Board of Education Meeting Agenda

Date: Monday, January 9, 2023

TBCC Board Meeting Work Session 4:30 – 5:00pm/Regular Session Hybrid 5:00 – 7:00pm

Item **Description** **Resource**

1. **Call to Order • Acknowledge Guests** ....Chair Gervasi

2. **Consent Agenda:** .... (Action) Chair Gervasi
   a. Approval of Agenda
   b. Approval of December 5, 2022 Meeting Minutes
   c. Personnel Report…………………………………………….….Director Daniels

3. **Invitation for Public Comment** .... Chair Gervasi
   Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.

4. **New Business and/or focused policy discussions**
   a. Board Recognition Month ....…………………………………....President Tomlin
   b. 23-24 and 24-25 Academic Calendar: Second Reading ………....(Action) VP Jarrell
   c. Organizational, Legal, and Financial Designations…………….(Action) AVP Reagan
   d. Authorization of Additional Check Signer…………..........……..(Action) AVP Reagan
   e. Budget Committee Membership …………….............……..(Action) AVP Reagan
   f. Board Member Elections in 2023 ....………….....................…...President Tomlin

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
   a. Building Project Updates…………..……………… Dale Kuykendall, Kieron Spellman
   b. Dev Ed Redesign…….……………………………………………....…. VP Jarrell
   c. OCCA Board Policy and Procedure Program………………………. President Tomlin
   d. ASTBCC Report ………………………..……………........ ASTBCC President
   e. Financial Report …………………………………………….….…… AVP Reagan
   f. President's Report ……………………………………………... President Tomlin

6. **Board Member Discussion Items** .... Chair Gervasi

7. **Adjournment** .... (Action) Chair Gervasi

Per Oregon HB 2560 and HB 2459, all TBCC Board meetings are open for remote
public participation via Zoom and are recorded for the purpose of transcribing minutes.

Call to Order

RECOMMENDATION
CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION……………………………………………………Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION
ACTION ITEM

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

Items for approval:
      a. Approval of Agenda for the January meeting
      b. Approval of December 5, 2022 Meeting Minutes
      c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING

Board of Education Meeting Agenda

Date: Monday, January 9, 2023

TBCC Board Meeting Work Session 4:30 – 5:00pm/Regular Session Hybrid 5:00 – 7:00pm

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    c. OCCA Board Policy and Procedure Program………………………. President Tomlin
    d. ASTBCC Report ……………………….…………….….......... ASTBCC President
    e. Financial Report ……………………………………….….…………. AVP Reagan
    f. President's Report ……………………………………….….……….... President Tomlin

6. **Board Member Discussion Items** .... Chair Gervasi

7. **Adjournment** .... (Action) Chair Gervasi

December 5, 2022 Board of Education
Meeting Minutes

TBCC Board Meeting Hybrid – 5:00 pm – 7:00 pm

Members in Attendance: Kathy Gervasi, Betsy McMahon, Andrea Goss, Mary Faith Bell, Shannon Hoff, Tamra Perman, Mary Jones

Members Not in Attendance:

TBCC Staff in Attendance: President Tomlin, VP Luquette, VP Jarrell, AVP Hanson, AVP Reagan, Director McCarley, Director Daniels, Director Neu, Exec Director Lawrence, Dean Goodwin, Dean Castro, Dean Cook, ASTBCC President Mitchell, Michele DeGraffenreid, Michael Weissenfluh, Executive Assistant Sommer Hendrickson, Lorie Lund

Guest: Logan Laity, Robert Esau

Call to Order • Acknowledge Guests (Agenda Item 1) ……………………………………… Chair Gervasi
The meeting was called to order at 5:03 pm.

VP Luquette introduced the new AVP of Finance, Krisitin Reagan.

Consent Agenda (Agenda Item 2) …………………………………………………… (Action) Chair Gervasi

Approval of Agenda (Agenda Item 2.a)
There were no changes to the agenda for the December 5, 2022 meeting.

Approval of November 7, 2022 Meeting Minutes (Agenda Item 2.b)
There were no corrections to the minutes from the November 7, 2022 meeting.

Personnel Report (Agenda Item 2.c)…………………………………………………….... Director Daniels
The Personnel Report for the month is included in the packet for this meeting. The following positions have been filled: AVP of Finance (Kristin Reagan), Facilities Coordinator II (Jason Lawrence), CCL Systems Navigator (Carey Rausch), Student Success Coach (Baylee Beutel), Library Assistant (Kathleen Wade).The Payroll and Benefits Specialist position has been removed and will be reevaluated. Interviews are being scheduled for the IT Support Specialist postion. The Director of Equity and Inclusion has been going through a job description rewrite. The rewrite is in the final draft. This position will be posted this week; the Board of Education requested to have the job description shared with them via email. Lastly, the Healthcare Coordinator position will be posted tomorrow.

The Nursing Director position will be posted in spring. This postion is currently being filled by an interim contractor. VP Jarrell was connected with her after meeting with the Board of Nursing liaison.

Additional Agenda Items …………………………………………………………………..Chair Gervasi
Betsy McMahon motioned to approve the Consent Agenda. Andrea Goss seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) …………………………………………... Chair Gervasi
Michael Weissenfluh, President of the Foundation board, expressed his gratitude to the Executive Director of the Foundation, Britta Lawrence. He noted that she had done excellent work since starting a couple of years ago.

New Business and/or focused policy discussions (Agenda Item 4)

23-24 and 24-25 Academic Calendar: First Reading (Agenda Item 4.a) ……………………… VP Jarrell
VP Jarrell shared the draft 23-24 and 24-25 Academic calendars with the Board of Education for a first reading. He highlighted that the only change to these calendars is the fall term start date was pushed back a week to align with the traditional fall term start time the college has had in the past. The Board had no questions or concerns.

Sale of Bonds Update (Agenda Item 4.b) …………………………………………..…... VP Luquette
VP Luquette shared an update regarding the sale of bonds. She advised she and President Tomlin recently met with the Bond Analyst and Consultant to discuss when to sell the bonds. They are currently looking at selling in March. She added they'd be meeting again this month to work on putting together a statement for the sale of bonds. This takes approximately 6-8 weeks to prepare, and it has to go to a group in San Fransisco to get rated. They will begin this process next week.

President Tomlin advised the Board that they met with the Project Managers, Dale, and Kieron from the Wenaha Group, last week for the first time. Wenaha will create an updated timeline to share next week at their meeting on campus. They advised the current timeline does look like it will work and will put graduation in the finished building in 2025. They will also update the construction costs with current market prices. President Tomlin noted that he is currently anticipating being short on funds for the new building; President Tomlin, VP Luquette, and VP Jarrell will likely be going to the next Foundation Board meeting to request assistance in fundraising the remaining needed funds for the construction of the building.

Lastly, he noted they'd be creating a few committees. They will be starting the Bond Oversight Committee first. This committee will be comprised of local community members. The Bond Oversight Committee will be an outlet to communicate updates on the building project and allow for information transparency with the community. President Tomlin asked the Board to think of local community members that would be a good fit for this group. The Board asked what the deadline was for getting recommendations in for members. He advised that the committee should be put together in January.

Information-Only Items (Agenda Item 5)

Program Review: IT (Agenda Item 5.a) ………..……………………………………...………… Director Neu
Director Neu gave a brief overview of the IT Program Review. Director Neu introduced the IT team: Tom Wolfe, IT Coordinator, and Nikole Clark, A/V Support Specialist. Director Neu highlighted that cybersecurity is becoming increasingly important. She noted that they have done training with staff and faculty regarding this and would be happy to do a separate training with the Board. She then pointed out that communication efficiency is also becoming more critical. They are taking an in-depth look at Teams. Teams have many different services that are a part of their subscription, including phones. She noted Teams has a "zoom" equivalent option and direct messaging as a more accessible form of communication. Lastly, she is looking at hosting Jenzabar. This would cut costs and remove the need for a more extensively trained Database Administrator. This would free up further needed resources to focus on cybersecurity.

The Board asked if any other community colleges have used this service for five years or more. Director Neu advised that numerous Oregon community colleges have used this service for 1-5 years; all had positive feedback to share with Director Neu.

The Board will meet for a work session at 4:30 pm at the January 9th board meeting to discuss cybersecurity training with Director Neu. They will then go into a regular session at 5 pm.

Program Review: Foundation (Agenda Item 5.b) ……..…………………… Exec Director Lawrence
Executive Director Lawrence gave a brief overview of the Foundation Program Review. She first shared changes to her SAOs before sharing a few highlights from 2021-22. Highlights included receiving multiple large endowments and donations, including $100,000 from Ben Nunez's estate after he passed. The Foundation launched the TBCC Alumni Association and now has over 200 members. They hired a Development Support Specialist with Title III funds. She then shared more information regarding their upcoming event – the Northcoast Throwdown. Northcoast Throwdown is a cornhole tournament scheduled for January 14 from 11-5 pm at the Tillamook Fairgrounds. All proceeds from this event will be going to the Career-to-Career scholarship program. She advised that they are looking for sponsors and cornhole teams. She noted that they have five confirmed teams, one of which is the Leadership Team representative; they also have seven confirmed learning community teams of students. The Board commended Executive Director Lawrence on her work with the Foundation.

