TILLAMOOK BAY
COMMUNITY COLLEGE

Board of Education Meeting Agenda

Date: Monday, September 14, 2026

TBCC Board Meeting AHS Building- Boardroom #206 & Zoom

Item **Description**

Resource

1. **Call to Order • Acknowledge Guests** ---Chair Bell

2. **Consent Agenda** --- (Action) Chair Bell
   a. Approval of Agenda
   b. Approval of June 8, 2026, Meeting Minutes

3. **Invitation for Public Comment** -- Chair Bell
   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.

4. **New Business and/or focused policy discussions**

   a. Board Committee Assignments(ACTION) ……………..……………………………………………..…………………….Chair Bell
   b. Board Retreat Planning……………..……………...…………..……. President Jarrell
   c. Enrollment Update ………………………………………………….... President Jarrell
   d. Legislative and Policy update …………..……………………….…. President Jarrell
   e. Inclusive Language at TBCC ……................…………. Angelica Ortiz & Maiko Oloarte
   f. Organizational, Legal, and Financial Designations(ACTION).…..…… President Jarrell
   g. Authorization for Additional Check Signer and removal of check signer ….……………………………………………...………...…. (ACTION) CFO Soules

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**

   a. ASTBCC Report …………………………………...………………. ASTBCC President
   b. Construction Report ………………………………………….. Exec Director J. Lawrence
   c. Financial Report …………………………………….…...………Interim CFO Soules
   d. 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 June Meeting Minutes

Agenda Item 2.a
September 14, 2026

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING

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   g. Authorization for Additional Check Signer and removal of check signer ……………………………………………………… (ACTION) CFO Soules

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   a. ASTBCC Report ……………………………………………… ASTBCC President
   b. Construction Report ……………………………………….. Exec Director J. Lawrence
   c. Financial Report ……………………………………………Interim CFO Soules
   d. President's Report ………………………………………………… President Jarrell

2. **Board Member Discussion Items** -- Chair Bell

3. **Adjournment** ---(Action) Chair Bell

Board of Education - Jun 08, 2026, Minutes

Monday, June 8, 2026, at 5:00 PM

Tillamook Bay Community College – AHS Building Boardroom

Board Member Attendance: Mary Faith Bell, Betsy McMahon, Marilyn Roossinck, Pat Ryan, Mary Jones, Suzanne Weber, Romy Carver

Members absent:

TBCC Staff Attendance: President Jarrell, VP Weissenfluh, VP Hanson, CFO Soules, Exec Dir B. Lawrence, Exec Dir J. Lawrence, Director McCarley, Exec Dir Neu, Exec Asst Lund, Director Case, Gary Bond, Joann Critelli, Clare Sobotka

Budget Hearing: AHS Board room, Hybrid 5:00pm-5:30pm

Budget Hearing call to order: 5:00pm

Approval of Budget Hearing Agenda- Mary Jones made a motion to approve the Budget Hearing Agenda, Pat Ryan seconded the motion. Yes: Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roossinck, Suzanne Weber, Mary Jones **Carried 7-0**

Public Hearing on 2026-2027 Budget: no changes have been made to the budget since the Budget Committee approved the 2026-2027 Budget.

Public Comments: None

Close Public Hearing: 5:03pm

1. **Call to Order | Acknowledge Guests**

   Chair Bell 5:03pm

2. **Consent Agenda**

   Chair Bell (Action)

   2.1 **Approval of Agenda**

   2.2 **Approval of May 11, 2026, Meeting Minutes**

   Motion to approve Consent Agenda

   Suzann Weber made a motion to approve the June Agenda. Mary Jones seconded the motion. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roosinck, Suzanne Weber, Mary Jones **Carried 7-0**

3. **Invitation for Public Comment**

   Chair Bell

   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.*

Gary Bond Public comment: Gary Bond sent an email to the board members today about what he wants to share with the board this evening. He wanted to point out pay scale for adjuncts- big differential between adjunct and faculty. Gary stated Adjuncts are paid roughly ½ the rate of Faculty. President Jarrell asked Gary Bond to send to the Executive Assistant to the board the email he sent to the boar. That is included in these minutes as attachment A.

4. New Business

4.1 **Adoption of Budget and Resolution Authorization**

David read the resolution into the record for the vote that was presented to the board and included in the board packet.

