



# Board of Education Meeting Agenda

**Date:** Monday, October 2, 2023

**TBCC Board Meeting** Rooms 214/215 Hybrid 4:00pm –6:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
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 September 11, 2023, 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. Presidential search process (ACTION).....	President Tomlin
	b. BP 7130 Employee Compensation (Second Reading) .....	President Tomlin
	c. BP 2400 Board Policies and Administrative Rules (Second Reading) (ACTION).....	President Tomlin
	d. CIT Project Recommendation (ACTION).....	President Tomlin
	e. Healthcare Education Building Recommendation (ACTION).....	President Tomlin
	f. BP 3440 Animals on Campus (First Reading).....	President Tomlin
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Strategic Plan project/SAO Sharing .....	AVP Hanson
	b. Pre-apprenticeship program with NVHS.....	Dean Cook
	c. ASTBCC Report .....	ASTBCC President
	d. Financial Report .....	VP Luquette
	e. President’s Report .....	President Tomlin
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 OCTOBER MEETING.

Items for approval:

- a. Approval of Agenda for the September meeting
- b. Approval of September 11, 2023 Meeting Minutes
- c. Approval of the Personnel Report

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	d. Financial Report .....	VP Luquette
	e. President’s Report .....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Bell
7.	<b>Adjournment</b> -----	(Action) Chair Bell

# September 11, 2023, Board of Education Meeting Minutes

**Date:** Monday, September 11, 2023

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

**TBCC Board Meeting**

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

**Members Not in Attendance:** Betsy McMahon, Tamra Perman

**TBCC Staff/Students in Attendance:** President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, Director McCarley, Interim HR Manager Poplikuha, Director Sheryl Neu, Michele DeGraffenreid, Interim Executive Assistant Lorie Lund, Erin McCarley, Michael Weissenfluh, Sherry Cook, Selena Castro, Michele Degraffenreid, Britta Lawrence

**Guests in Attendance:** Kiernon Spellman, Dale Kuykendall, Mark Stroller, Laura Robinson

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

**Consent Agenda:** ----- **(Action) Chair Bell**

**Approval of Agenda (Agenda Item 2.a):** no changes were requested.

**Approval of July 10, 2023, Meeting Minutes (Agenda Item 2.b) with these changes:** “plants will filter into the system” to “plants will filter water into the system” Also recommended change from, “Motion by Shannon Hoff to approve the 360-seat plan for the community event center.” to “motion to approve seating from 500 to 360 person seating for the community event space.”

**Personnel Report (Agenda Item 2.c).....Interim HR Manager Poplikuha**  
The Personnel Report was included in the packet. Kylie shared that the Payroll and Benefits Manager position has been filled by Rocio Valenzuela. Interviews are scheduled and/or in progress for: CFO- we have 2 recruiters working for us. We have hired Linda Hanson from a temporary employment agency to fill the interim CFO position while the search for a permanent CFO is being conducted. The following positions remain open until filled: SBDC Support Specialist and Development Coordinator. Full-time Nursing Faculty job posting closed 8/31/23. A candidate for that position will be interviewed next week.

**Additional Agenda Items** ----- **Chair Bell**

Mary Jones motioned to approve the Consent Agenda. Andrea Goss seconded the motion. **The motion carried.**

**Invitation for Public Comment (Agenda Item 3)** ----- **Chair Bell**  
No public comment was made.

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

**Board Retreat Planning (Agenda 4.a) .....President Tomlin**

President Tomlin shared the timeline and date, October 2, 2023 for the Board Retreat. He also shared the draft agenda items for the board retreat. Potential locations were discussed. Board member Mary Jones suggested holding the retreat at the Fireside room at the Headlands Hotel in Pacific City. The board decided they would get more information on having the retreat there and then decide on the location prior to retreat. The board members did not have any additional agenda items for the board retreat.

