



Board of Education Meeting Agenda

Date: December 7, 2015

Regular TBCC Board Meeting --6:00 -8:00 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Lincoln
2.	Consent Agenda: ----- (Action)	Chair Lincoln
	a. Approval Agenda	
	b. Approval of Nov. 2, 2015 Minutes	
3.	Invitation for Public Comment -----	Chair Lincoln
	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 may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Program Partner Highlight: Connect2Complete-----	Chief Academic Officer Hovey
	b. Policy Conversation: Career Technical Education-----	Chief Academic Officer Hovey Tami Schild
	c. Partners for Rural Innovation Center Update-----	President Green
	d. Courses and Curriculum-----	Chief Academic Officer Hovey
	e. Community College Update-----	President Green
	f. Sick leave policy update-----	Chief Finance Officer Williams and Director Ryan
	g. Completion Outreach-----	Chief Finance Officer Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Financial Report-----	Chief Finance Officer Williams
	b. Economic Development and Tourism Update-----	President Green
	c. Personnel-----	Director Ryan
	d. Announcements and General Information-----	President Green
6.	Board Member Discussion Items -----	Chair Lincoln
7.	Adjournment ----- (Action)	Chair Lincoln

Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION

----- Chair Lincoln



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE DECEMBER MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of Nov. 2, 2015 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

Regular TBCC Board Meeting --6:00 -8:00 pm

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6.	Board Member Discussion Items -----	Chair Lincoln
7.	Adjournment -----	(Action) Chair Lincoln



Approval of November 2, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE NOV. 2, 2015 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Lincoln



Board of Education Minutes Nov. 7, 2015

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, Robert Weitman, Mary Faith Bell and Billy Schreiber.

TBCC Staff: Heidi Luquette, Sheryl Neu, Ray Hoyt, Sayde Walker, Kyra Williams, Ann Hovey, Rhoda Hanson, Pat Ryan, Sally Jackson and Connie Green.

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:01 p.m. There were no guests. President Green introduced Sally Jackson, who will be filling in as board support while Sayde Walker is on maternity leave. She also introduced Rhoda Hanson as the official Director of Student Services. Mrs. Hanson has been serving as the interim director.

Approval of Consent Agenda (agenda item 2)

Mary Faith Bell moved to approve the consent agenda. Mrs. Gervasi seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Program Partner Highlight: EDC/SBDC (agenda item 4.A)

EDC Director Mike Cohen shared a brief history of the Economic Development Council and Small Business Development Center, who they serve and ways to increase their services base.



Policy Conversation: SBDC (agenda item 4.E)

Mr. Cohen shared ideas about how TBCC might better utilize the SBDC, and ways to reach a younger audience of entrepreneurs. There was a discussion about how to pool resources to create a clear path for community college students who would like to pursue an entrepreneurship track. The SBDC already has a number of workshops that can be used as an enhancement with established college courses to provide a well-rounded educational experience. Discussion included social media marketing, the number of participants in an average SBDC workshop, how to offer workshops online, and whether the SBDC was offering personal advising to current businesses and encouraging potential businesses to offer goods and services that the community needs and wants. There were questions about how a non-credit certification would work for students who need Federal Financial Aid, and if there was a way to utilize TBCC's Business Administration degree.

President Green asked if the Board wanted representation on the SBDC advisory committee. They will discuss appointing a representative at the next meeting. It was the consensus of the Board that at this time they do not need to be involved in setting policy around the SBDC.

Partners for Rural Innovation Center Update (agenda item 4.B)

President Green updated the board on the progress of the Partners building. She said they are still negotiating sidewalks and waterline easements. The infrastructure design is still being worked out, and it looks like the building will be more expensive than first anticipated. There was discussion about bus turnouts and safety features in the new building, and whether the Board wanted to have final approval on all bids. The Board agreed that they did not need to approve bids which they delegated to President Green and they would like to continue to receive regular updates.

Community College and Workforce Update (agenda item 4.C)

President Green informed the Board that Chair Lincoln, Mr. Schreiber and Mrs. Gervasi would all be attending the OCCA annual conference later this week. There was discussion about which workshops the Board would like to have representation at. Those attending would give a report at the next board meeting.

Board Policy Review (agenda item 4.D)

President Green said she needed two Board members to review policy with her. Mrs. Gervasi and Mary Faith Bell were appointed to the policy review board.

Policy Review: Health Insurance Opt Out (agenda item 4.F)

Chief Financial Officer Kyra Williams presented changes to the health insurance opt out policy, which is now outdated due to the number of health plans employees now have to choose from. Mr. Weitman moved to approve the policy changes. Mr. Schreiber seconded. The motion carried.

Information Only Items

Nestucca Valley High School Opportunities (agenda item 5.A)

President Green said that even though the Board was not able to meet with the Nestucca Valley School Board she wanted to share information and data regarding their partnership. These numbers have not yet been sent to NVHS.



Financial Report (agenda item 5.B)

CFO Williams said the tuition number isn't actually significantly more revenue than last year, despite what the report says. That is a timing issue. There was a discussion about enrollment numbers, which are right at 100 FTE according to Dr. Hovey.

Courses and Curriculum (agenda item 5.C)

Chief Academic Officer. Hovey presented recommended prerequisite changes for certain biology classes. These were recommended by the curriculum committee and approved by College Council. Ms. Bell moved to approve the changes. Mrs. Gervasi seconded. The motion carried. These will go into effect Winter 2016.

Personnel (agenda item 5.D)

President Green shared that the new librarian begins later this week. The position for IMT Coordinator is still open and we might be looking at redesigning that program. The ASPIRE Coordinator has been filled and will begin in two weeks. There is also a .5 position in Human Resources that will be opening up, as well as another position in student services.

Announcements and General Information (agenda item 5.E)

President Green noted that she would be headed to Washington D.C. for the Achieving the Dream Conference. She will also be out of the country in February for a trip to New Zealand.

Board Member Discussion Items (Item 6)

There were no discussion items at this time.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 7:24 p.m.



Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT BOTH THE BEGINNING AND END 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 MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

BACKGROUND INFORMATION

----- Chair Lincoln



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Lincoln

- a. Program Partner Highlight: Connect2Complete----- Chief Academic Officer Hovey
- b. Policy Conversation: Career Technical Education----- Chief Academic Officer Hovey
Tami Schild
- c. Partners for Rural Innovation Center Update----- President Green
- d. Courses and Curriculum----- Chief Academic Officer Hovey
- e. Community College Update----- President Green
- f. Sick Leave Policy Update-----Chief Finance Officer Williams and Director Ryan
- g. Completion Outreach-----Chief Finance Officer Williams



Program Partner Highlight: Connect2Complete

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION

Chief Academic Officer Hovey

Americorps volunteer Diana Hammond joined the college in September of this year. Under the auspices of a Connect2Complete grant, Diana will serve at the college for the academic year of 2015-2016, with the objective, working with our faculty, of coordinating and implementing service learning projects in remedial and college transitions classes.

Diana holds a Bachelor's degree from Florida Atlantic University in Interdisciplinary Studies, with an Environmental Studies Certificate. She also holds a Certification in Teaching English as a Foreign Language. She has served as an English Teacher in Slovakia and in Turkey, and as an Environmental Educator in Australia and in New Zealand. She specializes in working with a diverse and multicultural student population.

Diana will discuss the purpose and benefits to students of service learning. She will present her work in the community and with our faculty this fall quarter in preparation for the implementation of service learning projects in selected classes this winter.

It is expected that the Connect2Complete project, with Diana's assistance, will lay the groundwork for a broader implementation of service learning projects across the curriculum. The project is part of TBCC's Strategic Framework, in support of Core Theme 3: Leadership, Partnership, and Community Engagement.

The Completion objective for this Core Theme states:

"TBCC students gain an understanding of social responsibility through participation in service and work-based learning projects."

Performance measures for this objective include the integration into instruction and into program outcomes service learning, work-based learning, internships, and cooperative work experience opportunities.



Policy Conversation: Career Technical Education (CTE)

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION Chief Academic Officer Hovey and CTE Coordinator Tami Schild

Career Technical Education (CTE) programs serve a critical role in training a skilled workforce, important to economic development and sustainability at the national, state, and local levels. Recognition of their importance brings an increasing focus on program quality and close collaboration with industry partners along with higher program standards and funding resources for programs that meet these standards.

