



Board of Education Meeting Agenda

Date: Monday, November 10, 2025

Executive Session 5:00-5:30pm

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 discussing personnel related issues on Monday, November 10, 2025 at 5:00pm in Rooms 214/215 Hybrid.

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 October 13, 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. 2026-2027 and 2027-2028 Academic Calendar: (First Reading)	Interim VP Weissenfluh
	b. BP 2510 Participation in Local Decision-Making (Second Reading)	(ACTION)President Jarrell
	c. Rescind BP 106 Board Contract Review Board	(ACTION) President Jarrell
	d. Oregon Deferred Compensation Resolution	(ACTION) HR Manager Poklikua
	e. Mildred Davy Recap	Ex Director B Lawrence
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. ASTBCC Report	ASTBCC President
	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.

Executive Session

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION..... (Action) Chair Bell

MOVE TO THE EXECUTIVE SESSION OF THE MEETING.

The TBCC Board of Education calls this executive session to order at 5:00 pm, November 10, 2025 pursuant to:

ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

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 NOVEMBER MEETING.

Items for approval:

- a. Approval of Agenda for the November meeting
- b. Approval of October 13, 2025 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE NOVEMBER MEETING

Board of Education Meeting Agenda

Date: Monday, November 10, 2025

Executive Session 5:00-5:30pm
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TBCC Board Meeting Rooms 214/215 Hybrid 5:00pm –7:00pm

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	c. Personnel Report.....	Senior Manager Poklikuha
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4.	New Business and/or focused policy discussions	
	a. 2026-2027 and 2027-2028 Academic Calendar: (First Reading)	Interim VP Weissenfluh
	b. BP 2510 Participation in Local Decision-Making (Second Reading)	(ACTION)President Jarrell
	c. Rescind BP 106 Board Contract Review Board	(ACTION) President Jarrell
	d. Oregon Deferred Compensation Resolution	(ACTION) HR Manager Poklikua
	e. Mildred Davy Recap	Ex Director B Lawrence
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. ASTBCC Report	ASTBCC President
	b. Financial Report	Interim CFO Soules
	c. President's Report	President Jarrell
6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

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October 2, 2023, Board of Education Meeting Minutes

TBCC Board Meeting Hybrid – 5:00 pm – 7:00 pm

Members in Attendance: Mary Faith Bell, Betsy McMahon, Pat Ryan, Mary Jones, Marilyn Roosinck, Romy Carver

Members Not in Attendance: Suzanne Weber

TBCC Staff in Attendance: President Jarrell, VP Hanson, Interim VP Weissenfluh, Interim CFO Soules, Executive Director B. Lawrence, Executive Director J. Lawrence, Executive Director Neu, Dean Casey White, Coordinator Critelli, Executive Assistant Lund

Call to Order • Acknowledge Guests (Agenda Item 1)Chair Bell
The meeting was called to order at 5:02 pm.

Consent Agenda (Agenda Item 2)(Action) Chair Bell

Approval of Agenda (Agenda Item 2.a)
There were no changes to the agenda for the October 13, 2025, meeting.

Approval of September 8, 2025, Meeting Minutes (Agenda Item 2.b)
There were no corrections to the minutes from the meeting.

Personnel Report (Agenda Item 2.c)..... HR Manager Poklikuha
The Personnel Report for the month is included in the packet for this meeting. HR Manager Poklikuha shared with the board that the college received 43 applications for the open position of Vice President of Student Learning and Academic Affairs. Of the 43 applicants, 6 candidates were selected for first round interviews via Zoom the next week.

Additional Agenda Items Chair Bell
Pat Ryan motioned to approve the Consent Agenda. Marilyn Roosinck seconded the motion. The vote was unanimous, and the motion carried.

