



Board of Education Meeting Agenda

Date: Monday, September 9, 2024

TBCC Board Meeting Rooms 214/215 Hybrid 4:00 pm –6:00 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 June 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. BP 2300 Board meeting procedures (First Reading) | President Paul Jarrell |
| | b. BP 2710 Conflict of Interest (First Reading) | |
| | | President Paul Jarrell |
| | c. Organizational, Legal, and Financial Designations..... | (ACTION) CFO Montazeri |
| | d. Selection of OCCTE Foundation Board Member | |
| | | (ACTION) President Paul Jarrell |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. SAO Student Services | Chris Biegun |
| | b. Mission Fulfillment, Conversion Rate | Director McCarley/ Registrar Ron Neu |
| | c. ASTBCC Report | ASTBCC President |
| | d. Construction Update | Director Jason Lawrence |
| | e. Financial Report | CFO Shari Montazeri |
| | f. President’s Report | President Paul Jarrell |
| 6. | Board Member Discussion Items ----- | Chair Bell |
| 7. | Adjournment ----- | (Action) Chair Bell |

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

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Bell

Approval of the 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 June 3, 2024 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING

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June 3, 2024 Board of Education Meeting Minutes

Date: Monday, June 3, 2024

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

A1. Call to OrderChair Bell

A Special Board meeting is called to order at 5:04 pm

B1. Approval of the Agenda(ACTION) Chair Bell

Betsy McMahon made a motion to approve the budget agenda, and Shannon Hoff seconded the motion.

The motion carried.

C1. Public Hearing on 2024-2025 Budget CFO Montazeri

Public hearing: 2024-2025 budget was sent to the Board in a digital format. CFO Montazeri is requesting review and approval. There are no changes to the budget since the Budget Committee approved it.

D1. Adjournment (ACTION) Chair Bell

Betsy McMahon moved to adjourn the Special Board meeting and Kathy Gervasi seconded the motion.

The motion carried. The meeting was adjourned.

TBCC Board Meeting Hybrid – 5:08 pm – 7:00 pm

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

Members Not in Attendance:

TBCC Staff in Attendance: President Paul Jarrell, Interim VP Peter Williams, Interim VP Rhoda Hanson, Director McCarley, Director Sheryl Neu, Director Britta Lawrence, Michele DeGraffenreid, Sherry Cook, and Executive Assistant Lorie Lund, Michael Weissenfluh, Tom Atchison, Eileen Casey White, Gary Bond

Other Guests in Attendance:

Call to Order • Acknowledge Guests (Agenda Item #1) Chair Bell

The meeting was called to order at 5:08 pm.

Consent Agenda (Agenda Item #2) (ACTION) Chair Bell

a. Approval of Agenda

b. Approval of May 6, 2024 Meeting Minutes

c. Personnel ReportSenior HR Poklikuha

Approval of May 6, 2024 Meeting Minutes (Agenda Item 2. b)

There were no changes to the May 6, 2024 meeting minutes.

Personnel Report (Agenda Item 2.c)..... Senior HR Poklikuha

The Personnel Report for the month is included in the packet for this meeting. The Facilities Coordinator position has been filled. Stephany Whitaker has been hired and will start on June 12, 2024. Katy Sommers has been hired as the Healthcare Program Coordinator, and she started on May 22, 2024. We are interviewing a candidate for the Senior Accountant position, and a second interview is scheduled for Thursday of next week. 5 top candidates have been chosen to move to first-round interviews for the Dean of Instruction position. Those interviews will take place on Thursday. The Nursing Adjunct position has been filled by Tracy Thompson. She will be working remotely. Adriana Contreras has filed for the part-time Business Office Clerk position. The Business Office Payroll Clerk is in the second round of interviews.

Kathy Gervasi motioned to approve the Consent Agenda and Andrea Goss seconded the motion.

The motion carried.

Invitation for Public Comment (Agenda Item 3)Chair Bell

No members of the public had comments.

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

Adoption of 2024-2025 Budget (Agenda Item 4.a)..... (ACTION) CFO Montazeri

CFO Montazeri presented the 2024-2025 budget to the Board at the Public Hearing. The 24-25 Budget Resolution was contained in the Board packet. No changes have been made since the Budget Committee approved it in April.

Andrea Goss made a motion to approve and authorize the board chair to sign the budget resolutions for 2024-2025, numbers one through three, adopt the 2024-25 budget, make appropriations, and impose and categorize property taxes. Betsy McMahon seconded the motion. **The motion carried.**

Budget Appendices 2024-25 (Agenda Item 4.b)(ACTION) President Jarrell

CFO Montazeri presented to the board for approval the 2024-2025 Budget Appendices.

