



Board of Education Meeting Agenda

Date: Monday, November 6, 2023

Executive Session 4:40-5:00pm

Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel related issues on Monday, November 6, 2023.

TBCC Board Meeting Rooms 214/215 Hybrid 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 October 2, 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. Presidential Search Process (ACTION).....	President Tomlin
	b. Healthcare Education Building Design Update.....	President Tomlin
	c. CIT Building Report (ACTION)	VP Jarrell
	d. BP 3440 Animals on Campus (Second Reading) (ACTION)	President Tomlin
	e. BP 7160 Professional Development (First Reading).....	President Tomlin
	f. Board Goals 2023-2024 (ACTION)	President Tomlin
	g. US Bank Treasury Management Signer(ACTION)	VP Luquette
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Plan project/SAO Sharing	Director Neu
	b. Staff Recognition: JoAnn Critelli	VP Jarrell
	c. ASTBCC Report	ASTBCC President
	d. Financial Report	VP Luquette
	e. President’s Report	President Tomlin
6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

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.

Executive Session

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION..... (Action) Chair Bell
MOVE TO THE EXECUTIVE SESSION OF THE MEETING.

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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 OCTOBER MEETING.

Items for approval:

- a. Approval of Agenda for the September meeting
- b. Approval of October 2, 2023 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING

Board of Education Meeting Agenda

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6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

October 2, 2023, Board of Education Meeting Minutes

Date: Monday, October 2, 2023

TBCC Board Meeting Hybrid/Rooms 214/215 – 4:00pm –6:00pm

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

Members Not in Attendance:

TBCC Staff/Students in Attendance: President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, Director McCarley, Interim HR Manager Poplikuha, Director Sheryl Neu, Michele DeGraffenreid, Interim Executive Assistant Lorie Lund, Erin McCarley, Michael Weissenfluh, Director Lawrence, Dean Cook, Carey Rausch, Dean Castro, ASTBCC President Mackenzie Mitchell

Guests in Attendance:

<u>Item</u>	<u>Description</u>	<u>Resource</u>
	Call to Order • Acknowledge Guests	Chair Bell

The meeting was called to order at 3:48 pm.

Consent Agenda: (Action) Chair Bell

Approval of Agenda (Agenda Item 2.a):

There were no changes to the agenda for the October 2, 2023 meeting.

Approval of September 11, 2023, Meeting Minutes (Agenda Item 2.b)

There were no corrections to the minutes from the September 11, 2023, meeting minutes.

Personnel Report (Agenda Item 2.c) **HR Manager Poplikuha**

The Personnel Report was included in the packet. Kylie updated the board on the status of the open positions. KIP is handling our search for CFO and will be presenting a slate of interested candidates soon for us to consider scheduling interviews with them. Interviews were held for the SBDC Support Specialist position, and an offer was made to a qualified candidate. They have accepted and will start in mid-October. We posted the open position of Facilities Coordinator and received applications from 3 qualified candidates. Two of those candidates will be interviewed this week. Finally, the Nursing Faculty position has been filled by Alexandra Tripp who was formerly an instructor at Mt. Hood CC. She will begin as soon as the hiring process is complete.

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

Invitation for Public Comment (Agenda Item 3) **Chair Bell**
No public comment was made.

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

Presidential Search Process (ACTION) (Agenda 4.a)President Tomlin

The Presidential search process draft was included in the board packet. President Tomlin went over the process that was discussed in Board Retreat earlier in the day. He is bringing the process forward for the board to approve this evening, including timelines for the search process.

Andrea Gross motioned to approve the Presidential search process Shannon Hoff seconded the motion.

The motion carried.

BP 7130 Employee Compensation (Second Reading) (ACTION) (Agenda 4.b).....President Tomlin

BP 7130 Employee Compensation policy was brought before the board for a second reading and a vote to accept it as written. President Tomlin shared with the board that there were no changes since the first reading. There were no questions or recommendations for changes after the second reading of the Employee Compensation Study policy.

