Board of Education Meeting Agenda

Date: Monday, January 6, 2025

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

Item **Description** **Resource**

1. **Call to Order • Acknowledge Guests** ----------Chair Bell

2. **Consent Agenda** ---------- (Action) Chair Bell
   a. Approval of Agenda
   b. Approval of December 2, 2024 Meeting Minutes
   c. Personnel Report……..…….... Senior Manager Poklikuha

3. **Invitation for Public Comment** ---------- Chair Bell
   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.

4. **New Business and/or focused policy discussions**
   a. Board Recognition Month …… President Jarrell
   b. Declare Board Vacancy ……..……(ACTION) President Jarrell
   c. Program Approval Associate of Science, Health Science
      ……..(ACTION) VP Williams
   d. 2025-2026 and 2026-2027 Academic Calendar: (Second Reading)
      ……..……..……..……. (ACTION) VP Williams
   e. College Board Resolution – 2025 Community College Legislative Priorities
      ……..……..……..…… (ACTION) President Jarrell
   f. Audit Report ……..……(ACTION) CFO Montazeri
   g. Rescind Board Policy 209 and Board Policy 215 ……..….(ACTION) President Jarrell

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
   a. Mission Fulfillment, Award Completion Rate- Full Time
      …….. Director McCarley and VP Williams
   b. Board Election Information ……..…….. President Jarrell
   c. ASTBCC Report ……..……. ASTBCC President
   d. Construction Update ……..……. Director Lawrence
   e. Financial Report ……..……..……. CFO Shari Montazeri
   f. President's Report ……..……. President 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 JANUARY MEETING.

Items for approval:

a. Approval of the Agenda for the January meeting
b. Approval of December 2, 2024 Meeting Minutes
c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING

Board of Education Meeting Agenda

Date: Monday, January 6, 2025

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

Item **Description** **Resource**

1. **Call to Order • Acknowledge Guests** ----------Chair Bell

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   b. Approval of December 2, 2024 Meeting Minutes
   c. Personnel Report……..…….... Senior Manager Poklikuha

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   b. Declare Board Vacancy ……..……(ACTION) President Jarrell
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      ……..…..(ACTION) VP Williams
   d. 2025-2026 and 2026-2027 Academic Calendar: (Second Reading)
      ……..……..……..……. (ACTION) VP Williams
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      ……..……..……..…… (ACTION) President Jarrell
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   g. Rescind Board Policy 209 and Board Policy 215 ……..….(ACTION) President Jarrell

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   a. Mission Fulfillment, Award Completion Rate- Full Time
      …….. Director McCarley and VP Williams
   b. Board Election Information ……..…….. President Jarrell
   c. ASTBCC Report ……..……. ASTBCC President
   d. Construction Update ……..……. Director Lawrence
   e. Financial Report ……..……..……. CFO Shari Montazeri
   f. President's Report ……..……. President Jarrell

6. **Board Member Discussion Items** ---------- Chair Bell

7. **Adjournment** ----------(Action) Chair Bell

December 2, 2024, Board of Education Meeting Minutes

Board of Education Meeting Agenda

Date: Monday, December 2, 2024

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

Members in Attendance: Andrea Goss, Mary Faith Bell, Shannon Hoff, Kathy Gervasi

Members Not in Attendance: Betsy McMahon, Tamra Jones, Mary Jones

TBCC Staff in Attendance: President Jarrell, Interim Vice President Hanson, Director McCarley, Senior Manager Poklikuha, Director Neu, Interim Vice President Williams, Michele Mayle, CFO Montazeri, Michael Weissenfluh, ASTBCC President Riley Collinsworth, Eileen Casey-White, Director Britta Lawrence, Gary Bond, Executive Assistant Lorie Lund

Guest: Direct McKeehan, Jude Scholtozhauer, Baylee Beutel, Clara Blaser

Item Description **Resource**

Call to Order • Acknowledge Guests …… Chair Bell
The meeting was called to order at 5:02 pm.

Consent Agenda……..… (Action) Chair Bell

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

Approval of November 4, 2024, Meeting Minutes (Agenda Item2.b)
There were no corrections to the minutes from November 4, 2024, meeting minutes.