**Lightcast Economic Impact Analysis Report (Agenda Item 4.b) .....Laura Robinson**

The Lightcast Economic Impact Analysis Report was included in the board packet and Laura Robinson of Lightcast shared via Zoom the results of the analysis. The college has a very favorable economic impact on the community and there is room for expansion. The data gathered will help the college to engage students and be useful for grant writing. It was briefly discussed that Lightcast is also conducting a Labor force need analysis and those results would be forthcoming.

**BP 7130 Employee Compensation (first reading) (Agenda Item 4.c) .....President Tomlin**

Included in the packet is the draft of BP 7130 along with the current policy. President Tomlin shared we are starting to get new policies put together. There will be a corresponding AR 7130 that will go to College Council for approval. This draft policy includes OCCA policy recommendations. Mary Faith Bell asked if Leadership had any concerns about this policy. President Tomlin said that they reviewed it and were in approval of the language.

**BP 2400 Board Policies and Administrative Rules (First Reading) (Agenda Item 4.d)**

.....**President Tomlin**

The draft BP 2400 was included in the packet. President Tomlin highlighted changes in the current BP 102. This policy explains the difference between Board Policy and Administrative Rules. There will be a corresponding AR 2400 that will go to College Council for approval. In conclusion he mentioned that we will be working on all the policies in the coming year.

**BP 7360 Discipline and Dismissal-Exempt nonexempt- (Second Reading) (Agenda Item 4.e).....(Action) President Tomlin**

No changes were made from the 1<sup>st</sup> reading of this policy. This will help clarify guidelines regarding discipline and dismissal. We changed the probationary period from 6 months to 1 year for exempt staff. We would grandfather people who are currently in their probationary period. AR 7360 goes into specific details on infractions and is going to College Council for approval. Request was made to change he/she to "they".

Andrea Goss made a motion to approve with change to "they". Mary Jones 2<sup>nd</sup> motion. **The motion carried.**

**CIT Design update (Agenda Item 4f).....President Tomlin**

President Tomlin started the update with letting the board know that the CIT project estimated costs increased by almost \$500K. He told the board that the project could go in a different direction. VP Jarrell shared that an opportunity in South County has presented itself to the college. When we realized the renovation costs were increasing, we started to look at the possibilities in Beaver. Dean Cook has been working with the education consortium that is considering a regional training center in the Nestucca Valley school district. There is an elementary school in South County purchased by a family that would be renovated to develop it into a training and workforce development center. Dr. Jarrell asked, "what if TBCC took our money and invested in the South County 501c Coastal Career Consortium". It would be beneficial to make an investment in community revitalization, partner with workforce development opportunities and job development opportunities. There was continued discussion on the opportunity and possibility of moving in the direction of partnership in the training center in South County. There will be more research

and information coming and the board will be kept up to date as information materializes. We plan to bring a recommendation to the board in October.

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

**Healthcare Education Building Design Update (Agenda Item 5.a) .....President Tomlin**

Included in the packet were updated drawings from Weneha Group and Kieron shared them while updating on the variety of issues and changes recently made to the plans for the Healthcare Education Building. There are many design changes to be considered. The College had a favorable meeting with the city on addressing sewage issues. Ross and others also met with the County Engineers about the FEMA project which should be happening this next summer. The board will be kept up to date.

**ASTBCC Report (Agenda Item 5.b) .....ASTBCC President Mitchell**

No report as the ASTBCC president was not at the meeting.

**Financial Report (Agenda Item 5.c).....VP Luquette**

VP Luquette shared that there is no Financial Report this evening due to the loss of the CFO and recent replacement with a temporary CFO while a search for a permanent CFO is being done. VP Luquette shared there is a lot of catch up to be done but Linda Hanson, the interim CFO, is helping the college with that work and they are making progress. The plan is to have some financial information to share at the October board meeting.

