



Board of Education Meeting Agenda

Date: Monday, September 8, 2025

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

<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 July 2, 2025, Meeting Minutes	
	c. Approval of August 20, 2025, Special Board Meeting Minutes	
	d. 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. Interviews for Zone 2 and Zone 4 Board Positions.....	Chair Bell
	b. Discussion of Zone 2 and Zone 4 Board Positions	Chair Bell
	c. Selection of Zone 2 and Zone 4 Board Positions.....	(ACTION) Chair Bell
	d. Swear in New Zone 2 and Zone 4 Board Positions	(ACTION) Chair Bell
	e. Board Committee Assignments	(ACTION) Chair Bell
	f. Board Retreat Planning	President Jarrell
	g. Board Meeting Schedule	President Jarrell
	h. Organizational, Legal, and Financial Designations.....	(ACTION) President Jarrell
	i. Authorization for Removal of Check Signer	(ACTION) Interim CFO Soules
	j. Update BP 3430 Prohibition of Harassment	(ACTION) President Jarrell
	k. Update BP 3433 Prohibition of Sexual Harassment under Title IX	(ACTION) President Jarrell
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Construction Report	Director J Lawrence
	b. Financial Report	Interim CFO Soules
	c. President's Report	President 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 SEPTEMBER MEETING.

Items for approval:

- a. Approval of Agenda for the September meeting
- b. Approval of July Meeting Minutes
- c. Approval of Special August Board Meeting Minutes
- d. Approval of the Personnel Report

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| 4. New Business and/or focused policy discussions | |
| a. Interviews for Zone 2 and Zone 4 Board Positions..... Chair Bell | |
| b. Discussion of Zone 2 and Zone 4 Board Positions Chair Bell | |
| c. Selection of Zone 2 and Zone 4 Board Positions.....(ACTION) Chair Bell | |
| d. Swear in New Zone 2 and Zone 4 Board Positions(ACTION) Chair Bell | |
| e. Board Committee Assignments(ACTION) Chair Bell | |
| f. Board Retreat Planning President Jarrell | |
| g. Board Meeting Schedule President Jarrell | |
| h. Organizational, Legal, and Financial Designations (ACTION) President Jarrell | |
| i. Authorization for Removal of Check Signer(ACTION) Interim CFO Soules | |
| j. Update BP 3430 Prohibition of Harassment(ACTION) President Jarrell | |
| k. Update BP 3433 Prohibition of Sexual Harassment under Title IX
.....(ACTION) President Jarrell | |
| 5. Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| a. Construction Report Director J Lawrence | |
| b. Financial Report Interim CFO Soules | |
| c. President's Report President Jarrell | |
| 6. Board Member Discussion Items | Chair Bell |
| 7. Adjournment | (Action) Chair Bell |

July 2, 2025 Board of Education Meeting Minutes

Date: Wednesday, July 2, 2025

Members in Attendance: Andrea Goss, Betsy McMahon, Shannon Hoff, Pat Ryan, Suzanne Weber

Members Not in Attendance: MaryFaith Bell and Mary Jones

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, Student Services Beutel, Sr Accountant Soules, CFO Montazeri, Dean White, Faculty Instructor Bond

Other Guests in Attendance: None

Item Description

Resource

Call to Order • Acknowledge Guests (Agenda Item 1):..... Vice Chair Bell
The meeting was called to order at 5:00pm.

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

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

Approval of June 4, 2025, Meeting Minutes (Agenda Item 2.b)

Personnel Report (Agenda Item 2.c)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 Rachelle Mills, the new Dean of Instruction, started on June 30th. Poklikuha reported the final candidate for the Full-Time Math Faculty position has accepted our offer and is to start September 15th. Poklikuha reported the retirement and Emeritix Status of John Sandusky, who has taught at TBCC for 39 years. Financial Aid Advisor Sally Jackson has retired after 11 years with TBCC.

Additional Agenda ItemsVice 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 – Goss, Hoff, McMahon, Weber. Absent – Bell, Jones. Nays – None.
The motion carried.

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

New Business and/or Focused Policy Discussions (Agenda Item 4)

Swearing in Newly Elected Board Members (Agenda Item 4.a) (Action) President Jarrell
President Jarrell conducted the swearing-in of the newly elected board members. He reviewed the oath of office process, after which the board members raised their right hands and recited the oath aloud. President Jarrell extended his congratulations to the new members, noting that oath of office forms

would be distributed for signature in the coming days. He also recognized Pat for being the first male to serve on the board in several years.