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

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

Mission Fulfillment (Agenda 4a) Director McCarley
Director McCarley presented Mission Fulfillment, explaining how the college assesses progress towards its mission and strategic priorities. She mentioned that the leadership team would be revisiting the strategic plan in November or December to potentially rework some initiatives. Director McCarley discussed the college's approach to measuring student belonging, explaining that they shifted from a pre-post assessment method to administering the survey only in the spring for the fall cohort. She shared student comments about what contributes to a sense of belonging, including kind and helpful staff, correct name pronunciation by faculty, and feeling included in classes. Director McCarley emphasized that student belonging is a collective responsibility. Director McCarley presented retention and completion metrics, noting improvements in fall-to-fall retention rates and 3-year completion rates for both full-time and part-time students, with part-time student retention showing a significant increase in recent years. She

attributed these improvements to enhanced student engagement and support initiatives, including Title III grant-funded student services redesign and increased fall-to-winter persistence due to better coaching efforts. Director McCarley also highlighted the college's equity and inclusion efforts, including Equity Lens training for staff and leadership, and the communication of core values through bilingual statements affirming commitments to privacy, sanctuary status, and FERPA rights.

2026-2027 Budget Development Timeline (Agenda 4.b) President Jarrell

President Jarrell presented the timeline for the work of budget development, with President Jarrell explaining key dates including tuition and fees setting in March, proposed budget presentation to the Budget Committee in April, and board adoption in June.

Board Goals 2025-2026 (Agenda 4.c)..... (ACTION) President Jarrell

President Jarrell presented the 2025-2026 Board Goals that were discussed at the Annual Board Retreat October 7, 2025. He shared with the board the updated goals that included changes to goals focusing on ethics training and community engagement.

Betsy McMahon made motioned to approve the 2025-2026 Board Goals. Mary Jones seconded the motion. The vote was unanimous, and the board approved the 2025-2026 Board Goals, the motion carried.

BP 2510 Participation in Local Decision-Making (Agenda 4.d) (First Reading)President Jarrell

President Jarrell introduced BP 2510 Participation in Local Decision-Making. This is a new policy based on the ongoing work to update TBCC policies. President Jarrell shared a variety of points of interest in this board policy. There were no questions, and the policy will be brought back to the board in November for a second reading and vote to approve the policy.

Information-Only Items (Agenda Item 5)

ASTBCC Report (Agenda Item 5.a) ASTBCC President Cooper

President Jarrell introduced the new ASTBCC President, Morgan Cooper. ASTBC President Cooper, reported on student government activities including new board members and plans for bilingual meetings and a campus cafe project.

Construction Report (Agenda Item 5.b) Exec Director J. Lawrence

Executive Director J. Lawrence reported progress on the CIT and Healthcare Education Building (HEB) construction projects, with CIT building's stormwater system complete and framing underway, while HEB's exterior improvements and interior finishes were advancing. The HEB building's substantial completion date was set for November 7th, though Jason anticipated a two-week delay, allowing for December setup.

Financial Report (Agenda Item 5.c) Interim CFO Soules

The Financial Report was included in the packet. CFO Soules presented the financial report through August, noting the first community college support fund payment and corrected tuition figures, with expenses slightly lower year-over-year.

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

The President's Report was included in the packet. President Jarrell provided updates on recent events and initiatives at the college. He highlighted the success of Fall service week, which included general sessions and concurrent workshops on themes like transitions and employee engagement. The nursing program reported a high first-time pass rate for its first cohort. President Jarrell also announced a renaming process for campus buildings to better reflect their functions. The college hosted a successful cultural appreciation event for Hispanic Heritage Month. President Jarrell expressed gratitude for the board's support and mentioned upcoming work on identifying living wage career programs. He also shared with the board fiscal challenges facing Oregon community colleges, noting that most are implementing budget reductions and layoffs. President Jarrell concluded his report by sharing on several events and observances, including a successful Y.M.C.A. fundraiser with 16 TBCCC attendees and a

ribbon-cutting ceremony for the Nehalem Bay Health Clinic and Pharmacy. He noted upcoming events including the Mildred Davey Scholarship Recognition on October 17th and a Bond Oversight Committee meeting on October 21st.

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

The board members agreed to a training session on November 10th at 4 PM to learn how to use the Diligent board management system, with Lorie having already sent introductory videos to all board members.

Adjournment (Agenda Item 7) (Action) Chair Bell

Pat Ryan motioned to adjourn the meeting. Betsy McMahon seconded the motion. The vote was unanimous, and **the motion carried**. The meeting was adjourned at 6:20 pm.

