



Board of Education Meeting Agenda

Date: October 10, 2016

Joint Board Workshop with Tillamook School District—5:15 to 6:30 p.m – Tillamook School District Office

- A. **Call to Order • Acknowledge Guests** ----- Chair Schreiber
- B. **Approval of the Agenda** ----- (Action) Chair Schreiber
- C. **Invitation of Public Comment** ----- Chair Schreiber
 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.
- D. **Opportunities for post-secondary education** -- President Green and Superintendent Schild
- E. **Adjournment** ----- (Action) Chair Schreiber

Regular TBCC Board Meeting – 6:45-8:15 pm – TBCC Room 214/215

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Schreiber
2.	Consent Agenda: -----	(Action) Chair Schreiber
	a. Approval of Agenda	
	b. Approval of September 12, 2016 Minutes	
3.	Invitation for Public Comment -----	Chair Schreiber
	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. Zone 2 candidates-----	(Action) Chair Schreiber
	b. Community College update -----	Andrea Henderson, Executive Director OCCA
	c. Program Partner Highlight/Policy: First Class Scholars -----	President Green
	d. Board Self Evaluation (GISS 28/49) – Connections with Constituents-Chair Schreiber	
	e. Budget Development Guidelines and Schedule -----	(Action) CFO Williams
	f. Accreditation Update from October visit -----	.CAO Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	

- a. Financial Report ----- Chief Finance Officer Williams
- b. Personnel ----- Director Ryan
- c. Partners for Rural Innovation -----President Green
- d. Announcements and General Information ----- President Green
- 6. **Board Member Discussion Items** ----- Chair Schreiber
- 7. **Adjournment** ----- (Action) Chair Schreiber

Call to Order

RECOMMENDATION

CALL TO ORDER THE JOINT BOARD WORKSHOP WITH TILLAMOOK SCHOOL DISTRICT.

BACKGROUND INFORMATION----- Chair Schreiber



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JOINT BOARD WORKSHOP.

BACKGROUND INFORMATION----- Chair Lincoln

Joint Board Workshop with Tillamook School District—5:30 to 6:15 p.m –Tillamook School District Office

- A. **Call to Order • Acknowledge Guests** ----- Chair Schreiber
- B. **Approval of the Agenda** ----- (Action) Chair Schreiber
- C. **Invitation of Public Comment** ----- Chair Schreiber
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- D. **Opportunities for post-secondary education** - President Green and Superintendent
- E. **Adjournment** ----- (Action) Chair Schreiber



Opportunities for Post-secondary Education

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green and Superintendent Schild

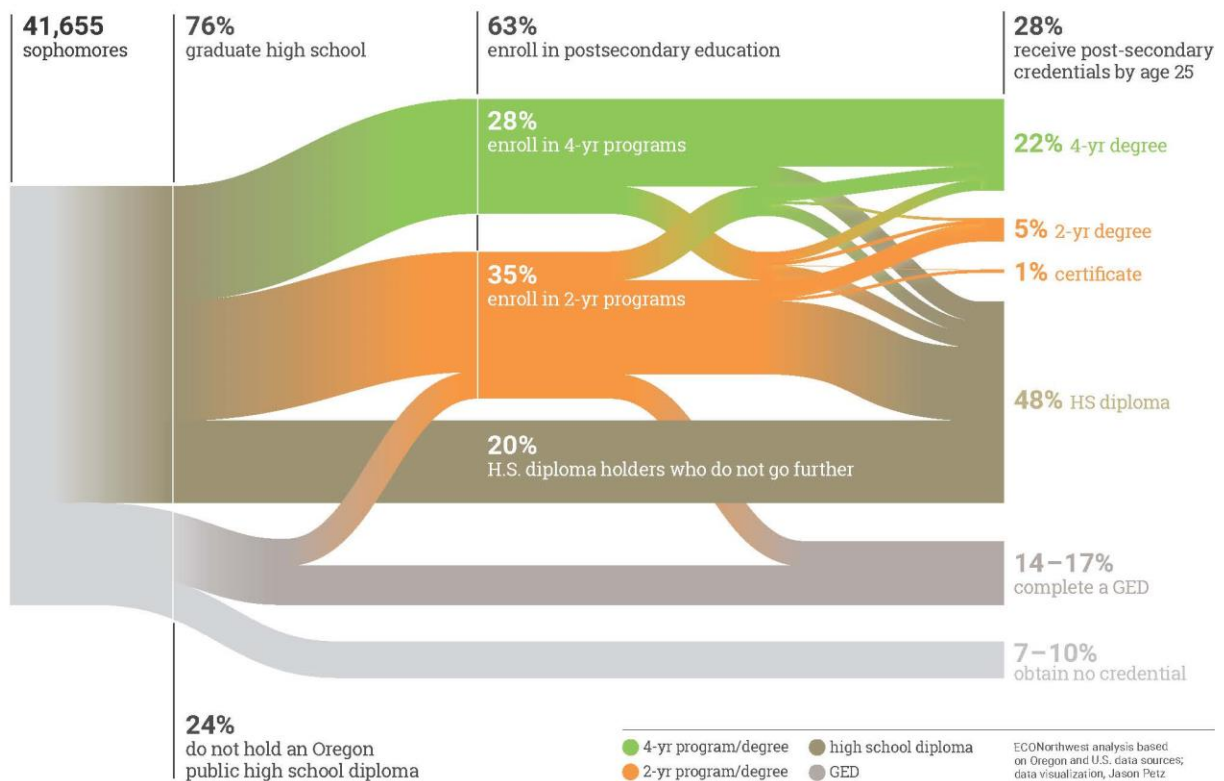
Oregon Learns, a project supported by the Oregon Business Council, is working with educators at all levels to learn from data and best research and then work together to improve student learning and success. December 2015, at the Oregon Business Council, Oregon Learns shared where sophomores from high school end up in the next nine years.

