

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION
BUSINESS MEETING
Wednesday, March 19, 2025, 6:00 PM
Central County Campus, Room 140
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 951 2364 3103
<https://oregoncoast.zoom.us/j/95123643103>**

A. Call to Order

Chair Rich Emery called the regular meeting of the Oregon Coast Community College Board of Education to order at 6:01 PM.

B. Introduction

a. Board roll call

In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Patrick Alexander, Chris Chandler, Marion Mann, Paul Schuytema, and Bud Shoemake.

b. President's Welcome

President Marshall Mease Roache welcomed everyone to the meeting and acknowledged the presence of OCCC staff, Board members, and guests. Attendees were reminded that pursuant to SB 1502, the meeting will be recorded and posted on the College website within 7 days of the meeting.

c. Approval of Work Session Minutes from February 25, 2025

Chandler moved to approve the Work Session Minutes from February 25, 2025. Mann seconded. All voted in favor. **Motion Carried.**

d. Approval of Business Meeting Minutes from February 25, 2025

Chandler moved to approve the Business Meeting minutes from February 25, 2025. Kilduff seconded. All voted in favor. **Motion Carried.**

e. Finalize agenda

Due to the delayed arrival of Auditor Conor Delaney, item D.a was moved to follow item D.b.

C. Communications

a. Written

No written communication was received.

b. Public comment on agenda & non-agenda items (as received)

No public comment.

c. Public Comment Closed

Public comment was closed.

d. President's Response to Public Comment (if needed)

No response was needed.

D. College Reports

The agenda was adjusted to accommodate the late arrival of the presenter for Item D.a., which was discussed after Item D.b.

b. OCATT & Renovation Project Update

Chris and Nancy Giggy, GO-Bond Project Managers (Integrity Management Solutions), provided the monthly report on the Oregon Coast Advanced Technology & Trades (OCATT) & Renovation Project.

Topics Covered:

- The programming phase for the new OCATT building is nearly complete, and schematic design will begin in April.
- Design for summer 2025 repair projects is in progress, as well as the priority updates to HVAC/Security systems
- Proposals for CM/GC are due on March 25, followed by interviews and a recommendation to the Board in April.
- The first OCATT Building Master Schedules were introduced for design, construction, and repairs.

[OCATT & Renovations Project Update March 2025](#)

[OCATT Bond Program Budget March 2025](#)

a. FY 2023-2024 Audit Results

Auditor Conor Delaney of Clear Trail CPAS presented the 2024 financial audit report, highlighting the main purpose of the audit as providing an opinion on the financial statements in accordance with generally accepted accounting principles and auditing standards. He noted that the college complied with state law regarding the adoption of the budget and the budget process. The audit report included an unmodified opinion, indicating a clean report. Delaney expressed satisfaction with the organization of the finance staff and the ease of completing the audit.

[Audit Results: Governing Body Letter](#)

[Audit Results: Financial Report](#)

c. President's Report

President Roache reported on recent events and activities at the College.

1. Board Retreat

- The Board agreed to reschedule the Board Retreat, which will be held on Friday, September 5th.

2. President's Event Attendance

- American Association of University Women in Lincoln City
- President Roache and Board Member Marion Mann attended the OCCA Legislative Summit in Salem.
- Economic Alliance of Lincoln County Economic Summit in Otter Rock with Board Members Paul Schuytema and Chris Chandler.

3. College Updates

- Pearls of Wisdom OCCC Foundation Annual Gala – most funds raised and largest turnout to date.

- The OCCC Library migrated to a new system combining catalogues with Newport Public Library, Driftwood Public Library, and Tillamook County Libraries.
- President Roache requested feedback on the format of board reports (current presentation approach vs. written format).

[Link to March 2025 President's Report.](#)

d. Financial Report: Fiscal Year 24-25 Quarter 2

Robin Gintner (VP of Administrative Services) presented the Quarter 2 Financial Report, highlighting that most funds are performing well, with the General Fund exceeding revenue expectations and the Debt Service Fund benefiting from property tax collections. For detailed information, refer to the full report.

[Link to Full Financial Report](#)

E. Board Policy Update Process

a. Adopt all Chapter 4, 5, & 6 Board Policy Changes (Recissions, updates, revisions, new policies) as summarized on page 3 of the March 2025 agenda, and as detailed in the February 25, 2025 Board Document Attachment E.a.

Alexander moved to Adopt all Chapter 4, 5, & 6 Board Policy Changes (Recissions, updates, revisions, new policies) as summarized on page 3 of the March 2025 agenda, and as detailed in the February 25, 2025 Board Document Attachment E.a. Chandler seconded. All voted in favor. **Motion Carried.**

b. First Read: Board Policy Updates, Chapters 1, 3, & 7

Birgitte Ryslinge (Accreditation Liaison Officer) introduced the first read of Board Policy Review for policies in Chapters 1, 3, & 7. Five new policies were introduced, one policy is to be revised & replaced in a different chapter, and one policy has a minor change. Chapter 7 Human Resources has some legacy Policies that are being rescinded or moved, as HR authority is largely delegated to the president. Ryslinge explained that this completes the third full review of all board policies in 11 years, bringing policies up to date and in compliance with regulations.

[Link to Board Policy Review Packet](#)

F. Information & Discussion Items

a. First Read: Tuition and Fees 2025-2026 Recommendation

Robin Gintner (VP of Administrative Services) presented a proposal for a \$5 per credit tuition and fee increase for next year, with \$4 allocated to tuition and \$1 to the technology fee. This increase aims to keep pace with inflation and market trends while providing a buffer for technology costs. The potential impact on students was acknowledged, but Gintner emphasized the need for a gradual increase to avoid a large jump in costs. The proposal was presented as a first read, with the intention of voting on it at the next meeting after considering input from student forums.

[Tuition and Fees 2025-2026 Recommendation](#)

G. Board Reports

a. OCCC Foundation Report

Marion Mann (Foundation Liaison) shared the OCCC Foundation Report.

Topics Covered:

- The Quarterly Board of Directors meeting was held on January 28th.
- The Foundation received \$148,630 in 2024.
- The 2025-26 scholarship application opened February 1 with a deadline of May 1, and scholarships will be awarded in early June.
- Williams Lecture Series returned with a presentation by Chanel Hason, Director of Outreach & Community Relations for the Elakha Alliance; she presented on the reintroduction of sea otters to the Oregon Coast.
- Bryan Miyagishima, Executive Director of the Lincoln County Library District, was appointed to the Foundation Board of Directors
- Pearls of Wisdom was the most successful to date with the highest fundraising total of \$74,000, the highest attendance to date, and influenced three new named scholarship donor commitments.

b. Other Board Reports

No other Board Reports

H. Action Items

a. None

I. Announcement of future meetings:

Emery announced 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 & via Zoom.

J. Adjournment

Emery adjourned the meeting at 7:31 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) 867-8532 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:

Marshall Mease Roache, PhD
Clerk of the Board