**President's Report (Agenda Item 5.d).....President Tomlin**

The next board meeting is October 2 which includes the Board Retreat. Fall all staff In-service meetings are scheduled for Wednesday, Sept 20-22 in rooms 214 215 from 8:15am – 12:00pm each day. We will send out invites to the board. All are welcome.

The Foundation board meeting is tomorrow at noon in Room 214/15 and Andrea will attend as the board liaison.

Upcoming is the OCCA Conference November 1-3. Board member Betsy McMahon will be attending. It will be our last conference at Sun River. The next one should be at Salishan.

Our booth at the county fair this year was very successful. The Foundation made \$2,000 in the raffle ticket sales for a Kayak. The raffle resulted in 86 new donors and old donors reinspired to support the scholarship programs.

The OPC retreat was last last month and kicked off the year with the theme of Cheesemaking. Ben Cannon from HECC attended most of the retreat. Many relevant subjects were covered and pressing issues that are facing community college.

Board training: Andrea Goss shared information about the OCCA board training she attended with President Tomlin and how she learned so much because of the training along with valuable networking. Andrea also shared that OCCA advocates for all schools and teaches how to advocate. There will be online monthly trainings this year on subjects such as Oregon opportunity grant, Eighth Quarter payments, and Board Roles and responsibilities. She also said that she learned a lot about public meeting laws.

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

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

There was a Motion to adjourn by Kathy Gervasi and Andrea Goss made the 2<sup>nd</sup> motion. **The motion carried.** Meeting adjourned at: 7:15pm

**Executive Session (Agenda Item 8)------(Action) Chair Bell**

The board Moved to the Executive Session of the Meeting.

Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, September 11 at 6:00pm or when regular board meeting ends.



## Personnel Report

**RECOMMENDATION**

CONSENT AGENDA

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

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Chief Finance Officer			Contracted with KIP Search for national recruitment	Heidi Luquette
SBDC Support Specialist			Interviews weeks of 9/25	Leon Telesmanich
Development Coordinator			Posted locally. Emailed to all staff and faculty, newspaper, FB and on Indeed.com.	Britta Lawrence
Faculty Nursing Instructor			Hired Alexandra Tripp	Paul Jarrell
Facilities Coordinator			Posted locally. Emailed to all staff and faculty, newspaper, FB and on Indeed.com.	Heidi Luquette

## 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

## Presidential search process

### **RECOMMENDATION**

ACTION ITEM

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

Now that all the faculty and staff at the college have been informed of my retirement plans, it is time to have the board approve the process steps for recruiting and choosing my replacement. Following this docket item is a process that has been discussed in executive sessions and can now be reviewed in open session and formally approved by the board. With that approval, we will be able to move forward to develop the recruitment materials and advertise the opening. We can also then start to put together the initial search committee that will review the first set of applicants.

We are asking the board to approve the attached process with any changes discussed at the board retreat earlier in the day.

# DRAFT

## TBCC President Search Process September 2023

1. Informing and Advertising Recommendations
  - a. The President would work with HR and Marketing to develop a recruitment brochure and get the position advertised widely. The Board members on the search committee would be given authority to approve the brochure, ad, and locations to advertise.
  - b. We could include that there could be a transition period for the successful candidate with the current president. The Board would decide after choosing the successful candidate on the timing of approving him/her to be the new president. This needs to be decided at the time the recruitment ad is developed and will impact the types and number of applicants.
  - c. We would plan to advertise nationally and regionally through October into early November.
  - d. The board would work with the President to put together the search committee prior to reviewing the applications. There can be up to three board members on the first round search committee. The board would approve the search committee members at the November board meeting.
  - e. The search committee would then start reviewing applications in early to mid-November.
  