Resolution 1: Adopting the 2026-2027 Budget

Pat Ryan made a motion to accept the 2026-2027 Budget. Betsy McMahon seconded the motion. **Yes:** Pat Ryan, Mary Faith Bell, Mary Jones, Betsy McMahon, Marilyn Roossinck, Romy Carver, Suzanne Weber **Carried 7-0**

Resolution 2: Making Appropriations

Pat Ryan made a motion to approve the appropriations; Mary Jones seconded the motion. **Yes:** Mary Faith Bell, Mary Jones, Marilyn Roossinck, Pat Ryan, Romy Carver, Pat Ryan, Suzanne Weber **Carried 7-0**

Resolution 3: Imposing and Categorizing Taxes

Pat Ryan made a motion to approve imposing and categorizing taxes, Betsy McMahon seconded the motion. **Yes:** Mary Faith Bell, Mary Jones, Marilyn Roossinck, Pat Ryan, Romy Carver, Pat Ryan, Suzanne Weber **Carried 7-0**

4.2 **Budget Appendices (FY 2026-2027)-** Budget appendices were included in the meeting packet. CFO Soules reviewed each appendix with the Board and addressed all questions.

Motions to approve Budget Appendices

A1- Non-Faculty Salary Grades:

Suzanne Weber moved to approve Budget Appendix A1 (Non-Faculty Salary Grades). Pat Ryan seconded the motion. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roosinck, Suzanne Weber, Mary Jones **Carried 7-0**

A2- 2026-2027 Staff Salary Schedule:

Betsy McMahon moved to approve Budget Appendix A2 (2026-2027 Staff Salary Schedule). Romy Carver seconded the motion. **Yes:** Mary Faith Bell, Mary Jones, Marilyn Roossinck, Pat Ryan, Romy Carver, Pat Ryan, Suzanne Weber **Carried 7-0**

B1- Summary of Employee Benefits:

Pat Ryan made a motion to approve Budget Appendix B1 (Summary of Employee Benefits). Mary Jones seconded the motion. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roosinck, Suzanne Weber, Mary Jones **Carried 7-0**

C1- Regular Faculty Salary Schedule:

Betsy McMahon made a motion to approve Budget Appendix C1 (Regular Faculty Salary Schedule). Marilyn Roossinck seconded the motion. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roosinck, Suzanne Weber, Mary Jones **Carried 7-0**

C3- 2026-2027 Adjunct Faculty and Instructional Services:

At the introduction of agenda item 4.2, **C3 (2026–2027 Adjunct Faculty and Instructional Services)**, Board members posed questions. President Jarrell provided an overview and explained the rationale for the item, including additional context on how adjunct faculty pay is determined at TBCC.

Discussion:

- **Mary Faith** noted that it has been several years since the last salary study and requested that Trupp conduct an updated salary study.
- **Paul** responded that the College plans to conduct both a faculty salary study and an adjunct salary study. He indicated that while the full salary study may not be completed by next year, classification study will be completed in that timeframe.
  - He added that Britta will reach out to Trupp to initiate this work.
  - Paul also noted that the faculty salary study may take less time than anticipated and that he and Britta will work on both efforts.
- **Mary Faith** asked, in the context of RGP, whether adjunct compensation represents a livable wage.
- **Paul** stated that it is difficult to evaluate adjunct pay in terms of livable wage standards because adjuncts are not full-time employees. However, he agreed to develop additional information that could help inform the discussion.
  - Paul suggested this topic could be explored further at the Board retreat and committed to preparing relevant materials.
  - **Mary Faith** agreed that the retreat would be an appropriate time for this discussion.

Suzanne Weber made a motion to approve C3 2026-2027 Adjunct Faculty and Instructional Services. Betsy McMahon seconded the motion. **Yes:** Mary Faith Bell, Mary Jones, Marilyn Roossinck, Pat Ryan, Romy Carver, Pat Ryan, Suzanne Weber **Carried 7-0**

4.3 **BP 3522 Immigration Enforcement Notification**

President Jarrell introduced to the board, two new Board Policies that are legally required in Oregon. He gave some history and answered all questions.

Marilyn Roossinck made a motion to approve BP 3522 Immigration Enforcement Notification. Romy Carver seconded the motion. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roossinck, Suzanne Weber, Mary Jones **Carried 7-0**

4.4 **BP 7610 Federal/ Out-of-State Law Enforcement Operations**

President Jarrell introduced to the board, two new Board Policies that are legally required in Oregon. He gave some history and answered all questions.

