

OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING MINUTES
OCCC Central Campus, 400 SE College Way, Newport, OR 97366
Wednesday, February 28, 2018
6:00 PM

A. CALL TO ORDER

Chair Debbie Kilduff called the meeting to order at 6:04pm

a. Board Roll Call

Board of Education members present: Richard Emery, Debbie Kilduff, Alison Nelson-Robertson Nancy Osterlund, Cliff Ryer. Excused: Chris Chandler. Absent: Jeff Ouderkirk

b. Welcomes

Mr. Osterlund, Joan Brown, reporter from Newport News; OCCC Staff; Linda Mollino, Cindy Carlson, Robin Gintner, Lucinda Taylor, Ann Wales.

c. Approval of Minutes

Nelson-Robertson moved to approve, and Emery seconded the approval of the January 17, 2018 OCCC BOE meeting minutes. All in favor. **MOTION PASSED**

d. Finalize Agenda

No changes to the agenda.

B. COMMUNICATIONS

a. Written

None.

b. Public Comment

None.

C. Audit Fiscal Year 16-17: Pauly, Rogers & Co P.C.

Gintner introduced Connor Delaney, auditor from Pauly, Rogers & Co. P.C. to the Board. Delaney mentioned to the board the firm has issued an unmodified opinion on the 16-17 financial report. He explained this is the highest level of opinion they can provide on financial statements and thanked Robin and the accounting staff for making things available to them. Three reports were issued in relation to the audit, Communication to the Governing Body letter, Financial Report and a Management Letter. He explained the purpose of the audit is to be sure the financial statements are fairly stated in accordance with generally accepted accounting principles and auditing standards also the Oregon municipal audit law and related administrative rules. The process of the audit includes review of bank records, payroll records, revenue deposits, and review the financial

controls, whose job it is to record the transactions and review the transactions. This year's management letter again includes the comment regarding the outdated accounting software designed and maintained by Rogue Community College. In regard to future accounting and auditing issues the college potentially needs to accrue an additional liability for the GASB 375. The OR law allows retirees to buy back health insurance and a liability arises that the college needs to be prepared for.

D. COLLEGE REPORTS

a. President's Report

Ryslinge pointed out to the board the new format for the meeting agenda. There is a new section for Informational Update now included on the agenda. Each month when the agenda is released board members can review the Information Update section and if they have questions about any of the items, they can use the Finalize the Agenda section to add the subject to the agenda.

President Ryslinge updated the board with our accreditation process. The Self-Evaluation Report has been completed and sent to the NWCCU office as well as the eight visiting committee members. The board members are invited to three different meetings with the evaluators, the opening breakfast, a session only for the board and the evaluators, and the exit meeting.

There were 14 Universities attending the Oregon Transfer Days last month. The Nursing Program was funded with \$23K from the Siletz Charitable Foundation to upgrade the Nursing SIM lab. Enrollment numbers for the winter term were made available to the board. Ryslinge informed the group of a fresh marketing approach; the college will be running an ad on the billboard by the Dutch Bros. Coffee shop.

c. Finance and Operations Report

Gintner confirmed with the board that they liked the new format of finance reporting. Gintner went through each of the reports and summarized each of the funds.

D. BOARD REPORTS

a. Foundation Liaison: Nancy Osterlund

Osterlund shared information from the most recent OCCC Foundation board meeting. Three motions were passed – By laws were amended, Ryslinge is no longer a voting member of the Foundation board, a \$10K scholarship program for student success.

- b. OCCA Liaison: Richard Emery
Emery informed the group there has not been another OCCA meeting since the last one. OCCA has been very busy lobbying for the colleges in Salem at the short sessions to seek additional funding.
- c. College and Foundation Agreement
Ryslinge shared with board members that Jeff Ouderkirk, Adam Springer, Lucinda Taylor and Birgitte Ryslinge met to discuss the agreement between OCCC Foundation and OCCC. The foundation board at their last meeting moved and all agreed to the agreement. Under action items the agreement will be address by the OCCC Board.
- d. Other Board Reports
None.

E. INFORMATION & DISCUSSION ITEMS

- a. 18-19 Tuition Increase Recommendation
Ryslinge described the handouts that explain the tuition increase recommendation. The last three years of the College operating revenue and expenditures were shown in the Analysis of Revenue and Expenditures. Brief discussion about several items on the analysis for clarification to the board. Ryslinge recommends a tuition increase for 2018-2019 of \$6.50 per credit. Ryslinge shared with the board conversations she had with students about tuition increase at the Information Meeting held the week before. Ryslinge continues to be committed to investing in outreach, retention and growing enrollment at OCCC. The board will vote on this topic next month.
- b. Board Policy for Tuition Increases Linked to Pricing Index
Ryslinge reviewed with the board the current Board Policy 660 – Student Tuition and Fees that was updated last in 2014. Ryslinge reminded the board about the discussion at the meeting last month and the idea of having a policy in place that leads the college in the direction of small incremental increases based on an index. The current policy references waivers and reductions rather than a philosophy about tuition. Ryslinge drafted a possible new policy that the board might consider adopting.
- c. 18-19 budget Development Process
Gintner reviewed the 17-18 budget planning process. Early May Gintner will publicize the notice of budget committee meeting. May 16, 2018 will be the Budget Committee Meeting, all budget committee members from last year have agreed to participate on the committee again this year. If the Budget Committee is prepared to vote on the budget at the 16th meeting they can do so. May 30th will be the scheduled “if needed” meeting. Early June Gintner will publicize the notice of Budget Hearing scheduled for June 20th.

d. Early Childhood Education Associate of Applied Science Degree

Ryslunge explained that in December the board agreed upon the certificate for this program, this is for the Associate Degree which is an additional ten courses.

F. ACTION ITEMS

- a. Accept the 16-17 Audit
- b. Resolution 18-02-01: Approve Board Policy 301: Non-Discrimination Assurances
- c. Resolution 18-02-02: Approve Early Childhood Education Associate of Applied Science Degree
- d. Resolution 18-02-03: Approve College and Foundation Agreement

Ryer proposed and Nelson-Robertson seconded a motion to approve a., b., c., and d., above.

All voted in favor. **MOTION PASSED**

G. ANNOUNCEMENT OF FUTURE MEETING:

The next regularly scheduled meeting of the OCCC Board of Education will be held Wednesday, March 21st, 6:00pm at the OCCC North County Center 3788 SE High School Drive Lincoln City, OR 97367.

H. ADJOURNMENT

Chair Kilduff adjourned the meeting at 7:25pm.

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) 867-8530 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.

Submitted by: Kathleen Andrews, Executive Assistant

Approved by:

Birgitte Ryslunge, Ph.D.
Clerk of the Board