

Oregon Coast Community College Board of Education Meeting  
Minutes  
Wednesday, January 20, 2016 at 6:00 PM  
OCCC Central County Campus  
400 SE College Way, Newport, OR 97366

## A. CALL TO ORDER

Chairperson Chris Chandler called the meeting to order at 6:02 PM.

- a. BOARD ROLL CALL  
Board of Education members present: Chris Chandler (Chair), Alison Nelson-Robertson, Nancy Osterlund, and Jeff Ouderkirk. Debbie Kilduff and Clifford Ryer (Vice-Chair) were excused.
- b. INTRODUCTIONS FROM AUDIENCE
- c. Introduction of Helene Serewiś, Executive Assistant to the OCCC President and Board
- d. APPROVAL OF MINUTES  
Ouderkirk proposed and Nelson-Robertson seconded a motion to approve the minutes of the December 9, 2015 Board of Education meeting. All voted in favor. **MOTION PASSED.**
- e. FINALIZE AGENDA  
President Ryslinge noted a typo under item E (action items). The word "none" should be removed. No additional changes were made.

## B. COMMUNICATIONS

- a. WRITTEN  
Ryslinge provided a copy of a memo from Andrea Henderson, OCCA Executive Director, requesting that all Oregon community colleges develop a list of campus safety and security infrastructure needs. Capital funding in a range of \$10-15 million will be allocated to the 17 community colleges to address identified needs. Ryslinge informed the board that OCCC's Safety Committee is working on its list, but added that OCCC's infrastructure is in much better shape than colleges with a lot of older buildings and deferred maintenance issues. Among the needs on OCCC's list may be a request to upgrade its HAM radio system as well as to purchase a special security film to protect OCCC's many glass windows. Ryslinge added that along with creating this list the staff have been conducting an inventory of every classroom and lock, and investigating the effectiveness of OCCC's current emergency communication system.
- b. PUBLIC COMMENT ON AGENDA ITEMS  
None.

## C. COLLEGE REPORTS

### a. STUDENT SUCCESS SPOTLIGHT: The Juntos Program

OCCC's new Juntos Program was introduced to the Board by Jean Garcia-Chitwood, OCCC Associate Dean of Instruction; Ben Kaufmann, OCCC Advising Specialist; Maydra Valencia, OSU Juntos Coordinator for Coastal Regions; and OCCC student Tomy Torres. The Juntos curriculum originated in North Carolina, was employed in Tillamook County two years ago, and brought to OCCC this fall. The program was designed to unify schools, families, and community efforts to prevent school dropouts and promote student access to higher education through parental involvement. OCCC partners with Oregon State University, the Lincoln County School District, and local parents, students, and community businesses in hosting six Juntos sessions designed to help parents and their children better understand Oregon graduation requirements, options for financing higher education, and to improve family and school communication. Three translators worked every session in order to provide information in both English and Spanish. The Juntos team reported excellent attendance and that 93% of the Juntos parents surveyed, 93% reported that they felt they had the information they needed to help their teenager successfully complete high school.

### b. ACCREDITATION

Ryslingle provided the Board with her impressions of the January 8, 2016 Northwest Commission on Colleges and Universities (NWCCU) meeting she attended with Cindy Carlson, OCCC Dean of Students and Instruction, in Bellevue Washington. At the meeting Ryslingle presented the 900 page "application for consideration" and fielded questions from the commissioners. Ryslingle informed the Board that it was clear from the questions asked that the commissioners had reviewed the OCCC application well and that she left the meeting feeling optimistic of OCCC's chance of success. She added that she does not expect to receive official notification of the results before 30 days (Feb 8) and that a celebratory event will be planned for the College if the results are positive.

On a side note, Ryslingle announced that January is national "School Board Appreciation" month and expressed her deep appreciation for the Board of Education members' service. She apologized for failing to recognize them more formally.

### c. PRESIDENT'S REPORT

Grants and Gifts - Ryslingle announced a gift of \$10,000 from Georgia Pacific.

Career Pathways - Ryslingle announced that OCCC has submitted a grant proposal for starter funds to support the proposed Career Pathway certificate programs (Basic Computer Literacy, Word Processing, and Spreadsheets). She mentioned that Lincoln County School District was eager to sign on as a Career Pathways program supporting partner as the high schools currently offer keyboarding classes and were glad of the potential for future dual-credit opportunities for their students.

Student Services – Ryslingle announced that Oregon Transfer Days will be held at the Central County Campus on Tuesday, January 26<sup>th</sup> with representatives from 17 universities participating at the main campus. A number of financial aid workshops were held earlier winter term.

Winter Enrollment – OCCC is sustaining its fall enrollment growth with winter enrollment of 8-9% above last year's numbers.

Academic Program Reports – Updates from the Aquarium Science, Small Business Development, and Health and Human Services programs can be found in the President's report.