Election of Board Officers (Agenda Item 4.b)(ACTION) President Jarrell
Vice Chair Goss provided an overview of the current officer positions, noting that the roles of Chair and Vice Chair were open. She noted that though Mary Faith Bell was not in attendance, she had agreed to continue as Chair if nominated.

Board Member Goss nominated Mary Faith Bell for the position of Board Chair. Board Member Weber seconded the motion. Ayes – Goss, Hoff, McMahon, Ryan, Weber. Absent – Bell, Jones. Nays – None.
The motion carried.

Board Member Goss nominated Betsy McMahon for the position of Board Vice Chair. Board Member Hoff seconded the motion. Ayes – Goss, Hoff, McMahon, Ryan, Weber. Absent – Bell, Jones. Nays – None. **The motion carried.**

Dr. Jarrell expressed his enthusiasm for working with the board and stated that liaison and committee assignments would be determined at the next regular meeting.

Information – Only Items (Agenda Item 5)

Construction Update (Agenda Item 5.a) Executive Director J. Lawrence
Executive Director J. Lawrence presented an update on the construction projects. Regarding the Center for Industrial Technology (CIT) building, he reported that all internal demolition had been completed and preparations for site work were underway. Exterior work on the building shell would commence soon. He invited board members to contact him if they wished to tour the site and confirmed that the project was on schedule for completion by mid-January.

Turning to the Healthcare Education Building (HEB) project, Mr. Lawrence noted that the project was progressing well. A recent tour highlighted substantial advancements, including the near completion of wiring, the installation of drywall, and the framing of ceilings. Roofing work was nearly finished, exterior siding was progressing, and site improvements were actively underway. He observed that as drywall installation continued, the interior spaces were becoming more clearly defined.

Financial Report (Agenda Item 5.b) CFO Montazeri
CFO Montazeri provided a verbal financial report. She reviewed the financials for the HEB project, stating that as of June, \$6.1 million had been received, with approximately \$2.5 million remaining from the bond. She also discussed anticipated timber tax revenue that would be available in the next fiscal year.

Montazeri announced her resignation and outlined plans for a smooth transition. President Jarrell expressed his appreciation for her service and introduced Senior Accountant David Soules, who has been working closely with her for the past year and will assume the role of Interim CFO.

President's Report (Agenda Item 5.c) President Jarrell
President Jarrell's full report was included in the board packet. He highlighted the upcoming "Running for Oregon Community College Students" marathon event, which will pass through Tillamook on July 28. Dr. Tim Cook will be running to raise awareness for students' basic needs. President Jarrell invited board members to join the welcome celebration, which will include a continental breakfast, matching shirts, and a photo opportunity. He emphasized that the event would provide an opportunity to contribute to a worthy cause.

Jarrell also reflected on the June Dairy Parade, describing it as an enjoyable event. He announced plans to organize a farewell tour and meal for Andrea Goss as she prepares to relocate out of the area.

There being no further business, a motion to adjourn was made by Betsy and seconded by Shanno

Board Member Discussion Items (Agenda Item 6) Chair Bell

Adjournment (Agenda Item 7) (Action) Vice Chair Bell

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

The board meeting concluded at 5:40pm.

August 20, 2025, Board of Education Special Meeting Minutes

Date: Wednesday, August 20, 2025

TBCC Board Meeting: Virtual Meeting 12:00 pm – 12:30 pm

Members in Attendance: Mary Faith Bell, Mary Jones, Pat Ryan, Suzanne Weber, Betsy McMahon

Members Not in Attendance: None

TBCC Staff in Attendance: President Jarrell, Interim VP of Instruction Weisenfluh, HR Senior Manager Poklikuha, Executive Assistant Lund, Executive Director Lawrence, Executive Director Neu, Student Services Beutel, Coordinator Critelli, Dean Mills, Director McCarley, Director Telesmanich, Coordinator Schlotzhauer, Coordinator Affolter

Guest: No guests

<u>Item</u>	<u>Description</u>	<u>Resource</u>
	Call to Order • Acknowledge Guests	Chair Bell
	The meeting was called to order at 12:00pm.	

Consent Agenda	(Action) Chair Bell
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Approval of Agenda (Agenda Item 1):
There were no changes to the agenda for August 20, 2025.

Board Member Weber motioned to approve the Consent Agenda. Board Member Jones seconded the motion. Ayes – Bell, Jones, McMahon, Weber, Ryan. Absent – None. Nays – None. **The motion carried.**

Invitation for Public Comment (Agenda Item 2)	Chair Bell
There was no public comment.	

