



Board of Education Meeting Agenda

Date: Thursday, July 30, 2020

TBCC Board Meeting – Virtual Zoom Meeting – 4:00pm – 5:30pm

<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 1, 2020 Minutes c. Personnel Report.....	(Action) Chair Gervasi Director Ryan
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. TBCC Reopening Plan.....	(ACTION) President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. President’s Report.....	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 ITEM

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 1 Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JULY MEETING

Date: Thursday, July 30, 2020

TBCC Board Virtual Zoom Meeting – 4:00 – 5:30pm

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1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(ACTION) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of June 1, 2020 Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment	Chair Gervasi
	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.	
4.	New Business and/or focused policy discussions	
	a. TBCC Reopening Plan.....	(ACTION) President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. President's Report.....	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(ACTION) Chair Gervasi



June 1 Board of Education Meeting Minutes

Date: Monday, June 1, 2020

TBCC Board Meeting – Virtual Zoom Meeting – 6:00pm-8:00pm

Members in Virtual Attendance: Kathy Gervasi, Mary Jones, Pam Zweifel, Betsy McMahon, Jennifer Purcell, Mary-Faith Bell and Tamra Gammon

TBCC Staff in Attendance: President Ross Tomlin, Director Pat Ryan, CSSO Rhoda Hanson, Director Erin McCarley, Executive Director Heidi Luquette, CFO Kyra Williams, CAO Teresa Rivenes, Director Sheryl Neu, Michael Weissenfluh, and Terri Neimann

Guests in Attendance: There were no guests.

<u>Description</u>	<u>Resource</u>
Call to Order • Acknowledge Guests (agenda item 1)	Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:03pm. There were no guests in attendance.	

Special Board Meeting for Budget Hearings – Virtual Zoom meeting – 6:00 - 6:30 p.m.	
Call to Order (agenda item a1)	Chair Gervasi

Approval of the Agenda (agenda item b1)	(ACTION) Chair Gervasi
Betsy McMahon made a motion to approve the Board agenda. Mary-Faith Bell seconded the motion.	
<u>The motion carried.</u>	

Public Hearing on 2019-2020 Supplemental Budget (agenda item c1)	CFO Williams
CFO Williams discussed adjustments to the 2019-2020 Supplemental Budget, especially the general fund. Adjustments were due to the COVID-19 CARES Act. The CARES Act will support students which has required TBCC to make adjustments in the Financial Aid fund in order to give money to students. TBCC waived the high school tuition and fees for Spring term. Money was transferred to cover these items. No members of the public were available to make comment.	

Public Hearing on 2020-2021 Budget (agenda item d1)	CFO Williams
No changes were made to the 2020-2021 Budget since the Budget Committee approved it in April. CFO Williams asked the Board to adopt the budget as it stands as there are many unknowns due to COVID-19 reductions from the Federal Government and the State Government. CFO Williams will bring a summary of the changes to the budget back to the Board in the fall. President Tomlin clarified the May 20 th revenue forecast from the State. There was a \$2.7 billion drop in revenue from what was anticipated for this year and \$4.4 billion for the next biennium. Governor Brown asked the community	



colleges in Oregon to prepare a budget depicting a 17% decline. Due to the funding formula it will be hard to know the financial impacts to TBCC. The Legislature will meet this summer and determine how much budget reduction there will be in each state agency. TBCC did receive an extra \$180,000 from the CARES Act that we were not expecting which will help with any reduction we experience. CFO Williams finished the conversation by noting that we will know where TBCC stands financially by September.

Adjournment (agenda item e1).....(ACTION) Chair Gervasi
Mary-Faith Bell made a motion to adjourn this section of the Board meeting-Special Board Meeting for Budget Hearings. Betsy McMahon seconded the motion. The motion carried.

Regular TBCC Board Meeting (6:30-8:00pm)

Call to Order • Acknowledge Guests (agenda item 1).....Chair Gervasi
Chair Gervasi called the regular Board meeting to order at 6:30pm.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c).....(Action) Chair Gervasi
No changes were requested to the May 4, 2020 Board Meeting Minutes or to the June 1, 2020 Board Meeting agenda. Director Ryan gave a personnel report. There will be an interview tomorrow for the registrar position. There are four candidates. Tamra Gammon made a motion to accept the Consent Agenda. Mary Jones seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3).....Chair Gervasi
There were no public comments.

