



Board of Education Meeting Agenda

Date: Monday, June 5, 2023

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

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2022-2023 Supplemental Budget..... AVP Reagan
- D1. Public Hearing on 2023-2024 Budget AVP Reagan
- E1. Adjournment(ACTION) Chair Gervasi

TBCC Board Meeting Hybrid – 5:30pm – 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 May 1, 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. Adoption of 2022-23 Supplemental Budget Resolution.....	(ACTION) AVP Reagan
	b. Adoption of 2023-24 Budget.....	(ACTION) AVP Reagan
	c. Removal of US Bank Signers.....	(ACTION) VP Luquette
	d. Budget Appendices 2023-24.....	(ACTION) AVP Reagan
	e. 2023-2024 Org, Finance, and Legal Designations.....	(ACTION) AVP Reagan
	f. Update on new Healthcare Education Building design.....	Wenaha
	g. Approval to change all board policy numbers.....	(ACTION) President Tomlin
	h. Policy 2100 Revisions (Second Reading)	(ACTION) President Tomlin
	i. BP 7120 Recruitment and Hiring (Second Reading).....	(ACTION) VP Luquette
	j. BP 1100 Tillamook Bay Community College (First Reading).....	President Tomlin
	k. AR 1100 Tillamook Bay Community College.....	President Tomlin
	l. BP 3530 Weapons on Campus (First Reading).....	President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Plan Updates.....	Director McCarley
	b. ASTBCC Report	ASTBCC President
	c. Financial Report	AVP Reagan
	d. 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.

8. **Executive Session** 7:00-8:00pm----- (Action) Chair Gervasi

Move to the Executive Session of the Meeting.

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 issues on Monday, June 5 at 7:00 pm.

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Budget Hearing Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2022-2023 Supplemental Budget..... AVP Reagan
- D1. Public Hearing on 2023-2024 Budget AVP Reagan
- E1. Adjournment(ACTION) Chair Gervasi

Public Hearing on 2022-2023 Supplemental Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2022-2023 SUPPLEMENTAL BUDGET

BACKGROUND INFORMATION AVP Reagan

The following appropriation increases, decreases and transfers will be made to the 2022-2023 Adopted Budget upon receiving board approval:

- General Fund

Transfers In increased by \$17,128 due to payroll expenses from additional salaries posted to grants received during the 2022-2023 fiscal year.

Administrative Overhead revenue increased by \$19,900 due to additional facilities and administrative allowance on grant funding received during the 2022-2023 fiscal year.

PERS Debt Service expense increased by \$17,128 as a result of the additional payroll posted to new grants.

Plant Operation and Maintenance increased by \$19,900 due to the additional Facilities and Administration allowances on the Future Ready grant.

- Special Fund

Federal Sources increased by \$418,000 due to the new Health Resources and Services Administration (HRSA) grant which was awarded in July of 2022 and not anticipated for the 2022-2023 budget.

State Sources increased by \$311,451 due to the new Future Ready Credit for Prior Learning grant which awarded \$163,551 in August of 2022, and a \$147,900 modification to the existing Future Ready grant which increased the total award from \$251,216 to \$399,116, all which was unanticipated at the time the 2022-2023 budget was adopted.

Instruction increased by \$469,416 due to additional instructors' salaries and fringes, advertising, and publication expenses for a related story published in the summer 2022 class schedule, and to purchase welding and fabrication supplies and equipment for the Center for Industrial Technology building.

Instructional Support increased by \$232,071 to provide instruction support staffing in the Dean's office and Student Services, provide supplies, travel and training for the STEP Advisor and to provide support for the upcoming Healthcare building project.

Other Financing Uses increased by \$27,964. This is a combination of PERS Debt Service Transfers and additional Administrative Overhead provided to the General Fund from the additional grant revenue awarded in 2022.

Public Hearing on 2023-2024 Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2023-2024 BUDGET

BACKGROUND INFORMATION AVP Reagan

No changes have been made to the budget since we received budget committee approval on April 24, 2023.

The budget committee approved TBCC's permanent tax rate as well as property tax levies for both the 2016 GO bond indebtedness and 2023 GO bond indebtedness. The resolution the Board will be asked to approve will include the permanent tax rate and current bonded indebtedness for both bond issues.

No amended budget resolutions are proposed as there was not a 2022 GO bond issue. The property tax levies to be certified with the Tillamook County Assessor's office include levies for both 2016 and 2023 bond issues for the 20223-2024 fiscal year.

TBCC also expects to make changes related to grants that weren't anticipated when the proposed budget was developed. Local Budget Law does allow for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Gervasi
MOTION TO ADJOURN THE PUBLIC BUDGET HEARING.

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 JUNE MEETING.

Items for approval:

- a. Approval of Agenda for the May meeting
- b. Approval of May 1, 2023 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING

Board of Education Meeting Agenda

Date: Monday, June 5, 2023

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

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2022-2023 Supplemental Budget..... AVP Reagan
- D1. Public Hearing on 2023-2024 Budget AVP Reagan
- E1. Adjournment(ACTION) Chair Gervasi

TBCC Board Meeting Hybrid – 5:30pm – 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 May 1, 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. Adoption of 2022-23 Supplemental Budget Resolution..... | (ACTION) AVP Reagan |
| | b. Adoption of 2023-24 Budget..... | (ACTION) AVP Reagan |
| | c. Removal of US Bank Signers..... | (ACTION) VP Luquette |
| | d. Budget Appendices 2023-24..... | (ACTION) AVP Reagan |
| | e. 2023-2024 Org, Finance, and Legal Designations..... | (ACTION) AVP Reagan |
| | f. Update on new Healthcare Education Building design..... | Wenaha |
| | g. Approval to change all board policy numbers..... | (ACTION) President Tomlin |
| | h. Policy 2100 Revisions (Second Reading) | (ACTION) President Tomlin |
| | i. BP 7120 Recruitment and Hiring (Second Reading)..... | (ACTION) VP Luquette |
| | j. BP 1100 Tillamook Bay Community College (First Reading)..... | President Tomlin |
| | k. AR 1100 Tillamook Bay Community College..... | President Tomlin |
| | l. BP 3530 Weapons on Campus (First Reading)..... | President Tomlin |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Strategic Plan Updates..... | Director McCarley |
| | b. ASTBCC Report | ASTBCC President |
| | c. Financial Report | AVP Reagan |
| | d. President’s Report | President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (Action) Chair Gervasi |
| 8. | Executive Session 7:00-8:00pm ----- | (Action) Chair Gervasi |

Move to the Executive Session of the Meeting.

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May 1, 2023 Board of Education Meeting Minutes

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

Members Not in Attendance: Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Heidi Luquette, AVP Rhoda Hanson, Director McCarley, Director Sheryl Neu, AVP Kristen Reagan, Michele DeGraffenreid, Dean Castro, Dean Goodwin, Sherry Cook, Michael Weissenfluh, Heidi Coulter

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

The meeting was called to order at 5:04 pm. Board Chair, Kathy Gervasi acknowledged guests, Kieron Spellman, Loten Hooley, and Jonathan Whittles.

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

Approval of Agenda (Agenda Item 2.a)

There were no changes to the agenda for the May 1, 2023 meeting.

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

Board member Andrea had one change to the notes for the April 3rd board meeting. She advised that board member Tamra was listed as a seconder on the motion to approve the financial audit. The correct seconder was Board member Shannon Hoff. Board member Tamra was absent from this meeting. The Board requested that the correction be made to that motion.

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

The Personnel Report for the month is included in the packet for this meeting. VP Luquette advised that interviews for the Development Specialist are almost finished. The Human Resources Director position is still open. VP Luquette noted that they are talking to a hiring agency and looking at the potential for an interim.

The Board asked how long the positions had been posted for and how long Director Daniels held it for; VP Luquette advised that it had been posted for two weeks and that Director Daniels had been in the position for approximately six months.

Additional Agenda Items ----- Chair Gervasi

Andrea Goss motioned to approve the Consent Agenda. Mary Jones 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 focused policy discussions (Agenda Item 4)

23-24 Board Meetings and Retreat Dates (Agenda Item 4.a)...(ACTION) President Tomlin

President Tomlin advised that this is a second reading for the 23-24 Board meeting and retreat dates. There have been no changes since the first reading. He reminded the Board that a special meeting would be held on July 10th to swear in newly elected Board members, select officers, and assign members to committees. There will be no meeting in August. Lastly, the Board retreat will be held on October 2nd, with the Board meeting at 4 pm.

Betsy McMahon motioned to approve the 23-24 Board Meeting and Retreat dates. Mary Faith Bell seconded the motion. The motion carried.

Policy 100 Revision: First Reading (Agenda Item 4.b)President Tomlin

President Tomlin shared the revisions to Policy 100. This is a first reading. He highlighted the following changes to this policy:

- First sentence change will be removed since it is redundant with the paragraph in 100.4
- 100.4 first sentence will be replaced with verbiage from the OCCA policy
- Added and removed duties from the list to align with the OCCA policy
- Bullet E from 100.4 was removed due to this aligning more with the President's and staff's duties.
- Bullet G is a change to the amount of major expenditures that require board approval. He noted that most colleges are upping their capital construction amount. The proposed change is to move from \$100,000 to \$150,000.
- A bullet point about the approval to purchase real property was added.
- The last change was on 100.6. This was added so it would be clear that a July meeting is only needed in election years

Board member Andrea requested to know what the term Deputy Clerk meant. The Deputy Clerk is the backup to the Clerk and is typically the Chief Financial Officer or AVP of Finance. Andrea asked if the term could be changed, and it was noted that it cannot since it is language from ORS.

The Board then asked about the process of cross-walking the policies. President Tomlin noted that a spreadsheet is being created to help track the different steps the policies will go through. He added that a lot of the OCCA policies have legal and accreditation language that the College would like to add.

