



Board of Education Meeting Agenda

Date: Thursday, July 12, 2018

TBCC Board Meeting – TBCC Campus – 5:00pm – 6:00pm

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|--------------------|---|--|
| 1. | Call to Order • Acknowledge Guests ----- | Chair Gervasi |
| 2. | Consent Agenda: ----- a. Approval of Agenda b. Approval of June 4, 2018 Minutes | (ACTION) Chair Gervasi |
| 3. | Invitation for Public Comment ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. | Chair Gervasi |
| 4. | New Business and/or focused policy discussions a. Interviews for Zone 4 Board Position b. Discussion of Zone 4 Board Position Applicants c. Selection of Zone 4 Board Position (ACTION) d. Swear in New Zone 4 Board Member(ACTION) e. Policy 202 Revisions.....(ACTION) f. 2018-19 Organization, Finance, and Legal Designations (ACTION) | Chair Gervasi Chair Gervasi Chair Gervasi Chair Gervasi President Tomlin CFO Williams |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda Board Member Discussion Items ----- a. President’s Report----- | Chair Gervasi President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (ACTION) Chair Gervasi |

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION-----

Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- (Action) Chair Gervasi
MOTION TO APPROVE THE CONSENT AGENDA FOR THE JULY MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of June 4, 2018 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JULY MEETING.

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| 4. | New Business and/or focused policy discussions | |
| | a. Interviews for Zone 4 Board Position | Chair Gervasi |
| | b. Discussion of Zone 4 Board Position Applicants | Chair Gervasi |
| | c. Selection of Zone 4 Board Position | (ACTION) Chair Gervasi |
| | d. Swear in New Zone 4 Board Member | (ACTION) Chair Gervasi |
| | e. Policy 202 Revisions..... | (ACTION) President Tomlin |
| | f. 2018-19 Organization, Finance, and Legal Designations..... | (ACTION) CFO Williams |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda Board Member Discussion Items ----- | Chair Gervasi |
| | a. President's Report----- | President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (ACTION) Chair Gervasi |



June 4 Board of Education Meeting Minutes

Date: Monday, June 4, 2018

TBCC Special Board Meeting for Budget Hearings – TBCC Campus – 6:00pm – 6:10pm

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Mary Jones, Billy Schreiber, Tamra Gammon, Pam Zweifel

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Kyra Williams, Jean Garcia-Chitwood, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Williams, Michael Weissenfluh, Britney Noel, Arlene Soto.

Description

Resource

Call to Order (agenda item A1)-----Chair Gervasi
Chair Kathy Gervasi called the TBCC Special Board Meeting for Budget Hearings to order at 6:00pm.

Approval of the Agenda (agenda item B1)------(Action) Chair Gervasi
Mary Faith Bell motioned to approve the Special Board Meeting for Budget Hearings Agenda. Billy Schreiber seconded the motion. The motion carried.

Public Hearing on 2017-2018 Supplemental Budget (agenda item C1)----- CFO Williams
CFO Williams explained that there are four funds being impacted on the supplemental budget. The general fund is an offset of the transactions happening in the special funds. Transfers from the special fund are being used to accommodate unanticipated disability resource costs. The special revenue fund is composed of a whole variety of grants. Some grants have increased, were awarded mid-year, or were higher than anticipated. The financial aid fund changes are transferring one fund into another one within the financial aid fund. Agency fund adjustments are due to Visit Tillamook Coast doing a larger than planned contract project with Rockaway and purchasing a copier that was more expensive than they expected it to be.

Public Hearing on 2018-2019 Budget (agenda item D1)----- CFO Williams
CFO Williams informed that only a few minor changes have been made since the 2018-2019 budget was approved at the April 2018 Budget meeting. Changes include; increases to the general fund due to tuition and fee projections and a transfer increase to the agency fund. Additionally, an increase to the spending fund to support the 15,000 dollars Tillamook education consortium membership fee, a .5 FTE evening facilities coordinator, and an increase to the contracted service fund by 10,000 dollars for the facilities master plan. TBCC continues to earn a high amount of interest. The ending fund balance is almost \$1.5M. There have also been changes to the agency fund due to things happening with the EDC.

