

**Governance and Leadership**

**2022-2023**

Approved by College Council 5/3/2011

Revised: 9/2012, 7/2013, 9/2014, 9/2015, 7/2016, 1/2018, 4/2018, 6/2018, 9/2018, 10/2018, 2/2019, 11/2019, 10/2020, 1/2021, 3/2022, 10/2022

*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 l 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 meetings, which are held twice each term.

This handbook includes committee membership, 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 you 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 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 pm at the Third Street Campus or via Zoom, 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 8 am – 4 pm and the Board meeting starting at 4 pm, at the location away from the main campus.

**MEMBERSHIP:**

Chair -------------------------------------------------------------------------------- Kathy Gervasi (2025)

Vice Chair (At Large) ----------------------------------------------------------- Mary Faith Bell (2023)

Member ------------------------------------------------------------------------------ Andrea Goss (2023)

Member -------------------------------------------------------------------------------- Mary Jones (2023)

Member (At Large) ------------------------------------------------------------- Tamra Perman (2025)

Member -------------------------------------------------------------------------- Betsy McMahon (2023)

Member ----------------------------------------------------------------------------- Shannon Hoff (2023)

TBCC President (Clerk) -------------------------------------------------------------------- Ross Tomlin

Board Secretary ----------------------------------------------------------------- Sommer Hendrickson

**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 (2023), Zone 1

Board Member ---------------------------------------------------------- Andrea Goss (2023), Zone 2

Board Member --------------------------------------------------------- Kathy Gervasi (2025), Zone 3

Board Member --------------------------------------------------------- Shannon Hoff (2023), Zone 4

Board Member ------------------------------------------------------ Betsy McMahon (2023), Zone 5

Board Member ------------------------------------------------------ Tamra Perman (2025), At Large

Board Member ----------------------------------------------------- Mary Faith Bell (2023), At Large

Community Rep --------------------------------------------------------- Christi Clark (2023), Zone 1

Community Rep --------------------------------------------------------- Janet Riedel (2023), Zone 2

Community Rep ------------------------------------------------ Justin Aufdermauer (2023), Zone 3

Community Rep -------------------------------------------------- Steve Vanderhoef (2024), Zone 4

Community Rep --------------------------------------------------------- Chris Weber (2024), Zone 5

Community Rep --------------------------------------------------------------------------- TBD, At Large

Community Rep -------------------------------------------------------- Doug Olson (2022), At Large

The Board of Education will reappoint Budget Committee Members with expired appointments or appoint new members in Winter 2023.

**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:**

1. Increase the college connection to the community.
2. Increase the number and value of scholarships.
3. Lead and have successful capital campaign.
4. Increase the number of individuals involved with and giving to the foundation.
5. 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 ------------------------------------------------------------------ Michael Weissenfluh (2024)

Vice President --------------------------------------------------------------------- Chuck Bridge (2024)

Secretary ---------------------------------------------------------------------------- Andrea Goss (2024)

Treasurer ------------------------------------------------------------------------ Marilyn Phegley (2023)

Member ------------------------------------------------------------------------- Dr. Paul Betlinski (2023)

Member -------------------------------------------------------------------------------- Alicia Ritter (2024)

Member ----------------------------------------------------------------------- Marilyn Roossinck (2023)

Member -------------------------------------------------------------------------------- Joe Warren (2024)

Member ------------------------------------------------------------------------------ Chris Weber (2023)

TBCC Board of Education Liaison --------------------------------------------- Andrea Goss (2023)

Exec. Director of TBCC Foundation (Ex Officio) --------------------------------- Britta Lawrence

TBCC President (Ex Officio) -------------------------------------------------------------- Ross Tomlin

Bookkeeping Service, Jigsaw Consulting (Ex Officio) ------------------------------ Teri Fladstol

Development Specialist (Ex Officio) ------------------------------------------------ Vanessa Steele

**CAMPUS WIDE COMMITTEES**

**COLLEGE COUNCIL**

**PURPOSE:**

College Council aims to serve as a college-wide 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, administrative rules, 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 to the Board of Education for final approval. College Council meetings are open to all (including students), and the President will sometimes extend the College Council time for all campus conversations. Council meeting minutes are distributed to all college faculty and staff.

