



Board of Education Meeting Agenda

Date: Wednesday, May 7, 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 April 2, 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. Abby Lee, OCCA Update	President Jarrell
	b. Higher Education Coordinating Commission (HECC) Visit Update	President Jarrell
	c. Nursing and Allied Health Program Presentation.....	VPI Williams/Dean Slover
	d. Rural Guided Pathways	President Jarrell
	e. BP 3720 Computer and Network Use (First Reading)	President Jarrell
	f. Budget Committee Meeting Update	President Jarrell
	g. Center for Industrial Technologies Construction Contract Approval (ACTION)	President Jarrell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Mission Fulfillment, Equity and Inclusion	Director Erin McCarley
	b. ASTBCC Report	ASTBCC President
	c. Construction Update	Director Jason Lawrence
	d. Financial Report	CFO Shari Montazeri
	e. President's Report	President Paul Jarrell
6.	Board Member Discussion Items -----	Chair Bell
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 MAY MEETING.

Items for approval:

- a. Approval of the Agenda for the May meeting
- b. Approval of April 2, 2025 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING

Board of Education Meeting Agenda

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	c. Construction Update	Director Jason Lawrence
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6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

April 2, 2025, Board of Education Meeting Minutes

Board of Education Meeting Agenda

Date: Wednesday, April 2, 2025

Executive Session Rooms 214/215 Hybrid 4:00pm – 5:00pm

Pursuant to O.R.S. § 192.660 (2)(a), 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 review and evaluation of the employment-related performance of the chief executive officer on Monday, February 5, 2024, at 4:00 pm.

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, Suzanne Weber

Members Not in Attendance:

TBCC Staff in Attendance: President Jarrell, Vice President Hanson, VPI Williams, Director McCarley, Senior HR Manager Poklikuha, Director Neu, Instructor Michele Mayle, Executive Director J. Lawrence, Adjunct Instructor Gary Bond, ASTBCC Vice Chair, Areli Velazquez

Guest:

Item Description

Resource

Call to Order • Acknowledge Guests **Chair Bell**
The meeting was called to order at 5:07 pm.

Consent Agenda..... **(Action) Chair Bell**

Approval of Agenda (Agenda Item 2.a):
There were no changes to the agenda for April 2, 2025

Approval of March 3, 2025, Meeting Minutes (Agenda Item 2.b)
There was a missing agenda action item, USDA Telemedicine Grant Resolution from the minutes. That resolution was voted on and unanimously approved by all board members.

Personnel Report (Agenda Item 2.c) **HR Sr Manager Poklikuha**
The Personnel Report was included in the packet and HR Sr Manager Poklikuha gave a verbal update from that. We had a successful Vice President of Instruction recruitment. The finalist was April Parsons, and her start date is in June 2025. Kylie shared that the Full-Time Faculty position has been posted, and we have received over 20 application packets. The hiring committee is now going through the packets for that position. We also have an open Math Faculty position posted and have received over 20 application packets for that position as well. In closing she updated the board on the Dean of Instruction position that is open and has also been receiving applicants and to date there have been 13 packets submitted.

Additional Agenda Items **Chair Bell**

Betsy McMahon motioned to approve the Consent Agenda. Andrea Goss seconded the motion with. The vote was unanimous to approve the Consent Agenda with the recommended corrections to be made to the March Board meeting minutes and the motion carried.

Invitation for Public Comment (Agenda Item 3) Chair Bell
No public comment.

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

All Oregon Academic Scholar (Agenda Item 4.a)VP Hanson
Each year, community colleges in Oregon nominate students to the All- Oregon Academic Team based on their academic excellence, leadership and community service. In April, OCCA (Oregon Community College Association) hosts the All-Oregon Academic Team luncheon in Salem to honor students with their families. VP Hanson introduces two of TBCC's nominees for 2025, they are Whitney Johnson and Jen Holler. Each student took a few minutes to share their education path and goals with the board.

Board Meeting Schedule for Academic year 2025-2026 (Agenda Item 4.b) (Second Reading) (ACTION) President Jarrell
This is the second reading and there were some changes. During the March Board meeting there was a discussion about changing the Board meeting day to the first Wednesday of each month moving it from the first Monday of each month. The purpose of the move was to accommodate the new board member, Suzanne Weber's schedule. There was a consensus for the move for the remainder of 2024-2025. When the first reading for the Board meeting schedule for Academic year 2025-2026 was held, the board asked to see the schedules for both the first Monday of 2025-2026 and the first Wednesday of 2025-2026. The schedule was brought back with the requested information for the second reading of the Board Meeting Schedule for Academic year 2025-2026.