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

Adoption of 2019-2020 Supplemental Budget Resolution (agenda item 4a).....(ACTION) CFO Williams
Betsy McMahon made a motion to approve the Adoption of the 2019-2020 Supplemental Budget Resolution. Mary-Faith Bell seconded the motion. The motion carried.

Adoption of 2020-2021 Budget (agenda item 4b)(ACTION) CFO Williams
Mary-Faith Bell made a motion to approve the Adoption of the 2020-2021 Budget. Mary Jones seconded the motion. The motion carried. CFO Williams needs Board signatures on the two resolutions. Chair Gervasi noted she will come by the College and procure the needed signatures.

Approval of Policy Appendices (agenda item 4c).....(ACTION) CFO Williams
CFO Williams noted the Policy Appendices were built into the adopted budget. Appendix A1 has a number of positions being moved due to the salary compensation study TBCC just finished conducting using Columbia Gorge, Clatsop and Oregon Coast Community Colleges as comparators. All the Chief Officer positions are being renamed to Vice Presidents, and the Executive Assistant to the President and Board has been renamed and is moving to Grade 17. Grade 17 and higher are moving to exempt



status, and some old titles have been eliminated. Appendix A2 Staff Salary Schedule includes the 2% cost of living adjustments. Health insurance and opt out has increased by 2%. Appendix B1 shows no changes to benefits. Dual credit faculty having the option to use tuition credit was added in February. Appendix C1 Faculty Salary Schedule shows a 2% cost of living adjustment, which aligns to the staff schedule. Appendix C3 Pay Schedule (for those that don't fit on the full-time faculty and staff schedule) shows a 5% increase cost of living adjustment for adjunct faculty, and truck driving instructors. There was a change to the meeting rate to \$20 per hour. Employed tutors will not have a reduction in their pay. Betsy McMahon made a motion to accept and approve the Policy Appendices. Tamra Gammon seconded the motion. The motion carried.

Board Officer Elections (agenda item 4d)(ACTION) Chair Gervasi
Chair Gervasi opened the nominations for Board Chair. Mary Jones made a motion to nominate Kathy Gervasi as Board Chair. Tamra Gammon seconded the motion. The motion carried. Nominations were then opened for Vice Chair. Betsy McMahon nominated Mary-Faith Bell for Vice Chair. Mary Jones seconded the motion. The motion carried.

Board Committee Assignments (agenda item 4e).....(ACTION) Chair Gervasi
Chair Gervasi listed out the current Board committee representatives. Tamra Gammon has been the TBCC Foundation Board representative. Betsy McMahon has been the OCCA Board representative. Pam Zweifel and Tamra Gammon have worked on policy. President Tomlin mentioned that as TBCC policies need changing, they are brought to the Board for revision and approval. Even though next year is the time we would normally review all of the Board Policies, the Board members agreed that most of the policies are updated and any that need work will be brought to the Board as needed, so there is no need for a Policy Review Committee next year. Tamra Gammon agreed to stay on the Foundation Board, Betsy McMahon agreed to stay on the OCCA Board. Mary Jones made a motion to approve the TBCC Board Committee Assignments of Betsy McMahon as OCCA Board Representative and Tamra Gammon as TBCC Foundation Board Liaison. Mary-Faith Bell seconded the motion. The motion carried.

Facilities Master Plan Discussion (agenda item 4f)(ACTION) President Tomlin
President Tomlin discussed some of the essential edits the FMP Committee made to the FMP. The FMP Committee made edits and sent the edits to our architects, FFA. President Tomlin noted that when we receive the final version we will print out copies and send to the Board. President Tomlin is asking the Board to formally approve the plan. He noted that TBCC submitted the plan to the HECC asking for matching funds. Five colleges applied for Capital Construction funds in the upcoming Legislative session and TBCC was chosen by HECC as the top priority to receive the matching funds. The total estimated cost for the new building and renovated existing building will be approximately \$21 million.

President Tomlin gave the Board an update on the existing building being considered for purchase to house the Industrial Technology programs. He noted we are waiting for more cost estimates for the improvements needed to make the building class ready. We are also working with FFA to produce a cost estimate for a potential new Industrial Technology building that could be constructed on our lot



east of the PRI building. Final decisions regarding the building can wait until the fall. Tamra Gammon made a motion to approve the TBCC FMP. Betsy McMahon seconded the motion. The motion carried.