**CHARGE:**

1. Provide input, guidance, and advice on the College’s strategic plan
2. Provide feedback and input on Program Reviews before sending them to the Board
3. Understand the college data and its implications
4. Suggest changes to improve student persistence and completion
5. Review and approve administrative rules for TBCC
6. Be an active part of the College Accreditation process and provide ongoing monitoring, implementation, and continuous improvement of the self-evaluation process
7. Hear regular reports from other college committees
8. Review and discuss college-wide recommendations from the College’s standing committees
9. Function as clear communicators and advocates for the direction of the College
10. Provide feedback to the President on issues of importance to the College
11. 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 5:00 pm 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:**

Faculty Representative (Chair) -------------------------------------------------------- Michele DeGraffenreid

Deans Representative (Vice-Chair) ------------------------------------------------------------- Selena Castro

Office of Advancement Representative ------------------------------------------------------ Britta Lawrence

Business Services Representative --------------------------------------------------------------------------- TBD

Academic Services Representative ------------------------------------------------------------- Clare Sobotka

Information Technology Representative ---------------------------------------------------------- Nikole Clark

Online Learning Representative -------------------------------------------------------------------- Sarah Miller

ASTBCC Representative --------------------------------------------------------------------------------------- TBD

SBDC Representative ------------------------------------------------------------------------------------------- TBD

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

Adjunct Faculty Representative ------------------------------------------------------------------------------- TBD

TBCC President (Ex-Officio) ------------------------------------------------------------------------ Ross Tomlin

**DEANS AND DIRECTORS GROUP**

**PURPOSE:**

Deans and Directors at Tillamook Bay Community College (TBCC) are instrumental to the successful implementation of decisions that arise from the Shared Governance processes. The Deans and Directors Group has been formed to ensure communication and collaboration across the campus and to facilitate two-way communication with the leadership team.

The purpose of this group is two-fold: leadership and problem-solving.

**Leadership**

1. Distribute leadership among stakeholders
2. Enhance team building
3. Increase collaboration
4. Break silos

**Problem-solving**

1. Ensure vetted solutions are implemented
2. Highlight strategies to implement decisions
3. Work to reduce and eliminate unintended consequences
4. Provide forum to discuss issues as they arise
5. Serve as conduit for information to Leadership Team

**Ground Rule**s: TBD

**SCHEDULE:**

**MEMBERSHIP:**

Vice President of Instruction and Student Services (Co-Chair) -------------------- Paul Jarrell

Vice President of Administration and College Relations (Co-Chair) ---------- Heidi Luquette

Instructional CTE Dean -------------------------------------------------------------------- Sherry Cook

General Education and Transfer Dean ---------------------------------------------- Doug Goodwin

Dean of Academic Partnership and Student Success --------------------------- Selena Castro

Director of Nursing ------------------------------------------------------------------------------------- TBD

Director of SBDC -------------------------------------------------------------------- Leon Telesmanich

Director of Facilities and Safety -------------------------------------------------------------- Pat Ryan

Executive Director of Foundation ---------------------------------------------------- Britta Lawrence

Director of IT ------------------------------------------------------------------------------------ Sheryl Neu

Library Coordinator ----------------------------------------------------------------------- Clare Sobotka

Student Services Representative ------------------------------------------------------------------ TBD

**CURRICULUM & 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 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:**

1. Review and recommend substantive changes (additions, deletions, amendments) to Tillamook Bay Community College courses and programs.
2. Review instruction and assessment data, analyze its implications and recommend changes to programming and instruction in order to improve student persistence and completion.
3. Review and recommend changes to academic regulations and procedures.
4. Monitor progress toward the achievement of the Instruction Long Term Vision.
5. 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.
6. 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 by the Vice President of Instruction and Student Services or requested by faculty. Curriculum and Assessment Committee task forces and special work groups will meet as needed and report progress in scheduled Curriculum and Assessment Committee meetings or digitally as appropriate.

