



Board of Education Meeting Agenda

Date: Monday, February 6, 2012 **Room #214** **Time:** 6:30 p.m.
 4301 Third Street, Tillamook, Oregon 97141

<u>Item Description</u>	<u>Resource</u>
A. Call to Order—Contract Review Board ----- Carnahan	Jon
B. Contract Review ----- (Action)	Jon Carnahan
C. Adjournment—Contract Review Board ----- Carnahan	Jon
1. Call to Order • Acknowledge Guests -----	Chair Shaw
2. Approval of the Agenda ----- (Action)	Chair Shaw
3. Invitation of Public Comment -----	Chair Shaw
4. Approval of the January 9, 2012 Minutes ----- (Action)	Chair Shaw
5. Reports:	
A. Program/Partner Report: Michele Burton & Sheryl Vanselow—Financial Aid -----	Dean Gates
B. Oregon Community College Association Board Report-----	President Green & Director Swain
C. Financial Report -----	Dean Ellison
D. Board Effectiveness and Self-Evaluation -----	President Green
6. Standing Business:	
A. Strategic Planning and Accreditation -----	Dean Gates
B. Courses and Curricula-----	Dean Gates
C. Grants and Contracts -----	Dean Ellison
D. Board of Education Policy ----- (Action)	President Green
E. Facilities-----	Dean Ellison
F. Foundation and Advancement-----	Executive Director Carnahan
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. WorkshopChair Shaw	
11. Adjournment ----- (Action)	Chair Shaw

Call to Order—Contract Review Board

RECOMMENDATION

BACKGROUND INFORMATION ----- Jon Carnahan

Convened as local contract review board for a public hearing on proposals for exemption from competitive bidding in accordance with ORS 279C.330 and ORS 279C.335.



CONTRACT REVIEW BOARD

Recommendation

Approve Contract for Bid Package #2012-12-01, South County Building Site and Development and Underground Utilities.

Background Information

----- Jon Carnahan, Executive
Director Foundation and
Advancement

On June 7, 2010, the Tillamook Bay Community College (TBCC) Board of Directors, acting as the College's Local Contract Review Board, granted an Exemption from Competitive Bidding and thereby authorizing the College administration to waive competitive bidding procedures within the parameters established within this Finding's Resolution as approved.

A RESOLUTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF DIRECTORS, ACTING AS THE LOCAL PUBLIC CONTRACT REVIEW BOARD, GRANTING AN EXEMPTION FROM COMPETITIVE BIDDING PURSUANT TO ORS 279C.335 (2) TO PERMIT SOLICITATION OF A PUBLIC IMPROVEMENT CONTRACT FOR THE CONSTRUCTION OF THE NEW SATELLITE CAMPUS PROJECTS USING A QUALIFICATION BASED REQUEST FOR PROPOSAL PURSUANT TO THE ALTERNATIVE PUBLIC CONTRACTING METHOD.

Sealed Bids will be received from experienced General Contractors for performing the "South County Satellite Camp Building Site Development and Underground Utilities" located in Tillamook County, Oregon. **Proposals are to be submitted to John O. Henri, Project Manager, at 4301 Third Street Tillamook Oregon 97141 no later than 2:00 PM, Pacific Time, Wednesday February 1, 2012.** Proposals received after the specified time will not be considered.

It is the intent of the College to enter into a contract with the selected General Contractor for the entire scope of the work for a stipulated sum price for the "**South County Satellite Camp Building Site Development and Underground Utilities**". General Contractors responding to this request will be evaluated based upon their qualifications, prior experience, proposed schedule and plan for completing the work, associated fees, and other relevant factors. The work will include the required Site Development and Underground Utility Installation for the new South County Campus Building. Completion of the project is scheduled for April, 2012.

Because of the late date of bid openings, a detailed review will be provided to the Contract Review Board on February 6, 2012, for which a decision will be made.



Adjournment—Contract Review Board

RECOMMENDATION

BACKGROUND INFORMATION ----- Jon Carnahan



Call to Order • Acknowledge Guests

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw



Approval of Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING.

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BACKGROUND INFORMATION ----- Chair Shaw



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 Shaw



Approval of January 9, 2012 Minutes

RECOMMENDATION

Motion to approve the January minutes.

BACKGROUND INFORMATION ----- Chair Shaw

Board of Education Meeting Minutes

January 9, 2012
Central Campus, Room 214
2301 Third Street, Tillamook OR 97141

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

Staff Present: Connie Green, Lori Gates, Ron Ellison, Kyra Williams, Michele Burton, Sheryl Neu and Molly Lattin

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

Approval of Agenda:
A motion to approve the agenda was made by Director Weitman and seconded by Director McGinnis. The motion passed.

Invitation of Public Comment:
There was no public comment at this time.

Approval of the December 5, 2011 Minutes:
A motion to approve the minutes as presented was made by Director Lincoln and Seconded by Director Weitman. The motion passed.