Ryslunge promised to email a copy of the President's Report to the Board members but also reminded them that the reports are now being archived on the OCCC website, URL: <http://www.oregoncoastcc.org/presidents-reports>

d. CoFO FINANCE REPORT

The CoFO provided a "Notes and Comments" handout to aid the Board members' understanding of the financial spreadsheets distributed earlier.

Property Taxes - Similar to last month, an increase in receipts from Lincoln County property taxes with a larger than usual November payment were reported. Ryslunge asked the CoFO to confirm the "Theory of Equalization" where the state's support to Community Colleges is supposedly reduced when County Tax receipts are high. Not knowing definitively, the CoFO promised to investigate the question.

Tuition and Fees - Tuition and Fee revenue is up due to the growth of the Career and Technical Education (CTE) program which has the highest fees and due to higher enrollments in the dual-credit and expanded options programs. When Osterlund asked for detailed enrollment data on those programs, Ryslunge promised to obtain it.

Materials and Services - Higher than planned temporary staffing expenditures through Barrett Business Services was commented upon. Ryslunge explained the circumstances behind the use of Barrett and informed the Board that with the revised organizational structure soon to be in place, and permanent placements being made, more appropriate use of temporary services will be possible.

The CoFO reminded the Board that Clifford Ryer had asked her to investigate the cause of decreased book sale revenue and is now able to confirm that, as suspected, the decrease is due to book sales related to Expanded Options students.

When asked, the CoFO informed the Board that the auditor is currently working on OCCC's previous fiscal year finances and that the audit must be complete by February 10<sup>th</sup>.

- e. PROGRAM UPDATE: Marketing, Community Ed., North County Update: Dave Price  
Price provided the Board with a progress update on the "Name the Shark" mascot naming campaign. He also reported continued growth in the social/new media campaign with OCCC's popular Facebook and Twitter feeds (50 followers in the last 90 days). While future upgrades to the OCCC website are being planned, the current site is being freshened with new student images and other updated content. Price highlighted the contents of the Winter 2016 issue of *Catch the Wave*. The publication is printed and delivered to every resident of Lincoln County three times a year. Price reported that there are as many Community Education classes delivered in Lincoln City as in Newport and that the revenue from these classes more than pays for the publication of *Catch the Wave*. Strategic advertising placed within the schedule of classes (Name the Shark, Foundation and other scholarship announcements/Oregon Promise information, etc.) make *Catch the Wave* a valuable vehicle for both student and community outreach.

#### D. INFORMATION & DISCUSSION ITEMS

- a. ZONE ONE VACANCY: Conversation with Richard Emery  
Lincoln City resident and Board member applicant Richard Emery was introduced. He described his background in education and the reasons he's interested in a position on the Board. Chandler thanked Emery for his visit and informed him that the Board would be looking further into this matter next month and will contact him when a final decision is made.
- b. BOARD PRESENTATION SCHEDULE 2016  
Ryslinge provided the Board with a proposed plan for future informational presentations. Earlier Ryslinge made a commitment to the Board to arrange for Student Success-focused presentations at every meeting. Now Ryslinge would like to expand the presentations to take additional Board interest into account. Ryslinge asked the members of the Board to contact her with presentation suggestions and specifically asked if they would enjoy a visit from selected OCCC faculty members once or twice a year. The Board expressed support for the idea.  
  
Ryslinge informed the Board that after a number of faculty retirements OCCC is planning to hire 5-6 new full-time faculty. With only ten current full-time lines, this increase will provide the College the opportunity to build capacity and move further towards a student-centered culture. The question of what it means to share a student-centered culture and how best to plan for the (professional and ideological) development of the new faculty cohort will be discussed in February by the OCCC Instruction Leadership Team (ILT).

#### E. ACTION ITEMS

- a) Ouderkirk proposed and Osterlund seconded the motion to approve the President's Goals for 2015-16. All voted in favor. **Motion passed.**
- b) Ouderkirk proposed and Nelson-Robertson seconded the motion to approve the following new degree and certificate programs:

**Associate of Applied Science Accounting Degree**  
Entry Level Accounting Clerk Career Pathways Certificate  
Accelerated Accounting Certificate  
**Associate of Applied Science Administrative Assistant Degree**  
Career Pathway Certificate Basic Computer Literacy  
Career Pathway Certificate Word Processing  
Career Pathway Certificate Spreadsheets

All voted in favor. **Motion passed.**

## **F. ANNOUNCEMENT OF FUTURE MEETING**

The next regularly scheduled meeting of the OCCC Board of Education will be held February 17, 6:00 PM at the OCCC Central County Campus, 400 SE College Way, Newport, OR 97366.

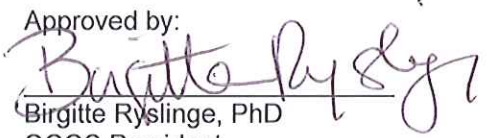
## **G. ADJOURNMENT**

Chairperson Chris Chandler adjourned the meeting at 7:47 PM.

---

*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.*

Approved by:

  
\_\_\_\_\_  
Birgitte Ryslinge, PhD  
OCCC President