



# Special Board of Education Meeting Agenda

**Date:** Thursday, September 29, 2022

**TBCC Special Board Meeting:** Zoom – 4:00pm – 5:00pm

| <b>Item</b> | <b>Description</b>  | <b>Resource</b>   |
|-------------|---|---|
| 1.          | <b>Call to Order • Acknowledge Guests</b> -----   | Chair Gervasi   |
| 2.          | <b>Consent Agenda:</b> -----<br>a. Approval of Agenda   | (Action) Chair Gervasi  |
| 3.          | <b>Invitation for Public Comment</b> -----<br>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 may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. | Chair Gervasi   |
| 4.          | <b>New Business and/or focused policy discussions</b><br>a. Interviews for Zone 4 Board Position .....<br>b. Interviews for Zone 2 Board Position .....<br>c. Discussion of Zone 2 and 4 Board Position Applicants.....<br>d. Selection of Zone 2 and 4 Board Positions .....<br>e. Swear in New Zone 2 and 4 Board Member .....  | Chair Gervasi<br>Chair Gervasi<br>Chair Gervasi<br>(ACTION) Chair Gervasi<br>(ACTION) Chair Gervasi |
| 5.          | <b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b><br>a. President's Report .....  | President Tomlin  |
| 6.          | <b>Board Member Discussion Items</b> -----  | Chair Gervasi   |
| 7.          | <b>Adjournment</b> -----  | (Action) Chair Gervasi  |

*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 Gervasi

## Approval of the Consent Agenda

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION**----- (Action) Chair Gervasi  
MOTION TO APPROVE THE CONSENT AGENDA FOR THE SPECIAL SEPTEMBER MEETING.

Items for approval:

- a. Approval of Agenda for the October meeting

## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SPECIAL SEPTEMBER MEETING

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| 4.          | <b>New Business and/or focused policy discussions</b><br>a. Interviews for Zone 2 Board Position .....<br>b. Interviews for Zone 4 Board Position .....<br>c. Discussion of Zone 2 and 4 Board Position Applicants.....<br>d. Selection of Zone 2 and 4 Board Positions .....(ACTION)<br>e. Swear in New Zone 2 and 4 Board Member ..... (ACTION)   | Chair Gervasi<br>Chair Gervasi<br>Chair Gervasi<br>Chair Gervasi<br>Chair Gervasi |
| 5.          | <b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b><br>a. President's Report .....  | President Tomlin  |
| 6.          | <b>Board Member Discussion Items</b> -----  | Chair Gervasi   |
| 7.          | <b>Adjournment</b> -----  | (Action) Chair Gervasi  |

## Invitation of Public Comment

### **RECOMMENDATION**

AVAILABLE AT BOTH THE BEGINNING AND END 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 MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

**BACKGROUND INFORMATION**.....Chair Gervasi

# NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

**RECOMMENDATION**

**BACKGROUND INFORMATION**----- Chair Gervasi

## Interviews for Zone 4 Board Position

### RECOMMENDATION

Information Only

### BACKGROUND INFORMATION ..... Chair Gervasi

One application has been received for the open Board position in Zone 4. The Board will interview the candidate using the questions below.

1. What skills would you bring to the TBCC Board that would be beneficial to the college?
2. Being a member of TBCC's board of education is a commitment of your time. Do you feel you have the time available to meet these obligations? Some of the responsibilities of board members that would require time each month include:
  - i. Preparation for an attendance at monthly board meetings by reading through the board packet before the meeting and developing questions to ask about the material.
  - ii. Involvement in professional organizations, like Oregon Community College Association (OCCA), which may involve local travel as well as overnight travel out of county on a monthly basis if acting as the Board representative on the OCCA Board.
  - iii. Legislative activities and civic events.
  - iv. Serving on the TBCC Budget Committee to approve the college budget annually. This typically involves one extra meeting in April each year, along with preparation by reading through the budget document.
  - v. Serving on a TBCC Board Committee each year which sometimes involves extra meetings.
3. What aspects of being on the board interest you?
4. What do you believe are the most important roles TBCC has in our community?
5. What steps will you take to ensure that the constituents of your district are well represented on the TBCC board of education?
6. TBCC is heavily involved in supporting efforts to enhance and grow our work in Equity, Diversity and Inclusion. Provide your thoughts on the importance of this work in a community college.
7. Under normal circumstances, people are elected to the board of education. Are you prepared to run for election to this position in the May 2023 election, which would allow you to serve in your own term through June 30<sup>th</sup>, 2027?
8. Do you have any questions for us?