Reports:
Program/Partner Report: Jeff Sherman-Open Campus (Agenda Item 5.A)



Jeff Sherman presented information about Open Campus, a partnership with Oregon State University. The purpose of Open Campus is to improve the quality of community through accessible technology and regionally specific education. The focus of Open Campus is to access University programs, advising students with degree partnerships and also partnerships with the community. With Open Campus, TBCC has experienced an increase in students who are dually enrolled as well as an increase in the number of students that are being advised. An example of the type of projects supported by Open Campus is Recipe to Market. This program, presented in conjunction with the Tillamook Small Business Development Center, is geared toward individuals that have an idea for a food based business. These individuals learn how to get their products to market. The benefits of Open Campus are numerous and will continue to grow over time.

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

President Green attended the Oregon Community College Association Board meeting. The meeting focused primarily on governance issues and Oregon Education Investment Board (OEIB) language. President Green forwarded the most recent language and shared the OEIB regional meeting schedule for input. The OEIB is conducting these meetings to get feedback on plans for restructuring education strategic goals, budgeting and possible governance. Oregon Community College information packets for the 2011-2012 Oregon Community Colleges Budget picture, student enrollment and demographics were distributed. Director McGinnis suggested a correction in the current Board packet, changing OCCCA to OCCA.

Financial Report (Agenda Item 5.C)

Comptroller Williams stated that the financials for November were complete and she did not have any specific items or issues to address. Director McGinnis asked what the \$25,000 for local contractors was for. Comptroller Williams answered that this is a three-way contract for the nursing program. Tillamook Bay Community College pays Clatsop Community College for the nursing program and Tillamook County General Hospital provides the resources for Tillamook Bay Community College to pay for this contract. In addition Clatsop Community has laid off the clinical nursing instructor at Tillamook County General Hospital. TBCC and Tillamook Hospital leadership are working together to raise funds to help keep the instructor through the Spring Term if not longer.

Board Effectiveness (Agenda Item 5.D)

During ongoing iPad training, Sheryl Neu informed the Board that the iPad can be used as a music player. The functional application Flipbook was also introduced. Flipbook groups news articles from different sources together for easy access.

New Business:

Annual Financial Report (Agenda Item 6.A)

Comptroller Williams specified the annual audit report was available for question, accepting, filing and distribution. Director Weitman stated that he read it and it balanced. Director Lincoln inquired about the 29%



Administrative costs versus the 28% Instructional costs. Comptroller Williams responded that in previous year's instruction was a higher cost, part of the reason the Administrative costs are higher because of the new building and additional plant costs. Director Wakefield commented that the high plant costs are inherent with a small college. Director McGinnis questioned if the college had vacation carry over. Comptroller Williams answered that the college allows vacation carry over, but if an employee leaves there is a cap on how much vacation they can cash out. The cash out amount is in the budget.

President Green expressed her thanks to Comptroller Williams for the work she and the Business Office staff put into the financial report. President Green also stated that Comptroller Williams would be gone for the month of February. There will be no financial reports at the March Board meeting.

A motion to accept the 2010-2011 Annual Financial report as presented was made by Director Lincoln and seconded by Director Swain. The motion passed.

Board of Education Self Evaluation (Agenda Item 6.B)

The draft of the annual Board survey was discussed. . In the past the Board survey was distributed and the Board members completed and returned to the Board secretary to compile. The results were given back to the Board for approval. Last year the Board asked to potentially modify the process. Director Swain suggested that the forms be completed and brought to the February meeting. At the meeting the Board would share and compile the results with discussion. There was a motion for approval of the Board survey by Director McGinnis and seconded by Director Weitman. The motion passed. It was agreed to bring results to the meeting, compile, discuss and finalize.

Standing Business

Strategic Planning and Accreditation (Agenda Item 7.A)

President Green and Dean Gates will travel to Bellevue Washington January 12 to appear before the Accreditation Commission. This is a formal gathering where questions about the TBCC accreditation process will be asked. In approximately three (3) weeks the Commission will present their official response. Dean Gates stated that plans are in place to address the recommendations and concerns in that report. The Foundations of Excellence has been officially launched; it is aimed at assisting colleges to review and improve how first year students are served. The contracted faculty and staff have been separated into nine committees. Each committee will work on one of the nine dimensions that have been identified by the Gardner Institute. The Gardner Institute is a national institute which Oregon Community Colleges are working with for the Foundations of Excellence program.

The dimension reports will be in by early March; by May the Planning and Steering Committee will have worked thorough a proposed final report for the college and in turn will use that information in Strategic Planning for the future. Dean Gates also mentioned that various people will be working on a master plan that is part of the new facilities master plan. Director Lincoln asked for an example of what a dimension is. Dean Gates answered that an example of a dimension is organization. How you organize campus resources to serve the new incoming students.



Course and Curricula (Agenda Item 7.B)

There are no courses and curricula to report on this month. The curricula committee is busy this year; one of the primary focuses is academic planning. There will be upcoming changes to some academic programs.

Grants and Contracts (Agenda Item 7.C)

The college has been awarded a three year grant for Credential Acceleration and Support for Employment (CASE) Consortium Project. The purpose of the grant is to help increase the attainment of degrees and certificates and other industry recognized credentials, or to give workers a higher wage and skilled employment than they currently have. . The grant also helps students with career coaching. The period of this grant is from October 2011to September 30, 2014.