Mary Jones motioned to approve the BP 7130 Employee Compensation policy and Betsy McMahon seconded the motion. **The motion carried.**

BP 2400 Board Policies and Administrative Rules (Second Reading) (ACTION) (Agenda 4.c)

..... President Tomlin

BP 2400 Board Policies and Administrative Rules was brought before the board for a second reading. There were no changes to the policy since the first reading. There was a brief discussion on that the timing of policy reviews would be every six years as currently in policy. That was added to the AR 2410 that is being approved by College Council. There were no additional questions and President Tomlin asked the board to approve BP 2400 Board Policies and Administrative Rules as written.

Mary Jones motioned to approve the BP 7130 policy. Andrea Goss seconded the motion. **The motion carried.**

CIT Project Recommendation (ACTION) (Agenda 4.d).....President Tomlin

After discussion in the Board Retreat meeting earlier in the day the college is asking the board to approve continued research into the option of moving the CIT building to Beaver. It was discussed earlier in the day that an opportunity to move the CIT building to the training complex in Beaver could be beneficial to the college rather than continuing with the renovation plan of the current CIT building. The intention is to bring a final recommendation to the board at the November board meeting whether to stay with the current building project of the CIT building or move on to the process of moving the CIT building to Beaver.

Andrea Goss made a motion to authorize VP Jarrell to continue to research the possibility of moving the CIT building to Beaver by presenting comparison numbers between costs to move the CIT building to Beaver vs continuing with the renovation project on the current CIT building location. Shannon Hoff seconded the motion. Chair Mary Faith Bell asked to further amend the motion to include a report on the transportation for students to South County. Also, would our current partners, Hampton Lumber and TCCA, be willing to continue to support us if we had CIT in Beaver. **The amended motion carried.**

Healthcare Education Building Recommendation (Agenda 4.e) (ACTION)..... President Tomlin

President Tomlin – Reminded the board that during the Board Retreat earlier in the day the board had the opportunity to review the site plans, drawings, interior layout, and the exterior options. President Tomlin is asking the board to approve what they saw so far such as we are on the right track and should continue on from this point in the project. He told the board that the college would bring back any changes that occur, keep the board informed that the project is staying within the timeframe and staying within budget. It was decided that the preliminary exterior drawings would only be shared with staff and let staff know that these are very preliminary and likely to change.

Mary Jones motioned to continue the process with the path that they are on, that the drawings would not be published until they are more finalized, but the plans could be shared with college staff. Kathy Gervasi seconded the motion. **The motion carried.**

BP 3440 Animals on Campus (First Reading) (Agenda 4.f) President Tomlin

BP 3440 Animals on Campus policy is in packet for first reading. President Tomlin shared that this policy has been looked at very carefully as it contains language from our attorney and the OCCA policy template. No changes were recommended for the policy. It will be brought back at the next board meeting for final reading and board approval at the next meeting.

Information-Only Items (Agenda Item 5)

Foundation Update: Mildred Davy Scholarship event (Agenda item added) Director Lawrence

Director Lawrence shared that the Mildred Davy Scholarship luncheon has changed to a midafternoon event. It will be held at the Officer's Mess Hall at the Port of Tillamook Bay, October 20, 2023, 3:30pm-5:00pm.

Strategic Plan project/SAO Sharing (Agenda Item 5.a)Selena Castro

Dean Castro shared the Student Services & Title III SAO details of the strategic initiatives and the performance objectives for the SAO. She shared a PowerPoint that detailed the process they went through by self-auditing to determine where there are gaps and barriers to meeting their goals. Once that was discovered a plan was created. She shared with the board the various roles current staff in Student Services would be filling in achieving their goals. Finally, she shared as part of their further development of their plan they were holding 5 new workshops geared towards academic success for students. President Tomlin advised the board the college would bring a different Strategic Plan Project/SAO for the board to learn about at each meeting this year.

