



Board of Education Meeting Agenda

Date: Monday, September 11, 2023

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Bell
2.	Consent Agenda	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of July 10, 2023 Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	Invitation for Public Comment	Chair Bell
	<i>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.</i>	
4.	New Business and/or focused policy discussions	
	a. Board Retreat Planning.....	President Tomlin
	b. Lightcast Economic Impact Analysis Report.....	Laura Robinson
	c. BP 7130 Employee Compensation (First Reading)	President Tomlin
	d. BP 2400 Board Policies and Administrative Rules (First Reading).....	President Tomlin
	e. BP 7360 Discipline and Dismissal-Exempt and Non-Exempt Employees (Second Reading)	(Action) President Tomlin
	f. CIT Design Update.....	President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Healthcare Education Building Design Update.....	President Tomlin
	b. ASTBCC Report	ASTBCC President
	c. Financial Report	VP Luquette
	d. President’s Report	President Tomlin
6.	Board Member Discussion Items	Chair Bell
7.	Adjournment	(Action) Chair Bell
8.	Executive Session 7:00 - 8:00pm	(Action) Chair Bell
	<i>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, September 11 at 7:00 pm.</i>	

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

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Bell

Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- a. Approval of Agenda for the September meeting
- b. Approval of July 10, 2023 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

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July 10, 2023 Board of Education Meeting Minutes

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

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

Members Not in Attendance: Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, AVP Kristen Reagan, Director Erin McCarley, Interim Director Donna Bishop, Director Sheryl Neu, Director Britta Lawrence, Michele DeGraffenreid, Executive Assistant Kylie Poklikuha

Call to Order • Acknowledge Guests (Agenda Item 1) ----- **Chair Gervasi**
President Tomlin introduced Kylie Poklikuha, the new Executive Assistant to the President and Board. The meeting was called to order at 5:04 pm.

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

Approval of Agenda (Agenda Item 2.a)

Change to the agenda for the July 10, 2023 meeting: Correction to dates on Resolutions passed at the prior Board Meeting.

Approval of June 5 2023 Meeting Minutes (Agenda Item 2.b)

There were no corrections to the minutes from the June 5, 2023 meeting.

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

The Personnel Report for the month is included in the packet for this meeting. One position was listed. The Executive Assistant position has been filled on 6/24/23 by Kylie Poklikuha. The Payroll and Benefits Manager position is currently in applicant review and two candidates will interview this week.

Andrea Goss motioned to approve the Consent Agenda. Shannon Hoff seconded the motion. **The motion carried.**

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

No members of the public were present.

New Business and/or Focused Policy Discussions (Agenda Item 4)

Swearing in Newly Elected Board Members (Agenda Item 4.a)..... **(Action) President Tomlin**

President Tomlin expressed his pleasure that the 5 board members were reelected. He then swore in Mary Jones (Zone 1), Andrea Goss (Zone 2), Shannon Hoff (Zone 4), Betsy McMahon (Zone 5) and Mary Faith Bell (At Large). Oaths of Office were signed. Mary Jones attended via Zoom, the College will make arrangements for her to sign her Oath of Office document.

Election of Board Officers (Agenda Item 4.b) **(Action) Chair Gervasi**

The board elected its officers for the upcoming term. Kathy Gervasi nominated Mary Faith Bell as Chair. Betsy McMahon nominated Andrea Goss as Vice Chair. Chair Bell motioned to approve. Betsy McMahon seconded both nominations. A vote was taken, and **the motion carried unanimously.**

Board Committee Assignments (Agenda Item 4.c)(Action) Chair Bell
Betsy McMahon will be the OCCA Representative and Andrea Goss the Foundation Representative.
Discussion on need for a policy committee. It was noted that the board can be the committee and can be reinstated at any time. Consensus decision that a policy committee is not needed at this time.
All board committee assignments remained the same so no vote was taken.

BP 1100 Tillamook Bay Community College (Second Reading) (Agenda Item 4.d).....(Action) President Tomlin
.....
Second reading, no changes since the first reading.
Andrea Goss motioned to approve to BP 1100 Tillamook Bay Community College. Betsy McMahon seconded the motion. **The motion carried.**

BP 3530 Weapons on Campus (Second Reading) (Agenda Item 4.e).....(Action) President Tomlin
Second reading, no changes since the first reading.
Kathy Gervasi motioned to approve to BP 3530 Weapons on Campus. Shannon Hoff seconded the motion. **The motion carried.**

BP 7360 Discipline and Dismissal-Exempt and Non-Exempt Employees (First Reading) (Agenda Item 4.f).....President Tomlin
President Tomlin briefly reviewed the policy and noted it is for exempt and nonexempt staff. The biggest change is an adjustment of the probationary period for exempt staff from 6 to 12 months. He noted the policy has been vetted by attorneys and went to College Council. There were no questions or comments about the draft policy.

Healthcare Education Building Design (Agenda Item 4.g).....(Action) President Tomlin
President Tomlin reported on the progress on the Healthcare Education Building. Leadership continues to have weekly design meetings and the design package and cost estimate should be done soon.

Discussion on the impact of a larger community event space on storm water requirements, more parking and more restrooms. Overall, it would add another 500 sq ft to the building. A water service easement for a pump house restricts the building location as well. Creating a rain garden will integrate the storm water requirements and connect the two buildings as a common space. In a rain event, the excess water would be dealt with by the rain garden as well. Plants will be planted that will slowly filter into the city's system and provide storm water retention as needed in the winter and will most likely be dry in the summer. Discussion on maintenance requirements of a rain garden. Betsy McMahon noted the smaller space will not be competition for the community and that graduations could be adjusted.

Discussion on the layout and features of the new building and the room for growth and flexibility. It was noted that administrative offices will be upstairs, with room to expand, and the community space can be broken up into 4 different classroom spaces that will be similar to the current space being used. There will be gender neutral restrooms with full stalls with walls and ceilings but communal wash stations. There will be private family or unisex restrooms and a separate lactation room as well.

VP Jarrell reported a limited x-ray technician program training has been added, as Adventist Health is considering donating equipment with the development of the program. He noted there are currently few x-ray technician programs available, and it is a straightforward process for certification with the state.

Discussion on sidewalk requirements and the possibility of creating a bus stop area along the road with a pull out and a covered space. It would be a good opportunity for the surrounding apartments as well as the college. There will still be the need to use the fairgrounds for non-paved parking space a few times out of the year. Ground breaking might occur sometime spring next year and an estimated year and a half to build. President Tomlin will provide an update in September.