Shannon Hoff made a motion to approve the Board Meeting Schedule for Academic year 2025-2026 to be held on the first Wednesday of each month except holidays and then it would be held the following Wednesday. Betsy McMahon seconded the motion. **There was a unanimous vote, and the motion carried.**

Tuition and Fees for Academic year 2025-2026 (Agenda Item 4.c) (Second Reading) (ACTION) President Jarrell
The increase to Tuition and Fees for Academic year 2025-2026 was brought back to the board for a second reading. There have been no changes to the Tuition and Fee increase since the first meeting.

Betsy McMahon motioned to approve the Tuition and Fees for Academic year 2025-2026 Mary Jones seconded the motion with. The vote was unanimous to approve Tuition and Fees for Academic year 2025-2026, and the motion carried.

President's 2024-2025 Evaluation and 2025-2026 Contract (Agenda Item 4.d) (ACTION) Chair Bell
Chair Bell brought the renewal of the TBCC President Jarrell's contract for the year 2025-2026. She took the time to call out the productive work that President Jarrell has done in the past year and the improvements that he has made. The board shared that they are very pleased and grateful for the work that President Jarrell has done in the past year.

Andrea Goss made motion to approve President Jarrell's 2025-2026 contract as discussed in the Executive Session. Shannon Hoff seconded the motion. **The vote was unanimous, and the motion carried.**

Legislative Session Update (Agenda Item 4.e) President Jarrell

President Jarrell updated the board on the recent visit to the state capitol for the Legislative Summit, expressing gratitude to the students who actively participated. He highlighted the priority items for OCCA and their favorable reception by state legislators, emphasizing their support for community colleges. President Jarrell also voiced concerns about the potential recession and the importance of strategic planning. Suzanne Weber, who is closely involved in legislative work, mentioned ongoing analysis of all programs and budget considerations. She discussed the removal of the Benefits Navigator program from the Governor's budget and the necessity of finding alternative funding, particularly for rural areas. President Jarrell reminded everyone that the Benefits Navigator position is mandated. Suzanne also brought up a bill regarding staff education requirements, which could simplify the hiring process at community colleges.

Information – Only Items (Agenda Item 5)

Mission Fulfillment, Diverse Enrollment Metric (Agenda Item 5.a) Director McCarley

Director McCarley presents a complex metric for diverse enrollment, focusing on increasing overall enrollment while maintaining or increasing the percentage of students from priority populations. These populations include students from underserved racial/ethnic communities, low-income backgrounds, those 25 years and older, and those taking CTE courses. The data shows that overall undergraduate enrollment has remained flat since recovering from the pandemic drop, with about 50% of students being 25 or older. The percentage of Latinx/Hispanic students is gradually increasing, reflecting changing demographics. However, there is a concerning trend in the declining percentage of students majoring in CTE programs, which the college plans to investigate further.

ASTBCC Report (Agenda Item 5.b) ASTBCC President

ASTBCC Vice Chair, Areli Velazquez Villa brought the ASTBCC report this month to the board. She discussed plans for ASTBCC for some upcoming campus events. The goal is to get more students and community involvement.

Construction Update (Agenda Item 5.c) Executive Director J. Lawrence

Director Lawrence brought the Healthcare building update to the board by sharing some upcoming small groups to be created to select interior furnishings. He encouraged the board to be involved with those groups. He concluded his report by discussing the progress on the proposed remodel of the CIT building. The plans for that are on target will be moving forward soon.

Financial Report (Agenda Item 5.d) President Jarrell

The financial report was included in the packet. CFO Montazeri began her report by going over the budget for the Healthcare building, including updating the board on bonds. She then moved on to the general finance report, she reported that the college is on target with its budget income and expenses. She then answered questions the board had about the fees and the beginning fund balance, explaining that the fees were higher due to the nursing cohorts and that the beginning fund balance.

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

The president's report was included in the packet and President Jarrell began his report with sharing kudos. He pointed out dates of import upcoming including the April 26, 2025, College Open House. He shared about the work that is going to be starting in line with the Rural Guided Pathways goals. He assured the board that there will be a presentation shared with the board on what work will be done and how it will align with the college Strategic Plan. In closing he encouraged the board to attend the upcoming All Oregon Academic Team Luncheon that will be held on the Chemeketa College campus in Salem on April 18, 2025.