Pre-apprenticeship program with NVHS (Agenda Item 5.b).....Dean Cook

Dean Cook shared with the board about the first BOLI-approved registered Pre-Apprenticeship program for Tillamook County in construction, working with Nestucca Valley HS. She used a PowerPoint to give an overview of how the program was created and the potential impact on the economic benefits to Tillamook County industry. She also shared that the pre-Apprenticeship program is paving the way for families to be lifted out of the cycle of poverty to make a living wage.

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

ASTBCC President Mitchell shared that the student body are working on elections that will take place on October 3, 2023. She shared with the board that there are several students running for different seats. She was very encouraged by the interest of students to participate in student government this year. They have cancelled their plans to attend the Student Legislative Conference in DC this year due to their fundraising not being as successful as they had hoped. They do have plans this year to have some community outreach events and volunteering in the community as a group.

Financial Report (Agenda Item 5.d)VP Luquette

VP Luquette shared that there is not a financial report in the packet due to not having a full-time CFO on site. She laid out the plan going forward on how to get all of the finance data updated and correct in the Business office. The Interim CFO has increased her time at the college from 20 hours a week to 40 hours a week, which has been highly beneficial towards these goals. Something to consider in the near future will be a newer payroll system that could benefit our processes greatly. In closing, VP Luquette felt very positive that the plans to move forward in a positive way will be successful.

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

The President began his report by highlighting upcoming dates relevant to the Board. The next Board meeting will be Monday, November 6 at 5pm in Room 214/15. He shared that the OCCA Annual Conference will be November 1-3, 2023, at Sunriver Resort. Board members Betsy McMahon and Shannon Hoff will be attending. Ross will also be attending but arriving late Wednesday November 1, 2023. There will be an OPC meeting at Lane Community College on Thursday, October 5, 2023, and an OCCA Board meeting on Friday morning. Board member Betsy McMahon will be there on Zoom with President Tomlin being there in person.

He brought the board up to date on the on-campus events that have occurred in the last month. The New Student Orientation was held on September 19, 2023, and was a great success. There was also the Staff and Faculty Fall In-service that was a success. He gave his appreciation to Vice Chair Andrea Goss and Board member Shannon Hoff for attending and lending their support on the first day of Fall In-service.

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

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

There was a Motion to adjourn by Betsy McMahon and Andrea Goss made the 2nd motion. **The motion carried.** Meeting adjourned at: 5:25pm

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
President	11/13/23		5 Application packets received as of 10/24.	Board of Education
Chief Finance Officer			Offer made to finalist	Heidi Luquette
SBDC Support Specialist		10/23/23	Rudel Larriba was hired.	Leon Telesmanich
Development Coordinator		11/07/23	Offer accepted by finalist. Started reference checks.	Britta Lawrence
Faculty Nursing Instructor		10/01/23	Alexandra Tripp was hired.	Paul Jarrell
Facilities Coordinator		11/07/23	Offer accepted by finalist. Started reference checks.	Heidi Luquette
Dean of Nursing and Allied Health Program			Job posted on HigherEdJobs.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

Presidential Search Process

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The position has been advertised nationally and through the Oregon community college affinity groups. The first review date will come the week of November 13. Applications will come to Kylie and will be confidential. We will plan to have the initial round search committee meet that week to discuss the process and procedures to be followed during the first round of interviews. Search committee members will be asked to sign a confidentiality agreement to not disclose the names of any applicants through the first round of interviews.

The search committee, at this first meeting during the week of Nov 13, will determine the timing and process of reviewing and scoring applicants and determining which applicants to be interviewed in the first round. These interviews will be on Zoom. All committee members must be present for all first round interviews. Once completed, the search committee will forward the names of the finalists to the full board for approval and scheduling of final interviews on campus. At that point, the names of the finalists will be made public.

