



Board of Education Meeting Agenda

Date: Monday, December 5, 2011 **Room #214** **Time:** 6:30 p.m.
 4301 Third Street, Tillamook, Oregon 97141

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|--|----------------------------------|
| 1. | Call to Order • Acknowledge Guests ----- | Chair Shaw |
| 2. | Approval of the Agenda ----- | (Action) Chair Shaw |
| 3. | Invitation of Public Comment ----- | Chair Shaw |
| | 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. | |
| 4. | Approval of the November 7, 2011 Minutes ----- | (Action) Chair Shaw |
| 5. | Reports: | |
| | A. Program/Partner Report: Luke Kralik—TBCC Library----- | Dean Gates |
| | B. Oregon Community College Association Board Report----- | President Green & Director Swain |
| | C. Financial Report ----- | Comptroller Williams |
| | D. Board Effectiveness ----- | President Green |
| 6. | Standing Business: | |
| | A. Strategic Planning and Accreditation ----- | Dean Gates |
| | B. Courses and Curricula----- | Dean Gates |
| | C. Grants and Contracts ----- | Comptroller Williams |
| | D. Board of Education Policy ----- | President Green |
| | E. Facilities----- | Comptroller Williams |
| | F. Capital Construction Projects ----- | President Green |
| | G. Personnel ----- | President Green |
| 7. | Announcements and General Information ----- | President Green |
| 8. | Invitation of Public Comment ----- | Chair Shaw |
| 9. | Board Member Discussion Items ----- | Chair Shaw |
| 10. | Adjournment ----- | (Action) Chair Shaw |



Board of Education Meeting Minutes

November 7, 2011
Central Campus, Room #214
4301 Third St., Tillamook, OR 97141

Directors Present: James McGinnis, Steve Shaw, Deborah Lincoln, Ann Swain, Craig Wakefield, Bob Weitman and Rose Wharton

Staff Present: Connie Green, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens, Michele Burton, Sheryl Neu and Dan Biggs, EDC/SBDC Director

Guest Present: Camille Preus, Commissioner, Community Colleges and Workforce Development

Call to Order:

Chair Shaw called the meeting to order at 6:30 p.m. and welcomed the audience.

Approval of Agenda:

On approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

There was no public comment at this time.

Approval of Minutes

Chair Shaw asked for approval of the October 3, 2011 regular meeting minutes. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to approve the minutes as presented.

Reports:

Program/Partner Report: Economic Development and Small Business Development Program: (Agenda Item 5.A)

Dean Gates introduced Mr. Dan Biggs, Director of Economic Development Council and Small Business Development. Mr. Biggs gave an update on current projects and partnerships. President Green asked him to explain some of the Economic Development Council's key projects and he shared that one of the biggest projects now is the Rails-to-Trails-to-Rails idea. He explained that a feasibility study funded by the Parks Department, Department of Forestry and Cycle Oregon is being developed and he anticipates good responses. Mr. Biggs also shared potential plans for a new facility for the Air Museum, a Railroad Museum and a new brewery for the Pelican Pub at the Port of Tillamook Bay. Other major projects include several new farm digesters either are currently being built or are being considered throughout Tillamook County. These facilities create many temporary construction jobs as they are being built as well as some jobs to maintain them. Each facility is a \$4 million investment. A lengthy general discussion followed.

Oregon Community College Association Board Report: (Agenda Item 5.B)

President Green stated that three TBCC Board members had attended the Oregon Community College Association Annual Conference--Directors Lincoln, Swain and Wakefield. Each director shared a few highlights of the conference including the general educational focus on Pre-K to Career or the "Complete to Compete" focus. This is not a totally new concept as Director Lincoln pointed out; however, she believes it has more potential for success than past attempts. Some of the concerns include: the difficulties in defining "success" and how funding will be impacted as a result. Director McGinnis expressed concerns that due to our size, TBCC could suffer negative impacts. Dr. Camille Preus, Commissioner of Community Colleges and Workforce Development, who was in attendance, shared her resolve to ensure that funding continue to be fair. Director Lincoln highly recommended that for a good summary of the program everyone review the on-line version of Dennis Jones' presentation as well as a 2008 CCWD brochure entitled, "Measure What You Treasure". President Green will send links to both to all board members. Both President Green and Dr. Preus stressed the multiple committees working on this project at the State level and the degree of involvement each of them had. Both assured the Board that they would be kept up-to-date as much as possible and that the welfare of TBCC and other small colleges is being looked out for.

President Green shared that Dr. Larry Galizio, president of Clatsop Community College had contacted her in regards to the recent announcement of the departure of Oregon Coast Community College President Pat O'Connor. Dr. Galizio posed the question of whether now might be the right time to consider discussions on a collaboration and/or consolidation of services of Clatsop, Oregon Coast and TBCC.

Director McGinnis asked the question regarding if enrollment is up why are so many college's laying off staff, is it a positive reflection of good management on TBCC's part? President Green stated one of the largest budgeting concerns for all colleges is staffing and that due to collective bargaining agreements most colleges were forced to make hard staffing decisions based on contracts that did not change in light of reduced resources. TBCC is the only community college in Oregon that does not have a collective bargaining agreement. There is an ongoing conversation on how to use our resources to support all staff and faculty as well as effort to include staff in those options.

Director Swain asked Executive Director of the Foundation and College Advancement Carnahan if the current funding concerns would impact plans to build the North and South County centers. Mr. Carnahan stated that part of the reason we have waited to build was in order to be sure they'd be sustainable. Current plans are that there would be no full time staffing at the centers and that they'd be jointly used thus the expenses would be jointly shared as well.

