



Board of Education Meeting Agenda

Date: Monday, November 5, 2012 **Room 214, TBCC Central Campus** **Time:** 6:00 p.m.
4301 Third Street, Tillamook, OR 97141

Item Description
Resource

1. **Call to Order • Acknowledge Guests** ----- Chair Wakefield
2. **Approval of the Agenda** ----- (Action) Chair Wakefield
3. **Invitation of Public Comment** ----- Chair Wakefield
 Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.
4. **Approval of the October 1,2012 Minutes** ----- (Action) Chair Wakefield
5. **Phi Theta Kappa Update**
6. **Reports**
 - A. Oregon Community College Update ----- Commissioner Camille Preus
 - B. Economic Contribution of Tillamook Bay Community College ----- President Green
 - C. Financial Report ----- Comptroller/Budget Officer Williams
7. **Standing Business**
 - A. Strategic Planning and Accreditation ----- Chief Academic Officer Gates
 - B. Board of Education Policy ----- Director Ryan
 - C. Course & Curricula ----- Chief Academic Officer Gates
 - D. Personnel ----- Director Ryan
8. **Announcement and General Information** ----- President Green
9. **Written Communication to the Board** ----- President Green
10. **Invitation of Public Comment** ----- Chair Wakefield
11. **Board Member Discussion Items** ----- Chair Wakefield
12. **Adjournment** ----- (Action) Chair Wakefield

Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION----- Chair Wakefield



Approval of Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE NOVEMBER MEETING.

BACKGROUND INFORMATION----- Chair Wakefield



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 Wakefield



Approval of October 1, 2012 Minutes

RECOMMENDATION

MOTION TO APPROVE THE OCTOBER MINUTES.

BACKGROUND INFORMATION----- Chair Wakefield

**Tillamook Bay Community College
Board of Education Workshop and Meeting
Monday, October 1, 2012**

Board members present: Craig Wakefield, Bob Weitman, Ann Swain, Steve Shaw, Debbie Lincoln, Jim McGinnis, and Rose Wharton

TBCC staff members present: Michele Burton, Kyra Williams, Pat Ryan, Connie Green and Sheryl Neu.

Call to Order • Acknowledge Guests (Agenda Item 1)

The meeting called to order by Chair Wakefield at 6:02 pm.

Approval of the Agenda (Agenda Item 2)

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

Invitation of Public Comment (Agenda Item 3)

There was no public comment at this time.

Approval of the September 10, 2012 Minutes (Agenda Item 4)

A motion to approve September minutes was made by Director McGinnis and seconded by Director Wharton. The motion carried.

New Business

ASTBCC Student Update (Agenda Item 5)

John Sandusky, student advisor of associated student body, introduced the ASTBCC officers— President Patrick Willison, Public Relations Manager Toni Perez, and Financial Manager Natalie Wilson. All have been students at TBCC for at least a year. This group exists to promote student activities and student life on campus. The officers would like to be student advocates and to assist in providing students services that might currently be missing.

President Willison reported that ASTBCC will be encouraging students and faculty to register to vote. Voter registration tables will be placed in the student commons area for this purpose. Those who complete their voter registration card during this voter registration campaign will receive a TBCC water bottle as an incentive.



Also questionnaires will be put out through the end of October to solicit student ideas for activities that include dance ideas and family activities.

Natalie Wilson reported that ASTBCC is in the process of becoming certified by the Oregon Community College Student Association. She also explained that along with the dance ideas there are a lot of other activities in the works such as a Halloween costume contest. Ideas from the Board would be most welcome.

Toni Perez explained that ASTBCC would like to plan a couple of activities with PTK. They will also have service projects and ASTBCC would like to include family night activities in their schedule of events, since a lot of students have children.

President Green pointed out that ASTBCC had an award winning float in the June Dairy Parade.

Old Business

Budget development guidelines and schedule (Agenda Item 6.A)

This was a second reading of the budget guidelines. A motion to approve the budget development guidelines and schedule was made by Director McGinnis and seconded by Director Swain. The motion carried.