The action item will involve the board approving the composition of the initial round search committee. The committee will be composed of the following categories:

- Board members (2):
 - Mary Faith Bell, committee chair
 - _____
- Leadership Team members (2)
- Faculty:
 - Full-time faculty member
 - Adjunct faculty member
- Community member (1)
- Student (1)
- Staff (5-7) representing both divisions

The board will review the names of those that have volunteered to serve on the initial round search committee during the executive session and will then be asked here to approve those that will be asked to serve on the committee.

Healthcare Education Building Design Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

We are making good progress on the design of the new Healthcare Education Building. We want to share the latest design of both the interior and exterior views with the board to get their feedback. The architects will be present to discuss the views with the board and listen to their comments. We are not including the drawings in the packet now since they will change the week before the board meeting. We will bring the latest drawings to the board meeting.

We hope to be very close to finalizing the interior layout of the building and getting close with the exterior views. We are hopeful to get to the point soon where we can take the layout and exterior views out to the public.

CIT Building Report

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION VP Jarrell

We have been continuing to move forward with determining a suitable facility design to support our Industrial Technology programs. Initial designs have been prepared for remodel of CIT building at 4360 Third Street. After reviewing initial plans and researching more cost efficient approaches and alternative venues, the CIT remodel is emerging as the most reasonable approach to meet current TBCC and industry needs. We will continue to pursue opportunities to serve the greater Tillamook County region as a premier education and training partner.

More details can be found in the following rationale and recommendation. We look forward to the continued development of this project and hope to bring forward more detailed drawings and plans in the near future.

TBCC Campus – Center for Industrial Technologies Remodel

EDA Grant: \$559,944

TBCC Match: \$559,944

Total: \$1,119,888

Budget

Construction: \$783,000

Equipment: \$125,000

Soft costs: \$211,888

Approximately 6,000 sq ft renovation

Construction estimates

Estimate 1 – Estimate reflected new design which eliminated the existing rooms and mezzanine and rebuilt in new configuration. After reconciliation with estimator, this construction budget was at **\$1,523,000**.

Estimate 2 – Building was redesigned to use as much of the existing layout and walls as possible. *(We may want to consider enlarging classroom.)*

Estimate was **reduced by only \$80,000**.

Wenaha felt there was still some unexplained inflation in these estimates.

Wenaha had conversations with Opsis and several contractors (outside of catchment area or too large for the project, to ensure we did not disrupt our contractor pool due to EDA regulations). The conversations provided a more realistic expectation of construction costs resulting in a reduction in estimated cost of construction. Deductions were identified in plumbing, mechanical and electrical components and in contractor general conditions (less overhead).

After modification, the estimated construction cost is \$1,084,248.

Additional items required after pre-application meeting:

Fencing replacement estimate - \$24,000

Right of way improvements estimate - \$30,000

Revised Construction Estimate: **\$1,138,248**

Original Construction Budget: \$783,000

Construction shortfall: \$355,248

Total TBCC Investment: \$559,944 + \$355,248 = \$915,192 (approximate)

Concerns/Unknowns:

1. Actual bids from RFP process (small project, local, lower cost)
2. Programming needs/expansion

Regional Skills Center– Beaver

Approximately 5,000 sq ft new construction

High-level construction estimates – O'Brien Design/Build

New construction of Welding/Fabrication building leaving the existing school alone. The building and concrete slab are going to cost about \$550,000. Then we have basic electrical, plumbing, heating and insulation which will be in the \$250k-300k range. The one unknown is the welding hoods and venting and my best guess on that is \$120k-150k range.

