



Board of Education Meeting Agenda

Date: Monday, May 6, 2024

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
	<ul style="list-style-type: none"> a. Approval of Agenda b. Approval of April 1, 2024, Meeting Minutes c. Personnel Report..... 	<ul style="list-style-type: none"> Senior Manager Poklikuha
3.	Invitation for Public Comment -----	Chair Bell
	<p><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></p>	
4.	New Business	
	<ul style="list-style-type: none"> a. Diligent Demonstration for Board Docs b. Board Meeting Schedule for 2024-2025(Second Reading) (ACTION) c. Healthcare Building Update d. BP 6500 Property and Equipment Management (First Reading) e. BP 2100 BOE Duties and Responsibilities (First Reading)..... f. BP 2715 Code of Ethics/Standards of Practice (First Reading) g. Rescind previous policies that have been superseded by a new policy(ACTION) 	<ul style="list-style-type: none"> President Paul Jarrell President Paul Jarrell Director Jason Lawrence President Paul Jarrell President Paul Jarrell President Paul Jarrell President Paul Jarrell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	<ul style="list-style-type: none"> a. Strategic Plan project/SAO Sharing b. ASTBCC Report c. Financial Report d. President’s Report 	<ul style="list-style-type: none"> Interim Vice President Peter Williams ASTBCC President CFO Shari Montazeri President Jarrell
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.

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 MAY MEETING.

Items for approval:

- a. Approval of Agenda for the May meeting
- b. Approval of April 1, 2024 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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1.	Call to Order • Acknowledge Guests	Chair Bell
2.	Consent Agenda	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of April 1, 2024, 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	
	a. Diligent Demonstration for Board Docs	President Paul Jarrell
	b. Board Meeting Schedule for 2024-2025(Second Reading) (ACTION)	President Paul Jarrell
	c. Healthcare Building Update	Director Jason Lawrence
	d. BP 6500 Property and Equipment Management (First Reading)	President Paul Jarrell
	e. BP 2100 BOE Duties and Responsibilities (First Reading).....	President Paul Jarrell
	f. BP 2715 Code of Ethics/Standards of Practice (First Reading)	President Paul Jarrell
	g. Rescind previous policies that have been superseded by a new policy(ACTION)	President Paul Jarrell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Plan project/SAO Sharing	Interim Vice President Peter Williams
	b. ASTBCC Report	ASTBCC President
	c. Financial Report	CFO Shari Montazeri
	d. President's Report	President Jarrell
6.	Board Member Discussion Items	Chair Bell
7.	Adjournment	(Action) Chair Bell

April 1, 2024, Board of Education Meeting Minutes

Board of Education Meeting Agenda

Date: Monday, April 1, 2024

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

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

Members Not in Attendance: Shannon Hoff

TBCC Staff in Attendance: President Jarrell, Interim Vice President Hanson, Director McCarley, Senior Manager Poklikuha, Director Neu, Interim Vice President Williams, Michele DeGraffenreid, CFO Montazeri, Michael Weissenfluh, ASTBCC Vice Chair Piper Poklikuha, JoAnn Critelli, Eileen Casey-White, Sherry Cook, Carey Rausch, and

Guest: Katy Wilson

<u>Item</u>	<u>Description</u>	<u>Resource</u>
	Call to Order • Acknowledge Guests	Chair Bell
	The meeting was called to order at 5:01 pm.	

Consent Agenda	(Action) Chair Bell
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Approval of Agenda (Agenda Item 2.a):
There were no changes to the agenda for April 1, 2024

Approval of February 5, 2024, Meeting Minutes (Agenda Item 2.b)
There were no corrections to the minutes from the March 4, 2024, meeting minutes

Personnel Report (Agenda Item 2. c).....HR Manager Poklikuha
The Personnel report is included in the packet. There are three applicants for the Facilities Coordinator position. There are three applications for the Healthcare Coordinator position and interviews will be held later in the month. The Payroll Specialist and Senior Accountant will remain open until filled.

Additional Agenda Items	Chair Bell
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Kathy Gervasi motioned to approve the Consent Agenda. Andrea Gross seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3)	Chair Bell
No public comment	

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

All Oregon Academic Scholar (Agenda Item 4.a)VP Rhoda Hanson

VP Hanson introduced Katy Wilson, our All-Oregon Academic Team (AOAT) winner for the year. VP Hanson provided some background on the AOAT program and Katy Wilson's high achievements. Katy spoke briefly, sharing her college experience and where she plans to go with her continuing education.

