



# Board of Education Meeting Agenda

**Date:** Monday, February 3, 2025

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

<b>Item</b>	<b>Description</b>	<b>Resource</b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Bell
2.	<b>Consent Agenda</b> -----	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of January 6, 2025, Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	<b>Invitation for Public Comment</b> -----	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.	<b>New Business and/or focused policy discussions</b>	
	a. Budget Committee Membership .....	(Action) CFO Montazeri
	b. Budget Assumptions and Guidelines .....	CFO Montazeri
	c. BP 6340 Bids and Contracts (First Reading) .....	President Jarrell
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Mission Fulfillment, Transfer Rate .....	Director McCarley and VP Hanson
	b. ASTBCC Report .....	ASTBCC President
	c. Construction Update .....	Director Jason Lawrence
	d. Financial Report .....	CFO Shari Montazeri
	e. President’s Report .....	President Paul Jarrell
6.	<b>Board Member Discussion Items</b> -----	Chair Bell
7.	<b>Adjournment</b> -----	(Action) Chair Bell

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

# Call to Order

**RECOMMENDATION**

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

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

# Approval of the Consent Agenda

**RECOMMENDATION**

ACTION ITEM

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

Items for approval:

- a. Approval of the Agenda for the February meeting
- b. Approval of January 6, 2025 Meeting Minutes
- c. Approval of the Personnel Report

# Approval of the Agenda

**RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING

## Board of Education Meeting Agenda

Date: Monday, February 3, 2025

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	b. Approval of January 6, 2025, Meeting Minutes	
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	b. Budget Assumptions and Guidelines .....	CFO Montazeri
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	c. Construction Update .....	Director Jason Lawrence
	d. Financial Report .....	CFO Shari Montazeri
	e. President’s Report .....	President Paul Jarrell
6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

# January 6, 2025, Board of Education Meeting Minutes

## Board of Education Meeting Agenda

**Date:** Monday, January 6, 2025

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

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

**Members Not in Attendance:** Mary Jones

**TBCC Staff in Attendance:** President Jarrell, Vice President Hanson, Director McCarley, Senior HR Manager Poklikuha, Director Neu, Interim Vice President Williams, CFO Montazeri, Michael Weissenfluh, Eileen Casey-White, Gary Bond, Director B. Lawrence, Executive Director J. Lawrence, Executive Assistant Lorie Lund

**Guest:**

<u>Item</u>	<u>Description</u>	<u>Resource</u>
	<b>Call to Order • Acknowledge Guests</b> .....	<b>Chair Bell</b>
	The meeting was called to order at 5:02 pm.	

<b>Consent Agenda</b> .....	<b>(Action) Chair Bell</b>
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**Approval of Agenda (Agenda Item 2.a):**  
There were no changes to the agenda for January 6, 2025

**Approval of February 5, 2024, Meeting Minutes (Agenda Item 2.b)**  
There were no corrections to the minutes from December 2, 2024, meeting minutes

<b>Personnel Report (Agenda Item 2.c)</b> .....	<b>HR Manager Poklikuha</b>
The Personnel report is included in the packet. HR Manager Poklikuha gave updates verbally	

<b>Additional Agenda Items</b> .....	<b>Chair Bell</b>
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Andrea Goss motioned to approve the Consent Agenda. Tamra Perman seconded the motion. There was a unanimous vote, and **the motion carried.**

<b>Invitation for Public Comment (Agenda Item 3)</b> .....	<b>Chair Bell</b>
No public comment	

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

**Board Recognitions Month (Agenda Item 4.a) .....President Jarrell**  
President Jarrell expressed gratitude for all the work the board does and does so well. He acknowledged that they work together very well. He read into the record the Board Recognition Proclamation that was included in the packet.

**Declare Board Vacancy (Agenda Item 4. b) (ACTION) ..... President Paul Jarrell**  
President Jarrell announced that the board had received the letter of resignation from board member, Kathy Gervasi in Zone 3. President Jarrell declared that effective January 7, 2025 Zone 3 board position will be vacant and the board directed the President to initiate the process for solicitation of applicants for direct appointment to fill the seat for Zone 3 on an interim basis through June 30, 2025.

Betsy McMahon made a motion to direct President Jarrell to initiate the process for solicitation of applicants for a direct appointment to fill the board seat in Zone 3. Tamra Perman seconded the motion and after a unanimous vote, **the motion carried.**

**Program Approval Associate of Science, Health Science (Agenda Item 4. C) (ACTION) ..... VP Williams**  
Dr. Williams presented 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.