Pat Ryan made a motion to approve BP 7610 Federal/ Out-of-State Law Enforcement Operations. Betsy McMahon Seconded the motion.

Pat/Betsy

. **Yes:** Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roossinck, Suzanne Weber, Mary Jones **Carried 7-0**

5. Information Only Items

Board members may request any item be placed on the discussion agenda.

5.1 **Service Area Review- Opportunity Programs – Director Case**

Director Case presented a comprehensive overview of TVCC's opportunity programs, including STEP, pathways to opportunity, ICAP, emergency funds, and the food pantry. She highlighted key statistics such as 65 STEP students earning certificates or degrees from July 2020 to 2025, and 18 STEP students completing programs since October 2025. The programs face challenges including limited staffing, high demand for basic needs support, and funding constraints, but have shown strong outcomes and growth. The board discussed plans to relocate the food pantry to a more visible location and increase program visibility across campus. She listed the staff who work in these programs. She explained each program, how they are funded and how they are administered. She shared what support services that help with uniforms, testing fees, housing payments, and other helps. For support with credit and non-credit students. She finished up by sharing future goals of the Opportunity Program. The board gave comments and shared appreciation for Director Case's work. She answered all board questions at the conclusion of her presentation.

5.2 **ASTBCC Report**

There is no ASTBCC Report this evening.

5.3 **Financial Report**

The Financial Report was included in the Board packet. Dave walked the board through his report and answered all questions. There were no questions

5.4 **Construction Update**

Exec Dir J. Lawrence gave the board an update on all construction projects going on. There was a new tank replacing a tank that was not working correctly at the AHS building parking lot. The CIT is nearing completion with heavy equipment being installed. There is a campus wide access control upgrade, so badges are being replaced and upgraded. He concluded his update. Chair Bell asked if the board could go on a tour of the new building. Jason told them that can be done. No immediate plans were made for the tour.

5.5 **President's Report**

The President's Report was included in the board packet. The President provided updates on upcoming college events and important dates of note. He reported continued growth in college enrollment and noted that recent enrollment improvements reflect the strong support and efforts of college faculty and staff.

The President also shared an update on the Rural Guided Pathways (RGP) project. Chris Wickstrom, RGP, met with the college's Guided Pathways team, and an overview of current project progress and developments was provided.

Co-Chair McMahon shared updates from the Oregon Community College Association (OCCA).

The President reported that he and Britta met with representatives from Senator Merkley's office on May 27, 2026. During the visit, they provided a tour of the college's facilities, discussed the college's current needs, and shared updates regarding education initiatives and issues affecting Oregon.

The President noted that he and Britta remain actively engaged in ongoing state and legislative efforts impacting community colleges and higher education.

He concluded his report by highlighting several upcoming events and important dates for the college. A brief discussion followed regarding the Board's role and positioning during graduation ceremonies.

Additional announcements included:

- Employee Recognition Day and End-of-Year BBQ scheduled for September 18.
- Recognition of June observances.
- Kudos and appreciation were shared for college staff and their continued contributions.

6. Board Member Discussion Items

Chair Bell

Suzanne: I won't be here for graduation. Also, I was a guest Southfork camp GED program.

Marilyn: We awarded the 1st Bootstraps scholarship. And the recipient was at a community college in Oregon. OCF scholarships.

7. Adjournment

Chair Bell

7.1 Adjourn Meeting

Motion to adjourn the meeting. Pat/Betsy 6:49pm

Pat Ryan made a motion adjourn and Betsy McMahon seconded the motion.
Yes: Betsy McMahon, Pat Ryan, Mary Faith Bell, Romy Carver, Marilyn Roosinck, Suzanne Weber, Mary Jones **Carried 7-0**

To the TBCC Board of Education

The proposed budget appendices for 2026-27 provide pay scales for employees of TBCC.

The staff and faculty scales provide a 3% COLA from the previous year.

The adjunct faculty pay scale also includes a 3% COLA. But consider the scale equivalent compared to "regular" faculty.

Full time faculty are considered full time by teaching 45-48 credit hours during 3 terms. The beginning salary for faculty with minimum qualifications is $64,756. That equates to $1,349 per credit hour. That does not include benefits such as health insurance and retirement.

Adjunct starting pay is $705 per credit hour. **52% of the full time faculty** without considering benefits. Another way of looking at this is that an adjunct that teaches 23 credit hours over the year would be paid $16,215, but a half-time faculty teaching 24 credit hours a year would be paid $32,378 plus receiving benefits.

