



# Board of Education Meeting Agenda

**Date:** Monday, January 8, 2024

**4:45pm Executive Session** ..... (Action) Chair Bell  
 Move to the Executive Session of the Meeting.

Pursuant to O.R.S. § 192.660 (2)(a), 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, January 8, 2024, at 4:45 pm.

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> .....	Chair Bell
2.	<b>Consent Agenda</b> .....	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of December 4, 2023, Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	<b>Invitation for Public Comment</b> -----	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.	<b>New Business and/or focused policy discussions</b>	
	a. Dr. Lisa Steffey, Medical Director Health & Human Services Tillamook County .....	President Tomlin
	b. Presidential Search Update (ACTION) .....	Chair Bell
	c. Board Recognition Month .....	President Tomlin
	d. BP 3320 Public Relations and Information (Second Reading) (ACTION).....	President Tomlin
	e. BP 7340 Leave Policy (Second Reading) (ACTION) .....	President Tomlin
	f. 24-25 & 25-26 Academic Calendar (Second Reading) (ACTION) .....	VP Jarrell
	g. Building Project Update .....	Director Lawrence
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Strategic Plan project/SAO Sharing .....	Director Case
	b. ASTBCC Report .....	ASTBCC President
	c. Financial Report .....	CFO Montazeri
	d. President’s Report .....	President Tomlin
6.	<b>Board Member Discussion Items</b> .....	Chair Bell
7.	<b>Adjournment</b> .....	(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.*

January 8, 2024

## Executive Session

**RECOMMENDATION**  
INFORMATION ONLY

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

Pursuant to O.R.S. § 192.660 (2)(a) 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, January 8, 2024 at 7:00PM.

## Call to Order

**RECOMMENDATION**

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

**BACKGROUND INFORMATION**.....Chair Bell













**Financial Report (Agenda Item 5.f)..... CFO Montazeri**

CFO Montazeri advises the group that the financial report is for October 2023. CFO Montazeri updated the board on the work being done in the Business Office. The Business Office is working hard to get the financial reporting caught up. The 2022-2023 audit has not started yet. She shared with the board that the college has hired a Jenzabar Consultant to bring some software processes more up-to-date. CFO Montazeri expects many projects that have been ongoing in the Business Office to be wrapped up by the end of December. The next big project will be to begin the work on the 2024-2025 Budget.

**President's Report (Agenda Item 5. g)..... President Tomlin**

President Tomlin began his report with a reminder that the next Board meeting is scheduled for January 8, 2024, at 5:00 pm, and there will be an Executive Session after the board meeting. He updated the board that the finalists for the Presidential position will be scheduled for January. He then mentioned that he will be attending the Dec 7 OPC meeting and the OCCA Board meeting on Dec 8.

He invited the board and leadership to attend the upcoming Chamber Dinner. He reminded the board that the college will be closed from December 20-27, 2023, and January 1, 2024, for the holidays. He summarized the NWCCU conference and asked those who attended to share their experience with the board as well.

He also shared that the Healthcare building project is moving forward and we should have a more accurate cost estimate by the end of December. Director Jason Lawrence shared in greater detail some updates on the building project and assured the board that the work being done now is to get a final set of drawings to ensure we are staying within the estimates for the project. Finally, he shared January will begin the work on designing the interior in greater detail.

President Tomlin updated the board that he will be going out into the community with a brochure of the proposed Healthcare building to share more broadly the vision of the college. He closed by acknowledging VP Luquette's last day is today and how much all her work over the years has been appreciated. She was presented a gift from the Leadership Team and people made comments on how much she will be missed from TBCC.

**Board Member Discussion Items (Agenda Item 6) ..... Chair Bell**

**Adjournment (Agenda Item 7) ..... (Action) Chair Bell**

Mary Jones motioned to adjourn the meeting and Shannon Hoff seconded the motion. The motion carried and the meeting was adjourned at 7:00 pm

Move to the Executive Session of the Meeting.

Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, March 6 at 6:00pm or when regular board meeting ends.

