



Board of Education Meeting Agenda

Date: Monday, May 1, 2023

TBCC Board Meeting Hybrid – 5:00pm – 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 April 3, 2023 Meeting Minutes	
	c. Personnel Report.....	VP Luquette
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 will call on people who indicate they want to provide public comment. They will have up to 3 minutes to speak. If a speaker has further comments, they can provide those in writing and the comments will be shared with all board members.	
4.	New Business and/or focused policy discussions	
	a. Dates for 23-24 Board Meetings, Board Retreat (ACTION).....	President Tomlin
	b. Policy 100 Revisions (First Reading)	President Tomlin
	c. BP 300 Recruitment and Hiring (First Reading).....	VP Luquette
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Staff Recognitions-Heidi Coulter	Michelle DeGraffenreid
	b. Building Project updates.....	Wenaha Group
	c. ASTBCC Report	ASTBCC President
	d. Financial Report	AVP Reagan
	e. 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 MAY MEETING.

Items for approval:

- a. Approval of Agenda for the May meeting
- b. Approval of April 3, 2023 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING

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April 3, 2023 Board of Education Meeting Minutes

Executive Session 4:30-5:00pm

Pursuant to O.R.S. § 192.660 (2)(i) 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 related issues on Monday, April 3, 2023 at 4:30pm.

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

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

Members Not in Attendance: Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, Director McCarley, Director Debbie Daniels, Director Sheryl Neu, Director Britta Lawrence, AVP Kristen Reagan, Michele DeGraffenreid, Dean Doug Goodwin, Dean Sherry Cook, JoAnn Critelli, Support Specialist Lorie Lund, Michael Weissenfluh, Beth McBride, and Director Pat Ryan

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

The meeting was called to order at 5:08 pm. Board Chair, Kathy Gervasi acknowledged guests, Tracy Whittles, Loten Hooley, ASTBCC President Mackenzie Mitchell, Jonathan Whittles, Darren Born, Kiernon Spellman, and Aiden Sifford.

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

Approval of Agenda (Agenda Item 2.a)

There were no changes to the agenda for the April 3, 2023 meeting.

Approval of March 6, 2023 Meeting Minutes (Agenda Item 2.b)

There were no corrections to the minutes from the March 6 2023 meeting minutes.

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 remain open until filled: Development Coordinator. The following position is being put on hold until the budget development process is complete: Diversity, Equity, Inclusion, and Title IX Coordinator.

Additional Agenda Items ----- Chair Gervasi

Betsy McMahan motioned to approve the Consent Agenda. Andrea Goss seconded the motion. **The motion carried**

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

No members of the public had comments.

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

TBCC 2021-22 Financial Audit (Agenda Item 4.a)(ACTION) AVP REAGAN

The audit report was completed on February 13, 2023 and was sent to Board members separately and not included in the packet due to its length. A management letter from the accounting firm Kenneth Kuhns & Co. is included in the packet. Darren Born of Kuhns & Co CPA firm reported on the process that was used to conduct the audit for TBCC. Darren Born stated that after all the audit work is completed an opinion is given. This year, as in past years, an “unmodified opinion” was given. An “unmodified opinion” is the best opinion an entity can receive. Darren Born stated that, overall, the report was very positive and the auditors had no problems conducting the audit and found no concerns.

AVP Reagan highlighted that the Business Office had many challenges due to recent hires of all staff in the Business Office but with the help of Kuhns & Co they were able to meet the needs to get the audit accomplished.

Andrea Goss motioned to accept and approve the filing and distribution of the 2021-2022 Audit Report. Tamra Perman seconded the motion. **The motion carried.**

Approval of Architects for CIT project (Agenda Item 4.b)(ACTION) President Tomlin

Kiernan Spellman of Wenaha Group presented information on the selection and contracting process for the Architects to help design the renovation work in the CIT building. On February 21, 2023 a request for proposals went out for the remodel and design services for the CIT building and was published in the local paper and trade publications. By March 13, 2023 seven architecture firms submitted bids. There was a Selection Committee to evaluate the proposals from the seven firms and it was a unanimous choice for the top selection to be Opsis Architecture firm. Opsis had the knowledge and experience working with Community colleges and Economic Development Administration (EDA) grants and are the architects chosen to design the Healthcare Education building as well.

