



Board of Education Meeting Agenda

Date: Monday, March 3, 2025

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Bell
2.	Consent Agenda -----	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of February 3, 2025, Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	Invitation for Public Comment -----	Chair Bell
	<i>Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair will call on people who indicate they want to provide public comment. They will have up to 3 minutes to speak. If a speaker has further comments, they can provide those in writing and the comments will be shared with all board members.</i>	
4.	New Business and/or focused policy discussions	
	a. KTCB Radio License	Susan Peterson
	b. College Council Update	College Council Chair, Sobotka
	c. BP 6340 Bids and Contracts (Second Reading)	
	(ACTION) President Jarrell
	d. USDA Telemedicine Grant Resolution	(ACTION) President Jarrell
	e. Discussion of Tuition and Fees for 2025-2026 (First Reading)	
	President Jarrell
	f. Discussion of Board Schedule 2024-2025	
	(ACTION) President Jarrell
	g. Board Meeting Schedule for 2025-2026 (First Reading)	
	President Jarrell
	h. Curriculum Approval	(ACTION) VPI Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Mission Fulfillment, Employee Engagement.....	Director McCarley
	b. ASTBCC Report	ASTBCC President
	c. Construction Update	Executive Director Lawrence
	d. Financial Report	CFO Montazeri
	e. President's Report	President Jarrell
6.	Board Member Discussion Items -----	Chair Bell
	a. President Evaluation Process	
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 MARCH MEETING.

Items for approval:

- a. Approval of the Agenda for the March meeting
- b. Approval of February 3, 2025 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING

Board of Education Meeting Agenda

Date: Monday, March 3, 2025

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	d. USDA Telemedicine Grant Resolution	(ACTION) President Jarrell
	e. Discussion of Tuition and Fees for 2025-2026 (First Reading)	President Jarrell
	f. Discussion of Board Schedule 2024-2025	(ACTION) President Jarrell
	g. Board Meeting Schedule 20205-2026(First Reading).....	President Jarrell
	h. Curriculum Approval	(ACTION) VPI Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Mission Fulfillment, Employee Engagement.....	Director McCarley
	b. ASTBCC Report	ASTBCC President
	c. Construction Update	Executive Director Lawrence
	d. Financial Report	CFO Montazeri
	e. President's Report	President Jarrell
6.	Board Member Discussion Items	Chair Bell
	a. President Evaluation Process	
7.	Adjournment	(Action) Chair Bell

February 3, 2025, Board of Education Meeting Minutes

Board of Education Meeting Agenda

Date: Monday, February 3, 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, Mary Jones, Shannon Hoff

Members Not in Attendance:

TBCC Staff in Attendance: President Jarrell, Interim Vice President Hanson, Interim Vice President Williams, Director McCarley, Senior HR Manager Poklikuha, Director Neu, Executive Director B. Lawrence, Michele Mayle, Michael Weissenfluh, Sherry Cook, Executive Director J. Lawrence, Gary Bond, ASTBCC President, Riley Collinsworth

Guest: ASTBCC Vice President, Areli Velazquez Villa, Jim Heffernan, unnamed guests

<u>Item</u>	<u>Description</u>	<u>Resource</u>
	Call to Order • Acknowledge Guests	Chair Bell
	The meeting was called to order at 5:01 pm.	

Consent Agenda	(Action) Chair Bell
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Approval of Agenda (Agenda Item 2.a):
There were no changes to the agenda for February 3, 2025

Approval of January 6, 2025, Meeting Minutes (Agenda Item 2.b)
There was a correction to the minutes from January 6, 2025, meeting minutes erroneously said, Approval of February 5, 2024, Meeting Minutes. It should have been Approval of January 6, 2025.

Personnel Report (Agenda Item 2.c)**HR Manager Poklikuha**
The Personnel report is included in the packet. HR Manager Poklikuha informed the board that Vice President of Instruction interviews would be held on campus within the week. The vacancy for IT Support Specialist has been filled by Denton Ngo, the CTE Apprenticeship Coordinator position was filled internally by Jude Scholtzhauer. The Financial Aid Advisor position was filled by Gio Romanini.

Additional Agenda Items	Chair Bell
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Betsy McMahon motioned to approve the Consent Agenda. Tamra Perman seconded the motion with the correction to January 6, 2025, meeting minutes changed from February 6, 2024, meeting minutes to January 6, 2025, Meeting Minutes. The vote was unanimous, and the motion carried.

