

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION
BUDGET HEARING & BUSINESS MEETING
Wednesday, June 18, 2025, 6:00 PM
North County Center, Room 211
3788 SE High School Drive, Lincoln City, OR 97367
Zoom Meeting ID: 945 9319 1465
<https://oregoncoast.zoom.us/j/94593191465>**

Budget Hearing for FY 2025-2026 Budget

A. Call to Order & Roll Call

The Budget Hearing for FY 2025-2026 was called to order at 6:00pm. In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Paul Schuytema, and Chris Chandler. Patrick Alexander and Bud Shoemake were excused. Marion Mann was absent.

B. Public Comment

No public comment.

C. Board Discussion

None.

D. Close of Hearing

There being no discussion, Emery closed the budget hearing at 6:03pm

Regular Business Meeting

A. Call to Order

Chair Rich Emery called the regular meeting of the Oregon Coast Community College Board of Education to order at 6:02 PM.

B. Introduction

a. Board roll call

In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Paul Schuytema, and Chris Chandler. Marion Mann joined the meeting at 6:07 PM. Patrick Alexander and Bud Shoemake were excused.

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 Budget Committee Meeting Minutes from May 21, 2025

Schuytema moved to approve the Budget Committee Meeting Minutes from May 21, 2025. Kilduff seconded. Emery, Kilduff, and Schuytema voted in favor. Chandler abstained. Mann was absent. Patrick Alexander and Bud Shoemake were excused. **Motion Carried.**

d. Approval of Business Meeting Minutes from May 21, 2025

Schuytema moved to approve the Business Meeting Minutes from May 21, 2025. Kilduff seconded. Emery, Kilduff, and Schuytema voted in favor. Chandler abstained. Mann was absent. Patrick Alexander and Bud Shoemake were excused. **Motion Carried.**

e. Finalize agenda

No changes to the agenda.

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

Emery closed public comment.

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

No Comment was given.

D. College Reports

a. OCATT & Renovations 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 OCATT schematic design was completed, with cost estimates expected on July 9th, and priority renovations were permitted, awaiting bids.
- The Board requested renderings of all three campus buildings to assess the OCATT building's coordination with the current campus architecture.

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

b. President's Report

President Roache summarized his event attendance, professional development, collaborations, and community involvement on behalf of the College since May 21, 2025. The report also includes contributions from each Vice President's area.

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

c. Financial Report – Fiscal year 24-25 Quarter 3

Robin Gintner (VP of Administrative Services) presented the Quarter 3 Financial Report, showing strong performance across most funds, with general fund revenue exceeding budget by 50% and expenditures 12% below budget. The special revenue fund was underperforming due to the timing of grant revenues, while the debt service fund successfully paid all bond payments, and the internal service fund remained in surplus. For detailed information, see the full report.

[FY 24-24 Quarter 3 Financial Report](#)

E. Board Policy Update Process

No Board Policies reviewed this month

F. Information & Discussion Items

a. 2025-2026 Budget Update

Robin Gintner (VP of Administrative Services) outlined Resolution No. 2025-06-03 – Budget Adjustments. The resolution will transfer \$250,000 from materials and services to capital outlay in the special revenue fund, and \$1 million from capital outlay to materials and services in the capital projects fund, to align with actual spending patterns.

[Budget Adjustment Details](#)

[Adjusted Budget](#)

b. Transfer of Remaining Funds from 2012 Bonds to 2024 Bonds

Gintner introduced an action item for the Board's approval to transfer leftover funds from the bond payoff and the LGIP debt service account for old bonds into the LGIP cash account for the new bond. This transfer will allow the use of these funds for payments on the current bond.

c. Proposal to suspend Nursing Assistant - 2 Certificate

Dr. Crystal Bowman (Dean of Nursing & Allied Health) explained that the Nursing Assistant 2 certificate program needs to be suspended due to a regulatory change combining NA1 and NA2 into one program.

[Proposal to suspend Nursing Assistant – 2 Certificate](#)

G. Board Reports

a. OCCC Foundation Report

Mann (Foundation Liaison) presented the OCCC Foundation Report.

Topics Covered:

- The OCCC Foundation awarded \$111,500 to 85 students through various scholarships, representing a 15% increase from the previous year, with all recipients receiving at least \$500.
- Current and upcoming grants include:
 - A \$25,000 Georgia Pacific grant to support the Early College Program
 - A \$4,500 Marie Lanfrom Charitable Foundation grant to support high school visits to OCCC (pending).
 - An upcoming \$22,500 Roundhouse Foundation grant to support students enrolled in CTE programs.
- Running for Oregon Community College Students (ROCCS!) – Clackamas Community College President Dr. Tim Cook is running 1,500 miles to visit all 17 Oregon community colleges, raising funds for student basic needs. He is expected to arrive at OCCC's North County Center on July 23rd. Local donations will support the Shark Shack and other student support services.
- The Foundation Annual Meeting and Board Retreat are scheduled for July 22nd at the Newport Campus.

b. Other Board Reports

No other Board reports

H. Action Items

a. Approve Budget Resolution No. 2025-06-01 – Adoption of 2025-26 Budget and Appropriations

Chandler motioned to approve Budget Resolutions 2025-06-01: Adoption of 2025-26 Budget and Appropriations, 2025-06-02 Impose and Categorize Taxes for 2025-26, and 2025-06-03 Adoption of the 24-25 Budget Adjustments. Schuytema seconded. All voted in favor. **Motion Carried.**

b. Approve Budget Resolution No. 2025-06-02 – Impose and Categorize Taxes for 2025-26

This item was approved with the previous motion.

c. Approve Budget Resolution No. 2025-06-03 – Adoption of the 24-25 Budget Adjustments

This item was approved with the previous motion.

d. Approve the transfer of the remaining fund balance and associated LGIP Debt Service Cash, left over from the Fund for the new 2024 General Obligation Bonds

Schuytema motioned to approve the transfer of the remaining fund balance and associated LGIP Debt Service Cash, left over from the Fund for the new 2024 General Obligation Bonds. Chandler Seconded. All present voted in favor. **Motion Carried.**

e. Suspend Nursing Assistant – 2 Certificate

Chandler motioned to suspend the Nursing Assistant – 2 Certificate. Schuytema seconded. All present voted in favor. **Motion Carried.**

f. Approve Biennial Review and Update of Foundation and College Agreement, and Foundation By-Laws

Schuytema motioned to approve Biennial Review and Update of Foundation and College Agreement, and Foundation By-Laws. Chandler seconded. All present voted in favor. **Motion Carried.**

g. Approval of the 2025-2026 Board Meeting Calendar

Chandler motioned to approve the 2025-2026 Board Meeting Calendar. Schuytema seconded. All present voted in favor. **Motion Carried.**

I. Announcement of future meetings:

Emery announced that the next scheduled meetings of the OCCC Board of Education will be held:

- Put the June 25th back – it is not needed.
- Wednesday, July 16, 2025, Business Meeting at South County Campus, 3120 Crestline Dr., Waldport, OR 97394 & via Zoom.

J. Adjournment

Emery adjourned the meeting at 6:44 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:

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

Dr. Marshall Mease Roache
Clerk of the Board