Board of Education Policy (Agenda Item 7.D)

President Green said there was nothing in the packet. There will be a policy for approval next month. In the Students' Rights and Responsibility policy there is one section which states "grievance procedure" and the college needs to add "student rights" in front of grievance procedure. Director McGinnis suggested, and it was agreed, that this would be considered the first reading for this item.

Facilities (Agenda Item 7.E)

Dean Ellison had updates on several items. He reiterated that the new berms were working quite well in containing water. The retention ponds are functioning well. The college has sent a letter to all parties involved with the HAVAC system regarding the ongoing problems the college has been experiencing. There are still some remaining issues the college has determined that we should be able to resolve with the HVAC system with some additional adjustment to the controls. It is a software adjustment, not a hardware adjustment. Those changes have been made already and seem to be working. The letter is clear that the college has not accepted the HVAC system "as delivered" which means the warranty has not yet started. We will not accept it until we have gone through at least one annual heating and cooling cycle where there are no significant issues with the HVAC. The building seems to be wearing well, but at some point would like to schedule in the budget for a repaint of the hallways. Dean Ellison stated that the custodial and maintenance staff is doing an excellent job.

Capital Construction Projects (Agenda Item 7.F)

The RFP for the work on the south TBCC site was posted for a second time. There were three interested parties and potentially more. . The pre-bid meeting is scheduled for January 12. Proposals are due February1, 2012. The contract review of proposals will take place at the February Board meeting. Everything looks to be on track for the April 2012 completion. President Green stated that efforts for the North County are on hold until work is completed in South County. The Nie-Kah-Nee School Board has asked to have a two classroom building like South County.

Personnel (Agenda Item 7.G)



Barb Casteel, Phi Theta Kappa International Honors Society Advisor, has been chosen as a PTK 2012 Faculty Scholar. Ms. Casteel was one of only 25 Faculty Scholars chosen out of nearly 3,000 recommendations. Director Lincoln pointed out that Ms. Casteel was also nominated as an Early Bloomer for the Master Gardener Program.

Announcements and General Information

Director Lincoln was nominated as the Early Bloomer of the year in the Master Gardener Program. Director Wharton was also in the paper; Oregon Coast Bank was awarded small business of the year. It is nice to see the Board members in the paper. Thank you again to the Board for all you do. John Carnahan has been nominated for the Tillamook Chamber Businessman of the Year. The Tillamook Chamber award dinner is set for Saturday January 21st beginning at 5:30 at the Tillamook County Fairgrounds.

Invitation of Public Comment

Dean Ellison announced that he has accepted a position at the University of Washington and begins work in March. The college is sorry to see him go and wishes Ron well in his new adventures.

Board Member Discussion Items

There were no discussion items at this time.

Adjournment

A motion to adjourn the meeting was made by Chairman Shaw and was seconded by Director McGinnis. The motion passed and the meeting was adjourned at 7:58 PM.



Program Report

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Gates

This month Michele Burton and Sheryl Vanselow will speak on Financial Aid. Michele Burton is TBCC's Director of Student Services and Sheryl Vanselow is TBCC's Financial Aid Advisor. They will share information on how TBCC assists students and potential students with acquiring and maintaining financial aid.



Oregon Community College Association Board Report

RECOMMENDATION

Information only – no action requested.

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

Director Swain and President Green attended the Oregon Community College Board meeting on Monday 1/30/12 in Eugene Oregon. A focus of the meeting was on the Achievement Compacts. The most recent version of the Achievement compact is included. Another focus of the meeting was on the February Legislative Session and the legislation for the Oregon Education Investment Board. Both will be discussed at the meeting.

Draft Community College Achievement Compact Measures Year One

Outcome	2009-10 Actual	2010-11 Actual	2011-12 Projection	2012-13 Target
Completion: Number of students completing:				
A. Adult high school diplomas/GEDs	16	38	40	
B. Certificates/Oregon Transfer Modules	3	9	7	
C. Associate degrees	42	23	35	
D. Transfer to a bachelor's degree program	68	Not available yet		
E. Student success in specific sub-population				
Quality:				



Percent of dually enrolled high school students who matriculate to any college or university (Needs to connect with OUS data)	XX%	XX%	XX%	XX%
Percent of GED completers who continue on to credit work (Need un-aggregated data from the state)	XX%	XX%	XX%	XX%
Percent of students that persist term to term and year to year (Need consistent definition among 17 CC)	XX%	XX%	XX%	XX%
Percent of CTE students passing national licensure tests	XX%	XX%	XX%	XX%
Percent of CTE students employed 12 months after graduation (Need to connect with employment data, wage match only if numbers are large enough)	XX%	XX%	XX%	XX%
Percentage of transfer students whose OUS GPA is at or above the average of native OUS students (Need connection to OUS)	XX%	XX%	XX%	XX%



Connections:				
Number of dual enrolled high school students	101	132	140	# Students
Number of dual enrolled OUS students (Future data will be available, sent from PCC)	Currently unavailable for TBCC	Currently unavailable for TBCC	# Students	# Students
Percent 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) (Connection needed to OUS)	XX%	XX%	XX%	XX%
Percent of local high school graduates who graduate with some college credit (Need connection to OUS and local HS)	XX%	XX%	XX%	XX%
Percent of satisfied employers (collected from employer satisfaction survey) (Currently no agreed upon definition of consistent means of collecting data)		*	*	*
Extent to which CTE programs meet local industry needs by industry cluster.		*	*	*
Other: Include measure description	XX%	XX%	XX%	XX%

*Quantitative and qualitative detail of measures work in progress.



Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Dean Ellison

Comptroller Williams prepared the financial reports. Dean Ellison will address questions.



Agenda Item 5.C. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended December 2011
50.00% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	12/31/10 Actual	Percentage of Budget	Annual Budget	12/31/11 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	\$ 847,312.94	87.23%	\$ 1,020,018	\$ 877,289.40	86.01%
Timber Taxes	\$ 302,579	\$ 51,780.83	17.11%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ -	0.00%	\$ 25,000	\$ -	0.00%
Tuition	\$ 635,539	\$ 576,825.96	90.76%	\$ 866,666	\$ 728,330.36	84.04%
Fees	\$ 146,174	\$ 101,709.00	69.58%	\$ 179,639	\$ 122,561.00	68.23%
Sale of Goods	\$ 3,500	\$ 2,300.00	65.71%	\$ 3,000	\$ 1,564.00	52.13%
Interest	\$ 5,000	\$ 2,682.18	53.64%	\$ 4,000	\$ 2,104.15	52.60%
Rental	\$ 500	\$ 4,140.00	0.00%	\$ 6,500	\$ 3,635.00	55.92%
Miscellaneous	\$ 8,000	\$ 1,198.65	14.98%	\$ 7,500	\$ 4,647.30	61.96%
Transfers	\$ 76,500	\$ 53,233.82	69.59%	\$ 473,174	\$ 100,865.40	21.32%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
Total resources	\$ 4,179,818	\$ 3,114,363.21	74.51%	\$ 4,433,996	\$ 3,019,918.78	68.11%
Expenditures						
Instruction	\$ 1,015,308	\$ 496,947.68	48.95%	\$ 1,439,310	\$ 558,166.18	38.78%
Instructional Support	\$ 378,626	\$ 171,009.66	45.17%	\$ 414,559	\$ 224,609.79	54.18%
Student Services	\$ 290,657	\$ 132,986.79	45.75%	\$ 356,831	\$ 141,883.74	39.76%
College Support	\$ 1,160,226	\$ 604,793.83	52.13%	\$ 1,076,027	\$ 603,776.53	56.11%
Plant Operation	\$ 413,112	\$ 134,526.55	32.56%	\$ 379,582	\$ 150,360.17	39.61%
Transfers	\$ 346,600	\$ 298,645.40	86.16%	\$ 266,600	\$ 206,804.31	77.57%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,654,529	\$ 1,838,909.91	50.32%	\$ 3,982,909	\$ 1,885,600.72	47.34%
Ending fund balance	\$ 525,289	\$ 1,275,453.30	242.81%	\$ 451,087	\$ 1,134,318.06	251.46%

Agenda Item 5.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended December 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	\$ 25,584.30	\$ (13,989.47)	\$ 46,000	\$ 23,546.99
Tutor Grant	211	\$ -	\$ 3,313.25	\$ 6,931.93	\$ (3,618.68)	\$ 13,000	\$ 6,308.57
Sprint Yellow Pages Literacy Grant	215	\$ 2,498.62	\$ -	\$ 3.05	\$ 2,495.57	\$ 1,500	\$ 3.27
United Way Literacy Grant	216	\$ 6,470.26	\$ 750.00	\$ 113.00	\$ 7,107.26	\$ 2,000	\$ 400.00
Learning Standards Grant	219	\$ -	\$ -	\$ 90.72	\$ (90.72)	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 8,925.13
Industrial Maintenance Tech	226	\$ 35,374.03	\$ 27,500.00	\$ 30,349.48	\$ 32,524.55	\$ 138,200	\$ 8,945.33
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 17,327.69
SESP Oregon Green Tech Certificate	228	\$ -	\$ 4,498.20	\$ 4,789.32	\$ (291.12)	\$ 37,107	\$ 169.40
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 16,175.89	\$ 16,175.89	\$ -	\$ 30,250	\$ 15,125.00
SBDC State Grant	231	\$ -	\$ 3,600.21	\$ 3,600.21	\$ -	\$ 24,804	\$ 15,522.65
SBDC Program Income	232	\$ 12,432.20	\$ 2,630.00	\$ 112.25	\$ 14,949.95	\$ 7,653	\$ -
SBDC - EDC Fund	235	\$ -	\$ 43,670.71	\$ 43,601.70	\$ 69.01	\$ 100,620	\$ 51,246.16
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	\$ -	\$ 1,521.66
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ -	\$ 3,987.29	\$ -	\$ -
Statewide Distance Learning System Development	272	\$ 35,658.40	\$ 10,500.00	\$ 46,158.40	\$ -	\$ -	\$ -
OFAX Assess for Distance Learning	273	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,049,862.39	\$ 2,483.63	\$ -	\$ 1,052,346.02	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 55,888.28	\$ -	\$ 55,888.28	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 3,539.23	\$ 94,611.00	\$ 1,384,950.72	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
Total Special Fund		\$ 2,629,501.42	\$ 198,741.67	\$ 285,063.19	\$ 2,543,179.90	\$ 964,549	\$ 210,122.55