2. Interviewing Recommendations
  - a. The Search Committee for the first round of interviews would be a mixture of faculty, staff, board members, along with a student and community member.
  - b. The first-round interviews would be on Zoom and would be confidential and would be scheduled for late November into early December.
  - c. The first-round search committee would make recommendations to the full Board for finalists to bring to campus. The full board then decides which candidates move forward to the second or final round.
  - d. The Search Committee for the second or final round of interviews would be the full board.
  - e. The second-round process would be all in person on campus, and would include the following:
    - i. an open forum on campus where community members are invited along with all faculty, staff, and students,
    - ii. meetings with different groups on campus, including College Council, Faculty Senate, Leadership Team, and the current president,
    - iii. a formal interview with the Board.
  - f. The full board then takes all the feedback from second round meetings and interviews and decides who to hire as the successful candidate, with the Board then

# DRAFT

- negotiating a contract with that person for starting date, transition process, and salary. The starting date would then depend on the successful candidate.
- g. The timing on all this will depend on the response to the recruitment ads and how long it takes to go from the first round to the second round of interviews.

### 3. Transition Process Recommendations:

- a. The Board decides during the negotiation phase on the transition process to be implemented once the successful candidate starts in their position.
- b. If the transition process includes an overlap period with the current president, the successful candidate would come on board as an Executive VP to work under the current president for some period of time. This would provide time for the Board to receive feedback from the current president, faculty, staff, and community members on whether the candidate should be given a contract as the new president. The Board would then approve the person as the new president.
- c. The Board could also decide to give the successful candidate a contract as the new president at the time of hire, with a transition period with the current president built in at the beginning of their tenure before taking over as the new president.
- d. The Board could also decide a transition period is not necessary with the current president and award the successful candidate a contract as the new president, with a starting date when the current president leaves his position.

## BP 7130 Employee Compensation

### **RECOMMENDATION**

SECOND READING- ACTION ITEM

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

We have taken current language from BP 311, 303, and 417, along with the OCCA template language to develop this new policy focusing on topics related to employee compensation. There is an associated AR that provides more detail that has gone to College Council for approval. The Leadership Team has reviewed and approved this draft.

This is a second reading of the new BP 7130. No changes have been made since the first reading.

## **BP 7130 Employee Compensation**

### **References:**

Previous BP 311  
Previous BP 303  
Previous BP 417  
AR D017  
AR 7130  
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)  
ORS 348.586  
ORS 652.210 to 652.235

As part of the budget approval process each spring, Administration will bring to the Board of Education for approval all budget assumptions used to build the annual budget, which will include salary step increase and COLA increase recommendations, along with any recommended changes in grades or position title for faculty or staff.

Executive, Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Faculty are Professional Employees under the Fair Labor Standards act and are considered exempt regarding overtime and compensatory time.

For full-time non-faculty employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). The workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day (except in July and August, when the workweek is 32 hours Monday-Thursday). Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE. Regular, full-time faculty shall have a 173-day work year.

As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked more than forty hours per week.

### **Benefits**

Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B- 1 of the annual TBCC budget book, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for health insurance more than the cost of the



employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

### **Stipends**

Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.

Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.

Stipends will be a set amount paid per month to perform the extra duties listed in the job description.

To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications to receive the extra stipend.

Each approved stipend detailed in AR 7130 will be reviewed annually to determine if changes in the process or compensation are needed.

### **Special Employment Agreements (SEA)**

Extra work done by faculty or staff that that is above and beyond regular job duties will have the scope of work and compensation defined in a separate Special Employment Agreement (SEA) and is not considered to be a stipend.

### **Prohibition of Incentive Compensation**

TBCC shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

### **Adopted:**

Revised January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018, June 1, 2020, June 7, 2021, (OCCA required language October 2021, June 2022)

~~311.1 PAY—~~

~~A.——Salary Schedule/Placement—~~

~~1.1 Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A 1, A 2, C 1, and C 3 and shall be reviewed and adopted each fiscal year by the Board of Education.—~~

~~2.——Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.—~~

~~3.——Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.—~~

~~4.——Temporary full time or temporary part time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.—~~

