

**Governance and Leadership**

**2020-2021**

Approved by College Council 5/3/2011

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*This document is a living document requiring frequent changes. If you notice a need to make a change,*

*send it to the President’s Executive Assistant*

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INTRODUCTION AND PURPOSE

TBCC has a shared governance model where decisions are made by committees in different situations. The intent is to have an open and transparent governance process that allows most faculty and staff to be actively engaged in discussion of important issues and decision-making at some level. This produces better decisions that are more widely accepted by everyone. Much of the important work at the college is done through the board and committee structure that has been developed.

Some items that need to go to the TBCC Board of Education for approval must first be vetted at the Leadership Team and then approved by the College Council. The item(s) can then be placed on the Board of Education agenda. In some cases, items that require Board of Education approval will start in one of the many committees with recommendations forwarded to the Leadership Team and then move to College Council for approval before going to the Board of Education.

Minutes of the College Council meetings are shared with all staff. Additionally, work being done in College Council can be shared with staff during extended staff meetings, which are held twice each term.

This handbook includes committee memberships, along with expectations and guiding principles of our committee work at TBCC, which is reviewed by College Council each fall to ensure relevance and buy-in. It also includes the purpose, charge, membership, and meeting schedule for each committee.

## COMMITTEE EXPECTATIONS

Committees and Teams at TBCC will continue to use best practices in order to conduct effective meetings.

1. Committees/Teams will use the same guiding principles as outlined below.
2. Committees/Teams will use gradients of consensus for decision making when agreement is not possible.
3. The focus of our work will be guided by the impact it has on student success.

## GUIDING PRINCIPLES

1. Consider foremost what will be best for Tillamook Bay Community College students over the long term.
2. Listen with an open mind to understand an issue. All points of view are valued. Build respect and trust.
3. Speak your mind and be open-minded toward other’s ideas.
4. Foster teamwork through communication and coordination.
5. Maintain consideration toward the future impact of decisions with a commitment to continuous improvement and a strong orientation to customer service.
6. Show optimism, passion and commitment to the College’s vision, mission and values.
7. Identify and clarify institutional goals and issues.
8. Hold a high bar for productivity and energy.
9. Share accountability - assist each other and apply energy to other’s ideas.
10. Commit to a careful gathering of data before deciding upon action.
11. Be pragmatic and solution oriented. Use Continuous Improvement principles.
12. Plan institutional direction and strategies for successful outcomes.
13. Communicate college activities and events.
14. Use consensus where possible and gradients of consensus when needed.

## BOARDS AND COMMITTEES

## BOARD OF EDUCATION

**PURPOSE:**

The Board of Education of Tillamook Bay Community College is responsible to all the citizens of the District for governance, regardless of political, social, fraternal, religious or other affiliation.

The Board of Education is primarily concerned with the creation, under existing law, of policies for the District, and for the evaluation of the effectiveness of those policies.

**SCHEDULE**:

The regular meeting of the Board of Education will be held at a time and place prescribed by the Board in regular session. The date of a regular meeting may be changed by action of the Board. Currently regular meetings are the first Monday of each month at 5:00 p.m. at the Third Street Campus, except on holidays. The meeting will then be moved to the following Monday. The October Board meeting is the Board Retreat day, with the retreat running from 9am-4pm and the Board meeting starting at 4pm, at a location away from the main campus.

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Chair | ------------------------------------------ | Kathy Gervasi (2021) |
| Vice Chair | ----------------------------------------- | Mary Faith Bell (2023) |
| Member | ------------------------------------------ | Pam Zweifel (2021) |
| Member | ------------------------------------------ | Mary Jones (2023) |
| Member (At Large) | ------------------------------------------ | Tamra Perman (2021) |
| Member | ------------------------------------------ | Betsy McMahon (2023) |
| Member | ------------------------------------------ | Jennifer Purcell (2023) |
| TBCC President (Clerk) | ------------------------------------------ | Ross Tomlin |
| Board Secretary | ------------------------------------------ | Candi Merrill |

## BUDGET COMMITTEE

**PURPOSE**:

The Budget Committee reviews and revises when necessary the proposed College budget, ensuring that the needs of the community are represented.

**SCHEDULE:**

Minimally one meeting and up to two meetings per year per budget calendar. Meetings are during April of each year as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBERSHIP** | |  | |  |
| Board Member | ---------------------------------------- | | Mary Jones, Zone 1 (2023) | |
| Board Member | ---------------------------------------- | | Pamela Zweifel, Zone 2 (2021) | |
| Board Member | ---------------------------------------- | | Kathy Gervasi, Zone 3 (2021) | |
| Board Member | ---------------------------------------- | | Jennifer Purcell, Zone 4 (2023) | |
| Board Member | ---------------------------------------- | | Betsy McMahon, Zone 5 (2023) | |
| Board Member | ---------------------------------------- | | Tamra Perman, At Large (2021) | |
| Board Member | ---------------------------------------- | | Mary Faith Bell, At Large (2023) | |
| Community Rep | ---------------------------------------- | | Christi Clark, Zone 1 (2020) | |
| Community Rep | ---------------------------------------- | | Justin Aufdermauer, Zone 3 (2020) | |
| Community Rep | ---------------------------------------- | | Steve Vanderhoef, Zone 4 (2021) | |
| Community Rep | ---------------------------------------- | | Chris Weber, Zone 5 (2021) | |
| Community Rep | ---------------------------------------- | | Janet Riedel, At Large (2020) | |
| Community Rep | ---------------------------------------- | | Doug Olson, At Large (2022) | |

## The Board will reappoint Budget Committee Members with expired appointments or appoint new members in Winter 2021.

**FOUNDATION BOARD**

**PURPOSE:**

The Foundation Board exists to increase awareness and communicate the level of financial resources available to Tillamook Bay Community College. It also helps to provide quality education by providing financial resources to students. It functions as a bridge of opportunity in serving students and the diverse educational needs of the College and community.

