



Board of Education Meeting Agenda

Date: Monday, September 12, 2022

TBCC Board Meeting Hybrid/Rooms 214/215 – 5:00pm – 7:00pm

Item	Description	Resource
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: ----- a. Approval of Agenda b. Approval of June 6 & 27, 2022 Meeting Minutes c. Personnel Report.....	(Action) Chair Gervasi Director Daniels
3.	Invitation for Public Comment ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Gervasi
4.	New Business and/or focused policy discussions a. Board Retreat Agenda..... b. Draft Strategic Plan: Second Reading..... c. Staffing Update.....	President Tomlin (Action) Director McCarley Director Daniels
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Staff Recognition: Sommer Hendrickson..... b. Financial Report c. President’s Report	President Tomlin VP Luquette 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 September meeting
- b. Approval of June 6 and June 27th, 2022 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING

Board of Education Meeting Agenda

Date: Monday, September 12, 2022

TBCC Board Meeting Hybrid/Rooms 214/215 – 5:00pm – 7:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: ----- (Action)	Chair Gervasi
	a. Approval of Agenda	
	b. Approval of June 6 & 27, 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 Retreat Agenda.....	President Tomlin
	b. Draft Strategic Plan: Second Reading.....	(Action) Director McCarley
	c. Staffing Update.....	Director Daniels
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Staff Recognition: Sommer Hendrickson.....	President Tomlin
	b. Financial Report	VP Luquette
	c. President's Report	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

June 6th, 2022 Board of Education Meeting Minutes

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

Members in Attendance: Kathy Gervasi, Betsy McMahon, Jennifer Purcell, Mary Faith Bell, Pam Zweifel, Mary Jones

Members Not in Attendance: Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Teresa Rivenes, VP Heidi Luquette, Director Erin McCarley, AVP Kyra Williams, Director Sheryl Neu, Michele Degraffenreid, Executive Assistant Sommer Hendrickson

Special Board Meeting for Budget Hearings – Virtual Zoom meeting – 5:00 - 5:30 p.m.

Call to Order (A1)Chair Gervasi

The meeting was called to order at 5:00 pm.

Approval of the Agenda (B1)(ACTION) Chair Gervasi

There were no changes to the June 6, 2022, Budget Hearing agenda.

Pam Zweifel motioned to approve the Budget hearing agenda. Betsy McMahon seconded the motion. **The motion carried.**

Public Hearing on 2021-2022 Supplemental Budget (C1)..... AVP Williams

AVP Williams shared the supplemental budget for 2021-22. She noted that there are numerous adjustments, both increases, and decreases, and pointed out that most adjustments were related to grants and unbudgeted expenditures that came up. She added that the college had sold some instructional equipment to pay for a new truck for the CDL Trucking program in the enterprise fund. The Board had no questions or concerns.

Public Hearing on 2022-2023 Budget (D1) AVP Williams

No changes have been made to the 2022-2023 budget since the Budget Committees' approval on April 11th, 2022. AVP Williams advised that the resolution shared in the regular Board meeting will be for authorizing property taxes for the college's regular permanent rate levy and the GO Bonds that have already been issued. AVP Williams noted that if the college does move forward with selling new bonds with a debt service levy needed in the 2022-23 year, then the Board will need to come back and amend this resolution. The Board had no questions or concerns.

Adjournment (E1)(ACTION) Chair Gervasi

Pam Zweifel motioned to adjourn the Budget Hearing. Mary Faith Bell seconded the motion. **The motion carried.** The Budget Hearing was adjourned at 5:08 pm and its members went into the regular Board meeting.

Call to Order • Acknowledge Guests (Agenda Item 1) ----- Chair Gervasi

The regular Board meeting was called to order at 5:08 pm.

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

Approval of Agenda (Agenda Item 2.a)

There were no changes to the agenda for the June 6, 2022 meeting.

Approval of March 7th, 2022 Meeting Minutes (Agenda Item 2.b)

There were no corrections to the minutes from the May 2nd, 2022 meeting minutes.

Personnel Report (Agenda Item 2.c)..... VP Luquette

The Personnel Report for the month is included in the packet for this meeting. Recently filled positions include Vice President of Instruction and Student Services (Paul Jarrell), Director of Small Business Development Center (Leon Telesmanich), EDC Office Support Specialist (EDC hired on their own), Program Coordinator: Healthcare (Mary King), Tillamook Works Coordinator (has been offered). It was decided not to post the HR Director position since it was filled for a short time; instead, they offered it to one of the other finalists from the original pool.