Board Meeting Schedule for 2024-2025 (Agenda Item 4. b)(First Reading)(ACTION)

..... President Paul Jarrell

President Jarrell brought the proposed board meeting schedule for 2024-2025. This is the first reading. There was a discussion that the board retreat scheduled for October 7, 2024, will conflict with our Mid-Cycle. It's suggested the board retreat should be held another week. Also, he brought to the board the consideration of joint board meetings with the Foundation Board and the three school district superintendents. The board retreat will be moved to another month before the second reading of the schedule next month.

Budget Committee Membership (Agenda Item 4. c)(ACTION) CFO Shari Montazeri

CFO Montazeri brought to the board two new Budget Committee Member nominations due to two current members being unable to serve for this year.

Andrea Goss motioned to approve Karen Matthews as a Budget Committee member and Betsy McMahon seconded the motion. Kathy Gervasi motioned to approve Eric Swanson as a Budget Committee member, and Andrea Goss seconded the motion. **Both motions carried.**

Budget Committee Guidelines (Agenda 4.d)(ACTION)President Paul Jarrell

President Jarrell shared Budget Guidelines that were included in the packet. He highlighted a few key points in the document. The budget development guidelines support one of the five, which is not multiple points of the strategic plan priorities.

Andrea Goss moved to approve the presented guidelines, which Kathy Gervasi seconded. **The motion carried.**

TBCC Financial Audit (Agenda Item 4. e)(ACTION) CFO Shari Montazeri

CFO Montazeri shared the audit results included in the packet. She also briefly explained the Business Office's staffing challenge over the past year and the work to catch things up quickly. She made a few points about the audit, such as that it went well and that there are plans to work out any process efficiencies that can improve internal processes.

Betsy McMahon moved to accept the 2022-20223 audit, which was seconded by **Andrea Goss. The motion carried.**

Information – Only Items (Agenda Item 5)

Strategic Plan project/SAO Sharing (Agenda 5.a) Executive Director Britta Lawrence

Director Lawrence shared a presentation on how the TBCC Foundation work to support TBCC students and the college.

Program Review: MIT/Welding (Agenda 5.b) Sherry Cook
Sherry Cook began her Program Review by sharing a presentation about the MIT/Welding Program. Sherry Cook shared the work that has been done through this program and the future plans for the program.

ASTBCC Report (Agenda 5.c) ASTBCC President
The ASTBCC president reported to the board on all of the ASTBCC activities in the last month. They had a Clover Plant fundraiser that was successful. She also shared upcoming plans for the group such as a Beach Cleanup Day and ongoing plant sales.

Financial Report (Agenda 5.d) CFO Shari Montazeri
The Financial Report was included in the packet for the board's review. CFO Montazeri gave a broad outline of the report's items. She shared with the board that she is confident that things are stable and positive.

President's Report (Agenda 5.e) President Paul Jarrell
The president began his report by sharing upcoming dates:
TBCC Open House, April 13, 2024, 2:00 pm-5:00 pm
All Oregon Academic Team Luncheon, April 19, 2024, at Chemeketa Cellars in Salem, OR
New Staff Orientation, April 25, 2024, 10:00 am – 12:00 pm
Next Board Meeting, May 6, 2024, at 5:00 pm – 7:00 pm
Graduation, June 14, 2024, will be held at the Tillamook County Fairgrounds this year.

He shared his updates on what was happening with the college. TBCC is moving to an online all-access book vendor that will begin being used for Academic year 24-25. This will be an improvement to the college's previous bookstore system.

He updated the board on the building project. He explained the process of selecting the contractor for the building. All bids are due by April 26, 2024. The contractor selection and costs will be brought to the board in May for a vote of approval.

President Jarrell shared some important activities that are going on on campus. There will be an expansion of the Employee Recognition Program. Formerly, it was only for faculty, but the Employee Engagement Committee has expanded it to include Staff of the Year and Faculty of the Year categories. Budget Planning is ongoing, and a Budget Committee meeting is on April 30, 2024.

He briefly summarized the work that OPC is engaged in that affects community colleges. OPC is working with the HECC to create workgroups to create processes for the upcoming mandatory Fiscal Monitoring that the HECC will be doing. More information on this will be provided in the future. A Legislative wrap up was attached to the board packet for review. In closing President Jarrell encouraged all the board members to attend the OCCA Lunch and Learn series.

