

OREGON COAST COMMUNITY COLLEGE
MINUTES OF JOINT MEETING
BOARD OF EDUCATION AND BUDGET COMMITTEE
Wednesday, March 18, 2015
North County Center
3788 SE High School Drive, Lincoln City, OR

1. Call to Order. Chris Chandler, Board of Education Chair, called the meeting to order at 6:01 PM.

2. Roll Call. Board of education members present: Jim Nelson, Alison Nelson-Robertson, Jeff Ouderkirk, Rex Krabbe, Chris Chandler, Cliff Ryer, and Debbie Kilduff. Also present: Dr. Birgitte Ryslinge, President of OCCC, and the OCCC Chief of Finance and Operations Director (COFO).

Budget committee members present: John Hurley, John Crawford, Hal Pritchett, and Herman Welch. Excused: Sandra Roumagoux and David Bigelow. Prior to the start of the meeting zone 3 was not represented but Karen Murphy was presented later and accepted as representative for zone 3.

3. Selection of Officers for Budget Committee. Upon motion and second, the joint committees voted unanimously for John Hurley as Chair and David Bigelow as Secretary for the budget committee. John Hurley chaired the remainder of the budget session.

4. Training. A training session on the budget process was presented by the COFO for OCCC.

Topics covered during the training session were the budget process, the role of the Budget Committee, budget development, funds, revenues, expenditures, fund balance, and nuances particular to OCCC.

Budget Process and Budget Committee

The annual budget serves as the foundation for Oregon Community College's financial planning and control. Oregon Community College is required by the State of Oregon to adopt an annual budget subject to the requirements of "Local Budget Law" as addressed in Oregon Revised Statutes 294.305 through 294.565. The budget is a plan for the financial operations to be conducted during the coming fiscal year and is adopted annually, prior to July 1.

The Budget Committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each

representing one of seven zones. It is the duty of the Budget Committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the Budget Committee holds public meetings at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Steps:

1. The college develops the initial proposed budget.
2. On behalf of the Budget Committee, the Budget Officer (CoFO) posts public notice of the meeting of the Budget Committee and presentation of the proposed budget.
3. April 15th
 - a. Presentation of the proposed budget
 - b. Opportunity for public comment and input
 - c. Discussion by Budget Committee
 - d. Approval of proposed budget by Budget Committee, or agreement for additional Budget Committee meetings for approval to occur.
4. Sometime after Budget Committee Approval and before June 30, The Board of Education adopts the final Budget. Once approved, the budget resolution becomes the basis for making appropriations and certifying taxes.

Budget Development

Primary factors to consider in forming a budget include mission and strategic direction of the College, changes in revenues (state funding levels, enrollments, tuitions and fees, grants), and anticipated expenditures.

There are six sources of funding for the college: General Fund, Special Revenue Funds, Reserve Fund, Enterprise Funds, Internal Service Funds and Debt Service Funds. The General Fund contains resources from private and government sources to cover the operating expenses of the college. Special Revenue Funds are for such things as grants and capital improvement projects. The Reserve Fund contains money set aside for building of an Audubon facility and for other strategic initiatives. Enterprise Funds contain money from the college bookstore and Community Education. Internal Service Funds cover such expenses as copiers, unemployment insurance, and other insurance deductibles for the college. And finally, Debt Service Funds cover principal and interest on government bonds or independent bonds provided to OCCC.

5. Next Meeting. The next meeting of the Budget Committee will be on April 15.
6. Adjournment of Budget Training Session. There being no further questions, the meeting of the budget committee was adjourned at 6:34 PM.

Regular Session / Board of Education

- A. Call to Order. Chris Chandler, Chair for OCCC Board of Education, called the meeting to order at 6:35PM.
1. Roll Call. Present: Jim Nelson (Zone 1), Alison Nelson-Robertson (Zone 2), Jeff Ouderkirk (Zone 3), Rex Krabbe (Zone 4), Chris Chandler, Chair (Zone 5), Cliff Ryer, Vice Chair (Zone 6), and Debbie Kilduff (Zone 7). Also present was President of OCCC, Dr. Birgitte Ryslinge, and the recording secretary for the Board.
 2. Introductions from Audience. Dave Price from the Small Business Development Office, the Chief of Finance and Operations for OCCC, and Linda Molino, Head of Occupational Service Careers/Nursing for OCCC.
 3. Agenda. Agenda as presented was accepted with two revisions; first, to move discussion of the Expanded Options program to the beginning of the meeting to allow Budget Committee members to be present for that discussion and comment, and second, to add an Action Item regarding access to the safety deposit box held by the Board at the bank.