The Education Pathway



Where the Oregon public high school class of 2006* went over the next nine years

*sophomores in 2003-04



We asked if they could provide a Tillamook County look. They did and it is below.

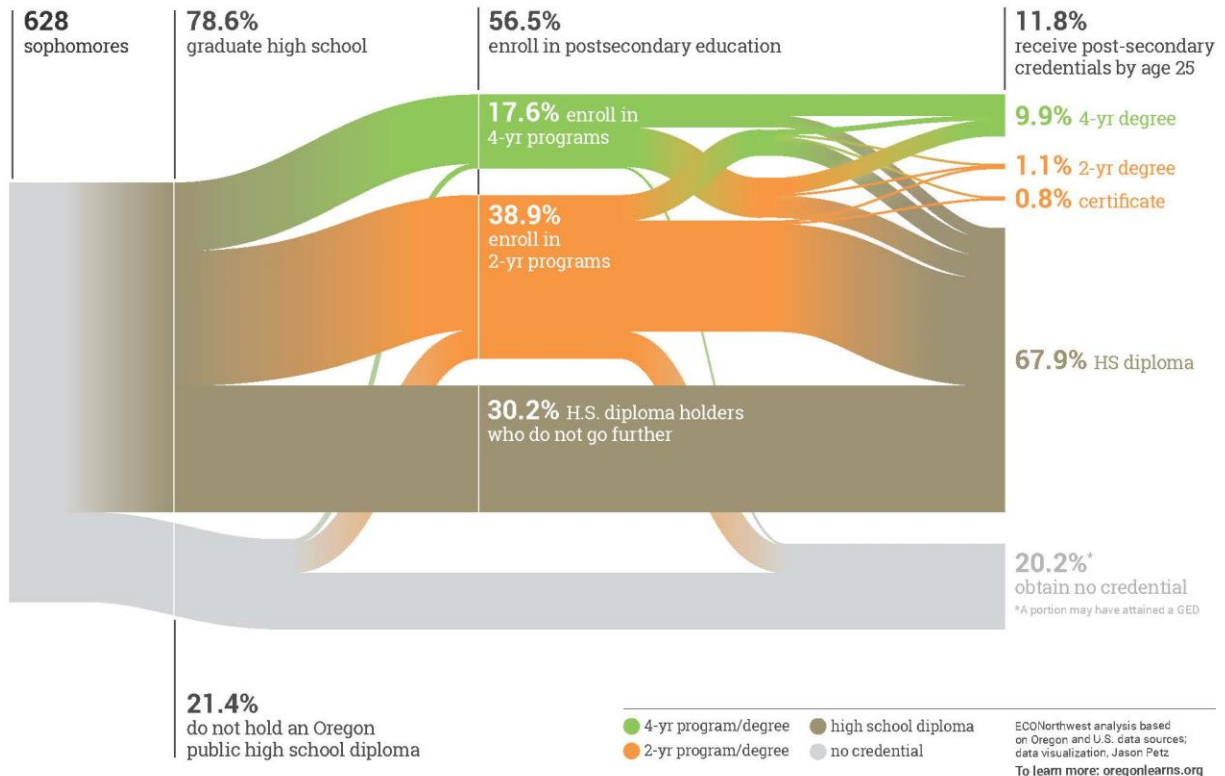
The Education Pathway



TILLAMOOK COUNTY HIGH SCHOOL STUDENTS (excluding Oregon Youth Authority High School—Trask River)

Where the Oregon public high school class of 2006* went over the next nine years

*sophomores in 2003-04



At the Tillamook Education Consortium, we discussed the picture of our student's next steps and ways to improve our 16 to 18 years old to be ready for careers and college. The College continues to value the partnership with our three high school and the school boards. This journey to improve success is day to day as well as intentional goals for each year.

TBCC and Tillamook High School have been working have been collaborating on helping high school students earn advance college credit and offering educational access to the community. Highlights for the conversation for the shared Board workshop on October 10 include:

1. TBCC commitment to continuing post-secondary education include:
 - a. First Class Scholarships for all THS graduates with a 2.5 or 3.0 and place into college level classes. In the 2015-16 year, nine THS graduates took advantage of this opportunity. Four of them are continuing for their second year in 2016-17. Nine THS



graduates are enrolled in their first year at the college as a First Class Scholar. This program is under review by the College Board as the Oregon Promise is available and can be perceived as **"easier" to receive.**

- b. Expanded options. The college provides a reduced tuition for THS students who are approved to take college level classes at TBCC while attending THS. Last year 33 courses were taken by THS students at this 25% reduced tuition option.
- c. Dual credit classes involve an agreement between the college and the high school with approval of a HS instructor to teach a college level class that is transcribed at TBCC and is also used for HS credit.

Dual credit classes, because they are accepted as college-level, must conform to the college-**level class' required number of instructional hours and also have course content** and learning outcomes that are congruent with the college curriculum. In addition, the high school teacher must meet the professional qualifications as required by **regulations to teach the college course. In most cases this means a Master's degree in** the subject matter or a closely related field, although exceptions can sometimes be made in some disciplines for extensive professional experience, based on review by college personnel.

Last year 15 courses were taken by THS students in the dual credit options. The cost to the student and HS is free.

- d. Last year Tillamook High School students:
 - Enrolled in total of 1146 credits
 - Enrolled in 49 courses (33 Expanded Options classes, with 192 enrollments, and 16 Dual Credit courses, with 98 enrollments)
 - If the full tuition had been charged: \$107,361
 - Tillamook High School paid \$26,862 in tuition
 - Savings last year approximated \$79,089

THS Students Enrolled in the Following Courses offered in 2015/2016:

Dual Credit Courses:

- Agriculture and Natural Resources:
 - AG 199, AG 221, ANS 121 (15 students enrolled)
- Culinary Arts
 - CA 141, CA 165 – (7 students enrolled)
- Health Occupations
 - CG 130H, HE 110 and 112, MP 111 – (40 students enrolled)
- Hospitality and Tourism Management
 - HTM 107 – (6 students enrolled)
- English
 - ENG 104 and ENG 105 (45 students enrolled)
- Communications
 - COMM 111 – (6 students enrolled)
- Economics



- EC 200 – (27 students enrolled)
- Mathematics
 - MTH 111/112 – (46 students enrolled)

Expanded Options Courses:

- 33 courses including Art, Biology, History, Math, Music, Spanish, Writing, and Criminal; Justice, Agriculture and Natural Resources, and College Skills, with 768 credits earned and 192 enrollments.