**CHARGE:**

* Increase the college connection to the community.
* Increase the number and value of scholarships.
* Lead and have a successful capital campaign.
* Increase the number of individuals involved with and giving to the foundation.
* Increase the overall value of financial resources available to support the needs of the college.

**SCHEDULE:**

Every quarter: March, June, September and December. The Foundation Board meets at noon on the Tuesday following the TBCC Board of Education meeting. The June meeting is the Annual Meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP** |  |  | |
|  |  |  |  |
| President | ------------------------------------- | Tim Dolan | (2023) |
| Vice President | ------------------------------------- | Chuck Bridge | (2021) |
| Secretary | ------------------------------------- | Marilyn Phegley | (2021) |
| Treasurer | ------------------------------------- | Michael Weissenfluh | (2022) |
| Member | ------------------------------------- | Sarah Absher | (2021) |
| Member | ------------------------------------- | Paul Betlinski | (2021) |
| Member | ------------------------------------- | Omar Hernandez | (2021) |
| Member | ------------------------------------- | Kathy Shaw | (2021) |
| Member | ------------------------------------- | Pat Bening | (2022) |
| Member | ------------------------------------- | Chris Weber | (2023) |
| Member | ------------------------------------- | Janet Riedel | (2023) |
|  |  |  | |
| TBCC Board of Education Liaison | ------------------------------------- | Tamra Perman | (2021) |
| Executive Director of Advancement and TBCC Foundation (Ex Officio) | ------------------------------------- | Heidi Luquette | |
| TBCC President (Ex Officio) | ------------------------------------- | Ross Tomlin | |
| Vice President of Finance  (Ex Officio) | ------------------------------------- | Kyra Williams | |
| Director of Development  (Ex Officio) | ------------------------------------- | Britta Lawrence | |

# CAMPUS WIDE COMMITTEES

## COLLEGE COUNCIL

**PURPOSE**:

College Council aims to serve as a college-wide organization shared governance committee, with representatives from all the major campus departments, constituencies, and committees. The primary purpose is to be a forum that facilitates dialogue on college-wide issues. The Council will work with the Leadership Team to provide feedback and input on the college strategic plan, enrollment management, accreditation, and other major college initiatives and be active in all college evaluation and improvement efforts. The Council advises the President on issues that affect the entire college. The Council also approves some items that are to go to the Board of Education for final approval. College Council meetings are open to all (including students), and at times the President will extend the College Council time for all campus conversations. Council meeting minutes are distributed to all college faculty and staff.

**CHARGE**:

* Provide input, guidance, and advice on the College’s strategic plan, including the core theme measures
* Provide feedback and input on Program Reviews before sending them to the Board
* Understand the college data and its implications
* Suggest changes to improve student persistence and completion
* Review and approve administrative rules for TBCC
* Be an active part of the College Accreditation process and provide on-going monitoring, implementation, and continuous improvement of the self-evaluation process
* Hear regular reports from other college committees
* Review and discuss college-wide recommendations from the college’s standing committees
* Function as clear communicators and advocates for the direction of the College
* Provide feedback to President on issues of importance to the College
* Update faculty/staff in CC member departments on information covered in meetings thus engaging staff in broad issues of importance to everyone

**SCHEDULE**

Meetings occur on the last Wednesday of each month from 3:00 to 4:30 p.m. or as called by the College Council Chair. Leadership Team members are invited to provide support and background to the conversations but are non-voting members of the Council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBERSHIP** |  | |  | |
|  | |  | |  |
| Representative, Faculty and Council Chair | | ------------------------------------ | | Michele DeGraffenreid |
| Representative, Office of Advancement and Council Vice-Chair | | ------------------------------------ | | Britta Lawrence |
| TBCC President (Ex Officio) | | ------------------------------------ | | Ross Tomlin |
| Representative, Student Services | | ------------------------------------ | | Sara Mustonen |
| Representative, Business Services | | ------------------------------------ | | Sheryl Vanselow |
| Representative, Academic Services | | ------------------------------------ | | Holly Kraus |
| Representative, Facilities, Safety, Human Resource and Information Technology | | ------------------------------------ | | Monica Valencia |
| Representative, Faculty | | ------------------------------------ | | John Sandusky |
| Representative, ASTBCC | | ------------------------------------ | | TBD |
| Representative, SBDC | | ------------------------------------ | | Lindsey Gann |
| Representative, Adjunct Faculty | | ------------------------------------ | | Karen Belanger |