You may look at the adjunct pay scale and note the pay for lab credit hours is $1,453. Lab is 3x the classroom time, but does not require class preparation, grading, etc. that is done outside of classroom time.

It has been noted that TBCC does not want to put students into a path of unstainable pay below about $35/hr, and has adjusted pay schedules to be sure staff gets at least $35/hr. Yet CDL instructors are set to be paid $31/hr, and Adjuncts are set to get $20/hr for meetings, or $30/hr for shared governance participation.

I encourage you to adjust these values to reflect a more equitable pay for everyone.

I suggest for Adjunct pay:

Credit	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Lecture	**$1,080**	**$1,112**	**$1,146**	**$1,180**	**$1,216**
Lab	**$1,620**	**$1,669**	**$1,719**	**$1,770**	**$1,823**
Nursing Lab	**$2,657**	**$2,737**	**$2,819**	**$2,903**	**$2,990**
Lecture/lab	**$1,620**	**$1,669**	**$1,719**	**$1,770**	**$1,823**

Note that this is based on 80% of full time faculty pay not including benefits.

For CDL instructor match the ABE/GED/ESOL scale

For Adjunct meetings including shared governance, $35/hr

Submitted by Gary Bond

Tillamook resident and Adjunct Faculty at TBCC

Agenda Item 3
September 14, 2026

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

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

<u>RECOMMENDATION</u>

INFORMATION

<u>BACKGROUND INFORMATION</u> -- President Jarrell

Our fall board retreat is scheduled for Tuesday, October 12. We can discuss a location the board would like to use for the day. We 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 approximately 4:00pm. Lunch will be served.

Following is a tentative agenda and a list of topics College Leadership would like 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 Retreat Board packet.

9:00 – 9:30	Coffee and Conversation
9:30 – 10:00	Review of President's 2025-2026 Goals
10:00 – 11:30	Discussion of President's performance
11:30 – 12:00	Establish President's 2026-2027 Goals
12:00 – 1:00	Lunch
1:00 – 2:00	Review of Board's 2025-2026 Goals
2:00 – 2:30	Establish Board's 2026-2027 Goals
2:30 – 4:00	Focused Board discussion - Organizational Structure - Campus Climate - Strategic Planning and Mission Fulfilment - Financial Sustainability
4:00 – 4:30	Center for Industrial Technology tour

Enrollment Update

RECOMMENDATION
INFORMATION

BACKGROUND INFORMATION ………………………………………………………… President Jarrell

The Enrollment Update provides the Board with an overview of current student enrollment trends, including headcount, full-time equivalent (FTE) enrollment, demographic data, and comparisons to prior academic years. This update highlights progress toward enrollment goals, identifies areas of growth and decline, and examines factors influencing enrollment patterns.

President Jarrell will present current enrollment data for the academic term, including student recruitment and retention outcomes, enrollment by program and student population, and projections for the remainder of the academic year. The presentation will also address ongoing strategies to support enrollment growth, student success, and institutional sustainability.

Legislative and Policy Update

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION -- President Jarrell

President Jarrell will share an update on the state and federal policy landscape and what it means for TBCC. The discussion will include the HECC revitalization study called for under HB 4124, which is expected to bring new mandates around regional collaboration among Oregon's community colleges. He'll also touch on distribution concerns with the Growth Management Component of the Community College Support Fund, timelines for the CTE math and corequisite transitions, and the calendar friction Workforce Pell creates for colleges operating on a quarter system. PERS cost pressures and their implications for future budget planning will round out the update. No board action is requested. This item is for information and discussion, with time set aside for questions.

Inclusive Language at TBCC

RECOMMENDATION
INFORMATION

BACKGROUND INFORMATION ---Angelica Ortiz and Maiko Oloarte

TBCC employees will present findings from a study of how members of our local Hispanic community prefer to be identified: Hispanic, Latino, Latinx, Latine, or something else altogether. The work included a community survey along with conversations with students, employees, and local partners. As context for the board, "Hispanic or Latino" is the federal reporting category established under OMB's Statistical Policy Directive No. 15, which is the language TBCC is required to use in IPEDS and other federal data reporting no matter what terminology we adopt locally. The presentation will focus on where the college does have discretion, our website, marketing and outreach materials, event communications, and everyday conversation, and what community members told us feels most respectful in those spaces. This item is presented for information only; no board action is requested, and time is reserved for questions and discussion.