## Interviews for Zone 2 Board Position

### RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ..... Chair Gervasi

Two applications have been received for the open Board position in Zone 2. The Board will interview the two candidates separately using the questions below.

1. What skills would you bring to the TBCC Board that would be beneficial to the college?
2. Being a member of TBCC's board of education is a commitment of your time. Do you feel you have the time available to meet these obligations? Some of the responsibilities of board members that would require time each month include:
  - i. Preparation for an attendance at monthly board meetings by reading through the board packet before the meeting and developing questions to ask about the material.
  - ii. Involvement in professional organizations, like Oregon Community College Association (OCCA), which may involve local travel as well as overnight travel out of county on a monthly basis if acting as the Board representative on the OCCA Board.
  - iii. Legislative activities and civic events.
  - iv. Serving on the TBCC Budget Committee to approve the college budget annually. This typically involves one extra meeting in April each year, along with preparation by reading through the budget document.
  - v. Serving on a TBCC Board Committee each year which sometimes involves extra meetings.
3. What aspects of being on the board interest you?
4. What do you believe are the most important roles TBCC has in our community?
5. What steps will you take to ensure that the constituents of your district are well represented on the TBCC board of education?
6. TBCC is heavily involved in supporting efforts to enhance and grow our work in Equity, Diversity and Inclusion. Provide your thoughts on the importance of this work in a community college.
7. Under normal circumstances, people are elected to the board of education. Are you prepared to run for election to this position in the May 2023 election, which would allow you to serve in the remaining 2 years of the term through June 30<sup>th</sup>, 2025? You will need to rerun in May 2025 to serve your own full 4 year term from 2025-2029.
8. Do you have any questions for us?





## Discussion of Zone 2 and 4 Board Position Applicants

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... Chair Gervasi

The Board members will then discuss the results of the two interviews for Zone 2 and one interview for Zone 4 for the open Board positions.



## Selection of Zone 2 and 4 Board Position

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... Chair Gervasi

The Board will vote to approve one of the candidates to fill the open Board position in Zone 2 and one of the candidates for Zone 4. This is an ACTION ITEM.



## Swear in New Zone 2 and 4 Board Member

### RECOMMENDATION

ACTION ITEM to swear in a new Board Members

### BACKGROUND INFORMATION ..... Chair Gervasi

The newly appointed TBCC Board member for Zone 4 will be sworn into the open Board position. This person will serve on the TBCC Board through June 2023, and will need to run in the May 2023 election to be elected into the position for the 2023-2027 term.

The newly appointed TBCC Board member for Zone 2 will be sworn into the open Board position. This person will serve on the TBCC Board through June 2023, and will need to run in the May 2023 election to fill the remaining 2 years of term to which they are appointed. This term will expire in June 2025. They will then need to run for re-election for the full 4 year term for 2025-2029.

Swearing in language:

"I, \_\_\_\_\_, do solemnly swear to support the laws of the United States and of the State of Oregon, and faithfully discharge any duties which shall become my responsibility as a member of Tillamook Bay Community College Board of Education."



## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ----- Chair Gervasi

# President's Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....President Tomlin

Upcoming Dates:

- The Board retreat and Board meeting is Monday, October 3, 2022 starting at 8am.

Updates:

- Recognition of Pam and Jennifer's service on the Board

## Board Member Discussion Items

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION**.....Chair Gervasi

# Adjournment

**RECOMMENDATION**  
ACTION ITEM

**BACKGROUND INFORMATION**..... (Action) Chair Gervasi  
MOTION TO ADJOURN THE MEETING