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2011
Total of Grants that borrow from the General Fund	\$ (17,920.98)	\$ 34,684.18	\$ -	\$ (52,605.16)
Total of Grants that are not borrowing from the General Fund	\$ 2,561,100.88	\$ -	\$ -	\$ 2,561,100.88
Total Special Fund	\$ 2,543,179.90	\$ 34,684.18	\$ -	\$ 2,508,495.72

	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	\$ 1,554.00	\$ 584.96	\$ 1,900.47	\$ 7,695	\$ 1,887.32
Bookstore	320	\$ 61,493.83	\$ 107,849.94	\$ 165,004.44	\$ 4,339.33	\$ 204,286	\$ 128,964.43
Customized Training Projects	330	\$ 11,487.32	\$ 3,232.75	\$ 1,534.21	\$ 13,185.86	\$ 10,826	\$ -
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 3,221.96	\$ 3,857.05	\$ 1,214.99	\$ 8,275	\$ 3,113.32
Total Enterprise Fund		\$ 75,762.66	\$ 115,858.65	\$ 170,980.66	\$ 20,640.65	\$ 231,082	\$ 133,965.07
PERS Pension Bond Fund	410	\$ 12,255.17	\$ 53,304.72	\$ 40,618.73	\$ 24,941.16	\$ 104,637	\$ 41,083.03
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 577,879.86	\$ 185,918.75	\$ 386,877.66	\$ 651,838	\$ 191,018.75
Total Debt Service Fund		\$ 7,171.72	\$ 631,184.58	\$ 226,537.48	\$ 411,818.82	\$ 756,475	\$ 232,101.78
Campus Construction Fund - GO Bonds	520	\$ 1,885,437.97	\$ 4,803.36	\$ 27,863.89	\$ 1,862,377.44	\$ 996,000	\$ 173,238.32
Total Capital Projects Fund		\$ 1,885,437.97	\$ 4,803.36	\$ 27,863.89	\$ 1,862,377.44	\$ 996,000	\$ 173,238.32
Associated Students of TBCC	710	\$ 3,687.00	\$ 3,502.80	\$ 3,578.38	\$ 3,611.42	\$ 8,300	\$ 2,192.08
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 3,233.35	\$ 2,339.59	\$ 1,160.94	\$ 5,275	\$ 1,466.53
Total Agency Fund		\$ 3,954.18	\$ 6,736.15	\$ 5,917.97	\$ 4,772.36	\$ 13,575	\$ 3,658.61
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 5,801.00	\$ 28,578.00	\$ 21,000	\$ 5,543.50
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 36,670.20	\$ 190,704.67	\$ 123,525	\$ 21,634.00
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 10,255.90	\$ 19,338.85	\$ 29,000	\$ 13,951.64
Foundation Scholarships	834	\$ -	\$ 29,293.65	\$ 27,493.65	\$ 1,800.00	\$ 100,000	\$ 28,819.75
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 34,363.75	\$ 17,519.35	\$ 19,878.65	\$ 35,000	\$ 11,032.85
Total Financial Aid Fund		\$ 144,382.87	\$ 213,657.40	\$ 97,740.10	\$ 260,300.17	\$ 308,525	\$ 80,981.74

