



# TILLAMOOK BAY

## COMMUNITY COLLEGE

### **Governance and Leadership**

**2024-2025**

Approved by College Council 5/3/2011

Revised: 9/2012, 7/2013, 9/2014, 9/2015, 7/2016, 1/2018, 4/2018, 6/2018, 9/2018, 10/2018, 2/2019, 11/2019, 10/2020, 1/2021, 3/2022, 10/2022, 10/23, 11/24

*This document is a living document requiring frequent changes. If you notice a need to make a change,*

*Send it to the President's Executive Assistant*

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# INTRODUCTION AND PURPOSE

TBCC has a shared governance model where decisions are made by committees in different situations. The intent is to have an open and transparent governance process that allows most faculty and staff to be actively engaged in discussion of important issues and decision-making at some level. This produces better decisions that are more widely accepted by everyone. Much of the important work at the college is done through the board and committee structure that has been developed.

Some items that need to go to the TBCC Board of Education for approval must first be vetted at the Leadership Team and then approved by the College Council. The item(s) can then be placed on the Board of Education agenda. In some cases, items that require Board of Education approval will start in one of the many committees with recommendations forwarded to the Leadership team and then move to College Council for approval before going to the Board of Education.

Minutes of the College Council meetings are shared with all staff. Additionally, work being done in College Council can be shared with staff meetings, which are held twice each term.

This handbook includes committee membership, along with expectations and guiding principles of our committee work at TBCC, which is reviewed by College Council each fall to ensure relevance and buy-in. It also includes the purpose, charge, membership, and meeting schedule for each committee.

## COMMITTEE EXPECTATIONS

Committees and Teams at TBCC will continue to use best practices in order to conduct effective meetings.

- A. Committees/Teams will use the same guiding principles as outlined below.
- B. Committees/Teams will use gradients of consensus for decision making when agreement is not possible
- C. The focus of our work will be guided by the impact it has on student success.

## GUIDING PRINCIPLES

- A. Consider foremost what will be best for Tillamook Bay Community College students over the long term.
- B. Listen with an open mind to understand an issue. All points of view are valued. Build respect and trust.
- C. Speak your mind and be open-minded toward other's ideas.
- D. Foster teamwork through communication and coordination.
- E. Maintain consideration toward the future impact of decisions with a commitment to continuous improvement and a strong orientation to customer service.
- F. Show optimism, passion, and commitment to the College's vision, mission, and values.
- G. Identify and clarify institutional goals and issues.
- H. Hold a high bar for productivity and energy.
- I. Share accountability – assist each other and apply energy to other's ideas.
- J. Commit to careful gathering of data before deciding upon action.
- K. Be pragmatic and solution oriented. Use continuous improvement principles.
- L. Plan institutional direction and strategies for successful outcomes.
- M. Communicate college activities and events.
- N. Use consensus where possible and gradients of consensus when needed.

# BOARDS AND COMMITTEES

## BOARD OF EDUCATION

### PURPOSE:

The Board of Education of Tillamook Bay Community College is responsible to all the citizens of the District for governance, regardless of political, social, fraternal, religious or other affiliation.

The Board of Education is primarily concerned with the creation, under existing law, of policies for the district, and for the evaluation of the effectiveness of those policies.

### SCHEDULE:

The regular meeting of the Board of Education will be held at a time and place prescribed by the Board in regular session. The date of a regular meeting may be changed by action of the Board. Currently, regular meetings are the first Monday of each month at 5:00 pm at the Third Street Campus or via Zoom, except on holidays. The meeting will then be moved to the following Monday. The October Board Meeting is the Board Retreat Day, with the retreat running from 8 am – 4 pm and the Board meeting starting at 4 pm, at the location away from the main campus.

### MEMBERSHIP:

Chair ----- Mary Faith Bell (2027)  
Vice Chair (At Large) ----- Andrea Gross (2025)  
Member ----- Kathy Gervasi (2025)  
Member ----- Mary Jones (2027)  
Member (At Large) ----- Tamra Perman (2025)  
Member ----- Betsy McMahon (2027)  
Member ----- Shannon Hoff (2025)  
TBCC President (Clerk) ----- Paul Jarrell  
Board Secretary ----- Lorie Lund

## BUDGET COMMITTEE

### PURPOSE:

The Budget Committee reviews and revises, when necessary, the proposed College budget, ensuring that the needs of the community are represented.