Voter Voice (Agenda Item 5.c) ………………………………………………………….... VP Luquette
VP Luquette shared Voter Voice with the Board. OCCA created Voter Voice a few years ago to make lobbying easier during the legislative session. Voter Voice has prewritten scripts and templates regarding different campaigns and bills coming up in the session. VP Luquette noted that it received good feedback from the other community colleges. There are two ways to use it; first, you can download the app, or second, go to the OCCA website and click the take action tab to see the different templates for the various campaigns. She noted the website also has lobbying tips and more information on this legislative session's budget messages. VP Luquette then walked through how to use the app with the Board.

Executive Director Lawrence asked if she needed to use her personal or TBCC email to register as a staff member for the app. Guest, Logan Laity, advised that staff members can use their work email if they are only educating legislators; if they are lobbying, they need to use their personal email, which needs to be done outside of work hours. He also noted that elected Board officials/members could use their college email to lobby.

The Board asked if these templates were effective compared to personalized letters. VP Luquette advised that the templates are partially customizable and have been effective for other community colleges. It was also noted that the Board could contact not only individual legislators through this but also legislative committees.

ASTBCC President's Report (Agenda Item 5.d) ……………… ASTBCC President Mackenzie Mitchell
ASTBCC President Mackenzie Mitchell shared updates on ASTBCC. ASTBCC recently had their showing of the film "Smoke Signals." She noted their turnout was smaller than they had hoped and that they'd be adjusting the time of future events to find times that work for a larger pool of students. She advised in January they would be putting together a booth with more information on how to start clubs at the college. ASTBCC hopes to get more active clubs to encourage student participation. She added that they would be holding a paint night in late January. They will provide all the supplies like canvases, paint, and brushes. They are currently looking for someone to lead the class. VP Luquette recommends reaching out to the Bay City Art Center to see if anyone is willing to volunteer. The Board recommended reaching out to Art Accelerated too.

President Tomlin noted that ASTBCC President Mackenzie Mitchell would attend the two scheduled legislative meetings and the Legislative Summit on March 9.

Financial Report (Agenda Item 5.e) ………………………………..………………………….. VP Luquette
The financial report for the month of October is included in the packet for this meeting. VP Luquette asked the Board if the current format was meeting their needs and bringing value to their conversations,

specifically the second page of the report. She advised that AVP Reagan will do a more in-depth assessment of the financial report once she is settled into her position. The Board advised that they like having the summary of the financials but agree that the second page of the report can be removed. The Board had no questions or concerns regarding the October financial report.

President's Report (Agenda Item 5.f) …………………………………………..……… President Tomlin
The President began his remarks with a reminder that the next board meeting is scheduled for January 9, 2022, at 5:00 pm in rooms 214/215. The Board will meet at 4:30 pm before the regular session for a cybersecurity work/training session.

President Tomlin advised that the Oregon Presidents Council meeting is this Thursday at Umpqua Community College and the OCCA Board meeting is on Friday at Umpqua. Board member Betsy McMahon will attend the OCCA Board meeting and give an update at the January 9th meeting.

He then provided a legislative update. He advised the Board that our legislators are Representative Cyrus Javadi, Senator Suzanne Weber, and Senator Dick Anderson. The college is holding a meeting with Representative Javadi and Senator Weber on Thursday, December 15, from 1-3 pm to provide updates on the college and what its needs will be in the upcoming session. A second legislative meeting has been scheduled on Wednesday, January 4, from 1-3 pm for Senator Anderson. The same information from the first legislative session will be shared with Senator Anderson. He noted that we would be reaching out to our Congresswoman Bonamici to schedule a time to meet with her in January. Once that meeting is scheduled, the time and date will be sent out to the Board.

OPC and OCCA have created their legislative agenda for this session. They will present a budget increase of 20.1% for community colleges and request more funds for the Oregon Opportunity Grant. This increase in the Oregon Opportunity Grant would allow for an increase in income for eligible students. Lastly, they will bring forward a bill allowing community colleges to offer a Bachelor of Science in Nursing (BSN) degree. Eric Swanson with Adventist Health and Gail Nelson with the Rinehart Clinic have both offered to testify on behalf of the BSN. They will be looking for student testimony as well.

The first Extended Staff meeting of the academic year was held on November 18. This was the first in-person Extended Staff meeting in three years, and Board Chair Kathy Gervasi attended. Staff was updated on the different departments and the upcoming PSU salary study. Director McCarley gave a presentation on SAOs and how they fit into the new Strategic plan. The meeting ended with lots of kudos to staff.

President Tomlin advised they are meeting with PSU tomorrow to discuss the salary study. This study is done as a part of a graduate program at Portland State University. Title III Director Eileen Casey White works with this group and has helped provide information on how the process will be done and what information will be received. The last salary study was done approximately three years ago. This study will take about 3.5 months, and they will compare TBCC to other similarly sized community colleges and other non-higher education entities, like counties, cities, and K-12 districts. The information gathered will be analyzed for possible changes to the salary schedule in next year's budget.

President Tomlin advised that himself, VP Luquette, VP Jarrell, and EA Sommer Hendrickson met with the OCCA legal council, Karen Smith, to discuss the OCCA Board Policy and Procedure service they offer. This program has templates for all the policies a community college should have and need. They range from mandatory legal policies/procedures, legally advised, to best practices with policies and procedures. These templates are updated as laws change by Karen Smith. The initial subscription costs $10,000 for three years and then $2,700 annually after. President Tomlin has already shared this information with the Leadership Team and College Council; both agreed this would be an asset moving forward. He advised that more in-depth information would be shared at the January 9 Board meeting. The Board agreed that

this would be extremely helpful in updating TBCC's policies and procedures. President Tomlin advised he will then move forward with the subscription.

The Director of Equity and Inclusion position is almost ready to be posted. This position will move to a coordinator level instead of the original director level. The Equity and Inclusion committee researched similar positions at other community colleges to help build the job description. This position will be reevaluated as time passes to see how it grows. The Board requested to see the job description for this position. President Tomlin advised it would be sent out as soon as the last edits have been made. He asked the Board to please share the position with any potential candidates they may know. Director Daniels noted that this position would be posted for about three weeks before they do their first look at candidates. President Tomlin pointed out that when Director Daniels started, over 25-28% of the positions at the college were open. The college only has one open position due to her and her team's hard work.

President Tomlin advised that the Event Committee's Winter Wonderland Extravaganza event was last Friday. Many staff and faculty participated and noted that it was a great event.

Board Member Discussion Items (Agenda Item 6) …………………………………….. Chair Gervasi
Board Member Andrea Goss met with representatives from Clatsop Community College about their Lives In Transition program. Andrea advised there are no requirements to take the two classes they offer. These classes help students overcome transitions and barriers in their life. She also highlighted that this would not be a graded class but a student support system. About 9-14% of Clatsops college graduates have gone through this program.

Board Chair Kathy Gervasi asked if the agency Clatsop uses would provide instructors for this program. Andrea advised no; however, Clatsop has already offered to share their curriculum, instructor training, and books for the program.

President Tomlin asked how students get into the program. Andrea advised that at Clatsop, they advertise the program through the typical routes and by word of mouth.

AVP Hanson and VP Jarrell advised they have both heard about this type of program at other community colleges. VP Paul advised that Lane Community College has one, which is very successful. He also noted that most of these programs are grant funded.

Andrea advised that she would reach out to President Tomlin, AVP Hanson, and VP Jarrell to schedule a meeting to discuss this program in depth with a Clatsop Community College program representative.

Adjournment (Agenda Item 7) ……………………………………………………... (Action) Chair Gervasi

The meeting was adjourned at 6:33 pm.

Personnel Report

RECOMMENDATION
CONSENT AGENDA

BACKGROUND INFORMATION... Director Daniels

Current Posted Openings

Position Title	Start Date	Status	Committee Chair
AVP Finance	12/5/2022	Hired- Kristin Reagan	Heidi Luquette
Diversity, Equity, Inclusion and Title IX Coordinator	Interviews start January 3rd	Posted	Ross Tomlin
Facilities Coordinator	12/1/22	Hired – Jason Lawrence	Heidi Luquette
IT Support Specialist	2nd Interview in progress	Open until filled	Heidi Luquette
Healthcare Coordinator	First consideration January 3,2023	January 3, 2023	Paul Jarrell
Student Success Coach	12/1/2022	Hired- Baylee Beutel	Selena Castro
Payroll and Benefits Specialist	No applicants	Open until filled	Debbie Daniels

Invitation of Public Comment

<u>RECOMMENDATION</u>

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

<u>BACKGROUND INFORMATION</u>……………………………………………………Chair Gervasi

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION -... Chair Gervasi

Board Recognition Month

<u>RECOMMENDATION</u>
INFORMATION ONLY

<u>BACKGROUND INFORMATION</u> …………………………………...………………… President Tomlin

Every January the Governor proclaims it to be School Board Recognition Month. It is a way to recognize the outstanding service provided by the Boards of Education at all our schools and colleges. We are very fortunate at TBCC to have an amazing Board that truly cares for the college and our students, faculty, and staff.