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2011

50.00% 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	\$ 189,279	22.91%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 850,891	81.32%	\$ 5,000	\$ 2,630	52.60%	\$ 7,000	\$ 1,554	22.20%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 877,289	86.01%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 1,564	52.13%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 107,740	53.87%
Interest	\$ 4,000	\$ 2,104	52.60%	\$ 10,500	\$ 6,023	57.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 3,635	55.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 4,647	61.96%	\$ 2,000	\$ 810	40.50%	\$ -	\$ -	0.00%	\$ 1,000	\$ 110	11.00%
Transfers	\$ 473,174	\$ 100,865	21.32%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,451,318	\$ 2,273,351	65.87%	\$ 844,711	\$ 198,742	23.53%	\$ 7,000	\$ 1,554	22.20%	\$ 201,000	\$ 107,850	53.66%
Expenditures												
Salaries and Wages	\$ 2,633,878	\$ 1,208,992	45.90%	\$ 393,605	\$ 97,352	24.73%	\$ 4,725	\$ 579	12.25%	\$ 43,077	\$ 21,499	49.91%
Operating Expenditures	\$ 976,431	\$ 430,265	44.07%	\$ 108,135	\$ 72,988	67.50%	\$ 2,450	\$ 6	0.24%	\$ 158,050	\$ 142,614	90.23%
Capital Outlay	\$ 56,000	\$ 39,540	70.61%	\$ 8,000	\$ 14,759	184.49%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 206,804	77.57%	\$ 468,235	\$ 99,964	21.35%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 891	41.27%
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	\$ 1,885,601	47.34%	\$ 3,291,004	\$ 285,063	8.66%	\$ 7,695	\$ 585	7.60%	\$ 204,286	\$ 165,004	80.77%
Ending Fund Balance	\$ 451,087	\$ 1,134,316		\$ 40,800	\$ 2,543,180		\$ 1,805	\$ 1,900		\$ 26,714	\$ 4,340	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 472,979			\$ 34,684			\$ -			\$ 1,872	
Inventories		\$ 3,092			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (476,071)			\$ (34,684)			\$ -			\$ (40,905)	
Liabilities												
Accounts Payable		\$ 84,809			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 102,263			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 272,205			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ (203,866)			\$ (34,684)			\$ -			\$ (35,051)	
ENDING CASH BALANCE		\$ 930,450			\$ 2,508,496			\$ 1,900			\$ (30,711)	

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2011

50.00% 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	\$ 833	7.69%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ 2,400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 650,988	\$ 577,581	88.72%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 5,275	\$ 3,222	61.08%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 900	\$ 302	33.56%	\$ 7,500	\$ 4,803	64.04%
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	\$ 53,301	48.46%	\$ -	\$ -	0.00%
Total Revenues	\$ 10,826	\$ 3,233	0.00%	\$ 5,275	\$ 3,222	61.08%	\$ 761,888	\$ 631,184	82.84%	\$ 7,500	\$ 4,803	64.04%
Expenditures												
Salaries and Wages	\$ 6,316	\$ 191	3.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 34,080	\$ 12,812	37.59%
Operating Expenditures	\$ 4,170	\$ 1,333	31.97%	\$ 8,275	\$ 3,857	46.61%	\$ 1,600	\$ 1,600	100.00%	\$ 960,000	\$ 15,052	1.57%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 754,875	\$ 224,937	29.80%	\$ -	\$ -	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	\$ 1,534	14.17%	\$ 8,275	\$ 3,857	46.61%	\$ 756,475	\$ 226,537	29.95%	\$ 996,000	\$ 27,864	2.80%
Ending Fund Balance	\$ -	\$ 13,186		\$ -	\$ 1,215		\$ 9,413	\$ 411,819		\$ 911,500	\$ 1,862,377	
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	\$ -	\$ 13,186		\$ -	\$ 1,215		\$ 9,413	\$ 411,819		\$ 911,500	\$ 1,862,377	

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2011

50.00% 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	\$ 3,233	51.32%	\$ 133,000	\$ 63,657	47.86%
Transfers	\$ 6,600	\$ 3,503	53.08%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 12,900	\$ 6,736	52.22%	\$ 283,000	\$ 213,657	75.50%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,575	\$ 5,918	43.59%	\$ 308,525	\$ 97,740	31.68%
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	\$ 5,918	43.59%	\$ 308,525	\$ 97,740	31.68%
Ending Fund Balance	\$ 1,325	\$ 4,772		\$ 119,760	\$ 260,300	
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		\$ 4,772			\$ 260,300	

\$ 5,963,804

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

Sheryl Neu will work with the board on more features of Goodreader.



Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

President Green and Dean Gates appeared before the Northwest Commission on Colleges and Universities on January 12, 2011 in Bellevue, WA. The meeting seemed to go well and TBCC will receive an official notice on the Commission's decision by mid-February.

In early January TBCC officially launched Foundations of Excellence (FoE) in the First College Year. The Planning and Steering Committee is coordinating the overall effort. Chair people responsible for Dimension Committees have contacted the staff on their committees and work has begun on reviewing data and writing their reports. The goal is to have all Dimension Reports completed this month and a final report by mid-May.



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----- Dean Ellison

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



Board of Education Policyⁱ

RECOMMENDATION

Board Policy 500 is presented for second reading and approval.

BACKGROUND INFORMATION----- President Green

Board Policy 500 section 500.4 requires the word "Student Rights" be added to "Grievance Procedure" in the section. Titles of TBCC staff have also been updated throughout the document.

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



Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

500.1 COLLEGE/STUDENT RESPONSIBILITIES

Tillamook Bay Community College provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

A. General Policies

A student's registration obligates him/her to comply with the policies and regulations of the College. Tillamook Bay Community College will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.

Tillamook Bay Community College is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

B. Right to Freedom from Harassment and Discrimination

The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under Tillamook Bay Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational

Article No.: 500

Approved: ~~June 4, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Dean of Administrative Services. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

C. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

D. Right to Protection from Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, and Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views,

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

E. Right of Access to, and Protection from Improper Disclosure of, Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College provides academic advising services which students are encouraged to make use of on a voluntary basis. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

F. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

G. Right to Sell and Distribute Materials and Engage in Fund-Raising Activities

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for ASTBCC must be approved by the Director of Enrollment Management and Student Services, and coordinated with the Tillamook Bay Community College Foundation.

