

OREGON COAST COMMUNITY  
COLLEGE BOARD OF EDUCATION  
MEETING  
Wednesday, November 18, 2015  
6:00 PM  
OCCC North County  
Center 3788 SE High  
School Drive Lincoln City,  
OR 97367

**6:00 PM: Executive Session** pursuant to ORS 192.660 (1)(e) Real Property Transactions  
Chris Chandler called executive session to order at 6:03 PM

**Regular Session immediately following Executive Session**

- A. **Call to order**, Chris Chandler called regular session to order at 6:14 PM
- a. Board roll call  
Board of Education members present: Chris Chandler, Nancy Osterlund, Alison Nelson-Robertson, Cliff Ryer, Debbie Kilduff, Jeff Ourderkirk; Zone 1 is vacant. Also present: Dr. Birgitte Ryslinge, President of OCCC and the OCCC Chief of Finance and Operations Director (COFO).
  - b. Introductions from audience  
None
  - c. Approval of minutes Board meeting September 16, 2015  
Debbie Kilduff made motion to approve meeting minutes, Nancy Osterlund seconded; Chris Chandler abstained with unanimous approval from all others present.
  - d. Finalize agenda  
Dr. Ryslinge requested to move the location of B.c. College Promotional Videos to be viewed after C.a. President's Report. She also requested that an addition be noted as D.f., Board Reports, to allow the opportunity for any board members to report on their participation in any recent seminars or workshops.  
With these items noted, Chris Chandler accepted agenda as finalized.
- B. **Communications**
- a. Written  
None
  - b. Public comment on agenda items (sign-up sheet at the entrance of meeting room.)  
None
  - c. College Promotional Videos – Moved to C.b
- C. **College Reports**
- a. President's Report  
Mascot Introduction of the new OCCC Mascot. Mascot naming campaign will be introduced in the upcoming Catch the Wave which is due to be released on December 12, 2015.  
Accreditation OCCC's Application for Consideration was received at NWCCU on October 29, 2015. Commission hearing will be in January 2016; Dr. Ryslinge will be traveling with Cindy Carlson, Dean of Students and Instruction, to present with the Commission for review of our application. If conditions of eligibility are accepted as being attained in our application, we would proceed with an

analytic self-study report and evaluation for candidacy, which would be completed between 1-3 years after acceptance of application.

Award Presentation Cindy Carlson was recognized and awarded the AAWCC, American Association for Women in Community Colleges Excellence Award. Dr. Ryslinge paid tribute to her many talents and willingness to provide service in multiple roles as Dean of Students and Dean of Instruction during this time of restructuring that the College is undergoing.

Safety & Preparedness OCCC is implementing FlashAlert, an Internet-based system for delivering emergency updates or information regarding school closures to those that are signed up with the system.

The College is in the process of implementing administrative procedures to outline an in depth Safety Program.

Mark Miranda, Chief of Police, attended an Executive Team Meeting and shared an in depth FBI video on active shooter. Follow up conversation noted that OCCC has an in-house video system would allow for outside access by law enforcement to view live, what would be taking place inside the halls and campus grounds wherever cameras are installed. OCCC has offered the Newport College grounds to be a site for Active Shooter Training, which encompasses multiple State and local agencies and would allow a hands on opportunity for staff training on how to react in an emergency situation.

Enrollment OCCC is one of (3) community colleges, throughout the State of Oregon, that notes a positive enrollment rate. This continues to be a topic of discussion with college management and we continue to work diligently to develop new programs and monitor existing ones, in an effort to ensure we stay on an uphill trend.

Dean of Instruction We will be starting the process to recruit and staff the Dean of Instruction position. An outline was introduced with anticipated start date of position to be July 2016.

b. College Promotional Videos

A camera with video capabilities was purchased by the Foundation. As a marketing and promotional tool, A Day in the Life of an OCCC Student was created. This is a short video targeting high school students and those that may be likely to query the College on social media. A second, more in depth video was created to utilize at conferences, for internal audiences and marketing on HR site. The videos were shown at meeting.

c. Finance Update by CoFO

Audit update: CoFO states they are continuing to clean up processes and provide information as requested by auditors. Specific to be noted was information received by auditors surrounding Governmental Accounting Standard #68. This Standard is now in effect for the fiscal year and will be a required component of the current audit. GAS #68 is requiring additional transparency with College liability to pensions. CoFO offered to provide print summation of full requirement; auditor will offer specific liability requirements when they meet with Board and advise as it pertains to audit.