The following positions remain open until filled: HR Specialist, Chief Finance Officer (filled with interim, Sandra Buchanan), Director of Nursing & Allied Health Program, Dean of CTE, Finance and Grant Accountant, Facilities Specialist, Payroll and Benefits Specialist, Commercial Truck Driving Trainer, Development Specialist (potential candidate).

Jennifer Purcell motioned to approve the Consent Agenda. Pam Zweifel seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) ----- Chair Gervasi

No members of the public were present.

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

500-Level Policy Revisions: Second Reading (Agenda Item 4.a)President Tomlin

Policy 501 was presented for a second reading. Edits requested by the Board have been made since the last meeting.

Jennifer Purcell motioned to approve the revisions to the 500-level policy as presented. Mary Faith Bell seconded the motion. **The motion carried.**

300-Level Policy Revisions: Second Reading (Agenda Item 4.b)..... President Tomlin

Policy 312 was presented for a second reading. No changes have been made since the last meeting. President Tomlin advised that this policy does meet State and Federal recommendations. The only differences are that TBCC has a 6-month probationary period versus the States 90-day and the College has no waiting period for using accrued sick and vacation time.

Betsy McMahon motioned to approve the revisions to the 300-level policy as presented. Mary Faith Bell seconded the motion. **The motion carried.**

CNA Program: Second Reading (Agenda Item 4.c) VP Rivenes

VP Rivenes presented the CNA program for a second reading. There has been one change made to the program since the first reading. The word "certified" has been removed from all parts of this program at the request of the State Nursing Board. She is hoping to have this program offered in the Fall of 2022.

Mary Jones motioned to approve the Nursing Assistant program with revisions as presented. Betsy McMahon seconded the motion. **The motion carried.**

Dates for 22-23 Board Meetings and Retreat (Agenda Item 4.d).....President Tomlin

No changes have been made since the first reading. President Tomlin advised that there will be no Board meetings in July and August. He noted that they would be scheduling a second June Board meeting to approve the acceptance of the voting results from the Bond measure on election day.

Pam Zweifel motioned to approve the dates for the 22-23 Board meetings and Retreat. Mary Faith Bell seconded the motion. **The motion carried.**

Adoption of 2021-22 Supplemental Budget Resolution (Agenda Item 4.e) AVP Williams

AVP Williams presented the 2021-22 Supplemental Budget Resolution to the Board at the Public Hearing. She advised that there are no additions to the information that has been shared.

Betsy McMahon motioned to adopt and authorize the Board Chair to sign the 2021-22 supplemental budget resolution. Pam Zweifel seconded the motion. **The motion carried.**

Adoption of 2022-23 Budget (Agenda Item 4.f) AVP Williams

AVP Williams presented the 2022-23 budget to the Board at the Public Hearing. She reminded the Board that if the college does move forward with selling new bonds with a debt service levy needed in the 2022-23 year, then the Board will need to come back and amend this resolution.

Betsy McMahon motioned to adopt and authorize the Board Chair to sign the 2022-23 Budget. Pam Zweifel seconded the motion. **The motion carried.**

Election of Board Officers (Agenda Item 4.g) President Tomlin

The Board elected its officers for the upcoming term.

Pam Zweifel nominated Kathy Gervasi as Chair. Mary Faith Bell seconded. **The motion carried.**

Jennifer Purcell nominated Mary Faith Bell as Vice-Chair. Mary Jones seconded. **The motion carried.**

Both are willing to continue in those positions. There were no other nominations.

Board Committee Assignments (Agenda Item 4.h) President Tomlin

The Board decided on committee assignments as follows.

TBCC Foundation Board: Mary Faith Bell will be the Foundation Liason. Pam Zweifel will serve as a backup.

OCCA Liaison: Betsy McMahon has served as TBCC's Liaison to OCCA and would like to continue. Jennifer Purcell will also serve in this capacity as a backup.

Pam Zweifel motioned to approve the slate of volunteers in their entirety. A vote was taken, **the motion carried.**

Draft Strategic Plan: First Reading (Agenda Item 4.i) Director McCarley

Director McCarley shared the draft of the Strategic Plan. She advised that this is the result of culminated efforts from staff, faculty, and the community. She then shared the values; relationship-orientated, innovative, student-centered, equitable, and scholarly excellence. In the insight report, seven themes were identified. These were developed into five strategic priorities and a group of staff worked on developing the strategic objectives and strategic initiatives for each priority.

