



## Board of Education Meeting Agenda

**Date:** Monday, July 2, 2025

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

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Vice Chair Goss
2.	<b>Consent Agenda:</b> -----	(Action) Vice Chair Goss
	a. Approval of Agenda	
	b. Approval of June 4, 2025 Meeting Minutes	
	c. Personnel Report.....	Sr Manager Poklikuha
3.	<b>Invitation for Public Comment</b> -----	Vice Chair Goss
	<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. Swearing in Newly Elected Board Members .....	(Action) President Jarrell
	b. Election of Board Officers .....	(Action) Vice Chair Goss
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Construction Update.....	Executive Director J. Lawrence
	b. Financial Report .....	CFO Montazeri
	c. President's Report .....	President Jarrell
6.	<b>Board Member Discussion Items</b> .....	Vice Chair Goss
7.	<b>Adjournment</b> .....	(Action) Vice Chair Goss

*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**.....Vice Chair Goss

## Approval of the Consent Agenda

### **RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ----- (Action) Vice Chair Goss  
MOTION TO APPROVE THE CONSENT AGENDA FOR THE JULY MEETING.

Items for approval:

- a. Approval of Agenda for the July meeting
- b. Approval of June 4, 2025 Meeting Minutes
- c. Approval of the Personnel Report

## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING

## Board of Education Meeting Agenda

**Date:** Monday, July 2, 2025

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

### Item Description

### Resource

1. **Call to Order • Acknowledge Guests** ----- Vice Chair Goss
2. **Consent Agenda:** ----- (Action) Vice Chair Goss
  - a. Approval of Agenda
  - b. Approval of June 4, 2025 Meeting Minutes
  - c. Personnel Report.....Sr Manager Poklikuha
3. **Invitation for Public Comment** ----- Vice Chair Goss  
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4. **New Business and/or Focused Policy Discussions**
  - a. Swearing in Newly Elected Board Members ..... (Action) President Jarrell
  - b. Election of Board Officers ..... (Action) Vice Chair Goss
5. **Information - Only Items (Board members may request any item be placed on the discussion agenda)**
  - a. Construction Update.....Executive Director J. Lawrence
  - b. Financial Report ..... CFO Montazeri
  - c. President's Report ..... President Jarrell
6. **Board Member Discussion Items** ..... Vice Chair Goss
7. **Adjournment** .....(Action) Vice Chair Goss

## June 4, 2025 Board of Education Meeting Minutes

**Date:** Wednesday, June 4, 2025

**Members in Attendance:** Andrea Goss, Mary Faith Bell, Betsy McMahon, Mary Jones

**Members Not in Attendance:** Shannon Hoff, Tamra Perman, Suzanne Weber

**TBCC Staff in Attendance:** President Jarrell, VPSS Hanson, IVPI Weissenfluh, Director McCarley, HR Sr Manager Poklikuha, Executive Director Neu, Executive Director B. Lawrence, Faculty Instructor Mayle, Executive Director J. Lawrence, SBDC Director Telesmanich

**Other Guests in Attendance:** Board Member Elect Pat Ryan

**Budget Hearing:** Special Board Meeting for Budget Hearings - Rooms 214/215 Hybrid 5:00-5:30pm

A1. Call to Order .....Chair Bell  
The special board meeting was called to order at 5:10pm.

B1. Approval of the Budget Hearing Agenda .....(ACTION) Chair Bell  
Board Member Goss made a motion to approve the budget agenda. Board Member McMahon seconded the motion. Ayes – Bell, Goss, Jones, McMahon. Absent – Hoff, Perman, Weber. Nays – None. **The motion carried.**

C1. Public Hearing on 2025-2026 Budget ..... CFO Montazeri  
The approved FY2025-2026 Budget had been sent to the Board in a digital format. CFO Montazeri requested the board review and adopt it. It was noted there have been no changes to the budget since the Budget Committee approved it.

