



# Board of Education Meeting Agenda

**Date:** Monday, November 1, 2021

**TBCC Board Meeting** Zoom – 5:00pm – 7:00pm

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Gervasi
2.	<b>Consent Agenda:</b> -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of October 11, 2021 Meeting Minutes	
	c. Personnel Report .....	Director Ryan
3.	<b>Invitation of Public Comment</b> -----	Chair Gervasi
	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 may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>New Business and/or focused policy discussions</b>	
	a. Title III Grant .....	Exec Director Luquette
	b. Bond Election .....	(Action) President Tomlin
	c. Policy 325 and AR C004: First Reading .....	President Tomlin
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Program Review: Library .....	VP Rivenes
	b. Outcomes Assessment Update .....	VP Rivenes
	c. Financial Report .....	VP Williams
	d. President's Report .....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(Action) Chair Gervasi

# November 1, 2021 Board of Education Meeting Minutes

**TBCC Board Meeting** Room 214 and Zoom – 5:00pm – 7:00pm

**Members in Attendance:** Kathy Gervasi, Pam Zweifel, Mary Jones, Betsy McMahon, Mary Faith Bell

**Members Not in Attendance:** Jennifer Purcell, Tamra Perman

**TBCC Staff in Attendance:** President Ross Tomlin, VP Teresa Rivenes, Executive Director Heidi Luquette, Director Erin McCarley, VP Kyra Williams, VP Rhoda Hanson, Director Sheryl Neu, Director Pat Ryan, Executive Assistant Candi Merrill, Dean Selena Castro, Sarah Miller,

**Call to Order • Acknowledge Guests (Agenda Item #1)** -----Chair Gervasi  
The meeting was called to order at 5:00. Two guests were introduced; Selena Castro, Dean of Student Success and Academic Partnerships (today, November 1, is Selena's first day on the job), and Sarah Miller, Instructional Coordinator for Online Learning.

**Consent Agenda (Agenda Item #2)** ----- (Action) Chair Gervasi

**Approval of Agenda (Agenda Item #2.a)**

There were no changes to the agenda for the November meeting.

**Approval of October 11, 2021 Meeting Minutes (Agenda Item 2b)**

There were no corrections to the minutes from the October meeting.

**Personnel Report (Agenda Item 2.c)**.....Director Ryan  
The Personnel Report for the month is included in the packet for this meeting. Director Ryan updated it verbally with one addition and one change. The Title III Project Director position has now been posted. The job title for the Director of Accounting Services has been changed to Business Office Manager.

Pam Zweifel motioned to approve the Consent Agenda. Mary Jones seconded the motion. **The motion carried.**

**Invitation for Public Comment (Agenda Item #3)** -----Chair Gervasi  
No members of the public were present.

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

**Title III Grant (Agenda Item 4.a)** ..... Exec Director Luquette  
The purpose of this report is to formally notify the Board of Education that TBCC was awarded the \$2.25 Million Title III Strengthening Institutions and Programs grant that was outlined at the September Board Retreat. The grant duration is October 1, 2021 through September 30, 2026. An amount of up to \$450,000 can be spent annually.

Implementing the projects and attaining the outcomes and measures associated with the grant will be

a core focus for the college for the next five years. The grant provides TBCC the funding support to continue our work in Guided Pathways to improve student retention and graduation. The five components of the grant are: redesigning Student Services with a focus on equity, instituting systemic career exploration for students, providing Learning Communities with a 'First Year Experience,' expanding College offerings into a Robust Healthcare Pathway and building the capacity of the TBCC Foundation to do fundraising.

Five new positions will be Funded through Title III, including: a Title III Project Director (currently posted), 2 Student Success Coaches (Advisors), a Nursing Program Director and a Development Specialist.

A five-year budget and workplan has been developed. Executive Director Luquette is currently filling the role of interim Title III Project Director; and that position has just been posted and will be filled as soon as possible.