Curriculum Updates (agenda item 4g).....(ACTION) CAO Rivenes
CAO Rivenes noted this is the second reading for the Major Transfer Maps (MTM) that have been approved by all of the other community colleges in Oregon, along with the seven universities. Two of these have no changes- Associate of Science-Transfer Biology and Associate of Art-Transfer English. However, the change that was made was with the AA-Transfer in Education, where it was changed to AAOT- Transfer in Education. Mary Jones made a motion to approve the change from AA-Transfer in Education to AAOT-Transfer in Education. Tamra Gammon seconded the motion. The motion carried.

Career Pathways Certificates (agenda item 4h).....(ACTION) CAO Rivenes
CAO Rivenes noted that this is the second reading of the Career Pathways Certificates (CPC) in which there were no changes to those four from last month. Three of these are included under the AAS in Welding- CPCs in SMAW, GMAW and GTAW. The fourth CPC is included under the AAS in Healthcare Administration, a CPC in Phlebotomy Technician.

In addition to the second reading for these four CPCs, CAO Rivenes asked the Board to expedite approval of a fifth Career Pathways Certificate (CPC) in Structural Maintenance and Construction which is under the AAS in MIT degree. This aligns with K-12 partners and will align with TBCC instead of aligning with Portland Community College.

Betsy McMahon made a motion to approve the second reading for the four CPCs and the expedited approval of the fifth CPC. Tamra Gammon seconded the motion. The motion carried.

Board Policy 311.1 - Non-Faculty Job Compensation (agenda item 4i)...(ACTION) Director Ryan
Director Ryan noted that the Board Policy 311.1-Non-Faculty Job Compensation, particularly the compensation restructuring section has been revised. Section 5 of this policy reflects changes to Appendix 1 regarding the level of exempt positions. HR Director Ryan asked the Board to waive the first reading for approval of this change. He noted if approved this policy will be implemented in the fiscal year starting July 1, 2020. Mary Jones made a motion to approve the expedited approval of Board Policy 311.1- Non-Faculty Job Compensation. Betsy McMahon seconded the motion. The motion carried.

Information-Only Items (agenda item 5)

Board members may request any item be placed on the discussion agenda.

New Accreditation Standards (agenda item 5a).....CAO Rivenes
CAO Rivenes noted that TBCC is accredited through NWCCU. CAO Rivenes explained the new NWCCU accreditation standards by using an interactive quiz she prepared. She discussed some of the differences between the old and new standards. More focus from the new standard is on data which must be made public and a sharper focus on the new standard highlighting the equity standards. Also,



there is more focus on increased awareness of emerging trends and best practices in education. CAO Rivenes noted TBCC will use the new standards in writing up our report over the coming year.

Salary Study Results (agenda item 5b).....President Tomlin
President Tomlin noted that TBCC contracted with a private company called HR Answers, in order to compare TBCC’s salary positions with similar size community colleges in Oregon in order to make sure TBCC’s salary schedule is correct and updated. This study went on for a year, and data came back in May. President Tomlin noted the data was not helpful. HR Answers grouped like positions and the salaries with other colleges and provided just the average salaries. They used data from some of the bigger community colleges in the state instead of using data just from the smaller community colleges. So we decided to utilize data from Clatsop Community College, Columbia Gorge Community College and Oregon Coast Community College to come up with our salary schedule adjustments. Our results showed that 60% of TBCC’s position salaries came in above the other colleges, while 12% were significantly above the average, and 18% of our position salaries were below the average of the three comparator community colleges. Our revised salary schedule will take effect July 1, 2020. We will move positions to the new grade and some will have additional job duties attached to them. Among these changes we moved six positions that were nonexempt to exempt. The next step will be to look at those positions that were above the average pay salary. Employees will not see a reduction in salary, but new staff coming in will start at a lower grade. These will be done during the fall term.