## 

## CURRICULUM AND ASSESSMENT COMMITTEE

**PURPOSE:**

The purpose of the Curriculum and Assessment Committee is to ensure a relevant, rigorous and quality college curriculum that reflects and builds on the economic needs of the community, with attention to transfer opportunities and student educational goals. The Curriculum and Assessment Committee reviews course and program curriculum and recommends and approves changes as needed to maintain relevancy, rigor and consistency across all delivery and instructional modes. Members of the committee maintain awareness of changing industry and workplace trends within their fields and assist in adapting college curriculum to reflect these changes. To further ensure instructional quality and integrity, the Curriculum and Assessment Committee coordinates the development of, provides oversight for and evaluates results from student learning outcomes assessment activities. It serves as a forum to facilitate dialog on assessment issues. The Curriculum and Assessment Committee may include special project task forces and work groups to facilitate close collaboration among faculty groups and communicate regularly with the larger committee as a whole.

**CHARGE**:

* Review and recommend substantive changes (additions, deletions, amendments) to Tillamook Bay Community College courses and programs
* Review instructional and assessment data, analyze its implications and recommend changes to programming and instruction in order to improve student persistence and completion
* Review and recommend changes to academic regulations and procedures
* Monitor progress toward the achievement of the Instructional Long Term Vision
* Coordinate the ongoing design and implementation of the TBCC Student Learning Assessment Plan, ensuring that assessments are measurable and consistent across all delivery modes and instructors for each course
* Investigate and recommend technology applications in order to store and track curriculum changes and document assessment results, evaluation, and strategic responses to those results

**SCHEDULE:**

Meets once a month or more often as called for by the Vice President of Instruction or requested by faculty.

Curriculum and Assessment Committee task forces and special work groups will meet as needed and report on progress in scheduled Curriculum and Assessment Committee meetings or digitally as appropriate

**MEMBERSHIP**

Vice President of Instruction --------------------------------------------------- Teresa Rivenes

Faculty Representative --------------------------------------------------- Tom Atchison

Faculty Representative --------------------------------------------------- Sydney Elliott

Faculty Representative --------------------------------------------------- Geza Laszlo

Faculty Representative --------------------------------------------------- John Sandusky

Faculty Representative --------------------------------------------------- Bob Pietruszka

Faculty Representative --------------------------------------------------- Michael Weissenfluh

Faculty Representative --------------------------------------------------- Chris Carlson

Faculty Representative --------------------------------------------------- Michele DeGraffenreid

Faculty Representative -------------------------------------------------- Ron Carlbom

OSU Open Campus

Coordinator -------------------------------------------------- Megan Deane McKenna

Adjunct Faculty Rep -------------------------------------------------- Sarah Miller

Adjunct Faculty Rep ------------------------------------------------- Heidi Coulter

Library Services ------------------------------------------------- Masyn Phoenix

Ex Officio Members:

Student Services Rep ------------------------------------------------- TBD

Registrar ------------------------------------------------- TBD

Dean, CTE ------------------------------------------------- Darryl Spitzer

Program Coordinator ------------------------------------------------- Brooke Bennett

## DATA TEAM COMMITTEE

**PURPOSE:**

The purpose of the Data Team is to build a data culture within the college by fostering data literacy through skill building and staff engagement. The Data Team will use ATD resources and the guidance of ATD data coaches, to plan and implement opportunities for staff and faculty to engage with student demographic data and student success measures. The Data Team also develops and communicates an understanding of the College’s strengths and weaknesses as viewed from the perspective of data.

The Data Team also serve as a consulting body for reviewing statistical reports and communications. It provides feedback and inputs into structure, style, and content. Team members guide the development, implementation and review of surveys conducted within the College, managing this valuable resource.

**CHARGE:**

* Collaborate in order to identify the appropriate student demographics and key measures for TBCC and make recommendations to Leadership and Faculty
* Facilitate conversations with departments about student success measures in order to build understanding and gather feedback from staff and faculty.
* Provide feedback on tools, reports, and surveys
* Participate in developing and planning staff opportunities in order to engage with student demographic data, student success measures, and strategic plan measures
* Act as leaders in the area of data and measurement, while championing the use of data-informed decision making
* Identify opportunities for collecting qualitative data in order to illuminate our quantitative measures

**SCHEDULE:**

Meets once a month or more often as determined by the committee.

|  |  |  |
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| **MEMBERSHIP** |  |  |
| Director of Institutional Effectiveness (Chair) | -------------------------------------------- | Erin McCarley |
| Representative from Student Services | -------------------------------------------- | Kelsey Jordan |
| Representative from Business Services | -------------------------------------------- | Sheryl Vanselow |
| Faculty Representative | -------------------------------------------- | Tom Atchison |
| Representative from IT | -------------------------------------------- | Sheryl Neu |
| Ex-Officio Member | -------------------------------------------- | Rhoda Hanson |
| Ex-Officio Member | -------------------------------------------- | Teresa Rivenes |

## EQUITY AND INCLUSION COMMITTEE

**PURPOSE:**

The Committee’s purpose is to ensure equity in education, such that everyone has the opportunity to participate and benefit. TBCC is committed to removing barriers that are pre-determined by race/ethnicity, family economic status, mobility, and language, country of origin, gender, gender expression, sexual orientation, disability, or zip code.