### SCHEDULE:

Minimally one meeting and up to two meetings per year per budget calendar. Meetings are during April of each year as needed.

### MEMBERSHIP:

Board Member ----- Mary Jones (2027), Zone 1  
Board Member ----- Andrea Goss (2025), Zone 2  
Board Member ----- Kathy Gervasi (2025), Zone 3  
Board Member ----- Shannon Hoff (2025), Zone 4  
Board Member ----- Betsy McMahon (2027), Zone 5  
Board Member ----- Tamra Perman (2025), At Large  
Board Member ----- Mary Faith Bell (2027), At Large  
Community Rep ----- Karen Matthews (2027), Zone 1  
Community Rep ----- Richard Conti (2027), Zone 2  
Community Rep ----- Eric Swanson (2027), Zone 3  
Community Rep ----- Steve Vanderhoef (2024), Zone 4  
Community Rep ----- Chris Weber (2024), Zone 5  
Community Rep ----- Briar Smith (2025), At Large  
Community Rep ----- Doug Olson (2025), At Large

The Board of Education will reappoint Budget Committee Members with expired appointments or appoint new members in Winter 2024.

## FOUNDATION BOARD

### PURPOSE:

The Foundation Board exists to increase awareness and communicate the level of financial resources available to Tillamook Bay Community College. It also helps to provide quality education by providing financial resources to students. It functions as a bridge of opportunity in serving students and the diverse educational needs of the College and community.

### CHARGE:

- A. Increase the college connection to the community.
- B. Increase the number and value of scholarships.
- C. Lead and have successful capital campaign.
- D. Increase the number of individuals involved with and giving to the foundation.
- E. Increase the overall value of financial resources available to support the needs of the college.

### SCHEDULE:

Every quarter: March, June, September, and December. The Foundation Board meets at noon on the Tuesday following the TBCC Board of Education meeting. The June meeting is the Annual Meeting.

### MEMBERSHIP:

President ----- Michael Weissenfluh (2027)  
Vice President ----- Chuck Bridge (2027)  
Secretary/Board of Education Liason ----- Andrea Goss (2025)  
Treasurer ----- Marilyn Phegley (2027)  
Member ----- Ann Batchelder (2025)  
Member ----- Dr. Paul Betlinski (2027)  
Member ----- Dawn Mendez (2025)  
Member ----- Marilyn Roossinck (2027)  
Member ----- Chris Weber (2025)  
Exec. Director of Advancement and TBCC Foundation (Ex Officio) ----- Britta Lawrence  
TBCC President (Ex Officio) ----- Paul Jarrell  
Bookkeeping Service, Jigsaw Consulting (Ex Officio) ----- Teri Fladstol  
Development Coordinator (Ex Officio) ----- Siah Kennedy

# CAMPUS WIDE COMMITTEES

## COLLEGE COUNCIL

### **PURPOSE:**

College Council aims to serve as a college-wide shared governance committee, with representatives from across the college, including staff and faculty. The primary purpose is to be a forum that facilitates dialogue on college-wide issues. The Council will work with the Leadership Team to provide feedback and input on the college strategic plan, administrative rules, accreditation, and other major college initiatives and be active in all college evaluation and improvement efforts. The Council advises the President on issues that affect the entire college. The Council also approves some items to the Board of Education for final approval. College Council meetings are open to all, including students. Council meeting minutes are distributed to all college faculty and staff.

### **CHARGE:**

- A. Provide input, guidance, and advice on the College's strategic plan
- B. Provide feedback and input on Program Reviews before sending them to the Board
- C. Understand the college data and its implications
- D. Suggest changes to improve student persistence and completion
- E. Review and approve administrative rules for TBCC
- F. Be an active part of the College Accreditation process and provide ongoing monitoring, implementation, and continuous improvement of the self-evaluation process
- G. Hear regular reports from other college committees
- H. Review and discuss college-wide recommendations from the College's standing committees
- I. Function as clear communicators and advocates for the direction of the College
- J. Provide feedback to the President on issues of importance to the College
- K. Update faculty/staff on information covered in meetings, thus engaging staff in broad issues of importance to everyone



**SCHEDULE:**

Meetings are held on the last Wednesday of each month from 3:00 p.m. to 5:00 p.m. or as called by the Council Chair. Meetings are open to all stakeholders and can be attended in person or accessed through Zoom.

**MEMBERSHIP**

Up to 14 voting members allowed at a time.