Adjournment)----- Chair Gervasi



Chair Gervasi adjourned the TBCC Special Board Meeting for Budget Hearings at 6:07 PM

Date: Monday, June 4, 2018

TBCC Board Meeting– TBCC Campus – 6:10pm – 8:00pm

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Mary Jones, Billy Schreiber, Tamra Gammon, Pam Zweifel

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Kyra Williams, Jean Garcia-Chitwood, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Williams, Michael Weissenfluh, Britney Noel, Arlene Soto

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1)-----Chair Gervasi
Chair Kathy Gervasi called the TBCC Board Meeting to order at 6:08pm.

Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)----- (Action) Chair Gervasi
There were no changes requested to the June 4, 2018 agenda.
There were no changes requested to the May 7, 2018 minutes.

Director Ryan presented the personnel report. The new Career Education and SNAP Advisor, Ginny Case, started today. The Marketing and Administrative Assistant position for Visit Tillamook Coast has been hired and will begin July 1, 2018. The Customized Training and Small Business Management Coordinator position was offered and the applicant declined. This position will be reposted. New positions posted include Administrative and Project Coordinator for Instruction and a part-time Commercial Truck Driver Instructor position. We have a donation of a trailer from TCCA and a tractor from M&M Trucking.

Betsy McMahon motioned to approve the consent agenda. Pam Zweifel seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3) ----- Chair Gervasi
There was no public comment.

New Business and/or focused policy discussions (agenda item 4)

Adoption of 2017-18 Supplemental Budget Resolution (agenda item 4.a)-(ACTION) CFO Williams
Billy Schreiber motioned to adopt the 2017-2018 Supplemental Budget Resolution. Tamra Gammon seconded the motion. The motion carried.

Adoption of the 2018-2019 Budget (agenda item 4.b) ----- (ACTION) CFO Williams
Tamra Gammon motioned to adopt the 2018-2019 Budget. Mary Faith Bell seconded the motion. The motion carried.



Approval of Policy Appendices (agenda item 4.c) ----- (ACTION) CFO Williams
CFO Williams reviewed the policy appendices. Appendix A1 is a listing of TBCC staff and salary grades and it has been updated to reflect the new year and the job titles that have been added or removed. Appendix A2 reflects a 2% cost of living adjustment. Grade three step 1 is blacked out because it is below the state of Oregon minimum wage. There were no changes made to B1. Appendix C1 has a 2 percent cost of living adjustment. Appendix C3 has variety of changes including a 5 percent cost of living adjustment on all existing rows, addition of adjunct writing studio pay, wrap around tutoring for developmental math, drivers education, truck driving instructor and change the dates.
Changes to job titles are to bring that document up to date and reflect new positions and positions that were removed after being vacant for an extended period of time.

Tamra Gammon motioned to approve changes to policy appendices. Mary Faith Bell seconded. The motion carried.

Policy 312 Changes (Second Reading) (agenda item 4.d) ----- (ACTION) President Tomlin
President Tomlin advised that there have been no changes since the first reading of Policy 312. The changes included in the first reading are the addition of 312.5 which addresses catastrophic leave and the addition of relating the policy to AR C002. Mary Faith Bell motioned to approve the policy 312 changes. Betsy McMahon seconded. The motioned carried.

Election of Board Officers for 2018-2019 (agenda item 4.e) ----- (ACTION) Chair Gervasi
Chair Gervasi called for 2018-2019 Board Chair nominations. Billy Schreiber nominated Kathy Gervasi. Tamra Gammon motioned to close the 2018-19 Board Chair election. Betsy McMahon seconded. The motioned carried.

Chair Gervasi called for 2018-2019 Vice Chair nominations. Billy Schreiber nominated Mary Faith Bell. Tamra Gammon motioned to close the 2018-2019 Vice Chair election. Betsy McMahon seconded. The motioned carried.