# Personnel Report

**RECOMMENDATION**

CONSENT AGENDA

**BACKGROUND INFORMATION**-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
College President	11/13/2023	TBD	Offer has been made.	Chair Bell
Instructional Support Specialist	12/04/2023	TBD	Offer has been made.	VP Jarrell
VP of Administration	1/15/2023	TBD	4 applications packets received.	President Tomlin
Professional Tutor - Writing	Open Until Filled	TBD	2 applications packets received.	Cameron Sage
FT Math Faculty	Open Until Filled	TBD		VP 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

# Tillamook County Health Department Update

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... President Tomlin

We have Medical Director, Dr. Lisa Steffey from the Tillamook County Health Dept joining us at the board meeting to discuss what is happening at the County Health Clinic and how they can work more closely with the College now that we have our own nursing program and are continuing to expand our healthcare programs.

They have been great partners with the College over the past years and we look forward to an even closer relationship as we expand our healthcare programs and open our new Healthcare Education Building. This is an opportunity to explore different ways we can work together to help both organizations and the people of Tillamook County.

# Presidential Search Update

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... President Tomlin

The Board members will meet in executive session prior to the regular board meeting to discuss the presidential search. They have made an offer to a candidate and will be discussing the next steps in the process. At this point in the regular board meeting, they will then make a motion to approve the next step in the process based on their executive session discussion.

# Board Recognition Month

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... President Tomlin

Every January the Governor proclaims it to be School Board Recognition Month. It is a way to recognize the outstanding service provided by the Boards of Education at all our schools and colleges. We are very fortunate at TBCC to have an amazing Board that truly cares for the college and our students, faculty, and staff.

All seven of you volunteer your time to make sure we are remaining strong financially and are continuing to provide high quality educational services to all of our students. I am very proud at state meetings talking with other college presidents about our board and how well you all work together for the benefit of the college. Thank you all for your service to TBCC and thanks for your dedication to the educational needs of the people of Tillamook County. It is greatly appreciated and recognized.



## ***Board of Education Recognition Proclamation***

**WHEREAS**, school boards create a vision for what students should know and be able to do;

**WHEREAS**, school boards establish clear standards for student performance;

**WHEREAS**, school boards ensure that student assessments are tied to established standards;

**WHEREAS**, school boards are accountable to the community for operating schools that support student achievement;

**WHEREAS**, school boards align school district resources to ensure that students meet standards;

**WHEREAS**, school boards create a climate that supports the philosophy that all children can learn at high levels;

**WHEREAS**, school boards build collaborative relationships based on trust, teamwork and shared accountability; and

**WHEREAS**, school boards are committed to continuous education and training on issues related to student achievement;

**NOW, THEREFORE**, We, hereby declare our appreciation to the members of the Tillamook Bay Community College Board of Education and proclaim the month of January to be Board Recognition Month.

We urge all citizens to join us in recognizing the dedication and hard work of board members in preparing today's students for tomorrow's world.

**Signed:**

A handwritten signature in black ink, appearing to read "Bob Smith", written over a horizontal line.

**President**

**Dated:**

A handwritten date "1/8/24" in black ink, written over a horizontal line.



## BP 3320 Public Relations and Information

### **RECOMMENDATION**

ACTION ITEM - SECOND READING

**BACKGROUND INFORMATION** ..... President Tomlin

A new policy has been developed to provide direction on the rules and processes for handling public relations, requests for information from the media or the public, and how the college presents information to the public. There will then be separate ARs that will go into more detail on each of the specific public relations categories which College Council will approve.

The new policy can be found on the next page. This is a second reading No changes have been made since the first reading. We are asking the board to approve this new policy.

## **BP 3320 Public Relations and Information**

### **References:**

Previous AR B001  
Previous AR B002  
BP 205, 206, 207  
AR 3321

The College will establish procedures and processes on how we interact with the public and the media, as well as how we present information internally and externally.

A public information officer will be identified from the staff and will be responsible for coordinating and overseeing all public relations and external information sharing for the college. They will keep the president and the Leadership Team apprised of requests for information from the public or media and work with them on official responses.

