



OREGON COAST
COMMUNITY COLLEGE

Memo

Date: April 15, 2020
To: Dr. Birgitte Ryslinge, President
From: Robin Gintner, Chief of Finance & Operations
CC: Dan Lara, Chief Academic Officer
RE: Action Needed at April 15th Board Meeting

Introduction

As part of our Global Financial implementation and for the purpose of eligibility for Student Nursing Loan funds from the Federal Government, we need to establish two additional bank accounts at Columbia Bank. Additionally, we need to close a long un-used safe deposit box at Columbia Bank.

Issue

The account for administration of our Title IV funding, needs to be opened as soon as possible as Global Financial needs the routing and account number for our integration work. In order to open any new bank account(s), the bank needs to have approval for the account(s) documented within our Board minutes.

Also, because none of the original staff who were indicated on the safe deposit box are still with the College, the bank needs approval within the Board minutes for the closure of the safe deposit box.

Recommendation

In order to complete these tasks in a timely manner, it is recommended that the Board approve the following language for inclusion in the April Board minutes:

“...move to approve both the opening of two additional checking accounts at Columbia Bank, for the purpose of administering the College’s Title IV and Nursing Loan funding, and the closure of the no-longer-needed safe deposit box.”

NORTH COUNTY CENTER
Small Business Development Center
3788 SE High School Dr.
LINCOLN CITY, OR 97367
(541) 996-6222 FAX (541) 996-4958

NEWPORT / CENTRAL CAMPUS
400 SE College Way
NEWPORT, OR 97366
(541) 867-8532 FAX: (541) 265-3820

SOUTH COUNTY CENTER
3120 Crestline Drive
WALDPOR, OR 97394
Mailing Address: 400 SE College Way
NEWPORT, OR 97366