The Board wanted to know how students were involved in the process. Director McCarley advised that two student focus groups were a part of the data gathering. One group was composed of students on campus,

and the second was composed of respective LatinX students and their families. She also noted that the mission, vision, and values were tested on the two student scholar groups, first-class scholars and career-to-career scholars. A survey was also sent out to students, staff, and faculty. The Board then asked if there were any timelines regarding the initiatives. Director McCarley advised that this work will take a couple of years to work on and complete; however, once they are completed, they will reevaluate the initiatives. The Board had no other questions or concerns. The Board did commend Director McCarley on her work thus far.

US Bank Treasury Management Signer (Agenda Item 4.j) AVP Williams

VP Luquette recommended removing AVP Williams as a signer and add her as a signer. This document will return to the Board once a new CFO has been hired.

Betsy McMahon motioned to approve the changes to the US Bank Treasury Management Signers. Pam Zweifel seconded. **The motion carried.**

Appendices 22-23 (Agenda Item 4.k) AVP Williams

AVP Williams shared the updates to the policy appendices for 2022-23. Policy Appendix A-1 has updated position titles and added position titles and corrections. Policy Appendix A-2 has the 5% COLA increase from the budget and grade and step increases. Policy Appendix B-1 has added Juneteenth as a holiday, moving the College from 11 to 12 paid holidays. Policy Appendix C-1 has the 5% COLA added to the pay schedule. Policy Appendix C-3 also has the 5% COLA increase and the extra payments faculty would receive for truck driving, hy-flex, and transfer courses. She also noted that tier seven was added to the Truck Driving Instructor and that the ABE/GED/ESOL has seven different rates now. AVP Williams said that the course substitute is now a flat rate of \$25 per hour and that the Independent Study and CWE studies are better defined. The Board had no questions or concerns.

Mary Faith Bell motioned to approve the 22-23 Appendices. Mary Jones seconded. **The motion carried.**

Information-Only Items (Agenda Item 5)

Bond Measure Update (Agenda Item 5.a) President Tomlin

The \$14.4 million bond measure passed at the May 17, 2022 election. The election will not be certified until June 13, so the Board can not approve the resolution until after that happens. President Tomlin advised that a second Board meeting will need to be held towards the end of June to approve the Bond Resolution. Currently, the College is working with Piper Sandler and Mersereau Shannon to develop the next steps.

President Tomlin then listed out the Yes for TBCC Committee members and thanked them for their hard work in passing the Bond measure.

ASTBCC Report (Agenda Item 5.b)ASTBCC President Ayala

ASTBCC President Ayala was not in attendance.

Financial Report (Agenda Item 5.c)AVP Williams

The financial report for the month of April is included in the packet for this meeting. AVP Williams noted that tuition and fees did not reach the anticipated income. However, other revenue sources in the General Fund are covering this lower income. She advised that there is no concern with the amount of money generated by the General Fund. The expenses are doing well, with only a couple where they are getting close to the percentage of the fiscal year elapsed. She noted that College Support and Instructional Support were the two closest to their percentages. Hence, she used transfers from other funds in the supplemental budget to give them more cushion. Transfers out are at 91% due to money being moved to the financial aid fund. The Board had no questions or concerns.

President's Report (Agenda Item 5.d) President Tomlin

President Tomlin began his remarks with a reminder that the next board meeting is scheduled for September 12th, 2022, at 5:00 pm; however, there will be a short meeting later in June to discuss the Bond Resolution. President Tomlin advised that according to State Law, if the College goes back to face-to-face Board meetings, they will still need to offer a Zoom option for attendees.

The End of the Year Celebration is scheduled for Wednesday, June 15th at 3 pm in rooms 214 and 215. Board members are welcome to come. Graduation is set for Friday, June 17th at 5:30 pm. President Tomlin requests that Board Members be at the College by 5 pm. He then asked the Board members to let him know if they'd be attending. Board members Kathy Gervais, Mary Faith Bell, Jennifer Purcell, and Pam Zweifel will be attending.