D1. Invitation for Public Comment..... Chair Bell  
There was no public comment.

E1. Adjournment .....(ACTION) Chair Bell  
Board Member McMahon moved to adjourn the Special Board meeting and Board Member Goss seconded the motion. Ayes – Bell, Goss, Jones, McMahon. Absent – Hoff, Perman, Weber. Nays – None. **The motion carried.** The meeting was adjourned at 5:12pm.

**TBCC Board Meeting** Hybrid/Rooms 214/215 5:13 pm – 7:00 pm

**Members in Attendance:** Andrea Goss, Mary Faith Bell, Betsy McMahon, Mary Jones, Suzanne Weber (arrived late)

**Members Not in Attendance:** Shannon Hoff, Tamra Perman

**TBCC Staff in Attendance:** President Jarrell, VPSS Hanson, IVPI Weissenfluh, Director McCarley, HR Sr Manager Poklikuha, Executive Director Neu, Executive Director B. Lawrence, Faculty Instructor Mayle, Executive Director J. Lawrence, SBDC Director Telesmanich

**Guests:** Board Member Elect Pat Ryan

**Item    Description**

**Resource**

**Call to Order • Acknowledge Guests .....** **Chair Bell**  
The meeting was called to order at 5:13pm.

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

**Approval of Agenda (Agenda Item 2.a):**  
There were no changes to the agenda for June 4, 2025

**Approval of May 7, 2025, Meeting Minutes (Agenda Item 2.b)**

**Approval of May 23, 2025, Special Board Meeting Minutes (Agenda Item 2.c)**

**Personnel Report (Agenda Item 2.d) .....HR Sr Manager Poklikuha**  
The Personnel Report was included in the board packet. Human Resources Senior Manager Poklikuha provided a verbal update. She reported that the finalist for the Dean of Instruction position, Rachelle Mills, has accepted our offer and has a start date of June 30<sup>th</sup>. The Vice President of Instruction position is still on hold for now. Poklikuha reported that the hiring committee for the Full-Time Math Faculty position has invited two candidates to a second round on campus interviews next week.

**Additional Agenda Items ..... Chair Bell**  
There were no additional agenda items.

Board Member McMahon motioned to approve the Consent Agenda. Board Member Board Member Goss seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **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)**

**Adoption of Budget and Resolution Authorization (Agenda Item 4.a) ...(ACTION) CFO Montazeri**  
CFO Montazeri noted the 2025-2026 budget has been presented to the Board and approved at the Public Hearing. The 25-26 Budget Resolution has been given to the Board Chair. No changes have been made since the Budget Committee approved it in April. Board Member Weber joined the meeting at 5:19pm.

Board Member McMahon made a motion to approve Resolution 1: Adopting the 2025-2026 Budget: Total budget is \$42,978,020. Board Member Goss seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

Board Member McMahon made a motion to approve Resolution 2: Making Appropriations. All funds total is \$42,978,020. Board Member Goss seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

Board Member Goss made a motion to approve Resolution 3: Imposing and Categorizing Taxes. The rate is \$0.2636 per \$1000 of assessed value in the amount of \$1,243,314. Board Member McMahon seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

**Budget Appendices (FY 2025-2026) (Agenda Item 4.b) .....(ACTION) CFO Montazeri**

CFO Montazeri presented to the board for approval the 2025-2026 Budget Appendices, noting that the fiscal year has been updated on all policy appendices.

Policy Appendix A-1 – Position title changes, corrections, and additions recommended for the new fiscal year are included.

Policy Appendix A-2 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2025-2026 and is reflected in the pay schedule.

Policy Appendix B-1 – Employer Health Insurance contribution increased to \$1,420/month and the opt out amount increase by the same percentage.

Policy Appendix C-1 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2025-2026 and is reflected in the pay schedule.

Policy Appendix C-3 – A Cost of Living Adjustment (COLA) of 3% was included in the budget development process for 2025-2026 and is reflected in the pay schedule.