Discussion of Expanded Options. The Expanded Options (EO) program has been highly successful in helping high school students to earn college credit while still in high school. Students can graduate from high school with a year or two of college credit with no debt. The success rate of high school students in these classes has been about 82.5 percent, which is a better success rate for course completion than the college student body as a whole. The EO program has been offered at no cost to the individual students or their families. Over the past five years, 500 students have received a jump-start on their college career through the EO program, which averages about 100 students per year (this year 126), which represents 10 percent of the entire OCCC student body. Not only would the elimination of this program have a very deleterious effect on students and families, it would also have a financial impact on the college. The North County Center in Lincoln City and the South County Center were built at their present locations in cooperation with and at the urging of LCSD in order to facilitate the EO program and to make it easier for students to attend.

A discussion of EO compared to dual credit programs was discussed. Dual Credit is a process by which courses delivered at the High Schools by high school instructors are “certified” as college level by a college or university. There has been a lot of change in Oregon around Dual Credit standards and a move towards a “marketplace” where school districts are working with a variety of higher ed providers for the lowest cost dual credit. Dual Credit is offered at the high school and is very different from the Expanded Options program, which gives students a full college experience.

Realizing budget concerns, Dr. Ryslinge has extended an offer to LCSD through the

Superintendent's office, to reduce the cost of tuition for students in the EO program to one-half of the normal tuition they have been paying. The Lincoln County School District (LCSD) has not as yet responded to the offer. Dr. Ryslinge reported that on Monday, March 16, she received an email from Superintendent Boynton he was planning to submit an appeal to the State Department of Education to drop the EO program at all high schools within LCSD. If the appeal were to take place it would potentially negatively impact revenues to the OCCC budget of about \$300,000 per year.

There was a lively discussion regarding the EO program. Chair Chandler suggested a pro-active approach to deal with the problem. It was proposed to invite the LCSD Board and the LCSD Budget Committee to a joint meeting with the OCCC Board and Budget Committee to discuss the EO program and other matters of concern to both boards. The board secretary was asked to compile a list of LCSD Board members. Dr. Ryslinge and Chair, Chris Chandler, will work together to prepare a letter of invitation to the LCSD Board for a joint workshop to be held tentatively on April 1, 2015.

At the conclusion of the discussion of the Expanded Options program and communications with LCSD regarding it, the Budget Committee members were excused from the rest of the meeting if they needed to leave.

B. Communications

1. Approval of Minutes. Minutes of the Board meeting held on February 23, 2015, were approved unanimously. Motion by Jim Nelson and second by Cliff Ryer.

2. Public Comment. None

OCCA Report for March. Dr. Ryslinge gave a brief review of the March report from the Oregon Community College Association, which included a report on the escalating cost of college textbooks. The Board requested a report regarding the average cost per student of textbooks for FTE (full time equivalent) students at OCCC. A discussion followed on ways to contain those costs. A future agenda item may be a review of textbook costs and how to mitigate student expense.

The OCCA report contained a report on budget items of concern to all community colleges. Budget hearings before the Oregon legislature are scheduled for the week of March 30 to April 3 in Salem. Dr. Ryslinge will attend if needed and provide a report at the next Board meeting.

C. College Reports

President's Report. Dr. Ryslinge stated that her report covered the budget items discussed in the OCCA report. Funding for small colleges has not been addressed or adjustments made for inflation since 2007. An overview of budget changes at the

state level was provided.

