

**OREGON COAST COMMUNITY COLLEGE
BOARD OF EDUCATION MEETING
Wednesday, January 15, 2025, 6:00 PM
Central County Campus, Room 140
400 SE College Way, Newport, OR 97366
Zoom Meeting ID: 974 5910 4456
<https://oregoncoast.zoom.us/j/97459104456>**

A. Call to Order

Chair Rich Emery called the meeting to order at 6:00 PM.

B. Introduction

a. Board roll call

In attendance: Chair Rich Emery, Vice Chair Debbie Kilduff, Chris Chandler, Marion Mann, Paul Schuytema, and Bud Shoemake. Zone 2 position is vacant.

b. Welcomes by President

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

c. Approval of Business Meeting Minutes from December 11, 2025

Chandler moved to approve the Business Meeting minutes from December 11, 2025. Schuytema seconded. All voted in favor. **Motion Carried.**

d. 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

Public comment was closed.

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

No response was needed.

D. Interviews for Zone 2 Vacancy

Chair Emery welcomed two applicants, Phillip R. Mills and Patrick Alexander, who had applied to be considered for appointment to the vacant Board position in Zone 2. The Board then conducted interviews with the applicants.

- a. Phillip R. Mills – Board members took turns asking questions of Mr. Mills.
- b. Patrick Alexander – Board members took turns asking questions of Mr. Alexander.

Mills and Alexander shared their volunteer and business experiences, their perceptions of the College, and their motivations for applying for the Board position. The applicants were informed they would be notified of the Board's decision after the meeting.

E. College Reports

a. OCATT & Renovation Project: Architect Search Review and Selection Committee recommendation, and next steps

Chris and Nancy Giggy, Oregon Coast Advanced Technology & Trades (OCATT) project managers (Integrity Management Solutions) provided a monthly report.

Topics Covered:

- Architect Recommendation
- CM/GC Process
- Findings of Facts

The board received a recommendation from the Architect Selection Committee to award a contract for architect design services for the OCATT and renovations project to Glass Hacker Architects.

[OCATT Project Manager's Report January 2025](#)

[OCATT Project Manager's Presentation](#)

b. President's Report

President Mease Roache gave his first President's Report to the Board highlighting recent events and activities at the College.

1. College Updates

- Fall enrollment (end-of-term '23-24 compared to '24-25) saw a 5% increase in Full-Time Equivalent (FTE) students, including a 27% increase in adult continuing education programs. Fall enrollment has seen continuous growth over the past five years, with end-of-term FTE at 167 in '24-25.
- Northwest Oregon Works provided OCCC with \$41,247 in funding to help hire an Aquarium Science staff member and facilitate growth in Aquaculture Technician offerings.
- The first OCCC Pre-Apprenticeship for Construction and Trades Graduation will take place at the Central County Campus on Friday, January 31st with 12 graduates in the first cohort.

2. Community Engagement

- OCCC is hosting a Town Hall featuring U.S. Senator Jeff Merkley and U.S. Representative Val Hoyle on February 1st at the Central County Campus.
- The Higher Education Coordinating Commission (HECC) Chair Sandy Rowe visited OCCC on January 14th, meeting with faculty staff, and students, and discussed future challenges and opportunities for higher education.
- Driftwood and Newport Public Libraries hosted two Latino Community Outreach Events, where Immigration Law and Civil Rights Attorney Kate Sinkins led an informative conversation.

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

c. Aquarium Science Update

Larry Boles, Director of Aquarium Science (AQS) discussed the AQS program's history, challenges, and future plans. Boles highlighted the program's achievements, such as a 100% pass rate on exams for two years running and a successful partnership with Western Oregon University.

[Link to AQS Report](#)

d. Welding Update

Gage Boone (PT Faculty – Welding Instructor) and Levi Yerkes (Welding Instructional Assistant) presented on updates and changes to the Welding Program. They reiterated the program's mission to equip students with knowledge to land jobs in marine welding.

[Link to Welding Report](#)

F. Board Policy Update Process

a. No new Board Policies reviewed this month

G. Information & Discussion Items

a. Deliberation of Zone 2 Interim Appointment

Chandler requested to move deliberation to immediately before action item I.a.

b. Five-year Academic Calendar 2025-26 to 2030-31

Bruce Clemetsen (VP of Academic and Student Affairs) introduced Kira Woosley (Registrar), who presented the OCCC 5-year Academic Calendar. [Five-year Academic Calendar](#)

c. OCCA 2025 Legislative Priorities

The Oregon Community College Association is seeking support from community college boards across the state for their legislative priorities, which include requesting \$920 million in funding from the state legislature. Dave Price, the VP of Engagement, presented OCCA's draft resolution outlining these priorities. While the funding request and some priorities may vary in importance across colleges, the resolution represents a collaborative effort to demonstrate broad support for increasing investment in community colleges statewide.

[OCCA Legislative Priorities](#)

H. Board Reports

a. Other Board Reports

No other Board Reports

G.a. Deliberation of Zone 2 Interim Appointment (moved to before item I.a.)

Board members shared their impressions of the two candidates, Mr. Mills and Mr. Alexander, and agreed that both candidates are excellent community representatives.

I. Action Items

a. Appoint _____ as Interim Zone 2 Representative (through June 30, 2025)

Chandler moved to appoint Patrick Alexander as the Zone 2 Representative through June 30, 2025. Mann seconded.

All voted in favor. **Motion carried.**

b. Approve Resolution No. 2025-01-01 Revisions to Previously Approved Consent Agenda Resolution
Chandler motioned to approve Resolution No. 2025-01-01. Kilduff seconded. All voted in favor.
Motion carried.

c. The OCCC Board of Education has received the recommendation of the Architect Selection Committee. Pending the completion of the protest period, OCCC will award a contract for Architect Design Services for the OCATT & Renovations Project to GLAS-Hacker Architects.
Chandler motioned to award the contract for Architect Design services for the OCATT & Renovations Project to GLAS-Hacker Architects. Kilduff seconded. All voted in favor. **Motion carried.**

d. Approve Resolution 2025-01-02 Support OCCA Legislative Priorities for the 2025 Legislative Session
Chandler motioned to approve Resolution 2025-01-02. Kilduff seconded. All voted in favor. **Motion carried.**

J. Announcement of future meetings:

Emery announced the next scheduled meetings of the OCCC Board of Education will be held Tuesday, February 25, 2025 in person at Central County Campus, 400 SE College Way, Newport, OR & via Zoom.

- 5:00 PM Joint Boards OCCC & LCSD Work Session
- OCCC Board of Education Business meeting will begin immediately following the work session (approximately 7:10 PM).

K. Adjournment

Emery adjourned the meeting at 8:00 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



Oregon Coast Community College Bond Projects Construction Manager's Report



Report Date: February 19, 2025

GENERAL OVERVIEW

Design meetings have begun for both the new OCATT building and existing building repairs. Focus Groups were organized this month and stakeholders invited to provide input on career training needs in the community. The design team has taken that information for use in refining scope for the new OCATT building and will be meeting again in late February to discuss and refine the design parameters. Schematic design will begin in early April. An early bid-package to begin site work and utilities installment is anticipated in time for construction this summer.

The final element of the Due Diligence and Procurement phase for the Bond Program is the selection of the Construction Manager/General Contractor (CM/GC). A Finding of Facts was published last month and the Board of Education is providing time at their February meeting to hear comments from the public, if any. An Action Item at the end of the meeting will allow the BOE to grant approval for using the CM/GC selection process. After that approval, we'll begin advertising for a qualified CM/GC firm. See the Project-Specific Activity section below for more details.

Specific repairs and deferred maintenance upgrades have been targeted for work this summer. This "fix it" menu will address immediate needs and work that can be completed without extensive design.

BUDGET

The current program budget summary is provided on the next page. The detailed budget summary is provided separately with this report. Changes since last month are noted below.

Income

No changes.

Current Budgets

This section was updated to match the current committed costs. Projected budgets will be added for individual projects as design estimates are completed.

Committed Costs

Design fee for exterior and interior architectural repairs was approved last month and has been added under each building section in the summary. To date, \$2.1 million has been committed.

Oregon Coast Community College Bond Program Construction Manager's Report

Actual Costs

Initial design fees are being expended as work is completed for each building.