National:

- CTE is part of a wider conversation including Career Pathways, Post-Secondary and Workforce Readiness and Career Counseling
- Carl Perkins Federal Grant Reauthorization is overdue/pending. New requirements for high quality CTE Programs of Study will likely include:
 - Close collaboration with industry, including some form of industry funding
 - Programs aligned to the labor market
 - Funding only for programs in high-wage, high-demand occupations
 - Direct connections between secondary and post-secondary
 - Dual credit must be offered in programs of study
 - Performance measures used for accountability
 - Programs that are innovative and engaging
 - Work-based learning opportunities
 - Promotion of industry-recognized credentials

Statewide:

- Support/funding for CTE is at an all-time high
 - CTE Revitalization Grants
 - Multiple STEM/CTE Grant opportunities
 - Career Pathways Funding
- Programs of Study requirements in Oregon are rigorous for the high schools and colleges



Local:

- Tillamook Education Consortium (TEC) is the Advisory Board for CTE in Tillamook County
 - TEC members – Neah-Kah-Nie School District, Nestucca Valley School District, Tillamook School District, Tillamook Bay Community College, Northwest Regional ESD
- CTE Programs of Study in Tillamook County:
 - Neah-Kah-Nie High School – (Post-Secondary Partner)
 - Accounting/Financial Systems (TBCC)
 - Business Information and Communication Technology (TBCC)
 - Construction Trades (PCC)
 - Tillamook High School – (Post-Secondary Partner)
 - Accounting/Financial Systems (TBCC)
 - Business Information and Communication Technology (TBCC)
 - Agriculture (TBCC)
 - Automotive Services (Clatsop CC)
 - Construction Trades @ Trask River HS (PCC)
 - Regional Programs connected to all three school districts and TBCC
 - Health Occupations
 - Hospitality, Tourism, Recreation
- Proposed Programs of Study currently under construction:
 - IMT (Industrial Maintenance Technology)
 - Natural Resources

Data to Dive Deeper

Oregon schools and community colleges are required to report enrollment and performance data on students who complete courses in state-approved CTE programs of study. The data is received by state secondary or postsecondary data collection systems and is compiled, analyzed and reported to the U.S. Department of Education to fulfill federal grant requirements (Perkins). The information is also used for program improvement, resource allocations, policy development, reports to the Oregon State Board of Education or to the legislature, and by state and college personnel and for educational research.

- Secondary Performance Measures include:
 - Reading Attainment
 - Mathematics Attainment
 - Writing Attainment
 - Technical Skill Attainment
 - High School Completion
 - High School Graduation
 - Secondary Placement
 - Secondary Nontraditional Participation
 - Secondary Nontraditional Completion



Data to Dive Deeper (continued)

- Post-Secondary Performance Measures include:
 - Technical Skill Assessment
 - Academic Skill Attainment
 - Credential, Certification, Degree Completion
 - Student Retention or Transfer
 - Student Placement
 - Nontraditional Participation
 - Nontraditional Completion

Each year, TEC is provided with a report that lists the Performance Measure Targets and actual Performance Levels for all CTE qualified students, secondary and post-secondary, in our consortium. If we have a Performance Measure that is not met, an improvement plan must be submitted to the state. Because of our small numbers, we can meet at 100% one year and fall far short of our targets the next.

For the 2015-2016 school year, we use data from the 2013-2014 Performance Measures. Since we met all of our targets last year, we do not currently have an improvement plan in place. (See attached.)

Focus policy question/s

In order to meet the upcoming High-Quality Program requirements, each program of study will need to have an active Advisory Committee.

A CTE Program Advisory Committee is a group of individuals whose experience and abilities represent a cross section of a particular occupational area. The primary purpose of the CTE Program Advisory Committee is to assist educators in establishing, operating, and evaluating the CTE programs - which serves the needs of the students, the community, and the business/industry partners – and to provide expertise and insight about current and future industry and technological changes.

Advisory Committees of high-quality programs take an active role in assisting and advising the college and its faculty in the following areas:

- Curriculum modifications
- Ensuring job and career readiness
- Updates to facilities/budgets/student competencies
- Purchase of new instructional materials and equipment
- Adoption of policies
- Adoption of Industry-Recognized Certifications
- Evaluation of student skills using Technical Skill Assessments
- Helping arrange meaningful structured learning experiences for students in the program
- Identification of local, state and national certifications
- Identification of industry trends
- Connecting and networking the industry and its connection to training



Focus policy question/s (continued)

- Building improved relationships between CTE educators, business/industry partners, and the community
- Promoting CTE programs by talking to legislators, speaking for career and technical education at board meetings, writing articles for local newspapers, or obtaining media coverage for special events

Local high schools and TBCC have limited general funds to use in building our CTE programs. With local employer guidance and direction, students can be successful in the career. Also, there are a variety of grant opportunities in Oregon for additional CTE/STEM funding.

Policy Options

- Advisory Committees – Does the Board require active involvement of the industry?
- Grants – Does the Board establish a priority of grants for CTE programs?



2013-14 Oregon Post-Secondary Perkins Performance Measures

Grant Recipient	1P1 Technical Skill Assessment	1P2 Academic Skill Attainment	2P1 Credential, Cert., Degree Completion	3P1 Student Retention or Transfer	4P1 Student Placement	5P1 Non-trad Participation	5P2 Non-trad Completion
Performance Target	82.00%	92.75%	55.00%	76.50%	76.00%	23.75%	61.50%
Statewide Levels	✔ 95.80%	⚠ 89.23%	⚠ 51.94%	✘ 68.63%	⚠ 72.50%	✘ 20.62%	✘ 53.28%
90% Levels	73.80%	83.48%	49.50%	68.85%	68.40%	21.38%	55.35%
✔ Met or exceeded performance target	⚠ Met 90% level, but did not meet performance target			✘ Below 90% level			
Blue Mountain	✔ >95%	⚠ 89.8%	✔ 57.8%	✘ 63.3%	✘ 67.9%	✔ 25.0%	✘ 54.4%
Central Oregon	✔ 87.7%	⚠ 88.8%	✔ 58.9%	⚠ 72.5%	⚠ 74.0%	✘ 20.1%	✘ 52.2%
Chemeketa	✔ >95%	⚠ 86.7%	✔ 69.1%	⚠ 69.3%	⚠ 74.6%	✘ 20.3%	✔ 72.2%
Clackamas	✔ 89.2%	✔ 93.5%	✔ 60.7%	✘ 67.0%	⚠ 73.5%	✘ 16.5%	✔ 67.5%
Clatsop	✔ >95%	✔ >95%	✔ 67.8%	✘ 60.1%	⚠ 68.9%	✘ 11.1%	✔ 72.5%
Columbia Gorge	--	✔ >95%	✔ 77.9%	✘ 60.9%	✔ 81.5%	✔ 41.7%	✔ 66.7%
Klamath	✔ >95%	⚠ 85.7%	✔ 61.9%	✘ 64.6%	⚠ 70.2%	✔ 33.2%	✘ 48.5%
Lane	✔ >95%	⚠ 90.6%	⚠ 53.2%	✘ 64.7%	✔ 77.9%	✘ 15.9%	✘ 49.7%
Linn-Benton	✔ >95%	⚠ 92.7%	✔ 73.2%	✘ 60.4%	⚠ 75.1%	⚠ 21.9%	✔ 67.1%
Mount Hood	✘ 57.1%	⚠ 90.7%	⚠ 50.8%	⚠ 72.4%	✘ 64.6%	✘ 14.6%	✔ 66.7%
Oregon Coast	✔ >95%	✔ >95%	✔ 84.2%	✘ 63.2%	✘ 65.5%	✔ 38.2%	✔ >95%
Portland	✔ >95%	⚠ 85.0%	✔ 58.7%	✔ 77.7%	⚠ 71.7%	⚠ 23.1%	⚠ 55.8%
Rogue	✔ >95%	⚠ 92.7%	✔ 75.4%	✘ 63.7%	⚠ 73.6%	⚠ 23.7%	✔ 77.5%
Southwestern	⚠ 81.8%	⚠ 90.8%	✔ 72.9%	⚠ 70.4%	✘ 59.0%	✔ 23.8%	✔ 63.8%
Tillamook Bay	✔ >95%	⚠ 89.8%	✔ 58.2%	✔ 79.0%	✔ 83.3%	✔ 29.1%	⚠ 61.1%
Treasure Valley	✔ >95%	⚠ 91.1%	✔ 57.9%	✘ 63.4%	✘ 32.4%	⚠ 22.6%	✔ 67.4%
Umpqua	✔ 88.9%	✔ 93.9%	✔ 62.1%	✔ 77.3%	✘ 60.0%	✘ 15.9%	✘ 43.3%

* An empty cell indicates that a college did not have any students that met the specific Perkins definition for this performance measure.

1P1 Technical Skill Attainment - CTE concentrators who successfully completed a technical skill assessment. All 17 colleges have begun to administer technical skill assessments. 16 colleges had CTE concentrators who completed their CTE program and took technical skill assessments during the reporting year or previous year.

1P2 Academic Skill Attainment - CTE concentrators who made progress of C or better in academic courses during the program year.

2P1 Credential, Certificate, or Degree - CTE concentrators receiving an award and left college by Fall, 2014.

3P1 Student Retention or Transfer - CTE concentrators who did not earn an associate degree in the program year and who continued to be enrolled in postsecondary education in the subsequent year.

4P1 Student Placement - CTE concentrators who completed a CTE program and entered employment or retained employment.

5P1 Non-traditional Participation - CTE participants from underrepresented gender groups in programs that lead to employment in nontraditional fields.

5P2 Non-traditional Completion - CTE participants from underrepresented gender groups who complete a program in non-traditional fields and left college by Fall, 2013.

