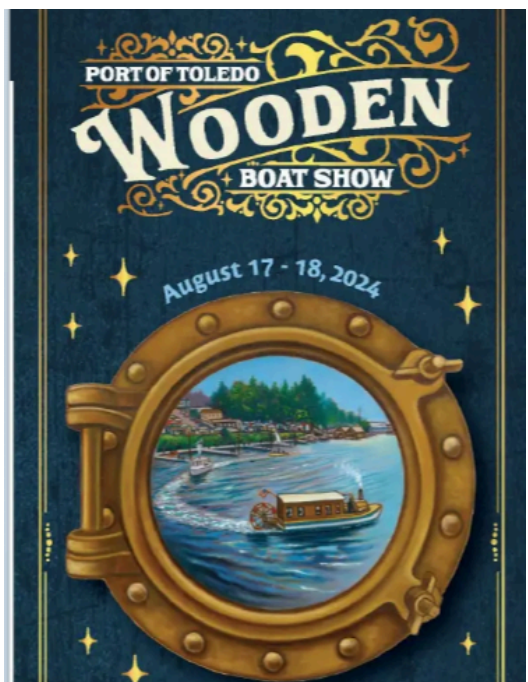




ASG members participated in the Georgia Pacific Containerboard Boat Race as part of the Port of Toledo Wooden Boat Show.

The team took home the coveted trophy for "Most Sinkable"!

Way to go, sharks!



OCCC Library Displays



September 22-28th Banned Books Week



Hispanic Heritage Month

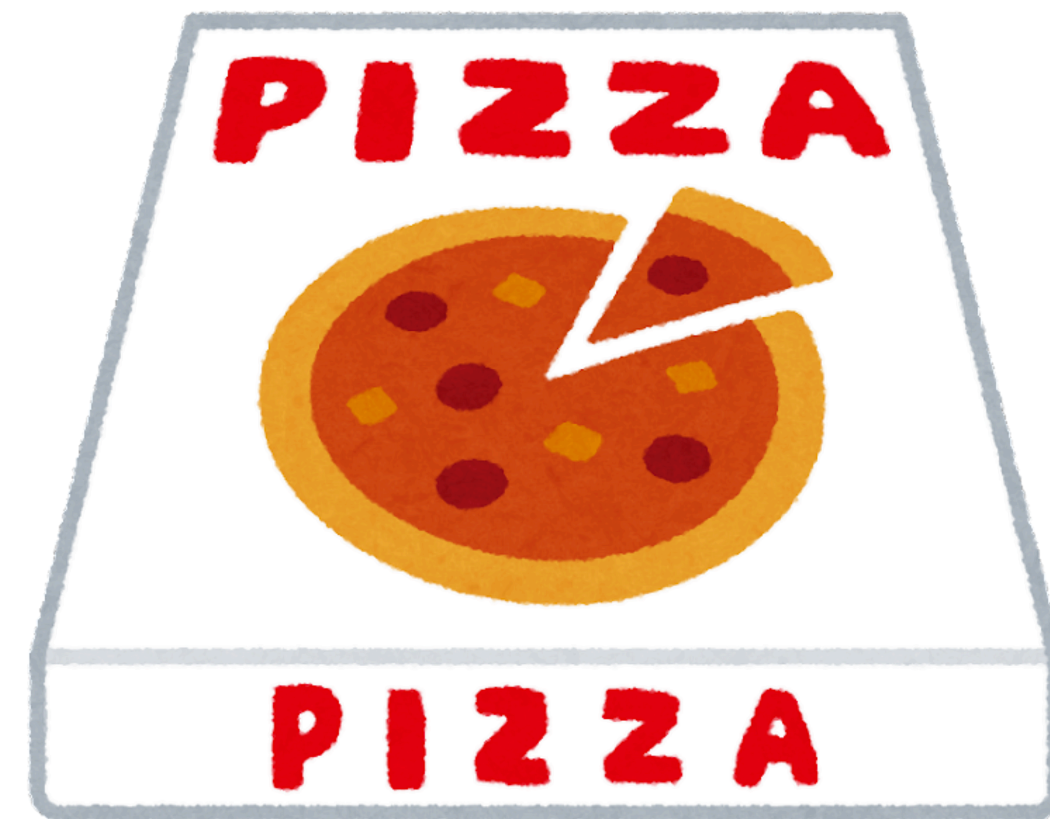
Check out items by and about people of Hispanic descent at the Diversity & Multicultural Inclusion Display by the Library Services Window.