Board Member Discussion Items (Agenda Item 6) Chair Bell

Adjournment (Agenda Item 7) (Action) Chair Bell

Andrea Goss made the motion to adjourn the board meeting. Shannon Hoff seconded the motion. The vote was unanimous, and **the motion carried.**

The board meeting concluded at 6:32 pm.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Dean of Instruction	Accepting Applications		Panel reviewing applications	President Jarrell
Full Time Faculty – Mathematics Instructor	Accepting Applications		Panel reviewing applications	VP Williams
Full Time Faculty - Education Instructor			Position put on hold as curriculum is created.	
Vice President of Instruction	Pending		Recruitment on hold pending review.	President Jarrell

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

OCCA Update, Executive Director Abby Lee

RECOMMENDATION INFORMATION

BACKGROUND INFORMATION ----- President Paul Jarrell

Oregon Community College Association Executive Director Abby Lee will be present to meet with the Board of Education. Executive Director Lee is visiting all 17 Oregon Community Colleges to learn about each college and to solicit feedback from constituents as to how OCCA can be more supportive of member institutions.

The Oregon Community College Association (OCCA) represents the seventeen publicly chartered community colleges and their locally elected board members. Founded in 1962, OCCA is an association whose purpose is to support the colleges before policy-makers and partners whose actions affect the well-being of community colleges across the state.

Higher Education Coordinating Commission (HECC) Visit Update

RECOMMENDATION INFORMATION

BACKGROUND INFORMATION ----- President Paul Jarrell

The Oregon Higher Education Coordinating Commission is a volunteer state board established in 2011 in the U.S. state of Oregon, with responsibilities for advising the governor, the legislature and the Chief Education Office on statewide postsecondary education policies and funding.

President Jarrell will provide a report of TBCC's meeting with Vice-Chair Hamann as well as an overview of HECC's observations after visiting all 7 Oregon public universities and all 17 Oregon public community colleges.

Nursing and Allied Health Program Presentation

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION ----- VPI Williams / Dean Slover

The presentation provides an overview of Tillamook Bay Community College's Allied Health Department, highlighting the details of the various programs. It emphasizes the department's role in addressing local workforce needs by preparing students for in-demand healthcare careers through rigorous training, hands-on experience, and certification readiness.

Rural Guided Pathways

RECOMMENDATION INFORMATION

BACKGROUND INFORMATION ----- President Paul Jarrell

- President Jarrell will provide a presentation and discussion about Guided Pathways, and TBCC's participation in the Rural Guided Pathways project.

BP 3720 Computer and Network Use

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION ----- President Paul Jarrell

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

This is a first reading of BP 3720 Computer and Network Use

BP 3720 Computer and Network Use

References:

17 U.S. Code Sections 101 et seq.
ORS 341.290(4)

Students, employees, and visitors who use **Tillamook Bay Community College (TBCC)** computers and networks, classroom equipment, video and conferencing services and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The **Executive Director IT** shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Adopted:

NWCCU Standard Revised 5/20, 10/21

Budget Committee Meeting Update

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION ----- President Jarrell

- President Jarrell will provide an update from the April 30 Budget Committee review of the 2025-2026 Proposed Budget.

Center for Industrial Technologies Construction Contract Approval

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- President Jarrell

- Bids for remodel of Center for Industrial Technology were received and reviewed on Tuesday, May 6. The low bid will be presented to the Board of Education for review and approval.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

Mission Fulfillment, Equity & Inclusion

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDIRECTOR MCCARLEY

The fifth priority area in the College's Strategic Plan is Equity and Inclusion which elevates our intent to create a welcoming environment by eliminating system barriers which impact the success of many students. We have made good progress in implementing the Equity Lens as a part of our strategic objective, including training both the Board and the College Leadership Team. This training will be offered to staff and faculty during spring term. The Lens continues to be applied as a part of the development of policies and administrative rules and decision-making.

The challenge is in measuring our progress either quantitatively or qualitatively. Data will be shared to illustrate the current state of access and opportunity for students from priority populations. Specifically, we'll look at how Hispanic/Latinx and male students are accessing opportunity at the College.