Board Member Discussion Items (Agenda Item 6) Chair Bell

Adjournment (Agenda Item 7) (Action) Chair Bell
Betsy McMahon made the motion to adjourn the board meeting. Kathy Gervasi seconded the motion. **The motion carried.**

The board meeting concluded at 7:02 pm.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Facilities Coordinator	Open Until Filled	TBD	Interviewing	Director J Lawrence
Healthcare Program Coordinator	Open Until Filled	TBD	Offer being made	VP Williams
Senior Accountant	Open Until Filled	TBD	Accepting applications	CFO Montazeri
Payroll and Benefits Manager	Open Until Filled	TBD	Accepting applications	CFO Montazeri
Dean of Instruction	Open Until Filled	TBD	Posted 4/22.	VP Williams
Clinical Adjunct	Open Until Filled	TBD	Posted 4/24	VP Williams
Nursing Adjunct	Open Until Filled	TBD	Posted 4/24	VP Williams
PT Business Office Payroll Clerk	Open Until Filled	TBD	Posted 4/25	CFO Montazeri

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

Diligent One Platform Software Presentation

RECOMMENDATION

Information

BACKGROUND INFORMATION ----- President Paul Jarrell

Evan Joyner, Governance Advisor for Diligent One Platform will be introducing software for maintaining board documents, Policies, and Shared Governance information that the college is considering using for the next academic year.

Board Meeting Schedule for 2024-2025

RECOMMENDATION

SECOND READING - ACTION

BACKGROUND INFORMATION President Jarrell

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years.** This is a second reading for these dates for the following academic year of 2024-25 with a change from the first reading to move the board retreat due to September 9, 2024

DATE	YEAR	TIME	NOTE
July	2024	-	No Board Meeting
August	2024	-	No Board Meeting
September 9	2024	5:00 PM	Board Retreat and regular board meeting
October 7	2024	5:00 PM	
November 4	2024	5:00 PM	
December 2	2024	5:00 PM	
January 6	2025	5:00 PM	
February 3	2025	5:00 PM	
March 3	2025	5:00 PM	
April 7	2025	5:00 PM	
May 5	2025	5:00 PM	
June 2	2025	5:00 PM	

Does the Board want to try to do a “shared” Board workshop with Boards of Education, Superintendents of the Tillamook County school districts, and the Foundation?

Healthcare Building Update

RECOMMENDATION
INFORMATION

BACKGROUND INFORMATION Director Jason Lawrence

Our Facilities and Safety Director, Jason Lawrence, will provide an update on the Healthcare Education Building project.

BP 6500 Property and Equipment Management

RECOMMENDATION

FIRST READING -

BACKGROUND INFORMATION ----- President Paul Jarrell

TBCC has adopted the OCCA Board Policy Library and is in the process of updating TBCC Board Policies and Administrative Rules to reflect the OCCA Policy and Administrative Rule numbering system and include language suggested by OCCA legal counsel. In addition to updating existing TBCC Board Policies and Administrative Rules, new policies are being proposed where suggested by the OCCA Policy Library and deemed appropriate.

BP 6500 Property and Equipment Management replaces BP 209 Use of College Property and includes broader language applicable to real property, equipment (other than computers and related technologies), and vehicles.

BP 6500: Property Management

References:

Previous Policy 209
AR 6505, 6510, 6515
ORS 341.290

Property Management

The President is delegated the authority to act as the Board of Education's negotiator regarding all property management matters that are necessary for the benefit of TBCC.

No transaction regarding the lease, sale, use or exchange of real property by TBCC shall be enforceable until acted on by the Board of Education itself.

The President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by TBCC.

Equipment Management

College equipment/property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the College President or designee.

Vehicle Management

TBCC vehicles can only be driven for official college business. Only TBCC Faculty and Staff may drive college vehicles after being approved by the Director of Facilities.

Approved:

BP 2100 Board of Education Duties and Responsibilities

RECOMMENDATION

FIRST READING -

BACKGROUND INFORMATION ----- President Paul Jarrell

TBCC has adopted the OCCA Board Policy Library and is in the process of updating TBCC Board Policies and Administrative Rules to reflect the OCCA Policy and Administrative Rule numbering system and include language suggested by OCCA legal counsel. In addition to updating existing TBCC Board Policies and Administrative Rules, new policies are being proposed where suggested by the OCCA Policy Library and deemed appropriate.

BP 2100 Board of Education Duties and Responsibilities replaces BP 100 Board Duties and Responsibilities and includes new language suggested by OCCA to be consistent with ORS and applicable NWCCU Accreditation Standards.

