



# Board of Education Meeting Agenda

Date: Monday, October 7, 2024

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Bell
2.	<b>Consent Agenda</b> -----	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of September 9,2024 Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	<b>Invitation for Public Comment</b> -----	Chair Mary Faith 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.	<b>New Business and/or focused policy discussions</b>	
	a. BP 2300 Board meeting procedures (Second Reading) (ACTION).....	President Jarrell
	b. BP 2710 Conflict of Interest (Second Reading) (ACTION) .....	President Jarrell
	c. 2025-2026 Budget Development Timeline .....	President Jarrell/ CFO Montazeri
	d. Selection of OCCTE Foundation Board Member (ACTION).....	President Jarrell
	e. Board Goals 2024-2025 (ACTION) .....	President Jarrell
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Mission Fulfillment, Student Belonging .....	Director McCarley/ Director Casey White
	b. SAO Workforce Development .....	JoAnn Critelli
	c. ASTBCC Report .....	ASTBCC President
	d. Construction Report .....	Director J. Lawrence
	e. Financial Report .....	CFO Montazeri
	f. President’s Report .....	President Jarrell
6.	<b>Board Member Discussion Items</b> -----	Chair Bell
7.	<b>Adjournment</b> -----	(Action) Chair Bell

*Per Oregon HB 2560 and HB 2459, all TBCC Board meetings are open for remote public participation via Zoom and are recorded for the purpose of transcribing minutes.*

## Call to Order

**RECOMMENDATION**

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

**BACKGROUND INFORMATION**.....Chair Bell

## Approval of the Consent Agenda

### **RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION**------(Action) Chair Bell  
MOTION TO APPROVE THE CONSENT AGENDA FOR THE SEPTEMBER MEETING.

Items for approval:

- a. Approval of the Agenda for the September meeting
- b. Approval of September 9, 2024 Meeting Minutes
- c. Approval of the Personnel Report

# Approval of the Agenda

## RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING

## Board of Education Meeting Agenda

Date: Monday, October 7, 2024

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Mary Faith Bell
2.	<b>Consent Agenda</b> ----- (Action)	Chair Mary Faith Bell
	a. Approval of Agenda	
	b. Approval of September 9,2024 Meeting Minutes	
	c. Personnel Report.....	Senior Manager Kylie Poklikuha
3.	<b>Invitation for Public Comment</b> -----	Chair Mary Faith 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.	<b>New Business and/or focused policy discussions</b>	
	a. BP 2300 Board meeting procedures (Second Reading) (ACTION).....	President Paul Jarrell
	b. BP 2710 Conflict of Interest (Second Reading) (ACTION) .....	President Paul Jarrell
	c. 2025-2026 Budget Development Timeline .....	President Jarrell/ CFO Montazeri
	d. Selection of OCCTE Foundation Board Member (ACTION).....	President Paul Jarrell
	e. Board Goals 2024-2025 (ACTION) .....	President Paul Jarrell
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Mission Fulfillment, Student Belonging .....	Director Erin McCarley
	b. SAO Workforce Development .....	JoAnn Critelli
	c. ASTBCC Report .....	ASTBCC President
	d. Construction Report .....	Director Jason Lawrence
	e. Financial Report .....	CFO Shari Montazeri
	f. President's Report .....	President Paul Jarrell
6.	<b>Board Member Discussion Items</b> -----	Chair Mary Faith Bell
7.	<b>Adjournment</b> -----	(Action) Chair Mary Faith Bell

# September 9, 2024, Board of Education Meeting Minutes

## Board of Education Meeting Agenda

**Date:** Monday, September 9, 2024

**TBCC Board Meeting** Hybrid/Rooms 214/215 4:00 pm – 6:00 pm

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

**Members Not in Attendance:**

**TBCC Staff in Attendance:** President Jarrell, Interim Vice President Rhoda Hanson, Director McCarley, Senior Manager Poklikuha, Director Sheryl Neu, Adjunct Gary Bond, Interim Vice President Peter Williams, CFO Shari Montazeri, Director Jason Lawrence, Michael Weissenfluh, ASTBCC Vice Chair Piper Poklikuha, JoAnn Critelli, Chris Biegun, Director Britta Lawrence, Registrar Ron Neu,

**Guest:** Gary Bond

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
	Call to Order • Acknowledge Guests .....	Chair Mary Faith Bell
	The meeting was called to order at 4:03 pm.	