All seven of you volunteer your time to make sure we are remaining strong financially and are continuing to provide high quality educational services to all of our students. I am very proud at state meetings talking with other college presidents about our board and how well you all work together for the benefit of the college. Thank you all for your service to TBCC and thanks for your dedication to the educational needs of the people of Tillamook County. It is greatly appreciated and recognized.

23-24 and 24-25 Academic Calendar: Second Reading

RECOMMENDATION
SECOND READING - ACTION ITEM

BACKGROUND INFORMATION …………………………………...………………………… VP Jarrell

This is a second reading for the 23-24 and 24-25 academic calendars; no changes have been made since the first reading. We ask that the Board approve the academic calendars at this time.

2023-2024 (Draft)

Yearly Academic Calendar

Tillamook Bay Community College

Registration Opens		5/22/2023
Juneteenth Holiday		6/19/2023
Grades Due		6/20/2023
Last Day to Register		6/25/2023
Term Begins		6/26/2023
Last Day to Drop/ Payment Due		6/30/2023
HOLIDAY		7/4/2023
College Closed	7/7, 7/14, 7/21, 7/28, 8/4, 8/11, 8/18, 8/25	
Fall Reg Opens		8/14/2023
10 Week Finals		8/28-9/1/2023
10 Week End Date		9/2/2023
Labor Day		9/4/2023
Grades Due		9/5/2023
Inservice Week		9/18-22/2023
Last Day to Register		9/24/2023
Term Begins		9/25/2023
Last Day to Drop/ Payment Due		9/29/2023
Veteran's Day		11/10/2023
Last Day to Withdraw		11/17/2023
Winter Reg Opens		11/20/2023
Thankgiving Holiday		11/23-24/2023
Finals Week		12/4-12/8/2023
Term Ends		12/9/2023
Grades Due		12/11/2023
College Closed		12/20-22/2023
College Closed		12/25-27/2023
College Closed		1/1/2024
Last Day to Register		1/7/2024
Term Begins		1/8/2024
Last Day to Drop/ Payment Due		1/12/2024
MLK Holiday		1/15/2024
Last Day to Withdraw		3/1/2024
Spring Reg Opens		3/4/2024
Finals Week		3/18-22/2024
Term Ends		3/23/2024
Grades Due		3/25/2024
Spring Break		3/25-29/2024
Last Day to Register		3/31/2024
Term Begins		4/1/2024
Last Day to Drop/ Payment Due		4/5/2024
Summer Reg Opens		5/20/2024
Last Day to Withdraw		5/24/2024
Memorial Day		5/27/2024
Finals Week		6/10-14/2024
Commencement		6/14/2024
End of Term		6/15/2024
Grades Due		6/18/2024

student action	staff/faculty action
holidays	non contract days

June '23

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February '24

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April '24

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May '24

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2024-2025 (Draft)

Yearly Academic Calendar

Tillamook Bay Community College

June '24						
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July '24						
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August '24						
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September '24						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Registration Opens	5/20/2024
Juneteenth Holiday	6/17/2024
Grades Due	6/18/2024
Last Day to Register	6/23/2024
Term Begins	6/24/2024
Last Day to Drop/ Payment Due	6/28/2024
HOLIDAY	7/4/2024
College Closed	7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30
Fall Reg Opens	8/12/2024
10 Week Finals	8/26-8/29/2024
10 Week End Date	8/31/2024
Labor Day	9/2/2024
Grades Due	9/3/2024
Inservice Week	9/16-20/2024
Last Day to Register	9/22/2024
Term Begins	9/23/2024
Last Day to Drop/ Payment Due	9/27/2024
Veteran's Day	11/11/2024
Last Day to Withdraw	11/15/2024
Winter Reg Opens	11/18/2024
Thankgiving Holiday	11/28-29/2024
Finals Week	12/2-12/6/2024
Term Ends	12/7/2024
Grades Due	12/9/2024
College Closed	12/20/2024
College Closed	12/23-26/2024
College Closed	1/1/2025
Last Day to Register	1/5/2025
Term Begins	1/6/2025
Last Day to Drop/ Payment Due	1/10/2025
MLK Holiday	1/20/2025
Last Day to Withdraw	2/28/2025
Spring Reg Opens	3/3/2025
Finals Week	3/17-21/2025
Term Ends	3/22/2025
Grades Due	3/24/2025
Spring Break	3/24-28/2025
Last Day to Register	3/30/2025
Term Begins	3/31/2025
Last Day to Drop/ Payment Due	4/4/2025
Summer Reg Opens	5/19/2025
Last Day to Withdraw	5/23/2025
Memorial Day	5/26/2025
Finals Week	6/9-13/2025
Commencement	6/13/2025
End of Term	6/15/2024
Grades Due	6/15/2024

student action	staff/faculty action
holidays	non contract days

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Organizational, Legal, and Financial Designations

RECOMMENDATION

ACTION ITEM: AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS FOR FY 2023-2024

BACKGROUND INFORMATION …………….…………………………….………… AVP Reagan

Changes incorporated into the updated organizational, legal and financial designations for FY 2022-2023 include:

- Update dates
- Update job title

2022-2023 Organization, Finance, and Legal Designations

1. **Designate Clerk, Deputy Clerk, Secretary**

   Move that the President be designated Clerk, Associate Vice President of Finance be designated Deputy Clerk, and Executive Assistant to President and Board be designated Board Secretary for the 2022-2023 ~~2021-2022~~ Fiscal Year. (ORS 332.515)

2. **Authorize Insuring of District Employees**

   Move that insurance for the 2022-2023 ~~2021-2023~~ Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. **Designate Depositories for TBCC Funds**

   Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2022-2023 ~~2021-2023~~; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2022-2023 ~~2021-2023~~ Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. **Authorize Investment of TBCC Funds**

   Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2022-2023 ~~2021-2023~~ Fiscal Year. The Clerk may delegate this authority in writing to the Associate Vice President of Finance, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. **Authorize General Fund Borrowing**

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

6. **Authorize Payrolls**

   Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2022-2023 ~~2021-2023~~ Fiscal Year.

7. **Authorize Accounts Payable**

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2022-2023 ~~2021-2023~~ Fiscal Year.

8. **Name the Budget Officer**

   Move that the Associate Vice President of Finance/Deputy Clerk be named Budget Officer for Budget Year 2022-2023 ~~2021-2023~~. (ORS 294.331)

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

   Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2022-2023 ~~2021-2023~~ Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. **Establish Public Contract Review Board**

    Move that the Board of Directors act as the Contract Review Board for the District for the 2022-2023 ~~2021-2023~~ Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding $100,000. (ORS 279A.055)

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

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

12. **Establish Reimbursement Rates for Meals and Lodging**

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

Out of State Travel:	In State Travel
Breakfast $12.00	Breakfast $11.00
Lunch $18.00	Lunch $16.00
Dinner $36.00	Dinner $34.00

    Receipts are required for all meal and lodging reimbursements.

13. **Authorize Write-off of Accounts Receivables**

    Move that the Associate Vice President of Finance be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have

been exhausted in amounts not to exceed $1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2022-2023 ~~2021-2022~~ Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	$ 100.00
Custodian	Associate Vice President of Finance

15. Authorize Acquisition of Federal Surplus Property

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

16. Authorize Check Signatures

Authorize the President/Clerk; Director of Human Resources; Director of Facilities and Safety; Vice President of Instruction and Student Services; Vice President of Administration and College Relations or Associate Vice President of Student Services be authorized to sign checks of less than $5,000; and for checks of $5,000 and over, two signatures of the following six individuals: the President/Clerk; Director of Human Resources; Director of Facilities and Safety; Vice President of Instruction and Student Services; Vice President of Administration and College Relations; or Vice President of Student Services, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2022-2023 ~~2021-2022~~ Fiscal Year audit performed during 2022-2023 ~~2021-2022~~.