Chair (Fall 2024-Spring 2026), Staff Rep. -----

-----Clare Sobotka (Fall 2022-Spring 2024)

Vice-Chair (Fall 2024-Spring 2026), Adjunct Faculty Rep.-----

-----Katie Nelson (Fall 2024-Spring 2026)

Secretary (Fall 2024-Spring 2026), Staff Rep. -----Nikole Clark (Fall 2024-Spring 2026)

Full-Time Faculty Representative -----Michele Mayle (Fall 2023-Spring 2025)

Faculty Representative At-Large-----John Sandusky (Fall 2023-Spring 2025)

Staff Representative At-Large-----Mia Gibson (Fall 2024-Spring 2026)

Staff Representative At-Large -----JoAnn Critelli (Fall 2023-Spring 2025)

Staff Representative At-Large-----Baylee Beutel (Fall 2023-Spring 2025)

ASTBCC Representative -----

-----Riley Collinsworth (2024-2025 School Year)

TBCC President (Ex-Officio, non-voting) -----Paul Jarrell

## **CURRICULUM & ASSESSMENT COMMITTEE**

### **PURPOSE:**

The purpose of the Curriculum and Assessment Committee is to ensure a relevant, rigorous, and quality college curriculum that reflects and builds on economic needs of the community, with attention to transfer opportunities and student educational goals. The Curriculum and Assessment Committee reviews course and program curriculum and recommends and approves changes as needed to maintain relevancy, rigor, and consistency across all delivery and instructional modes. Members of the committee maintain awareness of changing industry and workplace trends within their fields and assist in adapting college curriculum to reflect these changes. To further ensure instructional quality and integrity, the Curriculum and Assessment Committee coordinates the development of, provides oversight for and evaluates results from student learning outcomes assessment activities. It serves as a forum to facilitate dialog on assessment issues. The Curriculum and Assessment Committee may include special project task forces and work groups to facilitate close collaboration among faculty groups and communicate regularly with the larger committee as a whole

### **CHARGE:**

- A. Review and recommend substantive changes (additions, deletions, amendments) to Tillamook Bay Community College courses and programs.
- B. Review instruction and assessment data, analyze its implications and recommend changes to programming and instruction in order to improve student persistence and completion.
- C. Review and recommend changes to academic regulations and procedures.
- D. Monitor progress toward the achievement of the Instruction Long Term Vision.
- E. Coordinate the ongoing design and implementation of the TBCC Student Learning Assessment Plan, ensuring that assessments are measurable and consistent across all delivery modes and instructors for each course.
- F. Investigate and recommend technology applications in order to store and track curriculum changes and document assessment results, evaluation, and strategic responses to those results.

### **SCHEDULE:**

Meets once a month or more often as called by the Vice President of Instruction and Student Services or requested by faculty. Curriculum and Assessment Committee task forces and special work groups will meet as needed and report progress in scheduled Curriculum and Assessment Committee meetings or digitally as appropriate.

**MEMBERSHIP:**

Vice President of Instruction ----- Peter Williams  
Faculty Rep ----- Tom Atchison  
Faculty Rep ----- John Sandusky  
Faculty Rep ----- Joe Meyer  
Faculty Rep ----- Chris Carlson  
Faculty Rep ----- Michele Mayle  
Faculty Rep ----- Ron Carlbom  
Faculty Rep ----- Tom Lackaff  
Adjunct Faculty Rep ----- Sarah Miller  
Adjunct Faculty Rep -----Nikole Clark  
Library and Learning Services ----- Clare Sobotka  
Healthcare Coordinator ----- Katy Sommers

Ex Officio Members:

Success Coach/Advisor ----- All, Kellie McKeehan  
Registrar Technician ----- Ron Neu  
CTE Dean ----- Sherry Cook  
General Education & Transfer Dean ----- Vacant  
Dean of Nursing and Allied Health ----- Tiffany Slover  
OSU Open Campus Coordinator ----- Tayler Howard  
Instructional Support Specialist ----- Angel Cavanaugh

## DATA TEAM COMMITTEE

**PURPOSE:** The purpose of the Data Team is to build a data culture within the college by fostering data literacy through skill building and staff engagement. As tools and communications are created, the Data Team serves the essential role of providing feedback and various perspectives. The Data Team participates in understanding the process of disaggregating student demographic and outcome data to better understand students and identify equity gaps.

The Data Team also serve as a consulting body for reviewing statistical reports and communications. It provides feedback and input into structure, style, and content. Team members guide the development, implementation, and review of surveys conducted within the college, managing this valuable resource.