2026-2027 Organizational, Finance, and Legal Designations

RECOMMENDATION

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS FOR FY 2026-2027 – ACTION ITEM

BACKGROUND INFORMATION ………..…………………………………….………… Interim CFO Soules

Changes from the 2026-2027 designations are primarily for the fiscal year and to clarify the deputy clerks for the college.

2026-2027 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 2026-2027 Fiscal Year. (ORS 332.515)

2. **Authorize Insuring of District Employees**

   Move that insurance for the 2026-2027 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 2026-2027; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 Fiscal Year.

7. **Name the Budget Officer**

   Move that the CFO be named Budget Officer for Budget Year 2026-2027. (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 2026-2027 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 2026-2027 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 2025-2026 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	$ 200.00
Custodian	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; Executive Director of Facilities and Safety; 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; Executive Director of Facilities and Safety; 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 2025-2026 Fiscal Year audit performed during 2026-2027.

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.	Executive Assistant to College President & BOE	$3,000
i.	Director of Facilities & Safety	$5,000

Agenda Item 4.g
September 14, 2026

Authorization for Additional Check Signer

RECOMMENDATION

AUTHORIZE BOARD CHAIR TO SIGN TO APPROVE ADDITIONAL/ REMOVAL OF CHECK SIGNER –ACTION ITEM

BACKGROUND INFORMATION ……………..………………..………………..……… Interim CFO Soules

1) Upon executing and returning the attached US Bank form, Kylie Poklikuha, Sr. Human Resources Manager, will be removed as authorized signer for checks issued by TBCC.

Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION -- Chair Bell

ASTBCC Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………………...………ASTBCC PRESIDENT

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

Construction Update

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION……………….………. EXECUTIVE DIRECTOR JASON LAWRENCE

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

Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ……………………………………………………Interim 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 7/31/2026
General Fund
Fiscal Year-to-Date, Ended July 2026
8.33% of fiscal year completed

	FY 2025-2026			FY 2026-2027		
	Annual Budget	7/31/2025	% of Budget	Annual Budget	7/31/2026	% of Budget
Resources						
Beginning Fund Balance	$1,650,000	$2,143,698	129.92%	$1,300,000	$1,300,000	100.00%
State	$4,650,000	$0	0.00%	$4,964,667	$1,768	0.04%
Property Taxes	$1,625,000	($7,743)	-0.48%	$1,775,000	$7,438	0.42%
Local Contracts	$0	$0	0.00%	$80,000	$0	0.00%
Tuition	$1,115,000	$132,036	11.84%	$1,365,000	$0	0.00%
Fees	$300,000	$40,204	13.40%	$429,000	$6,460	1.51%
Other Course Fees	$120,000	$18,705	0.00%	$145,000	$0	0.00%
Interest	$120,000	$6,509	5.42%	$130,000	$8,299	6.38%
Other (sales of goods, rental, Misc.)	$2,500	$231	9.24%	$35,000	$2,717	7.76%
Transfers	$499,532	$9,025	1.81%	$344,500	$4,732	1.37%
Total resources	$10,082,032	$2,342,665	23%	$10,568,167	$1,331,414	12.60%
Expenditures						
Instruction	$2,839,643	$3,548	0.12%	$3,200,848	$51,994	1.62%
Instructional Support	$1,051,115	$3,086	0.29%	$902,981	$6,168	0.68%
Student Services	$1,099,928	$2,092	0.19%	$1,070,794	$10,030	0.94%
College Support	$2,655,961	$126,746	4.77%	$2,562,006	$26,770	1.04%
Plant Operation	$1,007,444	$134,012	13.30%	$998,155	$201,506	20.19%
Transfers	$365,000	$204,500	56.03%	$443,500	$0	0.00%
Contingency	$262,941	$0	0.00%	$89,882	$0	0.00%
Total expenditures	$9,282,032	$473,984	5.11%	$9,268,166	$296,468	3.20%
Ending fund balance	**$800,000**	**$1,868,681**		**$1,300,000**	**$1,034,946**	

Agenda Item [_5D_]
September 14, 2026

President’s Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.. President Jarrell

Enrollment

- TBCC closed the 2025–2026 academic year with a final reimbursable FTE of 628, a strong result that reflects sustained enrollment growth across the year.
- This continued momentum reflects the hard work of faculty, student services, program staff, marketing, and employees across the college.
- Fall registration is underway, and the college is carrying this momentum into the new year through continued work on guided pathways, high school partnerships, dual credit, career-connected education, transfer, and student support.
- Fall term begins September 21; official fall enrollment figures will be available later in the term.