Invitation for Public Comment (Agenda Item 3) Chair Bell
There was no public comment.

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

Budget Committee Membership (Agenda Item 4.a) (ACTION).....President Jarrell
Members of the Budget Committee serve three-year terms. Steven Vanderhoef's term expired 6/30/24 and Chris Weber did not seek reappointment. President Jarrell asked the board to approve a renewal of the 3-year term for Steven Vanderhoef and appointment of Kathy Gervasi for a 3-year term on the Budget Committee.
Shannon Hoff motioned to approve the Budget Committee members for the 2025-2026 Budget year. Andrea Gross seconded the motion. The vote was unanimous, and the motion carried.

Budget Assumptions and Guidelines (Agenda Item 4. b) President Jarrell
President Jarrell discussed the budget assumptions and guidelines for the upcoming year. He mentioned that the college is tracking well and is likely to start the new fiscal year with a higher fund balance than anticipated. However, there is uncertainty about the state's budget, which could impact the college's allocation. President Jarrell also discussed potential salary increases, health insurance contributions, and tuition fee increases. He emphasized the importance of maintaining current service levels and providing reasonable increases for employees. Additionally, President Jarrell mentioned the college's growth and the potential impact of timber revenue. Betsy expressed concerns about the national situation, but Paul reassured her that the college is in a stable position.

Information – Only Items (Agenda Item 5)

Mission Fulfillment, Transfer Rate (Agenda 5.a)
..... **Director McCarley and VP Hanson**
In the meeting, Erin introduced Taylor Howard, the Tillamook Open Campus Coordinator, to discuss the transfer rate metric. The transfer rate refers to the percentage of first-time full-time TBCC students who start in their fall term and transfer to another college within three years. The data showed a slight increase in the transfer rate for TBCC students from 17.6% to 18.4%, while the IPADS comparison group's rate increased from 16.7%. Erin also mentioned that they have more recent data for TBCC but not for the IPADS comparison. The conversation ended with a discussion on the unavoidable lag in data reporting, particularly for measures like completion rate and transfer rate.

ASTBCC Report (Agenda 5.b) ASTBCC President
The ASTBCC team discussed their top three goals for the year, which included fundraising for student needs, a concession idea, and organizing a daily needs drive. They also shared their success with a craft event, a paint night, and a midterm survival pack initiative. The team is seeking guidance on a concessions proposal and is looking for connections with the health department. They also announced upcoming events, including a game night. The team expressed gratitude for the support and assistance they have received.

Construction Update (Agenda 5.c) Executive Director Lawrence
Executive Director Lawrence provides an update on construction progress. The first floor of the Healthcare building is fully framed, with plumbing and wall lining nearly complete. They expect to start framing the second floor soon. A water tap to the city of Tillamook has been finalized, causing some temporary parking disruptions. Jason mentions ongoing work on branding, furniture selection, and a solar array project. For the CIT building, they are close to finalizing permits and hope to put it out for bid in February. The board schedules a tour of the construction site for February 18th at 3 PM.

Financial Report (Agenda 5.d) President Jarrell

President Jarrell presented the financial report, stating that they are 50% of the way through the year and are in good shape. He mentioned that they had some lagging in filling positions, but overall, the budget looks good, and they are on track to end the year higher than anticipated.

President's Report (Agenda 5.e) President Jarrell

The president's report was included in the packet and President Jarrell shared dates of note to the board. He also shared with the board upcoming events. He closed by reminding the board that the next board meeting is March 3, 2025.

Board Member Discussion Items (Agenda Item 6) Chair Bell

Adjournment (Agenda Item 7) (Action) Chair Bell

Mary Jones made the motion to adjourn the board meeting. Andrea Goss seconded the motion. The vote was unanimous, and the motion carried.
The board meeting concluded at 630 pm.

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	Interviewing		Last of the 4 on-campus interviews was 2/21/25.	VP Hanson
Workforce Support Specialist	Pending		Position being evaluated	VP Williams
Instructional Support Specialist	Offer pending		Offer made to candidate	VP Williams
Full Time Faculty - Education Instructor	Accepting Applications			VP Williams
Full Time Faculty – Associate Nursing Instructor	Pending			VP Williams

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

KTCB Radio License

RECOMMENDATION

Information

BACKGROUND INFORMATION ----- Susan Peterson

Tillamook Bay Community College has the opportunity to expand its community engagement and educational outreach by acquiring the KTCB community radio station license from KMUN. As a non-commercial community radio station, KTCB serves the North Oregon and South Washington Pacific coasts, providing locally relevant programming and public service broadcasting.