Personnel Report (Agenda Item 2.c)……..……..…HR Manager Poklikuha
The Personnel report is included in the packet. HR Manager Poklikuha brought the board up to date on open positions at the college. The vice President of Instruction position is open until filled and there have been 9 applicants at the date of the meeting. The IT Support Specialist position is in the interview phase with 4 applicants. CTE Workforce Development Support Specialist and CTE Apprenticeship positions are open until filled. The Financial Aid Advisor position has received 2 applicants that will move on to the interview phase.

Additional Agenda Items …….. Chair Bell

Andrea Goss motioned to approve the Consent Agenda. Shannon Hoff seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) …….. Chair Bell
No public comment

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

OCCA Dedicated Service Recognition (Agenda Item 4.a) ……President Jarrell
President Jarrell shared that at the OCCA Conference in November Mary Jones and Tamra Perman were honored for their dedicated service as board members and received plaques in acknowledgement of that service.

Academic Calendar 2025-2026 and 20226-2027 (Agenda Item 4. b)(First Reading)……
……. President Williams
This is the first reading for the proposed Academic Calendar for 2026-2027 brought by VP Williams. He reminded the board that they approved of the Academic Calendar for 2025-2026 last year and there have been no changes to the calendar. VP Williams will bring the Academic calendar for 2026-2027 to the board in January for a vote to approve it.

BP 3430 Prohibition of Harassment (Agenda Item 4. c)(Second Reading)(ACTION)
…… President Jarrell
President Jarrell reminded the board that this policy was brought for review at its first reading at the November 4, 2024, board meeting. There have been no changes since the first reading and President Jarrell is requesting the board approve BP 3430 and rescind BP 322 Sexual Harassment due to BP 3430 Prohibition of Harassment superseding BP 322 Sexual Harassment.

Kathy Gervasi made a motion to approve BP 3430 Prohibition of Harassment and to rescind BP 322 Sexual Harassment. Andrea Goss seconded the motion. The vote was unanimous. Both **motions carried.**

BP 3433 Prohibition of Sexual Harassment under Title IX (Agenda Item 4. c)(Second Reading)(ACTION
……President Jarrell
President Jarrell reminded the board that this policy was brought for review at its first reading at the November 4, 2024, board meeting. There have been no changes since the first reading and President Jarrell is requesting the board approve BP 3433 Prohibition of Sexual Harassment under Title IX.

Shannon Hoff moved to approve BP 3433 Prohibition of Sexual Harassment under Title IX. Kathy Gervasi seconded the motion. The vote was unanimous. **The motion carried.**

BP 3540 Sexual and Other Assaults on Campus (Agenda Item 4.e) (Second Reading) (ACTION)
..... President Jarrell
President Jarrell reminded the board that this policy was brought for review at its first reading at the November 4, 2024, board meeting. There have been no changes since the first reading and President Jarrell is requesting the board approve BP 3540 Sexual and Other Assaults on Campus.

Shannon Hoff moved to approve BP 3540 Sexual and Other Assaults on Campus. Andrea Goss seconded the motion. The vote was unanimous. **The motion carried.**

Excelencia in Education (Agenda Item 4.e) ..... President Jarrell
President Jarrell introduces agenda item 4.e to the board with some background and how it is useful to the college to join. TBCC is committed to fostering an inclusive and supportive educational environment for all students. With Tillamook County's Latinx population steadily growing, it is imperative to enhance strategies that support the academic success and personal development of these students. Enrollment in Excelencia in Education's Presidents for Latino Student Success (P4LSS) program aligns directly with TBCC's mission and strategic priorities, reinforcing our commitment to excellence, equity, and community engagement.
Excelencia in Education is a nationally recognized organization dedicated to accelerating Latino student success in higher education. Founded in 2004, it provides data-driven research, promotes evidence-based practices, and advocates for policies that support Latino students' academic achievement. President Jarrell is currently preparing the application to submit to Excelencia in Education.

Rural Guided Pathways Project (Agenda Item 4.f) ..... President Jarrell
President Jarrell shared with the board that Tillamook Bay Community College (TBCC) has a unique opportunity to build upon its commitment to student success and community engagement by applying for Phase 2 of the National Center for Inquiry & Improvement's (NCII) Rural Guided Pathways (RGP) project. This initiative focuses on implementing the Guided Pathways framework in rural colleges, addressing unique challenges, and fostering long-term, systemic improvements. Participation in Phase 2 aligns seamlessly with TBCC's strategic goals and offers transformative benefits for students, staff, and the broader community. The boards support applying to join Rural Guided Pathways Project and President Jarrell will go forward with submitting the application to be a part of the second cohort.