Board Member Goss made a motion to approve the Budget Appendices for FY2025-2026. Board Member McMahon seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

**BP 3720 Computer and Network Use (2nd Reading) (Agenda Item 4.c)....(ACTION) President Jarrell**  
President Jarrell noted that this is a second reading, and there have been no changes since the first reading. This is a board policy recommended by OCCA. We ask the board to approve BP 3720 Computer and Network Use.

Board Member Goss made a motion to approve BP 3720 Computer and Network Use. Board Member McMahon seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

#### **Information – Only Items (Agenda Item 5)**

**ASTBCC Report (Agenda Item 5.a) ..... ASTBCC President**  
There was no report this month as no member of ASTBCC was present.

**Construction Update (Agenda Item 5.b) ..... Executive Director J. Lawrence**  
Executive Director Jason Lawrence thanked the Board for participating in the tour of the Healthcare Education Building. He reported that the copper penny roof is currently being installed, and exterior work continues with siding and the weather barrier. The first pane of glass has been installed. Significant progress was made this week on technology procurement, and electrical and plumbing work is expected to be completed by mid-to-late July.

A group reviewed and tested various furnishing options, and final selections are expected to be made and ordered this week. Landscaping has begun, with plants being sourced from nurseries throughout the state. Lawrence also shared that TBCC is working with a branding company to design consistent signage for all campus buildings. Preparations are underway to re-stain the exterior wood features of the main building so that it visually aligns with the new facility. The architects successfully matched the design elements—including paint color, copper accents, and roof color—to ensure consistency across campus.

Lawrence provided an update on the remodel of the Center for Industrial Technology (CIT) building, noting that the construction contract should be signed this week. Work is anticipated to begin within the next one to two weeks, with noticeable activity expected soon on 3rd Street.

President Jarrell acknowledged the extensive work involved in these projects and commended Lawrence for his leadership and dedication, stating that the college is fortunate to have him overseeing this work.

**Financial Report (Agenda Item 5.c) ..... CFO Montazeri**

CFO Montazeri reviewed the Healthcare Education Building budget and noted a projected \$250,000 shortfall, primarily due to underestimated city fees and unforeseen site-related issues. Of the \$8 million in bond funds, \$4.8 million has been received, with an additional \$1.2 million expected this fiscal year and the remainder anticipated next year.

She explained that bond interest earnings may be used to cover the shortfall and is currently consulting with a bond attorney to determine allowable use. Since the shortfall was not included in the original budget or contingencies, the board requested a refresher on arbitrage regulations should the interest funds be applied.

Montazeri then provided a general finance update, stating that the college remains on target with both income and expenses and provided a summary of the current revenue versus expenses.

Executive Director B. Lawrence reported that the TBCC Foundation has received a generous endowment of over \$773,000 from Richard and Virginia White. She shared that the endowment is expected to generate approximately \$30,000 to \$40,000 annually, which will be used to support student scholarships. The Board expressed their appreciation and thanked Lawrence for her continued hard work and dedication to growing the Foundation's impact.

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

President Jarrell's full report was included in the board packet. He shared that enrollment is on track to reach 590 FTE for the year, an increase from 504 FTE in 2021–22, and emphasized that the college is truly making a difference for students. He expressed enthusiasm about the recent hire of Rachelle Mills as the new Dean of Instruction, reviewed her qualifications, and noted that she was originally hired by former Vice President of Instruction Theresa Rivens. He added that a successful onboarding process will be critical, and that Michael Weissenfluh has stepped in as Interim VP of Instruction to support that transition.

Jarrell provided an update on the College Council, stating that the group finalized its charter and that a number of policies and procedures will be coming forward soon for review. He also reported on the recent end-of-year student recognition celebration, which honored 60 students and was attended by over 60 family members. The turnout was strong, and he noted that the new event space next year will be a welcome improvement.