OSCC Bond Program Budget Summary - Updated February 17, 2025

Budget Income Elements

	Original Budget	Current Budget	Actual To-Date	Notes
Bond Sale	\$ 33,100,000.00	\$ 36,262,284.40	\$ 36,262,284.40	Bond sale date of August 15, 2024. Current budget includes premium from bond sale of \$3,162,284.40.
State Matching Grant	\$ 8,000,000.00	\$ 8,000,000.00		
Interest on Bond Proceeds	\$ -	\$ 2,508,859.51	\$ -	Projected interest value added 10/24.
Totals	\$ 41,100,000.00	\$ 46,771,143.91	\$ 36,262,284.40	

Original Project Budgets

	OCATT Building	Central County Campus	Aquarium Building	North County Center	South County Center	Total
Construction	\$ 12,309,000.00	\$ 3,740,600.00	\$ 534,200.00	\$ 942,290.00	\$ 291,300.00	\$ 17,817,390.00
Soft Costs	\$ 1,510,900.00	\$ 1,009,962.00	\$ 144,234.00	\$ 254,418.00	\$ 78,651.00	\$ 2,998,165.00
Furnishings & Equipment	\$ 250,000.00				\$ -	\$ 250,000.00
Construction Inflation	\$ -	\$ 299,248.00	\$ 42,736.00	\$ 75,383.00	\$ 23,304.00	\$ 440,671.00
Owners Contingency	\$ 1,830,100.00	\$ 374,060.00	\$ 53,420.00	\$ 94,229.00	\$ 29,130.00	\$ 2,380,939.00
Total Original Project Budget	\$ 15,900,000.00	\$ 5,423,870.00	\$ 774,590.00	\$ 1,366,320.00	\$ 422,385.00	\$ 23,887,165.00
Note: Original budgets taken from 2023 GLAS Architects Assessment.						Non-Project Costs
						\$ 100,000.00
						\$ 23,987,165.00

Current Budgets

	OCATT Building	Central County Campus	Aquarium Building	North County Center	South County Center	Total
Construction		\$ 1,596,487.08				\$ 1,596,487.08
Design	\$ 132,815.00	\$ 141,357.16	\$ 8,013.00	\$ 112,184.00	\$ 6,233.00	\$ 400,602.16
Consultants						\$ -
Project Management	\$ 51,881.56					\$ 51,881.56
Permits & Fees	\$ 1,108.31					\$ 1,108.31
Furnishings & Equipment						\$ -
Owners Contingency & Inflation						\$ -
Total Current Project Budget	\$ 185,804.87	\$ 1,737,844.24	\$ 8,013.00	\$ 112,184.00	\$ 6,233.00	\$ 2,050,079.11
						Non-Project Costs
						\$ 58,532.41
						\$ 2,108,611.52

Committed Costs To-Date

	OCATT Building	Central County Campus	Aquarium Building	North County Center	South County Center	Total
Construction	\$ -	\$ 1,596,487.08	\$ -	\$ -	\$ -	\$ 1,596,487.08
Design	\$ 132,815.00	\$ 141,357.16	\$ 8,013.00	\$ 112,184.00	\$ 6,233.00	\$ 400,602.16
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Management	\$ 51,881.56	\$ -	\$ -	\$ -	\$ -	\$ 51,881.56
Permits & Fees	\$ 1,108.31	\$ -	\$ -	\$ -	\$ -	\$ 1,108.31
Furnishings & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Committed Costs	\$ 185,804.87	\$ 1,737,844.24	\$ 8,013.00	\$ 112,184.00	\$ 6,233.00	\$ 2,050,079.11
						Non-Project Costs
						\$ 58,532.41
						\$ 2,108,611.52

Actual Costs To-Date

	OCATT Building	Central County Campus	Aquarium Building	North County Center	South County Center	Total
Construction	\$ -	\$ 1,596,487.08	\$ -	\$ -	\$ -	\$ 1,596,487.08
Design	\$ 7,777.50	\$ 89,717.16	\$ -	\$ -	\$ -	\$ 97,494.66
Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Management	\$ 51,881.56	\$ -	\$ -	\$ -	\$ -	\$ 51,881.56
Permits & Fees	\$ 1,108.31	\$ -	\$ -	\$ -	\$ -	\$ 1,108.31
Furnishings & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Actual Costs	\$ 60,767.37	\$ 1,686,204.24	\$ -	\$ -	\$ -	\$ 1,746,971.61
						Non-Project Costs
						\$ 58,532.41
						\$ 1,805,504.02



Integrity Management Solutions

SCHEDULE

The Master Schedule for the Bond Program is being developed with the design team and will be validated once the CM/GC contractor is on board in April. In general, we are pursuing the following major milestones:

- Late February 2025 – advertise Request for Proposals (RFP) for qualified CM/GC firms
- Mid-April 2025 – recommend a CM/GC firm for BOE approval after proposal review and interviews
- April 2025 – OCATT Programming completed and Schematic design begins
- Summer 2025 – start construction of priority maintenance improvements at existing buildings
- Fall 2025 – start construction of sitework and utilities for the OCATT Building
- Summer 2026/27 – complete maintenance projects and other improvements to existing facilities

PROJECT-SPECIFIC ACTIVITY

CM/GC Selection

The final step of the Bond Program Due Diligence phase is procuring the construction contractor through the RFP process. We recommended using the CM/GC method of selecting the contractor to the OCCC Board of Education (BOE) last month and provided them with a draft Finding of Facts to support this approach. This is a widely used procurement method in the State of Oregon for public improvement projects used since the 1980s. It provides an alternative to the traditional hard-bid selection process. The CM/GC selection process allows public institutions to select a contractor based on a combination of price, experience, leadership team, schedule, project approach, safety record and references. In addition, the CM/GC is selected early in the design so they can participate with constructability reviews, cost estimates, existing condition evaluations, value-engineering suggestions, and feedback on the level of detail in the final design documents. These factors make the CM/GC process very advantageous in completing a high-quality project within budget, on-schedule and without significant impacts to campus occupants during construction.

Approval to use the CM/GC method of contractor selection is governed by ORS (Oregon Revised Statutes) section 279C.335(2) which states:

“... A local contract review Board ... may exempt a public improvement contract ... from the competitive bidding (i.e. hard-bid) requirements ... after the local contract review board approves the findings that the contracting agency submits ...”.

The Finding of Facts provided to the BOE in January, and again with this report, was developed using the guidelines in section 279C.335(2) that are applicable to the Bond projects. The BOE is acting as the “local contract review board” in this application.

Another aspect of using the CM/GC method is the requirement of the contractor agency to “hold a public hearing before approval of the Findings” to consider any objections from

Oregon Coast Community College Bond Program Construction Manager's Report

the community (refer to ORS 279C.335(5)(a)). The public hearing *“must be published in at least one trade newspaper of general circulation a minimum of 14 days before the hearing.”* We posted a notice for the hearing at the February 25 BOE meeting in the DJC and local publication on January 20. We asked that the BOE provide a brief period of time during the February meeting to hear comments, if any.

Once the hearing is completed and the BOE approves the Findings, we'll publish the RFP to begin the CM/GC selection process for the Bond program. We anticipate receiving proposals in March and reviewing them with the same selection committee who participated in the design team selection. Interviews will be conducted by early April and we'll bring the committee's recommendation for a CM/GC firm to the April BOE meeting for approval.

OCATT Design

The design kick-off meeting with the Glas-Hacker design team was held on January 24. The meeting was attended by a large group of OCCC stakeholders. A subsequent Focus Group meeting was held at the Newport campus on February 12, with a number of community representatives, to gather input on program offerings. In addition, Dave Price provided opportunity for high school students and CTE teachers to respond to a survey regarding potential programs. Future meetings with additional stakeholders are anticipated but will not impact the Programming phase of design.

The next design meeting will be held on February 27 to discuss the Focus Group results and refine the scope. The Programming phase of design will conclude in late March with a summary report and 2-3 conceptual design layouts. Following that, the Schematic design phase will begin in early April to develop 50% design documents over several months. A preliminary construction cost estimate will be developed after Schematic design.

Existing Building “Fix-It” Design

The design team received approval on February 5 to begin design for architectural and structural repairs to the existing buildings at the North, Central and South centers. These repairs have collectively been titled “Fix-It” work. This includes refinishing exterior brick and siding systems, resolving water intrusion issues, repairing damaged interior finishes, replacing corroded interior fixtures in the Aquarium Sciences building, and replacing the roof at the North center. Design will be completed mid-May and we expect construction to begin in June with completion in September 2025.

Existing Building MEPLV Design

The pre-bond building assessments identified a number of mechanical, electrical, plumbing and low-voltage (MEPLV) issues in the existing buildings. This includes HVAC controls, lighting and lighting controls, access controls, emergency power back-up and security. A series of scoping meetings were held with the design team in early February. Design proposals are in review, and we expect design to begin by the end of this month. Some of these improvements are critical because the existing systems, such as HVAC controls, are so outdated that they are periodically failing. We're working with the design

Oregon Coast Community College Bond Program Construction Manager's Report

team to expedite critical work for construction to start this summer or fall. Construction for the other systems is scheduled for summer 2026.

Existing Building Interior Improvements

The final planned element of the Bond Program will be improvements to interior spaces at all campuses. This could include renovations to the Central Commons and the North Lobby and Commons. We expect to start design for these elements in 2026 after the construction budgets for OCATT and the existing facility repairs are well established. Construction of the interior improvements will likely occur during summer 2027 and would conclude the current scope of the Bond Program.



PRESIDENT'S REPORT

BOARD OF EDUCATION
BUSINESS MEETING
FEBRUARY 25, 2025





**OCCC's newly-appointed Board
of Education Member Zone 2**



fall '24 HONOR ROLL



Congratulations, Sharks!