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Director of Enrollment Management and Student Services.

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the College President or designee so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

H. Right of Access to College Facilities

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:

1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or
2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

I. Right to Student Publications

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of College sponsored student publications is delegated to the Student Publications Committee. Editors are protected from arbitrary suspension and removal due to editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal laws.

500.2 CODE OF STUDENT CONDUCT

A. General Policies

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. Tillamook Bay Community College administration and its Board, however, retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by the Dean of Instructional and Student Services or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

B. Violations

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.

1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
2. Furnishing false information to the College with the intent to deceive the College or

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

- any person or agency.
3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.
 4. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with Tillamook Bay Community College Terms of Usage.
 5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.
 6. Malicious destruction, damage, or misuse of College or private property (including library materials).
 7. Theft or conversion of College property.
 8. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
 9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.
 10. Any behavior that is disruptive to the educational process of the College as determined by a College official.
 11. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
 12. Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.
 13. Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
 14. Failure to disperse when an assembly is ordered to disperse by College officials.

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

15. Failure to comply with a notice against trespass.
16. Failure to comply with the following rules regarding firearms and weapons:
 - a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.
 - b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.
 - c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.
17. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.
18. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Dean of Instructional and Student Services or designee, that the behavior is substantially likely to disrupt the educational process of the College.

C. Sanctions

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action.

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Dean of Instructional and Student Services to identify and set

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the Dean of Instructional ~~and Student~~ Services or designee pursuant to the provisions of the Code of Student Conduct.

The Dean of Instructional ~~and Student~~ Services or designee may impose the following sanctions for violations of the Code of Student Conduct:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
3. Removal from class(es) for which the student is currently registered;
4. Restitution for damages;
5. A specified period of college and/or community service;
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
7. Disciplinary admonition and warning.
8. Any other sanction the College deems educationally appropriate.

The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

D. Disciplinary Due Process Hearing Procedures

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the Dean of Instructional ~~and Student~~ Services or designee.

1. Students in violation of institutional regulations or civil or criminal law shall be so informed.
2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by the Dean of Instructional and ~~Student~~ Services or designee.

3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Dean of Instructional and ~~Student~~ Services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.

In cases that are not resolved informally, the Dean of Instructional and ~~Student~~ Services or designee shall use the following hearing procedure:

- Step 1: At an initial conference with the Dean of Instructional and ~~Student~~ Services or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.
- Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference.
- Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Dean of Instructional and ~~Student~~ Services, or designee, may take one of the following actions:

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

- a. Terminate the proceedings, exonerating the student.
- b. Dismiss the case after appropriate counseling and advice.
- c. Impose an appropriate sanction as described above.

The student will be notified in writing of the decision of the Dean of Instructional and Student Services or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

E. Readmission after Suspension

A student suspended from the College may be readmitted only on written petition to the Dean of Instructional and Student Services or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Dean of Instructional and Student Services or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The Dean sends a final report to the College President. The decision of the Dean of Instructional and Student Services or designee is final.

F. Records

Records of all disciplinary actions shall be kept by the Dean of Instructional and Student Services in accordance with the state archival policies.

500.3 ACADEMIC INTEGRITY POLICY

A. Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

B. Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.

Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

C. Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

1. Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
3. Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
4. Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
5. Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

D. Penalties for Academic Dishonesty

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

1. Verbal or written warning.
2. A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the Dean of Instructional and ~~Student~~ Services:

1. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Dean of Instructional and ~~Student~~ Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

1. Disciplinary admonition and warning.
2. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
3. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
4. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

E. Academic Dishonesty Complaint and Hearing Procedures

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

College Academic Integrity Policy.

5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Dean of Instructional and Student Services (Dean) may be requested in writing to the Dean within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the Dean, who may take steps he or she deems appropriate to resolve the conflict.
6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the Dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
7. Within 10 days of receiving an Academic Dishonesty Report form, the Dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and Dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and Dean may proceed with the process to completion. The Dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The Dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the Dean sends a written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Dean. The decision of the Dean of Instructional and Student Services is final.
10. The Dean sends a final report to the College President. The Dean of Instructional and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
 - a. Disciplinary admonition and warning.
 - b. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

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- c. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
 - d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

SOURCES

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

500.4 STUDENT RIGHTS GRIEVANCE PROCEDURE**A. Introduction**

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Dean of Instructional and Student Services or designee, who will forward it to the appropriate administrator.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's **Student Rights** Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a Tillamook Bay Community College Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Dean of Instructional and Student Services.

B. Student Rights Grievance Procedure

Step 1: Communicate with the Faculty/Staff Member:

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pendingReference: Policy 322, ORS 341.290, Catalog

- a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

Step 2: Dean of Instructional and Student Services

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Dean of Instructional and Student Services (Dean), with supporting evidence, to the Dean or designee within 14 calendar days of the communication with the faculty/staff member. The Dean or designee will review the grievance.
- b. Within 14 calendar days, the Dean will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

Step 3: Appeal to the College President

- a. The student may appeal the decision in Step 2 if (1) Tillamook Bay Community College procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.
- b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

C. Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the Dean of Instructional and Student Services, who will maintain them in accordance with the state archival policies.