Financial Report: (Agenda Item 5.C)

Comptroller Williams presented the financial reports as included in the Board packet. She added that the balance was still preliminary and that the auditors would be on campus to perform the annual audit this month so the December report should show the final numbers. Ms. Williams also addressed a question from Director McGinnis last month regarding spending all the budgeted financial aid funds. She noted that she thought we would expend all the funds but the balance of that account was not solely institutional funds but also included funds from outside scholarships. She added that there had been some disbursements that will be reflected in December's information.

Director McGinnis asked about the Bookstore balance and if Ms. Williams thought it would stay within budget. Ms. Williams replied that it would probably go over budget however, it would also generate funds.

Executive Director of the Foundation and College Advancement Carnahan added that funding of the

First Class Scholar program is vital as it is having a large impact on our enrollment. Currently there are 30 new students and 15 second year students taking advantage of this opportunity.

Board Effectiveness Report: (Agenda Item 5.D)

President Green shared that this month's iPad application focus would be on tips to better use Good Reader. Ms. Neu worked hands-on with individuals as well as answering questions.

Old Business:

Department of Community Colleges and Workforce Development Update: (Agenda Item 6.A)

Commissioner Preus shared an update on current legislative and department initiatives that are affecting community colleges in Oregon. She stated there were several committees surrounding separate bills that were passed by the 2011 legislature to improve education. Commissioner Preus gave a brief summary of the bills.

SB 253 placed into legislation Oregon education goals for 2025 for 20% of Oregonians have a high school diploma; 40% have a certificate or associates degree and 40% have a bachelors degrees or above.

SB 909 was the Governor's bill to create an education investment board that would invest in education from pre-kindergarten through graduate education. Achievement Compacts are being suggested from this work group.

SB 242 freed up the University system as a state agency and creates a Higher Education Coordinating Council.

HB3418 is to identify student and institutional success.

In one day Commissioner Preus had attended three separate meetings regarding student and institutional achievement and governance. Director Weitman asked when the next meeting is for HB 3418 and what the charge of the committee is. Dr. Preus stated the meeting is next week and the charge is to define student success and discuss challenges and barriers to student success. President Green is on this committee and represents the community college Presidents. Her personal charge is to define, sort and re-order the committee's findings and bring them back to the group. She further responded to Director McGinnis' earlier concerns regarding funding by adding that it is her job to make sure the comparisons are fair and as a result, the funding is equitable.

Dr. Preus stated there are three components to the achievement compact; 1) Completion – what is completion for students? 2) Quality – what skills/knowledge were gained? Did the student and employer get what they came for? and 3) Connections – who are the partners and what is the success of the connections? Dr. Preus anticipates there will be more definitive answers by the end of February, 2012.

Director Wakefield asked if success was being measured on the first 40 of the 40-40-20 goal. Dr. Preus stated she felt it was more related to the second 40. Director Lincoln added that the burden falls on K12 as they must have 100% success in order for any following education to be successful.

New Business:

OSBA Elections: (Agenda Item 7.A)

President Green shared that OSBA elections will be held Nov. 14 - Dec. 15 and that TBCC would be voting for one OSBA Coast Board member and two resolutions. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to vote for Greg Kintz and "yes" on both resolutions.

Standing Business:

Strategic Planning and Accreditation: (Agenda Item 8.A)

Dean Gates shared the visit from the NWCCU Evaluation Committee on October 19-21 went very well and shared the Commendations and Recommendations as included in the Board packet. She noted that the evaluation gave credit not only to the new facility, but to the faculty and staff. The next step will be for the Evaluation Committee to complete a report on their visit. That report was received today and TBCC will review the report for factual errors. The final report will be forwarded to the Commission at its January 2012 meeting. TBCC will attend the January meeting and will be informed of the Commission's decision. We anticipate that the decision will be continued Candidacy with a final visit in fall of 2013. One of the things we know we need to do is to work on a new Master Facilities Plan. Director McGinnis asked if this was something that had to be outsourced and if so expressed concerns regarding the costs. President Green stated we would handle this in-house within our budget and it would be done between now and Winter 2013. Four plans - facilities, information technology, strategic enrollment and an academic plan – will be developed, connected, and brought to the board for review no later than January 2013.

President Green once again complemented Dr. Gates on her hard work and leadership in this important endeavor and thanked staff, faculty and the Board for their commitment to this process.

Courses and Curricula: (Agenda Item 8.B)

Dean Gates shared that there were no new additions or deletions of courses or curricula to report.

Grants and Contracts: (Agenda Item 8.C)

Dean Ellison stated there were no new grants or contracts to report this month.

Board of Education Policy: (Agenda Item 8.D)

President Green presented the Policy 302 for second reading and approval. This is the current Affirmative Action, Equal Opportunity policy that is being updated to include reference to the new Affirmative Action / Equal Employment Opportunity Plan.

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved to approve Policy 302 as presented.

President Green also presented:

- Board Policy 109 which is a new policy that addresses College Advancement and Foundation;
- Board Policy 203 a combination of policies 203, 205, 206 and 207 as well as some new text;
- Board Policy 210 is being updated to address naming facilities;
- Board Policy 216 is a new policy that addresses record keeping and file retention.

All four policies will be presented again in December for second reading and approval.

Executive Director of the Foundation and College Advancement Carnahan elaborated on Policy 109 stating that with the increased activities in the Foundation there is need to have the role of the Foundation covered in policy. Director Lincoln asked how the Foundation Board members are appointed. Mr. Carnahan stated that it is addressed in Foundation Policy. He also explained that Policy 210 is be important to have in place before it is needed in order to avoid potential problems in the future as donors make requests.

President Green shared policy 203 sets a consistent primary method of communication for the College and that Policy 216 is in keeping with Oregon Statutes regarding files and retention.