For more information on Oregon Career and Technical Education (CTE) Performance Measures (postsecondary), see Perkins IV CTE Performance Measurement, rev. 12-15-13 on

<http://www.ode.state.or.us/search/page/?id=3871>

For information about the current state-approved Oregon Career and Technical Education (CTE) programs, see Approved Postsecondary CTE Programs at

<http://www.ode.state.or.us/wma/teachlearn/cte/occvviewbooklegalsize.pdf>.

Oregon Department of Education | Department of Community Colleges and Workforce Development | March 2014

Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

On November 4, 2015 we received the approval for the partitioning of the property with the conditions that the college provide a conversion plan to the city prior to the recording of the partition and that we secure the Planning Commission chairperson signature on the final plat prior to being filed.

The storm water system is in the process of being installed.

On November 25th the college posted notice of our hearing with the planning commission on December 17 at 7:00pm. The item needed to be posted on the property for 20 days prior to the hearing.

We received notification that Oregon Community Foundation awarded us \$30,000. We have submitted grants to Spirit Mountain and Sunderland Foundation. We are also considering three more grant opportunities.



Courses and Curriculum

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

The Tillamook County Creamery Association has contracted with the college to facilitate training in Six Sigma principles at the Green Belt Level. Six Sigma is a data-driven approach to process improvement that assists companies in evaluating all aspects of their operations. The goal is to reduce defects and increase consistency, reduce production and process time, and improve efficiency. It is closely associated with LEAN improvement techniques. Six Sigma training provides differing levels of certification, from Champion to Green Belt to Master Black Belt.

In response to our industry partner's desire for the college to be able to offer college credit for this training, Business Administration faculty have proposed the adaptation of an existing course within the Industrial Maintenance Technology curriculum to integrate a new course into the Business Administration curriculum, BA 210, Lean Manufacturing and Process Control.

Therefore Chief Academic Officer Ann Hovey, on recommendation from the Curriculum Committee, will request Board approval at the January Board meeting for the following new course in the Business Administration curriculum:

BA 210 Lean Manufacturing and Process Control

TENTATIVE INTENDED OUTCOMES:

- * Apply statistical concepts that form Statistical Process Control and perform industrial applications of its implementation.
- * In manufacturing operations, recognize common causes and effects of variation of processes on production output.
- * Use the different types of control charts often used as part of statistical process control systems and interpret different control charts from actual industrial processes to control output.
- * Apply principles of statistical process control to carry out corrections needed from the interpretation of different charts noting opportunities for improvement.
- Identify and implement "lean manufacturing" methods to a variety of industrial applications.



- Identify procedures and processes where waste is commonly found; develop elimination-of-waste strategies.
- Implement statistical concepts related to process control and optimization of output efficiencies.
- Recognize common causes and effects of variation of processes on production output.
- Use and interpret the different types of control charts commonly used as part of statistical process control systems.
- Apply principles of statistical process control to carry out corrections needed from the interpretation of different charts noting opportunities for improvement.



Community College Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

The Oregon Community College Association annual conference was November 4 thru 6. The link to all of the presentations is: <http://www.occa17.com/annual-conference>

The following reports are from the board members that attended. More will be shared at the meeting.

Voluntary Framework of Accountability. Debbie Lincoln.

President Green introduced the Voluntary Framework of Accountability program at a previous board meeting; the OCCA conference provided speakers who expanded on the information. I was unable to attend the pre-conference workshop, but Billy did attend and can provide additional information. There was another session on VFA during the regular conference; Billy, Kathy and I attended.

The VFA is being developed under the direction of the American Association of Community Colleges and is a national accountability system to measure community college performance. Unlike Oregon's defunct performance compacts, the VFA provides measures of success that take into account community colleges' unique roles and operation. The VFA defines success to include certificates, transfers with and without an associate's degree, progress through developmental education and non-credit workforce training, among others.

Measuring College Outcomes. Debbie Lincoln.

A second session that addressed issues of measuring college outcomes was presented by the Rogue president and the Employment Department's director of research. It described using the ED's unemployment insurance data to track former college students into employment. The data allows researchers to see exactly where their students are working and what their wages are – down to the penny. The system gives college's excellent information on what programs are most effective in preparing students for living-wage jobs. Oregon has been a leader in developing the partnership between the colleges and the Employment Department. I'm particularly pleased to see that we are able to track our students who take jobs in other states: about two-thirds of the states are sharing information.

There are two issues for Tillamook Bay Community College, both stemming from our small numbers. The VFA data doesn't work well for extremely small total populations, and the wage-match data requires, for privacy reasons, that individuals not be identified in the resulting data summaries. When we have only two graduates of a particular program, it's fairly easy to figure out who went into which job and how much that person makes.



President Green is working with the wage-match coordinators on possible solutions so we can use that data, and we're still grappling with how we might take part in the VFA program. Both data resources would provide much-needed information for TBCC's board and staff.

Chemeketa Press. Kathy Gervasi

I was very excited to hear about a project at Chemeketa CC where textbooks are being created and published by staff. As we know, the cost of textbooks is extremely high for our students and don't always meet the objectives of the course. In the past, instructors were writing curriculum to match the textbook instead of the other way around. An art teacher at the Chemeketa started the process by creating a beautiful art book using OERs. She collaborated with the English instructor regarding editing and revising. With technology, they were able to publish a book that was low in cost and met the needs of the instructor and students. Since then, more staff have collaborated on publishing books for history and math courses. But the most exciting part of the project is that students are hired during the summer at Chemeketa Press to print the books, be a part of the process, get their name listed in the credits and put this experience on their resumes.

Campus Safety and Security. Billy Schreiber

I want to share with you what I learned about protecting myself and hopefully others. If a shooter or shooters enter your building and you know where they are you have an option to run. Try to take as many people with you as possible but avoid ones that may slow you down such as someone that is hysterical. If running is not an option then hide and barricade yourself and others. You need to adapt items to use to protect yourself. Formulate a plan and wait for the correct time to defend yourself and immobilize the intruder if you have to. There are other things that can be done and TBCC is working on them to make our campus safer. The following slides are from the Chemeketa presentation.



**Campus Safety and Security:
A Holistic Approach to Managing a Complex
Campus Community**



Presented by:
CHEMEKETA COMMUNITY COLLEGE

Welcome

- Julie Huckestein, President
- Jim Eustrom, Vice President, Instruction and Student Services/President Yamhill Valley Campus
- Claire Oliveros, Executive Dean of Student Development and Learning Resources
- Rebecca Bolante Director of Threat Management Resources
- Bill Kohlmeyer, Director of Public Safety
- Tim Rogers, Associate Vice President, College Support Services
- Sue Orchard, Dean of Counseling & Student Support Services

CHEMEKETA OVERVIEW

Emergency Preparedness



Behavioral
Intervention Team
(BIT)



Threat Assessment
Team
(TAT)



Trauma Response
Team
(TRT)

**Behavioral Intervention Team (BIT)
Overview**

- An internal group of college student services staff.
- Focused on the prevention and early intervention in situations where students may be in distress or engaged in disruptive behaviors.
- Develops a strategy and offers case coordination to manage disruptive behavior.
- Ensures a systematic response to behavioral concerns.
- Upholds the Student Rights and Responsibilities Policy and Student Code of Conduct.
- Serves as a resource for students, faculty, and staff in support of student success.



BIT- Case Study (Scenario)

BIT Members

Dean	Counseling and Student Support Services
Dean	Student Retention and College Life
Associate Dean of Students	Yamhill Valley Campus
Executive Assistant	Student Development and Learning Resources
Executive Dean	Student Development and Learning Resources
Director	Public Safety



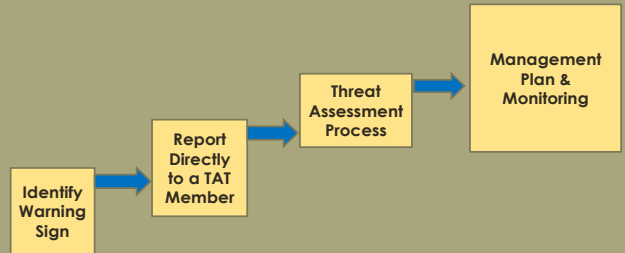
CHEMEKETA'S THREAT ASSESSMENT TEAM

MULTI-DISCIPLINARY TEAM DEDICATED TO THE PREVENTION, IDENTIFICATION, ASSESSMENT, & MANAGEMENT OF TARGETED ACTS OF VIOLENCE

- TRAINS WITH LEADING EXPERTS IN THE FIELD OF THREAT ASSESSMENT
- WORKS CLOSELY WITH SALEM, OREGON TATS:
 - MID-VALLEY STUDENT TAT
 - WILLAMETTE VALLEY THREAT ADVISORY TEAM
- MAKES REFERRALS TO APPROPRIATE COMMUNITY RESOURCES



PROCESS OF THREAT ASSESSMENT AND MANAGEMENT



RISK FACTORS AND WARNING BEHAVIORS



- PERSEVERATION
- HOPELESSNESS
- PERCEIVED LACK OF ALTERNATIVES
- INJUSTICE COLLECTOR
- LOSS/HUMILIATION
- UNEXPLAINED BEHAVIORAL CHANGES
- PLANNING/REHEARSAL

Threat Assessment Team Charter

PURPOSE AND SCOPE

The Chemeketa Community College Threat Assessment Team is an internal, multi-disciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment, the team endeavors to identify, assess, and advise in situations where the risk of violence is imminent and/or anticipated. Depending on the level of the perceived threat, the situation may be referred to appropriate community resources.