Personnel Report

RECOMMENDATION
CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Recruitment Step	Start Date	Hiring Manager	Comments
Vice President, Student Learning and Academic Affairs / CAO	Top 3 On-Campus Interviews	tbd	President Jarrell	Interviews scheduled for mid-November

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

26-27/27-28 Academic Calendar: First Reading

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION Interim VP Wessienfluh

The 2026-2027 and 2027-2028 Academic Calendars are presented as a first reading for review. Any questions or concerns will be addressed prior to second reading.

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2026-2027

Yearly Academic Calendar

Tillamook Bay Community College

Registration Opens	5/18/2026
Finals Week	6/8-12/2026
Grades Due	6/15/2026
Juneteenth Holiday	6/19/2026
Last Day to Register	6/21/2026
Summer Term Begins	6/22/2026
Last Day to Drop/ Payment Due	6/26/2026
HOLIDAY	7/2/2026
College Closed	7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/121, 8/28
10 Week Finals	8/24-8/28/2026
Summer Term Ends	8/29/2026
Summer Grades Due	8/31/2026
Labor Day	9/7/2026
Fall Conference	9/14-18/2026
Last Day to Register	9/20/2026
Fall Term Begins	9/21/2026
Last Day to Drop/Payment Due	9/25/2026
Veteran's Day	11/11/2026
Last Day to Withdraw	11/13/2026
Winter Reg Opens	11/16/2026
Thanksgiving Holiday	11/26-27/2026
Finals Week	11/30-12/4/2026
Fall Term Ends	12/5/2026
Grades Due	12/7/2026
College Closed	12/21-25/2026
College Closed	1/1/2027
Last Day to Register	1/3/2027
Winter Term Begins	1/4/2027
Last Day to Drop/ Payment Due	1/8/2027
MLK Holiday	1/20/2027
Spring Reg Opens	2/15/2027
Last Day to Withdraw	2/26/2027
Finals Week	3/15-19/2027
Winter Term Ends	3/20/2027
Grades Due	3/22/2027
Spring Break	3/22-26/2027
Last Day to Register	3/28/2027
Term Begins	3/29/2027
Last Day to Drop/ Payment Due	4/2/2027
Summer Reg Opens	5/17/2027
Last Day to Withdraw	5/21/2027
Memorial Day	5/31/2027
Finals Week	6/7-11/2027
Commencement	6/11/2027
End of Term	6/12/2027
Grades Due	6/14/2027
student action	staff/faculty action
holidays	non contract days

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December '26						
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2027-2028

Yearly Academic Calendar

Tillamook Bay Community College

Su & Fa Reg Opens	5/17/2027
Finals Week	6/7-11/2027
Grades Due	6/14/2027
Holiday	6/18/2027
Last Day to Register	6/20/2027
Summer Term Begins	6/21/2027
Last Day to Drop/ Payment Due	6/25/2027
Holiday	7/1/2027
College Closed	7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27
Last Day to Withdraw	8/13/2027
10 Week Finals	8/23-8/28/2027
Summer Term Ends	8/28/2027
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Last Day to Register	9/19/2027
Fall Term Begins	9/20/2027
Last Day to Drop/Payment Due	9/24/2027
Veteran's Day	11/11/2027
Last Day to Withdraw	11/12/2027
Winter Reg Opens	11/15/2027
Thanksgiving Holiday	11/25-26/2027
Finals Week	11/30-12/4/2027
Fall Term Ends	12/4/2027
Grades Due	12/6/2027
College Closed	12/22-24/2027
College Closed	12/27/2027
College Closed	12/31/2028
Last Day to Register	1/2/2028
Winter Term Begins	1/3/2028
Last Day to Drop/ Payment Due	1/7/2028
MLK Holiday	1/17/2028
Spring Reg Opens	2/21/2028
Last Day to Withdraw	2/25/2028
Finals Week	3/13-18/2028
Winter Term Ends	3/18/2028
Grades Due	3/20/2028
Spring Break	3/20-24/2028
Last Day to Register	3/26/2028
Term Begins	3/27/2028
Last Day to Drop/ Payment Due	3/31/2028
Summer Reg Opens	5/15/2028
Last Day to Withdraw	5/19/2028
Memorial Day	5/29/2028
Finals Week	6/5-9/2028
Commencement	6/9/2028
End of Term	6/10/2028
Grades Due	6/12/2028

June '27						
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July '27						
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August '27						
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September '27						
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November '27						
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December '27						
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February '28						
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March '28						
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April '28						
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May '28						
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BP 2510 Participation in Local Decision-Making

RECOMMENDATION

SECOND READING

BACKGROUND INFORMATION ----- President 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.