Board member Betsy McMahon gave an update on the OCCA Board meeting on May 6th. She noted that they discussed Future Ready Oregon, going into detail on the key sectors: Healthcare, Manufacturing, and Technology. Betsy McMahon added that there are quite a few grants in Future Ready Oregon, and a large segment of this will involve community colleges. She then stated that there would be an expansion in the career pathways program, \$14.9 million in grants, including \$10 million in funding for community colleges for prior learning. She then advised that President Tomlin will be the Treasurer of the OCCA for the coming year. Lastly, she noted that some other discussion topics at the meeting included the budget and HECC, as well as a Board member training event in late summer or early fall. The next OCCA conference will be November 2nd-6th, 2022, in Sunriver.

President Tomlin noted that the last extended staff meeting was held on Friday, May 20th, and staff/faculty were honored for their years of service. He reminded the Board that the College honors them in increments of 5 years. There were only three staff/faculty members recognized this year; they included himself, Michele DeGraffenreid, and Ron Carlbom, who have all hit five years.

The PRI 5th anniversary get-together was also held on Friday, May 20th. He noted a good turnout of TBCC and OSU staff, faculty, and community members, and Suzanne Weber attended.

Lastly, President Tomlin remarked on receiving the EDA Grant for renovating the CIT building. He advised that they must hire a project manager and send an RFP to an architect. He and VP Luquette will be meeting with the EDA Grant managers later this week to get more direction on the steps that need to be taken.

Board Member Discussion Items (Agenda Item 6) ----- Chair Gervasi

There were no discussion items from Board members.

Adjournment (Agenda Item 7) ----- Chair Gervasi

Betsy McMahon motioned to adjourn the meeting. Pam Zweifel seconded the motion. **The motion carried.** The regular board meeting was adjourned at 6:26 pm and its members went into Executive Session.

Executive Session (Agenda Item 8) ----- Chair Gervasi

The Board moved to Executive session at 5:30 pm.

Pursuant to O.R.S. § 192.660 (2)(i) and (2)(e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel and property related issues on Monday, June 6th, 2022 at 7:00pm in a virtual format.

June 27th, 2022 Board of Education Meeting Minutes

TBCC Special Board Meeting Zoom – 5:00pm – 5:30 pm

Members in Attendance: Kathy Gervasi, Betsy McMahon, Mary Faith Bell, Pam Zweifel, Mary Jones, Tamra Perman

Members Not in Attendance: Jennifer Purcell

TBCC Staff in Attendance: President Ross Tomlin, VP Paul Jarrell, VP Heidi Luquette, Director Erin McCarley, Director Sheryl Neu, AVP Rhoda Hanson, Executive Assistant Sommer Hendrickson

Call to Order • Acknowledge Guests (Agenda Item 1) ----- **Chair Gervasi**
The special Board meeting was called to order at 5:01 pm. President Tomlin introduced the new Vice President of Instruction and Student Services Paul Jarrell.

Consent Agenda (Agenda Item 2) ----- **(Action) Chair Gervasi**

Approval of Agenda (Agenda Item 2.a)
There were no changes to the agenda for the June 27, 2022 meeting.

Mary Faith motioned to approve the agenda. Tamra Perman seconded. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) ----- **Chair Gervasi**
No members of the public were present.

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

Confirm Bond Election Results (Agenda Item 4.a).....**President Tomlin**
President Tomlin shared the results for Measure 29-129. He then requested the Board affirm that voters approved the issuance of general obligation bonded indebtedness for a new Healthcare Education Building on the TBCC Campus.

Pursuant to ORS 255.295, the Board has reviewed the abstract of votes related to Measure 29-165 prepared by the County Clerk. I, Mary Faith Bell, hereby move that the Board affirm the results of the election and determine that a majority of the voters of the District voting on Measure 29-165 approved of the issuance of general obligation bonded indebtedness. Betsy McMahon seconded. **The motion carried.**

President Tomlin then presented his and VP Luquette’s recommendation for the steps moving forward. They recommended waiting to sell bonds until the Winter of 2023 after discussing at length with Bond consultants. This decision was reached due to the requirement to spend 5% of the bonds that are sold within six months and 85% of the funds within three years. President Tomlin advised that spending can happen before bonds are sold. For instance, the College can hire a Project Manager and prepare a RFP for an architecture firm prior to selling the bonds. They would then be able to get reimbursed out of funds provided by selling bonds. VP Luquette noted that the College has the best chances of success by waiting until the coming winter to sell the bonds and we would recommend selling all of the bonds at that time. Then we can hit the ground running with the project once they are sold and the money is available to spend. VP Luquette expressed the need for the College to express its intent to utilize funds early. She

also highlighted that HECC must be notified of this before May 2023. The Board had no questions or concerns.