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P.A.C.T. GRADUATION

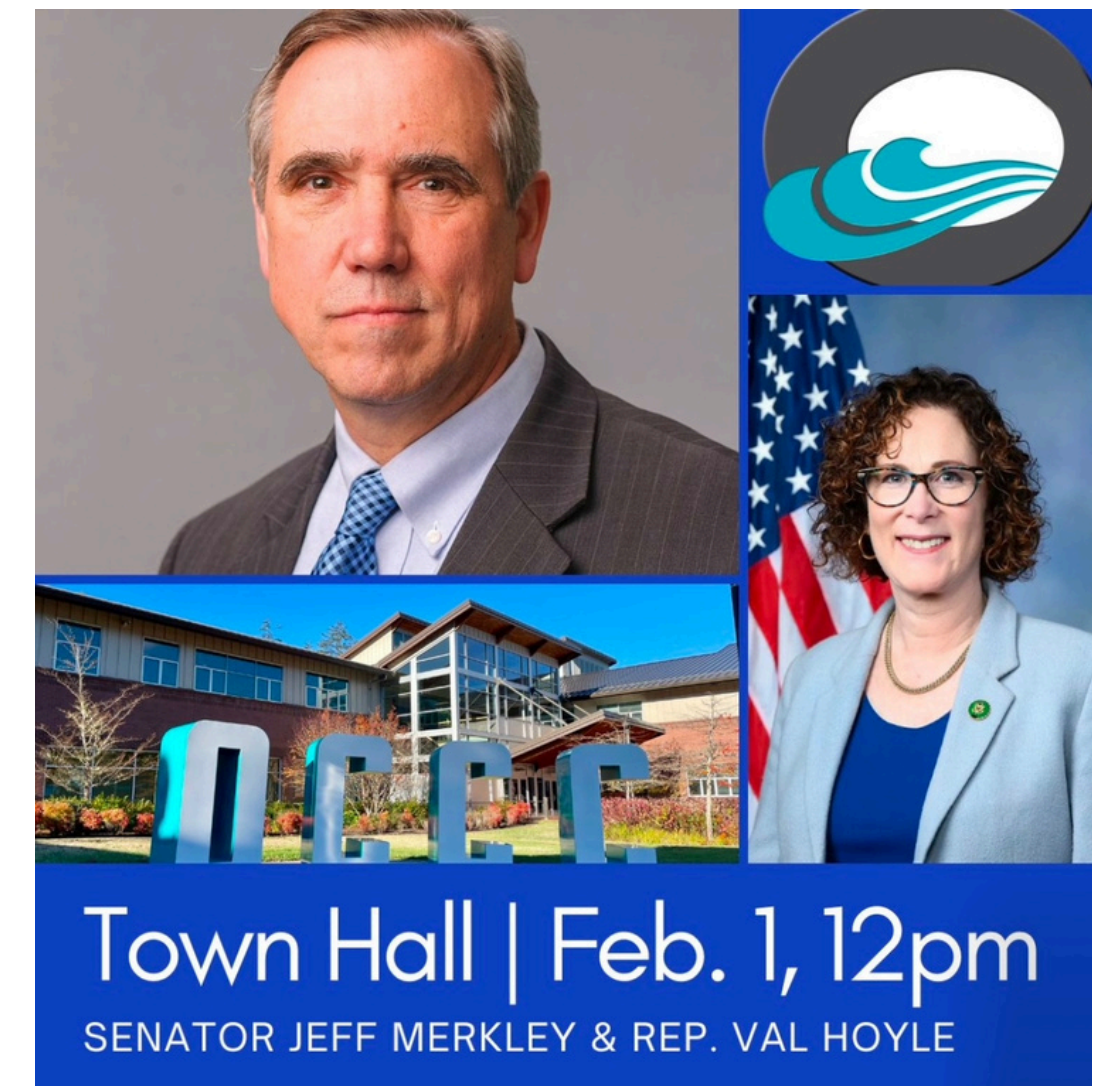
The inaugural P.A.C.T. cohort received certificates of completion from the State of Oregon BOLI Apprenticeship & Training Division, Trades Futures Apprenticeship Readiness Program (MC3), and a Non-Credit Training Certificate from OCCC.

Graduates will be pursuing careers in Electrical, Plumbing, Sprinkler Fitting, and Lineman, and other trades.



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TOWN HALL



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A.I. CONFERENCE

OREGON AI CONFERENCE



FEBRUARY 1ST & 2ND, 2025
OSU HATFIELD CAMPUS
NEWPORT, OREGON



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CTE DAY

CAREER TECH EXPO

Local Industry Partners:

- U.S. Forest Service
- Oregon Coast Aquarium
- Samaritan health Services
- WorkSource Oregon
- Central Lincoln PUD
- Lincoln County Public Health
- Georgia-Pacific

Career Tech programs highlighted included:

- Early Childhood Education
- Welding
- Pre-Apprenticeship for the Construction Trades Program
- Nursing, Nursing Assistant & Medical Assistant
- Aquarium Science
- Business
- Computer Science
- Culinary Arts
- Woodworking



**Special Thank You to
Becky York!**

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Thursday, February 20th

U.S. Rep. Val Hoyle visited the Port of Toledo Welding Lab



ENGAGEMENT



THE DOUBLE R SHOW

The Voice of Lincoln City is Back!



President Mease Roache featured on
the Double R Show Podcast, hosted by
Roger Robertson
2/6/25 “Some New Leads”



STUDENT LISTENING SESSION



Oh, yeah.
There will be PIZZA!

Feb. 10 | 11:30am
Newport Commons

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UPCOMING EVENTS



Oregon Community College Association

DON'T MISS OUT!

MARCH 5
SUMMIT & LEGISLATOR RECEPTION:
SALEM CONVENTION CENTER

MARCH 6
COMMUNITY COLLEGE LOBBY DAY:
CAPITOL

LEGISLATIVE SUMMIT

March 5 Summit: Hear from legislators & veteran advocates, learn about important legislative issues, and prepare for meeting with legislators during the CC Lobby Day on March 6!

BONUS: Stay for the Legislator Reception following the Summit on March 5 to meet and mingle with legislators and their staff. The reception (included with your registration fee!) will include a CTE Showcase with students and faculty, as well as hearty appetizers and delicious wine made by Oregon community college students!

WHO SHOULD ATTEND:
PRESIDENTS, BOARD MEMBERS,
GOV'T RELATIONS STAFF, STUDENTS

[REGISTER NOW >](#)



OCCA Legislative Summit
March 5-6th, Salem OR





Sen. Dick Anderson

LIVE TOWN HALL

DIRECT ACCESS TO YOUR SALEM ELECTEDS!

