



# Board of Education Meeting Agenda

**Date:**  
Monday, June 4, 2012

**Room #214**  
4301 Third Street, Tillamook, Oregon 97141

**Time:**  
6:00 p.m.

## Special Board Meeting on 2011—2012 Supplemental Budget

**Item Description**

**Resource**

- A. **Call to Order** ----- Chair Shaw
- B. **Approval of the Agenda** ----- **(Action)** Chair Shaw
- C. **New Business:**
  - a. Public Hearing on 2011-2012 Supplemental Budget Resolution ----- Chair Shaw
- D. **Adjournment** ----- **(Action)** Chair Shaw

**Item Description**

**Resource**

- 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 member 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 May 7, 2012 Minutes** ----- **(Action)** Chair Shaw
- 5. **New Business**
  - A. Adoption of 2011-2012 Supplemental Budget Resolution-**(Action)** Comptroller/Budget Officer Williams
  - B. Adoption of 2012-2013 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- **(Action)** Comptroller/Budget Officer Williams
  - C. Election of Board Officers ----- **(Action)** President Green
- 6. **Old Business**
  - A. 2012-2013 Board Meeting Schedule ----- **(Action)** Chair Shaw
  - B. Achievement Compact ----- **(Action)** President Green
  - C. Budget Committee Membership ----- **(Action)** Chair Shaw
- 7. **Reports**
  - A. Oregon Community College Association Board Report ----- President Green & Director Swain
  - B. Financial Report ----- Comptroller/Budget Officer Williams
- 8. **Standing Business**
  - A. Strategic Planning and Accreditation ----- Dean Gates
  - B. Courses and Curricula ----- **(Action)** Dean Gates
  - C. Board of Education Policy ----- **(Action)** President Green
  - D. Facilities ----- President Green
  - E. Personnel ----- Director Ryan
- 9. **Announcement and General Information** ----- President Green
- 10. **Invitation of Public Comment** ----- Chair Shaw
- 11. **Board Member Discussion Items** ----- Chair Shaw
- 12. **Adjournment** ----- **(Action)** Chair Shaw

## Call to Order

### **RECOMMENDATION**

CALL THE SPECIAL BOARD MEETING ON 2011—2012 SUPPLEMENTAL BUDGET TO ORDER.

**BACKGROUND INFORMATION** ----- Chair Shaw



## Approval of Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SPECIAL BOARD MEETING ON 2011—2012 SUPPLEMENTAL BUDGET.

BACKGROUND INFORMATION ----- Chair Shaw



## Adopt Supplemental Budget Resolution to amend FY 2011-2012 Adopted Budget

### **RECOMMENDATION**

FIRST READING TO APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2011-2012 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2011-2012 ADOPTED BUDGET.

### **BACKGROUND INFORMATION**----- Comptroller/Budget Officer Williams

The following appropriation increases and transfers will be made to the 2011-2012 Adopted Budget upon receiving board approval:

- General Fund
  - Tuition & Fees increased by \$1,630 due to greater than anticipated enrollment growth.
  - Instructional Support increased by \$12,000 to support the Foundations of Excellence project and a statewide Economic Development study.
  - Transfers Out increased by \$1,630 to support ASTBCC based on enrollment growth.
  - Contingency decreased by \$12,000 to provide funding for Instructional Support
  
- Special Fund
  - Beginning Fund Balance increased by \$33,187 due to funds not spent in a prior year.
  - Federal Sources increased by \$113,245 due to unanticipated grants primarily for adult basic education instruction and CASE grant instructional support.
  - State Sources increased by \$20,500 primarily due to grants to assess and develop distance learning statewide.
  - Instruction increased by \$86,524 to support adult basic education and the green tech program.
  - Instructional Support increased by \$75,408 to primarily support CASE grant activities and statewide distance learning system development
  - Student Services increased by \$5,000 to support a contract to assess distance learning.
  
- Enterprise Fund
  - Other Sources increased by \$79,725 due to enrollment growth causing higher than anticipated book sales and kiosk/vending revenues.
  - Student Services increased by \$79,725 to support textbooks for resale and



kiosk/vending expenses.

- Agency Fund

Other Sources increased by \$700 due to increased fund raising by PTK Honor Society

Transfers In increased by \$1,630 due to increased ASTBCC funding support based on enrollment.

Student Services increased by \$2,330 to support ASTBCC and PTK activities.



**RESOLUTION NO. 2011-2012 #4  
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2011-12 AND MAKING  
APPROPRIATIONS**

**THE BOARD OF DIRECTORS FINDS AS FOLLOWS:**

1. A supplemental budget is required in the General Fund, Special Fund, Enterprise Fund, and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2011-12.
2. The unanticipated expenditures have primarily arisen due to unanticipated enrollment growth, federal grants, state grants, and local contracts.
3. The Instructional Support expense category needs additional appropriation authority of \$12,000, the Transfers Out expense category needs additional appropriation authority of \$1,630, and Contingency will be reduced by \$12,000 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$86,524, the Instructional Support expense category needs additional appropriation authority of \$75,408, and the Student Services expense category needs additional appropriation authority of \$5,000 in the Special Fund.
5. The Student Services expense category needs additional appropriation authority of \$79,725 in the Enterprise Fund.
6. The Student Services expense category needs additional appropriation authority of \$2,330 in the Agency Fund.
7. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
8. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4). Budget committee participation is not required. After a special hearing, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE**

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.480(4), increasing appropriations in the fiscal year 2011-12 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
<b>RESOURCES:</b>			
Tuition & Fees	<u>\$1,046,305</u>	<u>\$1,630</u>	<u>\$1,047,935</u>
Total Resources	<u>\$1,046,305</u>	<u>\$1,630</u>	<u>\$1,047,935</u>
<b>REQUIREMENTS:</b>			
Instructional Support	414,559	12,000	426,559
Transfers Out	266,600	1,630	268,230
Contingency	<u>501,087</u>	<u>(12,000)</u>	<u>489,087</u>
Total Appropriations/Requirements	<u>\$1,182,246</u>	<u>\$ 1,630</u>	<u>\$1,183,876</u>

<u>SPECIAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
<b>RESOURCES:</b>			
Beginning Fund Balance	\$2,487,093	\$ 33,187	\$2,520,280
Federal Sources	145,857	113,245	259,102
State Sources	<u>64,804</u>	<u>20,500</u>	<u>85,304</u>
Total Resources	<u>\$2,688,754</u>	<u>\$166,932</u>	<u>\$2,864,686</u>
<b>REQUIREMENTS:</b>			
Instruction	229,458	86,524	315,982
Instructional Support	276,782	75,408	352,190
Student Services	<u>3,500</u>	<u>5,000</u>	<u>8,500</u>
Total Appropriations/Requirements	<u>\$509,740</u>	<u>\$166,932</u>	<u>\$676,672</u>
 <u>ENTERPRISE FUND</u>			
<b>RESOURCES:</b>			
Other Sources	\$206,275	\$79,725	\$286,000
Total Resources	<u>\$206,275</u>	<u>\$79,725</u>	<u>\$286,000</u>
<b>REQUIREMENTS:</b>			
Student Services	<u>209,402</u>	<u>79,725</u>	<u>289,127</u>
Total Appropriations/Requirements	<u>\$209,402</u>	<u>\$79,725</u>	<u>\$289,127</u>
 <u>AGENCY FUND</u>			
<b>RESOURCES:</b>			
Other Sources	\$ 6,300	\$ 700	\$ 7,000
Transfers In	<u>6,600</u>	<u>1,630</u>	<u>8,230</u>
Total Resources	<u>\$12,900</u>	<u>\$2,330</u>	<u>\$15,230</u>
<b>REQUIREMENTS:</b>			
Student Services	<u>7,825</u>	<u>2,330</u>	<u>10,155</u>
Total Appropriations/Requirements	<u>\$7,825</u>	<u>\$2,330</u>	<u>\$10,155</u>

**ADOPTED** by the Board of Directors of TBCC this 4<sup>th</sup> day of June, 2012.

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Stephen J. Shaw, Board of Education Chair

ATTEST by TBCC President this 4<sup>th</sup> day of June, 2012.

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Constance Green, Tillamook Bay Community College President

# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE SPECIAL BOARD MEETING ON 2011—2012 SUPPLEMENTAL BUDGET.

**BACKGROUND INFORMATION** ----- Chair Shaw





## Call to Order • Acknowledge Guests

### RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

### BACKGROUND INFORMATION

----- Chair Shaw



## Approval of Agenda

**RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

**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 May 7, 2012 Minutes

### RECOMMENDATION

MOTION TO APPROVE THE MAY MINUTES.

BACKGROUND INFORMATION ----- Chair Shaw

### Board of Education Meeting Meeting Minutes

May 7, 2012  
Central Campus, Room 214  
4301 Third Street, Tillamook OR 97141

**Directors present:** Bob Weitman, Deborah Lincoln, Ann Swain, Steve Shaw, and Craig Wakefield

**Directors not present:** Rose Wharton and James McGinnis

**Staff present:** President Green, Dean Lori Gates, Comptroller/Budget Officer Kyra Williams, and Director Pat Ryan

#### **Executive Session (Agenda item 1)**

A motion was made by Director Wakefield and seconded by Director Weitman to go into Executive Session. The motion carried.

A motion was made by Director Wakefield and seconded by Director Lincoln to approve the President's evaluation. The motion carried.

A motion was made by Director Lincoln and seconded by Director Wakefield to adjourn the Executive Session. The motion carried.

#### **Call to Order (Agenda item 2)**

The meeting was called to order at 6:45 pm by Chair Shaw.

#### **Approval of the Agenda (Agenda item 3)**

A motion was made by Director Swain and seconded by Director Lincoln to approve the agenda as presented. The motion carried.