Program Report

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Gates

This month our featured program is the TBCC Library. Librarian Luke Kralik will provide a brief tour and introduction to the Library/Learning Center at TBCC. The accreditation report commended TBCC's "new [academic] library and the incorporation of its resources and services into teaching and learning." This will be a chance for Luke to highlight what TBCC's library offers for students in support of TBCC's curriculum.



Oregon Community College Association Board Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Green and Director Swain

As a follow up to last month's conversation on an Achievement Compact between the Board and the new Education Investment Board, a draft is provided. The draft below was discussed at Oregon Presidents Council discussed in mid- November. Changes were recommended but a new draft has not distributed.

The _____ Community College Board of Education and the Oregon Investment Board enter into this mutual Achievement Compact and agree to work together as partners to support the State identified goal of 40/40/20; to create economic, social, and community vitality; to support individuals in achieving their highest potential; and to return public benefit to the state as a whole from its investment in community colleges. The purpose of this Compact is to create a framework for measuring outcomes for the students who attend community colleges in Oregon, while at the same time recognizing and valuing the mission of _____ Community College and the students, businesses, and community members it serves.

The Compact focuses on three areas: completion, quality and community connections. _____ Community College agrees to set appropriate targets in the areas identified in the compact. The Oregon Education Investment Board agrees to develop and revise policies and to advocate for providing the level of state funding required to ensure these target can be met.

| Completion | | 2010 | 2011 | 2012 |
|--|---|-------------|-------------|-------------|
| 1. Number of GED's awarded | ✓ | 10 | 25 | |
| 2. Number of certificates/OTMs awarded | ✓ | 3 | 9 | |
| 3. Number of associate degrees awarded | ✓ | 42 | 20 | |
| 4. Number of students who transfer to a 4 year | ✓ | 69 | 86 | |
| 5. Student success in specific sub population | | | | |
| Quality | | | | |
| 1. Percentage of dually enrolled high school students who matriculate to any college or university | ✓ | | | |
| 2. Percentage of GED completers who continue on to collegiate work | ✓ | 10% | 36% | |
| 3. Percentage CTE students passing national licensure tests | ✓ | 100% | 62% | |
| 4. Percentage of CTE students employed 12 months after graduation | ✓ | | | |
| 5. Percentage of transfer students whose OUS GPA is at or above the average of native OUS students – refine to match | ✓ | 80% | 83% | |



| | | | | | |
|---|---|------|-----|--|--|
| data we get from OUS | | | | | |
| Connections | | | | | |
| 1. Number of dual enrolled high school students | ✓ | 127 | 132 | | |
| 2. Percentage of local high school spring graduates enrolled in post-secondary education within one year following high school graduation (Should be measured in K-12, CC, and OUS) | ✓ | | | | |
| 3. Percentage of employers satisfied from employer satisfaction survey (Will not be available first year – methodology needs to be developed) | ✓ | 100% | 98% | | |
| 4. Extent to which CTE programs that meet local industry needs by industry cluster (this may not be ready the first year) | ✓ | | | | |
| 5. Number of dual enrolled OUS students | ✓ | | | | |
| Future Community Needs & Opportunities | | | | | |
| (Local board will provide information in this section) | | | | | |

| |
|--|
| <p> ✓ = 20% High School Diploma ✓ = 40% Certificate/Associate's Degree </p> |
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Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Comptroller Williams

Comptroller Williams will be prepared to present the financial reports and address questions.



Agenda Item 5.C. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended October 2011
33.33% of fiscal year elapsed

| | FY 2010-2011 | | | FY 2011-2012 | | |
|------------------------------|---------------------|------------------------|----------------------|---------------------|------------------------|----------------------|
| | Annual Budget | 10/31/10 Actual | Percentage of Budget | Annual Budget | 10/31/11 Actual | Percentage of Budget |
| Resources | | | | | | |
| Beginning Fund Balance | \$ 1,130,471 | \$ 1,082,233.18 | 95.73% | \$ 982,678 | \$ 746,566.15 | 75.97% |
| State | \$ 807,629 | \$ 390,946.65 | 48.41% | \$ 865,821 | \$ 432,356.02 | 49.94% |
| Property Taxes | \$ 971,401 | \$ 12,573.64 | 1.29% | \$ 1,020,018 | \$ 14,977.41 | 1.47% |
| Timber Taxes | \$ 302,579 | \$ 3,727.40 | 1.23% | \$ - | \$ - | 0.00% |
| Local Contract | \$ 22,900 | \$ - | 0.00% | \$ 25,000 | \$ - | 0.00% |
| Tuition | \$ 635,539 | \$ 322,131.96 | 50.69% | \$ 866,666 | \$ 418,594.36 | 48.30% |
| Fees | \$ 146,174 | \$ 60,419.00 | 41.33% | \$ 179,639 | \$ 74,289.00 | 41.35% |
| Sale of Goods | \$ 3,500 | \$ 1,515.00 | 43.29% | \$ 3,000 | \$ 1,298.00 | 43.27% |
| Interest | \$ 5,000 | \$ 1,635.48 | 32.71% | \$ 4,000 | \$ 1,229.75 | 30.74% |
| Rental | \$ 500 | \$ 3,000.00 | 0.00% | \$ 6,500 | \$ 1,890.00 | 29.08% |
| Miscellaneous | \$ 8,000 | \$ 102.15 | 1.28% | \$ 7,500 | \$ 1,300.95 | 17.35% |
| Transfers | \$ 76,500 | \$ 50,915.01 | 66.56% | \$ 473,174 | \$ 99,771.95 | 21.09% |
| Repayment of Short-Term Loan | \$ 69,625 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total resources | \$ 4,179,818 | \$ 1,929,199.47 | 46.16% | \$ 4,433,996 | \$ 1,792,273.59 | 40.42% |
| Expenditures | | | | | | |
| Instruction | \$ 1,015,308 | \$ 328,385.72 | 32.34% | \$ 1,439,310 | \$ 339,496.06 | 23.59% |
| Instructional Support | \$ 378,626 | \$ 109,788.00 | 29.00% | \$ 414,559 | \$ 149,019.59 | 35.95% |
| Student Services | \$ 290,657 | \$ 86,451.95 | 29.74% | \$ 356,831 | \$ 94,135.12 | 26.38% |
| College Support | \$ 1,160,226 | \$ 395,499.56 | 34.09% | \$ 1,076,027 | \$ 432,487.36 | 40.19% |
| Plant Operation | \$ 413,112 | \$ 89,300.42 | 21.62% | \$ 379,582 | \$ 99,043.47 | 26.09% |
| Transfers | \$ 346,600 | \$ 280,904.09 | 81.05% | \$ 266,600 | \$ 189,389.17 | 71.04% |
| Contingency | \$ 50,000 | \$ - | 0.00% | \$ 50,000 | \$ - | 0.00% |
| Total expenditures | \$ 3,654,529 | \$ 1,290,329.74 | 35.31% | \$ 3,982,909 | \$ 1,303,570.77 | 32.73% |
| Ending fund balance | \$ 525,289 | \$ 638,869.73 | 121.62% | \$ 451,087 | \$ 488,702.82 | 108.34% |