Shannon Hoff moved to approve the Associate of Science Health Science program which Betsy McMahon seconded the motion. The vote was unanimous, and **the motion carried.**

**2025-2026 and 2026-2027 Academic Calendar:(Agenda 4. d)(Second Reading) (ACTION) .....VP Williams**  
VP Williams brought to the board the second reading of the Academic Calendars for 2025-2026 and 2026-2027. There have been no changes to the calendars since the first reading and VP Williams is requesting that the board approve the calendars.

Betsy McMahon moved to approve the Academic Calendars for 2026-2027. Kathy Gervasi seconded the motion. There was a unanimous voted and **the motion carried.**

**College Board Resolution – 2025 Community College Legislative Priorities (Agenda Item 4.e)(ACTION) ..... President Jarrell**  
The Oregon Community College Association (OCCA) developed a legislative priorities board resolution and are asking community college Boards to approve the resolution which indicates our college supports the legislative priorities for community colleges in this legislative session.

Betsy McMahon moved to approve the supporting of the OCCA Legislative priorities, which Andrea Goss seconded the motion. The was a unanimous vote and **the motion carried.**

**Audit Report (Agenda Item 4.f) (ACTION) ..... CFO Montazeri**  
The board received a copy of the audit report at the board meeting. CFO Montazeri reported to the board that there were no significant deficiencies found during the audit. She also reported that items of issue last year were acknowledged as corrected this year. CFO Montazeri carefully answered all questions from the board and concluded with a request for the board to approve the 2023-2024 audit report.

Betsy McMahon moved to accept the 2023-2024 Audit Report, which was seconded by **Kathy Gervasi**. The vote was unanimous to approve the Audit Report, and **the motion carried.**

**Rescind Board Policy 209 and Board Policy (Agenda 4.g) (ACTION) ..... President Jarrell**  
President Jarrell brought before the board the request Board Policy 209, Use of College Property and Board Policy 215, Lost and Found that have been replaced or no longer in use. Those policies were included in the packet.

Andrea Goss made a motion to rescind Board Policy 209, Use of College Property and Board Policy 215, Lost and Found which was seconded by Shannon Hoff. After a unanimous vote **the motion carried.**

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

**Mission Fulfillment, Award Completion Rate- Full Time (Agenda 5.a) ..... Director McCarley and VP Williams**

Director McCarley introduced the agenda item 5.a as the next in an ongoing of mission metrics. She shared a PowerPoint presentation with displaying the metrics of the data and walked the board through that information on Full Time Completion Rate. She called out the great work the Success Coaches have been doing to support students.

**Board Election Information (Agenda 5.b) ..... President Jarrell**

We have 5 board members up for reelection. Forms are attached to the packet and are due to the County Clerk by March 20, 2025.

**ASTBCC Report (Agenda 5.c) ..... ASTBCC President**

The ASTBCC President was not present at the board meeting and there was no report.

**Construction Report (Agenda 5.d) ..... Executive Director Lawrence**

Executive Director Lawrence provided updates on the construction progress of the CIT and Health Education building projects. For CIT, the building has been submitted to the county for permit review, and the EDA paperwork is complete. The building is expected to be open for bid by the end of January and construction is anticipated to start in March or April. For Health Education Building, the foundation and slab work is complete, and the framing package has arrived. The framing is expected to take seven weeks, and the building is expected to be completed by late fall of 2025. Executive Director Lawrence also invited the board to tour the job site next month, and mentioned that the water and flooding situation is under control.

**Financial Report (Agenda 5.e) ..... 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 shared with the board that she is confident that things are stable and positive.

**President's Report (Agenda 5.f) ..... President Paul Jarrell**

President Jarrell's report was included in the board packet, and he went through the report during the board meeting. Bringing the board's attention to important dates that are upcoming.

**Board Member Discussion Items (Agenda Item 6) ..... Chair Bell**

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

Betsy McMahon made the motion to adjourn the board meeting. Kathy Gervasi seconded the motion. **The motion carried.**

The board meeting concluded at 6:34 pm.

