



Board of Education Meeting Agenda

Date: Monday, June 3, 20224

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

- A1. Call to OrderChair Mary Faith Bell
- B1. Approval of the Budget Hearing Agenda(ACTION) Chair Mary Faith Bell
- C1. Public Hearing on 2024-2025 Budget CFO Shari Montazeri
- D1. Adjournment(ACTION) Chair Mary Faith Bell

TBCC Board Meeting Rooms 214/215 Hybrid 5:30 pm –7:00 pm

<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 May 6,2024 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 and/or focused policy discussions	
	a. Adoption of 2024-25 Budget.....	(ACTION) CFO Shari Montazeri
	b. Budget Appendices 2024-25.....	(ACTION) CFO Shari Montazeri
	c. BP 6500 Property and Equipment Management (Second Reading)	(ACTION)President Paul Jarrell
	d. BP 2100 BOE Duties and Responsibilities (Second Reading)	(ACTION) President Paul Jarrell
	e. BP 2715 Code of Ethics/Standards of Practice (Second Reading)	(ACTION) President Paul Jarrell
	f. Election of Board Officers	(ACTION) Chair Mary Faith Bell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. ASTBCC Report	ASTBCC President
	b. Financial Report	CFO Shari Montazeri
	c. President’s Report	President Paul 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 Budget Hearing Agenda

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION ----- (Action) Chair Mary Faith Bell

- A1. Call to OrderChair Mary Faith Bell
- B1. Approval of the Budget Hearing Agenda(ACTION) Chair Mary Faith Bell
- C1. Public Hearing on 2024-2025 Budget CFO Shari Montazeri
- D1. Adjournment(ACTION) Chair Mayr Faith Bell

Public Hearing on 2024-2025 Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2024-2025 BUDGET

BACKGROUND INFORMATION CFO Shari Montazeri

No changes have been made to the budget since we received budget committee approval on April 30, 2024.

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

The property tax levies to be certified with the Tillamook County Assessor's office include levies for both 2016 and 2023 bond issues for the 2024-2025 fiscal year.

Local Budget Law allows for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Mary Faith Bell
MOTION TO ADJOURN THE PUBLIC BUDGET HEARING.

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 JUNE MEETING.

Items for approval:

- a. Approval of the Agenda for the June meeting
- b. Approval of May 6, 2024 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING

Board of Education Meeting Agenda

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	a. Adoption of 2024-25 Budget.....	(ACTION) CFO Shari Montazeri
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	c. BP 6500 Property and Equipment Management (Second Reading)	
	(ACTION)President Paul Jarrell
	d. BP 2100 BOE Duties and Responsibilities (Second Reading)	
	(ACTION) President Paul Jarrell
	e. BP 2715 Code of Ethics/Standards of Practice (Second Reading)	
	(ACTION) President Paul Jarrell
	f. Election of Board Officers	(ACTION) Chair Mary Faith Bell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. ASTBCC Report	ASTBCC President
	b. Financial Report	CFO Shari Montazeri
	c. President’s Report	President Paul Jarrell
6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

May 6, 2024, Board of Education Meeting Minutes

Board of Education Meeting Agenda

Date: Monday, May 6, 2024

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

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

Members Not in Attendance: Mary Jones

TBCC Staff in Attendance: President Jarrell, Interim Vice President Rhoda Hanson, Director McCarley, Senior HR Manager Poklikuha, Director Sheryl Neu, Director Jason Lawrence, Interim Vice President Peter Williams, Michele DeGraffenreid, CFO Shari Montazeri, Director Britta Lawrence, Tom Atchison

Guest: Gary Bond, Sherry Cook, Carey Rausch, Michael Weissenfluh, Tom Atchison

<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**

Approval of Agenda (Agenda Item 2. a):
There were no changes to the agenda for May 6, 2024