BP 300 Recruitment: First Reading (Agenda Item 4.c)VP Luquette

VP Luquette shared the first reading of the revisions to Policy 300. She reminded the Board of the process the policies go through before going to the Board for a first reading. She noted that the original policy is eight pages long, whereas the revised version is only one page. The other pages from the original document will be turned into a corresponding administrative rule. The administrative rule will be brought to the Board at a later time but they are approved by our College Council. The Board had no questions or concerns.

Information-Only Items (Agenda Item 5)

Heidi Coulter (Agenda Item 5.a) Michele DeGraffenreid

Michele advised the Board that every term, a staff member is selected to be recognized for their excellent work at the College. Michele commended Heidi Coulter for the great job she does with her students. Heidi does a lot of committee work outside of instruction and is overall an excellent adjunct at TBCC, having been named outstanding faculty member of the year by the students a few years ago.

Building Updates (Agenda Item 5.b) Wenaha Group

Project manager Kieron Spellman shared some updates on the new Healthcare Education and CIT buildings. So far, they have held the kickoff meetings for the new Healthcare Education Building and the

CIT building. On February 6th, the Board of Education approved OPSIS as the architect for the two projects. On March 6th, they looked over the plans built by FFA and determined the needed criteria that has changed since the plans were created. The Bond Oversight Committee met on March 6th as well. The committee is being kept informed of what is happening with the projects to ensure the College is fiscally responsible with the Bond money.

Ross and the team put together three design committees; group one is working on designing the instructional space in the new Healthcare Education Building, the second is working on designing the administrative space, and the third group is working on designing the community event center space. There is a separate group working on the design of the CIT building renovations. These groups will all meet three times in May to go over the layout of each piece of the building. The community event space group met last week to give feedback on the communities' needs and areas where they could be improved. He noted they received some excellent feedback on the size and use of the facility.

Kieron shared out the preliminary layouts. They've determined the square footage of the different rooms, so they can now discuss configurations. He noted that they must create a space that best fits the budget and community needs. The layout of the nursing lab and other healthcare lab spaces that OPSIS created were all shared.

Lastly, he noted that the slides of the initial design layout options had been shared with the Leadership team. These layouts will be discussed at their next meeting. He added that the groundbreaking is still scheduled for February or early March next year.

Kieron will present the next update at the June 5th meeting.

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

President Mitchell shared updates on the last few events held by ASTBCC. They had a board game tournament at Denny's in April. The event went well, and Denny's provided a 10% discount on the players' meals. The prizes were a \$10 and \$50 Visa gift card. They are planning to hold another paint night soon. Local artist Jill Collar will be teaching the class and providing the supplies. It will be \$30 to participate, and \$10 will go to ASTBCC for their trip to Washington, DC. The event will be held in May in room 102. The Board asked to be notified when the event date is set.

Mackenzie added that ASTBCC is finalizing the draft of its constitution. They received lots of great feedback from the Leadership Team and College Council. Once the final draft is created, the document will be shared with the Board.

Board member Goss asked how fundraising is going for the trip to Washington, DC. Mackenzie advised that they are pretty far off their goal. However, they are working hard to advertise for donations. Vice Chair Bell commended them on the way they are raising money.

Financial Report (Agenda Item 5.d) AVP Reagan

The financial report for the month of March is in the board packet. AVP Reagan pointed out the discrepancies with the property tax received in the general fund. She called attention to the local contracts account, highlighting that of the \$29,000, about \$23,000 is for rentals. She has been working to get the funds allocated to the right place. So far, \$33,000 has been received into the general fund as revenue.

Board member Goss asked if the College was receiving any revenue from the sale of apparel. VP Luquette advised that the College does not, but the TBCC Foundation does. They receive 10% of all sales.

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

President Tomlin started his remarks by reminding the Board that the next meeting will be on Monday, June 5th. President Tomlin then shared out the new programs and strategic plan brochures.

Oregon President's Council will meet on May 18th, with the OCCA board meeting following on May 19th in Salem. Betsy, the OCCA representative, will be attending. As Kieron had mentioned, the last big set of design meetings will be held in the next three weeks. The extended staff meeting has been moved to June 9th, starting at 2:30 pm, with the end-of-the-year BBQ to follow. They will share strategic plan updates and honor staff longevity at this meeting.

OPC met on April 6th; they discussed the loss of the OCCA Executive Director. Karen Smith, OCCA's legal counsel, has taken the position as an interim. They discussed how they would spend the Strategic Fund money they would receive from the state. This fund is to help pay for special projects that will impact all 17 colleges. They have decided to use the money this year to help bring up the applied baccalaureate degrees that Chemeketa, Mt. Hood, and Lane are all creating. He added that the 17 colleges would likely request more funds for these degrees next biennium from the state legislature.

VP Jarrell is continuing to work on co-requisites. Co-requisites will help students take college-level courses instead of developmental courses that do not count toward a degree. The state has done studies surrounding them, and it has been shown that students that take co-requisite courses were more likely to complete their degrees than from taking multiple developmental courses.

SB523, the bill that would allow colleges to offer a Bachelor of Science: Nursing degree, has passed unanimously in the Senate and is now going to the House. They believe it will pass there as well.

Britta's Giving Circle breakfast at the Alderbrook Golf course went very well. He commended her on doing a great job getting the event planned.

Paul and Ross attended the All Oregon Academic Luncheon. TBCC student Aiden Sifford received an award and was honored at the luncheon, and his family was able to attend with him.

The Bonds for the new Healthcare Education Building project were sold a couple of weeks ago. Due to the excellent rating the College received, the College will be receiving a premium of over \$1 million on top of the \$14.4 the College is already receiving. The state will be selling the matching funds bonds this month that will provide us with the extra \$8M for our project.

The Space Allocation team met last week. They came up with a recommendation on what to do with room 206, originally the Regional Solutions space. It will hopefully provide an option for Regional Solutions to stay at the college in the PRI building. The proposal goes to the Leadership Team next week and Regional Solutions is considering the option.

Finally, the budget committee passed the 23-24 Proposed Budget last week. AVP Reagan will assemble the finalized version to be brought to the Board for approval and adoption at the June meeting. They will also present any changes and the supplementary budget at that time as well. The College is waiting for the state to release its budget so it will know what the Community College Support Fund amount will be, but this will not be done in time to impact our final budget for the board to approve on June 5.

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. Shannon Hoff seconded the motion. **The motion carried.** The meeting was adjourned at 6:09 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

Adoption of the 2022-23 Supplemental Budget Resolution

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2022-2023 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2022-2023 ADOPTED BUDGET.

BACKGROUND INFORMATION AVP Reagan

The following appropriation increases, decreases and transfers will be made to the 2022-2023 Adopted Budget upon receiving board approval:

- General Fund

Transfers In increased by \$17,128 due to payroll expenses from additional salaries posted to grants received during the 2022-2023 fiscal year.

Administrative Overhead revenue increased by \$19,900 due to additional facilities and administrative allowance on grant funding received during the 2022-2023 fiscal year.

Debt Service expense increased by \$17,128 as a result of the additional payroll posted to new grants.

Plant Operation and Maintenance increased by \$19,900 due to the additional Facilities and Administration allowances on the Future Ready grant.

- Special Fund

Federal Sources increased by \$418,000 due to the new Health Resources and Services Administration (HRSA) grant which was awarded in July of 2022 and not anticipated for the 2022-2023 budget.

State Sources increased by \$311,451 due to the new Future Ready Credit for Prior Learning grant which awarded \$163,551 in August of 2022, and a \$147,900 modification to the existing Future Ready grant which increased the total award from \$251,216 to \$399,116, all which was unanticipated at the time the 2022-2023 budget was adopted.

Instruction increased by \$469,416 due to additional instructors' salaries and fringes, advertising and publication expenses for a related story published in the summer 2022 class schedule, and to purchase welding and fabrication supplies and equipment for the Center for Industrial Technology building.

Instructional Support increased by \$232,071 to provide instruction support staffing in the Dean's office and Student Services, provide supplies, travel and training for the STEP Advisor and to provide support for the upcoming Healthcare building project.

Other Financing Uses increased by 27,964. This is a combination of PERS Debt Service Transfers and additional Administrative Overhead provided to the General Fund from the additional grant revenue awarded in 2022.

**BUDGET RESOLUTION NO. 2022-2023 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2022-2023
AND MAKING APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund and Special Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2022-23.
2. The unanticipated expenditures have arisen due to federal grants, state grants and contracts, other sources, and required transfers.
3. The Transfers Out expense category needs additional appropriation authority of \$17,128 and the Plant Operation and Maintenance expense category needs additional appropriation authority of \$19,900 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$469,416, the Instructional Support expense category needs additional appropriation authority of \$232,071, and the Other Financing Uses expense category needs additional appropriation authority of \$27,964 in the Special Fund.
5. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.473, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.
6. The Notice of Supplemental Budget Hearing was published as required by ORS 294.473(1)(b).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE:

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.473(1)(c), increasing(decreasing) appropriations in the fiscal year 2022-23 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL</u>	<u>THIS</u>	<u>REVISED</u>
<u>RESOURCES:</u>	<u>BUDGET</u>	<u>SUPPLEMENTAL</u>	<u>BUDGET</u>
Transfers In	\$ 745,658	\$ 17,128	\$ 762,786
Administrative Overhead Transfer	<u>16,831</u>	<u>19,900</u>	<u>36,731</u>
Total Resources	<u>\$ 762,489</u>	<u>\$ 37,028</u>	<u>\$ 799,517</u>
 <u>REQUIREMENTS:</u>			
Debt Service	\$ 168,576	\$ 17,128	\$ 185,704
Plant Operation and Maintenance	<u>44,500</u>	<u>19,900</u>	<u>64,400</u>
Total Appropriations/Requirements	<u>\$ 213,076</u>	<u>\$ 37,028</u>	<u>\$ 250,104</u>

SPECIAL FUND

RESOURCES:

Federal Sources	\$ 719,588	\$ 418,000	\$1,137,588
State Sources	<u>692,449</u>	<u>311,451</u>	<u>1,003,900</u>
Total Resources	<u>\$1,412,037</u>	<u>\$ 729,451</u>	<u>\$2,141,488</u>

REQUIREMENTS:

Instruction	\$ 234,970	\$ 469,416	\$ 704,386
Instructional Support	887,031	232,071	1,119,102
Other Financing Uses	<u>1,195,555</u>	<u>27,964</u>	<u>1,223,519</u>
Total Appropriations/Requirements	<u>\$2,317,556</u>	<u>\$ 729,451</u>	<u>\$3,047,007</u>

ADOPTED by the Board of Directors of TBCC this 5th day of June, 2023.