Information – Only Items (Agenda Item 5)

Mission Fulfillment, Fall to Winter Retention (Agenda 5.a) ……. Director McCarley
Director McCarley, Director McKeehan, and Student Success Coaches participated in sharing with the board the statistics, outcomes, and goals that align with our Mission Fulfillment. There was a board discussion amongst the board discussing the identified barriers and the suggestions that have been made by stake holders to resolve barriers. The Success Coaches and Student Services are working to help more students to succeed through efforst being made currently.

ASTBCC Report (Agenda 5.b) ……. ASTBCC President
The ASTBCC president gave a report to the board on all of the ASTBCC activities in the last month. President Collinsworth thanked the board for their support in the drive that ASTBCC is currently running to support the needs of students with a donation barrel in the lobby.

Construction Update (Agenda 5.c) ……. President Jarrell
President Jarrell brought the construction update to the board this month He informed the board on what progress has been made. He shared that the walls will go up around the first of the year for the Healthcare building. He finished the report by letting the board know that the permits from the city for the CIT building have been approved and documents are being prepared to submit to the county.

Financial Report (Agenda 5.d) ……..…. CFO Shari Montazeri
The Financial Report was included in the packet for the board's review. CFO Montazeri gave a broad outline of the report's items. She also discussed the construction budget and gave month-to-date information. She closed with sharing that overall; the General fund is in good health. The audit has begun, and she will have a report next month for the board once it is completed.

President's Report (Agenda 5.e) ……..……..……...……. President Paul Jarrell
President Jarrell's monthly report was included in the packet, and he walked the board through dates of note in the report. He shared that the governor's recommended budget has been released. It is 7% higher than expected but there will still be a short fall for Community Colleges.

Board Member Discussion Items (Agenda Item 6) ……..… Chair Bell
Chair Bell asked if any board member had any items for discussion. Kathy Gervasi let the board know that she will be resigning from the board for personal reasons effective, January 7, 2025.

Adjournment (Agenda Item 7) …… (Action) Chair Bell
The board adjourned and moved immediately to the Executive Session.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

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

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Vice President of Instruction	Open Until Filled		Interviews to be scheduled for early January.	VP Hanson
IT Support Specialist	Open Until Filled	1/6/25	Offer accepted.	Executive Director Neu
CTE Workforce Development Support Specialist	Open Until Filled		Interviews to be scheduled	VP Williams
CTE Apprenticeship Coordinator	Open Until Filled		Posted, reviewing the job description	VP Williams
Financial Aid Advisor	Open Until Filled	1/6/29	Offer accepted.	VP Hanson

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

Board Recognition Month

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……...…… President Jarrell

Every January the Governor proclaims it to be School Board Recognition Month. It is a way to recognize the outstanding service provided by the Boards of Education at all our schools and colleges. We are very fortunate at TBCC to have an amazing Board that truly cares for the college and our students, faculty, and staff.

All seven of you volunteer your time to make sure we are remaining strong financially and are continuing to provide high quality educational services to all of our students. I am very proud at state meetings talking with other college presidents about our board and how well you all work together for the benefit of the college. Thank you all for your service to TBCC and thanks for your dedication to the educational needs of the people of Tillamook County. It is greatly appreciated and recognized.

Board of Education Recognition Proclamation - January 6th, 2025

WHEREAS, the Board of Education of Tillamook Bay Community College (TBCC) has demonstrated unwavering dedication to the advancement of our institution, our students, and the broader community;

WHEREAS, the Board nurtures a culture of high expectations, believing all students can learn, grow, and excel;

WHEREAS, the Board's commitment to student success is evident through their support of programs that foster academic excellence, personal growth, and community engagement;

WHEREAS, the Board builds relationships anchored in trust, teamwork, and collaboration, working together to serve the best interests of students and the community;

WHEREAS, the Board members serve as a vital link between TBCC and the community, ensuring that the college remains responsive to the educational and economic needs of our region;

WHEREAS, the Board's collaborative approach and steadfast support have been pivotal in guiding TBCC through periods of growth and transformation;

WHEREAS, the Board's visionary leadership has been instrumental in initiatives such as the development of the new Healthcare Education Building, enhancing educational opportunities for our students, and addressing critical workforce needs in Tillamook County;

WHEREAS, the month of January is designated as School Board Recognition Month, providing an opportunity to acknowledge and celebrate the significant contributions of our Board members;

NOW, THEREFORE, I, **Dr. Paul Jarrell, President of Tillamook Bay Community College**, hereby express my heartfelt gratitude to the members of the Tillamook Bay Community College Board of Education. In recognition of their dedication, leadership, and service, I proclaim the month of **January** to be **Board Recognition Month** at Tillamook Bay Community College.