New Business and/or focused policy discussions (Agenda Item 3)
a. Declare board vacancies for Zone 2 and Zone 4**(Action) President Jarrell**

President Jarrell reported that Board Member Andrea Goss notified the College she was resigning from her position as the Zone 2 Board Member, effective July 3, 2025. Zone 2 covers Fairview, Netarts, Oceanside, South Prairie, and Westside. In addition, Board Member Shannon Hoff notified the College she was resigning from her position as Zone 4 Board Member, effective August 5, 2025. Zone 4 covers Bay City, Garibaldi, Kilchis, Maple, and Foley.

Jarrell noted that in order to fill this position on the Board, the Board needs to declare Position 2 and Position 4 vacant and approve the process for filling the vacant positions. He noted that the vacancies will be advertised on the College's website and social media, with applications due September 2, 2025. The positions will be interim until 2027 when the board members would need to officially run for the positions to keep them.

Betsy McMahon motion to declare TBCC Board of Education position 2 and 4 vacant and approved the process for filling the vacancy. Ayes – Bell, Jones, McMahon, Weber, Ryan. Absent – None. Nays – None. **The motion carried.**

Board Member Discussion Items (Agenda Item 4) Chair Bell
There was no discussion.

Adjournment (Agenda Item 5) (Action) Chair Bell
Board Member Weber made the motion to adjourn the special board meeting. Board Member Jones seconded the motion. Ayes – Bell, Jones, McMahon, Weber, Ryan. Absent – None. Nays – None. **The motion carried.**

The board meeting concluded at 12:03pm.

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION ----- Senior Manager Poklikuha

Position Title	Recruitment Step	Start Date	Hiring Manager	Comments
Business Office Coordinator	Hired	8/18	ICFO Soules	Short recruitment so the new hire could train under outgoing BO Coordinator.
Vice President, Student Learning and Academic Affairs / CAO	Job Description Revision	tbd	President Jarrell	Posting anticipated asap

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

Interviews for Zone 2 and Zone 4 Board Positions

RECOMMENDATION

Information Only

BACKGROUND INFORMATION Chair Bell

Applications has been received through end of Business Sept. 2nd for the open Board posiritions. The Board will interview the candidates using the questions below.

1. Describe your experience of working on a board or as an elected official. It would be helpful if you included experience you may have with developing policy.
2. Being a member of TBCC's board of education is a commitment of your time. Do you feel you have the time available to meet these obligations? Some of the responsibilities of board members that would require time each month include:
 - i. Preparation for attendance at monthly board meetings.
 - ii. Involvement in professional organizations, like Oregon Community College Association (OCCA), which may involve local travel as well as overnight travel out of county monthly if acting as the Board representative on the OCCA Board.
 - iii. Legislative activities and civic events.
 - iv. Serving on the TBCC Budget Committee to approve the college budget. This typically involves one extra meeting in April each year, along with preparation by reading through the budget document.
3. What aspects of serving on the Board intrigue you the most?
4. What do you believe are the most important roles TBCC has in our community?
5. TBCC is an open access institution. What does that mean to you? How would you ensure that Tillamook Bay Community College remains a welcoming and supportive environment for all students, regardless of their background or circumstances?
6. What do you feel are some of the key challenges to community colleges in this country?
7. What steps will you take to ensure that the constituents of your district are well represented on the TBCC Board of Education?
8. Under normal circumstances, people are elected to the Board of Education. Are you prepared to run for election in the May 2027 Special Election to continue in this position.
9. Do you have any questions for us?

Discussion of Zone 2 and Zone 4 Board Position Applicants

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Chair Bell

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

Selection of Zone 2 and Zone 4 Board Positions

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Bell

The Board may nominate a candidate for Zone 2 to fill the open Board positions. A majority vote is required to successfully fill position.

The Board may nominate a candidate for Zone 4 to fill the open Board positions. A majority vote is required to successfully fill position.

Please note: The Board is not required to nominate applicants.

This is an ACTION ITEM.

Swear in New Zone 2 and Zone 4 Board Members

RECOMMENDATION

ACTION ITEM to swear in a new Board Member(s)

BACKGROUND INFORMATION Chair Bell

The newly appointed TBCC Board members for Zone 2 and Zone 4 will be sworn into the open Board position. These persons will serve on the TBCC Board through June 2027, and will need to run in the May 2027 election to be elected into the position for the 2025-2029 term.