BP 2100: Board of Education Duties and Responsibilities

References:

OCCA BP 2200

Previous BP 100

NWCCU Standards 2.A.1

ORS 341.275, 341.287 [2]; ORS 341.290; 341.326, ORS 192.420; ORS 341.790; ORS 294.336 ORS 341.300 (traffic control)

Philosophy

The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

Mission

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

Governance

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

Board Duties and Responsibilities

The Board of Education governs on behalf of the citizens of Tillamook County in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- A. Hire ~~and evaluate~~ the College President. ~~and negotiate and approve the annual contract.~~ In the case of a **President** vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
- B. The Board of Education shall conduct an evaluation of the President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy. The Board of Education shall evaluate the **President** using an evaluation process the Board of Education and the President jointly agree to and develop. The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with Delegation of Authority to the President (in this BP). The

criteria for evaluation of the President shall also include performance goals and objectives related to TBCC's commitment to diversity, equity, and inclusion.

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

Organization of the Board

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members serve without remuneration, except for actual and necessary expense incurred by Board member in authorized travel for College business, conferences, or professional meetings.

The Board of Education shall be composed of seven members nominated and elected from zones and at large within Tillamook County who serve terms of 4 years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. The person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

The positions and corresponding Zones are:

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

An Officer of the Associated Students of TBCC (ASTBCC) may attend board meetings and provide a report of activities of the ASTBCC, but they will not be a voting member of the Board and will not attend Executive Sessions.

Board of Education Elections

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Elections are held in accordance with the provisions of the ORS 341.790. The term of office of all Board members shall begin on July 1 following the date of elections. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected. Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office. The term of office of each Board of Education member shall be 4 years.

Board Vacancies

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

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

- D. The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

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

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

Officers of the College Board

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

The President of the College shall be appointed the Clerk of the Board. The Vice-President of Administration and College Relations and the Vice President of Instruction and Student Services shall be appointed the Deputy Clerks of the Board, and the Executive Assistant to the President and Board of Education shall be named the Board Secretary.

Duties of Officers

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

A. Chairperson

- a. To preside at all meetings of the Board.
- b. To appoint or provide for the election of all committees.
- c. To call special meetings as required.

- d. To perform such other duties as may be prescribed by law or by action of the Board.
- e. To have the same duty to vote on matters before the Board as the other members.
- f. Consult with the President on Board of Education meeting agendas.
- g. Communicate with individual Board of Education members about their responsibilities.
- h. Participate in the orientation process for new Board of Education members.
- i. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President;
- j. Represent the Board of Education at official events or ensure Board of Education representation.
- k. Communicate with members that are experiencing attendance issues at board meetings or not consistently fulfilling committee obligations.

B. Vice-Chairperson

- a. The Vice-Chairperson shall uphold the duties of the Chairperson in her/his absence.
- b. Consult with the President on Board of Education meeting agendas.

C. President of the College as Clerk of the Board

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

D. Deputy Clerk

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

E. Secretary of the Board

- a. To notify members of the Board of all regular and special meetings.
- b. To attend all Board meetings.
- c. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.

d. To have charge of all records, proceedings and documents of the Board.

F. Committees

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

G. Budget Committee

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

Authority of Members

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

Communications Among Board Members

The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves using any form of communication (e.g., personal intermediaries, e-mail, or other technological device) to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or act on any item of business within the subject matter jurisdiction of the Board.

Communications between or among Board of Education members that are purely factual or educational in nature, and that convey no deliberation or decision on any matter that may come before the Board; or are not related to any matter than could reasonable be foreseen to come before the Board are permitted. In addition, communications that are nonsubstantive in nature, such as communication related to scheduling, leaves or absence, and other similar matters are also allowed.

Board Member Education

The Board of Education is committed to its ongoing development as a Board of Education and to a Board of Education member education program that includes new Board of Education member orientation.

To that end, the Board of Education will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster Board of Education member education.

Board of Education Self-Evaluation

The Board of Education is committed to assessing its own performance as a Board of Education to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Education has established the following processes:

- Each fall term, the Board will develop a set of goals to achieve for the academic year.
- Prior to the last meeting of the academic year, the Board will measure the accomplishment of each goal and the overall success rate of goal achievement for the year.

Employment Rights of the Board

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

B. Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

Board of Education Political Activity

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure; initiative petition; appointment, nomination, or election of a person to a public office, including, but not limited to, any candidate for election to the Board of Education.

The Board of Education may, by resolution, express the Board of Education position on ballot measures.