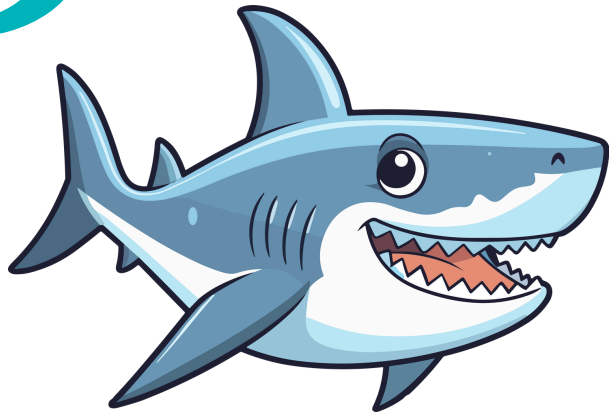
FRIDAY FEBRUARY 28

8 AM | ONLINE & IN-PERSON



Rep. David Gomberg

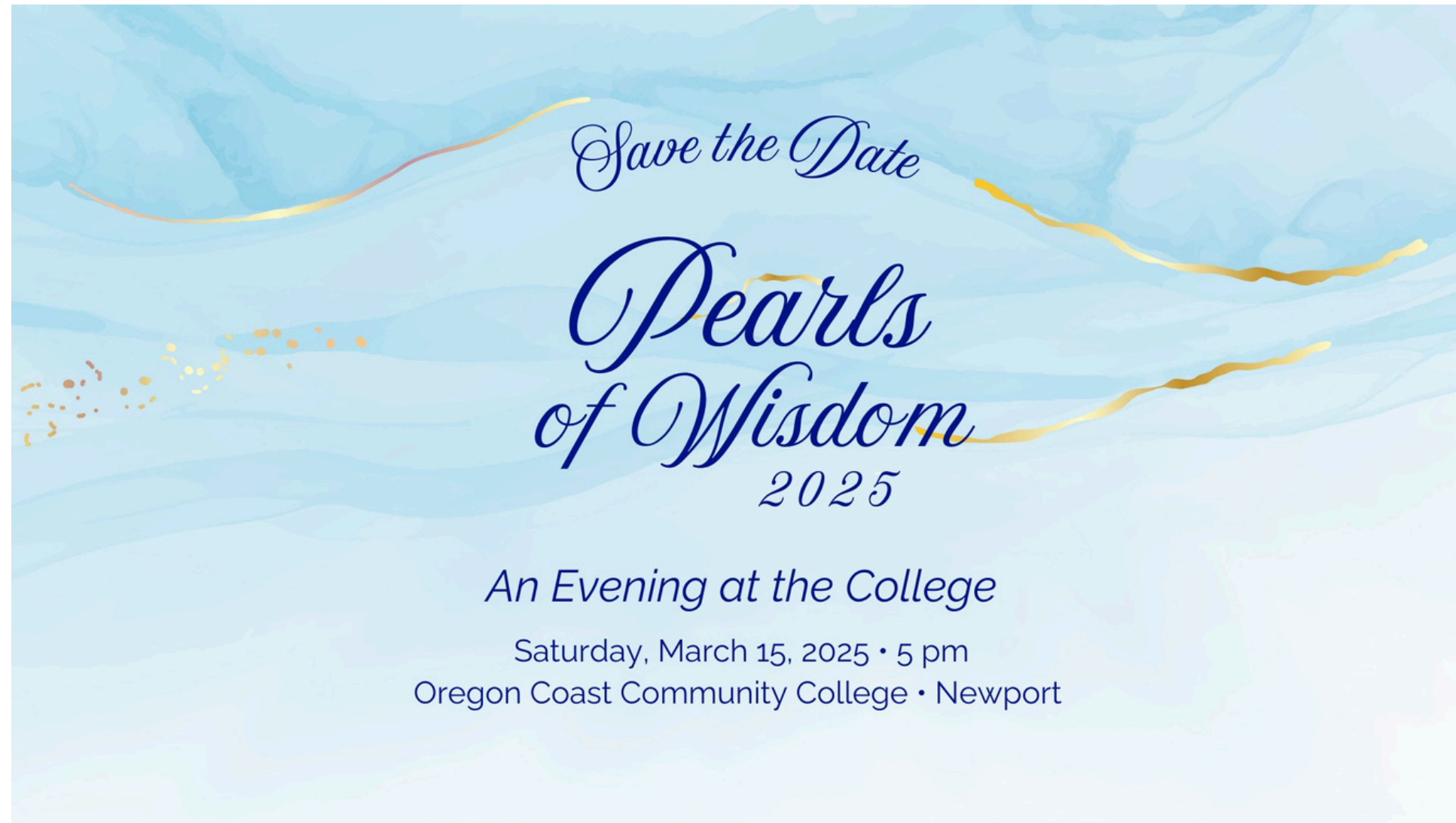
Board Retreat



To be Rescheduled

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OCCC FOUNDATION



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OCCC LIBRARY



OREGON COAST
COMMUNITY COLLEGE
LIBRARY

♥ I Love My Library ♥

Open House Activities

On Feb. 18th and 19th activities will be offered in the Library for patrons to complete. Patrons are welcome to complete all activities but will only have two total entries into the drawing.

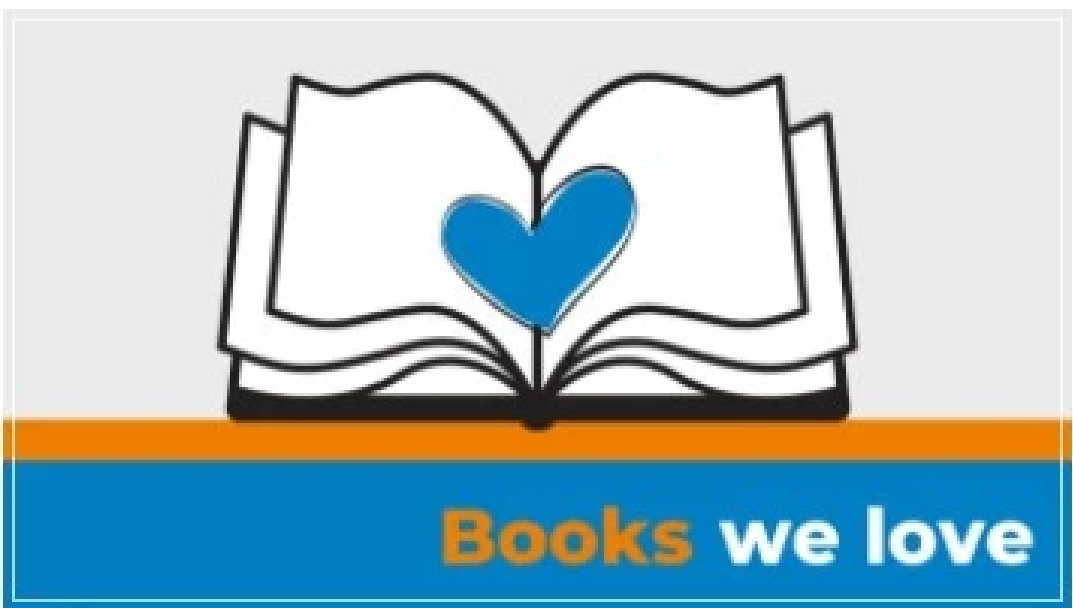
These activities will include a word search, a crossword puzzle, a scavenger hunt and “I Love My Library” Banner.

Prizes for the random drawing are:

The five prize winners will be announced on the library page at 4:45pm on Wednesday, February 19th.



Black History Month Book Display



A display full of recommendations from Library staff and patrons located by the Library Services window.

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IN THE NEWS

 newportnewstimes.com

Career Technology Expo to be held Feb. 7

Career and Technical Education (CTE) is an ever-growing part of educational curriculums across the country, and Oregon is one of the leaders...

 YachatsNews.com

OREGON COAST COMMUNITY COLLEGE EXEMPTION FROM COMPETITIVE BIDDING FOR A PUBLIC IMPROVEMENT NOTICE OF PUBLIC HEARING

EXEMPTION FROM COMPETITIVE BIDDING FOR A PUBLIC IMPROVEMENT. OREGON COAST COMMUNITY COLLEGE EXEMPTION FROM COMPETITIVE BIDDING FOR A PUBLIC...

 The News Guard

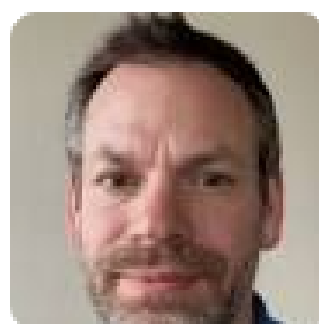
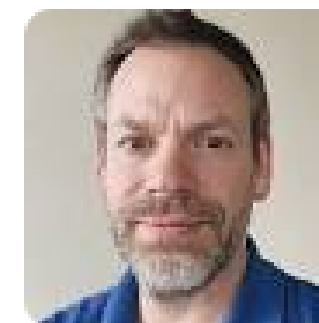
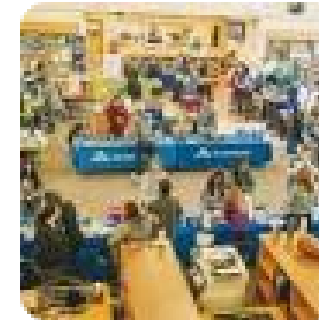
New member appointed to college board

The Oregon Coast Community College Board of Education met on Wednesday, Jan. 15, and appointed a new board member to fill a vacancy.

 YachatsNews.com

Oregon Coast CC directors appoint Alexander to board

The Oregon Coast Community College board has appointed newspaper publisher and college advocate Patrick Alexander of Lincoln City to a...



IN THE NEWS

[Aquarium Science and Nursing programs welcoming applications | Business - Newport News Times](#)

Newport News Times

Learn more and discover the full range of degree and certificate programs available at Oregon Coast Community College at oregoncoast.edu. Follow OCCC ...

 YachatsNews.com

[Lincoln County school officials refining list of possible bond projects before board decision next month](#)

LCSD / Capri Architecture The Lincoln County School District is considering building 300-seat auditoriums at high schools in Waldport,...

 newportnewstimes.com

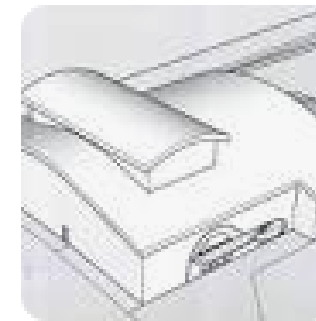
[Merkley to hold town hall in Lincoln County](#)

Oregon's U.S. Sen. Jeff Merkley will hold five town halls the first weekend in February, with in-person community conversations in Lincoln,...

 YachatsNews.com

[Merkley, Hoyle hold joint town hall Saturday in Newport](#)

NEWPORT – Sen. Jeff Merkley, D-Ore. and Rep. Val Hoyle, D-Ore. have scheduled a joint town hall beginning at noon Saturday, Feb.



IN THE NEWS

 [newportnewstimes.com](https://www.newportnewstimes.com)

Senator, representative hold town hall

It was a standing-room-only crowd as hundreds of people gathered on Saturday, Feb. 1, at a joint town hall meeting held by U.S. Sen.

 [YachatsNews.com](https://www.yachatsnews.com)

Latino residents in Lincoln County get advice on how to deal with potential federal immigration enforcement

New Oregon Coast Community College president Marshall Roache addresses a forum in Spanish during a meeting on immigration issues last month...

 [YachatsNews.com](https://www.yachatsnews.com)

Career and Technical Education exposition Friday will showcase students' work and aspirations

By Oregon Coast TODAY. Career and Technical Education is an ever-growing part of educational curriculums across the country, and Oregon is...

 [Newport News Times](https://www.newportnewstimes.com)
<https://www.newportnewstimes.com/news/college...>

College honors inaugural graduates of pre-apprenticeship trades ...

1 day ago · Oregon Coast Community College has graduated its first class of Pre-Apprenticeship for Construction Trades (PACT) students. This program, developed in conjunction with the ...



IN THE NEWS

 Newport News Times
<https://www.newportnewstimes.com> › business › small...