The new policy can be found on the next page. This is a second reading. No changes have been made since the first reading. We are asking the board to approve this new policy.

BP 2510 Participation in Local Decision-Making

References:

NWCCU Standard 2.A.4
ORS 341.283(5)

The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. Each of the following entities shall participate in the decision-making processes of Tillamook Bay Community College (TBCC):

- The TBCC Leadership Team is made up of college leaders from operational areas of the college. This group is led by the College President and is responsible for most of the operational decisions at TBCC. Decisions of major significance are discussed in staff meetings and College Council to obtain feedback and input before decisions are made.
- The College Council at TBCC is made up of representatives across the college departments, as well as faculty and student members. They are responsible for approving Program Reviews and Administrative Rules, as well as providing feedback on all revisions to Board Policies (see BP 2400). They also provide feedback and input to the TBCC Leadership Team on issues of importance, including for example, accreditation and strategic planning.
- The Associated Students of TBCC (ASTBCC) are represented at Board meetings and are provided the opportunity to present a report at each meeting on ASTBCC activities. They can also provide input on how students feel about issues like tuition and fee increases, student clubs, etc.

Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

Adopted:

Rescind BP 106 Board Contract Review Board

Recommendation

ACTION

Background Information ----- President Jarrell

We are asking the board to rescind BP 106 Board Contract Review Board. This policy was replaced with BP 6340 Bids and Contracts that was approved on March 3, 2025, at the Board Meeting.

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

OVERVIEW: 106.1

By ORS 279A.060, the Tillamook Bay Community College Board of Education is designated as the local contract review board for the College.

Procurement of goods and services by the College is governed by the Oregon Attorney General's Model Rules as contained in OAR Chapter 137, which rules are adopted by Tillamook Bay Community College except as the College has adopted its own rules of policy. Exceptions to the Model Rules, adopted by the Board of Education, are listed below.

PERSONAL SERVICE CONTRACTS: 106.2

General Requirements:

- A. Personal Services include, but are not limited to, contracts for auditing and financial services, legal services, architectural and engineering services, planning services, and technical inspection services.
- B. The Board by resolution may designate additional service contracts or classes of service contracts as personal service contracts if the following conditions apply:
 - a. Specialized skills, knowledge and resources are not available within the College staff;
 - b. The work cannot be done in a reasonable time with the College's own work force;
 - c. An independent and impartial evaluation of a situation is required by a consultant with recognized professional expertise and stature;
 - d. It will be less expensive to contract for the work.
- C. Persons who are interested in performing services for the College may submit their areas of interest to the CFO, who will compile a list of prospective consultants. This list may be used in lieu of an advertisement when issuing a request for qualifications or a request for proposals for a specific project.
- D. The Board will be informed of action(s) taken.

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

FORMAL SELECTION PROCESS: 106.3

- A. Except as provided in Section “Informal Selection Process” below, this procedure shall be used whenever the estimated fee to the contractor exceeds fifty thousand dollars (\$50,000).
- B. Solicitation of Proposals
 - a. Responses shall be solicited through public advertisement or notice to persons on the College's consultant list, inviting response to either:
 - i. A request for proposals (RFP); or
 - ii. A request for qualifications (RFQ) to establish a short list, followed by an RFP.
 - b. The advertisement, when used, shall appear at least once in at least one newspaper of general circulation in the local area. The solicitation may be advertised in additional issues and publications to achieve adequate competition or to reach the minorities, women, and emerging small business enterprise audiences.
- C. Use of Request for Qualifications
 - a. An RFQ used to evaluate qualifications, screen potential consultants, and establish a short list shall contain the information required to screen and select qualified respondents.
 - b. The College President or designee shall review, score and rank the consultants according to the solicitation criteria and the results of any oral interview. The College President may delegate this screening to a committee composed of qualified employees of the College or others so designated. The committee may include private practitioners of the work encompassed by the project.
 - c. Following screening and evaluation, the College President or designee shall establish a short list of at least three qualified consultants. If four or fewer persons respond to the RFQ, then a short list of fewer than three qualified consultants may be established or the RFQ may be canceled and an RFP issued.
 - d. Every qualified consultant placed on a short list shall receive an RFP and have an opportunity to submit a proposal. No person shall be eligible for placement

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

on a short list during the period in which any of the person's principals, partners or associates are a member of the College's evaluation committee.