Information-Only Items (Agenda Item 5)

President's Report (Agenda Item 5.a) President Tomlin

President Tomlin began his remarks with a reminder that the next board meeting is scheduled for September 12th, 2022, at 5:00 pm. There will be no meetings in July or August.

He then provided the Board with fall in-service dates; this year, they will be September 14th, 15th, and 16th. President Tomlin shared the idea of holding a BBQ on Wednesday, September 14th, between 4-5 pm for the staff and faculty. He hopes to have the Board members and Leadership Team serve the food. The Board members approved of this idea. Board Chair Kathy mentioned the idea of having food available for students and their families at next year's graduation.

President Tomlin then suggested a meet and greet of our new Leadership Team members, Paul and Debbie, and the Board. He would like to look at several dates in July and August to meet for lunch. The Board approved of this idea.

VP Luquette provided the Board with a staffing update. Highlights included five CTE Dean interviews scheduled for this week, the new HR Director, Debbie Daniels, starts this week, and all positions have been filled in the Business office. She noted that there are currently two interims in the Business office: Sandra Buchanan, the interim CFO, and Ken Mills, the interim Finance and Grant Accountant. VP Luquette is continuing to work with search consultants to get other positions filled.

Lastly, President Tomlin shared the location and agenda for the Leadership Team retreat this year. The Leadership Team will be meeting in Board Member Mary Jones's Headlands Hotel in Pacific City, on July 25th and 26th. They will be going over the implementation of the Strategic Plan, addressing morale and culture of care, looking at how to connect to College Council more, and planning the in-service meetings.

Board Member Discussion Items (Agenda Item 6) ----- Chair Gervasi

There were no discussion items from Board members.

Adjournment (Agenda Item 7) ----- Chair Gervasi

Betsy McMahon motioned to adjourn the meeting. Mary Faith Bell seconded the motion. **The motion carried.** The Board meeting was adjourned at 5:30 pm.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Daniels

Current Posted Openings			
Position Title	Start Date	Status	Committee Chair
Development Specialist	Interviews in progress	Open until filled	Britta Lawrence
Enrollment Navigator	Interviews in progress	Open until filled	Rhoda Hanson
Payroll and Benefits Specialist	failed search	Open until filled	Debbie Daniels
CTE Dean	failed search	JD rewrite	Paul Jarrell
Director of Equity and Inclusion	no applicants	Open until filled	Ross Tomlin
Business Office Generalist	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Finance Accountant	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Business Office Clerk	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
AVP Finance	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Facilities Specialist	failed search	Open until filled	Pat Ryan
Director of Nursing	Offer pending	Open until filled	Paul Jarrell
Business Office Clerk	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Marketing Coordinator	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Human Resources Specialist	Karlene Ashby Started 8/22/22	Filled	Debbie Daniels
CDL	Corey Scott Starts 9/1/22	Filled	JoAnn Critelli

Invitation of Public Comment

RECOMMENDATION

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

BACKGROUND INFORMATION.....Chair Gervasi

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Gervasi

Board Retreat Agenda

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

The Board Retreat for 2022-23 will be on the next Board Meeting, Monday, October 3 from 8 am to 4 pm, with the regular Board meeting starting at 4 pm. We need to discuss potential locations for the retreat so they can be reserved. The intent will be to have the retreat face to face off of the main campus.

We would like to get Board member input regarding agenda items for the retreat. The following list of items will be included in the upcoming Retreat, but more can be suggested.

Agenda Item	Lead
Coffee	All Board Members
Board Goals	Ross
Board Only Session	Ross
Strategic Plan Implementation/Mission Fulfillment (LT)	Erin
Lunch	
Culture of Care/Climate Survey	
Building Projects (LT)/Nursing Program	Heidi/Ross/Paul
Reorganization Review (LT)	Ross/Michele
Grants – Title III/Future Ready Update	Eileen

Draft Strategic Plan

RECOMMENDATION

SECOND READING – ACTION ITEM

BACKGROUND INFORMATION Director McCarley

The Strategic Plan 2022-2029 is the culmination of six months of collaborative work to learn from our community, identify and develop our mission, vision and values and to set out priorities for the next seven years of growth at the College. The Strategic Planning Committee (SPC) included representatives from every department at the College and led this effort. We heard from 179 community members, staff and students through surveys, interviews and focus groups.