**Consent Agenda**..... (Action) Chair Mary Faith Bell

**Approval of Agenda (Agenda Item 2.a):**  
There were no changes to the agenda for September 9, 2024

**Approval of June 3, 2024, Meeting Minutes (Agenda Item 2.b)**  
There were no corrections to the minutes from the June 3, 2024, meeting minutes.

**Personnel Report (Agenda Item 2.c) .....HR Manager Kylie Poklikuha**  
The personnel report was included in the packet. HR Manager Poklikuha updated the board about the three current open positions at the college. The Dean of Instruction position is open and there will be interviews held on Thursday by Zoom. There is an opening for Tutoring & Testing Specialist and interviews for that position will be held this week also. The Workforce Development Support Specialist position will be adjusted and reposted. She closed her report by letting the board know that the position of Safety Coordinator has been filled by Brandon Affolter. Also, the Business Office now has Dave Soules as the Senior Accountant and Justin Kinzer as the Payroll Coordinator.

**Additional Agenda Items ..... Chair Mary Faith Bell**  
Kathy Gervasi made a motion to approve the Consent Agenda. Tamra Perman seconded the motion.

**The motion carried.**

**Invitation for Public Comment (Agenda Item 3) ..... Chair Mary Faith Bell**  
There were no public comments.

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

**BP 2300 Board Meeting Procedures (Agenda Item 4.a) (First Reading) .....President Paul Jarrell**

President Jarrell presented for a first reading an updated policy related to board meeting procedures, which is a revision of a current policy aiming to update language and convert to a new format and numbering system recommended by Oregon Community College Association (OCCA). The policy is not intended to change practice but to clarify expectations and procedures. This policy will replace BP 101.

**BP 2710 Conflict of Interest (Agenda Item 4. b)(First Reading)**

..... **President Paul Jarrell**  
President Jarrell presented for a first reading of BP 2710 Conflict of Interest policy. It has been revised to convert to the new numbering format and follow the language recommended by OCCA. This updated policy would replace BP 105.

**Organizational, Legal, and Financial Designations (Agenda Item 4.c) (ACTION)**

..... **CFO Shari Montazeri**

CFO Montazeri asked the board to approve the organizational, legal, and financial designations for the fiscal year 2024-2025. The changes will include adding CFO Montazeri as a check signer. The other changes are to increase the credit limit for Director Britta Lawrence and authorize Director Jason Lawrence to get a credit card. Interim VP Williams mentioned that there was a typo in item 15 on the document to correct the number of signers.  
Betsy McMahon made a motion to approve the proposed changes with the correction to the document and the motion was seconded by Tamra Perman. **The motion carried.**

**Selection of OCCTE Foundation Board Member (Agenda 4. d) (ACTION)**

.....**President Paul Jarrell**

President Jarrell introduced to the board information about the Oregon Coastal CTE Foundation (OCCTEF) which is a non-profit 501C3 dedicated to supporting K-14 Career Exploration and Training. President Jarrell discussed the history and mission of the OCCTEF and invited Board member nominations to serve on the OCCTEF Board. He went on to explain what the work involved would be by the volunteer board member which includes fiscal oversight. Chair Bell asked if anyone on the board was interested in serving on the OCCTEF board. The board asked to have more time to consider who might want to volunteer. President Jarrell will bring the agenda item back at the following board meeting for voting to approve a volunteer.

**Information – Only Items (Agenda Item 5)**

**Strategic Plan project/SAO Sharing (Agenda 5.a) ..... Enrollment Specialist, Chris Biegun**

Chris Biegun introduced himself to the board as the Enrollment Navigator for TBCC. He then went on to share that his SAO is to make the application process easier for students. He gave a brief description of the process and what steps have been implemented to improve the process.