Threat Assessment Team Members

Director	Public Safety
Director	General Counsel
Dean	Student Services
Mental Health Counselor	Counselor
Dean	High School Programs
Executive Dean	Student Development and Learning Resources
Coordinator	Disability Services
Executive Support Staff	Student Development and Learning Resources
Director	Student Financial Services
Director	Human Resources
Director	Student Retention and College Life



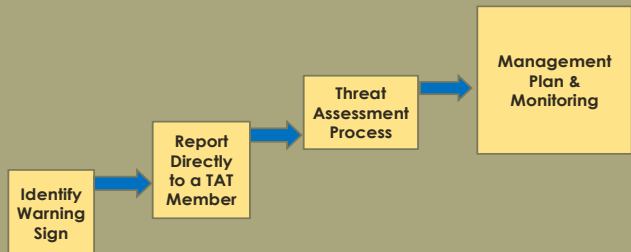
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PROCESS OF THREAT ASSESSMENT AND MANAGEMENT



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Executive Support Staff	Student Development and Learning Resources
Director	Student Financial Services
Director	Human Resources
Director	Student Retention and College Life



Active Threat- HIDE

HIDE

- Hide-have a plan
- Identify a safe room or multiple safe rooms depending on where you are
- Hide and barricade
- Safe room should include:
 - An ability to be locked quickly
 - A phone
 - Second exit
- Have some tools available should you need to defend yourself

Active Threat- FIGHT

FIGHT

- If running and hiding doesn't work
- As a last resort you may have to confront the suspect depending on where you are
- Have a plan. Remember, this is life and death
- Be aggressive
- Improvise. What tools are available to you?
- Get others involved. There is strength in numbers
- WIN!

Active Threat

When Police arrive:

- Remain calm and follow instructions
- Remember the officers do not know who you are
- Show them your hands but do not have anything in them
- Avoid quick movements toward the officers
- The first officers are there to find the suspect
- If you can help them locate the suspect, do so but avoid asking questions

Have a Plan

- Think about your options
- Have a plan
- You can survive

Response Related Activities

- Classroom Door Locks
- Emergency Texts
- Department/Area Specific Plans
- Public Address System
- Video
- Training Available

Trauma Response Team



Trauma Event 2008



College Leadership Class
Ropes Course Incident

Trauma Response Team Members

Director	Public Safety
Dean	Counseling & Student Support Services
Director	Human Resources
Dean	Public Information, Marketing & Student Recruitment
Vice President	Administration and Governance
Executive Dean	Academic Progress & Regional Education Services
Executive Assistant	Career & Technical Education
Administrative Assistant	Counseling & Student Support Services

Trauma Response Team

Purpose or Mission

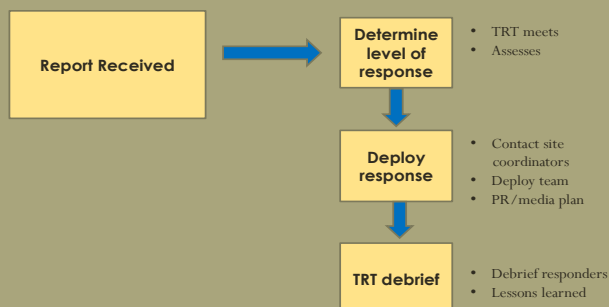
- To coordinate the college's response to critical incidents involving students and staff while paying attention to the safety/security needs of the students and staff
- To help stabilize students' and staff feelings of safety after a critical event
- To offer guidance and appropriate support to members of the college community, their families and college care-givers
- To use critical incidents, when appropriate, as "teachable moments" which may enhance the quality of life for all impacted by critical incidents

Trauma Response 2010



Car Accident Killing Two
High School Students

Trauma Response



Trauma Response Considerations

- Clear roles & responsibilities
- Clear communication channels
- Executive level involvement and visibility
- Cultural considerations
- Flexibility
- Ongoing training



Emergency Preparedness Committee

V.P./President	Instructional Services & President, YVC
Associate V.P./CIO	CSSD
Executive Dean of Students	Student Development and Learning Resources
Dean	Marketing Public Relations & Student Recruitment
Director	Information Technology
Director	Public Safety
Director	Capital Projects, Facilities & Operations
Supervisor	Capital Projects, Facilities & Operations
Manager	IT
Manager	IT
Administrative Coordinator	IT
Coordinator	Risk Management

Emergency Preparedness

- "All Hazards" Emergency Operations Plan (EOP)
- Standardized & Defined Incident System (ICS) Functions
- Primary Objectives:
 - Communicate
 - Stabilize Situation/Secure Premises
 - Evacuation-Non essential Personnel
- Departmental Operating Centers (DOC's)
- Local or Departmental Response Plans
- Continuity of Operations Plan (COOP)
 - Critical Function Identification
 - Achieve Functions if:
 - Limited/No Access to Technology
 - Limited Access to Work Area
 - Limited Staffing

CONTACT INFORMATION

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503.399.6505

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503.399.5076

SUE ORCHARD, Dean, Counseling & Student Support Services
503.399.8111

TIM ROGERS, Associate Vice President, College Support Services
503.399.7506

ALLEN BUNCH, Coordinator, Risk Manager
503.399.8635

REBECCA BOLANTE, Director of Threat Management Resources
503.399.2555



Sick Leave Policy Update

RECOMMENDATION

ACTION REQUIRED

BACKGROUND INFORMATION -----Chief Finance Officer Williams and Director Ryan

The State Legislature in Sb 454 “Requires all employers to implement paid sick time for employees. Creates exceptions. Specifies purposes for which sick time may be taken and rate at which sick time accrues. Requires advance notice of request to use sick time under certain circumstances. Prohibits discrimination against employee for inquiring about or using paid sick time. Makes violation unlawful practice subject to jurisdiction of Bureau of Labor and Industries. Authorizes civil action for violation.”

With this action Oregon Community College Association has been working to clarify the rule and the definitions. Attachment one is a letter sent on behalf of all Oregon Community colleges. Many of the clarifications of definitions were not given. Tillamook Bay had been waiting to implement the sick leave policy based on clarifications. As of January 1, 2016 the following sick leave policy needs to be approved.

Attached two is the policy changes and Attachment three is the actual rate of sick leave.





Oregon Community College Association
260 13th Street NE, Salem, OR 97301
Phone: (503) 399-9912 Fax: (855) 326-1537
<http://www.occa17.com>

October 30, 2015

Ms. Marcia Ohlemiller
Oregon Bureau of Labor and Industries
800 NE Oregon St. #1045
Portland OR 97232

Dear Ms. Ohlemiller,

The Oregon Community College Association (OCCA) represents the seventeen Oregon community colleges. Since the Oregon legislature passed the new statewide mandatory sick leave law, Senate Bill 454 (SB 454), in June 2015, OCCA has received a number of questions and comments about how SB 454 should be implemented in the community college setting. On behalf of its member institutions, OCCA submits the following comments about the proposed rules the Oregon Bureau of Labor and Industries (BOLI) plans to adopt related to SB 454.

1. Exemption for Student Workers.

Issue Presented: Educational employers need more guidance on which student workers are exempt from SB 454.

Under the sick leave statute, "a participant in a work-study program that provides students in secondary or postsecondary educational institutions with employment opportunities for financial or vocational training" is exempt. SB 454 § 2(1)(c)(C). But the statute and the proposed rules do not provide definitions for the terms "work-study program" or "financial or vocational training," making it unclear what kind of student workers are covered by the exemption.

Oregon's community colleges need more specific guidance about this exemption because they employ students in many different capacities on their campuses that could arguably constitute "financial or vocational training." In addition to students who participate in federal work-study programs who should be covered by the exemption, community colleges also employ students through dislocated worker, vocational rehabilitation, and veteran programs. Some student workers are employed in positions that are paid through Pell, Supplemental Educational Opportunities, and Oregon Opportunity grants. Other student workers participate in cooperative education programs in which they receive tuition reimbursement or other similar benefits in exchange for part-time work. Some students are working for outside employers through internship programs in paid or unpaid positions but for which they are receiving academic credits. Finally, there are students who are employed on campus on a casual basis who are paid by the community college in the form of tuition remission. It is OCCA's position that most, if not all, of these student workers should fall within the student worker exemption of SB 454.

OCCA urges BOLI to amend its rules to clarify that all categories of student workers are exempt under the new Oregon sick leave law for the following reasons:

(a) Primary Status as Student, not Worker. Students attend community college for the purpose of obtaining an education and as such, their primary status on campus is that of student, not employee. The positions that are available to them are designed to allow them to focus on their educational objectives. Managers create flexible schedules so that student workers' shifts do not interfere with their class obligations and the positions reserved for student workers are temporary in nature, typically because they are occupied by a student for only one term at a time. A student worker's illness and any related absences from classes and work are more properly addressed by the student leave policies of the community college where they are enrolled.