Small Business Development Center offers free workshop on ...

2 days ago · Scheduled for Wednesday, March 5, from 5 to 6:30 p.m., at OCCC's Central County Campus in Newport (400 SE College Way), this workshop is designed to help small businesses ...

 Newport News Times
<https://www.newportnewstimes.com> › coast_life › ...

Restoring Oregon's coastal balance: bringing sea otters back

2 days ago · Join Chanel Hason, director of outreach and community relations for the Elakha Alliance, for an engaging presentation about the organization's efforts to restore sea otters to ...

 YachatsNews.com
<https://yachatsnews.com>

OCCC annual lecture resumes Thursday, Feb. 20 with presentation ...

Feb 13, 2025 · Briefly interrupted by the pandemic, the annual Williams Lecture Series is back with an important presentation at the Lincoln City Cultural Center on Thursday, Feb. 20. Chanel ...

 YachatsNews.com
<https://yachatsnews.com> › college-receives-grant-to...

Grant allows college to now offer business workshop for free

Feb 11, 2025 · The Small Business Development Center at Oregon Coast Community College has received a state grant to offer its 90-minute workshop on disabilities at no cost.





THANK YOU

Any Questions?

???



@occcsharks



Title IX, ADA,
Drug & Alcohol

Oregon Coast
Community
College

Bruce Clemetsen, Ph.D.

Interim Vice President of Academic & Student Affairs

Title IX Coordinator

ADA/504 Coordinator

Title IX

No person in the United States shall, on the basis of sex, be excluded from participating in, denied the benefit of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

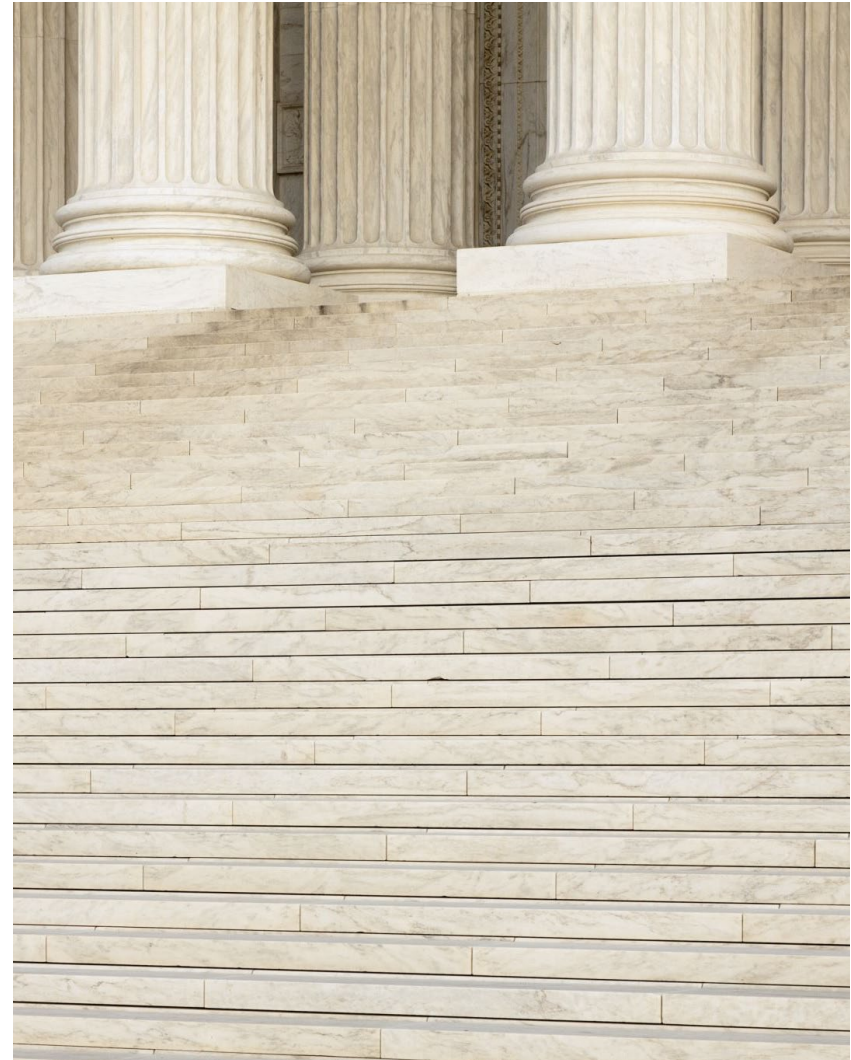
Title IX of the Education Amendments of 1972

Implementing Regulations at:

20 U.S.C. § 1681 & 34 C.F.R. Part 106

Who Does Title IX Apply to?

Students, Employees, contractors/vendors and guests/visitors



Terminology – Violations

- **Sex Discrimination**– Discrimination based on sex, including sexual orientation and gender identity in educational programs and activities.
- **Sexual Harassment** - conduct on the basis of sex prohibited by Title IX:
 - **Quid Pro Quo** - An employee/student of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
 - **Hostile Environment** - Unwelcome conduct (verbal or nonverbal) determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

Terminology – Violations Cont.

- **Dating Violence** – Violence by a person who is or has been in a romantic or intimate relationship.
- **Domestic Violence** - Violence by a current or former spouse or intimate partner, co-parent, living partner, youth, or other under state law.
- **Sexual assault** – A forcible or non-forcible sex offense under the FBI Uniform Crime Reporting System. Sexual assaults consist of any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent:
 - Rape
 - Attempted Rape
 - Sodomy
 - Fondling
 - Statutory Rape
- **Stalking** - Interference with the peace and/or safety of a person; pattern of behavior which makes an individual feel afraid, nervous or harassed.

Process

Actual knowledge - notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official of the recipient who has the authority to institute corrective measures on behalf of the recipient.

Formal complaint - a document filed and signed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.

Supportive measures - non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Investigations - The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Hearing- After completing an investigation and prior to completing a determination regarding responsibility, the College will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker.

Appeals - A Complainant or Respondent may appeal the College's determination regarding responsibility or the dismissal of a formal complaint or any allegations.

Covered Activities

On Campus

College-sponsored activities (on or off campus)

Conferences

Internships or clinical placements

Areas where the College exercises substantial control over the respondent and the context in which the sexual harassment occurs.

Does not apply to activities outside the US and its territories.

Roles and Responsibilities

- Title IX Coordinator and Deputy Coordinators:
 - Coordinates College's efforts to comply with Title IX
 - Investigations and Reporting
 - Coordinates the effective implementation of supportive measures
 - Coordinates Training

Bruce Clemetsen
Title IX Coordinator
Vice President of Academic and Student Affairs

Robin Gintner
Deputy IX Coordinator
Vice President of Administrative Services

Joy Gutknecht
Deputy IX Coordinator
Director of Human Resources

Reports

Year	2021-2022	2022-2023	2023-2024
Title IX Reports	0	0	1
Title IX Investigations	0	0	1
Hearing	0	0	0
Appeals	0	0	0

ADA/504

- ADA -A civil rights law to prohibit discrimination solely on the basis of disability in employment, public services, and accommodations.
- Section 504 - A civil rights law to prohibit discrimination on the basis of disability in programs and activities, public and private, that receive federal financial assistance.

ADA/504

- Oregon Coast Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, marital status, or religion in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:
- Oregon Coast Community College prohibits retaliation, including intimidation, threatening, harassing, coercing, or any way discriminating against the individual(s) or subjecting the individual to a materially adverse action because of the individual's complaint or participation in the grievance process.
- **Bruce Clemetsen, 541-867-8511, bruce.clemetsen@oregoncoast.edu or Joy Gutknecht, 541-867-8515, joy.gutknecht@oregoncoast.edu**
400 SE College Way, Newport, OR 97366

Student Accessibility Services (SAS)

- SAS is dedicated to providing students with disabilities and other accessibility needs equitable opportunities to experience all OCCC programs and services fully. This work is directly related to our nondiscriminatory policy. SAS works with all faculty and staff to support them by ensuring services and programs are accessible by providing one-on-one support, training, workshops, and consulting. This department is as much of a resource to faculty as it is to students. This work is rooted in our obligations to ensure that OCCC follows all laws and requirements related to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Our support of and collaboration with faculty further our mission to serve a diverse community of students and provide each person with the opportunity to use their education at OCCC to open new doors. SAS recognizes each student as a responsible partner in accessing and utilizing all the services available to them through SAS.

Grievance Process

- Students, Employees, or third parties may initiate a complaint
- After a complaint is submitted and filed, a determination will be made to investigate the complaint. If a complaint needs to be investigated, the complainant and respondent will be notified in writing of the investigation.
- Decision provided
- Appeals process
- Federal or State OCR complaint Process

Reports

Year	2021-2022	2022-2023	2023-2024
ADA/504 Reports	0	0	2
ADA/504 Investigations	0	0	2
Appeals	0	0	2
Voluntary Resolution Agreement (OCR)	0	0	2

Drug & Alcohol Prevention

- The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illicit drugs both by students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees.