**Mission Fulfillment, Conversion Rate (Agenda 5.b) ..... Director Erin McCarley/Registrar Ron Neu**

Director McCarley began by letting the board know what new work will go on at the board meetings by sharing with the board Mission fulfillment goals that the college has and will present one of each of the 9 at the board meetings. Director McCarley then introduced Ron Neu, Registrar who then went on to present the Mission Goal, Conversion Rate. He explained what the value of the Conversion Rate is and how it is defined and measured.

**ASTBCC Report (Agenda 5.c) ..... ASTBCC President**  
ASTBCC Vice President Poklikuha gave the monthly ASTBCC report. She shared with the board that many members of the ASTBCC have graduated, and they don't have an operating cabinet yet for 2024-2025.

**Construction Update (Agenda 5.d) ..... Director Jason Lawrence**  
Director Lawrence gave an update to the board on the Healthcare Building Project. He went into details on the project and let them know that the building is officially under construction now. After updating the board on the Healthcare Building Project, he went on to discuss the status of the planned remodeling of the CIT building. They should be able to begin remodeling the CIT building in 6 to 9 months.

**Financial Report (Agenda 5.e) ..... CFO Shari Montazeri**  
The Financial Report was included in the packet. CFO Montazeri started her report by giving the board a financial update on the construction project and summarized the funding and expenditures that have happened to date. She then discussed the Financial Report for July and then updated the board on the status of some outstanding projects in the Business Office to catch up. Now that they have a full crew the work is going forward and is very positive. She closed by making the point that the new building maintenance will need to be considered during the budget cycle development.

**President's Report (Agenda 5.f) ..... President Jarrell**  
The President's report was included in the packet and President Jarrell went through his report drawing attention to important upcoming dates. He went through each item in the report giving additional detail. Paul concluded by giving Kudos to many people who have worked so hard over the past month to bring about many significant events that have been held at the college.

**Board Member Discussion Items (Agenda Item 6) ..... Chair Bell**  
The board asked to reschedule the Board Retreat that had to be canceled due to illness. The board decided that they will hold the annual Board Retreat on October 1, 2024, 9:30 am- 3:30 pm in person and by Zoom.

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

Betsy McMahon motioned to adjourn the board meeting at 6:24 PM and Shannon Hoff seconded the motion. **The board meeting concluded at 6:24 pm.**

# Personnel Report

**RECOMMENDATION**

CONSENT AGENDA

**BACKGROUND INFORMATION**-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Dean of Instruction	Open Until Filled		Interviewing TBD	VP Williams
Tutoring and Testing Specialist	Open Until Filled		Interviewing TBD	Director Sobotka
IT Support Specialist	Open Until Filled		Posted 9/12/24	Director Neu
Workforce Development Support Specialist	Open Until Filled		Re-Posted 9/ /24	Executive Director Cook



## 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

## 2300 Board Meeting Procedures

**RECOMMENDATION**

SECOND READING - ACTION

**BACKGROUND INFORMATION** ..... President Jarrell

This is a second reading, and there have been no changes since the first reading of 2300 Board Meeting Procedures this is an updated Board Policy recommended by OCCA. We are asking the board to approve this new BP 2300 Board Meeting Procedures and rescind BP 101 Board Meeting Procedures.

## BP 2300 Board Meeting Procedures

### References:

OCCA BP 2305,  
Previous BP 101  
ORS 341.283, ORS 255.335(5), ORS 341.283, ORS 192.660, ORS 192.640, ORS 192.630,  
ORS 192.670, ORS 192.650

### CONDUCTING BOARD BUSINESS

Annual Organizational Meeting: The annual organizational meeting of the Board of Education will be held *during the first meeting of the new fiscal year*. The purpose of the annual organizational meeting is to elect a Chair and Vice Chair, and conduct any other business as required by law or determined by the Board of Education.

In years following a district election Oregon law requires that the annual organization meeting be held in July. The Board of Education shall hold a regular organizational meeting following the regular district election no later than the last day of July of that year.

Regular Board Meetings: Regular meetings of the Board of Education shall be held the first Monday of every month. Regular meetings of the Board of Education shall normally be held in -on the TBCC Campus and on Zoom.

Executive Sessions: Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include the following:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.
- To consider matters relating to cyber security infrastructure and responses to cyber security threats.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session. These sessions are not open to the public except for the press.

No final actions may be taken in executive session.