- e. Publication of an RFQ shall not make the College responsible for any consultant costs and expenses incurred in submitting responses to an RFQ. All potential consultants who respond to an RFQ do so solely at the consultant's cost and expense.
- f. Any reasonable evaluation method may be used to establish a short list of qualified consultants.

D. Request for Proposals

- a. A meeting may be held for all interested consultants to discuss the proposed project and the required services. Attendance at such a meeting, if held, may be mandatory.
- b. An RFP consultant selection committee of at least three persons shall be appointed by the College President or designee to review, score and rank the consultant's responses to the RFP. If the RFP follows an RFQ, the RFP consultant selection committee may be the same as any RFQ consultant evaluation committee. The RFP consultant selection committee may interview consultants. The committee may be composed of highly qualified professional employees of the College or other agencies and may include private practitioners of the work encompassed by the project. The Board may establish a different consultant selection committee when selection of the consultant is done by the College President or Board.
- c. No person or firm shall be eligible for award of a consultant contract during the period in which any of the person's principals, partners or associates is a member of the consultant selection committee.
- d. The RFP consultant selection committee shall review, score and rank all responsive proposals according to criteria listed in the RFP. These criteria may include but are not limited to the following:
 - i. Availability and capability to perform the work.
 - ii. Experience of key staff on comparable project(s).
 - iii. Demonstrated ability to successfully complete similar projects on time and within budget.

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

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-
- iv. References and recommendations from past clients, public and private.
 - v. Consultant's performance history in (i) meeting deadlines; (ii) submitting accurate estimates; (iii) producing quality work; and (iv) meeting financial obligations.
 - vi. Status and quality of any required licensing or certification.
 - vii. Consultant's knowledge and understanding of the project as shown in the consultant's approach to the project's staffing and scheduling needs.
 - viii. Fees required, whether estimated or firm.
 - ix. Results from oral interviews, if conducted.
 - x. Design philosophy and project approach.
 - xi. Any other criteria that are deemed to be relevant to the project, including where the nature and budget of the proposed project so warrant, a design competition between competing professional consultants.
 - xii. Each of the evaluation criteria shall be of equal weight unless the RFP provides otherwise and states the weights or points applicable to each criterion.
- e. The College may at any time during the solicitation process or during contract negotiation reject all proposals and cancel the solicitation without liability. The College shall not be responsible for any consultant costs and expenses incurred in submitting responses to the solicitation. All prospective consultants who respond to an RFP do so solely at the consultant's cost and expense.
 - f. An awarded project may become inactive, lapse, or change as a result of project phasing, insufficient appropriations, or other reasons. If the project is reactivated, the College may retain the same qualified consultant to complete the project. The College President or designee shall make a written finding that the College's interests are best served by retaining the same consultant.

INFORMAL SELECTION PROCESS: 106.4

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

- A. A personal service contract may be awarded using an informal selection process under any of the following circumstances:
- a. When the estimated fee to the consultant does not exceed fifty thousand dollars (\$50,000);
 - b. When the project consists of work which has been substantially described, planned, or otherwise previously studied or rendered in an earlier College contract;
 - c. When the contract is with bond underwriters;
 - d. When the contract is with financial advisors providing expert opinions for the purpose of negotiated bond sales;
 - e. When the contract is for legal services.
- B. In the informal selection process, the College shall contact one or more prospective contractors with whom the College has had previous successful experience or is qualified to do the work and request a brief proposal which should address the work to be performed, the prospective contractor's experience with the type of work to be performed, and the prospective contractor's compensation requirements to perform the work. The College shall evaluate the proposal(s) received, using criteria that are deemed appropriate, and do one (1) of the following:
- a. Make an award based on the proposals received.
 - b. Reject the proposals received and solicit proposals from other prospective contractors using the informal selection process.
 - c. Reject the proposals received and solicit proposals using the formal selection process.
 - d. Cancel the solicitation and make no award.