Reports

Oregon Community College Update (Agenda Item 7.A)

The Oregon Community College President's Council met with Dr. Rudy Crew and he presented the behavioral assets that he believes should be blended together at all stages of learning. Those are: Academic Proficiency, a sense of civic engagement, a sense of occupational readiness, and a sense of personal adequacy. The K-12 achievement compacts have been approved. The Community College and Oregon University System Compacts have not been approved. They must be approved by Dr. Crew. October 1 was the deadline for OCCA to have response to Oregon Educational Investment Board regarding ways to improve the achievement compacts. The final version from OCCA has not been received, but Connie shared the draft. What was important to the committee working on this draft was that the Investment Board and Dr. Crew establish mutual understanding of the purpose, expectations, and application of how the achievement compacts will be used; to recognize how we're structured and we're governed, meet local needs, and governed locally; include the individual college context; view the achievement compacts as works in progress for positive change; acknowledge that future changes may be necessary to create a measurement; resist suggestions to tie funding to achievement compacts; establish mutually agreeable roles and responsibilities for the community college boards; and recognize the data challenge of Oregon small colleges in setting targets.

The five things Dr. Crew wants to work on during the next three years are: complete the design and implement the P-20 structure; design and implement high impact cost effective initiatives; access, write and respond to policies needed to accomplish student achievement; an outcomes based budget; and work to build an informed motivated public.

Achieving the Dream (Agenda Item 7.B)



President Green reported that Achieving the Dream is a data driven program for the improvement of learning and student success. There are four principles in Achieving the Dream—committed leadership, use of evidence to improve programs and services, broad engagement, and are you willing to do systemic institutional improvement? These goals align with what TBCC was already doing. The overarching goal of the program is success for all community college students. They have five key data points they work with that align with the Oregon community college Achievement Compacts:

1. Successfully complete remedial or developmental instruction and advance to credit-bearing courses
2. Enroll in and successfully complete the initial college-level or gateway courses in subjects such as math and English
3. Complete the courses they take with a grade of "C" or better
4. Persistence from one term to the next
5. Attain a certificate or degree

Win-Win, Lumina Foundation Grant (Agenda Item 7.C)

Director Burton told the Board that the 17 community colleges have been working together on Win-Win. Win-Win is directed toward the people who have more than enough credits to earn a degree or certificate (specifically the Associates of Arts Oregon Transfer degree) but have not gotten their degree yet. The State is using this Lumina grant to identify these students. 7000 students fell into that category and were sorted down to 971 potential people across the State who could possibly earn the AAOT. The colleges have received information on those people and were asked to follow up, finding out if they are interested in earning a degree, if they are missing a class or two how can we get them to come back to finish, or if they have earned credits at a university or other college that could be brought back to apply toward the degree. Approximately a year has been devoted to this already. TBCC had nine students that fell into this category. The state is expecting only 1% of the people identified to actually complete this process and get the AAOT. The real issue is identifying the barriers that stop students from obtaining their degree. Such barriers include having to take your last term at the college or holding up their degree for a library fine.

Financial Report (Agenda Item 7.D)

Comptroller/ Budget Officer Williams presented the reports ending August 31, 2012 and reminded the Board that at this point in the year, there are still some adjustments to be made and beginning balances are still moving. Tuition is being watched closely and a report on that will come in November.

Standing Business

Strategic Planning (Agenda 8.A)

Director Swain, Director Lincoln, and Director McGinnis attended the Fall College In-service. Director Swain commented that she was very impressed with the speaker for fall in-service as well as the questions asked by TBCC faculty and staff.

President Green presented Chief Academic Officer Gates' report which stated that the Academic Master Plan (AMP) is being revised and the Information Technology and facilities plans are being developed/revised to align with the AMP. Those plans will come to the Board for approval early in 2013. Preparations are beginning for the accreditation visit next fall.



Facilities (Agenda Item 8.B)

Director Ryan reported on ways to more effectively and efficiently deliver services to students through the instruction office reconfiguration, expanding seating capacity in classrooms, as well as additional space for adjunct faculty.

We are approaching the end of our third year in the TBCC Central Campus building and there have been several items of routine maintenance performed such as woodwork and painting in the hallways. We are now more seriously enforcing the tobacco free campus policy. There have been no problems with enforcement so far. Chair Wakefield asked about the HVAC system, and Director Ryan reported that it appears to be working well at this point.