Board Committee Assignments for 2018-19 (agenda item 4.f) ----- (ACTION) Chair Gervasi
Information was provided about the two Liaison positions. The Foundation Board meets four times a year over lunch. The OCCA Board meets five times a year every other month starting in September. The meetings are on Friday afternoons from noon to 4:00 PM. OCCA Board is made up of one Board member and the President from each college.

Chair Gervasi inquired about who is interested in these positions and after discussion it was decided that nominations would include Tamra Gammon for the 2018-2019 Foundation Board Liaison and Betsy McMahon for the 2018-2019 OCCA Board liaison.

Pam Zweifel motioned to approve the 2018-2019 Board Committee Assignments. Mary Faith Bell seconded. The motioned carried.



Discussion on Preparing for Joint Meeting... (agenda item 4.g)----- Director Luquette
Director Luquette presented the handout that was included in the Board Packet. The Foundation Board has done a lot of work in preparation of creating a strategic plan. Preparations include hiring a consultant, performing a SWOT analysis, and conducting interviews with Foundation Board members and TBCC staff. All of which were to identify areas the Foundation should focus on to support TBCC. The joint meeting with the Foundation Board is going to focus on getting input on ways the Foundation Board can support the college specifically connecting potential ideas back to the TBCC strategic plan and core themes. During the meeting the strategic plan and core themes will be presented. Additionally, a document will be provided that was created by Director Luquette that was taken to the Leadership Team and College Council for input that outlines examples of potential ways that the foundation can support the college that connect to the core themes.

Foundation scholarships went well with the new online application process. The Foundation received the same number of applications as last year; however, the reviews have been positive regarding the new platform. All Scholarship applications have been reviewed and recipients have been notified.

Information-Only Items (agenda item 5)

SBDC/Customized training Update (agenda item 5.a)----- Director Soto
SBDC Director Arlene Soto informed that customized training is all about helping businesses prepare employees to do the jobs they have. Currently the process of hiring a Customized Training/SBM Coordinator is taking place. The position was offered and declined and will be reposted. After communicating with businesses in the local area, the need for a CDL truck driving program was identified. The truck driving program has been developed and is part of continuing education. The college is looking to hire a CDL instructor. There has been a donation of a tractor and trailer. SBDC has been working with The Port of Tillamook on a place to park the truck and drive the truck to practice. A grant has been submitted to the US Department of Agriculture to potentially get a truck driving simulator. A grant was also submitted to Business Oregon to make improvements to the site on the port. Additionally, there are many other program ideas being considered for the future.

The Small Business Development Center (SBDC) has been very busy. A focus group was held to identify the specific areas they should focus on for small business management training. The program/training is 9 months long. The program is broken down into one class and a SBDC meeting a month for each participant in the program. The program will start in October and there are 2 sections available. This SBM program produces 1 full FTE for every business that takes the classes. Director Soto noted there are many classes being offered with really positive feedback. SBDC received a \$10,000 grant from Evergreen Business Capital to be able to launch the small business management program. Additionally, they received a \$15,000 grant from Ford Family money. The \$25,000 that was raised through grants will be used to hire a consultant and to provide partial coverage scholarships to students in the first year of the program. SBDC is finishing up the spring Quickbooks class and the next class will be offered on Saturdays. In addition there is a variety of other classes being offered such as CCD construction contractors training, youth entrepreneur program, grant writing class, and a business planning class. The EDC Board created a technical assistance fund to reimburse part of the cost if participants complete their business plan in 3 months for the business planning class. Since January SBDC has seen 74 clients and is on track to reach their goal. Five businesses have started and the client's report shows the creation of five jobs. Director Soto is working with many other clients



and doing monthly outreach to north and south county. On June 13, 2018 SBDC will be hosting the Governor's Marketplace in the PRI building.

Campus Safety-ALICE Training and Lockdown Drills (agenda item 5.b)----- Director Ryan
Director Ryan advised that it has been three weeks since the ALICE training with the local law enforcement. There will be lockdown and lockout drills with students and staff this Wednesday and Thursday. The staff, students and faculty have been informed. Campus safety is being taken seriously and this is the first step in increasing awareness and understanding of what to do in these situations.