# Personnel Report

**RECOMMENDATION**

CONSENT AGENDA

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

Position Title	Recruitment Phase	Start Date	Comment	Screening Committee Chair
Vice President of Instruction	Interviewing		4 On-Campus Interviews scheduled	VP Hanson
IT Support Specialist	Hired		Denton Ngo started on Jan. 6th	Executive Director Neu
CTE Workforce Development Support Specialist	Interviewing		Interviews scheduled for end of January	VP Williams
CTE Apprenticeship Coordinator		TBD	Internal hire	VP Williams
Financial Aid Advisor	Hired		Gio Romanini started on Jan. 6th	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

## Budget Committee Membership

### RECOMMENDATION

ACTION ITEM: REAPPOINT BUDGET COMMITTEE MEMBERS WITH EXPIRED TERM TO NEW TERM/APPOINT NEW MEMBER

### BACKGROUND INFORMATION ..... CFO Montazeri

The budget committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each representing one of seven zones. It is the duty of the budget committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the budget committee holds public meeting/s at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Budget Committee members have three year terms. We have one application for you to approve today.

Zone	Board Member	Community Representative	Term Expires
1	Mary Jones	Karen Matthews	06/30/27
2	Andrea Goss	Richard Conti	06/30/27
3	Kathy Gervasi	Eric Swanson	06/30/27
4	Shannon Hoff	Steve Vanderhoef	<del>06/30/24</del> 06/30/28
5	Betsy McMahon	<del>Chris Weber</del> Kathy Gervasi	<del>06/30/24</del> 06/30/28
6 –At large	Tamra Perman	Briar Smith	06/30/25
7 –At large	Mary Faith Bell	Doug Olson	06/30/25

# Budget Assumptions and Guidelines

## RECOMMENDATION INFORMATION

## BACKGROUND INFORMATION ----- CFO Montazeri

These are the start of the budget assumptions being discussed by the Leadership Team for the 2025-26 fiscal year budget. They will be finalized by early-March in order to draft a proposed budget.

### 1. **Beginning Fund Balance**

- Estimate \$1.4 million for the 2025-2026 fiscal year

### 2. **Community College Support Fund**

- CCSF 2025-2027 Biennial budget
  - GRB = \$870 million
- TBCC allocation approximately 1.1% of CCSF
- Approximately \$4.6 million FY 2025-2026

### 3. **COLA and STEP Increases**

- CPI-W = 2.5%
- CPI-U (West) = 2.4%
- CPI-U (West, small) = 2.1%
- CPI-U (Pacific all) = 2.7%
- Consider 2.5 - 3.0% COLA
  - Wellness stipend “institutionalized”
- Step increase = 3%

### 4. **Health Insurance Premiums**

- Increase college contribution
  - Currently \$1,382/month
  - Consider \$40-\$60 (increase keeps up with OEBC increase)
- Consider increase “opt-out” payments

### 5. **Estimated Revenue from FTE Growth**

- Estimated 5% growth of FTES for 2025 – 2026 (relative to 2024 – 2025)

### 6. **Tuition and Fees**

- a. Considering increase of approximately 4%

### 7. **Timber Revenue**

- Expecting a reduced amount based on information from the state forester
- Estimated to receive around \$400,000 for the current fiscal year

# BP 6340 Bids and Contracts

**RECOMMENDATION**

ACTION ITEM – FIRST READING

**BACKGROUND INFORMATION** ----- President Paul Jarrell

TBCC has adopted the OCCA Board Policy Library and is in the process of updating TBCC Board Policies and Administrative Rules to reflect the OCCA Policy and Administrative Rule numbering system and include language suggested by OCCA legal counsel. In addition to updating existing TBCC Board Policies and Administrative Rules, new policies are being proposed where suggested by the OCCA Policy Library and deemed appropriate.

This is a first reading of 6340 Bids and Contracts.

## **BP 6340 Bids and Contracts**

### **References:**

2 Code of Federal Regulations Part 200.318  
ORS 279A, ORS 279B, ORS 279C  
Community College Rules of Procurement

The Board of Education delegates to the President or their designee the authority to enter into contracts on behalf of the College, and to establish administrative rules for contract awards and management, subject to the following:

- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the entity that exceed \$150,000 shall require prior approval by the Board of Education.
- Bids lower than \$150,000 may be approved by the President or President's designee.
- Bids will be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law requiring public bidding.
- Exceptions include cases where the Board of Education acts in an emergency and follows applicable laws and administrative rules.
- The dollar amounts that determine whether it is necessary to require a bidding process are set by state bidding law.
- When bids are required, according to state bidding laws, the President or their designee shall award each such contract to the lowest responsible bidder who meets the specifications published by the entity and who shall give such security as state law, or the Board of Education requires or reject all bids.