Motion by Shannon Hoff to approve the 360 seat plan for the community event center. Betsy McMahon seconded the motion. **The motion carried.**

Information-Only Items (Agenda Item 5)

ASTBCC President's Report (Agenda Item 5.a) ASTBCC President Mackenzie Mitchell
No report this month since Ms. Mitchell was unable to attend the board meeting.

Financial Report (Agenda Item 5.b) AVP Regean
AVP Reagan reported on the lower than usual ending fund balance. She discussed the lack of inter-fund transfers and the use of timber tax funds, that haven't been used for awhile. She noted July revenue of \$900,000 coming in, but unfortunately cannot be used for June. President Tomlin noted the college should receive another \$400,000 from the State next year above what was estimated in developing our 2023-24 budget. This should help us to not need much or any of the Timber Tax revenue that was budgeted to be used this coming year.

President's Report (Agenda Item 5.c) President Tomlin
The President began by highlighting the various upcoming meetings.

Dates of note:

- The Leadership Team will hold its retreat on July 11 and 12.
- The OPC Retreat is scheduled for July 30 through August 2.
- Fair is the 2nd week of August.
- The next Board Meeting will be on September 11.
- The Board Retreat and Board meeting will be on October 2.

Updates:

- The President reported that graduation went well and that staff did a outstanding job! The three student speakers were very inspiring. Next year should be the last gradation outside.
- Tomlin reported that the June Dairy Parade went really well with 2 floats entered this year. It was a lot of fun for staff and has had a great reaction on social media. Chair Bell noted the nursing float in the parade was great!
- The President noted the Fair will be another great opportunity to connect with the community and board members are invited to be involved in the parade and booth at the fair next year.
- State budgeted \$800 million for the community colleges in the upcoming biennium, so the college should receive an estimated \$400,000 more this year. There will be a supplemental budget in September. There will be \$100 million extra for the Oregon Opportunity Grant for the upcoming biennium but most of it might go to four-year universities but they are working on that. Good results but it was a stressful session.
- Foundation had a retreat with great results. Andrea Goss provided a summary. A consultant came in, did some exersices, and was really good. The Foundation is focused on student success, child care, CIT, and challenges. The 50th Anniversary is coming up and they looked at a large campaign to raise money for a variety of college needs! Director Lawerence agreed it was a fantastic teambuilding oppuntity and they all felt really motivated afterwards. The President reported the consultants did a great job.

Board Member Discussion Items (Agenda Item 6) ----- Chair Bell
There were no Board Member items for discussion.

Adjournment (Agenda Item 7) ----- (Action) Chair Bell
Betsy McMahon motioned to adjourn the meeting. Shannon Hoff seconded the motion. **The motion carried.** The meeting was adjourned at 6:39 pm.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Payroll and Benefits Manager		8/21/23	Rocio Valenzuela has been hired.	Ross Tomlin
HR Senior Manager	8/31/23		Posted locally and on Indeed.com for 30 days. Results were not ideal. Kylie Poklikuha will be Interim as of 9/1/23.	Ross Tomlin
Chief Finance Officer	8/31/23		Posting on HigherEd.com and Indeed.com. 2 Portland recruiting firms are now looking.	Heidi Luquette
SBDC Support Specialist	8/31/23		Posted locally and on Indeed.com.	Leon Telesmanich
Development Coordinator	8/31/23		Posted locally and on Indeed.com	Britta Lawrence
Faculty Nursing Instructor	8/31/23		Posting on HigherEd.com and Indeed.com	Paul Jarrell

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 Bell

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Bell

Board Retreat Planning

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

Our fall board retreat is scheduled for Monday, October 2. We can discuss a location the board would like to use for the day. We will plan to meet between 8-8:30am for coffee and pastries, with the business portion beginning at 8:30am. It will run until 4pm. Lunch will be served.

Following are a list of topics the Leadership Team wants to discuss at the retreat. We can also add items that the board would like to include. We will finalize the board retreat agenda over the following week and have it included with the board packet. The regular board meeting will then be scheduled to start right after the retreat ends at 4pm.

Board Retreat Topics

- Board only session
- Mission Fulfillment
- Construction Project updates
- Board goals for 23-24
- Climate Survey 22-23 results
- Who are our students?
- Tour of Food Pantry (if on campus)
- OTHER TOPICS?

Lightcast Economic Impact Analysis Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Laura Robinson from Lightcast

In the winter of 2023, the Oregon Community College Association contracted with Lightcast (formerly EMSI-Burning Glass) to perform an economic impact study of the community colleges in Oregon – both collectively and individually. Laura Robinson from Lightcast will share how TBCC creates value for the community by helping students to increase their employability and by retaining them in Tillamook County. TBCC also supports the county by serving businesses and benefiting society as a whole by expanding the economy and improving our quality of life. The study measures economic impacts using data provided by the college for fiscal year 2021-2022, including employee, student and financial data.

Draft review guidelines

This draft version of the report gives you an opportunity to review the initial findings and report any concerns you may have. Please note that the results found in this draft report are preliminary and subject to change. Because of this, we recommend against publishing or publicizing the findings presented below until you have your finalized results.

Lightcast will be reaching out to you in the coming days regarding the draft calls. These calls will be reviewing the statewide results with the intention of helping your college interpret the results of your own report, answer questions about the study, and discuss next steps. If you have any questions or concerns specific to your own college and would like to set up a one-on-one call, please reach out to Laura Robison (laura.robison@lightcast.io) with the days and times that work for you.

Editing Guidelines

- Please provide suggested revisions as one electronic document or digital comments on a single copy of each of the reports. Please send either as a word document or PDF file. Do not make unmarked changes in the text, as this makes it difficult for us to find and track changes.
- It is only necessary to indicate iterative revisions (for example, capitalizing a word that we have consistently not capitalized) at the first instance, not at every instance.
- Before sending us suggested revisions, if you have received feedback from multiple people, please be sure that their suggestions do not contradict each other.

Formatting

This draft version does not include the customized colors and pictures you have sent for inclusion. When the draft process is over, a finalized report will be sent to Lightcast's graphic designer, who will incorporate those elements.

The Economic Value of Tillamook Bay Community College

May 2023

EXECUTIVE SUMMARY

Tillamook Bay Community College (TBCC) creates value in many ways. The college plays a key role in helping students increase their employability and achieve their individual potential. The college retains students in the county, generating new dollars and opportunities for Tillamook County. TBCC provides students with the education, training, and skills they need to have fulfilling and prosperous careers. Furthermore, TBCC is a place for students to meet new people, increase their self-confidence, and promote their overall health and well-being.

