

Oregon Coast Community College
Board of Education Meeting
Minutes of Regular Session –Wednesday, April 16, 2014
OCCC –Central County Campus
Newport, OR 97366

REGULAR MEETING – 7:30 PM

A. Call to order & roll call

Chair Chris Chandler called the Regular Session to order at 7:30 p.m.

Board members attending: Chandler, Kilduff, Krabbe, Nelson-Robertson, Ouderkirk and Ryer

Board members excused: Nelson

B. Communications

1. Written:

a. Clatsop Community College (CCC) standard year 3 report that included information that OCCC helped compile.

2. From the Audience:

There was none

C. College Reports

1. Foundation Report:

Megan Miller-Morgan, Foundation Board President, outlined a few items in the Foundation Report:

- 1) The Sylvia Beach Hotel Literacy Dinner was a great success and the funds raised from the event are being used to purchase eight GED textbook study guides that will cover the new GED testing format as well as a new computer to replace the Tutoring Center's outdated one.
- 2) Registration is up for the Shark Bite Disc Golf Tourney. The Foundation is working with the Central Oregon Coast Disc Golf Club to bring this event together. The event will be held on May 17.
- 3) Two new Serve, Earn and Learn (SEAL) positions were added this term. Currently a total of ten students are working in eight different departments.

2. Education Board input for Foundation Board

There was none.

3. Office of Instruction Report:

Jane Hodgkins, Interim Chief Academic Affairs Officer and Director of Career and Technical Education Programs, presented her report. Enrollment for spring term is up slightly over last year. Skye Anderson, OCCC biology instructor, had an article published in the April 2014 edition of the peer reviewed journal "Journal of Comparative Physiology B." Chris Spaulding, Aquarium Science (AQS) Director, recently attended the Aquatic Animal Life Support Operators (AALSO) conference in Las Vegas. Spaulding has worked with AALSO to insure that all AQS students who pass the AQS 240 - Life Support Design and Operation course also earn the AALSO Level I Life Support Operator credential. OCCC Art Department faculty

members have scheduled a student art show at the Visual Arts Center for May 2, at 5pm. Many of the students works will be on sale during the show. The Waves publication party is scheduled for May 30 from 5:30-8:30pm in the OCCC Central Campus Community Room.

4. Financial Report:

Greg Holmes, Chief Financial and Business Affairs Officer, commented on the report he distributed to the Board prior to the meeting. The highlights of the report were:

The college is tracking on budget. Last month the spending limit of Special Revenue Funds materials and service was increased. The college is projected to spend right at that limit of \$397,500 and needs to be monitored. Debt service will be watched, a budget resolution may be required to transfer funds from the General Fund to cover the debt service.

5. Human Resources Report: Kathy Steenkolk, Director of Human Resources, presented her report. Human Resources is currently posting open part-time faculty positions in preparation for Fall term. She noted that the Office of Instruction is currently reviewing the amounts of credits and weekly contact hours Portland Community College's (PCC) courses carry, and the impact these amounts may have on faculty workload. The college will need to recruit more part-time instructors in order to ensure that OCCC meets students needs as well as making sure current part-time faculty members do not exceed their weekly workload limits. Human Resources is in the process of reviewing and documenting the courses that each instructor is eligible to teach under PCC's course offerings.

6. Small Business Development Center (SBDC) Report: Dave Price, Director of the SBDC, presented his report. Since he became the Director of the SBDC in January 2013, the center has served over 197 individuals and held 136 different training events that attracted over 500 participants to all three of OCCC's campuses. During last fall and winter terms the SBDC contributed over 30 FTE to OCCC. Price noted that the SBDC also supports the day to day operations of the OCCC north county campus by serving traditional OCCC students as well as SBDC clients. With the upcoming retirement of Janice Redford, North County Campus Coordinator, the small staff of the SBDC will be taking on an even larger role to support students at the north county campus.

7. Reports and Discussion from the Board:

There were none.

8. President's Report:

Bruce Koike, Interim President, presented his report.

CCC year 3 report has been finalized. The Standard 2: Mission, Core Themes and Expectations and Resources and Capacity was covered. PCC year 7

report will encompass Standard 3: Planning and Implementation, Standard 4: Effectiveness and Improvement and Standard 5: Mission Fulfillment, Adaptation and Sustainability. PCC will contact OCCC on how to proceed.

- 1) The signed PCC-OCCC contract and substantive change document was sent to the Northwest Commission of Colleges and Universities (NWCCU). These are currently being reviewed by Pam Goad, Vice President at NWCCU. Once approved a letter requesting approval and release of financial aid is made to the U.S. Department of Education. Advocacy was assured in order for everything to be in place for summer term.

D. Information and Discussion Items

1. Proposed Vision, Mission and Core Themes, were presented by Koike. The task force comprised of OCCC faculty and staff members have been working on the updated OCCC mission, vision and core themes since fall. Krabbe proposed a switch of two lines in the proposed vision so that it now reads: 'Though education and services of the highest quality we empower individuals and enrich our community.'
2. Oregon Initiative Ballot Measure in November. Ted Wheeler, Oregon State Treasurer, is proposing setting aside money from the state legislature during budget development to go into an endowment to provide scholarships for post-secondary students. Money would be added to the endowment in subsequent years.

E. Approval of the Minutes

Ryer moved to approve the March board meeting minutes. Nelson-Robertson seconded and the minutes were approved.

F. Action Item

1. Vote to Hire New OCCC President. Ryer moved, Kilduff seconded and motion was approved to hire Birgitte Ryslinge as the new OCCC president. The Board thanked Jon Carnahan, OCCC Presidential Search Consultant, for his help during this process and welcomed Ryslinge to OCCC.
2. Approval of Resolution 14-04.09: Resolution for \$26,010 Transfer. Ouderkirk moved, Krabbe seconded and resolution was approved.
3. Approval of Updated Board of Education Policy 211: Tobacco Free Campus. Nelson-Robertson moved, Krabbe seconded and policy was approved.
4. Selection of Venue for May Meeting: Ouderkirk moved, Ryer seconded and motion passed for the May Board of Education meeting to be held at the OCCC Central Campus.

G. Future Agenda Items

1. Approval of the updated OCCC vision, mission and core themes.
2. Approval of Policy 210
3. Audubon Society Project

H. Announcement of future meetings

The next regularly scheduled meeting of the OCCC Board of Education will be held at the OCCC Central County Campus at 400 SE College Way in Newport on Wednesday, May 21, 2014 immediately after the Budget Committee meeting at 6pm.

I. Adjournment

The meeting adjourned at 8:15 p.m.