Personnel (Agenda Item 8.C)

Director Ryan informed the Board that interviews were held Friday, September 28th for the position of SBDC business counselor/instructor. Two candidates will be asked back for a second round of interviews and the process will proceed from there.

Sheryl Vanselow was recognized for the recent completion of her Bachelor of Liberal Arts Studies degree which she earned from Eastern Oregon University.

President Green also shared a letter from Tillamook County Public Safety Chaplains in regards to their recent program Emotional Survival for First Responders which was held at the college. Pat Ryan was given special commendations in the letter for his customer service efforts.

Announcements/General Information (Agenda Item 9)

- October 11—AAUW Candidate Forum
- October 11—Entrepreneurship—Building a Killer Business Plan, a 5 week class live streamed from OSU.
- October 18—Mildred Davy Scholarship Luncheon at noon
- November 8—OCCA conference

President Green also presented an update on internal and external college efforts during the last quarter to meet goals established by the Board and to work on items included in the Strategic plan. Questions regarding this report can be asked at the November 5, 2012 Board meeting.

Invitation of Public Comment (Agenda Item 10)

There was no public comment at this time.

Board Member Discussion Items (Agenda Item 11)

There were no Board Member discussion items at this time.

Adjournment (Agenda Item 12)

Meeting was adjourned by Chair Wakefield at 7:45 pm.



Phi Theta Kappa Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Phi Theta Kappa officers will provide an update of their activities and leadership development. A focus this year is on College Completion and The Culture of Competition.

President	Mari Cobb,
Vice President	John Krane,
Secretary	Patricia Neary,
Treasurer	Kaylee Atchison,
Public Relations Officer	Krista Moore.



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- COMMISSIONER CAMILLE PREUS

Commissioner Preus will be sharing updates on the community college leadership role in 40-40-20, Achievement Compacts, quality learning and student preparation, progression and completion. She will provide insights into the upcoming legislative session and insights into the PK-20 education continuum as it continues to develop.



Economic Contribution of Tillamook Bay Community College

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- PRESIDENT GREEN

All 17 community college participated in an economic impact study of the Oregon community colleges on their local economies. EMSI is a leading provider of socioeconomic impact to community and technical colleges in the US and Canada. The Board will be provided with the study at the board meeting.

Overview Fact Sheet

ECONOMIC IMPACT

Tillamook Bay Community College plays a significant role in the local economy and is a sound investment from multiple perspectives. Students benefit from improved lifestyles and increased earnings. Taxpayers benefit from a larger economy and lower social costs. Finally, the community as a whole benefits from increased job and investment opportunities, higher business revenues, greater availability of public funds, and an eased tax burden.

INVESTMENT ANALYSIS

Student Perspective

- TBCC served **2,672** students in the 2010-11 reporting year.
- Education increases lifetime income. The average income at the career midpoint of someone with an associate's degree in Tillamook County is **\$29,900**.

Students enjoy a 32.9% rate of return on their investment in TBCC.

- The average TBCC student's income increases by **\$7.10** for every dollar invested in TBCC.
- Students enjoy an attractive **32.9%** average rate of return on their TBCC educational investment, recovering all costs in 4.8 years.

Social Perspective

- Higher earnings of TBCC students and associated increases in state income expand the tax base in Oregon by about **\$6.1 million** each year.
- Oregon will see avoided social costs amounting to **\$326,600** per year due to improved health, reduced crime, and reduced welfare and unemployment.



Taxpayer Perspective

- State and local governments allocated approximately **\$3 million** in support of TBCC in FY 2010-11.
- For every dollar of this support, taxpayers see a return of **\$2.40** (in the form of higher tax receipts and avoided costs).
- State and local governments see an annual rate of return of **11.2%** on their support for TBCC.

ECONOMIC GROWTH ANALYSIS

College Operations Effect

- The Tillamook County economy annually receives **\$3.8 million** in income due to TBCC operations.

Added income attributable to the accumulation of TBCC skills amounts to \$62.7 million each year.

Student Spending Effect

- TBCC estimates that approximately **1%** of its students come from outside the region.
- The expenditures of TBCC's non-local students generate roughly **\$15.8 million** in added income in Tillamook County each year.