DIRECT APPOINTMENT PROCEDURE: 106.5

The College may recommend direct consultant appointments when conditions require prompt action for the best interest of the College. The recommended appointment and a written description of the conditions requiring the appointment shall be submitted by the College President to the Board. The Board shall determine whether a direct appointment is appropriate, and if so, approve the appointment.

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

Protest Procedure

- A. Solicitation Protest. Unless a different deadline is specified in the solicitation document, prospective consultants may submit a written protest or request for change of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than five calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a consultant or award of a consultant contract, because of the contract terms and conditions, shall be considered after the deadline established for submitting such protest.
- B. Selection Protest. Unless a different deadline is specified in the solicitation document, a prospective consultant who has submitted a proposal and claims to have been aggrieved by the College's selection of a competing consultant, shall have fourteen calendar days after the College's notice of selection of the competing consultant to submit a written protest of the selection to the College. To be aggrieved for purposes of having a right to submit a protest, a proposer must claim that the proposer was the highest-ranked qualified consultant eligible for selection, i.e., the protester must show that all higher-ranked consultants were ineligible for selection because their proposals were nonresponsive or the consultants could not fulfill requirements and are not qualified. The College shall not consider a selection protest submitted after the time period established in this section nor any selection protest submitted after the deadline provided in the College's solicitation.
- C. The College President has authority to settle or resolve a written protest submitted in accordance with this section. The College President shall promptly issue a written decision on the protest. The action of the College President shall be the final action on the matter.

Delegation of Authority--Applicability--Statutory Authority.

- A. The College President may delegate authority granted in this chapter to appropriate College employees. Such delegation must be in writing.
- B. Policy 106.1 applies to any public contract solicited or advertised after the date of adoption by the Tillamook Bay Community College Board of Education.
- C. The College Board finds that those portions of Policy 106.1 which exempt classes of contracts from the requirement of public bidding are justifiable under ORS 279. The exemption from public bidding for these types of contracts should not encourage favoritism in the awarding of public contracts or substantially diminish competition for

BOARD CONTRACT REVIEW BOARD

ARTICLE NUMBER: 106

LAST APPROVED: April 7, 2008, October 13, 2014, November 6, 2017

REFERENCE: ORS 279.A.060, OAR 137, ORS 279

public contracts and the award of these kinds of contracts without bidding will result in substantial cost savings to the College.

Deferred Compensation Resolution

RECOMMENDATION

ACTION

BACKGROUND INFORMATION HR Manager Poklikuha

The Oregon Savings Growth Plan (OSGP) is a voluntary 457(b) deferred compensation plan available through the state of Oregon to public employees whose employers participate in OSGP to create additional savings for retirement.

OSGP was designed to help bridge the gap between the income that a pension, Individual Account Program (IAP) and Social Security may provide in retirement.

Benefits Include:

- Employees can enroll in the plan at any time.
- Savings can start with just \$25 per pay period.
- Employees can save a percentage of their salary or a fixed dollar amount each pay period.
- Control over contributions: Employees can start, change, or stop their contributions at any time.
- They can choose between pre-tax and after-tax (Roth) contribution options.
- Employees can roll money into OSGP from other qualifying tax-deferred plans.
- The investments in OSGP are managed by the same who experts that oversee PERS benefits.

RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN

LOCAL GOVERNMENT PROGRAM

The Board of Education of Tillamook Bay Community College, pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provides in part that: "A local government that establishes a deferred compensation plan may invest all or part of the plan's assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421,"

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

Be it further resolved that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478 (1), and

Be it further resolved that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the "Plan Document" as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRC), 26 USC 457(g)(2). The Employer certifies it is an "eligible employer" under IRC Section 457(e)(1) and has received a copy of the Plan Document and TPA Services.

Be it further resolved that Employer shall submit a certified copy of this resolution and "Notification Memo" to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

Be it further resolved that the Governing Body and Employer, recognize the PERS Board's responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of an unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5).