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

Personnel Report (Agenda Item 2.c)HR Manager Poklikuha
The Personnel Report was included in the board packet. HR Manager Poklikuha shared that the college has several openings and updated the board on the status of the openings: The Facilities Coordinator position is still open, and four interviews have been held. Decisions on what direction that position will take are still under discussion. The Healthcare Coordinator position has been filled, and Kathy Sommers will be starting with the college in that role on May 28, 2024. The senior Account position has an applicant, and an interview is scheduled for this week. The Payroll Coordinator has no applicants. The Dean of Instruction has 13 applicants, and the posting does not close until May 13, 2024. Adjuncts for Clinical and Nursing are expected to be filled soon. Part-time Office Payroll clerk is open until filled. There will be two new positions for the fiscal Year 2024-2025. Those job descriptions are still being worked on, and the positions will be open beginning July 1, 2024

Additional Agenda Items **Chair Bell**

Kathy Gervasi motioned to approve the Consent Agenda. Andrea Goss seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) Chair Bell

There was no public comment.

New Business and focused policy discussions (Agenda Item 4)

Diligent Demonstration for Board Docs (Agenda Item 4.a)President Jarrell

President Jarrell shared with the board a brief introduction to Evan Joyner and the product Diligent Board docs that Evan would be demonstrating to the board for consideration this evening. The platform makes the management of board documents, shared governance notes, and policy and policy compliance more accessible and transparent. Evan shared a PowerPoint presentation with a walkthrough of the platform and how it would be used at Tillamook Bay Community College. After his demonstration, he asked the board any questions they may have. There were various technical questions on how the platform would be used. Evan answered all the questions to the satisfaction of the board.

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

..... **President Jarrell**

The schedule has been returned for a second reading and a vote for approval. The only change was moving the board retreat dates from October to September. There was a brief discussion on the shared board meeting with the TBCC foundation. After discussion, it was determined that December would be the best time for that shared meeting.

Betsy McMahon moved to approve the 2024-2025 board meeting schedule. Kathy Gervasi seconded the motion, which **carried.**

Healthcare Building Update (Agenda Item 4.c) Director Jason Lawrence

Director Lawrence shared the latest information on the Healthcare Building update with the board. He shared that the college is in the permitting process with the city and county. Also, he shared that the bidding for the building contract ends on May 7, 2024, at 2:00 pm. The college will be accepting the lowest bid submitted. President Jarrell reminded the board that there would be a Special Board meeting via Zoom on Friday, May 10, 2024, for the board to approve the contractor selected for the Healthcare Building project.

In closing, Director Lawrence updated the board on the remodeling project of the CIT building, and more information will be coming in the future.

BP 6500 Property and Equipment Management (First Reading) (Agenda 4.d)

..... **President Jarrell**

President Jarrell brought before the board Board Policy 6500 and summarized its purpose and the work being done to update it to comply with the latest OCCA recommendations. The proposed BP 6500 is in the board packet. 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 2100 BOE Duties and Responsibilities (First Reading) (Agenda Item 4.e)

..... **President Jarrell**

The proposed BP 2100 Board of Education Duties and Responsibilities policy is in the board packet. President Jarrell presented BP 2100 for a first reading before the board and summarized the policy. BP 2100 replaces BP 100 Board Duties and Responsibilities and includes new language suggested by OCCA to be consistent with ORS and applicable NWCCU Accreditation Standards. After reviewing the policy, I found some suggestions for additional clarification. President Jarrell will make the changes before the second reading at the next Board Meeting.

BP 2715 Code of Ethics/Standards of Practice (First Reading) (Agenda Item 4.f)

..... **President Jarrell**

President Jarrell introduced the BP 2715 for standards and ethics as advised by OCCA. There is a benefit to this in that it gives guidance on addressing issues of an ethical nature. There are no recommended changes to the policy, which will be returned to the next Board Meeting for a second reading and vote for approval.

Rescind previous policies that have been superseded by a new policy (ACTION)

(Agenda Item 4.g) **President Jarrell**

President Jarrell presented a request to rescind previous board policies that an approved new policy has replaced. In the packet is a list of previous board policies with a currently approved board policy in place.

Betsy McMahon moved to rescind Board Policies 100, 202, 205, 206, 207, 300, 303, 311, 312, 313,316, 417, and 442. Andrea Goss seconded the motion, which was carried.