OCCC Foundation



TLC, a Division of Fibre Federal Credit Union has supported student scholarships through the OCCC Foundation since 2005. Thank you for your generous support!



Thank you, Tide Pool Pizza!



**50 Pizzas Donated to the
Foundation for September
meetings & Events**



**FALL TERM HASN'T
QUITE STARTED...**

**BUT WE'RE
GETTING TO WORK!**

CCB Course took place
Sept. 5 & 6 in Newport.
*Welcome Lincoln County's 8
new contracting businesses!*





*¿Una clase el sábado?
¡No hay problema!*

*Gabriella Orellana launched SBDC's
new Childcare accelerator Saturday.*

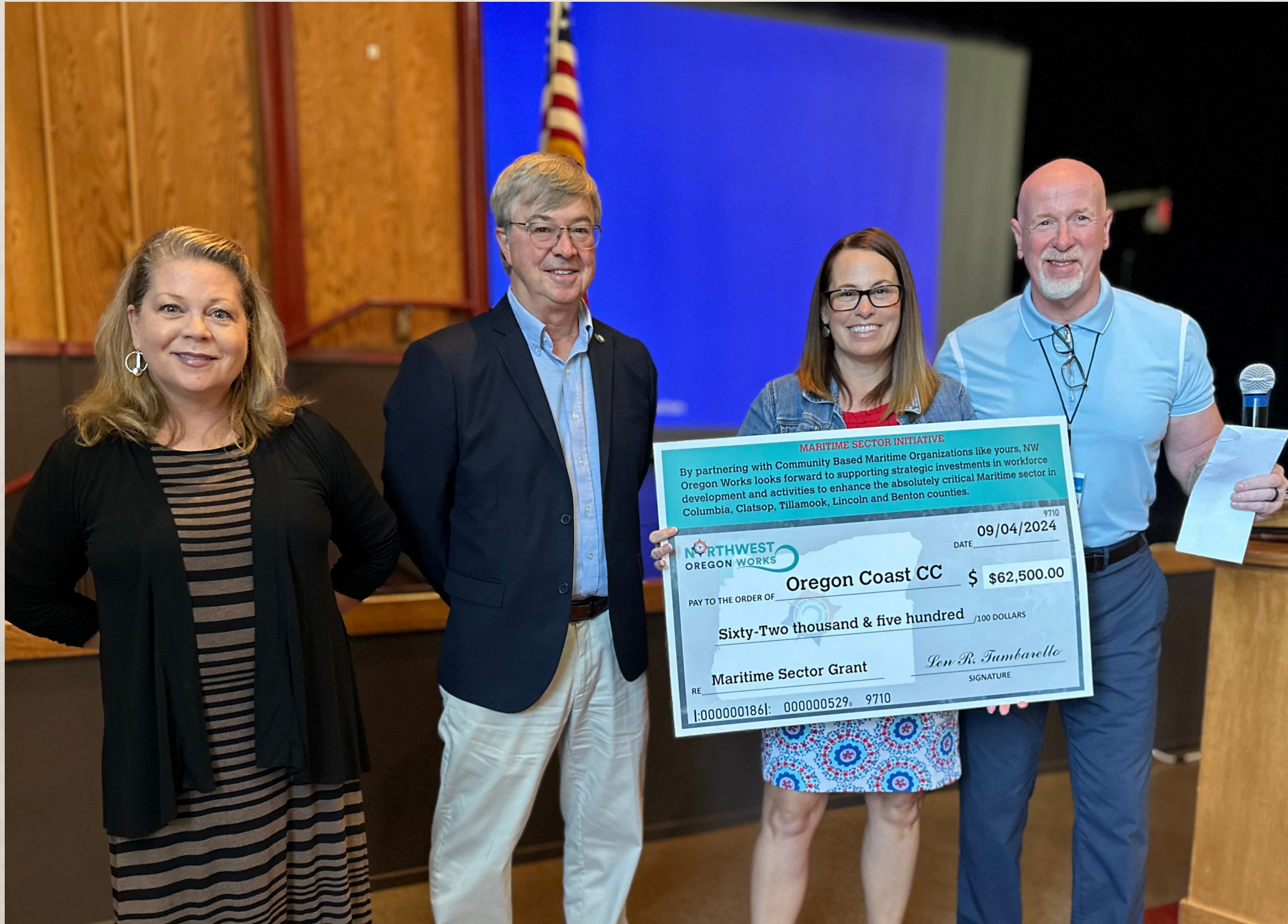




**MATT BATCHELOR &
TEAM LAUNCHED
P.A.C.T. PROGRAM
SUCCESSFULLY ON
FRIDAY, SEPT. 6**

IT WAS A PACT HOUSE!