**MEMBERSHIP:**

Vice President of Instruction and Student Services ---------------------------------- Paul Jarrell

Faculty Rep ---------------------------------------------------------------------------------- Sydney Elliott

Faculty Rep --------------------------------------------------------------------------------- Tom Atchison

Faculty Rep ---------------------------------------------------------------------------------- Geza Laszlo

Faculty Rep ------------------------------------------------------------------------------- John Sandusky

Faculty Rep -------------------------------------------------------------------------------------- Joe Meyer

Faculty Rep ------------------------------------------------------------------------------------------ Vacant

Faculty Rep ---------------------------------------------------------------------------------- Chris Carlson

Faculty Rep ---------------------------------------------------------------------- Michele DeGraffenreid

Faculty Rep ---------------------------------------------------------------------------------- Ron Carlbom

OSU Open Campus Coordinator --------------------------------------- Megan Deanne McKenna

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

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

Library Services --------------------------------------------------------------------------- Clare Sobotka

Ex Officio Members:

Success Coach/Advisor ------------------------------------------------------------------------------ TBD

Registrar Technician ---------------------------------------------------------------------------- Ron Neu

CTE Dean ------------------------------------------------------------------------------------- Sherry Cook

General Education & Transfer Dean ------------------------------------------------- Doug Goodwin

**DATA TEAM COMMITTEE**

**PURPOSE:**

The purpose of the Data Team is to build a data culture within the college by fostering data literacy through the 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 data.

The Data Team also serve as 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 with in the college, managing this valuable resource.

**CHARGE:**

1. Collaborate in order to identify the appropriate student demographics ad key measures for TBCC and make recommendations to Leadership and faculty.
2. Facilitate conversations with departments about student success measures in order to build understanding and gather feedback from staff and faculty.
3. Provide feedback on tools, reports, and surveys.
4. Participate in developing and planning staff opportunities in order to engage with student demographic data, student success measures, and strategic plan measures.
5. Act as leaders in the area of data and measurement, while championing the use of data-informed decision making.
6. 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.

**MEMBERSHIP:**

Director of Institutional Effectiveness (Chair) --------------------------------------- Erin McCarley

Members ------------------------------------------------------------------------------------------------- TBD

**EQUITY AND INCLUSION TEAM**

**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:**

1. Guide and support the work of the food pantry.
2. Support the college to implement the Equity Lens.
3. Participate in campus and community events related to promoting the understanding of equity and inclusion.

**SCHEDULE:**

Meets every two weeks.

**MEMBERSHIP:**

Chair ------------------------------------------------------------------------------------------ Erin McCarley

Member -------------------------------------------------------------------------------- Jude Schlotzhauer

Member ----------------------------------------------------------------------------------------- Jenny Case

Member -------------------------------------------------------------------------------------------- Pat Ryan

Member ------------------------------------------------------------------------------------ Britta Lawrence

Member ------------------------------------------------------------------------------------- Jared Schmidt

Member ---------------------------------------------------------------------------------------- Nikole Clark

Member ---------------------------------------------------------------------------------- Kellie McKeehan

Member ---------------------------------------------------------------------------------------- Tom Lackaff

Member ------------------------------------------------------------------------------- Angelica Ortiz Rios

**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:**

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

**SCHEDULE:**

Meets quarterly or more often as needed.

**MEMBERSHIP:**

Director of IT (Co-Chair) --------------------------------------------------------------------- Sheryl Neu

Online Instructional Coordinator ---------------------------------------------------------- Sarah Miller

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

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

A/V Instructional Support Specialist ----------------------------------------------------- Nikole Clark

IT Coordinator ---------------------------------------------------------------------------------- Tom Wolfe

**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:**

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

**SCHEDULE:**

Meets three times a month on a Monday from 10 am to 2 pm.