Board of Education Chair

ATTEST by TBCC President this 5th day of June, 2023.

Tillamook Bay Community College President

Adoption of 2023-24 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2023-2024 NO. 1 THROUGH 3 TO ADOPT THE 2023-2024 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATIONAVP Reagan

No changes have been made to the budget since we received budget committee approval on April 24, 2023.

The budget committee approved TBCC's permanent tax rate as well as property tax levies for both the 2016 GO bond indebtedness and 2023 GO bond indebtedness. The resolution the Board will be asked to approve will include the permanent tax rate and current bonded indebtedness for both bond issues.

No amended budget resolutions are proposed as there was not a 2022 GO bond issue. The property tax levies to be certified with the Tillamook County Assessor's office include levies for both 2016 and 2023 bond issues for the 20223-2024 fiscal year.

TBCC also expects to make changes related to grants that weren't anticipated when the proposed budget was developed. Local Budget Law does allow for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

**2023-2024 BUDGET RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2022-2023 in the total of \$47,021,973. This budget is now on file at the District business office in Tillamook, Oregon.

**2023-2024 BUDGET RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 2,400,453
Instructional Support	840,751
Student Services	845,364
College Support	2,622,255
Plant Operation & Maintenance	558,867
Fund Transfers Out	320,556
Contingency	<u>141,677</u>
TOTAL GENERAL FUND	<u>\$ 7,729,923</u>

Special Fund

Instruction	\$ 394,590
Instructional Support	973,102
Student Services	614,929
College Support	276,668
Plant Operation and Maintenance	48,550
Financial Aid	55,132
Fund Transfers Out	1,204,619
Contingency	<u>626,552</u>
TOTAL SPECIAL FUND	<u>\$ 4,194,142</u>

Financial Aid Fund

Financial Aid	\$ 1,840,469
Fund Transfers Out	<u>2,500</u>
TOTAL FINANCIAL AID FUND	<u>\$ 1,842,969</u>

Enterprise Fund

Instruction	\$ 208,374
Instructional Support	75,128
Student Services	3,185
Fund Transfers Out	18,544
Contingency	<u>6,100</u>
TOTAL ENTERPRISE FUND	<u>\$ 311,331</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>1,350,818</u>
TOTAL DEBT SERVICE FUND	<u>\$ 1,352,418</u>

Capital Project Fund

Plant Additions	\$23,619,888
Fund Transfers Out	<u>32,500</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$23,652,388</u>

<u>Agency Fund</u>	
Student Services	\$ 4,315
Financial Aid	<u>6,600</u>
TOTAL AGENCY FUND	<u>\$ 10,915</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$39,094,086

Amounts not appropriated:

<u>General Fund</u> – Ending Fund Balance	\$ 1,200,000
<u>Special Fund</u> – Ending Fund Balance	30,667
<u>Special Fund</u> – Reserves	6,555,140
<u>Financial Aid Fund</u> – Ending Fund Balance	55,459
<u>Enterprise Fund</u> – Ending Fund Balance	47,667
<u>Debt Service Fund</u> – Ending Fund Balance	38,435
<u>Agency Fund</u> – Ending Fund Balance	<u>519</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$ 7,927,887

TOTAL ADOPTED BUDGET \$47,021,973

**2023-2024 BUDGET RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2022-2023 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$1,208,387 for debt service for general obligation bonds;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposed of Article XI section 11b as:

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$1,208,387

The above 2023-2024 Resolutions 1, 2, and 3 were approved and declared adopted this 5th day of June, 2023.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Removal of US Bank Signers

RECOMMENDATION

ACTION ITEM – AUTHORIZE BOARD CHAIR TO SIGN US BANK APPENDIX A-1

BACKGROUND INFORMATION VP Luquette

Upon executing and returning the attached US Bank form Appendix A-1, Debbie Daniels, Director of Human Resources, who is no longer employed by TBCC will be removed as an authorized signer for checks issued by TBCC and Pat Ryan will also be removed as a check signer due to a change in duties.



Appendix A-1: New Account/Change in Authorized Account Signer(s)

Customer information

Customer name: TILLAMOOK BAY COMMUNITY COLLEGE Tax identification number: 930792039

New account
 Change in authorized account signers

Account information

Account name	Account number	Tax identification number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	930792039
TILLAMOOK BAY COMMUNITY COLLEGE PAYROLL	1-536-9524-5214	930792039

Authorized account signers

Add authorized account signer(s)

Name	Title	Email address	Specimen signature

Delete authorized account signer(s)

List names only.

DEBBIE DANIELS	PATRICK E RYAN		

Existing authorized account signer(s)

Provide the names and email addresses of existing authorized signer(s), other than those new authorized signers listed above. No specimen signatures are needed.

Authorized signer	Email address	Authorized signer	Email address
RHODA HANSON		ROSS TOMLIN	
HEIDI LEIGH LUQUETTE		PAUL JARRELL	



Appendix A-1

New Account/Change in Authorized Account Signer(s)

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above. Customer is responsible for the validity and authenticity of email addresses provided above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract signer. This Appendix A 1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein .

Signature: _____ Email address: kathygervasi@mail.tillamookbaycc.edu
Print name: KATHY GERVASI Date: _____
Print title: TBCC BOARD CHAIR

For Internal Use Only:

Authorized signers are related to the Master Services Agreement dated: _____

Review _____ Validation method _____ TL review _____ Imaged _____

Budget Appendices 2023-2024

RECOMMENDATION

ACTION ITEM – APPROVE POLICY APPENDICES FOR 2023-2024

BACKGROUND INFORMATION AVP Reagan

The fiscal year has been updated on all policy appendices.

Policy Appendix A-1 – Position title changes, corrections, and additions recommended for the new fiscal year are included.

Policy Appendix A-2 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2023-2024 and is reflected in the pay schedule. The grades and steps that are blacked out from use due to the Oregon minimum wage in Tillamook County increasing to \$14.20/hour have also been updated.

Policy Appendix B-1 – A \$50.00 per month wellness stipend has been added for fulltime staff and faculty. Parttime staff will receive a prorated amount.

Policy Appendix C-1 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2023-2024 and is reflected in the pay schedule.

Policy Appendix C-3 – The following changes were incorporated for 2023-2024:

1. Changes to overall format for greater clarity
2. Reduction from 7 tiers to 6 tiers
3. Effective 8% increase to Credit Adjunct Salary Schedule (old Tier 1-6)
 - a. Elimination of 22-23 Tier 1
 - b. All faculty moved to next highest tier
 - c. Renumber of remaining Tiers 1-6 (old 2-7)
 - d. Application of 3% COLA
4. Addition of Nursing Clinical/Lab Credit Adjunct Instruction category
5. Hyflex course modality set at 1.25 load factor
6. Independent Study/CWE 0.25 load per student up to 4, then full pay
7. Curriculum Development rate increased from \$20/hour to \$25/hour
8. High School Tutor rate set at \$20/hour

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: June 5, 2023

Reference:

2023-2024 Executive and Management and Administrative Support Staff Salary Grades (Exempt)

GRADE	POSITION TITLE(or other similar position titles)
32	Vice President of Instruction and Student Services Vice President of Administration and College Relations
30	Associate Vice President of Finance
28	Director, Economic Development Council
27	Associate Vice President of Student Services
24	Director, Facilities and Safety Director, Human Resources Director, Information Technology
23	Dean, Career Technical Education Dean, General Education and Transfer Dean, Student Success and Academic Partnerships Dean, Nursing and Allied Health
22	Director, Small Business Development Center Executive Director, Foundation
21	Director, Institutional Effectiveness
20	Finance and Grant and Contract Accountant Title III Director Director, Opportunity Programs
18	Registrar CDL Trainer
17	Coordinator, Community/Continuing Education Coordinator, Information Technology Coordinator, Instructional Program Coordinator, Library Coordinator, Marketing Coordinator, Online Instruction Coordinator, Tillamook Works Coordinator, Career Connected Learning Coordinator, Facilities Maintenance II Executive Assistant to President and Board

2022-2023 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE(or other similar position titles)
16	Coordinator, Facilities Maintenance I Registrar Specialist Payroll and Benefits Specialist
15	AV/Instructional Specialist Coordinator, Criminal Justice Coordinator, Healthcare Human Resources Specialist Financial Aid Advisor Tutoring and Testing Specialist Resource Navigator Student Engagement Facilitator Enrollment Navigator Student Success Coach
13	Business Office Clerk CDL Program Assistant IT Support Specialist

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: June 5, 2023

Reference:

	Instruction Support Specialist Student Services Support Specialist SBDC Support Specialist Reception and General Support Specialist
6	Library/Office Assistant

Upon Board Approval of Appendix A-1 changes in Position Titles will be reflected in all Board Policy and College Administrative Rule without additional Board Approval.

STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: June 5, 2023

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2023-2024 Regular Full-Time & Regular Part-Time Staff Salary Schedule
 249 Day Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1										\$28,674.37	\$29,534.60	\$30,420.64	\$31,333.26
2									\$29,231.17	\$30,108.11	\$31,011.35	\$31,941.69	\$32,899.94
3							\$28,930.83	\$29,798.75	\$30,692.71	\$31,613.49	\$32,561.89	\$33,538.75	\$34,544.91
4					\$28,633.60	\$29,492.61	\$30,377.39	\$31,288.71	\$32,227.37	\$33,194.19	\$34,190.02	\$35,215.72	\$36,272.19
5				\$29,189.59	\$30,065.28	\$30,967.24	\$31,896.26	\$32,853.15	\$33,838.74	\$34,853.90	\$35,899.52	\$36,976.51	\$38,085.81
6		\$28,889.69	\$29,756.38	\$30,649.07	\$31,568.54	\$32,515.60	\$33,491.07	\$34,495.80	\$35,530.67	\$36,596.59	\$37,694.49	\$38,825.32	\$39,990.08
7	\$29,450.65	\$30,334.17	\$31,244.20	\$32,181.53	\$33,146.98	\$34,141.39	\$35,165.63	\$36,220.60	\$37,307.22	\$38,426.44	\$39,579.23	\$40,766.61	\$41,989.61
8	\$30,923.18	\$31,850.88	\$32,806.41	\$33,790.60	\$34,804.32	\$35,848.45	\$36,923.90	\$38,031.62	\$39,172.57	\$40,347.75	\$41,558.18	\$42,804.93	\$44,089.08
9	\$32,469.34	\$33,443.42	\$34,446.72	\$35,480.12	\$36,544.52	\$37,640.86	\$38,770.09	\$39,933.19	\$41,131.19	\$42,365.13	\$43,636.08	\$44,945.16	\$46,293.51
10	\$34,092.81	\$35,115.59	\$36,169.06	\$37,254.13	\$38,371.75	\$39,522.90	\$40,708.59	\$41,929.85	\$43,187.75	\$44,483.38	\$45,817.88	\$47,192.42	\$48,608.19
11	\$35,797.45	\$36,871.37	\$37,977.51	\$39,116.84	\$40,290.35	\$41,499.06	\$42,744.03	\$44,026.35	\$45,347.14	\$46,707.55	\$48,108.78	\$49,552.04	\$51,038.60
12	\$37,587.32	\$38,714.94	\$39,876.39	\$41,072.68	\$42,304.86	\$43,574.01	\$44,881.23	\$46,227.67	\$47,614.50	\$49,042.94	\$50,514.23	\$52,029.66	\$53,590.55
13	\$39,466.69	\$40,650.69	\$41,870.21	\$43,126.32	\$44,420.11	\$45,752.71	\$47,125.29	\$48,539.05	\$49,995.22	\$51,495.08	\$53,039.93	\$54,631.13	\$56,270.06
14	\$41,440.02	\$42,683.22	\$43,963.72	\$45,282.63	\$46,641.11	\$48,040.34	\$49,481.55	\$50,966.00	\$52,494.98	\$54,069.83	\$55,691.92	\$57,362.68	\$59,083.56
15	\$43,512.02	\$44,817.38	\$46,161.90	\$47,546.76	\$48,973.16	\$50,442.35	\$51,955.62	\$53,514.29	\$55,119.72	\$56,773.31	\$58,476.51	\$60,230.81	\$62,037.73
16	\$45,687.62	\$47,058.25	\$48,470.00	\$49,924.10	\$51,421.82	\$52,964.47	\$54,553.40	\$56,190.00	\$57,875.70	\$59,611.97	\$61,400.33	\$63,242.34	\$65,139.61
17	\$47,972.00	\$49,411.16	\$50,893.49	\$52,420.29	\$53,992.90	\$55,612.69	\$57,281.07	\$58,999.50	\$60,769.49	\$62,592.57	\$64,470.35	\$66,404.46	\$68,396.59
18	\$50,370.60	\$51,881.72	\$53,438.17	\$55,041.32	\$56,692.56	\$58,393.34	\$60,145.14	\$61,949.49	\$63,807.97	\$65,722.21	\$67,693.88	\$69,724.70	\$71,816.44
19	\$52,889.13	\$54,475.80	\$56,110.07	\$57,793.37	\$59,527.17	\$61,312.99	\$63,152.38	\$65,046.95	\$66,998.36	\$69,008.31	\$71,078.56	\$73,210.92	\$75,407.25
20	\$55,533.59	\$57,199.60	\$58,915.59	\$60,683.06	\$62,503.55	\$64,378.66	\$66,310.02	\$68,299.32	\$70,348.30	\$72,458.75	\$74,632.51	\$76,871.49	\$79,177.63
21	\$58,310.27	\$60,059.58	\$61,861.37	\$63,717.21	\$65,628.73	\$67,597.59	\$69,625.52	\$71,714.29	\$73,865.72	\$76,081.69	\$78,364.14	\$80,715.06	\$83,136.51
22	\$61,225.78	\$63,062.55	\$64,954.43	\$66,903.06	\$68,910.15	\$70,977.45	\$73,106.77	\$75,299.97	\$77,558.97	\$79,885.74	\$82,282.31	\$84,750.78	\$87,293.30
23	\$64,287.07	\$66,215.68	\$68,202.15	\$70,248.21	\$72,355.66	\$74,526.33	\$76,762.12	\$79,064.98	\$81,436.93	\$83,880.04	\$86,396.44	\$88,988.33	\$91,657.98
24	\$67,501.42	\$69,526.46	\$71,612.25	\$73,760.62	\$75,973.44	\$78,252.64	\$80,600.22	\$83,018.23	\$85,508.78	\$88,074.04	\$90,716.26	\$93,437.75	\$96,240.88
25	\$70,876.49	\$73,002.78	\$75,192.86	\$77,448.65	\$79,772.11	\$82,165.27	\$84,630.23	\$87,169.14	\$89,784.21	\$92,477.74	\$95,252.07	\$98,109.63	\$101,052.92
26	\$74,420.31	\$76,652.92	\$78,952.51	\$81,321.09	\$83,760.72	\$86,273.54	\$88,861.75	\$91,527.60	\$94,273.43	\$97,101.63	\$100,014.68	\$103,015.12	\$106,105.57
27	\$78,141.33	\$80,485.57	\$82,900.14	\$85,387.14	\$87,948.75	\$90,587.21	\$93,304.83	\$96,103.97	\$98,987.09	\$101,956.70	\$105,015.40	\$108,165.86	\$111,410.84
28	\$82,048.40	\$84,509.85	\$87,045.15	\$89,656.50	\$92,346.20	\$95,116.59	\$97,970.09	\$100,909.19	\$103,936.47	\$107,054.56	\$110,266.20	\$113,574.19	\$116,981.42
29	\$86,150.82	\$88,735.34	\$91,397.40	\$94,139.32	\$96,963.50	\$99,872.41	\$102,868.58	\$105,954.64	\$109,133.28	\$112,407.28	\$115,779.50	\$119,252.89	\$122,830.48
30	\$90,458.36	\$93,172.11	\$95,967.27	\$98,846.29	\$101,811.68	\$104,866.03	\$108,012.01	\$111,252.37	\$114,589.94	\$118,027.64	\$121,568.47	\$125,215.52	\$128,971.99
31	\$94,981.28	\$97,830.72	\$100,765.64	\$103,788.61	\$106,902.27	\$110,109.34	\$113,412.62	\$116,815.00	\$120,319.45	\$123,929.03	\$127,646.90	\$131,476.31	\$135,420.60
32	\$99,730.34	\$102,722.25	\$105,803.92	\$108,978.04	\$112,247.38	\$115,614.80	\$119,083.24	\$122,655.74	\$126,335.41	\$130,125.47	\$134,029.23	\$138,050.11	\$142,191.61
33	\$104,716.86	\$107,858.37	\$111,094.12	\$114,426.94	\$117,859.75	\$121,395.54	\$125,037.41	\$128,788.53	\$132,652.19	\$136,631.76	\$140,730.71	\$144,952.63	\$149,301.21
34	\$109,952.70	\$113,251.28	\$116,648.82	\$120,148.28	\$123,752.73	\$127,465.31	\$131,289.27	\$135,227.95	\$139,284.79	\$143,463.33	\$147,767.23	\$152,200.25	\$156,766.26
35	\$115,450.34	\$118,913.85	\$122,481.27	\$126,155.71	\$129,940.38	\$133,838.59	\$137,853.75	\$141,989.36	\$146,249.04	\$150,636.51	\$155,155.61	\$159,810.28	\$164,604.59

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
 Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
 Part-time \$257.00 per month (prorated based on actual FTE)

SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1

Approved: June 5, 2023

Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)	Sick	POFLA (6)	Wellness Benefit (7)	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay	days/year			days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X	12	X	X	20	12	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X	12	X	X	10 to 20 (4)	12	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)	X (2)	X	X(2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year		X (5)	X	X(2)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees		X (5)	X						N/A	Qual. Pos.
173 day Regular Faculty 1. FTE	X	10	X	X		5	5	3	Unlimited for employee + dependents (as allowed by Policy 417)	X
173 day Regular Faculty .5-.99 FTE	X (2)	X (2)	X	X(2)					8 credits for employee + dependents (as allowed by Policy 417)	X
Adjunct Faculty Term-by-term		X (5)	.X						4 credits for employee + dependents (as allowed by Policy 417)	Qual. Pos.
Dual Credit Faculty									4 credits for employee + dependents (as allowed by Policy 417)	

- "X" Indicates benefit is provided
- (1) From sick leave accrual
- (5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.
- (6) College pays .40/Employee pays .60; benefit eligible September 1, 2023
- (2) Prorated on FTE (full-time equivalent)
- (3) Paid based on scheduled hours
- (4) based on longevity (see Article 312)
- (7) \$50/per pay period