18. Designation of Legal Counsel

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

19. Designation of Insurance Agent of Record

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

20. Credit Cards Authorization

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

Name	Credit Limit
President	$ 5,000
Associate Vice President of Student Services	$ 5,000
Vice President of Instruction and Student Services	$ 5,000
Associate Vice President of Finance	$ 10,000
Vice President of Administration and College Relations	$5,000
Executive Director of the Foundation	$ 5,000
Business Office ~~Specialist~~ Generalist (A/P, Purchasing)	$ 20,000
Small Business Development Center Director	$ 5,000
Marketing Coordinator	$2,500

Authorization for Additional Check Signer

RECOMMENDATION

ACTION ITEM: AUTHORIZE BOARD CHAIR TO SIGN TO APPROVE ADDITIONAL
CHECK SIGNER

BACKGROUND INFORMATION …………..……………..……………….……… AVP Reagan

Upon executing and returning the attached US Bank form, Paul Jarrell, Vice President of Instruction
and Student Services and Debbie Daniels, Director of Human Resources will be added as
authorized signer for checks issued by TBCC. We are requesting that the Board approve these
additional check signers.

Budget Committee Membership

RECOMMENDATION

ACTION ITEM: REAPPOINT BUDGET COMMITTEE MEMBERS WITH EXPIRED TERM TO NEW TERM/APPOINT NEW MEMBER

BACKGROUND INFORMATION.. AVP Reagan

The budget committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each representing one of seven zones. It is the duty of the budget committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the budget committee holds public meeting/s at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Budget Committee members have three year terms. We have one application and one re-appointment for you to approve today.

Zone	Board Member	Community Representative	Term Expires
1	Mary Jones	Christi Clark	06/30/23
2	Andrea Goss	Janet Riedel ~~Marilyn Roossinck~~	06/30/23
3	Kathy Gervasi	Justin Aufdermauer	06/30/23
4	Shannon Hoff	Steve Vanderhoef	06/30/24
5	Betsy McMahon	Chris Weber	06/30/24
6 –At large	Tamra Perman	Briar Smith ~~Janet Riedel~~	06/30/25
7 –At large	Mary Faith Bell	Doug Olson	~~06/30/22~~ 06/30/25

BUDGET COMMITTEE MEMBER APPLICATION

Contact Information

Name: Briar Smith

Phone: 503-812-8427   Email: samsbds@hotmail.com

Address: 3255 Latimer Rd Tillamook, OR 97141

· ·

Please answer the following questions thoughtfully and thoroughly.

1.) Please share why you would like to be a member of the Tillamook Bay Community College Budget Committee.

As the only resource in Tillamook County for college level education I have always had an active interest in the success of TBCC. TBCC has come a long way in its educational offerings and can continue to refine and improve. I believe the leadership team has taken an active role in constant improvement and appreciate that. I attended TBCC as a student in my youth, worked HR for TBCC in the recent past, am on the business advisory committee and am a future adjunct (my first term is Winter 2023). I believe financial stewardship is a key to success, therefor I am very interested in getting to participate on the budget committee.

2.) What is your experience with developing organizational budgets?

In my various roles on the Tillamook 4-H board I participated on the budget committee for many years. As the treasurer for Boy Scout Troop 582 I have built a comprehensive accounting system that is transparent and functional. As the Executive Director for Tillamook Habitat for Humanity my finance manager and I have created a budget, presented it to the board, and frequently compare year to date budgets.

Submit to: Tillamook Bay Community College
               Office of the President
               4301 Third Street
               Tillamook, Oregon 97141

Completed application may also be emailed to sommerhendrickson@tillamookbaycc.edu

Board Member Elections

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………………..……………… President Tomlin

It is that time again to look at which board positions are up for election in May. This year we have five board positions that will be on the spring ballot. Attached in the packet is information on the deadlines for each step of the process, along with the SEL190 form that needs to be filled out and submitted to the County Clerk by March 16.

Board Member terms expiring in June 2023 and up for election
- At Large – Mary Faith Bell
- Zone 2 – Andrea Goss
- Zone 1 – Mary Jones
- Zone 5 – Betsy McMahon
- Zone 4 – Shannon Hoff

Dates/Deadlines:
- Positions up for election to be published in Headlight Herald: ....Feb 4
- Candidates file SEL 190 Form with $10 filing fee: .... between Jan 12 and March 16
- Election: .... May 16

2022 Local Elections Calendar

Last day for	March 8	Primary Election May 17	August 23	General Election November 8
County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	November 27	January 27	May 13	July 21
❗ Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
County, City or District Candidates to file with Local Elections Official				
→ a declaration of candidacy and required filing fee **or**	January 6	March 8	June 23	August 30
→ a verified nominating petition containing 100% of the required number of signatures				
→ a statement for inclusion in county voters' pamphlet	January 10	March 10	June 27	September 1
→ a statement for inclusion in county voters' pamphlet if the candidate files candidacy with governing body other than county clerk	January 10	March 21	June 27	September 12

ℹ **District Candidates:** The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. As provided for in ORS 255.235(2)(a), the March and September deadlines included above are only applicable if the election is a district's first election to elect board member and are not included in the daily calendar.

2023 Local Elections Calendar

Last day for	March 14	May 16	August 22	November 7
County Elections Official to Publish				
→ notice of district board election (ORS 255.075)	December 3, 2022	February 4	May 13	July 29
❗ Regular district elections are generally held in May of odd numbered years. Districts should contact the county elections official of the county in which the district's administrative office is located for election information.				
Candidates to file with County Elections Official				
→ verified signatures or $10 filing fee (ORS 255.235)	January 12	March 16	June 22	September 7
→ statement for inclusion in county voters' pamphlet	January 17	March 20	June 26	September 11

ℹ **County and City Candidates:** Deadlines applicable to county and city office are not included on this calendar. Candidates for those offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.

ℹ **District Candidates:** The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March, September and November deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.

📄 Forms are available online at **www.oregonvotes.gov**.

Candidate Filing

District

ⓘ **This form must be filed with county elections official. All information must be completed or the form will be rejected.**

2023 District Election Filing Dates

Candidate Filing February 4, 2023 to March 16, 2023   **Withdrawal Date** March 16, 2023

This filing is an ☐ **Original** ☐ **Amendment**

Office Information

Filing for Office of:

District, Position or County:

Filing Information

☐ Filing with the required $10.00 fee

☐ Prospective Petition

Candidate Information

Name of Candidate

First	MI	Last	Suffix

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address	City	State	Zip

Candidate Mailing Address and Contact Information

Street Address or PO Box	City	State	Zip

Work Phone	Home Phone	Cell Phone	Fax

Email Address	Web Site, if applicable

Race and Ethnicity *Optional*

Occupation (present employment) If no relevant experience, None or NA must be entered.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.			
Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information (not applicable to candidates for federal office)

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than $750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

By signing this document, I hereby state that:

→   I will qualify for said office if elected
→   All information provided by me on this form is true to the best of my knowledge

Candidate's Signature   **Date Signed**

Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION .... Chair Gervasi

Building Project Updates

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ………...…………..……………… Dale Kuykendall, Kieron Spellman

We will introduce our Project Managers from Wenaha Group who will work with us on both the new Healthcare Education Building and CIT projects. Dale and Kieron will provide an overview and timelime for both projects and discuss the progress made to date to obtain an architecture firm for both projects. We are excited to have them on board and look forward to working with them over the coming two plus years to get these transformational projects completed successfully.

Dev Ed Redesign

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION …………...…………………….……………………… VP Jarrell

VP Paul Jarrell will present on Developmental Education reform and discuss current state of Developmental Education at TBCC.