LT Check-Ins (agenda item 5c).....CSSO Hanson
CSSO Hanson discussed some aspects of the CARES Act funding. April 9th TBCC was notified that we would be recipients of CARES Act funding. Some of the funds will be used as emergency funds for students. A good portion of the money will go to students that are FAFSA qualified and not taking an online program. We have distributed about 60% of the funds in spring, with most of the remaining funds being distributed to qualified students during the summer term. The Act stipulated that each institution can develop their own process in which to distribute the funds. The Department of Education (DOE) came up with 9 or 10 different aspects of additional guidance. The most significant guidance was that these funds can only be used on Title IV funding –Federal Financial Aid eligible students. Thus, the DACA, ABE/GED students were not eligible for funding. We initially received \$157,000 for student expenses related to COVID-19. In order to help the ineligible students CSSO Hanson noted she created a new model for accessing funding. This included funding from the Oregon Community Foundation, TBCC Foundation, and ASTBCC also donated funds. She created an application which would help determine which set of funds would be used.

On a different topic, TBCC end of year Graduation ceremony has been delayed. Instead, President Tomlin will go to each graduate’s house to deliver graduation diplomas. He will go to each graduate’s home to deliver a graduation sign and packet. CSSO Hanson noted this Wednesday from 3-5pm, TBCC will have a Zoom celebration in which 150 students are expected to participate. Among the invitations included the First Class Scholar and Career to Career Scholarship recipients, Spring term honor’s students, Bridge and Navigator students and graduating students. Faculty of the year will also be awarded. Kathy Gervasi noted Tillamook High School graduation went great. She thanked TBCC



for allowing their Wi-Fi and parking lot to be used for this event. It was delivered both in Spanish and English and broadcasted on KTIL.

ASTBCC Report (agenda item 5d).....President Laity

ASTBCC President Laity was absent from the Board meeting.

Financial Report (agenda item 5e).....CFO Williams

CFO Williams highlighted significant aspects from the April 2020 Financial Report. She noted there will be two more months for payroll to be spent from the budget. The year will end with more than \$1.6 million. She noted the utility bills have decreased but other items increased due to COVID-19. However, money was saved due to decreased travel expense. We laid off one full- time and one part-time employee.

President’s Report (agenda item 5f).....President Tomlin

President Tomlin noted the date for the next Board meeting will be September 14, 2020. The Extended Staff meeting will be this Friday from 8-10am and board members are invited. Regarding COVID-19 updates, he mentioned we should find out tomorrow if the Governor approved the community college resumption matrix. We may have to go to the County Health Department for approval but that remains unknown at this point. The Leadership Team has developed a reopening plan that will be shared with staff and faculty this Friday. This plan includes taking Phase One and turning it into two waves. Wave one includes bringing essential staff back, honoring social distancing, everyone wearing masks, and no one sharing offices. If all goes well we will offer classes face-to-face for Summer Term which begins on June 22. Wave two includes bringing all the staff back full-time. Jennifer Purcell wondered if truck driving was being offered. President Tomlin mentioned that we are in week three of a truck driving class. The next one offered will be in July.

Regarding a different topic, President Tomlin noted that TBCC applied for the Internet Society Grant. Commissioner Yamamoto was interested in bringing internet access into Tillamook County. He asked if the TBCC Foundation would serve as the fiscal sponsor and be part of a county-wide initiative to bring and set up fixed wireless towers throughout the county which would cost approx. \$500,000. Three school districts, Tillamook County, and TBCC were included in the preparation of the grant. NWRESD grant writer wrote the grant. In south county 60% of students have no access to the internet. All together in the county ¼ of all students or about 1,000 students total cannot access the internet. Betsy McMahon asked if the grant was an international grant. Director Luquette noted it was.

Regarding an additional topic, President Tomlin met virtually with OPC on May 14, 2020. He discussed that TBCC was 17% down in enrollment, while other colleges were over 20% down, and many have laid off faculty and staff. He mentioned that the OPC group also discussed aspects of the Applied Baccalaureate (AB) degree, particularly that the OAR has been written. Many of the community colleges want to offer an Applied Baccalaureate in Nursing. The State Board of Nursing won’t allow this. They only want BSNs. President Tomlin mentioned during the OPC meeting they



also discussed cyber security issues. TBCC will join other community colleges as one consortium to use state funding to purchase the needed cyber security software.

Betsy McMahon shared a few aspects of interest from her virtual attendance at the OCCA Board meeting on May 15. The OCCA group discussed enrollment and budget issues. They passed the OCCA budget for the year which included a modest increase in dues that will affect TBCC. The state is expecting a \$4 billion loss in revenue during the next biennium.