TBCC influences both the lives of its students and the county economy. The college supports a variety of industries in Tillamook County, serves county businesses, and benefits society as a whole in Oregon from an expanded economy and improved quality of life. Additionally, the benefits created by TBCC extend to the state and local government through increased tax revenues and public sector savings.

TBCC influences both the lives of its students and the county economy.

This study measures the economic impacts created by TBCC on the business community and the benefits the college generates in return for the investments made by its key stakeholder groups—students, taxpayers, and society. The following two analyses are presented:

- **Economic impact analysis**
- **Investment analysis**

All results reflect employee, student, and financial data, provided by the college, for fiscal year (FY) 2021-22. Impacts on the Tillamook County economy are reported under the economic impact analysis and are measured in terms of added income. The returns on investment to students, taxpayers, and society in Oregon are reported under the investment analysis.

ECONOMIC IMPACT ANALYSIS

TBCC promotes economic growth in Tillamook County through its direct expenditures and the resulting expenditures of students and county businesses. The college serves as an employer and buyer of goods and services for its day-to-day operations. The college's activities retain students in Tillamook County, whose expenditures benefit county vendors. In addition, TBCC is one of the primary sources of higher education to Tillamook County residents and a supplier of trained workers to county industries, enhancing overall productivity in the county workforce.

Operations Spending Impact

TBCC adds economic value to Tillamook County as an employer of county residents and a large-scale buyer of goods and services. In FY 2021-22, the college employed 76 full-time and part-time faculty and staff, 70% of whom lived in Tillamook County. Total payroll at TBCC was \$4.9 million, much of which was spent in the county for groceries, mortgage and rent payments, dining out, and other household expenses. In addition, the college spent \$5.9 million on day-to-day expenses related to facilities, supplies, and professional services.

TBCC's day-to-day operations spending added \$5.5 million in income to the county during the analysis year. This figure represents the college's payroll, the multiplier effects generated by the in-county spending of the college and its employees, and a downward adjustment to account for funding that the college received from county sources. The \$5.5 million in added income is equivalent to supporting 82 jobs in the county.

Student Spending Impact

Some in-county students, referred to as retained students, would have left Tillamook County if not for the existence of TBCC. In addition, while attending the college, these retained students spent money on groceries, accommodation, transportation, and other household expenses. This spending

Impacts created by TBCC in FY 2021-22

\$5.5 million

Operations Spending Impact

\$0.2 million

Student Spending Impact

\$16.9 million

Alumni Impact

\$22.7 million

Total Impact

or

294

Jobs Supported

generated \$223.4 thousand in added income for the county economy in FY 2021-22, which supported four jobs in Tillamook County.

Alumni Impact

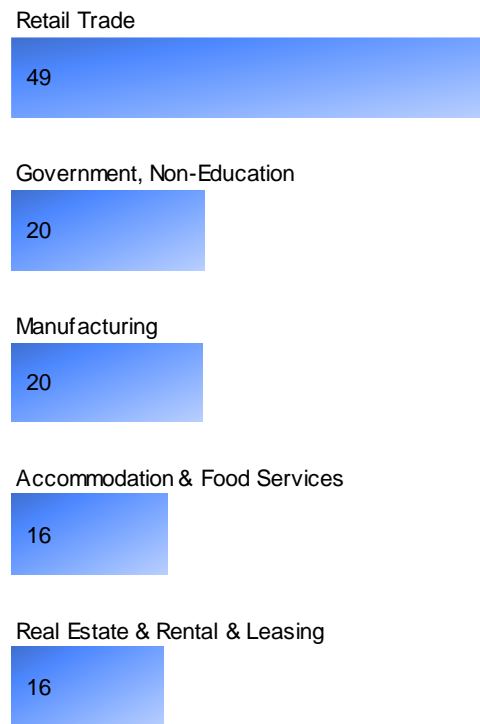
The education and training TBCC provides for county residents has the greatest impact. Since the establishment of the college, students have studied at TBCC and entered the county workforce with greater knowledge and new skills. Today, thousands of former TBCC students are employed in Tillamook County. As a result of their education from TBCC, the students receive higher earnings and increase the productivity of the businesses that employ them. In FY 2021-22, TBCC alumni generated \$16.9 million in added income for the county economy, which is equivalent to supporting 208 jobs.

Total Impact

TBCC added \$22.7 million in income to the Tillamook County economy during the analysis year, equal to the sum of the operations spending impact, the student spending impact, and the alumni impact. For context, the \$22.7 million impact was equal to approximately 1.8% of the total gross regional product (GRP) of Tillamook County. This contribution that the college provided on its own is nearly as large as the entire Transportation & Warehousing industry in the county.

TBCC's total impact can also be expressed in terms of jobs supported. The \$22.7 million impact supported 294 county jobs, using the jobs-to-sales ratios specific to each industry in the county. This means that one out of every 48 jobs in Tillamook County is supported by the activities of TBCC and its students. In addition, the \$22.7 million, or 294 supported jobs, stemmed from different industry sectors. For instance, among non-education industry sectors, the spending of TBCC and its students and the activities of its alumni in the Manufacturing industry sector supported 20 jobs in FY 2021-22. If the college did not exist, these impacts would not have been generated in Tillamook County.

TBCC impacts by industry (jobs supported)



One out of every 48 jobs in Tillamook County is supported by the activities of TBCC and its students.

INVESTMENT ANALYSIS

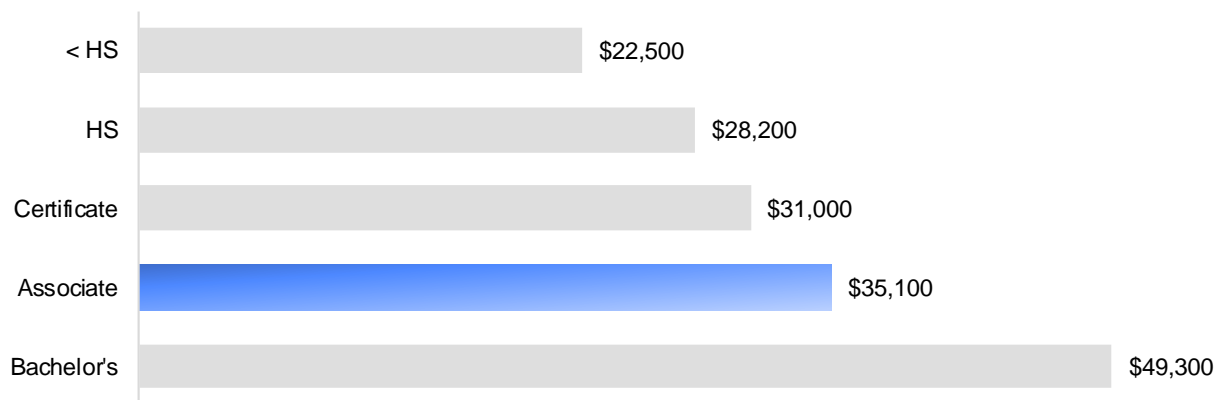
An investment analysis evaluates the costs associated with a proposed venture against its expected benefits. If the benefits outweigh the costs, then the investment is financially worthwhile. The analysis presented here evaluates TBCC as an investment from the perspectives of students, taxpayers, and society in Oregon.