FACULTY SALARY SCHEDULE

Article No. Appendix C-1

Approved: June 5, 2023

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2023-2024 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY SCHEDULE

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA +55	MA +60 or Terminal degree in the teaching discipline	PhD, EdD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$46,331.41	\$47,721.35	\$49,152.99	\$50,627.58	\$52,146.41	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76
2	\$47,721.35	\$49,152.99	\$50,627.58	\$52,146.41	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12
3	\$49,152.99	\$50,627.58	\$52,146.41	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40
4	\$50,627.58	\$52,146.41	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67
5	\$52,146.41	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06
6	\$53,710.80	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76
7	\$55,322.12	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03
8	\$56,981.78	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20
9	\$58,691.23	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20	\$97,007.67
10	\$60,451.97	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20	\$97,007.67	\$99,917.90
11	\$62,265.53	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20	\$97,007.67	\$99,917.90	\$102,915.44
12	\$64,133.50	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20	\$97,007.67	\$99,917.90	\$102,915.44	\$106,002.90
13	\$66,057.51	\$68,039.24	\$70,080.42	\$72,182.83	\$74,348.31	\$76,578.76	\$78,876.12	\$81,242.40	\$83,679.67	\$86,190.06	\$88,775.76	\$91,439.03	\$94,182.20	\$97,007.67	\$99,917.90	\$102,915.44	\$106,002.90	\$109,182.99

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
 Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
 Part-time \$257.00 per month (prorated based on actual FTE)

NON-REGULAR FACULTY and INSTRUCTION SERVICES PAY

Article No.: Appendix C-3

Approved:

Credit Adjunct Instruction	Pay per Credit *					
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Lecture (1 contact hour/week = 1 credit) An educational setting in which the instructor presents academic subject information	\$608.38	\$638.80	\$670.74	\$704.27	\$739.49	\$776.47
Lab (3 contact hours/week = 1 credit) An instructional setting in which students work independently with the instructor available in the instructional area for assistance and supervision	\$1254.78	\$1317.51	\$1383.39	\$1452.57	\$1525.19	\$1601.45
Nursing Clinical/Lab (3 contact hours/week = 1 credit) An instructional setting in which students work independently with the instructor available in the instructional area for assistance and supervision	\$1490.23	\$1564.74	\$1642.98	\$1725.13	\$1811.38	\$1901.95
Lecture/Lab (2 contact hours/week = 1 credit) An instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated, and lecture and lab are dependent upon each other for the student’s educational success	\$916.72	\$962.56	\$1010.69	\$1061.22	\$1114.28	\$1170.00

** Credit Adjunct Faculty advance tiers every 500 hours of instruction. All faculty will have their hours reset to zero as of July 1, 2023 due Salary Table restructure.*

Noncredit Adjunct Instruction	Pay per Hour **					
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
CDL (Truck Driving) Adjunct Instructor	\$29.52	\$31.00	\$32.55	\$34.18	\$35.89	\$37.68
ABE/GED/ESOL Adjunct Instructor	\$35.00	\$36.75	\$38.59	\$40.52	\$42.55	\$44.68

*** Noncredit Adjunct Instructors advance tiers every 1500 hours of instruction.*

NON-REGULAR FACULTY and INSTRUCTION SERVICES PAY

Article No.: Appendix C-3

Approved:

Other Faculty Pay

HYFLEX Course Modality:	1.25 course load/pay factor
Independent Study/CWE:	0.25 course load/pay factor per student up to 3 students; 4 or more students constitutes regular class pay
Writing Bonus (3+ WR sections/term):	\$350.00/term
Course Substitution:	\$25.00/hour; must be a qualified substitute and approved by area Dean
Curriculum Development:	\$25.00/hour; must be approved by Vice President, Instruction and Student Services
Meeting Attendance (Adjuncts only):	\$20.00/hour
Course Cancellation Stipend (pilot):	\$500; application required to verify eligibility

Tutors and Classroom Assistants

High School Diploma/Associate's Degree:	\$20.00/hour
Bachelor's Degree:	\$25.00/hour
Master's Degree or higher:	\$30.00/hour

Student Employees (including Federal Work Study)

Class I:	Minimum Wage
Class II:	Minimum Wage plus \$1.00/hour; Students may be placed at Class II if they have direct experience related to job needs.

Continuing and Community Education

The greater of minimum wage or 50% of tuition revenue at end of course (excluding fees). Vice President of Instruction and Student Services may set a minimum enrollment level necessary to meet demands.

2023-24 Organizational, Finance, and Legal Designations

RECOMMENDATION

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

BACKGROUND INFORMATION AVP Reagan

Changes from the 2022-2023 designations are primarily for the fiscal year and to clarify the deputy clerks for the college.

The only other changes requested:

- Remove an authorized credit card
- Changed authorized limit for President/Clerk to approve contracts to \$150,000 to match policy.

2023-2024 Organization, Finance, and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that the President be designated Clerk, Vice President of Instruction and Student Services and the Vice President of Administration and College Relations be designated Deputy Clerks, and Executive Assistant to President and Board be designated Board Secretary for the 2023-2024 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the 2023-2024 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2023-2024; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2023-2024 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2023-2024 Fiscal Year. The Clerk may delegate this authority in writing to the Associate Vice President of Finance, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

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

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2023-2024 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2023-2024 Fiscal Year.

8. Name the Budget Officer

Move that the Associate Vice President of Finance be named Budget Officer for Budget Year 2023-2024. (ORS 294.331)

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

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2023-2024 Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2023-2024 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$150,000. (ORS 279A.055)

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

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

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost and not a distributed per diem. Move that the reimbursement rate for meals and lodging be established at the General Services Administration rates per the GSA.gov website.

Receipts are required for all meal and lodging reimbursements.

13. Authorize Write-off of Accounts Receivables

Move that the Associate Vice President of Finance be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2023-2024 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office
Custodian

\$ 100.00
Associate Vice President of Finance

15. Authorize Acquisition of Federal Surplus Property

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

16. Authorize Check Signatures

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

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2022-2023 Fiscal Year audit performed during 2023-2024.

18. Designation of Legal Counsel

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

19. Designation of Insurance Agent of Record

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

20. Credit Cards Authorization

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

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

Update on Healthcare Education Building Design

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Wenaha

Kieron and Dale will give the board an update on the progress being made on the design of the new Healthcare Education Building. All three design committees have met at least a couple of times and much progress is being made toward the overall design of the building. We will share the drawings that have been put together along with some of the outstanding issues that have to be decided soon as we wrap up the design process over the next month or two. We will then present this information to the full staff on June 9 at the extended staff meeting which all of you are invited to attend.

TILLAMOOK BAY COMMUNITY COLLEGE

Conceptual Design Study

HEALTH EDUCATION BUILDING | MAY 2023



TILLAMOOK BAY COMMUNITY COLLEGE

Study Summary

The addition of the new Healthcare Education Building (HEB) to the Tillamook Bay Community College campus will continue TBCC's commitment to the Tillamook County community. This new facility will support the academic programs of Nursing, Nursing Assisting, Medical Assisting, and Paramedicine, addressing the regional shortage of medical professionals. This new facility will also address a critical community need in Tillamook County – flexible event space to support both educational and community public events. Joining the academic and community spaces will be a new home for the College Administration, increasing administrative efficiency and allowing space in Building 1 to be repurposed for academic and student support functions.

The building conceptual design locates the HEB adjacent the current campus facility (Building 1) on its south side. It is the project goal to relocate the existing access drive to the south to create

a connective outdoor plaza and community space between campus buildings (Option 1). If the access road cannot be relocated, an outdoor plaza can still be created with special attention given to pedestrian and vehicular circulation (Option 2). HEB will be two-stories in height with academic programs and the community event space on the lower level and administrative function and upper level.

Level One is organized with academic functions wrapping around the community event space, utilizing a shared lobby and gathering space. The Nursing /Medical Assistant lab is located to the north, faculty offices and EMT Lab to the east, and building support function to the west. Level Two will contain Administrative Office Suites on the east with Board Room and flexible multi-purpose classrooms on the north, again wrapping functions around the volume of the two-story community space.



Building Program - Level 01

Description	Qty.	Unit SF	Subtotal
COMMUNITY + SUPPORT SPACES			
Lobby	1	650	650
Reception	1	100	100
Student Lounge - Small	1	290	290
Study Rooms	2	80	160
Event Room - Divisible into Smaller Rooms	1	7,740	7,740
Event Room Storage	1	680	680
Catering	1	600	600
AV	1	100	100
Operable Panel Closets	2	72	144
Total - Community + Support Spaces			10,484
TBCC ADMINISTRATION			
Infrastructure			
I.T. Help Desk Workstation	1	151	151
Total - TBCC Administration			151
INSTRUCTIONAL SPACES + FACULTY			
Classroom/ Debrief - 16 seat	1	650	650
Subtotal - General Classrooms			650
EMT, MA & Phlebotomy Classroom	1	1,600	1,600
EMT, MA, Phlebotomy Storage	1	130	130
Nursing Skills Lab	1	1,290	1,290
Nursing Program - RN Lab/ Classroom Storage	1	150	150
Subtotal - Nursing Classrooms			3,170
Director Office	1	150	150
Coordinator Office	1	100	100
Faculty Offices	3	100	300
Adjunct Office	1	120	120
Faculty Work Room	1	180	180
Storage Closet	1	50	50
Subtotal - Faculty			900
Suite Circulation (35%)			315
Suite Subtotal			1,215
Total - Instructional Spaces + Faculty			4,035