(b) Student workers are exempt from unemployment and taxing regulations. FICA taxes do not apply to service performed by students employed by a college or university where the student is pursuing a course of study. Student workers are also exempt from state unemployment insurance.

(c) Hours of work are not tracked for some student positions: Some community colleges pay stipends to student workers and do not track the number of hours that those students work. For instance, some student leadership or journalism positions pay stipends at the beginning of the term and there is no system in place to track the number of hours worked. These positions are considered part of the student's educational experience.

As an alternative, should BOLI decide that there are certain student workers who are eligible for sick leave under the new law, OCCA requests that BOLI adopt rules that more specifically define which work study programs are exempt from SB 454.

2. Accrual for Employees with Alternative Compensation and Working Arrangements.

Issue Presented: Educational employers need guidance about how to handle sick leave accrual and usage for an employee who is paid a flat fee or stipend that is not docked when he or she is unable to work due to illness.

Community colleges have many employees with alternative compensation and working-hour arrangements. For instance, community colleges employ adjunct faculty who are paid per credit and who are not required to work a set number of hours except for the number of hours they are in the classroom. There are also employees who are paid a flat fee or a stipend at the beginning of the term and do not have designated schedules. Most importantly, these employees are not docked pay when they miss work for any of the reasons covered by SB 454, nor are they disciplined or otherwise adversely affected because of their absence. Not only would it be logistically difficult to accurately accrue sick leave for these employees because their work hours are not tracked, even if the community college established a reasonable method of calculating the number of hours worked by this category of employee as provided for under proposed regulation OAR 839-007-0010, there would be no opportunity for these employees to use accrued sick leave because their absences are not monitored. OCCA urges BOLI to amend its rules to clarify that employers need not provide sick leave to employees as long as:

- (1) The employee is paid a flat fee;
- (2) The employee's hours of work are not tracked; and
- (3) The employee is not docked pay or otherwise disciplined for missing work for any of the reasons covered by SB 454.

SB 454 is intended to allow employees to take protected time off work for illness/injury and to provide income to compensate for wages that were lost during that time away. OCCA's proposed solution satisfies the objectives of job and wage protection while also taking into account the unique nature of this category of employee.

3. Employees Covered by a Collective Bargaining Agreement.

Issue Presented: Employers with represented employees need more guidance on how the sick leave law interacts with collective bargaining agreements.

For represented employees, SB 454 only exempts those:

"(a) Whose terms and conditions of employment are covered by a collective bargaining agreement; (b) Who [are] employed through a hiring hall or similar referral system operated by the labor organization or a third party; and (c) Whose employment-related benefits are provided by a joint multi-employer-employee trust or benefit plan."

Based on SB 454 § 12 and proposed regulation OAR 839-007-0060, most of the represented employees working for Oregon community colleges are not exempt and are eligible for sick leave. OCCA understands that sick leave programs in any existing CBA will have to comply with the minimum requirements of SB 454 and any CBA that does not currently provide for sick leave will need to be renegotiated.

OCCA proposes that BOLI adopt a rule stating that the obligations of SB 454 may be met through a combination of sick leave benefits in an existing binding CBA and any supplemental benefits provided in accordance with the requirements of SB 454. This rule would clarify that employers and unions are not required to open negotiations on currently binding CBAs and that SB 454 is not intended to impair any contractual obligations created by CBAs entered into before the passage of SB 454. See Moro v. State, 357 Or 167 (2015) (explaining that the Contract Clause of the Oregon Constitution protects obligations arising from contracts that were formed before the effective date of the contravening law).

Represented employees who are impacted by this proposed rule will be adequately protected from January 1, 2016, when SB 454 becomes effective, until the CBA that governs their employment must be renewed because any sick leave benefit that currently exists in their CBA was mutually agreed to during bargaining—in fact, in most cases, the sick leave benefits provided for by most community college CBAs already meet the requirements of SB 454. OCCA's proposed solution maintains the status quo for only a short period of time and saves employers and unions from having to engage in expedited bargaining on an issue that involves complicated logistical considerations and requires a thoughtful, well-vetted implementation plan.

4. Joint Employers.

Issue Presented: Proposed Rule 839-007-0005 states that, in situations in which an employee is considered to be jointly employed by a staffing agency and an entity contracting for the employee's services, "both employers are required to comply with the sick leave accrual provisions of [SB 454] and these rules." This proposed rule raises many questions for OCCA's member institutions and OCCA requests that the rules be amended to provide more guidance on how to comply with the sick leave law in situations where the employee works for multiple employers.

OCCA proposes that the proposed rules should be amended to make it clear that tracking of sick leave accrual and the notification requirements of SB 454 are the responsibility of the staffing agency. This modification would simplify the administration of sick leave in many ways. For instance:

(a) For temporary employees who have multiple simultaneous assignments. Many temporary workers who work for Oregon's community colleges have simultaneous assignments with other employers. And normally, the colleges are not aware of other work assignments that a temporary staff may have or the resulting sick leave accruals based on hours worked at those other assignments. It should be the responsibility of the staffing agency to track sick leave accrual at the employee's various placements. The staffing agency would calculate accrual based on the time sheets that are submitted by the employers.

(b) Notification of sick leave balance should be centralized. OCCA proposes that the rule be amended to clarify that it is the staffing agency that has the responsibility to notify the worker of his or her total accrual balance for each work assignment and inform the employees of their rights with regard to sick leave law. In many cases, temporary workers are paid directly through the staffing agency and the community college does not issue paychecks. The staffing agencies can use their paychecks as a mechanism for notifying temporary employees of their sick leave balances and it would also avoid confusion for temporary employees because their sick leave balances would be centralized in one place as opposed to being provided by multiple employers.

5. Notification Requirements.

Issues Presented: Are employers required to provide notice of sick leave balances to employees who are inactive? May employers satisfy the quarterly notice requirement by providing employees with online access to their leave balance?

Under SB 454 § 9(1)(a), an employer has an obligation to notify an employee of his or her sick-leave balance as long as that person remains employed. OCCA requests additional guidance on how this requirement should be applied to employees who are no longer actively working.

Because of the unique employment needs of educational institutions, community colleges frequently have employees (usually in instructional roles) who are inactive for a period of time. For instance, a part-time instructor may teach a class for a term and then not return to teach until the next academic year. This issue also exists for substitute instructors and K-12 teachers who might have periods of inactivity.

OCCA interprets the notice requirement of SB 454 § 9(1)(a) to mean that unless the community college has taken steps to officially end the employment of an employee or the employee has officially resigned, it has a continuing obligation to notify that employee of his or her sick-leave balance, even if the employee has been inactive for a time. OCCA requests verification that its interpretation of this requirement is correct.

OCCA proposes that BOLI adopt a rule that clarifies that the notice requirement of SB 454 is satisfied when an employer provides employees (active and inactive) an online system for logging in to view their sick leave balances.

6. Additional Suggestions:

(a) OCCA requests clarification of the language of SB 454 § 3(c) to state that an employer may, for part-time employees, front-load a prorated amount of sick leave that is based on the employee's regular work schedule.

(b) OCCA requests that BOLI adopt a rule clarifying that under SB 454 § 4(1), an employer can have different accrual and call-in policies for different categories of employees as long as each policy complies with the minimum requirements of SB 454. OCCA also requests clarification about how a sick leave balance should be handled in situations in which the employee assumes a new position that has a different accrual method.

(c) OCCA requests that BOLI adopt a rule describing how sick leave accumulation under SB 454 should be treated for the purposes of PERS sick leave benefit reporting and calculations. Currently, when a PERS-eligible employee retires, his or her sick leave balance is reported to PERS. The rules should address whether an employee who has retired and is receiving a PERS pension but returns to work as allowed under PERS and OPSRP rules is eligible for sick leave under SB 454.

OCCA appreciates the opportunity to submit these comments. Please feel free to contact me if you have any questions.

Sincerely,



Karen M. Smith
General Counsel
Oregon Community College Association

LEAVE

Page 1/7

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

Definitions:

Full-time employee - classified as 1.0 FTE and working a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and working a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

312.1 PAID VACATION LEAVE

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

STAFF

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

ADMINISTRATIVE

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave on the basis of total hours worked each month.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated paid vacation leave on the basis of total hours worked each month.
3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.

LEAVE

Page 2/7

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.

2. In cases of conflict, the supervisor will determine which request will have precedence.

C. Unused Vacation Leave

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee is terminated; unused vacation will be paid up to 20 days (160 hours) at the current salary rate.

2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Severance pay is at the discretion of the Board of Education only.

312.2 HOLIDAYS

There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.

2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

LEAVE

Page 3/7

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Scheduling

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.
2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leave.

312.3 PAID SICK LEAVE

Tillamook Bay Community College provides paid sick leave to college employees as required under Oregon law. Sick leave hours are provided only for the employee's own illness or injury, or to care for a family member (as defined below).