The fiscal year has been updated on all policy appendices.

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

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

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

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

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

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

President Jarrell expanded on the rationale for changes in pay to make it more equitable.

Mary Jones made the motion to approve the budget appendices for the 24-25 with the correction to Policy Appendix C-1 to change from 23-24 and should be 24-25. Andrea Goss seconded the motion.

The motion carried.

BP 6500 Property and Equipment Management (Second Reading) (Agenda Item 4.c)..... (ACTION) President Jarrell

The BP 6500 Property and Equipment Management policy has been brought back to the board for a second reading, and we are asking the board to approve it. There have been no changes since the first reading.

Betsy McMahon made a motion to approve BP 6500 Property and Equipment Management. Andrea Goss seconded the motion. **The motion carried.** Andrea Goss motioned to rescind BP 209 and Mary Jones seconded the motion to rescind BP 209. **The motion carried.**

BP 2100 BOE Duties and Responsibilities(Second Reading) (Agenda Item

4.d).....(ACTION)President Jarrell

BP 2100 Board of Education Duties and Responsibilities replaces BP 100 Board Duties and Responsibilities and includes new language suggested by OCCA to be consistent with ORS and applicable NWCCU Accreditation Standards. The policy has been updated with gender-neutral language, as recommended at the first reading. We ask the board to approve BP 2100 and rescind BP 100 with the recommended changes.

Shannon Hoff made a motion to approve BP 2100 and rescind BP 100. Kathy Gervasi seconded the motion. **The motion carried.**

BP 2715 Code of Ethics/Standards of Practice (Second Reading) (Agenda Item

4.e)..... (ACTION) President Jarrell

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

Betsy McMahon made motioned to approve BP 2715. Shannon Hoff seconded the motion. **The motion carried.**

Election of Board Officer (Agenda Item 4.f)..... (ACTION)Chair Bell

The board elected its officers for the upcoming term. Kathy Gervasi made a motion to accept the slate chair and vice chair. Shannon Hoff seconded the motion. A vote was taken, and **the motion carried unanimously.**

Information-Only Items (Agenda Item 5)

ASTBCC President's Report (Agenda Item 5.a) ASTBCC President Mitchell

There was no report this month as no member of ASTBCC was present.

Financial Report (Agenda Item 5.c) CFO Montazeri

The financial report for the month of April 2024 is included in the packet for this meeting. She updated the board with the progress of projects going on in the Business Office since she has been hired at the CFO of TBCC.

President's Report (Agenda Item 5.d) President Jarrell

President Jarrell highlighted upcoming dates of TBCC events. He went on to give CFO Montazeri and the Business Office kudos for the hard work they have done on the budget and bringing outstanding projects up to date. He noted the improvements to processes and stability that has been brought to the Business Office in recent months. President Jarrell went on to share specific items going on at the college.

Report and Updates:

- Healthcare Education Building Construction
 - Kirby-Nagelhout Construction Company
 - \$17,550,000, on budget
 - Continued meetings with community stakeholders
- CIT Design and Construction
- Listening Session/Campus Conversations, May 23
 - Space use, Construction issues, Guided Pathways work, Dean hiring, Strategic Communications
- Employee Communication Month
- All Staff Meeting
 - Safety
 - Excellence in Action Awards
 - Winners
- College Council May 29
 - Chair
 - Membership
- End of Year BBQ May 31
- Diversity, Equity, Inclusion
 - Miriam Friedman; work with Leadership Team initially
- May OPC meeting, May 16
 - Teacher Qualifications
 - Differences between CCs and OPUs
 - Dual Credit
 - Co-requisite coursework
 - Transfer
 - 2025-2027 Current Service Level (CSL) “ask”
 - HECC CC Fiscal Monitoring workgroup (report due 2025) -
- OCCA Board meeting May 17
 - Executive Director Hired
 - Abby Lee
 - OCCA Monthly Report
 - See attached from Board member Betsy McMahon
- HECC Commissioner visit
 - Monday, December 2, 2024
 - On campus all day, will attend Board work session/meeting
 - -
- TEC/CTE/APR/WD
 - Organizational structure moving to TBCC
 - Board presentation at a later date
- Pride Month
 - Stonewall Uprising, June 1969