Agenda Item 5.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 2011

| | Fund No. | Beginning Working Capital | 2011-2012 Revenue | 2011-2012 Expenditures | Ending Working Capital | 2011-2012 Spendable Budget | 2010-2011 Prior Year Expenditures |
|--|----------|---------------------------|---------------------|------------------------|------------------------|----------------------------|-----------------------------------|
| Adult Basic Education | 210 | \$ - | \$ 11,594.83 | \$ 16,356.95 | \$ (4,762.12) | \$ 46,000 | \$ 14,473.73 |
| Tutor Grant | 211 | \$ - | \$ 3,313.25 | \$ 4,493.09 | \$ (1,179.84) | \$ 13,000 | \$ 4,041.23 |
| Sprint Yellow Pages Literacy Grant | 215 | \$ 2,498.62 | \$ - | \$ - | \$ 2,498.62 | \$ 1,500 | \$ 3.27 |
| United Way Literacy Grant | 216 | \$ 6,470.26 | \$ 375.00 | \$ - | \$ 6,845.26 | \$ 2,000 | \$ 300.00 |
| Learning Standards Grant | 219 | \$ - | \$ - | \$ 90.72 | \$ (90.72) | \$ - | \$ - |
| Green LMI Implementation Grant | 224 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pathways Grant | 225 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | \$ 7,801.63 |
| Industrial Maintenance Tech | 226 | \$ 35,374.03 | \$ 15,000.00 | \$ 27,344.27 | \$ 23,029.76 | \$ 138,200 | \$ 6,390.54 |
| OYA Instruction Contract | 227 | \$ - | \$ 4,389.32 | \$ 4,389.32 | \$ - | \$ 56,300 | \$ 11,538.19 |
| SESP Oregon Green Tech Certificate | 228 | \$ - | \$ 4,498.20 | \$ 4,789.32 | \$ (291.12) | \$ 37,107 | \$ - |
| OYA Instruction Supplemental Contract | 229 | \$ - | \$ 3,148.12 | \$ 3,148.12 | \$ - | \$ - | \$ - |
| SBDC Federal Grant | 230 | \$ - | \$ - | \$ 7,962.96 | \$ (7,962.96) | \$ 30,250 | \$ 11,070.08 |
| SBDC State Grant | 231 | \$ - | \$ - | \$ 9,866.14 | \$ (9,866.14) | \$ 24,804 | \$ 9,587.96 |
| SBDC Program Income | 232 | \$ 12,432.20 | \$ 2,185.00 | \$ 112.25 | \$ 14,504.95 | \$ 7,653 | \$ - |
| SBDC - EDC Fund | 235 | \$ - | \$ - | \$ 29,141.82 | \$ (29,141.82) | \$ 100,620 | \$ 34,511.84 |
| SBDC USDA RBEG | 236 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | \$ - |
| TEC Vocational Education Grant | 240 | \$ - | \$ - | \$ - | \$ - | \$ 18,000 | \$ 480.70 |
| Student Assistance | 250 | \$ 1,972.89 | \$ 60.00 | \$ 340.00 | \$ 1,692.89 | \$ 2,500 | \$ - |
| Work Keys Mini Grant | 251 | \$ 1,732.72 | \$ - | \$ 64.50 | \$ 1,668.22 | \$ 800 | \$ - |
| Bay City Rental | 260 | \$ 3,490.13 | \$ - | \$ - | \$ 3,490.13 | \$ - | \$ 1,283.82 |
| First Term to First Year Persistence | 271 | \$ 3,987.29 | \$ - | \$ - | \$ 3,987.29 | \$ - | \$ - |
| Statewide Distance Learning System Development | 272 | \$ 35,658.40 | \$ - | \$ 46,158.40 | \$ (10,500.00) | \$ - | \$ - |
| OFAX Assess for Distance Learning | 273 | \$ - | \$ 5,000.00 | \$ - | \$ 5,000.00 | \$ - | \$ - |
| Capital Depreciation & Maintenance Fund | 290 | \$ 1,049,862.39 | \$ 1,672.53 | \$ - | \$ 1,051,534.92 | \$ 60,000 | \$ - |
| Timber Tax Reserve Fund | 291 | \$ - | \$ - | \$ - | \$ - | \$ 283,204 | \$ - |
| Strategic Initiative Fund | 295 | \$ 1,476,022.49 | \$ 2,440.47 | \$ 94,611.00 | \$ 1,383,851.96 | \$ 94,611 | \$ 46,200.00 |
| Capital Construction Due Diligence Grant | 296 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 14,400.00 |
| Total Special Fund | | \$ 2,629,501.42 | \$ 53,676.72 | \$ 248,868.86 | \$ 2,434,309.28 | \$ 964,549 | \$ 162,082.99 |