**MEMBERSHIP:**

President (Chair) ---------------------------------------------------------------------------- Ross Tomlin

Vice President of Instruction and Student Services ----------------------------------- Paul Jarrell

Vice President of Administration and College Relations ------------------------- Heidi Luquette

Faculty/College Council Rep ------------------------------------------------ Michele DeGraffenreid

Associate Vice President of Student Services ------------------------------------ Rhoda Hanson

Director of Institutional Effectiveness ------------------------------------------------- Erin McCarley

Director of Human Resources -------------------------------------------------------- Debbie Daniels

Associate Vice President of Finance ------------------------------------------------- Kristin Reagan

Executive Assistant to the President ---------------------------------------- Sommer Hendrickson

**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:**

1. Assure compliance with state and federal requirements, in part by conducting quarterly inspections, trainings and updates.
2. Assure compliance with federal safety requirements, including the Clery Act.
3. Offer staff training and development as appropriate or required by law.
4. Provide routine and/or immediate information related to safety issues and concerns.
5. Understand the college data, its implications and suggest changes to improve student persistence and completion.
6. Assess safety procedures, practices and products, conduct accident investigations and recommend improvements where appropriate.
7. Evaluate how management holds employees accountable for working safety and recommend ways to strengthen accountability.
8. Establish a system for employees to report hazards to management and suggest how to correct hazards.

**SCHEDULE:**

Monthly meeting (generally held the 3rd Friday)

**MEMBERSHIP:**

Facilities and Maintenance Specialist (Chair) ------------------------------------ George Hasting

Director of Facilities and Safety -------------------------------------------------------------- Pat Ryan

Student Services Rep --------------------------------------------------------------------- Sally Jackson

Instructional Rep ---------------------------------------------------------------------------- Sydney Elliot

Instructional Rep --------------------------------------------------------------------------------------- TBD

Business Services Rep --------------------------------------------------------------------------------TBD

Information Technology Rep ---------------------------------------------------------------- Tom Wolfe

Advancement ------------------------------------------------------------------------------------------- TBD

**STRATEGIC ENROLLMENT COMMITTEE (SEM)**

**PURPOSE:**

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

**SCHEDULE:**

Meets monthly on the second Thursday

**MEMBERSHIP:**

AVP of Student Services --------------------------------------------------------------- Rhoda Hanson

Vice President of Instruction and Student Services ----------------------------------- Paul Jarrell

Marketing Coordinator ----------------------------------------------------------------------- Mia Gibson

Director of Institutional Effectiveness ------------------------------------------------- Erin McCarley

Faculty Rep ---------------------------------------------------------------------------------------------- TBD

Staff Rep ------------------------------------------------------------------------------------------------- TBD

Ex-Officio -------------------------------------------------------------------------------------- Ross Tomlin

**SCHOLARSHIP COMMITTEE**

**PURPOSE:**

Evaluate applications and award scholarships

**CHARGE:**

1. 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:**

Executive Director of the Foundation (Chair) ------------------------------------- Britta Lawrence

Instruction Technology Rep ---------------------------------------------------------------- Sheryl Neu

Faculty Rep ------------------------------------------------------------------------------- John Sandusky

Student Services Rep ------------------------------------------------------------------- Rhoda Hanson

Academic Services Rep -------------------------------------------------------------------- Sarah Miller

Instruction Rep ----------------------------------------------------------------------------- Selena Castro

**EVENTS COMMITTEE**

**PURPOSE:**

The Events Committee supports TBCC by providing a friendly environment by promoting socialization and a positive work life for all employees.

**CHARGE:**

1. Plan a variety of events and activities every month throughout the year.

**SCHEDULE:**

Meets once every two months or more as needed.

