



OREGON COAST  
COMMUNITY COLLEGE

**BOARD OF EDUCATION**

Richard Emery, Chair  
Debbie Kilduff, Vice-Chair  
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Chris Chandler  
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**PRESIDENT**

Dr. Marshall Mease Roache

**VISION**

Shaping the Future through  
Learning

**MISSION**

At OCCC, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible, engaging programs, and a commitment to equitable outcomes, we enrich the economic and civic vitality of Lincoln County

**BOARD GOALS 2023-24**

1. Support the President in developing and advancing a new General Obligation Bond (GOB) Measure concurrent with payoff of the current GOB, sufficient in scope to address the facility needs of OCCC for the next 20 years (including the new trades education facility in Newport).
2. Complete the review process for Board Policy updates, using staff recommendations and the OCCA Board Policy Service to ensure all necessary policy areas are addressed and recency within 5 years is maintained.
3. Provide oversight and support for College momentum in addressing NWCCU recommendations (2020) and ensuring a successful 7-year reaccreditation review in 2026.
4. Support the President in reducing the reliance on one-time funding as a budget balancing tool as part of the annual budgeting process of the college, seeking a target goal of less than 7% by FY2026-27

**OREGON COAST COMMUNITY COLLEGE  
BOARD OF EDUCATION  
BUSINESS MEETING**

Tuesday, March 19, 2025, 6:00 PM

Central County Campus

400 SE College Way, Newport, OR 97366, Room 140

Zoom Meeting ID: 951 2364 3103

<https://oregoncoast.zoom.us/j/95123643103>

**A. Call to Order**

**B. Introduction**

- a. Board roll call
- b. President's Welcome  
*Pursuant SB-1502, this public meeting of the Oregon Coast Community College Board of Education will be recorded and posted on the college's website within seven (7) days of the meeting.*
- c. Approval of Work Session Minutes from February 25, 2025
- d. Approval of Business Meeting Minutes from February 25, 2025
- e. Finalize agenda

**C. Communications**

- a. Written
- b. Public Comment on Agenda & Non-agenda Items (as received)
- c. Public Comment Closed
- d. President's Response to Public Comment (if needed)

**D. College Reports**

- a. FY 2023-2024 Audit Results – Conor Delaney, Clear Trail CPAS
- b. OCATT & Renovations Project Update – Chris and Nancy Giggy, GO-Bond Project Managers (Integrity Management Solutions)
- c. President's Report – President Roache
- d. Financial Report: Fiscal Year 24-25 Quarter 2 – Robin Gintner, VP of Administrative Services

**E. Board Policy Update Process**

- a. Action Item: Adopt all Chapter 4, 5, & 6 Board Policy Changes (Recissions, updates, revisions, new policies) as summarized on page 3 of this agenda, and as detailed in the February 25, 2025 Board document attachment E.a.
- b. First Read: Board Policy Updates, Chapters 1, 3, & 7 – Birgitte Ryslinge, Accreditation Liaison Officer

**F. Information & Discussion Items**

- a. First Read: Tuition and Fees 2025-2026 Recommendation – Robin Gintner, VP of Administrative Services

**G. Board Reports**

- a. OCCC Foundation Report – Marion Mann, Foundation Liaison
- b. Other Board Reports

Oregon Coast Community College acknowledges that we reside within the ancestral homelands of the Yaquina (Yaqo'n) and Alsea (Wusi'n) Tribes. Today, those tribal descendants are represented by The Confederated Tribes of Siletz Indians. We are honored for the opportunity to teach, learn, and work on their ancestral lands. We also recognize the ongoing contributions they make to the community, Oregon Coast Community College, and the world.  
December 2021



**H. Action Items**

- a. None

**I. Announcement of future meetings:**

The next scheduled meeting of the OCCC Board of Education will be held:

- Wednesday, April 16, 2025, in person at Central County Campus, 400 SE College Way, Newport, OR 97366 & via Zoom.

**J. Adjournment**

\* Denotes supporting documentation. Attachments are distributed to Board members with the agenda, otherwise they will be posted to the website as they become available.

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**Standing Informational Updates for Board of Education**

**1. Upcoming Events:**

**Informational: Events of Board Interest**

- Lincoln County, OR Special Election, May 20, 2025

**Board Participation Encouraged (Coordinate with EA)**

- OCCA All Oregon Academic Team Luncheon, Chemeketa Community College Eola Event Center, Salem, April 18, 2025

**2. Contracts and Purchases \$25,000 to > \$100,000 Report (BP 6330: Purchasing)**

There were no contracts or purchases in the period 2/1/25 to 2/28/25 that were subject to the requirements of Board Policy 6330, Purchasing.

**3. College Staff Changes (new hires or movement of College employees from 2/1/25 to 2/28/25)**

**New Employees**

Lesley Melrose-High – North Center Coordinator

**Employee Separations**

None



**E.a. Action Chapter 4,5 & 6 Board Policy Review**

Chapter 4 – Academic Affairs, revise BP 4070, new BP 4320

Chapter 5 – Student Services, BP 5021, number change

Chapter 6 – Business & Fiscal Affairs, see summary table

**Summary of Policy Changes Table**

<b>BP #</b>	<b>Name</b>	<b>Changes</b>	<b>Notes</b>
BP 4230	Grading and Academic Record	NEW	
BP 4070	Course Auditing and Auditing Fees	Minor	Compliance Reference, Senior Tuition waiver, simplify language
BP 5021	Tuition and Fees	Moderate Ch & # Change	Removes administrative function. Allows mid-year recommendations for adjustments by President.
BP 6100	Delegation of Authority, Business and Fiscal Affairs	None	
BP 6150	Designation of Authorized Signatures	Minor	Title Change VPAS
BP 6200	Budget Preparation	Minor	Compliance Reference, Grammar
BP 6250	Budget Management	Minor	Compliance Reference
BP 6300	Fiscal Management	Minor	Compliance Reference, add Federal
BP 6301 5021	Tuition and Fees	# Change; Move to Ch 5, Student Affairs as BP 5021	
BP 6320	Investments	Minor	Clarified language
BP 6330	Purchasing	Moderate	Strike duplicative and/or ambiguous language
BP 6340	Bids and Contracts	None	
BP 6400	Financial Audits	Minor	Compliance Reference
BP 6450 6455	Travel	Minor # Change	Grammar
BP 6500	Property Management	None	
BP 6520	Security for College Property	None	
BP 6540	Insurance and Risk	None	
BP 6550	Disposal of Property	None	
BP 6600	Capital Construction	Minor	Compliance Reference; Title Change VPAS; Clarified language
BP 6700	Facilities Use	None	
BP 6750	Parking	None	
BP 6800	Occupational Safety	None	
BP 6802	Integrated Pest Management	None	
BP 6900	Auxiliary Services Including Bookstore	Minor	Compliance Reference