Information – Only Items (Agenda Item 5)

Strategic Plan project/SAO Sharing (Agenda 5.a) **Interim Vice President Peter Williams**

Interim Vice President Williams began the sharing by introducing Leon Telesmanich, Director of Small Business Development (BDC). Before yielding for Director Telesmanich’s presentation on SBDC, Peter shared a summary of all the departments in the Office of Instruction and the work being done by calling out the individuals working in the Office of Instruction. V Kudos to everyone in his department with a brief explanation of what contribution each of them is making. Director Telesmanich shared a presentation of the work SBDC is doing and measurements that are used to stay on track with the college’s strategic plan. In closing, he shares a list of resources that SBDC can offer individuals who want to start a small business.

ASTBCC Report (Agenda 5.d) **ASTBCC President**

No ASTBCC members were present, and there was no ASTBCC report.

Financial Report (Agenda 5.e) **CFO Montazeri**

The financial report was included in the packet. CFO Montazeri highlighted the critical points of the financial report.

President’s Report (Agenda 5.f) **President Jarrell**

The President’s report is included in the packet. As the report reflects, President Jarrell called out some successful recent events, including Open House, the Healthcare Education building project moving closer to groundbreaking. He also took the time to share with the board important upcoming dates and a summary of the recent All Oregon Academic Team luncheon held in Salem this year, with one of our own students being honored.

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

Chair Bell shared that TBCC will host an event on May 17, 2024, called Question Persuade and Refer Gatekeeper Training.

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

Kathy Gervasi moved to adjourn at 6:45 p.m. Betsy McMahon seconded the motion, which carried.

The meeting adjourned at 6:45 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		Posted. Accepting Applications.	Director J Lawrence
Healthcare Program Coordinator		5/28/24	Hired Katy Sommers.	VP Williams
Senior Accountant	Open Until Filled		Offer Made 5/22/24	CFO Montazeri
Dean of Instruction	Week of 5/13		18 applications. Interviews to be scheduled.	VP Williams
Nursing Adjunct	Open Until Filled		Interview scheduled.	VP Williams
Clinical Adjunct	Open Until Filled		Posted. Accepting Applications.	VP Williams
PT Business Office Clerk		5/21/24	Hired Adriana Contreras	CFO Montazeri
PT Business Office Payroll Clerk	Open Until Filled		Posted. Accepting Applications.	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

Adoption of 2024-2025 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2024-2025 NO. 1 THROUGH 3 TO ADOPT THE 2024-2025 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATIONCFO Montazeri

No changes have been made to the budget since we received budget committee approval.

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

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Local Budget Law allows for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

Budget Appendices 2024-2025

RECOMMENDATION

ACTION ITEM – APPROVE POLICY APPENDICES FOR 2024-2025

BACKGROUND INFORMATION CFO Shari Montazeri

The fiscal year has been updated on all policy appendices.

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

Policy Appendix A-2 – A Cost of Living Adjustment (COLA) of 4% was included in the budget development process for 2024-2025 and is reflected in the pay schedule.

Policy Appendix B-1 – Employer Health Insurance contribution increased to \$1382/month (3%).

Policy Appendix C-1 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2023-2024 and is reflected in the pay schedule. Faculty Salary Table was modified to provide pay equity for faculty with minimum qualifications relative to preferred qualifications. Minimum qualified faculty were brought up to within 5% of comparator median salaries.

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

1. Reduction from 6 tiers to 5 tiers
2. Effective 9% increase to Credit Adjunct Salary Schedule
 - a. Elimination of 23-24 Tier 1
 - b. All faculty moved to next highest tier
 - c. Renumber of remaining Tiers 1-5 (old 2-6)
 - d. Application of 4% COLA

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

2024-2025 Executive and Management and Administrative Support Staff Salary Grades (Exempt)