Productivity Effect

- The Tillamook County economy embodies an estimated **724,700** credits that have accumulated over the past 30-year period as thousands of former TBCC students enter the workforce.
- TBCC credits translate to higher earnings for students and increased output of businesses. The added income attributable to the accumulation of TBCC credits in the workforce amounts to around **\$62.7 million** each year.

Total Effect

- The total annual impacts on the Tillamook County sum to **\$82.2 million**.
- The total impact represents **13.3%** of the total regional economy and roughly **2,540** average wage jobs.

SEPTEMBER 2012



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.



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended September 2012
 25.00% of fiscal year elapsed

	FY 2011-2012			FY 2012-2013		
	Annual Budget	09/30/11 Actual	Percentage of Budget	Annual Budget	09/30/12 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 982,678	\$ 733,558.24	74.65%	\$ 704,449	\$ 739,655.87	105.00%
State	\$ 865,821	\$ 216,594.38	25.02%	\$ 777,491	\$ 201,668.58	25.94%
Property Taxes	\$ 1,020,018	\$ 9,480.23	0.93%	\$ 1,043,941	\$ 8,841.72	0.85%
Local Contract	\$ 25,000	\$ -	0.00%	\$ 37,500	\$ -	0.00%
Tuition	\$ 866,666	\$ 415,222.76	47.91%	\$ 1,173,450	\$ 421,516.04	35.92%
Fees	\$ 179,639	\$ 70,766.00	39.39%	\$ 197,148	\$ 68,589.50	34.79%
Sale of Goods	\$ 3,000	\$ 959.00	31.97%	\$ 4,000	\$ 246.00	6.15%
Interest	\$ 4,000	\$ 969.54	24.24%	\$ 5,000	\$ 1,104.33	22.09%
Rental	\$ 6,500	\$ 1,890.00	0.00%	\$ 6,665	\$ 3,107.50	46.62%
Miscellaneous	\$ 7,500	\$ 1,291.65	17.22%	\$ 8,000	\$ 499.69	6.25%
Transfers	\$ 473,174	\$ 97,680.98	20.64%	\$ 416,640	\$ 157,836.81	37.88%
Total resources	\$ 4,433,996	\$ 1,548,412.78	34.92%	\$ 4,374,284	\$ 1,603,066.04	36.65%
Expenditures						
Instruction	\$ 1,439,310	\$ 212,991.49	14.80%	\$ 1,450,270	\$ 211,653.35	14.59%
Instructional Support	\$ 414,559	\$ 97,292.48	23.47%	\$ 455,537	\$ 117,806.96	25.86%
Student Services	\$ 356,831	\$ 71,168.19	19.94%	\$ 364,562	\$ 82,170.91	22.54%
College Support	\$ 1,076,027	\$ 341,610.67	31.75%	\$ 1,118,905	\$ 241,878.11	21.62%
Plant Operation	\$ 379,582	\$ 75,767.25	19.96%	\$ 353,898	\$ 89,627.08	25.33%
Transfers	\$ 266,600	\$ 177,393.46	66.54%	\$ 269,112	\$ 27,419.27	10.19%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 976,223.54	24.51%	\$ 4,062,284	\$ 770,555.68	18.97%
Ending fund balance	\$ 451,087	\$ 572,189.24	126.85%	\$ 312,000	\$ 832,510.36	266.83%

Agenda Item 6.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended September 2012