Tillamook Student Transitions Consortium (agenda item 5.c)----- CAO Hovey
CAO Hovey advised that she works with Dual Credit High School Faculty from Tillamook High School, Neah Kah Nie High School, and Nestucca High School. Students taking dual credit courses get both high school and college credit if they complete the course satisfactorily. In the last few years it has been a challenge to get the high school and college faculty engaged, give them opportunities to work with their peers, and to travel to professional development. There is a requirement to work together to meet the state standards to assure that content in courses lead to the satisfactory meeting of the learning outcomes. The Tillamook Student Transitions Consortium was developed to address that variety of needs. The consortium will be based on evaluation and conversation of the outcome students should achieve when they complete a course and to unify and align curriculum in all levels. Ultimately this consortium will be fully implemented over a few years and will be starting with a core group of people at the college. Once that group is collaborating well the consortium will start expanding to bring all the different levels in. In the past we couldn't provide incentives for the high school and college faculty; however, the NWESD and the High school superintendents have provided a stipend on a per meeting basis to give them incentive to attend and participate.

Additionally, there have been some changes to the faculty qualifications that should allow for a bigger pool of candidates at the high schools and broader course offerings in the future.

Data Analysis – 2018 Graduating Class (agenda item 5.d)----- Analyst McCarley
Analyst McCarley reviewed the data analysis of the 2018 TBCC graduating class. Assistant Registrar John Sousa provided the statistics. A total of 56 students are completing a certificate or two-year degree. Twenty of the graduates are completing an Associate of Science degree. Fifty-six percent of our graduates are 25 or younger, 15 percent are 40 or older. A majority of our graduates are women. In term of academic achievement, 21 of the 56 graduates have earned dual credit. 8 graduates were first class scholars; four graduates were Oregon Promise. Eighteen students are members of Phi Beta Kappa and 20 students are graduating with honors. TBCC has 23 GED completers. Analyst McCarley noted that this will be one of the biggest TBCC graduating classes in TBCC History.

Financial Report (agenda item 5.e)-----CFO Williams
CFO Williams presented the financials through April 2018. Attachment 1 shows that the ending fund balance is at \$2.2M and we have received 99% of the revenue for the year. We are expected to meet the current ending fund balance in the budget and may even exceed it. We are on track and doing better than last year.

President's Report (agenda item 5.f)-----President Tomlin
President Tomlin advised that the Joint Board Meeting Workshop is this Friday, June 8, 2018.



Graduation will be on June 15th and Board members will need to arrive by 5:15pm for photos. The ceremony will begin at 6:00 pm. Board members walk in with the graduates.

Board members Pam Zweifel and Betsy McMahon will be attending a trustee workshop on June 25th at the Oregon Garden Resort. The topic of the meeting is engaging boards and transformational changes. The speaker is the CEO of Aspen Institute.

Upcoming dates include OPC Retreat August 5th through the 10th, Board meeting on September 10th, Leadership team retreat on July 9th and 10th, and the Board retreat on October 1st.

President Tomlin provided updates from the OPC/OCCA meeting. Updates include information regarding how apprenticeships are starting to increase in the state and how the governor is focusing on new programs and approving more money for CTE. HECC updates included that they are short staffed and will be hiring additional people. There will also be consultants hired to help develop marketing programs statewide to be tailored to each specific community college.

Board Member Discussion Items (agenda item 6)-----Chair Gervasi
There were no discussion items.

Adjournment (agenda item 7)-----Chair Gervasi
Billy Schreiber moved to adjourn the meeting. Pam Zweifel seconded. The meeting was adjourned at 7:41 pm.



Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT BOTH THE BEGINNING AND END OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

BACKGROUND INFORMATION ----- Chair Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



Interviews for Zone 4 Board Position

RECOMMENDATION

Information Only

BACKGROUND INFORMATION Chair Gervasi

Two applications have been received for the open Board position in Zone 4. The Board will interview the two candidates separately using the questions below.