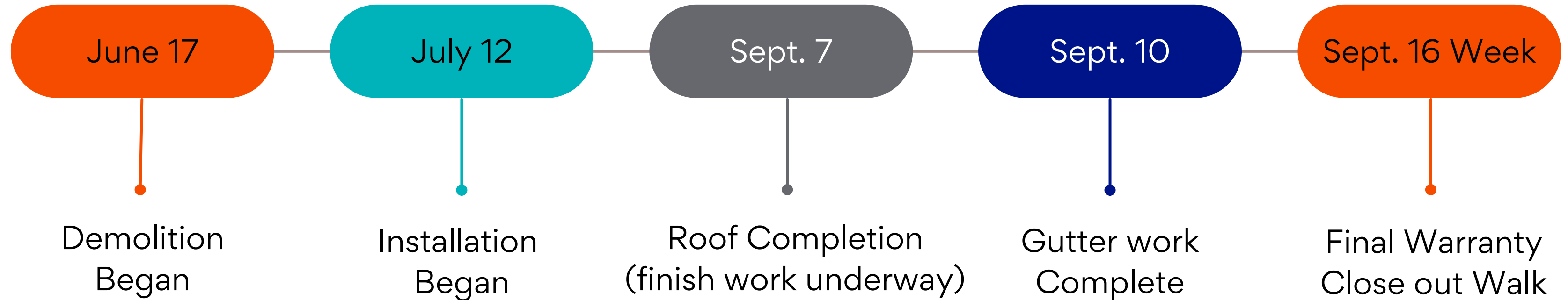




Donation FOR WELDING



Roof Project Timeline



Financials

The board approved a final budget of \$2.284 million. We are currently projected to end around \$1.715 million. This may fluctuate a bit with small bills that are outstanding. But we should be coming in around \$569,000 under the GMP.



Central Campus Roof Update

- Crew averaged roughly 9,000 square feet per week.
- Installation was slowed by repairs to the sub roof and the need to manufacture some of the sheet on site due to them being too long to transport.
- These delays were expected, and the crew made up time.
- A separate crew has been working on interior wall repairs from water damage along with a new roof access door.
- The previous roof access was sealed off when we moved the student store to the commons.



Construction Waste Side Note

Good wood in the “scrap” pile in the staging area was made available to employees.

We have seen and heard some awesome use of it so far.

This would all have ended up in the land fill on most jobs.



In the News



YachatsNews.com

<https://yachatsnews.com/oregon-coast-cc-board...>

Oregon Coast CC board names three finalists to become college's ...

3 days ago · The **Oregon Coast Community College board** has selected **three finalists** to come to campus in late August to go through two days of interviews to succeed Birgitte ...



newportnewstimes.com

Finalists announced in college president search

The Oregon Coast Community College Board of Education has named three finalists in its search for a new college president.



YachatsNews.com

Two Oregon Coast CC president candidates begin interview process Monday

Two finalists to become the third president of Oregon Coast Community College will go through a two-day interview process with the college...



newportnewstimes.com

College announces largest-ever noncredit course lineup for fall term

Oregon Coast Community College (OCCC) has announced its most extensive selection of noncredit community education courses ever for this fall...



In the News

 YachatsNews.com

College offering two-day contractor's license class in September

The Small Business Development Center at Oregon Coast Community College is offering a two-day Oregon Construction Contractors Board test...

 YachatsNews.com

Request for Qualifications: PROJECT MANAGEMENT SERVICES FOR OREGON COAST COMMUNITY COLLEGE

August 7, 2024. Oregon Coast Community College Board of Directors requests sealed proposals for Project Management Services to support the...

Restaurant Small Business Management Program offered - Newport News Times

The Oregon Coast Community College Small Business Development Center has announced the return of its Restaurant Small Business Management Program ...



Apply yourself at the college

Have fun and learn with Community Ed courses

Oregon Coast Community College has announced its most extensive selection of noncredit community education courses ever, with more than 80 exciting offerings this fall. The lineup includes a variety of classes aimed at enriching the lives of community members, whether they are looking to explore a new hobby, improve skills or simply have fun.