	Fund No.	Beginning Fund Balance	2012-2013 Revenue	2012-2013 Expenditures	Ending Fund Balance	2012-2013 Spendable Budget	2011-2012 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 13,203.29	\$ 13,203.29	\$ -	\$ 68,800	\$ 11,594.83
Tutor Grant	211	\$ -	\$ 3,692.44	\$ 3,692.44	\$ -	\$ 13,892	\$ 3,313.25
Sprint Yellow Pages Literacy Grant	215	\$ 2,495.57	\$ -	\$ -	\$ 2,495.57	\$ 2,400	\$ -
United Way Literacy Grant	216	\$ 7,631.26	\$ 375.00	\$ -	\$ 8,006.26	\$ 7,900	\$ -
Lumina Grant	222	\$ -	\$ -	\$ 429.32	\$ (429.32)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 18,815.62	\$ 18,815.62	\$ -	\$ 190,702	\$ -
Pathways Grant	225	\$ -	\$ 6,347.46	\$ 6,347.46	\$ -	\$ 31,731	\$ -
Industrial Maintenance Tech	226	\$ 51,586.23	\$ 10,000.00	\$ 18,119.42	\$ 43,466.81	\$ 120,000	\$ 23,080.34
OYA Instruction Contract	227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,389.32
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ 165.70	\$ (165.70)	\$ 4,663	\$ 4,284.00
OYA Instruction Supplemental Contract	229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148.12
SBDC Federal Grant	230	\$ -	\$ -	\$ 8,163.46	\$ (8,163.46)	\$ 30,250	\$ 6,108.63
SBDC State Grant	231	\$ -	\$ -	\$ 2,653.90	\$ (2,653.90)	\$ 29,804	\$ 7,399.38
SBDC Program Income	232	\$ 19,024.95	\$ 700.00	\$ 193.93	\$ 19,531.02	\$ 6,035	\$ 50.00
SBDC - EDC Fund	235	\$ -	\$ 22,880.74	\$ 22,880.74	\$ -	\$ 109,776	\$ 21,744.85
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 24,722	\$ -
Student Assistance	250	\$ 1,477.39	\$ 130.00	\$ 45.00	\$ 1,562.39	\$ 2,300	\$ 340.00
Work Keys Mini Grant	251	\$ 1,598.22	\$ -	\$ -	\$ 1,598.22	\$ 1,700	\$ 21.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ 3,490.13	\$ -	\$ 3,491	\$ -
Statewide Distance Learning System Development	272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,232.93
FOE Implementation Grant	274	\$ -	\$ 9,000.00	\$ 7,882.87	\$ 1,117.13	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 995,207.19	\$ 1,457.13	\$ 40,000.00	\$ 956,664.32	\$ 140,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ -	\$ -	\$ -	\$ 252,989	\$ -
Strategic Investment Fund	295	\$ 1,388,797.81	\$ 1,981.58	\$ 107,964.00	\$ 1,282,815.39	\$ 207,964	\$ 94,611.00
State IGA Fund	296	\$ -	\$ 30,568.00	\$ 30,568.00	\$ -	\$ 24,960	\$ -
Total Special Fund		\$ 2,471,308.75	\$ 119,151.26	\$ 284,615.28	\$ 2,305,844.73	\$ 1,274,079	\$ 215,318.15

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2012
Total of Grants that borrow from the General Fund	\$ (11,412.38)	\$ 145,700.60	\$ -	\$ (157,112.98)
Total of Grants that are not borrowing from the General Fund	\$ 2,317,257.11	\$ 9,000.00	\$ -	\$ 2,308,257.11
Total Special Fund	\$ 2,305,844.73	\$ 154,700.60	\$ -	\$ 2,151,144.13