Cost estimate: \$920,000 to \$1,000,000

Total TBCC Investment: \$920,000 to \$1,000,000 (approximate)

Concerns/Unknowns:

1. State procurement laws apply
2. Accurate costs of construction under State procurement laws (e.g. design/build RFP process) and code updates, etc.
3. Potential issues with public/private partnership
 - a. Concerns of TBCC owned property on leased land
 - b. Ongoing cost of leased land
4. TBCC investment EXCLUDES any additional equipment or soft costs which could add an additional \$150-200,000 to TBCC investment

Recommendation:

TBCC Leadership is recommending moving forward with EDA funded CIT remodel at 4360 Third Street. Given the stability of funding and greater confidence with overall costs, the Third Street remodel is a suitable and less risky choice. In particular:

1. Continue with CIT/EDA project
2. Redesign CIT building to fit emerging programmatic needs
3. Solicit additional funds to support CIT/EDA
4. Continue development of Beaver Regional Skills Center, identifying TBCC programs to locate there
5. Solicit funds to support Beaver Regional Skills Center development
6. Determine long-term vision of “where” we concentrate CTE training

BP 3400 Animals on Campus

RECOMMENDATION

SECOND READING – ACTION ITEM

BACKGROUND INFORMATION President Tomlin

Following this docket item is a draft of the new policy that deals with animals on campus. This has been an increasing problem for us at the college and we have used information from our attorney as well as OCCA and other colleges and universities to put together this BP 3400 to address the issue. It prohibits animals in the college buildings and discusses exceptions to that rule, along with a process for addressing the exceptions. It also includes references to state and federal regulations and laws that we will follow. There is also a new AR 3440 that provides more detail and has been approved by College Council.

This is a second reading for this new BP. We have made one change that was suggested by College Council and it is in red in the document that follows.

BP 3440 Animals on Campus

References:

Previous BP 202
ORS 653.616(5)
Occupational Safety and Health Administration Regulations

The College prohibits staff, faculty, students, contractors, visitors, and volunteers from taking pets or other animals into any College building or facility.

Animals other than those approved by management for scientific or educational purposes are restricted on the College campus to provide a safe and a healthful environment for members of the campus community to study, work and live, to preserve the flora, fauna, and natural beauty of the campus, to comply with local animal ordinances, and to ensure public safety. Pets and other animals can pose a threat to the health and safety of the campus community as well as to a healthful educational environment through allergy, excessive noise, animal bites, and disease transmission (fleas, ticks, viruses, parasites, etc.). Individuals with disabilities are at particular risk. In addition to the potential ~~for pets~~ to cause health hazards, animals can be unpredictable, have uncontrollable behavior, and can contribute to accidents in the workplace.

All members of the campus community are required to comply with all aspects of this policy. Employees and students who fail to comply or who interfere with the implementation of this policy, including relocation of animals, will be subject to corrective or disciplinary action.

This College Animals on Campus policy is applicable to all staff, faculty, students, contractors, visitors, and volunteers who access campus buildings, facilities, grounds, campuses, and property. This policy applies not only to dogs but also to other common animals including horses, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets.

The College may require any person with an animal to remove it from campus grounds. College staff are asked to inform anyone with an animal in a college building to remove it. Beyond that, staff should refer the person to HR or the Facilities Director. The campus community is required to abide by this policy and by the relevant local government laws and ordinances regarding dog and cat management.

In the event that of a visitor who is not a regular member of the campus community brings an animal to the campus, they will be asked to remove it. If a person enters College property outside of the building with an animal, they shall ensure that the pet under their control, remains restrained on a leash 6 feet or less at all times, will not be left fastened to stationary objects, and will be under effective control while on campus grounds. Any dog, cat, or other animal brought to campus must be licensed and fully inoculated in accordance with Tillamook County regulations, with the burden of proof on the owner.

Fecal matter deposited by any dog, cat, or other animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the animal user to arrange for removal of fecal matter if he or she is they are personally unable to perform the task. Animal owners are financially responsible for any damage caused by their pets.

Exceptions to these guidelines are detailed in the corresponding AR 3440.

Adopted:

BP 7160 Professional Development

RECOMMENDATION

FIRST READING- INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

A new policy has been developed on the professional development process we use at TBCC. In working on updating all our policies and administrative rules, we realized that TBCC does not have a policy on professional development. It is only partially mentioned in a faculty AR. So we have developed a policy and AR that covers both faculty and staff professional development. We also updated the professional development form and changed the amount that can be requested by staff to match the amount for faculty. Those details are in the AR that is going to College Council for approval.