Student Perspective

In FY 2021-22, TBCC served 799 credit and 1,143 non-credit students. In order to attend the college, the students paid for tuition, fees, books, and supplies. They also took out loans and will incur interest on those loans. Additionally, students gave up money they would have otherwise earned had they been working instead of attending college. The total investment made by TBCC's students in FY 2021-22 amounted to a present value of \$817.7 thousand, equal to \$478.2 thousand in out-of-pocket expenses (including future principal and interest on student loans) and \$339.5 thousand in forgone time and money.

In return for their investment, TBCC's students will receive a stream of higher future earnings that will continue to grow throughout their working lives. For example, the average TBCC associate degree graduate from FY 2021-22 will see annual earnings that are \$6,900 higher than a person with a high school diploma or equivalent working in Oregon. Over a working lifetime, the benefits of the associate degree over a high school diploma will amount to an undiscounted value of \$282,900 in higher earnings per graduate. The present value of the cumulative higher future earnings that TBCC's FY 2021-22 students will receive over their working careers is \$8.3 million.

The average associate degree graduate from TBCC will see an increase in earnings of **\$6,900** each year compared to a person with a high school diploma or equivalent working in Oregon.



The students' benefit-cost ratio is 10.1. In other words, for every dollar students invest in TBCC in the form of out-of-pocket expenses and forgone time and money, they will receive a cumulative value of \$10.10 in higher future earnings. Annually, the students' investment in TBCC has an average annual internal rate of return of 29.1%, which is impressive compared to the U.S. stock market's 30-year average rate of return of 9.6%.

Taxpayer Perspective

Taxpayers invested \$6.4 million in TBCC in FY 2021-22, equal to the amount of state and local government funding. Benefits to taxpayers consist primarily of taxes that the state and local government will collect from the added revenue created in the state. As TBCC students will earn more, they will make higher tax payments throughout their working lives. Students' employers will also make higher tax payments as they increase their output and purchases of goods and services. By the end of the FY 2021-22 students' working lives, the state and local government will have collected a present value of \$3.3 million in added taxes.

Benefits to taxpayers will also consist of savings generated by the improved lifestyles of TBCC students and the corresponding reduced government services. Education is statistically correlated with a variety of lifestyle changes. The education that TBCC students receive will generate savings in three main categories: 1) healthcare, 2) justice system, and 3) income assistance. Improved health will lower students' demand for national health care services. In addition, costs related to the justice system will decrease. TBCC students will be more employable, so their reduced demand for income assistance such as welfare and unemployment benefits will benefit taxpayers. For a list of study references, contact the college for a copy of the main report. Altogether, the present value of the benefits associated with an education from TBCC will generate \$380.3 thousand in savings to state and local taxpayers.

Total taxpayer benefits amount to \$3.7 million, the present value sum of the added taxes and public sector savings.

Total taxpayer benefits amount to **\$3.7 million**, the present value sum of the added tax revenues and public sector savings.

Social Perspective

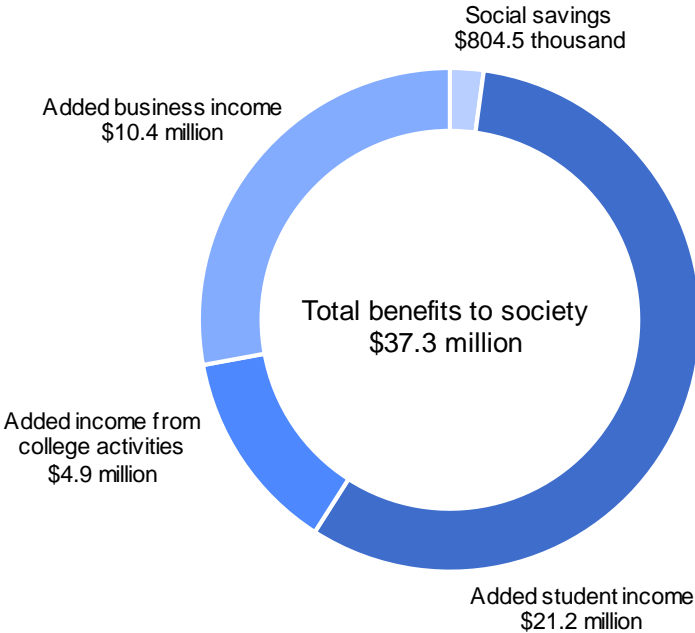
Society as a whole in Oregon benefits from the presence of TBCC in two major ways. Primarily, society benefits from an increased economic base in the state. This is attributed to the added income from students' increased lifetime earnings (added student income) and increased business output (added business income), which raise economic prosperity in Oregon.

Benefits to society also consist of the savings generated by the improved lifestyles of TBCC students. As discussed in the previous section, education is statistically correlated with a variety of lifestyle changes that generate social savings. Note that these costs are avoided by the consumers but are distinct from the costs avoided by the taxpayers outlined above. Healthcare savings include avoided medical costs associated with smoking, alcohol dependence, obesity, drug abuse, and depression. Justice system savings include avoided costs to the government and society due to less judicial activity. Income assistance savings include reduced welfare and unemployment claims. For a list of study references, contact the college for a copy of the main report.

Altogether, the social benefits of TBCC equal a present value of \$37.3 million. These benefits include \$21.2 million in added student income, \$10.4 million in added business income, \$4.9 million in added income from college activities, as well as \$804.5 thousand in social savings related to health, the justice system, and income assistance in Oregon. People in Oregon invested a present value total of \$11.2 million in TBCC in FY 2021-22. The cost includes all the college and student costs.

The benefit-cost ratio for society is 3.3, equal to the \$37.3 million in benefits divided by the \$11.2 million in costs. In other words, for every dollar invested in TBCC, people in Oregon will receive a cumulative value of \$3.30 in benefits. The benefits of this investment will occur for as long as TBCC’s FY 2021-22 students remain employed in the state workforce.