GRADE	POSITION TITLE (or other similar position titles)
32	Vice President of Administration Vice President of Instruction Vice President of Student Services
28	Chief Finance Officer Director of Economic Development Council
26	Executive Director of Advancement and TBCC Foundation
25	Dean (All)
24	Director of Facilities and Safety Director of Information Technology
23	Director of Institutional Effectiveness Director Small Business Development Center
22	Director of Library and Learning Services Human Resources Senior Manager
21	Senior Accountant
20	Director of Opportunity Programs Director of Student Success Director of Title III Grant Payroll and Benefits Manager Registrar
18	CDL Coordinator Marketing Coordinator
17	Community/Continuing Education Coordinator Development Coordinator Executive Assistant to President and Board Facilities Coordinator Healthcare Program Coordinator Information Technology Coordinator Instructional Design and e-Learning Coordinator

2024-2025 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE (or other similar position titles)
16	EDC Project Coordinator
15	Business Office Generalist AP/AR Enrollment Services Specialist Student Success Coach Financial Aid Advisor Instructional Design & Technology Specialist Instructional Support Specialist IT Support Specialist Resource Navigator Student Engagement Facilitator Testing and Tutoring Specialist
13	Business Office Clerk Reception and General Support Specialist SBDC Support Specialist
6	Library Assistant

TILLAMOOK BAY COMMUNITY COLLEGE
2024 - 2025 Regular Full-Time & Regular Part-Time Staff Salary Schedule
249 Day Contract