Staffing update: CoFO noted that due to past staff reductions and positions not being replaced, there is a growing concern over the ability to deal with control issues within the department. The size of staff in correlation to departmental functions is not allowing for needed cross training to cover vacations, illnesses and general internal controls. CoFO reports there was a position for AP that was approved in the budget and that she is currently reevaluating the department to move forward with placement of this position.

d. Student Success Focus: The Juntos Program

Dr. Ryslinge presented an overview of the Juntos Program and noted the success rates in participation that it's currently seeing. There was an explanation of what is taking place in the meetings, and the outcomes the program is planning on achieving, long term.

e. Foundation Update

Dr. Ryslinge shared key updates from the Foundation Board Retreat which noted priority areas and goals for the 15-16 year. The Director of Advancement position is also in process of being filled with applicants starting the interview process in December.

#### **D. Information & Discussion Items**

- a. Zone 1 vacancy  
The Board was presented with one applicant request for the vacancy. It was discussed that due to remaining time of service being under two years, the board is able to appoint an individual to fill the balance of term. Board requested to have applicant come to December board meeting for an initial meeting and discussion, and vote for placement the following month.
- b. President Goals  
Dr. Ryslinge presented a draft of proposed goals that extended over a three year period. The Board requested a review of Dr. Ryslinge's last review and contract. Discussion and acceptance of current draft was placed on hold to future meeting and discussion.
- c. Governance institute for Student Success, summer 2016  
Dr. Ryslinge noted that she, along with Board members Jim Nelson and Debbie Kilduff had participated in the last seminar that took place in 2014. Prior to attendance, all Board members had completed questionnaires that were assessed by the GISS team. Debbie noted that the assessment outcome was specific to individual boards and that the information concluded areas that may need focus within their respective groups. There was time allotted for in a group participation platform for defining goals and guidelines. It was recommended that all members able to participate upcoming event, do so. Dr. Ryslinge also suggested that we consider inclusion of some of the OCCC staff that are working with the student success initiatives.
- d. Mutual Aid Agreement with Linn Benton Community College  
Dr. Ryslinge presented an overview of an opportunity for OCCC to partner with other community colleges, where adjacent boundaries exist in the county. In the event of an emergency, there would be a previously designed plan to implement and offer service and support, this would be achieved through a mutual aid agreement. There is a resolution being offered for approval to allow Dr. Ryslinge to enter into discussions with Greg Hamann, President of Linn-Benton Community College, in an effort to draft a memorandum of understanding to achieve this.
- e. Proposal from South Beach Church: Operating Agreement to Implement Grant of Easement  
This topic was discussed in Executive Session and will be addressed in action item E.b.
- f. Board Reports  
Debbie Kilduff offered a review of the OCCA Annual Meeting in November that she, as well as Nancy Osterlund and President Ryslinge attended. She spoke on student loans and the requirement of colleges to educate the students surrounding financial responsibility of those loans. Many colleges are seeing a large default rate in student loans, which can effect federal college funding if it becomes a repetitive issue annually and realizes a percentage rate higher than 30%. It was noted that there is an important element to ensure students receive proper counseling through financial aid prior to applying and accepting student loans.  
Nancy Osterlund noted that one of the seminars she attended spoke on benefits of funds being returned to communities and the positive impact to students. An example was the nursing program that sees students learning their skill and finding success through a well-paying job and rewarding career.

#### **E. Action Items:**

- a. Approval of Resolution 16-11.01: Direct President to enter discussion with President of LBCC to establish to draft and sign a Memorandum of Understanding outlining a mutual aid agreement calling for the colleges to assist each other in the event of an emergency.

Jeff Ouderkirk made a motion to accept and move forward with the resolution as noted, seconded by Cliff Ryer; unanimous approval by all present

**b. Approval of Resolution 16-11.02: Direct the President to accept/not accept proposal from South Beach Church**

Cliff Ryer made a motion to NOT accept approval of the proposal by South Beach Church, Debbie Kilduff seconded. Jeff Ouderkirk discussed concerns of this resolution relative to the following, 16-11.03 and made note that he is not comfortable making a statement that the Board will never accept a modification that may or may not be brought about as a request in the future. The Board discussed, Chris Chandler asked for any additional comments; none made and resolution was passed to NOT accept SBC proposal with unanimous approval.

**c. Approval of Resolution 16-11.03: Establish that as properties adjacent to the Newport campus change hands, the College will only agree to the inclusion of the same easement language as the original Reciprocal Easement Agreements put in place when the College purchased the property.**

No motion or vote on this resolution was received.

**F. Announcement of future meetings**

- The next regularly scheduled meeting of the OCCC Board of Education will be held December 9, 6:00 PM at the OCCC Central County Campus, 400 SE College Way, Newport, OR 97366

**G. Adjournment**

The meeting was adjourned at 8:04 PM

**Approved by:**

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Birgitte Ryslinge, PhD  
President OCCC