**CHARGE:**

* Create Values Statement for the college
* Create an equity plan for the college
* Ensure HB 2864 is integrated into the college equity plan – Intercultural Competence

**SCHEDULE:**

Meets every two weeks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEMBERSHIP** |  | |  | |
| Co-Chairs | | --------------------------------------------------------- | | Erin McCarley  Judy Schlotzhauer |
| Member | | --------------------------------------------------------- | | John Sandusky |
| Member | | --------------------------------------------------------- | | Jenny Case |
| Member | | --------------------------------------------------------- | | Pat Ryan |
| Member | | --------------------------------------------------------- | | Britta Lawrence |
| Member | | --------------------------------------------------------- | | Sheryl Vanselow |
| Member | | --------------------------------------------------------- | | Sayde Walker |
| Member | | --------------------------------------------------------- | | Kellie McKeehan |
| Member | | --------------------------------------------------------- | | Rebecca Phoenix |
| Member | | ---------------------------------------------------- | | Jared Schmidt |

**FACULTY SENATE**

**PURPOSE**:

To ensure quality educational endeavors and high academic standards by establishing a structured procedure for faculty to provide input to the college administration and to the Board of Education.

**SCHEDULE:**

The third Friday of the month, or as needed.

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Co-Chairs | ------------------------------------------------------------ | TBA |

All individuals who have received a NOTA at TBCC during the current academic year or during the previous academic year are considered members of the Faculty Senate.

## 

**Instructional Technology Committee**

**PURPOSE**

The purpose of the Instructional Technology Committee is to make decisions about technology, software, hardware and related needs in instructional technology. This committee forecasts needs in instruction, technology changes, technological supports, needed equipment and so forth. This body makes recommendations to Leadership as a function of shared governance.

**CHARGE**

* Forecast technology needs for instruction
* Decide on allocation of Instructional Technology budget
* Increase the value of instructional technology available to faculty, students and the community
* Develop policy/procedures for new instructional technology and technological instruction
* Decide on classroom technology and space

**SCHEDULE**

Meets quarterly or more often as needed.

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** | | |
| Co-Chair, Director of IT | ------------------------------------- | Sheryl Neu |
| Co-Chair, Online Instructional Coordinator | ------------------------------------- | Sarah Miller |
| Faculty | ------------------------------------- | Michael Weissenfluh |
| Faculty | ------------------------------------- | Michele DeGraffenreid |
| Dean of CTE | ------------------------------------- | Darryl Spitzer |
| Faculty | ------------------------------------- | Chris Carlson |
| Faculty | ------------------------------------- | Bob Pietruszka |
| IT Coordinator | ------------------------------------- | Monica Valencia |

## LEADERSHIP TEAM

**PURPOSE**:

The TBCC Leadership Team oversees and participates in most of the major decisions at the College regarding positions, budget, policy changes, space utilization, strategic planning, College events, communication to staff, committees and task forces, staff trainings, and other administrative issues and tasks. Leadership Team members represent all the departments on campus and are exempt, management level staff or full-time faculty.

**CHARGE**:

* Provide shared leadership and oversight to the College
* Ensure the viability of the College
* Coordinate College issues, committee directions and resources
* Review and recommend budget priorities and finalize budget for next fiscal year
* Collaborate on data needs for better decision making
* Understand the College data, its implications and suggest changes to improve student persistence and completion
* Listen to staff issues and identify College level issues that may need to be addressed
* Invite stakeholders to meetings as needed for clarity
* Ensure the strategic direction of the College

**SCHEDULE:** Meets three times a month on Monday afternoons.

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| **MEMBERSHIP** |  |  |
|  |  |  |
| President | ------------------------------------ | Ross Tomlin (Chair) |
| Vice President of Instruction | ------------------------------------ | Teresa Rivenes |
| Executive Director of Development & College Advancement | ------------------------------------ | Heidi Luquette |
| Faculty Representative | ------------------------------------ | Michael Weissenfluh |
| Vice President of Student Services | ------------------------------------ | Rhoda Hanson |
| Vice President of Finance | ------------------------------------ | Kyra Williams |
| Small Business Dev Center Director | ------------------------------------ | Arlene Soto |
| Director of Information Technology | ------------------------------------ | Sheryl Neu |
| Director of Facilities, Safety and HR | ------------------------------------ | Pat Ryan |
| Director of Institutional Effectiveness | ------------------------------------ | Erin McCarley |
| Executive Assistant to the President and Board | ------------------------------------ | Candi Merrill |

## SAFETY COMMITTEE

**PURPOSE:**

Responsible for helping ensure a safe, healthy, work and educational environment for all staff, students and patrons of Tillamook Bay Community College. This includes oversight of all Federal and State title programs.