Swearing in language:

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

Board Committee Assignments

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Bell

Volunteers are needed to represent the board in the following areas:

Foundation Liaison (1-2)

OCCA Liaison (1-2)

The Board will vote to approve volunteers in each area.

Board Retreat Planning

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Jarrell

Our fall board retreat is scheduled for Tuesday, October 7. We can discuss a location the board would like to use for the day. We will plan to meet between 9-9:30am for coffee, croissants, and conversation, with the business portion beginning at 9:30 am. It will run until 3:30pm. Lunch will be served.

Following are a list of topics the Leadership Team and I want to discuss at the retreat. We can also add items that the board would like to include. We will finalize the board retreat agenda over the following week and have it included with the board packet.

Board Retreat Topics

- Board / President Session (morning)
 - TBCC challenges and opportunities
 - Establish 2025-2026 President goals and objectives
 - 2024-2025 Board goals review
 - 2025-2026 Board goal development
- Board / Leadership Team Session (afternoon)
 - Organizational Structure
 - Strategic Planning and Mission Fulfillment
 - Strategic Plan, RGP, ACCT APR, Excellencia, and more
 - Campus Climate / Employee Engagement
 - Legislative Issues
 - Construction Update / Tours

Board Meeting Schedule for 2025-2026

RECOMMENDATION

ACTION

BACKGROUND INFORMATION President Jarrell

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years. 2025 is a Special Election year.** The board asked to consider the first Wednesday of the month(at 5 pm). This is the schedule for the first Monday's and first Wednesday for Academic year 2025-2026.

1st Monday

DATE	YEAR	TIME	NOTE
July 7	2025	5:00 PM	
August	2025	-	No Board Meeting
September 8	2025	5:00 PM	The first Monday in September is a holiday.
October 6	2025	5:00 PM	
October 7	2025	9:30 AM	Tuesday, Board Retreat
November 3	2025	5:00 PM	
December 8	2025	5:00 PM	
January 5	2026	5:00 PM	
February 2	2026	5:00 PM	
March 2	2026	5:00 PM	
April 6	2026	5:00 PM	
May 4	2026	5:00 PM	
June 1	2026	5:00 PM	

1st Wednesday

DATE	YEAR	TIME	NOTE
July 2	2025	5:00 PM	
August	2025	-	No Board Meeting
September 3	2025	5:00 PM	Moved to September 8
October 1	2025	5:00 PM	OPC/OCCA 10/2 and 10/3 at Clackamas CC
October 7	2025	9:30 AM	Tuesday, Board Retreat
November 5	2025	5:00 PM	Conflict with OCCA Annual Conference
December 3	2025	5:00 PM	Conflict with NWCCU
January 7	2026	5:00 PM	
February 4	2026	5:00 PM	
March 4	2026	5:00 PM	
April 1	2026	5:00 PM	
May 6	2026	5:00 PM	
June 3	2026	5:00 PM	

2025-2026 Organizational, Finance, and Legal Designations

RECOMMENDATION

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS
FOR FY 2025-2026 – ACTION ITEM

BACKGROUND INFORMATION Interim CFO Soules

Changes from the 2024-2025 designations are primarily for the fiscal year and to clarify the deputy
clerks for the college.

2025-2026 Organization, Finance, and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that the President be designated Clerk, the CFO be designated Deputy Clerk, and Executive Assistant to President and Board be designated Board Secretary for the 2025-2026 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the 2025-2026 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2025-2026; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2025-2026 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2025-2026 Fiscal Year. The Clerk may delegate this authority in writing to the CFO, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2025-2026 Fiscal Year.

6. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2025-2026 Fiscal Year.

7. Name the Budget Officer

Move that the CFO be named Budget Officer for Budget Year 2025-2026. (ORS 294.331)

8. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2025-2026 Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

9. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2025-2026 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$150,000. (ORS 279A.055)

10. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

11. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost and not a distributed per diem. Move that the reimbursement rate for meals be established at a per diem rate per the General Services Administration rates on the GSA.gov website.

Receipts are required for all lodging reimbursements.

12. Authorize Write-off of Accounts Receivables

Move that the CFO be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

13. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2024-2025 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office
Custodian

\$ 200.00
Business Office Coordinator

14. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and CFO/ Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

15. Authorize Check Signatures

Authorize the President/Clerk; Vice President of Instruction; Sr. Manager of Human Resources; Vice President of Student Services, and the CFO be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following five individuals: the President/Clerk; Vice President of Instruction; Sr. Manager of Human Resources; Vice President of Student Services; CFO be authorized/required.

16. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2024-2025 Fiscal Year audit performed during 2025-2026.

17. Designation of Legal Counsel

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

18. Designation of Insurance Agent of Record

Move to approve Tony Veltri Insurance Services as insurance agent of record.

19. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to the college) for the following:

Name	Credit Limit
a. President	\$5,000
b. CFO	\$ 3,000
c. Vice President of Instruction	\$3,000
d. Vice President of Student Services	\$5,000
e. Business Office Generalist (A/P, Purchasing)	\$ 30,000
f. Small Business Development Center Director	\$5,000
g. Executive Dir of Advancement & Foundation	\$10,000
h. Sr. Manager of HR	\$3,000
i. Director of Facilities & Safety	\$5,000

Authorization for Removal of Check Signer

RECOMMENDATION

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS
FOR FY 2025-2026 – ACTION ITEM

BACKGROUND INFORMATION Interim CFO Soules

Changes from the 2024-2025 designations are primarily for the fiscal year and to clarify the deputy clerks for the college.

The only other changes requested:

- Remove an Authorized Signer on US Bank Accounts,
- Add an Authorized Signer on US Bank Accounts

BP 3430 Prohibition of Sexual Harassment

RECOMMENDATION

ACTION ITEM

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 policy revision is legally required as the 2024 Title IX regulations were overturned by the U.S. District Court for the Eastern District of Kentucky and the Department of Education under President Trump reverted back to the 2020 rules.

BP 3430 Prohibition of Harassment

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
Title IX of the Education Amendments Act of 1972; 20 U.S. Code Sections 1681 et seq.;
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA);
34 Code of Federal Regulations Part 106;
ORS 659A;
ORS 350.330
ORS 243.319

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy prohibit harassment and Tillamook Bay Community College will not tolerate harassment. This policy applies to all members of the college community including Board of Education members, employees, students, volunteers and interns.

Tillamook Bay Community College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The college shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, or genetic information. [NOTE: Oregon law includes the following protected classes: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age (18 years of age and older), disability, expunged juvenile record, or familial status. Oregon law defines race to include “physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined in ORS 659A.001.”] For the college’s policy regarding sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment under Title IX and accompanying procedures.

Tillamook Bay Community College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the college also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The college will investigate all allegations of retaliation swiftly and thoroughly. If Tillamook Bay Community College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in

AP 3435 Discrimination and Harassment Complaints and Investigations and AP 3432 Workplace Harassment. The college requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the college president shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The college president shall establish procedures that define harassment on campus. The college president shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the college, its employees, students, and agents.

Tillamook Bay Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to students and employees, particularly when they are new to the institution. The college will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the college's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Adopted:

Revised 2/20, 7/20, 6/22, 10/23

BP 3433 Sexual Harassment – Title IX

RECOMMENDATION

ACTION ITEM

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 policy revision is legally required as the 2024 Title IX regulations were overturned by the U.S. District Court for the Eastern District of Kentucky and the Department of Education under President Trump reverted back to the 2020 rules.

BP 3433 Prohibition of Sexual Harassment under Title IX

References:

Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and Tillamook Bay Community College does not tolerate sexual harassment. The college is committed to providing an academic and work environment that respects the dignity of individuals and groups. Tillamook Bay Community College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

Tillamook Bay Community College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the college also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. Tillamook Bay Community College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the college determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The college requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end Tillamook Bay Community College shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College President shall establish procedures that define sexual harassment on campus. The College President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the college, its employees, students, and agents.

Tillamook Bay Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The college will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the college's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

New 7/20

Returned to pre-2024 Title IX Rule 2/25

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

Construction Update

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION..... EXECUTIVE DIRECTOR JASON LAWRENCE

OUR EXECUTIVE DIRECTOR, JASON LAWRENCE, WILL PROVIDE AN UPDATE ON THE CONSTRUCTION PROJECT UPDATE.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONInterim CFO Soules