Fall Conference / In-Service Week and “OneTBCC”

- TBCC’s Fall Conference and In-Service Week will be held Monday, September 14 through Wednesday, September 16, from 8:00 AM to 12:30 PM each morning, in the Administration and Health Sciences Building. The remainder of campus will be closed those mornings so employees can fully participate.
- This year’s conference is built around the “OneTBCC” theme, emphasizing shared purpose, connection, and a unified college community. The general sessions follow a three-day arc that moves from honest self-assessment, to shared capacity, to a learner-centered look ahead:
- **Monday – Where We Stand:** an honest look at where the college is today, anchored by the State of the College and a “You Said, We Heard, We’re Doing” session that closes the loop on the employee engagement survey, alongside sessions on employee wellbeing and current operations.
- **Tuesday – What We Can Do:** a focus on shared capacity and practice, including how we communicate and make decisions together, accessible education, expanding student access, welcoming new employees, and the role of AI at TBCC.
- **Wednesday – Where We’re Headed:** a forward-looking, learner-centered day featuring “One College Around the Learner,” Rural Guided Pathways, Student Voices, and a look at the college’s identity and future.
- In-Service Week is an important opportunity to reconnect as a college, welcome new employees, align around shared priorities, and prepare together for a successful 2026–2027 academic year.

Rural Guided Pathways

- TBCC continues its work as a Cohort 2 participant in the national Rural Guided Pathways Project, strengthening the student path from high school, adult basic skills, and community entry points into certificates, degrees, transfer, and living-wage careers.

- The RGP Leadership Team participated in an Aspen Virtual Leadership Workshop on strategic investment in priorities.
- Recent work has focused on high school partnerships, dual credit, early college opportunities, College and Career Foundations, and clearer career-connected pathways.
- This work aligns closely with TBCC's mission and our responsibility to help students not only get started, but move successfully toward completion, employment, or transfer.

College and Career Foundations (CCF)

- TBCC has redesigned its College and Career Foundations (CCF) department to more effectively serve students in GED, Adult Basic Education, and English for Speakers of Other Languages (ESOL), in both English and Spanish.
- Angelica Ortiz has joined the college as CCF coordinator, providing dedicated leadership and coordination for this important work.
- CCF is a critical entry point into TBCC's pathways, connecting adult learners and English-language learners to further education, training, and careers.
- Aliscia Niles, Lane Community College, is working with our CCF Team to develop and implement new strategies.

Regional CTE and Dual Credit Coordination

- TBCC continues to pursue a more regional and student-centered approach to CTE coordination, Perkins management, dual credit, and high school partnerships along the North Coast, in partnership with Northwest Regional ESD (NWRESD) and area school districts.
- Following the transition of the Regional CTE Coordinator role for the Tillamook Education Consortium after July 1, the college continues to rethink how CTE, dual credit, Perkins, and regional workforce partnerships are coordinated to better serve students, districts, and employers.
- TBCC is partnering with NWRESD on a dedicated Dual Credit Coordinator to strengthen coordination with the Tillamook, Neah-Kah-Nie, and Nestucca Valley school districts.
- Along with Clatsop Community College and NWRESD, TBCC is a founding member of NW Oregon Coast Regional CTE Consortium.

Oregon Presidents Council and Statewide Advocacy

- I attended the 2026 Oregon Presidents Council (OPC) Retreat in Pendleton, which continued work on statewide priorities for Oregon's community colleges.
- A central focus has been the statewide community college revitalization study (HB 4124), conducted with EY-Parthenon, which is expected to shape future expectations around regional collaboration and system alignment.
- Additional policy threads TBCC is tracking include anticipated HECC direction on regional collaboration, distribution issues within the Community College Support Fund (CCSF), CTE math and corequisite transition timelines, Workforce Pell and quarter-calendar considerations, and ongoing PERS cost pressures.
- TBCC remains actively engaged in statewide advocacy, particularly around sustainable funding, rural community college needs, and preserving access for students and communities across Oregon.
- TBCC is named as part of this group of institutions and is not singled out in the complaint. The Oregon Department of Justice will represent the state and coordinate the defense in cooperation with college counsel. College operations, tuition, financial aid, and services to students continue unchanged in accordance with state law, and TBCC is not commenting publicly while the litigation is active.