I encourage everyone in our community to join me in celebrating and thanking our Board of Education for their unwavering commitment to student success, their passion for lifelong learning, and their vision for a brighter future for all.

Paul E. Jarrell
President
January 6, 2025

Declare Board Vacancy Zone 3

RECOMMENDATION

ACTION – APPROVAL OF RESOLUTION TO DECLARE TBCC BOARD OF EDUCATION POSITION 3 VACANT AND APPROVING THE PROCESS FOR FILLING THE VACANCY.

BACKGROUND INFORMATION ……...…… President Jarrell

The Board of Education of Tillamook Bay Community College is responsible for governance of the college, primarily with the creation of policies, and for the evaluation of the effectiveness of those policies.

Board Member Kathy Gervasi notified the College she was resigning from her position, effective January 7, 2025. In order to fill this position on the Board, the Board needs to declare Position 3 vacant and approve the process for filling the position. The vacancy will be advertised on the College's website, social media, and in the local newspaper.

Proposed motion:

Declare Board Vacancy Zone 3, effective January 7, 2025, and direct President Jarrell to initiate process for solicitation of applicants for direct appointment to fill the seat on an interim basis until June 30, 2025.

Program Approval Associate of Science, Health Science

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION ---------- VP Williams

Dr. Williams will be presenting the Associate of Science Health Science for discussion and approval. The curriculum and program map have been approved by the TBCC faculty Curriculum Committee and is ready for Board Approval. The program and curriculum can then go to the Higher Education Coordinating Commission for approval and then to NWCCU for approval from an accreditation standpoint.

TILLAMOOK BAY COMMUNITY COLLEGE

Associate of Science, Health Science

Tillamook Bay Community College

Board of Education

January 6, 2025

Purpose of Degree

- Transfer degree prepares students to enter nursing and other allied health programs, such as physical therapy
- Incorporates required prerequisites associated with nursing and other health programs into one degree

TILLAMOOK BAY
COMMUNITY COLLEGE

Program Learning Outcomes

- Prepares students for Health programs
- Provides strong foundation in Biology, Health Science, and Human Psychology
- Provides a pathway for pre-nursing and other pre-health students to obtain prerequisite courses

TILLAMOOK BAY COMMUNITY COLLEGE

Associate of Science, Health Science Degree

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100 College Survival and Success (3 CR)	MTH 105Z Math in Society (4 CR) -OR- MTH 111 Precalculus I: Functions (4 CR)	Arts and Letters Elective (3-4 CR)
	WR 121Z English Composition I (4CR)	WR 227 Professional & Technical Writing (4 CR)	AH 100 Medical Terminology (4 CR)
	COMM 111 Public Speaking (4 CR)	NUTR 240 Nutrition (4 CR)	BI 234 Microbiology (5 CR)
	BI 112 Cell Biology for Health Occupations (5 CR)	BI 220 Human Genetics (3 CR)	HE 295 & PE 295 Health & Fitness for Life (3 CR)
	CREDIT TOTAL: 16	CREDIT TOTAL: 15	CREDIT TOTAL: 15-16
	FALL TERM	**WINTER TERM**	**SPRING TERM**
YEAR 2	BI 231 Anatomy and Physiology I (4 CR)	BI 232 Anatomy and Physiology II (4 CR)	BI 233 Anatomy and Physiology III (4 CR)
	PSY 201Z General Psychology (4 CR)	PSY 215 Human Development (4 CR)	SOC 206 Social Problems (4 CR) -OR- SOC 204 Sociology in Everyday Life (4 CR)
	Arts and Letters Elective (3-4 CR)	STAT 243Z Statistics I (4 CR)	Elective (4 CR)
	Elective (4 CR)	Elective (4 CR)	
	15-16	16	12

TILLAMOOK BAY COMMUNITY COLLEGE

QUESTIONS?