Social benefits in Oregon from TBCC



Summary of Investment Analysis Results

The results of the analysis demonstrate that TBCC is a strong investment for students and society. As shown, students receive a great return for their investments in an education from TBCC. From the taxpayer perspective, the benefits generated by the college and its students recover a significant portion of the costs borne by taxpayers and create a wide range of social benefits throughout Oregon.

Summary of investment analysis results

STUDENT PERSPECTIVE

\$8.3 million

Present value benefits

\$0.8 million

Present value costs

\$7.4 million

Net present value

10.1

Benefit-cost ratio

29.1%

Rate of return

TAXPAYER PERSPECTIVE

\$3.7 million

Present value benefits

SOCIAL PERSPECTIVE

\$37.3 million

Present value benefits

\$11.2 million

Present value costs

\$26.1 million

Net present value

3.3

Benefit-cost ratio

n/a*

Rate of return

* The rate of return is not reported for the social perspective because the beneficiaries are not necessarily the same as the original investors.

CONCLUSION

The results of this study demonstrate that TBCC creates value from multiple perspectives. The college benefits county businesses by increasing consumer spending in the county and supplying a steady flow of qualified, trained workers to the workforce. TBCC enriches the lives of students by raising their lifetime earnings and helping them achieve their individual potential. The college benefits state and local taxpayers through increased tax receipts and a reduced demand for government-supported social services. Finally, TBCC benefits society as a whole in Oregon by creating a more prosperous economy and generating a variety of savings through the improved lifestyles of students.

The results of this study demonstrate that TBCC creates value from multiple perspectives.

About the Study

Data and assumptions used in the study are based on several sources, including the FY 2021-22 academic and financial reports from TBCC, industry and employment data from the U.S. Bureau of Labor Statistics and U.S. Census Bureau, outputs of Lightcast's Multi-Regional Social Accounting Matrix model, and a variety of studies and surveys relating education to social behavior. The study applies a conservative methodology and follows standard practice using only the most recognized indicators of economic impact and investment effectiveness. For a full description of the data and approach used in the study, please contact the college for a copy of the main report.



Lightcast provides colleges and universities with labor market data that help create better outcomes for students, businesses, and communities. Our data, which cover more than 99% of the U.S. workforce, are compiled from a wide variety of government sources, job postings, and online profiles and résumés. Hundreds of institutions use Lightcast to align programs with regional needs, drive enrollment, connect students with in-demand careers, track their alumni's employment outcomes, and demonstrate their institution's economic impact on their region. Visit lightcast.io/solutions/education to learn more or connect with us.

BP 7130 Employee Compensation

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

We have taken current language from BP 311, 303, and 417, along with the OCCA template language to develop this new policy focusing on topics related to employee compensation. There will be an AR that will provide more detail that will go to College Council for approval in the fall. The Leadership Team has reviewed and approved this draft.

This is a first reading of the new BP 7130.

BP 7130 Employee Compensation

References:

Previous BP 311
Previous BP 303
Previous BP 417
AR D017
AR 7130
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
ORS 348.586
ORS 652.210 to 652.235

As part of the budget approval process each spring, Administration will bring to the Board of Education for approval all budget assumptions used to build the annual budget, which will include salary step increase and COLA increase recommendations, along with any recommended changes in grades or position title for faculty or staff.

Executive, Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Faculty are Professional Employees under the Fair Labor Standards act and are considered exempt regarding overtime and compensatory time.

For full-time non-faculty employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). The workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day (except in July and August, when the workweek is 32 hours Monday-Thursday). Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE. Regular, full-time faculty shall have a 173-day work year.

As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked more than forty hours per week.

Benefits

Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B- 1 of the annual TBCC budget book, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for health insurance more than the cost of the

employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

Stipends

Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.

Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.

Stipends will be a set amount paid per month to perform the extra duties listed in the job description.

To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications to receive the extra stipend.

Each approved stipend detailed in AR 7130 will be reviewed annually to determine if changes in the process or compensation are needed.

Special Employment Agreements (SEA)

Extra work done by faculty or staff that that is above and beyond regular job duties will have the scope of work and compensation defined in a separate Special Employment Agreement (SEA) and is not considered to be a stipend.

Prohibition of Incentive Compensation

TBCC shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Adopted:

Revised January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018, June 1, 2020, June 7, 2021, (OCCA required language October 2021, June 2022)

~~311.1 PAY—~~

~~A.——Salary Schedule/Placement—~~

~~1.1 Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A 1, A 2, C 1, and C 3 and shall be reviewed and adopted each fiscal year by the Board of Education.—~~

~~2.——Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.—~~

~~3.——Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.—~~

~~4.——Temporary full-time or temporary part-time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.—~~

~~5.——Executive and Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.—~~

~~B.——Work Schedule—~~

~~1.——Non-Exempt Employees.—~~

~~For full-time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE.—~~

~~2. Exempt Employees.~~

~~For full time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.~~

~~3. Rest Periods~~

~~The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.~~

~~C. Overtime Compensation~~

~~1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.~~

~~D. Paying to teach a class~~

~~1. All staff teaching a TBCC class will receive compensation for teaching the class at the appropriate adjunct faculty rate, unless that course is part of their regularly assigned job description. Their supervisor must approve the teaching of the class, they must be qualified to teach the class, and they must be approved to teach by the Chief Academic Officer. The employee, and supervisor, must agree that the teaching responsibilities will not interfere with their main job duties. The teaching hours can then be taken as leave from their regular job schedule, flexed within the current work schedule, or may occur during their "off" duty hours, based on approval from their supervisor.~~

~~311.2 BENEFITS~~

~~A. Health Insurance Coverage~~

~~1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance~~

~~in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.—~~

~~2.——Eligible employees as described in A.1 above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education.—The option to waive or opt out of the College's health insurance plan is limited to 25% of eligible employees—once that threshold is reached employees will be added to a waiting list and will be allowed to opt out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Facilities, Safety and Human Resources and provide proof of other equivalent health insurance coverage.—~~

~~B.——Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.—~~

~~C.——Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.—~~

~~D.——Tuition Waiver/Tuition Assistance Policy—~~

~~1.——The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.—~~

~~2.——Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.—~~

~~3.——Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.—~~

~~4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.~~

~~5. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Facilities, Safety and Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.~~