BUILDING SUPPORT			
Electrical Room	1	100	100
Mechanical Room	1	1,600	1,600
MDF	1	100	100
Janitors Closet	1	100	100
Restrooms - Multiuser - Level 1	2	465	930
Restrooms - Single User Gender Neutral	1	80	80
Restroom - Family	2	80	160
Fire Riser Room	1	90	90
Elevator Machine Room	1	64	64
Trash/ Recycling	1	250	250
Total - Building Support			3,474

Total - Net Program Area	19,124
Building Structure & Circulation (25%)	4,781
Building Gross SF	23,905



TILLAMOOK BAY COMMUNITY COLLEGE 2023 CONCEPTUAL DESIGN | MAY 2023

Building Program - Level 02

Description	Qty.	Unit SF	Subtotal
COMMUNITY + SUPPORT SPACES			
Large Meeting Room/ Student Lounge	1	750	750
Total - Community + Support Spaces			750
TBCC ADMINISTRATION			
President's Office Suite			
President's Office	1	360	360
Vice President's Office	1	200	200
Administrative Staff Workstation	1	60	60
Reception/ Waiting Area	1	100	100
Subtotal			740
Suite Circulation (40%)			296
Subtotal			1,036
Shared Office Suite			
Human Resources			
H.R. Director Office	1	150	150
H.R. Office	1	100	100
H.R. Workstation	1	80	80
Business Office			
AV/P Finance Office	1	150	150
Workstations	3	80	240
Foundation			
Foundation Director	1	150	150
Foundation Office	1	100	100
Institutional Effectiveness			
Institutional Effectiveness Director Office	1	150	150
Institutional Effectiveness Workstation	1	80	80
Staff			
Marketing Workstation	1	80	80
Grant Writer Touch-down Workstation	1	64	64
Receptionist	1	80	80
Future - Workstation	1	80	80
Future - Workstation	3	64	192

Office Storage	1	100	100
Work Room	1	200	200
Staff Break Room	1	200	200
Meeting Room for 10-12	1	300	300
Business Office Storage	1	300	300
Subtotal - Level 2 Office Suite			2,796
Suite Circulation (40%)			1,118
Total			3,914

Infrastructure			
Facilities Director Office	1	150	-
Facilities Office	1	75	75
Information Technology Office	1	75	75
Total - TBCC Administration			5,100

INSTRUCTIONAL SPACES + FACULTY			
General Purpose Classroom - 48 seat	1	1,440	1,440
Subtotal - General Classrooms			1,440
Total - Instructional Spaces + Faculty			1,440

BUILDING SUPPORT			
IDF	1	64	64
Janitors Closet	1	100	100
Restrooms - Multiuser - Level 2	2	270	540
Restroom - Family	1	80	80
Lactation Room	1	80	80
Elevator Machine Room	1	64	64
Building Storage	1	390	390
Total - Building Support			1,318

Total - Net Program Area	8,608
Building Structure & Circulation (25%)	2,152
Building Gross SF	10,761



Campus Plan



Building Site Plans



OPTION 1 - RELOCATED ENTRY DRIVE



OPTION 2 - EXISTING ENTRY DRIVE

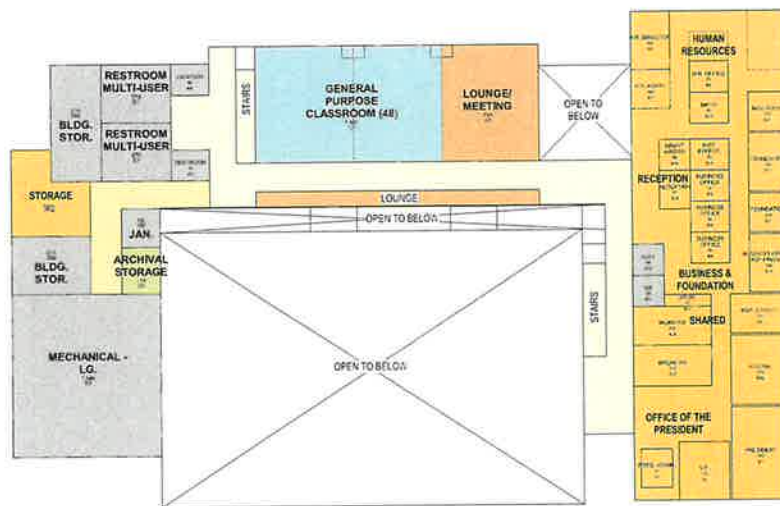
Level One Plan



21,050 sf



Level Two Plan



13,190 sf



Approval to change all Board Policy numbers

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The College has decided to move forward adopting the new OCCA policy and procedure numbering system for all Board Policies and Administrative Rules. To reduce the amount of policy changes coming to the board, we are asking for your approval to make changes to the policy numbers without bringing each one to the board as long as there are no other changes to a policy. There will be some policies that remain the same except for the new number, but at this point most will probably have at least some narrative changes as well. Those would be brought to the board individually for approval.

This request does not require two readings, so we are asking the board to approve the College to make policy number changes without bringing each one to the board for approval as long as the number is the only change being made.

BP 2100 Revisions

RECOMMENDATION

ACTION ITEM – SECOND READING

BACKGROUND INFORMATION President Tomlin

This is a second reading for Policy 2100 in the new board policy format from OCCA. There are a few edits since the first reading. We decided to implement the OCCA numbering system now rather than wait until all policies are edited. This shows the new policy number which is BP 2100.

Other edits since the first reading includes identifying the Deputy Clerks of the Board in the Officers of the College Board and Duties of Officer sections, which will be the two vice presidents. We clarified with other colleges that the deputy clerks are commonly the staff that are authorized to sign contracts for the college besides the President. For this coming year at least, that will be the two vice presidents.

Being a second reading, we are asking the Board to approve these changes for BP 2100.

BP ~~100~~ 2100 Board of Education Duties and Responsibilities

References:

OCCA BP 2200

~~Previous BP 100~~

~~AP 2100~~

~~AP 2101~~

~~AP 2102~~

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

~~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

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

Governance

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

~~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

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

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 is 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 Administration and College Relations and the Vice President of Instruction and Student Services Finances~~ shall be appointed the Deputy Clerks of the Board, and the ~~President or support staff Executive Assistant~~ to the President ~~and Board of Education~~ shall be named the Board Secretary.

Duties of Officers

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 **and be authorized to sign college contracts.**

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

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

- 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, 6/23

BP 7120 Recruitment and Hiring

RECOMMENDATION

ACTION – SECOND 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 7120 Recruitment and Hiring presented as a second 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.

BP 300 7120 Recruitment and Hiring**References:**

Previous BP 300
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

**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

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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

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- 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,
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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,
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ARTICLE NUMBER: 300

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

REFERENCE: 309, Appendix A-1

- 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,
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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 1100 Tillamook Bay Community College

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

Moving forward with updating Board Policies and Administrative Rules and implementing the OCCA numbering system, we bring forward a new policy for TBCC- BP 1100. This is a policy found in the OCCA templates that codifies the name of the college and our new strategic plan. The associated AR 1100 will be reviewed next that includes our college mission, vision, and values.

This is a first reading of the new BP 1100.

BP 1100 Tillamook Bay Community College

References:

AR 1100
NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2
ORS 341.005, 341.009, 341.415

The college has been named Tillamook Bay Community College.

The name is the property of Tillamook Bay Community College. No person shall, without the permission of the Board of Education, use this name or the name(s) of any college(s) or other facilities of the Tillamook Bay Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the Tillamook Bay Community College.

Tillamook Bay Community College will follow a Board approved Strategic Plan. This plan will cover a seven year time span and will provide topics for needed projects and work within the college, along with the college mission and vision statements and values. These can be found in the associated AR 1100.

Adopted:

NWCCU Standards Updated 5/20
Revised 10/21, 7/23

AR 1100 Tillamook Bay Community College

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

Following the new BP 1100, this Administrative Rule 1100 focuses on the new college mission and vision statements and values. The new AR will now go to College Council for approval after review by the board.

AR 1100 Mission, Vision, Values for Tillamook Bay Community College

References:

BP 1100
NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2
ORS 341.005, 341.009

The mission of Tillamook Bay Community College from the 2022-29 TBCC Strategic Plan is:

TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

The vision of Tillamook Bay Community College from the 2022-29 TBCC Strategic Plan is:

TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

The values of Tillamook Bay Community College from the 2022-29 TBCC Strategic Plan are:

- A. ***Relationship-Oriented:*** We prioritize relationships and partnerships that strengthen our community.
- B. ***Innovative:*** We are continually evolving to meet the changing needs of our community with responsive and relevant solutions.
- C. ***Student-Centered:*** We provide our students with the individualized support they need to achieve their unique goals.
- D. ***Equitable:*** We are committed to tackling systemic inequities and building an accessible and inclusive environment.
- E. ***Scholarly Excellence:*** We protect and promote an environment in which we explore, question, learn and master both academic and skill-based knowledge.

The mission, vision, and values will be revised every seven years and evaluated throughout.

Adopted:

6/2023
NWCCU Standards Updated 5/20

BP 3530 Weapons on Campus

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

The OCCA board policies include a separate policy for weapons on campus. This issue is included as a section in both BP 202 and AR E008. We discovered that the language in our BP and AR are not congruent and consistent with each other, and we felt this topic is important enough to have a separate policy, as is shown in the OCCA policy templates.

We have included both BP 202 (see section 202.6) and AR E008 (see section E008.2B). We will strike the language out of BP 202.6 and change the language in AR E008.2B to match the language in this new BP 3530. We have used much of the language from the OCCA BP 3530, adding our own to it to make it clear that all weapons are prohibited on all TBCC property and at all TBCC events and field trips.

This is a first reading of the new BP 3530.