DRAFT

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1	\$22,855.58	\$23,541.25	\$24,247.49	\$24,974.91	\$25,724.16	\$26,495.88	\$27,290.76	\$28,109.48	\$28,952.76	\$29,821.34	\$30,715.98	\$31,637.46	\$32,586.58
2	\$23,998.36	\$24,718.31	\$25,459.86	\$26,223.66	\$27,010.37	\$27,820.68	\$28,655.30	\$29,514.96	\$30,400.41	\$31,312.42	\$32,251.79	\$33,219.34	\$34,215.92
3	\$25,198.28	\$25,954.23	\$26,732.86	\$27,534.85	\$28,360.90	\$29,211.73	\$30,088.08	\$30,990.72	\$31,920.44	\$32,878.05	\$33,864.39	\$34,880.32	\$35,926.73
4	\$26,458.19	\$27,251.94	\$28,069.50	\$28,911.59	\$29,778.94	\$30,672.31	\$31,592.48	\$32,540.25	\$33,516.46	\$34,521.95	\$35,557.61	\$36,624.34	\$37,723.07
5	\$27,781.10	\$28,614.53	\$29,472.97	\$30,357.16	\$31,267.87	\$32,205.91	\$33,172.09	\$34,167.25	\$35,192.27	\$36,248.04	\$37,335.48	\$38,455.54	\$39,609.21
6	\$29,170.16	\$30,045.26	\$30,946.62	\$31,875.02	\$32,831.27	\$33,816.21	\$34,830.70	\$35,875.62	\$36,951.89	\$38,060.45	\$39,202.26	\$40,378.33	\$41,589.68
7	\$30,628.67	\$31,547.53	\$32,493.96	\$33,468.78	\$34,472.84	\$35,507.03	\$36,572.24	\$37,669.41	\$38,799.49	\$39,963.47	\$41,162.37	\$42,397.24	\$43,669.16
8	\$32,160.10	\$33,124.90	\$34,118.65	\$35,142.21	\$36,196.48	\$37,282.37	\$38,400.84	\$39,552.87	\$40,739.46	\$41,961.64	\$43,220.49	\$44,517.10	\$45,852.61
9	\$33,768.11	\$34,781.15	\$35,824.58	\$36,899.32	\$38,006.30	\$39,146.49	\$40,320.88	\$41,530.51	\$42,776.43	\$44,059.72	\$45,381.51	\$46,742.96	\$48,145.25
10	\$35,456.52	\$36,520.22	\$37,615.83	\$38,744.30	\$39,906.63	\$41,103.83	\$42,336.94	\$43,607.05	\$44,915.26	\$46,262.72	\$47,650.60	\$49,080.12	\$50,552.52
11	\$37,229.35	\$38,346.23	\$39,496.62	\$40,681.52	\$41,901.97	\$43,159.03	\$44,453.80	\$45,787.41	\$47,161.03	\$48,575.86	\$50,033.14	\$51,534.13	\$53,080.15
12	\$39,090.82	\$40,263.54	\$41,471.45	\$42,715.59	\$43,997.06	\$45,316.97	\$46,676.48	\$48,076.77	\$49,519.07	\$51,004.64	\$52,534.78	\$54,110.82	\$55,734.14
13	\$41,045.36	\$42,276.72	\$43,545.02	\$44,851.37	\$46,196.91	\$47,582.82	\$49,010.30	\$50,480.61	\$51,995.03	\$53,554.88	\$55,161.53	\$56,816.38	\$58,520.87
14	\$43,097.63	\$44,390.56	\$45,722.28	\$47,093.95	\$48,506.77	\$49,961.97	\$51,460.83	\$53,004.65	\$54,594.79	\$56,232.63	\$57,919.61	\$59,657.20	\$61,446.92
15	\$45,252.51	\$46,610.09	\$48,008.39	\$49,448.64	\$50,932.10	\$52,460.06	\$54,033.86	\$55,654.88	\$57,324.53	\$59,044.27	\$60,815.60	\$62,640.07	\$64,519.27
16	\$47,515.14	\$48,940.59	\$50,408.81	\$51,921.07	\$53,478.70	\$55,083.06	\$56,735.55	\$58,437.62	\$60,190.75	\$61,996.47	\$63,856.36	\$65,772.05	\$67,745.21
17	\$49,890.90	\$51,387.63	\$52,929.26	\$54,517.14	\$56,152.65	\$57,837.23	\$59,572.35	\$61,359.52	\$63,200.31	\$65,096.32	\$67,049.21	\$69,060.69	\$71,132.51
18	\$52,385.45	\$53,957.01	\$55,575.72	\$57,242.99	\$58,960.28	\$60,729.09	\$62,550.96	\$64,427.49	\$66,360.31	\$68,351.12	\$70,401.65	\$72,513.70	\$74,689.11
19	\$55,004.72	\$56,654.86	\$58,354.51	\$60,105.15	\$61,908.30	\$63,765.55	\$65,678.52	\$67,648.88	\$69,678.35	\$71,768.70	\$73,921.76	\$76,139.41	\$78,423.59
20	\$57,754.96	\$59,487.61	\$61,272.24	\$63,110.41	\$65,003.72	\$66,953.83	\$68,962.44	\$71,031.31	\$73,162.25	\$75,357.12	\$77,617.83	\$79,946.36	\$82,344.75
21	\$60,642.71	\$62,461.99	\$64,335.85	\$66,265.93	\$68,253.91	\$70,301.53	\$72,410.58	\$74,582.90	\$76,820.39	\$79,125.00	\$81,498.75	\$83,943.71	\$86,462.02
22	\$63,674.85	\$65,585.10	\$67,552.65	\$69,579.23	\$71,666.61	\$73,816.61	\$76,031.11	\$78,312.04	\$80,661.40	\$83,081.24	\$85,573.68	\$88,140.89	\$90,785.12
23	\$66,858.59	\$68,864.35	\$70,930.28	\$73,058.19	\$75,249.94	\$77,507.44	\$79,832.66	\$82,227.64	\$84,694.47	\$87,235.30	\$89,852.36	\$92,547.93	\$95,324.37
24	\$70,201.52	\$72,307.57	\$74,476.80	\$76,711.10	\$79,012.43	\$81,382.80	\$83,824.28	\$86,339.01	\$88,929.18	\$91,597.06	\$94,344.97	\$97,175.32	\$100,090.58
25	\$73,711.60	\$75,922.95	\$78,200.64	\$80,546.66	\$82,963.06	\$85,451.95	\$88,015.51	\$90,655.98	\$93,375.66	\$96,176.93	\$99,062.24	\$102,034.11	\$105,095.13
26	\$77,397.18	\$79,719.10	\$82,110.67	\$84,573.99	\$87,111.21	\$89,724.55	\$92,416.29	\$95,188.78	\$98,044.44	\$100,985.77	\$104,015.34	\$107,135.80	\$110,349.87
27	\$81,267.04	\$83,705.05	\$86,216.20	\$88,802.69	\$91,466.77	\$94,210.77	\$97,037.09	\$99,948.20	\$102,946.65	\$106,035.05	\$109,216.10	\$112,492.58	\$115,867.36
28	\$85,330.39	\$87,890.30	\$90,527.01	\$93,242.82	\$96,040.10	\$98,921.30	\$101,888.94	\$104,945.61	\$108,093.98	\$111,336.80	\$114,676.90	\$118,117.21	\$121,660.73
29	\$89,596.91	\$92,284.82	\$95,053.36	\$97,904.96	\$100,842.11	\$103,867.37	\$106,983.39	\$110,192.89	\$113,498.68	\$116,903.64	\$120,410.75	\$124,023.07	\$127,743.76
30	\$94,076.76	\$96,899.06	\$99,806.03	\$102,800.21	\$105,884.22	\$109,060.75	\$112,332.57	\$115,702.55	\$119,173.63	\$122,748.84	\$126,431.31	\$130,224.25	\$134,130.98
31	\$98,780.60	\$101,744.02	\$104,796.34	\$107,940.23	\$111,178.44	\$114,513.79	\$117,949.20	\$121,487.68	\$125,132.31	\$128,886.28	\$132,752.87	\$136,735.46	\$140,837.52
32	\$103,719.63	\$106,831.22	\$110,036.16	\$113,337.24	\$116,737.36	\$120,239.48	\$123,846.66	\$127,562.06	\$131,388.92	\$135,330.59	\$139,390.51	\$143,572.23	\$147,879.40
33	\$108,905.61	\$112,172.78	\$115,537.96	\$119,004.10	\$122,574.22	\$126,251.45	\$130,038.99	\$133,940.16	\$137,958.36	\$142,097.11	\$146,360.02	\$150,750.82	\$155,273.34
34	\$114,350.89	\$117,781.42	\$121,314.86	\$124,954.31	\$128,702.94	\$132,564.03	\$136,540.95	\$140,637.18	\$144,856.30	\$149,201.99	\$153,678.05	\$158,288.39	\$163,037.04
35	\$120,068.43	\$123,670.48	\$127,380.59	\$131,202.01	\$135,138.07	\$139,192.21	\$143,367.98	\$147,669.02	\$152,099.09	\$156,662.06	\$161,361.92	\$166,202.78	\$171,188.86