Among the many offerings, Birding Basics stands out as a perfect choice for nature enthusiasts. Instructed by Caren Willoughby and Laura Doyle, this course runs from Sept. 24 to Oct. 2, meeting on Tuesdays and Wednesdays from 1:30 to 3 pm at the college's Lincoln City campus. Participants will delve into bird identification, learn about the behaviors and habitats of coastal resident and migratory birds and enjoy a hands-on field trip. The cost is \$40 plus \$10 for materials.

For those interested in environmental science, Paul Robertson, MSc, will lead iNaturalist and the Wrack Line: Crowd-Sourcing Environmental Data on Wednesday and Friday, Sept. 18 and 20. This workshop, taking place in Lincoln City from 10 am to noon, will introduce participants to the iNaturalist app, a powerful tool for identifying the seaweed, animals and plants that are found along the wrack line on the beach — all in an effort to track the impacts of climate change on the oceans over time. The course also explores its use in a citizen-science project at Cascade Head Biosphere Reserve, providing practical insights into environmental data collection. The course fee is \$25.

Gardeners looking to extend their growing season will find valuable tips in Planning Your Winter Garden. Led by Laura Strom, this one-day session on Saturday, Sept. 7, at Newport Public Library will help participants navigate the challenges of winter gardening on the Oregon Coast. The session runs from 11 am to 2 pm and costs just \$5.

Another intriguing option is Fall In To Bulbs, scheduled for Friday, Oct. 11, from 1:30 to 4 pm in Newport. Joan Crall will guide participants through the process of planting a variety of bulbs for spring blooms, with a special focus on garlic cultivation. This session combines indoor learning with a practical demonstration in the OSU Extension Service Demonstration Garden. The fee is \$5.

Music lovers and aspiring musicians can join Mike Tolle for Beginning Guitar, a course designed for absolute beginners. Running from Sept. 24 to Oct. 22, classes will be held on Tuesdays from 5 to 6:30 pm in Newport. The course, priced at \$40, provides a relaxed group setting where students will learn the basics of guitar playing.

The Oregon Coast Halloween Chorus, led by Brandon Lucas, invites singers of all levels to celebrate the Halloween season. This unique chorus will meet twice weekly, from Tuesday Oct. 15 to Thursday, Oct. 31, at the Lincoln City Cultural Center. Participants will prepare for a special performance featuring Halloween classics, to be delivered on stage at the cultural center early on Halloween evening. The cost for this fun and festive course is \$35.

Given the popularity of these courses, early registration is recommended. For more information, go to oregoncoast.edu/communityed or call 541-994-4166. ★



iNaturalist and the Wrack Line, Sept. 18 & 20



Glass Mosaic Tray, Nov. 16



Introductory Gyotaku, Oct. 2 & 9

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In the News

Oregon Coast CC and two employee unions announce agreement on new 5-year contracts

Yachats News

... Birgitte Ryslinge, who is retiring this year. "The college can use only two revenue sources to pay for compensation and benefits— taxpayers and ...

College announces largest-ever noncredit course lineup for fall term - The News Guard

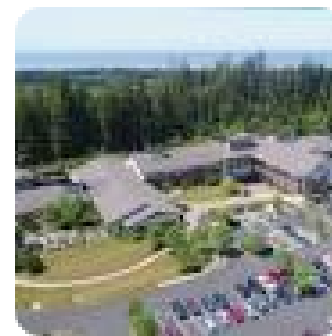
The News Guard

The Newport campus of Oregon Coast Community College is located at 400 SE College Way. ... Oregon Coast Community College has been serving Lincoln ...

 newportnewstimes.com

College will offer Construction Contractors Board test prep

The Small Business Development Center (SBDC) at Oregon Coast Community College will be offering Construction Contractors Board (CCB) test...





THANK YOU

Any Questions?



