

**OREGON COAST COMMUNITY COLLEGE**  
**BOARD OF EDUCATION**  
**Special Meeting**  
**Monday, September 30, 2024**  
**ZOOM ONLY: NO IN-PERSON MEETING**  
Meeting ID: 972 4295 1903  
<https://oregoncoast.zoom.us/j/97242951903>

**A. Call to Order**

Chair Rich Emery called the meeting to order at 7:09 PM (due to some technical difficulties).

**B. Board Roll Call**

In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Alison Nelson-Robertson, and Paul Schuytema. Bud Shoemake was excused.

**C. President Search Update and Action: Chair Emery**

a. Contract Negotiation & Development

Emery provided an update on the President search and contract negotiations. At the September 11<sup>th</sup> Board meeting, Emery and Chandler were authorized to negotiate the new presidential contract with salary parameters set by the Board, and other non-compensation provisions. They worked with the necessary staff to accomplish the task. It was noted the contract was written for the position, not a specific person.

The parameters established by the Board were reviewed and discussions took place with legal counsel, finance staff, and presidential candidate Marshall Roache to develop a contract. The contract is ready to present to the Board for a vote.

b. Summary of Contract: HR Director Joy Gutknecht

Gutknecht reviewed the presidential contract's highlights, including the duties and responsibilities, termination scenarios, salary, benefits, contract length and the performance review timeline.

The contract is a rolling 3-year contract, extending one successive year upon a positive performance assessment. The annual performance review and goal setting will take place in January.

The next President of Oregon Coast Community College will become an employee as soon as November 12<sup>th</sup> and will assume the Presidency effective January 1, 2025, upon the retirement of President Ryslinge on December 31, 2024. A salary of \$170,000 annually was approved, with the salary increasing to \$180,000 with the completion of a doctorate degree.

c. Discussion

Rich initiated a discussion to clarify any questions or concerns about the contract. One Board member inquired whether the contract included specific goals for the next president, as had been the case when President Ryslinge was hired with the expectation of bringing the College to independent accreditation. Ryslinge clarified goals were not part of her contract, and instead were

addressed via the goal-setting process. Concern was expressed about the lack of contractual expectations, to which Ryslinge explained that the contract outlines high-level expectations and specific goals are established annually.

Emery emphasized the beginning of a strong and supportive relationship with the Board and invited each member to comment. Each Board member expressed support for Marshall Roache as the incoming President and expressed excitement for the upcoming collaboration.

Nelson-Robertson motioned that as of November 12, 2024, the Board of Education hire Marshall Mease Roache and; Mr. Roach assumes the presidency on January 1, 2025, upon the retirement of President Ryslinge, December 31, 2024; and the Board approves the employment contract as negotiated. Schuytema seconded. All voted in favor. **Motion Carried.**

Emery invited Roache to introduce himself and the Board expressed their congratulations.

The next board meeting is scheduled for October 16<sup>th</sup>. It was suggested to shift the upcoming November 20<sup>th</sup> Board meeting to November 13<sup>th</sup>, due to President Ryslinge's representing OCCC at the annual NWCCU Conference. The Board agreed to the date change.

#### **D. Adjournment**

Emery adjourned the meeting at 7:31 PM.

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*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) 867-8532 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.*

Minutes submitted by: Executive Assistant, Lori Templeman

Approved by:



Birgitte Ryslinge, PhD  
Clerk of the Board