Susan Peterson, Station Manager of KMUN, will present an overview of this potential transfer, outlining the possibilities and implications for TBCC. This discussion will provide an opportunity to explore how the college might leverage KTCB to enhance student learning, workforce training, and community connection while ensuring the station's sustainability and alignment with TBCC's mission. The Board will have the chance to ask questions and consider the strategic value of this acquisition.

College Council Update

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION ----- Director of Library Services Clare Sobotka

College Council continues to strengthen its role in shared governance. It functions as a recommending body to the president, but it is independently chaired by Director Clare Sobotka and vice-chaired by Adjunct Faculty Katie Nelson. This year the council has been reviewing their charter: they made the membership structure more flexible and now are clarifying their core duties. To improve communication with the college community, more information and meeting notes have been made available on the Shared Governance SharePoint. As the college revamps BPs and ARs, College Council meetings have been heavily focused on approving ARs, but no Program Reviews. Most years, College Council assesses Program Reviews and offers feedback for improvement by utilizing a rubric based on NWCCU standards. Finally, members are encouraged to bring concerns and areas for improvement within the college to College Council meetings, and these meetings continue to be open to the public so that all stakeholders can actively engage in shared governance.

BP 6340 Bids and Contracts

RECOMMENDATION

ACTION – SECOND 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.

There have been no changes to BP 6340 Bids and Contracts since the first reading.

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 their designee~~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.

USDA Telemedicine Grant Resolution

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION ----- President Paul Jarrell

Tillamook Bay Community College (TBCC) is seeking Board approval for a resolution supporting its application for the USDA Distance Learning and Telemedicine Grant. If awarded, this grant will provide funding to expand dual-credit Allied Health courses at local high schools and equip TBCC's new Allied Health Building with advanced simulation and hybrid learning technology for EMS, Medical Assisting, Phlebotomy, and Nursing programs. This initiative will enhance workforce training opportunities, addressing critical healthcare shortages in Tillamook County.



Tillamook Bay Community College Board of Education - Resolution No. 2025-0303
A Resolution in Support of the USDA Distance Learning and Telemedicine Grant Application

WHEREAS, Tillamook Bay Community College (TBCC) is committed to providing high-quality, accessible education to students in Tillamook County, particularly in fields that address critical workforce shortages, including healthcare; and

WHEREAS, Tillamook County is experiencing a significant increase in demand for trained healthcare professionals due to an aging population and projected job growth in the healthcare sector, as identified by the Oregon Employment Department; and

WHEREAS, TBCC is expanding its Allied Health offerings to meet local workforce needs, including the construction of a new Healthcare Education Building that will serve as a state-of-the-art training center for healthcare professionals in nursing, emergency medical services (EMS), medical assisting, and phlebotomy; and

WHEREAS, TBCC seeks to expand access to healthcare education through dual-credit Allied Health courses at local high schools, ensuring that students at Tillamook, Neahkahnie, Nestucca, and Wilson High Schools have equitable opportunities to gain career-ready skills and certifications in the medical field; and

WHEREAS, the proposed USDA Distance Learning and Telemedicine Grant will enable TBCC to equip classrooms at TBCC and partner high schools with advanced hybrid learning technology, simulation equipment, and telemedicine instructional tools; and

WHEREAS, this grant-funded initiative will help establish a sustainable “grow our own” workforce pipeline, providing students with career-ready training while addressing critical healthcare staffing needs in Tillamook County and rural Oregon; and

WHEREAS, TBCC has developed a comprehensive implementation plan, including collaboration with local high schools, procurement of essential technology, and structured training programs to maximize the impact of this initiative; and

WHEREAS, the Board recognizes the long-term economic and community health benefits of expanding access to healthcare education and training, including increased local employment opportunities, improved healthcare services, and enhanced educational equity for rural and low-income students;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Tillamook Bay Community College Board of Education **formally supports** the USDA Distance Learning and Telemedicine Grant application to secure funding for the expansion of TBCC’s Allied Health education programs.
2. The Board **commits to facilitating** the successful implementation of this initiative by providing necessary institutional support and ensuring alignment with TBCC’s long-term strategic goals.
3. The Board **authorizes** the TBCC President and administration to take all necessary steps to submit the grant application and implement the project upon funding approval.
4. The Board **expresses its appreciation** to the USDA for considering this critical investment in rural telehealth education and workforce development.