**CHARGE:**

* Assure compliance with state and federal requirements, in part by conducting quarterly inspections, trainings and updates
* Assure compliance with federal safety requirements, including the Clery Act
* Offer staff training and development as appropriate or required by law
* Provide routine and/or immediate information related to safety issues and concerns
* Understand the college data, its implications and suggest changes to improve student persistence and completion
* Assess safety procedures, practices and products, conduct accident investigations and recommend improvements where appropriate

**SCHEDULE:**

Monthly meeting (generally held the 3rd Friday)

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| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Facilities Maintenance Specialist | ------------------------------------------ | George Hastings (Chair) |
| Director of Facilities, Safety and Human Resources | ------------------------------------------ | Pat Ryan |
| Student Services | ------------------------------------------ | Sally Jackson |
| Instructional Representative | ------------------------------------------ | Sydney Elliot |
| Instructional Representative | ------------------------------------------ | Bob Pietruszka |
| Business Services | ------------------------------------------ | Karey Woodke |
| Information Technology | ------------------------------------------ | TBD |
| Advancement | ------------------------------------------ | TBD |

## SCHOLARSHIP COMMITTEE

**PURPOSE:**

Evaluate applications and award scholarships.

**CHARGE**

* Review applications and make scholarship awards on a timely basis.

**SCHEDULE:**

On an “as-needed” basis, no regular schedule. Meet primarily in the Spring.

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Exec Director of Development and College Advancement | -------------------------------------------- | Heidi Luquette (Chair) |
| Business Services | -------------------------------------------- | Karey Woodke |
| Faculty | -------------------------------------------- | John Sandusky |
| Student Services | -------------------------------------------- | Rhoda Hanson |
| Academic Services | -------------------------------------------- | Masyn Phoenix |
| Foundation | -------------------------------------------- | Heidi Luquette |

## STRATEGIC ENROLLMENT MANAGEMENT (SEM) COMMITTEE

**PURPOSE:**

Develop institutional strategic efforts to maximize student recruitment, enrollment/onboarding, retention, and completion.

**CHARGE**

**SCHEDULE:**

Meets monthly on the second Thursday

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| VP of Student Services | -------------------------------------------- | Rhoda Hanson |
| VP of Instruction | -------------------------------------------- | Teresa Rivenes |
| Executive Director of Advancement and TBCC Foundation | -------------------------------------------- | Heidi Luquette |
| Director of Institutional Effectiveness | -------------------------------------------- | Erin McCarley |
| Faculty Member | -------------------------------------------- | TBA |
| Staff Member | -------------------------------------------- | TBA |
| Ex-Officio Member | -------------------------------------------- | Ross Tomlin |

**EVENTS COMMITTEE**

**PURPOSE:**

The Events Committee supports the TBCC values of Resourceful Teamwork and Personal and Friendly Environment by promoting socialization and a positive work life. TBCC believes that employee events promote and strengthen our working relationships and encourage a healthy team environment.

**CHARGE**

The Events Committee as a whole plans a variety of events and activities, usually one per month, to be held throughout the academic year. Responsibility for coordinating individual events rotates among committee members as work schedules allow. Tasks include but are not limited to project management, budgeting and coordinating events, reserving rooms/venues, sourcing collateral and refreshments, creating and circulating invitations, flyers, emails or other promotions, and soliciting volunteers as needed.

**SCHEDULE:**

The committee meets once a year, prior to the beginning of Fall term, and twice during the academic year. Committee members may also get together in small groups as needed throughout the year to complete tasks in preparation for events.

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| **MEMBERSHIP** | |  | |  |
| Executive Assistant to the President and Board of Education (Chair) | | ----------------------------------------------- | | Candi Merrill |
| Human Resources Representative | | ----------------------------------------------- | | Becca Phoenix |
| Office of Advancement Representative | | ----------------------------------------------- | | Britta Lawrence |
| Office of Instruction Representative | | ----------------------------------------------- | | Holly Kraus |
| Student Services Representative | | ----------------------------------------------- | | Sally Jackson |

## PROGRAM ADVISORY COMMITTEES

**CAREER-TECHNICAL EDUCATION (CTE) PROGRAM ADVISORY COMMITTEES**

**PURPOSE:**

Career-Technical Education (CTE) Program Advisory Committees are a group of individuals whose experience and abilities represent a cross section of a specific occupational area. All credit CTE programs are required to have an active advisory committee. The primary purpose of the CTE Program Advisory Committee is to assist educators in establishing, operating, and evaluating the CTE programs - which serve the needs of the students, the community, and the business/industry partners – and to provide expertise and insight about current and future industry and technological changes.

Advisory Committees of high-quality programs take an active role in assisting and advising the college and its faculty in the following areas:

* Curriculum modifications
* Ensuring job and career readiness
* Updates to facilities/budgets/student competencies
* Purchase of new instructional materials and equipment
* Adoption of policies
* Adoption of Industry-Recognized Certifications
* Evaluation of student skills using Technical Skill Assessments
* Helping arrange meaningful structured learning experiences for students in the program
* Identification of local, state and national certifications
* Identification of industry trends
* Connecting and networking the industry and its connection to training
* Building improved relationships between CTE educators, business/industry partners, and the community
* Promoting CTE programs by talking to legislators, speaking for career and technical education at board meetings, writing articles for local newspapers, or obtaining media coverage for special events

Local high schools and TBCC have limited general funds to use in building TBCC CTE programs.  With local employer guidance and direction, students can be successful in their careers.  Also, there are a variety of grant opportunities in Oregon for additional CTE/STEM funding.