2. TBCC New and Developing Options.

- a. **The college's Agriculture and Natural Resource program has created new dual credit** and expanded options for THS students, and the newly redesigned Manufacturing and Industrial Technology program offers new pathways and nationally recognized industry certifications for students.
- b. **The college's redesigned Criminal Justice and Public Safety program offers pathways** for both law enforcement and corrections- based careers, with a pathway for emergency medical services.
- c. The college is working with high school personnel to develop a track in entrepreneurial studies for students at THS.

3. The Future. TBCC is committed to the collaboration we have with THS and to continuing to develop further opportunities for student and adult access to post-secondary education.



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE JOINT BOARD WORKSHOP.

BACKGROUND INFORMATION ----- Chair Schreiber



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION

----- Chair Schreiber



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE APRIL MEETING.

BACKGROUND INFORMATION----- Chair Schreiber

Items for approval:

- a. Approval of Agenda
- b. Approval of Sept. 12, 2016 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER MEETING.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Schreiber
2.	Consent Agenda: -----	(Action) Chair Schreiber
	a. Approval of Agenda	
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4.	New Business and/or focused policy discussions	
	a. Zone 2 candidates-----	Chair Schreiber
	b. Community College update -----	Andrea Henderson , Executive Director OCCA
	c. Program Partner Highlight/Policy conversation on First Class Scholars-President Green	
	d. Board Self Evaluation (GISS 28/49) – Connections with constituents ---	Chair Schreiber
	e. Budget Development Guidelines and Schedule -----	(Action) CFO Williams
	f. Accreditation Update from October visit -----	Dr. Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Financial Report -----	Chief Finance Officer Williams
	b. Personnel -----	Director Ryan
	c. Partners for Rural Innovation -----	President Green
	d. Announcements and General Information -----	President Green
6.	Board Member Discussion Items -----	Chair Schreiber
7.	Adjournment -----	(Action) Chair Schreiber



Approval of Sept. 12, 2016 Minutes

RECOMMENDATION

MOTION TO APPROVE THE SEPT. 12, 2016 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Schreiber



Board of Education Minutes Sept. 12, 2016

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

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

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Schreiber at 6:05 p.m. TBCC graduate Cody Sampson was welcomed as a guest.

Approval of Consent Agenda (agenda item 2)

Bob Weitman moved to approve the consent agenda. Craig Wakefield seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Program Partner Highlight: Placement (Action) (agenda item 4.A)

Chief Academic Officer Ann Hovey presented proposed changes to the placement process for incoming students, including high school and adults. Since the new process has multiple measures, the College expects there to be refinement over this year, and the Board may need to approve a refined placement process for 2017/2018. Deborah Lincoln moved to approve the changes. Mary Faith Bell seconded. The motion carried.



Accreditation Update (agenda item 4.B)

Dr. Hovey informed the Board that the College is scheduled for its NWCCU Year Three Mid-Cycle Evaluation (MCE) visit on October 19. The MCE is part of the new seven-year accreditation process. The visit consists of a one and a half-day visit by two peer evaluators (instructional personnel), with the primary focus being conversations with instructional personnel and faculty. There will be a closing conversation with the institution on the morning of the 20th. The NWCCU Board will review the institution's self-evaluation and the Peer Evaluation and determine whether the Self-Evaluation is acceptable or unacceptable.

Dr. Hovey presented to the Board data surrounding the report.

President Green commended Dr. Hovey for her efforts compiling the report.

Budget Development Guidelines and Scheduling (agenda item 4.C)

Chief Finance Officer Williams presented the budget development guideline schedule. There are no major changes from last year. It will be brought back in October for approval.

Organizational Finance and Designations (Action) (agenda item 4.D)

CFO Williams presented various updates to the organizational finance and designation. There was discussion about why Visit Tillamook Coast's credit card amount was increased. Ms. Lincoln moved to approve the changes. Kathy Gervasi seconded. The motion carried.

Tuition and Fees (agenda item 4.E)

CFO Williams presented information regarding TBCC's tuition and fees as they relate to the other Community Colleges in the state. There was a brief discussion about how fees are handled among smaller colleges versus larger colleges.

Board Self Evaluation Results and Plan for 2016/2017 (agenda item 4.F)

President Green reviewed the GISS Board Self-Assessment. The topics on the GISS that had a wider response rate are the ones selected for discussion. She noted that some of the topics for discussion would be handled in Executive Session. A calendar of topics was presented and will be discussed at future meetings. President Green noted that overall scores went up since the last administration two years ago.

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

President Green gave a brief update on the Partners for Rural Innovation Center. The update included:

- There is \$180,000 left to raise
- Landscaping will begin in October
- The Partners are working on a project together

In Service Invitation (agenda item 4.H)

President Green invited the Board to attend Fall In Service on Sept. 15 and Sept. 16.

Board Vacancy (agenda item 4.I)

Chair Schreiber accepted Craig Wakefield's resignation. The Board thanked Craig for his long service and passionate heart for students and the community having access to achieve their hopes and



dreams. The Board recognized he will be missed. Mary Faith Bell moved to open the position of Board Director for Zone 2. Mr. Weitman seconded. The motion carried.
Mr. Wakefield was presented with a gift for his many years of service. The Board and President Green thanked him for his dedication to the College.