The board had no questions or concerns, but asked to be provided with updates on this work as it goes along.

**Bond Election (Agenda Item 4.b)** ..... (Action) President Tomlin  
The TBCC Board of Education held a work session on October 25 to discuss the details a of putting a bond measure on the May Special Election ballot and the requisite work involved in getting it passed. As a group, we agreed to go forward. We asked the Board for formal approval at this board meeting to move forward with the Bond campaign with the intention of getting it on the ballot for the local May 17, 2022 Special Election.

Betsy McMahon motioned to go forward with a bond campaign. Mary Jones seconded the motion. **The motion carried.**

**Policy 325 and AR C004: First Reading (Agenda Item 4.c)** ..... President Tomlin  
This was a first reading of the new Policy 325, which develops a process for succession planning at TBCC. This policy and administrative rule took into account feedback received from at the Board retreat in September. President Tomlin explained how the policy and administrative rule would apply to the top tiers within the organization.

For the position of President:

Policy 325 says:

- A TBCC employee can only be considered as a potential successor if they meet all minimum qualifications.
- If following this process, the President would recommend a potential successor for his position from among his own staff and would then discuss it with the Board. If the Board does not approve of the President's choice, they can choose to post the position as usual, and begin the search for external candidates. .

AR C004 says:

- Once the board has approved the President's nominee for successor, the President develops a mentoring plan, a timeline for evaluations, and the deadline by which the decision must be made.
- The President and named successor work together and perform regular evaluations of progress.
- The Board is kept updated on progress and the President and Board together decide upon the timeline for completing the process and the Board would then make the final hiring decision.

For positions at a rank lower than the President:

Policy 325 says:

- For positions of a lower rank such as VP or Director, the person currently in the position can recommend a successor from within their division to the President, or the position can be advertised internally. The successor candidate, whether they were recommended or they responded to an internal posting must be approved by the President.

AR C004 says:

- The person currently in the position meets with the successor to create a succession plan timeline that includes a mentoring plan and timeline for regular evaluations and for completing the process (3 months to 1 year). The Leadership Team and College Council also have opportunities to provide feedback on the Successor. At the end of the succession timeline, the Leadership team will make a recommendation to hire or not to hire. The President makes the final hiring decision.

Question: Are other colleges and universities using succession planning as opposed to external hiring for high-level positions? Answer: This way of filling an open Presidency is getting to be more common in higher education. It allows a college or university to spend a good amount of time mentoring and preparing a person to go into that role. The Board would still be able to do a search for an external candidate if it was decided that was a better strategy.

#### Information-Only Items (Agenda Item #5)

**Program Review: Library (Agenda Item 5.a)** ..... VP Rivenes  
The Program Review for the TBCC Library is attached to the agenda for this meeting. VP Rivenes summarized it for the Board. Library use actually grew during COVID. A stronger relationship between the GED program and the Library was forged during COVID. GED students really used the library a lot.

TBCC students had a rate of 71% awareness of the library in 2020. Awareness fell off a little during COVID so we put some focus on it. Attention-grabbing displays became a feature in the library and the Tutoring Center was renamed “the Learning Lounge.” Awareness this year is around 92%. Use of the Testing Center soared during COVID simply because our facility was open when no others were.

The library is bursting at the seams with 7000 items on it’s shelves. The Library budget has consistently grown by 5% each year which allows it to continue to maintain, weed and improve the collection. Our Librarian resigned in May. We restructured the staffing for the library and now have three positions instead of two, plus a student intern for the first time. This new staffing pattern means more open library hours.

Board comment: We are so thankful that use of OER’s (Open Educational Resources) started before COVID. We have saved students so much money. Textbooks now cost \$120 - \$375 per book. OER’s are free, or students can pay \$15 to get the item printed if they want a hard copy. OER’s are more work for faculty, but TBCC faculty are committed to doing this for our students.