#### **Invitation of Public Comment (Agenda item 4)**

There was no public comment.



### **Approval of the April 2, 2012 Minutes (Agenda item 5)**

A motion was made by Director Lincoln and seconded by Director Weitman to approve the April 7, 2012 minutes as written. The motion carried.

### **Reports:**

#### **Achievement Compact (Agenda item 6.A)**

Dean Gates presented the Achievement Compact explaining that the introduction includes the rationale for the projections and targets, looking at what we know or have projected for the future. She also explained that the college is projecting to be at or a little below where we are for 2011-12. This is due in part to expecting relatively flat enrollment increase as well as increasing tuition to assist in covering the declining resources from the state.

Director Lincoln asked why the local priority included only Tillamook School District and not Neah-Kah-Nie and Nestucca School Districts. President Green explained that currently only Tillamook HS and the College are developing the Career College Ready efforts. President Green asked if the Board continues to want a cover letter with the Achievement Compact that better represents the needs of Tillamook County. The consensus of the Board was to include a cover letter and President Green will present a draft of this letter at the June Board meeting.

#### **Financial Report (Agenda item 6.B)**

Financials for the year ending March 2012 were presented by Comptroller/Budget Officer William. There were no questions at this time.

### **New Business:**

#### **Budget Committee Membership (Agenda item 7.A)**

Four (4) members of the budget committee have terms that are about to expire. They are Van Moe, Steve Vanderhoef, Ward Weissenfluh, and Jack Mulder. All four have agreed to continue. The Board will have the second reading in June.

#### **Meeting Schedule (Agenda item 7.B)**

This is the first reading of the meeting schedule. It is proposed that all College Board meetings remain on the first Monday of each month, and that the Budget Committee meet in April 2013. The Board discussed holding the September meeting at TBCC South. The Consensus of the Board was to hold a 2 to 5 pm open house, a 4 pm building dedication followed by the Board meeting at 5:30 on September 10, 2012. The meeting schedule will be presented for approval in June.

### **Old Business:**

#### **Academic Calendar (Agenda item 8.A)**

Dean Gates commented that no substantive changes have been made in the calendar since it was first presented in April 2012. A Motion was made by Director Lincoln and seconded by Director Swain to approve the academic calendar as presented. The motion carried.



### **President's Evaluation (Agenda item 8.B)**

Chair Shaw reported that the President's evaluation is very favorable, stating that President Green has met or exceeded all goals and objectives set for her. A motion was made by Director Wakefield and seconded by Director Weitman to approve the President's evaluation and continue the same goals for 2012-2013. The motion carried.

### **Standing Business:**

#### **Courses and Curricula (Agenda item 9.A)**

Dean Gates presented changes to the Alcohol and Drug Counselor AAS, the Criminal Justice AAS, and the Emergency Medical Services Certificate. The presented changes keep TBCC in alignment with Portland Community College, which is necessary until independence. A motion was made by Director Lincoln and seconded by Director Swain to approve the program changes as presented. The motion carried.

#### **Board of Education Policy (Agenda item 9.B)**

Policy 501.9.2, the Veteran's policy changes the wording to match what the College is already doing.

The Integrated Pest Management policy comes out of the 2009 legislature which requires community colleges and K-12 to have a policy on the management of pests. This must be approved by July 1 or TBCC will be out of compliance with the law.

The remaining policies regard how TBCC handle salary grades. This is built into the College budget but historically the Board reviews and approves them each year.

The policies reviewed at the May meeting will have a second reading and be up for approval at the June Board meeting.

#### **TBCC South (Agenda item 9.C)**

The facility in South Tillamook County provides two classrooms, a conference room/office, two restrooms, a mechanical room and an IT room. The building was delivered to the site on April 25<sup>th</sup>.

#### **Personnel (Agenda item 9.D)**

Director Ryan advised the Board that the College is currently looking for a Financial Aide Advisor. This is the second posting for this position which will be open until filled.

#### **Announcements and General Information (Agenda item 10)**

Graduation is Friday June 15<sup>th</sup>. President Green encouraged all of the Board members to attend. Directors Lincoln, Swain, Wakefield, and Weitman along with Chair Shaw indicated that they plan to attend. President Green will follow up with Directors Wharton and McGinnis regarding Graduation. (They will both attend.)

OCCA Development Workshop begins at noon on July 11<sup>th</sup> and wraps up at noon on Thursday July 12<sup>th</sup>. Workshop topic is "The College Board's Role in Student Success." President Green needs to know by the June Board meeting if anyone plans to attend.



Board workshop with Tillamook School District. President Green asked the Board to consider June 18<sup>th</sup> from 5:15 to 6:30 pm for a continuation of discussion started at the March Joint Board Workshop. Consensus of the Board was that June 18<sup>th</sup> will work for those in attendance; President Green will contact the remaining Board members about their availability.

Career College Readiness update. George Fox University is bringing 17 student teachers from their teacher education program to work with up to 77 students who are 8<sup>th</sup> graders going into 9<sup>th</sup> grade at Tillamook School District who are not on grade level. They will use the College building and do reading in the morning and math in the afternoon.

**Invitation of Public Comment (Agenda item 11)**

There was no public comment at this time.

**Board Member Comment (Agenda item 12)**

Director Swain commented that several parents had talked with her regarding the increase in tuition at TBCC.

**Adjournment (Agenda item 13)**

A motion was made by Director Weitman and seconded by Director Swan to adjourn the meeting. The motion carried and the meeting was adjourned at 7:55 pm.



## Adopt Supplemental Budget Resolution to amend FY 2011-2012 Adopted Budget

### **RECOMMENDATION**

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2011-2012 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2011-2012 ADOPTED BUDGET.

### **BACKGROUND INFORMATION**----- Comptroller/Budget Officer Williams

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**RESOLUTION NO. 2011-2012 #4  
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2011-12 AND MAKING  
APPROPRIATIONS**

**THE BOARD OF DIRECTORS FINDS AS FOLLOWS:**

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<b>RESOURCES:</b>			
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 <u>AGENCY FUND</u>			
<b>RESOURCES:</b>			
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<b>REQUIREMENTS:</b>			
Student Services	<u>7,825</u>	<u>2,330</u>	<u>10,155</u>
Total Appropriations/Requirements	<u>\$7,825</u>	<u>\$2,330</u>	<u>\$10,155</u>

**ADOPTED** by the Board of Directors of TBCC this 4<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Stephen J. Shaw, Board of Education Chair

ATTEST by TBCC President this 4<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Constance Green, Tillamook Bay Community College President

## Adoption of 2012-2013 Budget, Make Appropriations and Impose and Categorize Property Taxes

### RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2012-2013 NO. 1 THROUGH 3 TO ADOPT THE 2012-2013 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

### BACKGROUND INFORMATION----- Comptroller/Budget Officer Williams

The following material changes have been made to the budget since we received budget committee approval:

- General Fund  
Instruction Appropriation has been increased by \$20,832  
College Support Appropriation has been decreased by \$20,832  
This change was made to properly allocate wages and benefits for IT employees between instruction and administrative duties.

Other changes were made within the General Fund that had no impact on the appropriation categories. These changes were made to further align the Adopted Budget with how the funds are expected to be spent. For example, in the Proposed Budget in the Student Services appropriation category, the postage line item in Advising was inadvertently increased from \$150 to \$1,500 and the line item for ADA support was eliminated. In the Adopted Budget, the postage line item has been reduced to \$150 and the remaining \$1,350 used to support ADA services.



**2012-2013 RESOLUTION 1  
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2012-2013 in the total of \$10,685,579. This budget is now on file at the District administrative offices in Tillamook, Oregon.

**2012-2013 RESOLUTION 2  
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 1,450,270
Instructional Support	455,537
Student Services	364,562
College Support	1,118,905
Plant Operation & Maintenance	353,898
Fund Transfers Out	269,112
Contingency	<u>362,000</u>
TOTAL GENERAL FUND	<u>\$4,374,284</u>

Special Fund

Instruction	\$ 213,140
Instructional Support	398,489
Student Services	3,430
College Support	24,960
Fund Transfers Out	414,060
Contingency	<u>220,000</u>
TOTAL SPECIAL FUND	<u>\$1,274,079</u>

Financial Aid Fund

Financial Aid	\$ 388,500
TOTAL FINANCIAL AID FUND	<u>\$ 388,500</u>

Enterprise Fund

Instruction	\$ 21,161
Student Services	263,534
Fund Transfers Out	2,580
Contingency	<u>1,300</u>
TOTAL ENTERPRISE FUND	<u>\$ 288,575</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>767,514</u>
TOTAL DEBT SERVICE FUND	<u>\$ 769,114</u>

Capital Projects Fund

Plant Additions	\$1,505,000
TOTAL CAPITAL PROJECTS FUND	<u>\$1,505,000</u>

Agency Fund

Student Services	\$ 11,575
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Financial Aid	<u>6,350</u>
TOTAL AGENCY FUND	<u>\$ 17,925</u>
TOTAL APPROPRIATIONS, ALL FUNDS	<u>\$8,617,477</u>
<b>Amounts not appropriated:</b>	
<u>Special Fund</u> – Ending Fund Balance	11,965
<u>Special Fund</u> – Reserves	2,019,133
<u>Enterprise Fund</u> – Ending Fund Balance	28,019
<u>Debt Service Fund</u> – Ending Fund Balance	6,573
<u>Agency Fund</u> – Ending Fund Balance	2,412
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS	<u>\$2,068,102</u>
TOTAL ADOPTED BUDGET	<u>\$10,685,579</u>

**2012-2013 RESOLUTION 3  
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2012-2013 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$698,750 for debt service for general obligation bonds;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposed of Article XI section 11b as:

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$698,750

The above 2012-2013 Resolutions 1, 2, and 3 were approved and declared adopted this 4th day of June, 2012.

