

BOARD DUTIES AND RESPONSIBILITIES

ARTICLE NUMBER: 100

LAST APPROVED: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017, March 1, 2021, February 7, 2022

REFERENCE: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

PHILOSOPHY: 100.1

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: 100.2

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

GOVERNANCE: 100.3

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 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: 100.4

The Board of Education shall exercise the following roles and responsibilities, being consistent with any applicable rules or laws of the State of Oregon or the Higher Education Coordinating Commission:

- A. Select and appoint the College President, and negotiate and approve the annual contract.
- B. Select and appoint candidates to vacant Board positions.
- C. Confirm the hiring of administrative officers, professional personnel and other employees.
- D. Enact and approve board policies for the governance of Tillamook Bay Community College.
- E. Control use of and access to the grounds, buildings, books, equipment and other property of the College.

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- 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 \$100,000.
- H. Approve tuition rates and fees.
- I. Draft and implement a Board Self-Evaluation to review its effectiveness as a governing board.
- J. Orient new board members
 - a. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.
 - b. Regularly prepare for and attend board meetings and important college events like graduation, and consistently fulfill their committee obligations.

ORGANIZATION OF THE BOARD: 100.5

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 expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven positions nominated and elected from zones and at large within Tillamook County. 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	

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 election. Board members

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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 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

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 of the unexpired term.

OFFICERS OF THE COLLEGE BOARD: 100.6

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.

The President of the College shall be appointed the Clerk of the Board. The CFO shall be appointed the Deputy Clerk of the Board, and the President or support staff to the President shall be named the Board Secretary.

DUTIES OF OFFICERS: 100.7

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.

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- e. To have the same duty to vote on matters before the Board as the other members.
 - f. Communicate with members that are experiencing attendance issues at board meetings or not consistently fulfilling committee obligations.
- B. Vice-chairperson
- a. The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.
- 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.
- E. Secretary for the Board
- The major duties and responsibilities of the Secretary for the Board will be:
- 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

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- 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: 100.8

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.

EMPLOYMENT RIGHTS OF THE BOARD: 100.9

- 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. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.