VP Rivenes recognized the work of Blanca Valencia and our brand new employees (Cameron Sage and Clare Sobotka) who were recognized as providing outstanding service in our recent NWCCU evaluation.

**Outcomes Assessment Update (Agenda Item 5.b)** ..... VP Rivenes  
Instructional coordinator Sarah Miller presented.

TBCC collects data on every single student in every course, including those students that are not successful. Course outcomes assessment is not only required for accreditation, it is also useful for us as educators. The information allows TBCC to engage in Continuous Improvement. It demonstrates that student learning occurred or did not occur, and how well students learned. It points out where changes to a course may be necessary, and helps us identify inequities so that steps may be taken to address them.

VP Rivenes added that this process is new and it is cutting edge. When shared with the Accreditation Team, we were told this is a highly developed process. The Accreditation team specifically asked to meet with Sarah about this.

Kudos to Sarah for helping to develop this Outcomes Assessment process.

**Financial Report (Agenda Item 5.c)** .....VP Williams

The financial report for the month of September 2021 is included in the packet for this meeting. VP Williams gave the highlights, including:

- The Beginning Fund Balance is still a moving target, but it is getting closer.
- We anticipate revenues from the state will be excess of what we expected when the budget was created.
- FTE is growing but only in areas that do not impact the General Fund directly. This is probably because dual-credit classes are being offered in the high schools again. Those courses do generate FTE, which will result in more revenue from the state, but not immediately.
- The revenue is pretty good for this early in the year.
- Expenses are on track or maybe a little bit below for the percentage of the year that has passed.

The board had no questions or comments about the Financial Report.

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

- The next Board meeting is Monday, December 6 at 5:00 pm on Zoom.
- The next two Extended Staff Meetings are scheduled for Fridays, November 12 and 19 from 8:15-11am. Board members will receive the Zoom link and are welcome to attend.
- The next OCCA Board meeting is scheduled for Friday, December 3 from 8:30-noon on Zoom.

Updates:

Only one or two Board members have completed the mandatory training on reporting abuse. The deadline is November 12. Pat will trigger the system to send a link to the online training to you again; it will look like an email from Vector Solutions. Please open it, click on the link to the training site. You will see a list of trainings there, but board members need only complete the one on mandatory reporting. The training and quiz is completely online and takes only about 15 minutes.

Staff and Faculty have until November 12 to give us feedback on the reorganization plan. Their input has been mostly positive over the last two weeks.

A Shared Governance committee has been meeting for the purpose of generating ideas on how shared governance should look and work under the new organization structure. Committee members include College council members, Faculty Senate members, and LT members. We think we will be able to have a model ready for implementation in January.

The reorganization adds 3-4 people and Title III adds 5 people, all within the next year, so we need to figure out where to put them until we can do the bigger renovations that will be done as part of the remodel. An Office Space Task Force has been meeting weekly and is getting close to solutions.

Question: Are you looking outside your own building? Answer: If we just can't find enough space for everyone we may look for space downtown that could be leased until the new building comes online and/or the remodel can occur in our current building.

The board had no further comments or questions.

**Board Member Discussion Items (Agenda Item #6)** ----- Chair Gervasi  
There were no Board member discussion items.

A Board member asked a question about the apartment that TBCC has rented for incoming new hires. Is it okay to tell people about that?

Answer: There is no reason to keep it secret. The employee pays the rent; TBCC will only be accountable for the rent when the apartment is vacant. We will allow new hires up to 6 months in the apartment. That should be enough time for them to find a place of their own. Limiting their stay will free up the apartment for another incoming new hire.

**Adjournment (Agenda Item #7)** ----- (Action) Chair Gervasi  
Pam Zweifel motioned to adjourn the meeting. Betsy McMahon seconded the motion. **The motion carried.** The meeting was adjourned at 6:11pm.