### CHARGE:

- A. Collaborate in order to identify the appropriate student demographics and key measures for TBCC and make recommendations to Leadership and faculty.
- B. Facilitate conversations with departments about student success measures in order to build understanding and gather feedback from staff and faculty.
- C. Provide feedback on tools, reports, and surveys.
- D. Participate in developing and planning staff opportunities in order to engage with student demographic data, student success measures, and strategic plan measures.
- E. Act as leaders in the area of data and measurement, while championing the use of data-informed decision making.
- F. Identify opportunities for collecting qualitative data in order to illuminate our quantitative measures.

### SCHEDULE:

This committee is ad hoc and meets as needed through out the academic year.

### MEMBERSHIP:

Director of Institutional Effectiveness (Chair) ----- Erin McCarley

Members -----tbd

Members -----tbd

## DEANS AND DIRECTORS GROUP

### PURPOSE:

Deans and Directors at Tillamook Bay Community College (TBCC) are instrumental to the successful implementation of decisions that arise from the Shared Governance processes. The Deans and Directors Group has been formed to ensure communication and collaboration across the campus and to facilitate two-way communication with the leadership team.

The purpose of this group is two-fold: leadership and problem-solving.

### Leadership

1. Distribute leadership among stakeholders
2. Enhance team building
3. Increase collaboration
4. Break silos

### Problem-solving

1. Ensure vetted solutions are implemented
2. Highlight strategies to implement decisions
3. Work to reduce and eliminate unintended consequences
4. Provide forum to discuss issues as they arise
5. Serve as conduit for information to Leadership Team

**Ground Rules:** TBD

### SCHEDULE:

### MEMBERSHIP:

Vice President of Instruction (Co-Chair) ----- Peter G. Williams  
Vice President of Student Services (Co-Chair) ----- Rhoda Hanson  
Instructional CTE Dean ----- Sherry Cook  
General Education and Transfer Dean ----- vacant  
Dean of Nursing and Allied Health-----Tiffany Slover  
Director of SBDC ----- Leon Telesmanich  
Interim Director of Student Success----- Kellie McKeehan  
Registrar----- Ron Neu

Director of Library and Learning Services ----- Clare Sobotka  
 Opportunities Program Director -----Jenny Case  
 Title III Grant Director-----Eileen Casey White  
 Instructional Design and e-Learning Coordinator -----Sarah Miller

**EMPLOYEE ENGAGEMENT COMMITTEE**

**PURPOSE:**

The committee’s purpose is to engage staff to build a positive culture amongst TBCC employees. The committee will continuously assess and work to improve systems, processes, and experiences for a healthy organization.

**CHARGE:**

- A. Guide and support the Employee Engagement strategic objectives.
- B. Participate in campus events/activities related to promote employee engagement.
- C. Assist the college to improve the Employee Net Promoter Score of the college.
- D. Promote trust within the institution.
- E. Enhance workplace comradery.
- F. Propose change processes to College Council that are beneficial to all.

**SCHEDULE:**

Meets biweekly, usually on Wednesdays, for one hour, with the possibility of an additional hour of work outside the meeting.

**MEMBERSHIP:**

Chair (Reception & General Support Specialist) ----- Holly Kraus  
 Member (Financial Aid Advisor) ----- Sally Jackson  
 Member (Executive Director of Advancement & Foundation) ----- Britta Lawrence  
 Member (HR Senior Manager) ----- Kylie Poklikuha  
 Member (Full-Time Instructor) ----- John Sandusky

## EQUITY AND INCLUSION TEAM

### PURPOSE:

The Committee's purpose is to ensure equity in education, such that everyone has the opportunity to participate and benefit. TBCC is committed to removing barriers that are pre-determined by race/ethnicity, family economic status, mobility, and language, country of origin, gender, gender expression, sexual orientation, disability, or zip code.

### CHARGE:

- A. Guide and support the work of the food pantry.
- B. Support the college to implement the Equity Lens.
- C. Participate in campus and community events related to promoting the understanding of equity and inclusion.

### SCHEDULE:

Meets every two weeks.

### MEMBERSHIP:

Chair ----- Britta Lawrence  
Member ----- Jenny Case  
Member ----- Nikole Clark  
Member ----- Tom Lackaff  
Member ----- Kellie McKeehan  
Member ----- Jude Schlotzhauer  
Member ----- Angelica Ortiz Rios  
Member ----- Erin McCarley  
Student Representative ----- Meagan Burnis

## EVENTS COMMITTEE

### PURPOSE:

The Events Committee supports TBCC by providing a friendly environment by promoting socialization and a positive work life for all employees.