Schedule of Special Fund borrowing from General Fund

| | Ending Working Capital | Less Accounts Receivable | Add Liabilities | Ending Cash Balance 10/31/2011 |
|--|------------------------|--------------------------|-----------------|--------------------------------|
| Total of Grants that borrow from the General Fund | \$ (53,294.72) | \$ 14,908.08 | \$ - | \$ (68,202.80) |
| Total of Grants that are not borrowing from the General Fund | \$ 2,487,604.00 | \$ 220.00 | \$ - | \$ 2,487,384.00 |
| Total Special Fund | \$ 2,434,309.28 | \$ 15,128.08 | \$ - | \$ 2,419,181.20 |

| | Fund No. | Beginning Working Capital | 2011-2012 Revenue | 2011-2012 Expenditures | Ending Working Capital | 2011-2012 Spendable Budget | 2010-2011 Prior Year Expenditures |
|---------------------------------------|----------|---------------------------|----------------------|------------------------|------------------------|----------------------------|-----------------------------------|
| Community Education | 310 | \$ 931.43 | \$ 1,140.00 | \$ 507.63 | \$ 1,563.80 | \$ 7,695 | \$ 1,291.97 |
| Bookstore | 320 | \$ 61,493.83 | \$ 91,311.40 | \$ 107,530.52 | \$ 45,274.71 | \$ 204,286 | \$ 100,344.34 |
| Customized Training Projects | 330 | \$ 11,487.32 | \$ - | \$ 446.25 | \$ 11,041.07 | \$ 10,826 | \$ - |
| Culinary & Hospitality Program | 340 | \$ 1,850.08 | \$ 1,473.05 | \$ 1,801.12 | \$ 1,522.01 | \$ 8,275 | \$ 1,951.48 |
| Total Enterprise Fund | | \$ 75,762.66 | \$ 93,924.45 | \$ 110,285.52 | \$ 59,401.59 | \$ 231,082 | \$ 103,587.79 |
| PERS Pension Bond Fund | 410 | \$ 12,255.17 | \$ 35,888.57 | \$ 1,600.00 | \$ 46,543.74 | \$ 104,637 | \$ 1,600.00 |
| General Obligation Bond Fund | 420 | \$ (5,083.45) | \$ 9,446.83 | \$ - | \$ 4,363.38 | \$ 651,838 | \$ - |
| Total Debt Service Fund | | \$ 7,171.72 | \$ 45,335.40 | \$ 1,600.00 | \$ 50,907.12 | \$ 756,475 | \$ 1,600.00 |
| Campus Construction Fund - GO Bonds | 520 | \$ 1,885,437.97 | \$ 3,209.61 | \$ 20,365.43 | \$ 1,868,282.15 | \$ 996,000 | \$ 83,012.52 |
| Total Capital Projects Fund | | \$ 1,885,437.97 | \$ 3,209.61 | \$ 20,365.43 | \$ 1,868,282.15 | \$ 996,000 | \$ 83,012.52 |
| Associated Students of TBCC | 710 | \$ 3,687.00 | \$ 3,502.80 | \$ 3,403.41 | \$ 3,786.39 | \$ 8,300 | \$ 1,401.04 |
| Phi Theta Kappa Honorary Society Fund | 720 | \$ 267.18 | \$ 946.00 | \$ 689.86 | \$ 523.32 | \$ 5,275 | \$ 1,062.53 |
| Total Agency Fund | | \$ 3,954.18 | \$ 4,448.80 | \$ 4,093.27 | \$ 4,309.71 | \$ 13,575 | \$ 2,463.57 |
| Tuition Waivers | 831 | \$ 13,379.00 | \$ 21,000.00 | \$ 5,308.50 | \$ 29,070.50 | \$ 21,000 | \$ 3,722.00 |
| Board Scholarships | 832 | \$ 127,374.87 | \$ 100,000.00 | \$ 35,470.20 | \$ 191,904.67 | \$ 123,525 | \$ 17,326.00 |
| Institutional Work Study | 833 | \$ 594.75 | \$ 29,000.00 | \$ 6,641.47 | \$ 22,953.28 | \$ 29,000 | \$ 8,230.38 |
| Foundation Scholarships | 834 | \$ - | \$ 27,493.65 | \$ 27,493.65 | \$ - | \$ 100,000 | \$ 28,319.75 |
| Non-Institutional Scholarships | 840 | \$ 3,034.25 | \$ 31,699.75 | \$ 17,519.35 | \$ 17,214.65 | \$ 35,000 | \$ 9,857.85 |
| Total Financial Aid Fund | | \$ 144,382.87 | \$ 209,193.40 | \$ 92,433.17 | \$ 261,143.10 | \$ 308,525 | \$ 67,455.98 |