Wenaha group negotiated a mutually beneficial contract with Opsis for the design services of the remodel of the CIT building. Before that contract can be signed it must first be approved by the TBCC Board of Education and EDA.

Kiernan is here tonight to ask that the Board give their approval for TBCC to enter into a contract for the design services of the CIT Building in the amount of \$98,000.00.

Betsy McMahon motioned to authorize President Tomlin to enter into contract with Opsis for design services for the CIT building. Mary Faith Bell seconded the motion. **The motion carried.**

President’s Contract, Goals for 2023-2024 (Agenda Item 4.c)(ACTION) Chair Gervasi

The Board met in executive session. The Board reviewed the President’s new contract and goals for 2023-2024.

Mary faith motioned to approve the President’s new contract and goals for 2023-2024. Betsy McMahon seconded the motion. **The motion carried.**

Board Meeting Schedule for 2023-2023 (First Reading) (Agenda Item 4.d)..... President Tomlin

The dates for regular board meetings were presented and a schedule was included in the packet. The Board will have a meeting in July due to it being an election year. The July 10th Board meeting this year would be to swear in and install the new board members who are up for election as well as elect officers for next year. Boards are required to meet in July during election years.

The board had no questions or concerns about the meeting schedule. The schedule will be presented again at the May meeting and a vote will be taken then.

Contract for Jenzabar for 23-24 (Agenda Item 4.e)..... (ACTION) VP Luquette

Jenzabar is the enterprise software that TBCC uses for all course and student records and all accounting processes. In addition, it is the web portal used for online services for students, staff, and faculty.

This has been brought before the Board because the renewal of the contract is for over \$100K and that requires Board approval.

VP Luquette gave a brief overview of the historical use of Jenzabar by TBCC and then explained the reasoning for the request to approve the contract for \$143,866.00 per year for the next 3 years. VP Luquette explained that the difference between the old contract and the new one would be the benefits to the upgrading of the contract are enclosed in the Board packet.

The spread between the new and old proposal would be \$27,655 and most of that would be covered by Title III grant funding. The Title III grant would also cover some of the training costs. TBCC is requesting the Board approve the signing of the contract with Jenzabar in the amount of \$143,866.

Betsy McMahon motioned to approve entering into a 3 year contract with Jenzabar for \$143,866. Mary Faith Bell seconded the motion. **The motion carried.**

Information-Only Items (Agenda Item 5)

All Oregon Academic Scholar (Agenda Item 5.a) AVP Hanson

Each year, community colleges in Oregon nominate students to the All- Oregon Academic Team based on their academic excellence, leadership and community service. In April, OCCA (Oregon Community College Association) hosts the All-Oregon Academic Team luncheon in Salem to honor students with their families.

AVP Hanson introduced TBCC's honoree for 2023, Aiden Sifford, who was present at the Board meeting. Aiden is a concurrent high school and college student, working towards earning his Associate of Arts Oregon Transfer Degree and a high school diploma at the same time. He intends to attend Dartmouth and potentially study Bio Chemistry. AVP Hanson went on to say that Aiden has also been a Math tutor here at the college and has invaluable in that role.

Foundation Update (Agenda Item 5.b) Director Lawrence

The Foundation update information is included in the packet. Executive Director Lawrence started her report by stating that she was pleased that it's been a good year. Her report covered fundraising activities that took place this year (2022-2023). The "North Coast Throw Down" fundraiser was a success. It had been planned for 2020 but due to Covid was postponed until this year. \$3,000.00 was raised at the event and that will benefit the Career-to-Career scholarship.

The Title III grant TBCC was awarded is funding board development, capacity building and strategic planning work for the TBCC Foundation Board. Consultant Eric Vines with Page Two Partners has been retained to execute this scope of work. Director Lawrence said that the foundation has welcomed three new Board members for this fiscal year and is also excited about the community support.