### CHARGE:

- A. Plan a variety of events and activities every month throughout the year.

### SCHEDULE:

Meets once every two months or more as needed.

### MEMBERSHIP:

Executive Assistant to College President and Board (Chair) ----- Lorie Lund  
Reception & General Support Specialist (Vice Chair) ----- Holly Kraus  
Instructional Design & Technology Specialist ----- Nikole Clark  
Resource Navigator ----- Angelica Ortiz  
Human Resources Senior Manager ----- Kylie Poklikuha  
Development Coordinator ----- Siah Kennedy  
Faculty Representative ----- Joseph Meyer  
Business Office Specialist /AR ----- Jamie Lamb  
Office of Instruction Support Specialist ----- Angel Cavanaugh



## FACULTY SENATE

### PURPOSE:

To ensure quality educational and high academic standards by establishing a structured procedure for faculty to:

- Discuss instructional issues and topics.
- Provide input to the college administration, college council and the Board of Education.

### CHARGE:

- Provide routine and/or immediate information related to instructional concerns.
- Recommend changes or improvements to leadership where appropriate.
- Review and recommend budget priorities.

### SCHEDULE:

The first Friday of the month, or as needed.

### MEMBERSHIP:

All full-time faculty. Adjunct Faculty are invited to the first meeting per term.

Chair ----- Tom Atchison  
Faculty Representative & Dept Chair ----- Ron Carlborn  
Faculty Representative & Dept Chair ----- Chris Carlson  
Faculty Representative & Dept Chair ----- Michele Mayle  
Faculty Representative ----- Jennifer Fleming  
Faculty Representative & Dept Chair ----- Tom Lackaff  
Faculty Representative & Dept Chair ----- Joe Meyer  
Faculty Representative ----- Grant Mitman  
Faculty Representative ----- Cliff Perkins  
Faculty Representative & Dept Chair ----- John Sandusky  
Faculty Representative & Dept Chair ----- Alex Tripp

Special work groups will meet as needed and report on progress in scheduled Faculty Senate meetings or digitally as appropriate. At times, other parties may be invited.

## INSTRUCTIONAL TECHNOLOGY COMMITTEE

### PURPOSE:

The purpose of the Instructional Technology Committee is to make recommendations regarding technology, software, hardware and related needs in instructional technology. This committee forecasts needs in instruction, technology changes, technological supports, needed equipment and so forth. This body makes recommendations to Leadership.

### CHARGE:

- A. Forecast technology needs for instruction
- B. Make recommendations to IT related to the technology budget.
- C. Increase the value of instructional technology available to faculty, students and the community
- D. Provide recommendations for policy/procedures for new instructional technology and technological instruction
- E. Make recommendations and help field requests on classroom technology and space.

### SCHEDULE:

Meets quarterly or more often as needed.

### MEMBERSHIP:

Based on recommendations/ interest/ perceived needs. Our goal is that major instructional areas are represented.

Director of IT (Co-Chair) ----- Sheryl Neu  
Instructional Design and e-Learning Coordinator ----- Sarah Miller  
Faculty ----- Joe Meyer  
Faculty ----- Chris Carlson  
Faculty ----- Tom Lackaff  
Adjunct Faculty ----- Gary Bond  
Instructional Design and Technology Specialist ----- Nikole Clark  
IT Coordinator ----- Tom Wolfe  
Director of Library and Learning Services ----- Clare Sobotka

## LEADERSHIP TEAM

### PURPOSE:

The TBCC Leadership Team oversees and participates in most of the major decisions at the College regarding positions, budget, policy changes, space utilization, strategic planning, College events, communication to staff, committees and task forces, staff trainings, and other administrative issues and tasks. Leadership Team members represent all the departments on campus and are exempt, management level staff or full-time faculty.

### CHARGE:

- A. Provide shared leadership and oversight to the college.
- B. Ensure the viability of the college.
- C. Coordinate college issues, committee directions and resources.
- D. Review and recommend budget priorities and finalize budget for next fiscal year.
- E. Collaborate on data needs for better decision making.
- F. Understand the College data, its implications and suggest changes to improve student persistence and completion.
- G. Listen to staff issues and identify college level issues that may need to be addressed.
- H. Invite stakeholders to meetings as needed for clarity.
- I. Ensure the strategic direction of the college.