~~5.——Executive and Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.—~~

~~B.——Work Schedule—~~

~~1.——Non-Exempt Employees.—~~

~~For full time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek—~~

~~shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE.—~~

~~2. Exempt Employees.~~

~~For full time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.~~

~~3. Rest Periods~~

~~The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.~~

~~C. Overtime Compensation~~

~~1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.~~

~~D. Paying to teach a class~~

~~1. All staff teaching a TBCC class will receive compensation for teaching the class at the appropriate adjunct faculty rate, unless that course is part of their regularly assigned job description. Their supervisor must approve the teaching of the class, they must be qualified to teach the class, and they must be approved to teach by the Chief Academic Officer. The employee, and supervisor, must agree that the teaching responsibilities will not interfere with their main job duties. The teaching hours can then be taken as leave from their regular job schedule, flexed within the current work schedule, or may occur during their "off" duty hours, based on approval from their supervisor.~~

~~311.2 BENEFITS~~

~~A. Health Insurance Coverage~~

~~1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance~~

~~in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.—~~

~~2.——Eligible employees as described in A.1 above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education. —The option to waive or opt out of the College's health insurance plan is limited to 25% of eligible employees—once that threshold is reached employees will be added to a waiting list and will be allowed to opt out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Facilities, Safety and Human Resources and provide proof of other equivalent health insurance coverage.—~~

~~B.——Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.—~~

~~C.——Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.—~~

~~D.——Tuition Waiver/Tuition Assistance Policy—~~

~~1.——The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.—~~

~~2.——Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job related courses require absence from work, supervisor approval is required.—~~

~~3.——Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.—~~

~~4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.~~

~~5. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Facilities, Safety and Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.~~

~~E. Leave (See Articles 312, 313)~~

~~1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.~~

~~2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.~~

~~3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.~~

## **STIPENDS**

**ARTICLE NUMBER: 303**

~~LAST APPROVED: January 3, 2022 REFERENCE: AR C005~~

#### ~~OVERVIEW~~

~~Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.~~

~~Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.~~

~~Stipends will be a set amount paid per month to perform the extra duties listed in the job description.~~

~~To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications in order to receive the extra stipend.~~

~~Each approved stipend detailed in AR C005 will be reviewed annually to determine if changes in the process or compensation are needed.~~

~~Extra work done by faculty or staff that falls outside of the person's official job description will be done as part of a separate SEA and is not considered to be a stipend. Stipends for work done by adjunct faculty are covered in conjunction with Policy 417 and AR D017.~~

### ~~**FACULTY WORKLOADS AND COMPENSATION**~~

#### ~~**ARTICLE NUMBER: 417**~~

~~LAST APPROVED: June 20, 2019, July 12, 2021 REFERENCE: AR D017~~

#### ~~PURPOSE~~

~~Tillamook Bay Community College (TBCC) recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. TBCC recognizes that attracting and retaining qualified faculty requires a multiple pronged approach;~~

~~A.—— Compensation: Consistent with this policy, a regular and adjunct faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify this schedule annually.~~

~~B.—— Benefits: TBCC provides employee benefits as required by current laws. TBCC shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education for health insurance. TBCC shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules. TBCC will also maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for~~

all employees. Eligible employees also have access to tuition waivers as defined in college procedure.

~~Professional Development: TBCC will provide funds, as budget allows, for faculty professional development on an annual basis. The term professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness. To be done well, professional development should be; tied to an annual professional development plan, realistic, relevant, monitored, agreed and reviewed, evidence based, and aligned to institutional and/or personal goals that help further increased student success. Faculty wishing to access professional development funding should first complete a professional development plan with their supervisor.~~

~~C. — Voice: TBCC endeavors to give faculty a voice on college committees and leadership opportunities so that their voice is heard, recognized, and acknowledged as an important part of college governance.~~

~~D. — EmeritX status: TBCC recognizes the lifelong contributions of faculty through the EmeritX process. TBCC uses the word EmeritX to purposefully recognize diversity and honor inclusivity of all people who may wish to apply.~~

~~E. — Faculty two-year employment agreements will be in accordance with AR D017.~~

## BP 2400 Board Policies and Administrative Rules

### **RECOMMENDATION**

SECOND READING- ACTION ITEM

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

We have taken the current language from BP 102, along with the OCCA template language to develop this new policy focusing on topics related to adopting policies and administrative rules. There is an AR that provides more detail that has gone to College Council for approval. The Leadership Team has reviewed and approved this draft.