**MEMBERSHIP:**

Executive Assistant to College President and Board (Chair) ---------- Sommer Hendrickson

Student Services Rep (Vice Chair) ------------------------------------------------------ Clara Blaser

Instructional Technology Rep ------------------------------------------------------------- Nikole Clark

Student Services Rep -------------------------------------------------------------- Angelica Ortiz Rios

Administrative Rep --------------------------------------------------------------------------- Holly Kraus

Financial Aid Rep -------------------------------------------------------------------------- Beth McBride

Human Resources Rep ----------------------------------------------------------------- Karlene Ashby

Office of Advancement/Foundation Rep ------------------------------------------- Vanessa Steele

Faculty Rep --------------------------------------------------------------------------------- Joseph Meyer

Business Office Rep ------------------------------------------------------------------------ Jamie Lamb

**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 ------------------------------------------------------------------------------------------------ TBD

\*\*\* 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. \*\*\*

**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.

**CHARGE:**

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

1. Curriculum modifications
2. Ensuring job and career readiness
3. Updates to facilities/budgets/student competencies
4. Purchase of new instructional materials and equipment
5. Adoption of policies
6. Adoption of Industry-Recognized Certifications
7. Evaluation of student skills using Technical Skill Assessments
8. Helping arrange meaningful structured learning experiences for students in the program.
9. Identification of local, state and national certifications
10. Identification of industry trends
11. Connecting and networking the industry and its connection to training
12. Building improved relationships between CTE educators, business/industry partners, and the community
13. Promoting CTE programs by talking to legislators, speaking for CTE 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.

**AGRICULTURAL TECHNOLOGY**

**MEMBERSHIP:**

Program Chair ---------------------------------------------------------------- Megan Deane McKenna

Vice President of Instruction and Student Services ----------------------------------- Paul Jarrell

CTE Dean ------------------------------------------------------------------------------------- Sherry Cook

NWRESD CTE Coordinator ----------------------------------------------------------- Stevie Jackson

THS Principal ------------------------------------------------------------------------------------ Jill Ingram

Robotics, Electronics & Woodshop Teacher ---------------------------------------- Mark Roberts

Agriculture 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 ---------------------------------------------------------------------------------------- Bill Chandler

**BUSINESS ADMINISTRATION**

**MEMBERSHIP:**

Department Chair -------------------------------------------------------------------------- Tom Atchison

Dean of CTE ---------------------------------------------------------------------------------- Sherry Cook

**Educational Partners**

ESD ----------------------------------------------------------------------------------------- Stevie Jackson

NKN BA Teacher ----------------------------------------------------------------------- Debbie Beckwith

THS BA Teacher -------------------------------------------------------------------------- Taylor Howard

THS Vice Principle -------------------------------------------------------------------------- Matt Dickson

**Community Partners and Alumini**

Adventist Health Tillamook ---------------------------------------------------------------- Micah Smith

Habitat for Humanity -------------------------------------------------------------------------- Briar Smith

OSU Extension ----------------------------------------------------------------------------------- Kym Luth

Private Accountant ------------------------------------------------------------------------ Robin Pepper

TCCA --------------------------------------------------------------------------------------- Wendy-Jo Wolf

Tillamook PUD ---------------------------------------------------------------------------- Joanna Stelzig

Waud’s Funeral ----------------------------------------------------------------------------- Miguel Perez

Waud’s Funeral -------------------------------------------------------------------------- Rebecca Perez

Zwald Trucking ------------------------------------------------------------------------------ Amber Zwald

**COMMERCIAL TRUCK DRIVING**

**MEMBERSHIP:**

Program Chair ------------------------------------------------------------------------------- JoAnn Critelli

Vice President of Instruction and Student Services ----------------------------------- Paul Jarrell

Zwald Transport, Inc. ------------------------------------------------------------------ Heather Taksdal

Zwald Transport, Inc. ------------------------------------------------------------------------- Jim Palmer

TCCA ------------------------------------------------------------------------------------------- Pat McHugh

Hampton Lumber -------------------------------------------------------------------------------- Dan Daly

M & M Transport ----------------------------------------------------------------------------- Brian Wetzel

M & M Transport --------------------------------------------------------------------------- Josh Pritchard

Business Oregon ------------------------------------------------------------------------- Melanee Olson

Port of Tillamook Bay ------------------------------------------------------------------ Michele Bradley