This is a first reading on this new policy.

BP 7160 Professional Development

References:

Previous BP 417
NWCCU 2020 Standard 2.F.2
TBCC AR 7160

It is the intent of Tillamook Bay Community College to maximize professional development opportunities for its employees. The College shall provide professional development opportunities, consistent with its mission and goals, to encourage employee growth and development to maintain or enhance program and/or institutional performance.. All eligible employees shall be afforded opportunities and encouraged to continue their development through active participation in professional development and professional growth activities.

TBCC will provide funds, as budget allows, for employee 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 faculty, staff, and administrators improve their professional knowledge, competence, skill, and effectiveness. Professional development should be tied to an annual professional development plan, and be realistic, evidence based, and aligned to institutional and/or personal goals that help further increased student success. Employees wishing to access professional development funding should first complete a professional development plan with their supervisor.

The College systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

Details defining qualifying activities and processes for requesting funds are outlined in TBCC AR 7160.

Approved:

Board Goals 2023-2024

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The board goals for 2023-24 have been updated based on the discussions at the October board retreat and meeting. They follow this page. We are asking the board to approve these goals for 2023-24.

TBCC BOARD GOALS 2022-2023

Strategic Priority #3: Employee Experience and Organizational Health Strategic Priority #5: Equity and Inclusion		Deadline/date of Completion	Accomplished? Yes/No
1.	Goal: Board Members will be trained in board operations and/or Attend TBCC programs and events. Actions:		
	1.a. Attend Sept. OCCA Board Training (required for new Board members)		
	1.b. Attend OCCA Conference and report out at Dec. Board Meeting		
	1.c. Attend Board Fall Retreat (Kathy, Mary Faith, Mary, Betsy, Tamra, Andrea, Shannon)		
	1 d. Engage in college events, meetings on campus		
	1 e. Attend other OCCA trainings or webinars throughout the year (i.e. Equity Lens or Leadership Workshops).		
	1.f. Implement Equity Lens Tool in Board decision-making when applicable (conduct work sessions)		
Strategic Priority #2: Educational Excellence and Workforce Development		Deadline/date of Completion	Accomplished? Yes/No
2.	Goal: Board Members will be involved in the new building process and the 2023 Oregon Legislative session. Actions:		
	2.a Support and participate with the College in designing the new Healthcare Education Building.		
	2.b Invite County Health Dep to Board meeting		Emailed 10/03/23
	2.c Communicate with Legislators on Community College financial and policy needs		
	2.d Communicate gap analysis of alignment of programs with workforce development		
	2.e Have refresher on Voter Voice		

TBCC BOARD GOALS 2022-2023

Strategic Priority #3: Community Engagement and Awareness		Deadline/date of Completion	Accomplished? Yes/No
3.	<p>Goal: Board Members will engage with the community and local school districts and be actively engaged in board activities and committees.</p> <p>Actions:</p>		
	3.a Participate in Graduation		
	3.b Serve on Board Committees (Foundation Liaison, OCCA Liaison)		
	3.c Invite TEC to attend Board meetings. Build relationships		
	3.d Interact with students at student events and meetings		
Strategic Priority #4: Presidential Search			
4.	<p>Goal: Presidential Search to find replacement for current president.</p> <p>Actions:</p>		
	4.a Board members will be involved in the first round of interviews (2).		
	4.b The full board will approve the list of finalists forwarded to the board from the search committee.		
	4.c The full board will then become the search committee for the final round of interviews and will interview all of the finalists.		
	4.d The full Board will then choose a finalist to be the next TBCC president and will negotiate a contract and start date with that person.		

US Bank Treasury Management Signer

RECOMMENDATION

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

BACKGROUND INFORMATION VP Luquette

Authorized Treasury Management Signers are allowed to make changes to services related to the College’s US Bank accounts.