The mission statement and values were developed by the SPC and approved by the Leadership Team. The vision statement was developed in a joint meeting of the SPC and the Leadership Team, in which we brainstormed the images, words and phrases that could describe our aspirational goal for the College. The image of the College as the ‘educational center of the community’ emerged from that work and resonated with everyone, and it reflects themes from the Insight Report: the community’s desire for more engagement with the College. The vision statement was tested with employees through a survey and was also shared with our community partners for feedback.

The five priority areas arose out of the Insight Report and reflect essential areas of strategic focus. Workgroups were created for each priority with subject matter experts recruited in each. Also, all staff and faculty were invited to participate in a priority workgroup which resulted in nearly 40 employees participating. The workgroups drafted objectives – how we will measure our success, and initiatives – projects outside of our day-to-day operations that will help us to reach the objectives. These draft products were reviewed and refined by the Leadership Team, and shared with College Council for feedback.

MISSION		VISION		VALUES (RISES)	
<p>TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.</p>		<p>TBCC is the educational center of our community; responsive, innovative, empowering, and invested in the progress of all.</p>		<p>Relationship-Oriented: We prioritize relationships and partnerships that strengthen our community. Innovative: We are continually evolving to meet the changing needs of our community with responsive and relevant solutions. Student-Centered: We provide our students with the individualized support they need to achieve their unique goals. Equitable: We are committed to tackling systemic inequities and building an accessible and inclusive environment. Scholarly Excellence: We protect and promote an environment in which we explore, question, learn, and master both academic and skills-based knowledge.</p>	
STRATEGIC PRIORITIES		STRATEGIC OBJECTIVES		STRATEGIC INITIATIVES	
<p>Exceptional Student Experience Continue our Guided Pathways work to foster an environment where students can gain a sense of belonging, feel heard, and be empowered to achieve their own excellence.</p>	<ul style="list-style-type: none"> Increase the number of students that successfully complete the application to registration process. Increase students' reported sense of belonging and community and minimize any equity gaps. 	<p>Strengthen Student Onboarding: Provide guidance and resources to support students in the entry and onboarding process.</p> <p>Provide Equitable Student Support: Define and create equitable support for students reflective of their needs.</p> <p>Deliver Responsive Student Engagement Opportunities: Create equitable, innovative, and responsive student engagement opportunities.</p>			
<p>Educational Excellence & Workforce Development Engage individuals in equitable, inclusive, and supportive learning environments that stimulate growth and prepare them with the skills they need for their next steps in higher education and the modern workplace.</p>	<ul style="list-style-type: none"> Students make consistent progress toward their individual educational goals as measured by increased retention and completion rates while addressing equity gaps. Increase the number of credential-seeking students who participate in applied learning experiences such as Cooperative Work Experience (CWE), internships, job shadowing, service learning. 	<p>Implement Learning Communities: Build communities that increase student belonging and engagement, increase student support and that engage employers and the community in our work.</p> <p>Increase Internships and Job Experiences: Develop more experiences for TBCC students regardless of degree and program.</p> <p>Advance Local Business Growth: Provide relevant skill building opportunities and develop educational pathways that address local priorities.</p> <p>Broaden Assessment Efforts: Expand assessment efforts to add focus on Program Level Outcomes and participate in statewide efforts to increase the awarding of Credit for Prior Learning.</p>			
<p>Employee Experience and Organizational Health Continuously assess and improve our systems, processes, and overall employee experience to ensure TBCC is a healthy and effective organization that can attract and retain a talented and diverse team.</p>	<ul style="list-style-type: none"> Increase the recruitment and retention of employees, with a focus on mirroring the demographics of Tillamook County. Improve employee experience as measured by engagement scores. Maintain economic stability while managing sustainable growth. 	<p>Streamline and Standardize Roles and Processes: Review processes and develop how-to guides for departments, positions, and key processes that streamline workflows and ensure sustainability and continuity.</p> <p>Improve Employee Experience: Utilize employee experience data and best practices research to improve TBCC's employee experience.</p> <p>Grow our Capabilities: Determine and provide key opportunities for professional growth and development for faculty and staff.</p>			
<p>Community Engagement and Awareness Intentionally seek opportunities to strengthen and develop relationships with our community and build awareness of how TBCC can contribute to the health and vitality of Tillamook County.</p>	<ul style="list-style-type: none"> Increase the percentage of organizational partners who report a shared sense of direction with TBCC Increase enrollment through targeted community outreach to systemically marginalized communities, high school students, and those seeking additional education. 	<p>Build Partnerships: Build relationships and partnerships throughout Tillamook County to provide expanded opportunities for students.</p> <p>Connect and Convene: Connect and convene the community to come together to address issues that create barriers for students.</p> <p>Be Present in Tillamook County Schools: Connect and build relationships with K-12 staff and students, their caregivers and families to raise awareness of the value of TBCC.</p>			
<p>Equity and Inclusion Intentionally welcoming the community into a safe and supportive environment where everyone belongs. We do this by eliminating systems barriers and embedding equity and inclusion into every facet of TBCC.</p>	<ul style="list-style-type: none"> Implement the Equity Lens in both the development and review of policies, administrative rules, and decisions. Increase the community participation in conversations about how equitable environments enrich us all. 	<p>Apply our Equity Lens: Embed the equity lens process based on the existing three-year lens implementation plan.</p> <p>Community Education and Engagement: Develop a comprehensive plan for community education and engagement to increase understanding of equity and inclusion principles and practices.</p>			