@occcsharks



Adult Basic Skills

GED, English Speakers of Other
Languages, and Corrections

Snapshot of Data



WIOA Participant

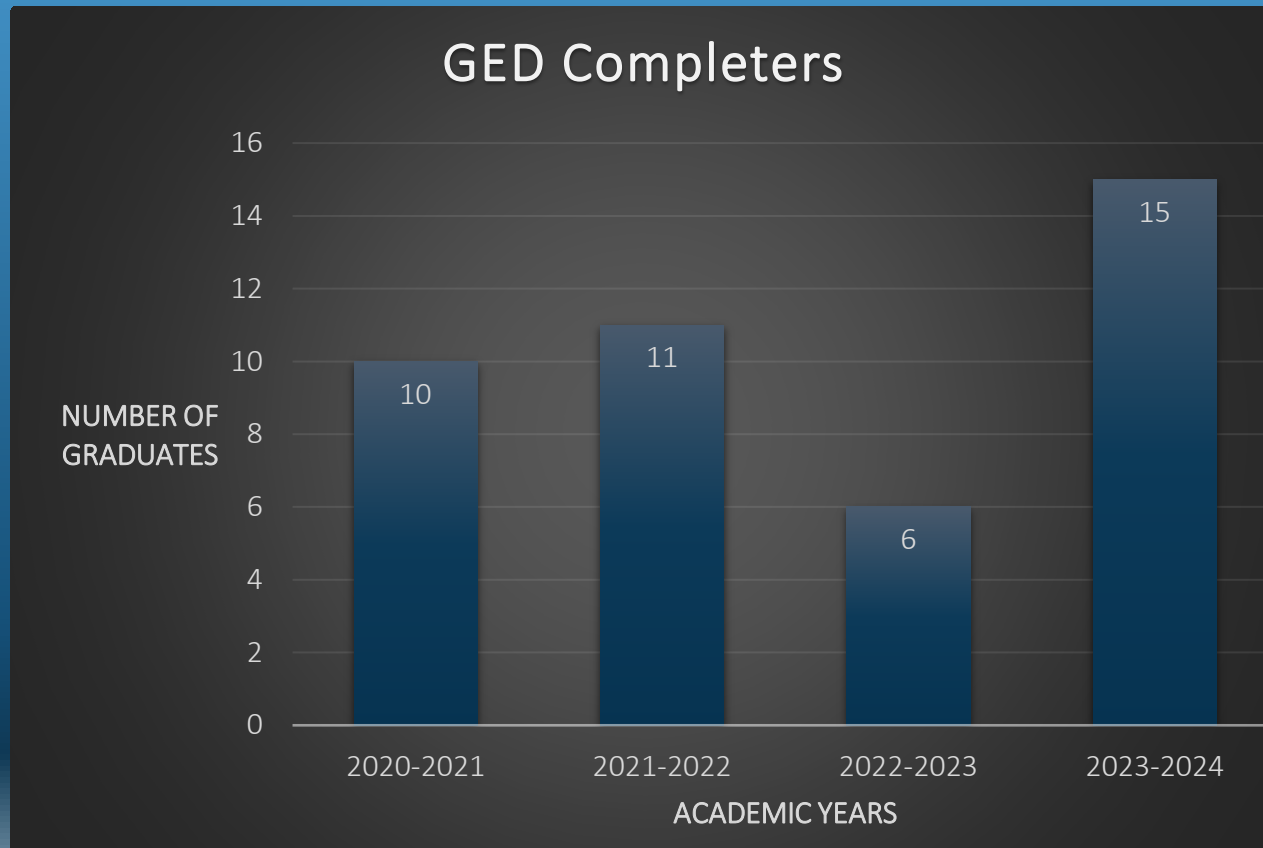
252

Learners Eligible

164



GED Completers



Student Goals and Pathways

- Integrated Education Training Programs (IET)
 - Nursing Assistant
 - Medical Assistant
 - Welding
 - Early Childhood
 - Accounting Clerk
 - Pre-apprenticeship
 - Non-credit
- Career exploration





Successes

6 students completed IETs

More GED completers

Computers at the jail



Questions?



Capital Project Management: Overview

Definition: Oversight of large-scale projects requiring significant capital investment.

Key Responsibilities:

- Managing multiple stakeholders (e.g., clients, contractors, regulatory bodies).
- Balancing budgets and risks.
- Ensuring compliance with legal and regulatory standards.

Critical Success Factors:

- Careful planning and risk management.
- Strong stakeholder engagement.
- Ongoing monitoring and adjustments.



OREGON COAST
COMMUNITY COLLEGE



TOLEDO | WALDPOR | NEWPORT | LINCOLN CITY

Contracting for Personal Services

Personal Services Contracts:

- Specialized skills, knowledge, and discretion in technical or professional expertise.
- Qualifications and expertise are more critical than price.
- Project fees likely exceeding \$1M.

Policy & Legal Requirements:

- OCCCC BP 6340: Contracts over \$100,000 need Board approval.
- ORS 279A.055 allows for personal services contracts.

Board's Role:

- Review RFQ Committee's recommendation.
- Vote to approve or reject the contract award in a regular or special meeting.



OREGON COAST
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TOLEDO | WALDPORT | NEWPORT | LINCOLN CITY