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..... Director Jason Lawrence

Executive Director of Facilities and Safety, Jason Lawrence, will provide an update on the Construction project update.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION.....CFO Montazeri

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

Agenda Item 5
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date, Ended March 2025
75% of fiscal year completed

4/13/2025

	FY 2023-2024			FY 2024-2025		
	Annual Budget	3/31/2024	% of Budget	Annual Budget	3/31/2025	% 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	\$1,502,515	96.00%	\$1,679,205	\$1,534,688	91.39%
Local Contracts	\$40,640	\$0	0.00%	\$40,640	\$0	0.00%
Tuition	\$939,000	\$931,172	99.17%	\$976,000	\$1,119,118	114.66%
Fees	\$226,277	\$220,687	97.53%	\$156,520	\$343,230	219.29%
Other Course Fees		\$84,606			\$120,829	
Interest	\$360,000	\$252,398	70.11%	\$360,000	\$124,950	34.71%
Other (sales of goods, rental, Misc.)	\$50,700	\$9,647	19.03%	\$50,700	\$31,299	61.73%
Transfers	\$509,664	\$2,196	0.43%	\$509,664	\$70,273	13.79%
Total resources	\$8,929,923	\$7,348,778	82%	\$9,224,270	\$8,652,836	93.81%
Expenditures						
Instruction	\$2,400,453	\$1,422,763	17.80%	\$2,429,907	\$1,563,983	64.36%
Instructional Support	\$840,751	\$486,782	26.36%	\$957,227	\$553,819	57.86%
Student Services	\$845,364	\$531,027	25.44%	\$892,427	\$595,128	66.69%
College Support	\$2,622,255	\$1,871,496	28.22%	\$2,636,905	\$1,694,060	64.24%
Plant Operation	\$558,867	\$403,324	32.78%	\$843,874	\$578,565	68.56%
Transfers	\$320,556	\$151,909	21.74%	\$329,991	\$318,095	96.40%
Contingency	\$141,677	\$0	0.00%	\$383,939	\$0	0.00%
Total expenditures	\$7,729,923	\$4,867,300	62.97%	\$8,474,270	\$5,303,651	62.59%
Ending fund balance	\$1,200,000	\$2,481,477		\$750,000	\$3,349,184	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Updates

- Enrollments
 - o Spring FTE up approximately 17% year over year
 - o 2024-2025 FTE on track for approximately 600
 - o Trends – most due to Nursing, Lower Division General Education, and Community Education courses
- Campus Conversations – April 11
- OCCA All Oregon Academic Team Luncheon – April 18
- Pizza with the Prez – April 22
- HECC Vice Chair Greg Hamann – April 23
- TBCC Foundation Giving Circle Luncheon – April 26
- TBCC Open House – April 26
- Big Cheese Grill – April 29
- Budget Committee Meeting – April 30
- All Staff Meeting – May 1
- OPC – April 3
 - o Dev Ed Reform / Co-requisite Education
 - o Transfer Issues (still...)
 - o Strategic Fund Development
 - o Update from HECC
- Budget Considerations/State Funding
 - o Ways and Means presentation
 - o Challenges
- The National Front
 - o Department of Education
 - o Other Concerns

May Observances

- **Mental Health Awareness Month**
 - o This campaign aims to educate the public about various mental health disorders and promote the importance of mental health care and support. It encourages open conversations, reduces stigma, and advocates for accessible mental health services for all.
- **National Military Appreciation Month**
 - o Throughout May, we honor and remember those who have served our nation. Celebrate their dedication and sacrifice by donating to nonprofit organizations that provide essential support to military families, ensuring they receive the care and assistance they deserve.

- **Cultural Observances**
 - o Asian American, Native Hawaiian, and Pacific Islander Heritage Month
 - o Jewish American Heritage Month

Upcoming Dates

- Memorial Day, Monday, May 26 – Campus closed
- TBCC End of Year Celebration, June 3
- TBCC Board of Directors Meeting, Wednesday June 4
- BBQ and Potluck, June 6
- Graduation, Friday, June 13

Kudos

- Business Office: Shari Montazeri, Dave Soules, Jamie Lamb, James Gregory, Justin Kinzer, Adrianna Contreras
 - o Budget Prep
- Lorie Lund, Kylie Poklikuha
 - o Support, Budget Prep
- Britta Lawrence, Siah Kennedy
 - o Giving Circle Luncheon
- All TBCC Employees
 - o Open House
 - o Making TBCC a great place to work and learn

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