This is a second reading of the new BP 2400. There have been no changes to the BP since the first reading.



## **BP 2400 Board Policies and Administrative Rules**

### **References:**

Previous BP 102  
AR 2410  
NWCCU Standards 2.C

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Tillamook Bay Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to TBCC's activities. All TBCC employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the TBCC Board of Education may change, amend, or add to Board Policies at the same meeting at which they are introduced. The Board of Education shall regularly assess its policies for effectiveness in fulfilling TBCC's mission.

Administrative Rules are to be issued by the Leadership Team and approved by the College Council as statements of method to be used in implementing Board of Education policy. Such administrative rules shall be consistent with the intent of Board of Education Policy. Administrative rules may be revised as deemed necessary by the Leadership Team and approved by the College Council. The Board of Education reserves the right to direct revisions of the administrative rules should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

Copies of all Board of Education policies and administrative rules shall be readily available to all TBCC employees through Policy Tech which can be accessed through the TBCC website.

### **Adopted:**

Revised 6/22

## BOARD POLICIES

ARTICLE NUMBER: 102

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017, November 1 2020, February 7, 2022

REFERENCE:

### OVERVIEW

A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. All Board policies will be available to everyone online from the TBCC website or through the Policy Tech program.

E. Administrative rules: The College has a number of procedures and operational rules that are implemented operationally on a daily basis. These procedures are policy driven and are approved by the College Council as "Administrative Rules." The College Council approves all Administrative Rules. A complete review of the Administrative Rules will take place every six years, in alternating three year intervals with the Board Policy reviews.

F. Board Policy: The Board policies will be reviewed by the Board Policy Review Committee every six years (alternating on three year intervals with the Administrative Rules review), with changes approved by the Board.

## CIT Project Recommendation

### **RECOMMENDATION**

ACTION ITEM

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

As we discussed at the September board meeting, TBCC has been considering a different approach to the space for the manufacturing and welding programs. With the cost estimates going up substantially to renovate the CIT building along with the opportunity to consider space in Beaver that would be subsidized by O'Brien Construction and would be part of a CTE training center complex for the three school districts and TBCC, the College has been weighing the pros and cons of shifting this project to Beaver and then using the CIT building for use by our Facilities Department.

We will present these pros and cons along with our recommendation moving forward. We will be asking the board to approve our recommendation.

# Healthcare Education Building Recommendation

## **RECOMMENDATION**

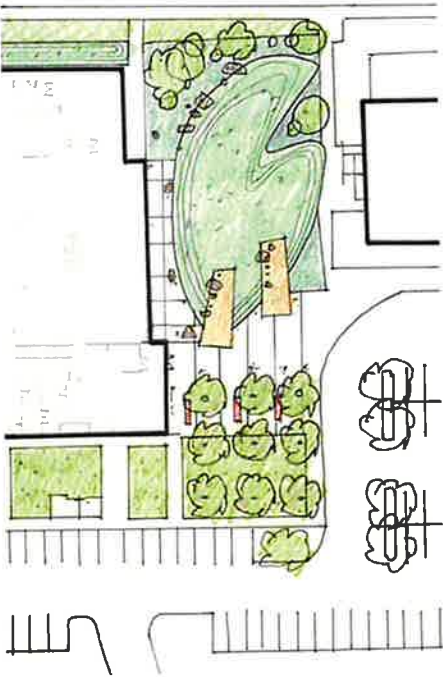
ACTION ITEM

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

Wenaha and Opsis will have presented the updated drawings for the Healthcare Education Building during the Board retreat. They will also have provided the board with options for the exterior look of the building during the retreat. Here we will ask the board to approve the interior drawings and provide their feedback on the exterior view options that were presented. This will provide Opsis with more direction on the next steps in the construction project.

