

Oregon Coast Community College
Board of Education Meeting
Minutes of Regular Session –Wednesday, January 15, 2014
OCCC –Central County Campus
Newport, OR 97366

REGULAR MEETING – 6:00 PM

A. Call to order & roll call

Chair Chris Chandler called the Regular Session to order at 6:05 p.m.

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

Board members excused: Krabbe and Nelson

B. Communications

1. Written:

- a. Letter from Lincoln County School District about disaster cache at Taft High School. There are two storage units filled with enough supplies to serve 1300 individuals in case of emergency.

2. From the Audience:

- a. Kenneth Allen, CPA with Pauly, Rogers and Co., presented the college's audit report. College received a clean opinion with no exceptions or issues. College may need to adopt an ethics policy in the future.
- b. Vision, Mission, Core Themes Report was presented by Dr. Maureen McGlynn, Task Force Facilitator and Cindy Carlson, Director of Student Services. McGlynn thanked the Board for the opportunity for the task force to draft updates for the mission statement. The task force is comprised of Dave Price, Small Business Development Director; Susan Resz, Sociology and Basic Skills Instructor; Ann Wales, Spanish Instructor and Jody Becker, Tutoring Coordinator as well as Carlson. First action for the task force was to look at the input gathered from the World Cafe that was held last Fall as well as look at vision and mission statements from other community colleges. Each member of the task force developed their own vision and mission statements as well as core themes. These were then collected and voted on. Focus Group sessions will be held for community members, OCCC students and OCCC faculty and staff to look at the top core themes and vision and mission statements that were voted on by the task force. This input will be used to develop the updated statements and core themes further and then will be presented to the board for revision and approval. Board members are welcome to attend any of these focus group sessions as well as the task force meetings. Current data will also be shared with the board. The next task force meeting will be on January 24.

C. College Reports

1. Foundation Report:

Megan Miller-Morgan, Foundation Board member, outlined a few items in the Foundation Report.

- 1) Two new SEAL (Serve, Earn and Learn) students for winter term, one student is serving in the Library and the other in the Tutoring Center.
- 2) The annual Sylvia Beach Dinner to benefit the OCCC literacy program will be held on March 6. Rebecca "Storyweaver" Cohen, of the Newport Public Library will be an entertainer at the event as well as student musicians from OCCC.
- 3) The Foundation Board has recently honored Margaret Kerr, former board member, at the OCCC North Campus for her years of service to the foundation.

2. Education Board input for Foundation Board

There was none.

3. Office of Instruction Report:

Jane Hodgkins, Interim Dean of Instruction and Director of Career and Technical Education Programs, presented her report. Fall term enrollment was up compared to last year as is enrollment for winter term. Four classes were cancelled, Art 116: Basic Design, BI 143: Marine Biology, G 202: Physical Geology and SP 219: Small Group discussion, for winter term due to low enrollment. All OCCC courses and programs must be approved by Portland Community College in February to meet catalog and state program approval timelines. Course approvals will happen on February 5 and program approvals will happen on February 7.

4. Financial Report:

Greg Holmes, Director of Finance and Business Operations, commented on the report he distributed to the Board prior to the meeting. The highlights of the report were:

- 1) General Fund: The general fund is running a surplus of over \$1 million. Winter term revenue is running 3% over budget. OCCC is currently the only community college in Oregon that has increased enrollment over last year.
- 2) Special Revenue Funds (SRF): The SRFs are running a deficit of \$174,000. Over the next weeks the college will be completing numerous grant reports and invoices.
- 3) Capital Project Fund: The remaining funds for the 2004 Bond is \$138,451. The college is working on a remodel of room 151 (the old bookstore) converting into a functional classroom. A new lectern and reorientation of the room is on order. As well as some minor construction that is scheduled during Spring break.
- 4) Debt Service: December is the college's semi annual debt service payments. The college had 3 bond issues. 2012 Refunding (small amount of 2004 Bond), PERS Bond and a tax anticipation note.
- 5) Reserve Funds: A new reserve fund was create with the board's resolution 14-12.08 reserving funds for strategic initiatives.

5. Student Services Report: Carlson presented her report. Student Services has been working to improve relations between Lincoln County high schools and OCCC over the past three years. Last Spring the new liaison program was implemented to provide a point of contact for questions and issues encountered by the six Lincoln County high school counselors. Kimberly Jones, Financial Aide Specialist, is the High School Liaison. Carlson and Jones were invited to attend the monthly counselor and district operations meeting and the College has a permanent place on their agenda. The counselors also suggested that a joint year long calendar of events and activities be created for the college and the Lincoln County School District (LCSD). Events were held in September for LCSD high school students to bring them on campus and introduce them to OCCC. Welcome week activities were expanded for fall term to establish early positive connections between the College and new students. Weekly emails are also sent to all students from Student Services.

6. Facilities Report: Russ Engle, Director of Facilities, presented his report. At the north and south campuses lab remodels have been finished. At the central campus the Library and Your College Store remodel are finished. An electronic gate, doors to various open office spaces on campus, a camera on the Aquarium Science (AQS) building and audio visual equipment for AQS have also been installed at the central campus. Repainting of campuses will need to happen in the future. Scotch broom control is an ongoing process. Engle would like to have a cache of emergency supplies at the Central campus. The monument sign on Hwy 101 still needs to be approved by ODOT, Nelson-Robertson offered her help with this process.

7. Reports and Discussion from the Board:
There were none.

8. President's Report:
Bruce Koike, Interim President, presented his report.
 - 1) A new element of the Achievement Compact is to integrate faculty and students into the process. Koike met with six students who identified a number of hindrances in the educational process but also suggested solutions. Students also identified a number of positive experiences at OCCC such as the first week welcome table that is staffed by OCCC staff and faculty members to answer questions during the first week of term and the approachability of Student Services staff.
 - 2) A letter was sent to LCSD to correct rumors about the accreditation status of OCCC.
 - 3) Video conference sessions with Oregon Senator Arnie Roblan and Oregon Representative David Gomberg will be set up during February and March. Sessions will take place the second and fourth week of each month at 5:15pm.

- 4) U.S. Senator Jeff Merkley will be at the Lincoln County Cultural Center on January 19 at noon.

D. Information and Discussion Items

There were none

E. Approval of the Minutes

Ouderkirk moved to approve the December board meeting minutes. Ryer seconded and the minutes were approved.

F. Action Items

1. Approval of updated Board of Education policies Governance-201 and the Board of Education-205. Ouderkirk moved, Kilduff seconded and policies were approved.

G. Future Agenda Items

1. OSBA attorney report on President Contract
2. 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, February 19, 2014 at 6:00 PM.

I. Adjournment

The meeting adjourned at 7:36 p.m.