Delegation of Authority to the President

The Board of Education reserves the right to delegate its authority granted through ORS 341.290 to the College President where appropriate.

The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her/them by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that TBCC complies with all relevant laws and regulations and submit required reports in timely fashion.

The President shall make available any information or give any report that the Board of Education requests. Individual Board of Education member requests for information shall be met if, in the opinion of the President, they are not unduly burdensome or disruptive to TBCC operations. Information provided to any Board of Education member shall be *provided* to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

The Board of Education delegates authority to the President to appoint an acting President to serve in his/her/their absence for short periods of time, not to exceed **30** calendar days at a time. In the absence of the President and when an acting President has not been named, administrative responsibility shall reside with (in order): Vice President of Instruction, Vice President of Student Services.

The Board of Education shall appoint an acting President for periods exceeding 30 calendar days.

Approved:

BP 2715 Code of Ethics

RECOMMENDATION

FIRST READING -

BACKGROUND INFORMATION ----- President Paul Jarrell

TBCC has adopted the OCCA Board Policy Library and is in the process of updating TBCC Board Policies and Administrative Rules to reflect the OCCA Policy and Administrative Rule numbering system and include language suggested by OCCA legal counsel. In addition to updating existing TBCC Board Policies and Administrative Rules, new policies are being proposed where suggested by the OCCA Policy Library and deemed appropriate.

BP 2715 Code of Ethics is a new Board Policy recommended by OCCA.

BP 2715 Code of Ethics

References:

NWCCU Standard 2.D.2
ORS 244.010 to ORS 244.400

The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- a. Act only in the best interests of the entire community.
- b. Ensure public input into board deliberations, adhering to the law and spirit of the open meeting laws and regulations.
- c. Prevent conflicts of interest and the perception of conflicts of interest.
- d. Exercise authority only as a Board.
- e. Use appropriate channels of communication.
- f. Respect others; acting with civility.
- g. Be informed about the college(s), educational issues, and responsibilities of Board membership.
- h. Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- i. Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

The Board shall provide updates on active complaints at regularly scheduled Board meetings.

Each member of the Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

Approved:

Vote to rescind superseded Board Policies

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION ----- President Paul Jarrell

TBCC has adopted the OCCA Board Policy Library and is in the process of updating TBCC Board Policies and Administrative Rules to reflect the OCCA Policy and Administrative Rule numbering system and include language suggested by OCCA legal counsel. In addition to updating existing TBCC Board Policies and Administrative Rules, new policies are being proposed where suggested by the OCCA Policy Library and deemed appropriate.

The following table highlights old Board Policies that need to be rescinded, as new policies have already been adopted during prior Board of Education meetings.

Old Policy #	Title	New Policy #	New BP Approval Date	Rescind Approval Date
100	Board of Education Duties and Responsibilities: Vacancies on the Board of Education	BP 2100	6/5/23	05/06/24
100	Board of Education Duties and Responsibilities: Vacancies on the Board of Education (Revised)	BP 2100	1 st Reading 5/6/24	5/6/24
205,206,207	Public Relations and Information Sharing	BP 3320	1/8/24	5/6/24
202	Animals on Campus	BP 3440	11/6/23	5/6/24
300	Recruitment & Hiring	BP 7120	6/5/23	5/6/24
311, 303, 417	Employee Compensation	BP 7130	10/2/23	5/6/24
417	Professional Development	BP 7160	12/24/23	5/6/24
312	Leave	BP 7340	1/4/24	5/6/24
313	Leave	BP 7340	1/4/24	5/6/24
442	Leave	BP 7340	1/4/24	5/6/24
316	Discipline and Dismissal- Exempt and Non-Exempt Employees	BP 7360	9/11/23	5/6/24

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Bell

Strategic Plan Project/SAO Sharing

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONINTERIM VICE PRESIDENT PETER WILLIAMS

As TBCC enters year two of our strategic plan, we will invite service areas/departments to report work they are doing to achieve their Service Area Outcomes (SA)s). This month, we will hear from Leon Telesmanich, Director, Small Business Development Center, and Peter G. Williams, interim Vice President of Instruction, on work being done concerning business starts and job creation, which both support healthy, continued economic development in our community.

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 INFORMATIONCFO Shari Montazeri

An update on the financial statements will be provided verbally at the meeting.