~~E. Leave (See Articles 312, 313)~~

~~1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.~~

~~2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.~~

~~3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.~~

~~LAST APPROVED: January 3, 2022 REFERENCE: AR C005~~

~~OVERVIEW~~

~~Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.~~

~~Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.~~

~~Stipends will be a set amount paid per month to perform the extra duties listed in the job description.~~

~~To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications in order to receive the extra stipend.~~

~~Each approved stipend detailed in AR C005 will be reviewed annually to determine if changes in the process or compensation are needed.~~

~~Extra work done by faculty or staff that falls outside of the person's official job description will be done as part of a separate SEA and is not considered to be a stipend. Stipends for work done by adjunct faculty are covered in conjunction with Policy 417 and AR D017.~~

~~**FACULTY WORKLOADS AND COMPENSATION**~~

~~**ARTICLE NUMBER: 417**~~

~~LAST APPROVED: June 20, 2019, July 12, 2021 REFERENCE: AR D017~~

~~PURPOSE~~

~~Tillamook Bay Community College (TBCC) recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. TBCC recognizes that attracting and retaining qualified faculty requires a multiple pronged approach;~~

~~A.—— Compensation: Consistent with this policy, a regular and adjunct faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify this schedule annually.~~

~~B.—— Benefits: TBCC provides employee benefits as required by current laws. TBCC shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education for health insurance. TBCC shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules. TBCC will also maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for~~

all employees. Eligible employees also have access to tuition waivers as defined in college procedure.

~~Professional Development: TBCC will provide funds, as budget allows, for faculty professional development on an annual basis. The term professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness. To be done well, professional development should be; tied to an annual professional development plan, realistic, relevant, monitored, agreed and reviewed, evidence based, and aligned to institutional and/or personal goals that help further increased student success. Faculty wishing to access professional development funding should first complete a professional development plan with their supervisor.~~

~~C. — Voice: TBCC endeavors to give faculty a voice on college committees and leadership opportunities so that their voice is heard, recognized, and acknowledged as an important part of college governance.~~

~~D. — EmeritX status: TBCC recognizes the lifelong contributions of faculty through the EmeritX process. TBCC uses the word EmeritX to purposefully recognize diversity and honor inclusivity of all people who may wish to apply.~~

~~E. — Faculty two-year employment agreements will be in accordance with AR D017.~~

BP 2400 Board Policies and Administrative Rules

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

We have taken the current language from BP 102, along with the OCCA template language to develop this new policy focusing on topics related to adopting policies and administrative rules. There will be an AR that will provide more detail that will go to College Council for approval in the fall. The Leadership Team has reviewed and approved this draft.

This is a first reading of the new BP 2400.

BP 2400 Board Policies and Administrative Rules

References:

Previous BP 102
AR 2410
NWCCU Standards 2.C

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Tillamook Bay Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to TBCC's activities. All TBCC employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the TBCC Board of Education may change, amend, or add to Board Policies at the same meeting at which they are introduced. The Board of Education shall regularly assess its policies for effectiveness in fulfilling TBCC's mission.

Administrative Rules are to be issued by the Leadership Team and approved by the College Council as statements of method to be used in implementing Board of Education policy. Such administrative rules shall be consistent with the intent of Board of Education Policy. Administrative rules may be revised as deemed necessary by the Leadership Team and approved by the College Council. The Board of Education reserves the right to direct revisions of the administrative rules should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative rules shall be readily available to all TBCC employees through Policy Tech which can be accessed through the TBCC website.

Adopted:

Revised 6/22

BOARD POLICIES

ARTICLE NUMBER: 102

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017, November 1 2020, February 7, 2022

REFERENCE:

OVERVIEW

A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. All Board policies will be available to everyone online from the TBCC website or through the Policy Tech program.

E. Administrative rules: The College has a number of procedures and operational rules that are implemented operationally on a daily basis. These procedures are policy driven and are approved by the College Council as "Administrative Rules." The College Council approves all Administrative Rules. A complete review of the Administrative Rules will take place every six years, in alternating three year intervals with the Board Policy reviews.

F. Board Policy: The Board policies will be reviewed by the Board Policy Review Committee every six years (alternating on three year intervals with the Administrative Rules review), with changes approved by the Board.

BP 2400 Board Policies and Administrative Rules

References:

Previous BP 102
AR 2410
NWCCU Standards 2.C

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Tillamook Bay Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to TBCC's activities. All TBCC employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the TBCC Board of Education may change, amend, or add to Board Policies at the same meeting at which they are introduced. The Board of Education shall regularly assess its policies for effectiveness in fulfilling TBCC's mission.

Administrative Rules are to be issued by the Leadership Team and approved by the College Council as statements of method to be used in implementing Board of Education policy. Such administrative rules shall be consistent with the intent of Board of Education Policy. Administrative rules may be revised as deemed necessary by the Leadership Team and approved by the College Council. The Board of Education reserves the right to direct revisions of the administrative rules should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative rules shall be readily available to all TBCC employees through Policy Tech which can be accessed through the TBCC website.

Adopted:

Revised 6/22

BOARD POLICIES

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REFERENCE:

OVERVIEW

A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

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F. Board Policy: The Board policies will be reviewed by the Board Policy Review Committee every six years (alternating on three year intervals with the Administrative Rules review), with changes approved by the Board.

BP 7360 Discipline and Dismissal – Exempt and Non-Exempt Employees

References:

Previous BP 316
AR 7360

The President shall enact procedures for the disciplinary proceedings applicable to exempt and non-exempt employees of TBCC, hereafter termed staff. Non-Exempt Staff that have worked in their position for less than six months are termed Probationary. Non- Exempt Staff that have received a satisfactory six month evaluation are then moved to Permanent status. Exempt Staff that have worked in their position for less than one year are termed Probationary. Exempt Staff that have received a satisfactory one year evaluation are then moved to Permanent status.

This policy does not apply to faculty (see BP and AR 7365).

Standards of Conduct

In order to promote individual development and the common good, the College has outlined the following standards to guide employees on how to conduct themselves when dealing with others in an academic institution. The College is committed to a learning environment that fosters respect, integrity, professional behavior, and fair and impartial treatment of students and staff in serving the educational needs of the community.

- A. Respect for all persons.
- B. Honesty in actions and speech.
- C. Fairness and justice in the treatment of all.
- D. A pervasive sense of integrity and promise-keeping.
- E. A commitment to:
 - a. Intellectual and moral development
 - b. Quality
 - c. Individual empowerment
 - d. The Community College philosophy
 - e. The College
- F. Openness in communication.
- G. Belief in diversity within an environment of collegiality and professionalism.