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave as outlined in the Benefits Chart.
2. Eligible part-time employees .5 -.99 shall earn prorated sick leave on the basis of total hours worked each month.
3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated sick leave on the basis of total hours worked.
4. Effective January 1, 2016; under SB 454, employees less than .5 FTE shall earn sick leave. Sick leave shall be earned as described in the Benefits Chart in Appendix B-1.

Part-time employees less than .5 FTE and adjunct faculty may earn up to a maximum of 40 hours of sick leave a year. Maximum accrual of sick leave is 80 hours. Maximum use of sick leave is 40 hours per year.

LEAVE

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Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

For current employees sick leave hours may be used after they are earned in one-hour increments, following the College's regular leave notification policy.

For new employees, accrued sick leave hours may be used after the 91st day of employment in one-hour increments following the college's regular leave notification policy.

B. Scheduling

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.

2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three day period may be extended in exceptional circumstances.

The College provides regular notification to each employee of the amount of accrued and unused sick leave by written notice in the employee's paycheck.

C. Use of Sick Leave

Sick leave may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;

LEAVE

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Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
4. To care for a family member with a serious health condition
5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
8. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.

4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

LEAVE

Page 6/7

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

“Family members” for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

B. Oregon Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

“Family members” for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However for parental leave, an employee becomes eligible upon completing 180 days immediately preceding the date on which

LEAVE

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Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

OTHER LEAVE

Page 1/6

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.1 SPECIAL PAID LEAVE

Eligible employees, as defined in College policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

1. Full-time, 12 month employee: 3 days per fiscal year

2. Part-time: Pro-rated on full-time rate based on actual hours/days worked. Scheduling of personal days will be in accordance with regular leave scheduling, Article 312.1, Paragraph B.

No carry-over of personal days from one fiscal year to another will occur. Sick leave accruals are not compensable.

B. TBCC Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a member of his/her immediate family. For the purposes of this policy statement, "immediate family" shall include spouse, domestic partner, parent, child, sibling, or other person who is or has resided in the employee's household and for whom the employee is or was legally responsible.

An employee may be absent without pay for up to eight hours to attend a funeral of an individual not included in his/her immediate family. Other accrued leave may also be used for this purpose extending beyond eight hours.

C. Court and Jury Duty

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

1. To serve when summoned for jury duty.
2. To appear in court when subpoenaed as a witness in a matter involving other than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

D. Military Leave

1. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.
2. Requests for military leave shall be submitted through regular channels as provided in Article 312.3, Paragraph B and shall be accompanied by official orders specifying the dates and location of such military duty.

OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.2 PROFESSIONAL IMPROVEMENT LEAVE

It shall be the policy of Tillamook Bay Community College to grant a professional improvement leave to eligible administrators upon formal application only when such leave contributes to the goals of the College and enhances the professional competence of the individual. A Professional Improvement Leave is considered to be a privilege granted to an eligible administrator rather than a right which automatically accrues because of prior service.

Professional Improvement Leave may be authorized by the Board upon recommendation of the College President. Such leaves may be granted for one, two or three full terms or a full calendar year.

A. Eligibility

Administrators must meet the following requirements to be eligible for professional leave:

1. Must have completed five or more consecutive years of full-time employment with the College as a contracted administrator on regular contract status.
2. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

B. Compensation

Professional Improvement Leaves may be granted for one, two, or three full terms, or one full calendar year, with compensation at 50% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President and approved by the Board of Education.

C. Application Procedures

Proposals for Professional Improvement Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator needs to cancel a previously granted leave, presidential approval is required.

OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.3 UNPAID LEAVE

A. Short-Term Leave of Absence

1. An unpaid leave of absence of thirty days or less for regular and limited duration employees will be considered on an individual basis and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

B. Extended Leave of Absence

Employees may require absence from work for a period in excess of accumulated authorized leave time. It should be understood that the best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

1. Only regular employees, as defined in College policy, are eligible for extended leave of absence.
2. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.
3. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.
4. Unpaid leave shall not exceed one year.
5. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may continue their medical and dental coverage at their own expense during the unpaid leave of absence.
6. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit letter of intent will be considered automatic termination of employment.
7. Unpaid leave for pursuit of other permanent employment will not be considered.

OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

C. Parental Leave

In accordance with Article 312.4, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

313.4 CURTAILED OPERATIONS

- A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or his/her designee may make the decision to curtail operations. For delays or closures prior to regular hours of operation, notice will be made via e-mail and FlashAlert multimedia notification system. General notice of curtailed operations will be made via the TBCC website, local and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification.
- B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:
 - 1. Chargeable to accrued vacation leave.
 - 2. Chargeable to compensatory time, with the approval of the supervisor.
 - 3. Chargeable to personal leave, if vacation leave and compensatory leave are exhausted.
 - 4. Chargeable to leave without pay.

OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

- C. Should an employee choose to absent themselves from work and the College close, or that portion of the College which is the normal duty station of the employee close, only the time absent due to the decision of the employee will be charged as leave as detailed in Article 313.4 Paragraph B, Items 1, 2, 3 and 4.
- D. In the event of a decision, by the College President or his/her designee, to curtail operations, employees who are 0.5 FTE or more will receive regular pay for hours they would have worked during the regular College operations schedule.
- E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X		12	20	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents(as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1.0 FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 407)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credit for employee + dependents as allowed by Policy 407)	X
Adjunct Faculty Term-by-term			X (6)					4 credits for employee + dependents	Qual. Pos

"X" Indicates benefit is provided (2) Prorated on actual hours or FTE (full-time equivalent) (4) based on longevity (see Article 312)

(1) From sick leave accrual (3) Paid based on scheduled hours

(5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.

(6) Shall earn paid sick leave at rate of 2 hours per term for each class taught up to a maximum of 40 hours/yr.

Completion Outreach

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

In an effort to increase student enrollment and encourage completion for students that are really close to graduation but for whatever reason have left TBCC without earning a credential, we are going to utilize faculty and staff relationships within the community. TBCC is initiating a new program for TBCC students with at least 80 credits and no degree who have stopped attending at least 18 months ago. Faculty and staff will encourage someone they know from a list prepared by Rhoda Hanson from the student information system to come back to TBCC.

We will award these students a scholarship to help defray the cost of returning to school. All we ask is that they come in to create a plan to finish their required coursework, and we will award them \$70 for each 4 credit class they register for.

A 4 credit class that doesn't have any addition supply fees currently has tuition and fees totaling \$420. The \$70 scholarship would reduce it to \$350. Still not cheap, but may make a difference for some of our students. Some of them may also be eligible for financial aid.

If we estimate that we can encourage 30 students to complete their degree and they each need 8 courses to finish, the total scholarship cost would be \$16,800.

The offset would be goodwill in our community, an increase in FTE for TBCC for the 15-16 academic year, and an increase in completions that will help us in the transition to outcome based funding requirements in the next biennium.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

- a. Financial Report ----- Chief Finance Officer Williams
- b. Economic Development and Tourism Update-----President Green
- c. Personnel ----- Director Ryan
- d. Announcements and General Information ----- President Green



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION -----Chief Finance Officer Williams

The report for the month of October is available for your review.



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2015
 33.33% of fiscal year elapsed

	FY 2013-2014			FY 2014-2015		
	Annual Budget	10/31/14 Actual	Percentage of Budget	Annual Budget	10/31/15 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 668,698	\$ 823,472.28	123.15%	\$ 755,349	\$ 910,658.32	120.56%
State	\$ 985,893	\$ 520,615.69	52.81%	\$ 1,121,379	\$ 666,956.79	59.48%
Property Taxes	\$ 1,136,822	\$ 10,862.21	0.96%	\$ 1,159,417	\$ 10,339.63	0.89%
Local Contract	\$ 72,000	\$ -	0.00%	\$ 72,000	\$ -	0.00%
Tuition	\$ 1,137,472	\$ 400,765.00	35.23%	\$ 1,047,472	\$ 298,955.00	28.54%
Fees	\$ 195,700	\$ 63,063.00	32.22%	\$ 175,700	\$ 49,936.00	28.42%
Sale of Goods	\$ 4,000	\$ 325.00	8.13%	\$ 2,000	\$ 784.14	39.21%
Interest	\$ 5,500	\$ 2,084.31	37.90%	\$ 5,500	\$ 2,588.85	47.07%
Rental	\$ 10,000	\$ 4,892.50	48.93%	\$ 12,000	\$ 6,275.00	52.29%
Miscellaneous	\$ 7,000	\$ 1,175.15	16.79%	\$ 7,000	\$ 12,608.27	180.12%
Transfers	\$ 392,729	\$ 21,381.15	5.44%	\$ 412,570	\$ 11,295.91	2.74%
Total resources	\$ 4,615,814	\$ 1,848,636.29	40.05%	\$ 4,770,387	\$ 1,970,397.91	41.30%
Expenditures						
Instruction	\$ 1,465,445	\$ 373,042.59	25.46%	\$ 1,507,437	\$ 359,419.28	23.84%
Instructional Support	\$ 438,015	\$ 137,538.18	31.40%	\$ 409,489	\$ 107,837.87	26.33%
Student Services	\$ 395,901	\$ 132,357.83	33.43%	\$ 417,211	\$ 125,766.19	30.14%
College Support	\$ 1,036,847	\$ 368,044.00	35.50%	\$ 1,072,550	\$ 361,975.62	33.75%
Plant Operation	\$ 279,193	\$ 93,373.68	33.44%	\$ 270,351	\$ 86,896.80	32.14%
Transfers	\$ 278,000	\$ 41,003.60	14.75%	\$ 288,000	\$ 43,465.69	15.09%
Contingency	\$ 53,715	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,947,116	\$ 1,145,359.88	29.02%	\$ 4,015,038	\$ 1,085,361.45	27.03%
Ending fund balance	\$ 668,698	\$ 703,276.41	105.17%	\$ 755,349	\$ 885,036.46	117.17%