\_\_\_\_\_  
Stephen J. Shaw, Chairperson, Board of Education  
Tillamook Bay Community College

Attest:

\_\_\_\_\_  
Constance Green, Clerk of Board

## Election of Board Officers

### **RECOMMENDATION**

RECOMMEND TO ELECT BOARD CHAIRPERSON AND VICE-CHAIRPERSON ACCORDING TO POLICY FOR THE 2012-2013 ACADEMIC YEAR.

### **BACKGROUND INFORMATION** ----- President Green

According to Policy 100.4 the Board “shall elect a chairperson and vice-chairperson from its members”. According to the same Policy it shall be done after July 1 of each year. However, since the Board has no meeting scheduled in July or August, it is recommended that these positions be elected in June to expedite the meeting progress and planning for the 2012-2013 academic year.

2011-2012 Officers are:

Stephen J. Shaw, Chair

Craig Wakefield, Vice- Chair



## 2012-2013 Board Meeting Schedule

### RECOMMENDATION

MOTION TO APPROVE THE 2012-2013 BOARD MEETING SCHEDULE.

### BACKGROUND INFORMATION ----- President Green

The proposed meeting dates noted below are based on the established practice of the first Monday of each month with the exceptions of September 2012 and January 2013 due to holiday conflicts. In July and August there are no scheduled meetings. All meetings are scheduled for 6:00 p.m. at the Central Campus Board Room #215 (Board Policy 101.2).

It has been requested that the Board hold a meeting each year in either or both North and South County. The September meeting is being recommended for Tillamook Bay Community College South. This will also be the day for the open house and dedication. The open house will be from 2 to 5:30. The dedication will be at 5:00 pm.

This is the second reading of the Board meeting schedule. If you have any conflicts that you feel need to be considered, please bring them forward for discussion.

### **2012**

September 10 – Tillamook Bay Community College South – Open House and Dedication

October 1

November 5

December 3

### **2013**

January 7

February 4

March 4

April 1

April 15 (Public Budget Committee) – 6:00 pm

May 6

June 3





## Achievement Compact

### **RECOMMENDATION**

MOVE TO APPROVE ACHIEVEMENT COMPACT FOR 2012-2013.

### **BACKGROUND INFORMATION** ----- President Green

The Achievement Compact numbers for 2010-2011 were given to all community college by The Department of Community Colleges and Workforce Development. The protocol used to create the projections for 2011/2012 and the targets for 2012/2013 are:

#### ***Protocol for "Projections" for Achievement Compacts***

1. Review the five year trend in each category.
  - a. Identify the average for the five years.
  - b. Identify the next step in the trend line.
2. Review the actual numbers for the current year to date. Are they increasing? Decreasing? Why?
3. Identify if the year to date numbers reflect the trend line data or the 5 year average, other?
4. Identify changes in the policy, administrative rule or student demographics that suggest insight into the numbers for the year.
5. Suggest the "projection" based on the numbers and insights from step 1 thru

#### ***Protocol for "Targets" for Achievement Compacts***

1. Review the five year trend, target, and pipeline of students for the category.
2. Will the target year be same, less, more than current year?
3. Identify a range – minimal to most. Refine the number based on conversation.
4. Choose a number in the completion category based on what appears to be "completing"
5. Choose a number in the progress category based on current year knowledge unless there is a new policy, program, grant that would increase the number.
6. Choose a number in the connections category based on this year unless knowledge of less or more capacity.

Outcome Measures	2010-11 Actual		2011-12 Projected		2012-13 Target	
<b>Are students completing their courses of study and earning certificates and degrees?</b>						
<i>Number of students completing:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Adult HS diplomas/GEDs	43	N/A	30	N/A	30	N/A
Certificates/Oregon Transfer Modules	9	*	10	*	10	*
Associate degrees	23	0	25	*	25	*
Transfers to four-year institutions	95	6	98	7	95	6
Programs of study (under development)						
<b>Are students making progress at the college?</b>						
<i>Number ( &amp;/or % where indicated) of students:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Enrolled Dev. Ed. Writing who complete (%)	97%	100%	93%	95%	90%	93%
Enrolled in Dev. Ed. Math who complete (%)	67%	70%	66%	68%	65%	67%
Who earn 15/30 college credits in the year (#)	264/117	39/19	205/145	31/25	200/145	30/25
Who pass a national licensure exam (#/%)	0%	N/A	65%	N/A	65%	N/A
<b>Are students making connections to and from the college?</b>						
<i>Number of students who:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Are dual enrolled in Oregon high schools	91	15	90	14	90	14
Are dual enrolled in OUS	0	0	5	*	5	*
Who transfer to OUS	68	6	70	7	70	7
Employment (under development)						
<b>Local Priorities (Optional for each district)</b>						
<i>Number and/or percentage of students who:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Career and College Ready: Project with Tillamook High School to have all students who graduate in 2015 have one college class up to one year of college.	91	6	105	7	120	10
<b>What is the level of public investment in the district?</b>						
	2010-11 Actual		2011-12 Projected		2012-13 Target	
<i>State funds</i>	891,221		846,456		811,088	
<i>Local Property tax revenue</i>	1,014,858		1,045,340		1,076,738	
<i>Total state and local operating funds</i>	1,906,079		1,909,796		1,887,826	

# 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 OCCA meeting on May 11 at Central Oregon Community College. The OCCA board discussed Achievement Compact's, the OCCA budget, the OCCA slate of officers, the capital construction list, and the legislative strategy for 2013.

### **Slate of Officers:**

2012-2013 President – Judith Ervin

Judith Ervin is a member of the board at Clackamas Community College.

2012-2013 Vice President – TBA

2012-2013 Secretary– Larry Galizio

Larry Galizio is the President of Clatsop Community College.

2012-2013 Treasurer– Greg Hamann

Greg Hamann is president of Linn-Benton Community College.

2012-2013 At-Large Board Member –Dave Jensen

Dave Jensen was elected to the Klamath Community College Board of Directors.

At-Large Board Member – Ernie Keller

Ernie Keller is a member of the Columbia Gorge Community College Board of Directors.

2012-2013 Immediate Past President – Ed Dodson

Ed Dodson is on the Chemeketa Community College Board of Directors.

### **OCCA Budget**

There will be a 5% dues increase to colleges over FY2011-2012. Without a dues increase OCCA will not be able to maintain services at the current level. There has not been a dues increase since FY2007-2008.



## Draft Legislative Outreach Strategy

**Problem Statement:** Community Colleges are essential to Oregon's economy and to making progress toward the state's 40/40/20 educational attainment goals. The current level of funding for the Community College Support Fund is not neither adequate nor sustainable to meet either of those demands. If the state moves forward with 10-year budget planning with predictable, incremental growth, community colleges will be locked into a funding level that accepts unacceptable costs shifts to Oregon students and puts colleges on a near permanent path of underfunding.

**Overall Strategy:** OCCA will work with colleges to build a statewide campaign aimed at pressing for a substantial increase in the community college support fund. Elements of the message should rely on:

- Colleges as job creators in their communities
- Consequences of continually shifting costs to students
- Long-term damage that will occur at colleges under the current funding level
- The inability to meet the attainment and completion goals for students expected as a part of 40/40/20 and the work of the Oregon Education Investment Board



## Budget Committee Membership

### RECOMMENDATION

RENEW TERMS OF INCUMBENTS VAN MOE, STEVE VANDERHOEF, WARD WEISSENFLUH, AND JACK MULDER.

### BACKGROUND INFORMATION ----- President Green

The budget committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each representing one of seven zones. It is the duty of the budget committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the budget committee holds public meeting/s at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Budget Committee members have three year terms.

Zone	Board Member	Community Representative	Term Expires
1	Rose Wharton	Michelle Hughes	6/30/14
2	Craig Wakefield	<b>Van Moe</b>	6/30/15
3	James P. McGinnis	J. Robert McPheeters	6/30/14
4	Stephen J. Shaw	<b>Steve VanDerhoef</b>	6/30/15
5	Ann Swain	<b>Ward Weissenfluh</b>	6/30/15
6 –At large	Deborah Lincoln	Vicki Goodman	6/30/14
7 –At large	Robert Weitman	<b>Jack Mulder</b>	6/30/15