Dr. Ryslinge reported on the status of the College's 7-year process to become fully accredited. She provided a brief history of the accreditation of other community colleges. Of the 17 community colleges in Oregon, OCCC is the only one without independent accreditation. This year marks the beginning of the 7-year process, which will help with bringing additional attention, students and funding to OCCC as it grows in the future. There will be a site visit by the chair of site evaluation, Connie Capurro, scheduled to occur on April 24th at OCCC Central Campus in Newport. There will be a welcome breakfast to include Board of Education members.

Other College News. A team was sent to Seattle for workshops on accreditation and evaluation. There have been improvements in the Small Business Development Center brought about by Dave Price. It was noted that during the past month the aquarium science students had a field trip to Monterey, CA.

Personnel Report. Dr. Ryslinge reported on recent changes in personnel at the college including the addition of Theresa Wisner, as the Interim Executive Director of the Foundation, and a new full time (interim) executive assistant to serve as secretary for the Foundation and the Board of Education and as assistant to administration of OCCC.

Updated Board Website. Dr. Ryslinge reported on recent updates to the page on the OCCC website for the Board of Education. That page has been updated to provide links to zone maps for the college districts and a link for Board Policies. With assistance from Dave Price, the Board was presented with an overview of these new links and other improvements. Old information has been deleted and current photos of board members have been added. A template or questionnaire will be provided to members of the Board to gather pertinent information about each one to allow the public to know who the Board members are and a little bit about them. Another link includes a summary of Board terms. It was noted that Zones 3 (Ouderkirk), 4 (Krabbe), 6 (Ryer) and 7 (Kilduff) are up for re-election this year. Director Krabbe shared that this would be his last term on the board.

Finance Report. The OCCC Chief Officer of Finance and Operations distributed a complete financial report to the Board and the Budget Committee during the budget portion of the meeting. Other sources of funding and additional budget information will be presented at the next meeting. The Board was provided a printout of financial statements for OCCC for the months of November and December 2014, and January and February of 2015.

D. Discussion and Updates

Accreditation Matters

Site Visit from NWCCU: Connie Capurro, chair of the site evaluation team assigned to PCC (and by extension OCCC) will visit the main campus in Newport for two days during the last week of April, Thursday, the 23rd and Friday, the 24th. Dr. Ryslinge reported that several presentations and meetings are being scheduled around that visit and encouraged the OCCC Board to be in attendance on the 24th to attend a meet and greet for the Board. The public is also invited to attend.

NWCCU Seven-Year Self-Evaluation. Completing the report was a major achievement and will lay the basis for developing the application for accreditation.

Application for Consideration: College staff believe we will be ready to submit our application to NWCCU October 15, 2015, to be considered at the January 2016 meeting of the Commission. There are 24 Eligibility Requirements that must be met. As of now, we are in solid shape on 20, and partially there on the remaining four.

Board Policy Handbook. Review of Board policies is almost complete. With next month's action items, all existing policies will have been revised, updated or eliminated to bring all policies into compliance with state law and to make them current for the college at the present time. At future meetings, the Board can begin a review of any gaps in the Board Policy handbook.

E. Action Items.

1. Board policies. Upon motion by Ouderkirk and second by Krabbe, the Board voted unanimously to adopt Board policies 625, 630, 635, 650, 745, and 754; to approve updated Board policies 781, 787, 790, and 793; and to eliminate Board policies, 305, 748, 757, 766, 769, 772, 775, 778, and 784.

2. Access to bank safety deposit box. Motion by Ouderkirk and second by Nelson-Robertson; a motion was approved to allow access to safety deposit box by the OCCC COFO.

End of Action Items. There was a brief discussion of how new policies are written.

Dr. Ryslinge reported that there are only about 15 areas that must be addressed by law. Additional policies are written as based on need. Broader policies work better because if there is a change in law, the entire policy does not have to be rewritten. For example, there is no legal requirement to have a board policy regarding retirement but rather than eliminating that policy without a substitution helps staff to know that the Board cares about their future. Completing the policy handbook meets one of the requirements for accreditation.

- F. Future Meeting. It was announced that the next scheduled meeting of the Board of Education and Budget Committee would be held on Wednesday, April 15, at 6PM at the Newport Central Campus.
- G. Adjournment. There being no further business to discuss, Chair Chris Chandler announced the meeting adjourned at 7:58 PM.