Drug & Alcohol Prevention

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
2. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
5. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

Drug & Alcohol Prevention

Employees:

Vector Training

Students:

Annual Notice

Reports

Year	2021-2022	2022-2023	2023-2024
Reports	0	0	1
Warnings SC or EC	0	0	0
Referrals	0	0	0

E.a. First Read: Board Policy Chapters 4, 5, & 6

Memo February 19, 2025

To: Board of Education

From: Dr. Birgitte Ryslinge, Accreditation Liaison Officer

RE: Board Policy Review Process and Updates

Dear Board of Education,

One of my retirement commitments to the Board was completion of this cycle of Board Policy Review initiated in 23-24. This month we restart this process. This memo provides context, given the change in Board composition since we undertook our first Board Policy review work in 2015 in preparation for our initial application for independent accreditation.

Effective Community College governance requires a cohesive set of Board policies that guide the Board, the President and the institution in the execution of delegated powers. Board Policy also serves to clearly link policy with regulatory (state and federal) compliance, and accreditation standards. Our accrediting agency, the Northwest Commission on Colleges and Universities (NWCCU) generally prefers that Boards examine their own policies at least every five years.

OCCC, along with many other Oregon Community Colleges, subscribes to a Policy Service through the Oregon Community College Association. The service provides sample federally compliant board policies (BP) customized to reflect Oregon law and Northwest Accrediting Commission standards. Institutions may further customize to reflect local practice or culture. The service provides annual updates of compliance changes, and more immediate updates for unexpected regulatory changes (as we are experiencing now).

The OCCC Board has approximately 120 Board Policies. Depending on the level of change, it can take multiple years to review and update them all. OCCC's initial review in 2015 involved a significant overhaul and focused on only the minimum legally required policies. We completed another cycle of expanded review in 18-19, and our current third cycle began in April 2023. This history is to assure you that the February Board Policy Review packet, though lengthy, includes only one new Board Policy, the vast majority of updates are minor, and policies have received at least two prior Board reviews since 2015.

In the packet, removed language is ~~crossed out~~, and new language or a reference change is shown in **yellow**. With very few exceptions, Board Policy is presented for First Read in one meeting, questions or suggestions are emailed within the following two weeks, and then the Policy is voted on in the following meeting. All BPs in this packet are for first read.

Regards,

Birgitte Ryslinge,

Accreditation Liaison Officer, Oregon Coast Community College

Board Policy Packet – February 2025

First Read 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, Entirety of Chapter

Summary of Policy Changes Table

BP #	Name	Changes	Notes
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

Board Policy Review

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Chapter 4: Academic Affairs

BP 4230: Grading and Academic Record

New Policy: Reviewed and Adopted __/__/__

References: NWCCU Standard 2.G.2

Courses shall be graded using the grading system established by the academic administration in consultation with the faculty of Oregon Coast Community College and made available to students. Grades assigned in each course are to be recorded on the student's permanent record.

BP 4070 Course Auditing and Auditing Fees

Minor Change: Reviewed, Updated, and Renewed on __/__/__

References:

ORS 341.290

ORS 341.518 (Senior tuition waiver)

Students may audit graded credit courses. ~~The fee for auditing courses shall be full tuition and fees.~~ Students who audit a course will pay regular tuition and fees. The student must request and obtain the instructor's permission to audit a course. ~~Students must have their request and instructor permission submitted by the published deadline. Once the deadline to request an audit has passed, no student shall be permitted to change his/her/their enrollment to receive credit for the course.~~ An audited course will not meet requirements for a certificate or degree and does not count towards enrollment status for financial aid or other enrollment status benefits.

Priority in class enrollment shall be given to students enrolled in the course for earned credit toward a degree or certificate.

The Senior Tuition Waiver program authorized by the Oregon legislature allows eligible students, based on age, to audit a limited number of credit courses for personal enrichment at a discounted tuition rate. Pre-credit and specific course fees are not discounted and must be paid in full.

Chapter 5: Student Services

BP ~~6301~~ 5021 Tuition and Fees

Moderate Change & Number Change: Reviewed, Updated, and Renewed on __/__/__

References: NWCCU Standards ~~2.D.5~~ 2.G.2

ORS 341.290 (7)

The Board shall establish tuition rates for the academic year and set refund schedules for students withdrawing from the College. The Board will also approve all other student fees that are of general nature and impact the student body. Each year, the board may adjust the per-credit tuition rate to reflect the needs of the college. The rate will be rounded to the nearest half-dollar and become effective the following academic year. The President shall submit recommended rates and fees and refund schedules to meet the budget calendar, and ensure that tuition and fee rates once set, are publicized.

Research in community colleges broadly and experience at OCCC has shown that implementing a single large increase in tuition in one year because tuition has not kept pace with inflation negatively impacts students' ability to project and plan for their cost of education and might also impact enrollment. In order to maintain a constant tuition rate relative to inflation, each year, the board will consider an appropriate index for two-year public colleges on which to discuss a tuition increase. Based on recommendations from the President, the Board will also consider tuition increases beyond the inflationary adjustment, based on other revenue and expense considerations. Guidelines for the consideration of changes in tuition include:

- A. The college will be mindful of our market in determining tuition rates by reviewing tuition rates at other Oregon community colleges and local economic trends impacting our citizens.
- B. Regular incremental changes are preferred over large increases in some years and small or no rate changes in other years.
- C. Student tuition shall be set at the lowest responsible level consistent with the necessary resources for providing high-quality academic programs and services.
- D. Changes in the level of state funding per student will be considered in the adjustment (up or down) of student tuition and fees.
- E. Tuition is the only significant source of revenue under the direct control of the board. Taking into consideration all revenue sources, the board will annually review the amount of tuition revenue required to:
 - a. Provide sufficient revenue to meet the essential budget level (EBL) required for college operations to meet annual fiscal requirements.
 - b. Fund the costs of new initiatives that are focused on meeting the strategic goals the board has established for the college.

In the event of a significant change in non-tuition resources, increases or decreases, the College President may propose a tuition increase or decrease during the fiscal year that partially addresses the impact of the unplanned funding change from external resources

Waivers and Reduction of Tuition

It shall be the policy of the OCCC Board of Education to allow the College President the authority to reduce or waive tuition as required by statute, contract, or to meet a compelling community need.

Chapter 6: Business and Fiscal Affairs

BP 6100 Delegation of Authority, Business and Fiscal Affairs

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The Board of Education delegates to the President the authority to supervise the general business procedures of the Oregon Coast Community College to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President shall make appropriate, periodic reports to the Board of Education and shall keep the Board of Education fully advised regarding the financial status of the Oregon Coast Community College.

BP 6150 Designation of Authorized Signatures

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 341.703

Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President, the Vice President of Administrative Services, and other officers as may be appointed and designated by the President.

BP 6200 Budget Preparation

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard 2.F.2 and 2.F.3 2.E.2

ORS 294.305 to 294.565 (Local Budget Law)

Each year, the President shall present a budget to the Board of Education. The schedule for the presentation and review of budget proposals shall comply with Oregon law and regulations and provide adequate time for the Board of Education to study.

Budget development shall meet the following criteria:

1. The annual budget shall support the College's strategic and educational plans.
2. Assumptions upon which the budget is based are presented to the Board of Education for review.
3. A schedule is provided to the Board of Education by September 1 of each year that includes dates for the presentation of the tentative budget, public hearing(s), Board of Education meetings related to budget development, and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Education regarding the proposed budget or any item in the proposed budget.
4. Changes in the assumptions upon which the budget was based shall be reported to the Board of Education in a timely manner.
5. Budget projections should address long-term goals and commitments.

BP 6250 Budget Management

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard ~~2.A.30~~ 2.E.3; ORS 294.305 to ORS 294.565 (Local Budget Law)

The budget shall be managed in accordance with Board Policy, Generally Accepted Accounting Principles, and Oregon statute. Budget revisions shall be made only in accordance with these policies and as provided by law.

The Oregon Coast Community College's unrestricted general reserves shall be no less than 10% of budgeted expenditures.

Revenues accruing to the Oregon Coast Community College in excess of the amounts budgeted shall be added to the Oregon Coast Community College's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Education that sets forth the need according to major budget classifications in accordance with applicable law.

BP 6300 Fiscal Management

Minor Update: Reviewed, Updated and Renewed on __/__/__

References: 2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq. NWCCU Standards ~~2.A.30, 2.F.1, and 2.F.1, and 2.F.4~~ 2. E.3 ORS 294.305 to 294.565

The President shall establish procedures to assure that the Oregon Coast Community College's fiscal management is in accordance with Board Policy, Generally Accepted Accounting Principles, ~~and~~ Oregon statute, and Federal Regulations.

Accordingly, the President shall:

- Avoid fiscal jeopardy and assure that actual expenditures reflect Board priorities as established in budgets and policies.
- Establish and maintain an adequate internal control structure and procedures for financial operations and reporting.
- Ensure fiscal objectives, procedures, and constraints are communicated to the Board of Education and employees.
- Ensure adjustments to the budget are made in a timely manner, when necessary.

The President will present a quarterly report showing the financial and budgetary conditions of the Oregon Coast Community College to the Board of Education.

BP 6301 Tuition and Fees

Number Change; Move to Ch 5, Student Affairs as BP 5021

BP 6320 Investments

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 294.805 to 294.895 (Local Government Investment Pool)

The President is responsible for ensuring that the funds of the ~~Oregon Coast Community College~~ not required for the immediate needs of the ~~Oregon Coast Community College~~ **be invested.** Investments shall be in accordance with state law.