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 2015

	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures 10/31/2014
Adult Basic Education	210	\$ -	\$ 13,390.58	\$ 18,187.92	\$ (4,797.34)	\$ 75,182	\$ 17,389.10
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,480.97
United Way Literacy Grant	216	\$ 2,869.12	\$ -	\$ -	\$ 2,869.12	\$ 3,173	\$ 662.77
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title III Grant	220	\$ -	\$ 81,947.51	\$ 109,847.26	\$ (27,899.75)	\$ 505,494	\$ 123,263.26
DQP Grant	221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,215.00
CASE Grant	223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,442.34
Pathways Grant	225	\$ -	\$ -	\$ 10,245.54	\$ (10,245.54)	\$ -	\$ 7,712.85
Industrial Maintenance Tech	226	\$ 20,086.80	\$ 10,000.00	\$ 729.50	\$ 29,357.30	\$ 81,475	\$ 15,659.48
SBDC Federal Grant	230	\$ -	\$ -	\$ 9,686.65	\$ (9,686.65)	\$ 31,550	\$ 9,575.16
SBDC State Grant	231	\$ -	\$ -	\$ 18,983.11	\$ (18,983.11)	\$ 42,304	\$ 11,082.46
SBDC Program Income	232	\$ 18,789.59	\$ 320.00	\$ 153.46	\$ 18,956.13	\$ 18,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ 113,995.88	\$ 33,008.55	\$ 80,987.33	\$ 82,750	\$ 35,868.10
EDC TLT Fund	237	\$ -	\$ 707,034.10	\$ 172,873.37	\$ 534,160.73	\$ 1,561,849	\$ 156,211.96
TEC Vocational Education Grant	240	\$ -	\$ 1,530.91	\$ 1,530.91	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Juan Young TBCC Library	252	\$ 3,059.04	\$ -	\$ -	\$ 3,059.04	\$ -	\$ 1,940.96
Connect2Complete	253	\$ 6,863.59	\$ -	\$ -	\$ 6,863.59	\$ -	\$ -
Lumina Credit When It's Due Grant	275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,098.82
Oregon Dev Ed Redesign Grant	277	\$ 7,664.42	\$ -	\$ -	\$ 7,664.42	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,078.19	\$ 143.87	\$ -	\$ 83,222.06	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 766,873.96	\$ -	\$ -	\$ 766,873.96	\$ 482,989	\$ -
Strategic Investment Fund	295	\$ 1,301,628.00	\$ 2,254.20	\$ -	\$ 1,303,882.20	\$ 263,500	\$ -
State IGA Fund	296	\$ -	\$ 43,534.91	\$ 59,905.03	\$ (16,370.12)	\$ 550,000	\$ 183,995.23
Total Special Fund		\$ 2,212,473.10	\$ 974,151.96	\$ 435,151.30	\$ 2,751,473.76	\$ 3,740,289	\$ 615,598.46
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2015		
Total of Grants that borrow from the General Fund		\$ (71,612.39)	\$ 39,192.96	\$ -	\$ (110,805.35)		
Total of Grants that are not borrowing from the General Fund		\$ 2,823,086.15	\$ 125.00	\$ -	\$ 2,822,961.15		
Total Special Fund		\$ 2,751,473.76	\$ 39,317.96	\$ -	\$ 2,712,155.80		
	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures
Community Education	310	\$ 13,588.14	\$ 1,962.00	\$ 382.26	\$ 15,167.88	\$ 7,665	\$ 531.49
Driver Education Program	311	\$ (1,642.56)	\$ 3,472.50	\$ 3,521.13	\$ (1,691.19)	\$ 9,834	\$ 6,659.90
Bookstore	320	\$ 49,359.42	\$ 25,497.24	\$ 50,101.01	\$ 24,755.65	\$ 230,330	\$ 67,762.78
Customized Training Projects	330	\$ 24,226.17	\$ -	\$ 16,517.57	\$ 7,708.60	\$ 41,698	\$ 9,416.22
Culinary & Hospitality Program	340	\$ 3,266.59	\$ 682.91	\$ 655.70	\$ 3,293.80	\$ 15,375	\$ 2,810.50
Culinary Catering	341	\$ 878.68	\$ 758.00	\$ 3,094.69	\$ (1,458.01)	\$ 16,000	\$ 1,442.98
Total Enterprise Fund		\$ 89,676.44	\$ 32,372.65	\$ 74,272.36	\$ 47,776.73	\$ 320,902	\$ 88,623.87
PERS Pension Bond Fund	410	\$ (2,261.17)	\$ 40,528.63	\$ 1,600.00	\$ 36,667.46	\$ 128,137	\$ 1,600.00
General Obligation Bond Fund	420	\$ 32,420.93	\$ 6,633.54	\$ -	\$ 39,054.47	\$ 716,238	\$ -
Total Debt Service Fund		\$ 30,159.76	\$ 47,162.17	\$ 1,600.00	\$ 75,721.93	\$ 844,375	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ 1,023,334.48	\$ 760.32	\$ 723,719.78	\$ 300,375.02	\$ 1,046,250	\$ 23,326.28
Local Match Fund	525	\$ 959,042.93	\$ 1,660.90	\$ -	\$ 960,703.83	\$ 957,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ -	\$ -	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 1,982,377.41	\$ 2,421.22	\$ 723,719.78	\$ 1,261,078.85	\$ 4,960,250	\$ 23,326.28
Associated Students of TBCC	710	\$ 130.00	\$ 1,844.40	\$ 684.06	\$ 1,290.34	\$ 9,680	\$ 1,555.54
Phi Theta Kappa Honorary Society Fund	720	\$ 1,581.75	\$ 258.35	\$ 158.13	\$ 1,681.97	\$ 7,525	\$ 364.39
Total Agency Fund		\$ 1,711.75	\$ 2,102.75	\$ 842.19	\$ 2,972.31	\$ 17,205	\$ 1,919.93
PELL Grant	801	\$ -	\$ 205,872.00	\$ 205,767.00	\$ 105.00	\$ 1,101,500	\$ 315,602.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,375.00	\$ 4,375.00	\$ -	\$ 21,000	\$ 4,400.00
Direct Loans	810	\$ -	\$ 109,726.00	\$ 109,726.00	\$ -	\$ 1,000,000	\$ 234,492.00
Federal Work Study	819	\$ -	\$ -	\$ 481.53	\$ (481.53)	\$ 15,850	\$ 2,649.88
Oregon Opportunity Grant	821	\$ -	\$ 42,400.00	\$ 31,500.00	\$ 10,900.00	\$ 150,000	\$ 37,023.00
Chafee Grant	822	\$ -	\$ 2,334.00	\$ 2,332.00	\$ 2.00	\$ 20,000	\$ 1,000.00
Tuition Waivers	831	\$ 25,772.00	\$ -	\$ 3,734.00	\$ 22,038.00	\$ 7,000	\$ 1,376.00
Board Scholarships	832	\$ 67,052.02	\$ -	\$ 34,156.18	\$ 32,895.84	\$ 192,900	\$ 36,141.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 2,339.50	\$ 20,193.32	\$ (17,853.82)	\$ 60,000	\$ 10,091.75
Student Employees	835	\$ 15,444.34	\$ 1,093.75	\$ 472.82	\$ 16,065.27	\$ 18,000	\$ 2,027.72
Non-Institutional Scholarships	840	\$ 3,826.92	\$ 10,669.00	\$ 6,508.78	\$ 7,987.14	\$ 51,500	\$ 16,582.08
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 134,138.94	\$ 378,809.25	\$ 419,246.63	\$ 93,701.56	\$ 2,659,794	\$ 661,385.43