He recognized two faculty members for their contributions: Katie Nelson received the Teaching Excellence of the Year award, and John Sandusky was appointed EmeritX Faculty, becoming just the third TBCC faculty member to receive that honor.

Jarrell shared an update on the Community College Support Fund, which is set at \$854.4 million for the next biennium. This amount aligns with TBCC's planning and is expected to have minimal impact on the college, although other institutions may face challenges. He added that funding for the Benefit Navigator position has been maintained.

Jarrell shared upcoming dates and observances, noting that it was National Cheese Day and that TBCC is proud to recognize both Pride Month and Juneteenth as important cultural observances. Graduation will take place next Friday, June 13, 2025, and all are invited to attend. He also announced that the first graduating class of TBCC's nursing program will participate in the Pinning Ceremony next week, with 14 students set to graduate.



He concluded by reminding the Board that the next regular board meeting is scheduled for July 2, 2025, and expressed his deep appreciation for the college community and the opportunity to work alongside those who support TBCC and its mission.

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

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

Board Member Goss made the motion to adjourn the board meeting. Board Member McMahon seconded the motion. Ayes – Bell, Goss, Jones, McMahon, Weber. Absent – Hoff, Perman. Nays – None. **The motion carried.**

The board meeting concluded at 6:27pm.

## Personnel Report

### RECOMMENDATION

CONSENT AGENDA

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

Position Title	Recruitment Step	Start Date	Comment	Screening Committee Chair
Dean of Instruction	Hired	June 30, 2025	Rachelle Mills	President Jarrell
Full Time Faculty – Mathematics Instructor	Offer Accepted	Sept 16, 2025	Jaxon Shumaker	IVPI Weissenfluh
Retirements				
John Sandusky	Faculty – Social Science, Communication, History		Oct 1986-Adjunct Sept 2017-Faculty (39 years)	Emertix Status Granted
Sally Jackson	Financial Aid Advisor		March 2014 (11 years)	

# 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**.....Vice Chair Goss

## New Business And/Or Focused Policy Discussions

### **RECOMMENDATION**

**BACKGROUND INFORMATION** ----- Vice Chair Goss

## Swearing in of Newly Elected Board Members

### RECOMMENDATION

ACTION ITEM

**BACKGROUND INFORMATION** ..... PRESIDENT JARRELL

Three Board members ran for office and were re-elected to their position on the Board. They are:

1. Andrea Goss, Zone 2
2. Suzanne Weber, Zone 3
3. Shannon Hoff, Zone 4

One at-large position was uncontested, elected was:

1. Pat Ryan

The swearing in language is:

OATH OF OFFICE  
TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION

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.

Dated this 2nd day of July, 2025

\_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
Paul Jarrell, Ph.D.  
President



## Election of Board Officers

### **RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... Vice Chair Goss

The Board will elect individual members to fill the role of Chair and Vice Chair for the 2025/2026 academic year.

## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ----- Vice Chair Goss

## Construction Update

### **RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....DIRECTOR J LAWRENCE

An update on construction and facilities will be provided verbally at the meeting.



## Financial Report

### **RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....CFO Montazeri

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

Agenda Item 5b  
Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund  
Fiscal Year-to-Date, Ended May 2025  
91.67% of fiscal year completed