TILLAMOOK BAY
COMMUNITY COLLEGE

25-26/26-27 Academic Calendar: First Reading

RECOMMENDATION

ACTION- SECOND READING

BACKGROUND INFORMATION ..... VP Williams

There have been no changes to the 2025-2026 and 2026-2027 Academic Calendars since the first reading. Request for a motion to approve the 2025-2026 and 2026-2027 Academic Calendars.

2025-2026 (Approved Draft)

Yearly Academic Calendar

Tillamook Bay Community College

Registration Opens	5/19/25
Holiday - Juneteenth	6/19/25
Grades Due - Sp term	6/16/25
Last Day to Register	6/22/25
Summer Term Begins	6/23/25
Last Day to Drop/ Payment Due	6/27/25
Holiday - Independence	7/4/25
College Closed - 7/3, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29	
Fall Reg Opens	5/19/25
10 Week Su Finals	8/25-8/30/25
Summer Term End Date	8/30/25
Holiday - Labor	9/1/25
Summer Grades Due	9/2/25
Inservice Week	9/15-9/19/25
Last Day to Register	9/21/25
Fall Term Begins	9/22/25
Last Day to Drop/ Payment Due	9/26/25
Holiday - Veteran's	11/11/25
Last Day to Withdraw - Fall	11/14/25
Winter Reg Opens	11/17/25
Holiday - Thanksgiving	11/27-11/28/25
Finals Week	12/1-12/5/25
Fall Term Ends	12/6/25
Fall Grades Due	12/8/25
College Closed	12/22-12/26/25
College Closed	1/1/26
Last Day to Register	1/4/26
Winter Term Begins	1/5/26
Last Day to Drop/ Payment Due	1/9/26
Holiday - MLK	1/19/26
Last Day to Withdraw - W	2/27/26
Spring Reg Opens	3/2/26
Finals Week	3/16-3/20/26
Winter Term Ends	3/21/26
Winter Grades Due	3/23/26
Spring Break	3/23-3/27/26
Last Day to Register	3/29/26
Spring Term Begins	3/30/26
Last Day to Drop/ Payment Due	4/3/26
Summer Reg Opens	5/18/26
Last Day to Withdraw - Sp	5/22/26
Holiday - Memorial	5/25/26
Finals Week	6/8-6/12/26
Commencement	6/12/26
Spring Term Ends	6/13/26
Spring Grades Due	6/15/26

student action	staff/faculty action
holidays	off contract days

June '25

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July '25

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August '25

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September '25

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November '25

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December '25

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January '26

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February '26

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March '26

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April '26

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May '26

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Yearly Calendar Template © 2017 Vertex42.com. Free to Print.

2026-2027

Yearly Academic Calendar

Tillamook Bay Community College

Summer/Fall Registration Opens	5/18/2026
Grades Due - Sp term	6/15/2026
Holiday - Juneteenth	6/19/2026
Last Day to Register	6/21/2026
Summer Term Begins	6/22/2026
Last Day to Drop/ Payment Due	6/26/2026
HOLIDAY	7/4/2026
College Closed	7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/121, 8/28
Finals Week	8/24-8/28/2026
Summer Term End Date	8/29/2026
Grades Due	8/31/2026
Holiday - Labor Day	9/7/2026
Inservice Week	9/14-18/2026
Last Day to Register	9/20/2026
Fall Term Begins	9/21/2026
Last Day to Drop/ Payment Due	9/25/2026
Veteran's Day	11/11/2026
Last Day to Withdraw	11/13/2026
Winter Reg Opens	11/16/2026
Thankgiving Holiday	11/26-27/2026
Finals Week	11/30-12/4/2026
Fall Term Ends	12/5/2026
Grades Due	12/7/2026
College Closed	12/21-25/2026
Holiday - New Year's Day	1/1/2027
Last Day to Register	1/3/2027
Winter Term Begins	1/4/2027
Last Day to Drop/ Payment Due	1/8/2027
Holiday - MLK Day	1/18/2027
Last Day to Withdraw	2/26/2027
Spring Reg Opens	2/15/2027
Finals Week	3/15-19/2027
Winter Term Ends	3/20/2027
Grades Due	3/22/2027
Spring Break	3/22-26/2027
Last Day to Register	3/28/2027
Spring Term Begins	3/29/2027
Last Day to Drop/ Payment Due	4/2/2027
Summer Reg Opens	5/17/2027
Last Day to Withdraw	5/21/2027
Memorial Day	5/31/2027
Finals Week	6/7-11/2027
Commencement	6/11/2027
Spring Term Ends	6/12/2027
Grades Due	6/14/2027

student action	staff/faculty action
holidays	non contract days

June '26

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July '26

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August '26

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

October '26

Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

November '26

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29	30					

December '26

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27	28	29	30	31		

January '27

Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

February '27

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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College Board Resolution – 2025 Community College Legislative Priorities

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ……..…… President Jarrell

The Oregon Community College Association (OCCA) Board of Directors has adopted its legislative priorities for the 2025 Legislative Session, setting the stage for a focused advocacy effort to secure funding and policies that will enhance access and success for community college students across the state.