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2011

33.33% of Budget Period Expended

| | General Fund | | | Special Fund | | | Enterprise Fund - Community Ed | | | Enterprise Fund - Bookstore | | |
|---|---------------------|---------------------|---------------|---------------------|-------------------|--------------|--------------------------------|-----------------|---------------|-----------------------------|-------------------|---------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | \$ 776,303 | | | \$ 2,504,288 | | | \$ 1,126 | | | \$ 27,746 | |
| Beginning Fund Balance | \$ 982,678 | \$ 746,566 | 75.97% | \$ 2,487,093 | \$ 2,629,501 | 105.73% | \$ 2,500 | \$ 931 | 37.24% | \$ 30,000 | \$ 61,494 | 204.98% |
| Resources | | | | | | | | | | | | |
| State Aid | \$ 865,821 | \$ 432,356 | 49.94% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ 25,000 | \$ - | 0.00% | \$ 826,211 | \$ 46,944 | 5.68% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ 1,046,305 | \$ 492,883 | 47.11% | \$ 5,000 | \$ 2,185 | 43.70% | \$ 7,000 | \$ 1,140 | 16.29% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ 1,020,018 | \$ 14,977 | 1.47% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Timber | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ 3,000 | \$ 1,298 | 43.27% | \$ 1,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 200,000 | \$ 91,311 | 45.66% |
| Interest | \$ 4,000 | \$ 1,230 | 30.75% | \$ 10,500 | \$ 4,113 | 39.17% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Rental | \$ 6,500 | \$ 1,890 | 29.08% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 7,500 | \$ 1,301 | 17.35% | \$ 2,000 | \$ 435 | 21.75% | \$ - | \$ - | 0.00% | \$ 1,000 | \$ - | 0.00% |
| Transfers | \$ 473,174 | \$ 99,772 | 21.09% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total Revenues | \$ 3,451,318 | \$ 1,045,707 | 30.30% | \$ 844,711 | \$ 53,677 | 6.35% | \$ 7,000 | \$ 1,140 | 16.29% | \$ 201,000 | \$ 91,311 | 45.43% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 2,633,878 | \$ 773,509 | 29.37% | \$ 393,605 | \$ 68,679 | 17.45% | \$ 4,725 | \$ 508 | 10.75% | \$ 43,077 | \$ 14,369 | 33.36% |
| Operating Expenditures | \$ 976,431 | \$ 306,590 | 31.40% | \$ 108,135 | \$ 66,263 | 61.28% | \$ 2,450 | \$ - | 0.00% | \$ 158,050 | \$ 92,567 | 58.57% |
| Capital Outlay | \$ 56,000 | \$ 34,083 | 60.86% | \$ 8,000 | \$ 14,759 | 184.49% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 266,600 | \$ 189,389 | 71.04% | \$ 468,235 | \$ 99,168 | 21.18% | \$ 520 | \$ - | 0.00% | \$ 2,159 | \$ 594 | 27.51% |
| Other budgetary accounts (Note 2) | \$ 50,000 | \$ - | 0.00% | \$ 2,313,029 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 1,000 | \$ - | 0.00% |
| Total expenditures | \$ 3,982,909 | \$ 1,303,571 | 32.73% | \$ 3,291,004 | \$ 248,869 | 7.56% | \$ 7,695 | \$ 508 | 6.60% | \$ 204,286 | \$ 107,530 | 52.64% |
| Ending Fund Balance | \$ 451,087 | \$ 488,702 | | \$ 40,800 | \$ 2,434,309 | | \$ 1,805 | \$ 1,563 | | \$ 26,714 | \$ 45,275 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | | \$ 170,786 | | | \$ 15,128 | | | \$ - | | | \$ 552 | |
| Inventories | | \$ 3,293 | | | \$ - | | | \$ - | | | \$ 39,033 | |
| NET EFFECT ON CASH | | \$ (174,079) | | | \$ (15,128) | | | \$ - | | | \$ (39,585) | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | | \$ 71,961 | | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 3) | | \$ 85,133 | | | \$ - | | | \$ - | | | \$ - | |
| Payroll | | \$ 93,536 | | | \$ - | | | \$ - | | | \$ 5,854 | |
| NET EFFECT ON CASH | | \$ 250,630 | | | \$ - | | | \$ - | | | \$ 5,854 | |
| NET ADJUSTMENTS | | \$ 76,551 | | | \$ (15,128) | | | \$ - | | | \$ (33,731) | |
| ENDING CASH BALANCE | | \$ 565,253 | | | \$ 2,419,181 | | | \$ 1,563 | | | \$ 11,544 | |

Agenda Item 5.C - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2011
33.33% of Budget Period Expended

| | Enterprise Fund - Customized Training | | | Enterprise Fund - Culinary & Hospitality | | | Debt Service Funds | | | Capital Projects Funds | | |
|---|---------------------------------------|-----------|-------|--|----------|--------|--------------------|------------|---------|------------------------|--------------|--------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | \$ 10,103 | | | \$ 1,785 | | | \$ (2,160) | | | \$ 1,898,458 | |
| Beginning Fund Balance | \$ - | \$ 11,487 | 0.00% | \$ 3,000 | \$ 1,850 | 0.00% | \$ 4,000 | \$ 7,172 | 179.30% | \$ 1,900,000 | \$ 1,885,438 | 99.23% |
| Resources | | | | | | | | | | | | |
| State Aid | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ 10,826 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 650,988 | \$ 9,434 | 1.45% | \$ - | \$ - | 0.00% |
| Timber | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ - | \$ - | 0.00% | \$ 5,275 | \$ 1,473 | 27.92% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Interest | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 900 | \$ 15 | 1.67% | \$ 7,500 | \$ 3,210 | 42.80% |
| Rental | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 110,000 | \$ 35,886 | 32.62% | \$ - | \$ - | 0.00% |
| Total Revenues | \$ 10,826 | \$ - | 0.00% | \$ 5,275 | \$ 1,473 | 27.92% | \$ 761,888 | \$ 45,335 | 5.95% | \$ 7,500 | \$ 3,210 | 42.80% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 6,316 | \$ 191 | 3.02% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 34,080 | \$ 8,501 | 24.94% |
| Operating Expenditures | \$ 4,170 | \$ 245 | 5.88% | \$ 8,275 | \$ 1,801 | 21.76% | \$ 1,600 | \$ 1,600 | 100.00% | \$ 960,000 | \$ 11,864 | 1.24% |
| Capital Outlay | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 754,875 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 340 | \$ 10 | 2.94% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 1,920 | \$ - | 0.00% |
| Other budgetary accounts (Note 2) | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 10,826 | \$ 446 | 4.12% | \$ 8,275 | \$ 1,801 | 21.76% | \$ 756,475 | \$ 1,600 | 0.21% | \$ 996,000 | \$ 20,365 | 2.04% |
| Ending Fund Balance | \$ - | \$ 11,041 | | \$ - | \$ 1,522 | | \$ 9,413 | \$ 50,907 | | \$ 911,500 | \$ 1,868,283 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | \$ - | \$ - | | \$ - | \$ - | | \$ 51,942 | \$ - | | \$ - | \$ - | |
| Inventories | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | |
| NET EFFECT ON CASH | \$ - | \$ - | | \$ - | \$ - | | \$ (51,942) | \$ - | | \$ - | \$ - | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | |
| Unearned Revenue (Note 3) | \$ - | \$ - | | \$ - | \$ - | | \$ 51,942 | \$ - | | \$ - | \$ - | |
| Payroll | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | |
| NET EFFECT ON CASH | \$ - | \$ - | | \$ - | \$ - | | \$ 51,942 | \$ - | | \$ - | \$ - | |
| NET ADJUSTMENTS | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | | \$ - | \$ - | |
| ENDING CASH BALANCE | \$ 11,041 | \$ 11,041 | | \$ 1,522 | \$ 1,522 | | \$ 50,907 | \$ 50,907 | | \$ 1,868,283 | \$ 1,868,283 | |