President Tomlin finished his report to the Board by reflecting on the George Floyd killing. He noted in response to the George Floyd situation, TBCC will produce a response letter in support of the peaceful protesting and send the letter to the TBCC Board, the community, staff and students. It will be sponsored by the Leadership Team.

Chair Gervasi ended this section of the Board meeting and asked if TBCC paid for our booth at the fair yet. CFO Williams noted she will look into this.

Board Member Discussion Items (agenda item 6)Chair Gervasi
Mary-Faith Bell noted COVID-19 solved some public access issues; more people are watching the Tillamook County Commissioner meetings on live stream. She also discussed aspects of interest regarding the County Fair.

Adjournment (agenda item7)(ACTION) Chair Gervasi
Mary-Faith Bell made a motion to adjourn the Board meeting. Betsy McMahon seconded the motion. The motion carried. The Board meeting ended at 7:30pm.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Registrar			Hired Robert Moore	Rhoda Hanson	
Executive Assistant to the President and Board			Hired Candi Merrill	Ross Tomlin	
Nursing Instructor (In partnership with Oregon Coast C.C.)			Hired Sari Colvin	OCCC	
Marketing Specialist			Hired Sayde Moser-Walker	Heidi Luquette	
Part-time Truck Driving Instructor			Ongoing Position as needed		



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



TBCC Reopening Plan

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION PRESIDENT TOMLIN

Following is the revised Reopening Plan for TBCC. The Governor's Executive Order (EO) #20-28 from June 12, 2020 requires our Board to approve the college Reopening Plan prior to September 1, 2020. This is the main reason for the special Board meeting this month.

The Reopening Plan from June 12, 2020 has been in effect for the past six weeks after being reviewed by the Tillamook County Health Department as directed in the Governor's EO. It has been working fine so far after making small adjustments in our sign-in process and signage. Since then, we have added language to go into more depth on what will happen if someone shows symptoms while in one of the TBCC buildings or if a positive case occurs with someone that has been in one of the TBCC buildings. These and the other edits to the Reopening plan will be explained.

We are then asking the Board to formally accept and approve the TBCC Reopening Plan. Once this has been done, it will be sent to HECC as directed by the Governor's EO. If further changes need to be made to the Reopening Plan for any reason, it will be brought back to the Board for approval.



TBCC Reopening Plan – July 30, 2020

Physical Distancing: Students / Staff / Visitors-General

1. TBCC is following the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 and the Governor's Executive Order #20-28. These documents can be accessed at <https://tillamookbaycc.edu/covid-19-information/>
2. Pat Ryan, HR/Facilities/Safety Director for TBCC, will implement, enforce, and supervise the requirements in the Governor's EO 20-28.
3. Complaints brought forward by faculty or staff will follow Board Policy 317. Complaints by students will follow Administrative Rule E008.
4. College phone numbers are posted at the front entrance of each building for making appointments.
 - a. Main campus front doors will be unlocked from 8:30 am to 7:15 pm during the week in the summer with the Library open 9:00 am to 5:00 pm (resuming evening operations in the fall) and Food Pantry available in the lobby.
 - b. PRI Building doors will remain locked during business hours. Phone numbers are posted to access the building.
 - c. In CTE classes located outside of the main campus (e.g. THS Career Tech Building) students will sign in upon arrival to class. Sign in sheets will be turned in at least weekly. All other stipulations apply to alternative TBCC locations.
5. All persons entering TBCC facilities are required to sign in. Only faculty, staff, and students are allowed in the building unless they have an appointment with someone at the college or are otherwise given approval by college management. The college is closed to the general public. By signing in, people are indicating they have self-checked for primary COVID-19 symptoms (e.g. cough, fever, diarrhea, exposure to Covid-19 positive individuals, etc.) and are symptom free.
 - a. At the PRI Building, the sign in table is located in the east lobby.
 - b. People entering the main campus building will need to sign in at the Store window. During breaks and after normal business hours, there will be a staff member in the lobby to collect signatures of people entering the building. This person will also ensure that all people entering are wearing a face covering.
 - c. Students in alternative locations are required to wear masks in the hallways and in any location where they are unable to socially distance.
6. Staff will wear a face covering when leaving their office.