President Jarrell will submit a resolution of support for the 2025 OCCA Legislative Priorities.

Oregon Community College Association

260 13th Street NE
Salem, OR 97301
503.399.9912
https://www.occa17.com

College Board Resolution – 2025 Community College Legislative Priorities

Whereas:

1. Community colleges are the only sector of public post-secondary education open to all students, regardless of education or skill level.
2. Community colleges serve the largest number of underrepresented and first-generation students in Oregon, playing a vital role in reducing educational, economic, and social inequities.
3. Community colleges provide critical programs, including Career and Technical Education, workforce training, short-term certificates, GED programs, and dual-credit courses for all Oregonians.
4. They are essential for bridging high school to four-year degrees and upskilling adults to meet workforce demands.
5. Insufficient financial aid and capped funding hinder students' ability to pursue post-secondary education and training.

Be it Resolved:
The Tillamook Bay Community College Board of Directors supports the Oregon Community College Association Board's Legislative Priorities for the 2025 Legislative Session, including:

- **$920 million for the Community College Support Fund (CCSF):** Ensures current service levels with modest statewide tuition increases.
- **$150 million increase for the Oregon Opportunity Grant:** Expands access to need-based financial aid, benefiting high school graduates and working adults, and addressing inequities in educational attainment.
- **Raising the Article XI-G Bond funding cap to $14 million:** Adjusts for inflation to support capital projects critical to community colleges. An adjustment to the cap hasn't been made since Article XI-G bonds first became available to colleges in 2005.
- **$10 million for student basic needs:** Addresses growing challenges in food, housing, and transportation to support student success.
- **$1 million for corequisite supports:** Funds faculty release time and training as well as implementation to improve student success in math during the first year of college, particularly for historically underrepresented students.
- **Adult Reconnect policy bill:** Directs the Higher Education Coordinating Commission (HECC) to convene a workgroup for reengaging adults with some college but no degree, addressing enrollment declines and workforce needs.

Community colleges are essential to Oregon's education and workforce ecosystems, and these priorities will strengthen their ability to serve students, businesses, and communities statewide.

_____ _____

Board of Education President Date

Audit Report

RECOMMENDATION

ACTION ITEM - ACCEPT AND APPROVE FOR FILING AND DISTRIBUTION THE 2023-2024 ANNUAL FINANCIAL REPORT

BACKGROUND INFORMATION …….…… CFO Montazeri

Auditing standards require formal written communication between the auditor and the Board. A letter from the auditor is included on the following page.

CFO Montazeri will be prepared to present the Annual Financial Report and address questions.

KENNETH KUHNS & CO.
Certified Public Accountants
570 Liberty Street S.E., Suite 210
Salem, Oregon 97301-3594

Telephone: (503) 585-2550

December 19, 2024

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2024, and have issued our report thereon dated December 19, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 4, 2024. Professional standards also require that we communicate to you the following information regarding significant audit findings related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tillamook Bay Community College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the College during the 2023-24 year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most significant estimate affecting the College's financial statements is the Net Pension Liability. The Net Pension Liability is an estimate of the College's proportionate share of the Public Employees Retirement System (PERS) Plan's unfunded portion of the total pension liability at a specific point in time. The unfunded portion will change from one year to the next and is based on assumptions about the probability of the occurrence of events far into the future. The amount was actuarially determined with management input. We evaluated the key factors and assumptions used to develop the College's proportionate share of the net pension liability in determining that it is reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. There were no significant sensitive financial statement disclosures for the 2023-24 year.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were significant corrections made to the College's financial records as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the independent auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 19, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of independent auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Education and management of Tillamook Bay Community College and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Kenneth Kuhns & Co

Kenneth Kuhns & Co.