The above 2025-2026 Resolution was approved and declared adopted this 10th day of November, 2025.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN



LOCAL GOVERNMENT PROGRAM

The _____ (Governing Body) of _____
_____ (Employer), pursuant to the provisions of Oregon Revised

Statutes (ORS) 243.474, which provides in part that:

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DESIGNATION OF AGENT

The person in the following position is hereby designated as the agent in matters pertaining to the State of Oregon Deferred Compensation Investment Program.

Title _____

Agent _____

Address _____

Phone Number _____

E-mail address _____

Office Hours _____

Payroll Agent _____

Payroll E-mail address justinkinzer@tillamookbaycc.edu

Phone Number _____

Fax Number _____

SL3

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the _____ (Governing Body) of _____

(Employer Name) of _____ (County) on the 10th day of November and that this resolution has not been repealed or amended, and is now in full force and effect.

Dated this 10th day of November, 2025.

X _____ Board Chair
Governing Body Authorized Signature Title

Mailing Address

NOTIFICATION MEMO

Employer Name Tillamook Bay Community College	Daytime Phone 503-842-8222
Address	County Tillamook
City, State, Zip Tillamook, OR 97141	Federal Identification Number
Number of Employees 60 FTE	PERS Employer Number
Employer Representative (Name) David Soules	

PAYROLL DATA

- Deferral will be submitted by ACH. Back-up documentation containing the participants' demographic information and deferral amounts must be included.
- Normal payday (i.e., every Thursday, every other Friday, etc): _____
 - Attach payday schedule for a calendar year
 - Number of employees on this pay mode: _____
- Participants are able to indicate upon enrollment whether deferral amount shall be indicated in dollar amount or as percentage of salary per pay period.
- The initial and amended payroll reduction authorization, forms and Letters of Transmittal should be sent to:

Name	Title
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- Payroll Reduction Listing that will be sent prior to each pay day should be sent to:

Name	Title
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RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN



LOCAL GOVERNMENT PROGRAM

The _____ (Governing Body) of _____
_____, (Employer), pursuant to the provisions of Oregon Revised

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Title _____

Agent _____

Address _____

Phone Number _____

E-mail address _____

Office Hours _____

Payroll Agent _____

Payroll E-mail address _____

Phone Number _____

Fax Number _____

SL3

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the _____ (Governing Body) of _____

(Employer Name) of _____ (County) on the _____ day of _____ and that this resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, _____.

X

Governing Body Authorized Signature

Title

Mailing Address

NOTIFICATION MEMO

Employer Name	Daytime Phone
Address	County
City, State, Zip	Federal Identification Number
Number of Employees	PERS Employer Number
Employer Representative (Name)	

PAYROLL DATA

1. Deferral will be submitted by ACH. Back-up documentation containing the participants' demographic information and deferral amounts must be included.
2. Normal payday (i.e., every Thursday, every other Friday, etc): _____
 - a) Attach payday schedule for a calendar year
 - b) Number of employees on this pay mode: _____
3. Participants are able to indicate upon enrollment whether deferral amount shall be indicated in dollar amount or as percentage of salary per pay period.
4. The initial and amended payroll reduction authorization, forms and Letters of Transmittal should be sent to:

Name	Title
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5. Payroll Reduction Listing that will be sent prior to each pay day should be sent to:

Name	Title
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Mildred Davy Recap

RECOMMENDATION
INFORMATION

BACKGROUND INFORMATION Ex Director B Lawrence



Mildred Davy Memorial

Scholarship and Recognition Event

OCTOBER 17, 2025 3:30 PM

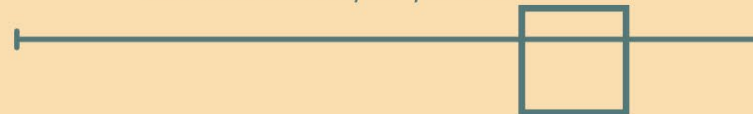
Officers' Mess Hall 6825 Officer Row



**"Knowledge finds the
path. Wisdom lights it."**

*-Mildred Davy, Radio Personality and
Beloved Tillamook Citizen*

*This event celebrates students who received
Foundation scholarships and recognizes the
generosity of those who make these
scholarships possible.*













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Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Bell