Staffing Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDirector Daniels

Positions have been posted for six months or more with very few to no applicants. After looking at the postings my conclusion is the application process is cumbersome, advertising has been ineffective and it is hard to locate job postings on the college website.

The rule of advertising on the web is if it takes more than one click to get to your location, you will most likely stop looking. The first change made was to the location of the link for jobs. This made it easier for applicants to get to the postings and it did increase our applications slightly. I do recommend an applicant tracking system which will make our job postings attractive, increase the applicant pools, increase internal productivity and create an enjoyable experience for onboarding. We will also be converting to eVerify for the I9 process.

I have also realized that our hiring process is delayed by a week to 10 days waiting for our background checks reports to be returned to us. I am researching other background check companies as my past experience with other companies is sometimes same day, but never more than 2-3 business days.

I am looking for creative ways to attract applicants in the interim while working towards the aforementioned upgrades. This month I decided to put a few dollars into job boosts and job visibility using several online jobs boards: Indeed, iHireAccounting and BBSI on August 18th. Since then the results between the agencies is variable. iHireAccounting has produced no applicants. BBSI is focused on 4 positions for the business office and has produced 3 applicants, 2 of which had already applied by the 3rd mean, Indeed. The change through Indeed has been remarkable and has produced the most promise. To date these are the results:

Business Office Clerk – 14 applications

AVP Finance – 4 applications (previously posted for several months with 1 unsuccessful applicant)

Accounts Receivable – 4 applications (previously posted for several months-no applicants)

Finance Accountant – 5 applicaitons (previously posted for several months-no applicants)

Marketing Coordinator – 4 applications (previously posted for several months with 1 unsuccessful applicant)

Development Specialist – 3 applications (previously posted for several months with 1 unsuccessful applicant)

Indeed provided job boosts which brought these positions to the top of the list for visibility and sent notifications to anyone with qualifications to bring awareness to the openings.

There are other open positions to which I have not applied a new approach. I will be applying these techniques to these positions next to test the success of the new strategy: CTE Dean, Facilities Specialist, and Payroll Benefits Specialist

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Staff Recognition: Sommer Hendrickson

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

This will be the first staff recognition for the 22-23 academic year. As a review, Leadership Team will choose one deserving staff person each term to be recognized for outstanding work. The person's supervisor will then write up an explanation why the person was chosen for this honor, to be presented at a Board meeting during the term.

The recipient for the Fall term, 2022, is Sommer Hendrickson, the Executive Assistant to the President and the Board of Education. She has only been with the college for six months, yet has already made a large, positive impact college-wide, not just in the Office of the President. A letter to Sommer from the President details the reasons why Sommer is very deserving of this honor and was a unanimous choice of the Leadership Team.



OFFICE OF THE PRESIDENT | ROSS TOMLIN, Ed.D.

To: Sommer Hendrickson, Executive Asst to the President and Board of Education
From: Ross Tomlin, President
Date: September 12, 2022
RE: Staff Recognition recipient for Fall 2022

Each term, the Leadership Team chooses a staff person to recognize for doing outstanding work. To start the process for the 2022-23 academic year, we have unanimously chosen Sommer Hendrickson to receive this recognition. Sommer is very deserving of this honor despite only being at TBCC for six months.

Sommer came to us in March from the Tillamook School District. Being a recent TBCC graduate, she comes without a long record of work history and no experience being an executive assistant at a college. But from the very first week, Sommer jumped in with enthusiasm, positive energy, and a determination to do excellent work. And she has exhibited that consistently over the past six months. It is extraordinary that a staff could be employed at the college for only six months and make that large of an impression on Leadership and the rest of the organization.