Three new endowments and two annual scholarships have been established. In 2020 a donor recognition program was established called Giving Circles. There are several ways that donors are recognized

including through social events. The first event, "Breakfast with the President" will be held mid-April at Alderbrook Golf Course.

ASTBCC President's Report (Agenda Item 5.c)..... ASTBCC President Mitchell

President Mitchell advised the Board that ASTBCC will continue fundraising for ASTBCC to attend next year's National Student Advocacy Conference in Washington DC. Currently they have raised \$400.00. \$8,000 is needed in total for ASTBCC to make the trip. A donut fundraiser was successful and earned \$272.00. President Mitchell said that another fundraiser they are working on is a Board Game Tournament. The entrance fee would be \$5.00. The date will be announced. They are working on some other ideas for fundraisers including a paint night. The Board suggested ASTBCC set up a link where the public could make donations towards their trip. Director Lawrence volunteered to assist with helping to make that possible.

Financial Report (Agenda Item 5.d) AVP Reagan

VP Williams presented the Financial Report as of February 28, 2023 that is included in the packet for this meeting. The Business office had had many challenges but now that they are fully staffed things should be current month to month.

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

The President began his report by highlighting upcoming events that may be of interest to Board members including a reminder that the next board meeting is scheduled for May 1, 2023 at 5:00 pm in rooms 214/215. The Budget Committee meeting is scheduled for Monday, April 24 at 5pm in rooms 214/215 and by Zoom. The upcoming Virtual OPC meeting will be this Thursday, April 6, 2023.

He discussed the TBCC building projects that are moving forward now. He mentioned that the first Instructional Space Design and Admin Space Design committee meeting for the new Healthcare Education Building will be on April 7. There will be updates regularly to keep the Board updated. It will be a 6-8 month process to get it the design completed.

President Tomlin told the Board he will be chairing an accreditation visit to Montana during the week of April 17th. This is a mid-cycle visit and it will be advantageous to bring back the information to prepare TBCC for its mid cycle.

The next extended staff has been canceled. We will go back to the schedule of shorter staff meetings every month. Then next staff meeting will be April 20, 2023 on campus in rooms 214/215 from 4:30pm-5:00pm and all Board members are invited. The next Extended Staff meeting will be in May as usual for service recognition. All Oregon Academic Team Luncheon is in Salem on Friday, April 21. President Tomlin, VP Jarrell will be attending with Aiden Sifford and his family.

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

There were no Board Member items for discussion.

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

Mary Faith Bell motioned to adjourn the meeting. Andrea Goss seconded the motion. **The motion carried.** The meeting was adjourned at 6:23 pm.

Invitation of Public Comment

RECOMMENDATION

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 WILL CALL ON PEOPLE WHO INDICATE THEY WANT TO PROVIDE PUBLIC COMMENT. THEY WILL HAVE UP TO 3 MINUTES TO SPEAK. IF A SPEAKER HAS FURTHER COMMENTS, THEY CAN PROVIDE THOSE IN WRITING AND THE COMMENTS WILL BE SHARED WITH ALL BOARD MEMBERS.

BACKGROUND INFORMATION.....Chair Gervasi

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Gervasi

Dates for 23-24 Board Meetings, Board Retreat

RECOMMENDATION

ACTION ITEM - SECOND READING

BACKGROUND INFORMATION President Tomlin

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years.** This is a second reading for these dates for the following academic year of 2023-24.

DATE	YEAR	TIME	NOTE
July 10	2023	5:00PM	Swear in Board members from election, elect officers and make committee assignments
August	2023	-	No Board Meeting
September 11	2023	5:00PM	The first Monday in September is a holiday.
October 2	2023	4:00PM (Retreat 8:30am – 4 pm)	Board Retreat and regular board meeting
November 6	2023	5:00PM	
December 4	2023	5:00PM	
January 8	2024	5:00PM	The first Monday in January is a holiday.
February 5	2024	5:00PM	
March 4	2024	5:00PM	
April 1	2024	5:00PM	
May 6	2024	5:00PM	
June 3	2024	5:00PM	

Policy 100 Revisions

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

This is a first reading for Policy 100 in the new board policy format from OCCA. The new numbering system will be implemented once we get all of the current policies crosswalked to the new OCCA numbers.