Rescind BP 209 and BP 215

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ……...…… President Jarrell

Request to rescind Board Policy 209 Use of College Property (now AR 6510) and Board Policy 215 Lost and Found (no longer needed).

USE OF COLLEGE PROPERTY
ARTICLE NUMBER: 209
LAST APPROVED: April 7, 2008, December 4, 2017
REFERENCE:

USE OF COLLEGE PROPERTY: 209.1

College property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the College President or designee.

LOST AND FOUND
ARTICLE NUMBER: 215
LAST APPROVED: June 6, 2011, December 4, 2017
REFERENCE:
RELATED TO ADMINISTRATIVE RULE NUMBER: AR B015

OVERVIEW

Tillamook Bay Community College is not responsible for items left behind by faculty, staff, students or other patrons, but the College would like to provide a convenient mechanism for assisting in the return of items to the owner. The TBCC Lost and Found Administrative Rule B015 establishes a procedure regarding the handling and return of items found on College property, the mechanism to track items reported lost, and the disposition of unclaimed items.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

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

Mission Fulfillment, Award Completion – Full time

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION……..……DIRECTOR MCCARLEY/VP WILLIAMS

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.

Board Election Information

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……..……..…… PRESIDENT JARRELL

Four Board members have their term end in June 2025. They are:

- Andrea Goss (Zone 2: Fairview, Netarts, Oceanside, South Prairie, and Westside)
- Kathy Gervasi (Zone 3: Eastside and Trask)
- Tamra Perman (Zone 6: At large)
- Shannon Hoff (Zone 4: Bay City, Garibaldi, Kilchis, Maple Leaf, Foley)

Those that plan to run in the May election for a new term (2025-27) must apply to the County Clerk to be on the Spring ballot between February 8, 2025, and March 20, 2025. The application form follows on the next page. The election is scheduled for May 20, 2025, as a county Special Election. The new term will then start on July 1, 2025.

Tillamook County Clerk

Land of Cheese, Trees, and Ocean Breeze

Christy Nyseth, Clerk
201 Laurel Avenue
Tillamook, OR 97141
(503) 842-3402
www.tillamookcounty.gov

Important Information for the May 20, 2025 Special Election

District Candidate Timelines per ORS 255.235

First Day to File SEL 190 (Candidate Filing): February 8, 2025

Last Day to File: March 20, 2025

Filing Fee: $10.00

Important:
Please email your updated and signed District Update Form to caitlin.munoz@tillamookcounty.gov
Once she receives your form, she will email you links to the SEL 190 and the Candidate Manual.
Thank You!

255.235 Nomination of candidates for election to district boards; withdrawal. Except as provided in ORS 255.400 to 255.424:

(1) A candidate for election as a member of a district board shall be nominated by filing with the elections officer either:

(a) A petition for nomination signed by at least 25 electors, or 10 percent of the electors, residing in the election district for the office, whichever number is less; or

(b) A declaration of candidacy accompanied by a filing fee of $10.

(2) A petition for nomination or a declaration of candidacy shall be filed with the elections officer not sooner than the 40th day before the deadline specified in paragraph (a) or (b) of this subsection and:

(a) Not later than the 61st day before the date of the district election if the election is a regular district election or the first election at which members of the district board are elected.

(b) Not later than the 70th day before the date of the district election if the election is held on the date of a primary election or general election.

(3) A nominating petition or declaration of candidacy shall contain the information specified in ORS 249.031.

(4) The Secretary of State shall ensure that the templates for a nominating petition or declaration of candidacy provide the candidate with the option to:

(a) Provide the candidate's race and ethnicity; and

(b) Limit the public accessibility of the candidate's residence address in the manner set forth in ORS 249.021.

(5) In a district in which a position or zone number is assigned to each office on the district board, each petition for nomination or declaration of candidacy for election to the district board shall state the position or zone number of the office to which the candidate seeks election.

(6) The provisions of ORS 249.009 (1)(b) and 249.061 do not apply to nominating petitions filed under this section.

(7) A nominee for election to the district board may withdraw the nomination not later than 5 p.m. of the last day specified for filing a petition or declaration under this section by filing with the elections officer a written withdrawal of candidacy. The withdrawal shall be signed by the nominee and state the reasons for withdrawal.

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……...……ASTBCC PRESIDENT COLLINSWORTH

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

Construction Update

RECOMMENDATION

INFORMATION ONLY

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 will be provided verbally at the meeting.