BP 3530 Weapons on Campus

References:

Previous BP 200

Previous AR E008

ORS 341.290(4)

ORS 166.360 to 166.380

Chapter 146, 2021 Laws

Tillamook Bay Community College is committed to preventing workplace violence and to maintaining a safe work and learning environment. The College strictly prohibits any person, including students and employees, visitors, contractors and vendors, from being in possession of or giving the appearance of being in possession of any firearm, dangerous or deadly weapon, or destructive device while on College business, or at any other time while in College-owned or controlled buildings, offices, premises, sites or vehicles, or at activities under the jurisdiction or sponsorship of the College. College property also includes that portion of any other building occupied by the College on a permanent or temporary basis. This policy applies to all firearms and does not include an affirmative defense described in ORS 166.370 (3)(g), concerning persons licensed to carry a concealed handgun under ORS 166.291 and 166.292.

The Tillamook Bay Community College Board of Education authorizes the following exceptions to its Policy on weapons:

- A. On-duty law enforcement officers licensed with the Oregon Department of Public Safety Standards and Training (DPSST) or equivalent state or federal authority authorized to license the possession of firearms by law enforcement officers may possess firearms while on college property and acting within the scope of their employment.
- B. For academic research or instructional demonstrations, as long as the firearms are unloaded and upon approval of the Vice President of Instruction and Student Services and Director of Facilities and Safety.
- C. Possession by persons working in a public safety capacity.
- D. The President is authorized to make a temporary exception on the showing of good cause or necessity.

Any individual found in violation of this policy is subject to removal and exclusion from campus, college disciplinary action (if an employee or student), and/or arrest in accordance with state and federal laws.

Definitions:

“Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of powder.

“Dangerous or deadly weapon” means any weapon, device, instrument, material or substance which under the circumstances in which it is used, intended or attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury or specifically designed for and presently capable of causing death or serious physical injury.

“Destructive device” means any projectile containing an explosive or incendiary material or any other chemical substance, a bomb, grenade, missile, mine, or similar device, or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.

Adopted:

COLLEGE SAFETY

ARTICLE NUMBER: 202

LAST APPROVED: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017, July 12, 2018, March 7, 2022

REFERENCE:Occupational Safety and Health Administration Regulations

RELATED TO ADMINISTRATIVE RULE: AR B012

INTRODUCTION

The safety and security of our campus community is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

- A. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.
- B. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.
- C. Children may not be present independently on property owned or leased by the College. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.

COLLEGE SAFETY

ARTICLE NUMBER: 202

LAST APPROVED: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017, July 12, 2018, March 7, 2022

REFERENCE:Occupational Safety and Health Administration Regulations

RELATED TO ADMINISTRATIVE RULE: AR B012

- D. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.
- E. Concerns regarding the presence of children on campus should be brought to the attention of the Vice President of Instruction and Student Services or Director of Facilities and Safety.

ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in College building if they are:

- A. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.
- B. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.
- C. Animals on College grounds shall be on a leash or in a vehicle and remain outside all buildings. Owners shall exercise responsibility for immediate clean-up and proper removal of waste.

INTEGRATED PEST MANAGEMENT

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

~~WEAPONS ON CAMPUS: 202.6~~

~~In recognition of its obligation to provide a safe environment to its students, employees, visitors, vendors, and patrons, any weapon, as legally defined, will not be permitted on any TBCC property.~~

~~All persons are prohibited from possessing firearms on TBCC property whether or not that person possesses a concealed handgun license. This includes:~~

COLLEGE SAFETY

ARTICLE NUMBER: 202

LAST APPROVED: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017, July 12, 2018, March 7, 2022

REFERENCE:Occupational Safety and Health Administration Regulations

RELATED TO ADMINISTRATIVE RULE: AR B012

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- A. ~~Any person with student status, including, all credit and non-credit students.~~
 - B. ~~Any visitor or vendor to TBCC.~~
 - C. ~~Any person employed by Tillamook Bay Community College.~~

EXEMPTIONS: 202.7

~~The Tillamook Bay Community College Board of Education authorizes the following exceptions to its Policy on Firearms:~~

- A. ~~Possession by on-duty law enforcement officers licensed with the Oregon Department of Public Safety Standards and Training or equivalent state or federal law enforcement agency.~~
- B. ~~For academic research or instructional demonstration, as long as the firearms are unloaded and upon approval of Vice President of Instruction and Student Services and Director of Facilities and Safety.~~
- C. ~~Possession by persons working in a public safety capacity.~~
- D. ~~The College President is authorized to make a temporary exemption to this policy on the showing of good cause or necessity.~~

STUDENT RIGHTS AND RESPONSIBILITIES

Administrative Rule Number: E008

Last Approved: April 2018

Related to Policy Series Number: 500

GENERAL POLICIES

A student's registration obligates him/her to comply with the policies and regulations of the College. Tillamook Bay Community College will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.

Tillamook Bay Community College is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

A. Right to Freedom from Harassment and Discrimination

a. The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or sexual harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

b. Definition of Sexual Harassment:

i. Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on and individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex

stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination.

c. Sexual harassment exists when:

- i. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or
- ii. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.
- iii. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or
- iv. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

d. Examples of conduct that could rise to the level of sexual harassment if the standards of a, b, c, or d are met may include, but are not limited to:

- i. Verbal harassment or abuse;
- ii. Inappropriate touching, massaging or brushing against;
- iii. Demands and/or subtle pressure for sexual favors;
- iv. Jokes or pranks about sex or gender traits;
- v. Whistling or obscene gestures;
- vi. A male tells a female she looks "hot";
- vii. A female tells a male he has a nice derriere;
- viii. Discussion in mixed groups of recent sexual exploits;
- ix. Sexually explicit photos in a work or learning area.

e. Responsibilities

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under Tillamook Bay

Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Associate Vice President of Student Services and the Director of Human Resources. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

B. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

C. Right to Protection from Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, and Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about

student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

D. Right of Access to, and Protection from Improper Disclosure of Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College requires advising services and Career Education Plans for degree-seeking students. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

E. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

F. RIGHT TO SELL AND DISTRIBUTE MATERIALS AND ENGAGE IN FUND-RAISING ACTIVITIES

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for any student group must be approved by the CFO and the Executive Director of the Foundation, and coordinated with the Tillamook Bay Community College Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the CFO and the Executive Director of the Foundation.

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the CFO and the Executive Director of the Foundation so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

G. Right of Access to College Facilities

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:

- a. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or
- b. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

I. Right to Student Publications

Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of College sponsored student publications is delegated to the Student Publications Committee. Editors are protected from arbitrary suspension and removal due to editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal laws.

CODE OF STUDENT CONDUCT

A. General Policies

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. Tillamook Bay Community College administration and its Board, however, retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by a college Associate Vice President or Vice President of Instruction and Student Services or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

B. Violations

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.

- a. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
- b. Furnishing false information to the College with the intent to deceive the College or any person or agency.
- c. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.
- d. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with Tillamook Bay Community College Terms of Usage.
- e. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.
- f. Malicious destruction, damage, or misuse of College or private property (including library materials).

- g. Theft or conversion of College property.
- h. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
- i. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome
- j. Any behavior that is disruptive to the educational process of the College as determined by a College official.
- k. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
- l. Possession, consumption, being under the influence, or furnishing of marijuana, alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.
- m. Possession, consumption, being under the influence, or furnishing of marijuana or any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
- n. Failure to disperse when an assembly is ordered to disperse by College officials.
- o. Failure to comply with a notice against trespass.
- p. ~~Failure to comply with the following rules regarding firearms and weapons:~~
 - i. ~~The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.~~
 - ii. ~~Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.~~
 - iii. ~~The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement Vice President's or campus security personnel.~~

- q. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.
- r. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Associate Vice President or the Vice President of Instruction and Student Services, that the behavior is substantially likely to disrupt the educational process of the College.

C. Sanctions

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action. Sanctions shall be primarily administered by the college Associate Vice President or Vice President deemed most appropriate in relation to the violation. Generally, safety violations will be directed to the Director of Facilities and Safety, student conduct and academic progress violations will be directed to the Associate Vice President of Student Services and academic integrity violations will be directed to the Vice President of Instruction and Student Services. The Associate Vice President of Student Services, the Director of Facilities and Safety or the Vice President of Instruction and Student Services may impose the following sanctions for violations of the Code of Student Conduct:

- a. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);
- b. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
- c. Removal from class(es) for which the student is currently registered;
- d. Restitution for damages;
- e. A specified period of college and/or community service;
- f. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;

g. Disciplinary admonition and warning.

h. Any other sanction the College deems educationally appropriate.

The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

D. Disciplinary Due Process Hearing Procedures

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the designated College official listed below.

Type of Violation / Suspension	Initial Review	First Appeal	Final Appeal
Student Conduct	Associate Vice President of Student Services	Vice President of Instruction and Student Services	College President
Safety	Director of Facilities and Safety	Associate Vice President of Student Services	College President
Academic Integrity	Vice President of Instruction and Student Services	Associate Vice President of Student Services	College President
Academic Progress	Associate Vice President of Student Services	Vice President of Instruction and Student Services	College President

A. Classroom Conduct

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Vice President of Instruction and Student Services to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be

imposed by the designated College official listed above in section C or designee pursuant to the provisions of the Code of Student Conduct. B. Student Conduct:

- a) Students in violation of institutional regulations or civil or criminal law shall be so informed.
- b) During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and wellbeing of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by Associate Vice President of Student Services or designee.
- c) The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Associate Vice President of Student Services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the designated College official listed above in section C or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings

Formal Resolution

In cases that are not resolved informally, the Associate Vice President or Vice President shall use the following hearing procedure:

Step 1: At an initial conference with the Associate Vice President or Vice President as designated in section C the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.

Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference

Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Associate Vice President or Vice President may take one of the following actions:

- a. Terminate the proceedings, exonerating the student.
- b. Dismiss the case after appropriate counseling and advice.
- c. Impose an appropriate sanction as described above.