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2015
33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 839,223			\$ 1,857,516			\$ 87,948			\$ 20,017	
Beginning Fund Balance	\$ 755,349	\$ 910,658	120.56%	\$ 1,967,548	\$ 2,212,473	112.45%	\$ 73,100	\$ 89,676	122.68%	\$ 24,875	\$ 30,160	121.25%
Resources												
State Aid	\$ 1,121,379	\$ 666,957	59.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ -	0.00%	\$ 2,929,129	\$ 954,287	32.58%	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,223,172	\$ 348,891	28.52%	\$ 4,000	\$ 320	8.00%	\$ 11,134	\$ 5,435	48.81%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,159,417	\$ 10,340	0.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 694,648	\$ 6,570	0.95%
Timber	\$ -	\$ -	0.00%	\$ 506,393	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 784	39.20%	\$ -	\$ -	0.00%	\$ 253,000	\$ 26,923	10.64%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 2,589	47.07%	\$ 7,500	\$ 3,283	43.77%	\$ -	\$ -	0.00%	\$ 1,255	\$ 65	5.18%
Rental	\$ 12,000	\$ 6,275	52.29%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 12,608	180.11%	\$ -	\$ 16,262	0.00%	\$ 7,000	\$ 15	0.21%	\$ -	\$ -	0.00%
Transfers	\$ 412,570	\$ 11,296	2.74%	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 130,000	\$ 40,528	31.18%
Total Revenues	\$ 4,015,038	\$ 1,059,740	26.39%	\$ 4,404,022	\$ 974,152	22.12%	\$ 296,134	\$ 32,373	10.93%	\$ 825,903	\$ 47,163	5.71%
Expenditures												
Salaries and Wages	\$ 2,741,230	\$ 746,046	27.22%	\$ 654,013	\$ 202,319	30.94%	\$ 85,819	\$ 19,306	22.50%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 907,808	\$ 272,351	30.00%	\$ 1,331,726	\$ 222,247	16.69%	\$ 210,520	\$ 54,255	25.77%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ 23,499	83.93%	\$ 33,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ -	0.00%
Transfers	\$ 288,000	\$ 43,466	15.09%	\$ 405,757	\$ 10,585	2.61%	\$ 3,563	\$ 711	19.96%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,935,497	\$ -	0.00%	\$ 21,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 1,085,361	27.03%	\$ 6,359,993	\$ 435,151	6.84%	\$ 320,902	\$ 74,272	23.14%	\$ 824,964	\$ 1,600	0.19%
Ending Fund Balance	\$ 755,349	\$ 885,037		\$ 11,577	\$ 2,751,474		\$ 48,332	\$ 47,777		\$ 25,814	\$ 75,723	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 223,380			\$ 39,318			\$ -			\$ 49,315	
Inventories		\$ 2,066			\$ -			\$ 11,121			\$ -	
NET EFFECT ON CASH		\$ (225,446)			\$ (39,318)			\$ (11,121)			\$ (49,315)	
Liabilities												
Accounts Payable		\$ 73,440			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 77,648			\$ -			\$ -			\$ 49,315	
Payroll		\$ 98,742			\$ -			\$ 10,356			\$ -	
NET EFFECT ON CASH		\$ 249,830			\$ -			\$ 10,356			\$ 49,315	
NET ADJUSTMENTS		\$ 24,384			\$ (39,318)			\$ (765)			\$ -	
ENDING CASH BALANCE		\$ 909,421			\$ 2,712,156			\$ 47,012			\$ 75,723	

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 2015
 33.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,972,377			\$ 1,712			\$ 134,480	
Beginning Fund Balance	\$ 1,999,750	\$ 1,982,377	99.13%	\$ 525	\$ 1,712	326.10%	\$ 91,244	\$ 134,139	147.01%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,308,250	\$ 364,707	15.80%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 3,500	\$ 2,421	69.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 9,200	\$ 258	2.80%	\$ 110,300	\$ 13,009	11.79%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,844	23.05%	\$ 150,000	\$ 1,094	0.73%
Total Revenues	\$ 3,500	\$ 2,421	69.17%	\$ 17,200	\$ 2,102	12.22%	\$ 2,568,550	\$ 378,810	14.75%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ -	0.00%	\$ 54,844	\$ 954	1.74%
Operating Expenditures	\$ 4,003,250	\$ 96,291	2.41%	\$ 11,625	\$ 842	7.24%	\$ 2,601,700	\$ 418,293	16.08%
Capital Outlay	\$ -	\$ 627,429	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,960,250	\$ 723,720	14.59%	\$ 17,205	\$ 842	4.89%	\$ 2,659,794	\$ 419,247	15.76%
Ending Fund Balance	\$ (2,957,000)	\$ 1,261,078		\$ 520	\$ 2,972		\$ -	\$ 93,702	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities									
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 1,261,078	\$ 1,261,078		\$ 520	\$ 2,972		\$ 93,702	\$ 93,702	

\$ 5,102,063

Cell: A33

Comment: Note 1. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 2. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

Economic Development and Tourism Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

There is much discussion in our community about how best to meet the needs of economic development and tourism. The County Commissioners had a workshop on ways to improve the investment in our community. Many individuals have shared their point of views and plans that could assist. The Headlight Herald has reported on the workshop and some of the differing views. Over the next few months, I am sure the community will see a change as the commissioners look at options.



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Library Assistant	11/16/2015	ASAP	Open until filled	Ann Hovey & Masyn Phoenix	
Career Education Advisor and ASPIRE Coordinator	12/14/2015	ASAP	Open until filled	Connie Green & Rhoda Hanson	
IMT Program Coordinator		ASAP	Open until filled	Ann Hovey	
Community Education Coordinator; Data Entry and Document Management Specialist	12/14/2015	ASAP	Open until filled	Ann Hovey	
H.R. Support Specialist					



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Key dates to remember:

Fall term ends – December 11

Campus closed – December 21 – thru December 28 and January 1

Winter Term classes begin January 4, 2016

Martin Luther King Holiday is January 18 and the college is closed

Connie will be out of country from February 11 until February 29

2016 Governance Institute for Student Success (GISS): **June 28, 29, 30.**

OSU Extension Service Cooperator Award. TBCC was nominated for this award by Emily Henry. Below is the nomination.

The Tillamook Bay Community College (TBCC) Board of Education, along with TBCC President Connie Green, has been an amazing collaborator and supporter of OSU in Tillamook County. The seven member board is made up of representatives from across the county. The Board and President Green have worked diligently to reinvent TBCC. In just the last five years, TBCC has gone from primarily community, non-credit education to a college dominated by degree-seeking students. In just the last year, TBCC has also become independently accredited, allowing for the development of degrees and certificates that are tailored to local community needs.

As part of the revitalization of TBCC, President Green and the TBCC Board have been the impetus behind growing the TBCC campus. The TBCC Board approved construction of a new building, which will house OSU and TBCC in Tillamook. After \$2 million was approved through the state legislature for this new construction at TBCC, the college was tasked with fundraising a \$2 million match. The TBCC Board agreed to loan almost \$1 million out of the college's capital maintenance fund toward this match. This capital maintenance fund was created for any building maintenance needs but, because the college is only five years old, the TBCC Board agreed that these funds could safely be loaned out in support of the new construction. This loan has been vital to the development of a new home for OSU in Tillamook and demonstrates how dedicated the TBCC Board is to the connection between OSU and TBCC in our county.



This \$4.5 million building will house the Tillamook County Extension Service, OSU Open Campus, and Tillamook Bay Community College entities, including the Agriculture and Natural Resources AAS degree, the Economic Development Council, and the Small Business Development Center. In addition, this new building will have expanded classroom space, including a large demonstration kitchen, space to hold large meetings, and a computer lab. We are near the fundraising goal for this new site and we expect our Extension and Open Campus programming to expand and evolve in this new shared space. We are especially excited by the opportunity for youth in our 4-H and Juntos programs to become more familiar with the college and its programs.

In addition to the new building, the TBCC Board and President Green have been long-standing supporters of OSU and particularly OSU Open Campus. TBCC has housed the OSU Open Campus Coordinator in Tillamook County since 2010 and the most recent version of the position was specifically designed to be a shared position, with the Open Campus Coordinator serving as both OSU and TBCC faculty. In the last year, the TBCC Board has agreed to pay half of the Open Campus Coordinator salary and the Coordinator teaches and coordinates an Associate of Applied Science (AAS) degree at TBCC as part of that agreement. This program allows for local learning opportunities in Tillamook County, including the opportunity to take credit classes that can lead to both an AAS degree and a Bachelor's degree from OSU.

The Tillamook Bay Community College Board of Education, along with President Green, has made a major investment in the future of OSU in Tillamook County through the Open Campus program and with the new shared building. TBCC's partnership with OSU Open Campus has provided new programs and learning opportunities in our rural community. Further, as a result of this new space, we believe there will be many additional new avenues for partnership and programs here in Tillamook County. We are excited for this chance to recognize the contributions of the TBCC Board.

ATD Aspen Presidents' Symposium: Working with Employers to Create Sustained Economic Impact.

The symposium was insightful and challenged all of us to focus not only on completion but careers and job readiness. At the end of the conference they asked each of us to identify what we would like to see in five years. Below is my response.

Five-Year Vision Statement: (What are the elements of a labor market outcomes strategy that you aspire for your college to implement over the next five years? What student outcome metrics do you expect will improve and by how much as a result?)

Vision. The Tillamook collective community increases employment and career opportunities and decreases poverty.

Metrics.

- **HS grads with career and college plans that are supported and tracked**
- **CC grads and leavers have increased earnings at point of entry**
- **Employers increase grow your own shared workforce**
- **Poverty level holds steady or decreases**



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION

----- Chair Lincoln