## Schedule: Advisory Committees meet 3x per year

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| --- | --- | --- |
| **Agricultural Technology** |  |  |
| **MEMBERSHIP** |  |  |
|  |  |  |
| Program Chair | -------------------------------------------- | Darryl Spitzer |
| Vice President of Instruction | -------------------------------------------- | Teresa Rivenes |
| TSD Principal | -------------------------------------------- | Christy Hartford |
| Robotics, Electronics and Woodshop Teacher | -------------------------------------------- | Mark Roberts |
| Ag. Teacher | -------------------------------------------- | Hayden Bush |
| Superintendent TSD9 | -------------------------------------------- | Curt Shelley |
| Superintendent NVSD | -------------------------------------------- | Misty Wharton |
| Zweifel Farms | -------------------------------------------- | Pam Zweifel |
| OSU Extension | -------------------------------------------- | Troy Downing |
| Oldenkamp Farms | -------------------------------------------- | Luke Oldenkamp |
| Averill Farms | -------------------------------------------- | Don Averill |
| Crystal Creek Dairy | -------------------------------------------- | Tyler Thackary |
| Motion Flow and Control Products | -------------------------------------------- | Aaron Derting |
| TCCA Farm Engagement | -------------------------------------------- | Kate Lott |
| Priority Robotics | --------------------------------------------- | Kurt Mizee |
| Delaval | --------------------------------------------- | Mark Brown |

**BUSINESS ADMINISTRATION**

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Program Chair(s) | -------------------------------------------- | Michael Weissenfluh,  Tom Atchison | |
| Vice President of Instruction | -------------------------------------------- | Teresa Rivenes | |
|  |  |  | |
| **Community Partners** |  |  | |
| State Farm Insurance | -------------------------------------------- | David Hollandsworth | |
| Retried /Till. County | -------------------------------------------- | Diane Lyda | |
| FiberFederal | -------------------------------------------- | TBD | |
| SAI | -------------------------------------------- | Kristine Hayes | |
| US Bank | -------------------------------------------- | Meghan Wismer | |
| ReCreateNow | -------------------------------------------- | Mike Arseneault | |
| FibreFederal | -------------------------------------------- | Nikki Underwood | |
| OED | -------------------------------------------- | Stephanie Hurliman | |
| Tillamook PUD | -------------------------------------------- | Terri Filosi | |
| City of Tillamook  Community Partners & Alumni | -------------------------------------------- | Tim Lyda | |
| Zwald Trucking | -------------------------------------------- | Amber Stein | |
| Till. County 911 | -------------------------------------------- | Briar Smith | |
| Till. PUD | -------------------------------------------- | Joanna Stelzig | |
| TRMC | -------------------------------------------- | Micah Smith | |
| Till County Health Dept. | -------------------------------------------- | Robin Pepper | |
| TCCA | -------------------------------------------- | Wendy-Jo Wolf | |
| EDC & Tourism Accountant | -------------------------------------------- | Amy Blackburn | |

|  |  |  |
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| **COMMERCIAL TRUCK DRIVING**  **MEMBERSHIP** |  |  |
|  |  |  |
| Program Chair | --------------------------------------- | JoAnn Critelli |
| Vice President of Instruction | --------------------------------------- | Teresa Rivenes |
| Zwald Transport, Inc. | --------------------------------------- | Heather Taksdal |
| Zwald Transport, Inc. | --------------------------------------- | Jim Palmer |
| TCCA | --------------------------------------- | Pat McHugh |
| Hampton Lumber, | --------------------------------------- | Dan Daly |
| M & M Transport | --------------------------------------- | Brian Wentzel |
| M & M Transport | --------------------------------------- | Josh Pritchard |
| Business Oregon | --------------------------------------- | Melanee Olson |
| Port of Tillamook Bay | --------------------------------------- | Michele Bradley |
| Tillamook Chamber | --------------------------------------- | Justin Aufdermauer |
| Northwest Oregon Works | --------------------------------------- | Heather DeSart |
| OSU | --------------------------------------- | Troy Downing |
| TCCA | --------------------------------------- | Scott Schriber |
| Joe Morton & Sons, Inc. | --------------------------------------- | Michelle Rose |
|  |  |  |
|  |  |  |
| **Contacts from Clatsop County** |  |  |
| GWR Global | --------------------------------------- | Sam Sadler |
| GWR Global | --------------------------------------- | Mark Morgan |
| Warrenton Fiber | --------------------------------------- | John Nygaard |
| GWR Global | --------------------------------------- | Mark Gustafson |
| Hampton Affiliates | --------------------------------------- | Jed Arnold |
| Clatsop Community College President | --------------------------------------- | Chris Breitmeyer |
| Clatsop Community College Dean, Workforce Ed and Training | --------------------------------------- | Kristen Wilkin |
| Knife River Corporation | --------------------------------------- | Don Kincaid |

## Criminal Justice and Public Safety

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Program Chairs | -------------------------------------------- | Paul Letersky  Kandi Spitzer |
| Vice President of Instruction | -------------------------------------------- | Teresa Rivenes |
| **Community Partners** |  |  |
| Deputy District Attorney II | -------------------------------------------- | Jeremy Dietrich |
| Deputy District Attorney II | -------------------------------------------- | Paul Binford |
| Oregon Youth Authority | -------------------------------------------- | VACANT |
| Chief of Police | -------------------------------------------- | Charlie Stewart |
| Sergeant | -------------------------------------------- | Matt Gordon |
| Lieutenant | -------------------------------------------- | James Horton |
| Police Officer | -------------------------------------------- | Cpt. Frank Knight |
| Tillamook County Counsel | -------------------------------------------- | Joel Stevens |
| County Judge/Justice of the Peace | -------------------------------------------- | Ryan Connell |