	Fund No.	Beginning Working Capital	2012-2013 Revenue	2012-2013 Expenditures	Ending Working Capital	2012-2013 Spendable Budget	2011-2012 Prior Year Expenditures
Community Education	310	\$ 4,530.24	\$ 2,225.00	\$ 548.02	\$ 6,207.22	\$ 7,695	\$ 433.28
Bookstore	320	\$ 65,241.68	\$ 71,220.26	\$ 99,274.31	\$ 37,187.63	\$ 257,979	\$ 97,371.63
Customized Training Projects	330	\$ 12,315.34	\$ -	\$ -	\$ 12,315.34	\$ 14,326	\$ 446.25
Culinary & Hospitality Program	340	\$ 3,317.54	\$ 576.55	\$ 382.11	\$ 3,511.98	\$ 8,575	\$ 711.51
Total Enterprise Fund		\$ 85,404.80	\$ 74,021.81	\$ 100,204.44	\$ 59,222.17	\$ 288,575	\$ 98,962.67
PERS Pension Bond Fund	410	\$ 16,569.59	\$ 26,764.73	\$ 1,600.00	\$ 41,734.32	\$ 108,477	\$ 1,600.00
General Obligation Bond Fund	420	\$ 21,796.50	\$ 5,534.23	\$ -	\$ 27,330.73	\$ 660,637	\$ -
Total Debt Service Fund		\$ 38,366.09	\$ 32,298.96	\$ 1,600.00	\$ 69,065.05	\$ 769,114	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ 1,310,627.94	\$ 2,037.54	\$ 17,638.96	\$ 1,295,026.52	\$ 1,505,000	\$ 17,426.40
Total Capital Projects Fund		\$ 1,310,627.94	\$ 2,037.54	\$ 17,638.96	\$ 1,295,026.52	\$ 1,505,000	\$ 17,426.40
Associated Students of TBCC	710	\$ 3,277.94	\$ 655.20	\$ 205.05	\$ 3,728.09	\$ 12,400	\$ 219.68
Phi Theta Kappa Honorary Society Fund	720	\$ 1,431.67	\$ 896.75	\$ 300.86	\$ 2,027.56	\$ 5,525	\$ 368.98
Total Agency Fund		\$ 4,709.61	\$ 1,551.95	\$ 505.91	\$ 5,755.65	\$ 17,925	\$ 588.66
Tuition Waivers	831	\$ 16,598.50	\$ -	\$ 2,538.00	\$ 14,060.50	\$ 36,000	\$ 4,114.00
Board Scholarships	832	\$ 117,454.57	\$ -	\$ 4,794.00	\$ 112,660.57	\$ 217,000	\$ 1,275.00
Institutional Work Study	833	\$ 6,683.33	\$ -	\$ 253.07	\$ 6,430.26	\$ 33,500	\$ 4,482.77
Foundation Scholarships	834	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 2,212.75
Non-Institutional Scholarships	840	\$ 4,582.07	\$ 13,584.00	\$ 3,596.57	\$ 14,569.50	\$ 52,000	\$ 679.50
Total Financial Aid Fund		\$ 145,318.47	\$ 13,584.00	\$ 11,181.64	\$ 147,720.83	\$ 388,500	\$ 12,764.02

Agenda Item 6.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2012

25.00% 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		\$ 1,110,848			\$ 2,231,164			\$ 4,690			\$ 29,373	
Beginning Fund Balance	\$ 704,449	\$ 739,656	105.00%	\$ 2,385,291	\$ 2,471,309	103.61%	\$ 1,805	\$ 4,530	250.97%	\$ 26,714	\$ 65,242	244.22%
Resources												
State Aid	\$ 777,491	\$ 201,669	25.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ -	0.00%	\$ 900,536	\$ 114,508	12.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,370,598	\$ 490,106	35.76%	\$ 6,000	\$ 700	11.67%	\$ 7,500	\$ 2,225	29.67%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,043,941	\$ 8,842	0.85%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 246	6.15%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 71,200	28.48%
Interest	\$ 5,000	\$ 1,104	22.08%	\$ 11,850	\$ 3,439	29.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,665	\$ 3,108	46.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 500	6.25%	\$ 1,500	\$ 505	33.67%	\$ -	\$ -	0.00%	\$ 1,000	\$ 20	2.00%
Transfers	\$ 416,640	\$ 157,837	37.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,669,835	\$ 863,412	23.53%	\$ 919,886	\$ 119,152	12.95%	\$ 7,500	\$ 2,225	29.67%	\$ 251,000	\$ 71,220	28.37%
Expenditures												
Salaries and Wages	\$ 2,663,255	\$ 517,923	19.45%	\$ 458,267	\$ 61,801	13.49%	\$ 4,725	\$ 418	8.85%	\$ 47,209	\$ 11,230	23.79%
Operating Expenditures	\$ 1,011,917	\$ 219,124	21.65%	\$ 181,752	\$ 65,449	36.01%	\$ 2,450	\$ 130	5.31%	\$ 208,050	\$ 87,572	42.09%
Capital Outlay	\$ 68,000	\$ 6,090	8.96%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 269,112	\$ 27,419	10.19%	\$ 414,060	\$ 157,365	38.01%	\$ 520	\$ -	0.00%	\$ 1,720	\$ 472	27.44%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,239,133	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Total expenditures	\$ 4,062,284	\$ 770,556	18.97%	\$ 3,293,212	\$ 284,615	8.64%	\$ 7,695	\$ 548	7.12%	\$ 257,979	\$ 99,274	38.48%
Ending Fund Balance	\$ 312,000	\$ 832,512		\$ 11,965	\$ 2,305,846		\$ 1,610	\$ 6,207		\$ 19,735	\$ 37,188	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 474,657			\$ 154,701			\$ -			\$ -	
Inventories		\$ 2,546			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (477,203)			\$ (154,701)			\$ -			\$ (39,033)	
Liabilities												
Accounts Payable		\$ 86,599			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 76,269			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 248,001			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ (229,202)			\$ (154,701)			\$ -			\$ (33,179)	
ENDING CASH BALANCE		\$ 603,310			\$ 2,151,145			\$ 6,207			\$ 4,009	