We will also have information on the cost estimates for the project along with updates on the FEMA flooding project that should be started next summer and its impact on this project.

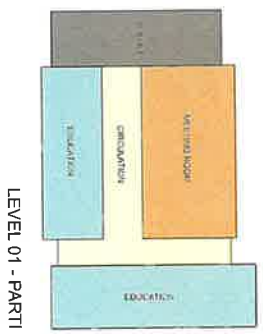
# Site Plan



# Level 01



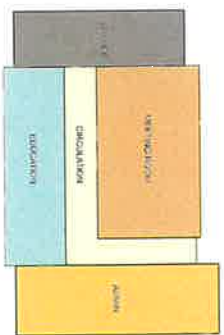
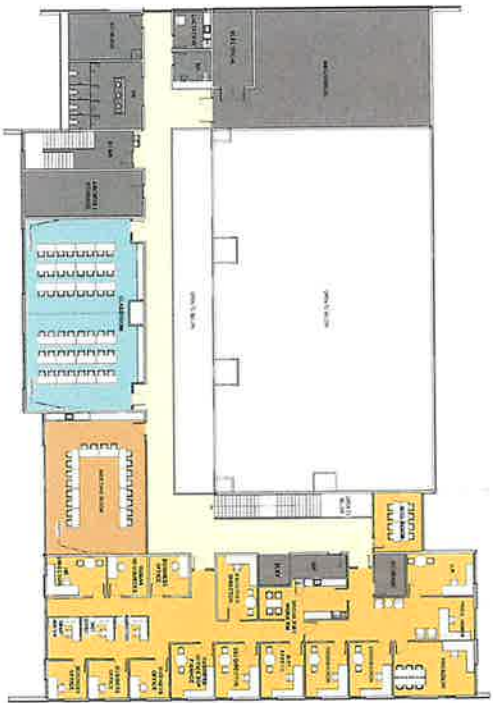
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# Level 02



LEVEL 02 - PART I

## BP 3400 Animals on Campus

### **RECOMMENDATION**

FIRST READING

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

Following this docket item is a draft of the new policy that deals with animals on campus. This has been an increasing problem for us at the college and we have used information from our attorney as well as OCCA and other colleges and universities to put together this BP 3400 to address the issue. It prohibits animals in the college buildings and discusses exceptions to that rule, along with a process for addressing the exceptions. It also includes references to state and federal regulations and laws that we will follow. There is also a new AR 3440 that provides more detail and will go to College Council for a first reading in September.

This is a first reading for this new BP.



## BP 3440 Animals on Campus

### References:

Previous BP 202

ORS 653.616(5)

Occupational Safety and Health Administration Regulations

The College prohibits staff, faculty, students, contractors, visitors, and volunteers from taking pets or other animals into any College building or facility.

Animals are restricted on the College campus to provide a safe and a healthful environment for members of the campus community to study, work and live, to preserve the flora, fauna, and natural beauty of the campus, to comply with local animal ordinances, and to ensure public safety. Pets and other animals can pose a threat to the health and safety of the campus community as well as to a healthful educational environment through allergy, excessive noise, animal bites, and disease transmission (fleas, ticks, viruses, parasites, etc.). Individuals with disabilities are at particular risk. In addition to the potential to cause health hazards, animals can be unpredictable, have uncontrollable behavior, and can contribute to accidents in the workplace.

All members of the campus community are required to comply with all aspects of this policy. Employees and students who fail to comply or who interfere with the implementation of this policy, including relocation of animals, will be subject to corrective or disciplinary action.