1. Describe your past experience and skills. Do you have any experience developing policies.
2. What skills would you bring to the TBCC Board that would be beneficial to the college?
3. Being a member of TBCC's board of education is a commitment of your time. Do you feel you have the time available to meet these obligations? Some of the responsibilities of board members that would require time each month include:
 - i. Preparation for an attendance at monthly board meetings by reading through the board packet before the meeting and developing questions to ask about the material.
 - ii. Involvement in professional organizations, like Oregon Community College Association (OCCA), which may involve local travel as well as overnight travel out of county on a monthly basis if acting as the Board representative on the OCCA Board.
 - iii. Legislative activities and civic events.
 - iv. Serving on the TBCC Budget Committee to approve the college budget annually. This typically involves one extra meeting in April each year, along with preparation by reading through the budget document.
 - v. Serving on a TBCC Board Committee each year which sometimes involves extra meetings.
4. What is your knowledge of and experience with TBCC? Other Community Colleges?
5. What aspects of being on the board interest you?
6. What do you believe are the most important roles TBCC has in our community?
7. From your perspective, what are the key challenges for community colleges in this country?
8. What steps will you take to ensure that the constituents of your district are well represented on the TBCC board of education?
9. Under normal circumstances, people are elected to the board of education. Are you prepared to run for election to this position in the May 2019 election, which would allow you to serve in your own term through June 30th, 2023?
10. Do you have any questions for us?



Discussion of Zone 4 Board Position Applicants

RECOMMENDATION

Information Only

BACKGROUND INFORMATION Chair Gervasi

The Board members will then discuss the results of the two interviews for the open Board position in Zone 4.



Selection of Zone 4 Board Position

RECOMMENDATION

ACTION item

BACKGROUND INFORMATION Chair Gervasi

The Board will vote to approve one of the candidates to fill the open Board position in Zone 4. This is an ACTION ITEM.



Swear in New Zone 4 Board Member

RECOMMENDATION

ACTION ITEM to swear in a new Board Member

BACKGROUND INFORMATION Chair Gervasi

The newly appointed TBCC Board member will be sworn into the open Board position in Zone 4. This person will serve on the TBCC Board through June 2019, and will need to run in the May 2019 election to be elected into the position for the 2019-2023 term.



Policy 202 Changes (First & Second Reading)

RECOMMENDATION

ACTION item

BACKGROUND INFORMATION(ACTION) PRESIDENT TOMLIN

We are requesting that the Board suspend the two-reading policy for this revision to Policy 202. We realized that we do not have any language in policy regarding weapons on campus. This came to light recently with an incident where a student brought a weapon on campus to show others. We want to be sure there is clear policy language that prohibits all weapons from being brought to campus. We ask the Board to approve this language that is included in Policy 202, which follows on the next page.



Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

202.1 INTRODUCTION

The safety and security of our campus community is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

202.2 PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

202.3– CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

- A. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.
- B. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.
- C. Children may not be present independently on property owned or leased by the College. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.
- D. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.
- E. Concerns regarding the presence of children on campus should be brought to the attention of the Chief Academic Officer or Director of Facilities, Human Resources, and Safety.

Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

202.4– ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in College building if they are:

- A. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.
- B. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.
- C. Animals on College grounds shall be on a leash or in a vehicle and remain outside all buildings. Owners shall exercise responsibility for immediate clean-up and proper removal of waste.

202.5- INTEGRATED PEST MANAGMENT

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

202.6 – WEAPONS ON CAMPUS

In recognition of its obligation to provide a safe environment to its students, employees, visitors, vendors, and patrons, any weapon, as legally defined, will not be permitted on any TBCC property.

All persons are prohibited from possessing firearms on TBCC property whether or not that person possesses a concealed handgun license. This includes:

- A. Any person with student status, including, all credit and non-credit students.
- B. Any visitor or vendor to TBCC.
- C. Any person employed by Tillamook Bay Community College.

Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

Exemptions

The Tillamook Bay Community College Board of Education authorizes the following exceptions to its Policy on Firearms:

- A. Possession by on-duty law enforcement officers licensed with the Oregon Department of Public Safety Standards and Training or equivalent state or federal law enforcement agency.
- B. For academic research or instructional demonstration, as long as the firearms are unloaded and upon approval of TBCC CAO and Safety Officer.
- C. Possession by persons working in a public safety capacity.
- D. The College President is authorized to make a temporary exemption to this policy on the showing of good cause or necessity.

2018-2019 Organization, Finance, and Legal Designations

RECOMMENDATION

RESOLVE TO APPROVE CHANGES TO THE 2018-2019 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS

BACKGROUND INFORMATION----- Chief Finance Officer Williams

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Ross Tomlin be designated Clerk, Chief Finance Officer Kyra Williams be designated Deputy Clerk, and ~~Karen Grosulak~~Britney Noel be designated Board Secretary for the ~~2017-2018~~2018-2019 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the ~~2017-2018~~2018-2019 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during ~~2017-2018~~2018-2019; and that the State of Oregon investment pool is authorized as a depository for District funds during the ~~2017-2018~~2018-2019 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the ~~2017-2018~~2018-2019 Fiscal Year. The Clerk may delegate this authority in writing to the Chief Finance Officer Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

Move that the President/Clerk be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.



6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the ~~2017-2018~~2018-2019 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the ~~2017-2018~~2018-2019 Fiscal Year.

8. Name the Budget Officer

Move that the Chief Finance Officer/Deputy Clerk be named Budget Officer for Budget Year 2018-2019. (ORS 294.331)

9. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the ~~2017-2018~~2018-2019 Fiscal Year. The President/Clerk may delegate this authority in writing to the Chief Finance Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the ~~2017-2018~~2018-2019 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost. Move that the reimbursement rate for meals be established at the lower of actual cost or the following schedule:

Out of State Travel:

In State Travel



Breakfast \$12.00
Lunch \$18.00
Dinner \$36.00

Breakfast \$11.00
Lunch \$16.00
Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

13. Authorize Write-off of Accounts Receivables

Move that the President/Clerk be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the ~~2017-2018~~2018-2019 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

| | |
|-----------------|---------------|
| Business Office | \$ 100.00 |
| Custodian | Kyra Williams |

15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and Chief Finance Officer/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures

Authorize the President/Clerk; ~~Vice President~~; Director of Facilities, Safety, and Human Resources; Chief Academic Officer; Director of Student Services, or Title III Program Director; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following five individuals: the President/Clerk; ~~Vice President~~; the Director of Facilities, Safety, and Human Resources; the Chief Academic Officer; Director of Student Services; or the Title III Program Director, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for ~~2016-2017~~2017-2018 Fiscal Year audit performed during ~~2017-2018~~2018-2019.

18. Designation of Legal Counsel



Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

19. Designation of Insurance Agent of Record

Move to approve Hurliman-Veltri Insurance Services as insurance agent of record.

20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

| Name | Credit Limit |
|---|---------------------|
| President | \$2,500 |
| Vice President | \$2,500 |
| Chief Academic Officer | \$2,500 |
| Chief Finance Officer | \$2,500 |
| Director of the Foundation and Advancement | \$2,500 |
| Business Office Specialist (A/P, Purchasing) | \$10,000 |
| Title III Program Director | \$2,500 |
| Tourism Director | \$10,000 |
| Small Business Development Center Director | \$2,500 |
| Tourism Program Marketing/Administrative Assistant <u>Events and Marketing Coordinator</u> | \$2,500 |



Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Gervasi



President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Upcoming Dates:

- **OPC Retreat-** August 5-8, Klamath Falls
- **OCCA Executive Director Interviews** - August 14 in Salem
- **Next Board Meeting-** Monday, September 10, 6pm, TBCC

Updates

- Update on CAO search
- Leadership Team Retreat on July 9-10



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION

----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION-----(Action)Chair Gervasi
MOTION TO ADJOURN THE MEETING.