Agenda Item 6.C - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended September 201:
 25.00% 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		\$ 12,315			\$ 3,318			\$ 27,168			\$ 1,311,043	
Beginning Fund Balance	\$ 10,000	\$ 12,315	0.00%	\$ 300	\$ 3,318	0.00%	\$ 5,000	\$ 38,366	767.32%	\$ 1,500,000	\$ 1,310,628	87.38%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 659,837	\$ 5,492	0.83%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 8,275	\$ 577	6.97%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 850	\$ 43	5.06%	\$ 5,000	\$ 2,038	40.76%
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	\$ 26,764	24.33%	\$ -	\$ -	0.00%
Total Revenues	\$ 11,000	\$ -	0.00%	\$ 8,275	\$ 577	6.97%	\$ 770,687	\$ 32,299	4.19%	\$ 5,000	\$ 2,038	40.76%
Expenditures												
Salaries and Wages	\$ 6,316	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 15,439	\$ 6,628	42.93%
Operating Expenditures	\$ 7,670	\$ -	0.00%	\$ 8,275	\$ 382	4.62%	\$ 1,600	\$ 1,600	100.00%	\$ 1,489,561	\$ 11,011	0.74%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 767,514	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 14,326	\$ -	0.00%	\$ 8,275	\$ 382	4.62%	\$ 769,114	\$ 1,600	0.21%	\$ 1,505,000	\$ 17,639	1.17%
Ending Fund Balance	\$ 6,674	\$ 12,315		\$ 300	\$ 3,513		\$ 6,573	\$ 69,065		\$ -	\$ 1,295,027	
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 2)	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 12,315	\$ 12,315		\$ 3,513	\$ 3,513		\$ 69,065	\$ 69,065		\$ 1,295,027	\$ 1,295,027	

Agenda Item 6.C - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended September 201:
 25.00% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 4,710			\$ 145,318	
Beginning Fund Balance	\$ 5,225	\$ 4,710	90.14%	\$ 138,500	\$ 145,318	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	\$ 6,000	\$ 897	14.95%	\$ 100,000	\$ 13,584	13.58%
Transfers	\$ 9,112	\$ 655	7.19%	\$ 150,000	\$ -	0.00%
Total Revenues	\$ 15,112	\$ 1,552	10.27%	\$ 250,000	\$ 13,584	5.43%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 17,925	\$ 506	2.82%	\$ 388,500	\$ 11,182	2.88%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 17,925	\$ 506	2.82%	\$ 388,500	\$ 11,182	2.88%
Ending Fund Balance	\$ 2,412	\$ 5,756		\$ -	\$ 147,720	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 5,756			\$ 147,720	

\$ 4,298,067

Cell: A33

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

Cell: A47

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

Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Dean Gates

The Academic Master Plan (AMP), Information Technology, and Strategic Enrollment Management plans are currently being reviewed by peers and will be revised for presentation to College Council in early December. A Facilities Master plan is also being drafted to present along with the other plans. Together the four plans will encompass institutional (strategic) planning efforts for accreditation. If all goes as planned, the plans will be approved by College Council in February and presented to the Board of Education for first reading in March.



Board of Education Policy¹

RECOMMENDATION

BACKGROUND INFORMATION ----- President Green

First reading of Board Policy 323 which follows below

DRAFT

DRAFT

DRAFT

Board Policy 323; Child Protection/Mandatory Reporting

Effective January 1, 2013, all Tillamook Bay Community College employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual College employee and applies twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time. College employees must immediately report to DHS or local law enforcement when the employee has “reasonable cause to believe” that any child with whom the employee comes in contact with has suffered abuse, or that any person with whom the employee comes in contact with has abused a child.

