

Oregon Coast Community College
Board of Education Budget Committee Meeting Minutes
Wednesday, May 21, 2025
Newport Central Campus, Room 140
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 985 6171 1982

BUDGET COMMITTEE MEETING

I. Call to order

OCCC Board of Education Vice Chair Debbie Kilduff called the meeting to order at 6:02 p.m.

II. Roll Call

Board of Education members in attendance: Debbie Kilduff, Patrick Alexander, Marion Mann, Paul Schuytema, and Bud Shoemake. Rich Emery and Chris Chandler were excused.

Budget Committee members in attendance: Alison Baker, David Bigelow, Sandy Gruber, Billie Jo Smith, Sandra Roumagoux, Jedd Fly, and Michael Smith (joined meeting at 6:10 PM).

Quorum established.

Staff and Representatives in attendance: Marshall Mease Roache, Robin Gintner, Joy Gutknecht, Bruce Clemetsen, Dave Price, Lori Templeman, Alex Rybicki, Haiden Wiggins.

III. Elect Chair of Budget Committee

Sandy Gruber nominated David Bigelow to Chair the OCCC Budget Committee. Sandra Roumagoux seconded the nomination. All present voted in favor. **Motion carried.** David Bigelow was voted as Chair.

IV. Appoint Jedd Fly to Budget Committee

Jedd Fly was appointed to the Budget Committee for a 3-year term.

V. Review budget process, timeline, roles

Bigelow asked President Roache to review the budget approval process, timeline, and roles. Roache welcomed and thanked all members of the budget committee for their service to the College. Roache summarized the Oregon Budget Process for Public Entities and explained as in previous years, the Budget Committee conducts the public hearing and will review, provide input, and once satisfied, approve the preliminary OCCC budget this evening or at a subsequent meeting if more time is needed. The full budget process presentation is available [here](#).

The proposed budget was developed by the President and Budget Officer (Robin Gintner, VP of Administrative Services) with input and guidance from the Executive Team and multiple College stakeholders. Once approved, the President and Budget Officer will finalize the preliminary budget (as final numbers become available) and present it to the Board of Education for its adoption at its next regularly scheduled meeting. If the preliminary budget is not approved tonight, the Budget Committee will be invited back on May 28th for additional discussion and deliberation.

Roache announced that public notice for the Budget meeting was made available in newsprint and on the College website on May 9th. The public was provided with contact information and instructions to send any comments to ea@oregoncoast.edu.

VI. Presentation of the proposed 2025-2026 OCCC Budget

President's Budget Message, President Roache

The purpose of the Budget Message is to provide a narrative explanation for the numerical budget, addressing key components in budget development, which include financial inputs, relevant trends and conditions, major budgeting assumptions, key features of the budget, and the budget process. Roache provided a summary of the information contained in the written [President's Budget Message and Proposed 2025-2026 Budget](#).

2025-2026 Proposed Budget: Vice President of Administrative Services, and Budget Officer Robin Gintner

Gintner presented the fiscal specifics of the proposed budget to the committee, including the following schedules:

- Schedule 1: Summary of Proposed Appropriations
- Schedule 2: Detailed Planning Assumptions for the Fiscal Year 2025-26
- Schedule 3: Proposed Budget 2025-26
- Schedule 4: Statement of Revenues, Expenses and Changes in Fund Balance
- Schedule 5: General Fund Resources
- Schedule 6: General Fund Expenditures by Category
- Schedule 7: General Fund Expenditures by Function
- Schedule 8: General Fund Division/Department Summary
- Schedule 9: Debt Service Funds
- Schedule 10: Special Revenue Funds
- Schedule 11: Capital Projects Fund
- Schedule 12: Enterprise Fund
- Schedule 13: Internal Service Funds
- Schedule 14: Reserve Fund

Gintner introduced the summary of proposed appropriations and reviewed each schedule. During the presentation, the Committee sought clarifications on budget items and Gintner provided clarifications on all to the satisfaction of the committee.

VII. Public Comment

No public comment was received.

VIII. Discussion

Gintner and Roache answered questions asked by committee members during the discussion. The Board and Budget Committee thanked Roache and Gintner for their time, effort, and explanations.

IX. Approval of proposed budget or announcement of next meeting

Paul Schuytema moved to approve the proposed 2025-2026 budget as presented. Marion Mann seconded. Roll call was taken, and all 12 committee members in attendance voted in favor. **The motion carried to approve the OCCC 2025-2026 preliminary budget as presented.**

X. Adjournment

The Budget Committee Meeting adjourned at 7:45pm.

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:

A handwritten signature in black ink, appearing to read 'M Roache', is written over a horizontal line.

Marshall Mease Roache, PhD
Clerk of the Board