Changes to this policy include some clean up and additions to Section 100.4. Section 100.4, following the suggestions in the OCCA policy 2200. This includes raising the limit of major expenditures requiring Board approval from \$100,000 to \$150,000, which is common among other colleges. Also clarifying under Section 100.6 that a board meeting is required in July on election years.

BP 100 Board of Education Duties and Responsibilities

References:

OCCA BP 2200

NWCCU Standards 2.A.1

ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

ORS 341.300 (traffic control)

Philosophy: 100.1

The Board of Education governs on the behalf of the citizens of the TBCC Service District in accordance with the authority granted to it by state law. The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

Mission 100.2

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

Governance 100.3

The Board of Education is primarily concerned with the creation, under existing law, of policies for the College, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

Board Duties and Responsibilities: 100.4

~~The Board of Education shall exercise the following roles and responsibilities, being consistent with any applicable rules or laws of the State of Oregon or the Higher Education Coordinating Commission:~~ The Board of Education governs on behalf of the citizens of Tillamook County in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- A. ~~Select and appoint~~ Hire and evaluate the College President, and negotiate and approve the annual contract.
- B. Select and appoint candidates to vacant Board Positions.

- C. Confirm the hiring of administrative officers, professional personnel and other employees.
- D. Approve board policies for the governance of Tillamook Bay Community College
- E. ~~Control use of and access to the grounds, buildings, books, equipment and other property of the College.~~
- F. Approve the Annual College Budget, including approval of a COLA and/or step increase.
- G. Approve capital construction contracts and other major expenditures over ~~\$100,000~~ \$150,000.
- H. ~~Approve the purchase of real property.~~
- I. Approve the tuition rates and fees
- J. Draft and implement a Board Self-Evaluation to review its effectiveness as a governing board.
- K. ~~Assure the Board operates in an open, accessible, welcoming spirit, and maintains a culture that supports TBCC's commitment to diversity, equity and inclusion.~~
- L. ~~Establish policies that ensure TBCC operates in a way that supports its commitment to diversity, equity and inclusion.~~
- M. ~~Delegate power and authority to the Chief Executive to effectively lead TBCC.~~
- N. ~~Assure fiscal health and stability.~~
- O. ~~Monitor institutional performance and educational quality.~~
- P. Orient new board members:
 - a. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.
 - b. Regularly prepare for and attend board meetings and important College events like graduation, and consistently fulfill their committee obligations.

Organization of the Board: 100.5

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members

serve without remuneration, except for actual and necessary expense incurred by Board member in authorized travel for College business, conferences, or professional meetings.

The board consists of seven positions nominated and elected from zones and at large within Tillamook County. The positions and corresponding Zones are:

Position 1	Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Position 2	Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Position 3	Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Position 4	Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Position 5	Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Position 6	At Large	
Position 7	At Large	

Elections are held in accordance with the provisions of the ORS 341.790. The term of office of all Board members shall begin on July 1 following the date of elections. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

- A. The incumbent has dies or resigned, or
- B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or
- C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent, or

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. Board members shall make efforts to recruit qualified candidates who represent the diversity of the voters in the zone. A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder to serve for the remainder of the unexpired term.

Officers of the College Board: 100.6

The Board shall meet and organize at the June meeting by electing a chairperson and vice-chairperson from its members the following academic year, ~~except on~~ **except in odd election years when this done at a special July meeting.**

The President of the College shall be appointed by the Clerk of the Board. The Associate Vice-President of Finances shall be appointed the Deputy Clerk of the Board, and the President or support staff to the President shall be named the Board Secretary.

Duties of Officers: 100.7

The duties of Board officers and committees will be as follows:

A. Chairperson

- a. To preside at all meetings of the Board.
- b. To appoint or provide for the election of all committees.
- c. To call special meetings as required.
- d. To perform such other duties as may be prescribed by law or by action of the Board
- e. To have the same duty to vote on matters before the Board as the other members.
- f. Communicate with members that are experiencing attendance issues at board meetings or not consistently fulfilling committee obligations.