Tillamook Chamber ---------------------------------------------------------------- Justin Aufdermauer

Northwest Oregon Works ------------------------------------------------------------- Heather DeSart

TCCA ----------------------------------------------------------------------------------------- Scott Schriber

Joe Morton & Sons, Inc. ----------------------------------------------------------------- Michelle Rose

**Contacts from Clatsop County**

GWR Global ---------------------------------------------------------------------------------- Kevin Brown

Warrenton Fiber --------------------------------------------------------------------------- John Nvgaard

Hampton Affiliates ----------------------------------------------------------------------------- Jed Arnold

Clatsop Community College President ------------------------------------------- Chris Breitmeyer

Clatsop Community College Dean ----------------------------------------------------- Kristen Wilkin

**CRIMINAL JUSTICE AND PUBLIC SAFETY**

**MEMBERSHIP:**

Program Chair ------------------------------------------------------------------------------ Paul Letersky

CTE Dean ------------------------------------------------------------------------------------- Sherry Cook

Vice President of Instruction and Student Services ----------------------------------- Paul Jarrell

**Community Partners**

Deputy District Attorney II ------------------------------------------------------------- Jeremy Dietrich

Deputy District Attorney II ------------------------------------------------------------------ Paul Binford

Oregon Youth Authority --------------------------------------------------------------------------- Vacant

Chief of Police --------------------------------------------------------------------------------------- Vacant

Sergeant --------------------------------------------------------------------------------------- Matt Gordon

Lieutenant ----------------------------------------------------------------------------------- James Horton

Police Officer ------------------------------------------------------------------------- CPT. Frank Knight

County Judge/Justice of the Peace ---------------------------------------------------- Ryan Connell

**HEALTHCARE ADVISORY COMMITTEE**

**MEMBERSHIP:**

Program Coordinator ---------------------------------------------------------------------------------- TBD

Vice President of Instruction and Student Services ---------------------------------- Paul Jarrell

Tillamook Fire District -------------------------------------------------------------------- Daron Bement

Tillamook Fire District --------------------------------------------------------------- Reuben Descloux

Rescare -------------------------------------------------------------------------- Angeline Chan-Pepper

Tillamook High School ------------------------------------------------------------------ Anna Kleeman

Rinehart Clinic --------------------------------------------------------------------------------- Gail Nelson

Rinehart Clinic --------------------------------------------------------------------------------- Chad Bash

Rinehart Clinic -------------------------------------------------------------------------------- Kellie Wood

Sandcreek Dental ------------------------------------------------------------------- Cyrus Javadi, DDS

AH/RBFR ---------------------------------------------------------------------------------- Geoffrey Grace

Adventist Health -------------------------------------------------------------------------------- Jackie Fox

Adventist Health/TBCC --------------------------------------------------------------- Jodi Richardson

Adventist Health ---------------------------------------------------------------------------- Jonetta Blum

Adventist Health ----------------------------------------------------------------------------- Katelyn Cole

Adventist Health ------------------------------------------------------------------------ Michael Halferty

Adventist Health --------------------------------------------------------------------------- Nicole Vertner

NorthWest Senior & Disability Services -------------------------------------------------- Jake Pugh

NorthWest Senior & Disability Services ------------------------------------------- Stacie Zuercher

Netarts-Oceanside Fire District -------------------------------------------------- Jamie McCamman

Netarts-Oceanside Fire District -------------------------------------------------------- Tim Carpenter

Worksource -------------------------------------------------------------------------------- Jared Hartford

Nehalem Bay Fire & Rescue ------------------------------------------------------------- Jesse Welsh

Nestucca Rural Fire District ----------------------------------------------------------------- Jim Oeder

Nehalem Valley Care Center ------------------------------------------------------------- Kim Topazio

Community Health Centers ------------------------------------------------------------------ Lisa Steffy

Community Health Centers ---------------------------------------------------------- Marlene Putman

Tillamook Community Health Center -------------------------------------------------- Robin Pepper