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT COOPER

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

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 September 2025

25.00% of fiscal year completed

9/30/2025

	FY 2024-2025			FY 2025-2026		
	Annual Budget	9/30/2024	% of Budget	Annual Budget	9/30/2025	% of Budget
Resources						
Beginning Fund Balance	\$1,200,000	\$1,973,739	164.48%	\$1,650,000	\$1,626,245	98.56%
State	\$4,251,541	\$1,134,303	26.68%	\$4,650,000	\$1,217,028	26.17%
Property Taxes	\$1,679,205	\$4,125	0.25%	\$1,625,000	\$23,916	1.47%
Local Contracts	\$40,640	\$0	0.00%	\$0	\$0	0.00%
Tuition	\$976,000	\$461,186	47.25%	\$1,115,000	\$410,902	36.85%
Fees	\$156,520	\$130,785	83.56%	\$300,000	\$135,770	45.26%
Other Course Fees	\$0	\$48,009	0.00%	\$120,000	\$51,065	42.55%
Interest	\$360,000	\$60,862	16.91%	\$120,000	\$25,346	21.12%
Other (sales of goods, rental, Misc.)	\$50,700	\$10,305	20.33%	\$2,500	\$1,719	68.76%
Transfers	\$509,664	\$25,241	4.95%	\$499,532	\$10,622	2.13%
Total resources	\$9,224,270	\$3,848,555	42%	\$10,082,032	\$3,502,613	34.74%
Expenditures						
Instruction	\$2,481,180	\$284,772	11.48%	\$2,839,643	\$345,767	12.18%
Instructional Support	\$957,227	\$155,744	16.27%	\$1,051,115	\$177,995	16.93%
Student Services	\$892,427	\$142,162	15.93%	\$1,099,928	\$196,110	17.83%
College Support	\$2,636,905	\$498,597	18.91%	\$2,655,961	\$444,383	16.73%
Plant Operation	\$843,874	\$222,418	26.36%	\$1,007,444	\$259,404	25.75%
Transfers	\$329,991	\$40,770	12.35%	\$365,000	\$45,261	12.40%
Contingency	\$383,939	\$0	0.00%	\$262,941	\$0	0.00%
Total expenditures	\$8,525,543	\$1,344,463	15.77%	\$9,282,032	\$1,468,920	15.83%
Ending fund balance	\$698,727	\$2,504,092		\$800,000	\$2,033,693	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Updates:

- Enrollment
 - o Up significantly (FTE and Headcount)
 - ABE/GED – ESOL
 - CTE
- Career Pathways (10/17)
 - o Integrated Education and Training (IET)
 - Pathways to Manufacturing Career
- EDC Workshop (10/16)
- Mildred Davy Scholarship Recognition (10/17)
 - o Great attendance
 - Approximately 130 students and guests
- Bond Oversight Committee (10/21)
 - o Review of project timeline and finances
- Rotary Presentation (10/21)
 - o New facilities and programs
- Student Services – “Becoming Career Centered”
 - o Beth Landy (10/22 – 10/23)
- Rural Guided Pathways Institute (10/28 – 10/31)
 - o TBCC Team
 - o Focus on aligning programming with regional needs
 - o Sustainable wage attainment
- College Council (10/29)
 - o Clare Sobotka, Chair
 - o Policy and AR Review
- Halloween (10/31)
 - o Games, activities, and candy!
- OPC (11/5)
- OCCA Annual Conference (11/5 – 11/7)
 - o TBCC Team

Observances:

- Veteran's Day, Monday, November 11th
- Native American Heritage Month
 - o Tillamook and Chinook Tribes of Siletz Indians
 - Decimated by epidemics, disease, warfare
 - o Confederated Tribes of Siletz Indians
 - o Confederated Tribes of Grand Ronde
- National Scholarship Month
 - o TBCC over \$125,000 annually
- National Apprenticeship Month
 - o TBCC Apprentice Programs have nearly doubled
- National Hunger and Homelessness Awareness Week (11/16 – 11/22)
 - o Hope Study (2020)
 - 53% Food Insecurity
 - 60% Housing Insecurity
 - 27% Homeless

Upcoming Dates:

- The next Regular Board meeting will be Monday, December 8, 2025, 5pm, Room 214/15

Kudos:

- Student Services team
 - o Career-centered work
- Britta Lawrence, Mia Gibson, Kylie Poklikuha, and many more
 - o Mildred Davy Scholarship Recognition

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