B. Vice-Chairperson

- a. The Vice-Chairperson shall uphold the duties of the Chairperson in her/his absence.

C. President of the College as Clerk of the Board

- a. The President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.

D. Deputy Clerk

- a. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.

E. Secretary of the Board

The major duties and responsibilities of the Secretary for the Board will be:

- a. To notify members of the Board of all regular and special meetings.
- b. To attend all Board meetings.

- c. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
- d. To have charge of all records, proceedings and documents of the Board.

F. Committees

- a. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.

G. Budget Committee

- a. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

Authority of Members: 100.8

All formal decisions by the Board must be made at a public meeting where a quorum of Board members (four or more) are in attendance and vote on a measure. Measures can be submitted by individual Board members but are not binding on the College unless voted on in a public meeting by a quorum of Board members.

Employment Rights of the Board: 100.9

- A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.
- B. The Board of Education reserves the right to delegate its authority granted through ORS 341.290 to the College President where appropriate.

Adopted: April 7, 2008

Revised 10/14, 11/16, 11/17, 3/21, 2/22

BP 300 Recruitment and Hiring

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION VP LUQUETTE

Prior to the decision to move forward with the OCCA policy adoption program, TBCC had already begun to evaluate our Administrative Rules (AR) for Recruitment and Retention. Because this work is already in progress, we have prioritized bringing forward the Board Policy on Recruitment and Hiring so it can be reviewed and adopted. Once this is adopted, the corresponding AR work can be continued by the college. Attached for your review is the new BP 300 Recruitment and Hiring presented as a first reading. Also following is the original TBCC policy 300. Going forward the language from 300, 300.1, 300.2, 300.3, and 300.4 will all move to an Administrative Rule rather than be set as policy. Administrative Rules are adopted at the college level by College Council after review by the Leadership Team.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

OVERVIEW: 300.0

Tillamook Bay Community College reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee.

College policies are not to be construed as a contract of employment. Tillamook Bay Community College expressly reserves the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the college, and you may not rely on policies that have been superseded. Tillamook Bay Community College Board of Education has authority to alter the policies, and all such changes shall be in writing.

DEFINITIONS: 300.1

For the purpose of this Policy statement, the following definitions shall apply:

- A. "Board" shall mean the Board of Education of Tillamook Bay Community College District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College.
- B. "President" shall mean the President of Tillamook Bay Community College.
- C. The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.
- D. "Supervisor" shall mean any employee of the College who directly supervises the work of another employee.
- E. "Exempt" shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college as defined annually in Appendix A-1.
- F. "Non-Exempt (Classified) Support Staff" shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college as defined annually in Appendix A-1.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

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- G. "Regular Employee" shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget and included in the listing contained in Appendix A-1.
- H. "Temporary Employee" shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week. Temporary employment will not exceed one year.
- I. "On-Call Employee" shall mean any person who works on an as-needed basis only.
- J. "Full-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.
- K. "Part-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.
- L. "Trial Service Employee" shall mean an intended regular employee who is undergoing the first six months of employment as provided in Article 309 herein.
- M. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.
- N. "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.
- O. "College" shall mean the institution of Tillamook Bay Community College District, which includes students, faculty, and employees.
- P. "Facilities" shall mean all locations used by the College.
- Q. "Job Classification" shall mean an individual position or group of positions with a single job title.
- R. "Salary Classification" shall mean the level on the salary schedule to which a given job title is assigned.
- S. "Position Inventory" shall mean a statement which has been prepared by Management and is on file in the Director of Human Resources that outlines the general function,

FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING, SELECTION, AND CONFLICTS

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

duties, and responsibilities, for each job title within the job classification system adopted by Management.

- T. Policy 300 also applies to faculty but is supplemented by additional instructional policies.
- U. All references herein to employees or other persons include both genders.
- V. The word "shall" is mandatory and the word "may" is permissive.
- W. The singular shall apply to the plural where appropriate in the contract.
- X. The College fiscal year extends from July 1 through June 30.