INSURANCE BENEFIT AMOUNT

Full-time \$1,382.00 per month
Part-time \$1,382.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

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

SUMMARY OF EMPLOYEE BENEFITS (2024-2025)

Article No.: Appendix B – 1

Approved:

Reference:

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

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

DRAFT

TILLAMOOK BAY COMMUNITY COLLEGE
2022-2023 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
173 DAY CONTRACT

	Minimum Qualifications	MA+30*	MA+60*	Doctorate
	A	B	C	D
1	\$61,038.88	\$66,698.84	\$72,883.64	\$79,641.91
2	\$62,870.05	\$68,699.81	\$75,070.14	\$82,031.16
3	\$64,756.15	\$70,760.81	\$77,322.24	\$84,492.10
4	\$66,698.84	\$72,883.64	\$79,641.91	\$87,026.86
5	\$68,699.81	\$75,070.14	\$82,031.16	\$89,637.66
6	\$70,760.81	\$77,322.24	\$84,492.10	\$92,326.79
7	\$72,883.64	\$79,641.91	\$87,026.86	\$95,096.59
8	\$75,070.14	\$82,031.16	\$89,637.66	\$97,949.49
9	\$77,322.24	\$84,492.10	\$92,326.79	\$100,887.98
10	\$79,641.91	\$87,026.86	\$95,096.59	\$103,914.62
11	\$82,031.16	\$89,637.66	\$97,949.49	\$107,032.06
12	\$84,492.10	\$92,326.79	\$100,887.98	\$110,243.02
13	\$87,026.86	\$95,096.59	\$103,914.62	\$113,550.31

* semester credits

INSURANCE BENEFIT AMOUNT

Full-time \$1,382.00 per month
Part-time \$1,382.00 per month

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
Part-time \$257.00 per month