# Community College Capital Construction - Project Ranking Order

2013-2015 – Draft For Discussion – Document 1

Based on updated Due Diligence forms April 2012

Rank	Name of Project	College Name	Cost of Project	XI-G Bond Request	Square Footage
1	Student Success Center/CTC Expansion <i>(Prior request amount in parentheses)</i>	Klamath	\$15,700,000 <i>(\$15,707,864)</i>	\$7,850,000 <i>(\$7,500,000)</i>	49,228 <i>(49,700)</i>
2	Nursing and Allied Health Program Facilities <i>(former project: Albany Campus Gateway Project)</i>	Linn-Benton	\$18,356,954 <i>(\$16,000,000)</i>	\$8,000,000 <i>(no change)</i>	74,655 <i>(50,000)</i>
3	Health and Science Technology Building	Southwestern Oregon	\$17,010,000 <i>(\$15,500,000)</i>	\$8,000,000 <i>(\$7,750,000)</i>	40,000 <i>(no change)</i>
4	Redwood Campus Science and Health Center	Rogue	\$9,269,000 <i>(\$15,750,000)</i>	\$4,634,500 <i>(\$7,875,000)</i>	70,000 <i>(no change)</i>
5	Applied Technology Classroom Center <i>(former project: Classrooms University Center)</i>	Chemeketa	\$17,000,000 <i>(\$16,096,000)</i>	\$8,000,000 <i>(no change)</i>	26,684 <i>(40,000)</i>
6	Workforce Vocational (CTE) Training Center	Treasure Valley	\$5,660,500 <i>(\$5,224,000)</i>	\$2,830,250 <i>(\$2,612,000)</i>	20,700 <i>(no change)</i>
7	Industrial Technology Building	Umpqua	\$19,423,137 <i>(no change)</i>	\$8,000,000 <i>(no change)</i>	70,632 <i>(70,000)</i>
8	Animal Science Education Center	Blue Mountain	\$6,662,700 <i>(\$7,311,200)</i>	\$3,331,350 <i>(No change)</i>	65,500 (+) <i>(64,000 (+))</i>
9	No Project Requested <i>(formerly: Science and Technology Building)</i>	Oregon Coast	No request <i>(\$9,414,861)</i>	No request <i>(\$4,238,500)</i>	No request <i>(16,620)</i>
10	Clairmont Facility	Clackamas	\$34,500,000 <i>(no change)</i>	\$8,000,000 <i>(no change)</i>	60,000 <i>(no change)</i>
11	The Commons <i>(formerly: Forum Building)</i>	Lane	\$19,000,000 <i>(\$11,250,000)</i>	\$8,000,000 <i>\$5,625,000</i>	103,000 <i>40,000</i>
12	Hood River Center – Phase 2	Columbia Gorge	\$14,640,000 <i>(\$10,000,000)</i>	\$7,320,000 <i>(\$5,000,000)</i>	24,000 <i>(no change)</i>
13	General Classrooms Building	Central Oregon	\$11,550,000 <i>(\$14,226,792)</i>	\$5,775,000 <i>(\$7,113,396)</i>	42,560 <i>(no change)</i>

Rank	Name of Project	College Name	Cost of Project	XI-G Bond Request	Square Footage
14	Health & Wellness Center	Clatsop	\$15,980,000 <i>(\$13,683,265)</i>	\$8,000,000 <i>(\$6,850,000)</i>	24,900 <i>(no change)</i>
15	Career & Technical Workforce Building	Tillamook Bay	\$4,500,000 <i>(\$4,000,000)</i>	\$2,000,000 <i>(no change)</i>	20,000 <i>(18,000)</i>
16	District Technology Renovation	Portland	\$16,700,000 <i>(\$20,500,000)</i>	\$8,000,000 <i>(no change)</i>	N/A
17	Student Services Enhancement <i>(formerly: Gresham Campus Electrical System Upgrade)</i>	Mt. Hood	\$18,277,094 <i>(\$3,000,000)</i>	\$8,000,000 <i>(\$1,500,000)</i>	89,890 <i>(891,375)</i>
		<b>Total</b>	<b>\$244,229,385</b>	<b>\$105,741,100</b>	

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

**BACKGROUND INFORMATION** ----- Comptroller/Budget Officer Williams  
Comptroller/Budget Officer Williams will be prepared to present the financial reports and address questions.





Agenda Item 7.B. Attachment #1  
Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund  
Fiscal Year-to-Date Ended April 2012  
83.33% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	04/30/11 Actual	Percentage of Budget	Annual Budget	04/30/12 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233.18	95.73%	\$ 982,678	\$ 746,566.15	75.97%
State	\$ 807,629	\$ 587,400.88	72.73%	\$ 865,821	\$ 864,456.39	99.84%
Property Taxes	\$ 971,401	\$ 922,924.24	95.01%	\$ 1,020,018	\$ 957,733.53	93.89%
Timber Taxes	\$ 302,579	\$ 115,542.74	38.19%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ 22,900.00	0.00%	\$ 25,000	\$ 27,250.00	109.00%
Tuition	\$ 635,539	\$ 847,167.44	133.30%	\$ 866,666	\$ 1,098,180.56	126.71%
Fees	\$ 146,174	\$ 158,281.00	108.28%	\$ 179,639	\$ 193,877.00	107.93%
Sale of Goods	\$ 3,500	\$ 3,960.00	113.14%	\$ 3,000	\$ 2,774.00	92.47%
Interest	\$ 5,000	\$ 4,554.91	91.10%	\$ 4,000	\$ 3,986.53	99.66%
Rental	\$ 500	\$ 6,407.50	0.00%	\$ 6,500	\$ 7,247.50	111.50%
Miscellaneous	\$ 8,000	\$ 4,273.24	53.42%	\$ 7,500	\$ 5,815.30	77.54%
Transfers	\$ 76,500	\$ 58,610.36	76.61%	\$ 473,174	\$ 287,351.94	60.73%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total resources</b>	<b>\$ 4,179,818</b>	<b>\$ 3,814,255.49</b>	<b>91.25%</b>	<b>\$ 4,433,996</b>	<b>\$ 4,195,238.90</b>	<b>94.62%</b>
<b>Expenditures</b>						
Instruction	\$ 1,015,308	\$ 877,297.24	86.41%	\$ 1,439,310	\$ 1,039,839.28	72.25%
Instructional Support	\$ 378,626	\$ 285,790.30	75.48%	\$ 414,559	\$ 356,928.53	86.10%
Student Services	\$ 290,657	\$ 223,028.88	76.73%	\$ 356,831	\$ 241,552.29	67.69%
College Support	\$ 1,160,226	\$ 985,495.22	84.94%	\$ 1,076,027	\$ 878,752.98	81.67%
Plant Operation	\$ 413,112	\$ 253,346.12	61.33%	\$ 379,582	\$ 247,884.09	65.30%
Transfers	\$ 346,600	\$ 335,540.06	96.81%	\$ 266,600	\$ 248,253.48	93.12%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,654,529</b>	<b>\$ 2,960,497.82</b>	<b>81.01%</b>	<b>\$ 3,982,909</b>	<b>\$ 3,013,210.65</b>	<b>75.65%</b>
Ending fund balance	\$ 525,289	\$ 853,757.67	162.53%	\$ 451,087	\$ 1,182,028.25	262.04%

Agenda Item 7.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended April 2012

	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	\$ -	\$ 46,586.23	\$ 72,503.34	\$ (25,917.11)	\$ 46,000	\$ 41,806.05
Tutor Grant	211	\$ -	\$ 10,676.72	\$ 11,890.46	\$ (1,213.74)	\$ 13,000	\$ 10,627.80
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	\$ 1,125.00	\$ 113.00	\$ 7,482.26	\$ 2,000	\$ 500.00
Learning Standards Grant	219	\$ -	\$ -	\$ 90.72	\$ (90.72)	\$ -	\$ 186.66
CASE Grant	223	\$ -	\$ 1,300.07	\$ 22,743.17	\$ (21,443.10)	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 13,653.80
Industrial Maintenance Tech	226	\$ 35,374.03	\$ 62,632.75	\$ 48,341.13	\$ 49,665.65	\$ 138,200	\$ 14,883.09
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 28,800.66
SESP Oregon Green Tech Certificate	228	\$ -	\$ 9,772.51	\$ 9,938.81	\$ (166.30)	\$ 37,107	\$ 2,363.44
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ 2,591.81
SBDC Federal Grant	230	\$ -	\$ 16,175.89	\$ 22,124.71	\$ (5,948.82)	\$ 30,250	\$ 28,247.03
SBDC State Grant	231	\$ -	\$ 3,600.21	\$ 13,406.55	\$ (9,806.34)	\$ 24,804	\$ 25,669.01
SBDC Program Income	232	\$ 12,432.20	\$ 6,130.00	\$ 112.25	\$ 18,449.95	\$ 7,653	\$ 1,440.00
SBDC - EDC Fund	235	\$ -	\$ 65,187.99	\$ 75,151.49	\$ (9,963.50)	\$ 100,620	\$ 86,552.18
SBDC USDA RBEG	236	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 24,722.00	\$ 24,722.00	\$ -	\$ 18,000	\$ 480.70
Student Assistance	250	\$ 1,972.89	\$ 281.50	\$ 854.00	\$ 1,400.39	\$ 2,500	\$ 500.00
Work Keys Mini Grant	251	\$ 1,732.72	\$ -	\$ 134.50	\$ 1,598.22	\$ 800	\$ 21.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ -	\$ 3,490.13	\$ -	\$ 2,033.35
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ 3,987.29	\$ -	\$ -	\$ 11,012.71
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	\$ 4,317.20	\$ 60,000.00	\$ 994,179.59	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 120,325.11	\$ 120,325.11	\$ -	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 5,952.32	\$ 94,611.00	\$ 1,387,363.81	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
<b>Total Special Fund</b>		<b>\$ 2,629,501.42</b>	<b>\$ 401,822.94</b>	<b>\$ 639,748.42</b>	<b>\$ 2,391,575.94</b>	<b>\$ 964,549</b>	<b>\$ 336,973.06</b>

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2012
Total of Grants that borrow from the General Fund	\$ (74,549.63)	\$ 24,856.03	\$ -	\$ (99,405.66)
Total of Grants that are not borrowing from the General Fund	\$ 2,466,125.57	\$ -	\$ -	\$ 2,466,125.57
<b>Total Special Fund</b>	<b>\$ 2,391,575.94</b>	<b>\$ 24,856.03</b>	<b>\$ -</b>	<b>\$ 2,366,719.91</b>