PROCESSING THE EMPLOYMENT OF COLLEGE PERSONNEL: 300.2

The College Board of Education has statutory authority to employ personnel. By policy the Board of Education has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment if the Board has previously authorized the positions. (In the case of non-regular employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the Board approves budgeted amounts instead of specific positions.)

In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.

- A. Authorization to employ individuals for positions previously approved by the Board of Education may be given only by the College President or his/her designee(s).
- B. No promises of positions, salaries, working conditions, benefits, etc. shall be made by anyone unless authorized by the College President.
- C. An appropriately signed contract must be filed in the Business Office before any payments for personnel services can be made.
- D. Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

- E. Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.

The Chair of the Board of Education, or any other Board of Education Member so designated at a duly constituted Board of Education Meeting, shall sign the College President's contract of employment on behalf of the Board.

The College President or personnel designated by the College President shall sign contracts of employment for all other College employees with the following stipulations:

- A. Positions and funding have been authorized in the annual budget approved by the Board of Education.
- B. Positions and funding have been authorized in an externally funded budget approved by a contractual funding agency.
- C. The College President shall keep the Board of Education informed of all full-time staffing changes.

Notices of position openings, including required and preferred qualifications, for which applicants are solicited, will be processed as follows:

A. Faculty

- a. Position openings will be processed through the Vice President of Academics and Student Services as designated by the College President.

B. Professional Support Staff

- a. Position openings will be processed through the Director of Human Resources as designated by the College President.

C. Management Staff

- a. Position openings will be processed through the appropriate Executive Officer as designated by the College President.

D. Executive Staff

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

- a. Position openings will be processed through the College President or personnel designated by the College President.

300.3 PUBLICIZING VACANCIES

Position openings will be filled through internal promotion or external employment to best meet the needs of the College and Oregon employment laws.

A. Internal Promotion:

- a. It is the practice of the College to promote from within when it has been determined by the College President that well-qualified individuals are already employed by the College.
- b. If the College President determines that a personnel opening exists and may be filled by internal promotion, the President may authorize suitable advertising of the opening within the College. Reasonable time shall be provided to allow interested College employees to make application for the position.
- c. External Employment:
- d. When the College President determines that a personnel opening shall be advertised outside the College organization, such advertisement may be announced within the local community, throughout the State of Oregon, or nationally as deemed necessary by the College President to obtain qualified candidates.

B. Openings may be publicized in any or all of the following:

- a. Openings will be publicized to current employees on campus, and, off-campus as broadly as is necessary and appropriate to assure an adequate pool of qualified applicants for the position being advertised.

C. All initial application materials are available at the TBCC website. These include:

- a. Position Opening Notice
- b. An official TBCC Application Form
- c. TBCC Affirmative Action Form

FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING, SELECTION, AND CONFLICTS

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

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- d. Authorization to Release Information Form
 - e. On request applications may be e-mailed,
 - f. Mailed or given to applicants within two days of inquiry.

Once an application for a publicized vacancy has been received the following personal information is recorded:

- A. Name
- B. Address
- C. Telephone number
- D. Email address
- E. Date application material sent and received

Position information is kept with the Position Opening Notice file and as material is received, it is placed in alphabetical order. The custodian of all material is the Director of Human Resources or his/her designee. When the position has been filled, the Position Opening Notice File is placed in the Closed Position File under title of position advertised. These files will be held for thirty-six (36) months or longer at the discretion of the Director of Human Resources.

- A. Testing of Applicants
- B. The decision to test applicants at the request of a screening committee shall be approved and the testing supervised by the Director of Human Resources. The following procedures shall be adhered to:
 - C. Each applicant will be notified of a testing date, time, and place.
 - D. If applicant is unavailable for group testing, individual testing may be arranged.
 - E. All tests will be graded and then reviewed for use during the interview process.
 - F. The successful applicant's testing materials will be placed in his/her personnel file.