### SCHEDULE:

Meets three times a month on a Monday from 1:00 pm to 3 pm.

### MEMBERSHIP:

President (Chair) ----- Paul Jarrell  
Interim Vice President of Instruction ----- Peter Williams  
Faculty Rep ----- Michele Mayle  
Interim Vice President of Student Services ----- Rhoda Hanson  
Director of Institutional Effectiveness ----- Erin McCarley  
Human Resources Manager ----- Kylie Poklikuha  
Chief Financial Officer ----- Shari Montazeri  
Executive Director of Advancement & Foundation ----- Britta Lawrence  
Director, Information Technology ----- Sheryl Neu  
Director of Facilities & Safety ----- Jason Lawrence  
Executive Assistant to the President ----- Lorie Lund

## **SAFETY COMMITTEE**

### **PURPOSE:**

Responsible for helping ensure a safe, healthy, work and educational environment for all staff, students, and patrons of Tillamook Bay Community College. This includes oversight of all Federal and State title programs.

### **CHARGE:**

- A. Assure compliance with state and federal requirements, in part by conducting quarterly inspections, trainings and updates.
- B. Assure compliance with federal safety requirements, including the Clery Act.
- C. Offer staff training and development as appropriate or required by law.
- D. Provide routine and/or immediate information related to safety issues and concerns.
- E. Understand the college data, its implications and suggest changes to improve student persistence and completion.
- F. Assess safety procedures, practices and products, conduct accident investigations and recommend improvements where appropriate.
- G. Evaluate how management holds employees accountable for working safety and recommend ways to strengthen accountability.
- H. Establish a system for employees to report hazards to management and suggest how to correct hazards.

### **SCHEDULE:**

Monthly meeting (generally held the 1<sup>st</sup> Wednesday)

### **MEMBERSHIP:**

Information Technology Coordinator (Chair)	-----	Thomas Wolfe
Director of Facilities and Safety	-----	Jason Lawrence
Facilities Coordinator	-----	Josh Henderson
Facilities Coordinator	-----	Stephany Whitaker
Safety Coordinator	-----	Brandon Affolter
Reception and General Support Services	-----	Holly Kraus
Student Services Rep	-----	Sally Jackson
Instructional Rep	-----	Grant Mitman
Instructional Rep	-----	Ron Carlbom
SBDC Rep	-----	Leon Telesmanich

## SCHOLARSHIP COMMITTEE

### PURPOSE:

The Committee's purpose is to ensure equity in education, such that everyone has the opportunity to participate and benefit. TBCC is committed to removing barriers that are pre-determined by race/ethnicity, family economic status, mobility, and language, country of origin, gender, gender expression, sexual orientation, disability, or zip code.

### CHARGE:

- A. Guide and support the work of the food pantry.
- B. Support the college to implement the Equity Lens.
- C. Participate in campus and community events related to promoting the understanding of equity and inclusion.

### SCHEDULE:

On an "as needed" basis, no regular schedule. Meet primarily in the Spring.

### MEMBERSHIP:

Executive Director of the Foundation (Chair) -----Britta Lawrence  
Instruction Technology Rep -----Sheryl Neu  
Faculty Rep-----John Sandusky  
Development Coordinator-----Siah Kennedy  
Student Services Rep -----Rhoda Hanson  
  
Instructional Design and e-Learning Coordinator----- Sarah Miller  
Financial Aid Advisor-----Sally Jackson  
Financial Aid Advisor-----Beth McBride

# PROGRAM ADVISORY COMMITTEES

## CAREER TECHNICAL EDUCATION (CTE) PROGRAM ADVISORY COMMITTEES

### **PURPOSE:**

Career Technical Education (CTE) Program Advisory Committees are a group of individuals whose experience and abilities represent a cross section of a specific occupational area. All credit CTE programs are required to have an active advisory committee. The primary purpose of the CTE Program Advisory Committee is to assist educators in establishing, operating, and evaluating, the CTE programs – which serve the needs of the students, the community, and the business/industry partners – and to provide expertise and insight about current and future industry and technological changes.