Information Only Items

Community College and Workforce Update (agenda item 5.B)

President Green shared the recommended budget from the Higher Education Coordinating Commission's Funding and Achievement Subcommittee.

Economic Development/SBDC & Visit Tillamook Coast Update (agenda item 5.C)

President Green highlighted several grants that EDC/SBDC and Visit Tillamook Coast have recently received. In addition, Visit Tillamook Coast has awarded \$100,000 in community grants for the second year in a row.

Board Member Discussion Items (Item 6)

There were no board member discussion items.

Adjournment (Item 7)

The meeting was adjourned by Chair Schreiber at 7:40 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 Schreiber



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

- a. Zone 2 candidates (Action) Chair Schreiber
- b. Community College update...Andrea HendersonExecutive Director OCCA
- c. Program Partner Highlight/Policy conversation: First Class Scholars ...President Green
- d. Board Self Evaluation (GISS 28/49) – Connections with constituents....Chair Schreiber
- e. Budget Development Guidelines and Schedule.....(Action) CFO Williams
- f. Accreditation Update from October visit.....Dr. Hovey



Zone 2 Candidates

RECOMMENDATION

INFORMATION AND APPROVAL

BACKGROUND INFORMATION-----Chair Schreiber

The Board notified the public of Zone 2 Board member position after the resignation of Board Member Wakefield effective September 13, 2016. Individuals who applied by October 3 at noon will be interviewed at the October 10 meeting. The Board will take action on the appointment at the meeting.

There are two individuals who are interested in the Zone 2 position.

Cynthia Miller

Current/Past Involvement with TBCC

Moved to Oceanside a couple years ago when started working with the Tillamook County Creamery Association. Only involvement is through her husband's participation in the Tillamook Community Choir.

Why you would like to be a member of TBCC Board

She has been helping her daughter care for her youngest child who battled liver cancer this year. Now that the child's health issues have been resolved, she would like to turn her attention toward serving her community.

Organizations you have served on

- Past president of the Portland, Ore chapter of Project Management Institute
- Member of the Region 1 Leadership Group
- Member of the Volunteer Board for Portland Center State

Pamela Zweifel

Current/Past Involvement with TBCC

Attended several computer classes, YMCA classes, and Master Gardeners classes.

Why you would like to be a member of TBCC Board

OSU graduate and former teacher in the Tillamook School District, and very aware of the importance of higher education to elevate the community. Sees the value in having classes available to local residents to improve their lives.



Organizations you have served on

- President of Women's Aglow
- Past Women's Chairman and Secretary for Tillamook County Farm Bureau
- Current Treasurer for Tillamook County Farm Bureau
- Oregon Farm Bureau Ag-Education Committee
- Oregon Farm Bureau Memorial Scholarship Selection Committee
- Leadership team at Life Change Christian fellowship



Community College Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION----- Andrea Henderson

Andrea Henderson will be joining the board with an update on community colleges, workforce development and the framework for the legislative agenda for 2017. There are many unknowns with the November elections and the several initiatives on the ballot. There is also positive moment in community colleges: continuation of the Developmental Education redesign; ongoing focus on student success with the funding through Oregon foundations of the student success center and the movement toward Voluntary Framework of Accountability. All of these bring consistency to the 17 community colleges to better serve students.

At the OCCA conference the focus continues to be on student success, affordability and accountability.



Program Partner Highlights/Policy conversation: First Class Scholars

RECOMMENDATION

INFORMATION AND POTENTIAL ACTION.

BACKGROUND INFORMATION-----President Green

The First Class Scholars program was created in 2009 to create access to post-secondary education for Tillamook County graduating seniors. It is a tuition scholarship available to qualified Tillamook County high school graduates. As long as the student maintains his or her eligibility, Tillamook Bay Community College will award a tuition scholarship courses directly needed for the student's declared degree/major for Fall, Winter, and Spring terms for year one and two.

For the first three years of the program a student needed a 3.0 GPA. After a review of the course taking pattern, TBCC changed the student requirements to 3.0 and place into WR 121, MTH 95 and not require reading. In 2015/2016 the program expanded to accept 2.5 GPA for students desiring a CTE associate's degree. The First Class Scholars program began with a match from the Miller Foundation. They provided a one to one match. Thus if the college raised \$50,000, the Miller Foundation matched it. After two years the grant was no longer available, the College Board funded this program. For 2016/2017 the Oregon Legislature created the Oregon Promise that has very similar requirements.

The question before the Board is to keep the program as is, modified or are there other needs for student access and success.

History:

The First Class Scholar Program was rolled out in 2009. Eighteen students took advantage of this tuition scholarship, where they can attend TBCC for their first two years for free tuition as long as they meet the requirement to maintain a 3.0 GPA.

In 2010 the number of First Class Scholars were 36; a combination of first and second year students.

By 2011 there were 41 First Class Scholars; 30 of those were first year students and 11 were second-year.

In 2012 we had 41 First Class Scholars; 23 of those were first year and 18 were second year.

We implemented for 2013 that the students needed to have a 3.0 GPA and be college ready by not needing reading and placing into Mth 95 or higher and placing into Wr 121.

In 2013 there were 24 First Class Scholars; 10 were first year students and 14 were second year students.

By 2014 there were 25 First Class Scholars; 20 were first year and 5 were second year students.



In 2015 there were 29 students.

For the 2016/2017 academic year there are currently 15 first year students and we have six the returning students.

Table of resources:

- 2009-2012 – Students needed a 3.0 GPA for acceptance.
- 2012 – Current -Students needed to place into college level classes
- 2014- added a CTE degree seeking option with a 2.5 GPA and a career plan

Fiscal Year	# of Students Assisted	Amount Disbursed
FY 09-10	18	\$ 48,888.00
FY 10-11	36	\$ 102,828.00
FY 11-12	42	\$ 141,062.25
FY 12-13	41	\$ 126,600.25
FY 13-14	24	\$ 73,368.00
FY 14-15	25	\$ 98,646.30
FY 15-16	29	\$ 87,571.01
FY 16-17	21	\$ 72,390 estimate
Totals	236	\$ 751,353.81

Oregon Promise:

50 Tillamook County high school seniors started the Oregon Promise application. 18 completed and will be attending TBCC this fall. Our potential pool of students who could have gone to any County college was 50. For the upcoming year the college and high schools need to encourage students to complete the application to keep the doors open for them.