NON-REGULAR FACULTY and INSTRUCTION SERVICES PAY (2024-2025)

Article No.: Appendix C-3

Approved:

DRAFT

Credit Adjunct Instruction	Pay per Credit *				
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Lecture (1 contact hour/week = 1 credit) An educational setting in which the instructor presents academic subject information	\$664.35	\$697.57	\$732.44	\$769.07	\$807.53
Lab (3 contact hours/week = 1 credit) An instructional setting in which students work independently with the instructor available in the instructional area for assistance and supervision	\$1,370.21	\$1,438.73	\$1,510.67	\$1,586.20	\$1,665.51
Nursing Clinical/Lab (3 contact hours/week = 1 credit) An instructional setting in which students work independently with the instructor available in the instructional area for assistance and supervision	\$1,627.33	\$1,708.70	\$1,794.14	\$1,883.84	\$1,978.03
Lecture/Lab (2 contact hours/week = 1 credit) An instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated, and lecture and lab are dependent upon each other for the student’s educational success	\$1,001.06	\$1,051.12	\$1,103.67	\$1,158.85	\$1,216.80

* Credit Adjunct Faculty advance tiers every 500 hours of instruction. All faculty will have hours reset to zero as of July 1, 2024 due to Salary Table restructure.

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

** Noncredit Adjunct Instructors advance tiers every 1500 hours of instruction. All faculty will have hours reset to zero as of July 1, 2024 due to Salary Table restructure.

NON-REGULAR FACULTY and INSTRUCTION SERVICES PAY

Article No.: Appendix C-3

Approved:

Other Faculty Pay

HYFLEX Course Modality:	1.25 course load
Independent Study/CWE:	0.25 course load per student up to 3 students; 4 or more students is regular class pay
Writing Bonus (3+ WR sections/term):	\$350.00/term
Course Substitution:	\$30.00/hour; must be a qualified substitute and approved by area Dean
Curriculum Development:	\$30.00/hour; must be approved by Vice President, Instruction
Shared Governance Participation (Adjuncts only):	\$30.00/hour; must be approved by Vice President, Instruction
Meeting Attendance (Adjuncts only):	\$20.00/hour
Course Cancellation Stipend (pilot):	\$500; application required to verify eligibility

Tutors and Classroom Assistants

High School Diploma:	\$15.00/hour
Associate degree:	\$20.00/hour
Bachelor's degree:	\$25.00/hour
Master's degree or higher:	\$30.00/hour

Student Employees (including Federal Work Study)

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

Continuing and Community Education

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

BP 6500 Property and Equipment Management

RECOMMENDATION

ACTION ITEM – SECOND 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. 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 BP 6500 and to rescind the previous BP 209.

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

ACTION ITEM - SECOND 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. The policy has been updated with gender-neutral language as recommended at the first reading. We are asking the board to approve BP 2100 and rescind BP 100 with the recommended changes.

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 the College President. 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 died 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.

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 their 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 non-substantive 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 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 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 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)

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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 **their** 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

ACTION ITEM – SECOND 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.

This is a second reading, and there have been no changes since the first reading of 2715 Code of Ethics is a new Board Policy recommended by OCCA. We are asking the board to approve this new BP 2715 Code of Ethics.

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:

Election of Board Officers

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Bell

The Board will elect individual members to fill the role of Chair and Vice Chair for the 2024/2025 academic year.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Bell

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 INFORMATION.....CFO Montazeri