Special and Emergency Meetings: **Special meetings** may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the chairperson of the board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members. Notice of any special meeting shall be given to the members pursuant to bylaws of the board.

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

**Emergency meetings** may be called by the chairperson of the board when prompt action is needed because of actual or threatened disruption of public facilities. Whenever an emergency meeting of the Board of Education is called, the President shall notify each member of the Board of Education. Notice must provide such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

Rules of Order: Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.

Public Participation at Board Meetings: All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education in person regarding items not on the agenda. Oral testimony may also be submitted by telephone, video, or other electronic or virtual means when it is reasonably possible for the Board to provide these options.

Members of the public also may submit written communications, including by email or other electronic means, to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this policy but shall be submitted to Human Resources.

Meeting Minutes: The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- (a) All members of the governing body that are present;

- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Meeting Decorum: The following will be ruled out of order by the presiding officer:

- Disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Education for the duration of the meeting.

Before removal, a warning and a request that the persons curtail the disruptive activity will be made by the chair of the Board of Education. If the behavior continues, the persons may be removed by a vote of the Board of Education, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Voting: The affirmative vote of the majority of members of the Board of Education is required to transact any business. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the “yeas” and “nays” to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a “nay” vote.

Quorum: Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.

Meeting Agendas: The agenda for Board meetings will be prepared by the College President in consultation with the Board Chair. As a general rule, official action will not be taken on items not listed on the agenda. An agenda shall be posted adjacent to the place of meeting at least two hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

Speakers at Board Meetings: The Board will recognize resource persons from various sections of the

college community (instruction, administrative, and business office). All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board of Education are subject to the following:

- The Chairperson of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the Board of Education at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the Board of Education.
- Each speaker will be allowed a maximum of **five** minutes per topic. **30** minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Education meeting. At the discretion of a majority of the Board of Education these time limits may be extended.
- Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

Board Member Travel Policy: All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

MEETING LOCATION:

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

**Adopted:**

**BOARD MEETING PROCEDURES**

ARTICLE NUMBER: 101

LAST APPROVED: April 7, 2008, March 1, 2021, February 7, 2022

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

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**CONDUCTING BOARD BUSINESS: 101.1**

- A. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.
- B. Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
- C. Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
- D. Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.
- E. Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.
- F. Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the outcome of the vote. Votes that are not unanimous will record the vote of each Board member.
- G. Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote.
- H. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.



**BOARD MEETING PROCEDURES**

ARTICLE NUMBER: 101

LAST APPROVED: April 7, 2008, March 1, 2021, February 7, 2022

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

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- I. Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.
  - J. Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.
  - K. Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.
  - L. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgement conditions warrant such action.

PLACE OF MEETINGS: 101.2

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

MEETINGS OPEN TO THE PUBLIC: 101.3

- A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.
- B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

## BP 2710 Conflict of Interest

### RECOMMENDATION

SECOND READING - ACTION

BACKGROUND INFORMATION ----- President Jarrell

This is a second reading, and there have been no changes since the first reading of 2710 Conflict of Interest this is an updated Board Policy recommended by OCCA. We are asking the board to approve this new BP 2710 Conflict of Interest and rescind BP 105 Conflict of Interest.

## **BP 2710 Conflict of Interest**

### **References:**

NWCCU Standards 2.D.3

ORS 244.010 to ORS 244.047

Previous BP 105

Board of Education members and employees shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises. Taking a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

### **Adopted:**

**BOARD CONFLICT OF INTEREST**

ARTICLE NUMBER: 105

LAST APPROVED: April 7, 2008, November 6, 2017, February 7, 2022

REFERENCE:

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BOARD CONFLICT OF INTEREST

Taking a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

In the event of a potential conflict of interest involving any member of the Board, such member shall announce publicly the nature of the potential conflict. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

## 2025-2026 Budget Development Timeline

**RECOMMENDATION**  
INFORMATION

**BACKGROUND INFORMATION** ----- President Jarrell/ CFO Montazeri

The following is our tentative timeline for development of the FY 2025/2026 Budget. Regular updates on progress will be given during regularly scheduled Board of Education meetings.