25 students applied for First Class Scholar. All 25 would qualify for Oregon Promise. Of the 25 that applied for First Class Scholar only 15 are eligible based on our placement requirements that you are college ready. Of the 15 that are receiving a First Class Scholar, 8 of them are also receiving Oregon Promise grants.

The value to the student who has both scholarships is the ability for First Class Scholar to pay for classes over 12 credits. Plus there is no co-pay with First Class Scholars.

Other Community College Promise like Programs:

Five other community colleges have similar programs. Rhoda Hanson, Director of Student Services, connected with the colleges on their future plans. All of the following colleges that have a similar program are going to keep it as at this point in time for 2017/2018 academic year. Clatsop, Chemeketa, Umpqua, Rogue, SWOCC, Columbia Gorge and Mt Hood are the colleges that have a similar program



Options for the future at TBCC:

- Keep the First Class Scholar as is for one more year.
- Modify it to reach the 2.0 GPA high school student
- Change it to serve Full time students 25 and older.
- Change it to serve 6 to 10 credit part time students age 25 and older.
- Change it to a “math assistant”/tutor to have a goal of 95% of all students complete the math class they try first time.
- Combine options above



Board Self Evaluation Policy Conversation

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

This is the first of several board policy topics that is the follow up to the Governance Institute for Student Success (GISS) Board Self-Assessment. The topics/questions that are highlighted each month are areas where the Board had a wider range of responses and decide at the September 2016 meeting to explore the topics and to decide if there is a need beyond information. Overall all ratings on the 59 questions were above 3.0 reflect a generally healthy board. The topics to be explored:

- Good relations with constituent groups - October
- Advocates for the college with legislators, other officials - November
- Shared or participatory governance – December
- Internal constituencies, power dynamics of higher education - December
- Board does self-assessment, professional developments – January
- Strategic planning process uses data to set student success goals - February
- Board knows social and economic trends - February
- Board and president use data on student outcomes to make policy - March

Good Relations with constituent groups.

This is question 28 on the survey: "Good Relations with constituent groups (e.g., alumni, parents etc.)" The score was 4.00 in 2016 and in 2014 the score was 3.75. It did have a range of responses from:

- 1 - Rated it a 2
- 1 - Rated in a 3
- 2 - Rated it a 4
- 3 - Rated it a 5

Current efforts with constituent groups.

The college does not have an alumni association or a parent support group that were the examples in the question. The college does reach out to donors to the foundation. The college works with our local employers that we view as constituent groups informally and formally. Formally connecting through the CTE advisory committees or being on local group's boards such as Economic Development Council and the Hospital Advisory board. Informally by listening and reaching out to our employers.

The college offered all past graduates a free class during the 35th Anniversary year. Graduates are often reached out to for the college to tell their story as different programs are highlighted to the community.



Most community college in Oregon do not have an active Alumni group unless they have athletics. Some colleges have active past employees groups that support the college and the foundation. There are no parent groups at community colleges that are separate from the parents who support their college athletics.

Next steps.

With the information provided how might the College Board improve its view of “good relations with constituents groups”? Is there any direction to the President and staff?



Budget Development Guidelines and Scheduling

RECOMMENDATION

FOR THE BOARD'S APPROVAL.

BACKGROUND INFORMATION----- Chief Finance Officer Williams

Budget Development Guidelines and Calendar are presented for Board's approval. No changes have been made since the Sept. 12th meeting.



Tillamook Bay Community College 2017-2018 Budget Schedule

	Time Line	Personnel	T a s k s
1.	October 10, 2016	College Board of Education	Appoint College CFO as Budget Officer
2.	September 12 through October 10, 2016	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 10, 2016	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 10 through January 13, 2017	Budget Managers	Review processes and begin budget development.
5.	January 13 through February 10, 2017	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2017-2018 budget along with supporting information. Consult with CFO for needed information.
6.	February 6, 2017	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 10, 2017	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 10, 2017	Budget Officer	Consumer Price Index available for calculating cost of living. Deadline to complete 2017-2018 revenue projection assumptions.
9.	February 10 through March 6, 2017	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 16 through March 6, 2017	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2017-2018 Preliminary Proposed Budget.
11.	March 6, 2017	College Board of Education	Approve 2017-2018 tuition and fee schedule and cost of living adjustment
12.	March 18, 2017	Budget Officer Budget Managers	Meet to finalize 2017-2018 Proposed Budget.
13.	March 18 through March 29, 2017	Budget Officer	Compilation of proposed budget document.
14.	March 29, 2017	Budget Officer	Publish, mail and distribute preliminary 2017-2018 Budget to Public Budget Committee Members and Budget Managers.
15.	April 10, 2017	Budget Committee Budget Officer	Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2017-2018 budget and tax levy.
16.	May 17, 2017	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 5, 2017	College Board of Education	Hold Public Hearing on 2017-2018 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2017-2018.
18.	By July 15, 2017	Budget Officer	Submit Budget levy and resolutions to County Assessor.

2017-2018
Budget Development Guidelines

Guideline	Gloss ¹
Assessment and Planning: Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs.
Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need.
Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives.	TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2015 an additional parcel of land was purchased for a second building across the street from the main campus. Construction of the Partners for Rural Innovation Center has begun and is expected to be complete in February 2017. Our new facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans.
Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective. The Title III grant will assist over the next four years.
Faculty and Staff Development: Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential. The Title III grant will assist over the next four years.
Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2016-2017 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.



Mission, Core Themes, Vision and Values:

VISION

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

VALUES

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

STUDENT SUCCESS

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

ACADEMIC EXCELLENCE

TBCC values rigorous, relevant education and training for students and the community.