TILLAMOOK BAY
COMMUNITY COLLEGE

Developmental Education at TBCC

Board of Education

January 9, 2023

TILLAMOOK BAY
COMMUNITY COLLEGE

1

COMMUNITY COLLEGE MISSION

➤ Transfer

➤ Career Technical Education

➤ Developmental Education

➤ Community Education/Lifelong learning
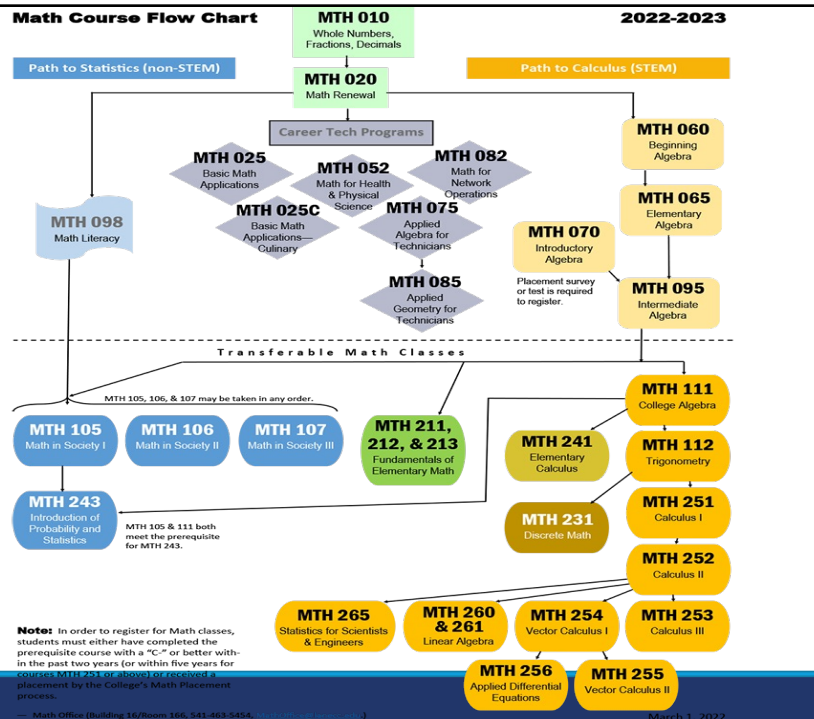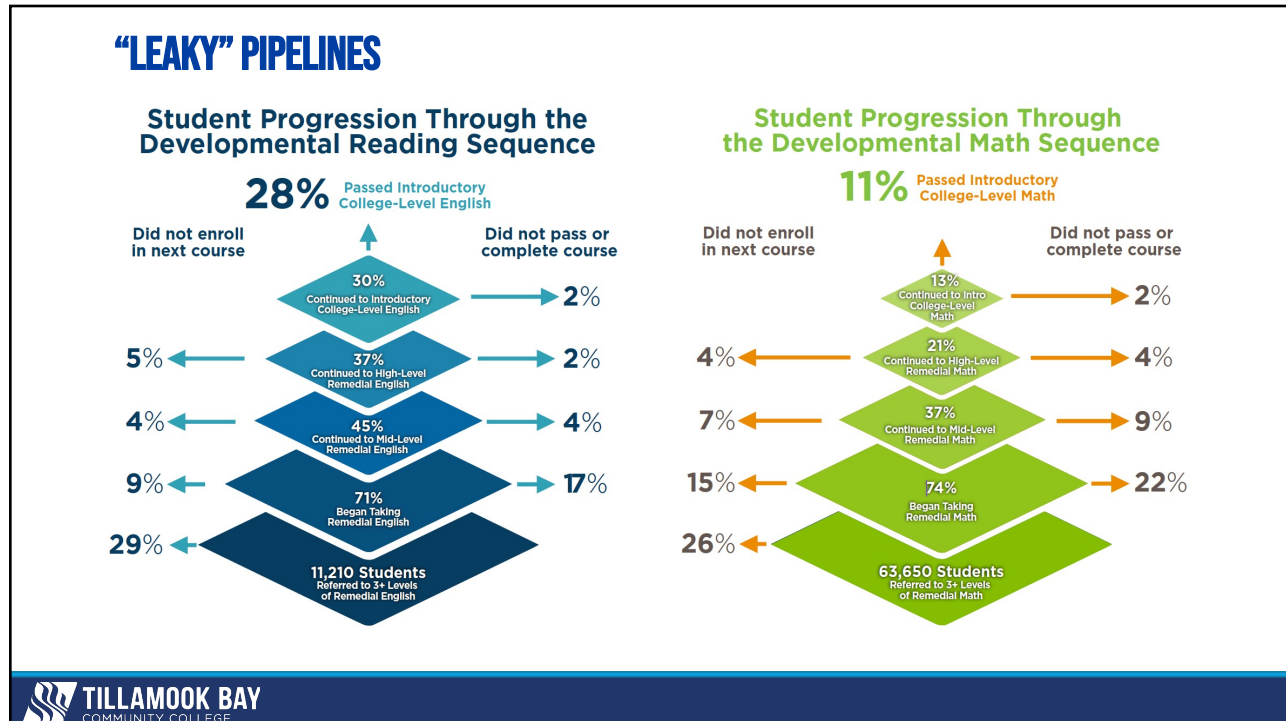
TILLAMOOK BAY
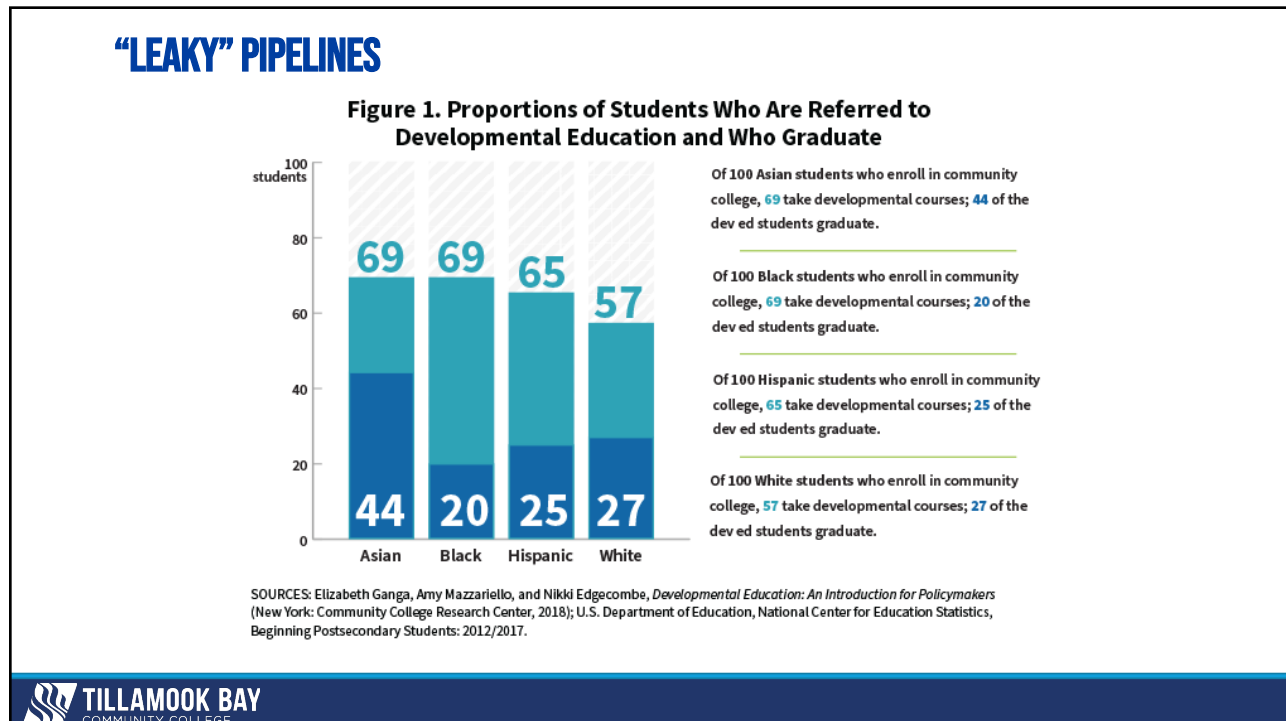COMMUNITY COLLEGE

2

DEVELOPMENTAL EDUCATION

➢ Education designed to prepare students for college-level Math and Writing

➢ Approximately 70% of all community college students take at least one developmental Math or Writing course.

3

THE PATH TO COLLEGE-LEVEL WORK IS OFTEN LONG, DIFFICULT TO NAVIGATE, AND CHALLENGING

4

"LEAKY" PIPELINES

Student Progression Through the Developmental Reading Sequence

28% Passed Introductory College-Level English

Did not enroll in next course / Did not pass or complete course

30% Continued to Introductory College-Level English → 2%

5% ← 37% Continued to High-Level Remedial English → 2%

4% ← 45% Continued to Mid-Level Remedial English → 4%

9% ← 71% Began Taking Remedial English → 17%

29% ← 11,210 Students Referred to 3+ Levels of Remedial English

Student Progression Through the Developmental Math Sequence

11% Passed Introductory College-Level Math

Did not enroll in next course / Did not pass or complete course

13% Continued to Intro College-Level Math → 2%

4% ← 21% Continued to High-Level Remedial Math → 4%

7% ← 37% Continued to Mid-Level Remedial Math → 9%

15% ← 74% Began Taking Remedial Math → 22%

26% ← 63,650 Students Referred to 3+ Levels of Remedial Math

TILLAMOOK BAY COMMUNITY COLLEGE

5

"LEAKY" PIPELINES

Figure 1. Proportions of Students Who Are Referred to Developmental Education and Who Graduate

100 students

69 — Asian
69 — Black
65 — Hispanic
57 — White

44 — Asian
20 — Black
25 — Hispanic
27 — White

Of 100 Asian students who enroll in community college, **69** take developmental courses; **44** of the dev ed students graduate.

Of 100 Black students who enroll in community college, **69** take developmental courses; **20** of the dev ed students graduate.

Of 100 Hispanic students who enroll in community college, **65** take developmental courses; **25** of the dev ed students graduate.

Of 100 White students who enroll in community college, **57** take developmental courses; **27** of the dev ed students graduate.