Sommer has not only learned her job very well in a short period of time, but she has formed very positive relationships with almost everyone at the college. She took the task to heart of getting our Staff Events Committee started again, getting a group of staff to join the committee and start planning some functions to get us interacting and engaging with each other again after a long pandemic period with no events. She has a new group already formed for the coming year and they have started planning staff events for the fall. Taking that large task on so quickly and being so successful in leading it is remarkable for someone that started so recently.

She has helped to keep me organized and is working well with the Board, which is not easy when our meetings have been on Zoom without the opportunity to get to know all the board members in person. She is excellent at planning ahead on what needs to be accomplished and keeping the big picture in mind. She has already decided to start taking Business classes this fall to work toward a Business Admin degree and has a solid 5 year plan on where she wants to be in the organization. There is no doubt she will go far in her career, reaching whatever level she sets as a goal. We are all very fortunate at TBCC to have her here with us and she will undoubtedly continue to have large, positive impacts on how we do things at TBCC and will make this a better place to work and will help us to be more successful.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP LUQUETTE

There will be no financial report this month. The Business Office is still working to finalize all the information through June. This will be ready by the October board meeting.

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is Monday, October 3rd at 4:00 pm, following the Board retreat that will be held from 8:00 am- 4:00 pm.
- Fall In-service will be held from 8:15-Noon on September 14, 15, 16. All Board members are welcome to attend any part of it. It will be a hybrid meeting, in person and on Zoom.
- We are also having a faculty/staff BBQ on Wednesday at 4pm in the parking lot and would love for the board members to be there to help out and interact with the staff. Please let Sommer know if you are able to make it.
- OCCA Board Training in Independence on September 16-17.
- OPC Meeting on October 6 and OCCA Board meeting on October 7.

Updates:

- OPC Retreat July 30-Aug 3 in Astoria and OPC meeting on Sept 1.
- Update on Bond Measure and CIT projects

TALKING POINTS

HECC Agency Budget Request – 2023-25

(as of August 18, 2022)

The Higher Education Coordinating Commission (HECC) on Thursday, August 11, unanimously approved and adopted its 2023-25 Agency Budget Request for consideration in the Governor's Recommended Budget (GRB). Since Oregon will vote in a new governor in November, these recommendations will go forward to inform a GRB from the newly-elected governor February 1, 2023.

Here are highlights of the HECC's Budget Request related to Oregon's community colleges:

COMMUNITY COLLEGE SUPPORT FUND

- An investment of \$90 million to the Community College Support Fund (CCSF) in ongoing funding. This amount, in addition to \$65 million included in the HECC's roll-up costs, would bring the CCSF to \$855 million, a 22% increase over what the CCSF was allocated in the 2021-23 biennium.
- An investment of \$50 million in one-time funding to afford community colleges time to adjust to new enrollment levels and the end of federal COVID-related relief funds that offset operations and staffing costs.
- These two requests – the increase to the CCSF and the one-time funding – are included in a single Policy Option Package (POP) request.
- Both funding requests, if ultimately approved by the Governor and Legislature, would be distributed to the colleges through the CCSF distribution formula, though they would do so separately. The \$50 million in one-time funds would go through the distribution formula at the start of the 2023-25 biennium as a one-time payment to colleges.

STUDENT AID

- A \$780 million increase to the Oregon Opportunity Grant (OOG), the state's largest need-based financial aid award for low-income students (373% increase). If ultimately approved, this increase to the OOG would increase grant awards to students as well as expand the pool of applicants.
- A \$41 million increase (by 103%) to the Oregon Promise grant program, which currently pays community college tuition for recent Oregon high school graduates and GED earners who meet a minimum GPA of 2.0. The request also eliminates the GPA requirement and would expand the Oregon Promise program's eligibility to public universities in addition to the community colleges.
- An investment of \$40 million in ongoing funding for the Oregon Tribal Student Grant.

EQUITY

- An investment of \$100.2 million to support equity strategies to carry out the impending recommendations from the Legislature's Joint Task Force on Underrepresented Students in Higher Education (JTUSHE).

CYBERSECURITY

- An investment of \$33.8 million for staffing at institutions and related training and software licensing to prevent and recover from cybersecurity attacks at community colleges and public universities.



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