ADOPTED AND APPROVED THIS 3rd DAY OF MARCH 2025.

Signed:

Mary Faith Bell
Chair, Tillamook Bay Community College Board of Education

Dr. Paul Jarrell
President, Tillamook Bay Community College

Discussion of Tuition and Fees for 2025-2026

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Jarrell

For the 2024-2025 Academic Year, TBCC is one of the least expensive schools out of the 17 Community Colleges in Oregon. Moreover, TBCC only has two different fees, a per credit Universal Fee and a Class Fee for certain courses. Other schools have additional fees such as Technology Fee, Transcript Fee, Late Fee, etc.

The community college Business Officers are in the early stages of discussing new rates for the 2025-2026 academic year. We believe that most community colleges in Oregon will approve an increase for the next year. Most Community Colleges in Oregon are recommending tuition and fee increases to their Boards.

For 2024-2025, the Board approved increased per-credit Tuition of \$2 per credit and increased per-credit Universal Fees of \$4 per credit. We are following the Board's directive to continue to increase the Universal Fee structure and Tuition modestly to avoid large increases in the future. It is recommended that the Board set tuition and fee increases in line with the Higher Education Price Index (HEPI). The HEPI for 2024 is 3.4%.

The Leadership Team is recommending a \$4/credit increase to Tuition and a \$2/credit increase to the Universal Fee for 2025-2026.

For FY 2025-2026, the following per credit rates are recommended:

Tuition - \$114 per credit

Universal Fee - \$28 per credit

Total per credit fees - \$142 (approximately 4% increase)

Discussion of Board Meeting Schedule for 2024-2025

RECOMMENDATION

DISCUSSION – POSSIBLE ACTION

BACKGROUND INFORMATION President Jarrell

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years**. This is a first reading for these dates for the following academic year of 2024-25.

DATE	YEAR	TIME	NOTE
April 7	2025	5:00 PM	
May 5	2025	5:00 PM	
June 2	2025	5:00 PM	

Board Meeting Schedule for 2025-2026

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Jarrell

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years. 2025 is a Special Election year.** This is a first reading for these dates for the following academic year of 2025-2026.

DATE	YEAR	TIME	NOTE
July 7	2025	5:00 PM	
August	2025	-	No Board Meeting
September 8	2025	5:00 PM	The first Monday in September is a holiday.
October 6	2025	5:00 PM	Board Retreat and regular board meeting
November 3	2025	5:00 PM	
December 8	2025	5:00 PM	
January 5	2026	5:00 PM	
February 2	2026	5:00 PM	
March 2	2026	5:00 PM	
April 6	2026	5:00 PM	
May 4	2026	5:00 PM	
June 1	2026	5:00 PM	

Curriculum Approval

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- VPI Williams

Advanced Emergency Medical Services Certificate

This certificate is designed to instruct students at the level of Advanced Emergency Medical Services (Advanced EMT). EMT's are a vital member of the healthcare team, assessing and caring for sick or injured patients in the prehospital and hospital environment. This certificate includes a 6-credit course (Advanced Emergency Medical Services) which is part 2 of a 2-part course that prepares individuals for National Registry as an Advanced EMT.

Nursing Assistant Certificate

Local partners have expressed, and research has verified, a high demand for Certified Nursing Assistants (CNAs) in Tillamook County. For this reason, TBCC desires to start a 7-credit Nursing Assistant Certificate Program that provides a unique combination of academic study and hands on training. This certificate includes a new 6-credit NA 100 Nursing Assistant course combined with already existing HE 110 CPR/AED for Professional Rescuers and Health Care Providers.

Human Resources Assistant Certificate

The Human Resources Assistant Certificate offers foundational coursework for Human Resource (HR) careers or can transfer toward a Bachelor's degree. Students gain skills in business management, HR leadership, legal and ethical practices, technology, and communication, with opportunities to apply these skills in real-world HR scenarios.

Workforce Readiness Certificate

The Workforce Readiness Certificate prepares students for essential skills for workplace success, including interpersonal communication, leadership, professionalism, and teamwork.

Nursing Assistant Certificate

Overview

This Certificate combines classroom, skills lab, and hands-on clinical experience to prepare students for the roles and responsibilities of a Nursing Assistant I (NA). NA's work directly under the supervision of a licensed nurse in a variety of healthcare settings to provide patients with comfort services and assistance with activities of daily living. Students will learn basic bedside nursing skills, including communication, infection prevention, safety and hygiene, body mechanics for safe body transfer and the basic principles of personal care with dignity.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply nursing assistant skills proficiently and appropriately to perform authorized duties.
2. Apply basic healthcare knowledge in a variety of healthcare settings.
3. Individuals who complete this certificate will be prepared to take, and pass, the NA certification exam.