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

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- G. If an applicant wishes to review test results, this request must be made within twenty (20) days of applicant's testing date. Applicant's test results must be reviewed in the presence of a District employee and shall not be taken from the area or copied.
- H. Test results will be retained for three years in the Closed Position File maintained by the Director of Human Resources.
- I. Screening and Selection
- a. Screening:
- i. To assist in the process of screening and interviewing candidates for a personnel opening, the College President, or Designee, may appoint a Screening Committee. Screening Committees shall be broadly representative.
 - ii. When established by the College President, or Designee, the Screening Committee shall conduct initial screening and interviewing as follows:
 1. Candidates who have submitted an application by a published deadline date shall have their credentials evaluated by the Screening Committee. Applications received after a published deadline date may be accepted at the discretion of the College President or his/her designee.
 2. At the conclusion of the initial screening evaluation, the Screening Committee shall submit to the College President or personnel designated by the College President up to ten (10) candidates who, in the opinion of the Committee, meet the qualifications established for the position and are recommended for interviews.
 - iii. A list of all candidates interviewed shall be maintained in the Closed Position File.
 - iv. At the conclusion of the interview process, the Screening Committee chair shall submit a list identifying the strengths and weaknesses of each candidate interviewed to the College President or personnel designated by the College President.
- b. Selection:

**FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING,
SELECTION, AND CONFLICTS**

ARTICLE NUMBER: 300

LAST APPROVED: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018

REFERENCE: 309, Appendix A-1

- i. The selection of the candidate to be chosen shall be the responsibility of the hiring manager with input from the screening committee. In cases of disputes the President will make the final decision.
- ii. Written notification will be provided to unsuccessful candidates stating that the position has been filled.
- iii. If the decision is made to reopen a position, all candidates shall be notified of the decision and asked to renew their application. For an application to be renewed, written notification must be received by the College.

OUTSIDE EMPLOYMENT: 300.3

Staff and faculty members of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time or a speaking engagement with reimbursements, the individual concerned shall obtain the approval of the College President.

BP 300 Recruitment and Hiring

References:

OCAA BP 7120

TBCC AR 300.1

TBCC AR 300.2

NWCCU Standard 2.F.1, 2.F.3

The Tillamook Bay Community College recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the college's mission and support students in achieving their educational goals. The college's recruitment and hiring procedures will allow the college to engage in diversity hiring, to the extent permitted by law that increases the representation of underrepresented communities in the college's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the college to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the college's workforce in comparison to their representation in the field or job category within the State or nationally in higher education.

The college maintains established procedures for the recruitment and selection of employees. These procedures include, but are not limited to, the following criteria: Job Descriptions, Publicizing Vacancies, Search Committee Selection, Applicant Screening, Interviews, Background Checks, Reference Checks, Offer, Hire, and New Employee Onboarding

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment.

Adopted:

NWCCU Standards Updated 5/20

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Staff Recognition

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Michelle DeGraffenreid

Heidi Coulter has been selected for this term's staff recognition. Heidi started in 2015 with TBCC, and she continues to stand out as a stellar adjunct faculty. Her positive attitude is contagious among fellow employees, but students in particular constantly comment on her effective teaching methods. Her work with students is stellar, as I have personally seen and heard her assisting students in the math lab. Heidi has the ability to calmly reassure stressed students, and I have seen students leave the lab visibly feeling accomplished and encouraged. Her patience, ability to think on her feet, and clarity in instructions are impressive. Heidi maintains a constant presence on campus and is always available to students and her coworkers. She works tirelessly to meet students where they are, including transitioning to online support and learning how to run an effective flipped classroom. Heidi is a committed member of the organization and genuinely works to strengthen the institution. She makes herself readily available when asked to participate on committees or provide feedback on current initiatives. She is one of the few go-to adjuncts who always comes to mind when full-time faculty need an adjunct's perspective. TBCC is better because of Heidi Coulter. We value her commitment, integrity, and genuine presence, and it is an honor to recognize her this term.