## **Fiscal Year 2025/2026 Budget Development Timeline**

### **October 2024**

- Present FY 2025/2026 Budget Development Timeline to the Board of Education

### **November 2024**

- New position requests solicited from TBCC Managers

### **December 2024**

- Leadership Team reviews and prioritizes new position requests
- FY 2023/2024 Audit complete

### **January 2025**

- FY 2025/2026 Campus-wide Budget Forum #1
- FY 2025/2026 Budget assumptions determined by Leadership Team
- College Council discussion of new position requests and FY 2025/2026 budget assumptions

### **February 2025**

- FY 2023/2024 Audit presented to the Board of Education
- FY 2023/2024 Audit uploaded
- Budget Committee members confirmed by the Board of Education
- FY 2025/2026 Budget Assumptions and Guidelines presented to the Board of Education

### **March 2025**

- Board of Education sets FY 2025/2026 Tuition and Fees
- FY 2025/2026 Campus-wide Budget Forum #2

### **April 2025**

- Deadline for Business Office completion of FY 2025/2026 Proposed Budget
- Publish Public Notice of Budget Committee meeting
- First Budget Committee meeting to review FY 2025/2026 Proposed Budget
  - o Budget Committee "Approves" FY 2025/2026 Proposed Budget

### **May 2025**

- Second Budget Committee meeting (if necessary)
- Preparation of "Approved" FY 2025/2026 Budget

### **June 2025**

- Budget Hearing – receive public testimony
  - o Notice of Budget Hearing with Budget Summary
- Board enacts resolution to
  - o formally adopt FY 2025/2026 budget
  - o make appropriations
  - o levy and categorize taxes

June 15 – June 30

- Special Board meeting (if necessary)

### **July 15, 2025 (deadline)**

- Notice of levy and resolutions to County Assessor's Office
- Filing of Board Adopted FY 2025/2026 Budget with County Clerk

## Selection of OCCTE Foundation Board Member

### **RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... President Jarrell

The Oregon Coastal CTE Foundation (OCCTEF) is a non-profit 501C3 dedicated to supporting K-14 Career Exploration and Training. President Jarrell will discuss the history and mission of the OCCTEF and invite Board member nominations to serve on the OCCTEF Board.

## Board Goals 2024-2025

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... President Tomlin

The board goals for 2024-25 have been updated based on the discussions at the October board retreat and meeting. They follow this page. We are asking the board to approve these goals for 2024-25.



## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION**----- Chair Bell

# Mission Fulfillment

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....DIRECTOR MCCARLEY

Each month we will consider mission fulfillment for 2023-2024 and discuss the performance of an individual strategic plan measure. As a part of our institutional effectiveness model, we develop projects to respond to measures where we are not meeting or exceeding the thresholds which we have set. Therefore, we will present work that is planned or in progress to improve performance and highlight the innovative approaches occurring across the college as a part of the continuous quality improvement process.

**Strategic Plan Project/SAO Sharing**

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION** .....  
COMMUNITY EDUCATION & CONTINUING EDUCATION COORDINATOR, JOANN CRITELLI

As TBCC enters year three of our strategic plan, we will invite service areas/departments to report on the work they are doing to achieve their Service Area Outcomes (SAOs). This month, we will hear from JoAnn Critelli on the work being done to serve local business and industry training needs through innovative contract education.

# ASTBCC Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....ASTBCC PRESIDENT MITCHELL

The ASTBCC President Mitchell will update the Board on recent activities of ASTBCC.

# Construction Update

**RECOMMENDATION**  
**INFORMATION**

**BACKGROUND INFORMATION** ..... Director Jason Lawrence

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

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION**.....CFO Montazeri

An update on the financial statements is provided below and more clarifications can be provided at the meeting.