RESOURCEFUL TEAMWORK

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

PERSONAL & FRIENDLY ENVIRONMENT

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

¹ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



Accreditation Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION----- Chief Academic Officer Hovey

The Accreditation Report has been received by the Northwest Commission on Colleges and Universities. Our two evaluators will be Dr. Warren Brown, President of North Seattle College and Ms. Sally Jackson, Director of Planning, Institutional Effectiveness and Research at Spokane Falls Community College.

They will be arriving in Portland on Oct. 18. President Green will provide the transportation to Tillamook. They will spend a full day on Oct. 19 meeting with different members of our team. We have not yet received a list of requested interviews at this point in time. We will let you know when they would like to meet with the Board.

They will do their exit interview on Oct. 20, and be returned to the Portland area by President Green that afternoon.

At In Service, Chief Academic Officer Hovey walked all employees and faculty through the report and key highlights.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

- a. Financial Report ----- Chief Finance Officer Williams
- b. Personnel ----- Director Ryan
- c. Partners for Rural Innovation -----President Green
- 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 August 2016 is available for your review.



Agenda Item 5.A. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended August 2016
16.67% of fiscal year elapsed

	FY 2015-2016			FY 2016-2017		
	Annual Budget	08/31/15 Actual	Percentage of Budget	Annual Budget	08/31/16 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 907,873.65	120.19%	\$ 755,349	\$ 1,046,881.44	138.60%
State	\$ 1,121,379	\$ 329,707.87	29.40%	\$ 1,350,000	\$ 360,038.96	26.67%
Property Taxes	\$ 1,159,417	\$ -	0.00%	\$ 1,195,863	\$ -	0.00%
Local Contract	\$ 72,000	\$ -	0.00%			
Tuition	\$ 1,047,472	\$ 51,250.00	4.89%	\$ 868,855	\$ 36,415.00	4.19%
Fees	\$ 175,700	\$ 6,829.00	3.89%	\$ 154,296	\$ 6,244.93	4.05%
Sale of Goods	\$ 2,000	\$ 272.50	13.63%	\$ 2,000	\$ 163.59	8.18%
Interest	\$ 5,500	\$ 1,284.02	23.35%	\$ 5,500	\$ 1,514.45	27.54%
Rental	\$ 12,000	\$ 3,130.00	26.08%	\$ 12,000	\$ 2,025.00	16.88%
Miscellaneous	\$ 7,000	\$ 28.90	0.41%	\$ 7,000	\$ 64.49	0.92%
Transfers	\$ 412,570	\$ 3,320.72	0.80%	\$ 442,328	\$ 4,802.71	1.09%
Total resources	\$ 4,770,387	\$ 1,303,696.66	27.33%	\$ 4,793,191	\$ 1,458,150.57	30.42%
Expenditures						
Instruction	\$ 1,507,437	\$ 131,065.07	8.69%	\$ 1,457,046	\$ 107,888.83	7.40%
Instructional Support	\$ 409,489	\$ 66,779.83	16.31%	\$ 370,104	\$ 51,855.02	14.01%
Student Services	\$ 417,211	\$ 65,594.62	15.72%	\$ 416,800	\$ 48,828.47	11.72%
College Support	\$ 1,072,550	\$ 163,510.18	15.24%	\$ 1,198,340	\$ 219,612.11	18.33%
Plant Operation	\$ 270,351	\$ 48,222.19	17.84%	\$ 271,552	\$ 55,750.38	20.53%
Transfers	\$ 288,000	\$ 21,005.81	7.29%	\$ 274,000	\$ 22,370.47	8.16%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 496,177.70	12.36%	\$ 4,037,842	\$ 506,305.28	12.54%
Ending fund balance	\$ 755,349	\$ 807,518.96	106.91%	\$ 755,349	\$ 951,845.29	126.01%

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended August 2016

	Fund No.	Beginning Fund Balance	2016-2017 Revenue	2016-2017 Expenditures	Ending Fund Balance	2016-2017 Spendable Budget	2015-2016 Prior Year Expenditures 8/31/2015
Adult Basic Education	210	\$ -	\$ -	\$ 6,206.32	\$ (6,206.32)	\$ 89,339	\$ 5,665.63
United Way Literacy Grant	216	\$ 2,929.62	\$ -	\$ -	\$ 2,929.62	\$ 2,200	\$ -
Title III Grant	220	\$ -	\$ 45,382.09	\$ 109,048.92	\$ (63,666.83)	\$ 621,603	\$ 49,974.12
Pathways Grant	225	\$ -	\$ -	\$ 4,577.30	\$ (4,577.30)	\$ 29,783	\$ 5,146.79
Industrial Maintenance Tech	226	\$ 30,177.01	\$ 7,250.00	\$ 2,400.55	\$ 35,026.46	\$ 60,000	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 4,160.53	\$ (4,160.53)	\$ 30,250	\$ 4,825.85
SBDC State Grant	231	\$ -	\$ -	\$ 8,183.60	\$ (8,183.60)	\$ 45,939	\$ 9,020.27
SBDC Program Income	232	\$ 21,418.46	\$ 450.00	\$ 457.30	\$ 21,411.16	\$ 12,500	\$ 153.46
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 2,340	\$ -
ASPIRE Program	254	\$ 12,812.50	\$ -	\$ 1,693.95	\$ 11,118.55	\$ 12,813	\$ -
Academic Counselor Grant	255	\$ -	\$ -	\$ 6,900.50	\$ (6,900.50)	\$ 57,692	\$ -
Student Success Grant	256	\$ 15,682.33	\$ -	\$ -	\$ 15,682.33	\$ 47,047	\$ -
Student Success Support Grant	257	\$ -	\$ -	\$ 36,462.86	\$ (36,462.86)	\$ 40,000	\$ -
Oregon Dev Ed Redesign Grant	277	\$ 253.76	\$ -	\$ -	\$ 253.76	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,613.51	\$ 129.92	\$ -	\$ 83,743.43	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 1,296,951.84	\$ -	\$ -	\$ 1,296,951.84	\$ 592,505	\$ -
Strategic Investment Fund	295	\$ 1,310,015.42	\$ 2,035.46	\$ -	\$ 1,312,050.88	\$ 300,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ 104,869.95	\$ (104,869.95)	\$ 550,000	\$ 39,577.19
Total Special Fund		\$ 2,781,989.29	\$ 55,247.47	\$ 284,961.78	\$ 2,552,274.98	\$ 2,535,611	\$ 114,363.31