The associated administrative rules will include overall general statements about public information and the process for approving any information to be shared with the public, which would include:

- Social Media
- Local, regional, or national Media
- Website
- Faculty or staff speaking in public and representing TBCC
- Identification of the PIO and their main responsibilities in sharing information with the public

### **Adopted:**

## BP 7340 Leave

### **RECOMMENDATION**

ACTION ITEM – SECOND READING

**BACKGROUND INFORMATION** ..... President Tomlin

We currently have most of our leave policy and AR information spread out across three board policies and two ARs. We started by revising the Catastrophic Leave policy into an AR which will be going to College Council. Going with the theme of making the policies more overarching with all the specific guidelines and information in the ARs, this new policy is called “Leave” and will have 6 different ARs under it (Vacation Leave, Sick Leave, Holidays, Other Leave, Catastrophic Leave, and Sabbatical Leave). These will be developed over the coming weeks and will go to College Council for approval.

The new policy can be found on the next page. This is a second reading. No changes have been made since the first reading. We are asking the board to approve this new policy.

## BP 7340 Leave

### References:

ORS 653.601 to 653.661  
ORS 659A.040 to 659A.049  
ORS 659A.150 to 659A.186  
ORS 659A.190 to 659A.198  
ORS 659A.082 to 659A.086  
ORS 659A.270 to 659A.285  
ORS 659A.312  
Previous BP 312, 313  
AR 7341, 7342, 7343, 7344, 7345

The Leadership Team and College Council shall establish procedures for employee leave as authorized by law. Such leaves shall include, but are not limited to:

- Paid Vacation
- Holidays
- Paid Sick Leave
- Unpaid Sick Leave
- Catastrophic Leave
- Special Paid Leave (Personal Days)
- Bereavement Leave
- Court and Jury Duty
- Military Leave
- Unpaid Leave
- Curtailed Operations

Accrued leave will begin the first day of employment.

In addition to these policies, the Board of Education or designee retains the power to grant leave with or without pay for other purposes or for other periods of time.

### Adopted:

Revised 11/19

## 24-25 & 25-26 Academic Calendar: Second Reading

**RECOMMENDATION**

ACTION ITEM – SECOND READING

**BACKGROUND INFORMATION** ..... VP Jarrell

The 2024-2025 and 2025-2026 Academic Calendars are presented for a second reading and action.

# 2024-2025 (Draft)

## Yearly Academic Calendar

### Tillamook Bay Community College

Registration Opens	5/20/2024
Holiday - Juneteenth	6/19/2024
Grades Due - Sp term	6/18/2024
Last Day to Register	6/23/2024
Summer Term Begins	6/24/2024
Last Day to Drop/ Payment Due	6/28/2024
Holiday - Independence	7/4/2024
College Closed	7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30
Fall Reg Opens	5/20/2024
10 Week Su Finals	8/26-8/29/24
Summer Term End Date	8/31/2024
Holiday - Labor	9/2/2024
Summer Grades Due	9/3/2024
Inservice Week	9/16-9/20/24
Last Day to Register	9/22/2024
Fall Term Begins	9/23/2024
Last Day to Drop/ Payment Due	9/27/2024
Holiday - Veteran's	11/11/2024
Last Day to Withdraw - Fall	11/15/2024
Winter Reg Opens	11/18/2024
Holiday - Thanksgiving	11/28-11/29/24
Finals Week	12/2-12/6/24
Fall Term Ends	12/7/2024
Fall Grades Due	12/9/2024
College Closed	12/20/2024
College Closed	12/23-12/26/24
College Closed	1/1/2025
Last Day to Register	1/5/2025
Winter Term Begins	1/6/2025
Last Day to Drop/ Payment Due	1/10/2025
Holiday - MLK	1/20/2025
Last Day to Withdraw - W	2/28/2025
Spring Reg Opens	3/3/2025
Finals Week	3/17-3/21/25
Winter Term Ends	3/22/2025
Winter Grades Due	3/24/2025
Spring Break	3/24-3/28/25
Last Day to Register	3/30/2025
Spring Term Begins	3/31/2025
Last Day to Drop/ Payment Due	4/4/2025
Summer Reg Opens	5/19/2025
Last Day to Withdraw - Sp	5/23/2025
Holiday - Memorial	5/26/2025
Finals Week	6/9-6/13/25
Commencement	6/13/2025
Spring Term Ends	6/15/2025
Spring Grades Due	6/15/2025
student action	staff/faculty action
holidays	non contract days