- Recognize impact lesbian, gay, bisexual, and transgender individuals have had on history locally, nationally, and internationally.
- Juneteenth, June 19th
 - Second Independence Day
 - TBCC Holiday, campus closed
 - June 19, 1865 – Galveston Bay, TX
 - Emancipation finally enforced in TX
 - 250,000 enslaved were emancipated
 - Emancipation Proclamation took effect January 1, 1863
 - Impotysny part of our history

Upcoming Dates:

Invited the board

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

Kudos:

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

Board Member Discussion Items (Agenda Item 6) ----- Chair Gervasi

Adjournment (Agenda Item 7) ----- (ACTION) Chair Gervasi

No motions, adjourned at 6:04pm

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 | | Re-recruiting, Interviewing TBD | VP Williams |
| Tutoring & Testing Specialist | Open Until Filled | | Posted 8/13/24 | Director Sobotka |
| Workforce Development Support Specialist | Open Until Filled | | Offer made. | Executive Director Cook |
| Safety Coordinator | | 8/12/24 | Hired Brandon Affolter | Director J Lawrence |
| Senior Accountant | | 6/18/24 | Hired Dave Soules | CFO Montazeri |
| Payroll Coordinator | | 6/18/24 | Hired Justin Kinzer | CFO Montazeri |

Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT THE BEGINNING OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR WILL CALL ON PEOPLE WHO INDICATE THEY WANT TO PROVIDE PUBLIC COMMENT. THEY WILL HAVE UP TO 3 MINUTES TO SPEAK. IF A SPEAKER HAS FURTHER COMMENTS, THEY CAN PROVIDE THOSE IN WRITING AND THE COMMENTS WILL BE SHARED WITH ALL BOARD MEMBERS.

BACKGROUND INFORMATION.....Chair Bell

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Bell

2300 Board Meeting Procedures

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Paul Jarrell

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

~~A. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.~~

~~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.~~

~~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.~~

~~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.

~~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.~~

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 the Human Resources.

~~D. 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.~~

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** Chair:

- 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.

~~E. 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 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.

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. 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 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

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- 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

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

-
- 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

FIRST READING

BACKGROUND INFORMATION ----- President Paul Jarrell

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:

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.

2024-25 Organizational, Finance, and Legal Designations

RECOMMENDATION

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS FOR FY 2024-2025 – ACTION ITEM

BACKGROUND INFORMATION CFO Montazeri

Changes from the 2023-2024 designations are primarily for the fiscal year and to clarify the deputy clerks for the college.

2024-2025 Organization, Finance, and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that the President be designated Clerk, the CFO be designated Deputy Clerks, and Executive Assistant to President and Board be designated Board Secretary for the 2024-2025 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the 2024-2025 4 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2024-2025; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2024-2025 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2024-2025 Fiscal Year. The Clerk may delegate this authority in writing to the CFO, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2024-2025 Fiscal Year.

6. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2024-2025 Fiscal Year.

7. Name the Budget Officer

Move that the CFO be named Budget Officer for Budget Year 2024-2025. (ORS 294.331)

8. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2024-2025 Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

9. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2024-2025 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$150,000. (ORS 279A.055)

10. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

11. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost and not a distributed per diem. Move that the reimbursement rate for meals and lodging be established at the General Services Administration rates per the GSA.gov website.

Receipts are required for all meal and lodging reimbursements.

12. Authorize Write-off of Accounts Receivables

Move that the CFO be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

13. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2023-2024 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

| | |
|-----------------|--------------------------------|
| Business Office | \$ 200.00 |
| Custodian | Accounts Receivable Specialist |

14. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and CFO/ Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

15. Authorize Check Signatures

Authorize the President/Clerk; Vice President of Instruction; Vice President of Student Services, and the CFO be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following six individuals: the President/Clerk; Sr. Manager of Human Resources; Vice President of Student Services; be authorized/required.

16. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2023-2024 Fiscal Year audit performed during 2024-2025.

17. Designation of Legal Counsel

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

18. Designation of Insurance Agent of Record

Move to approve Tony Veltri Insurance Services as insurance agent of record.

19. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to the college) for the following:

| Name | Credit Limit |
|---|---------------------|
| a. President | \$5,000 |
| b. CFO | \$ 3,000 |
| c. Vice President of Instruction | \$3,000 |
| d. Vice President of Student Services | \$5,000 |
| e. Business Office Generalist (A/P, Purchasing) | \$ 30,000 |
| f. Small Business Development Center Director | \$5,000 |
| g. Executive Dir of Advancement & Foundation | \$10,000 |
| h. Sr. Manager of HR | \$3,000 |
| i. Director of Facilities & Safety | \$5,000 |

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.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Bell

Strategic Plan Project/SAO Sharing

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONENROLLMENT SPECIALIST, CHRIS BIEGUN

As TBCC enters year two 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 Chris Biegun on the work being done by the Admissions team to streamline the admissions process for high school seniors. Their work includes creating student profiles for existing dual credit students that will soon graduate from high school, eliminating extra steps from the admissions process.

Mission Fulfillment

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDIRECTOR 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.

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC 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

A financial statement as of the end of August of 2024 is attached.

Agenda Item 5
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date, Ended July 2024
8.3% of fiscal year completed

| | FY 2023-2024 | | |
|---------------------------------------|--------------------|--------------------|----------------------|
| | Annual Budget | 7/31/2023 Actual | Percentage of Budget |
| Resources | | | |
| Beginning Fund Balance | \$1,200,000 | \$1,223,286 | 101.94% |
| State | \$4,038,496 | | 0.00% |
| Property Taxes | \$1,565,146 | | 0.00% |
| Local Contracts | \$40,640 | | 0.00% |
| Tuition | \$939,000 | \$76,464 | 8.14% |
| Fees | \$226,277 | \$19,530 | 8.63% |
| Interest | \$360,000 | \$18,601 | 5.17% |
| Other (sales of goods, rental, Misc.) | \$50,700 | \$2,418 | 4.77% |
| Transfers | \$509,664 | | |
| Total resources | \$8,929,923 | \$1,340,298 | 15.01% |
| Expenditures | | | |
| Instruction | \$2,400,453 | \$ 54,112 | 2.25% |
| Instructional Support | \$840,751 | \$ 25,254 | 3.00% |
| Student Services | \$845,364 | \$ 21,710 | 2.57% |
| College Support | \$2,622,255 | \$ 132,324 | 5.05% |
| Plant Operation | \$558,867 | \$ 21,168 | 3.79% |
| Transfers | \$320,556 | \$ 16,776 | 5.23% |
| Contingency | \$141,677 | \$0 | 0.00% |
| Total expenditures | \$7,729,923 | \$271,344 | 3.51% |
| | | | |
| Ending fund balance | \$1,200,000 | \$1,068,955 | |

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Report and Updates:

- Healthcare Education Building Construction
 - Started excavation August 12
 - Geo-piers mid-September
- CIT Design and Construction
 - Final design docs to EDA
 - Out to bid mid-September
- Campus Conversations: June 20, July 24, August 21
 - Parking concerns
 - Organization structure
 - Communication
 - Future remodels
 - Accreditation
- NWCCU Accreditation
 - Mid-cycle Report submitted, Site Visit October 7-8
- OPC Retreat: Tillamook, August 5-7
 - Pelican, Schooner, Pacific, Creamery Tours, AxeCowliber, Kayaking (Thanks Sydney!), Hiking (Thanks Ross!)
 - New Director, Abby Lee
 - HECC Strategic Plan review
 - Financial Monitoring Report
 - OCCA 25-27 CSL "ask"
 - \$920M (23-25 = \$800M)
 - Work Plan development
 - Developmental Education
 - Adult Reconnect
 - Cybersecurity
- Nursing Program
 - 2nd cohort applications, Due October 1, 2024
- TEC/CTE/WD
 - Organizational structure moved to TBCC
 - Perkins V oversight moved to TBC
 - Oregon Coastal CTE Foundation

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

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Observances:

- National Suicide Prevention Awareness Month (9/1 to 9/30)
- Hispanic Heritage Month (9/15 to 10/15)

Upcoming Dates:

- New Student Orientation, September 17, 4-7pm
- Fall Inservice, September 18, 9:30-12:30; September 19-20, 8:30-12:00, Room 214/15
- School Year Kick-off BBQ, September 20, 4:00-6:00pm
- College Council: September 25, 2024, 3-5pm
- NWCCU Mid-cycle Site Visit, October 7-8
- HECC Commissioner visit, Monday, December 7, 2024
- The next Regular Board meeting will be Monday, October 7, 2024, 5pm, Room 214/15

Kudos:

- Mia Gibson, Siah Kennedy, Britta Lawrence
 - Fair organization
- Student Services
 - Fair staffing
 - On-campus service during Fair week
- Tom Wolfe
 - IT support for OPC
- 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