Students in this program will learn to;

- Provide person-centered nursing assistant skills in a professional manner through caring and respectful interaction with patients, families, and the healthcare team.
- Communicate professionally and effectively with diverse individuals.
- Demonstrate an ability to gather information, think critically, and solve problems in the clinical setting.
- Utilize appropriate infection prevention measures while providing care, including hand hygiene, PPE, disposal of contaminated articles, and hazardous wastes.
- Utilize proper body mechanics and safety transfer to prevent injury to self and patient.
- Implement basic principles of personal care, including bathing, comfort care, dressing/undressing, and grooming.
- Distinguish between personal and professional values and legal/ethical responsibilities in practice.
- Performs First Aid and initiates emergency response procedures as required.

Career Pathway: Nursing Assistant

TBCC guarantees, at a minimum, the following courses each quarter for the completion of this Career Pathway Certificate.

A student can transfer in or take other courses that meet the requirements, though this is discouraged.

SUMMER TERM	SPRING TERM
HE 110 CPR/AED for Professional Rescuers and Health Care Providers (1 CR)	HE 110 CPR/AED for Professional Rescuers and Health Care Providers (1 CR)
NA 100 Nursing Assistant I (6 credits)	NA 100 Nursing Assistant I (6 credits)
<i>Credit Total: 7</i> 7 Credits – apply for CPC!	<i>Credit Total: 7</i> 7 Credits – apply for CPC!

Tillamook Bay Community College 2024-2025 www.tillamookbaycc.edu *NOTE: In order to complete the CWE students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).

*Students planning to transfer or enroll in additional programs, should see an advisor for appropriate courses.

See attached.

Human Resources Assistant Certificate

Overview

This certificate in Human Resources offers foundational coursework for HR careers or transfer to a Bachelor's program. Students gain skills in business management, HR leadership, legal and ethical practices, technology, and communication, with opportunities to apply these skills in real-world HR scenarios.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Explain the role of HR within business operations, applying concepts and best practices to typical HR tasks.
2. Communicate how resources and legal frameworks support ethical HR practices.
3. Exhibit personal leadership and collaborate effectively in team environments to achieve organizational goals.

Certificate (one year): HR Assistant

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101Z Intro to Business (4 CR)	BA 224 Human Resources Mgmt. (3 CR)	BA 225 Applied Knowledge and Skills for HR Professionals (4 CR)
	BA 133 Introduction to Microsoft Office (4 CR)	BA 169Z Data Analysis Using Microsoft Excel (4 CR)	BA 206 Management Fund. (3 CR)
	WR 121Z Composition I (4 CR)*	LEAD 242 Personal Leadership Dev. (3)	BA 205 Business Communication (4 CR)
			BA 232 Professional Workplace Fundamentals (4 CR)
	12 Credit Total	10 Credit Total	15 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 120(M) Project Mgmt Fund. (3 CR)		
	BA 285 Human Relations in Organizations (3 CR)		
	MTH 105Z Math in Society (4 CR)*		
	10 Credit Total		Total Credits: 47

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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* This class may require an additional one credit (CR) co-requisite course; Tillamook Bay Community College 2025-2026 - www.tillamookbaycc.edu

Workforce Readiness Certificate

Overview

This career pathways certificate prepares students for essential skills for workplace success, including interpersonal communication, leadership, professionalism, and teamwork.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply business knowledge, workplace skills, and technology to effectively complete tasks, build relationships, and navigate team dynamics.
2. Align personal values with career objectives and develop behaviors essential for workplace success.

Career Pathway Certificate: Workforce Readiness

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101Z Intro to Business (4 CR)	BA 133 Introduction to Microsoft Office (4 CR)	BA 232 Professional Workplace Fundamentals (4 CR)
	BA 285 Human Relations in Organizations (3 CR)	LEAD 242 Personal Leadership Development (3)	BA 277 Business Ethics (4 CR)
	7 Credit Total	7 Credit Total	8 Credit Total
			Total Credits: 22

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

Mission Fulfillment, Employee Engagement

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.....DIRECTOR MCCARLEY/PRESIDENT JARRELL

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

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT 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

Our Executive Director, Jason Lawrence, will provide an update on the Construction project update.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION.....President Jarrell

An update on the financial statements will be provided verbally at the meeting.