Agenda Item 5.C - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2011
33.33% of Budget Period Expended

| | Agency Fund | | | Financial Aid Fund | | |
|--|------------------|-----------------|---------------|--------------------|-------------------|---------------|
| | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | \$ 3,954 | | | \$ 144,383 | |
| Beginning Fund Balance | \$ 2,000 | \$ 3,954 | 197.70% | \$ 145,285 | \$ 144,383 | 0.00% |
| Resources | | | | | | |
| State Aid | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Timber | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Interest | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Rental | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 6,300 | \$ 946 | 15.02% | \$ 133,000 | \$ 59,193 | 44.51% |
| Transfers | \$ 6,600 | \$ 3,503 | 53.08% | \$ 150,000 | \$ 150,000 | 100.00% |
| Total Revenues | \$ 12,900 | \$ 4,449 | 34.49% | \$ 283,000 | \$ 209,193 | 73.92% |
| Expenditures | | | | | | |
| Salaries and Wages | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Operating Expenditures | \$ 13,575 | \$ 4,093 | 30.15% | \$ 308,525 | \$ 92,433 | 29.96% |
| Capital Outlay | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Other budgetary accounts (Note 2) | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 13,575 | \$ 4,093 | 30.15% | \$ 308,525 | \$ 92,433 | 29.96% |
| Ending Fund Balance | \$ 1,325 | \$ 4,310 | | \$ 119,760 | \$ 261,143 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | |
| Assets | | | | | | |
| Receivables | | \$ - | | | \$ - | |
| Inventories | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | |
| Liabilities | | | | | | |
| Accounts Payable | | \$ - | | | \$ - | |
| Unearned Revenue (Note 3) | | \$ - | | | \$ - | |
| Payroll | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | |
| NET ADJUSTMENTS | | \$ - | | | \$ - | |
| ENDING CASH BALANCE | | \$ 4,310 | | | \$ 261,143 | |

\$ 5,194,747

Cell: A10

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A33

Comment: Note 2. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 3. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

Board Effectiveness

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

This month's iPad application focus will be practical pointers to better utilize Good Reader and Flip Board. Sheryl Neu will walk the board through options.



Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

TBCC has received a copy of the Comprehensive Interim Candidacy Evaluation Report from the NWCCU Evaluation Committee. It provides thirty-six pages of observations, compliments, and concerns based on their review of our Self Evaluation and visit to TBCC. The report is being used by TBCC in planning for the near future and addressing the Recommendations from the Evaluation Committee.

While keeping in mind the concerns and recommendations from the accreditation visit, TBCC is also moving forward with Foundations of Excellence (FoE) in the First College Year. This is “an initiative designed to study all aspects of the new student experience and to produce a plan for institutional improvement leading to higher levels of student learning and persistence in college.” Although the Planning and Steering Committee will be coordinating the overall effort, TBCC has small, task-force committees focusing on nine Foundational Dimensions®: Philosophy, Organization, Learning, Campus Culture, Transitions, All Students, Diversity, Roles and Purposes, and Improvement. Each group will produce a Dimension Report based on TBCC data and their evaluation. The entire FoE experience will benefit TBCC and build on TBCC’s culture of assessment and evidence-based decision making.



Courses and Curricula

RECOMMENDATION

There are no new additions or deletions of courses or curricula to report this month.

BACKGROUND INFORMATION----- Dean Gates



Grants and Contractsⁱ

RECOMMENDATION

There are no new grants or contracts to report this month.

BACKGROUND INFORMATION----- Comptroller Williams

ⁱ **TBCC Policy** - ARTICLE 106: CONTRACT REVIEW BOARD



Board of Education Policyⁱ

RECOMMENDATION

Board Policies 109, 203, 210 and 216 are being presented for second reading and approval.

BACKGROUND INFORMATION----- President Green

Board Policy 109 is a new policy that addresses College Advancement and Foundation. With the increased activities in the Foundation there is need to have the role of the Foundation covered in policy.

Board Policy 203 is a combination of policies 203, 205, 206 and 207 as well as some new text, regarding a consistent primary method of communication for the College.

Board Policy 210 is being updated to address naming facilities.

Board Policy 216 is a new policy that addresses record keeping and file retention.

Following past practices, deleted text is struck through and new text is in bold.