June '24						
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December '24						
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# 2025-2026 (Draft)

## Yearly Academic Calendar

### Tillamook Bay Community College

Registration Opens	5/19/25
Holiday - Juneteenth	6/19/25
Grades Due - Sp term	6/16/25
Last Day to Register	6/22/25
Summer Term Begins	6/23/25

Last Day to Drop/ Payment Due	6/27/25
Holiday - Independence	7/4/25
College Closed - 7/3, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29	

Fall Reg Opens	5/19/25
10 Week Su Finals	8/25-8/30/25
Summer Term End Date	8/30/25
Holiday - Labor	9/1/25
Summer Grades Due	9/2/25
Inservice Week	9/15-9/19/25

Last Day to Register	9/21/25
Fall Term Begins	9/22/25

Last Day to Drop/ Payment Due	9/26/25
Holiday - Veteran's	11/11/25
Last Day to Withdraw - Fall	11/14/25
Winter Reg Opens	11/17/25
Holiday - Thanksgiving	11/27-11/28/25
Finals Week	12/1-12/5/25
Fall Term Ends	12/6/25

Fall Grades Due	12/8/25
College Closed	12/22-12/26/25

College Closed	1/1/26
Last Day to Register	1/4/26
Winter Term Begins	1/5/26
Last Day to Drop/ Payment Due	1/9/26
Holiday - MLK	1/19/26
Last Day to Withdraw - W	2/27/26

Spring Reg Opens	3/2/26
Finals Week	3/16-3/20/26
Winter Term Ends	3/21/26

Winter Grades Due	3/23/26
Spring Break	3/23-3/27/26
Last Day to Register	3/29/26
Spring Term Begins	3/30/26
Last Day to Drop/ Payment Due	4/3/26
Summer Reg Opens	5/18/26

Last Day to Withdraw - Sp	5/22/26
Holiday - Memorial	5/25/26
Finals Week	6/8-6/12/26

Commencement	6/12/26
Spring Term Ends	6/13/26
Spring Grades Due	6/15/26

student action holidays	staff/faculty action off contract days
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June '25						
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August '25						
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September '25						
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November '25						
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December '25						
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January '26						
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February '26						
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March '26						
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April '26						
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May '26						
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## Building Projects Update

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... Director Lawrence

Our Facilities and Safety Director, Jason Lawrence, will provide an update on the Healthcare Education Building project, including the more detailed cost estimate we received just before the holidays. He will also update the board on the progress being made on the CIT renovation project.



## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ----- Chair Bell

**Strategic Plan Project/SAO Sharing**

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....DIRECTOR CASE

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 Director Case who will share what she and her team have been doing to increase awareness of student resources.

# ASTBCC Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....ASTBCC PRESIDENT MITCHELL

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

# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY

## **BACKGROUND INFORMATION** .....CFO Montazeri

An update on the financial statements will be provided verbally at the meeting, in order to be able to answer specific questions.

As we are diving deeper in the software and recordings, we are finding new issues, and we are trying to fix them as we go. An example is that Jenzabar doesn't tie the health insurance or PERS expenses to the payroll. Before we knew we have issues with fringes, but didn't know exactly what. This creates an issue for reporting our expenses. We are working on fixing the prior months expenses as well as continuing to fix the Payroll module and process.

Therefore, we would need a few more weeks before we can produce a reliable report.

# President's Report

## **RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....President Tomlin

### Upcoming Dates:

- The next Board meeting will be Monday, February 5, 2024 at 5pm in Room 214/15
- This will be a very special board meeting
- January 13- Tillamook Chamber Awards Banquet at the Fairgrounds
- January 27- Foundation Throwdown at the Fairgrounds
- Extended Staff Meeting on Friday, Feb 9 at 8:15 am. All are welcome.

### Updates:

- Dec 7 OPC meeting summary
- Dec 8 OCCA Board meeting 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