2026–2027 Budget and Fiscal Stewardship

- Following the Board's adoption of the 2026–2027 budget in June, the college has moved into implementation of a budget built to live within our means after several years of structural deficits and reliance on reserves.
- This work continues to require discipline, including careful management of vacancies, restructuring, and close review of materials and services.
- The college remains focused on responsible stewardship and long-term financial sustainability while protecting TBCC's mission, students, and employees.

Campus Operations and Multi-Building Campus

- With the Administration and Health Sciences Building, Center for Industrial Technology, and Jon Carnahan Plaza now in full operation, TBCC continues to grow into life as a multi-building campus.
- Summer provided an important opportunity to strengthen systems, processes, and routines related to communication, technology, facilities, safety, scheduling, and events.
- This work carries into the new academic year as we refine cross-campus coordination and make the most of our expanded facilities.

Information Technology and Cybersecurity

- TBCC continues to act on findings from the IT infrastructure assessment conducted with Tesserae Consulting, part of a broader effort to modernize IT, strengthen cybersecurity, refine organizational structure, and improve systems reliability for a growing campus.
- The college has also established clearer norms and governance around the responsible use of AI tools by employees, including appropriate attention to public records and FERPA considerations.

Employee Engagement: Listening Sessions and Follow-Up

- Following the 2026 Employee Engagement Survey, I held a series of employee listening sessions across the college to hear directly from employees and to better understand the employee experience.
- These conversations, together with the survey results, are helping the college identify clear themes and priorities, including communication, trust, and follow-through.
- Early follow-up work includes strengthening regular communication, improving how employee input leads to visible action, and building more consistent one-on-one and supervisory practices across the college.
- This is ongoing work, and I am committed to closing the loop with employees and demonstrating meaningful follow-through in the year ahead.

Office of the President: Communications

- To strengthen communication and transparency, the college has refreshed the Office of the President's communications, including an internal employee site for communications and feedback to the President.
- These resources share information in a clear, straightforward way and close the loop on employee and community input through a consistent "you said, we did" approach.
- This directly responds to feedback about the importance of visible follow-through and accessible communication from college leadership.

Governance and Decision-Making

- TBCC is developing a fully revised Board Policy 2510 and a new Administrative Rule 2510 on participation in local decision-making, aligned with the draft NWCCU 2027 standards.
- The updated framework is organized around three clear questions: the Board and President set direction; College Council serves as the primary hub for institutional input; and the President, through Executive Cabinet, carries out execution.
- This work supports clearer, more inclusive, and more accountable decision-making as the college prepares for its NWCCU review.

September Observances

Hispanic Heritage Month

- National Hispanic Heritage Month (September 15 – October 15) honors the histories, cultures, and contributions of Hispanic and Latino communities.
- TBCC will host a Cultural Appreciation and Hispanic Heritage celebration on October 2, recognizing the many ways these communities strengthen our college and region.

Constitution Day and Citizenship Day – September 17

- Constitution Day and Citizenship Day commemorate the signing of the U.S. Constitution and recognize those who have become U.S. citizens.

Suicide Prevention Awareness Month

- September is recognized as National Suicide Prevention Awareness Month, a time to reaffirm TBCC's commitment to student and employee well-being and to the supportive culture and resources that help our community thrive.

Upcoming Dates

- **TBCC Board Meeting** – September 14
- **Fall Conference (AHS Building, 8:00 AM – 12:30 PM)** – September 14–16
- **First Day of Fall Term** – September 21
- **Cultural Appreciation & Hispanic Heritage Celebration** – October 2
- **Board Retreat (9:00 AM – 4:30 PM)** – October 12
- **Next Regular TBCC Board Meeting (5:30 PM)** – October 12

Kudos

- Matt Kasfeldt and Faculty for working to lower textbook costs by 50%
- Josh Henderson for exemplary performance while short-staffed and for North Coast Throwdown setup
- Abraham Rosa for North Coast Throwdown setup
- Mia Pearl Gibson and Lorie Lund for organization and marketing of North Coast Throwdown
- Dave Wells for coming out of retirement to teach Forestry Fall term
- Angel Cavanaugh and Tayler Howard for successful College Connect program
- Baylee Buetel for absorption of advising duties in MIT

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