### **CHARGE:**

Advisory Committees of high-quality programs take an active role in assisting and advising the college and its faculty in the following areas:

- A. Curriculum modifications
- B. Ensuring job and career readiness
- C. Updates to facilities/budgets/student competencies
- D. Purchase of new instructional materials and equipment
- E. Adoption of policies
- F. Adoption of Industry-Recognized Certifications
- G. Evaluation of student skills using Technical Skill Assessments
- H. Helping arrange meaningful structured learning experiences for students in the program.
- I. Identification of local, state and national certifications
- J. Identification of industry trends
- K. Connecting and networking the industry and its connection to training
- L. Building improved relationships between CTE educators, business/industry partners, and the community
- M. Promoting CTE programs by talking to legislators, speaking for CTE at board meetings, writing articles for local newspapers, or obtaining media coverage for special events.

Local high schools and TBCC have limited general funds to use in building TBCC CTE programs. With local employer guidance and direction students can be successful in their careers. Also, there are a variety of grant opportunities in Oregon for additional CTE/STEM funding.

**SCHEDULE:** Advisory Committees meet 3x per year.

## AGRICULTURAL TECHNOLOGY

### MEMBERSHIP:

Program Chair ----- Vacant  
Vice President of Instruction ----- Peter G. Williams  
CTE Dean ----- Sherry Cook  
THS Principal ----- Jill Ingram  
Robotics, Electronics & Woodshop Teacher ----- Mark Roberts  
Agriculture Teacher ----- Hayden Bush  
Superintendent TSD9 ----- Curt Shelley  
Superintendent NVSD ----- Misty Wharton  
Zweifel Farms ----- Pam Zweifel  
OSU Extension ----- Troy Downing  
Oldenkamp Farms ----- Luke Oldenkamp  
Averill Farms ----- Don Averill  
Crystal Creek Dairy ----- Tyler Thackary  
Motion Flow and Control Products ----- Aaron Derting  
TCCA Farm Engagement ----- Kate Lott  
Priority Robotics ----- Kurt Mizze  
DeLaval ----- Bill Chandler

## BUSINESS ADMINISTRATION

### MEMBERSHIP:

TBCC Dean of CTE (Program Chair) ----- Sherry Cook  
TBCC Department Chair ----- Tom Atchison  
TBCC Dean of CTE (Program Chair) ----- Sherry Cook  
NKN Teacher ----- Debbie Beckwith  
Adventist Health Tillamook ----- Micah Smith  
Habitat for Humanity ----- Briar Smith  
OSU Extension ----- Kym Luth  
Private Accountant ----- Robin Pepper  
TCCA ----- Wendy-Jo Wolf  
Tillamook PUD ----- Joanna Stelzig  
Waud's Funeral ----- Miguel Perez  
Waud's Funeral ----- Rebecca Perez



## COMMERCIAL TRUCK DRIVING

### MEMBERSHIP:

Program Chair ----- JoAnn Critelli  
Vice President of Instruction----- Peter Williams  
Zwald Transport, Inc. ----- Heather Taksdal  
Zwald Transport, Inc. ----- Jim Palmer  
TCCA ----- Pat McHugh  
Hampton Lumber ----- Dan Daly  
M & M Transport ----- Josh Pritchard  
Business Oregon ----- Melanee Olson  
Port of Tillamook Bay ----- Michele Bradley  
Tillamook Chamber ----- Justin Aufdermauer  
Northwest Oregon Works ----- Heather DeSart  
TCCA ----- Scott Schriber  
Joe Morton & Sons, Inc. ----- Michelle Rose

## CRIMINAL JUSTICE AND PUBLIC SAFETY

### MEMBERSHIP:

Program Chair ----- Paul Letersky  
CTE Dean ----- Sherry Cook  
Vice President of Instruction ----- Peter Williams  
Community Partners  
Deputy District Attorney II ----- Jeremy Dietrich  
Deputy District Attorney II ----- Paul Binford  
Oregon Youth Authority ----- Vacant  
Chief of Police ----- Vacant  
Sergeant ----- Matt Gordon  
Lieutenant ----- James Horton  
Police Officer ----- CPT. Frank Knight