ⁱ **TBCC Policy** -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



Article No.: 302

Approved: ~~June 6 2011~~ *November 7, 2011 pending*

Reference: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794.

Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, or sex. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results. **To those ends, TBCC maintains a Board adopted Affirmative Action Equal Employment Opportunity Plan as required by Federal law.**

Once each biennium the plan is reviewed and adjustments are made as necessary to achieve desired outcomes.

302.1 - PROVISIONS

The Board agrees that the provisions of this Policy statement shall be applied equally to all employees without discrimination as to race, religion, color, national origin, disability, sex, sexual orientation, age, height-weight ratio, marital status, organizational affiliation, or political affiliation.

302.2 – ALLEGATIONS

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

Article No.: 109

Approved: *Pending November 7, 2011*

Reference:

Tillamook Bay Community College is committed to an active, coordinated program of fund raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within our mission. Fund-raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this document, fund raising will be defined as the following three activities:

A. Grants

Federal, state, local government, or private foundations. Funding organization requires formal written requests for funds.

B. Cash Solicitation

An individual, organization, or business in the form of a personal contact or letter requesting a cash gift.

C. Solicitation of Noncash and Deferred Gifts

Noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Tillamook Bay Community College Foundation is an independent, nonprofit, 501(c) (3) tax-exempt charitable organization with the purpose of raising funds for the college. The Foundation plays a critical role in institutional advancement activities, and the college will work closely with the Foundation to enhance resource development efforts.

In addition to receiving support from the Foundation, the college may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.

To assist with communication and alignment of the mission of the College at least one member of the Board of Education will be appointed to the Foundation Board.

Article No.: 203 (combining policies 203, 205, 206 and 207)

Approved: ~~April 7, 2008~~ Pending first reading November 7, 2011

Reference:

203.1 – COMMUNICATIONS AND PUBLIC RELATIONS (formerly 205.1)

Tillamook Bay Community College is committed to developing and maintaining relationships with individuals, business, government and organizations served by the College. The purpose of the communications and public relations policy is to ensure that the college stakeholders are served by the College. The goals are to strengthen the College identity, maintain and market a consistent and positive image to the community as well as to meet the requirement of a public institution.

203.2- PUBLIC RELATIONS

TBCC is an educational service oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. All requests for information should be processed in a timely manner. If the information is not easily available, every effort should be made to identify resources for information. All requests must be answered even if information is not available.

Favorable publicity is desired and necessary. To ensure that all public information is in accord with Board policy and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles should be submitted to the College President or designee for approval.

203.3 - COMMUNICATION (new text)

Tillamook Bay Community College is responsible for communicating and disseminating a variety of information to students, employees and business partners. The College will utilize a consistent primary method for communications. The Communication Administrative Rule establishes the primary method of communication.

203.4 – REPRESENTATION OF THE COLLEGE (formerly 206.1)

Any time a staff member of the College makes a contact on official College business they should immediately identify themselves, their position with the College, and the purpose of the contact. At no time is a staff member acting as an agent of the College, to make contacts or call anonymously, or to deliberately misrepresent the purpose of the call or contact.

Article No.: 203 (combining policies 203, 205, 206 and 207)

Approved: ~~April 7, 2008~~ *Pending first reading November 7, 2011*

Reference:

203.5 – PUBLICATIONS (formerly 207.1)

The College Catalog, Schedule of Classes, Board Policy Manual, Faculty Handbook, Student Handbook, student publications, brochures, and website will be governed by College Administrative Rules.

203.6 - PUBLIC POSTERS AND NOTICES (formerly 203.1)

Public posters, flyers, notices, etc., are permitted on designated public bulletin boards only, subject to administrative rules.

210.1 USE OF FACILITIES

It shall be the policy of Tillamook Bay Community College to utilize its facilities for College purposes. When facilities are not in use for college-related purposes, the facilities will be made available to the public. Priority categories of users are as follows:

- A. College instructional and board activities
- B. College meetings and events
- C. Nonprofit organizations
- D. Private organizations' events

The College shall maintain an Administrative Rule governing the use of College facilities. The College President may deny or limit the use of College facilities, within the applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the Administrative Rule.

210.2 NAMING FACILITIES

When the TBCC Board of Education determines that it is in the best interests of the college to do so, it may approve a name for an existing or new building or facility. Names considered by the board shall be from recommendations made by the college president. Recommended names may honor an individual, family or organization who has demonstrated an extraordinary commitment or who makes significant financial gifts to TBCC or may reflect a function, location, or geographic feature.

The naming of facilities shall not set precedent and shall not diminish the free discretion of future boards to select names. The procedure for naming facilities shall be detailed in the College's Administrative Rules. Facilities will be named at a regular board meeting after a first reading at a prior regular board meeting.

College centers shall have "Tillamook Bay Community College" incorporated into each center's name whereas the Third Street campus is officially designated as "Tillamook Bay Community College"

Article No.: 216

Approved: *Pending November 7, 2011*

Reference: OAR 166-450-000

All Tillamook Bay Community College employees have an important role in keeping the information and records we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. Tillamook Bay Community College shall create Administrative Rules which set minimum record retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college records.

Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Comptroller Williams

- Central Campus



Capital Construction Projects

RECOMMENDATION

No new information at this time.

BACKGROUND INFORMATION----- President Green



Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

| Position Title | Application Review Begins | Start Date | Comment | Screening Committee Chair | Appointment |
|---|---------------------------|--------------|----------------------------|---------------------------|-------------|
| EDC/SBDC Consultant(s) | | | Personal Services Contract | Dan Biggs | |
| Financial Aid and Enrollment Specialist | October 24, 2011 | January 2012 | | Michele Burton | |
| | | | | | |



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

TBCC Christmas Celebration on Friday December 16th at 1:00 in the foyer of the college.