## College Council Minutes

October 27, 2021

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**College Council members in attendance:** Michele DeGraffenreid (Chair), Sheryl Vanselow, John Sandusky, Sara Mustonen, Karen Belanger, Ross Tomlin (ex officio member)

**Members not in attendance:** Britta Lawrence (Vice-chair)

**Non-voting members/Guests:** Sarah Miller, Briar Smith, Candi Merrill, Teresa Rivenes, Kennedy Krossen, JoAnn Critelli, Blanca Valencia, Pat Ryan, Sarah Miller, Erin McCarley, Galena Flores, and Tom Atchinson

Chair Michele DeGraffenreid called the meeting to order at 3:00pm.

### Approval of September Meeting Minutes

**Michele DeGraffenreid**

There were two corrections to the minutes of the September 29, 2021 meeting. John Sandusky was noted as both present and not present at that meeting. He did not attend, so the minutes were edited to show that. Sara Mustonen's name was misspelled. John motioned and Sara seconded the motion to approve the September College Council meeting minutes with those two corrections. The motion carried.

Michele stated that she had reached out to Kennedy Krossen, Nikole Clark and Clare Sobotka and invited them to join College Council as members representing their respective areas of the College. Only Kennedy was able to attend today; he affirmed that he would be pleased to serve on College Council. John Sandusky motioned to approve Kennedy as a member of College Council. Sheryl Vanselow seconded. The motion carried.

### Program Review: Library

**Teresa Rivenes**

Both the Program Review for the Library and College Council's evaluation of the Program Review are attached to the agenda for this meeting on Sharepoint.

Sara Mustonen and Britta Lawrence were on the subcommittee for this program review. Sara presented their comments.

Overall, the subcommittee gave the library program review a score of "highly developed." It provided an in-depth analysis of the library, including whether it was serving the mission of the college. Current and future goals are clear and there is evidence goals are being met. They would have liked to have seen a little more information on how the numbers were generated and how the data was measured.

The personnel summary was highly developed and meets the needs of the library and the College. An in-depth analysis of the Learning Lounge was provided and, from last year (when this review was written) to this year, improvements have been made to the Learning Lounge. That is a great support to our students.

The Budget was highly developed. Strengths and weaknesses were described accurately and thoroughly. The review addressed the COVID-19 challenges and how the library adjusted to meet College and student needs during that time.

The program review shows a very strong trajectory of growth.

Sara commented that she enjoyed the process of assessing the program review and looks forward to doing more in the future.

Teresa gave a shout-out to Blanca for jumping in to complete this program review when Masyn left his employment at the College.

### **October Curriculum Committee**

**Teresa Rivenes**

Teresa recapped the October Curriculum Committee meeting. Actions taken by the committee include name changes for PS 204 (from Comparative Politics to World Government) and PS 206 (from Political Thought to Political Philosophy). These title changes were made to make the title of the class a little more descriptive. One class was added: Library 102; which is to be a free peer tutoring class. There were no other substantial changes in October.

### **Policy 324 and AR C004**

**Ross Tomlin**

Both Policy 324 and AR C004, having to do with succession planning at TBCC, are attached to the agenda for this meeting on Sharepoint. The Council expressed concern over the fact that this policy excludes external candidates and that the process seemed so simple as to eliminate any possibility of considering additional input before the final decision is made. The President explained that the purpose of this policy and procedure is to encourage VP's and directors to continue developing professionally throughout their career and to stay at TBCC, keeping their institutional knowledge here. In response to the question, "Is this the ideal way to find the best candidate for the position of college president?" the President provided more detail on how the process works and how it differs depending on whether the position to be hired is the president, or other staff members. When the outgoing president decides to retire, he/she names the existing staff member that he/she feels is the best qualified replacement, develops a mentoring plan that includes regular evaluations, and a timeline for making the final decision (usually 6 months). That potential successor must be fully qualified to be considered. They are a known person, and there are ample opportunities to gather input as to whether that person is a good fit for the position throughout the process.