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

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

4/30/2024

	FY 2022-2023			FY 2023-2024		
	Annual Budget	4/28/2023 Actual	Percentage of Budget	Annual Budget	4/29/2024 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$1,800,000	\$1,755,414	97.52%	\$1,200,000	\$1,223,286	101.94%
State	\$3,066,186	\$2,502,096	81.60%	\$4,038,496	\$3,122,271	77.31%
Property Taxes	\$1,473,213	\$1,460,084	99.11%	\$1,565,146	\$1,514,790	96.78%
Local Contracts	\$40,640	\$28,712	70.65%	\$40,640	\$-	
Tuition	\$942,100	\$798,440	84.75%	\$939,000	\$935,185	99.59%
Fees	\$230,577	\$194,186	84.22%	\$226,277	\$315,606	139.48%
Interest	\$45,000	\$138,003	306.67%	\$360,000	\$280,551	77.93%
Other (sales of goods, rental, Misc.)	\$53,000	\$34,652	65.38%	\$50,700	\$15,065	29.71%
Transfers	\$774,816	\$4,304	0.56%	\$509,664	\$2,196	0.43%
Total resources	\$8,425,532	\$6,915,891	82.08%	\$8,929,923	\$7,408,950	82.97%
Expenditures						
Instruction	\$2,463,532	\$2,259,863	91.73%	\$2,400,453	\$1,534,528	63.93%
Instructional Support	\$757,033	\$524,854	69.33%	\$840,751	\$517,714	61.58%
Student Services	\$648,400	\$465,488	71.79%	\$845,364	\$578,785	68.47%
College Support	\$2,451,261	\$1,963,696	80.11%	\$2,622,255	\$2,087,535	79.61%
Plant Operation	\$455,629	\$359,793	78.97%	\$558,867	\$421,727	75.46%
Transfers	\$308,000	\$143,556	46.61%	\$320,556	164,232	51.23%
Contingency	\$141,677	0	0.00%	\$141,677	\$-	
Total expenditures	\$7,225,532	\$5,717,250	79.13%	\$7,729,923	\$5,304,522	68.62%
Ending fund balance	\$1,200,000	\$1,198,641		\$1,200,000	\$2,104,428	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Report and Updates:

- Healthcare Education Building Construction
 - Kirby-Nagelhout Construction Company
 - \$17,550.000, on budget
 - Continued meetings with community stakeholders
- CIT Design and Construction
- Listening Session/Campus Conversations, May 23
 - Space use, Construction issues, Guided Pathways work, Dean hiring, Strategic Communications
- Employee Communication Month
- All Staff Meeting
 - Safety
 - Excellence in Action Awards
 - Winners
- College Council May 29
 - Chair
 - Membership
- End of Year BBQ May 31
- Diversity, Equity, Inclusion
 - Miriam Friedman; work with Leadership Team initially
- May OPC meeting, May 16
 - Teacher Qualifications
 - Differences between CCs and OPUs
 - Dual Credit
 - Co-requisite coursework
 - Transfer
 - 2025-2027 Current Service Level (CSL) “ask”
 - HECC CC Fiscal Monitoring workgroup (report due 2025)
- OCCA Board meeting May 17
 - Executive Director Hired
 - Abby Lee
 - OCCA Monthly Report
 - See attached from Board member Betsy McMahon

- HECC Commissioner visit
 - Monday, December 7, 2024
 - On campus all day, will attend Board work session/meeting
- TEC/CTE/APR/WD
 - Organizational structure moving to TBCC
 - Board presentation at a later date
- Pride Month
 - Stonewall Uprising, June 1969
 - Recognize impact lesbian, gay, bisexual, and transgender individuals have had on history locally, nationally, and internationally.
- Juneteenth, June 19th
 - Second Independence Day
 - TBCC Holiday, campus closed
 - June 19, 1865 – Galveston Bay, TX
 - Emancipation finally enforced in TX
 - 250,000 enslaved were emancipated
 - Emancipation Proclamation took effect January 1, 1863

Upcoming Dates:

- End of Year Celebration: June 5, 2024, 4-6pm
 - Student Recognitions
 - Teaching Excellence of the Year
- Graduation: Friday June 14, 2024, Tillamook County Fairgrounds
- College Council: June 26, 2024, 3-5pm
- The next Regular Board meeting will be Monday, Sept. 9, 2024, 5pm, Room 214/15

Kudos:

- Student Services, Facilities, Advancement teams
 - Graduation planning
- Siah Kennedy
 - Groundbreaking Ceremony planning
- Angel Cavanaugh, Tom Wolfe, Baylee Beutel, Events Committee
 - Self care activities
- Lorie Lund
 - Budget book development/organization
 - Helping me maintain my sanity!

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