



Board of Education Meeting Agenda

Date: Monday, April 1, 2024

TBCC Board Meeting Rooms 214/215 Hybrid 5:00 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 March 3, 2024, Meeting Minutes	
	c. Personnel Report.....	Senior Manager Kylie 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. All Oregon Academic Scholar	VP Rhoda Hanson
	b. Board Meeting Schedule for 2024-2025 (First Reading)	President Paul Jarrell
	c. Budget Committee Membership (ACTION).....	CFO Montazeri
	d. Budget Development Guidelines (ACTION)	President Paul Jarrell
	e. TBCC 2023-24 Financial Audit (ACTION)	CFO Shari Montazeri
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Plan project/SAO Sharing	Executive Director Britta Lawrence
	b. Program Review: MIT/Welding	Sherry Cook
	c. ASTBCC Report	ASTBCC President
	d. Financial Report	CFO Shari Montazeri
	e. 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.

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**

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.

Upcoming College Council Meetings ☆ > 00 Previous College Council Meetings > 2024 > 06 February 28 2024

Meeting Dates & Agendas	Presenter	Details fo...	ACTION I...	Time Req...	Attachme...	Item Type
00 January Minutes	Michele DeGraffenreid		✓			
01 Program Service Review: MIT/Welding	Sherry Cook		✓	15 min		
02 New Position request forms	Paul Jarrell		✓	15 min		
03 Committee Check Ins	Michele DeGraffenreid		✓	15 Minutes		
04 Officers Discussion	Michele DeGraffenreid		✓	15 Minutes		
05 Program Review Rubrics	Michele DeGraffenreid			10 Minutes		

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College Council Meeting Minutes

February 28, 2024

College Council Members in Attendance: Michele DeGraffenreid, Clare Sobotka, Baylee Beutel, JoAnn Critelli, Nikole Clark, John Sandusky, Mia Gibson

Non-voting ex-officio members in Attendance: President Paul Jarrell

Guests: Britta Lawrence, Lorie Lund, Erin McCarley, Ron Carlbom, Sherry Cook, Carey Rausch

The meeting started at 3:05 pm.

00 Meeting MinutesMichele DeGraffenreid

John Sandusky made a motion to approve meeting minutes with the names corrected. Clare Sobotka seconded the motion. The motion carried.

01 Program Service Review: MIT/Welding.....Sherry Cook

Sherry Cook brought to the College Council her Program review for the MIT/Welding Program and shared a slide show with the presentation. Ron Carlbom also shared with the council about how the welding program would be enhanced to get certifications upon completion. Ron also shared that through workforce development, there may be a future opportunity to start a boat-building program. That would be an income stream that could sustain the program.

Program Review Rubrics: Michele began a discussion on Program Review Rubrics and how they are used by the College Council. The College Council does an assessment and gives it to the author of the Program Review for feedback. There are currently two Rubrics being used by the College Council. One is for Service Areas, and one is for Instruction. She asked the group to review the rubrics to make sure they are still relevant to the work currently to be done and then come back to The College Council with any suggestions for updating the documents.

02 New Positions President Jarrell

The New Position topic began with Paul sharing with the council how the consideration for new positions takes place during the annual budget work. He informed the council that there are 5 new position requests for this year. He listed those positions. If they are approved, they will be added to the 2024-2025 budget. He gave a brief justification for each position request for the council's benefit. Paul said that before approving any new positions, the current positions need to be covered as a higher priority. This year, a few grants have funded some positions will be sunseting and need to be funded through the General Fund. There were some increases to the personnel budget for the year after taking action based on the Compensation Study. There will likely be COLA that will impact on the budget. Once that is all considered in the budget, then we will consider adding new positions.

03 Committee Check-ins..... President Jarrell

Michele reminded the group of the previous discussion about having committees come to the council to give a share-out. The council discussed the frequency of committee reporting and the frequency that the council would need to meet to reach its work goals. The council would like to create a template for committees so they would have direction on what the council would like to receive when being reported to. Some council members expressed concern about increasing meeting frequency due to the workload.

04 Officer Discussion.....Michele DeGraffenreid

Michele reminded the group that the Vice Chair position is open due to Selena Castro leaving. It would be advisable to vote for a Vice Chair in then they could move into the Chair position when Michele’s term of Chair ends later this year. She also made a recommendation to create a recorder position within the group so that Lorie would not be the minutes' keeper. Clare Sobotka was nominated to be the Vice Chair and the vote was unanimous. Nikole Clark was nominated to be the recorder, and the votes were unanimous. Both would begin their terms at the next College Council meeting.

Meeting Adjournment: 4:45pm

Next meeting March 27, 2024

LT Agendas by Meeting Date	Person	Time Need	Link to SP	Attachme	Presenter	Add column
01 Program and Service Review: MIT/Welding	Sherry Cook	20 min				
02 Legislative Item Check-in	Paul Jarrell	20 minutes	https://mailtillamoo...d=w7d37641c0f6a4...			
03 Budget Assumptions	Paul Jarrell	30 minutes				
04 Cabinet/ET, Leadership Team, College Council relationships	Paul Jarrell	30 minutes				
05 TBCC Open House	Paul Jarrell	20 minutes				

Leadership Team Meeting

Feb 19, 2024

Members in Attendance: Rhoda Hanson, Michele DeGraffenreid, Kylie Poklikuha, Shari Montazeri, Lorie Lund, Paul Jarrell, Britta Lawrence

Members Absent : Peter Williams

Guest: Ron Carlbom, Carey Rausch, and Sherry Cook

01 Program and Service Review: MIT/Welding: Ron Carlbom, Sherry Cook and Carey Rausch were present for this Program and Service Review. Sherry Cook gave the presentation using a PowerPoint. Erin requested that this Program Review be part of the Mid-Cycle.

Consensus: N/A

02 Legislative Item Check-in: Spreadsheet was shared with group and the items were reviewed.

Consensus: Per Paul we are on target on all items.

03 Budget Assumptions: continued work on Budget Assumptions with Paul sharing the document for what the work that has been done. This will be shared with Staff on the next Staff meeting and then brought to the board. One stipulation to the Budget Assumption was to specify on STEP/Cola to say still being researched to be finalized. Paul let the group know that the Budget Approval was going to be on the standard timeline with only a slight variance.

Consensus: At the All Staff meeting in March, Paul will go over the Budget Assumptions and the budget process. He will explain why some items may be in researched status.

04 Cabinet/ET, Leadership Team, and College Council: Paul started the conversation by discussing the functions of the various groups and the potential for redundancy. He asked the group to think about recommendations for change that would improve efficiencies.

Consensus: The group will return to the topic with some suggestions and Paul will also bring a suggested restructuring to benefit the college as whole.

05 TBCC Open House: Paul brought background to this topic by explaining that when a new president comes to college there is a community event for the community to meet the new president. Paul would like this to be a college open house rather than just an event to meet the president. The idea would be to host an Open House that would showcase programs at the college and be a family friendly event. The date suggested was Saturday April 13, 2024. He is asking the group to think about what we want to showcase during that event. Shari suggested a fundraising activity during it as well. Rhoda suggest that someone could win a class. Questions around compensation of staff who would work the event were discussed and that seemed reasonable.

Consensus: It will work on suggesting what will be showcased and how it will be set up. April 13, 2024 will be the date, 2:00 pm – 5:00 pm. Mia will make a “Save the Date” asset to give out at the After Hours Business event this Friday where people will be on the campus.

Next week: Leadership will be 10:00- 12:00pm