Agenda Item 5

Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date, Ended January 2024

58.3% of fiscal year completed

2/13/2025

	FY 2023-2024			FY 2024-2025		
	Annual Budget	1/31/2024	% of Budget	Annual Budget	1/31/2025	% of Budget
Resources						
Beginning Fund Balance	\$1,200,000	\$1,223,286	101.94%	\$1,200,000	\$1,834,941	152.91%
State	\$4,038,496	\$3,122,271	77.31%	\$4,251,541	\$3,473,509	81.70%
Property Taxes	\$1,565,146	\$1,423,784	90.97%	\$1,679,205	\$1,461,897	87.06%
Local Contracts	\$40,640	\$0	0.00%	\$40,640	\$0	0.00%
Tuition	\$939,000	\$688,806	73.36%	\$976,000	\$802,549	82.23%
Fees	\$226,277	\$214,714	94.89%	\$156,520	\$246,562	157.53%
Interest	\$360,000	\$185,185	51.44%	\$360,000	\$93,370	25.94%
Other (sales of goods, rental, Misc.)	\$50,700	\$8,085	15.95%	\$50,700	\$26,811	52.88%
Transfers	\$509,664	\$0	0.00%	\$509,664	\$52,048	10.21%
Total resources	\$8,929,923	\$6,866,130	77%	\$9,224,270	\$7,991,687	87%
Expenditures						
Instruction	\$2,400,453	\$1,023,061	17.80%	\$2,429,907	\$1,121,506	46.15%
Instructional Support	\$840,751	\$372,540	26.36%	\$957,227	\$411,373	42.98%
Student Services	\$845,364	\$400,715	25.44%	\$892,427	\$425,189	47.64%
College Support	\$2,622,255	\$1,295,177	28.22%	\$2,636,905	\$1,178,298	44.68%
Plant Operation	\$558,867	\$312,516	32.78%	\$843,874	\$463,328	54.90%
Transfers	\$320,556	\$118,907	21.74%	\$329,991	\$273,942	83.01%
Contingency	\$141,677	\$0	0.00%	\$383,939	\$0	0.00%
Total expenditures	\$7,729,923	\$3,522,915	46%	\$8,474,270	\$3,873,635	45.71%
Ending fund balance	\$1,200,000	\$3,343,214		\$750,000	\$4,118,052	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

President's Report

March 2025

Updates

- Winter term Enrollment Update
- OPC – February 6
 - o Impacts of EOs, etc.
 - o Dev Ed Reform / Co-requisite Education
 - o Transfer Issues
 - o Meeting structure and operational rules
- OCCA – February 7
- VPI Interviews concluded
- Pizza with the Prez! – February 20
- Sheriff Brown meeting – February 20
 - o Coordinate efforts
- Senator Merkley and Congresswoman Bonamici Townhall – February 22
 - o Local Leaders meeting
 - Impact of federal actions
 - Presidential EOs
 - FEMA BiOp
 - o Public
 - Impact of Federal actions
- Legislative and other actions
 - o State
 - o National
- Rural Guided Pathways
 - o We are in!
 - o Institute 1 – March 18 – 21
 - Leading Transformational Change

March Observances

- National Women's History Month
 - o March is National Women's History Month. The theme for Women's History Month 2025 is "Moving Forward Together! Women Educating & Inspiring Generations." Women's History Month is celebrated to recognize and honor the contributions of women to American society, culture, and history. It's observed in March in the United States and other countries to coincide with International Women's Day
- International Women's Day, March 8
 - o International Women's Day (IWD) is a global day celebrating the social, economic, cultural, and political achievements of women. The day also marks a call to action for accelerating women's equality. IWD has occurred for well over a century, with the first IWD gathering in 1911 supported by over a million people. Today, IWD belongs to all groups collectively everywhere. IWD is not country, group, or organization specific.

Upcoming Dates

- OCCA Legislative Summit – March 5-6
- RGP Institute 1 – March 18-21
- North Coast Throwdown – March 22
- Meet with HECC Vice Chair Greg Hamman – March 24

Kudos

- Facilities and Safety Team
- Eileen Casey White – Title III, Dual Credit, Rural Guided Pathways, APR Curriculum

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.....Chair Bell

The Board will discuss the upcoming annual evaluation process for President Jarrell.

Adjournment

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Bell

MOTION TO ADJOURN THE MEETING