SOURCES: Elizabeth Ganga, Amy Mazzariello, and Nikki Edgecombe, *Developmental Education: An Introduction for Policymakers* (New York: Community College Research Center, 2018); U.S. Department of Education, National Center for Education Statistics, Beginning Postsecondary Students: 2012/2017.

TILLAMOOK BAY COMMUNITY COLLEGE

6

LEGISLATIVE ATTEMPTS

➤ The problem is so pervasive, many states have produced legislation to mandate developmental education reform
- 33 states have state or system-wide placement policy
- 26 states have authorized use of innovated developmental education interventions
- 24 states allow or require the use of co-requisite support
- 21 states have statutory developmental education reporting requirements

➤ Oregon: No policies*

*HB 2681 (2015) required workgroup to produce recommendations. Language repealed 1/1/2017.

TILLAMOOK BAY
COMMUNITY COLLEGE

7

FIVE STRATEGIES TO REFORM DEVELOPMENTAL EDUCATION

➤ Increase access to college level Math and English
- Reform assessment and placement
  - Multiple measures
  - Guided placement

➤ Targeted and tiered supports
- Corequisite courses
- Tutoring
- Holistic supports

➤ Contextualized curriculum with student-centered pedagogy

➤ Equity-minded approaches

➤ Implement broad institutional reform like Guided Pathways.

TILLAMOOK BAY
COMMUNITY COLLEGE

8

THE COREQUISITE MODEL

Students are placed more readily in college-level courses and provided additional corequisite support.

➤ Corequisite supports may be structured as a course or as a learning lab and may be offered in-person or online.

➤ Faculty use the extra time to provide "just-in-time" remediation, introducing or reviewing specific skills just as they are needed in the college-level course curriculum.

Despite how it is structured, the corequisite support model focuses on providing additional instructional time to help students master key concepts and develop skills and habits necessary for success in an accompanying college-level course.

TILLAMOOK BAY COMMUNITY COLLEGE

9

DEVELOPMENTAL EDUCATION AT TBCC

Gateway Metrics: There's been a notable increase in **Gateway Math** completion in the last 2 years, but **Gateway English** completion hasn't improved and fell last year.

Gateway English Completion, 42%
Gateway Math Completion, 34%

Beginning Term for Cohort

TILLAMOOK BAY COMMUNITY COLLEGE

10
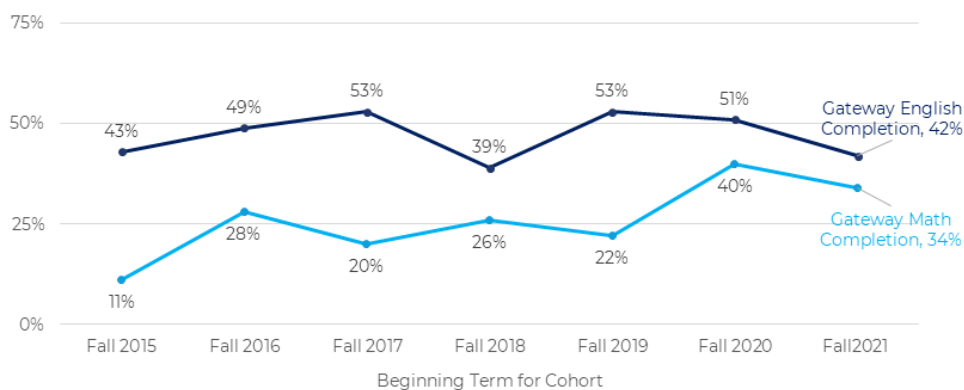
DEVELOPMENTAL EDUCATION AT TBCC

➢ **67% of students take at least one developmental Math course**

➢ **23% of students take developmental writing course**

Students who start in developmental courses are not likely to make it to, and through college level courses!

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COMMUNITY COLLEGE

11

"LEAKY" PIPELINES AT TBCC - MATH

Starting Point	Pass College Level Math
At College Level	84%
One Level Below	45%
Two Levels Below	21%
Three Levels Below	6%

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COMMUNITY COLLEGE

12

"LEAKY" PIPELINES AT TBCC - WRITING

Starting Point	Pass College Level Writing
At College Level	75%
One Level Below	41%

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COMMUNITY COLLEGE

13

COREQUISITE WORK AT TBCC

➢ MTH 105 – Explorations in Mathematics
➢ MTH 105Q – Corequisite

➢ MTH 243 – Statistics
➢ MTH 243Q – Corequisite

➢ WR 121 – English Composition
➢ WR 121Q - Corequisite

TILLAMOOK BAY
COMMUNITY COLLEGE

14

EARLY RESULTS

➢ Math 105 Success Rates
- With Q   62%
- Without Q   83%

➢ Math 243 Success Rates
- With Q   65%
- Without Q   77%

➢ Writing Success Rates
- With Q   49%
- Without Q   73%

Likelihood of passing college level starting at any developmental level

Math: 6% to 45%*
*Not direct comparison (STEM vs. Non-STEM)

Writing: 41%

Implication: More students getting to and through college-level work.

TILLAMOOK BAY COMMUNITY COLLEGE

15

FUTURE DIRECTIONS

➢ Continue to refine assessment and placement practices
- Multiple Measures
- Guided placement

➢ Review and revise co-requisite curriculum to meet student needs

➢ Expand co-requisite model to STEM math sequence

➢ Explore more tutoring options
- Embedded peer tutors in gateway courses

➢ Curriculum audit through an equity lens

TILLAMOOK BAY COMMUNITY COLLEGE

16

OCCA Board Policy and Procedure Program

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ………………………………...………………………… President Tomlin

As I discussed at our last meeting, we became aware of this amazing policy and procedure program through the Oregon Community College Association. Since the Leadership Team and College Council were in favor of subscribing to the service, and you all seemed positive about it as well, we did go ahead and let OCCA know we want to subscribe to the Policy and Procedure program. We will get three years access to the templates of all the policies and procedures that include all state and federal laws involved in each topic, as well as all NWCCU accreditation standard requirements. This will be a huge help to us as we work on revising our HR policies and procedures over the coming month, which has been a priority for quite some time. The two and a half year subscription will cost us $8,340. Each year after that will be $2700.

Attached on the next pages is the complete table of contents showing all the policy and procedure topics included in the service. Early in January the Leadership Team will look at the templates and decide on the best format to use for the policies and procedures, which may involve renumbering them all. Once we decide on a format, we will then start bringing policy changes to you using the new templates and format.

BOARD POLICY AND PROCEDURE PROGRAM CHAPTER INDEX

CHAPTER 1 - THE [*ENTITY*]

BP	Title	AP	Title
BP 1100	The [*Name of Entity*]		
BP 1200	[*Entity's*] Mission		

CHAPTER 2 – Board of Education

BP	Title	AP	Title
BP 2010	Board of Education Membership		
BP 2015	Student Member(s)	AP 2015	Student Member(s)
BP 2100	Board of Education Elections	AP 2100	Board of Education Elections
BP 2105	Election of Student Member(s)	AP 2105	Election of Student Member(s)
BP 2110	Vacancies on the Board of Education	AP 2110	Vacancies on the Board of Education
BP 2200	Board of Education Duties and Responsibilities		
BP 2210	Officers		
BP 2220	Committees of the Board of Education		
BP 2305	Annual Organizational Meeting		
BP 2310	Regular Meetings of the Board of Education		
BP 2315	Closed/Executive Sessions		
BP 2320	Special [*and Emergency*] Meetings	AP 2320	Special [*and Emergency*] Meetings
BP 2330	Quorum and Voting		
BP 2340	Agendas	AP 2340	Agendas
BP 2345	Public Participation at Board of Education Meetings	AP 2345	Public Participation at Board of Education Meetings
BP 2350	Speakers		
BP 2355	Decorum		
BP 2360	Minutes	AP 2360	Minutes
BP 2410	Board Policies and Administrative Procedures	AP 2410	Board Policies and Administrative Procedure

BP	Title	AP	Title
BP 2430	Delegation of Authority to the **[*CEO*]**	AP 2430	Delegation of Authority to the **[*CEO*]**
BP 2431	Selection of the **[*CEO*]**		
BP 2432	**[*CEO*]** Succession		
BP 2435	Evaluation of the **[*CEO*]**	AP 2435	Evaluation of the **[*CEO*]**
BP 2510	Participation in Local Decision-Making	AP 2510	Participation in Local Decision-Making
BP 2610	Presentation of Initial Collective Bargaining Proposals	AP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest	AP 2710	Conflict of Interest
		AP 2712	Conflict of Interest - Contracts
BP 2715	Code of Ethics/Standards of Practice		
BP 2716	Board of Education Political Activity		
BP 2717	Personal Use of Public Resources - Board of Education		
BP 2720	Communications among Board of Education Members		
BP 2725	Board of Education Member Compensation		
BP 2735	Board of Education Member Travel	AP 2735	Board of Education Member Travel
BP 2740	Board Member Education		
BP 2745	Board of Education Self-Evaluation		
BP 2750	Board of Education Member Absence from the State		