##### **HEALTHCARE ADVISORY COMMITTEE**

|  |  |  |
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| **MEMBERSHIP** |  |  |
|  |  |  |
| TBCC Program Coordinator | -------------------------------------------- | Brooke Bennett |
| TBCC Vice President | -------------------------------------------- | Teresa Rivenes |
| Netarts-Oceanside Fire District | -------------------------------------------- | Tim Carpenter |
| Rescare | -------------------------------------------- | Angeline Chan-Pepper |
| Tillamook High School | -------------------------------------------- | Anna Kleeman |
| Northwest Investment Board | -------------------------------------------- | Debra Smith |
|  |  |  |
| Rinehart Clinic | -------------------------------------------- | Gail Nelson |
| Adventist Health | -------------------------------------------- | Gina Seufert |
| Adventist Health | -------------------------------------------- | Ginny Gabel |
| Adventist Health | -------------------------------------------- | Michael Halferty, MD |
| Rockaway Beach Fire Rescue | -------------------------------------------- | Todd Hesse |
| Adventist Health | -------------------------------------------- | Jackie Fox |
| Northwest Senior & Disability Services | -------------------------------------------- | Jake Pugh |
| Adventist Health | -------------------------------------------- | Jeff Meyer |
| Adventist Health | -------------------------------------------- | Jenny Schwend |
| TBCC | -------------------------------------------- | JoAnn Critellli |
| TBCC | -------------------------------------------- | Jodi Richardson |
| TBCC | -------------------------------------------- | Kaisa Larson |
| Nestucca Rural Fire District | -------------------------------------------- | Jim Oeder |
| Rinehart Clinic | -------------------------------------------- | Kellie Wood |
| Nehalem Valley Care Center | -------------------------------------------- | Kim Topazio |
| Adventist Health | -------------------------------------------- | Mark Bowman, MD |
| Community Health Centers | -------------------------------------------- | Marlene Putman |
| Tillamook County Wellness | -------------------------------------------- | Michelle Jenck |
| Adventist Health | -------------------------------------------- | Miranda Reddekopp |
| Adventist Health | -------------------------------------------- | Pravin Shende |
| Community Health Centers | -------------------------------------------- | Robin Watts |
| Griffin House | -------------------------------------------- | Sharon Griffin |
| Northwest Senior & Disability Services | -------------------------------------------- | Stacie Zuercher |
| The Smile Studio (Lee Long, DDS) | -------------------------------------------- | Sue Long |
| CARE, Inc. | -------------------------------------------- | Tracy Delano |
| WorkSource | -------------------------------------------- | Tristie Jones |

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| **MEMBERSHIP** |  |  |
|  |  |  |
| Program Chair | -------------------------------------------- | Darryl Spitzer |
| VP of Instruction | -------------------------------------------- | Teresa Rivenes |
| TBCC President | -------------------------------------------- | Ross Tomlin |
| Dean of Academic Partnerships | -------------------------------------------- | Kandy Spitzer |
| NWRESD CTE Coordinator | -------------------------------------------- | Tami Schild |
| TSD Principal | -------------------------------------------- | Christy Hartford |
| TSD CTE/Math Faculty | -------------------------------------------- | Nathan Radcliffe |
| Superintendent TSD9 | -------------------------------------------- | Curt Shelley |
| Plant Manager Hampton | -------------------------------------------- | Mark Elston |
| Signing Electrical Sup. Hampton | -------------------------------------------- | Mark Farrier |
| Director of Engineering TCCA | -------------------------------------------- | Jack Mulder |
| Maintenance Manager TCCA | -------------------------------------------- | Ryan Gentry |
| Plant Manager Stimson Lumber | -------------------------------------------- | Wes Coulter |
| Maintenance Manager Stimson Lumber | -------------------------------------------- | John Schneidecker |
| Plant Manger Northwest Hardwoods  Electrical Safety Supervisor | -------------------------------------------- | Roby Lane |
| North Coast Electrical and Mechanical | -------------------------------------------- | Chris Fink |
| JATC | -------------------------------------------- | Randall Tyle |
| TBCC Welding Faculty | -------------------------------------------- | Ron Carlbom |

##### **MANUFACTURING AND INDUSTRIAL TECHNOLOGY & WELDING PROGRAM**

## SMALL BUSINESS DEVELOPMENT CENTER

**PURPOSE:**

* Fulfill a SBA contractual requirement.
* Provide a group to advise staff on policy matters.
* Provide essential input to the center from a cross section of public and private interests.