	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	\$ 6,975.00	\$ 2,047.80	\$ 5,858.63	\$ 7,695	\$ 2,717.80
Bookstore	320	\$ 61,493.83	\$ 221,947.55	\$ 238,071.69	\$ 45,369.69	\$ 204,286	\$ 198,506.38
Customized Training Projects	330	\$ 11,487.32	\$ 2,400.00	\$ 1,571.98	\$ 12,315.34	\$ 10,826	\$ 42.50
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 7,732.11	\$ 7,179.18	\$ 2,403.01	\$ 8,275	\$ 9,677.36
<b>Total Enterprise Fund</b>		<b>\$ 75,762.66</b>	<b>\$ 239,054.66</b>	<b>\$ 248,870.65</b>	<b>\$ 65,946.67</b>	<b>\$ 231,082</b>	<b>\$ 210,944.04</b>
PERS Pension Bond Fund	410	\$ 12,255.17	\$ 90,030.93	\$ 40,618.73	\$ 61,667.37	\$ 104,637	\$ 41,083.03
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 631,222.63	\$ 185,918.75	\$ 440,220.43	\$ 651,838	\$ 191,018.75
<b>Total Debt Service Fund</b>		<b>\$ 7,171.72</b>	<b>\$ 721,253.56</b>	<b>\$ 226,537.48</b>	<b>\$ 501,887.80</b>	<b>\$ 756,475</b>	<b>\$ 232,101.78</b>
Campus Construction Fund - GO Bonds	520	\$ 1,885,437.97	\$ 7,965.61	\$ 379,142.50	\$ 1,514,261.08	\$ 996,000	\$ 237,205.00
<b>Total Capital Projects Fund</b>		<b>\$ 1,885,437.97</b>	<b>\$ 7,965.61</b>	<b>\$ 379,142.50</b>	<b>\$ 1,514,261.08</b>	<b>\$ 996,000</b>	<b>\$ 237,205.00</b>
Associated Students of TBCC	710	\$ 3,687.00	\$ 8,227.80	\$ 7,652.46	\$ 4,262.34	\$ 8,300	\$ 5,429.28
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 5,665.10	\$ 4,919.66	\$ 1,012.62	\$ 5,275	\$ 4,174.91
<b>Total Agency Fund</b>		<b>\$ 3,954.18</b>	<b>\$ 13,892.90</b>	<b>\$ 12,572.12</b>	<b>\$ 5,274.96</b>	<b>\$ 13,575</b>	<b>\$ 9,604.19</b>
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 17,127.50	\$ 17,251.50	\$ 21,000	\$ 13,702.50
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 109,920.30	\$ 117,454.57	\$ 123,525	\$ 61,291.13
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 18,856.64	\$ 10,738.11	\$ 29,000	\$ 29,247.24
Foundation Scholarships	834	\$ -	\$ 71,633.90	\$ 71,633.90	\$ -	\$ 100,000	\$ 76,263.62
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 48,927.00	\$ 47,364.18	\$ 4,597.07	\$ 35,000	\$ 30,157.45
<b>Total Financial Aid Fund</b>		<b>\$ 144,382.87</b>	<b>\$ 270,560.90</b>	<b>\$ 264,902.52</b>	<b>\$ 150,041.25</b>	<b>\$ 308,525</b>	<b>\$ 210,661.94</b>

Agenda Item 7.B - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended April 2012  
83.33% 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%
<b>Resources</b>												
State Aid	\$ 865,821	\$ 864,456	99.84%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 25,000	\$ 27,250	109.00%	\$ 826,211	\$ 384,017	46.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 1,292,058	123.49%	\$ 5,000	\$ 6,130	122.60%	\$ 7,000	\$ 6,975	99.64%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 957,734	93.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 2,774	92.47%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 220,866	110.43%
Interest	\$ 4,000	\$ 3,987	99.68%	\$ 10,500	\$ 10,270	97.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 7,248	111.51%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 5,815	77.53%	\$ 2,000	\$ 1,406	70.30%	\$ -	\$ -	0.00%	\$ 1,000	\$ 1,081	108.10%
Transfers	\$ 473,174	\$ 287,350	60.73%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,451,318</b>	<b>\$ 3,448,672</b>	<b>99.92%</b>	<b>\$ 844,711</b>	<b>\$ 401,823</b>	<b>47.57%</b>	<b>\$ 7,000</b>	<b>\$ 6,975</b>	<b>99.64%</b>	<b>\$ 201,000</b>	<b>\$ 221,947</b>	<b>110.42%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,633,878	\$ 2,109,508	80.09%	\$ 393,605	\$ 203,682	51.75%	\$ 4,725	\$ 1,840	38.94%	\$ 43,077	\$ 36,150	83.92%
Operating Expenditures	\$ 976,431	\$ 601,613	61.61%	\$ 108,135	\$ 135,468	125.28%	\$ 2,450	\$ 208	8.49%	\$ 158,050	\$ 200,419	126.81%
Capital Outlay	\$ 56,000	\$ 53,837	96.14%	\$ 8,000	\$ 14,759	184.49%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 248,253	93.12%	\$ 468,235	\$ 285,839	61.05%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 1,502	69.57%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,313,029	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,982,909</b>	<b>\$ 3,013,211</b>	<b>75.65%</b>	<b>\$ 3,291,004</b>	<b>\$ 639,748</b>	<b>19.44%</b>	<b>\$ 7,695</b>	<b>\$ 2,048</b>	<b>26.61%</b>	<b>\$ 204,286</b>	<b>\$ 238,071</b>	<b>116.54%</b>
Ending Fund Balance	\$ 451,087	\$ 1,182,027		\$ 40,800	\$ 2,391,576		\$ 1,805	\$ 5,858		\$ 26,714	\$ 45,370	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 170,605			\$ 24,856			\$ -			\$ -	
Inventories		\$ 2,840			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (173,445)			\$ (24,856)			\$ -			\$ (39,033)	
Liabilities												
Accounts Payable		\$ 101,598			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 131,385			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 318,116			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ 144,671			\$ (24,856)			\$ -			\$ (33,179)	
ENDING CASH BALANCE		\$ 1,326,698			\$ 2,366,720			\$ 5,858			\$ 12,191	

Agenda Item 7.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2012

83.33% 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%
<b>Resources</b>												
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	\$ -	\$ 2,400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 650,988	\$ 630,162	96.80%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 5,275	\$ 7,732	146.58%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 900	\$ 1,066	118.44%	\$ 7,500	\$ 7,966	106.21%
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	\$ 90,026	81.84%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 10,826	\$ 2,400	0.00%	\$ 5,275	\$ 7,732	146.58%	\$ 761,888	\$ 721,254	94.67%	\$ 7,500	\$ 7,966	106.21%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 191	3.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 34,080	\$ 21,753	63.83%
Operating Expenditures	\$ 4,170	\$ 1,371	32.88%	\$ 8,275	\$ 7,179	86.76%	\$ 1,600	\$ 1,600	100.00%	\$ 960,000	\$ 357,390	37.23%
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%
<b>Total expenditures</b>	\$ 10,826	\$ 1,572	14.52%	\$ 8,275	\$ 7,179	86.76%	\$ 756,475	\$ 226,537	29.95%	\$ 996,000	\$ 379,143	38.07%
Ending Fund Balance	\$ -	\$ 12,315		\$ -	\$ 2,403		\$ 9,413	\$ 501,889		\$ 911,500	\$ 1,514,261	
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	\$ 12,315	\$ 12,315		\$ 2,403	\$ 2,403		\$ 501,889	\$ 501,889		\$ 1,514,261	\$ 1,514,261	

Agenda Item 7.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended April 2012  
 83.33% 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%
<b>Resources</b>						
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	\$ 5,665	89.92%	\$ 133,000	\$ 120,561	90.65%
Transfers	\$ 6,600	\$ 8,228	124.67%	\$ 150,000	\$ 150,000	100.00%
<b>Total Revenues</b>	<b>\$ 12,900</b>	<b>\$ 13,893</b>	<b>107.70%</b>	<b>\$ 283,000</b>	<b>\$ 270,561</b>	<b>95.60%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,575	\$ 12,572	92.61%	\$ 308,525	\$ 264,903	85.86%
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%
<b>Total expenditures</b>	<b>\$ 13,575</b>	<b>\$ 12,572</b>	<b>92.61%</b>	<b>\$ 308,525</b>	<b>\$ 264,903</b>	<b>85.86%</b>
Ending Fund Balance	\$ 1,325	\$ 5,275		\$ 119,760	\$ 150,041	
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		\$ 5,275			\$ 150,041	

**\$ 5,897,651**

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.

## Strategic Planning and Accreditation

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

### **BACKGROUND INFORMATION**-----Dean Gates

The nine Dimension Reports put together by TBCC faculty and staff as part of the Foundations of Excellence (FoE) self-study process suggested 56 action items. These items in priority order (high, medium, low) were shared with faculty and staff at the April 17 In-Service then an In-Service activity focused on identifying common themes among the suggested action items. The Planning and Steering Committee used the Dimension Reports and input from In-Service to refine the themes. The five themes are: (1) Communication; (2) College Culture/Mission/Vision/Philosophies; (3) Faculty/Staff Development; (4) Student Support; (5) Student Data/Research/Tracking/ Monitoring.

The Planning and Steering Committee also used each of the Dimension Reports, feedback from Gardiner Institute staff, and review of the recommended action items to suggest final grades for each of the dimensions. The Report Card (attached) is the culmination of analysis and planning focused on the experience of new students. Because these grades are based on judgments made by TBCC's campus task force, they are not intended to be used in comparison to any other institution or in a ranking system. The Foundations Report Card can be used most effectively as an indicator of relative grades within TBCC.

TBCC's Final Report for FoE will combine the Report Card, summary of findings from the FoE process, and an Implementation Plan for acting on items to address each of the five themes. The FoE process has been a very valuable experience for TBCC. It has helped us focus on what TBCC can do to help students be successful in their first year. The results of this year's self-study process will also provide a starting point for TBCC's participation in the Achieving the Dream project over the next three years.