The student shall be notified in writing of the decision of the Associate Vice President or Vice President of Instruction and Student Services.

Step 4: The student may appeal a sanction imposed if the student feels that additional information is available that has bearing on the situation. The student may file this appeal by bringing the additional information to designated Associate Vice President of Student Services or Vice President of Instruction and Student Services.

If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

E. Readmission after Suspension

A student suspended from the College may be readmitted only on written petition to the Associate Vice President or Vice President of Instruction and Student Services with responsibility over the issue leading to the suspension. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Associate Vice President or Vice President of Instruction and Student Services or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. If the student decides to appeal the decision, a first appeal may be made to the designated Associate Vice President of Student Services or Vice President of Instruction and Student Services. The Associate Vice President of Student Services or Vice President shall convey his/her decision in writing to the student and shall express his/her reasons for the decision. The Associate Vice President of Student Services or Vice President of Instruction and Student Services sends his/her report to the College President. The decision of the College President is final.

F. Records

Records of all disciplinary actions shall be kept as part of the student record by the Associate Vice President of Student Services in accordance with the state archival policies.

ACADEMIC INTEGRITY POLICY

A. Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

B. Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- a. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- b. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- c. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.

Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

C. Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

- a. Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- b. Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
- c. Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

- d. Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- e. Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

D. Penalties for Academic Dishonesty

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

- a. Verbal or written warning.
- b. A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the Vice President of Instruction and Student Services:

- a. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Vice President of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- a. Disciplinary admonition and warning.
- b. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
- c. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

E. Academic Dishonesty Complaint and Hearing Procedures

- a. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
- b. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

- c. The faculty member provides the student an opportunity to explain the incident.
- d. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.
- e. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Vice President of Instruction may be requested in writing within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the Vice President of Instruction and Student Services, who may take steps he or she deems appropriate to resolve the conflict.
- f. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the Vice President of Instruction and Student Services. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Vice President of Instruction and Student Services within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
- g. Within 10 days of receiving an Academic Dishonesty Report form, the Vice President of Instruction and Student Services notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and the Vice President of Instruction and Student Services to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and Vice President of Instruction and Student Services may proceed with the process to completion. The Vice President of Instruction and Student Services will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The Vice President of Instruction and Student Services determines if the action recommended by the faculty member is appropriate.
- h. Within 10 days of the hearing, the Vice President of Instruction and Student Services sends a written notification of the results to the student and faculty member.

Within 10 days of the notification, the student may submit a written appeal to the Associate Vice President of Student Services for a first appeal. The Associate Vice President shall review all information of the case. The Associate Vice President may hold an additional hearing if deemed necessary. The Associate Vice President of Student Services shall convey his/her decision to the student within 10 days of the appeal.

- i. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.
- j. For each decision conveyed to the student the Vice President of Instruction and Student Services or Associate Vice President sends a final report to the College President. The Vice President of Instruction and Student Services or Associate Vice President of Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
 - i. Disciplinary admonition and warning.
 - ii. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
 - iii. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
 - iv. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

SOURCES

With permission, contents of this policy were adapted from “Academic Honesty” and “Academic Dishonesty,” Oregon State University, Corvallis, Oregon; and “Student Rights & Responsibilities: Scholastic Ethics Code,” Pima Community College, Tucson, Arizona.

GRIEVANCE PROCEDURE

A. Introduction

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Associate Vice President of Student Services.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College’s Grievance Procedure, the program’s goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a Tillamook Bay Community College Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Associate Vice President of Student Services.

B. Grievance Procedure

Step 1: Communicate with the Faculty/Staff Member:

- a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

Step 2: Associate Vice President of Student Services or the Vice President of Instruction and Student Services

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Vice President of Instruction and Student Services or the Associate Vice President of Student Services with supporting evidence, to the Vice President of Instruction and Student Services or Associate Vice President within 14 calendar days of the communication with the faculty/staff member. The Vice President of Instruction and Student Services or Associate Vice President will review the grievance.
- b. Within 14 calendar days, the Vice President of Instruction and Student Services or Associate Vice President will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

Step 3: Appeal to the College President

- a. The student may appeal the decision in Step 2 if (1) Tillamook Bay Community College procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days

to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

- b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

C. Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the Associate Vice President of Student Services, who will maintain them as part of student records in accordance with the state archival policies.

CONSENSUAL RELATIONSHIPS

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

- a. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
- b. Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
- c. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Strategic Plan Update

RECOMMENDATION

INFORMATION ONLY



BACKGROUND INFORMATION Director McCarley

The Board adopted our Strategic Plan 2022-2029 in the fall of 2022. Our focus this year has been on developing the Strategic Initiatives that we will implement in the next two years. These Initiatives are the work required to meet our objectives and are aligned with our priorities. Many of the projects within these Initiatives are a part of ongoing improvement efforts, including Title III and the building and facility renovation work.

Each work area has also re-evaluated the Service Area Outcomes (SAO's) for their teams. SAO's have been defined that align with Strategic Plan Priorities and teams are engaged in work to meet these outcomes. Measures are being established for each SAO so that we can track our improvement.

We also implemented a software solution to manage both our Strategic Plan Initiatives and our SAO work. This program makes it easy to see how each of our projects – both SAO work and Initiative work are aligned to strategic priorities and to monitor our data and see improvement. In the fall, we will share reporting from Weave to illustrate this alignment.

Lastly, we are establishing measures for each objective in the Strategic Plan. An ad hoc group has been meeting monthly to review existing data and to develop effective measures. During the Board meeting, these draft measures will be shared.

VISION		VALUES (RISES)	
<p>MISSION</p> <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.</p> <p>Innovative: We are continually evolving to meet the changing needs of our community with responsive and relevant solutions.</p> <p>Student-Centered: We provide our students with the individualized support they need to achieve their unique goals.</p> <p>Equitable: We are committed to tackling systemic inequities and building an accessible and inclusive environment.</p> <p>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	
<p>Exceptional Student Experience</p> <p>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</p> <p>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, completion, and transfer 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 focus on Program Level Outcomes and participate in statewide efforts to increase the awarding of Credit for Prior Learning.</p>	
<p>Employee Experience & Organizational Health</p> <p>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 & Awareness</p> <p>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 & Inclusion</p> <p>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>	

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT MITCHELL

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

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONAVP REAGAN

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

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended April 30, 2023
 83.33% of fiscal year completed

	FY 2021-2022			FY 2022-2023		
	Annual Budget	4/30/2022 Actual	Percentage of Budget	Annual Budget	4/30/2023 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	\$ 2,934,709	105.40%	\$ 3,066,186	\$ 2,502,096	81.60%
Property Taxes	\$ 1,410,834	\$ 1,397,031	99.02%	\$ 1,473,213	\$ 1,460,084	99.11%
Local Contracts	\$ 40,640	\$ 49,893	122.77%	\$ 40,640	\$ 28,712	70.65%
Tuition	\$ 942,100	\$ 803,358	85.27%	\$ 942,100	\$ 798,440	84.75%
Fees	\$ 225,077	\$ 182,859	81.24%	\$ 230,577	\$ 194,186	84.22%
Sale of Goods	\$ 5,000	\$ 5,008	100.16%	\$ 5,000	\$ 1,311	26.22%
Interest	\$ 50,000	\$ 25,366	50.73%	\$ 45,000	\$ 138,003	306.67%
Rental	\$ 18,000	\$ 10,530	58.50%	\$ 18,000	\$ 26,270	145.94%
Miscellaneous	\$ 30,000	\$ 28,388	94.63%	\$ 30,000	\$ 7,072	23.57%
Transfers	\$ 718,774	\$ 193,097	26.86%	\$ 774,816	\$ 4,304	0.56%
Total resources	\$ 7,824,831	\$ 7,454,737	95.27%	\$ 8,425,532	\$ 6,915,891	82.08%
Expenditures						
Instruction	\$ 2,255,758	\$ 1,578,118	69.96%	\$ 2,463,532	\$ 2,259,863	91.73%
Instructional Support	\$ 819,275	\$ 599,611	73.19%	\$ 757,033	\$ 524,854	69.33%
Student Services	\$ 629,173	\$ 433,562	68.91%	\$ 648,400	\$ 465,488	71.79%
College Support	\$ 2,117,254	\$ 1,631,195	77.04%	\$ 2,451,261	\$ 1,963,696	80.11%
Plant Operation	\$ 378,180	\$ 269,826	71.35%	\$ 455,629	\$ 359,793	78.97%
Transfers	\$ 298,000	\$ 271,408	91.08%	\$ 308,000	\$ 143,556	46.61%
Contingency	\$ 127,191	\$ -	0.00%	\$ 141,677	\$ -	0.00%
Total expenditures	\$ 6,624,831	\$ 4,783,720	72.21%	\$ 7,225,532	\$ 5,717,250	79.13%
Ending fund balance	\$ 1,200,000	\$ 2,671,017	222.58%	\$ 1,200,000	\$ 1,198,641	99.89%

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is Monday, July 10th at 5:00 pm. This meeting will be Hybrid. It will be to swear in the board members who won their election last month, vote on officers and committee assignments.
- End of Year celebration for students is this Wednesday, June 7 at 4pm in Room 214/15. We would love to have as many board members attend as possible.
- End of the year Extended Staff meeting will be on this Friday, June 9 from 2:30-4:30pm followed by a BBQ outside the entrance. All are welcome.
- Graduation is next Friday, June 16. We need to know how many of you will be attending. You need to be in the lobby by 5:00 pm. The ceremony starts at 5:30 pm.

Updates:

- OPC Meeting on May 18 and OCCA Board meeting on May 19 in Salem. Betsy is elected to the OCCA Executive Committee!
- **All In: Student Pathways** Podcast interview with Marc Goldberg.
- State Budget update.

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