

**OREGON COAST COMMUNITY COLLEGE**  
**BOARD OF EDUCATION MEETING**  
**Wednesday, November 19, 2025, 6:00 pm**  
**North County Center**  
**3788 SE High School Drive, Lincoln City, OR 97367**  
Meeting Link: <https://oregoncoast.zoom.us/j/92033565657>  
Meeting ID: 920 3356 5657

**A. Call to Order**

**B. Introduction**

**a. Board roll call**

Vice Chair Paul Schuytema called the meeting to order at 6:00 pm. In attendance: Vice Chair Paul Schuytema, Patrick Alexader, Chris Chandler, Rich Emery, Marion Mann, and Bud Shoemake. Chair Debbie Kilduff was 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 State Public Meeting Laws, the meeting will be recorded and posted on the College website within 7 days of the meeting.

**c. Approval of Business Meeting Minutes from September 17, 2025**

Mann motioned to amend the minutes at item G.c to be prefaced with "Prior to the motion, Mann requested clarity on BP 2210." Chandler also added an amendment to item G.c to read "Chandler stated that she believed the process was open and transparent."

Mann moved to approve the October 15, 2025, Business Meeting minutes with the above amendments. Chandler seconded.

All voted in favor; Kilduff was excused. **Motion Carried.**

**d. Finalize Agenda**

No Changes to the agenda.

**C. Communications**

**a. Public Comment Opened**

Public Comment was opened.

Clyde Rood from Lebanon, Oregon, addressed the board, explaining that he is a candidate for the Oregon School Board Association Board of Directors. Rood discussed his candidacy plans.

**b. Written**

No written communications received.

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

No public comment received on agenda items.

**c. Closing Public Comment**

Public comment was closed.

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

No response was given.

## **D. College Reports**

### **a. OCATT & Renovations Project Update**

Nancy Giggy, GO-Bond Project Managers from Integrity Management Solutions, provided a report, included in the board packet. It provided an update on the OCATT Renovation project.

[OCATT & Renovations Project Report](#)

### **b. OCCA Directors' Report**

Abby Lee, OCCA Director, shared an update on OCCA. Going over Oregon Community College history, mission, values, and legislative priorities. Also included was information on board training and development, as well as upcoming legislative session priorities.

### **c. OCCA Monthly Report**

Schuytema expanded from the OCCA Directors' report to include information for the Lunch & Learn Opportunity registration. Schuytema also reviewed the OCCA Conference and the celebration of successes at Oregon Community Colleges.

[OCCA Monthly Report \(full\)](#)

### **d. OCCC Foundation Report**

Alexander highlighted areas of his report to include:

- New members of the board.
- New scholarship endowments
- The donor and scholar reception.
- Recently established funds.
- Awarded Scholarships and Grants.

[OCCC Foundation Report \(full\)](#)

### **e. Student Success Report**

Dr. Bruce Clemetsen presented on the Annual Review of Core Theme Metrics. This included metrics on all five objectives. The report went over a comparison of the average of all participating institutions and OCCC students. The Board of Education requested the PowerPoint be sent as well. It is also included below.

[Student Success Report\(full\)](#)

### **f. Academic Calendar for 2026-2031**

Dr. Bruce Clemetsen shared the upcoming Academic Calendars and the new Bachelor of Science Nursing Calendar that differ by 2 weeks in the summer compared to the normal 8-week term in past calendars.

[Academic Calendars 2026-2031](#)

### **g. President's Report**

President Roache summarized his attendance at events, professional development activities, collaborations, and community involvement on behalf of the College since October 15, 2025. The report also includes contributions from each Vice President's area.

Topics Covered:

- Donor & Scholar Reception
- Various presentations around the county
- Professional Development Activities.
- New Pipe Fitting Courses expansion.
- Tracy Jones – Display on Recognizing Women Veterans.
- SBDC annual review of program, recognizing the success in the community.

[President's Report \(full\)](#)

## **E. Information and Discussion Items**

### **a. 403b Plan Update**

Joy Gutknecht, Director of Human Resources, presented a summary of changes to the Colleges 403b Plan. The changes were made by College Legal Counsel to include updates compliant with the SECURE Act and SECURE 2.0 Updates.

[Summary of Changes \(Full\)](#)

### **b. Proclamation, BP 2440 President Emeritus Policy**

Chandler led a discussion on awarding the status of President Emerita to Birgitte Ryslinge, according to BP 2440.

Roache explained that it did not need to be an action item and could be voted on in discussion. Roache also explained that Ryslinge does meet all criteria mentioned in the policy.

Chandler moved to award the status of President Emerita to Dr. Birgitte Rylinge. Alexander seconded. A vote was called.

All voted in favor. Kilduff was excused. **Motion carried.**

Roache invited all to a reception at 5:00 on December 10 to honor this status.

## **F. Board Reports**

### **a. Other Board Reports**

No other reports.

## **G. Action Items**

### **a. Approve annual Board of Education Activity Schedule for 2026**

Chandler motioned to approve the annual Board of Education Activity Schedule for 2026. Emery seconded. A vote was called. All voted in favor, Kilduff was excused. **Motion Carried.**

## **H. Announcements and future meetings**

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

- December 10, 2025, at 6:00 PM at Central County Campus, 400 SE College Way, Newport, OR, 97366 & via Zoom
- Information on Reception will follow.

## **I. Adjournment**

Schuytema adjourned the meeting at 7:22 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: HR Coordinator, Haiden Wiggins

Approved by:

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Dr. Marshall Mease Roache  
Clerk of the Board