Investments shall be made based on the following criteria:

- *The preservation of the principal shall be of primary importance.*
- *The investment program must remain sufficiently flexible to permit the ~~entity~~ **College** to meet all operating requirements.*
- *Transactions ~~should be avoided that might impair public confidence~~ **that might impair public confidence should be avoided.***

The college shall maintain a current investment administrative policy that applies to all funds budgeted and accounted for in the college's annual financial report, apart from funds held in custody by the country treasurer or fiscal officer and deferred employee compensation. The primary objectives in managing excess funds will be the preservation of principal, liquidity to meet cash requirements, and maximizing the rate of return on the financial portfolio. The safety of funds shall be the paramount goal.

BP 6330 Purchasing

Moderate Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 279A, ORS 279B, Oregon Community College Rules of Procurement

The President has delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the Oregon Coast Community College.

Only the President, or formally designated representatives, may commit the College to financial obligations or contractual agreements. This authority may be delegated by the President to other administrative officers to meet special needs. No obligation may be incurred unless it has been first authorized in the budget or by the budget change process. Any person otherwise obligating the College financially or contractually may be held personally liable for such obligation.

Needed goods and services should be obtained at the lowest possible costs while meeting the quality needs of the College. If price and quality are the same, preference shall be given to vendors within the College District. The purchasing power of the College shall not be used for private or personal benefit.

All procurement on behalf of the College shall be executed in accordance with the requirements of Public Contracting Code 279A.050 (Procurement Authority), 279A.055 (Personal Services Contracts), 279A.060 (Local contract review Boards), 279A.070 (Rules) and Community College Rules of Procurement.

The following purchase limits apply to all College purchases (all dollar amounts are annual):

- Purchasing amounts of \$25,000 to \$99,999.99 require three written quotations that will be reported to the Board of Education.
- Purchases amounting to \$100,000 or more require final approval by the Board of Education.
- Purchases of \$100,000 or more that are exempted from the formal bidding process will be reported to the Board of Education.

~~Special procurements/exemptions listed in ORS 279A.025 or elsewhere in ORS 279 as exempt from the formal competitive bidding process or competitive sealed proposals but require the use of quotes and/or other purchasing processes that would result in savings to the district. Any additional special procurements/exemptions require board approval.~~

~~The Board of Education reserves the right to reject any and all bids if such action is deemed to be in the best interest of the College.~~

All transactions above \$25,000 (annually) under this policy that do not require Board approval shall be reported to the Board of Education at least quarterly.

6340 Bids and Contracts

No Change: Reviewed and Renewed on __/__/__

References: NWCCU Standards 2.A.26 2 Code of Federal Regulations Part 200.318
ORS 279A, ORS 279B, ORS 279C, Community College Rules of Procurement

The Board of Education delegates to the President the authority to enter into contracts (including Intergovernmental Agreements) on behalf of the Oregon Coast Community College and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts above an annual value of \$100,000 are not enforceable obligations until they are ratified by the Board of Education.
- Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the entity that exceeds the amounts specified in Board Policy 6330 shall require prior approval by the Board of Education.
- College procedures and rules will provide for the fair and equitable treatment of all persons involved in public purchasing by the College, to maximize the purchasing value (e.g. vendor's ability to respond, the reputation of the bidding firm, quality of both materials and services) of public funds and procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.
- The College will at all times respect the public trust, avoiding any real or perceived favoritism in purchasing and contractual matters. Administrative rules of the college will be strictly adhered to by all agents of the college.
- The OCCC Board of Education acts as the college's local contract review board.

BP 6400 Financial Audits

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard ~~2.F.7~~ 2.E.1, ORS 297.425 ORS 341.709

There shall be an annual outside audit of all funds, books, and accounts of the College. The President shall assure that an annual outside audit is completed consistent with the requirements of Oregon Municipal Audit Law. The President shall annually recommend a certified public accountancy firm to the Board of Education with which to contract for the annual audit, and the Board shall appoint an independent auditor. The audit report and findings will be presented to the Board of Education within two months of the completion of the audit.

BP ~~6450~~ 6455 Travel

Number Change: Reviewed, Updated and Renewed on __/__/__

References: Oregon ~~Government Ethics laws outlined in~~ ORS 244

The President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the College.

The President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advances of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board of Education.

BP 6500 Property Management

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The President is delegated the authority to act as the Board of Education's negotiator regarding all property management matters that are necessary for the benefit of the Oregon Coast Community College.

No transaction regarding the sale or exchange of real property by the College shall be enforceable until acted on by the Board of Education itself.

The President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the College.

BP 6520 Security for College Property

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290

The President shall establish procedures necessary to manage, control, and protect the assets of the Oregon Coast Community College including, but not limited to,

1. Ensure sufficient security to protect property, equipment, and information from theft, loss, or significant damage.
2. Ensure the organization's public image or credibility, guiding against actions that would hinder the accomplishment of its mission.
3. Ensure the organization, its Board, or its staff, are not unnecessarily exposed to claims of liability.
4. Protect intellectual property, information, and files (digital and paper) from loss or significant damage

5. Ensure that plant and equipment are not subjected to improper wear and tear or insufficient maintenance.

BP 6540 Insurance and Risk

No Change: Reviewed and Renewed on __/__/__

References: ORS 30.282, ORS 341.290 (22)

The President shall be responsible to secure insurance for the College which shall include but is not limited to the liabilities described here. The College may participate in joint powers arrangements or may engage in a course of self-insurance for the purposes described in this policy.

The President will ensure the College maintains a portfolio of insurance coverage sufficient to manage its property and liability risks, provide for the health and well-being of employees, protect the College and its employees while performing assigned duties, and protect students while participating in college-sponsored activities. The President shall also designate responsibility for managing these related functions:

1. Determine how much risk the College will assume, and how much to transfer to external insurance pools.
2. Insure against theft and casualty losses and against liability losses to Board members, staff, and the organization itself, in an amount similar to the average for comparable organizations.
3. Prevent uninsured personnel from access to material amounts of funds.

BP 6550 Disposal of Property

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: ORS 341.290 (5), **ORS 271.300 to 271.360**

The President is delegated authority by the Board of Education to declare as surplus such personal property of the Oregon Coast Community College as is no longer useful for the Oregon Coast Community College's purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Education on a periodic basis. This policy shall not be construed as authorizing any representative of the Oregon Coast Community College to dispose of surplus real property at any time.

BP 6600 Capital Construction

Minor Changes: Reviewed, Updated and Renewed on __/__/__

References: ~~NWCCU Standard 2.f.5~~ (ORS 341.2+0 (20)

The President is responsible for planning and administrative management of the College's capital outlay and construction program.

The College's construction projects shall be supervised by the President. The Vice President of Administrative Services ~~Chief of Finance and Operations~~ shall ensure ~~monitor~~ the monitoring of progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

BP 6700 Facilities Use

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.290 (4)

There are certain facilities on College's campus and centers that are suitable for public use. Use of these facilities will be approved pursuant to the procedure and as provided by law and this Board Policy. The President shall establish procedures regarding the use of college property and facilities, including property designated by the College as suitable for use by community groups, outside contractors, and others.

The procedure shall reflect the requirements of applicable law, and shall include reasonable rules regarding the time, place, and manner of use of the College's facilities. They shall assure that persons or organizations using the College's property are charged such fees as are authorized or required by law. Public use of the College's property shall not interfere with scheduled instructional programs or other activities of the College on behalf of students.

No group or organization may use the Oregon Coast Community College's property to unlawfully discriminate based on race, color, religion, ancestry, national origin, military or veteran status, disability, gender (*gender identity, gender expression, or sexual orientation*), or on any basis prohibited by law.

In granting permission to use these facilities, the College will not discriminate based on the viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

BP 6750 Parking

No Change: Reviewed and Renewed on __/__/__

References: ORS 341.300

The President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures. Parking fees may be established in accordance with board policies.

BP 6800 Occupational Safety

No Change: Reviewed and Renewed on __/__/__

References: 29 Code of Federal Regulations Parts 1910.101 et seq.
49 Code of Federal Regulations Parts 40 and 655
ORS 654 (Oregon Safe Employment Act)

The President shall establish administrative procedures to ensure the safety of employees and students on the College's sites, including the following:

1. Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991.
 - a. Specifically, the College shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA).
 - b. Compliance with these policies and procedures may be a condition of employment.
2. Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce or control safety and health risks.
3. Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the Oregon Coast Community College for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.

BP 6802 Integrated Pest Management

No Change: Reviewed and Renewed on __/__/__

References: ORS 634.700 to 634.750

Oregon Coast Community College shall adopt and implement an integrated pest management plan (IPM) that emphasizes the least possible risk to students, employees, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. ~~See Admin Policy 6802~~

BP 6900 Auxiliary Services Including Bookstore

Minor Change: Reviewed, Updated and Renewed on __/__/__

References: NWCCU Standard 2.D.12

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the district any and all supportive services, specialized programs, and functions. The president shall establish the administrative procedures necessary to fully comply with the law relating to auxiliary organizations. Contracts for outside vendors to operate auxiliary services shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

Your College Store (YCS) is established and operated by the College. YCS functions as both the bookstore serving students' academic needs and also as a food provider for staff and students. Operational costs of YCS shall be paid from revenue earned from YCS. Fiscal management of YCS shall be in accordance with accounting practices as required by State and Federal law and its records shall be included in the annual audit of the College, the results of which will be presented to the Board of Education.