7. Staff will work to maintain 6' distance from others wherever possible. Staff will wear a face covering when a 6' distance cannot be maintained.
8. Office spaces will be configured to maintain physical distance and/or add plastic barriers.
9. At the main campus building, plastic barriers have been installed in the Store window. The Business Office and Student Services windows will remain closed until further notice. Signage will instruct students to go to the Store window to sign in and pay bills or access other services such as advising.
10. Student Services staff will work in individual offices. Students in the main campus building can meet face to face with advisors and financial aid staff in large meeting rooms or classrooms where social distancing can easily be maintained. These rooms will be taken off line from being used as classrooms.
11. Signage in the lobby will explain PPE rules and procedures and provide information that explains the steps TBCC is taking to follow OHA guidelines and the Governor's Executive Orders for reopening.
12. If a faculty or staff start to feel ill while at work and exhibit symptoms that could be related to COVID-19, they need to report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu) and their supervisor and go home. The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the person went in the building in accordance with CDC guidelines** (see below). They will need to either be tested for COVID-19 or self-quarantine for 14 days before returning to work if exhibiting any symptoms related to COVID-19. If able to work, arrangements will be made to work remotely during the self-quarantine period. An internal notification will be made.
13. If students or other visitors show signs of illness and exhibit symptoms that could be related to COVID-19, they will be asked to leave the building, monitor their symptoms, and report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu). The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the student went in the building in accordance with CDC guidelines** (see below). Students will need to either be tested for COVID-19 or self-quarantine for 14 days before returning to class if exhibiting any symptoms related to COVID-19. Arrangements will be made for the student to remotely attend their classes or other arrangements will be worked out with them. An internal notification will be made.
14. If someone that has recently been in the building tests positive for the virus, this information will be submitted to the Tillamook County Health Department (503-842-3940). The area or building will be closed down, as needed, until it has had a deep cleaning in accordance with CDC guidelines**. The TBCC building or area would reopen as it is determined to be safe to do so. TBCC will communicate this information as directed by the health department.
15. Faculty and staff are asked to wash hands often with soap and water for at least 20 seconds.

16. Extra hand sanitizer will be made available around the building.
17. All TBCC buildings will be sanitized daily and cleaning materials will be available in each classroom. Emphasis will be on all public and shared spaces as well as high touch points (door handles, handrails, push plates, light switches, public phones, and keyboards).
18. Most staff meetings will continue to be held on Zoom, especially for meetings with large numbers of people.

Vulnerable populations

Staff identifying themselves as being in a high risk category, as defined in the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 should talk to their supervisor and then HR about accommodations once their relevant health conditions are verified by a physician.

Classroom Instruction

1. Responses 1-18 above all apply.
2. Students/faculty will not be allowed in class without a face covering or if not following social distancing guidelines. It will be the responsibility of the faculty member to ensure that students in the class are following the OHA guidelines. If there are issues with a student not following guidelines, the faculty member will need to reach out to HR.
3. All seats in classrooms will be at least 6' apart. There will be no extra chairs in classroom. This will define room capacity. Room capacity will be posted outside each classroom. Entry and exit points will be designated.
4. Classes with individually assigned PPE (Welding and Science labs, for example) will have that clearly labeled and assigned per student for the entire term.
5. The **Facility Entry Protocol for F/F and Hybrid Classes** (on TBCC Website) document details procedures and responsibilities for cleaning classrooms between classes. These will be in accordance with HECC guidelines for Instructional Activities.
6. For summer term TBCC has made the decision to run a reduced face to face schedule. Only classes that require face to face instruction, lab or have other extenuating circumstances will be run (e.g. specialty programs like Welding and Healthcare). There will be an expanded number of classes held face to face in the fall term, still utilizing remote and online classes.

**** CDC guidelines for cleaning and disinfecting your building or facility if someone is sick**

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfecting. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Important Dates

- OPC Retreat held by Zoom on August 3-4.
- Equity Committee efforts in the community.
- Coastal Colleges meeting virtually with Rep Leon on August 17.
- Next Board meeting is Monday, September 14 at 5:00pm, probably by Zoom.

Updates

- Meetings with State Senate candidates.
- Leadership Team virtual Retreat overview.
- Budget update.
- Facilities Master Plan update.



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.