Fiscal Year-to-Date, Ended August 2024  
 16.6% of fiscal year completed

	FY 2023-2024			FY 2024-2025		
	Annual Budget	Actual as of 8/31/2023	% of Budget	Annual Budget	Actual as of 8/31/2024	% of Budget
<b>Resources</b>						
Beginning Fund Balance	\$1,200,000	\$1,223,286	101.94%	\$1,200,000	\$1,973,739	164.48%
State	\$4,038,496	\$1,056,634	26.16%	\$4,251,541	\$1,134,303	26.68%
Property Taxes	\$1,565,146	\$0	0.00%	\$1,679,205	\$4,903	0.29%
Local Contracts	\$40,640	\$0	0.00%	\$40,640	\$0	
Tuition	\$939,000	\$70,532	7.51%	\$976,000	\$91,136	9.34%
Fees	\$226,277	\$19,700	8.71%	\$156,520	\$33,312	21.28%
Interest	\$360,000	\$34,752	9.65%	\$360,000	\$52,502	14.58%
Other (sales of goods, rental, Misc.)	\$50,700	\$2,035	4.01%	\$50,700	\$7,714	15.22%
Transfers	\$509,664			\$509,664	\$0	
<b>Total resources</b>	<b>\$8,929,923</b>	<b>\$2,406,938</b>	<b>27%</b>	<b>\$9,224,270</b>	<b>\$3,297,610</b>	<b>35.75%</b>
<b>Expenditures</b>						
Instruction	\$2,400,453	\$185,234	7.72%	\$2,429,907	\$277,600	11.42%
Instructional Support	\$840,751	\$103,401	12.30%	\$957,227	\$111,307	11.63%
Student Services	\$845,364	\$86,870	10.28%	\$892,427	\$110,214	12.35%
College Support	\$2,622,255	\$347,090	13.24%	\$2,636,905	\$397,105	15.06%
Plant Operation	\$558,867	\$98,805	17.68%	\$843,874	\$163,760	19.41%
Transfers	\$320,556	\$35,735	11.15%	\$329,991	\$20,011	6.06%
Contingency	\$141,677	\$0	0.00%	\$383,939	\$0	0.00%
<b>Total expenditures</b>	<b>\$7,729,923</b>	<b>\$857,135</b>	<b>11.09%</b>	<b>\$8,474,270</b>	<b>\$1,079,998</b>	<b>12.74%</b>
<b>Ending fund balance</b>	<b>\$1,200,000</b>	<b>\$1,549,803</b>		<b>\$750,000</b>	<b>\$2,217,613</b>	

# President's Report

## RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION .....President Jarrell

### Report and Updates:

- Fall In-service Week (9/16 – 9/20)
  - Engagement with Strategic Plan
  - Back to School BBQ
- New Student Orientation (9/17)
  - Student Services
  - Learning Community Faculty Engagement
- NWCCU Accreditation
  - Mid-cycle Site Visit ongoing (10/7 and 10/8)
- Fall term underway
  - Enrollment updates
- Nursing Program
  - 1<sup>st</sup> cohort started Clinical Placements
    - Adventist Hospital - Incredible experiences
  - 2<sup>nd</sup> cohort applications, October 1<sup>st</sup> deadline
    - Number of Applicants
- College Council (9/25)
  - Clare Sobotka, Chair
  - Structure and Function
  - Leave Ars
- Board Retreat (10/1)
  - Productive work
- OPC (10/3)
  - Updates
  - Committees
    - DEI
    - Member Services (with Lorie Lund)
    - Affinity Groups
- OCCA Board (10/4)
  - Updates
- YMCA Fundraiser (9/21)
  - Peter Pan
  - Attendees



- NW Oregon Works
  - Peter Williams and JoAnn Critelli
  - Numerous partnership opportunities

**Observances:**

- Hispanic Heritage Month (9/15 to 10/15)
  - LatinX Night at TBCC, October 11, 6-8pm
  - LatinX Advisory Team
- Domestic Violence Awareness Month (October)
- World Mental Health Day
  - October 10th

**Upcoming Dates:**

- Bond Oversight Committee, Monday, October 14, 3:00pm
- Mildred Davy Scholarship Recognition, Friday, October 18, 3:30pm
- College Council, Wednesday, October 30, 3:00pm
- HECC Commissioner visit, Monday, December 7, 2024
- The next Regular Board meeting will be Monday, November 4, 2024, 5pm, Rm 214/15

**Kudos:**

- Student Services Team
  - New Student Orientation
  - Kellie McKeehan
  - Baylee Beutel
- All employees
  - In-service
- Lorie Lund
  - Amazing support to President and Board
- Erin McCarley
  - NWCCU ALO
  - Mid-cycle Report

## 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