Opportunity will be provided to all responsible suppliers to do business with the College.

# Information Only Items

**RECOMMENDATION**  
INFORMATION ONLY

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

# Mission Fulfillment, Transfer Rate

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION**.....DIRECTOR MCCARLEY/VP HANSON

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 INFORMATION** .....ASTBCC PRESIDENT COLLINSWORTH

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

# Construction Update

**RECOMMENDATION**  
INFORMATION ONLY

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

Executive 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 December 2024  
 50% of fiscal year completed

	FY 2023-2024			FY 2024-2025		
	Annual Budget	Actual as of 12/31/2023	% of Budget	Annual Budget	Actual as of 12/31/2024	% of Budget
<b>Resources</b>						
Beginning Fund Balance	\$1,200,000	\$1,223,286	101.94%	\$1,200,000	\$1,834,941	152.91%
State	\$4,038,496	\$2,117,193	52.43%	\$4,251,541	\$2,308,856	54.31%
Property Taxes	\$1,565,146	\$1,408,698	90.00%	\$1,679,205	\$1,400,188	83.38%
Local Contracts	\$40,640	\$0	0.00%	\$40,640	\$0	0.00%
Tuition	\$939,000	\$373,856	39.81%	\$976,000	\$451,072	46.22%
Fees	\$226,277	\$99,595	44.01%	\$156,520	\$139,620	89.20%
Interest	\$360,000	\$151,147	41.99%	\$360,000	\$93,163	25.88%
Other (sales of goods, rental, Misc.)	\$50,700	\$6,220	12.27%	\$50,700	\$20,223	39.89%
Transfers	\$509,664	\$0	0.00%	\$509,664	\$46,188	9.06%
<b>Total resources</b>	<b>\$8,929,923</b>	<b>\$5,379,994</b>	<b>60%</b>	<b>\$9,224,270</b>	<b>\$6,294,250</b>	<b>68%</b>
<b>Expenditures</b>						
Instruction	\$2,400,453	\$818,155	17.80%	\$2,429,907	\$943,988	38.85%
Instructional Support	\$840,751	\$323,689	26.36%	\$957,227	\$352,764	36.85%
Student Services	\$845,364	\$338,907	25.44%	\$892,427	\$350,579	39.28%
College Support	\$2,622,255	\$1,099,569	28.22%	\$2,636,905	\$987,883	37.46%
Plant Operation	\$558,867	\$267,007	32.78%	\$843,874	\$393,202	46.59%
Transfers	\$320,556	\$102,060	21.74%	\$329,991	\$246,222	74.61%
Contingency	\$141,677	\$0	0.00%	\$383,939	\$41,012	10.68%
<b>Total expenditures</b>	<b>\$7,729,923</b>	<b>\$2,949,387</b>	<b>38%</b>	<b>\$8,474,270</b>	<b>\$3,315,651</b>	<b>39.13%</b>
<b>Ending fund balance</b>	<b>\$1,200,000</b>	<b>\$2,430,607</b>		<b>\$750,000</b>	<b>\$2,978,600</b>	

# President's Report

**RECOMMENDATION**  
INFORMATION ONLY

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

## **President's Report February 2025**

### **Updates**

- Winter term enrollment is strong
- Legislative action
  - o Session has begun
  - o OCCA priorities
- National Center for Inquiry and Improvement visit, January 7
  - o Rob Johnstone
- OCF, January 10
- Beam signing, January 16
- TBCC All Staff, January 17
  - o College updates
  - o Oregon as a Sanctuary State
  - o FERPA
- MLK Day of Service, January 20
  - o ReStore cleaning and organization
  - o Home remodel for accessibility
- Rural GP Finalist interview, January 21
- Tillamook Chamber Dinner, January 25
  - o TBCC was in the house!
- AACC Workforce Development Institute, January 28-31

### **February Observances**

- National Black History Month
  - o February is Black History Month, an annual celebration of the accomplishments and contributions of Black Americans to both culture and society. The month also encourages reflection on the ongoing struggles for racial equity and the need to address systemic racism.

### **Upcoming Dates**

- VP, Instruction interviews weeks of February 3 and February 10
  - o Open forums
- Out on vacation February 24-28
- OCCA Legislative Summit – March 5-6, 2025
- The next Regular Board meeting will be Monday, March 3, 2025, 5pm, Room 214/15

### **Kudos**

- Justin Kinzer, Payroll
- Student Services Team

## 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