6/3/2025

	FY 2023-2024			FY 2024-2025		
	Annual Budget	5/31/2024	% of Budget	Annual Budget	5/31/2025	% of Budget
<b>Resources</b>						
Beginning Fund Balance	\$1,200,000	\$1,223,286	101.94%	\$1,200,000	\$1,834,941	152.91%
State	\$4,038,496	\$4,187,944	103.70%	\$4,251,541	\$3,503,157	82.40%
Property Taxes	\$1,565,146	\$1,524,823	97.42%	\$1,679,205	\$1,552,855	92.48%
Local Contracts	\$40,640	\$0	0.00%	\$40,640	\$0	0.00%
Tuition	\$939,000	\$937,362	99.83%	\$976,000	\$1,101,693	112.88%
Fees	\$226,277	\$224,621	99.27%	\$156,520	\$352,793	225.40%
Other Course Fees		\$87,392			\$120,764	
Interest	\$360,000	\$317,346	88.15%	\$360,000	\$133,998	37.22%
Other (sales of goods, rental, Misc.)	\$50,700	\$15,331	30.24%	\$50,700	\$40,740	80.36%
Transfers	\$509,664	\$2,196	0.43%	\$509,664	\$85,940	16.86%
<b>Total resources</b>	<b>\$8,929,923</b>	<b>\$8,520,302</b>	<b>95%</b>	<b>\$9,224,270</b>	<b>\$8,726,882</b>	<b>94.61%</b>
<b>Expenditures</b>						
Instruction	\$2,400,453	\$1,782,685	17.80%	\$2,429,907	\$2,005,496	82.53%
Instructional Support	\$840,751	\$601,693	26.36%	\$957,227	\$697,728	72.89%
Student Services	\$845,364	\$650,667	25.44%	\$892,427	\$736,563	82.53%
College Support	\$2,622,255	\$2,262,666	28.22%	\$2,636,905	\$2,048,026	77.67%
Plant Operation	\$558,867	\$463,695	32.78%	\$843,874	\$689,399	81.69%
Transfers	\$320,556	\$186,924	21.74%	\$329,991	\$363,560	110.17%
Contingency	\$141,677	\$0	0.00%	\$383,939	\$0	0.00%
<b>Total expenditures</b>	<b>\$7,729,923</b>	<b>\$5,948,330</b>	<b>76.95%</b>	<b>\$8,474,270</b>	<b>\$6,540,772</b>	<b>77.18%</b>
<b>Ending fund balance</b>	<b>\$1,200,000</b>	<b>\$2,571,972</b>		<b>\$750,000</b>	<b>\$2,186,110</b>	

# President's Report

## **RECOMMENDATION**

INFORMATION ONLY

## **BACKGROUND INFORMATION** .....President Jarrell

Report and Updates:

- Enrollment
  - AY 24/25
  - Summer 2025
- HEB Design and Construction
- CIT Design and Construction
  - ATK Construction
- Dean of Instruction
  - Rachelle Mills
- End of Year Celebration
  - Student Recognitions
  - Teaching Excellence of the Year – Katie Nelson
  - Excellence in Action (non-exempt) – Angelica Ortiz Rios
  - Excellence in Action (exempt) – Kellie McKeehan
- Graduation
  - 126 associate degrees
  - 34 certificates
  - 26 Commercial Driver's Licenses
  - 12 GED diplomas
- Honors Graduates
  - 12 Cum Laude
  - 15 Magna Cum Laude
  - 17 Summa Cum Laude
  - 18 Career to Career Scholars
  - 4 First Class Scholars
  - 3 All Oregon Academic Team Recipients
- Dual Credit
  - 4,700 credits, over \$600,000 saved!
- Rural Guided Pathways June
- June OPC meeting

## **July Observances**

- International Day of Friendship, July 30
- Park and Recreation Month
  - o Enjoy the beauty of Oregon and Tillamook County!

### **Upcoming Dates:**

- July 4<sup>th</sup> Holiday, campus closed
- Summer Fridays begin Thursday, July 3<sup>rd</sup> (TBCC closed Fridays in July and August)
- The next Regular Board meeting will be September 3, 2025, 5pm, Room 214/15

### **Kudos:**

- Student Services, Facilities, Advancement teams
  - o Graduation planning

Board Member Discussion Items

RECOMMENDATION  
INFORMATION ONLY

BACKGROUND INFORMATION.....Vice Chair Goss

# Adjournment

**RECOMMENDATION**  
ACTION ITEM

**BACKGROUND INFORMATION**..... (Action) Vice Chair Goss

MOTION TO ADJOURN THE MEETING