Disciplinary Standards

The College believes that most employees prefer to work in an environment in which serious or repeated violations of the College's standards are not permitted. With that in mind, the infractions listed below describe behaviors which conflict with the College's accepted standards of conduct and warrant disciplinary action.

The College believes these infractions are clear and require little explanation. However, if an employee has any questions, he/she may consult his/her supervisor or the Director of Human Resources. Obviously, every possible infraction cannot be

listed. Conduct not specifically mentioned will be disciplined according to the standards followed for what the College feels is the most equivalent type of conduct listed.

Aside from the College's right and an employee's right to terminate the relationship at any time and for any reason, the College may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of rules or policies as the College deems appropriate.

Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon the College's determination of the seriousness of the offense.

An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The College will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate.

Nothing in this policy is intended to alter an employee's "at-will" status of employment. Employment may be terminated by the employee or the College at any time and for any reason, unless expressly stated otherwise in a written employment agreement signed by the President of the College.

If an employee believes he/she has been unfairly disciplined, the employee may use the grievance procedure.

The process for disciplining and dismissing probationary and permanent staff is covered in detail in AR 7360.

Adopted:

NWCCU Standard Removed 5/20

STATEMENT: 316.1

For the purpose of this Policy statement, "College" shall be defined to mean the Tillamook Bay Community College Board of Education and/or its designee(s).

STANDARDS OF CONDUCT: 316.2

In order to promote individual development and the common good, the College has outlined the following standards to guide employees on how to conduct themselves when dealing with others in an academic institution. The College is committed to a learning environment that fosters respect, integrity, professional behavior, and fair and impartial treatment of students and staff in serving the educational needs of the community.

- A. — Respect for all persons.
- B. — Honesty in actions and speech.
- C. — Fairness and justice in the treatment of all.
- D. — A pervasive sense of integrity and promise-keeping.
- E. — A commitment to:
 - a. — Intellectual and moral development
 - b. — Quality
 - c. — Individual empowerment
 - d. — The Community College philosophy
 - e. — The College
- F. — Openness in communication.
- G. — Belief in diversity within an environment of collegiality and professionalism.

CONFLICT OF INTEREST: 316.3

It is the policy of the College that conflicts of interest should be avoided where possible, or otherwise disclosed to your supervisor for appropriate action. A conflict of interest exists if an employee has the ability to use his or her position with the College to secure a personal benefit for themselves, a family member, a close personal friend, etc. For example, a conflict of interest arises if the employee is in a position to influence a business decision of the College in a way that could result in a financial benefit to the employee. Supervisors and employees are expected to use good judgment to identify possible conflicts of interest and deal with them appropriately.

Consensual sexual or mutually recognized romantic or dating relationships pose an apparent or actual conflict of interest if one of the parties in the relationship has responsibility for supervising, evaluating, directing or overseeing the other, or has the power to directly influence the other person's educational or employment status.

The conflict of interest these relationships pose can undermine both the integrity of the supervisory or evaluative relationship and the College's commitment to a positive educational/employment environment. If these relationships exist, the person of greater authority or power will bear the primary burden of accountability in ensuring that the relationship is consensual, and that he or she exercises no supervisory or evaluative function over the other person in the relationship.

The President shall assure that College procedures regarding consensual sexual or mutually recognized romantic or dating relationships between employees and with students are clearly stated and consistently administered.

~~DISCIPLINARY STANDARDS: 316.4~~

~~A.——The College believes that most employees prefer to work in an environment in which serious or repeated violations of the College's standards are not permitted. With that in mind, the infractions listed in 316.5 and 316. below describe behaviors which conflict with the College's accepted standards of conduct and warrant disciplinary action.~~

~~B.——The College believes these infractions are clear and require little explanation. However, if an employee has any questions, he/she may consult his/her supervisor or the Director of Human Resources. Obviously, every possible infraction cannot be listed. Conduct not specifically mentioned will be disciplined according to the standards followed for what the College feels is the most equivalent type of conduct listed.~~

~~C.——Aside from the College's right and an employee's right to terminate the relationship at any time and for any reason, the College may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of rules or policies as the College deems appropriate.~~

~~D.——Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon the College's determination of the seriousness of the offense.~~

~~E.——An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The College will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate.~~

~~F.——Nothing in this policy is intended to alter an employee's "at-will" status of employment. Employment may be terminated by the employee or the College at any time and for any reason, unless expressly stated otherwise in a written contract or employment agreement signed by the President of the College.~~

~~G. — If an employee believes he/she has been unfairly disciplined, the employee may use the grievance procedure in Article 317.~~

~~VIOLATIONS OF SIGNIFICANCE: 316.5~~

~~A. — When a regular employee has committed a violation of significance, the employee will generally receive a written warning prior to termination. Employees on trial period or temporary employees will not generally be given a written warning prior to termination.~~

~~a. — A warning for different violations or infractions may be combined to determine the type of discipline administered.~~

~~b. — Written warnings will remain on an employee's record indefinitely, subject to Policy 305.E.~~

~~B. — These types of violations or infractions include, but are not limited to, the following:~~

~~a. — Unsatisfactory, careless, inaccurate, unreliable, or otherwise poor work performance or productivity.~~

~~b. — Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, and failure to notify the College of intended absence or tardiness or failure to comply with other reporting policies.~~

~~c. — Interfering with or impeding any employee's work by talking or creating other distractions.~~

~~d. — Performing other than College work during work hours without authorization.~~

~~e. — Failure to follow safe working practices. (Note: When the College feels an employee has committed a serious safety violation, that employee is subject to immediate discharge).~~

~~f. — Failure to promptly report an accident or injury or cooperate in accident or injury investigations.~~

~~g. — Using College property for personal use, without advance approval.~~

~~h. — Discriminatory behavior or harassment of a racial, ethnic, sexual, disability related or religious nature, which in the College's view, is not serious enough to justify immediate discharge. This also includes discriminatory behavior resulting from a consensual sexual or mutually recognized romantic or dating relationship in which one of the parties has the power to directly influence the other person's educational or employment status.~~

- ~~i. — Being rude or otherwise uncooperative in dealing with co-workers, supervisors, students, or members of the public.~~
- ~~j. — Violating any College policy or practice which is presently in effect or subsequently issued.~~
- ~~k. — Violating one or more of the Standards of Conduct, or any other conduct which is, in the view of the College, sufficient to justify discipline.~~

~~VIOLATIONS OF GREATER SIGNIFICANCE: 316.6~~

~~A. — When an employee has committed a major violation, that employee is subject to immediate discharge or suspension.~~