The revised Appendix B-1 authorizes Mary Faith Bell and Andrea Goss to be added and Kathy Gervasi to be removed.

The document requires a wet signature from all parties to become effective in the bank’s records.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

Strategic Plan Project/SAO Sharing

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDIRECTOR NEU

As TBCC enters year two of our strategic plan, we will invite service areas/departments to report on the work they are doing to achieve their Service Area Outcomes (SAOs). This month, we will hear from IT Director Sheryl Neu on the work by the IT Department to address Cybersecurity.

Some highlights include:

The definition of Cybersecurity is, “the state of being protected against the criminal or unauthorized use of electronic data, or the measures taken to achieve this” (wikipedia, n.d.)

For TBCC this means taking the steps necessary to protect the college, its students, faculty, employees and the methods by which they communicate and store data.

Broad statements for a range of topics and areas.

Email – people are still the weak link. We fall for all kinds of things for all kinds of reasons. We can be persuaded to do things even though we know better because we are emotional beings.

Scammers know this so they appeal to our protectiveness of family, sense of obligation to bosses and the organization or the fact that we might just be too tired to notice the nuances of a similar address.

This means training, training, training and more training until it is second nature to be suspicious of messages so we remember to check for the telltale signs. Is it too good to be true? Does it make sense based on what I know? Then the simple tests of whether the address is what it should be.

We contract with KnowB4 to do trainings but we have to set up the trainings or campaigns as they call them. Then they have to be scheduled and done on a regular basis.

Firewall and security scanning:

We have firewalls in place; these are appliances that monitor traffic in and out of our network every minute of every day. We also have a contract with a company called CrowdStrike to monitor our network and assist us if something does get into our network and try to shut us down.

We have an agreement with an organization called CISA (Cybersecurity and Infrastructure Security Agency) and by extension MS-ISAC (Multi-State Information Sharing and Analysis Center). These are great resources and give us great information. All we need is the time and expertise to follow up on all the leads they give us.

They will also help us with Cybersecurity planning, to a point. We have to come up with a plan that works for us then they will help us improve it and test it. This leads us to our next point.

Cybersecurity Plan

The biggest lift for us this year will be to develop a plan to address what happens if or when we do get an attack or a breach. This will involve everyone at the college including the TBCC Board. We will present a little more information on this in our presentation.

Staff Recognition: JoAnn Critelli

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP JARRELL

Each term, the Leadership Team chooses an employee to recognize for outstanding work and contributions to the college. The recipient for the Fall term, 2023, is JoAnn Critelli. JoAnn was unanimously chosen by Leadership for this recognition. She is a very deserving of this recognition.

JoAnn is a long-term resident of Tillamook County and came to TBCC on January 2nd, 2019. JoAnn was originally hired to lead our Community and Continuing Education programs. She has worked to grow those programs and provide relevant programming to support community needs and promote lifelong learning. In fact, JoAnn even serves as a Certified Zentangle instructor in our Community Education program, working to help our community members relax, focus, and expand their creativity and imagination.

As a testament to JoAnn's capabilities, her list of responsibilities has grown to include providing oversight and direction to our Customized Training program, where just this year, she worked with TCCA and TBCC employees to create an onsite work-based ESL program for Creamery employees. In 2020, JoAnn was asked to oversee our Commercial Driver's License training program. JoAnn has had spectacular success expanding this program by partnering with local NW Oregon Works Worksource Board and other local and regional agencies. We have seen a growth of approximately 30% in our CDL program!

We are all very fortunate to have JoAnn as a colleague. We have no doubt she will continue to make a positive impact at TBCC and in the lives of our students. Thank you JoAnn for ALL you do.

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

A financial update and discussion will be provided at the meeting.

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting will be Monday, December 4 at 5pm in Room 214/15.
- NWCCU Conference

Updates:

- OCCA Conference summary
- Oct 6 OCCA Board meeting summary- Betsy
- OPC meeting summary
- Mildred Davy Scholarship Recognition Event

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