This Animals on Campus policy is applicable to all staff, faculty, students, contractors, visitors, and volunteers who access campus buildings, facilities, grounds, campuses, and property. This policy applies not only to dogs but also to other common animals including horses, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets.

The College may require any person with an animal to remove it from campus grounds. College staff are asked to inform anyone with an animal in a college building to remove it. Beyond that, staff should refer the person to HR or the Facilities Director. The campus community is required to abide by this policy and by the relevant local government laws and ordinances regarding dog and cat management.

In the event that a visitor who is not a regular member of the campus community brings an animal to the campus, they will be asked to remove it. If a person enters College property outside of the building with an animal, they shall ensure that the pet under their control, remains restrained on a leash 6 feet or less at all times, will not be left fastened to stationary objects, and will be under effective control while on campus grounds. Any dog, cat, or other animal brought to campus must be licensed and fully inoculated in accordance with Tillamook County regulations, with the burden of proof on the owner.

Fecal matter deposited by any dog, cat, or other animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the animal user to arrange for removal of fecal matter if they are personally unable to perform the task. Animal owners are financially responsible for any damage caused by their pets.

Exceptions to these guidelines are detailed in the corresponding AR 3440.

**Adopted:**

## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

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

**Strategic Plan Project/SAO Sharing**

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION** .....STUDENT SUCCESS COACH BEUTEL

As TBCC enters year two of our strategic plan, we will invite service areas/departments to report on the work they are doing to achieve their Service Area Outcomes (SAOs). This month, we will hear from Success Coach Beutel on the work being done by the Student Services team to strengthen student onboarding.

## Pre-apprenticeship program SAO sharing

### RECOMMENDATION

INFORMATION ONLY

### BACKGROUND INFORMATION .....DEAN COOK

Building a Workforce for Tomorrow Developing a workforce pipeline for industry has been a challenge historically in the United States. In an effort to address this need, legislation has moved to the establishment and funding of robust apprenticeship programs across the country. While this support is crucial it does not fill the gaps or answer the questions of where we identify and place students into these industry vital apprenticeship programs. The introduction of Pre-Apprenticeships for secondary students and for adults combined with the support of local school districts, community, industry and sponsored by Joint Accredited Training Committees (JATC) such as the Oregon Carpenter's JATC we are finding solutions to fill the workforce pipeline by using Sector Strategy. A sector strategy is multiple employers forming a partnership within industry that brings together education, community organizations, economic development, and workforce systems to address the current and relevant labor market needs. The focus then shifts to a strategic effort to address skill gaps, while creating meaningful and high wage career pathways for a range of the workforce. For local industry it is vital to answer the need to fill the industry pipeline by creating Pre-Apprenticeship programs. Pre-Apprenticeship programs will create, equity, inclusion and access to students within all of Tillamook County to high quality, industry aligned curriculum along with providing the highest quality hands on skill development from Career and Technical Education. Faculty and industry craft professionals will be preparing them for entry into the Registered Apprenticeship pool. This will allow for a seamless transition to post-secondary education to create a sustainable workforce for Tillamook County while providing graduates with a family living wage. Dean Sherry Cook will be presenting the first BOLI approved registered Pre-Apprenticeship in Tillamook County with an overview of the impact of the model for Nestucca P.A.C.T #101 has in paving the way for Pre-Apprenticeship programs across Tillamook County and Oregon.

# ASTBCC Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....ASTBCC PRESIDENT MITCHELL

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

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....VP Luquette

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

# President's Report

**RECOMMENDATION**

INFORMATION ONLY

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

Upcoming Dates:

- The next Board meeting will be Monday, November 6 at 5pm in Room 214/15.
- The OCCA 2023 Annual Conference is scheduled for November 1-3 in Sun River. Betsy and Shannon are planning to attend.
- OPC meeting will be at Lane CC on Thursday, October 5 and the OCCA Board meeting will be there on Friday morning, October 6.

Updates:

- New Student Orientation on Sept 19.
- Fall In-service



## 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