**SCHEDULE:**

Twice annually

Update

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP** |  | |  |
| SBDC Director (Chair) | | ----------------------------- | Arlene Soto |
| TBCC President | | ----------------------------- | Ross Tomlin |
| Tillamook Chamber | | ----------------------------- | Justin Aufdermauer |
| Oregon State Extension | | ----------------------------- | Megan Deane McKenna |
| Netarts Resident and Very Active Volunteer | | ----------------------------- | Jim Carlson |
| Garibaldi Leasing & Development | | ----------------------------- | Paul Daniels |
| Law Office of John Putman | | ----------------------------- | John Putman |
| Precision Wood Manufacturing | | ----------------------------- | Lisa McRae |
| River House Food Products LLC | | ----------------------------- | Tony Pastega |
| Community Supported Fishery | | ----------------------------- | Jeff Wong |

**Tillamook Works**

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| --- | --- | --- |
|  |  |  |
| **MEMBERSHIP** | | |
| Program Chair | -------------------------------------------- | Shelby Owsley |
| VP of Instruction | -------------------------------------------- | Teresa Rivenes |
| NKNSD Superintendent | -------------------------------------------- | Paul Erlebach |
| TSD9 Superintendent | -------------------------------------------- | Curt Shelley |
| NWRESD CTE Coordinator | -------------------------------------------- | Tami Schild |
| TSD Principal | -------------------------------------------- | Christy Hartford |
| Health Occupations Program Coordinator | -------------------------------------------- | Brooke Bennet |
| Superintendent NVSD | -------------------------------------------- | Misty Wharton |
| NVHS Principal | -------------------------------------------- | Ken Richwine |
| NKNHS Principal | -------------------------------------------- | Heidi Buckmaster |
| Dean of Career and Technical Education | -------------------------------------------- | Darryl Spitzer |
| OSU Open Campus Coordinator | -------------------------------------------- | Megan Deane McKenna |

## SHORT-TERM COMMITTEES

**PURPOSE:**

In addition to standing committees, the College develops task force committees that meet for a specific purpose that is short-term in nature. Very often, volunteers from faculty and staff are solicited by the Leadership Team for these assignments.

**CTE Space Requirements Committee (2020-2021)**

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** | | |
| President | ------------------------------------------------------- | Ross Tomlin |
| Office of Instruction  Program Coordinator | ------------------------------------------------------- | Brooke Bennett |
| VP, Instruction | ------------------------------------------------------- | Teresa Rivenes |
| Business, Computer Instructor | ------------------------------------------------------- | Michael Weissenfluh |
| Exec VP, Development & College Advancement | ------------------------------------------------------- | Heidi Luquette |
| Tillamook Works Coordinator | ------------------------------------------------------- | Shelby Owsley |
| IT Director | ------------------------------------------------------- | Sheryl Neu |
| Director, Facilities, Safety & HR | ------------------------------------------------------- | Pat Ryan |
| Community & CE Coordinator | ------------------------------------------------------- | JoAnn Critelli |
| IT Coordinator | ------------------------------------------------------- | Monica Valencia |
| Dean, CTE | ------------------------------------------------------- | Darryl Spitzer |
| Director, SBDC | ------------------------------------------------------- | Arlene Soto |

**Logo Re-design Committee (2020-2021)**

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** | | |
| Advancement Rep | ------------------------------------------------------- | Heidi Luquette |
| Advancement Rep | ------------------------------------------------------- | Sayde Walker |
| Student Services Rep | ------------------------------------------------------- | Kelsey Jordan |
| Office of Instruction Rep | ------------------------------------------------------- | Darryl Spitzer |
| Office of Instruction Rep | ------------------------------------------------------- | Holly Kraus |
| Information Technology Rep | ------------------------------------------------------- | Sheryl Neu |

**Website Redesign Committee (2020-2021)**

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** | | |
| Advancement Rep | ------------------------------------------------------- | Heidi Luquette |
| Advancement Rep | ------------------------------------------------------- | Sayde Walker |
| Business Office Rep | ------------------------------------------------------- | Sheryl Vanselow |
| Library Rep | ------------------------------------------------------- | Masyn Phoenix |
| IT Rep | ------------------------------------------------------- | Sheryl Neu |

APPENDIX A

STUDENT ORGANIZATIONS

## 

## ASSOCIATED STUDENTS OF TILLAMOOK BAY COMMUNITY COLLEGE (ASTBCC)

**PURPOSE:**

* To provide leadership opportunities for Tillamook Bay Community College students

**SCHEDULE:**

Meetings as needed

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| ASTBCC Advisor | -------------------------------------------- | Kelsey Jordan |
| Officers   * ASTBCC President | -------------------------------------------- | Zowie Dial |
| * Vice President | ------------------------------------------- | TBD |
| * Office Manager | -------------------------------------------- | TBD |
| * Financial Manager | -------------------------------------------- | TBD |
| * Public Relations Officer | -------------------------------------------- | TBD |

## 

## PHI THETA KAPPA

**PURPOSE:**

* To recognize academic achievement. To foster scholarship, fellowship, leadership and service.

**SCHEDULE:**

Meets two or three times per month and other events as scheduled.

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| --- | --- | --- |
| **MEMBERSHIP** |  |  |
| Phi Theta Kappa Advisors | -------------------------------------------- | Sheryl Vanselow |
| President | -------------------------------------------- | Jaleen Ferguson |
| Vice President | -------------------------------------------- | TBD |
| Secretary | -------------------------------------------- | TBD |
| Treasurer | -------------------------------------------- | TBD |
| Public Relations | -------------------------------------------- | TBD |