That person works in conjunction with the outgoing president and the Board of Education for six months; it is essentially a months-long working interview. At any point during that time, if that person is determined to be not a good fit, they can be released and an external search for candidates can be started. The Board of Education makes the final decision on hiring a president.



The Board of Education is not involved in hiring for positions lower in rank than president. The responsibility for hiring replacement for a Vice President or Director would go through the President and Leadership Team. College Council members expressed a desire to be in on the hiring process for those positions. Ross asked College Council to provide revised language for AR C004 so that those changes can be made and the procedure brought back to the next meeting (December 8, 2021) for a second reading.

### **Policy 303 and AR C005**

**Ross Tomlin**

The discussion on stipends began two months ago with the introduction of the idea that those TBCC employees who speak Spanish and use the skill in their job should be compensated for it. This brought up the fact that a few other stipends exist and are not regulated by a policy and administrative rule. It was decided to create a policy and AR that covers stipends in general rather than one that is specific to speakers of a second language.

Under section C005.3 of AR C005, College Council recommended that the language be changed to make it clear that the cell phone stipend is for employees who are in a position to be called in an emergency to deal with a situation at the College, not simply using a cell phone “for business purposes.”

AR C005 will be on the agenda for a second reading at the December 8 meeting of the College Council.

### **Mission Fulfillment**

**Erin McCarley**

This is an interim year for TBCC. We have just completed the 2017-2021 strategic plan period and we will be rethinking parts of the current plan, keeping parts of it, and eliminating some of the measures that were time bound, or that we found to be less useful than we thought they would be, and we will be introducing some new elements. In the interim, does it make sense to continue tracking and measuring data that are not really meaningful? In her presentation, Erin suggested eliminating the ‘not useful’ measures for this year and then eliminate them altogether or rethink how to make them more meaningful.

We will align our Service Area Outcomes (SAO’s) with the new strategic plan when it is developed in the new year. Again, there is little value in continuing to measure old SAO’s, some of which are no longer relevant or meaningful. Perhaps instead, we should have one common shared SAO for this year, that being to develop new Mission, Vision and Values statements, a new strategic plan and new set of SAOs.

There may be changes to the way we track progress to go along with the new strategic plan. Erin suggests, for example, holding a couple of workshops per year on SAO’s to check whether progress is being made or whether any resources or mid-point course corrections are needed. This would allow us to make necessary corrections in time to complete projects and reach goals within the agreed-upon timeframe.

**TBCC ReOrg****Ross Tomlin**

The proposed org chart is attached to the agenda for meeting. It has been shared and discussed at All-Staff meetings on October 15 and 22. Two surveys have been sent out to TBCC employees after each of those meetings asking for feedback. Good quality feedback is wanted; if anyone has an issue with the ReOrg, they should not simply submit a complaint, but offer a suggestion about how it might be improved to get a better result. Ross reiterated that he would like to have the transition to the new org chart happen in January and, to accomplish that, we need to keep this process moving.

**Shared Governance****Michele DeGraffenreid**

This portion of the meeting was closed. No notes were taken.

**Adjournment**

The College Council meeting was adjourned at 5:10pm.



Meeting Dates & Agendas ▾	Presenter ▾	Details fo... ▾	ACTION I... ▾	Time Req... ▾	Attachme... ▾	Item Type ▾	+ Ad
01 Approval of September meeting minutes	Michele DeGraffenreid		✓	5 min			
02 Program Review: Library	Teresa Rivenes		✓				
03 OCT Curriculum Committee	Teresa Rivenes		✓	5 minutes			
04 Policy 325 and AR C004	Ross Tomlin		✓	15 min			
05 TBCC ReOrg	Ross Tomlin			30 min			
06 AR C005 and Policy 303 Stipends	Ross Tomlin		✓				
07 Mission Fulfillment	Erin McCarley			20 min			
08 Shared Governance	Michele DeGraffenreid			10 mins			