TBCC is part of a consortium of Oregon small colleges participating in Achieving the Dream. TBCC will develop and implement research-based policies and practices based on quantitative and qualitative analyses of its institutional strengths, problem areas, and achievement gaps. Through Achieving the Dream, TBCC will have the opportunity to learn from other Achieving the Dream Institutions, and receive assistance from experienced practitioners in building a culture of evidence campus-wide, using data to identify problems, setting priorities, and measuring progress toward increasing student success. A team of five from TBCC will attend a national Kick-Off event in Portland in mid-June. Involvement in initiatives like FoE and Achieving the Dream will also strengthen TBCC's ability to address Achievement Compact expectations.



The Foundations of Excellence® Report Card

Foundational Dimensions	Grade
<p><b>Foundations Institutions intentionally cultivate learning environments for new students that emerge from a philosophy of two-year colleges as gateways to higher education.</b> The philosophy is explicit and easily understood. It is consistent with the institutional mission, reflects a consensus of internal and external constituencies, and is widely disseminated. The philosophy is also the basis for organizational policies, practices, structures, leadership, and resource allocation to support the new student experience. (Philosophy)</p>	C+
<p><b>Foundations Institutions provide a comprehensive, coordinated, and flexible approach to the new student experience through effective organizational structures and policies.</b> These structures and policies guide and align all aspects of the new student experience. Through effective partnerships, critical stakeholders such as instructional, administrative, and student services units provide a coherent experience for new students that is enhanced by ongoing faculty and staff development activities and appropriate budgetary arrangements. (Organization)</p>	C+
<p><b>Foundations Institutions deliver curricular and co-curricular learning experiences that engage new students in order to develop knowledge, skills, attitudes, and behaviors consistent with the institutional mission, students' academic and career goals, and workplace expectations.</b> Both in and out of the classroom, these learning experiences promote critical thinking, ethical decision making, and the lifelong pursuit of knowledge. (Learning)</p>	B
<p><b>Foundations Institutions make new students a high priority for faculty and staff.</b> A culture of responsibility for the experiences of new students characterizes these institutions. This culture is realized through high-quality instruction, services, and support as well as substantial interaction with students both inside and outside the classroom. Campus leaders nurture this culture and support it by appropriate institutional recognition and rewards. (Campus Culture)</p>	C
<p><b>Foundations Institutions facilitate appropriate student transitions beginning with outreach and recruitment and continuing throughout the period of enrollment.</b> They communicate clear curricular/co-curricular expectations and possibilities, and they provide appropriate preparation and support for educational success. They are forthright about their responsibilities to students as well as students responsibilities to themselves and the institution. These institutions create and maintain communication with secondary and other postsecondary institutions, families, employers, community agencies, and other sources of support for students. (Transitions)</p>	C-
<p><b>Foundations Institutions serve all new students according to their varied needs.</b> These institutions anticipate, identify, and address the needs of traditional and non-traditional students in response to their individual abilities, backgrounds, interests, and experiences. These efforts are subject to assessment and adjustment as needed. Institutions also ensure campus environments that are inclusive and safe for all students. (All Students)</p>	C
<p><b>Foundations Institutions ensure that new students experience ongoing exploration of diverse ideas, worldviews, and cultures as a means of enhancing their learning and participation in pluralistic communities.</b> Institutions cultivate an open and civil community in which students interact with people from varied backgrounds and cultures. These institutions guide students to reflect on ideas and values different from those they currently hold, and explore their own cultures and the cultures of others. (Diversity)</p>	C
<p><b>Foundations Institutions promote student understanding of the various roles and purposes of higher education and those unique to two-year institutions, both for the individual and society.</b> These roles and purposes include learning for personal growth, career enhancement, workplace preparation and retraining, transfer for additional education, engaged citizenship, and serving the public good. Institutions encourage new students to examine their motivation and goals with regard to higher education in general and to their own college. Students are exposed to the value of both a general education and focused study in an academic or career field. (Roles &amp; Purposes)</p>	C
<p><b>Foundations Institutions conduct assessment and maintain associations with other institutions and relevant professional organizations in order to effect improvement.</b> Assessment provides feedback to new students to guide their learning, to faculty to guide their teaching, and to the institution to guide planning, resource allocation, decision making, and improvement of programs and policies. As a way to facilitate improvement, these institutions are knowledgeable about current practices at other institutions as well as relevant research and scholarship. (Improvement)</p>	B-



## Courses and Curricula

### RECOMMENDATION

APPROVE CHANGES TO GREEN TECHNICIAN CERTIFICATE.

BACKGROUND INFORMATION ----- Dean Gates

The following revisions to the Green Technician Certificate are proposed:

1. Decrease WR 115 requirement from 4 credits to 3 credits.
2. Decrease total credits for certificate to 45 (currently 46).

These revisions will bring the certificate into alignment with the statewide certificate and accommodate transfer within consortium colleges.



## Board of Education Policy<sup>1</sup>

### **RECOMMENDATION**

ACTION TO APPROVE POLICY 501.9.2, POLICY 202.6 AND APPENDICES A-1, A-2, B-1, C-1 AND C-3.

### **BACKGROUND INFORMATION** ----- President Green

Policy 501.9.2 Veterans is back before you for fine tuning based on the 2012 legislative session. The edits are minor but will confirm our policy with statewide agreement.

The Integrated Pest Management policy is the result of the 2009 legislature and the need for every K-12 and community college to have a policy for the management of pests. This will be added to policy 202- Occupational Safety and Health Administration Regulations as section 202.6

Each year the Board approves Appendices A-1, A-2, B-1, C-1 and C-3 that create the which set pay grades, salaries and benefits according to the 2012-2013 approved budget.

### **501.9.2 –DEPENDENTS OF FALLEN OR 100% DISABLED OREGON SERVICE PERSONNEL**

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of **members of** all branches of the United States Armed Forces or United States Coast Guard who:

Died while on active duty, or

Died as a result of a military service-connected disability, or

Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver. These waivers will be administered through processes outlined in Administrative Rules.

### **202.6 - INTEGRATED PEST MANAGMENT**

*To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.*

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*The IPM plan is a proactive strategy that:*

- 1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;*
  - b. Protect the integrity of College buildings and grounds;*
  - c. Maintain a productive learning environment; and*
  - d. Protect local ecosystem health.**
- 2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;*
- 3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;*
- 4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;*
- 5. Evaluates the need for pest control by identifying acceptable pest population density levels;*
- 6. Monitors and evaluates the effectiveness of pest control measures;*
- 7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;*
- 8. Excludes the application of pesticides for purely aesthetic purposes;*
- 9. Includes College staff education about sanitation, monitoring, inspection and pest control measures;*
- 10. Gives preference to the use of nonchemical pest control measures;*
- 11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and*
- 12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.*



*The College shall designate the Facilities Coordinator as the Integrated Pest Management Plan Coordinator gives them the authority for overall implementation and evaluation of the IPM plan.*

***Integrated Pest Management Plan Coordinator***

*The IPM Plan Coordinator shall:*

- 1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;*
- 2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;*
- 3. Oversee pest prevention efforts;*
- 4. Ensuring identification and evaluation of pest situation;*
- 5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;*
- 6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;*
- 7. Evaluate pest management results; and*
- 8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;*
  - b. A copy of the Material Data Safety Sheet;*
  - c. The brand name and USEPA2 registration number of the product;*
  - d. The approximate amount and concentration of pesticide applied;*
  - e. The location of where the pesticide was applied;*
  - f. The type of application and whether the application was effective;*
  - g. The name(s) of the person(s) applying the pesticide;*
  - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;*
  - i. The dates and times for the placement and removal of warning signs; and*
  - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.**
- 9. Respond to inquiries about the IPM plan and refer complainants;*
- 10. Conduct outreach to College staff about the College's IPM plan.*

*(Legal Reference(s): ORS 634.116, SB 637 (2009))*



**NON-FACULTY SALARY GRADES**

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

**2011-2012 2012-2013 Executive and Management Staff Salary Grades (Exempt)**

GRADE	POSITION TITLE
30	Dean of Instructional Services
29	Dean of Administrative Services
27	Comptroller/Budget Officer
26	Executive Director of Foundation and College Advancement
22	<b>Director, Information Technology</b>
22	<b>Director, Facilities, Human Resources, and Risk Management</b>
22	Director, Career, Technical and Workforce Education
22	Director, Student Services
22	Director, Library
22	Director, Professional Technical Education
22	Director, Skills Development Center
22	Director, Community Economic Development and Small Business Development Center
20	Coordinator, Institutional Research
17	Academic Advisor
17	Coordinator, Literacy Program
17	Information Technology Coordinator

**2011-2012 2012-2013 Professional Support Staff Salary Grades (Non-Exempt)**

GRADE	POSITION TITLE
13	Admissions Advisor/Enrollment Specialist
13	Community Education Coordinator
13	Course Information Specialist
13	Custodial/Evening Coordinator
13	Executive Secretary
13	Facilities Maintenance Specialist
13	Financial Aid Advisor/Enrollment Specialist
13	Information Technology Assistant
13	Instructional Support Specialist
13	Literacy Program Specialist
10-13	Business Office Specialist
10-13	Pathways Specialist
10	Secretary
10	TOPS Accountability Testing Specialist
9-13	Small Business Development Center Assistant
6	Library Assistant
6-13	Learning Center Assistant
3	Custodian/Security Specialist



**SUMMARY OF EMPLOYEE BENEFITS**

Article No.: Appendix B – 1

Approved: *Pending*

Reference:

**SUMMARY OF EMPLOYEE BENEFITS**

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave*	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 40 hours/week	X		12	20	11	5	3	unlimited emp + dep	X
FT Support Staff 40 hours/week	X		12	10 to 20****	11	5	3	unlimited emp + dep	X
PT Admin. & Support Staff 20 hours or more per week	X**		X**	X**	X***	5***	X**	8 credits emp + dep & unlimited Degree Guarantee course credits emp + dep	X
PT Admin. & Support Staff Less than 20 hours per week								8 credits emp + dep & unlimited Degree Guarantee course credits emp + dep	Qual. Pos.
Temporary & On-Call Employees								8 credits emp + dep & unlimited Degree Guarantee course credits emp + dep	Qual. Pos
180/ day Regular Faculty 1. FTE	X		10		5	5	3	unlimited emp + dep	X
180/ day Regular Faculty .5-.99 FTE	X**		X**					8 credits emp + dep & unlimited Degree Guarantee course credits emp + dep	X
Adjunct Faculty Term-by-term								8 credits emp + dep & unlimited Degree Guarantee course credits emp + dep	Qual. Pos

"X" Indicates benefit is provided  
\* From sick leave accrual

\*\* Prorated on actual hours or FTE (full-time equivalent)  
\*\*\* Paid based on scheduled hours

\*\*\*\* based on longevity (see Article 312)

**Tillamook Bay Community College**

**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved: Pending

Reference:

Non-Regular Faculty Salary Schedule 2011-2012 2012-2013						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$411.22 per lecture credit	\$431.91	\$453.35	\$476.04	\$499.83	\$506.97
Transfer College Credit Courses Substitute Rate	\$34.28 per lecture credit					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$305.96 per term					
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	\$848.14 per lab credit	\$890.51	\$913.03	\$981.82	\$1,031.47	\$1,082.45
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100, CAS216, MUS 131)	\$619.65 per lecture/lab credit	\$650.23	\$682.75	\$716.89	\$752.73	\$790.37
ABE/GED/ESL/ High School Credit Recovery Classes	\$28.15 per hour	\$29.55	\$31.03	\$32.60	\$34.22	\$35.92
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Dean of Instructional Services may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.					
Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	\$24.48 per hour	\$25.70	\$27.00	\$28.33	\$29.75	\$31.25



**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved: *Pending*

Reference:

Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$8.94 per hour	\$9.39	\$9.86	\$10.34	\$10.87	\$11.41
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$11.92 per hour	\$12.51	\$13.14	\$13.79	\$14.50	\$15.20
General Tutoring	\$8.94 per hour	\$9.39	\$9.86	\$10.34	\$10.87	\$11.41
ADA Tutor	\$11.92 per hour	\$12.51	\$13.14	\$13.79	\$14.50	\$15.20
Math Tutor	\$11.92-14.29 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$17.92 per hour					





TILLAMOOK BAY COMMUNITY COLLEGE  
**2011-2012 2012-2013** Regular Full-Time & Regular Part-Time Staff Salary Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14 & On
1	\$18,256	\$18,820	\$19,403	\$19,985	\$20,584	\$21,202	\$21,838	\$22,493	\$23,168	\$23,863	\$24,579	\$25,316	\$26,075	COLA + Half-Step
2	\$19,169	\$19,761	\$20,373	\$20,984	\$21,613	\$22,262	\$22,930	\$23,617	\$24,326	\$25,056	\$25,807	\$26,582	\$27,379	
3	\$20,127	\$20,750	\$21,391	\$22,033	\$22,694	\$23,375	\$24,076	\$24,798	\$25,542	\$26,309	\$27,098	\$27,911	\$28,748	
4	\$21,133	\$21,787	\$22,461	\$23,135	\$23,829	\$24,544	\$25,280	\$26,038	\$26,819	\$27,624	\$28,453	\$29,306	\$30,186	
5	\$22,190	\$22,876	\$23,584	\$24,291	\$25,020	\$25,771	\$26,544	\$27,340	\$28,160	\$29,005	\$29,875	\$30,772	\$31,695	
6	\$23,300	\$24,020	\$24,763	\$25,506	\$26,271	\$27,059	\$27,871	\$28,707	\$29,568	\$30,455	\$31,369	\$32,310	\$33,280	
7	\$24,465	\$25,221	\$26,001	\$26,781	\$27,585	\$28,412	\$29,265	\$30,143	\$31,047	\$31,978	\$32,938	\$33,926	\$34,943	
8	\$25,688	\$26,482	\$27,301	\$28,120	\$28,964	\$29,833	\$30,728	\$31,650	\$32,599	\$33,577	\$34,584	\$35,622	\$36,691	
9	\$26,972	\$27,806	\$28,666	\$29,526	\$30,412	\$31,325	\$32,264	\$33,232	\$34,229	\$35,256	\$36,314	\$37,403	\$38,525	
10	\$28,321	\$29,197	\$30,100	\$31,003	\$31,933	\$32,891	\$33,877	\$34,894	\$35,941	\$37,019	\$38,129	\$39,273	\$40,451	
11	\$29,737	\$30,657	\$31,605	\$32,553	\$33,529	\$34,535	\$35,571	\$36,638	\$37,738	\$38,870	\$40,036	\$41,237	\$42,474	
12	\$31,224	\$32,189	\$33,185	\$34,180	\$35,206	\$36,262	\$37,350	\$38,470	\$39,625	\$40,813	\$42,038	\$43,299	\$44,598	
13	\$32,785	\$33,799	\$34,844	\$35,889	\$36,966	\$38,075	\$39,217	\$40,394	\$41,606	\$42,854	\$44,140	\$45,464	\$46,828	
14	\$34,424	\$35,489	\$36,586	\$37,684	\$38,814	\$39,979	\$41,178	\$42,414	\$43,686	\$44,997	\$46,346	\$47,737	\$49,169	
15	\$36,145	\$37,263	\$38,416	\$39,568	\$40,755	\$41,978	\$43,237	\$44,534	\$45,870	\$47,246	\$48,664	\$50,124	\$51,627	
16	\$37,953	\$39,126	\$40,336	\$41,547	\$42,793	\$44,077	\$45,399	\$46,761	\$48,164	\$49,609	\$51,097	\$52,630	\$54,209	
17	\$39,850	\$41,083	\$42,353	\$43,624	\$44,933	\$46,281	\$47,669	\$49,099	\$50,572	\$52,089	\$53,652	\$55,261	\$56,919	
18	\$41,843	\$43,137	\$44,471	\$45,805	\$47,179	\$48,595	\$50,052	\$51,554	\$53,101	\$54,694	\$56,334	\$58,024	\$59,765	
19	\$43,935	\$45,294	\$46,694	\$48,095	\$49,538	\$51,024	\$52,555	\$54,132	\$55,756	\$57,428	\$59,151	\$60,926	\$62,753	
20	\$46,132	\$47,558	\$49,029	\$50,500	\$52,015	\$53,576	\$55,183	\$56,838	\$58,543	\$60,300	\$62,109	\$63,972	\$65,891	
21	\$48,438	\$49,936	\$51,481	\$53,025	\$54,616	\$56,254	\$57,942	\$59,680	\$61,471	\$63,315	\$65,214	\$67,171	\$69,186	
22	\$50,860	\$52,433	\$54,055	\$55,676	\$57,347	\$59,067	\$60,839	\$62,664	\$64,544	\$66,480	\$68,475	\$70,529	\$72,645	
23	\$53,403	\$55,055	\$56,757	\$58,460	\$60,214	\$62,020	\$63,881	\$65,797	\$67,771	\$69,804	\$71,899	\$74,056	\$76,277	
24	\$56,073	\$57,807	\$59,595	\$61,383	\$63,225	\$65,121	\$67,075	\$69,087	\$71,160	\$73,295	\$75,494	\$77,758	\$80,091	
25	\$58,877	\$60,698	\$62,575	\$64,452	\$66,386	\$68,377	\$70,429	\$72,542	\$74,718	\$76,959	\$79,268	\$81,646	\$84,096	
26	\$61,821	\$63,733	\$65,704	\$67,675	\$69,705	\$71,796	\$73,950	\$76,169	\$78,454	\$80,807	\$83,232	\$85,729	\$88,300	
27	\$64,912	\$66,919	\$68,989	\$71,059	\$73,190	\$75,386	\$77,648	\$79,977	\$82,377	\$84,848	\$87,393	\$90,015	\$92,715	
28	\$68,157	\$70,265	\$72,438	\$74,612	\$76,850	\$79,155	\$81,530	\$83,976	\$86,495	\$89,090	\$91,763	\$94,516	\$97,351	
29	\$71,565	\$73,779	\$76,060	\$78,342	\$80,692	\$83,113	\$85,607	\$88,175	\$90,820	\$93,545	\$96,351	\$99,242	\$102,219	
30	\$75,143	\$77,468	\$79,863	\$82,259	\$84,727	\$87,269	\$89,887	\$92,584	\$95,361	\$98,222	\$101,169	\$104,204	\$107,330	
31	\$78,901	\$81,341	\$83,857	\$86,372	\$88,963	\$91,632	\$94,381	\$97,213	\$100,129	\$103,133	\$106,227	\$109,414	\$112,696	
32	\$82,846	\$85,408	\$88,049	\$90,691	\$93,412	\$96,214	\$99,100	\$102,073	\$105,136	\$108,290	\$111,538	\$114,885	\$118,331	
33	\$86,988	\$89,678	\$92,452	\$95,225	\$98,082	\$101,025	\$104,055	\$107,177	\$110,392	\$113,704	\$117,115	\$120,629	\$124,248	
34	\$91,337	\$94,162	\$97,074	\$99,987	\$102,986	\$106,076	\$109,258	\$112,536	\$115,912	\$119,389	\$122,971	\$126,660	\$130,460	
35	\$95,904	\$98,870	\$101,928	\$104,986	\$108,136	\$111,380	\$114,721	\$118,163	\$121,708	\$125,359	\$129,120	\$132,993	\$136,983	

**INSURANCE BENEFIT AMOUNT**

Full-time            \$1,435.00    \$1,170.00 per month  
Part-time            \$1,435.00    \$1,170.00 per month (prorated based on actual FTE)

**INSURANCE OPT-OUT BASE AMOUNT**

(Stipend is calculated as the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)

Full-Time            \$1,435.00    \$1,170.00 per month  
Part-Time            \$1,435.00    \$1,170.00 per month (stipend for part-time employment is prorated based on actual FTE)

## Facilities

### RECOMMENDATION

INFORMATION ONLY AND FIRST READING.