Building Project Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Wenaha Group

Kieron and Dale will update the Board members on the two building projects currently under way. They will discuss the three committees working on the Healthcare Education Building design with Opsis as our architects. The Administration Space and Instructional Space committees have met once and the Community Event Center committee will have met for the first time the week before this board meeting. It will be a brainstorming session with community members involved to explore all the potential uses of the space so we can determine how to best lay it out and how many people it can hold for different events.

They will also update the Board members on the progress made with the CIT building renovations with Opsis as the architect. The design committee has met once to start the process. The Board members will have a chance to ask questions for both projects.

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT

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

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONAVP REAGAN

The report for the month of March 2023 is available for your review.

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended March 31, 2023
 75.00% of fiscal year completed

	FY 2021-2022			FY 2022-2023		
	Annual Budget	3/31/2022 Actual	Percentage of Budget	Annual Budget	3/31/2023 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,600,000	\$ 1,824,499	114.03%	\$ 1,800,000	\$ 1,755,414	97.52%
State	\$ 2,784,406	\$ 2,190,288	78.66%	\$ 3,066,186	\$ 2,502,096	81.60%
Property Taxes	\$ 1,410,834	\$ 1,389,685	98.50%	\$ 1,473,213	\$ 1,447,538	98.26%
Local Contracts	\$ 40,640	\$ 47,285	116.35%	\$ 40,640	\$ 28,712	70.65%
Tuition	\$ 942,100	\$ 584,957	62.09%	\$ 942,100	\$ 557,668	59.19%
Fees	\$ 225,077	\$ 131,070	58.23%	\$ 230,577	\$ 133,331	57.82%
Sale of Goods	\$ 5,000	\$ 3,299	65.99%	\$ 5,000	\$ 1,301	26.03%
Interest	\$ 50,000	\$ 21,943	43.89%	\$ 45,000	\$ 119,369	265.26%
Rental	\$ 18,000	\$ 9,280	51.56%	\$ 18,000	\$ 23,685	131.58%
Miscellaneous	\$ 30,000	\$ 28,379	94.60%	\$ 30,000	\$ 6,842	22.81%
Transfers	\$ 718,774	\$ 140,738	19.58%	\$ 774,816	\$ 6,899	0.89%
Total resources	\$ 7,824,831	\$ 6,371,423	81.43%	\$ 8,425,532	\$ 6,582,855	78.13%
Expenditures						
Instruction	\$ 2,255,758	\$ 1,403,929	62.24%	\$ 2,463,532	\$ 1,902,346	77.22%
Instructional Support	\$ 819,275	\$ 535,436	65.35%	\$ 757,033	\$ 468,727	61.92%
Student Services	\$ 629,173	\$ 391,745	62.26%	\$ 648,400	\$ 413,515	63.77%
College Support	\$ 2,117,254	\$ 1,358,098	64.14%	\$ 2,451,261	\$ 1,747,059	71.27%
Plant Operation	\$ 378,180	\$ 241,892	63.96%	\$ 455,629	\$ 321,111	70.48%
Transfers	\$ 298,000	\$ 126,998	42.62%	\$ 308,000	\$ 126,092	40.94%
Contingency	\$ 127,191	\$ -	0.00%	\$ 141,677	\$ -	0.00%
Total expenditures	\$ 6,624,831	\$ 4,058,098	61.26%	\$ 7,225,532	\$ 4,978,851	68.91%
Ending fund balance	\$ 1,200,000	\$ 2,313,325	192.78%	\$ 1,200,000	\$ 1,604,004	133.67%

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is Monday, June 5th at 5:00 pm. This meeting will be Hybrid.
- OPC Meeting on May 18 and OCCA Board meeting on May 19 in Salem
- End of the year Extended Staff meeting has to be moved from May 19. A new date will be communicated to everyone soon.

Updates:

- Virtual OPC meeting on April 6.
- Successful Foundation Giving Circle breakfast at the Alderbrook Golf Course on April 14.
- All Oregon Academic Team Luncheon in Salem on Friday, April 21.
- Selling of the Bonds.
- Office space arrangements and Regional Solutions update.
- Next steps with the 23-24 budget.

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