500.5 CONSENSUAL RELATIONSHIPS

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the

Article No.: 500

Approved: ~~June 1, 2009~~ February 6, 2012 pending

Reference: Policy 322, ORS 341.290, Catalog

relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

1. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
2. Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
3. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Dean Ellison

- Central Campus Report



FOUNDATION AND ADVANCMENT

Recommendation

Information Only – No Action Required

Background Information

----- Jon Carnahan, Executive
Director Foundation and
Advancement

Foundation: The Tillamook Bay Community College Foundation has embarked on a journey that will lead to the sustainability of scholarships and donors who will support the mission of Tillamook Bay Community College in perpetuity. The following is a checklist of activities that are currently being worked on to assure the long term success of a philanthropy program for the Foundation:

Provide Foundation and College Board of Directors with the Concepts of a Planned Giving Campaign. **Complete Date: February, 2010**

Create a position description for an Executive Director of the TBCC Foundation.
Complete Date: June, 2011

Complete an assessment of the internal readiness for a campaign. **Complete Date: 2011**

Develop a Board recruitment strategy and professional development for staff.
Complete Date: 2011

Interview firm and secure and engagement letter for a stand-alone Foundation audit to assure proper accounting and internal controls. **Complete Date: October, 2011**

Review College policies to assure support and “arm’s length” relationship between the College Board of Directors and Foundation. **Complete Date: October, 2011**

Review Foundation By-Laws and Policies to assure accurate reflection of mission and planned giving, investment and gift acceptance policies. **Complete Date: October, 2011**



Purchase, install and train staff on specific development software that will align with the colleges information system; will have an unique Development Master Configuration that will include donor data base, gift acceptance, tracking, campaign definitions, tax reporting and defined tables to run reports necessary for audit, tax, donor and campaign needs. **Complete Date: April, 2011**

Select Partner that will provide financial security and value to our Endowment and Gift Annuity Funds that is part of a larger and professionally managed portfolio with a mission that is consistent with our current investment and gift acceptance policies. **Complete Date: August, 2011**

Select a Partner that can insure a system of technical support and educational information on tax issues and financial consequences of charitable trusts, life estates, bargain sales and other gift strategies of a technical nature to college development staff. **Complete Date: October, 2011**

Develop a Draft Planned Giving Case Statement. **Complete Date: August, 2011**

Form a Planned Giving committee able to meet four times a year, with major focus on one-to-one meetings with prospects. **Complete Date:**

Ask Board member and Planned Giving committee to review draft of Case Statement, make change suggestions. **Complete Date: October, 2011**

Have a motivational presentation to Board of Directors and Planned Giving committee given by a current planned giver. **Complete Date:**

Ask Board members to make their own planned gift commitments. **Complete Date:**

Have in-person conversations, preferably with a board member or volunteer involved, with planned giving prospects, inviting them to become a member of our Legacy Society (Champion Society named after Joe Champion who arrived in Tillamook in 1851 and made his home adjacent to Tillamook Village) and describe methods of joining. **Complete Date:**

Make planned giving presentation(s) to community and volunteer groups. **Complete Date:**



Provide educational seminars to community financial and legal professionals on planned giving, current trends in philanthropy. **Complete Date:**

Provide the Board and Planned Giving Committee with an orientation to planned giving ethics and techniques. **Complete Date:**

Establish Foundation publications about planned giving that includes donor and recipient case histories. **Complete Date:**

Develop planned giving Legacy (Champion Society) recognition program. **Complete Date:**

Review donor history patterns with board and planned giving committee. **Complete Date:**

Develop prospect list and set up one-on-one meetings. **Complete Date:**

Present Board and Planned Giving Committee with planned giving activities and goals for the year. **Complete Date:**

Continued professional development opportunities for the Executive Director of the Foundation, Board members and Planned Giving committee. **Complete Date:**

Evaluate planned giving program annually. **Complete Date:**

Advancement: The current project being worked on is the construction of the South County Building that will provide technology based instruction and dual credit opportunities for students attending high school. The following are the project milestone completion dates.

Request for Proposal	January 4, 2012
Mandatory Pre-Bid Conference	January 12, 2012
Deadline for Questions/Bid Protests	January 24, 2012
Final Addenda	January 26, 2012
Bid Due Date	February 1, 2012
Board Review	February 6, 2012
Notice of Intent to Award	February 7, 2012
Contract Award	February 8, 2012



Construction Start
Construction Complete

February 20, 2012
April 30, 2012

A complete set of the architectural drawings and details are also available for your review.



Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

Executive Director Jon Carnahan was recognized by the Tillamook Area Chamber of Commerce as the Business Citizen of the Year.



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

The College Career Fair will be held on Monday February 8th.



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 Shaw



Board Member Discussion Items

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw



Board Workshop

BACKGROUND INFORMATION ----- Chair Shaw

The Board will discuss and develop their annual evaluation.