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 July 2025

8.33% of fiscal year completed

7/31/2025

	FY 2024-2025			FY 2025-2026		
	Annual Budget	7/31/2024	% of Budget	Annual Budget	7/31/2025	% of Budget
Resources						
Beginning Fund Balance	\$1,200,000	\$1,834,941	152.91%	\$1,650,000	\$1,626,245	98.56%
State	\$4,251,541	\$0	0.00%	\$4,650,000	\$0	0.00%
Property Taxes	\$1,679,205	(\$4,903)	-0.29%	\$1,625,000	\$10,758	0.66%
Local Contracts	\$40,640	\$0	0.00%	\$0	\$0	0.00%
Tuition	\$976,000	\$98,112	10.05%	\$1,115,000	(\$3,755)	-0.34%
Fees	\$156,520	\$22,884	14.62%	\$300,000	(\$316)	-0.11%
Other Course Fees	\$0	\$24,085	0.00%	\$120,000	(\$126)	-0.11%
Interest	\$360,000	\$25,649	7.12%	\$120,000	\$6,532	5.44%
Other (sales of goods, rental, Misc.)	\$50,700	\$2,053	4.05%	\$2,500	\$1,779	71.16%
Transfers	\$509,664	\$5,760	1.13%	\$499,532	\$850	0.17%
Total resources	\$9,224,270	\$2,008,581	22%	\$10,082,032	\$1,641,967	16.29%
Expenditures						
Instruction	\$2,481,180	\$60,096	2.42%	\$2,839,643	\$26,877	0.95%
Instructional Support	\$957,227	\$5,571	0.58%	\$1,051,115	\$4,157	0.40%
Student Services	\$892,427	\$2,130	0.24%	\$1,099,928	\$35,618	3.24%
College Support	\$2,636,905	\$208,661	7.91%	\$2,655,961	\$91,251	3.44%
Plant Operation	\$843,874	\$105,878	12.55%	\$1,007,444	\$134,544	13.35%
Transfers	\$329,991	\$0	0.00%	\$365,000	\$0	0.00%
Contingency	\$383,939	\$0	0.00%	\$262,941	\$0	0.00%
Total expenditures	\$8,525,543	\$382,336	4.48%	\$9,282,032	\$292,447	3.15%
Ending fund balance	\$1,200,000	\$1,626,245		\$800,000	\$1,349,520	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Updates:

- Enrollment Trends
 - 2024-2025
 - Fall 2025
- ACCT Scaling Apprenticeships
- Rural Guided Pathways
 - Aspen Foundation Virtual Leadership Workshop, 9/3
 - Human capital
- KTCB Radio
 - Acquisition of station on hold
 - Fiscal uncertainty
- Nursing Program
 - Cohort 1 NCLEX Pass Rates
 - Cohort 2 in second year clinicals
 - Cohort 3 begins September 22
- Leadership Retreat
 - Leadership Team Structure and Function
 - Functional Workgroups
 - Accountability and Action
 - The "Big Move"
 - Strategic Communication Plan
 - Rural Guided Pathways
 - Elizabeth Cox Brand, Exec. Director OSSC
 - Workplan development
 - Belong. Learn. Grow. Building pathways to a better future.
 - Bonding galore!
- Tillamook County Fair
- OPC Retreat
 - Priorities
 - Affinity Group alignment
 - Shared Services
 - Dev. Ed. Reform / Co-requisite
 - Transfer
- Legislative / Policy
 - Regional
 - State
 - Revenue Forecast
 - Fiscal implications

- Federal
 - Met with Senator Merkley's Education Policy Advisor, 8/14
 - Fiscal impacts
 - Anti-DEI impacts
 - Executive Orders
 - Dept. of Education

Observances:

- National Suicide Prevention Awareness Month (9/1 to 9/30)
 - This month is dedicated to recognizing the warning signs for suicide, encouraging open conversations about mental health, and connecting people to proven treatment and resources.
- Hispanic Heritage Month (9/15 to 10/15)
 - National Hispanic Heritage Month is observed each year in the U.S. from September 15th through October 15th to celebrate the achievements, histories, traditions, and cultural diversity of Hispanic/Latinx Americans.

Upcoming Dates:

- New Student Orientation: Tuesday, 9/16, 4:00pm – 7:00pm
- Fall Inservice/Conference: Wednesday 9/17 – Friday, 9/19, 8:00am – 12:30pm
- School Year Kick-off BBQ: Friday, 9/19, 4:00pm
- YMCA Dinner and Auction: Saturday, 9/20, 5:00pm
- Fall Term begins Monday, 9/22
- College Council: Wednesday, 9/24, 3:00pm

Kudos:

- Marketing, Advancement, Student Services, Volunteers
 - Fair participation
- Jason Lawrence
 - HEB, CIT management
- Dave Soules, Business Office
 - Transition
- Kylie Poklikuha
 - Assistance to President and Board
- Maiko Oloarte and Angelica Ortiz Rios
 - ESOL

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