F.a.

Memo February 19, 2025

To: OCCC Board of Education

From: Dr. Marshall Mease Roache, President

Prepared by: Dr. Birgitte Ryslinge, Accreditation Liaison Officer

RE: Title IX Rollback to 2020 Title IX regulations, OCCC Board Policy 3433.

Dear Board,

I recommend the Board act in exception to Board Policy 2410 and immediately adopt the attached revised Board Policy 3433 in order to align OCCC with current Title IX federal interpretation, and to allow the president going forward to make administrative adjustments to BP 3433 to retain compliance in rapidly shifting conditions. My recommendation derives from guidance issued by the Department of Education, and OCCA Policy Service (Karen Smith, Senior Policy Advisor & General Counsel, and a review of relevant OCCC Board Policy regarding the change process).

Excerpt from 2/2/2025 Dear Colleague Letter, Department of Education.

This letter is to clarify that, in light of a recent court decision, the United States Department of Education's (ED) Office for Civil Rights (OCR) will enforce Title IX under the provisions of the 2020 Title IX Rule,² rather than the 2024 Title IX Rule.³ Accordingly, lawful Title IX enforcement includes, inter alia, the definition of sexual harassment, the procedural protections owed to complainants and respondents, the provision of supportive measures to complainants, and school-level reporting processes as outlined in the 2020 Title IX Rule

Excerpt from Karen Smith (OCCA) 2/7/2025 email.

While we await the federal legal update, you should revert back to the board policy and administrative procedures templates that are consistent with the 2020 Title IX regulations. When you post these policies, it would be a good practice in this case to add a note that due to changes occurring at the federal level as a result of lawsuits and the change in administrations, the college reserves the right to update these policies and procedures at any time to comply with state and federal laws and regulations.

OCCC Board Policy Process Considerations:

While BP 2410 Board Policies and Administrative Procedures states *Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended*, 2550 Participation in Local Decision Making creates an exception to the public participation allowed by the two meeting rule: *Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided an opportunity to participate.* Board Policy 2430 Delegation of Authority to the College President notes the President is responsible to the Board for the proper administration of the college, which presumably would include a responsibility to maintain federal compliance.

Follows is the wording of the Motion to implement under an exception, followed by the proposed revised BP 3433

Motion: Move to approve and adopt the Revised BP 3433 Prohibition of Sexual Harassment under Title IX, as an exception to practice under BP 2410 Board Policies and Administrative Procedures AND authorize President Roache to update BP 3433 and any related policies and procedures at any time to comply with rapidly changing state and federal laws and regulations. Any changes will be reported to the Board at the next scheduled Board Meeting.

Revised BP 3433 Prohibition of Sexual Harassment under Title IX
(Returned to pre-2024 Title IX Rule 2/25)

References:

Title IX of the Education Amendments Act of 1972.
34 Code of Federal Regulations Part 106
Returned to pre-2024 Title IX Rule 2/25

Notes:

- 1. Due to changes occurring at the federal level as a result of lawsuits and the change in administrations, Oregon Coast Community College reserves the right to update BP 3433 and any related policies and procedures at any time to comply with state and federal laws and regulations.*
- 2. The college recognizes that federal and state laws differ in terms of procedural practices and protections based on gender identity. The Title IX Coordinator will determine whether a complaint is to be investigated as a potential violation of Title IX and/or Oregon sexual harassment law. Procedures required for Title IX will be followed for all complaints that could reasonably result in a Title IX violation. If the complaint does not meet the requirements of being a potential Title IX violation, the state procedures and definitions will be applied to the investigation.*

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and Oregon Coast Community College will not tolerate sexual harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If

the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define sexual harassment on campus. The President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the College its employees, students, and agents.

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

OREGON COAST COMMUNITY COLLEGE

2025-2026 Academic Calendar Proposal (Revised 1/22/2025)

Term	Summer 2025	Fall 2025	Winter 2026	Spring 2026
Term Length	8 Weeks	11 Weeks	11 Weeks	11 Weeks
Classes Begin	July 1, 2025	September 22, 2025	January 5, 2026	March 30, 2026
End of Term	August 23, 2025	December 6, 2025	March 21, 2026	June 13, 2026
College Closures (Holidays & In-Service)	Independence Day Observed July 3, 2025 Labor Day September 1, 2025	All-College In-Service September 19, 2025 Veterans Day November 11, 2025 Thanksgiving & Day After Thanksgiving November 27-28, 2025 Christmas Eve & Christmas Day December 24-25, 2025 New Year's Eve Day Dec 31, 2025	New Year's Day January 1, 2026 Martin Luther King Jr. Day January 19, 2026 Presidents Day February 16, 2026	Spring In-Service April 17, 2026 Memorial Day May 25, 2026 Juneteenth June 19, 2026

OREGON COAST COMMUNITY COLLEGE

2026-2027 Academic Calendar Proposal

Term	Summer 2026	Fall 2026	Winter 2027	Spring 2027
Term Length	8 Weeks	11 Weeks	11 Weeks	11 Weeks
Classes Begin	July 6, 2026	September 21, 2026	January 4, 2027	March 29, 2027
End of Term	August 29, 2026	December 5, 2026	March 20, 2027	June 12, 2027
College Closures (Holidays & In-Service)	Independence Day Observed July 2, 2026 Labor Day September 7, 2026	All-College In-Service September 18, 2026 Veterans Day November 11, 2026 Thanksgiving & Day After Thanksgiving November 26-27, 2026 Christmas Eve & Christmas Day December 24-25, 2026 New Year's Eve Day Dec 31, 2026	New Year's Day January 1, 2027 Martin Luther King Jr. Day January 18, 2027 Presidents Day February 15, 2027	Spring In-Service April 16, 2027 Memorial Day May 31, 2027 Juneteenth Observed June 18, 2027

OREGON COAST COMMUNITY COLLEGE

2027-2028 Academic Calendar Proposal

Term	Summer 2027	Fall 2027	Winter 2028	Spring 2028
Term Length	8 Weeks	11 Weeks	11 Weeks	11 Weeks
Classes Begin	July 6, 2027	September 20, 2027	January 4, 2028	March 27, 2028
End of Term	August 28, 2027	December 4, 2027	March 18, 2028	June 10, 2028
College Closures (Holidays & In-Service)	Independence Day Observed July 5, 2027 Labor Day September 6, 2027	All-College In-Service September 17, 2027 Veterans Day November 11, 2027 Thanksgiving & Day After Thanksgiving November 25-26, 2027 Christmas Eve December 24, 2027 Christmas Day Observed December 27, 2027 New Year's Eve Day Dec 31, 2027	New Year's Day Observed January 3, 2028 Martin Luther King Jr. Day January 17, 2028 Presidents Day February 21, 2028	Spring In-Service April 14, 2028 Memorial Day May 29, 2028 Juneteenth June 19, 2028

OREGON COAST COMMUNITY COLLEGE

2028-2029 Academic Calendar Proposal

Term	Summer 2028	Fall 2028	Winter 2029	Spring 2029
Term Length	8 Weeks	11 Weeks	11 Weeks	11 Weeks
Classes Begin	July 3, 2028	September 25, 2028	January 8, 2029	April 2, 2029
End of Term	August 26, 2028	December 9, 2028	March 24, 2029	June 16, 2029
College Closures (Holidays & In-Service)	Independence Day July 4, 2028 Labor Day September 4, 2028	All-College In-Service September 22, 2028 Veterans Day Observed November 10, 2028 Thanksgiving & Day After Thanksgiving November 23-24, 2028 Christmas Eve Observed December 22, 2028 Christmas Day December 25, 2028 New Year's Eve Day Observed Dec 29, 2028	New Year's Day January 1, 2029 Martin Luther King Jr. Day January 15, 2029 Presidents Day February 19, 2029	Spring In-Service April 20, 2029 Memorial Day May 28, 2029 Juneteenth June 19, 2029

OREGON COAST COMMUNITY COLLEGE

2029-2030 Academic Calendar Proposal

Term	Summer 2029	Fall 2029	Winter 2030	Spring 2030
Term Length	8 Weeks	11 Weeks	11 Weeks	11 Weeks
Classes Begin	July 2, 2029	September 24, 2029	January 7, 2030	April 1, 2030
End of Term	August 25, 2029	December 8, 2029	March 23, 2030	June 15, 2030
College Closures (Holidays & In-Service)	Independence Day July 4, 2029 Labor Day September 3, 2029	All-College In-Service September 21, 2029 Veterans Day Observed November 12, 2029 Thanksgiving & Day After Thanksgiving November 22-23, 2029 Christmas Eve & Christmas Day December 24-25, 2029 New Year's Eve Day Dec 31, 2029	New Year's Day January 1, 2030 Martin Luther King Jr. Day January 21, 2030 Presidents Day February 18, 2030	Spring In-Service April 19, 2030 Memorial Day May 27, 2030 Juneteenth June 19, 2030