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2016
Total of Grants that borrow from the General Fund	\$ (114,475.61)	\$ 26,399.06	\$ -	\$ (140,874.67)
Total of Grants that are not borrowing from the General Fund	\$ 2,666,750.59	\$ (200.00)	\$ -	\$ 2,666,950.59
Total Special Fund	\$ 2,552,274.98	\$ 26,199.06	\$ -	\$ 2,526,075.92

	Fund No.	Beginning Fund Balance	2016-2017 Revenue	2016-2017 Expenditures	Ending Fund Balance	2016-2017 Spendable Budget	2015-2016 Prior Year Expenditures
Community Education	310	\$ 17,315.08	\$ -	\$ 1.15	\$ 17,313.93	\$ 7,746	\$ 195.98
Driver Education Program	311	\$ 1,858.95	\$ -	\$ 1,502.00	\$ 356.95	\$ 9,800	\$ 1,882.94
TBCC Store	320	\$ 8,475.22	\$ 397.57	\$ 1,666.46	\$ 7,206.33	\$ 36,250	\$ 8,571.24
Customized Training Projects	330	\$ 33,917.20	\$ -	\$ 79.00	\$ 33,838.20	\$ 43,664	\$ 10,665.97
Culinary & Hospitality Program	340	\$ 2,260.73	\$ 146.25	\$ 14.38	\$ 2,392.60	\$ 14,175	\$ 132.70
Culinary Catering	341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325.00
Total Enterprise Fund		\$ 63,827.18	\$ 543.82	\$ 3,262.99	\$ 61,108.01	\$ 111,635	\$ 21,773.83
PERS Pension Bond Fund	410	\$ 6,143.76	\$ 22,036.48	\$ 1,600.00	\$ 26,580.24	\$ 135,584	\$ 1,600.00
General Obligation Bond Fund	420	\$ 23,892.13	\$ 54.51	\$ -	\$ 23,946.64	\$ 746,237	\$ -
Total Debt Service Fund		\$ 30,035.89	\$ 22,090.99	\$ 1,600.00	\$ 50,526.88	\$ 881,821	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 684,904.08
Local Match Fund	525	\$ 965,222.79	\$ 1,499.73	\$ -	\$ 966,722.52	\$ 350,889	\$ -
State Match Fund	530	\$ -	\$ -	\$ 521,710.21	\$ (521,710.21)	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ (1,028,929.49)	\$ -	\$ -	\$ (1,028,929.49)	\$ 957,000	\$ -
Total Capital Projects Fund		\$ (63,706.70)	\$ 1,499.73	\$ 521,710.21	\$ (583,917.18)	\$ 3,307,889	\$ 684,904.08
Associated Students of TBCC	710	\$ 1,033.98	\$ 236.40	\$ 104.12	\$ 1,166.26	\$ 8,605	\$ 182.92
Phi Theta Kappa Honorary Society Fund	720	\$ 1,787.17	\$ 267.49	\$ 220.10	\$ 1,834.56	\$ 7,525	\$ -
Economic Development Council	730	\$ 61,142.95	\$ 181.96	\$ 15,028.07	\$ 46,296.84	\$ 109,500	\$ 17,384.00
Visit Tillamook Coast	740	\$ 1,327,894.16	\$ 3,484.83	\$ 150,943.19	\$ 1,180,435.80	\$ 1,538,657	\$ 62,812.50
Total Agency Fund		\$ 1,391,858.26	\$ 4,170.68	\$ 166,295.48	\$ 1,229,733.46	\$ 1,664,287	\$ 80,379.42
PELL Grant	801	\$ -	\$ 18,277.00	\$ 18,277.00	\$ -	\$ 751,500	\$ 40,107.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ 14,500	\$ 875.00
Direct Loans	810	\$ -	\$ 17,550.00	\$ 17,550.00	\$ -	\$ 750,000	\$ 29,503.00
Federal Work Study	819	\$ -	\$ -	\$ 176.34	\$ (176.34)	\$ 14,350	\$ -
Oregon Opportunity Grant	821	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Tuition Waivers	831	\$ 17,340.50	\$ -	\$ 1,684.00	\$ 15,656.50	\$ 7,000	\$ 431.00
Board Scholarships	832	\$ 26,313.01	\$ -	\$ -	\$ 26,313.01	\$ 172,900	\$ -
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ 725.50	\$ (725.50)	\$ 85,000	\$ 2,339.50
Student Employees	835	\$ 18,740.39	\$ 100.00	\$ 2.68	\$ 18,837.71	\$ 18,000	\$ 341.84
Non-Institutional Scholarships	840	\$ 5,333.14	\$ 4,500.00	\$ -	\$ 9,833.14	\$ 51,500	\$ 500.00
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 89,770.70	\$ 40,827.00	\$ 38,815.52	\$ 91,782.18	\$ 1,996,794	\$ 74,097.34