In addition, College employees and students must report to the College Director of Safety instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

“Abuse” means:



- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 - Contributing to the sexual delinquency of a minor;
 - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law enforcement agency" means:

- a city or municipal police department;
- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

LEGAL REFERENCE

ORS 419B.005 to 419B.050



Courses and Curricula

RECOMMENDATION

Recommend approval of changes to courses and curricula for AAS degree in Culinary Arts, One-Year Certificate in Culinary Arts, and Less-Than-One-Year Certificate in Culinary.

BACKGROUND INFORMATION----- Chief Academic Officer Gates

The following changes have been approved by the TBCC Faculty Curriculum Committee and are proposed for Board approval. The primary rationale for changes is to give students more practical (in the kitchen) experience.

1. AAS in Culinary Arts Program Changes
 - a. Change of contact time & credits for CA 292 from 3 credits to 7 credits
 - b. Addition of one more lab course to increase kitchen practice time
 - c. Change of pre-requisites for CA 220 & 270 (increase math level from MTH 20 to MTH 30)
 - d. Change HTM 280A from 3-9 Credits to 1-3 Credits
 - e. Eliminate HTM 100 & CA 160 from required courses.
 - f. Incorporate Learning Outcomes from CA 160 into CA 165

2. One Year Certificate in Culinary Arts Program Changes
 - a. Eliminate HTM 100 (3 cr.), CA 220 (4 cr.), and CA 270 (3 cr.) as required courses
 - b. Change CA 280A requirement to 1-3 credits
 - c. Add CA 265 Practicum II (7 credits) as required course
 - d. Change total credits from minimum of 53 to 48-51 credits

3. Less-Than-One Year Certificate in Culinary Arts Program Changes
 - a. Eliminate HTM 100 (3 cr.) and CA 220 (4 cr.) as required courses
 - b. Add CA 265 Practicum II (7 credits) as required course
 - c. Change HTM 280A to variable 1-3 credits
 - d. Change total credits from minimum 34 credits to 31-34 credits



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green
ESBDC Counselor (1/2 time, 20 hours/week)

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Business Counselor and Small Business Instructor	August 30, 2012	Oct. 22, 2012	Position Filled	Dan Biggs	Bill Mays



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

Events to Calendar:

November 8 -- 11 --OCCA Conference in Salem

November 16 --Thanksgiving Luncheon for staff and faculty. The College will close from 11:30 to 1:30 so that we can have this time together. There will not be a December end of term winter potluck or luncheon this year. The Board is invited.

Discussion:

- a. Update on TBCC North
- b. Shared meeting with the Neah-Kah-Nie School Board on April 1, 2013 at 5:30
- c. Questions on last month's update on progress on the Strategic Blueprint



Written Communication to the Board

RECOMMENDATION

Information only

BACKGROUND INFORMATION

----- President Green



October 11, 2012

Connie Green
Tillamook Bay Community College
4301 Third Street
Tillamook, OR

Dear Connie,

Thank you so much for your support of our YMCA Annual Dinner and Auction fund raising event. With your help this year's event raised just over \$67,000.00 to benefit youth and families in Tillamook County.

The success of this event is based on many factors and I wish to thank each of you for your contribution. Thank you for the many generous donations from business and community members of items for our silent and oral auction as well as goods and services provided for the event. Thank you volunteers and staff for the many hours spent preparing for the event and making the evening enjoyable for the attendees. Many thanks to those who attended and helped make our silent and oral auctions a success by bidding on auction items. It was a great evening of fun and fellowship!

Thanks to everyone for your support and continued dedication to the success of the YMCA and its efforts to serve the youth and families of Tillamook County. Please plan to join us again next year for the YMCA 29th Annual Dinner and 61st Annual Auction on Saturday, September 21, 2013.

Sincerely,

Don Schmidt
Executive Director

Tillamook County Family YMCA * 610 Stillwell * Tillamook, OR 97141
Phone: 503-842-9622 * Fax: 503-815-2643
www.tillamookymca.org



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 Wakefield



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Wakefield



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION----- Chair Wakefield