### BACKGROUND INFORMATION ----- President Green

Tillamook Bay Community College South is a reality. The building will have its first classes this summer. The classes offered include: Introduction to Home Computer, Word Processing, AARP Driver Safety, Amateur Radio Technician Class and Fly Tying. The Open House and dedication will be on September 10, 2012.

It was suggested that the general classroom at TBCC South be named for a community member who championed education- Eva and Marvin Noble.

In Policy 201.2 -- Naming Facilities.

### 201.2 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 recommendation 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.



## Personnel

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

**BACKGROUND INFORMATION** ----- Director Ryan

Pathways Specialist

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Pathways Specialist	June 17, 2012	July 1, 2012 Open until filled		Lori Gates	
Financial Aid Adviser	Interview held May 23	Open until filled		Michele Burton	

We would like to recognize Barb Casteel for 10+ years of service as adviser to Phi Theta Kappa, the International Honor Society for two year colleges.

We would also like to congratulate Barb for being selected as a Faculty Scholar to the International Honors Institute being held this summer in Colorado. Barb will serve as a Facilitator and Seminar Leader during the event.



## Announcements and General Information

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

### BACKGROUND INFORMATION ----- President Green

Graduation Ceremonies on Friday June 15, 2012 at 6:30 pm

Joint Board Workshop with the Tillamook School District Board on June 18 at 5:30 to 6:30 at the Tillamook School District Office.

OCCA Development Workshop - Wednesday July 11 from noon to 5:00 and Thursday July 12 8 to noon at Oregon Gardens Resort in Silverton Oregon. This workshop will be with John Gardner who will focus on the trustee's role in student success. Given the fact that the achievement compacts will be in place, how does that change the role for the trustees? There is a \$45 per person charge to attend plus lodging. -PDF follows.

County Fair. TBCC, Open Campus and Worksource Oregon are sharing a booth – "Career Ready". Would appreciate volunteers anytime from August 8 thru 11.

OCCA Conference on Thursday November 8 thru 10. OCCA is celebrating 50 years- PDF follows

Phi Theta Kappa –Tillamook Bay Community College received awards at the 2012 Annual Convention. Justin Roth received the Distinguished Chapter Officer Award and Barbara Casteel received the Continued Excellence Awards for Advisors.



- Review data
- Set goals
- Develop plan
- Implement plan

## The Board's Role in Achieving Student Success

### Workshop Agenda

Wednesday July 11, 2012

9:30 a.m. - 5:00 p.m.

Welcome and Continental Breakfast

The Board's Role in Achieving Student Success

Reception and Dinner

Thursday, July 12, 2012

8:00 a.m. - Noon

Continental Breakfast

Workshop Wrap-Up  
The Implementation Phase

Now more than ever, your community college needs to implement a strategic action plan to assure student success and completion.

Join John Gardner  
president of the John. N. Gardner  
Institute for Excellence in  
Undergraduate Education as he helps  
you understand your role as a trustee  
in supporting the implementation plan  
to insure the success, retention and  
ultimately increase graduation rates  
at your college.



Oregon Garden Resort

895 West Main Street • Silverton OR 97381

**For reservations call: 503-874-2500**

Identify yourself at part of the OCCA group  
to obtain the special rate.

**Room reservation deadline: June 11, 2012**

Queen or King Single \$77/ Queen or King Double \$99

If you have questions, please call Rebecca Cozart at 503-399-9912.

OCCA • 260 13th St. NE • Salem, OR 97301 • FAX: 503-399-9286

**Fax or mail your registration form today! Registration deadline: June 29, 2012 Please PRINT all information.**

College Name \_\_\_\_\_

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

Name \_\_\_\_\_  \$45

**TOTAL**

Workshop registration is \$45 per person and includes meals and handout materials  
Every board member from each college is encouraged to participate in this workshop.



# The Schedule

## THURSDAY, November 8

- 2:30 p.m. Registration and Exhibits Open
- 4:00 - 5:00 p.m. Opening General Session
- 6:00 - 8:00 p.m. Opening Reception

## FRIDAY, November 9

- 9:00 a.m. Registration and Refreshments Exhibits Open
- 10:00 - 11:30 a.m. Opening General Session
- Noon - 1:00 p.m. Registration Luncheon in the Exhibit Hall
- 1:00 - 2:00 p.m. Breakout Sessions
- 2:00 - 2:15 p.m. Refreshment Break in Exhibit Hall
- 2:15 - 3:15 p.m. Breakout Sessions
- 3:15 - 4:00 p.m. Refreshment Break in the Exhibit Hall
- 4:00 - 5:00 p.m. General Session
- 6:30 - 7:00 p.m. Howard Cherry Reception
- 7:00 - 8:30 p.m. Howard Cherry Banquet

## SATURDAY, November 10

- 7:30 - 8:30 a.m. Breakfast in Exhibit Hall
- 8:30 - 9:30 a.m. General Session
- 9:30 - 9:50 a.m. Refreshment Break in the Exhibit Hall
- 9:50 - 10:45 a.m. Breakout Sessions
- 10:45 - 11:05 a.m. Refreshment Break in the Exhibit Hall
- 11:05 - Noon Breakout Sessions
- Noon - 1:15 p.m. Luncheon with Speaker
- 1:20 - 2:20 p.m. Breakout sessions
- 2:20 - 2:45 p.m. Refreshment Break in Exhibit Hall
- 2:45 - 3:45 p.m. Board Development Session
- 3:45 - 4:30 p.m. Refreshments/Closing of the Exhibit Hall
- 6:00 - 7:00 p.m. 50<sup>th</sup> Anniversary Reception
- 7:00 - 9:30 p.m. 50<sup>th</sup> Anniversary Dinner and Party

## SUNDAY, November 11

- 9:00 a.m. Bon Voyage Breakfast

## The General Sessions

Thursday  
November 8

### Josh Wyner

Executive Director - College Excellence Program  
The Aspen Institute

#### Exceptional Colleges:

Culture, Leadership and Performance

Friday  
November 9

### Dr. Walter Bumphus

President, American Association of Community Colleges  
The 21st Century Initiative

### Dr. Katie Hern

Friday  
November 9

English Instructor/Author/Leader - Chabot College  
Rethinking the Broken System of Remedial  
Math and English Sequences

## The Opening Reception

Vineyard views, rolling hills, great wine, good company, delicious food, fun desserts and beautiful music. That's what you'll find at Chemeketa's Viticulture Center reception on November 8. Don't miss it.

Hosted by Chemeketa Community College

## The 50th Party

Reminisce, laugh, cry, spend time with old friends and colleagues, raise your glass to the successes of Oregon's community colleges and the successes made possible through OCCA in the last 50 years. Be there when we cut the cake and celebrate the night away at the biggest bash of the year!



**THURSDAY, November 8**

**2:30 p.m.**  
Registration  
Exhibits Open

**4:00 - 5:00 p.m.**  
Opening General Session

**6:00 p.m.**  
Opening Reception  
CCC Viticulture Center  
Sponsored by Chemeketa  
Community College

**FRIDAY, November 9**

**9:00 a.m.**  
Registration  
Exhibits Open

**10:00 - 11:30 a.m.**  
Opening General Session

**Noon - 1:00 p.m.**  
Registration  
Lunch in the Exhibit Hall

**1:00 - 2:00 p.m.**  
Breakout Sessions

**2:00 - 2:15 p.m.**  
Refreshment Break  
in Exhibit Hall

**2:15 - 3:15 p.m.**  
Breakout Sessions

**3:15 - 4:00 p.m.**  
Refreshment Break  
in the Exhibit Hall

**4:00 - 5:00 p.m.**  
General Session

**6:30 - 7:00 p.m.**  
Howard Cherry Reception

**7:00 - 8:30 p.m.**  
Howard Cherry Banquet

**SATURDAY, November 10**

**7:30 a.m. - 8:30 a.m.**  
Breakfast in Exhibit Hall

**8:30 - 9:30 a.m.**  
General Session

**9:30 - 9:50 a.m.**  
Refreshment Break  
in the Exhibit Hall

**9:50 - 10:45 a.m.**  
Breakout Sessions

**10:45 - 11:05 a.m.**  
Refreshment Break  
in the Exhibit Hall

**11:05 - Noon**  
Breakout Sessions

**Noon - 1:15 p.m.**  
Luncheon with Speaker

**1:20- 2:20 p.m.**  
Breakout sessions

**2:20-2:45 p.m.**  
Refreshment Break  
in Exhibit Hall

**2:45 - 3:45 p.m.**  
Board Development Session

**3:45 - 4:00 p.m.**  
Refreshment Break  
in Exhibit Hall

**4:00 - 5:00 p.m.**  
Breakout Sessions

**6:00 - 7:00 p.m.**  
50<sup>th</sup> Anniversary Reception

**7:00 - 9:30 p.m.**  
50<sup>th</sup> Anniversary  
Dinner and Party

**SUNDAY, November 11**

**9:00 a.m.**  
Breakfast

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**Oregon  
Community  
College  
Association**

**2012 Annual  
Conference**

**November 9-11, 2012**

**Salem  
Conference Center**

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**Tentative Schedule**

## Invitation of Public Comment

**RECOMMENDATION**

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**BACKGROUND INFORMATION** ----- Chair Shaw





## Board Member Discussion Items

**RECOMMENDATION**

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**BACKGROUND INFORMATION** ----- Chair Shaw



## Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION** ----- Chair Shaw