County Judge/Justice of the Peace ----- Ryan Connell

## HEALTHCARE ADVISORY COMMITTEE

### MEMBERSHIP:

Adventist Health ----- Eric Swanson

Adventist Health ----- Gina Seufert

Adventist Health ----- Megan Swenson

Adventist Health – Clinic ----- Twilla Plumber

Lee Long, DDS/The Smile Studio ----- Sue Long

Nehalem Bay Health Clinic ----- Chad Bash

Nehalem Bay Health Clinic ----- Gail Nelson

Nehalem Valley Care Center ----- Erica Knepper

NorthWest Senior & Disability Services ----- Nicole Mosley

Rockaway Fire Department ----- Todd Hess

Rockaway Fire Department/TBCC Healthcare Faculty ----- Geoff Grace

TBCC Healthcare Adjunct Faculty ----- Jodi Richardson

TBCC Healthcare Adjunct Faculty ----- Kaisa Larson

TBCC Healthcare Program Coordinator ----- Katy Sommers

TBCC Dean, Nursing and Allied Health ----- Tiffany Slover

TBCC Nursing Faculty ----- Alex Tripp

TBCC President ----- Paul Jarrell

TBCC Vice President of Instruction ----- Peter Williams

Tillamook County Community Health Centers ----- Marlene Putman

Tillamook County Wellness/ Adventist Health ----- Michelle Jenck

Tillamook Department of Health ----- Rockie Phillips

Tillamook High School Faculty ----- Erin Balun

Tillamook High School (Health Occupations Program) ----- Anna Kleeman

## MANUFACTURING AND INDUSTRIAL TECHNOLOGY & WELDING PROGRAM

### MEMBERSHIP:

Program Chair ----- Ron Carlbom  
Vice President of Instruction ----- Peter Williams  
Student Services ----- Rhoda  
Hanson  
TBCC President ----- Paul Jarrell  
CTE Dean ----- Sherry Cook  
NWRESD CTE Coordinator -----  
THS Principal ----- Jill Ingram  
THS CTE Faculty ----- Hayden  
Bush  
Superintendent TSD9 ----- Matt Ellis  
Plant Manager Hampton ----- Mark Elston  
Signing Electrical Sup. Hampton ----- Mike Murphy  
Maintenance Manager TCCA ----- Garth  
Mickelson  
Plant Manager Stimson Lumber ----- Kevin Crider  
Maintenance Manager Stimson Lumber ----- Jon Gonzales  
Electrical Safety Supervisor ----- Jon Gonzales  
North Coast Electrical and Mechanical ----- Chris Fink  
JATC ----- Randall Tyle

## SMALL BUSINESS DEVELOPMENT CENTER

### PURPOSE:

- A. Fulfill a SBA contractual requirement.
- B. Provide a group to advise staff on policy matters.
- C. Provide essential input to the center from a cross section of public and private interests.

### SCHEDULE:

Twice annually

### MEMBERSHIP:

SBDC Director (Chair) ----- Leon Telesmanich  
TBCC President ----- Paul Jarrell  
TBCC VP----- Peter  
Williams  
Business Oregon Regional Development Officer ----- Melanie Olson  
EDC Director ----- Terre Cooper  
Tillamook County Arts Network ----- Heidi Holzgrafe  
Las Margaritas ----- Victoria Mata Lopez  
Kelly's Marina ----- Colin Davis  
Trailside Vintage ----- Carolynn Kutz  
Oregon Coast Handyman ----- Maria Carillo  
Law Office of John Putman ----- John  
Putman  
Short Story Marketing ----- Kim Green  
Former SBDC Advisor ----- Sally Tuttle  
County Commissioner-----Doug Olson

APPENDIX A

## STUDENT ORGANIZATIONS

### ASSOCIATED STUDENTS OF TILLAMOOK BAY COMMUNITY COLLEGE (ASTBCC)

**PURPOSE:**

To provide leadership opportunities for Tillamook Bay Community College students, encourage engagement in college activities, provide a route for change through student advocacy, and leadership and professional development.

**SCHEDULE:**

Meet at least twice per term.

**MEMBERSHIP:**

- ASTBCC Advisor ----- Kellie McKeehan
- ASTBCC Advisor ----- Clara Blaser
- ASTBCC Advisor----- Tayler Howard

**Officers**

- ASTBCC President ----- Riley Collinsworth
- Vice President ----- Areli Velazquez Villa
- Office Manager ----- Zoey Floodman
- Financial Manager ----- Morgan Cooper
- Public Relations Officer ----- Anahi Fuentes

**PHI THETA KAPPA**

**PURPOSE:**

To recognize academic achievement. To foster scholarship, leadership, and service.

**SCHEDULE:**

Local chapter does not currently meet.

**MEMBERSHIP:**

Phi Theta Kappa Advisor ----- Kellie McKeehan

Officers

President ----- TBD

Vice President ----- TBD

Secretary ----- TBD

Treasurer ----- TBD

Public Relations Officer ----- TBD