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2016
 16.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,548,489			\$ 2,384,549			\$ 63,576			\$ 22,668	
Beginning Fund Balance	\$ 755,349	\$ 1,046,881	138.60%	\$ 2,351,490	\$ 2,781,989	118.31%	\$ 36,000	\$ 63,827	177.30%	\$ 12,000	\$ 30,036	250.30%
Resources												
State Aid	\$ 1,350,000	\$ 360,039	26.67%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,575,971	\$ 52,632	3.34%	\$ 35,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,023,151	\$ 42,660	4.17%	\$ 1,000	\$ -	0.00%	\$ 12,300	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,195,863	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 733,137	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 502,113	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ +	0.00%
Sale of Goods	\$ 2,000	\$ 164	8.20%	\$ -	\$ -	0.00%	\$ 46,800	\$ 544	1.16%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 1,514	27.53%	\$ 7,400	\$ 2,165	29.26%	\$ -	\$ -	0.00%	\$ 1,105	\$ 57	5.16%
Rental	\$ 12,000	\$ 2,025	16.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 64	0.91%	\$ 16,500	\$ 450	0.00%	\$ 5,250	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 442,328	\$ 4,803	1.09%	\$ 350,889	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 136,000	\$ 22,034	16.20%
Total Revenues	\$ 4,037,842	\$ 411,269	10.19%	\$ 2,453,873	\$ 55,247	2.25%	\$ 99,350	\$ 544	0.55%	\$ 870,242	\$ 22,091	2.54%
Expenditures												
Salaries and Wages	\$ 2,793,012	\$ 309,108	11.07%	\$ 539,143	\$ 74,384	13.80%	\$ 53,106	\$ 2,823	5.32%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 892,830	\$ 174,827	19.58%	\$ 1,001,012	\$ 194,854	19.47%	\$ 56,158	\$ 319	0.57%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ 25,000	\$ 13,219	52.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 880,221	\$ -	0.00%
Transfers	\$ 274,000	\$ 22,370	8.16%	\$ 419,456	\$ 2,505	0.60%	\$ 2,371	\$ 121	5.10%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,788,497	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 506,305	12.54%	\$ 4,773,108	\$ 284,962	5.97%	\$ 111,635	\$ 3,263	2.92%	\$ 881,821	\$ 1,600	0.18%
Ending Fund Balance	\$ 755,349	\$ 951,845		\$ 32,255	\$ 2,552,274		\$ 23,715	\$ 61,108		\$ 421	\$ 50,527	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 174,898			\$ 26,199			\$ 185			\$ 43,256	
Inventories		\$ 2,101			\$ -			\$ 5,794			\$ -	
NET EFFECT ON CASH		\$ (176,999)			\$ (26,199)			\$ (5,979)			\$ (43,256)	
Liabilities												
Accounts Payable		\$ 696,583			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 69,543			\$ -			\$ -			\$ 43,256	
Payroll		\$ 92,455			\$ -			\$ 10,356			\$ -	
NET EFFECT ON CASH		\$ 858,581			\$ -			\$ 10,356			\$ 43,256	
NET ADJUSTMENTS		\$ 681,582			\$ (26,199)			\$ 4,377			\$ -	
ENDING CASH BALANCE		\$ 1,633,427			\$ 2,526,075			\$ 65,485			\$ 50,527	

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2016
 16.67% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (82,252)			\$ 1,388,586			\$ 88,971	
Beginning Fund Balance	\$ 962,000	\$ (63,707)	-6.62%	\$ 1,464,525	\$ 1,391,858	95.04%	\$ 91,544	\$ 89,771	98.06%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,000,000	\$ -	0.00%	\$ 926,117	\$ -	0.00%	\$ 1,640,250	\$ 36,227	2.21%
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	\$ 5,000	\$ 1,500	30.00%	\$ 2,000	\$ 2,069	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 32,500	\$ 1,865	5.74%	\$ 135,000	\$ 4,500	3.33%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 236	2.95%	\$ 130,000	\$ 100	0.08%
									\$ 27,173
Total Revenues	\$ 2,962,000	\$ 1,500	0.05%	\$ 968,617	\$ 4,170	0.43%	\$ 1,905,250	\$ 40,827	2.14%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 371,815	\$ 47,196	12.69%	\$ 53,344	\$ 179	0.34%
Operating Expenditures	\$ 2,957,000	\$ 521,710	17.64%	\$ 1,175,221	\$ 116,922	9.95%	\$ 1,940,200	\$ 38,637	1.99%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 350,889	\$ -	0.00%	\$ 17,251	\$ 2,177	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 100,000	\$ -	0.00%	\$ -	\$ -	0.00%
									\$ 27,173
Total expenditures	\$ 3,307,889	\$ 521,710	15.77%	\$ 1,664,287	\$ 166,295	9.99%	\$ 1,996,794	\$ 38,816	1.94%
Ending Fund Balance	\$ 616,111	\$ (583,917)		\$ 768,855	\$ 1,229,733		\$ -	\$ 91,782	
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		\$ (583,917)			\$ 1,229,733			\$ 91,782	

\$ 5,013,112

Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Library Assistant	9/15/2016	ASAP		Masyn Phoenix	



Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

The building continues to move forward. Windows and doors are in. Electrical, water and HVAC are ready. The dry wall has begun. The landscaping will begin mid-October and the painting of the outside of the building should be completed by the time of the Board meeting.

Financially we continue to have \$180,000 to raise and we are still waiting to hear back from one grant. This fall the final resources will be our goal.



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION-----President Green

Key dates to remember:

- October 13 - Mildred Davey Luncheon at Nazarene
- November 2-5 - OCCA Annual Conference at Sunriver
- November 5 - OCCA Chair and Vice Chair training at Sunriver from 9 to 11 am
- November 18 - OCCA Board Meeting at Oregon Coast Community College in Newport from 11 to 4:00
- November 22 -Thanksgiving staff potluck from noon to 1 pm
- December 10 - Fall term ends
- December 23 thru January 2 –TBCC is closed
- January 9 - Winter term classes begin
- February 6 – Board Retreat -10:30 to 5:30
- March 22 - OCCA Legislative Summit at Salem Convention Center from 10 to 8 pm
- March 23 - OCCA Board meeting from 8 to 4:00 pm



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION-----Chair Schreiber