~~B. — These types of infractions include, but are not limited to, the following:~~

- ~~a. — Threatening, intimidating, coercing or assaulting another employee, supervisor, student, or member of the public.~~
- ~~b. — Insubordination, including failure to follow any verbal or written job instructions issued by a person in a position of authority as determined by the College.~~
- ~~c. — Provoking or instigating arguments, dissension or fights during working hours or on College premises or engaging in horseplay which results in injury or property damage.~~
- ~~d. — Deliberately delaying or restricting the operations of the College, or inciting others to delay or restrict the operations of the College.~~
- ~~e. — Destroying, or damaging College property, tools or equipment, or the property of others on College premises.~~
- ~~f. — Falsifying any reports or records, such as applications, absence and sickness reports, or time records.~~
- ~~g. — Dishonesty of any type.~~
- ~~h. — Committing violations of safety rules or safe working habits which the College feels are repeated or serious.~~
- ~~i. — Engaging in discriminatory behavior or harassment of a sexual, racial, ethnic, disability related, or religious nature which the College considers to be repeated or serious. This also includes discriminatory behavior resulting from a consensual sexual or mutually recognized romantic or dating relationship in which one of the parties has the power to directly influence the other person's educational or employment status.~~
- ~~j. — Violation of the College's Drug and Alcohol Policy.~~

~~k.——Violating any College policy presently in effect or subsequently issued which the College feels is serious enough to justify immediate discharge.~~

~~l.——Violating the College's Standard of Conduct or any other conduct which is, in the view of the College, serious enough to justify discharge or suspension.~~

~~LAYOFFS: 316.7~~

~~A.——The work performed by the College is subject to work load fluctuations and the general economy of the community the College serves. Changes in scheduled work load and/or decreases in financial resources may affect staffing needs. In the event the College determines it is necessary to eliminate jobs or otherwise curtail operations, layoffs will be necessary.~~

~~B.——The decision of individuals to be laid off will be made by the College based on its determination of overall needs and the relative skills and ability of the employees.~~

~~C.——Employees who are laid off do not have recall or reinstatement rights, except as required by law.~~

~~RESIGNATIONS: 316.8~~

~~A.——A resignation is defined as voluntary termination of employment by an employee.~~

~~B.——Employees who voluntarily resign their employment with the College should submit a written resignation to their department head or the Director of Human Resources. A brief statement of the reason for the resignation should be included in the written resignation.~~

~~C.——Employees who decide to leave the College are encouraged to provide as much notice as possible.~~

~~PAYMENT OF VACATION UPON TERMINATION OF EMPLOYMENT: 316.9~~

~~An employee, whose compensation is fully funded by the College General Fund and who leaves the College's employment will be paid all wages due and all accrued, unused vacation pay up to 160 hours, or at the discretion of the President.~~

BP 7360 Discipline and Dismissal – Exempt and Non-Exempt Employees

RECOMMENDATION

ACTION ITEM - SECOND READING

BACKGROUND INFORMATION President Tomlin

We have taken the current language from BP 316 along with the OCCA template and developed a new policy focusing on discipline and dismissal. This should help to clarify the conditions and processes used for staff discipline and dismissal. There will be an AR 7360 that will provide more detail on the procedures involved in discipline and dismissal that will go to College Council for approval in the fall. The Leadership Team has reviewed and approved this draft.

This is a second reading of the new BP 7360.

CIT Design Update

RECOMMENDATION

INFORMATION ITEM ONLY

BACKGROUND INFORMATION President Tomlin

We want to update the board on the CIT building design and discuss the cost estimate for the project. We did learn that the roof on the CIT building is sound and does not need any work at this time.

Jason, Opsis, and I met with the City of Tillamook staff recently to discuss all the city requirements for this project. We have received a staff report from this meeting that has been shared with the board and will be summarized at our meeting.

The cost estimate for the project is now significantly higher than the \$1.1M that has been budgeted for the project, and is currently closer to \$1.5M. We have also discovered that there are possibilities for us to partner with O'Brien Construction in South County on a project that could impact the programs that would be housed in the CIT building. We now have some decisions to make about the CIT project and should have even more information to share with the board at this meeting. We are hopeful to make final decisions on this project by October to bring to you at that time. We will look to get board feedback at the meeting, but will not be in a position to ask the board for action until October.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

Healthcare Education Building Design Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

We plan to share the updated interior design of the building and the rain garden feature between the two buildings at this meeting. The interior design is close to being complete for the building. We will have drawings to share by the Friday before the board meeting. We will send those out to everyone at that point so you can see them prior to the board meeting.

Jason, Opsis, and I met with the City staff in a pre-application meeting recently to discuss all the requirements the City will have for constructing the building. We received the staff report and sent it to you all at the end of August, and we will discuss at the board. We should also have fairly accurate cost estimates in time for the October board meeting and retreat. We can then have further discussion and ask the board for approval of the design at that point.

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 INFORMATIONVP Luquette

Over this past year, and more recently in July, TBCC experienced a leadership change in our Business Office as well as having staff out on medical leave. Beginning August 14, we have a temporary contracted Sr. Financial Accountant who is overseeing Business Office operations.

While we are confident that bills have been paid, income is being received, student aid is processing correctly, and grant income and expenses are on track, a financial report is not being provided to the board in September because the balance sheet has not been reconciled. This means that income and expenses have not been reallocated from the balance sheet to their correct budget line items. Due to this, a financial report would not show a correct accounting of the TBCC financials. We are not comfortable providing a report that is incomplete and could misrepresent the College's financial position.

It is our expectation that we will be able to provide financials for the October board meeting.

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- Fall In-service is scheduled for Wednesday, September 20 through Friday, September 22 from 8:15 to noon each day in Room 214/15. You are all invited to attend in person or on Zoom.
- The next Board meeting which includes our all day Board Retreat is Monday, October 2, 2023, starting at 8:30 am. The Board Meeting will be at 4:00 pm at the end of the retreat. The retreat will be in person and the board meeting will be hybrid.
- Foundation Board meeting is scheduled for Tuesday, September 12.
- OCCA 2023 Annual Conference, November 1-3, Sunriver Oregon

Updates:

- County Fair booth
- OPC Retreat update
- OCCA Board Training in Salem summary

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.....Chair Bell

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Bell

MOTION TO ADJOURN THE MEETING

Executive Session

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Bell

MOVE TO THE EXECUTIVE SESSION OF THE MEETING.

The TBCC Board of Education calls this executive session to order at (7:00) September 11, 2023 pursuant to:

ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.