Fiscal Year-to-Date, Ended November 2024
41.67% of fiscal year completed

	FY 2023-2024			FY 2024-2025		
	Annual Budget	Actual as of 11/30/2023	% of Budget	Annual Budget	Actual as of 11/30/2024	% of Budget
Resources						
Beginning Fund Balance	$1,200,000	$1,223,286	101.94%	$1,200,000	$1,826,608	152.22%
State	$4,038,496	$2,117,193	52.43%	$4,251,541	$2,308,856	54.31%
Property Taxes	$1,565,146	$1,402,826	89.63%	$1,679,205	$539,217	32.11%
Local Contracts	$40,640	$6,349	15.62%	$40,640	$0	0.00%
Tuition	$939,000	$374,344	39.87%	$976,000	$451,400	46.25%
Fees	$226,277	$99,411	43.93%	$156,520	$140,969	90.06%
Interest	$360,000	$116,510	32.36%	$360,000	$71,314	19.81%
Other (sales of goods, rental, Misc.)	$50,700	$5,404	10.66%	$50,700	$17,345	34.21%
Transfers	$509,664	$0	0.00%	$509,664	$34,100	6.69%
Total resources	$8,929,923	$5,345,323	60%	$9,224,270	$5,389,809	58%
Expenditures						
Instruction	$2,400,453	$608,582	17.80%	$2,429,907	$723,467	29.77%
Instructional Support	$840,751	$273,962	26.36%	$957,227	$285,464	29.82%
Student Services	$845,364	$276,961	25.44%	$892,427	$279,696	31.34%
College Support	$2,622,255	$894,907	28.22%	$2,636,905	$836,718	31.73%
Plant Operation	$558,867	$225,576	32.78%	$843,874	$333,132	39.48%
Transfers	$320,556	$85,916	21.74%	$329,991	$85,443	25.89%
Contingency	$141,677	$0	0.00%	$383,939	$0	0.00%
Total expenditures	$7,729,923	$2,365,904	31%	$8,474,270	$2,543,919	30%
Ending fund balance	**$1,200,000**	**$2,052,680**		**$750,000**	**$2,952,554**	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……..…….....…President Jarrell

President Paul Jarrell will provide updates and information regarding recent happenings at the college.

President's Report
January 2025

Updates

- First day of Winter term – January 6

- Healthcare Advisory Committee Meeting – December 9

- Juntos Family Day, OSU Extension – December 20
    - Approximately 150 students and family members
    - Crafts and Classwork
    - Tamale Truck!

- Winter Wonderland Extravaganza – December 13
    - Costume judging
    - Sweet and Savory Treats

- OPC – December 5
    - Governor's Recommended Budget
    - Capital Construction
    - Financial Monitoring Report

- OCCA Board Mtg – December 6
    - Legislative Preparations
    - Student Success Metrics
        - Early Momentum Metrics update

January Observances

- School Board Appreciation Month
    - The Oregon School Boards Association has set aside the month of January to honor the unpaid elected volunteers who serve on Oregon's 197 local school boards, 19 education service district boards, and 17 community college boards. These dedicated local leaders give their personal time and energy to handling the critical tasks of budgeting and overseeing the management of Oregon's public education structure.

- National Day of Racial Healing – January 21
    - The National Day of Racial Healing is a time to contemplate our shared values and create the blueprint together for healing from the effects of racism. Launched in 2017, it is an opportunity to bring all people together and inspire collective action to build common ground for a more just and equitable world. On this day, individuals, organizations and communities across the U.S. come together to explore their common humanity and build the relationships necessary to create a more just and equitable world.

- International Holocaust Remembrance Day – January 27
    - An international holiday created by the United Nations; January 27th is the anniversary of the liberation of Aushwitz-Birkenau. The purpose of the day is to honor the millions of victims of Nazism and develop educational plans to prevent future genocides.

Upcoming Dates

- College Closed - January 20, Holiday – MLK Day

    - TBCC Equity and Inclusion Committee MLK Day of Service event. This event is in partnership with Habitat for Humanity and will take place on **Monday, January 20th.** The projects will vary in difficulty. You can register by **scanning the QR code on the flyer below or by clicking here**.
- OCCA Legislative Summit – March 5-6, 2025
- The next Regular Board meeting will be Monday, February 3, 2025, 5pm, Room 214/15

Kudos

- Holly Krause and others
    - Holiday decorations

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