CHAPTER 3 - GENERAL INSTITUTION

BP	Title	AP	Title
		AP 3050	Institutional Code of Ethics
BP 3100	Organizational Structure	AP 3100	Organizational Structure
BP 3200	Accreditation	AP 3200	Accreditation
BP 3225	Institutional Effectiveness	AP 3225	Institutional Effectiveness
BP 3250	Institutional Planning	AP 3250	Institutional Planning
BP 3280	Grants	AP 3280	Grants
BP 3300	Public Records	AP 3300	Public Records
BP 3310	Records Retention and Destruction	AP 3310	Records Retention and Destruction
BP 3410	Nondiscrimination	AP 3410	Nondiscrimination
BP 3420	Equal Employment Opportunity	AP 3420	Equal Employment Opportunity
BP 3430	Prohibition of Harassment	AP 3430	Prohibition of Harassment
		AP 3432	Workplace Harassment
BP 3433	Prohibition of Sexual Harassment under Title IX	AP 3433	Prohibition of Sexual Harassment under Title IX
		AP 3434	Responding to Harassment Based on Sex under Title IX
		AP 3435	Discrimination and Harassment Complaints and Investigations
BP 3440	Service/Assistance Animals	AP 3440	Service/Assistance Animals
BP 3500	Campus Safety	AP 3500	Campus Safety
BP 3501	Campus Security and Access	AP 3501	Campus Security and Access
BP 3503	Missing Student Notification	AP 3503	Missing Student Notification
BP 3505	Emergency Response Plan	AP 3505	Emergency Response Plan
BP 3510	Workplace Violence	AP 3510	Workplace Violence
BP 3515	Reporting of Crimes	AP 3515	Reporting of Crimes
		AP 3516	Registered Sex Offender Information
BP 3518	Child Abuse Reporting	AP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement	AP 3520	Local Law Enforcement
BP 3530	Weapons on Campus	AP 3530	Weapons on Campus
BP 3540	Sexual and Other Assaults on Campus	AP 3540	Sexual and Other Assaults on Campus
BP 3550	Drug-Free Environment and Drug Prevention Program	AP 3550	Drug-Free Environment and Drug Prevention Program
BP 3560	Alcoholic Beverages	AP 3560	Alcoholic Beverages

BP	Title	AP	Title
BP 3570	Smoking and Other Tobacco Use and Possession on Campus	AP 3570	Smoking and Other Tobacco Use and Possession on Campus
BP 3600	Auxiliary Organizations	AP 3600	Auxiliary Organizations
BP 3710	Securing of Copyright	AP 3710	Securing of Copyright
BP 3715	Intellectual Property	AP 3715	Intellectual Property
BP 3720	Computer and Network Use	AP 3720	Computer and Network Use
BP 3725	Information and Communications Technology Accessibility & Acceptable Use	AP 3725	Information and Communications Technology Accessibility & Acceptable Use
		AP 3750	Use of Copyrighted Material
BP 3800	Personal Data Protection	AP 3800	Personal Data Protection
BP 3810	Claims Against the [*Entity*]	AP 3810	Claims Against the [*Entity*]
BP 3820	Gifts	AP 3820	Gifts
BP 3900	Speech: Time, Place, and Manner	AP 3900	Speech: Time, Place, and Manner

CHAPTER 4 - ACADEMIC AFFAIRS

BP	Title	AP	Title
BP 4010	Academic Calendar	AP 4010	Academic Calendar
BP 4020	Program, Curriculum, and Course Development	AP 4020	Program and Curriculum Development
		AP 4021	Program Discontinuance
		AP 4022	Course Approval
BP 4025	Philosophy and Criteria for Associate Degree and GE	AP 4025	Philosophy & Criteria for Associate Degree & GE
		AP 4026	Philosophy and Criteria for International Education
BP 4030	Academic Freedom	AP 4030	Academic Freedom
BP 4040	Library and Learning Support Services	AP 4040	Library and Learning Support Services
BP 4050	Articulation	AP 4050	Articulation
BP 4070	Course Auditing and Auditing Fees	AP 4070	Course Auditing and Auditing Fees
BP 4100	Graduation Requirements for Degrees and Certificates	AP 4100	Graduation Requirements for Degrees and Certificates
		AP 4101	Independent Study
		AP 4102	Career and Technical Education Programs
		AP 4103	Work Experience
		AP 4105	Distance Education
BP 4106	Nursing Programs	AP 4106	Nursing Programs
BP 4110	Honorary Degrees	AP 4110	Honorary Degrees
BP 4220	Standards of Scholarship	AP 4220	Standards of Scholarship - Delegation
		AP 4222	Remedial Coursework
BP 4225	Course Repetition	AP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollments	AP 4226	Multiple and Overlapping Enrollments
		AP 4227	Repeatable Courses
		AP 4228	Course Repetition – Significant Lapse of Time
		AP 4229	Course Repetition – Variable Units
BP 4230	Grading and Academic Record Symbols	AP 4230	Grading and Academic Record Symbols
BP 4231	Grade Changes	AP 4231	Grade Changes
		AP 4232	Pass/No Pass
BP 4235	Credit by Examination/Credit for Prior Learning	AP 4235	Credit by Examination/Credit for Prior Learning
		AP 4236	College Credit
BP 4240	Academic Renewal	AP 4240	Academic Renewal

BP	Title	AP	Title
BP 4250	Probation, Dismissal, and Readmission	AP 4250	Probation
		AP 4255	Disqualification and Dismissal
BP 4260	Prerequisites, Co-requisites, and Advisories	AP 4260	Prerequisites, Co-requisites, and Advisories
BP 4300	Field Trips and Excursions	AP 4300	Field Trips and Excursions
		AP 4500	Student News Media

CHAPTER 5 - STUDENT SERVICES

BP	Title	AP	Title
BP 5010	Admissions & Concurrent Enrollment	AP 5010	Admissions
		AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students
		AP 5012	International Students
		AP 5013	Students in the Military
BP 5015	Residence Determination	AP 5015	Residence Determination
BP 5020	Nonresident Tuition	AP 5020	Nonresident Tuition
BP 5030	Fees	AP 5030	Fees
		AP 5031	Instructional Materials Fees
BP 5035	Withholding of Student Records	AP 5035	Withholding of Student Records
BP 5040	Education Records, Directory Information, and Privacy	AP 5040	Education Records, Directory Information, and Privacy
		AP 5045	Education Records: Challenging Content and Access Log
BP 5052	Open Enrollment	AP 5052	Open Enrollment
BP 5055	Enrollment Priorities	AP 5055	Enrollment Priorities
		AP 5070	Attendance
		AP 5075	Course Adds and Drops
BP 5110	Counseling	AP 5110	Counseling
BP 5120	Transfer	AP 5120	Transfer
BP 5130	Financial Aid	AP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services	AP 5140	Disabled Student Programs and Services
BP 5200	Student Health Services	AP 5200	Student Health Services
BP 5205	Student Accident Insurance		
BP 5210	Communicable Disease – Students	AP 5210	Communicable Disease - Students
BP 5300	Student Equity	AP 5300	Student Equity
BP 5400	Associated Students Organization	AP 5400	Associated Students Organization
BP 5410	Associated Students Elections	AP 5410	Associated Students Elections
BP 5420	Associated Students Finance	AP 5420	Associated Students Finance
BP 5500	Standards of Student Conduct	AP 5500	Standards of Student Conduct
		AP 5505	Hazing
BP 5510	Off-Campus Student Organizations	AP 5510	Off-Campus Student Organizations

BP	Title	AP	Title
		AP 5520	Student Discipline Procedures
		AP 5530	Student Rights and Grievances
BP 5570	Student Credit Card Solicitation	AP 5570	Student Credit Card Solicitation
		AP 5610	Voter Registration
BP 5700	Intercollegiate Athletics	AP 5700	Intercollegiate Athletics
BP 5800	Prevention of Identity Theft in Student Financial Trans.	AP 5800	Prevention of Id. Theft in Student Financial Transactions

CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS

BP	Title	AP	Title
BP 6100	Delegation of Authority, Business and Fiscal Affairs	AP 6100	Delegation of Authority, Business & Fiscal Affairs
BP 6150	Designation of Authorized Signatures	AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation	AP 6200	Budget Preparation
BP 6250	Budget Management	AP 6250	Budget Management
BP 6300	Fiscal Management	AP 6300	Fiscal Management
		AP 6305	Reserves
		AP 6310	Accounting
		AP 6315	Warrants
BP 6320	Investments	AP 6320	Investments
		AP 6322	Employee Indemnity Bonds
		AP 6325	Payroll
BP 6330	Purchasing	AP 6330	Purchasing
BP 6340	Bids and Contracts	AP 6340	Bids and Contracts
		AP 6350	Contracts - Construction
		AP 6360	Contracts - Electronic Systems and Materials
		AP 6365	Accessibility of Information Technology
		AP 6370	Contracts - Personal Services
		AP 6380	Vendors
BP 6400	Financial Audits	AP 6400	Financial Audits
BP 6450	Wireless or Cellular Phone Use	AP 6450	Wireless or Cellular Phone Use
BP 6500	Property Management	AP 6500	Property Management
BP 6520	Security for [*Entity*] Property	AP 6520	Security for [*Entity*] Property
		AP 6530	[*Entity*] Vehicles
		AP 6535	Use of [*Entity*] Equipment
BP 6540	Insurance	AP 6540	Insurance
BP 6550	Disposal of Property	AP 6550	Disposal of Property
BP 6600	Capital Construction	AP 6600	Capital Construction
BP 6620	Naming of Buildings	AP 6620	Naming of Buildings
BP 6700	Facilities Use	AP 6700	Facilities Use
BP 6750	Parking	AP 6750	Parking

BP	Title	AP	Title
BP 6800	Occupational Safety	AP 6800	Occupational Safety
		AP 6850	Hazardous Materials
BP 6900	Bookstore(s)	AP 6900	Bookstore(s)
BP 6910	Housing	AP 6910	Housing
		AP 6950	Drug and Alcohol Testing (U.S. Dept .of Transportation)

CHAPTER 7 - HUMAN RESOURCES

BP	Title	AP	Title
BP 7100	Commitment to Diversity	AP 7100	Commitment to Diversity
BP 7110	Delegation of Authority, Human Resources	AP 7110	Delegation of Authority, Human Resources
BP 7120	Recruitment and Hiring	AP 7120	Recruitment and Hiring
		AP 7125	Verification of Eligibility for Employment
		AP 7126	Applicant Background Checks
BP 7130	Employee Compensation	AP 7130	Employee Compensation
BP 7135	Faculty Outside Employment	AP 7135	Faculty Outside Employment
BP 7140	Collective Bargaining		
		AP 7145	Personnel Files
		AP 7150	Evaluations
BP 7160	Professional Development	AP 7160	Professional Development
BP 7210	Academic Employees	AP 7210	Academic Employees
		AP 7211	Minimum Qualifications and Equivalencies
		AP 7212	Temporary Faculty
		AP 7213	Part-time Faculty: Benefits
		AP 7215	Academic Employees: Probationary Faculty
BP 7230	[*Non-Academic*] Employees	AP 7230	[*Non-Academic*] Employees
		AP 7231	Seniority
		AP 7232	Classification Review
		AP 7233	Claims for Work out of Classification
		AP 7234	Overtime
		AP 7235	Probationary Period: [*Non-Academic*] Employees
		AP 7237	Layoffs
BP 7240	[*Confidential*] Employees	AP 7240	[*Confidential*] Employees
BP 7250	[*Educational Administrators*]	AP 7250	[*Educational Administrators*]
BP 7260	[*Non-Academic*] Supervisors and Managers	AP 7260	[*Non-Academic*] Supervisors and Managers
		AP 7270	Student Workers
BP 7310	Nepotism	AP 7310	Nepotism
BP 7330	Communicable Disease - Employees	AP 7330	Communicable Disease - Employees
BP 7335	Health Examinations	AP 7335	Health Examinations

BP	Title	AP	Title
		AP 7336	Certification of Freedom from Tuberculosis
		AP 7337	Fingerprinting
BP 7340	Leaves	AP 7340	Leaves
		AP 7341	Sabbaticals
		AP 7342	Holidays
		AP 7344	Notifying [*Entity*] of Illness
BP 7345	Catastrophic Leave Program	AP 7345	Catastrophic Leave Program
		AP 7346	Employees Called to Military Duty
		AP 7348	Accommodations
BP 7350	Resignations	AP 7350	Resignations
BP 7360	Discipline and Dismissal - Academic Employees	AP 7360	Discipline and Dismissal - Academic Employees
BP 7365	Discipline and Dismissal - [*Non-Academic*] Emp.	AP 7365	Discipline and Dismissal - [*Non-Academic*] Employees
		AP 7366	Reinstatement
BP 7370	Political Activity - Employees	AP 7370	Political Activity - Employees
		AP 7371	Personal Use of Public Resources - Employees
BP 7380	Retiree Health Benefits	AP 7380	Retiree Health Benefits
		AP 7381	Health and Welfare Benefits
BP 7385	Salary Deductions	AP 7385	Salary Deductions
BP 7400	Employee Travel	AP 7400	Employee Travel
		AP 7500	Volunteers
BP 7510	Domestic Partners		
BP 7600	[*Entity Police or Security*]	AP 7600	[*Entity Police or Security*]
BP 7700	Whistleblower Protection	AP 7700	Whistleblower Protection
BP 7800	Work After Retirement	AP 7800	Work After Retirement

Revised 10/21

ASTBCC Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ……………………………............…… ASTBCC President Mitchell

The ASTBCC President will update the Board on recent activities of ASTBCC.

Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………….…………....…………………..AVP Rᴇᴀɢᴀɴ

The report for the month of November 2022 is available for your review.

Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended November 2022
41.67% of fiscal year completed

	FY 2021-2022			FY 2022-2023		
	Annual Budget	11/30/2021 Actual	Percentage of Budget	Annual Budget	11/30/2022 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	$ 1,600,000	$ 1,824,498.87	114.03%	$ 1,800,000	$ 1,747,171.78	97.07%
State	$ 2,784,406	$ 1,459,728.06	52.43%	$ 3,066,186	$ 1,661,567.96	54.19%
Property Taxes	$ 1,410,834	$ 1,197,229.78	84.86%	$ 1,473,213	$ 5,860.10	0.40%
Local Contracts	$ 40,640	$ 44,285.04	0.00%	$ 40,640	$ 19,112.00	47.03%
Tuition	$ 942,100	$ 333,118.43	35.36%	$ 942,100	$ 313,780.41	33.31%
Fees	$ 225,077	$ 78,769.00	35.00%	$ 230,577	$ 72,525.00	31.45%
Sale of Goods	$ 5,000	$ 1,699.25	33.99%	$ 5,000	$ 1,200.39	24.01%
Interest	$ 50,000	$ 11,822.04	23.64%	$ 45,000	$ 29,378.66	65.29%
Rental	$ 18,000	$ 4,455.00	24.75%	$ 18,000	$ 10,829.74	60.17%
Miscellaneous	$ 30,000	$ 21,587.09	71.96%	$ 30,000	$ 5,589.48	18.63%
Transfers	$ 718,774	$ 33,284.34	4.63%	$ 774,816	$ 1,691.17	0.22%
Total resources	$ 7,824,831	$ 5,010,476.90	64.03%	$ 8,425,532	$ 3,868,706.69	45.92%
Expenditures						
Instruction	$ 2,255,758	$ 704,443.20	31.23%	$ 2,463,532	$ 911,160.38	36.99%
Instructional Support	$ 819,275	$ 272,398.42	33.25%	$ 757,033	$ 264,186.22	34.90%
Student Services	$ 629,173	$ 224,841.46	35.74%	$ 648,400	$ 217,368.86	33.52%
College Support	$ 2,117,254	$ 800,368.63	37.80%	$ 2,451,261	$ 1,062,020.57	43.33%
Plant Operation	$ 378,180	$ 136,098.76	35.99%	$ 455,629	$ 167,876.54	36.85%
Transfers	$ 298,000	$ 71,765.38	24.08%	$ 308,000	$ 56,581.58	18.37%
Contingency	$ 127,191	$ -	0.00%	$ 141,677	$ -	0.00%
Total expenditures	$ 6,624,831	$ 2,209,915.85	33.36%	$ 7,225,532	$ 2,679,194.15	37.08%
Ending fund balance	$ 1,200,000	$ 2,800,561.05	233.38%	$ 1,200,000	$ 1,189,512.54	99.13%

President's Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ………………………………..…………..............…President Tomlin

Upcoming Dates:
- The next Board meeting is Monday, February 6, 2023 at 5:00 pm. This meeting will be Hybrid. We will include an executive session after the regular board meeting.
- March board meeting will be held at Adventist Health Tillamook in Conference Rooms A, B, C.
- Extended Staff Meeting on Friday, January 20 at 8:15am. All are invited.
- Legislative Session begins January 17. Tuesday afternoon OCCA Legislative Zoom calls each week during session.

Updates:
- OPC meeting at UCC on Dec 8/Jan 5 and OCCA Board meeting on Dec 9.
- Legislator meetings
- Legislative Summit attendance

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION……………………………………………………Chair Gervasi

Adjournment

RECOMMENDATION
ACTION ITEM

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