Agenda Item 5 Attachment XX
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date, Ended March 2024
9 months of the fiscal year completed

3/31/2024

	FY 2022-2023			FY 2023-2024		
	Annual Budget	2/28/2023 Actual	Percentage of Budget	Annual Budget	2/29/2024 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$1,800,000	\$1,755,414	97.52%	\$1,200,000	\$1,567,993	130.67%
State	\$3,066,186	\$2,502,096	81.60%	\$4,038,496	\$3,122,271	77.31%
Property Taxes	\$1,473,213	\$1,447,538	98.26%	\$1,565,146	\$1,502,515	96.00%
Local Contracts	\$40,640	\$28,712	70.65%	\$40,640	\$-	
Tuition	\$942,100	\$557,668	59.19%	\$939,000	\$928,282	98.86%
Fees	\$230,577	\$133,331	57.82%	\$226,277	\$309,349	136.71%
Interest	\$45,000	\$119,369	265.26%	\$360,000	\$252,398	70.11%
Other (sales of goods, rental, Misc.)	\$53,000	\$31,828	60.05%	\$50,700	\$8,585	16.93%
Transfers	\$774,816	\$6,899	0.89%	\$509,664	\$2,196	0.43%
Total resources	\$8,425,532	\$6,582,855	78.13%	\$8,929,923	\$7,693,589	86.16%
Expenditures						
Instruction	\$2,463,532	\$1,902,346	77.22%	\$2,400,453	\$1,441,943	60.07%
Instructional Support	\$757,033	\$468,727	61.92%	\$840,751	\$474,318	56.42%
Student Services	\$648,400	\$413,515	63.77%	\$845,364	\$539,124	63.77%
College Support	\$2,451,261	\$1,747,059	71.27%	\$2,622,255	\$1,919,560	73.20%
Plant Operation	\$455,629	\$321,111	70.48%	\$558,867	\$397,500	71.13%
Transfers	\$308,000	\$126,092	40.94%	\$320,556	164,232	51.23%
Contingency	\$141,677	0	0.00%	\$141,677	\$-	
Total expenditures	\$7,225,532	\$4,978,850	68.91%	\$7,729,923	\$4,936,677	63.86%
Ending fund balance	\$1,200,000	\$1,604,005		\$1,200,000	\$2,756,912	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Report and Update:

- Building Construction
 - Health Education Building out to bid
 - 6 General Contractors chosen for select bids
 - Bids due May 7
 - Meeting with City/County/TPUD Stakeholders April 17, 2024
- Open House, April 13
 - Success!
- Listening Session/Campus Conversations April 24
 - Discussions about rumor mill
 - Employee Experience survey discussion
 - Employee Wellness activities
 - Lots of kudos
- Employee Selfcare and Wellness Month
- Big Cheese Diner, April 25
- Excellence in Action Awards
 - Nonexempt, Exempt, Faculty
- Budget Committee, April 30
 - Update
- Governmental Relations
 - Senator Merkley Townhall, April 6
 - AAUW Candidates Forum, April 21
 - Congresswoman Bonamici, April 24
- College Council April 24
 - Discussed membership and charge
 - Reviewed BPs and associated ARs
- Diversity, Equity, Inclusion
 - Miriam Friedman
- April OPC meeting, April 18, 2024
 - Executive Director Search, Finalist Interviews May 1-3
 - Teacher Qualifications
 - Differences between CCs and OPUs

- Performance Funding Formula
- AI
- Transfer
- 2025-2027 Current Service Level (CSL) “ask”
- HECC CC Fiscal Monitoring workgroup (report due 2025)
- HECC Commissioner visit
 - Monday, December 7, 2024
 - On campus all day, will attend Board meeting
- OCCA
 - Executive Rirector Finalist Interviews
 - Betsy McMahon and I participated in panel interviews on May 2
 - OCCA Monthly Report
 - See attached from Board member Betsy McMahon
- AACC Annual Conference, April 5-9
- Mental Health Awareness Month

Upcoming Dates:

- Special Board meeting: May 10, 2024, 2:00pm Zoom
- College Council: May 29, 2024, 3-5pm
- End of Year BBQ: May 31, 2024, 4-6pm
- The next Regular Board meeting will be Monday, June 3, 2024, 5pm, Room 214/15
- Graduation: Friday June 14, 2024, Tillamook County Fairgrounds

Kudos:

- Jude Schlotzhauer, Joe Meyer
 - Bringing Back Adult Learners Convening
- Erin McCarley, Sheryl Neu, Shari Montazeri, Kylie Poklikuha
 - Payroll assistance
- Britta Lawrence
 - Governmental Relations
- JoAnn Critelli
 - CDL Completers

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