RN Faculty -------------------------------------------------------------------------------------- Sari Colvin

Rockaway Fire District ---------------------------------------------------------------------- Todd Hesse

**MANUFACTURING AND INDUSTRIAL TECHNOLOGY & WELDING PROGRAM**

**MEMBERSHIP:**

Program Chair ------------------------------------------------------------------------------- Ron Carlbom

Vice President of Instruction and Student Services ---------------------------------- Paul Jarrell

TBCC President ----------------------------------------------------------------------------- Ross Tomlin

CTE Dean ------------------------------------------------------------------------------------- Sherry Cook

NWRESD CTE Coordinator ----------------------------------------------------------- Stevie Jackson

THS Principal ------------------------------------------------------------------------------------ Jill Ingram

THS CTE Faculty --------------------------------------------------------------------------- Hayden Bush

Superintendent TSD9 ---------------------------------------------------------------------- Curt Shelley

Plant Manager Hampton -------------------------------------------------------------------- Mark Elston

Signing Electrical Sup. Hampton --------------------------------------------------------- Mark Farrier

Maintenance Manager TCCA ------------------------------------------------------------ Ryan Gentry

Plant Manager Stimson Lumber --------------------------------------------------------- Wes Coulter

Maintenance Manager Stimson Lumber -------------------------------------- John Schneidecker

Electrical Safety Supervisor ---------------------------------------------------------------- Roby Lane

North Coast Electrical and Mechanical -------------------------------------------------- Chris Fink

JATC ------------------------------------------------------------------------------------------- Randall Tyle

**SMALL BUSINESS DEVELOPMENT CENTER**

**PURPOSE:**

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

**SCHEDULE:**

Twice annually

**MEMBERSHIP:**

SBDC Director (Chair) -------------------------------------------------------------- Leon Telesmanich

TBCC President ----------------------------------------------------------------------------- Ross Tomlin

Oregon Coast Handyman ----------------------------------------------------------------- Maria Carillo

Tillamook EDC ------------------------------------------------------------------------------ Terre Cooper

Tillamook County Arts Network ------------------------------------------------------ Heidi Holzgrafe

Las Margaritas ---------------------------------------------------------------------- Victoria Mata Lopez

Precision Wood Manufacturing ---------------------------------------------------------- Lisa McCrae

Well Versed LLC ------------------------------------------------------------------------ Christine Pfister

Pauseful Massage and Botanicals --------------------------------------------------- Christina Pykel

Law Office of John Putman -------------------------------------------------------------- John Putman

Former SBDC Advisor ----------------------------------------------------------------------- Sally Tuttle

APPENDIX A

**STUDENT ORGANIZATIONS**

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

**PURPOSE:**

To provide leadership opportunities for Tillamook Bay Community College students, encourage engagement in college activities, provide a route for change through student advocacy, and leadership and professional development.

**SCHEDULE:**

Meet at least twice per term.

**MEMBERSHIP:**

ASTBCC Advisor --------------------------------------------------------------------- Kellie McKeehan

ASTBCC Advisor --------------------------------------------------------------------------- Clara Blaser

**Officers**

ASTBCC President ---------------------------------------------------------------- Mackenzie Mitchell

Vice President --------------------------------------------------------------------------- Emilee Nguyen

Office Manager ---------------------------------------------------------------------- Elizabeth Jimenez

Financial Manager ------------------------------------------------------------------------------------ TBD

Public Relations Officer ---------------------------------------------------------- Marissa Velazquez

**PHI THETA KAPPA**

**PURPOSE:**

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

**SCHEDULE:**

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

**MEMBERSHIP:**

Phi Theta Kappa Advisor ----------------------------------------------------------- Kellie McKeehan

**Officers**

President ------------------------------------------------------------------------------------------------ TBD

Vice President ------------------------------------------------------------------------------------------ TBD

Secretary ------------------------------------------------------------------------------------------------ TBD

Treasurer ------------------------------------------------------------------------------------------------ TBD

Public Relations Officer ------------------------------------------------------------------------------ TBD